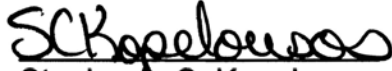


Approved:

Effective: November 19, 2008

Office: Transit

Topic No.: 725-030-005-i



Stephanie C. Kopelousos
Secretary

PUBLIC TRANSIT SERVICE DEVELOPMENT PROGRAM

PURPOSE:

This procedure details the Florida Department of Transportation's administration and management of the Public Transit Service Development Program.

AUTHORITY:

Sections 341.051, 20.23(3)(a) and 334.048(3), Florida Statutes (F.S.)
Rule Chapter 14-73, Public Transportation, Florida Administrative Code (F.A.C.)

SCOPE:

The principal users of this procedure are public transportation staff at both the Central Office and District levels, specifically those involved in administering the Service Development Program (i.e., Central Office Grant Programs Administrator and staff, District Public Transportation Managers/District Modal Development, and District Transit Programs staff.)

REFERENCE:

Public Transportation Joint Participation Agreement, Procedure 725-000-005

DEFINITIONS:

Central Office: For the purposes of this procedure, the Department of Transportation, Public Transit Office and/or staff.

Community Transportation Coordinator (CTC): A transportation entity so designated by the Florida Transportation Disadvantaged Commission, as provided for in **Chapter 427, F.S.**, and **Rule Chapter 41-2, F.A.C.** to serve the transportation disadvantaged population in a designated service area.

District Office: For the purposes of this procedure, the Department of Transportation,

District Public Transportation office or District Office of Modal Development, and/or staff.

Eligible Capital Costs: Any costs that would be defined as capital costs by the Federal Transit Administration. Examples would include, but not be limited to: the acquisition of buses for fleet and service expansions; transfer facilities; intermodal terminals and park and ride facilities; and passenger amenities, such as passenger shelters and bus stop signs.

Eligible Net Operating Costs: All operating costs of a project; less any federal funds, fares, or other sources of income to the project.

Eligible Recipients: Public agencies providing or implementing public transit services directly or through contractual arrangements. Community Transportation Coordinators which are public agencies are eligible recipients.

Joint Participation Agreement (JPA): A contract between the Department of Transportation and a local sponsor of a public transportation project, defining a project and the Department's participation (*Form No. 725-030-06*).

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

Public Transit: The transporting of people by conveyances or systems of conveyances, traveling on land or water, local or regional in nature, and available for use by the public. Public transit systems may be either government owned or privately owned. Public transit specifically includes those forms of transportation commonly known as "paratransit" or "demand response," characterized by their non-scheduled, non-fixed route nature.

Transit Development Plan (TDP): A locally adopted document that addresses a minimum ten-year time frame. Preparation of the TDP is the responsibility of the public transit provider, in cooperation with the appropriate Metropolitan Planning Organization. It is consistent with the applicable approved local government comprehensive plan and with the appropriate comprehensive (long range) transportation plan and supports the Transportation Improvement Program. The TDP includes an assessment of the need for transit services in the local area. It identifies the local transit policies, existing services and proposed service improvements and/or changes, capital and operating costs of the proposed services, existing and proposed sources of funding and a staged implementation plan. A TDP is updated annually.

BACKGROUND:

The Public Transit Service Development Program (hereinafter referred to as the Service Development Program) was enacted by the Florida Legislature to provide **initial** funding for **special** projects. The program is **selectively** applied to determine whether a **new or innovative** technique or measure can be used to improve or expand public transit. Service Development Projects specifically include projects involving the use of new technologies, services, routes, or vehicle frequencies; the purchase of special transportation services, and other such techniques for increasing service to the riding public as are applicable to specific localities and transit user groups. Projects involving the application of new technologies or methods for improving operations, maintenance, and marketing in public transit systems can be funded through the Service Development Program.

Service Development Projects are subject to specified times of duration, but no more than three years. Recipients accepting Service Development funds accept the commitment to continue the project, if deemed successful by their own measures, without additional Public Transit Service Development Program funds. This procedure is not applicable to rail service development projects as defined in **Section 341.303(4), F.S.**

1. PROJECT DEVELOPMENT

District Offices shall develop a program of eligible Service Development projects and submit that program of projects to the Central Office by the first working day of July each year, for implementation beginning July 1 of the following fiscal year. Projects shall be developed in consultation with eligible recipients, and the need for such projects shall be justified in the recipient's TDP (or transportation disadvantaged plan, if applicable). For example, a project to initiate a new marketing campaign must be generally supported in the recipient's TDP with a statement of need for improved marketing efforts, as well as an objective to provide these efforts.

As delineated in **Section 341.051, F.S.**, the Department is authorized to fund Service Development Projects that will improve system efficiencies, ridership, or revenues. The following are eligible functional areas along with specified time durations for Service Development Projects: projects that improve system operations, having a duration of no more than three years; projects that improve system maintenance procedures, having a duration of no more than three years; projects that improve marketing and consumer information programs, having a duration of no more than two years; and projects that improve technology involved in overall operations, having a duration of no more than two years.

- 1.1 District Offices shall consult with eligible recipients to identify projects that may be eligible for Service Development Program funding. Consultation shall include discussions of the extent to which a proposed project is consistent with local transportation, transit, and comprehensive plans, and the extent to which it may be necessary to amend any local plans to permit the inclusion of the proposed project in the Department's work program.
- 1.2 Upon completion of these consultations, the District Offices shall prepare a list of projects containing: project objectives; estimated capital and operating expenses; assigned operational and financial responsibilities; the time frame required to develop the project; and the criteria by which the success of the project will be judged. Priority shall be given to projects that are statewide in nature or will demonstrate services, technologies, or methods that would be applicable elsewhere in the state.
 - 1.2.1 Project objectives shall specifically identify results expected from the implementation of the project in terms specific to the functional area in which the project is being proposed. (For example, if the project is to improve system operations, a specific objective might be to test a new fare collection system.)
 - 1.2.2 Operating and capital expenses shall be estimated for the project.
 - 1.2.3 Assigned operational and financial obligations shall be delineated.
 - 1.2.3.1 The operational responsibilities shall include a list of specific actions to be taken by the parties to the **JPA** to meet the objectives. (For example, if the project involved a new fare collection system, the list might include an audit of existing fare collections, the evaluation of fare collection equipment available, obtaining public input, procuring new equipment, implementing new systems, collecting data, and evaluating results.)
 - 1.2.3.2 The financial responsibilities shall include at least a breakdown of federal funds, fares, other sources of income (including contract and charter income), and proposed state financial participation. District Offices may propose that the state share be any percentage of the eligible net operating and capital cost of the project negotiated with the local recipient. To calculate maximum state funding for a local service development project, first subtract from the total project cost any federal funds, fares, contract revenues or Transportation Disadvantaged funds, etc. to determine the net project cost. The Department may then provide up to one-half of the net project cost, but no more than the amount of funding committed by the local project sponsor. Any proposed state

participation of more than 50% of the net project cost shall be for projects of statewide significance. Include a narrative on the statewide implications for any project proposed for more than 50% participation by the State.

- 1.2.3.3 The final determination of whether a project qualifies for more than 50% state participation shall be made by the Central Office. District offices shall be notified of the determination before the appropriation request is forwarded to the Legislature.
- 1.2.3.4 The length of time expected to be required to develop the required service shall be explicitly stated. The statute limits projects to improve system operations and maintenance procedures to three years and projects improving marketing and technology to two years. The time clock for projects begins when actual expenses are incurred. It should be noted that projects experiencing delays in implementation will not be eligible for inflationary increases in project budget.
- 1.2.3.5 The criteria by which the success of the project will be judged shall be included and shall be expressed in terms of the project objectives and the results expected from the project. (For example, the success of a new route alignment might be expressed in terms of ridership.)
- 1.3 The list of projects shall be forwarded to the Central Office by the first working day of July each year, for implementation in the following fiscal year.
- 1.4 The Central Office shall then develop a **Work Program Schedule B** based on the needs expressed in the submitted programs of eligible projects. The Central Office shall consult with the District Offices as necessary to allocate funds appropriately.
- 1.5 Upon receipt of **Schedule B**, District Offices shall advise local recipients that projects have been selected for funding so that local plans and Transportation Improvement Programs may be amended as necessary. The District Offices shall then incorporate the identified projects in the work program to the limits of **Schedule B**, so that the projects will be included in the appropriation request to the Florida Legislature.

2. PROJECT MANAGEMENT

- 2.1 Upon notification from the Central Office that the Department's work program, including the proposed Service Development Project, has been approved and that fund approval has been obtained through the Contract Funds Management system, the District Office shall prepare and execute a **JPA**

between the Department and the recipient. Each **JPA** shall include an **Exhibit C and Exhibit D** as provided in the **Public Transportation Joint Participation Agreement Procedure, 725-000-005**.

- 2.2** District Offices shall maintain a record of reports on the progress of the project as compared to objectives and milestones as set forth in the Service Development project proposal and/or **Exhibit C** of the **JPA**. The frequency of required progress reports shall be specified in the **JPA**.
- 2.3** District Offices shall visit each recipient no less than once a year at their place of business. More frequent on site monitoring requirements may be specified in the Service Development project proposal and/or **Exhibit C** of the **JPA** if warranted by the nature of the project. The purpose of the visit will be to consult with the recipient on the reported progress in meeting objectives and milestones. The visit will be documented in the project file.
- 2.4** The District Office shall maintain project files that contain, at a minimum:
- (A)** A copy of the **JPA** and any supplements thereto.
 - (B)** A copy of all progress reports, whether annual or more frequent, as specified in the **JPA**.
 - (C)** A copy of each invoice presented for payment.
 - (D)** A copy of the portion of the audit performed in compliance with the **Florida Single Audit Act, Section 215.97 F.S.**, as directed by the Office of the Inspector General.
 - (E)** A summary of each monitoring visit made to the recipient's place of business.
 - (F)** A final report on the project, analyzing the success or lack thereof in terms of the criteria established at the beginning of the project, and the basis on which the decision to continue or not to continue the experimental service, method, technology, etc., was made.
- 2.5** A copy of the final report from every Service Development Project shall be provided to the Central Office and copied to each District Office. District Offices shall provide copies of the interim progress reports to the Central Office upon request.
- 2.6** The Central Office shall biennially compile a statewide report to analyze and communicate results of Service Development Projects.

3. TRAINING

No training is required by this procedure.

4. FORMS

Form No. 725-030-06, Public Transportation Joint Participation Agreement, is available from the Department's Forms Library. Requirements for use of the form are provided in ***Procedure No. 725-000-005, Public Transportation Joint Participation Agreement***.