

Florida Department of Transportation



49 U.S.C. Section 5311(f) Instruction Manual Capital & Operating Assistance Applications – SFY2021

Formula Grants for Rural Areas

CFDA 20.509

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1. Introduction

This instruction manual includes program information, application forms, exhibits, certifications and assurances, and instructions to enable an applicant to apply for Federal operating, capital under 49 U.S.C. 5311(f) Formula Grants for Rural Areas Program, as administered by the Florida Department of Transportation (FDOT).

2. General program information

Program Administration

The Federal government allocates funds by formula to the State of Florida each year for the Section 5311(f) Program. FDOT has been designated by the governor of Florida to administer the program. As the program administrator, FDOT is responsible for the following services. At its discretion, FDOT may contract with a service provider to perform 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 5311(f) program

Authorizing legislation for the program is shown in the glossary of this manual under “authorizing Federal and State Legislation.”

The Federal goal of the program is to enhance the access of people in rural areas to:

1. Support the connection between rural areas and the larger regional or national system of intercity bus service
2. Support services to meet the intercity travel needs of residents in rural areas
3. Support the infrastructure of the intercity bus network through planning and marketing assistance
4. Support the capital investment in facilities serving the multi modal transportation needs

In Florida, program funds shall be used to support local transit services that act to maximize the passenger carrying capacity of surface transportation facilities. The Department will provide funding support to projects that serve to maintain and enhance statewide intercity bus service.

Eligibility Criteria

Eligibility criteria are the minimum legal eligibility requirements. Intercity bus service means regularly scheduled bus service for the general public which operates with limited stops over fixed routes connecting two or more urban areas not in close proximity. The service must have the capacity for transporting baggage carried by passengers and provide package express service incidental to the passenger transportation. The service must make meaningful connections with scheduled intercity bus service to more distant points, if such service is available. To be eligible for the funding provided by the Department, the intercity bus service must make stops in rural areas. All schedule information must be maintained in the National Official Bus Guide.

Eligible Recipients

Eligible recipients of Section 5311(f) Grants include:

- Private companies that have operated defined intercity bus service in the state, with formal authority in accordance with the rules and regulations of the Federal Motor Carrier Safety Administration, for a minimum of two (2) years
- Private non-profit agencies that have an interline agreement with an eligible intercity bus carrier
- Public or governmental bodies completing a capital project designed to support privately operated intercity bus service

Legal Authority and Fiscal & Managerial Capability

Section 5311(f) applicants must have the legal authority and fiscal/managerial capability to apply for Federal assistance. Grant recipients are required to maintain adequate financial, maintenance, and operating records and be able to comply with FTA reporting requirements in accordance with the Uniform System of Accounts (USOA) and the National Transit Database (NTD) Reporting Manual. (49 USC 5335(a) and F.S. Chapter 341.052). Failure to properly manage, maintain, and operate vehicles/equipment could jeopardize existing and future grants and may result in the removal of vehicles/equipment. The Department will consider all items covered in the “Recipient Risk Assessment Tool” (see Appendix) in order to evaluate the risk posed by each applicant.

Eligible Expenses for Section 5311(f)

Eligible intercity bus costs include the total costs directly incidental to the provision of intercity bus service, including any depreciation or amortization of capital assets purchased without public financial assistance. Eligible capital projects include projects undertaken by an intercity bus carrier to provide intercity bus service, and is limited to acquisition, design, construction, reconstruction, or improvement of a privately operated intercity bus service. The costs associated with rolling stock are eligible capital costs.

Ineligible Expenses

- Expenses for charter service
- Expenses for school bus service
- Expenses for sightseeing bus service
- Service not open to the general public (prioritized transit service)
- Service exclusively within an urbanized area
- Depreciation expenses
- Expenses incurred prior to Federal and State approval of a grant application
- Expenses incurred prior to the execution of a Public Transportation Grant Agreement (PTGA)
- Expenses incurred prior to the Department’s approval of plans, specifications, and third party contracts

Application Deadlines

The Central Office will set the application deadline annually, usually between December and February each year. The Central Office will provide application packages to all interested parties.

The Central Office compiles POPs from the districts and submits a statewide grant application for Federal assistance to the Federal Transit Administration (FTA) by April 1 of each year. FDOT anticipates FTA’s approval of the statewide grant application (including district POP’s) no earlier than July 1. The Florida Legislature also approves the general appropriation for the State’s current year budget by July 1. Once Federal approval is received and the State budget finalized, District

Offices may make grant awards (See “Grant Award Process” below, Section 4).

3. Section 5311(f) compliance requirements

Section 5311(f)-awarded agencies must comply with the following 5311(f) requirements:

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 into third-party procurements/contracts that utilize federal funds.

Americans with Disabilities Act (ADA)

Applicants must comply with the Americans with Disabilities Act, (ADA) of 1990, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; U.S. DOT regulations at 49 CFR Parts 27, 37, 38 and 39; and FTA regulations at 49 CFR Part 609.

Civil Rights Submissions

Civil rights submissions that are required include, a Title VI Program, Equal Employment Opportunity (EEO) Program, Disadvantaged Business Enterprise (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 technical assistance to the applicant in the development of their Title VI Program.

Administrative requirements

Section 5311(f) projects awarded to an agency located in an urbanized area must be included in the metropolitan transportation plan (MTP) 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 the FDOT 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 FDOT STIP.

Administrative requirements (ONLY IF THE GRANT IS FOR FACILITIES)

Executive Order 12372 requires a review of all Federal grants to ensure compliance with the local and state planning process. Therefore, prior to submission of an application to the FDOT District Office, applicants should send their applications to the **LOCAL** Clearinghouse/Regional Planning Council; **NOT TO THE STATE CLEARINGHOUSE** (see Appendix). The appropriate clearinghouse agency should be contacted to determine the number of copies required for local review. The date the application was submitted to the local clearinghouse for review must be listed under 19 on the Standard Form 424. Support letters from the local clearinghouse must be submitted to the District Office before a Section 5311(f) Award can be made.

Audit requirements for Section 5311(f) Recipients

Part I Federally Funded: If the Agency is a state, local government, or non-profit organizations as defined in 2 CFR Part 200 and a recipient of federal funds, the following annual audit criteria will apply:

1. In the event that the recipient expends \$750,000 or more in Federal awards in its fiscal year, the recipient must have a single or program-specific audit conducted in accordance with the

provisions of 2 CFR Part 200, as revised. Exhibit "L" to this agreement indicates Federal resources awarded through the Department by this agreement. In determining the Federal awards expended in its fiscal year, the recipient shall consider all sources of Federal awards, including Federal resources received from the Department. The determination of amounts of Federal awards expended should be in accordance with the guidelines established by 2 CFR Part 200, as revised. An audit of the recipient conducted by the Auditor General in accordance with the provisions 2 CFR Part 200, as revised, will meet the requirements of this part.

2. In connection with the audit requirements addressed in Part I, Paragraph 1, the recipient shall fulfill the requirements relative to auditee responsibilities as provided in Subpart C of 2 CFR Part 200.

3. If the recipient expends less than the amount in Part I, Paragraph 1, an audit conducted in accordance with the provisions of 2 CFR Part 200, is not required. If the recipient elects to conduct such an audit, the cost of the audit must be paid from resources obtained from other than Federal entities.

4. Federal awards are to be identified using the Catalog of Federal Domestic Assistance (CFDA) title and number, award number and year, and name of the awarding federal agency.

Part II State Funded: If the Agency is a non-state entity as defined by Section 215.97(2) (m), Florida Statutes, and a recipient of state funds, the following annual audit criteria will apply:

1. In the event that the recipient expends a total amount of state financial assistance equal to or in excess of \$750,000 in any fiscal year, the recipient must have a State single or project-specific audit for such fiscal year in accordance with Section 215.97, Florida Statutes; applicable rules of the Department of Financial Services and the CFO; and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. Exhibit "L" to this agreement indicates state financial assistance awarded through the Department by this agreement. In determining the state financial assistance expended in its fiscal year, the recipient shall consider all sources of state financial assistance, including state financial assistance received from the Department, other state agencies, and other non-state entities. State financial assistance does not include Federal direct or pass-through awards and resources received by a non-state entity for Federal program matching requirements.

2. In connection with the audit requirements addressed in Part II, Paragraph 1, the recipient shall ensure that the audit complies with the requirements of Section 215.97(8), Florida Statutes. This includes submission of a financial reporting package as defined by Section 215.97(2) (e), Florida Statutes, and Chapter 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.

3. If the recipient expends less than the amount in Part II, Paragraph 1, such audit is not required. If the recipient elects to conduct such an audit, the cost of the audit must be paid from the recipient's resources obtained from non-state entities.

4. State awards are to be identified using the Catalog of State Financial Assistance (CSFA) title and number, award number and year, and name of the state agency awarding it.

Part III Other Audit Requirements

1. The Agency shall follow-up and take corrective action on audit findings. Preparation of a summary schedule of prior year audit findings, including corrective action and current status of the audit findings is required. Current year audit findings require corrective action and status of findings.

2. Records related to unresolved audit findings, appeals, or litigation shall be retained until the action is completed or the dispute is resolved. Access to project records and audit work papers shall be given to the Department, the Department Comptroller, and the Auditor General. This

section does not limit the authority of the Department to conduct or arrange for the conduct of additional audits or evaluations of state financial assistance or limit the authority of any other state official.

Part IV Report Submission

1. Copies of reporting packages for audits conducted in accordance with 2 CFR Part 200 as revised, and required by Section 7.62 Part I of this agreement shall be submitted, when required by Section .320 (d), 2 CFR Part 200 as revised, by or on behalf of the recipient directly to each of the following:

A. The Department at the following address:

Florida Department of Transportation
Office of Comptroller, MS 24
605 Suwannee Street
Tallahassee, Florida 32399-0405
Email: FDOTSingleAudit@dot.state.fl.us

B. The number of copies required by Sections .320 (d)(1) and (2), 2 CFR Part 200 as revised, submitted to the following address:

Federal Audit Clearinghouse
Bureau of the Census
1201 East 10th Street
Jeffersonville, IN 47132

C. Other Federal agencies and pass-through entities in accordance with Sections .320 (e) and (f), 2 CFR Part 200 as revised.

2. In the event that a copy of the reporting package for an audit required by Section 7.62 Part I of this Agreement and conducted in accordance with 2 CFR Part 200 as revised is not required to be submitted to the Department for reasons pursuant to section .320 (e)(2), 2 CFR Part 200 as revised, the recipient shall submit the required written notification pursuant to Section .320 (e)(2) and a copy of the recipient's audited schedule of expenditures of Federal awards directly to each of the following:

Florida Department of Transportation
Office of Comptroller, MS 24
605 Suwannee Street
Tallahassee, Florida 32399-0405
Email: FDOTSingleAudit@dot.state.fl.us

In addition, pursuant to Section .320 (f), 2 CFR Part 200 as revised, the recipient shall submit a copy of the reporting package described in Section .320 (c), 2 CFR Part 200 as revised, and any management letters issued by the auditor, to the Department at the following address:

Florida Department of Transportation
Office of Comptroller, MS 24
605 Suwannee Street
Tallahassee, Florida 32399-0405
Email: FDOTSingleAudit@dot.state.fl.us

3. Copies of financial reporting packages required by Section 7.62 Part II of this Agreement shall be submitted by or on behalf of the recipient directly to each of the following:

A. The Department at the following address:

Florida Department of Transportation

Office of Comptroller, MS 24
605 Suwannee Street
Tallahassee, Florida 32399-0405

Email: FDOTSingleAudit@dot.state.fl.us

B. The Auditor General's Office at the following address:

Auditor General's Office
Room 401, Pepper Building
111 West Madison Street
Tallahassee, Florida 32399-1450

4. Copies of reports or the management letter required by Section 7.62 Part III of this Agreement shall be submitted by or on behalf of the recipient directly to:

The Department at the following address:

Florida Department of Transportation
Office of Comptroller, MS 24
605 Suwannee Street
Tallahassee, Florida 32399-0405

Email: FDOTSingleAudit@dot.state.fl.us

5. Any reports, management letter, or other information required to be submitted to the Department pursuant to this Agreement shall be submitted timely in accordance with 2 CFR Part 200 as revised, Section 215.97, Florida Statutes, and Chapter 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, as applicable.

6. Recipients, when submitting financial reporting packages to the Department for audits done in accordance with 2 CFR Part 200 as revised or Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, should indicate the date that the reporting package was delivered to the Agency in correspondence accompanying the reporting package.

Certifications and assurances

Applicants must agree to comply with certain Federal requirements by signing the certification and assurances form covered by **Exhibits E, G, I, J and** of this manual, as appropriate. Applicants for the Section 5311(f) Capital Assistance must also sign a certification and assurance to FDOT, as provided in **Exhibit E** of the application. **Exhibit G** assures compliance with Section 5333(b) of the Federal Transit Act regarding compliance with labor protection provisions and applies to all applicants. **Exhibit I** applies to applicants for capital assistance to purchase non-accessible vehicles. Compliance items in **Exhibit J** 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 L** pertains to Protection of the Environment and applies to applicants seeking grants for facilities.

Grant Application Evaluation Criteria

Section 5311(f) funds shall be awarded to eligible recipients on the basis of merit and need. Project submissions must address how the request will serve Florida residents in rural areas and improve access to the national intercity bus network.

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 FDOT Central Office to agencies submitting applications approved by FDOT. All applications must be submitted, on the correct forms, in the Department's grant management system. To request access to the system, contact the Transit Grant Programs Administrator at 850-414-4500.

Grant Award Process for Section 5311(f) Capital Assistance

Capital Assistance awards will be made by the FDOT Central Office to agencies submitting applications approved by FDOT for an award by issuing a Public Transportation Grant Agreement (PTGA) to the recipient.

Grant Award Process for Section 5311(f) Operating Assistance

The Central Office may enter into a PTGA to commit funds for PTGA eligible operating projects. The term of the agreement will depend upon available funding levels.

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 and to make project selections.

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 in order to obtain federal grants (18 U.S.C. 1001).

The original application for **Operating Assistance** or **Capital Assistance** should be prepared on white, 8.5 X 11” paper, one-sided and securely clipped (no staples, binders, or dividers, please) and uploaded into the Department’s grant management system, TransCIP.

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
- 4 Be printed on company letterhead (cover letter).

All signatures should be written in blue ink by the individual designated by the governing board of the applicant agency. Only original signature resolutions, applications, and acceptance of grant awards are acceptable. Agencies applying via TransCIP should print and sign the documents and then upload a scanned color copy into TransCIP.

Questions regarding Section 5311(f) applications or the application process should be directed to the FDOT Central Office at 850-414-4500.

6. Grant Application Instructions

The following grant application instructions should be used to guide the applicant through each step of the application process.

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-recipient are compliant with all FDOT and FTA Section 5311(f) 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.

Exhibit C: Public Hearing Notice and Publisher’s Affidavit

An opportunity for a public hearing is required **ONLY for public agencies** requesting **capital** grants under Section 5311(f). An application for Section 5311(f) 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 5311(f) award can be made.

Exhibit D: 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.

Part II – Funding Request

Form A: Current System Description

Applicants must submit Form A as part of their application. Form A 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).

Forms B: Proposed Project Description

Applicants must submit Form B 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. **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 5311(f) program goals.

Definitions

Source: [National Transit Data Report - NTD](#)

Operating and Administrative Expenses

<p>(501) labor - The pay and allowances due employees in exchange for the labor services they render on behalf of the transit system</p>	<p>(506) insurance - Cost elements covering protection of the transit system from loss through insurance programs; compensation of others for their losses due to acts for which the transit system is liable; and recognition of the cost of a miscellaneous category of corporate losses</p>
<p>(502) fringe and benefits - Payments or accruals to others (insurance companies, governments, etc.) on behalf of an employee and payments or accruals direct to an employee arising from something other than his performance of a piece of work</p>	<p>(507) license and taxes - Taxes and fees levied against the transit system by Federal, state, and local governments</p>
<p>(503) services - Labor and other work provided by outside organizations for fees and related expenses</p>	<p>(508) purchased transit service - The payment or accrual to other transit systems for providing transportation service</p>
<p>(504) materials and supplies - Tangible products obtained from outside suppliers or manufactured internally</p>	<p>(509) miscellaneous - Those expenses which cannot be attributed to any of the other major expense categories</p>
<p>(504.01) vehicle maintenance - Cost of fuel and lubricants, tires and tubes, vehicle maintenance parts</p>	<p>(512) leases and rentals - Payments for the use of capital assets not owned by the transit system</p>
<p>(505) utilities - Payments made to various utilities for utilization of their resources (e.g., electric, gas, water, telephone, etc.)</p>	<p>(513) depreciation - Charges that reflect the loss in service value of the transit system's assets</p>

Operating and Administrative Revenues

<p>(401) passenger fares for transit services - Revenue earned from carrying passengers along regularly scheduled routes</p>	<p>(410) local special fare assistance - Funds obtained from local government units to help cover the difference between full adult fares and special reduced fares (includes local social service contract funds)</p>
<p>(402) special transit fares - Revenues earned for rides given in regular transit service, but paid for by some organization rather than by the rider, and for rides given along special routes for which revenue may be guaranteed by a beneficiary of the service</p>	<p>(411) state cash grants and reimbursements - Funds obtained from state government to assist in paying the cost of operating transit services (includes Commission for the Transportation Disadvantaged grant funds)</p>
<p>(403) school bus service revenues - Revenues earned from operating vehicles under school bus contracts</p>	<p>(412) state special fare assistance - Funds obtained from state government to help cover the difference between full adult fares and special reduced fares (includes state social service contract funds)</p>
<p>(404) freight tariffs - Revenues earned from carrying freight on runs whose primary purpose is passenger operations</p>	<p>(413) federal cash grants and reimbursements - Funds obtained from the Federal government to assist in paying the cost of operating transit services. Include and identify the source of unrestricted Federal Funds used as match</p>
<p>(405) charter service revenues - Revenues earned from operating vehicles under charter contracts</p>	<p>(414) interest income - Revenues earned from the lending or deposit of funds</p>
<p>(406) auxiliary transportation revenues - Revenues earned from operations closely associated with the transportation operations (e.g., concessions, advertising, automobile ferriage, etc.)</p>	<p>(430) contributed services - The receipt of services (not cash) from another entity where such services benefit transit operations and the transit operator is under no obligation to pay for the services</p>
<p>(407) non-transportation revenues - Revenues earned from activities not associated with the provision of the transit system's transit service (e.g., sale of maintenance services, rental of revenue vehicles, rental of buildings and other property, investment income, parking lot revenue, etc.)</p>	<p>(431) contributed cash - The receipt of funds from another entity where such funds benefit transit operations and the transit operator is under no obligation to repay the funds</p>
<p>(408) taxes levied directly by transit system - Tax revenues to transit systems that are organized as independent political subdivision with their own taxation authority</p>	<p>(440) subsidy from other sectors of operations - Funds obtained from other sectors of a transit company's operations to help cover the cost of providing transit service</p>
<p>(409) local cash grants and reimbursements - Funds obtained from local government units to assist in paying the cost of operating transit services</p>	

Operating Funding Sources

Include all sources of operating revenue; including revenue from grants, donations, and local fund-raising projects that will be used to fund your transportation program. List the funding sources and amounts for the prior, current and budget year.

Form C-1: Capital Request Form

Applicants must complete the “Capital Request,” Form C-1, provided in the application. The upper part of the form (vehicle requests) covers vehicles; the lower (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 4**.

NOTE: Applicants should be sure to indicate whether the new vehicle is to replace (R) an older vehicle or expand (E) the fleet by buying a new vehicle, and the fuel type of the vehicle.

Replacement Vehicle (R)

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. All columns of the form must be completed.

Form C-2: Estimate of Project Costs by Grant Phase

The applicable phases must be included. It should include the state, local, and federal dollar amounts, as well as the state, local, and federal percentages.

Form C-3: Current Vehicle and Transportation Equipment Inventory Form

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

- A current list of all 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 Exhibit B of the application.
- Indication of whether vehicles were donated, and if so, when the donation occurred.

Form D: Operations Phase- Estimate of Project Costs by Budget Category

The applicable columns of the form must be completed.

Part III – Managerial Capability

Exhibit E: 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 F: 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 G: FTA Section 5333(b) Assurance

All applicants must include a signed FTA Section 5333 (B) Assurance form, available in the 5311 Grant Application. By signing the following assurance, the recipient of Section 5311 and/or 5311(f) assistance assures it will comply with the labor protection provisions of 49 U.S.C. 5333(b) by one of the following actions: (1) signing the Special Warranty for the Rural Area Program ([see FTA Circular C 9040.1G, Chapter VIII](#)); (2) agreeing to alternative comparable arrangements approved by the ([Department of Labor \(DOL\)](#)); or (3) obtaining a waiver from the DOL.)

Exhibit H: Leasing Certification

This exhibit must be completed by all applicants for capital assistance and signed by the authorized agency representative. This exhibit does **not** 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 I: Certification of Equivalent Service

The “Certification of Equivalent Service” must be completed for all capital applications, not only those requesting non-accessible vehicles.

Form 424: Application for Federal Assistance

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

The code assigned to the Section 5311(f) Program in the Catalog of Federal Domestic Assistance is **20.509**. This code should be shown in Section 10 of the form followed by the title: “Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities Program.” [Congressional Districts](#) and [DUNS Numbers](#) can be obtained from the respective linked documents.

If applying for both **operating** and **capital assistance**, submit separate Standard Form 424 for Operating and Capital. 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**.

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, Enter legal name of applicant, name of primary organizational unit (including division, if
c, applicable), which will undertake the assistance activity, enter employer/taxpayer identification
d e, f 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: 20.509
CFDA Title should be: Section 5311 (f)
-
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. For pre-applications, use a separate sheet to
provide a summary description of this project.
-
16. List the applicant’s Congressional District and any District(s) affected by the program or project.
-
17. Enter the proposed start date and end date of the project (dates must be within the same 12-
month period/calendar year).
-

-
18. Amount requested or to be contributed during the first funding/budget period by each contributor. Value of in kind contributions should be included on appropriate lines as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses. If both basic and supplemental amounts are included, show breakdown on an attached sheet. For multiple program funding, use totals and show breakdown using same categories as item
-
19. Check the applicable box
-
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		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input style="width: 100%;" type="text"/> * Other (Specify): <input style="width: 100%;" type="text"/>
* 3. Date Received: <input style="width: 100%;" type="text"/>	4. Applicant Identifier: <input style="width: 100%;" type="text"/>	
5a. Federal Entity Identifier: <input style="width: 100%;" type="text"/>	5b. Federal Award Identifier: <input style="width: 100%;" type="text"/>	
State Use Only:		
6. Date Received by State: <input style="width: 100%;" type="text"/>	7. State Application Identifier: <input style="width: 100%;" type="text"/>	
8. APPLICANT INFORMATION:		
* a. Legal Name: <input style="width: 100%;" type="text"/>		
* b. Employer/Taxpayer Identification Number (EIN/TIN): <input style="width: 100%;" type="text"/>	* c. Organizational DUNS: <input style="width: 100%;" type="text"/>	
d. Address:		
* Street1: <input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	
Street2: <input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	
* City: <input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	
County/Parish: <input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	
* State: <input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	
Province: <input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	
* Country: <input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text" value="USA: UNITED STATES"/>	
* Zip / Postal Code: <input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	
e. Organizational Unit:		
Department Name: <input style="width: 100%;" type="text"/>	Division Name: <input style="width: 100%;" type="text"/>	
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix: <input style="width: 100%;" type="text"/>	* First Name: <input style="width: 100%;" type="text"/>	
Middle Name: <input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	
* Last Name: <input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	
Suffix: <input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	
Title: <input style="width: 100%;" type="text"/>		
Organizational Affiliation: <input style="width: 100%;" type="text"/>		
* Telephone Number: <input style="width: 100%;" type="text"/>	Fax Number: <input style="width: 100%;" type="text"/>	
* Email: <input style="width: 100%;" type="text"/>		

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

Application for Federal Assistance SF-424	
16. Congressional Districts Of:	
* 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"/>
17. Proposed Project:	
* a. Start Date: <input style="width: 100px;" type="text"/>	* b. End Date: <input style="width: 100px;" type="text"/>
18. Estimated Funding (\$):	
* 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"/>
* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?	
<input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on <input style="width: 100px;" 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.	
* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)	
<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"/>
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)	
<input style="width: 100px;" type="text" value="** I AGREE"/>	
** 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.	
Authorized Representative:	
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: 400px;" type="text"/>	
Suffix: <input style="width: 100px;" type="text"/>	
* Title: <input style="width: 300px;" type="text"/>	
* Telephone Number: <input style="width: 150px;" type="text"/>	Fax Number: <input style="width: 200px;" type="text"/>
* Email: <input style="width: 500px;" type="text"/>	
* Signature of Authorized Representative: <input style="width: 250px;" type="text"/>	* Date Signed: <input style="width: 100px;" type="text"/>

Exhibit J: Federal Certifications and Assurances

The **last** page (Appendix A) 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 not available 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.

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. [Blue ink](#) is required as it distinguishes an original signature from a photocopied signature.

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 K: Title VI Plan

If an applicant has not previously submitted their Title VI plan to the Department, a copy must be included with the application. **A template for this exhibit may be obtained from your district office and/or the FDOT State Management Plan.**

Exhibit L: Protection of the Environment

Most transit projects funded under Section 5311(f) 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 M: 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 State Management Plan.

Exhibit N: Terms and Conditions of Construction

Required if the agency is applying for a construction project.

7. Appendix

What’s on the Market

Visit [FDOT TRIPS website](#) for all active contracts. **The Auto and Light Truck contract can be found at [The Florida Department of Management Services \(DMS\) website](#).**

Useful Life Requirements

ASSET	USEFUL LIFE	SOURCE
BUSES/LIGHT VEHICLES		
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	TRIPS Florida
Medium medium-duty transit buses 25'-35'; Sprinter bus	7 years and 250,000 miles	TRIPS Florida
Medium light-duty transit buses, cutaway, MV-1, Minivan	5 years and 200,000 miles	TRIPS Florida
Minibus	4 years and 100,000 miles	TRIPS Florida
TROLLEYS		
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
FERRIES		
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
FACILITIES		
Buildings- concrete, steel and frame construction	40 years	FTA Circular 5010.1D

ASSET	USEFUL LIFE	SOURCE
OTHER CAPITAL EQUIPMENT		
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 regard 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.*

2. 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?

3. Document the applicant's history of performance. Has local match been readily available? Are invoices submitted in a timely manner?

4. Review previous audit reports. Does the applicant have any unresolved audit findings? Are there reoccurring findings in the annual audit reports?

5. Attach the screen shot of the SAM.gov check of the applicant.

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 austin.mount@wfrpc.org (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 crietow@thearpc.com (850) 488-6211	Calhoun, Franklin, Gadsden, Gulf, Jackson, Jefferson, Leon, Liberty, Wakulla
North Central Florida RPC 2009 NW 67 th Place Gainesville, FL 32653- 1603	Scott Koons skoons@ncfrpc.org (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 eamderspm@nefrpc.org (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. hharling@ecfrpc.org (407) 262-7772	Brevard, Lake, Orange, Osceola, Seminole, Sumter, Volusia
Central Florida RPC Post Office Drawer 2089 Bartow, FL 33830	Ken Harley kharley@cfrpc.org (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 johnm@tbrpc.org (727) 570-5151 ext. 10	Citrus, Hernando, Hillsborough, Manatee, Pasco, Pinellas
Southwest Florida RPC 1926 Victoria Ave Fort Myers, FL 33901	Nicole Gwinnett ngwinnett@swfrpc.org (239) 338-2550 ext. 232	Charlotte, Collier, Glades, Hendry, Lee, Sarasota
Treasure Coast RPC 421 Southwest Camden Ave Stuart, FL 34994	Stephanie Heidt sheidt@tcrpc.org (772) 221-4060	Indian River, Martin, Palm Beach, St. Lucie
South Florida RPC 3440 Hollywood Blvd. Suite 140 Hollywood, FL 33021	Kathe Lerch klerch@sfrpc.com (954) 985-4416	Broward, Miami-Dade, Monroe

FDOT District Office Contacts

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

District 4 3400 W Commercial Blvd.
Ft. Lauderdale, FL 33309

Larry Merritt	(954) 777-4683 Larry.Merritt@dot.state.fl.us	Manager
Jayne Pietrowski	(954) 777-4661 Jayne.Pietrowski@dot.state.fl.us	Transportation Projects Specialist
Marie Dorismond	(954) 777-4605 Marie.Dorismond@dot.state.fl.us	5310 Program Manager

District 5 133 S Semoran Blvd.
Orlando, FL 32807

Brenda Young	(407) 482-7852 Brenda.Young@dot.state.fl.us	Manager
Diane Poitras	(407) 482-7860 Diane.Poitras@dot.state.fl.us	Transit Programs Administrator
Jo Santiago	(407) 482-7875 Jo.Santiago@dot.state.fl.us	Transit Project Coordinator
Carlos Colon	(407) 482-7856 Carlos.Colon@dot.state.fl.us	Transit Project Coordinator

District 6 1000 N.W. 111 Avenue
Miami, Florida 33172

Raymond Freeman	(305) 470-5255 Raymond.Freeman@dot.state.fl.us	Transit Programs Administrator
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District 7 11201 N McKinley Dr. MS-7500
Tampa, FL 33612

Ming Gao	(813) 975-6923 Ming.gao@dot.state.fl.us	Manager
Chris Leffert	(813) 975-6403 Chris.leffert@dot.state.fl.us	Transit Programs Administrator
Dave Newell	(813) 975-6195 Dave.Newell@dot.state.fl.us	

Glossary

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

Applicant – An agency applying for Section 5311(f) Federal Assistance. See also “new applicant” and “recurring applicant.”

Authorizing Federal and State Legislation – Legislation authorizing the Section 5311 program are: Moving Ahead for Progress in the 21st Century (MAP-21) Section 20010; 49 U.S.C. Sections 5311; FTA Circular 9040.1F, Florida Statutes; and Chapter 14-73, Florida Administrative Code. The Section 5311 FTA Circular can be found at http://www.dot.state.fl.us/transit/Pages/FTA_Section_5311_Circular.pdf.

Capital cost of contracting - Some FTA recipients turn to an outside source to obtain public transportation service, maintenance service, or vehicles that the recipient will use in public transportation service. When recipients contract for such service, FTA will provide assistance with the capital consumed in the course of the contract. In the case of a contractor's providing vehicles for public transportation service, the capital consumed is equivalent to the depreciation of the vehicles in use in the public transportation service during the contract period. In the case of a maintenance contract, the capital consumed may be, for example, depreciation of the maintenance garage, or depreciation of the machine that lifts the vehicle. Capital consumed may also include a proportionate share of the interest the contractor might pay out as the contractor purchases and makes available to the recipient of these capital assets.

Category A project – A project certified by the District Office as having met all the statutory and administrative requirements for approval.

Category B project – A project the District Office anticipates approving, but that has not met all the statutory and administrative requirements for approval.

Community transportation coordinator (CTC) - A transportation entity recommended by an MPO, or by the appropriate designated official planning agency, as provided for in Sections 427.011 - 427.017, F.S. in an area outside the purview of a MPO, to ensure that coordinated transportation services are provided to the transportation disadvantaged population in a designated service area.

Contract revenue – fee collected from a third-party for transportation services provided to the third-party.

Coordination contract – A written contract between the CTC and an agency who receives transportation disadvantaged funds and performs some, if not all, of its own transportation services, as well as transportation services to others, when shown to be more effective and more efficient from a total system perspective. The contract reflects the specific terms and conditions that will apply to those agencies who perform their own transportation, as well as joint utilization and cost provisions for transportation services to and from the CTC.

Disabled person – See individuals with disabilities.

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

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

Fares – co-pay or revenue collected from the client to cover the cost of their trip.

Federally recognized Indian Tribal Government – The governing body or a governmental agency of any Indian tribe, band, nation or other organized group or community certified by the

Secretary of the Interior as eligible for the special programs and service provided through the Bureau of Indian Affairs.

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

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

Individuals with Disabilities- means 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.

Public Transportation Grant Agreement (PTGA) - A contract between FDOT and a local sponsor of a transportation project, defining a project and FDOT's participation.

Labor protections – All Section 5311 operational projects, including intercity bus projects, require agreement to the terms and conditions of the standard Section 5333(b) special warranty for the Section 5311 Program.

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 proficient (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.

New applicant – An applicant for Section 5311 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.

Rural area – The area outside of an urbanized area. An urbanized area is defined as “a core area and the surrounding densely populated area with a population of 50,000 or more, with boundaries fixed by the United States Census Bureau or extended by State and local officials.” For the purpose of Section 5311 the urbanized area map as approved by the Metropolitan Planning Organization, Florida Department of Transportation and the Federal Highway Administration, available from the District Planning Sections, shall be used to determine eligible service areas.

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.

Operating revenue - For Section 5311(f), 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.

Program of projects – 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 lists the subrecipients and indicates whether they are private non-profit agencies, public bodies, or private providers of transportation service, designates the areas served (including

Congressional Districts), and identifies any tribal entities. The program of projects also identifies intercity and RTAP projects. In addition, the program of projects includes a brief description of the projects, total project cost and the Federal share for each project, and the amount of funds used for program administration from the fifteen percent (15%) allowed. The program of projects shall indicate whether the employees of a subrecipient are represented by a union and if so by which union.

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 transportation – Surface transportation by a conveyance that provides regular and continuing general or special transportation to the public, but does not include school bus, charter, or intercity bus transportation or intercity passenger rail transportation provided by AMTRAK.

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.

Recipient – A State or Indian tribe that receives a Federal transit program grant directly from the Federal government.

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

Subrecipients – A state or local governmental authority, a non-profit organization, or operator of public transportation or intercity bus service that receives Federal transit program grant funds indirectly through a recipient.

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](#)
- [National Transit Database \(NTD\) Glossary](#)
- [2 CFR Part 200](#)
- [Programs Requiring Executive Order 12372 Review](#)
- [Section 5311\(f\) FTA Circular](#)
- [Standard Form 424](#)
- State Management Plan
- [Sunbiz](#)
- [TRIPS Florida](#)

End of Instruction Manual

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