Memorandum

MIAMI-DADE COUNTY

Date: June 30, 2009

Agenda Item No. 8(J)(1)(B)

To: Honorable Chairman Dennis C. Moss
and Members, Board of County Commissioners

From: George M. Burgess
County Manager

Subject: Execution of the Transportation Disadvantaged Trip & Equipment Grant Application and Agreement

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RECOMMENDATION

It is recommended that the Board of County Commissioners (Board) authorize the filing and execution of the Transportation Disadvantaged Trip & Equipment Grant Application and Agreement for Fiscal Year (FY) 2009-10 with the State of Florida, Commission for the Transportation Disadvantaged, in the amount of $6,712,961. It is further recommended that the Board authorize the receipt and expenditure of funds in accordance with the Agreement. The total project amount is $7,458,845. The required 10% local match is $745,885 and is included in Miami-Dade Transit's (MDT) FY 2009-10 Operating Budget.

SCOPE

The grant application with the State of Florida Commission for the Transportation Disadvantaged (CTD) benefits the Special Transportation Services (STS) program and others who are disadvantaged with monthly transit passes and tokens to targeted groups through social service agencies. Therefore, the impact of this grant is countywide.

FISCAL IMPACT

The State Transportation Disadvantaged Trust Fund has allocated $6,712,961 in grant funding to Miami-Dade County for FY 2009-2010. A local match in the amount of $745,885 is required for a total project amount of $7,458,845 and is included in MDT's FY 2009-10 Operating Budget.

TRACK RECORD/MONITOR

MDT has entered into numerous funding agreements with the CTD over the course of more than 11 years. The project managers for this grant are Rosie Perez, Senior Chief, Service Management & Innovation and Harry A. Rackard, Manager, Transit Mobility Planning.

DELEGATED AUTHORITY

In accordance with Section 2-8.3 of the Miami-Dade County Code related to indentifying delegation of Board authority, there are no authorities beyond that specified in the resolution which include authority for the Mayor, or his designee, to execute the agreement and receive and expend these and any additional funds should they become available.

BACKGROUND

During the 1989 State Legislative Session, the State established the Commission for the Transportation Disadvantaged (CTD) to fund and oversee the expansion of transportation services for the disabled, elderly, children-at-risk, and economically disadvantaged residents. The legislation established a Transportation Disadvantaged Trust Fund, which receives monies from vehicle registration fees and gasoline sales taxes. The CTD administers and distributes the funds to local transportation agencies according to an established formula, with a ten percent local match. Funds have been distributed each year since 1990 and Miami-Dade County has received funding ever since.

MDT uses Transportation Disadvantaged Trust funds primarily to support Special Transportation Services (STS), door-to-door transportation for individuals who are unable to use conventional transportation services. STS cost the County approximately $43.1 million this fiscal year. In FY 1992, MDT expanded its use of transportation disadvantaged funds to meet State requirements to include service to other classes of transportation disadvantaged individuals such as the elderly, economically disadvantaged and children-at-risk who have no alternate transportation services available. Those programs include the distribution of monthly transit passes and tokens to targeted groups through social service agencies.

The Transportation Disadvantaged Local Coordinating Board (LCB) reviews all existing and proposed Transportation Disadvantaged Programs and prioritizes monies received from the Transportation Disadvantaged Trust Fund. The LCB has membership which parallels that of the Florida Commission for the Transportation Disadvantaged and is composed of representatives from public and private agencies that provide assistance to the transportation disadvantaged. Voting members, appointed by the Metropolitan Planning Organization (MPO), include local staff from the State Departments of Transportation, Veterans Affairs, Agency for Health Care Administration, Children and Families and Veteran Affairs; representatives of the Miami-Dade Public Schools and local private, for-profit transportation industry; and advocates for the transportation disadvantaged. For FY 2009-10, the members of the LCB voted to continue funding successful programs from prior years and existing programs to maximize the use of existing transportation resources.

As part of the department's transition to the new automated fare collection system, agencies will continue receiving monthly transit passes and tokens, until the Automated Fare Collection System (AFCS) is fully implemented. After which time, pre-loaded EASY tickets will be provided equivalent to either one trip, daily, weekly, and/or monthly values.

Assistant County Manager

MEMORANDUM
(Revised)

TO: Honorable Chairman Dennis C. Moss
and Members, Board of County Commissioners

DATE: June 30, 2009

FROM: R. A. Cuevas, Jr.
County Attorney

SUBJECT: Agenda Item No. 8(J)(1)(B)

Please note any items checked.

_____ **"4-Day Rule" ("3-Day Rule" for committees) applicable if raised**

_____ **6 weeks required between first reading and public hearing**

_____ **4 weeks notification to municipal officials required prior to public hearing**

_____ **Decreases revenues or increases expenditures without balancing budget**

_____ **Budget required**

_____ **Statement of fiscal impact required**

_____ **Bid waiver requiring County Mayor's written recommendation**

_____ **Ordinance creating a new board requires detailed County Manager's report for public hearing**

_____ **Housekeeping item (no policy decision required)**

_____ **No committee review**

Approved _____ Mayor
Veto _____
Override _____

Agenda Item No. 8(J)(1)(B)
6-30-09

RESOLUTION NO. _____

RESOLUTION AUTHORIZING THE FILING AND EXECUTION OF A TRANSPORTATION DISADVANTAGED TRUST FUND TRIP AND EQUIPMENT GRANT APPLICATION AND AGREEMENT WITH THE FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED IN THE AMOUNT OF $6,712,961; AUTHORIZING THE RECEIPT AND EXPENDITURE OF FUNDS; AUTHORIZING THE FILING AND EXECUTION OF ANY ADDITIONAL AGREEMENTS, REVISIONS OR AMENDMENTS AS REQUIRED TO CARRY OUT THE PROJECTS FOR AND ON BEHALF OF MIAMI-DADE COUNTY; AUTHORIZING THE RECEIPT AND EXPENDITURE OF ANY ADDITIONAL FUNDS SHOULD THEY BECOME AVAILABLE; AND AUTHORIZING THE USE OF CHARTER COUNTY TRANSIT SYSTEM SURTAX FUNDS

WHEREAS, this Board desires to accomplish the purposes outlined in the accompanying memorandum, a copy of which is incorporated herein by reference; and

WHEREAS, the State of Florida is authorized to enter into agreements to provide state funding for transportation programs and projects; and

WHEREAS, this Board has the authority to file a Transportation Disadvantaged Trust Fund Grant Application and to undertake transportation disadvantaged service projects as authorized by Rule 41-2 Florida Administrative Code and Section 427.0159, Florida Statutes,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA, that:

Section 1. That this Board authorizes the filing of a grant application with the Florida Commission for the Transportation Disadvantaged in the amount of $6,712,961.

Section 2. That this Board further authorizes the County Mayor, County Mayor's designee, or the Miami-Dade Transit (MDT) Director to execute such grant agreements as are approved by the County Attorney's Office; to receive and expend funds in accordance with such

aforementioned contracts and agreements; and to file and execute any additional agreements, revisions, or amendments as required to carry out the projects for an on behalf of Miami-Dade County, Florida.

The foregoing resolution was offered by Commissioner , who moved its adoption. The motion was seconded by Commissioner and upon being put to a vote, the vote was as follows:

Dennis C. Moss, Chairman
Jose "Pepe" Diaz, Vice-Chairman

Bruno A. Barreiro	Audrey M. Edmonson
Carlos A. Gimenez	Sally A. Heyman
Barbara J. Jordan	Joe A. Martinez
Dorrin D. Rolle	Natacha Seijas
Katy Sorenson	Rebeca Sosa
Sen. Javier D. Souto	

The Chairperson thereupon declared the resolution duly passed and adopted this 30th day of June, 2009. This resolution shall become effective as follows: (1) ten (10) days after the date of its adoption unless vetoed by the Mayor, and if vetoed, shall become effective only upon an override by this Board, and (2) either i) the Citizens' Independent Transportation Trust (CITT) has approved same, or ii) in response to the CITT's disapproval, the County Commission re-affirms its award by two-thirds (2/3) vote of the Commission's membership and such reaffirmation becomes final.

MIAMI-DADE COUNTY, FLORIDA

BY ITS BOARD OF
COUNTY COMMISSIONERS

HARVEY RUVIN, CLERK

By:_____
Deputy Clerk

Approved by County Attorney as
to form and legal sufficiency.

Bruce Libhaber

FLORIDA COMMISSION FOR THE
Transportation Disadvantaged

APPLICATION AND POLICY MANUAL

FOR THE

TRIP & EQUIPMENT GRANT

FOR NON-SPONSORED TRIPS

AND/OR

CAPITAL EQUIPMENT

2009/2010

Issued By:

FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED

605 Suwannee Street, Mail Station 49

Tallahassee, Florida 32399-0450

850-410-5700

Fax 850-410-5752

Internet http://www.dot.state.fl.us/ctd

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INTRODUCTION

This manual contains information regarding the Transportation Disadvantaged Trip/Equipment Grant Program and is to be used when applying for funds and when using money from the Transportation Disadvantaged Trust Fund. This manual is intended by the Commission for the Transportation Disadvantaged to provide guidance to Community Transportation Coordinators when planning and implementing services under the Transportation Disadvantaged Trust Fund program.

The Transportation Disadvantaged Trust Fund is administered by the Commission for the Transportation Disadvantaged (CTD), pursuant to Section 427.0159, Florida Statutes. The purpose of the Transportation Disadvantaged Trust Fund is to provide a dedicated funding source for the operational and planning expenses of the CTD in carrying out its legislative responsibilities, and to provide transportation opportunities for non-sponsored transportation disadvantaged citizens. One process by which the CTD provides non-sponsored opportunities is the Transportation Disadvantaged Trip/Equipment Grant Program, which this manual concerns. The purpose of this grant is specifically to provide opportunities for non-sponsored transportation disadvantaged citizens to obtain access to transportation for daily living needs when they are not sponsored for that need by any other available federal, state or local funding source.

This manual is divided into four parts: Program Requirements, Application Instructions, Application Forms, and Trust Fund Allocations. For the purpose of clarifying terms, the forms contained in this manual are referred to as the "grant application" and the contract that will be returned for execution by successful applicants is known as the "grant agreement."

PART I
TRIP/EQUIPMENT GRANT PROGRAM REQUIREMENTS

This part of the manual contains requirements of the trip/equipment grant program.

1. PROJECT ELIGIBILITY

A. Eligible Expenditures

The grant funds allocated from the Transportation Disadvantaged Trust Fund are for the specific purpose of purchasing passenger trips for non-sponsored transportation disadvantaged individuals, or for equipment to be utilized by a Community Transportation Coordinator (CTC). The trip/equipment grant funds are to be expended and utilized in accordance with Chapter 427, Florida Statutes, Rule 41-2, Florida Administrative Code, CTD policies, the grant agreement, and this grant manual.

Most specifically, the legislation makes plain that the non-sponsored dollars are to be used to purchase transportation of last resort per Section 427.0159(3), Florida Statutes

(1999). The grant funds are not to be utilized as a system subsidy to cover other operating costs or deficits. Grant funds may be used only for non-sponsored transportation services and capital equipment and shall be applied only after all other potential funding sources have been used and eliminated. Recipients may not use grant funds to supplant or replace funding of transportation disadvantaged services which are currently funded to a recipient by any federal, state, or local governmental agency. This is a reimbursement type grant, which means recipients must provide or procure the service/equipment before invoicing the CTD for reimbursement. The CTC must provide supporting documentation for reimbursement identifying the specific trips designated as eligible for the Transportation Disadvantaged Trust Fund. The Grantee shall provide sufficient detailed documentation for each cost or claim for reimbursement to allow an audit trail to ensure that the services rendered or costs incurred were to those that were promised. The documentation must be sufficiently detailed to comply with the laws and policies of the Department of Financial Services.

In addition to other restrictions set out in this Trip and Equipment Grant agreement, the Grantee must also adhere to the following limitations on the use of Transportation Disadvantaged Trust Funds. A Grantee in a non-multi-county designated service area, may not borrow, loan or otherwise transfer Transportation Disadvantaged Trust Funds from one designated service area to another without the express written approval of the CTD.

The following is a detailed description of the two areas for which these grant funds may be utilized.

(1) **Non-sponsored trips**: A non-sponsored trip is a one-way trip for an individual who meets the definition of transportation disadvantaged, and is not subsidized by any funds which originate from any other federal, state, or local government program. These trips can be provided by van, bus, rail, or other conveyance, either publicly or privately owned, that are under written contract with the Community Transportation Coordinator (CTC) and such trip is arranged by the CTC.

The Legislature, which has appropriated the Transportation Disadvantaged Trust Fund dollars, expects each CTC with guidance from the local Coordinating Board to establish trip priorities among the many demands placed upon each local system. The CTC will provide the trip priorities in their service plan to the Commission. The purpose of these trips can be for health care, shopping, education, employment, recreation, or other life sustaining activities for non-sponsored transportation disadvantaged individuals.

Trips purchased by this grant shall be provided in a fair and equitable manner which does not intentionally exclude any non-sponsored transportation disadvantaged individual, except possibly by reasons pertaining to the provision of cost effective, efficient, unfragmented, or unduplicated services and in accordance with the Transportation Disadvantaged Service Plan (TDSP) approved by the local Coordinating Board (LCB). An eligible non-sponsored trip is one that originates or ends in the CTC's service area. CTD funds for non-sponsored trips shall be expended through a CTC that is operating under a current Memorandum of Agreement (MOA), and will be expended

at the fare structure contained in the approved Transportation Disadvantaged Service Plan for the particular type or mode of service. The lack of an executed MOA and approved Transportation Disadvantaged Service Plan will prevent the expenditure of any of these non-sponsored trip/equipment funds unless otherwise approved in writing by the CTD or the CTD's Designee. **Money from the voluntary dollar contribution generated from the annual vehicle registration forms can only be used to purchase non-sponsored trips.**

(2) **Capital Equipment**: Capital equipment is any equipment used to maintain or provide improved or expanded transportation services to the transportation disadvantaged and is exclusively utilized by the CTC. The Local Coordinating Board shall review any grant application that includes the purchase of capital equipment. The CTD must approve all capital equipment purchases made with Transportation Disadvantaged Trust Fund money. Money from the voluntary dollar contribution generated from the annual vehicle registration forms cannot be used to purchase capital equipment. Capital equipment does not include the acquisition, construction, or improvement of facilities. If the Grantee wishes to purchase or otherwise acquire vehicles or other equipment after the date of this Agreement, the Grantee will first obtain written approval of such acquisition from the CTD and then execute an amended Exhibit "A." Eligible capital equipment may include:

a. small medium buses, cutaway vans (van body on truck chassis), etc.;
b. station wagons or vans;
c. wheelchair lifts, ramps, and restraints;
d. two-way radios and communications equipment (TDD -Telecommunications Device for the Deaf), cell phones, excluding annual service contracts;
e. computer hardware/software;
f. support equipment, other than items specifically identified in this section, above $500 per piece;
g. vehicle procurement, testing, inspection acceptance, and vehicle rehabilitation when the rehabilitation extends the life of the vehicle one year beyond the original expectancy; and
h. initial installation or set-up costs of any of the above items.

Equipment purchased will meet or exceed any applicable CTD accepted minimum specifications. The CTD accepts any specifications by any local, state, or federal government department.

In accordance with the Americans with Disabilities Act, all vehicles purchased through this grant, which are to be utilized on a fixed route/fixed schedule service, must be lift equipped. Applicants who intend to utilize project vehicles for demand response services shall certify that their demand response service offered to individuals with disabilities, including individuals who use wheelchairs, is equivalent to the level and quality of service offered to individuals without disabilities.

All vehicles purchased with Transportation Disadvantaged Funds shall be titled to the applying agency with a lien to the Florida Commission for the Transportation

Disadvantaged. Equipment purchased with this grant shall be for exclusive use by the CTC and shall not be leased or assigned for operational responsibility to third parties, unless approved in writing by the CTD. The CTD may, after consultation with the recipient and local Coordinating Board, transfer all equipment purchased under this grant at such time that it deems the equipment to be underutilized or that it is not being operated for its intended purpose. The Grantee may only purchase vehicles with Transportation Disadvantaged Trust Funds that the Grantee actually uses to transport eligible transportation disadvantaged passengers in the coordinated system. The CTD shall retain a majority of the interest in all capital equipment until the useful life of such equipment has been expended. At that time, the grantee may dispose of such equipment with the written permission of the CTD in accordance with the CTD's Capital Equipment Procedures. The CTC may allocate up to 25 percent of the total project budget for capital expenditures excluding voluntary dollar contributions.

Each vehicle or other capital equipment purchase must be covered for liability and property insurance. The CTD must be made an additional insured for liability policies and the loss payee for property insurance coverage.

B. Eligible Service Areas

This is the area as defined in the Memorandum of Agreement and Transportation Disadvantaged Service Plan. As long as the non-sponsored trip is arranged by the CTC and originates or ends within the defined service area, it is an eligible trip.

C. Eligible Applicants

For this grant cycle an eligible applicant is any current Commission approved Community Transportation Coordinator who has an executed MOA and Transportation Disadvantaged Service Plan unless otherwise approved by the Commission or the Commission's Designee.

2. LOCAL MATCH REQUIREMENT

This trip/equipment grant program requires a local match. In defining local match, Rule 41-2.014(3), Florida Administrative Code, requires that eligible grant recipients must provide at least 10 percent of the total project cost as the local share. The 10 percent match for the 2009/2010 funding allocation must be cash generated from local sources; no state or federal government revenues are acceptable as local match. A 10 percent match is required for the money from the voluntary dollar contribution generated from the annual vehicle registration forms. However, the 10 percent match for the voluntary dollar contributions must be in-kind match. All matches for the 2009/2010 allocations and the voluntary dollars must be documented, reasonable, necessary, and related to this project.

Examples of cash generated from local sources include local appropriations, dedicated tax revenues, private donations; net income generated from advertising and

concessions, contract revenues, and farebox revenues. No federal or state revenues are acceptable as local generated cash.

The following is a list of in-kind match for the voluntary dollar that is acceptable to the CTD provided the value of each is documented, reasonable and necessary for the arrangement or provision of transportation disadvantaged services:

a. non-cash donations
b. volunteered services
c. salaries and fringe benefits

Any service provided with State or Federal government revenues is not accepted as in-kind match.

FUNDING PARTICIPATION FORMULA

Allocation for Non-sponsored Trips and Capital Equipment

Federal	0%
State	90%
Local match	10%
	100%

Voluntary dollar contribution for Non-sponsored Trips

Federal	0%
State	90%
Local in-kind match	10%
	100%

3. TRUST FUND ALLOCATION

Attached in Part IV of this manual is a table containing each service area's anticipated eligible allocation, contingent on appropriations by the 2009 Legislature.

4. UNOBLIGATED ALLOCATIONS

Trip/Equipment funds initially allocated to CTCs for which a grant application has not been received by **October 1, 2009** will no longer be available to that service area, unless otherwise approved by the CTD or its designee. Money from the voluntary dollar contributions generated from the annual vehicle registration forms can only be requested at the time of grant application unless otherwise approved by the Executive Director.

5. TRANSFER OF PLANNING ALLOCATION

Transportation Disadvantaged Trust Funds allocated for planning grants to Designated Official Planning Agencies or Metropolitan Planning Organizations, that are not needed

and are not obligated by a grant agreement, may be applied for by each respective CTC's non-sponsored trip/equipment grant application. Prior to completing this application, contact your Designated Official Planning Agency or Metropolitan Planning Organization to determine if there is any unneeded planning allocation. If so, you may apply for the unneeded portion of the planning grant allocation in this grant, provided the local match is available. These arrangements are expected to occur prior to the execution of either grant agreement within the same grant cycle.

6. GRANT APPROVAL

All grant applications are subject to approval by the CTD or its designee. Once the grant application has been approved, a grant agreement will be forwarded to the applicant for execution.

Costs incurred prior to grant agreement execution cannot be charged to the project, nor will the CTD give retroactive grant agreement execution. Costs incurred by an applicant to prepare and file this application are not eligible project costs for this project.

A grant agreement must be executed promptly in accordance with its accompanying instructions upon grant approval. The grantee should advise the CTD immediately if the grant agreement cannot be executed within 90 days after receipt of the agreement.

Invoices for Transportation Disadvantaged Trust Funds will not be honored until the grant agreement has been executed by both the CTD and the grantee, and is on file at the CTD office. Additionally, required invoice summary forms must be used.

7. PROGRAM MANAGEMENT

General: Grantees must administer grants following the guidelines and procedures identified in the Federal Common Grant Rule except where specifically stated otherwise. This document contains information concerning audits, allowable costs, accounting procedures, records retention, cost allocation plans, and other financial management requirements.

Third party contracts: Third party contracts are contracts between a grantee and any subgrantee, or pass-through funding recipient, consultants, or others in the private sector for work needed to carry out a project. Unless otherwise authorized in writing by the Commission, the Grantee may not execute any contract or obligate itself in any manner requiring the disbursement of Transportation Disadvantaged Trust Fund money, including transportation operator and consultant contracts or amendments thereto, with any third party with respect to the project without being able to provide a written certification by the Grantee that the contract or obligation was executed in accordance with the competitive procurement requirements of Chapter 287, Florida Statutes, Chapter 427, Florida Statutes, and the rules promulgated by the Department of Management Services. The procurement, execution, audit, and closing of third-party contracts are basic grantee responsibilities and must be carried out using the same

guidelines and procedures as described in Chapter 287, Florida Statutes. Inter-agency agreements or contracts passing through grant funds to other public bodies (including public transit operators) or transportation operators as defined in Chapter 427, Florida Statutes, are not third-party contracts. However, the pass-through recipient must comply with Chapter 287, Florida Statutes, if it enters into any subsequent third-party contract using Transportation Disadvantaged Trust Funds.

Furthermore, the State of Florida has determined that public contracts must be awarded in a fair and open manner, free from collusion and unfair influence. Therefore, the CTD, as with other state agencies, has adopted Prohibited Interests provisions in Article 13.0 of the grant agreement that must be strictly followed by the grant recipient.

Audits/Monitoring

The administration of resources awarded by the CTD may be subject to audits and/or monitoring by the CTD, as described in this section.

Monitoring

In addition to reviews of audits conducted in accordance with Section 215.97, F.S., as revised (see "Audits" below), monitoring procedures may include, but not be limited to, on-site visits by CTD staff. The recipient agrees to comply and cooperate fully with any monitoring procedures/processes deemed appropriate by the CTD. In the event the CTD determines that a limited scope audit of the recipient is appropriate, the recipient agrees to comply with any additional instructions provided by the CTD staff regarding such audit. The CTC further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Florida Department of Transportation's Office of Inspector General (OIG) and Florida's Chief Financial Officer (CFO) or Auditor General.

Audits

Recipients of state funds (i.e. a nonstate entity as defined by Section 215.97(2)(l), Florida Statutes) are to have audits done annually using the following criteria:

1. In the event that the recipient expends a total amount of state financial assistance equal to or in excess of $500,000 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. 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 CTD, other state agencies, and other nonstate entities. State financial assistance does not include Federal direct or pass-through awards and resources received by a nonstate entity for Federal program matching requirements.

2. The Recipient shall ensure that the audit complies with the requirements of Section 215.97(7), Florida Statutes. This includes submission of a financial reporting package as defined by Section 215.97(2)(d), Florida Statutes, and Chapters 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 $500,000 in state financial assistance in its fiscal year, an audit conducted in accordance with the provisions of Section 215.97, Florida Statutes, is not required. However, if the recipient elects to have an audit conducted in accordance with the provisions of Section 215.97, Florida Statutes, the cost of the audit must be paid from the nonstate entity's resources (i.e., the cost of such an audit must be paid from the recipient's resources obtained from other than 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.

Other Audit Requirements

The Recipient 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.

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 CTD, the Department of Financial Services, and the Auditor General. This section does not limit the authority of the CTD 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.

Audit Reporting Requirements

Copies of financial reporting packages shall be submitted by or on behalf of the recipient directly to each of the following:

Regional Manager
Florida Commission for the Transportation Disadvantaged
605 Suwannee Street, MS 49
Tallahassee, Florida 32399-0450

And

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

Copies of reports or the management letter required by audit findings shall be submitted by or on behalf of the recipient directly to:

Regional Manager
Florida Commission for the Transportation Disadvantaged
605 Suwannee Street, MS 49
Tallahassee, Florida 32399-0450

Record Retention

The recipient shall retain sufficient records demonstrating its compliance with the terms of the Trip and Equipment Grant agreement for a period of at least five years from the date the audit report is issued, and shall allow the CTD, or its designee, CFO, or Auditor General access to such records upon request. The recipient shall ensure that audit working papers are made available to the CTD, or its designee, CFO, or Auditor General upon request for a period of at least five years from the date the audit report is issued, unless extended in writing by the CTD.

Reporting: The law provides that each local coordinating board annually evaluates the performance of the Grantee using evaluation criteria approved by the CTD. The Grantee must fully cooperate with the local coordinating board in the performance of its duties. The Grantee shall submit to the local coordinating board such data, reports, records, contracts, certifications and other financial or operational documents or products relating to the Project as provided by law, rule or under this agreement. Failure by the Grantee to cooperate, or to provide such documents or other products to the local coordinating board may, at the CTD's discretion, result in permissible sanctions against the Grantee, including termination.

Invoicing: Invoices for goods or services or expenses provided or incurred pursuant to the grant agreement must be submitted in detail sufficient for a proper preaudit and postaudit thereof. Failure to submit to the CTD detailed supporting documentation with the invoice or request for project funds will be cause for the CTD to refuse to pay the amount claimed by the Grantee until the CTD is satisfied that the criteria set out in Chapters 287 and 427, Florida Statutes and Rules 3A-24, 41-2, and 60A-1, Florida Administrative Code is met. Keep in mind that the CTD's invoicing procedures require invoicing at least once every two months. Additionally, required invoicing forms must be used. Invoices may not be reimbursed at an amount which is greater than the cumulative cash-flow schedule to date, according to the grant agreement cash flow plan.

Reimbursements: In order to obtain any Transportation Disadvantaged Trust Funds, the grant recipient must file with the CTD a requisition form as prescribed by the CTD and such other detailed supporting documentation pertaining to the project account and the project as the CTD may require, to justify and support the payment requisition as prescribed in Article

7.0 and Exhibit "C" of the grant agreement. The documentation will include information relating to the date the Grantee incurred project costs for services or equipment, a statement from the Grantee certifying that the Grantee has acquired the property or services in compliance with the competitive procurement, documentation of the actual consideration paid for the property, and an attestation from the Grantee that the Grantee has complied with the provisions of the Grant Agreement.

Vendors and Subcontractors Rights: The Grantee providing goods and services to the CTD will receive payments in accordance with section 215.422, Florida Statutes. The parties hereto acknowledge Section 215.422, Florida Statutes, and hereby agree that the time in which the CTD is required to approve and inspect goods and services shall be for a period not to exceed eleven (11) working days upon receipt of a proper invoice. The Florida Department of Transportation has twenty (20) days to deliver a request for payment (voucher) to the Department of Financial Services. The twenty (20) days are measured from the latter of the date the invoice is received or the goods or services are received, inspected, and approved. Payment by the Grantee to all vendors with approved third party contracts shall be in compliance with Section 287.0585, Florida Statutes. Each third party contract from the Grantee to a vendor for services to be performed in whole or in part with Transportation Disadvantaged Trust Fund money, must contain the following statement: When a contractor receives from a state agency any payment for contractual services, commodities, supplies, or construction contracts, except those construction contracts subject to the provisions of chapter 339, the contractor shall pay such money received to each subcontractor and supplier in proportion to the percentage of work completed by each subcontractor and supplier at the time of receipt of the payment. If the contractor receives less than full payment, then the contractor shall be required to disburse only the funds received on a pro rata basis with the contractor, subcontractors, and suppliers, each receiving a prorated portion based on the amount due on the payment. If the contractor without reasonable cause fails to make payments required by this section to subcontractors and suppliers within 7 working days after the receipt by the contractor of full or partial payment, the contractor shall pay to the subcontractors and suppliers a penalty in the amount of one-half of 1 percent of the amount due, per day, from the expiration of the period allowed herein for payment. Such penalty shall be in addition to actual payments owed and shall not exceed 15 percent of the outstanding balance due. In addition to other fines or penalties, a person found not in compliance with any provision of this subsection may be ordered by the court to make restitution for attorney's fees and all related costs to the aggrieved party or the Department of Legal Affairs when it provides legal assistance pursuant to this section. The Department of Legal Affairs may provide legal assistance to subcontractors or vendors in proceedings brought against contractors under the provisions of this section.

A Vendor Ombudsman has been established within the Department of Financial Services. The duties of this individual include acting as an advocate for vendors who may be experiencing problems in obtaining timely payment(s) from the CTD. The Vendor Ombudsman may be contacted at (850) 413-5516 or toll free (877) 693-5236.

PART II
APPLICATION INSTRUCTIONS

GENERAL INSTRUCTIONS

Presented in this part are specific instructions on the preparation of the grant application forms. To be considered complete, the application should contain 2009/10 Transportation Disadvantaged Trust Fund Grant Acknowledgement Form, Service Rates, Authorizing Resolution and Standard Assurances as described herein.

NOTE: Please remember that it is the Coordinator's responsibility to complete and submit the grant application in a timely manner. Local Coordinating Board review is not required unless you are requesting capital equipment as part of the total project budget.

A. Although specific instructions on the preparation of the grant application are provided, additional assistance may be obtained by contacting the Grant Manager for the Commission for the Transportation Disadvantaged, (850) 410-5700.

B. The application prepared by each CTC must be securely stapled and submitted to the:
Commission for the Transportation Disadvantaged
605 Suwannee Street, Mail Station 49
Tallahassee, Florida 32399-0450

Note: Binders are unnecessary and will be discarded in the processing of the grant. Only one (1) original copy is necessary.

C. All certificates, letters, forms, assurances, resolutions, and other documents included in the grant application must have original signatures or be certified copies.

D. TIMETABLE

MAY 15, 2009	Final date to advise CTD staff of Planning Agency fund transfers.
JULY 2009	Earliest month that grant agreements can be effective. CTD 2009/2010 fiscal year begins on July 1.
OCTOBER 1, 2009	Final deadline for grant applications to be received by CTD.
JUNE 30, 2010	All 2009/2010 Grant Agreements will terminate.

2009/2010 TRANSPORTATION DISADVANTAGED TRUST FUND GRANT ACKNOWLEDGEMENT FORM INSTRUCTIONS

Except for the following notes, the applicant information form is essentially self-explanatory. If questions arise, please contact the CTD.

GRANT RECIPIENT LEGAL NAME: The full legal name of the applicant's organization, not an individual.

FEDERAL IDENTIFICATION NUMBER: The number used by all employers within the United States to identify their payroll and federal income tax.

REGISTERED ADDRESS: This should be the applicant's mailing address as registered in MyFloridaMarketPlace and will be the address on the grant agreement. This address should also be consistent with the address associated with your Federal Employer Identification (FEI) Number. **The applicant should notify the CTD when an address change occurs.**

PHONE NUMBERS AND E-MAIL ADDRESS: To facilitate faster communications, the applicant should also include telephone, fax numbers and any e-mail addresses used by the applicant. Inclusion of an e-mail address is **mandatory** for approval of the grant application.

PROJECT LOCATION: This is the service area [county(ies)] that the applicant operates in identified in the Memorandum of Agreement and the Transportation Disadvantaged Service Plan. CTCs who serve several different service areas should complete separate forms for each county.

PROPOSED PROJECT START DATE: The start date shall be July 1, 2009.

ANTICIPATED CAPITAL EQUIPMENT REQUEST: **LCB review is only required if the CTC is using project funds for capital equipment.** CTCs who serve several different service areas will need to submit a certification by **each** LCB. This can be submitted on separate pages utilizing the same language used in the section titled "Only Required if Capital Equipment is Purchased" of the Transportation Disadvantaged Trust Fund Grant Acknowledgement Form.

REQUESTING PLANNING GRANT MONEY

Transportation Disadvantaged Trust Funds allocated for planning grants to Designated Official Planning Agencies or Metropolitan Planning Organizations, that are not needed and are not obligated by a grant agreement, may be applied for by each respective CTC's non-sponsored trip/equipment grant application. Prior to completing this application, contact your Designated Official Planning Agency or Metropolitan Planning Organization to determine if there is any unneeded planning allocation. If so, you may apply for the unneeded portion of the planning grant allocation in this grant, provided the local match is available. These arrangements are expected to occur prior to the execution of either grant agreement within the same grant cycle.

TRANSPORTATION DISADVANTAGED TRUST FUND SERVICE RATES INTRUCTIONS

This form must be completed reflecting the system's current rates for Transportation Disadvantaged Trust Fund trips. The terminology and rates must be exactly the same as that being used when invoicing the CTD for trips. This may require a change to current invoice formats or current rate page terminology only. Invoices that are submitted without the correct terminology and/or rates are subject to non-payment and will be returned. Changes do not include increases. All rates submitted with the grant application will be developed utilizing the Rate Calculation Model and all worksheets should be submitted as support documentation.

COMMUNITY TRANSPORTATION COORDINATOR: Legal name of coordinator.

EFFECTIVE DATE: Indicate the date the rates are effective.

TYPE OF SERVICES TO BE PROVIDED: Enter type of service (i.e. ambulatory, wheelchair, stretcher, group, bus pass.)

UNIT: Enter type of unit (Passenger Mile or Trip)

COST PER UNIT$: Enter the amount per type of unit.

AUTHORIZING RESOLUTION INSTRUCTIONS

A resolution authorizing an individual and/or position to sign this application and subsequent agreements, invoices, assurances, etc., must be completed by the applicant's board of directors. A sample resolution is provided for your consideration. It is not required that you use the sample resolution, as long as the same basic information is provided. The resolution must include original signatures and must be attested to and sealed (corporate or notary seal) by a corporate officer. Remember that the resolution can be good for an extended period of time or for multiple contracts if worded in such a fashion.

STANDARD ASSURANCES INSTRUCTIONS

The standard assurances form should be signed and dated by the person or position identified in the authorizing resolution.

PART III

APPLICATION FORMS

2009/2010 Transportation Disadvantaged Trust Fund Grant Acknowledgement Form

GRANT RECIPIENT LEGAL NAME: Miami-Dade Transit

FEDERAL IDENTIFICATION NUMBER: 59-0000573

REGISTERED ADDRESS: 701 N.W. 1st Court - Suite #1700

CITY AND STATE: Miami, Florida ZIP CODE: 33136

CONTACT PERSON FOR THIS GRANT: Harry A. Rackard

PHONE NUMBER: 786-469-5014 FAX NUMBER: 786-469-5491

(**REQUIRED**) E-MAIL ADDRESS: rackard@miamidade.gov

PROJECT LOCATION [County(ies)]: Miami-Dade County

PROPOSED PROJECT START DATE: _____

ANTICIPATED CAPITAL EQUIPMENT REQUEST

Equipment	$ Amount

PLANNING FUNDS

$ _____

Only Required If Capital Equipment is Purchased:

This Acknowledgement Form requesting the purchase of capital equipment has been reviewed by the _____ Local Coordinating Board.

_____
Local Coordinating Board Chairperson's Signature

I, _____, as the authorized Grant Recipient Representative, hereby certify that the information contained in these forms is true and accurate and is submitted in accordance with the instructions.

_____ _____
Grant Recipient Representative (Signature) Date

FORM TO REQUEST PLANNING GRANT MONEY

IF YOU PLAN TO USE PLANNING AGENCY MONEY DURING THIS GRANT CYCLE, PLEASE COMPLETE THE FOLLOWING FORM AND SUBMIT TO THE CTD NO LATER THAN MAY 15, 2009.

Date:_____

To: CTD
Attention: Sheri Powers, Project Administration Manager
Fax #: 850-410-5751 or 850-410-5752

From:_____

Phone Number:_____

CTC:_____

County:_____
Only One County Per Form

PLANNING FUND ALLOCATION TRANSFERRED TO TRIP & EQUIPMENT GRANT
(Funds must have 10% local match)

State $_____

Local $_____

Return no later than **May 15, 2009** to use these funds this grant cycle.

TRANSPORTATION DISADVANTAGED TRUST FUND SERVICE RATES*

COMMUNITY TRANSPORTATION COORDINATOR: Miami-Dade Transit
EFFECTIVE DATE: March - 2009

TYPE OF SERVICE TO BE PROVIDED	UNIT (Passenger Mile or Trip)	COST PER UNIT $
Fixed Route	Boarding Fee/Trip	$ 2.00
Deviated Fixed Route	Trip	$ 3.00
Ambulatory	Trip	$ 25.39
Non-Ambulatory	Trip	$ 35.23
*All Transit Metropass	Pass	$100.00
*Discount Metropass	Pass	$ 50.00
*Roll of 10 Tokens	Tokens	$ 19.50
*Daily Metropass	Pass	$ 5.00
*Daily Student Metropass	Pass	$ 2.50
*Weekly Metropass	Pass	$ 26.00
*Discount Weekly Metropass	Pass	$ 13.00

*As part of the department's transition to the new automated fare collection system, these agencies will continue to receive monthly transit passes and tokens, until the automated fare collection system is fully implemented.

SAMPLE
AUTHORIZING RESOLUTION

A RESOLUTION of the BOARD OF DIRECTORS of the _____ (Applicant), hereinafter BOARD, hereby authorizes the filing of a Transportation Disadvantaged Trust Fund Grant Application with the Florida Commission for the Transportation Disadvantaged.

WHEREAS, this BOARD has the authority to file a Transportation Disadvantaged Trust Fund Grant Application and to undertake a transportation disadvantaged service project as authorized by Section 427.0159, Florida Statutes, and Rule 41-2, Florida Administrative Code.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD THAT:

1. The BOARD has the authority to file this grant application.

2. The BOARD authorizes _____ to file and execute the application on behalf of the _____ with the Florida Commission for the Transportation Disadvantaged.

3. The BOARD'S Registered Agent in Florida is_____ The Registered Agents address is: _____.

4. The BOARD authorizes _____ to sign any and all agreements or contracts which are required in connection with the application.

5. The BOARD authorizes _____ to sign any and all assurances, reimbursement invoices, warranties, certifications and any other documents which may be required in connection with the application or subsequent agreements.

DULY PASSED AND ADOPTED THIS _____ DAY OF_____
BOARD OF _____

_____
Typed name of Chairperson

_____
Signature of Chairperson

ATTEST: _____
Signature

STANDARD ASSURANCES

The recipient hereby assures and certifies that:

(1) The recipient will comply with the federal, state, and local statutes, regulations, executive orders, and administrative requirements which relate to discrimination on the basis of race, color, creed, religion, sex, age, and handicap with respect to employment, service provision, and procurement.

(2) Public and private for-profit, transit and paratransit operators have been or will be afforded a fair and timely opportunity by the local recipient to participate to the maximum extent feasible in the planning and provision of the proposed transportation planning services.

(3) The recipient has the requisite fiscal, managerial, and legal capacity to carry out the Transportation Disadvantaged Program and to receive and disburse State funds.

(4) The recipient intends to accomplish all tasks as identified in this grant application.

(5) Transportation Disadvantaged Trust Funds will not be used to supplant or replace existing federal, state, or local government funds.

(6) Capital equipment purchased through this grant meets or exceeds the criteria set forth in the Florida Department of Transportation's Guidelines for Acquiring Vehicles on file with the CTD on July 1, 2001 or criteria set forth by any other federal, state, or local government agency.

(7) Capital equipment or consultant services purchased through this grant comply with the competitive procurement requirements of Chapter 287 and Chapter 427, Florida Statutes.

(8) If capital equipment is purchased through this grant, the demand responsive service offered to individuals with disabilities, including individuals who use wheelchairs, is equivalent to the level and quality of service offered to individuals without disabilities. Such service, when viewed in its entirety, is provided in the most integrated setting feasible and is equivalent with respect to:

(a) response time;
(b) fares;
(c) geographic service area;
(d) hours and days of service;
(e) restrictions on trip purpose;
(f) availability of information and reservation capability; and
(g) contracts on capacity or service availability.

In accordance with 49 CFR Part 37, public entities operating demand responsive systems for the general public which receive financial assistance under Sections 5310 or 5311 of the Federal Transit Administration (FTA) have filed a certification with the appropriate state program office before procuring any inaccessible vehicle. Such public entities not receiving FTA funds have also filed a certification with the appropriate program office. Such public entities receiving FTA funds under any other section of the FTA have filed a certification with the appropriate FTA regional office.

This certification is valid for no longer than the contract period for which the grant application is filed.

Date: _____ Signature: _____

Name: _____

Title: _____

PART IV

TD TRUST FUND ALLOCATIONS 2009/2010

Commission for the Transportation Disadvantaged Grants Program Distribution FY 2009/2010

03/23/09 County	Trip/Equip FM #	FY2009-2010 TRIP/EQUIP FUNDS	FY2009-2010 LOCAL TRIP/EQUIP MATCH	FY2009-2010 TOTAL EST. PROJECT COST	FY07/08 VOLUNTARY DOLLARS
Alachua	21748918401	$449,515	$49,946	$499,461	$714
Baker	21749318401	$135,213	$15,024	$150,237	$1
Bay	22707318401	$329,684	$36,632	$366,315	$85
Bradford	21749718401	$81,998	$9,111	$91,109	$18
Brevard	24851418401	$1,032,456	$114,717	$1,147,173	$706
Broward	23703618401	$2,955,874	$328,431	$3,284,305	$4,743
Calhoun	22707718401	$139,738	$15,527	$155,265	$4
Charlotte	20724218401	$271,167	$30,130	$301,296	$158
Citrus	40325118401	$262,741	$29,194	$291,935	$249
Clay	21750118401	$244,566	$27,174	$271,740	$246
Collier	20724618401	$571,562	$63,507	$635,069	$219
Columbia	21750418401	$256,411	$28,490	$284,901	$67
Desoto	20724918401	$172,335	$19,148	$191,484	$6
Dixie	21750818401	$140,430	$15,603	$156,033	$1
Duval	21751218401	$1,045,271	$116,141	$1,161,412	$2,410
Escambia	22708118401	$498,543	$55,394	$553,936	$367
Flagler	24852018401	$183,674	$20,408	$204,082	$91
Franklin	22708518401	$126,925	$14,103	$141,028	$5
Gadsden	22708818401	$251,687	$27,965	$279,652	$28
Gilchrist	21751618401	$81,306	$9,034	$90,340	$3
Glades	20725218401	$138,378	$15,375	$153,754	$11
Gulf	22709218401	$123,459	$13,718	$137,177	$1
Hamilton	21751918401	$122,074	$13,564	$135,638	$1
Hardee	20725618401	$177,732	$19,748	$197,480	$17
Hendry	20725918401	$240,289	$26,699	$266,988	$12
Hernando	40323518401	$234,808	$26,090	$260,898	$177
Highlands	20726318401	$323,795	$35,977	$359,772	$31
Hillsborough	40323918401	$1,287,994	$143,110	$1,431,104	$1,481
Holmes	22709518401	$135,706	$15,078	$150,784	$2
Indian River	23704018401	$233,854	$25,984	$259,838	$134
Jackson	22709918401	$317,150	$35,239	$352,389	$11
Jefferson	22710218401	$125,597	$13,955	$139,552	$2
Lafayette	21752318401	$105,737	$11,749	$117,485	$1
Lake	24852418401	$488,363	$54,263	$542,625	$687
Lee	20726718401	$544,418	$60,491	$604,908	$1,447
Leon	22710618401	$405,253	$45,028	$450,281	$375
Levy	21752618401	$265,799	$29,533	$295,333	$24
Liberty	22711018401	$172,541	$19,171	$191,712	$0
Madison	21752918401	$154,107	$17,123	$171,230	$0
Manatee	20727118401	$413,195	$45,911	$459,106	$305
Marion	24852818401	$580,639	$64,516	$645,155	$162
Martin	23704418401	$209,452	$23,272	$232,724	$81
Miami-Dade	25446718401	$6,712,961	$745,885	$7,458,845	$5,374
Monroe	25447118401	$251,756	$27,973	$279,729	$251
Nassau	21753318401	$202,333	$22,481	$224,814	$24
Okaloosa	22711418401	$337,927	$37,547	$375,474	$141
Okeechobee	20727518401	$170,440	$18,938	$189,378	$7
Orange *	24853118401	$1,309,304	$145,478	$1,454,783	$2,164
Osceola *	24853118401	$720,719	$80,080	$800,799	$164
Palm Beach	23704818401	$1,868,189	$207,577	$2,075,765	$2,724
Pasco	40324318401	$458,721	$50,969	$509,690	$622
Pinellas	40324718401	$1,694,328	$188,259	$1,882,586	$1,248
Polk	20727918401	$818,763	$90,974	$909,736	$355

Commission for the Transportation Disadvantaged
Grants Program Distribution FY 2009/2010

03/23/09 County	Trip/Equip FM #	FY2009-2010 TRIP/EQUIP FUNDS	FY2009-2010 LOCAL TRIP/EQUIP MATCH	FY2009-2010 TOTAL EST. PROJECT COST	FY07/08 VOLUNTARY DOLLARS
Putnam	21753718401	$262,694	$29,188	$291,882	$65
Saint Johns	21754118401	$263,275	$29,253	$292,527	$499
Saint Lucie	23705218401	$334,562	$37,174	$371,735	$173
Santa Rosa	22711818401	$287,809	$31,979	$319,788	$53
Sarasota	20728318401	$491,741	$54,638	$546,379	$1,375
Seminole *	24853118401	$480,368	$53,374	$533,743	$847
Sumter	24853718401	$189,590	$21,066	$210,655	$55
Suwannee	21754418401	$200,689	$22,299	$222,988	$4
Taylor	21754818401	$210,610	$23,401	$234,012	$2
Union	21755218401	$71,806	$7,978	$79,784	$1
Volusia	24854118401	$752,086	$83,565	$835,651	$1,007
Wakulla	22712218401	$136,640	$15,182	$151,822	$10
Walton	22712518401	$272,644	$30,294	$302,937	$28
Washington	22712818401	$160,915	$17,879	$178,794	$5
TOTALS		$34,692,304	$3,854,700	$38,547,004	$32,276