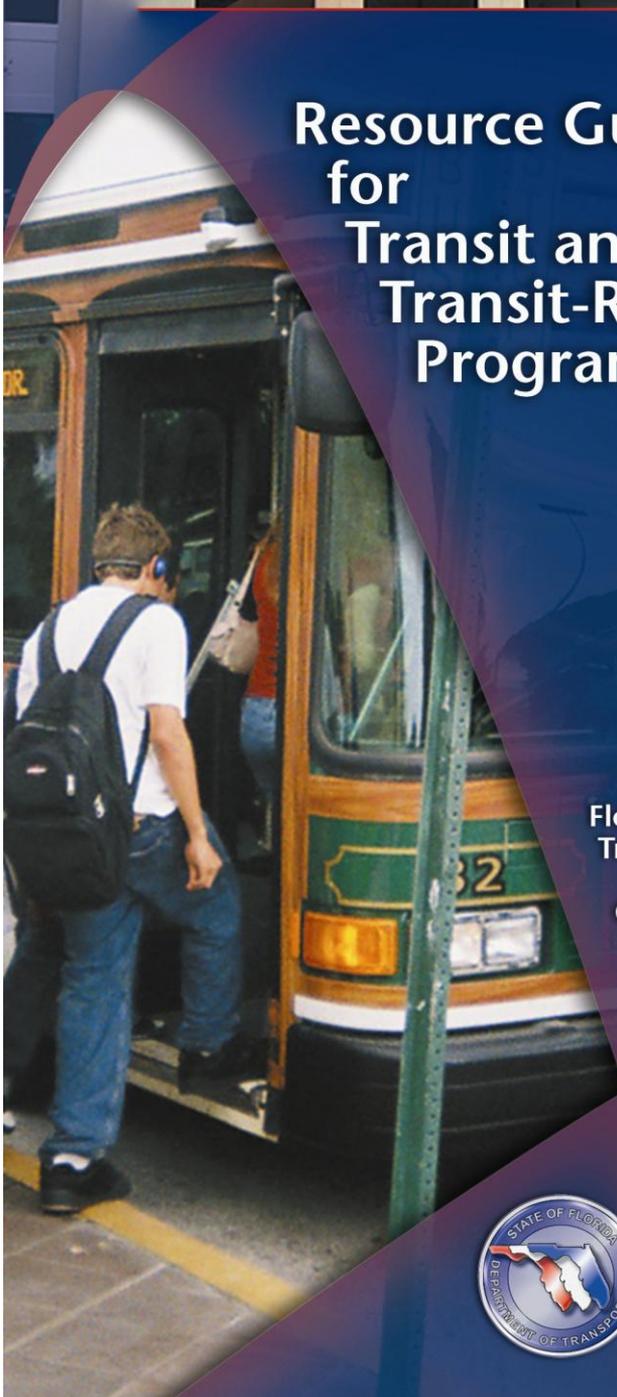


FLORIDA DEPARTMENT OF TRANSPORTATION

# Resource Guide for Transit and Transit-Related Programs

Florida Department of  
Transportation

October 2011



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# **Resource Guide For Transit and Transit-Related Programs**

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# Introduction

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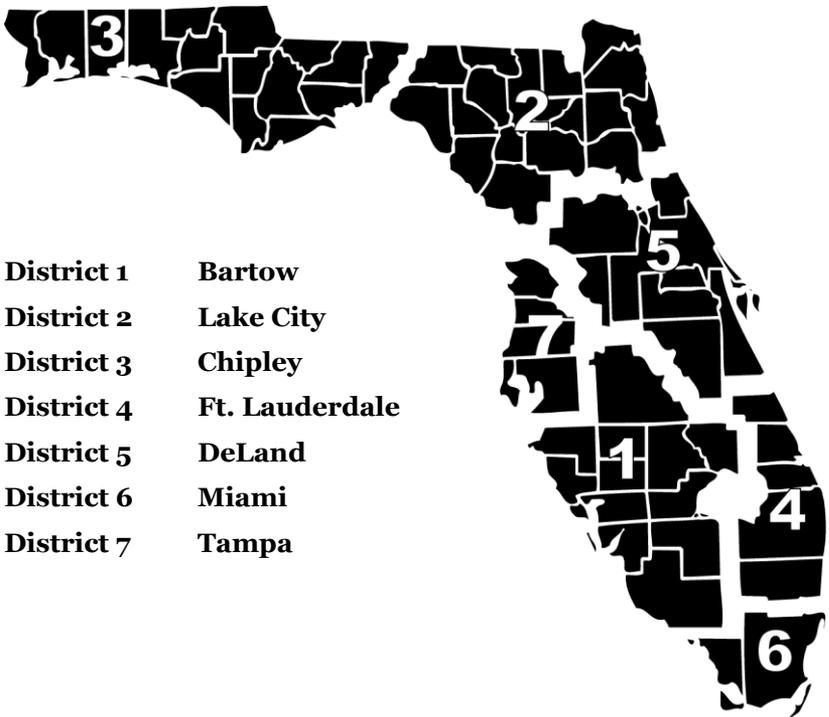
This Resource Guide has been developed for the Florida Department of Transportation by the Center for Urban Transportation Research (CUTR) at the University of South Florida to help local agencies identify various resources that can assist them in accomplishing their objectives. Included within this document is information about local, state and federal funding programs that provide financial resources for transit operations, planning, marketing, special programs and projects, as well as other activities. In addition, other resources such as training and technical assistance programs are identified.

The myriad federal, state, and local regulations and programs can easily overwhelm new staff members, board members, and local and regional elected officials. In addition, in an ever-changing environment, it is difficult for even seasoned staff and others to stay abreast of changes to those regulations and programs. While FDOT staff are available to provide guidance and technical assistance, this Resource Guide will be a useful tool, readily available to local agency staff members and others.

The Resource Guide is divided into three sections. The first section, “Funding Programs,” identifies all federal and state transportation funding programs administered by the U.S. Department of Transportation, Federal Transit Administration and the Florida Department of Transportation. The discussion of each program provides general information on federal/state statutory references, eligibility criteria for the applicant and the project, federal/state match requirements, and contact information. The second section, “Technical Assistance and Training Programs,” identifies state sponsored training programs that have been developed, primarily through FDOT, to assist local transit agency staff members, Metropolitan Planning Organization (MPO) and other planning agency staff members, MPO and transit agency board members, local

government officials, and others in meeting their assigned responsibilities. In addition, sponsored technical assistance programs are identified, and information on how to request assistance through these programs is provided. The third section provides information on additional resources available to assist with transit planning, operations, management, etc. The fourth section includes specific contact information for FDOT, the Federal Transit Administration’s Region IV office in Atlanta, and the Center for Urban Transportation Research. Finally, the last section includes web addresses for on-line transit and public transportation resources.

## **FDOT District Offices**



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# Transit Funding Programs

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Many federal and state transportation funding programs are available to provide assistance to local transit agencies and planning agencies and organizations, including those programs that are funded by the Florida Department of Transportation (FDOT) or other state programs and those funded by the United States Department of Transportation through the Federal Transit Administration (FTA) and the Federal Highway Administration (FHWA). Following is a summary of each program, applicant and project eligibility criteria, funding participation, and the process for receiving an allocation or “apportionment.”

For additional information, contact your local FDOT district office or FTA regional office, as appropriate (see Contact Information section).

## FDOT Transit Funding Programs

- **Commuter Assistance Program**

The Commuter Assistance Program is authorized in Chapter 341, Florida Statutes and specific program guidelines are provided in FDOT Procedure Topic Number 725-030-008. The Commuter Assistance Program was established to encourage public/private partnerships to provide brokerage services to employers and individuals for carpools, vanpools, buspools, express bus service, subscription transit service, group taxi services, heavy and light rail, and other systems designed to increase vehicle occupancy. The program encourages the use of transportation demand management strategies including employee trip reduction planning; Transportation Demand Management Association activities; alternative work hour programs such as telecommuting and

compressed work weeks; parking management; and bicycle and pedestrian programs.

Funding for the Commuter Assistance Program is allocated to each FDOT district based on a statewide assessment of Commuter Assistance Program need. Allocation requests identified in the annual FDOT District Work Plan will be given first priority. The FDOT is authorized to fund up to 100 percent of the eligible costs of commuter assistance projects that are regional in scope.

- **County Incentive Grant Program (CIGP)**

The County Incentive Grant Program (CIGP) was created by the 2000 Legislature and is codified in Section 339.2817, Florida Statutes. The purpose of the program is to provide grants to counties to improve a transportation facility (including transit) that is located on the State Highway System or that relieves traffic congestion on the State Highway System. Municipalities are eligible to apply also and can do so by submitting their application through the county. CIGP funds are distributed to each FDOT district office by statutory formula. FDOT will cover 50 percent of eligible project costs.

Eligible projects include those that improve the mobility on the State Highway System (SHS); encourage, enhance, or create economic benefits; foster innovative public-private partnerships; maintain or protect the environment; enhance intermodalism and safety; and those that advance other projects. New technologies such as intelligent transportation systems that enhance the efficiency of projects also are eligible.

CIGP is managed within the FDOT district. Each year, each district notifies the counties within its boundaries of the availability of CIGP funds and asks that applications be submitted by a certain deadline. The District ranks the projects according to the selection criteria and selects projects as funds are made available.

- **Intermodal Development Program**

The Intermodal Development Program was developed to provide funding for major capital investments in fixed-guideway transportation systems; access to seaports, airports and other transportation terminals; and construction of intermodal or multimodal terminals. The Program is authorized in Section 341.053, Florida Statutes.

FDOT is authorized to fund projects within the Intermodal Development Program, which are consistent, to the maximum extent feasible, with approved local government comprehensive plans of the units of local government in which the project is located. Eligible recipients include cities, counties and other units of local government; transit agencies; and ports, airports, seaports, and rail authorities; and may include non-profit agencies that are recognized by State agencies as intermodal service providers. Eligible projects include major capital investments in public rail and fixed-guideway transportation facilities and systems which provide intermodal access; road, rail, intercity bus service, or fixed-guideway access to, from, or between seaports, airports, and other transportation terminals; construction of intermodal or multimodal terminals; development and construction of dedicated bus lanes; and projects that otherwise facilitate the intermodal or multimodal movement of people and goods.

- **New Starts Transit Program (NSTP)**

The New Starts Transit Program was established by the 2005 Florida Legislature to assist local governments in developing and constructing fixed-guideway and bus rapid transit projects to accommodate and manage urban growth and development. A secondary purpose of the program is to leverage State of Florida funds to generate local transportation revenues and secure FTA New Starts Program funding for Florida projects.

Eligible projects include those capital projects that support the Strategic Intermodal System (SIS). NSTP projects may be used to support final design, right-of-way acquisition, and construction projects. The NSTP will follow the selection guidelines of the FTA Section 5309 New Starts Program. Proposed projects should have political support, be included in local plans, and have a dedicated funding commitment. To receive funding, a project must have either a Record of Decision (ROD) from the Federal Transit Administration or a Finding of No Significant Impact (FONSI).

Funds may be transferred from the FDOT Central Office Incentive Account to any FDOT district office and are programmed on a “dollar for dollar” basis with dedicated local funding, once a locally preferred alternative is selected. Once a project receives a “recommended” rating on its New Starts Application from the FTA, a FDOT Joint Participation Agreement (JPA) with the local agency can be executed. In the absence of, or in advance of federal participation, the FDOT district office may program funds concurrent with the commitment and programming of local funds.

The state’s participation of transit capital projects may not exceed 50 percent of the nonfederal share of a project. For individual fixed guideway projects not approved for federal funding, the maximum state share is 12.5 percent of the costs of final design, right-of-way acquisition, and construction. Other state funds, such as Transportation Regional Incentive Program funds or Intermodal Program funds, cannot be used as match for NSTP funds.

- **Park and Ride Lot Program**

The statewide Park and Ride Lot Program was initiated in 1982 to provide organized, safe parking for vehicles constantly congregating on roadsides. Specific program guidelines are provided in FDOT Procedure Topic Number 725-030-002. The program provides for the purchase and/or leasing of private land for the construction of park and ride lots, the promotion of these lots, and the monitoring of their usage. This program is an integral part of the commuter

assistance program efforts to encourage the use of transit, carpools, vanpools and other high occupancy modes. It is essential in efforts to meet federal, state, regional and local goals for reducing single occupant vehicle travel.

FDOT has established criteria for park and ride planning to assist in siting, sizing, and disposal of park and ride facilities. These criteria are contained in the *State Park and Ride Lot Planning Handbook*. Proposed plans and designs for park and ride lots should be reviewed and approved by the FDOT district office to ensure that FDOT park and ride lot guidelines have been met. Park and Ride facilities constructed by the FDOT or funded in whole or in part by the FDOT, must be sited, sized, and promoted in such a way that there is a reasonable expectation of at least an average 60 percent occupancy.

Local agencies may request the use of Park and Ride Lot Programs funds by filing a project proposal with the FDOT district office, which sends a project priority list to the FDOT Central Office. The FDOT Central Office determines which projects will be funded.

FDOT will fund up to one-half the non-federal share of Park and Ride Lot capital projects. If a local project is in the best interest of FDOT, then the local share may be provided in cash, donated land value or in-kind services. If federal funds are involved, federal match guidelines shall be used.

## • **Public Transit Block Grant Program**

The Public Transit Block Grant Program was established by the Florida Legislature to provide a stable source of funding for public transit. The specific program authority is provided in Section 341.052, Florida Statutes and specific program guidelines are provided in FDOT Procedure Topic Number 725-030-030. Funds are awarded by FDOT to those public transit providers eligible to receive funding from the Federal Transit Administration's Sections 5307 and 5311 programs and to Community Transportation Coordinators. The Department of Transportation distributes 85

percent of the funds to FTA Section 5307 providers and to FTA Section 5311 providers who are not Community Transportation Coordinators. The Florida Commission for the Transportation Disadvantaged distributes 15 percent of the funds to Community Transportation Coordinators according to their own funding formula.

Public Transit Block Grant funds may be used for eligible capital and operating costs of providing public transit service. Program funds may also be used for transit service development and transit corridor projects. Public Transit Block Grant projects must be consistent with applicable approved local government comprehensive plans. State participation is limited to 50 percent of the non-federal share of capital projects. Program funds may be used to pay up to 50 percent of eligible operating costs or an amount equal to the total revenue, excluding farebox, charter, and advertising revenue, and federal funds received by the provider for operating costs, whichever is less.

- **Public Transit Service Development Program**

The Public Transit Service Development Program was enacted by the Florida Legislature to provide initial funding for special projects. The Public Transit Service Development Program is authorized in Chapter 341, Florida Statutes and specific program guidelines are provided in FDOT Procedure Topic Number 725-030-005. The program is selectively applied to determine whether a new or innovative technique or measure can be used to improve or expand public transit services. 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. Projects involving the application of new technologies or methods for improving operations, maintenance, and marketing in public transit systems are also eligible for Service Development Program funding. Service Development Projects are subject to specified times of duration, but no more than three years. If

determined to be successful, Service Development Projects must be continued by the public transit provider without additional Public Transit Service Development Program funds.

Each FDOT district office must develop a program of eligible Service Development projects and submit that program of projects to the FDOT Central Office by the first working day of July each year. Implementation of those projects can begin on or after July 1 of the following fiscal year. Projects submitted for funding must be justified in the recipient's Transit Development Plan (TDP) (or transportation disadvantaged service plan, if applicable).

## ● **Transit Corridor Program**

The Transit Corridor Program is authorized in Chapter 341, Florida Statutes and specific program guidelines are provided in FDOT Procedure Topic Number 725-030-003. The Transit Corridor Program provides funding to Community Transportation Coordinators or transit agencies to support new services within specific corridors when the services are designed and expected to help reduce or alleviate congestion or other mobility issues within the corridor. Transit Corridor funds are discretionary and are distributed based on documented need. Transit Corridor Program funds may be used for capital or operating expenses. Eligible projects must be identified in a Transit Development Plan, Congestion Management System Plan, or other formal study undertaken by a public agency.

The FDOT Central Office annually reviews all existing (i.e., currently approved and operating as of the annual review) Transit Corridor projects and allocates, to the respective FDOT district office sufficient funds to cover these ongoing projects. First priority for funding under this program is for existing projects to meet their adopted goals and objectives. Any remaining funds are allocated to the each of the districts by formula, based on each district's percentage of the total state urbanized population. Projects are funded at one-half the non-federal share. Projects designed to

alleviate congestion in a region may receive funding at up to 100 percent.

- **Transportation Regional Incentive Program (TRIP)**

TRIP was created by the 2005 Legislature to improve regionally significant transportation facilities in "regional transportation areas." State funds are available throughout Florida to provide incentives for local governments and the private sector to help pay for critically needed projects that benefit regional travel and commerce. FDOT will pay for 50 percent of project costs, or up to 50 percent of the non-federal share of project costs for public transportation facility projects. This program can be used to leverage investments in regionally significant transportation facilities and must be linked to growth management objectives.

Eligible TRIP projects must be identified in appropriate local government capital improvements program(s) or long-term concurrency management system(s) that are in compliance with State comprehensive plan requirements. In addition, projects must be consistent with the Strategic Intermodal System and support facilities that serve national, statewide, or regional functions and function as an integrated transportation system.

Upon funding availability, the FDOT district offices will provide district priorities for TRIP funds to the FDOT Central Office. Based on the guidance developed by the FDOT Central Office, the District Office will notify successful applicants and program those projects. Selected projects may also be eligible for revolving loans and/or credit enhancements from the State Infrastructure Bank (SIB) program. If project funding is awarded through the SIB, the funding must be matched by a minimum of 25 percent from funds other than the SIB. SIB loans can be made to a FDOT district office or the Turnpike Enterprise, or they can be between the Department and an entity external to the Department (e.g., County, City, or Expressway Authority).

- **Local Match Resources/Options**

Sources are available to local governments and other agencies to provide for a local share of project costs. While local cash is an acceptable form of project match, other sources may also be used within the guidelines for each funding program.

## **Toll Revenue Credit Program**

It is the policy of the FDOT to make available the option to use toll revenue credits, authorized by Title 23 U.S.C. 120(j)(1), to Florida transit systems for use as soft match on eligible federal transit capital projects. On an annual basis, the State Public Transportation and Modal Administrator will be responsible for notifying Florida's transit systems of the availability of toll revenue credits and for approving the use of toll revenue credits on proposed transit capital projects.

## **Rural Economic Development Initiative (REDI) Waiver**

Section 288.06561, Florida Statutes, provides that, notwithstanding any other law, member agencies and organizations of the REDI will review the financial match requirements for projects in rural areas. Counties and communities that meet certain statutory criteria may request a waiver or reduction of the match requirements for such projects. To be eligible to request a waiver or reduction of matching requirements, a county or community must meet the statutory definition of "rural," as provided below, and that county or community must have three or more of the "economic distress" conditions, also identified below.

Section 288.0656(2)(b), Florida Statutes, defines a rural community as:

- a county with a population of 75,000 or less,
- a county with a population of 100,000 or less,
- a county that is contiguous to a county with a population of 75,000 or less,
- a municipality within a county,
- an unincorporated federal enterprise community, or
- or an incorporated rural city with a population of 25,000 or less and an employment base focused on traditional agricultural or resource-based industries, located in a county not defined as rural, which has at least three or more of the economic distress factors identified in paragraph (a) and verified by the Office of Tourism, Trade, and Economic Development.

Section 288.0656(2)(a), Florida Statutes, defines "economic distress" conditions as:

- low per capita income
- low per capita taxable values
- high unemployment
- high underemployment
- low weekly earned wages compared to the state average
- low housing values compared to the state average
- high percentages of the population receiving public assistance
- high poverty levels compared to the state average
- a lack of year-round stable employment opportunities

The approval of a REDI waiver will not increase the amount of State funds that will be made available for a project.

## **In-Kind and Other Soft Match**

In limited circumstances, local governments and other agencies may use in-kind and/or other contributed services as soft match for projects. Office space, staff services, contract expenses, and other local operating costs may be allowable in-kind match to

certain grant funded projects. (The use of in-kind match must be approved by the FDOT district financial office). In addition, real property may also be used toward the local share of certain capital projects.

# Federal Funding Programs

The following section provides information on federal funding programs, primarily those funded by the U.S. Department of Transportation, Federal Transit Administration, codified in Chapter 49 of the United States Code (U.S.C.). Programs revised or created through the Safe, Accountable, Flexible, and Efficient Transportation Equity Act--A Legacy for Users (SAFETEA-LU), are also included in this Resource Guide.

- **Metropolitan Planning Program  
(49 U.S.C. Section 5303)**

This program (49 U.S.C. 5303) provides funding to support the cooperative, continuous, and comprehensive planning program for making transportation investment decisions in metropolitan areas, required by 49 U.S.C. 5303-5306.

State DOTs and metropolitan planning organizations (MPOs) may receive funds for purposes that support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency; increasing the safety and security of the transportation system for motorized and non-motorized users; increasing the accessibility and mobility options available to people and for freight; protecting and enhancing the environment, promoting energy conservation, and improving quality of life; enhancing the integration and connectivity of the transportation system, across and between modes, for people and freight; promoting efficient system management and operation; and emphasizing the preservation of the existing transportation system.

Funds are apportioned by a complex formula to states that includes consideration of each state's urbanized area population in proportion to the urbanized area population for the entire nation, as well as other factors. States can receive no less than 0.5 percent of the amount apportioned. These funds, in turn, are sub-allocated by states to MPOs by a formula that considers each MPO's urbanized

area population, its individual planning needs, and a minimum distribution.

The FDOT Central Office, Public Transit Office has developed, after consultation with the MPO Advisory Council (MPOAC), a formula for the distribution of Section 5303 planning funds:

1. Each MPO, including the MPOAC, is provided a base allocation of \$30,000.
2. Fifty percent of the remaining funds are distributed based on the urbanized area population within the MPO's jurisdiction as a percentage of all the urbanized population of all the MPOs' jurisdictions.
3. One quarter (25 percent) of the remaining funds is distributed based on the revenue miles reported within the MPO's jurisdiction as a percentage of all the revenue miles reported in all MPOs' jurisdictions.
4. One quarter (25 percent) of the remaining funds is distributed based on the number of passenger trips reported within the MPO's jurisdiction as a percentage of passenger trips reported in all the MPOs' jurisdictions.

- **Urbanized Area Formula Program  
(49 U.S.C. Section 5307)**

This program (49 U.S.C. 5307) makes federal resources available to urbanized areas and to governors for transit capital and operating assistance in urbanized areas and for transportation related planning. Eligible projects include planning, engineering design and evaluation of transit projects and other technical transportation-related studies; capital investments in bus and bus-related activities such as replacement of buses, overhaul of buses, rebuilding of buses, crime prevention and security equipment and construction of maintenance and passenger facilities; and capital investments in new and existing fixed guideway systems including rolling stock, overhaul and rebuilding of vehicles, track, signals, communications, and computer hardware and software. All preventive maintenance and

some Americans with Disabilities Act complementary paratransit service costs are considered capital costs.

For urbanized areas with 200,000+ in population, funds are apportioned and flow directly to a designated recipient selected locally to apply for and receive federal funds. For urbanized areas under 200,000 in population, the funds are apportioned to the governor of each state. For Governor Apportionment areas, awards are determined and recipient agencies apply for and receive 5307 funds directly from FTA. A few areas under 200,000 in population have been designated as transportation management areas and receive apportionments directly.

- **Bus and Bus Related Facilities Program  
(49 U.S.C. Section 5309)**

The Bus and Bus Related Facilities Program (49 U.S.C. 5309) provides capital assistance to eligible recipients on a discretionary basis. Eligible recipients for capital investment funds include public bodies and agencies (transit authorities and other state and local public bodies and agencies thereof) including states, municipalities, other political subdivisions of states; public agencies and instrumentalities of one or more states; and certain public corporations, boards, and commissions established under State law.

Eligible projects include those for the acquisition of buses for fleet and service expansion, bus maintenance and administrative facilities, transfer facilities, bus malls, transportation centers, intermodal terminals, park-and-ride stations, acquisition of replacement vehicles, bus rebuilds, bus preventive maintenance, passenger amenities such as passenger shelters and bus stop signs, accessory and miscellaneous equipment such as mobile radio units, supervisory vehicles, fareboxes, computers, shop and garage equipment, and costs incurred in arranging innovative financing for eligible projects.

An intermodal facilities program was established through SAFETEA-LU with a \$35 million annual set-aside from the discretionary bus program. Intercity bus service facilities that are a part of intermodal terminals that provide a connection to local public transportation are eligible for funding under this program.

- **Major Capital Investment Grants over \$75 Million (New Starts Program)**  
**(49 U.S.C. Section 5309(d))**

The Federal Transit Administration's (FTA) discretionary New Starts program is the federal government's primary financial resource for supporting locally-planned, implemented, and operated transit guideway capital investments. From heavy to light rail, from commuter rail to bus rapid transit systems, the New Starts program has helped to make possible hundreds of new or extended transit fixed guideway systems across the country. These rail and bus investments, in turn, have improved the mobility of millions of Americans, helped to reduce congestion and improve air quality in the areas they serve, and fostered the development of viable, safer, and more livable communities.

FTA has issued *Guidance on Advancing Major Transit Investments through Planning and Project Development*, which details the project development and evaluation processes for fixed guideway transit projects seeking New Starts funding. The final rule and the guidelines for these projects can be found at [www.fta.dot.gov](http://www.fta.dot.gov). For additional information on program requirements, see [www.fta.dot.gov](http://www.fta.dot.gov) or contact the FTA Region IV Office.

- **Major Capital Investment Grants Under \$75 Million (Small Starts Program)**  
**(49 U.S.C. Section 5309(e))**

This program provides funding for smaller projects with a federal New Starts share of less than \$75 million, including streetcar, trolley,

bus rapid transit (if a substantial portion of the project operates in a separate right of way in a defined corridor dedicated for public transit use during peak hours or it has other characteristics of a fixed guideway system), and commuter rail projects. Small Starts projects may not total more than \$250 million. Simplified procedures and criteria apply to the program.

For additional information on program requirements, see [www.fta.dot.gov](http://www.fta.dot.gov) or contact the FTA Region IV Office.

- **Formula Grants for Special Needs for Elderly Individuals and Individuals with Disabilities Program (49 U.S.C. Section 5310)**

This program (49 U.S.C. 5310) provides formula funding to states for the purpose of assisting private nonprofit groups in meeting the transportation needs of the elderly and persons with disabilities when the transportation service provided is unavailable, insufficient, or inappropriate to meeting these needs. Funds are apportioned based on each state's share of population for these groups of people.

In Florida, the Section 5310 Program is administered by the FDOT. Program funds are distributed to each FDOT district office based on its percentage of the state's elderly and disabled population. An annual application and discretionary award cycle is conducted within each district.

FDOT obligates program funds from FTA based on the annual program of projects included in a statewide grant application. FDOT ensures that local applicants and project activities are eligible and in compliance with federal requirements, that private not-for-profit transportation providers have an opportunity to participate as feasible, and that the program provides for as much coordination of federally assisted transportation services, assisted by other federal sources. Once FTA approves the application, funds are available for

state administration of its program and for allocation to individual sub-recipients.

- **Formula Grant for Other than Urbanized Areas (49 U.S.C. Section 5311)**

This program (49 U.S.C. 5311) provides formula funding to states for the purpose of supporting public transportation in areas of less than 50,000 in population. Program funds are apportioned to each state in an amount proportional to each state's non-urbanized population. Program funds may be used for capital, operating, state administration, and project administration expenses. Each state prepares an annual program of projects, which must provide for fair and equitable distribution of funds within the states, including American Indian tribes, and must provide for maximum feasible coordination with transportation services assisted by other federal sources. The state must use 15 percent of its annual apportionment to support intercity bus service, unless the governor certifies that these needs of the state are adequately met.

In Florida, the Section 5311 Program is administered by the FDOT. Program funds are distributed to each FDOT district office based on its percentage of the state's rural population. Each district office allocates program funds to designated eligible recipients through an annual grant application process.

Program recipients are required to report data to the National Transit Database. In Florida, the FDOT prepares the Rural NTD reports based on data submitted by sub-recipients.

- **Job Access and Reverse Commute Program (JARC)**  
**(49 U.S.C. Section 5316)**

This program provides funding to develop transportation services for welfare recipients and low income individuals to and from jobs, and to develop transportation services from urban centers to suburban employment opportunities. JARC Program funds are distributed by formula to designated recipients in urbanized areas with over 200,000 in population and to states through an application process. Funds awarded to the states must be allocated through a competitive grant solicitation process to eligible recipients in urbanized areas between 50,000 – 200,000 in population and rural areas.

Eligible activities for Job Access grants include capital and operating costs of equipment, facilities, and associated capital maintenance items related to providing access to jobs. Also included are the costs of promoting the use of transit by workers with nontraditional work schedules, promoting the use of transit vouchers, and promoting the use of employer-provided transportation including transit benefits. For Reverse Commute grants, eligible activities include operating costs, capital costs, and other costs associated with reverse commute by bus, train, carpool, vans or other transit service.

In order to be eligible to receive Job Access and Reverse Commute funds, a local area must develop a Coordinated Public Transit-Human Services Transportation Plan (in most areas, the Transportation Disadvantaged Service Plan will meet the requirements for this document). The recipient must also develop a Program Management Plan.

For additional information on program requirements, see [www.fta.dot.gov](http://www.fta.dot.gov) or contact the FTA Region IV Office.

- **New Freedom Program**  
**(49 U.S.C. Section 5317)**

This new formula funding program provides funding for services that are developed beyond that required by ADA to assist persons with disabilities. Sixty percent of the apportionment under the program will be allocated directly to large urbanized areas (over 200,000 population), and the remaining 40 percent will be allocated to states for use in urbanized areas of less than 200,000 population and in rural areas. Labor protection provisions (Section 13c) do not apply to this program. In Florida, FDOT applies for program funds for areas under 200,000 in population and administers this grant program. Coordination with the Commission for the Transportation Disadvantaged is required. In order to be eligible to receive New Freedom funds, a local area must develop a Coordinated Public Transit-Human Services Transportation Plan (in most areas, the Transportation Disadvantaged Service Plan will meet the requirements for this document). The recipient must also develop a Program Management Plan.

For additional information on program requirements, see [www.fta.dot.gov](http://www.fta.dot.gov) or contact the FTA Region IV Office.

- **Small Transit Intensive Cities**  
**(49 U.S.C. Section 5336(j))**

The Small Transit Intensive Cities program was established by SAFETEA-LU within the Urbanized Area Formula Program. The program is available to transit intensive urbanized areas with less than 200,000 in population and is funded through a set-aside from the formula program. Eligible projects include both operating and capital programs consistent with the guidelines provided for the Urbanized Area Formula Program.

For additional information on the Urbanized Area Formula Program requirements, see [www.fta.dot.gov](http://www.fta.dot.gov) or contact the FTA Region IV Office (contact information provided in Appendix A).

- **Growing States and High Density States Program (49 U.S.C. Section 5340)**

The Growing States and High Density States Program distributes funds to the urbanized and non-urbanized area formula programs. The funding is distributed based on a number of factors. One-half of program funds will be allocated based on population forecasts for 15 years out from the last census (through 2015). Florida will benefit by moving up to the third most populous state in 2015. One-half will be based on population densities in excess of 370 persons per square mile. Eight states, not including Florida, will share this portion of the allocation (Florida ranks 9<sup>th</sup> in population density).

For additional information on the Growing States and High Density States Program requirements, see [www.fta.dot.gov](http://www.fta.dot.gov) or contact the FTA Region IV Office.

- **Flexible Funding Programs**

Flexible funds are certain legislatively-specified funds that may be used for either transit or highway purposes. This provision was first included in the Intermodal Surface Transportation Efficiency Act of 1999 (ISTEA), was continued with the Transportation Equity Act for the 21<sup>st</sup> Century (TEA-21), and was included in SAFETEA-LU. Flexible funds allow a local area to choose to use certain federal surface transportation funds based on local planning priorities, not on a restrictive definition of program eligibility. Flexible funds include FHWA Surface Transportation Program (STP) and Congestion Mitigation and Air Quality Improvement Program (CMAQ) funds and FTA Urban Formula Funds.

Since the enactment of ISTEA, FHWA funds transferred to FTA have provided a substantial new source of funds for transit projects. When FHWA funds are transferred to FTA, they can be used for a variety of transit improvements such as new fixed guideway projects, bus purchases, construction and rehabilitation of rail stations, maintenance facility construction and renovations, alternatively-fueled bus purchases, bus transfer facilities, multimodal transportation centers, and advanced technology fare collection systems.

When FHWA funds are transferred to FTA, they are transferred to one of three programs: Urbanized Area Formula Program (5307), Nonurbanized Area Formula Program (Section 5311 program); and Elderly and Persons with Disabilities Program (Section 5310 program). Once they are transferred to FTA for a transit project, the funds are administered as FTA funds and take on all the requirements of the FTA program. Transferred funds may use the same non-federal matching share that the funds would have if they were used for highway purposes and administered by FHWA.

In urbanized areas over 200,000 in population, the decision on the transfer of flexible funds is made by the MPO. In areas under 200,000 in population, the decision is made by the MPO in cooperation with FDOT. In rural areas, the transfer decision is also made by FDOT. The decision to transfer funds should flow from the transportation planning process and the priorities established for an area as part of the planning process.

For additional information on program requirements, see [www.fta.dot.gov](http://www.fta.dot.gov) or contact the FTA Region IV Office, your FDOT district office, or your local MPO.

- **FTA Grant Management Technical Assistance and Training Programs**

FTA sponsors several different methods to learn about how to apply for and manage grants under its various programs. These include:

- Transportation Electronic Award Management (TEAM) training courses. For information, call the FTA Office of Oversight at (202) 366-1662.
- TEAM On-Line training sessions. For information, see [www.ftateamweb.fta.dot.gov/fta-flash2b.html](http://www.ftateamweb.fta.dot.gov/fta-flash2b.html)
- Triennial Review Workshop. For information, see [www.fta.dot.gov/16501\\_ENG\\_HTML.htm](http://www.fta.dot.gov/16501_ENG_HTML.htm)

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# Technical Assistance and Training Programs

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FDOT is committed to providing training and technical assistance to Florida's public transportation professionals. In partnership with a number of institutions, agencies, and other organizations, various clearinghouses of training and technical assistance programs have been established to provide professional development opportunities for transit planners, operations staff, administrators, general managers, maintenance technicians, field supervisors, safety officers, substance abuse management professionals, and transit trainers.

The programs that have been developed provide single- and multi-day courses; multi-day professional development workshops led by private contracted trainers, State-certified transit trainers, and in-house staff; and one-on-one technical assistance.

- **Bus Transit Safety and Security Review  
and Technical Assistance Program**

Section 341.061, Florida Statutes (F.S.), requires the establishment of minimum equipment and operational safety standards for all governmentally owned bus transit systems; privately owned or operated bus transit systems operating in the state which are financed wholly or partly by state funds; all bus transit systems created pursuant to Chapter 427, F.S.; and all privately owned or operated bus transit systems under contract with any of these systems. Under Section 341.061, F.S., FDOT is responsible for the development and adoption of equipment and operational safety standards for bus transit systems. The standards are provided in Rule Chapter 14-90, F.A.C.

The Bus System Safety and Security Review and Technical Assistance Program has been established to assist Florida's transit agencies with

compliance with the adopted safety standards. Reviews of bus transit systems are conducted under the FDOT's direction, ensuring compliance with Rule 14-90 provisions and locally developed Bus System Safety Program Plans (SSPPs) and Security Program Plans (SPPs). Onsite technical assistance is provided at local transit agencies for meeting the established standards. Training on various program compliance areas and national safety and security initiatives is also provided.

For additional information, contact:

Victor Wiley, FDOT

(850) 414-4525, [victor.wiley@dot.state.fl.us](mailto:victor.wiley@dot.state.fl.us)

Deborah Sapper, CUTR

(813) 974-1446, [sapper@cutr.usf.edu](mailto:sapper@cutr.usf.edu)

- **Fixed Guideway Transportation Safety and Security Program**

Section 341.061, F.S., requires the establishment of minimum safety standards for all governmentally owned Fixed Guideway Transportation Systems (FGTS) and privately owned or operated FGTS operating in Florida that are financed wholly or partly by State funds. Section 341.061, F.S., designates FDOT as the state oversight agency with responsibility for the implementation and enforcement of the statutory provisions statewide. In addition, Title 49 Code of Federal Regulations (49 CFR Part 659) requires the state to establish FGTS safety and security standards and oversee the implementation of these standards for systems that have been included in FTA's calculation of fixed guideway route miles or that receive funding under FTA's 5307 formula program. The Florida safety and security standards provided in Rule Chapter 14-15.017, F.A.C., apply to FTA funded and non-FTA state funded FGTS.

Training on various program compliance areas and national safety and security initiatives is available through TSI, FTA and FDOT. Training workshops are also provided by FDOT periodically on

standards and regulations. Technical assistance is available upon request.

For additional information, contact:

Victory Wiley, FDOT

(850) 414-4525, [victor.wiley@dot.state.fl.us](mailto:victor.wiley@dot.state.fl.us)

## • **Florida Transit Operator Trainer Training Program**

The Florida Transit Operator Trainer Training Program is a voluntary state certificate program for transit operator trainers, one of the first of its kind in the nation. Florida transit operator trainers may participate in courses conducted by the Transit Safety Institute (TSI) and contracted trainers. Once each trainer has successfully completed the set of core training courses, they become certified as a Florida Transit Operator Trainer. The program has been expanded to include the development and provision of pre-roadeo operator training courses.

To further the effectiveness and outreach of the program and to increase communications among agencies, the Florida Operations Network (FON) was established in 2004 to provide a discussion forum for Florida's transit operations managers and administrators. The network meets on a quarterly basis.

For additional information, contact:

Elizabeth Stutts, FDOT

(850) 414-4530, [elizabeth.stutts@dot.state.fl.us](mailto:elizabeth.stutts@dot.state.fl.us)

Amber Reep, CUTR

(813) 974-9823, [reep@cutr.usf.edu](mailto:reep@cutr.usf.edu)

For additional information and upcoming classes, contact:

Molly Buffington, CUTR

(813) 974-7810, [buffington@cutr.usf.edu](mailto:buffington@cutr.usf.edu)

or visit [www.transitoperations.org](http://www.transitoperations.org)

- **Florida Commuter Choice Certificate Program**

The Florida Commuter Choice Certificate Program is offered by CUTR through the University of South Florida's Educational Outreach Program and is sponsored by the Florida Department of Transportation. The program covers five cluster areas: Commuter Choice Tools, Commuter Choice Planning, Commuter Choice Applied Marketing, Commuter Choice Program Management, and Commuter Choice Public Policy. Each cluster is taught by experts on the topic. A noncredit certificate is awarded to participants who complete 48 hours of core modules and 32 hours of elective modules. Participation does not require a college degree. Non-certificate participants are welcome and may enroll in individual modules of interest or modules that meet the Continuing Education Units (CEUs) or Professional Development (PD) requirements of their professional society.

This certificate program is ideal for commuter assistance program staff, transportation management staff, TMA board members, consultants, officials from transit agencies, FDOT staff, MPOs, and other practitioners in related fields such as human resources, planning, architecture, engineering, law, accounting, etc.

For more information, contact:

Michael Wright, FDOT

(850) 414-4529, [michael.wright1@dot.state.fl.us](mailto:michael.wright1@dot.state.fl.us)

Phil Winters, CUTR

(813) 974-9811, [winters@cutr.usf.edu](mailto:winters@cutr.usf.edu)

- **Florida Commuter Choice Clearinghouse**

The Florida Commuter Choice Clearinghouse is managed by CUTR through an FDOT grant and provides short-term technical assistance

for transportation demand management (TDM) professionals in the state, including research on specific Commuter Choice topics such as forming new Transportation Management Associations (TMAs), Transportation Management Organizations (TMOs), Transportation Management Initiatives (TMIs), and regional programs, and conducting a Statewide Commuter Choice Summit.

Technical assistance is provided on matters related to transportation demand management, forming new Transportation Management groups, assisting and advising on identifying key performance measures, performance evaluation analysis, identifying tools (e.g., software, guidebooks, etc.) for use by the TDM community, and conducting periodic visits with all Commuter Choice programs to ascertain needs and provide assistance on behalf of FDOT.

For more information, contact:

Michael Wright, FDOT

(850) 414-4529, [michael.wright1@dot.state.fl.us](mailto:michael.wright1@dot.state.fl.us)

Phil Winters, CUTR

(813) 974-9811, [winters@cutr.usf.edu](mailto:winters@cutr.usf.edu)

or visit [www.commuterservices.com](http://www.commuterservices.com)

- **Florida Transit Training and Technical Assistance Program**

This program provides training and technical assistance to Florida's transit planners, transit operations staff, maintenance managers, administrators, marketing staff, and general managers and FDOT staff. The purpose of the program is to ensure the highest level of productivity among transit professionals, promote and encourage management and operational efficiencies, promote and ensure safety and security at Florida's transit properties, and ensure the provision of more cost-effective transit services. Courses and workshops are provided throughout the year on topics such as Transit Threat and Vulnerability Analysis, Fatigue Awareness, Managing Negativity in

the Workplace, Geographic Information Systems (GIS) for Transit Professionals, Basics of Policy Development for Public Transit Agencies, Complying with the FTA's Policy on ITS Architecture Consistency, Fundamental Concepts of Fixed Route Scheduling, and Transit Development Plan training, etc. In addition, the program supports the Florida Public Transit Association with the annual Professional Development Workshop (PDW). The PDW which combines structured training courses, project/program specific presentations, panel sessions, and roundtable topic-specific discussions in the areas of marketing, planning, transit operations, and transit maintenance management.

Technical assistance in the form of route restructuring, policy board assistance, AVL/APTS technology application, agency restructuring and management productivity, National Transit Database reporting, and many others, has allowed transit agencies to be more productive, ensure compliance with federal and state regulations, and be more efficient and cost-effective in the provision of transit services.

For additional information on the program, contact:

Elizabeth Stutts, FDOT

(850) 414-4530, [elizabeth.stutts@dot.state.fl.us](mailto:elizabeth.stutts@dot.state.fl.us)

Amber Reep, CUTR

(813) 974-9823, [reep@cutr.usf.edu](mailto:reep@cutr.usf.edu)

For additional information about upcoming classes, contact:

Molly Buffington, CUTR

(813) 974-7810, [buffington@cutr.usf.edu](mailto:buffington@cutr.usf.edu)

- **Rural Transit Assistance Program (RTAP)**

RTAP is a federally-developed program that provides training and technical assistance primarily to rural public transportation agencies and transportation service providers throughout the state. A new

standardized training curriculum for paratransit operators that replicates the TSI Operator Training Program has been developed, and training on that curriculum is available through CUTR.

FDOT's innovative public transportation training programs have significantly increased the efficiency, cost-effectiveness, and knowledge bases of Florida's transit agencies.

For additional information on RTAP, including training schedules, contact:

Michael Wright, FDOT  
(850) 414-4529, [michael.wright1@dot.state.fl.us](mailto:michael.wright1@dot.state.fl.us)  
Jay Goodwill, RTAP Program Manager  
(813) 974-8755, [jaygoodwill@cutr.usf.edu](mailto:jaygoodwill@cutr.usf.edu)

For additional information about upcoming classes, contact:

Yolanda Moore, CUTR  
(813) 974-7748, [moorey@cutr.usf.edu](mailto:moorey@cutr.usf.edu)

or visit [www.floridartap.org](http://www.floridartap.org)

- **Substance Abuse Management Oversight and Technical Assistance Program (SAM)**

The Substance Abuse Management Oversight and Technical Assistance Program is a multi-faceted program that assists transit agencies with federal drug and alcohol testing program compliance. Reviews of all Florida recipients of Federal Transit Administration Section 5311 funding program are conducted, and CUTR staff conducts collection site audits to ensure that USDOT collection procedures are being followed and that the collections sites have the required credentials. Training is provided at regional and statewide venues and at local transit agencies on the overall requirements of the federal substance abuse management program, record retention requirements, implementation of a random testing program, etc. In

addition, on-site technical assistance also is provided in all aspects of program management, assisting Florida's agencies in remaining compliant to assure continued funding.

For additional information, contact:

Victor Wiley, FDOT

(850) 414-4525, [victor.wiley@dot.state.fl.us](mailto:victor.wiley@dot.state.fl.us)

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(813) 426-6980, [byrnes@cutr.usf.edu](mailto:byrnes@cutr.usf.edu)

or visit [www.cutr.usf.edu/byrnessamsite](http://www.cutr.usf.edu/byrnessamsite)

## • **Transit Maintenance Analysis and Resource Center (TMAARC)**

TMAARC was established at CUTR in 1991 to provide relevant training to Florida's transit maintenance technicians and technical assistance to transit maintenance managers, and to establish a forum for discussion and resolution of issues related to the successful operation of Florida's transit maintenance divisions. Through this program, state-sponsored training modules are jointly developed by FDOT, subject matter experts (SMEs) from Florida's transit agencies, and the Florida Maintenance Training Consortium, a committee of transit maintenance managers from around the state who provide input on program policy decisions and provide direction for the program. In cooperation with the Florida Public Transportation Association, "roadeos" are conducted each year, in which bus operators and maintenance technicians compete through written examinations, driving skills, and diagnostic troubleshooting. TMAARC has been awarded the National Transit Institute's Excellence in Training award, and, to date, more than 2,200 maintenance technicians have completed training.

TMAARC also houses the Certified Transit Technician – Post Secondary Adult Vocational Training Program.

For additional information on TMAARC, contact:

Robert Westbrook, FDOT

(850) 414-4533, [robert.westbrook@dot.state.fl.us](mailto:robert.westbrook@dot.state.fl.us)

Ed Bart, CUTR

(813) 974-6693, [ebart@cutr.usf.edu](mailto:ebart@cutr.usf.edu)

For information on upcoming classes, contact:

Layesha Walton, CUTR

(813) 974-2646, [layesha@cutr.usf.edu](mailto:layesha@cutr.usf.edu)

or visit [www.tmaarc.org](http://www.tmaarc.org)

- **Certified Transit Technician – Post Secondary Adult Vocational Training Program (CTT-PSAV)**

The Certified Transit Technician Program, housed within TMAARC, combines the best workforce development practices, the benefits of public-private partnerships, and the expertise of Florida’s public transit professionals to produce a powerful, dynamic, and impactful training and education program that builds the capacity of both students and Florida’s public transit systems.

The initiative is a State of Florida Post-Secondary Adult Vocational (PSAV) educational program which was developed in cooperation with the Florida Transit Maintenance Consortium (FTMC), the Florida Department of Transportation (FDOT), Hillsborough Community College (HCC), and technicians and trainers from public transit properties throughout Florida.

Students in the program receive over 1,900 hours of comprehensive training covering 15 unique vehicle maintenance modules. Our curriculum is delivered through a combination of classroom instruction and on the job training. CUTR’s unique CTTTP incorporates the latest “Virtual Hands-On Training” platforms and

technologies to maximize learning for the students and maximize efficiency in content delivery.

Classroom instruction is delivered at one of FDOT's Regional Training Facilities or may be conducted at any transit property that meets certain instructional and facility criteria. The on-the-job training (OJT) is conducted at the student's transit property and is performed by the student and verified by a participating transit system's maintenance manager/director.

Upon completion of the 15 training modules, students are awarded the PSAV certificate from Hillsborough Community College. Students are also able to obtain Automotive Service Excellence (ASE) and FTMC certifications. Upon successfully completing the CTT program and obtaining a PSAV certificate, qualified transit technicians may apply to participating Florida State Colleges and request articulation of the certificate. When approved, up to 33 credit hours may be granted toward fulfillment of the requirements for the Associate of Applied Science (AAS) degree.

For additional information on CTT-PSAV, contact:

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(850) 414-4533, [robert.westbrook@dot.state.fl.us](mailto:robert.westbrook@dot.state.fl.us)

Ed Bart, CUTR

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For information on upcoming classes, contact:

Layesha Walton, CUTR

(813) 974-2646, [layesha@cutr.usf.edu](mailto:layesha@cutr.usf.edu)

or visit [www.tmaarc.org](http://www.tmaarc.org)

- **Transit Research Inspection Procurement Services (TRIPS)**

Through TRIPS, Florida’s public and private non-profit transportation agencies can procure well-equipped, well-built transit vehicles at a reduced cost by means of centrally-administered statewide contracts for vehicle procurement. The program ensures that the procurements adhere to and are consistent with all applicable federal, state, and FDOT guidelines, requirements, industry standards, and certifications and the Federal Transit Administration’s “Best Practices Procurement Manual.” The vehicle manufacturers’ compliance with the technical specifications is continually monitored by contracted line inspectors at each vehicle production site and at an FDOT vehicle inspection facility located in Tallahassee. With the volume of vehicles purchased through contracts established by TRIPS, transit agencies can take advantage of longer warranty periods, extended service after the sale, and training opportunities offered by both the vehicle dealers and component manufacturers.

For additional information on TRIPS, contact:

Erin Schepers, FDOT

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

Ed Bart, CUTR

(813) 974-6693, [ebart@cutr.usf.edu](mailto:ebart@cutr.usf.edu)

For agencies making capital purchases with FTA Section 5310 funds, contact:

Cindy Wooten, CUTR

(813) 974-9771, [wooten@cutr.usf.edu](mailto:wooten@cutr.usf.edu)

For additional program and vehicle ordering information, visit:

[www.tripsflorida.org](http://www.tripsflorida.org)

## ● **FDOT Technical Assistance Efforts**

FDOT contracts with various entities to provide technical assistance and training opportunities; it also provides both technical assistance and training directly to those involved in the provision of public transportation.

FDOT staff are members of local coordinating boards for the Transportation Disadvantaged Program, active participants in local MPO technical advisory committees, and active in other local boards and committees, such as Transit Corridor Program technical advisory groups (TAGs), development plan review committees, FDOT Work Program workshops, transit agency advisory board meetings, and regional activities.

In addition, FDOT staff are actively involved in the review and approval of various transit plans, MPO long range transportation plans, and plans and programs of the local Transportation Disadvantaged program, district transit agencies or authorities, local capital improvement programs, commuter assistance programs within the district, and local government land development plans and programs.

FDOT staff provide technical assistance to agencies participating in the Transit Research Inspection Procurement Services program and those who are making other capital purchases through the FTA Section 5310 Program. Technical assistance with other facility and vehicle needs also is provided through planning, grants management, and specification reviews.

FDOT assists in financial planning, federal and state grant management, and substance abuse management and safety programs, and actively supports the general well-being of local transit agencies through information dissemination as needed when new programs become available or changes are made to existing programs or when local staff or board member changes occur.

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# Additional Transit Resources

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In addition to training and technical assistance programs, FDOT has developed a variety of resources to assist agencies in planning for services; operating transit services more effectively, efficiently and safely; and maintaining transit vehicles more effectively through the use of repair time standards, as well as many other guides, software programs, networking organizations, and websites.

- **Automated Transit Stop Inventory Model (ATSIM)**

The ATSIM is an automated system for field collection of a standard transit stop inventory for Florida's transit agencies. The system consists of an ArcPad application running on a handheld computer that is wirelessly connected to a GPS receiver for location information. A digital camera works as a stand alone until and is not directly connected to the handheld. The system, which costs approximately \$1,300 provides transit agencies an affordable automated system for the collection and update of transit stop inventory.

The model was developed by the Lehman Center for Transportation Research at the Florida International University, in cooperation with the CUTR at the University of South Florida. For additional information on the model, go to <http://lctr.eng.fiu.edu/ATSIM.htm>.

For additional information, contact:

Diane Quigley, FDOT

(850) 414-4520, [diane.quigley@dot.state.fl.us](mailto:diane.quigley@dot.state.fl.us)

Albert Gan, FIU Lehman Center

(305) 348-3116, [gana@fiu.edu](mailto:gana@fiu.edu)

## ● **Florida Accident Tracking Database**

The Florida Accident Tracking Database is a tool developed to help transit agencies collect and analyze accident data. The database tool has two sections, “Data Entry” and “Run Reports and Queries.” Using standardized pull-down menus, the Data Entry section allows users to enter accident data such as:

- Day/date/time of accident
- Accident location
- Bus route
- Vehicle year and manufacturer
- Roadway type
- Traffic, roadway, and weather conditions
- Accident preventability
- Driver training information

The Data Analysis and Reports page allows users to select variables and automatically run query reports, display the query results in a print preview mode, and print reports. This assists agencies in tracking accidents, identifying any trends and effectively responding to those trends through procedural or process changes or training.

The Accident Database is available online at [www.cutr.usf.edu/bussafety/documents/test](http://www.cutr.usf.edu/bussafety/documents/test)

For additional information, contact:

Deborah Sapper, CUTR

(813) 974-1446, [sapper@cutr.usf.edu](mailto:sapper@cutr.usf.edu)

Amber Reep, CUTR

(813) 974-9823, [reep@cutr.usf.edu](mailto:reep@cutr.usf.edu)

- **Florida Operations Network (FON)**

The Florida Operations Network provides a forum for Florida transit operations managers and other interested professionals to discuss industry issues, share information, institute change, network, and promote professional development. As a united front, the FON has been instrumental in instituting change in state regulations and policies and will continue to guide changes in the state in cooperation with the FDOT.

The members of the FON meet quarterly. Many of the FON's meetings coincide with semi-annual state association meetings, such as the Florida Public Transportation Association Annual Conference and Professional Development Workshop. Combining these meetings helps increase member participations and provides opportunities for networking, and professional development training.

For additional information, contact:

Elizabeth Stutts, FDOT

(850) 414-4530, [elizabeth.stutts@dot.state.fl.us](mailto:elizabeth.stutts@dot.state.fl.us)

Amber Reep, CUTR

(813) 974-9823, [reep@cutr.usf.edu](mailto:reep@cutr.usf.edu)

or visit [www.transitoperations.org](http://www.transitoperations.org)

- **Florida Paratransit Maintenance Consortium**

The Florida Paratransit Maintenance Consortium (PMC) provides the latest technical resources to Florida's paratransit fleet and coordinate maintenance training and vehicle equipment operation, to maximize safety and performance of all program participants.

For additional information, contact:

Robert Westbrook, FDOT

(850) 414-4533, [robert.westbrook@dot.state.fl.us](mailto:robert.westbrook@dot.state.fl.us)

Paul Johnson, Lively Technical Center

(850) 212-1000, [paul@lpjservices.com](mailto:paul@lpjservices.com)

or visit [www.floridaparatransit.com](http://www.floridaparatransit.com)

- **Florida Transit Information System (FTIS)**

The Florida Transit Information System (FTIS) is a software tool for transit planners to analyze system performance. The FTIS provides a database system for the retrieval and analysis of National Transit Database data for all U.S. transit systems that reported to the Federal Transit Administration back to the year 1984 and also includes over 60 pre-computed transit performance measures that can be quickly accessed for performance analysis. The system also provides aggregated data at the agency, statewide, and national levels, allowing transit performance to be analyzed quickly at different levels of jurisdiction. One of the most popular features noted by FTIS users is the ease to perform, allowing the user to quickly identify and compare the performance of peer transit systems to their own system.

In addition to the NTD analyzer, the FTIS also includes a stand-alone GIS system customized for transit planning for Florida's transit systems that comes with both network and socio-economic data for Florida's fixed route transit systems.

The FTIS was developed as a desktop database application that runs on Microsoft Windows operating systems. The complete FTIS install file is available for free downloads from:  
<http://www.eng.fiu.edu/lctr/Ftis/ftis.htm>

For additional information, contact:

Diane Quigley, FDOT

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Albert Gan, FIU Lehman Center

(305) 348-3116, [gana@fiu.edu](mailto:gana@fiu.edu)

## • **Florida Transit Maintenance Consortium**

The Florida Transit Maintenance Consortium represents all public transit agencies in Florida, with separate committees for fixed routes bus fleets and paratransit bus fleets. Meetings are held quarterly with maintenance managers, supervisors and trainers attending, at which common maintenance issues are discussed, necessary training needs are identified, and direction and guidance are provided to the Transit Maintenance Analysis and Resource Center staff. TMAARC owes much of its success to the efforts of the Consortium. From identifying specific types of training needed in Florida to choosing a curriculum, the Consortium is at the heart of what keeps TMAARC innovative and able to meet the changing needs of public transit maintenance professionals.

For additional information, contact:

Robert Westbrook, FDOT

(850) 414-4533, [robert.westbrook@dot.state.fl.us](mailto:robert.westbrook@dot.state.fl.us)

Ed Bart, CUTR

(813) 974-6693, [ebart@cutr.usf.edu](mailto:ebart@cutr.usf.edu)

or visit [www.tmaarc.org](http://www.tmaarc.org)

- **Florida Transit Marketing Network (FTMN) "The Exchange: A Network of Florida Transit Marketing Professionals"**

The Florida Transit Marketing Network (FTMN) was organized to communicate, educate, and network with Florida's public transit industry to create more market-driven organizations, promote Florida at the national level, develop a unified voice, create efficiencies and facilitate change. Also referred to as "The Exchange," FTMN provides a forum for Florida transit marketing and other interested professionals to discuss issues, share information, network, and promote professional development. Program objectives include enhancing and facilitating communication among Florida public transportation agency marketing professionals, supporting the FDOT Public Transportation Office in developing an annual work program that identifies public transportation marketing issues and needs, promoting statewide transit marketing information sharing and training, and providing professional development opportunities for its membership.

FTMN provides networking opportunities through semi-annual meetings, a newsletter, a website, a listserv, and conducting meetings, sharing information, coordinating topical sub-committee activities, promoting networking, and enhancing the overall professional development of FTMN members.

For additional information on FTMN, contact:

Elizabeth Stutts, FDOT

(850) 414-4530, [elizabeth.stutts@dot.state.fl.us](mailto:elizabeth.stutts@dot.state.fl.us)

Rob Gregg, CUTR

(813) 974-8383, [gregg@cutr.usf.edu](mailto:gregg@cutr.usf.edu)

Mark Mistretta, CUTR

(813) 974-9758, [mistretta@cutr.usf.edu](mailto:mistretta@cutr.usf.edu)

or visit [www.fl-exchange.com](http://www.fl-exchange.com)

- **Florida Transit Planning Network (FTPN)**

The Florida Transit Planning Network provides a forum for Florida transit planners and other interested professionals to discuss issues, share information, network, and promote professional development.

Program objectives include enhancing and facilitating communication among Florida public transportation agency planning professionals, supporting the FDOT Public Transportation Office in developing an annual work program that identifies public transportation planning issues and needs, promoting statewide transit planning information sharing and training, and providing professional development opportunities for its membership.

FTPN provides users with an informational website, a listserv for communication, biennial newsletters, and the development of the planning and marketing sessions at two major transit-related conferences each year – the Florida Public Transportation Association (FPTA) Annual Conference and the FDOT/FPTA/CUTR Professional Development Workshop.

For additional information on FTPN, contact:

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(850) 414-4520, [diane.quigley@dot.state.fl.us](mailto:diane.quigley@dot.state.fl.us)

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Ann Joslin, CUTR

(813) 974-9183, [joslin@cutr.usf.edu](mailto:joslin@cutr.usf.edu)

or visit [www.planfortransit.com](http://www.planfortransit.com)

## • **Paratransit Maintenance Audit Services**

The Paratransit Maintenance Audit Services program provides technical assistance to transit agencies that are struggling with maintenance services and programs or agencies that want to identify ways to maximize annual budget allocations. This program provides access to a consultant that will work with them on-site to develop property specific maintenance programs and plans.

For additional information on this program, contact:

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(850) 414-4500, [robert.westbrook@dot.state.fl.us](mailto:robert.westbrook@dot.state.fl.us)

Julie Hotaling, Florida State University

(850) 644-6954, [jhotaling@cob.fsu.edu](mailto:jhotaling@cob.fsu.edu)

## • **Transit Boardings Estimation and Simulation Tool (T-BEST)**

T-BEST (Transit Boardings Estimation and Simulation Tool): T-BEST is a comprehensive transit analysis and ridership forecasting model that is capable of simulating travel demand at the individual stop-level while accounting for network connectivity, spatial and temporal accessibility, time-of-day variations, and route competition and complementary. The methodology underlying T-BEST has been developed to ensure that the final model is sensitive to a wide range of socio-economic and supply attributes. In particular, the following features of T-BEST are noteworthy:

1. Forecasts stop-level boardings, which can be aggregated to route and system levels.
2. Distinguishes between direct vs. transfer boardings.
3. Includes time-of-day-based analysis (separate ridership estimation equations for each time of day and day of week). The times of day that have been incorporated into the current version of T-BEST include weekday peak period (covering both the AM

and PM peaks), weekday off peak period, weekday night period, Saturday (all day), and Sunday (all day).

4. Accounts for spatial accessibility in computing boardings at individual stops.
5. Accounts for Time-Space Network Connectivity.
6. Takes into account the effects of Competing and Complementary routes.
7. Is GIS-Based, using the ESRI's ArcGIS 9 or later.
8. Includes estimates of several performance measures in its output. Performance measures such as route miles, service miles, service hours, boardings per service mile or hour, and average boardings per service run are provided by T-BEST at the individual route-level and for the system as a whole. These performance measures can be used to assess the impacts of various socio-economic and supply scenarios on system performance.

For additional information, contact:

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## • **Transit Bus Safety Resource Guide Website**

The Transit Bus Safety Resource Guide Website is a useful resource for transit systems and state departments of transportation for developing bus safety and security programs. The materials provided in the guide are scalable for systems of any size, but are suitable for small urban and rural systems. The materials are intended to be used as outline models and templates for transit systems and states in developing their safety and security programs.

The site contains best practices related to Core Safety Elements defined in the FTA Model Transit Bus Safety and Security Program:

- Driver/Employee Selection
- Driver/Employee Training
- Vehicle Maintenance
- Drug and Alcohol Programs
- Security

The Transit Bus Safety Resource Guide also contains state and transit agency safety plans, bus operator applications and selection forms, pre-trip procedures, transit safety review forms, procurement procedures, drug & alcohol requirements and policies, training program, transit insurance pools, and state legislation on public transit safety and security.

The Transit Bus Safety Resource Guide Website is available at [www.cutr.usf.edu/bussafety](http://www.cutr.usf.edu/bussafety).

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- **Transit Capacity and Quality of Service Manual (TCQSM)**

The Transit Capacity and Quality of Service Manual was developed by Kittelson & Associates, Inc. for the Transit Cooperative Research Program (TCRP). The TCQSM is a fundamental reference document for public transit practitioners and policy makers and contains background, statistics, and graphics providing orientation to the various types of public transportation. It introduces a new framework for measuring transit availability and quality of service from the passenger point of view and includes quantitative techniques for calculating the capacity of bus and rail transit services,

terminals, and platforms. Sample problems are included. For a copy of the TCQSM, visit:

<http://www4.nationalacademies.org/trb/crp.nsf/All+Projects/TCRP+A-15>

or visit the project site at:

[www.dot.state.fl.us/transit/Pages/transitlevelofservicesoftware.htm](http://www.dot.state.fl.us/transit/Pages/transitlevelofservicesoftware.htm)

- **Transit Level of Service Software (TLOS)**

The Transit Level of Service Software (TLOS) was developed by the Florida Department of Transportation for use by transit and transportation planners. The TLOS measures transit availability, defined as the degree of opportunity at a location to use transit service. TLOS also measures transit convenience, a comparative estimate of the time it would take for a trip on transit measured against automobile travel time. The TLOS software allows transit and transportation planners to quantify and visualize the mobility provided by a transit system at different times of the day and week at any location within a system's service area.

Other helpful tools provided by TLOS include the ability to measure four of the six transit level of service measures presented in the Transit Capacity and Quality of Service Manual (described below), the ability to create mailing lists tailored to potential customers served by particular transit routes, and the ability to estimate the percentage of persons using transit, in those locations and during the hours when transit is an available option.

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# On-Line Resources

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American Public Transportation Association  
[www.apta.com](http://www.apta.com)

Community Transportation Association of American  
[www.ctaa.org](http://www.ctaa.org)

Federal Transit Administration  
[www.fta.dot.gov](http://www.fta.dot.gov)

Florida Commission for the Transportation Disadvantaged  
[www.dot.state.fl.us/ctd/](http://www.dot.state.fl.us/ctd/)

Florida Commuter Services  
[www.commuterservices.com](http://www.commuterservices.com)

Florida Department of Transportation  
[www.dot.state.fl.us](http://www.dot.state.fl.us)

Florida International University  
Lehman Center for Transportation Research  
[www.lctr.eng.fiu.edu](http://www.lctr.eng.fiu.edu)

Florida Maintenance Analysis and Resource Center  
[www.tmaarc.org](http://www.tmaarc.org)

Florida Metropolitan Planning Organization  
Advisory Committee  
[www.mpoac.org](http://www.mpoac.org)

Florida Public Transportation Association  
[www.floridatransit.org](http://www.floridatransit.org)

Florida Rural Transit Assistance Program  
[www.floridartap.org](http://www.floridartap.org)

Substance Abuse Management Oversight and Technical  
Assistance Program  
[www.cutr.usf.edu/byrnessamsite](http://www.cutr.usf.edu/byrnessamsite)

Florida Transit Marketing Network  
[www.fl-exchange.com](http://www.fl-exchange.com)

Florida Transit Planning Network  
[www.ftpn.cutr.usf.edu](http://www.ftpn.cutr.usf.edu)

Florida Transit Operator Trainer Training Program  
[www.transitoperations.org](http://www.transitoperations.org)

Florida Transit Research Inspection Procurement Services  
[www.tripsflorida.org](http://www.tripsflorida.org)

National Bus Rapid Transit Institute at CUTR  
[www.nbrti.org](http://www.nbrti.org)

National Center for Transit Research at CUTR  
[www.nctr.usf.edu](http://www.nctr.usf.edu)

National Transit Institute  
[www.nti.rutgers.edu](http://www.nti.rutgers.edu)

Promotional Materials Clearinghouse at FSU  
[www.nctr.cob.fsu.edu](http://www.nctr.cob.fsu.edu)

Transit Bus Safety Resource Guide  
[www.cutr.usf.edu/bussafety](http://www.cutr.usf.edu/bussafety)

Transportation Research Board, Transit Cooperative Research  
Program  
[www.tcrponline.org](http://www.tcrponline.org)

Transportation Safety Institute, Research and Innovative Technology  
Administration, US Department of Transportation  
[www.tsi.dot.gov](http://www.tsi.dot.gov)

University of South Florida  
Center for Urban Transportation Research  
[www.cutr.usf.edu](http://www.cutr.usf.edu)

Visual BASCAP technical assistance and support  
[www.tmi.cob.fsu.edu/vbacscap](http://www.tmi.cob.fsu.edu/vbacscap)

Volpe National Transportation Systems Center  
[www.volpe.dot.gov](http://www.volpe.dot.gov)