

Approved:

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Office: Transit

Topic No.: 725-030-010-k


Department of Transportation

SECTION 5310 PROGRAM

PURPOSE:

To detail the Florida Department of Transportation Public Transit Office's administration and management of the Federal Transit Administration's (FTA) **Section 5310 Program**, (previously **Section 16**) authorized by **49 U.S.C. 5310**.

AUTHORITY:

Sections 20.23(4)(a) and 334.048(3) Florida Statutes (F.S.)

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 **Section 5310 Program** (i.e., Central Office Grant Programs Administrator and staff, District Public Transportation Managers, Modal Development Administrator/Manager, and District Transit Programs staff).

REFERENCES:

Section 341.051, Florida Statutes (F.S.)

FTA Circular 9070.1, as amended

Notice of Program Changes, Authorized Funding Levels and Implementation of the Moving Ahead for Progress in the 21st Century Interim Guidance

Chapters 339, 341, 427, Florida Statutes (F.S.)

49 Code of Federal Regulations (CFR) Part 18 and 19

FTA Circular 9040.1, as amended;

FDOT State Management Plan (SMP) including:

Procedure [725-030-025](#), Transit Vehicle Inventory Management

Procedure [725-030-001](#), Public Transportation Vehicle Leasing

FDOT Guidelines for Acquiring Vehicles

Annual 5310 Application Manual

In-kind Local Match Guidance

Invoice Processing for Payment Process

Grant Application, Development, Distribution, Evaluation and Award Process

Single Audit Compliance Process

Charter Service Technical Assistance, Monitoring, and Reporting Process

Maintenance Oversight Review Process

Third-Party Procurement Review Process

Grantee Compliance Report

Transportation Operations Procedure (TOP)

DEFINITIONS:

CATEGORY A PROJECT: A transit project certified by the District Office as having met all the statutory and administrative requirements for approval.

CATEGORY B PROJECT: A transit project the District Office anticipates approving, but that has not met all the statutory and administrative requirements for approval.

CENTRAL OFFICE: Department of Transportation, Public Transit Office or staff located in Tallahassee.

COMMUNITY TRANSPORTATION COORDINATOR (CTC): A transportation entity recommended by a metropolitan planning organization (MPO), or by the appropriate designated official planning agency as provided for in **Section 427.015(1), F.S.** in an area outside the purview of a MPO, and approved by the Commission for the Transportation Disadvantaged, to ensure that coordinated transportation services are provided to the transportation disadvantaged population in a designated service area.

THE CONTRACTOR: The Contractor is the administrating entity of the Florida Vehicle Procurement Program (FVPP) who is under contract to the Department to establish statewide vehicle contracts for the purpose of procuring vehicles at the lowest cost possible while ensuring that the best product is available for the program. The Contractor is also responsible to coordinate, assist as needed, and report in all procurement activities under the **Section 5310 Program**.

COORDINATION CONTRACT: A written agreement between the CTC and an agency receiving transportation disadvantaged funds which 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 agreement 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.

COST ALLOCATION OR FORCE ACCOUNT PLAN: This plan ~~which~~ documents how an agency will allocate indirect or capital preventative maintenance costs to a specific project. The plan will contain, but need not be limited to, the nature and extent of services provided and their relevance to the federally sponsored project; items of expense to be included; methods to be used in distributing costs; and the appropriate Civil Rights program data.

DESIGNATED OFFICIAL PLANNING AGENCY: A planning entity so designated by the Florida Commission for the Transportation Disadvantaged to conduct planning and support functions for transportation disadvantaged services.

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.

DISTRICT PROGRAM OF PROJECTS: A district listing of each applicant agency for which a grant award is proposed, a description of the equipment to be awarded, and the proposed federal, state and local share of the project cost. The district program of projects includes certification by the District Office that all applicants and projects so proposed either meet all program requirements or will meet all program requirements before a **Notice of Grant Award** is executed. See sample provided in [Attachment A](#) of this procedure.

ELIGIBLE EXPENSES: Eligible capital expenses are limited to buses, vans or other paratransit vehicles, radios and communications equipment, and wheelchair lifts and restraints, vehicle rehabilitation, vehicle overhaul (which may be calculated as up to 20 percent of the agency's annual vehicle maintenance costs, associated capital maintenance, including cost of tires, tubes and replacement parts which exceed .05 percent of the depreciated value of the vehicle for which they are used, microcomputer hardware/software, initial installation costs, vehicle procurement, inspection and acceptance costs and other durable goods such as spare components with unit cost over \$300 and a useful life of more than one year and preventive maintenance as defined in the National Transit Database. The Federal share for eligible capital expenses may not exceed 80%. Operating costs for transportation services that address the needs of seniors and individuals with disabilities may not exceed a 50% federal share. Operating costs can be the total administrative, management, and operation costs directly incident to the provision of public transportation services less operating revenues. Activities listed under the New Freedom definition may be funded at a percentage not to exceed a 50% federal share.

ELIGIBLE RECIPIENT: FTA **Section 5310 Program** funds may be awarded only to private nonprofit organizations providing transportation to seniors and persons with disabilities, and to public bodies approved by the State to coordinate services for seniors and persons with disabilities (i.e., the CTC). Recipients must be either the CTC or providing service under the terms of a coordination or transportation operator contract with a CTC. Non-CTC local governments can receive funding directly if they certify that there are no eligible non-profit organizations readily available to provide the service. Recipients must keep their CTC Agreements current and in force at all times when in possession of a vehicle purchased through the **Section 5310 Program**.

ELIGIBLE SERVICE: Transit service provided to seniors and individuals with disabilities when public transit services are unavailable, insufficient or inappropriate for seniors and individuals with disabilities. Although all transportation disadvantaged persons may benefit from the program, services should be designed for the maximum benefit of seniors and persons with disabilities. Vehicles may be used in public transit service on an incidental basis (after services have been provided in accordance with the terms of the application and/or the notice of grant award for specified clientele). The Department will award a minimum of 55% of the grant to capital projects.

LEGAL AUTHORITY AND FISCAL & MANAGERIAL CAPABILITY: Applicants for funding must have the legal authority and fiscal/managerial capability to apply for federal assistance.

Applicants are required to have sufficient local funds for match requirements and for maintenance and operation of vehicles/equipment. Failure to properly manage, maintain, and operate vehicles/equipment could jeopardize the existing and future grants and may result in the removal of vehicles/equipment.

LOCAL CAPITAL MATCHING FUNDS: The local capital share must be at least 20%. State funds may support up to ten percent (10%) of eligible capital costs, with the remaining ten percent (10%) being supported by a local match. Applicants may not borrow funds to use as match nor may they place liens on Section 5310 funded vehicles or equipment.

LOCAL OPERATING MATCHING FUNDS: The local operating share can be a cash match, human services transportation contract or in-kind services. Income from contract to provide human service transportation may be used either to reduce the net project cost or to provide local match. The cost of providing the contract service is included in the total project cost. No FTA program funds can be used as a source of local match for other FTA programs, even when used to contract for service. In-kind services must be approved, prior to invoicing, by the Comptroller's Office and be an eligible source listed in the FTA Master Agreement. The ***In-kind Local Match Guidance*** provides the process for District Offices to issue approval of in-kind match.

LOCALLY DEVELOPED, COORDINATED PUBLIC TRANSIT-HUMAN SERVICES TRANSPORTATION PLAN: A plan that identifies the transportation needs of individuals with disabilities, older adults, and people with low incomes, provides strategies for meeting those local needs, and prioritizes transportation services for funding and implementation. Projects considered for ***Section 5310 Program*** funding must serve identified needs of seniors and the disabled population. A locally developed Transportation Disadvantaged Services Plan (TDSP) will qualify in most instances. Stakeholders identified in the circular should be included in the development of the TDSP.

METROPOLITAN PLANNING ORGANIZATION (MPO): MPOs are the policy and planning bodies, designated by the Governor, responsible for transportation planning in urbanized areas, as defined in ***339.175 and 427.011(2), F.S.***

MOBILITY MANGEMENT: Consists of short-range planning and management activities and projects for improving coordination among public transportation and other transportation-service providers carried out by a recipient or subrecipient through an agreement entered into with a person, including a government entity, under ***49 U.S.C. Chapter 53*** (other than ***Section 5309***). Mobility management does not include operating public transportation services.

NEW FREEDOM TYPE ACTIVITIES: New Freedom activities included public transportation projects that exceed the requirement of the ADA; public transportation projects that improve access to fixed-route service and decrease reliance by individuals with disabilities on complementary paratransit; or alternatives to public transportation that assist seniors and individuals with disabilities.

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)** and/or one which has incorporated within Florida and certified as not for profit by the Secretary of State.

NOTICE OF GRANT AWARD: A **Notice of Grant Award** is a form used to notify a successful **Section 5310 Program** applicant that they have been selected to receive a capital grant award and for the applicant to accept the grant being offered as a **Section 5310 Program** grant recipient.

PREVENTATIVE MAINTENANCE COSTS: Preventative maintenance as defined in the National Transit Database (NTD). All the activities, supplies, materials, labor, services, and associated costs required to preserve or extend the functionality and serviceability of the asset in a cost effective manner, up to and including the current state of the art for maintaining such asset. These capital maintenance expenses are eligible to use FTA capital funds for vehicle maintenance. If the subrecipient is using its own employees to perform the maintenance activities, the subrecipient must submit a force account or cost allocation plan to the Department.

PREVENTATIVE MAINTENANCE PLAN: A living document that outlines an agency's current preventative maintenance goals, policies and procedures. It includes short and long term goals and objectives, filing procedures, staff responsibilities, and maintenance inspection policies and procedures. It should also include sample documents that are used by the agency for A B C inspections, daily inspections, road call logs and work orders.

PRIVATE NONPROFIT PROVIDER: A nonpublic entity with a tax-free status that provides public transportation services. Nonprofit entities exist to provide a particular service (e.g., public transportation) to the community. Nonprofit refers to a type of business – one that is organized under rules that forbid the distribution of profits to owners. Profit refers to a surplus of revenues over expenditures.

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

SENIORS AND INDIVIDUALS WITH DISABILITIES: Those individuals who by reason of illness, injury, age, congenital malfunction, or other permanent or temporary incapacity or disability, including persons using wheelchairs and those with semi-ambulatory capabilities, who are unable, without special facilities or special planning or design, to utilize mass transportation facilities and services as effectively as persons who are not so affected.

TECHNICAL CAPACITY: Is evaluated using criteria such as staffing levels, staff training and experience, level of documentation of procedures, ability to submit required reports correctly and on time, ability to maintain project equipment, and ability to comply with FTA and state requirements.

TRANSPORTATION DISADVANTAGED: Those persons who because of physical or mental disability, income status, or age are unable to transport themselves or to

purchase transportation and are, therefore, dependent upon others to obtain access to health care, employment, education, shopping, social activities, or other life sustaining activities, or children who are handicapped or high-risk as defined in **Section 411.202, F.S.**

TRANSPORTATION DISADVANTAGED SERVICE PLAN (TDSP): A plan developed by the CTC and approved by the Local Coordinating Board that identifies service gaps and recommends strategies to provide service in areas of need. The TDSP may serve as the Local Coordinated Human Services Transportation Plan. The TDSP is updated annually and includes a five year planning window.

TRANSPORTATION IMPROVEMENT PROGRAM (TIP): The result of a continuing, cooperative and comprehensive planning process that delineates transportation improvements recommended for federal and state funding during the program period, as defined in **427.011(4), F.S.** The MPO submits the TIP to the Department per the requirements of **Chapter 339, F.S.**

TRANSPORTATION OPERATOR CONTRACT: A written agreement between the CTC and the transportation operator, prepared at the local level that outlines the terms and conditions for any services to be performed.

Transportation Operations Procedure: A written plan developed by the subrecipient which outlines how they manage their operation to ensure compliance with the Department's operations, maintenance, and safety requirements.

PROGRAM GOALS AND OBJECTIVES:

The **Section 5310 Program, 49 U.S.C. 5310**, was established by the U.S. Congress to provide capital funding/equipment for agencies providing transportation for seniors and persons with disabilities. The state is given some latitude in the management and administration of the program. The Florida Department of Transportation has been designated by the Governor to manage the **Section 5310 Program** for small urban and rural areas.

The Federal goal of the **Section 5310 Program** is to provide assistance in meeting the needs of seniors and persons with disabilities where public transit services are unavailable, insufficient or inappropriate.

In Florida, program funds will be used to support state designated CTCs and private nonprofit agencies, in small urban and rural areas, providing service under the terms of a coordination or transportation operator contract. These agencies coordinate and maximize the passenger carrying capacity of surface transportation facilities, providing significant services for the transportation disadvantaged.

The Department is responsible for notifying community transportation coordinators and private nonprofit organizations of the availability of the program; developing project selection criteria; determining applicant eligibility; selecting projects for funding; and ensuring adherence to federal and state program guidelines by all recipients per **49 CFR 18.37; 49 CFR 19.5; FTA C9040.1 Ch VI, 3b & 3c; FTA C9070.1 Ch V, 10b & 10c.**

Individual projects located in an urbanized area or metropolitan area planning boundary must be listed in the Transportation Improvement Program (TIP) to receive funds/equipment. The District Office submits projects selected for funding to the MPO for listing in the TIP. All projects must be listed (in aggregate form) in the Statewide Transportation Improvement Program (STIP) developed by the Central Office.

1. ROLES & AND RESPONSIBILITIES

The Department has been designated by the Governor to administer all state administered programs of the FTA. Details on specific roles and responsibilities are also outlined in the ***Grant Application Development, Distribution, Evaluation and Award Process***. The Central Office is responsible for notifying the District Offices of the annual program allocations and for distributing grant application packages to the District Offices. The District Offices are responsible for selecting individual projects to form the District program of projects.

1.1 The Central Office will provide the draft grant application manuals to the Districts by July 20 annually. The District Offices will provide comments and revisions to the Central Office by August 5 annually. The Central Office will provide the application manuals to the Districts by August 20 annually, with final comments being provided to the Central Office by August 25 annually. The Central Office will distribute an electronic version of the final grant application manual to the District Offices no later than September 5 annually. Grant application packages will contain a full description of all state and federal program requirements as well as required application forms.

1.2 ***Section 5310 Program*** funds will be allocated to the District Offices on a formula basis that considers the most recently available statistics from the Census.gov website for senior and disabled populations in each District. The Central Office will notify the District Offices of their allocation levels within two (2) weeks of Federal Register publication of the state's allocation in this program.

1.3 District Offices will announce the availability of grant application packages by means appropriate to the local area (for example, by letter to interested parties, or announcements at public meetings, or newspaper notices, etc.). District Offices may send application packages directly to known potential applicants, but should also make appropriate efforts (see examples above) to inform other eligible program recipients. Announcement of the availability of grant application packages for the ***Section 5310 Program*** may be concurrent with the announcement of the availability of grant application packages for the ***Section 5311 Program***.

1.3.1 The announcement should be made prior to the first working day of November each year. All deadlines in Section 1 of this procedure may be waived if there is no annual federal appropriation for this program by the specified deadline. Application packages shall be distributed to those responding to the notice (at a minimum) as soon as practical after the application packages have been received from the Central Office.

1.3.2 Grant application packages shall also be made available to the general public upon request. A fee, (determined by the District Office based on its own costs of reproduction) may be charged. Application packages will be provided to eligible recipients and governmental agencies at no cost.

1.4 District Offices shall establish a single grant application deadline, after which applications will not be accepted. This deadline shall be sufficiently early to allow for the full and fair consideration of applications and to permit a complete, timely and accurate submission of the district program of projects to the Central Office before the first working day in March each year.

2. Coordination and Planning:

The Central Office will coordinate with the Commission for the Transportation Disadvantaged to ensure that all locally developed TDSPs meet the requirements of the Locally Developed Coordinated Human Services Transportation Plan. Under **Chapter 427, F.S.**, it is mandated that all new transportation funding for the transportation disadvantaged be coordinated with the Commission for the Transportation Disadvantaged. TDSPs are developed using local stakeholder groups and are approved by local coordinating boards (LCBs).

3. ELIGIBLE SUBRECIPIENTS

3.1 All **Section 5310 Program** recipients must meet the minimum requirements of the federal program as outlined in **FTA Circular 9070.1**, or subsequent revisions. Implicit in this requirement is a history of contract compliance. Grant awards will not be made to recipients having a history of contract violations without having thoroughly evaluated the likelihood of future compliance.

3.2 Public agencies applying for **Section 5310 Program** funds must afford an adequate opportunity for a public hearing, and such hearings must be held if someone with a significant economic, social, or environmental interest in the matter requests a hearing.

3.3 Grant recipients must be a CTC or, if ineligible because it is a private for-profit corporation, a public body approved by the Commission for the Transportation Disadvantaged to coordinate services for elderly persons and persons with disabilities, or a private nonprofit transportation provider furnishing services under the terms of a coordination or transportation operator contract with a CTC. District Offices shall not make a grant award to any recipient in any county not having a coordinated system pursuant to **Chapter 427, F.S.**

4. PROJECT SELECTION AND METHOD OF DISTRIBUTING FUNDS

Project selection includes proper notification of program availability, selection of projects according to approved selection criteria, and submission of the district program of projects to the Central Office. Subrecipient responsibilities are outlined in the **Section 5310 Program** application.

4.1 Applications shall be evaluated and ranked on the basis of merit and need by a minimum of three knowledgeable persons within each District. At least one evaluator shall be from outside the Department of Transportation, unaffiliated with any applicant

under consideration, and familiar with transportation, public issues, and needs in the district.

The criteria below, or alternate criteria approved in writing by the Central Office, shall be used in ranking applications. District Offices must verify that selected projects are derived from the locally developed, coordinated human services public transportation plan. Alternate criteria must be requested by the first working day of November each year. Requests for alternate criteria shall list the criteria, discuss how the evaluation can be made on the basis of information contained in the grant application, and explain why alternate criteria are desirable. All grant application packages shall include evaluation criteria. All applications in a District shall be evaluated using the same criteria.

4.1.1 *Service efficiency and effectiveness.* Examine the data submitted in the application in Exhibit A-1 Fact Sheet. Calculate the number of trips provided divided by the number of seats provided and calculate the number of hours per week of service provided. Rank all applications based on who provides the most riders per seat provided and the most service hours provided per week.

4.1.2 *Extent to which seniors and persons with disabilities are served.* Examine the data submitted in the application in Exhibit A-1 Fact Sheet. Rank agencies based on the number of seniors and persons with disabilities served (line 2) divided by the County's senior and persons with disabilities estimated population from the most recently available census data. This category will also be evaluated based on the project description, system description, and coordination efforts as described in Exhibit A, B, and D of an application.

4.1.3 *Need.* Evaluate the project description and budget. Rank agencies based on the total number of seniors and persons with disabilities served (line 2) to demonstrate current need. Also rank agencies based on unserved population if it is an expansion project. Examine the vehicle inventory and rank agencies on the average mileage of vehicles to be replaced (in accordance with the replacement criteria in *FDOT Transit Vehicle Inventory Management, Procedure No. 725-030-025* with the higher mileage given a higher rank.

4.1.4 *Fiscal and managerial capability.* Consider the overall quality of the proposal as prepared, previous record of timely and accurate reports, prior audit compliance (if applicable, new applicants should not be penalized due to lack of history), and the history of meeting contractual obligations and maintenance requirements.

4.2 Once applications are ranked, the District Office shall determine the extent to which each request will be awarded. Use the ranking in allocating grant awards.

4.3 All score sheets, written comments, and summaries used in making grant award decisions shall be kept on file by the District Office and be readily available for at least five years after submittal of the district program of projects to the Central Office. The District should consider using a computer spreadsheet program to calculate, summarize, and check numerical scores to ensure mathematical accuracy. The District

Office must be able to re- create and justify the original rankings in the event of a protest or challenge.

5. ANNUAL PROGRAM OF PROJECTS AND APPROVAL PROCESS

5.1 Once all grant award decisions are made, the District Office shall forward a district program of projects (POPs) to the Central Office. The district program of projects shall be submitted in a format similar to that provided in the **Grant Application Development, Distribution, Evaluation and Award Process**. This format consolidates District POPs into the State POP that the Central Office is required to submit to the FTA. Activity Line Item codes for use in your POP development are provided in **Attachment A**.

5.1.1 Projects for which all statutory and administrative requirements have been met shall be listed as **Category A** projects in the district program of projects.

5.1.2 Projects the District Office expects to be able to approve, but which have not yet met all statutory and administrative requirements shall be listed as **Category B** projects in the district POP. For example, a project awaiting inclusion in the TIP should be included in **Category B**. FTA no longer allows for Category C in the 5310 Program Any funds a District does not make awards with will be reallocated to other Districts with more **Category A** needs than available funds.

5.1.3 Districts shall submit with their program of projects a record of approved and rejected requests identifying applicants that are minority organizations or that provide assistance to minority communities. The District will also provide a description of the process they used to assure equity of distribution of resources among groups within the State as required by *Title VI of the Civil Rights Act*.

5.1.4 When a project award is made to a sub-recipient located within an urbanized area, the District will coordinate with the appropriate MPO to assure that the project is included in the TIP/STIP.

5.2 The Central Office shall manage program funds in accordance with the Districts' POP.

5.3 District Offices shall notify each applicant of their grant application status within 30 days from when the Central Office submits the State POP to the FTA. For applicants not selected to receive a grant award, the notice shall include information on the next annual grant application cycle. For applicants receiving grants, a **Notice of Grant Award** shall indicate the amount of grant award and have a location for a signature indicating the acceptance of the Grant Award. A joint participation agreement (JPA) will be issued by the District for all operating type activities awarded under the **Section 5310** program. **Exhibit C** of the JPA will also include all applicable federal clauses and federal program requirements.

5.4 All grant awards issued to a recipient in the amount of \$100,000 or more will include a signed standard lobbying form. A copy of this form will be transmitted to the Central Office for submittal to the FTA Region IV Office in Atlanta. Copies of signed

standard lobbying forms are due in the Central Office within two (2) weeks of the execution of the JPA or the signed Notice of Grant Award for capital projects.

6. PROJECT MANAGEMENT and ADMINISTRATION

District Offices are responsible for selecting grant award recipients, developing JPAs for operating projects, **Notice of Grant Award's** (NOGA's) for capital projects, and maintaining satisfactory continuing control as defined in **FTA Circular 9070.1** and subsequent revisions, including oversight/approval of recipient procurement actions, and monitoring recipient compliance with state and federal requirements. The Central Office is responsible for managing the vehicle contracts. District Offices are responsible for coordinating with the Central Office to maintain accurate POPs between the state and the federal government. The Central Office shall transmit a copy of the POP to the Accounts Receivable Office, attention: Grants Section, in the Comptroller's office each time it is changed.

The Central Office shall supply the Contractor with a copy of the State POP. The Contractor shall coordinate with each grant recipient, assist in the ordering of vehicles, monitor of vehicle procurement statuses, ensure timely vehicle deliveries, review invoices for vendor payments, and provide necessary and required reports.

6.1 The Contractor will work with each recipient to ensure that vehicle purchase orders are properly prepared and processed. No vehicle purchase order shall be submitted to the applicable vendor until the Central Office has reviewed and approved the purchase order and the grant recipient has submitted their 10% local match. The Contractor will outline the terms and conditions of assistance by which the award will be undertaken and completed. The NOGA shall identify a mechanism for the state to pass through the applicable Federal and State requirements to the subrecipients. A NOGA cannot be issued for a subrecipient until they have submitted a compliant **Transportation Operations Procedure (TOP)** to the District Office.

6.2 No vehicle orders shall be accepted or placed prior to July 1 and the formal approval of the Federal grant application. No vehicle purchase order shall be executed for any project which has not advanced to a **Category A** project.

6.2.1 The Contractor will assign vehicle inventory control numbers and complete and distribute the vehicle inventory data form on all vehicles delivered under the **Section 5310 Program**, as required by the **Transit Vehicle Inventory Management, Procedure No. 725-030-025**. Subrecipients accepting awards will be subject to maintenance requirements as outlined in **Procedure No. 725-030-025**. District Offices will review for compliance during site visits.

6.4 Vehicle inventory inspections for those agencies currently operating more than 20 vehicles received through the Department must be completed at least once a year at their place of business. Recipients operating 20 or fewer vehicles may have vehicle inventory inspections biennially as required by the vehicle inventory management procedures.

District Offices will conduct a Triennial Review of each subrecipient every three years at their place of business. The purpose of the visit will be to monitor the recipient's compliance with program guidelines. The visit shall be documented in the District Office file by a summary of each monitoring visit and/or a checklist as found in the ***Triennial Review Guidelines***. Any areas of concern or non-compliance will be documented during the Triennial Review, along with the type of technical assistance provided to the subrecipient to resolve the issue. The District may contact the Central Office to request technical assistance and/or support in resolving identified issues. The District will enter information regarding subrecipient compliance into the Department's compliance tracking program. The Central Office will make reporting information available to the FTA. The ***Triennial Review Process*** outlines the roles and responsibilities of both District and Central Office staff.

6.5 All capital equipment purchased with grant funds will be purchased in accordance with the Department's equipment procurement guidelines as documented in the Department's ***Guidelines for Acquiring Vehicles***. Once delivered and accepted, vehicles purchased under the ***Section 5310 Program*** will be managed according to the Department's ***Transit Vehicle Inventory Management, Procedure No. [725-030-025](#)***.

6.6 Districts are responsible for ensuring all vehicles purchased under the ***Section 5310 Program*** carry sufficient insurance or self-insurance reserve to protect the federal and state interest in the event of loss. The Department shall be named as certificate holder on any policy covering equipment purchased with grant funds. (Use the address of the District Office for this purpose.) Agencies that are self-insured shall be required to certify that they are self-insured and document the existence of a reserve against which claims can be made. All vehicles purchased under the ***Section 5310 Program*** will have a copy of the FHP exemption letter with the vehicle registration.

6.7 Vehicles purchased under the ***Section 5310 Program*** may be leased to a private for-profit operator only for the services identified in the grant application, when such companies could not otherwise provide required services and where such arrangements result in more efficient and effective service for seniors and individuals with disabilities. Recipients must demonstrate to the District Office that the selection of private for-profit operators, who operate ***Section 5310 Program*** vehicles under a lease have been chosen in a manner that does not discriminate or financially harm other operators. Recipients must obtain written approval from the Department prior to executing a lease agreement for ***Section 5310 Program*** equipment. When ***Section 5310 Program*** funded vehicles or other equipment are operated by an agent other than the agency in the grant application, control and responsibility for the operation of the vehicles or other equipment must remain with the original recipient.

6.8 Recipients shall submit a certification verifying the adoption of a System Safety Program Plan and performance of safety inspections in accordance with ***Rule Chapter 14-90, F.A.C.***, if applicable. The definitions listed in ***Chapter 14-90, F.A.C*** will determine whether or not the recipient must develop a System Safety Program Plan.

6.9 It may be necessary to terminate a grant award by mutual agreement or because the recipient has failed to comply with grant award requirements. To protect the federal and state interest in capital equipment awarded, District Offices may require recipients to submit an annual certification of use by January 15 each year. The

certification attests to the continued use of vehicle for the project for which the grant was approved, that the agency will maintain insurance on the vehicles and list the Department as certificate holder, that the agency is maintaining its contribution to operate and maintain the vehicles in safe and good working condition, and it is continuing its membership in the local coordinated transportation system, as a condition of receiving grant funding.

6.9.1 The value of the equipment will be determined as outlined in the *Transit Vehicle Inventory Management, Procedure No. [725-030-025](#)*.

6.9.2 Equipment may be transferred to another agency eligible to receive **Section 5310 Program** funds. District Offices should canvass eligible recipients in their districts, then statewide, to locate an eligible recipient able to make use of the equipment. Transfers of equipment and titles will be handled as outlined in the *Vehicle Inventory Management, Procedure No. [725-030-025](#)*. The transfer recipient shall reimburse the original recipient its prorata share based on the value determined. If the original local share was 10%, the original recipient will receive 10% of the current value. The original recipient may waive this refund. The new recipient must comply with all Program requirements. Full applications will be necessary only if there are several potential recipients. If there is only one potential recipient in a district (as is frequently the case when used equipment is considered), that recipient may omit narrative portions of the application and complete only the budget pages and sign the assurances. If the transfer recipient has received **Section 5310 Program** funding in the past, they will update their most recent application to include the equipment transferred. If the new recipient has not received **Section 5310 Program** funding in the past, a new application must be submitted. The transfer recipient shall be managed and monitored as if it had been selected to receive the equipment originally.

6.10 The District Office shall maintain the official Program files which shall include, at a minimum:

- (A) A copy of the recipient's completed grant application;
- (B) A copy of the signed and accepted **Notice of Grant Award** or JPA;
- (C) A summary of each monitoring visit made to the recipient's place of business and/or a completed checklist (see [Grantee Compliance Report](#));
- (D) Any additional correspondence and information considered by the District Office to be important to a comprehensive understanding of the project;
- (E) All scoring sheets and a summary of the grant applicants' rankings (not applicable if all requests were funded). See the sample format provided in [Attachment C](#) of this procedure;
- (F) An inventory of all vehicles awarded to include a record of all interagency transfers. The inventory may consist of the inventory provided by the Central Office as described in the *Vehicle Inventory Management, Procedure No. [725-030-025](#)*;
- (G) A copy of the original district POP and all revisions thereto (including assurances) to include notations of work program item numbers applicable to each project;

(H) Documentation of the notification of the availability of grant application packages. The organization of the files is left to the District Office, but required elements listed above shall be readily available.

(I) A copy of the signed standard lobbying form, if the agreement is \$100,000 or more.

(J) A copy of the recipient's Title VI Plan.

6.11 The Department may elect to use up to the eligible amount of State Administration funding in each **Section 5310 Program** grant. This funding will not be used for Department employee salaries. State Administration funds will be used for technical assistance and research projects to assist Department subrecipients of **Section 5310 Program** funding.

7. TRANSFER OF FUNDS

There shall be no transfer of funds between the 5307, 5310, and 5311 programs.

8. PRIVATE SECTOR PARTICIPATION

Private sector providers are encouraged to apply for **Section 5310 Program** grants through the CTC in their service area. When considering New Freedom type activities, CTCs are encouraged to apply on behalf of and award third-party agreements to private sector providers. Private sector providers are also consulted in the development of the coordinated human service transportation development plans.

9. MAINTENANCE AND ASSET MANAGEMENT

9.1 All **Section 5310** Program recipients must have a vehicle maintenance plan on file. During the annual site visit, the District Office will complete a review to ensure that the recipient is following the policies outlined in the recipient's maintenance plan. The District will also check for maintenance of ADA accessibility features during the site visit. The Central Office will provide technical assistance resources for the development and evaluation of recipient maintenance plans. The District will follow the guidelines in the **Maintenance Oversight Review Process** during annual oversight review visits.

9.2 If the District awards **Section 5310** funds for a recipient facility refurbishment or facility construction, the recipient is required to have a facility maintenance plan. The District will keep a copy of the facility maintenance plan in the project file. The District will maintain on file a copy of the facility maintenance during the useful life of the facility. Any incidental uses of the federally funded facility must be approved by FTA. The recipient will submit the request for incidental use to the District. The District will forward the request to the Central Office, which will submit the request to FTA. The District must document how it maintains continuing control over federally funded facility projects.

9.3 Any disposition of federally funded real property must be completed under the guidelines issued in FTA Circular 5010. Additionally, FTA concurrence with the disposition must be obtained, prior to disposing of the federally funded facility.

10 FEDERAL COMPLIANCE

This section outlines the Department's method of complying with federal requirements not previously outlined in this document. Most requirements will be monitored and compliance assured by the use of the site visits and file reviews.

10.1 CIVIL RIGHTS - subrecipients are informed of the applicable federal Civil Rights requirements as part of the application process. The Notice of Grant Award also references the requirements. The District Office shall receive a copy of the recipients Title VI Plan prior to the execution of the Notice of Grant Award or JPA operating projects. At the subrecipient's request, the District will provide technical assistance to the recipient in the development of their Title VI Plan. The District may request technical assistance from the Central Office in assisting their recipients in meeting the Title VI requirements. The District ensures the requirements are being met with onsite visits and file reviews, including noting whether the Title VI policy is posted at the recipient's physical location and on the recipient's website. The Central Office EEO provides all Title VI, EEO and DBE planning and goal setting functions; the Central Office PTO completes the required reporting. Further guidance is available in the ***Title VI Program Compliance Process***.

10.2 The District Office will monitor and evaluate the subrecipients compliance with ***Section 504*** and ADA requirements through site visits and file reviews.

10.3 Buys America pre-award and post-delivery reviews are maintained at the Department's inspection facility. Copies are provided to the award recipient.

10.4 Restrictions on lobbying, prohibition of exclusive school transportation, charter service and monitoring of subrecipients is accomplished during annual site visits. Additional guidance on monitoring Charter Service activities is provided in the ***Charter Service Technical Assistance, Monitoring, and Reporting Process***.

10.5 OTHER PROVISIONS – Buy America provisions for vehicle purchases, including pre-award and post-delivery, are monitored and completed by the Central Office Procurement Manager. Ensuring recipient compliance with Buy America provisions of construction projects and third-party procurements which are not vehicles, is the responsibility of the District Project Manager. The ***Third-Party Procurement Review Process*** provided additional guidance on how to ensure compliance. District Project Managers must ensure recipient compliance with the prohibition of exclusive school transportation and charter service requirements. The ***Charter Service Technical Assistance, Monitoring, and Reporting Process*** provides additional guidance on ensuring grantee compliance.

10.6 PROGRAM MEASURES - District Offices are responsible for gathering information for the newly required FTA reporting measures. The District will submit to the Central Office both quantitative and qualitative information, as available, on each of the following measures by September 1 of each year: 1) gaps in service filled – provision of transportation options that would not otherwise be available for seniors and individuals with disabilities measured in numbers of seniors and individuals with disabilities afforded mobility they would not have without program support, and; 2) ridership – actual or estimated number of rides (as measured by one-way trips)

provided annually for individuals with disabilities and older adults on **Section 5310 Program** supported vehicles and services.

11 TRAINING

Orientation for this program should be provided for new transit program employees in the Districts. Experienced transit staff in the Central Office and/or the District can provide this training. Additionally, training will be made available on how to apply for and utilize **Section 5310 Program** funds through annual workshops to potential recipients. Individual requests for assistance will be responded to by either Central Office or District Staff.

12 FORMS

Districts must submit a completed District **Grantee Compliance Report** to the Central Office by April 1 annually. The template for the spreadsheet is attached to **Annual Grantee Site Visit Process**.

The SAMPLES provided in this procedural document can be tailored or changed to fit specific circumstances, and provide a starting point for users.

Samples are not official forms of the Department.

**Sample
Attachment A**

SECTION 5310 PROGRAM OF PROJECTS

The preferred format for a program of projects (POPs) is attached to the ***Grant Application Development, Distribution, Evaluation and Award Process***. The following list of Activity Line Item (ALI) codes should be used on your 5310 POPs.

ALI Code	Description
11.12.03	Bus 30 feet, replacement
11.12.04	Bus Under 30 feet, replacement
11.12.07	Commuter Bus, replacement
11.12.15	Van, replacement
11.12.16	Sedan/Station Wagon, replacement
11.12.40	Spare parts, Maintenance Items, replacement
11.13.03	Bus 30 feet, expansion
11.13.04	Bus Under 30 feet, expansion
11.13.07	Commuter Bus, expansion
11.13.15	Van, expansion
11.13.16	Sedan/Station Wagon, expansion
11.13.40	Spare parts, Maintenance Items, replacement
11.42.06	Shop equipment, acquisition
11.42.07	ADP Hardware, acquisition
11.42.08	ADP Software, acquisition
11.42.09	Surveillance/Security, acquisition
11.42.10	Fare Collection, acquisition
117A.00	Preventative Maintenance
11.7L.00	Mobility Management

11.92.02 Bus Shelters

11.92.06 Bicycle Equipment on Buses

30.09.01 Operating

Sample
Attachment B
CERTIFICATIONS AND ASSURANCES FOR SECTION 5310 PROGRAM FUNDS

Based on its own knowledge and, as necessary, on information submitted by the subrecipient, the Florida Department of Transportation District ____ Office certifies and assures that the following requirements and conditions will be fulfilled before any Federal assistance authorized by **49 U.S.C. 5310** is provided to a specific subrecipient:

A. Each subrecipient has the necessary legal, financial, and managerial capability to apply for **49 U.S.C. 5310** funds; and to implement and manage the project.

B. Each subrecipient is recognized under state law as a private nonprofit organization with the legal capability to contract with the state to carry out the proposed project, or is a public body that has met the statutory requirements to receive a program grant authorized by ~~for~~ **49 U.S.C. 5310**.

C. The subrecipients' applications for **49 U.S.C. 5310** assistance contain information from which the District Office evaluates whether the mass transportation service provided or offered to be provided by existing public or private mass transportation operators is unavailable, insufficient, or inappropriate to meet the special needs of seniors and individuals with disabilities.

D. Sufficient non-Federal funds have been or will be committed to provide the required local share at the time the vehicle purchase order is approved.

E. The subrecipients have, or will have by the time of delivery, sufficient funds to operate and maintain the vehicles and equipment purchased with Federal assistance awarded for these projects.

F. All projects in urbanized areas recommended for approval are included in the annual element of the metropolitan Transportation Improvement Programs in which the subrecipients are located.

G. The subrecipients have, to the maximum extent feasible, coordinated with other transportation providers and users, including social service agencies authorized to purchase mass transportation service.

H. The subrecipients are in compliance with all applicable civil rights requirements, and have signed the ***Title VI Nondiscrimination Assurance***.

I. The subrecipients will comply with applicable requirements of U.S. DOT regulations ~~on~~ for participation of disadvantaged business enterprises in U.S. DOT programs.

J. The subrecipients have provided to the state an Assurance of Nondiscrimination on the Basis of Disability. If non accessible vehicles are being purchased for use by a public entity in demand responsive service for the general public, the state will obtain from the subrecipient a "Certification of Equivalent Service."

K. Unless otherwise noted, each of the subrecipient's projects qualifies for the type of categorical exclusion that does not require further FTA environmental approvals. In the case of any project not qualifying for a categorical exclusion, the state assures that

financial assistance will not be provided for that project until FTA has made the required environmental finding.

L. The subrecipients have submitted or will submit all certifications and assurances currently required, including, but not limited to: a nonprocurement suspension and debarment certification; a bus testing certification for new models; a pre-award and post-delivery audit certification; and for an application exceeding \$100,000, a lobbying certification.

M. The District Office will enter into a written grant award with each subrecipient stating the terms and conditions of assistance by which the project will be undertaken and completed.

N. The state recognizes FTA's authority to conduct audits to verify compliance with the foregoing requirements and stipulations.

District Public Transportation Manager

Date

**Sample
Attachment C
FLORIDA DEPARTMENT OF TRANSPORTATION
SECTION 5310 PROPOSAL SELECTION CRITERIA**

APPLICANT _____

<u>CRITERIA</u>	<u>SCORE</u>
1. Service efficiency/effectiveness	_____
Comments _____	
2. Extent to which seniors and persons with disabilities are served	_____
Comments _____	
3. Need	_____
Comments _____	
4. Fiscal and managerial capability	_____
Comments _____	
5. Approved alternate/additional criterion(if applicable)	_____
Comments _____	
TOTAL SCORE	_____

Evaluator

Date

This score sheet shall be used when there is insufficient funding to grant all eligible capital requests. The maximum score for each criterion is 10 points. Written comments are optional.

Score sheets may be completed for each applicant either by reaching a consensus among the evaluators or by averaging evaluators' individual scores.

Attachment C
Sample Criteria
FTA SECTION 5310 GRANT PROGRAM
DISTRICT EVALUATION CRITERIA

AGENCY:		
POINTS	CATEGORY	SCORE
	1. SERVICE EFFICIENCY & EFFECTIVENESS	
0-2	HOURS & DAYS OF SERVICE	
0-10	RIDERSHIP/BY NUMBER OF SEATS	
0-8	TOTAL EXPENSES/TOTAL ONE WAY TRIPS	
0-8	TOTAL EXPENSES/TOTAL MILEAGE	
0-28	(SUBTOTAL)	
	2. EXTENT TO WHICH THE COMMUNITY (seniors and persons with disabilities) IS SERVED	
0-5	PROJECT & SYSTEM DESCRIPTION	
0-10	ONE WAY PASSENGER TRIPS X CLIENTS SERVED	
0-2	COORDINATION EFFORTS	
0-2	SERVICE AREA	

0-19	(SUBTOTAL)	
	3. NEED	
0-7	NUMBER OF CLIENTS SERVED BY EXPANSION	
0-8	REPLACEMENT OF HIGH MILAGE VEHICLES	
0-15	FINANCIAL NEED	
0-5	NUMBER OF CLIENTS TRANSPORTED/NUMBER OF SEATS	
0-35	(SUBTOTAL)	
	4. FISCAL & MANAGERIAL CAPABILITY	
0-5	AUDIT REVIEW	
0-5	APPLICATION COMPLETENESS & ACCURACY	
0-3	DOCUMENT SUBMITTAL - PAST PERFORMANCE	
0-5	MAINTENANCE RECORDS	
0-18	(SUBTOTAL)	
0-100	TOTAL	

Evaluator: _____

Date: _____

Attachment D

Standard Lobbying Certification Form

Standard Lobbying Certification Form

The undersigned [Contractor] certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form--LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions [as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96). Note: Language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 2 U.S.C. 1601, *et seq.*)]

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

[Note: Pursuant to 31 U.S.C. § 1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure or failure.]

The Contractor, _____, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. A 3801, *et seq.*, apply to this certification and disclosure, if any.

_____ Signature of Contractor's Authorized Official

_____ Name and Title of Contractor's Authorized Official

_____ Date

Appendix 1

Miami UZA

The Miami TMA is comprised of Miami-Dade, Broward and Palm Beach Counties, with a small portion of Martin County included within its northern boundary. Authorized to administer the Section 5310 Grant in the Miami TMA, Florida Department of Transportation Districts 4 and 6 will adopt the State Management Plan, Public Transit Office Topic Number 725-030-010-K, with the following exceptions:

Project Selection:

Except when there are is sufficient funds allocated to grant all eligible requests, applications shall be evaluated and ranked on the basis of merit and need by a minimum of three knowledgeable persons within each District. At least one evaluator shall be from outside the Department of Transportation, unaffiliated with any applicant under consideration, and familiar with transportation, public issues, and needs in the district.

In the Miami TMA, the evaluation committee will include MPO staff, and either Local Coordinating Board members or a representative from the Treasure Coast or the South Florida Regional Planning Council.

In addition, in the Miami TMA, the following, or alternate criteria approved in writing by the Central Office, shall be used in ranking applications.

FTA SECTION 5310 GRANT PROGRAM

MIAMI TMA EVALUATION CRITERIA

AGENCY:		
POINTS	CATEGORY	SCORE
1. SERVICE EFFICIENCY & EFFECTIVENESS		
0-2	HOURS & DAYS OF SERVICE	
0-10	RIDERSHIP/BY NUMBER OF SEATS	
0-8	TOTAL EXPENSES/TOTAL ONE WAY TRIPS	
0-8	TOTAL EXPENSES/TOTAL MILEAGE	

0-28	(SUBTOTAL)	
2. EXTENT TO WHICH THE INDIVIDUALS WITH DISABILITIES AND SENIORS ARE SERVED		
0-5	PROJECT & SYSTEM DESCRIPTION	
0-8	ONE WAY – DISABLED AND SENIOR TRIPS X CLIENTS SERVED	
0-2	EXTENT TO WHICH THE COMMUNITY AT LARGE IS SERVED BY THE APPLICANT	
0-2	COORDINATION EFFORTS WITH OTHER AGENCIES AND OTHER ROUTES	
0-2	SERVICE AREA	
0-19	(SUBTOTAL)	
3. NEED		
0-7	NUMBER OF CLIENTS SERVED BY EXPANSION (UNSERVED POPULATIONS RANK HIGHER)	
0-8	REPLACEMENT OF HIGH MILEAGE VEHICLES (AS PER PROCEDURE 725-030-025)	
0-15	FINANCIAL NEED	
0-5	NUMBER OF CLIENTS TRANSPORTED/NUMBER OF SEATS	
0-35	(SUBTOTAL)	
4. FISCAL & MANAGERIAL CAPABILITY		

0-5	AUDIT REVIEW	
0-5	APPLICATION COMPLETENESS & ACCURACY	
0-3	DOCUMENT SUBMITTAL - PAST PERFORMANCE	
0-5	MAINTENANCE RECORDS	
0-18	(SUBTOTAL)	
0-100	TOTAL	

Evaluator: _____

Date: _____

Appendix 2

Jacksonville UZA

The Jacksonville urbanized area is comprised of the city of Jacksonville and Duval County, as well as parts of Clay and St. Johns Counties. Authorized to administer the Section 5310 Grant in the Jacksonville UZA, the Florida Department of Transportation District 2 adopts the State Management Plan, Public Transit Office Topic Number 725-030-010-K, as the program management plan for the Jacksonville UZA with the following exceptions:

Project Selection:

Except when there are sufficient funds allocated to grant all eligible requests, applications shall be evaluated and ranked on the basis of merit and need by a minimum of three knowledgeable persons within each District. At least one evaluator shall be from outside the Department of Transportation, unaffiliated with any applicant under consideration, and familiar with transportation, public issues, and needs in the district. The evaluation team may include members from the North Florida TPO, the North Central Florida Regional Planning Council, the Northeast Florida Regional Planning Council, the Withlacoochee Planning Council and/or the Jacksonville Transportation Authority.

FTA SECTION 5310 GRANT PROGRAM

JACKSONVILLE UZA EVALUATION CRITERIA

AGENCY:		
POINTS	CATEGORY	SCORE
1. SERVICE EFFICIENCY & EFFECTIVENESS		
0-2	HOURS & DAYS OF SERVICE	
0-10	RIDERSHIP/BY NUMBER OF SEATS	
0-8	TOTAL EXPENSES/TOTAL ONE WAY TRIPS	
0-8	TOTAL EXPENSES/TOTAL MILEAGE	

0-28	(SUBTOTAL)	
2. EXTENT TO WHICH THE INDIVIDUALS WITH DISABILITIES AND SENIORS ARE SERVED		
0-5	PROJECT & SYSTEM DESCRIPTION	
0-8	ONE WAY – DISABLED AND SENIOR ELDERLY TRIPS X CLIENTS SERVED	
0-2	EXTENT TO WHICH THE COMMUNITY AT LARGE IS SERVED BY THE APPLICANT	
0-2	COORDINATION EFFORTS WITH OTHER AGENCIES AND OTHER ROUTES	
0-2	SERVICE AREA	
0-19	(SUBTOTAL)	
3. NEED		
0-7	NUMBER OF CLIENTS SERVED BY EXPANSION (UNSERVED POPULATIONS RANK HIGHER)	
0-8	REPLACEMENT OF HIGH MILEAGE VEHICLES (AS PER PROCEDURE 725-030-025)	
0-15	FINANCIAL NEED	
0-5	NUMBER OF CLIENTS TRANSPORTED/NUMBER OF SEATS	
0-35	(SUBTOTAL)	
4. FISCAL & MANAGERIAL CAPABILITY		
0-5	AUDIT REVIEW	

0-5	APPLICATION COMPLETENESS & ACCURACY	
0-3	DOCUMENT SUBMITTAL - PAST PERFORMANCE	
0-5	MAINTENANCE RECORDS	
0-18	(SUBTOTAL)	
0-100	TOTAL	

Evaluator: _____

Date: _____

Appendix 3

Pensacola UZA

The Pensacola urbanized area includes parts of Escambia and Santa Rosa Counties in Florida and part of Baldwin County, Alabama. Authorized to administer the Section 5310 Grant in the Pensacola UZA, the Florida Department of Transportation District 3 adopts the State Management Plan, Public Transit Office Topic Number 725-030-010-K, as the program management plan for the Pensacola UZA.

Project Selection:

Except when there are sufficient funds allocated to grant all eligible requests, applications shall be evaluated and ranked on the basis of merit and need by a minimum of three knowledgeable persons within each District. At least one evaluator shall be from outside the Department of Transportation, unaffiliated with any applicant under consideration, and familiar with transportation, public issues, and needs in the district.

AGENCY:		
POINTS	CATEGORY	SCORE
1. SERVICE EFFICIENCY & EFFECTIVENESS		
0-2	HOURS & DAYS OF SERVICE	
0-10	RIDERSHIP/BY NUMBER OF SEATS	
0-8	TOTAL EXPENSES/TOTAL ONE WAY TRIPS	
0-8	TOTAL EXPENSES/TOTAL MILEAGE	
0-28	(SUBTOTAL)	
2. EXTENT TO WHICH THE INDIVIDUALS WITH DISABILITIES AND SENIORS ARE SERVED		
0-5	PROJECT & SYSTEM DESCRIPTION	

0-8	ONE WAY – DISABLED AND SENIOR ELDERLY TRIPS X CLIENTS SERVED	
0-2	EXTENT TO WHICH THE COMMUNITY AT LARGE IS SERVED BY THE APPLICANT	
0-2	COORDINATION EFFORTS WITH OTHER AGENCIES AND OTHER ROUTES	
0-2	SERVICE AREA	
0-19	(SUBTOTAL)	
3. NEED		
0-7	NUMBER OF CLIENTS SERVED BY EXPANSION (UNSERVED POPULATIONS RANK HIGHER)	
0-8	REPLACEMENT OF HIGH MILEAGE VEHICLES (AS PER PROCEDURE 725-030-025)	
0-15	FINANCIAL NEED	
0-5	NUMBER OF CLIENTS TRANSPORTED/NUMBER OF SEATS	
0-35	(SUBTOTAL)	
4. FISCAL & MANAGERIAL CAPABILITY		
0-5	AUDIT REVIEW	
0-5	APPLICATION COMPLETENESS & ACCURACY	
0-3	DOCUMENT SUBMITTAL - PAST PERFORMANCE	

0-5	MAINTENANCE RECORDS	
0-18	(SUBTOTAL)	
0-100	TOTAL	

Evaluator: _____

Date: _____

Appendix 4

Tallahassee UZA

The Tallahassee urbanized area includes the city of Tallahassee and parts of Leon and Gadsden Counties. Authorized to administer the Section 5310 Grant in the Tallahassee UZA, the Florida Department of Transportation District 3 adopts the State Management Plan, Public Transit Office Topic Number 725-030-010-K, as the program management plan for the Tallahassee UZA.

Project Selection:

Except when there are sufficient funds allocated to grant all eligible requests, applications shall be evaluated and ranked on the basis of merit and need by a minimum of three knowledgeable persons within each District. At least one evaluator shall be from outside the Department of Transportation, unaffiliated with any applicant under consideration, and familiar with transportation, public issues, and needs in the district.

AGENCY:		
POINTS	CATEGORY	SCORE
1. SERVICE EFFICIENCY & EFFECTIVENESS		
0-2	HOURS & DAYS OF SERVICE	
0-10	RIDERSHIP/BY NUMBER OF SEATS	
0-8	TOTAL EXPENSES/TOTAL ONE WAY TRIPS	
0-8	TOTAL EXPENSES/TOTAL MILEAGE	
0-28	(SUBTOTAL)	
2. EXTENT TO WHICH THE INDIVIDUALS WITH DISABILITIES AND SENIORS ARE SERVED		
0-5	PROJECT & SYSTEM DESCRIPTION	

0-8	ONE WAY – DISABLED AND SENIOR ELDERLY TRIPS X CLIENTS SERVED	
0-2	EXTENT TO WHICH THE COMMUNITY AT LARGE IS SERVED BY THE APPLICANT	
0-2	COORDINATION EFFORTS WITH OTHER AGENCIES AND OTHER ROUTES	
0-2	SERVICE AREA	
0-19	(SUBTOTAL)	
3. NEED		
0-7	NUMBER OF CLIENTS SERVED BY EXPANSION (UNSERVED POPULATIONS RANK HIGHER)	
0-8	REPLACEMENT OF HIGH MILEAGE VEHICLES (AS PER PROCEDURE 725-030-025)	
0-15	FINANCIAL NEED	
0-5	NUMBER OF CLIENTS TRANSPORTED/NUMBER OF SEATS	
0-35	(SUBTOTAL)	
4. FISCAL & MANAGERIAL CAPABILITY		
0-5	AUDIT REVIEW	
0-5	APPLICATION COMPLETENESS & ACCURACY	
0-3	DOCUMENT SUBMITTAL - PAST PERFORMANCE	

0-5	MAINTENANCE RECORDS	
0-18	(SUBTOTAL)	
0-100	TOTAL	

Evaluator: _____

Date: _____

Appendix 5

Tampa UZA

The Tampa UZA includes the cities of Tampa, St. Petersburg, and Clearwater; and portions of Hillsborough, Pinellas, and Pasco Counties. Authorized to administer the Section 5310 Grant in the Tampa UZA, Florida Department of Transportation Districts 7 adopts the State Management Plan, Public Transit Office Topic Number 725-030-010-K, with the following exceptions:

Project Selection:

Except when there are is sufficient funds allocated to grant all eligible requests, applications shall be evaluated and ranked on the basis of merit and need by a minimum of three knowledgeable persons within each District. At least one evaluator shall be from outside the Department of Transportation, unaffiliated with any applicant under consideration, and familiar with transportation, public issues, and needs in the district.

The project selection committee will include Department staff and representatives from the 3 Metropolitan Planning Organizations in the UZA. Additionally, the Local Coordinating Boards (LCBs) in Hillsborough, Pinellas and Pasco Counties will be consulted during project review.

Coordinated Planning:

MPOs plan to jointly develop a 5310 regional component to be included in the Transportation Disadvantaged Service Plan (TDSPs) for each County. Until that is complete the review committee will consult Tri County Access Plan as well as the TDSPs to ensure that all projects selected meet the coordinated human service plan requirement.

Evaluation Criteria:

In addition to the evaluation criteria outlined in the existing State Management Plan, the Tampa UZA adds criteria G.

G. When considering operations projects, additional points will be given to projects previously funded under the New Freedom program. New operational projects will be evaluated on their ability to increase access to transportation for seniors and persons with disabilities.

Supporting Documentation:

Large urban transit providers requesting grant awards under this program may submit their Capital Replacement or Fleet Management plans instead of completing the Vehicle Inventory Form in the application package.

Appendix 6

Palm Bay-Melbourne UZA

The Palm Bay-Melbourne urbanized area is comprised of the cities of Palm Bay and Melbourne in Brevard County. Authorized to administer the Section 5310 Grant in the Palm Bay-Melbourne UZA, the Florida Department of Transportation District 5 adopts the State Management Plan, Public Transit Topic Number 725-030-010-K, as the program management plan for the Palm Bay-Melbourne UZA with the following exceptions:

Project Selection:

Except when there are sufficient funds allocated to grant all eligible requests, applications shall be evaluated and ranked on the basis of merit and need by a minimum of three knowledgeable persons within each District. At least one evaluator shall be from outside the Department of Transportation not affiliated with any applicant under consideration, and familiar with transportation public issues, and needs in the district. The selection committee consists of three knowledgeable persons within each District and one evaluator from outside the Department.

Applicants are required to submit copies of the relevant Transportation Disadvantaged Service Plan (TDSP) pages applicable to the project they are applying for.

FTA SECTION 5310 GRANT PROGRAM

PALM BAY-MELBOURNE UZA EVALUATION CRITERIA

AGENCY:		
POINTS	CATEGORY	SCORE
1. SERVICE EFFICIENCY & EFFECTIVENESS		
2-10	Normal Vehicle Hours per day	
2-10	Average Number of Unduplicated Passengers per Vehicle	

2-10	Total Expense/Total One-way Passenger Trips	
6-30	(SUBTOTAL)	
2. COMMUNITY SERVED		
5-10	System Description	
3-15	Total Unduplicated Passengers Served	
8-25	(SUBTOTAL)	
3. NEED		
1-5	Passengers served/Ambulatory Seats + Wheelchair positions	
3-15	Average Passenger Trips per day per Vehicle	
3-15	Average Annual Mileage per Vehicle	
7-35	(SUBTOTAL)	
4. FISCAL & MANAGERIAL CAPABILITY		
0-15	Site Reviews	
0-15	Review for Application Completeness	
0-30	(SUBTOTAL)	
5. QUALITATIVE		

0-20	Proposed Project Description	
0-20	(SUBTOTAL)	
6. VEHICLE ITEMIZATION		
-20 – 20	Vehicle Mileage	
-10 - 10	Vehicle Age	
-30 -30	(SUBTOTAL)	
-9- 170	TOTAL	

Evaluator: _____

Date: _____

Appendix 7

Palm Coast-Daytona Beach-Port Orange UZA

The Palm Coast-Daytona Beach-Port Orange urbanized area is comprised of the City of Palm Coast in Flagler County, and the cities of Daytona Beach and Port Orange in Volusia County. Authorized to administer the Section 5310 Grant in the Palm Coast-Daytona Beach-Port Orange UZA, the Florida Department of Transportation District 5 adopts the State Management Plan, Public Transit Topic Number 725-030-010-K, as the program management plan for the Palm Coast-Daytona Beach-Port Orange UZA with the following exceptions:

Project Selection:

Except when there are sufficient funds allocated to grant all eligible requests, applications shall be evaluated and ranked on the basis of merit and need by a minimum of three knowledgeable persons within each District. At least one evaluator shall be from outside the Department of Transportation not affiliated with any applicant under consideration, and familiar with transportation public issues, and needs in the district. The selection committee consists of three knowledgeable persons within each District and one evaluator from outside the Department.

Applicants are required to submit copies of the relevant Transportation Disadvantaged Service Plan (TDSP) pages applicable to the project they are applying for.

FTA SECTION 5310 GRANT PROGRAM

PALM COAST-DAYTONA BEACH-PORT ORANGE UZA EVALUATION CRITERIA

AGENCY:		
POINTS	CATEGORY	SCORE
1. SERVICE EFFICIENCY & EFFECTIVENESS		
2-10	Normal Vehicle Hours per day	
2-10	Average Number of Unduplicated Passengers per Vehicle	

2-10	Total Expense/Total One-way Passenger Trips	
6-30	(SUBTOTAL)	
2. COMMUNITY SERVED		
5-10	System Description	
3-15	Total Unduplicated Passengers Served	
8-25	(SUBTOTAL)	
3. NEED		
1-5	Passengers served/Ambulatory Seats + Wheelchair positions	
3-15	Average Passenger Trips per day per Vehicle	
3-15	Average Annual Mileage per Vehicle	
7-35	(SUBTOTAL)	
4. FISCAL & MANAGERIAL CAPABILITY		
0-15	Site Reviews	
0-15	Review for Application Completeness	
0-30	(SUBTOTAL)	
5. QUALITATIVE		

0-20	Proposed Project Description	
6. VEHICLE ITEMIZATION		
-20 – 20	Vehicle Mileage	
-10 - 10	Vehicle Age	
-30 -30	(SUBTOTAL)	
-9- 170	TOTAL	

Evaluator: _____

Date: _____

Appendix 8

Bonita Springs UZA

The Bonita Springs UZA is comprised of the City of Bonita Springs and the City of Naples as well as parts of unincorporated Lee County and Collier Counties. Authorized to administer the Section 5310 Grant in the Bonita Springs UZA, Florida Department of Transportation District 1 will adopt the State Management Plan, Public Transit Office Topic Number 725-030-010-K, with the following exceptions:

Project Selection:

Except when there are sufficient funds allocated to grant all eligible requests, applications shall be evaluated and ranked on the basis of merit and need by a minimum of three knowledgeable persons within each District. At least one evaluator shall be from outside the Department of Transportation, unaffiliated with any applicant under consideration, and familiar with transportation, public issues, and needs in the district.

In the Bonita Springs UZA, the evaluation committee will include Department staff and at least one independent evaluator.

In addition, in the Bonita Springs UZA, the following, or alternate criteria approved in writing by the Central Office, shall be used in ranking applications:

FTA SECTION 5310 GRANT PROGRAM

BONITA SPRINGS UZA EVALUATION CRITERIA

AGENCY:		
POINTS	CATEGORY	SCORE
1. SERVICE EFFICIENCY & EFFECTIVENESS		
0-2	HOURS & DAYS OF SERVICE	
0-10	RIDERSHIP/BY NUMBER OF SEATS	
0-8	TOTAL EXPENSES/TOTAL ONE WAY TRIPS	
0-8	TOTAL EXPENSES/TOTAL MILEAGE	

0-28	(SUBTOTAL)	
2. EXTENT TO WHICH THE INDIVIDUALS WITH DISABILITIES AND SENIORS ARE SERVED		
0-5	PROJECT & SYSTEM DESCRIPTION	
0-8	ONE WAY – DISABLED AND SENIORS ELDERLY TRIPS X CLIENTS SERVED	
0-2	EXTENT TO WHICH THE COMMUNITY AT LARGE IS SERVED BY THE APPLICANT	
0-2	COORDINATION EFFORTS WITH OTHER AGENCIES AND OTHER ROUTES	
0-2	SERVICE AREA	
0-19	(SUBTOTAL)	
3. NEED		
0-7	NUMBER OF CLIENTS SERVED BY EXPANSION (UNSERVED POPULATIONS RANK HIGHER)	
0-8	REPLACEMENT OF HIGH MILEAGE VEHICLES (AS PER PROCEDURE 725-030-025)	
0-15	FINANCIAL NEED	
0-5	NUMBER OF CLIENTS TRANSPORTED/NUMBER OF SEATS	
0-35	(SUBTOTAL)	
4. FISCAL & MANAGERIAL CAPABILITY		

0-5	AUDIT REVIEW	
0-5	APPLICATION COMPLETENESS & ACCURACY	
0-3	DOCUMENT SUBMITTAL - PAST PERFORMANCE	
0-5	MAINTENANCE RECORDS	
0-18	(SUBTOTAL)	
0-100	TOTAL	

Evaluator: _____

Date: _____

Appendix 9

Cape Coral UZA

The Cape Coral UZA is comprised of the majority of the Cities of Cape Coral and Fort Myers; the Town of Fort Myers Beach; part of the City of Sanibel, and parts of unincorporated Lee County. Authorized to administer the Section 5310 Grant in the Cape Coral UZA, Florida Department of Transportation District 1 will adopt the State Management Plan, Public Transit Office Topic Number 725-030-010-K, with the following exceptions:

Project Selection:

Except when there are sufficient funds allocated to grant all eligible requests, applications shall be evaluated and ranked on the basis of merit and need by a minimum of three knowledgeable persons within each District. At least one evaluator shall be from outside the Department of Transportation, unaffiliated with any applicant under consideration, and familiar with transportation, public issues, and needs in the district.

In the Cape Coral UZA, the evaluation committee will include Department staff and at least one independent evaluator.

In addition, in the Cape Coral UZA, the following, or alternate criteria approved in writing by the Central Office, shall be used in ranking applications:

FTA SECTION 5310 GRANT PROGRAM

CAPE CORAL UZA EVALUATION CRITERIA

AGENCY:		
POINTS	CATEGORY	SCORE
1. SERVICE EFFICIENCY & EFFECTIVENESS		
0-2	HOURS & DAYS OF SERVICE	
0-10	RIDERSHIP/BY NUMBER OF SEATS	
0-8	TOTAL EXPENSES/TOTAL ONE WAY TRIPS	
0-8	TOTAL EXPENSES/TOTAL MILEAGE	

0-28	(SUBTOTAL)	
2. EXTENT TO WHICH THE INDIVIDUALS WITH DISABILITIES AND SENIORS ARE SERVED		
0-5	PROJECT & SYSTEM DESCRIPTION	
0-8	ONE WAY – DISABLED AND SENIOR ELDERLY TRIPS X CLIENTS SERVED	
0-2	EXTENT TO WHICH THE COMMUNITY AT LARGE IS SERVED BY THE APPLICANT	
0-2	COORDINATION EFFORTS WITH OTHER AGENCIES AND OTHER ROUTES	
0-2	SERVICE AREA	
0-19	(SUBTOTAL)	
3. NEED		
0-7	NUMBER OF CLIENTS SERVED BY EXPANSION (UNSERVED POPULATIONS RANK HIGHER)	
0-8	REPLACEMENT OF HIGH MILEAGE VEHICLES (AS PER PROCEDURE 725-030-025)	
0-15	FINANCIAL NEED	
0-5	NUMBER OF CLIENTS TRANSPORTED/NUMBER OF SEATS	
0-35	(SUBTOTAL)	
4. FISCAL & MANAGERIAL CAPABILITY		

0-5	AUDIT REVIEW	
0-5	APPLICATION COMPLETENESS & ACCURACY	
0-3	DOCUMENT SUBMITTAL - PAST PERFORMANCE	
0-5	MAINTENANCE RECORDS	
0-18	(SUBTOTAL)	
0-100	TOTAL	

Evaluator: _____

Date: _____

Appendix 10

Lakeland UZA

The Lakeland UZA is comprised of nearly all of the City of Lakeland, and parts of the City of Bartow, the City of Mulberry, and unincorporated Polk County. Authorized to administer the Section 5310 Grant in the Lakeland UZA, Florida Department of Transportation District 1 will adopt the State Management Plan, Public Transit Office Topic Number 725-030-010-K, with the following exceptions:

Project Selection:

Except when there are sufficient funds allocated to grant all eligible requests, applications shall be evaluated and ranked on the basis of merit and need by a minimum of three knowledgeable persons within each District. At least one evaluator shall be from outside the Department of Transportation, unaffiliated with any applicant under consideration, and familiar with transportation, public issues, and needs in the district.

In the Lakeland UZA, the evaluation committee will include Department staff and at least one independent evaluator.

In addition, in the Lakeland UZA, the following, or alternate criteria approved in writing by the Central Office, shall be used in ranking applications:

FTA SECTION 5310 GRANT PROGRAM

LAKELAND UZA EVALUATION CRITERIA

AGENCY:		
POINTS	CATEGORY	SCORE
1. SERVICE EFFICIENCY & EFFECTIVENESS		
0-2	HOURS & DAYS OF SERVICE	
0-10	RIDERSHIP/BY NUMBER OF SEATS	
0-8	TOTAL EXPENSES/TOTAL ONE WAY TRIPS	
0-8	TOTAL EXPENSES/TOTAL MILEAGE	

0-28	(SUBTOTAL)	
2. EXTENT TO WHICH THE INDIVIDUALS WITH DISABILITIES AND SENIORS ARE SERVED		
0-5	PROJECT & SYSTEM DESCRIPTION	
0-8	ONE WAY – DISABLED AND SENIOR ELDERLY TRIPS X CLIENTS SERVED	
0-2	EXTENT TO WHICH THE COMMUNITY AT LARGE IS SERVED BY THE APPLICANT	
0-2	COORDINATION EFFORTS WITH OTHER AGENCIES AND OTHER ROUTES	
0-2	SERVICE AREA	
0-19	(SUBTOTAL)	
3. NEED		
0-7	NUMBER OF CLIENTS SERVED BY EXPANSION (UNSERVED POPULATIONS RANK HIGHER)	
0-8	REPLACEMENT OF HIGH MILEAGE VEHICLES (AS PER PROCEDURE 725-030-025)	
0-15	FINANCIAL NEED	
0-5	NUMBER OF CLIENTS TRANSPORTED/NUMBER OF SEATS	
0-35	(SUBTOTAL)	
4. FISCAL & MANAGERIAL CAPABILITY		

0-5	AUDIT REVIEW	
0-5	APPLICATION COMPLETENESS & ACCURACY	
0-3	DOCUMENT SUBMITTAL - PAST PERFORMANCE	
0-5	MAINTENANCE RECORDS	
0-18	(SUBTOTAL)	
0-100	TOTAL	

Evaluator: _____

Date: _____

Appendix 11

Sarasota - Bradenton UZA

The Sarasota – Bradenton UZA is comprised of nearly all of the City of Bradenton; the City of Bradenton Beach, the City of Holmes Beach, the Town of Longboat Key, the City of Palmetto, and the City of Sarasota, and parts of unincorporated Manatee and Sarasota Counties. Authorized to administer the Section 5310 Grant in the Sarasota – Bradenton UZA, Florida Department of Transportation District 1 will adopt the State Management Plan, Public Transit Office Topic Number 725-030-010-K, with the following exceptions:

Project Selection:

Except when there are ~~is~~ sufficient funds allocated to grant all eligible requests, applications shall be evaluated and ranked on the basis of merit and need by a minimum of three knowledgeable persons within each District. At least one evaluator shall be from outside the Department of Transportation, unaffiliated with any applicant under consideration, and familiar with transportation, public issues, and needs in the district.

In the Sarasota – Bradenton UZA, the evaluation committee will include Department staff and at least one independent evaluator.

In addition, in the Sarasota - Bradenton UZA, the following, or alternate criteria approved in writing by the Central Office, shall be used in ranking applications:

FTA SECTION 5310 GRANT PROGRAM

SARASOTA – BRADENTON UZA EVALUATION CRITERIA

AGENCY:		
POINTS	CATEGORY	SCORE
1. SERVICE EFFICIENCY & EFFECTIVENESS		
0-2	HOURS & DAYS OF SERVICE	
0-10	RIDERSHIP/BY NUMBER OF SEATS	
0-8	TOTAL EXPENSES/TOTAL ONE WAY TRIPS	

0-8	TOTAL EXPENSES/TOTAL MILEAGE	
0-28	(SUBTOTAL)	
2. EXTENT TO WHICH THE INDIVIDUALS WITH DISABILITIES AND SENIOR ARE SERVED		
0-5	PROJECT & SYSTEM DESCRIPTION	
0-8	ONE WAY – DISABLED AND SENIOR ELDERLY TRIPS X CLIENTS SERVED	
0-2	EXTENT TO WHICH THE COMMUNITY AT LARGE IS SERVED BY THE APPLICANT	
0-2	COORDINATION EFFORTS WITH OTHER AGENCIES AND OTHER ROUTES	
0-2	SERVICE AREA	
0-19	(SUBTOTAL)	
3. NEED		
0-7	NUMBER OF CLIENTS SERVED BY EXPANSION (UNSERVED POPULATIONS RANK HIGHER)	
0-8	REPLACEMENT OF HIGH MILEAGE VEHICLES (AS PER PROCEDURE 725-030-025)	
0-15	FINANCIAL NEED	
0-5	NUMBER OF CLIENTS TRANSPORTED/NUMBER OF SEATS	
0-35	(SUBTOTAL)	

4. FISCAL & MANAGERIAL CAPABILITY		
0-5	AUDIT REVIEW	
0-5	APPLICATION COMPLETENESS & ACCURACY	
0-3	DOCUMENT SUBMITTAL - PAST PERFORMANCE	
0-5	MAINTENANCE RECORDS	
0-18	(SUBTOTAL)	
0-100	TOTAL	

Evaluator: _____

Date: _____

Appendix 12

Winter Haven UZA

The Winter Haven UZA is comprised of the City of Winter Haven; the City of Eagle Lake; and parts of the City of Auburndale, the City of Davenport, the Town of Dundee, the City of Haines City, the City of Lake Alfred, the Town of Lake Hamilton, the City of Lake Wales, the City of Polk City, and parts of unincorporated Polk County. Authorized to administer the Section 5310 Grant in the Winter Haven UZA TMA, Florida Department of Transportation District 1 will adopt the State Management Plan, Public Transit Office Topic Number 725-030-010-K, with the following exceptions:

Project Selection:

Except when there are sufficient funds allocated to grant all eligible requests, applications shall be evaluated and ranked on the basis of merit and need by a minimum of three knowledgeable persons within each District. At least one evaluator shall be from outside the Department of Transportation, unaffiliated with any applicant under consideration, and familiar with transportation, public issues, and needs in the district.

In the Winter Haven UZA, the evaluation committee will include Department staff and at least one independent evaluator.

In addition, in the Winter Haven UZA, the following, or alternate criteria approved in writing by the Central Office, shall be used in ranking applications:

FTA SECTION 5310 GRANT PROGRAM

WINTER HAVEN UZA EVALUATION CRITERIA

AGENCY:		
POINTS	CATEGORY	SCORE
1. SERVICE EFFICIENCY & EFFECTIVENESS		
0-2	HOURS & DAYS OF SERVICE	
0-10	RIDERSHIP/BY NUMBER OF SEATS	
0-8	TOTAL EXPENSES/TOTAL ONE WAY TRIPS	

0-8	TOTAL EXPENSES/TOTAL MILEAGE	
0-28	(SUBTOTAL)	
2. EXTENT TO WHICH THE INDIVIDUALS WITH DISABILITIES AND SENIORS ARE SERVED		
0-5	PROJECT & SYSTEM DESCRIPTION	
0-8	ONE WAY – DISABLED AND SENIOR ELDERLY TRIPS X CLIENTS SERVED	
0-2	EXTENT TO WHICH THE COMMUNITY AT LARGE IS SERVED BY THE APPLICANT	
0-2	COORDINATION EFFORTS WITH OTHER AGENCIES AND OTHER ROUTES	
0-2	SERVICE AREA	
0-19	(SUBTOTAL)	
3. NEED		
0-7	NUMBER OF CLIENTS SERVED BY EXPANSION (UNSERVED POPULATIONS RANK HIGHER)	
0-8	REPLACEMENT OF HIGH MILEAGE VEHICLES (AS PER PROCEDURE 725-030-025)	
0-15	FINANCIAL NEED	
0-5	NUMBER OF CLIENTS TRANSPORTED/NUMBER OF SEATS	
0-35	(SUBTOTAL)	

4. FISCAL & MANAGERIAL CAPABILITY		
0-5	AUDIT REVIEW	
0-5	APPLICATION COMPLETENESS & ACCURACY	
0-3	DOCUMENT SUBMITTAL - PAST PERFORMANCE	
0-5	MAINTENANCE RECORDS	
0-18	(SUBTOTAL)	
0-100	TOTAL	

Evaluator: _____

Date: _____