

# AGENDA

Collier County Local Coordinating Board for the Transportation Disadvantaged HYBRID IN-PERSON AND ZOOM VIRTUAL MEETING IN-PERSON COMMITTEE QUORUM REQUIRED

Click <u>here</u> to join on Zoom Or dial 1-646-876-9923 Meeting ID: **896 8203 0846** Passcode: **946441**  Collier County Government Center County Administration Building F Board of County Commissioners Chambers 3rd Floor – 3299 Tamiami Trail E. Naples, FL 34112

## **REGULAR MEETING**

Wednesday – December 1, 2021 1:30 p.m.

## 1. CALL TO ORDER

A. Roll Call B. Pledge of All

B. Pledge of Allegiance

## 2. <u>OPEN TO THE PUBLIC FOR</u> <u>COMMENTS ON ITEMS NOT ON THE</u> <u>AGENDA</u>

3. <u>APPROVAL OF AGENDA</u>

## 4. <u>APPROVAL OF MEETING MINUTES</u>

A. September 1, 2021 Regular Meeting Minutes

## 5. BOARD ACTION

- A. Review of Annual Operating Report
- B. Approval of Update to LCB Grievance Procedures
- C. Appointment of LCB Grievance Committee Member
- D. Review of TD Trip Prioritization
- E. Review and Endorsement of FTA §5311 and §5339 Grant Applications

## 6. <u>REPORTS & PRESENTATIONS</u>

- A. CTC Quarterly Report
- B. MPO Quarterly Progress Report
- C. FDOT Report

## 7. OTHER BUSINESS

## 8. DISTRIBUTION ITEMS

9. BOARD MEMBER COMMENTS

## **10. <u>NEXT MEETING DATE</u>**

March 2, 2022 at 1:30 p.m.

## 11. ADJOURNMENT

This meeting of the Collier County Local Coordinating Board (LCB) for the Transportation Disadvantaged is open to the public and citizen input is encouraged. Any person wishing to speak on any scheduled item may do so upon recognition by the Chairperson. Staff requests that all cell phones and other such devices be turned off during meeting.

Any person desiring to have an item placed on the agenda shall make a request in writing, with a description and summary of the item, to the MPO Executive Director or the LCB Chair by calling (239) 252-5814 14 days prior to the date of the next scheduled meeting of the LCB. In accordance with the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting should contact the Collier Metropolitan Planning Organization 72 hours prior to the meeting by calling (239) 252-5814.

Any person who decides to appeal a decision of this board will need a record of the proceedings pertaining thereto, and therefore may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

The MPO's planning process is conducted in accordance with Title VI of the Civil Rights Act of 1964 and Related Statutes. Any person or beneficiary who believes that within the MPO's planning process they have been discriminated against because of race, color, religion, sex, age, national origin, disability, or familial status may file a complaint with the Collier MPO Title VI Specialist Ms. Danielle Bates (239) 252-5814 or by email at: Danielle.Bates@colliercountyfl.gov, or in writing to the Collier MPO, attention: Ms. Bates, at 2885 South Horseshoe Dr., Naples, FL 34104.

#### **MEETING MINUTES**

## LOCAL COORDINATING BOARD FOR THE TRANSPORTATION DISADVANTAGED of the COLLIER METROPOLITAN PLANNING ORGANIZATION REGULAR MEETING Board of County Commission Chambers Collier County Government Center 3299 Tamiami Trail East, 3rd Floor Naples, FL 34112 September 1, 2021 1:30 p.m. \*\*Virtual participation via ZOOM

### 1. CALL TO ORDER

#### A. Roll Call with Self Introductions

**Commissioner Solis** – called the meeting to order at 1:31 pm.

Ms. Otero called roll.

#### Members Present In-person

Commissioner Solis, Chair Dale Hanson, FDOT Susan Corris, SWFL Regional Workforce Development Board, Vice-Chairperson Leah Watson, Agency for Persons with Disabilities Oscar Gomez, Veterans Services

#### Members Participating Remotely

Cheryl Burnham, Florida Association for Community Action Eileen Streight, Citizens Advocate/Non-User Maricela Morado, Area Agency on Aging SWFL-FL Dept. of Elder Affairs Jocelyn Schafer, Representative for Children at Risk Alana Watson, Florida Agency for Health Care Administration Bianca Borges, Local Medical Community Anne Chernin, Elderly

#### Members Absent

John Kasten, Public Education Dylan Vogel, Citizens Advocate/User Robert Richards, Florida Dept. of Education, Div. of Voc. Rehab. Tabitha Larrauri, Florida Department of Children and Family Services Sherry Brenner, Disabled

## **MPO Staff**

Brandy Otero, Principal Planner Anne McLaughlin, Executive Director Danielle Bates, Administrative Assistant Scott Philips, Principal Planner

#### **Others Present**

Elena Ortiz-Rosado, PTNE Omar DeLeon, PTNE, Transit Manager Braian Morales, MV Transportation John Irvine, Project Manager for Commission for the Transportation Disadvantaged (via Zoom)

## 2. OPEN TO THE PUBLIC FOR COMMENTS ON ITEMS NOT ON THE AGENDA

None.

### 3. APPROVAL OF AGENDA

Ms. Otero: 5B we're not asking for approval, just review and comment.

### Ms. Watson moved to approve the agenda. Ms. Corris seconded. Passed unanimously.

### 4. APPROVAL OF MEETING MINUTES

### 5. Approval of May 5, 2021 Regular Meeting Minutes

Ms. Watson: I was present at the last meeting but listed as absent.

Ms. Corris moved to approve the Regular Meeting Minutes for May 5, 2021. Commissioner Solis seconded. Passed unanimously.

### 6. BOARD ACTION

### A. Approval of LCB Membership Certification

**Ms. Otero:** This is an annual activity. It gives the Board an opportunity to look at membership, make sure that alternates are accurate and that everyone is represented correctly. Attachments include the membership list and statute. One vacancy remains for private transit representation. Staff asks that the Board approve the list.

Ms. Corris moved to approve. Ms. Watson seconded. Passed unanimously.

### B. Review and Approval of Annual Operating Report

**Mr. DeLeon:** Annual Operating Report is brought to the Board for review and comments annually, it's comprised of operational statistics for the state fiscal year. It's a requirement for the Commission of Transportation Disadvantaged Trip and Equipment grant. Presented an overview of the statistics in the report.

Coordinated contractors must have agreements to apply for funding and to provide service. There are three entities in Collier County with agreements. There is a question about the data provided by Sunrise Community regarding the ridership and the trip count. They confirmed today that there is an error that needs to be corrected. The trips were duplicated and should be 36,456 for the year.

**Commissioner Solis:** Looking back at the previous reporting period, is the data skewed? **Mr. DeLeon** responded that he asked the same question. During COVID, Sunrise stated that they increased

the number of trips provided to the center and the number of outings. PTNE and the MPO both questioned the numbers.

**Commissioner Solis:** How is 36,000 trips in relation to not last year bur prior year, are we back to normal?

Mr. DeLeon: Continued presenting statistics for Coordinating Contractors.

**Ms. Otero:** Reached out to the TD Commission to discuss discrepancy in data. Once report is final it will come back to this Board in December for approval. Suggest that PTNE continue to coordinate with Sunrise to review the number of trips, 36,000 still seems high. It is important that the data is accurate. The data is used to evaluate the system as a whole and for the CTC to request additional funds.

**Commissioner Solis:** Expenses are high, five times the previous amount. It would be helpful to have information from the previous reporting period. Easter Seals is reporting zero from the last period because they just started? **Ms. Otero**: That is correct, they just received a bus. For Sunrise's previous reporting, 2018-2019, the total trips were 3,046. So, the jump to 36,000 is very high.

#### C. Review and Approval of Plan to Prioritize TD Trips

**Mr. DeLeon:** A recommendation to approve plan to prioritize TD trips in response to capacity limitations. CAT Connect service and other entities are experiencing difficulties with staffing. Currently experiencing a driver shortage. It's occurring nationwide and it's impacted operations and the number of trips we can reliably deliver on time. Staff is currently taking trips and reservations, but we are exceeding capacity. People are on the bus for too long or are arriving too late. Within TDSP there is a mechanism to allow CAT to prioritize trips. The intention is to level the days. Drivers have been asked to work 6 days a week instead of 5, increasing Saturdays, when there are less medical. Intent is to prioritize necessary trips for medical, employment, nutritional, and group rec, then asking individuals if they can wait to see if can handle capacity or ask them for a different day or time or move the trip to the weekend. Trying to see how it increases reliability, don't want riders to miss doctors appoint or jeopardize employment.

**Ms. Otero:** Clarification, in executive summary, recommendation is to revise priorities in TDSP, education is not called out, it's included in employment, we want to spell that out. Priority 1: medical, 2: employment, 3: education, 4: nutrition, 5: social (agency related), 6: group recreation; currently disabled and elderly group are separated, but new list it would be combined, final priority is personal business. Recommendation is that trips in 1-5 are booked as needed and 6 and 7 are shifted to days with capacity. Approve this on pilot basis, can bring data back in December, cannot deny Americans with Disability Act (ADA) trips, only impacts Transportation Disadvantaged trips. After reviewing the data, the Board can make a decision and amend the TDSP.

**Ms. Watson:** Can't deny ADA trips, when people apply, they are pre-determined as TD, are their TD trips being denied in shortage? **Mr. Deleon:** Evaluated for both funding mechanism. Origin and destination must be within <sup>3</sup>/<sub>4</sub> mile of fixed route bus for ADA trip. Outside of that corridor is a TD trip, this will impact TD passengers. **Ms. Watson:** Medicaid is capping monthly trips, typically folks are sent to Medicaid first. Has there been any influence from this? Mr. DeLeon: For the month of July there were 70 ADA passengers, applications don't stop for eligibility. Not sure if this is due to Medicaid.

**John Irvine:** Aware of the problem, Collier County is not alone, driver shortage is happening in Lee County and throughout the state and country. What is the County doing to look into hiring additional contractors to provide the service? Don't like to see priorities used it's a funding shortage, but this is a shortage of capacity. We would like to see CTC obtaining more transportation providers that can handle the services. Employment trips can mean someone losing their jobs. Want to everything we can to assist.

**Mr. De Leon:** MV has talked about what they're doing to get more applicants, we have started conversations with different entities for supplementing services, including a couple private entities. Solicitation and procurement is long process, can't be done in a month. What MV is doing will assist with trying to get back to normal, driver pool is impacting us, MV looking at subcontractors who say they're too busy to assist.

Mr. Morales: National shortage of labor all areas all regions. Looked at labor pool last year, did market analysis, however learned that CDL drivers started at \$15.60 per hour for the low starting point. Renegotiated union contract and increased driver pay from \$13.03 to \$16 per hour. After two weeks of advertising saw \$16 per hour wasn't getting traction, so hired a recruiter, the training rate wasn't attractive, still \$11 per hour for training, eliminating training wage for fixed route and paratransit, increased the sign on bonus from \$500 to \$1500 paid out after training. There was a shortage in 2018 and the rate was changed from \$10/11 per hour to \$13.03 per hour and we received a lot of applications, not now. Recruiters are cold calling people who applied previously. Jacksonville Transportation Authority is offering a \$15,000 sign on bonus. Used to only be private sector doing that, MV was awarded the contract in 2019, we reached out to subcontractors in 2018 during the procurement process and they wanted \$40-\$60 a trip. Even giving them dialysis trips, the best trip 3x week, providers have quoted \$60 trip one way. Approached CDL holders in December offered fixed route and they're not interested. Had meetings with County and the Deputy Department Head to propose another spike in wages. We completed another market analysis in June, starting rate went up to \$18.40, never seen shift in one year that high. High insurance premiums are harder for small companies. Canals make the trips more difficult, trips to Immokalee 45-minute trips. Haven't hit news like Lee schools, managing the shortage on daily basis. Best we can do is 70-80% on time performance.

**Mr. De Leon:** You see the situation, but we're working on plan to increase reliability and on time performance, on top of priorities, not where we want to be but that's where we are. We will come back with update in three months.

#### Ms. Corris moves to approve. Ms. Hanson seconds. Carries unanimously.

### 7. <u>REPORTS & PRESENTATIONS</u>

### A. CTC Quarterly Report

**Mr. DeLeon:** Presented quarterly statistics. On time performance met expectations, in the higher 90s for service. Ridership is starting to rise, at over 6,500 per month and continues to grow. Hoping to decrease no shows. Implemented Ecolane software. Now they get a call the night before to remind them or they can cancel, also more certainty, when trip is on the way they get a call with estimated time of arrival. Hoping this will decrease no-shows. There are less trips on Saturday and Sunday than weekdays so hoping to level that out. Better in June, more efficient with delivery of service.

#### Ms. Hanson: When was Ecolane put in effect?

**Mr. De Leon:** August 6. Spike in June for cancellations, which is typical for rainy season. No suspensions, process for suspending for no shows: 3 times within a period. Haven't had that, because we give them a call, reminders. Missed trips, are trips that are scheduled but couldn't be performed, we monitor to make sure not increasing. Complaints are investigated, come to county staff, documented, full investigation process to identify if valid, safety infraction, or running late. Responses are logged for all complaints letting staff know how the complaint was resolved or how we intend to resolve.

### B. MPO Quarterly Progress Report

**Ms. Otero:** This report is informational, to keep you up to date for the status of the TD planning grant. Last quarterly report closed out our annual grant. We completed all deliverables, including: submitted new membership list, updated grievance procedures, completed transportation disadvantaged service plan, and CTC progress report. All submitted to TD commission. Starting new grant year and report.

#### C. FDOT Report

**Ms. Hanson:** Few Announcements: FTA Section 5310, 5311, and 5339 applications-FDOT will host the Annual Grant Workshop virtually on Thursday, September 30, 2021. There will be a morning and afternoon session. Grant applications for this cycle are due Friday, December 17, 2021. FTA Section 5310 and 5311 CRRSAA (Coronavirus Response and Relief Supplemental Appropriations Act) and ARP (American Rescue Plan) Operating funding – Programmed in State Fiscal Year 2021/2022 and State Fiscal Year 2022/2023, Solicitation opens Friday September 3, 2021. Associated Webinar will be held Tuesday, September 14, 2021. Applications are due Monday, October 4, 2021. FPTA/CTD Annual Conference and EXPO is scheduled for October 24 - 27, 2021. Mobility week will be held October 29 through November 5, 2021. Several virtual events along with a few inperson events will be available. Additional information will follow.

### 8. OTHER BUSINESS

None.

## 9. DISTRIBUTION ITEMS

**Ms. Otero:** Draft 2022 calendar, let us know if you have questions. Coordinating with Lee and Charlotte to not have conflicting dates. Also believe there is no conflict with Sarasota and Manatee.

### 10. BOARD MEMBER COMMENTS

None.

### 11. NEXT MEETING DATE

December 1, 2021 at 1:30 p.m.

#### **Commissioner Solis:** Where?

**Ms. Otero:** Depends, we've booked HR training room, but if its hybrid it must be here and it depends on if agency reps are allowed to travel. Will let you know.

## 12. ADJOURNMENT

Commissioner Solis adjourned at 2:28 pm

## EXECUTIVE SUMMARY Board Action Item 5A

## Review of the FY 2020-21 Annual Operating Report (AOR)

**OBJECTIVE:** For the Board to review the FY 2020-21 Annual Operating Report (AOR).

**<u>CONSIDERATIONS</u>**: Pursuant to Chapter 427, Florida Statutes, each Community Transportation Coordinator (CTC) must submit an Annual Operating Report (AOR). Collier County is the designated CTC. The Public Transit and Neighborhood Enhancement Director has submitted the report electronically to the Florida Commission for the Transportation Disadvantaged (CTD).

The CTD uses the information to determine each CTC's operating data, provide a statewide operational profile of the Florida Coordinated Transportation System, and to evaluate certain performance aspects of the coordinated systems individually and as a whole. The CTD also uses the data collected in this report to substantiate the need for the CTC to request additional funds.

The annual report was brought to the LCB in September for review, however at that time, it had not been reviewed by the Commission for Transportation Disadvantaged. MPO staff has received notification from Commission staff that the AOR is ready for LCB review.

**<u>STAFF RECOMMENDATION</u>**: To review the FY 2020-21 AOR, authorizing the Chair to sign the AOR certifying that the LCB has reviewed the report and that a copy has been received by the Planning Agency (the MPO).

Prepared By: Brandy Otero, Principal Planner

Attachments:

1. FY20-21 Annual Operating Report (AOR)



## **CTC** Organization

County: Collier Fiscal Year: 7/1/2020 - 6/30/2021 CTC Status: Complete CTD Status: Complete

Date Initiated: 8/10/2021

CTC Organization Name:	Collier County Board of County Commissioners
Address:	3299 Tamiami Trl E Suite 103
City:	Naples
State:	FL
Zip Code:	34112
Organization Type:	County
Network Type:	Complete Brokerage
Operating Environment:	Urban
Transportation Operators:	Yes
Number of Transportation Operators:	1
Coordination Contractors:	Yes
Number of Coordination Contractors:	3
Provide Out of County Trips:	No
Local Coordinating Board (LCB) Chairperson:	Commissioner Andy Solis
CTC Contact:	Michelle E. Arnold
CTC Contact Title:	PTNE Director
CTC Contact Email:	michellearnold@colliergov.net
Phone:	(239) 252-5841

## **CTC Certification**

I, Michelle E. Arnold, as the authorized Community Transportation Coordinator (CTC) Representative, hereby certify, under the penalties of perjury as stated in Chapter 837.06, F.S., that the information contained in this report is true, accurate, and in accordance with the accompanying instructions.

CTC Representative (signature): \_\_\_\_\_

## **LCB** Certification

I, Commissioner Andy Solis, as the Local Coordinating Board Chairperson, hereby, certify in accordance with Rule 41-2.007(6), F.A.C. that the Local Coordinating Board has reviewed this report and the Planning Agency has received a copy.

LCB Chairperson (signature):



County: Collier

# **Organization – Coordination Contractor**

CTC Status: Complete CTC Organization: Collier County Board of County Commissioners Fiscal Year: 7/1/2020 - 6/30/2021 **Upload Date**: 8/13/2021

Coordination Contractor Name:	Sunrise Community of S.W. Florida - Naples
Address:	4227 Exchange Avenue
City:	Naples
State:	FL
Zip Code:	34104
Organization Type:	Private Non Profit
<b>Operating Environment:</b>	Urban
Provide Out of County Trips:	Yes
Who Do You Serve:	Adults with Disabilities
Contact Person:	Cassandra Beaver
Contact Title:	Director of Operations
Contact Email:	cassandrabeaver@sunrisegroup.org
Phone:	(239) 643-5338

## **Coordination Contractor Certification**

By submission of this form, I, Cassandra Beaver, as the authorized representative of Sunrise Community of S.W. Florida -Naples, hereby certify, under the penalties of perjury as stated in Chapter 837.06, F.S., that the information contained in this report is true, accurate, and in accordance with the accompanying instructions.

CTC Representative (signature):



County: Collier

## **Organization – Coordination Contractor**

CTC Status: Complete CTC Organization: Collier County Board of County Commissioners Fiscal Year: 7/1/2020 - 6/30/2021 **Upload Date**: 8/12/2021 Coordination Contractor Name: Hone Hospice and Healthcare Services

Coordination Contractor Name:	Hope Hospice and Healthcare Services
Address:	2668 Winkler Ave
City:	Fort Myers
State:	FL
Zip Code:	33901
Organization Type:	Private Non Profit
Operating Environment:	Urban
Provide Out of County Trips:	No
Who Do You Serve:	Frail, disadvantaged seniors
Contact Person:	David Goss
Contact Title:	Transportation Manager
Contact Email:	dave.goss@hopehcs.org
Phone:	(239) 985-6400

## **Coordination Contractor Certification**

By submission of this form, I, David Goss, as the authorized representative of Hope Hospice and Healthcare Services, hereby certify, under the penalties of perjury as stated in Chapter 837.06, F.S., that the information contained in this report is true, accurate, and in accordance with the accompanying instructions.

CTC Representative (signature):



## **Organization – Coordination Contractor**

County: Collier

CTC Status: Complete

Fiscal Year: 7/1/2020 - 6/30/2021

CTC Organization: Collier County Board of County Commissioners Upload Date: 8/10/2021

Coordination Contractor Name:	Easter Seals Florida, Inc
Address:	8793 Tamiami Trail East, Unit 111
City:	Naples
State:	FL
Zip Code:	34113
Organization Type:	Private Non Profit
<b>Operating Environment:</b>	Urban
Provide Out of County Trips:	No
Who Do You Serve:	Individuals with disabilities and seniors
Contact Person:	Rikesha Blake
Contact Title:	Chief Financial Officer
Contact Email:	rblake@fl.easterseals.com
Phone:	(407) 629-7881

## **Coordination Contractor Certification**

By submission of this form, I, Rikesha Blake, as the authorized representative of Easter Seals Florida, Inc, hereby certify, under the penalties of perjury as stated in Chapter 837.06, F.S., that the information contained in this report is true, accurate, and in accordance with the accompanying instructions.

CTC Representative (signature):



# **CTC** Trips

County:	Collier	CTC Status:	Complete	CTC Organization:	Collier County Board of County Commissioners
Fiscal Year:	07/01/2020 - 06/30/2021	CTD Status:	Complete		county commissioners

	Selected Reporting Period			Previ	Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total	
Service Type - One Way							
Fixed Route/Fixed Schedule							
Daily Pass Trips	0	N/A	0	0	N/A	0	
Weekly Pass Trips	0	N/A	0	0	N/A	0	
Monthly Pass Trips	0	N/A	0	0	N/A	0	
Deviated Fixed Route Service	0	N/A	0	0	N/A	0	
Complementary ADA Service	54,053	N/A	54,053	69,753	N/A	69,753	
Paratransit							
Ambulatory	14,162	40,740	54,902	18,041	10,616	28,657	
Non-Ambulatory	2,910	1,733	4,643	4,139	1,588	5,727	
Stretcher	0	0	0	0	0	0	
Transportation Network Companies	0	N/A	0	0	N/A	0	
Тахі	0	N/A	0	0	N/A	0	
School Board (School Bus)	0	N/A	0	0	N/A	0	
Volunteers	0	N/A	0	0	N/A	0	
Total - Service Type	71,125	42,473	113,598	91,933	12,204	104,137	
Contracted Transportation Operator				-			
How many of the total trips were provided by Contracted Transportation Operators? (If the CTC	71,125	N/A	71,125	91,933	N/A	91,933	
provides transportation services, do not include the CTC							
Total - Contracted Transportation Operator Trips	71,125	0	71,125	91,933	0	91,933	
Revenue Source - One Way							
Agency for Health Care Administration (AHCA)	0	0	0	0	0	0	
Agency for Persons with Disabilities (APD)	0	34,387	34,387	0	0	0	
Comm for the Transportation Disadvantaged (CTD)	16,967	N/A	16,967	22,043	N/A	22,043	
Dept of Economic Opportunity (DEO)	0	0	0	0	0	0	
Dept of Children and Families (DCF)	0	0	0	0	0	0	
Dept of Education (DOE)	0	0	0	0	0	0	
Dept of Elder Affairs (DOEA)	105	0	105	137	0	137	
Dept of Health (DOH)	0	0	0	0	0	0	
Dept of Juvenile Justice (DJJ)	0	0	0	0	0	0	
Dept of Transportation (DOT)	8,863	72	8,935	10,466	0	10,466	
Local Government	16,982	0	16,982	46,213	0	46,213	
Local Non-Government	2,675	1,303	3,978	4,065	4,718	8,783	
Other Federal & State Programs	25,533	6,711	32,244	9,009	7,486	16,495	
Total - Revenue Source	71,125	42,473	113,598	91,933	12,204	104,137	





# CTC Trips (cont'd)

County:	Collier	CTC Status:	Complete	CTC Organization:	Collier County Board of County Commissioners
Fiscal Year:	07/01/2020 - 06/30/2021	CTD Status:	Complete		County commissioners

	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Passenger Type - One Way	operators			operators		
Older Adults	11,561	5,508	17,069	19,148	6,286	25,434
Children At Risk	0	0	0	107	0	107
Persons With Disabilities	33,484	36,965	70,449	34,968	5,918	40,886
Low Income	26,080	0	26,080	37,710	0	37,710
Other	0	0	0	0	0	0
Total - Passenger Type	71,125	42,473	113,598	91,933	12,204	104,137
Trip Purpose - One Way						
Medical	33,014	5,508	38,522	36,091	6,286	42,377
Employment	15,164	0	15,164	13,466	0	13,466
Education/Training/Daycare	8,116	36,965	45,081	7,291	5,918	13,209
Nutritional	424	0	424	11,227	0	11,227
Life-Sustaining/Other	14,407	0	14,407	23,858	0	23,858
Total - Trip Purpose	71,125	42,473	113,598	91,933	12,204	104,137
Unduplicated Passenger Head Count (UDPHC)						
UDPHC	1,483	159	1,642	2,223	177	2,400
Total - UDPHC	1,483	159	1,642	2,223	177	2,400
Unmet & No Shows						
Unmet Trip Requests	10	N/A	10	14	N/A	14
No Shows	4,880	N/A	4,880	6,717	N/A	6,717
Customer Feedback						
Complaints	27	N/A	27	32	N/A	32
Commendations	4	N/A	4	0	N/A	0





# **Coordination Contractor Trips**

County:	Collier	CTC Status:	Complete	CTC Organization:	Collier County Board of
Fiscal Year:	07/01/2020 - 06/30/2021	Upload Date:	8/13/2021	Coordination Contractor:	County Commissioners Sunrise Community of S.W. Florida - Naples

	Selected Reporting Period	Previous Reporting Period
	Coordination	Coordination
Comics Time One Way	Contractors	Contractors
Service Type - One Way		
Fixed Route/Fixed Schedule	NI ( A	NI/A
Daily Pass Trips	N/A	N/A
Weekly Pass Trips	N/A	N/A
Monthly Pass Trips Deviated Fixed Route Service	N/A	N/A
	N/A N/A	N/A
Complementary ADA Service Paratransit	N/A	N/A
	26 100	1.000
Ambulatory	36,100 356	1,620
Non-Ambulatory	356 0	(
Stretcher Transportation Network Companies	N/A	N/A
Taxi	N/A N/A	N/#N/#
School Board (School Bus)	N/A N/A	N//
Volunteers	N/A N/A	N/#
Total - Service Type	36,456	1,63
Contracted Transportation Operator		
How many of the total trips were provided by Contracted Transportation	N/A	N/A
Operators? (If the CTC provides transportation services, do not include the CTC	,	
Total - Contracted Transportation Operator Trips	0	
Revenue Source - One Way		
Agency for Health Care Administration (AHCA)	0	(
Agency for Persons with Disabilities (APD)	34,387	(
Comm for the Transportation Disadvantaged (CTD)	N/A	N/#
Dept of Economic Opportunity (DEO)	0	(
Dept of Children and Families (DCF)	0	(
Dept of Education (DOE)	0	(
Dept of Elder Affairs (DOEA)	0	(
Dept of Health (DOH)	0	(
Dept of Juvenile Justice (DJJ)	0	(
Dept of Transportation (DOT)	0	(
Local Government	0	(
Local Non-Government	866	43
Other Federal & State Programs	1,203	1,20
Total - Revenue Source	36,456	1,63



# **Coordination Contractor Trips (cont'd)**

County:	Collier	CTC Status:	Complete	CTC Organization:	Collier County Board of County Commissioners
Fiscal Year:	07/01/2020 - 06/30/2021	Upload Date:	8/13/2021	Coordination Contractor:	Sunrise Community of S.W. Florida - Naples

	Selected Reporting Period Coordination Contractors	Previous Reporting Period Coordination Contractors
Passenger Type - One Way		
Older Adults	0	0
Children At Risk	0	0
Persons With Disabilities	36,456	1,637
Low Income	0	0
Other	0	0
Total - Passenger Type	36,456	1,637
Trip Purpose - One Way		
Medical	0	0
Employment	0	0
Education/Training/Daycare	36,456	1,637
Nutritional	0	0
Life-Sustaining/Other	0	0
Total - Trip Purpose	36,456	1,637
Unduplicated Passenger Head Count (UDPHC)		
UDPHC	61	54
Total - UDPHC	61	54
Unmet & No Shows		
Unmet Trip Requests	N/A	N/A
No Shows	N/A	N/A
Customer Feedback		
Complaints	N/A	N/A
Commendations	N/A	N/A





# **Coordination Contractor Trips**

County:	Collier	CTC Status:	Complete	CTC Organization:	Collier County Board of County Commissioners
Fiscal Year:	07/01/2020 - 06/30/2021	Upload Date:	8/12/2021	Coordination Contractor:	Hope Hospice and Healthcare Services

	Selected Reporting Period	Previous Reporting Period
	Coordination	Coordination
	Contractors	Contractors
Service Type - One Way		
Fixed Route/Fixed Schedule		
Daily Pass Trips	N/A	N/A
Weekly Pass Trips	N/A	N/#
Monthly Pass Trips	N/A	N/#
Deviated Fixed Route Service	N/A	N/#
Complementary ADA Service	N/A	N//
Paratransit		
Ambulatory	4,131	4,71
Non-Ambulatory	1,377	1,57
Stretcher	0	
Transportation Network Companies	N/A	N/
Taxi	N/A	N/
School Board (School Bus)	N/A	N/
Volunteers	N/A	N/
Total - Service Type	5,508	6,28
Contracted Transportation Operator		
How many of the total trips were provided by Contracted Transportation	N/A	N/
Operators? (If the CTC provides transportation services, do not include the CTC	.,	
Total - Contracted Transportation Operator Trips	0	
Revenue Source - One Way		
Agency for Health Care Administration (AHCA)	0	
Agency for Persons with Disabilities (APD)	0	
Comm for the Transportation Disadvantaged (CTD)	N/A	N/
Dept of Economic Opportunity (DEO)	0	147
Dept of Children and Families (DCF)	0	
Dept of Education (DOE)	0	
Dept of Elder Affairs (DOEA)	0	
Dept of Health (DOH)	0	
Dept of Juvenile Justice (DJJ)	0	
Dept of Transportation (DOT)	0	
	0	
	0	
Local Non-Government Other Federal & State Programs	5,508	6,28
	5,508	6,28



# **Coordination Contractor Trips (cont'd)**

County:	Collier	CTC Status:	Complete	CTC Organization:	Collier County Board of County Commissioners
Fiscal Year:	07/01/2020 - 06/30/2021	Upload Date:	8/12/2021	Coordination Contractor:	Hope Hospice and Healthcare Services

	Selected Reporting Period Coordination Contractors	Previous Reporting Period Coordination Contractors
Passenger Type - One Way		
Older Adults	5,508	6,286
Children At Risk	0	0
Persons With Disabilities	0	0
Low Income	0	0
Other	0	0
Total - Passenger Type	5,508	6,286
Trip Purpose - One Way		
Medical	5,508	6,286
Employment	0	0
Education/Training/Daycare	0	0
Nutritional	0	0
Life-Sustaining/Other	0	0
Total - Trip Purpose	5,508	6,286
Unduplicated Passenger Head Count (UDPHC)		
UDPHC	85	97
Total - UDPHC	85	97
Unmet & No Shows		
Unmet Trip Requests	N/A	N/A
No Shows	N/A	N/A
Customer Feedback		
Complaints	N/A	N/A
Commendations	N/A	N/A





# **Coordination Contractor Trips**

County:	Collier	CTC Status:	Complete	CTC Organization:	Collier County Board of County Commissioners
Fiscal Year:	07/01/2020 - 06/30/2021	Upload Date:	8/10/2021	Coordination Contractor:	Easter Seals Florida, Inc

	Selected Reporting Period	Previous Reporting Period	
	Coordination	Coordination	
	Contractors	Contractors	
Service Type - One Way			
Fixed Route/Fixed Schedule			
Daily Pass Trips	N/A	N//	
Weekly Pass Trips	N/A	N//	
Monthly Pass Trips	N/A	N/2	
Deviated Fixed Route Service	N/A	N//	
Complementary ADA Service	N/A	N//	
Paratransit			
Ambulatory	509		
Non-Ambulatory	0		
Stretcher	0		
Transportation Network Companies	N/A	N/	
Taxi	N/A	N/	
School Board (School Bus)	N/A	N/	
Volunteers	N/A	N/	
Total - Service Type	509	·	
Contracted Transportation Operator			
How many of the total trips were provided by Contracted Transportation	N/A	N/	
Operators? (If the CTC provides transportation services, do not include the CTC			
Total - Contracted Transportation Operator Trips	0		
Revenue Source - One Way			
Agency for Health Care Administration (AHCA)	0		
Agency for Persons with Disabilities (APD)	0		
Comm for the Transportation Disadvantaged (CTD)	N/A	N/	
Dept of Economic Opportunity (DEO)	0	,	
Dept of Children and Families (DCF)	0		
Dept of Education (DOE)	0		
Dept of Elder Affairs (DOEA)	0		
Dept of Health (DOH)	0		
Dept of Juvenile Justice (DJJ)	0		
Dept of Transportation (DOT)	72		
Local Government	0		
Local Non-Government	437		
Other Federal & State Programs	437		



# **Coordination Contractor Trips (cont'd)**

County:	Collier	CTC Status:	Complete	CTC Organization:	Collier County Board of
Fiscal Year:	07/01/2020 - 06/30/2021	Upload Date:	8/10/2021	Coordination Contractor:	County Commissioners Easter Seals Florida, Inc

	Selected Reporting Period Coordination	Previous Reporting Period Coordination
	Contractors	Contractors
Passenger Type - One Way		
Older Adults	0	0
Children At Risk	0	0
Persons With Disabilities	509	0
Low Income	0	0
Other	0	0
Total - Passenger Type	509	0
Trip Purpose - One Way		
Medical	0	0
Employment	0	0
Education/Training/Daycare	509	0
Nutritional	0	0
Life-Sustaining/Other	0	0
Total - Trip Purpose	509	0
Unduplicated Passenger Head Count (UDPHC)		
UDPHC	13	0
Total - UDPHC	13	0
Unmet & No Shows		
Unmet Trip Requests	N/A	N/A
No Shows	N/A	N/A
Customer Feedback		
Complaints	N/A	N/A
Commendations	N/A	N/A





## **CTC Vehicles & Drivers**

County:	Collier	CTC Status:	Complete	CTC Organization:	Collier County Board of County Commissioners
Fiscal Year:	07/01/2020 - 06/30/2021	CTD Status:	Complete		county commissioners

	Selec	ted Reporting Peri	od	Previ	ous Reporting Peri	od
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Vehicle Miles						
Deviated Fixed Route Miles	0	N/A	0	0	N/A	0
Complementary ADA Service Miles	765,224	N/A	765,224	925,466	N/A	925,466
Paratransit Miles	239,572	156,705	396,277	299,413	77,003	376,416
Transportation Network Companies (TNC) Miles	0	N/A	0	0	N/A	0
Taxi Miles	0	N/A	0	0	N/A	0
School Board (School Bus) Miles	0	N/A	0	0	N/A	0
Volunteers Miles	0	N/A	0	0	N/A	0
Total - Vehicle Miles	1,004,796	156,705	1,161,501	1,224,879	77,003	1,301,882
Roadcalls & Accidents						
Roadcalls	13	1	14	103	0	103
Chargeable Accidents	4	0	4	11	0	11
Vehicle Inventory						
Total Number of Vehicles	35	9	44	42	9	51
Number of Wheelchair Accessible Vehicles	35	1	36	42	6	48
Drivers						
Number of Full Time & Part Time Drivers	20	14	34	36	15	51
Number of Volunteer Drivers	0	0	0	0	0	0



## **Coordination Contractor Vehicles & Drivers**

County:	Collier	CTC Status:	Complete	CTC Organization:	Collier County Board of County Commissioners
Fiscal Year:	07/01/2020 - 06/30/2021	Upload Date:	8/13/2021	Coordination Contractor:	Sunrise Community of S.W. Florida - Naples

	Selected Reporting Period	Previous Reporting Period
	Coordination	Coordination
	Contractors	Contractors
Vehicle Miles		
Deviated Fixed Route Miles	N/A	N/A
Complementary ADA Service Miles	N/A	N/A
Paratransit Miles	143,501	51,098
Transportation Network Companies (TNC) Miles	N/A	N/A
Taxi Miles	N/A	N/A
School Board (School Bus) Miles	N/A	N/A
Volunteers Miles	N/A	N/A
Total - Vehicle Miles	143,501	51,098
Roadcalls & Accidents		
Roadcalls	0	0
Chargeable Accidents	0	0
Vehicle Inventory		
Total Number of Vehicles	7	6
Number of Wheelchair Accessible Vehicles	0	4
Drivers		
Number of Full Time & Part Time Drivers	11	8
Number of Volunteer Drivers	0	0



## **Coordination Contractor Vehicles & Drivers**

County:	Collier	CTC Status:	Complete	CTC Organization:	Collier County Board of County Commissioners
Fiscal Year:	07/01/2020 - 06/30/2021	Upload Date:	8/12/2021	Coordination Contractor:	Hope Hospice and Healthcare Services

	Selected Reporting Period Coordination	Previous Reporting Period Coordination
	Contractors	Contractors
Vehicle Miles		
Deviated Fixed Route Miles	N/A	N/A
Complementary ADA Service Miles	N/A	N/A
Paratransit Miles	12,485	20,055
Transportation Network Companies (TNC) Miles	N/A	N/A
Taxi Miles	N/A	N/A
School Board (School Bus) Miles	N/A	N/A
Volunteers Miles	N/A	N/A
Total - Vehicle Miles	12,485	20,055
Roadcalls & Accidents		
Roadcalls	1	0
Chargeable Accidents	0	0
Vehicle Inventory		
Total Number of Vehicles	1	1
Number of Wheelchair Accessible Vehicles	1	1
Drivers		
Number of Full Time & Part Time Drivers	1	1
Number of Volunteer Drivers	0	0



## **Coordination Contractor Vehicles & Drivers**

County:	Collier	CTC Status:	Complete	CTC Organization:	Collier County Board of
Fiscal Year:	07/01/2020 - 06/30/2021	Upload Date:	8/10/2021	Coordination Contractor:	County Commissioners Easter Seals Florida, Inc

	Selected Reporting Period	Previous Reporting Period
	Coordination	Coordination
	Contractors	Contractors
Vehicle Miles		
Deviated Fixed Route Miles	N/A	N/A
Complementary ADA Service Miles	N/A	N/A
Paratransit Miles	719	0
Transportation Network Companies (TNC) Miles	N/A	N/A
Taxi Miles	N/A	N/A
School Board (School Bus) Miles	N/A	N/A
Volunteers Miles	N/A	N/A
Total - Vehicle Miles	719	0
Roadcalls & Accidents		
Roadcalls	0	0
Chargeable Accidents	0	0
Vehicle Inventory		
Total Number of Vehicles	1	0
Number of Wheelchair Accessible Vehicles	0	0
Drivers		
Number of Full Time & Part Time Drivers	2	0
Number of Volunteer Drivers	0	0



## **CTC Revenue Sources**

County:	Collier	CTC Status:	Complete	CTC Organization:	Collier County Board of County Commissioners
Fiscal Year:	07/01/2020 - 06/30/2021	CTD Status:	Complete		county commissioners

	Selec	Selected Reporting Period		Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Revenue Sources						
Agency for Health Care Administration (AHCA)	\$0	\$0	\$0	\$0	\$0	\$ 0
Agency for Persons with Disabilities (APD)	\$0	\$ 267,215	\$ 267,215	\$0	\$0	\$ 0
Dept of Economic Opportunity (DEO)	\$0	\$0	\$0	\$0	\$0	\$ 0
Dept of Children and Families (DCF)	\$0	\$0	\$0	\$ 0	\$0	\$ 0
Dept of Education (DOE)	\$ 0	\$0	\$0	\$ 0	\$0	\$ 0
Dept of Elder Affairs (DOEA)	\$ 7,376	\$0	\$ 7,376	\$ 9,064	\$0	\$ 9,064
Dept of Health (DOH)	\$ 0	\$0	\$0	\$ 0	\$0	\$ 0
Dept of Juvenile Justice (DJJ)	\$ 0	\$ 0	\$ 0	\$ 0	\$0	\$ 0
Commission for the Transportation Disadvantaged (	CTD)					
Non-Sponsored Trip Program	\$ 733,945	N/A	\$ 733,945	\$ 826,622	N/A	\$ 826,622
Non-Sponsored Capital Equipment	\$ 71,206	N/A	\$ 71,206	\$ 0	N/A	\$ 0
Rural Capital Equipment	\$0	N/A	\$0	\$0	N/A	\$ 0
TD Other	\$0	N/A	\$0	\$0	N/A	\$ 0
Department of Transportation (DOT)						
49 USC 5307	\$0	\$0	\$0	\$0	\$0	\$ O
49 USC 5310	\$0	\$ 6,150	\$ 6,150	\$0	\$0	\$0
49 USC 5311	\$ 542,713	\$0	\$ 542,713	\$ 606,815	\$0	\$ 606,815
49 USC 5311 (f)	\$0	\$0	\$0	\$0	\$0	\$0
Block Grant	\$0	\$0	\$0	\$0	\$0	\$0
Service Development	\$0	\$0	\$0	\$0	\$0	\$0
Commuter Assistance Program	\$0	\$0	\$0	\$0	\$0	\$0
Other DOT	\$0	\$0	\$0	\$0	\$0	\$0
Local Government			-	. · ·		
School Board (School Bus)	\$0	N/A	\$0	\$0	N/A	\$ 0
County Cash	\$ 1,039,839	\$0	\$ 1,039,839	\$ 2,679,406	\$0	\$ 2,679,406
County In-Kind	\$0	\$0	\$0	\$0	\$0	\$0
City Cash	\$0	\$0	\$0	\$0	\$0	\$0
City In-Kind	\$0	\$0	\$0	\$0	\$0	\$0
Other Cash	\$0	\$0	\$0	\$0	\$0	\$0
Other In-Kind	\$0	\$0	\$0	\$0	\$0	\$0
Local Non-Government			-	. · ·		
Farebox	\$ 155,727	\$0	\$ 155,727	\$ 182,144	\$0	\$ 182,144
Donations/Contributions	\$0	\$ 50,000	\$ 50,000	\$0	\$ 20,000	\$ 20,000
In-Kind Services	\$0	\$0	\$0	\$0	\$0	\$0
Other Non-Government	\$ 8,053	\$ 26,474	\$ 34,527	\$ 53,523	\$ 58,733	\$ 112,256
Other Federal & State Programs	, .,	,				, ,
Other Federal Programs	\$ 1,563,480	\$ 284,775	\$ 1,848,255	\$ 522,323	\$ 284,775	\$ 807,098
Other State Programs	\$0	\$ 38,000	\$ 38,000	\$0	\$ 55,000	\$ 55,000
Total - Revenue Sources	\$ 4,122,339	\$ 672,614	\$ 4,794,953	\$ 4,879,897	\$ 418,508	\$ 5,298,405



# **Coordination Contractor Revenue Sources**

County:	Collier	CTC Status:	Complete	CTC Organization:	Collier County Board of
Fiscal Year:	07/01/2020 - 06/30/2021	Upload Date:	8/13/2021	Coordination Contractor:	County Commissioners Sunrise Community of S.W. Florida - Naples

	Selected Reporting Period	Previous Reporting Period	
	Coordination	Coordination	
	Contractors	Contractors	
Revenue Sources			
Agency for Health Care Administration (AHCA)	\$0	\$ C	
Agency for Persons with Disabilities (APD)	\$ 267,215	\$ (	
Dept of Economic Opportunity (DEO)	\$0	\$ (	
Dept of Children and Families (DCF)	\$0	\$ (	
Dept of Education (DOE)	\$0	\$ (	
Dept of Elder Affairs (DOEA)	\$0	\$ (	
Dept of Health (DOH)	\$0	\$ (	
Dept of Juvenile Justice (DJJ)	\$0	\$ (	
Commission for the Transportation Disadvantaged (CTD)			
Non-Sponsored Trip Program	N/A	N/A	
Non-Sponsored Capital Equipment	N/A	N/A	
Rural Capital Equipment	N/A	N/#	
TD Other	N/A	N/#	
Department of Transportation (DOT)			
49 USC 5307	\$0	\$ (	
49 USC 5310	\$0	\$1	
49 USC 5311	\$0	\$ (	
49 USC 5311 (f)	\$0	\$ (	
Block Grant	\$0	\$ (	
Service Development	\$0	\$	
Commuter Assistance Program	\$0	\$	
Other DOT	\$0	\$	
Local Government			
School Board (School Bus)	N/A	N/#	
County Cash	\$0	\$	
County In-Kind	\$0	\$ (	
City Cash	\$0	\$	
City In-Kind	\$0	\$	
Other Cash	\$0	\$ (	
Other In-Kind	\$0	\$	
Local Non-Government		· · · ·	
Farebox	\$0	\$	
Donations/Contributions	\$ 50,000	\$ 20,00	
In-Kind Services	\$0	\$	
Other Non-Government	\$0	\$	
Other Federal & State Programs	· · ·		
Other Federal Programs	\$0	\$ (	
Other State Programs	\$ 38,000	\$ 55,00	
Total - Revenue Sources	\$ 355,215	\$ 75,00	



# **Coordination Contractor Revenue Sources**

County:	Collier	CTC Status:	Complete	CTC Organization:	Collier County Board of County Commissioners
Fiscal Year:	07/01/2020 - 06/30/2021	Upload Date:	8/12/2021	Coordination Contractor:	Hope Hospice and Healthcare Services

	Selected Reporting Period	Previous Reporting Period	
	Coordination Contractors	Coordination Contractors	
Revenue Sources			
Agency for Health Care Administration (AHCA)	\$0	\$ 0	
Agency for Persons with Disabilities (APD)	\$0	\$ C	
Dept of Economic Opportunity (DEO)	\$0	\$ C	
Dept of Children and Families (DCF)	\$0	\$ (	
Dept of Education (DOE)	\$0	\$ (	
Dept of Elder Affairs (DOEA)	\$0	\$ (	
Dept of Health (DOH)	\$0	\$ (	
Dept of Juvenile Justice (DJJ)	\$0	\$ (	
Commission for the Transportation Disadvantaged (CTD)			
Non-Sponsored Trip Program	N/A	N/A	
Non-Sponsored Capital Equipment	N/A	N/A	
Rural Capital Equipment	N/A	N/A	
TD Other	N/A	N/A	
Department of Transportation (DOT)		·	
49 USC 5307	\$0	\$ (	
49 USC 5310	\$0	\$ (	
49 USC 5311	\$0	\$ (	
49 USC 5311 (f)	\$0	\$ (	
Block Grant	\$0	\$ (	
Service Development	\$0	\$ (	
Commuter Assistance Program	\$0	\$ (	
Other DOT	\$0	\$ (	
Local Government			
School Board (School Bus)	N/A	N/#	
County Cash	\$0	\$ (	
County In-Kind	\$0	\$ (	
City Cash	\$0	\$ (	
City In-Kind	\$0	\$ (	
Other Cash	\$0	\$ (	
Other In-Kind	\$0	\$1	
Local Non-Government		·	
Farebox	\$0	\$ (	
Donations/Contributions	\$0	\$ (	
In-Kind Services	\$0	\$1	
Other Non-Government	\$0	\$1	
Other Federal & State Programs			
Other Federal Programs	\$ 284,775	\$ 284,77	
Other State Programs	\$0	\$(	
Total - Revenue Sources	\$ 284,775	\$ 284,77	



# **Coordination Contractor Revenue Sources**

County:	Collier	CTC Status:	Complete	CTC Organization:	Collier County Board of
Fiscal Year:	07/01/2020 - 06/30/2021	Upload Date:	8/10/2021	Coordination Contractor:	County Commissioners Easter Seals Florida, Inc

	Selected Reporting Period Coordination Contractors	Previous Reporting Period Coordination Contractors
Revenue Sources	contractors	contractors
Agency for Health Care Administration (AHCA)	\$0	\$0
Agency for Persons with Disabilities (APD)	\$0	\$0
Dept of Economic Opportunity (DEO)	\$0	\$0
Dept of Children and Families (DCF)	\$0	\$0
Dept of Education (DOE)	\$0	\$0
Dept of Elder Affairs (DOEA)	\$0	\$0
Dept of Health (DOH)	\$0	\$0
Dept of Juvenile Justice (DJJ)	\$0	\$0
Commission for the Transportation Disadvantaged (CTD)		·
Non-Sponsored Trip Program	N/A	N/A
Non-Sponsored Capital Equipment	N/A	N/A
Rural Capital Equipment	N/A	N/A
TD Other	N/A	N/A
Department of Transportation (DOT)		
49 USC 5307	\$0	\$0
49 USC 5310	\$ 6,150	\$0
49 USC 5311	\$0	\$0
49 USC 5311 (f)	\$0	\$0
Block Grant	\$0	\$0
Service Development	\$ 0	\$0
Commuter Assistance Program	\$0	\$0
Other DOT	\$0	\$0
Local Government		
School Board (School Bus)	N/A	N/A
County Cash	\$0	\$0
County In-Kind	\$ 0	\$0
City Cash	\$0	\$0
City In-Kind	\$ 0	\$ 0
Other Cash	\$ 0	\$ 0
Other In-Kind	\$ 0	\$0
Local Non-Government		
Farebox	\$0	\$ 0
Donations/Contributions	\$0	\$ O
In-Kind Services	\$0	\$ 0
Other Non-Government	\$ 26,474	\$ 0
Other Federal & State Programs		
Other Federal Programs	\$0	\$0
Other State Programs	\$0	\$0
Total - Revenue Sources	\$ 32,624	\$ O





# **CTC Expense Sources**

County:	Collier	CTC Status:	Complete	CTC Organization:	Collier County Board of County Commissioners
Fiscal Year:	07/01/2020 - 06/30/2021	CTD Status:	Complete		County Commissioners

	Selec	ted Reporting Peri	od	Previ	ous Reporting Perio	bd
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Expense Sources	Operators			Operators		
Labor	\$ 59,246	\$ 405,850	\$ 465,096	\$ 58,162	\$ 208,119	\$ 266,281
Fringe Benefits	\$ 24,202	\$ 118,802	\$ 143,004	\$ 26,438	\$ 60,337	\$ 86,775
Services	\$ 3,384,099	\$ 120,225	\$ 3,504,324	\$ 432,854	\$ 109,490	\$ 542,344
Materials & Supplies Consumed	\$ 474,258	\$ 47,940	\$ 522,198	\$ 589,023	\$ 39,586	\$ 628,609
Utilities	\$ 42,328	\$ 10,672	\$ 53,000	\$ 41,312	\$ 2,385	\$ 43,697
Casualty & Liability	\$ 14,900	\$ 13,598	\$ 28,498	\$ 12,300	\$ 13,409	\$ 25,709
Taxes	\$ 0	\$ 9,341	\$ 9,341	\$ 3,576,254	\$ 4,626	\$ 3,580,880
Miscellaneous	\$ 14,988	\$ 0	\$ 14,988	\$ 4,900	\$0	\$ 4,900
Interest	\$ 0	\$0	\$ 0	\$0	\$0	\$0
Leases & Rentals	\$ 2,276	\$ 4,727	\$ 7,003	\$ 3,524	\$ 7,201	\$ 10,725
Capital Purchases	\$ 584,406	\$0	\$ 584,406	\$ 649,092	\$0	\$ 649,092
Contributed Services	\$ 0	\$0	\$ 0	\$0	\$0	\$ 0
Allocated Indirect Expenses	\$ 153,857	\$ 4,529	\$ 158,386	\$ 146,996	\$ 4,887	\$ 151,883
Purchased Transportation Services						
Bus Pass	\$ 0	N/A	\$ 0	\$0	N/A	\$0
School Board (School Bus)	\$ 0	N/A	\$ 0	\$0	N/A	\$ 0
Transportation Network Companies (TNC)	\$ 0	N/A	\$ 0	\$0	N/A	\$0
Taxi	\$ 0	N/A	\$ 0	\$ O	N/A	\$0
Contracted Operator	\$ 0	N/A	\$ 0	\$ O	N/A	\$0
Total - Expense Sources	\$ 4,754,560	\$ 735,684	\$ 5,490,244	\$ 5,540,855	\$ 450,040	\$ 5,990,895



# **Coordination Contractor Expense Sources**

County:	Collier	CTC Status:	Complete	CTC Organization:	Collier County Board of County Commissioners
Fiscal Year:	07/01/2020 - 06/30/2021	Upload Date:	8/13/2021	Coordination Contractor:	Sunrise Community of S.W. Florida - Naples

	Selected Reporting Period	Previous Reporting Period
	Coordination Contractors	Coordination Contractors
Expense Sources		
Labor	\$ 249,467	\$ 49,392
Fringe Benefits	\$ 69,284	\$ 14,257
Services	\$0	\$ 0
Materials & Supplies Consumed	\$ 11,732	\$ 2,933
Utilities	\$ 10,006	\$ 1,766
Casualty & Liability	\$ 5,177	\$ 1,920
Taxes	\$ 9,341	\$ 4,626
Miscellaneous	\$0	\$0
Interest	\$0	\$0
Leases & Rentals	\$0	\$0
Capital Purchases	\$0	\$0
Contributed Services	\$0	\$0
Allocated Indirect Expenses	\$0	\$0
Purchased Transportation Services		
Bus Pass	N/A	N/A
School Board (School Bus)	N/A	N/A
Transportation Network Companies (TNC)	N/A	N/A
Taxi	N/A	N/A
Contracted Operator	N/A	N/A
Total - Expense Sources	\$ 355,007	\$ 74,894



# **Coordination Contractor Expense Sources**

County:	County: Collier		Complete	CTC Organization:	Collier County Board of County Commissioners	
Fiscal Year:	07/01/2020 - 06/30/2021	Upload Date:	8/12/2021	Coordination Contractor:	Hope Hospice and Healthcare Services	

	Selected Reporting Period	Previous Reporting Period	
	Coordination Contractors	Coordination Contractors	
Expense Sources			
Labor	\$ 142,452	\$ 129,502	
Fringe Benefits	\$ 46,481	\$ 42,256	
Services	\$ 120,099	\$ 109,181	
Materials & Supplies Consumed	\$ 32,478	\$ 29,526	
Utilities	\$0	\$ 0	
Casualty & Liability	\$ 6,543	\$ 5,948	
Taxes	\$0	\$ 0	
Miscellaneous	\$0	\$ 0	
Interest	\$ 0	\$ 0	
Leases & Rentals	\$0	\$ 0	
Capital Purchases	\$ 0	\$ 0	
Contributed Services	\$0	\$ 0	
Allocated Indirect Expenses	\$ 0	\$ 0	
Purchased Transportation Services			
Bus Pass	N/A	N/A	
School Board (School Bus)	N/A	N/A	
Transportation Network Companies (TNC)	N/A	N/A	
Taxi	N/A	N/A	
Contracted Operator	N/A	N/A	
Total - Expense Sources	\$ 348,053	\$ 316,413	



# **Coordination Contractor Expense Sources**

County:	Collier	CTC Status:	Complete	CTC Organization:	Collier County Board of
Fiscal Year:	07/01/2020 - 06/30/2021	Upload Date:	8/10/2021	Coordination Contractor:	County Commissioners Easter Seals Florida, Inc

	Selected Reporting Period	Previous Reporting Period	
	Coordination Contractors	Coordination Contractors	
Expense Sources			
Labor	\$ 13,931	\$ 0	
Fringe Benefits	\$ 3,037	\$ 0	
Services	\$ 126	\$0	
Materials & Supplies Consumed	\$ 3,730	\$0	
Utilities	\$ 666	\$0	
Casualty & Liability	\$ 1,878	\$0	
Taxes	\$0	\$ 0	
Miscellaneous	\$0	\$ 0	
Interest	\$ 0	\$0	
Leases & Rentals	\$ 4,727	\$0	
Capital Purchases	\$0	\$0	
Contributed Services	\$ 0	\$ 0	
Allocated Indirect Expenses	\$ 4,529	\$ 0	
Purchased Transportation Services			
Bus Pass	N/A	N/A	
School Board (School Bus)	N/A	N/A	
Transportation Network Companies (TNC)	N/A	N/A	
Taxi	N/A	N/A	
Contracted Operator	N/A	N/A	
Total - Expense Sources	\$ 32,624	\$ O	

County:			Demograp	Demographics		Florida Commission for the		
CTC:	Collier County Board of County Commissioners		<b>T</b> ( ) O					
Contact:	: Michelle E. Arnold Total C 3299 Tamiami Trl E Suite 103		Total Cour	nty Population	0	A		
	Naples, FL 34112	Suite 105		Undunlica	ted Head Count	1,642		
	239-252-5841			Onduprica			Transportation	
Email:	michellearnold@collie	ergov.net					Disadvantaged	
	y Type of Service	2019	2020	2021	Vehicle Data	2019	2020	2021
Fixed Rou	ute (FR)	0	0	0	Vehicle Miles	2,224,740	1,301,882	1,161,501
Deviated	FR	0	0	0	Roadcalls	116	103	14
Complem	nentary ADA	77,945	69,753	54,053	Accidents	23	11	4
Paratrans	sit	39,640	34,384	59,545	Vehicles	70	51	44
TNC		0	0	0	Drivers	67	51	34
Taxi		0	0	0				
	oard (School Bus)	0	0	0				
Voluntee		0	0	0				
TOTAL T	RIPS	117,585	104,137	113,598				
Passen	ger Trips By Trip Pu	irpose			Financial and General I	Data		
Medical		43,133	42,377	38,522	Expenses	\$5,818,222	\$5,990,895	\$5,490,244
Employm	ient	14,256	13,466	15,164	Revenues	\$5,211,529	\$5,298,405	\$4,794,953
Ed/Train/	/DayCare	16,982	13,209	45,081	Commendations	2	0	4
Nutritiona	al	14,907	11,227	424	Complaints	43	32	27
Life-Susta	aining/Other	28,307	23,858	14,407	Passenger No-Shows	4,135	6,717	4,880
TOTAL T	RIPS	117,585	104,137	113,598	Unmet Trip Requests	16	14	10
Passen	ger Trips By Reven	ue Source			Performance Measures	6		
CTD		27,232	22,043	16,967	Accidents per 100,000 Miles	1.03	0.84	0.34
AHCA		3,626	0	0	Miles between Roadcalls	19,179	12,640	82,964
APD		0	0	34,387	Avg. Trips per Passenger	28.41	43.39	69.18
DOEA		96	137	105	Cost per Trip	\$49.48	\$57.53	\$48.33
DOE		0	0	0	Cost per Paratransit Trip	\$49.48	\$57.53	\$48.33
Other		86,631	81,957	62,139	Cost per Total Mile	\$2.62	\$4.60	\$4.73
TOTAL T	RIPS	117,585	104,137	113,598	Cost per Paratransit Mile	\$2.62	\$4.60	\$4.73
Trips by	y Provider Type							
СТС		0	0	0				
Transpor	tation Operator	105,273	91,933	71,125				
Coordina	tion Contractor	12,312	12,204	42,473				
TOTAL T	RIPS	117,585	104,137	113,598				

## EXECUTIVE SUMMARY Board Action Item 5B

## Approval of Update to the Local Coordinating Board (LCB) Grievance Procedures

**<u>OBJECTIVE</u>**: To review and approve the updated Local Coordinating Board (LCB) Grievance Procedures.

**<u>CONSIDERATIONS</u>**: In accordance with the Transportation Disadvantaged (TD) Planning Grant, the Local Coordinating Board (LCB) must review and update the Grievance Procedures on an annual basis. The Grievance Procedures provide guidance for passengers of public transportation that are not satisfied and/or disagree with a decision made as it relates to program eligibility or the provision of service. The proposed changes are included in **Attachment 1** in strikethrough/underline format.

**<u>STAFF RECOMMENDATION</u>**: Review, comment and approve the updated LCB Grievance Procedures.

Prepared By: Brandy Otero, Collier MPO Principal Planner

Attachments:

- 1. Updated LCB Grievance Procedures Strikethrough and underline version
- 2. Updated LCB Grievance Procedures Clean version

#### **COLLIER LCB GRIEVANCE POLICY**

#### INTRODUCTION

The Florida Commission for the Transportation Disadvantaged (CTD) requires all local systems to have written procedures for addressing/resolving complaints and grievances. The Collier County Board of County Commissioners (BCC) is the Community Transportation Coordinator for Collier County. The BCC has directed that the Collier County Public Transit and Neighborhood Enhancement Division (PTNE) oversee Collier Area Transit's Transportation Disadvantaged Program.

This document serves as the formal complaint/grievance procedure for the transportation disadvantaged program as specified by the Commission for the Transportation Disadvantaged (CTD) pursuant to Chapter 427, Florida Statute and Rule 41-2.012, Florida Administrative Code, hereinafter referred to as the Grievance Process. The following rules and procedures shall constitute the grievance process to be utilized in the coordinated community transportation disadvantaged system for Collier County.

#### **SECTION 2: DEFINITIONS**

- 2.1 As used in these rules and procedures the following words and terms shall have the meanings assigned therein. Additional program definitions can be found in Chapter 427, Florida Statutes and Rule 41-2, Florida Administrative Code.
  - (a) 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), Florida Statutes, and approved by the CTD, to ensure that coordinated transportation services are provided to serve the transportation disadvantaged population in a designated service area. The current CTC for the County is the Collier County Board of County Commissioners (BCC).
  - (b) <u>Designated Official Planning Agency (DOPA)</u>. The official body or agency designated by the Commission for the Transportation Disadvantaged to fulfill the

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<u>functions of transportation disadvantaged planning also uniformly referred to as</u> <u>the Planning Agency.</u> The Collier MPO serves as the Designated Official Planning Agency (DOPA) in Collier County.

- (c) Transportation Disadvantaged (TD) user: Those persons, who because of physical or mental disability, income status, or age or who for other reasons are unable to transport themselves or to purchase transportation and are, therefore, dependent on 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 or at-risk as defined in Section 411.202, Florida Statutes.
- (d) Agency: An official, officer, commission, authority, council, committee, department, division, bureau, board, section, or any other unit or entity of the state or of a city, town, municipality, county, or other local governing body or a private nonprofit entity providing transportation services as all or part of its charter.
- (e) **Transportation Operator:** One or more public, private for profit or private nonprofit entities engaged by the CTC to provide service to TD persons pursuant to a Transportation Disadvantaged Service Plan (TDSP).
- (f) Service Complaint: Incidents that may occur on a daily basis and are reported to the CTC involved with the daily operations and are resolved within the course of a reasonable time period suitable to the complainant. Local service complaints are driven by the inability of the CTC to meet local service standards established by the CTC and LCB. All service complaints should be recorded and reported by the CTC to the LCB.
- (g) Formal Grievance: A written complaint to document any concerns or an unresolved service complaint regarding the administration of TD services by the CTC, DOPA, or LCB.

- (h) Administrative Meeting of the Grievance Committee Process: Chapter 120, Florida Statute.
- (i) Ombudsman Program: A toll-free telephone number established and administered by the CTD to enable persons to access information and/or file complaints/grievances regarding transportation services provided under the coordinated effort of the CTC.

#### **SECTION 3: OBJECTIVES**

- 3.1 The objective of the grievance process shall be to process, investigate, and make recommendations, in a timely manner on formal written complaints/grievances that are not resolved between individual agencies/entities and the customer. It is not the objective of the grievance process to have "adjudicative" or "determinative" powers.
- 3.2 The CTC must provide the TD Program's telephone number in all collateral materials regarding the reporting of complaints.
- 3.3 All documents pertaining to the grievance process will be made available, upon request, in a format accessible to persons with disabilities.
- 3.4 A written copy of the grievance procedure shall be available to anyone upon request.
- 3.5 Apart from this grievance process, aggrieved parties with proper standing may also have recourse through the Chapter 120, Florida Statutes Administrative Hearing Process, or the judicial court system.

#### SECTION 4: THE GRIEVANCE COMMITTEE - MEMBERSHIP

4.1 The Grievance Committee shall be composed of a minimum of three Members of the LCB and shall be appointed by a majority vote by the LCB. The Chairperson, or in his/her absence the Vice Chairperson, of the LCB reserves the right to make reappointments should any conflict of interest arise. 4.2 The TD Program Administrator (MPO Staff) or designee shall be an advisory member of the Grievance Committee.

#### **SECTION 5: TERMS OF MEMBERS**

- 5.1 A member of the Grievance Committee may be added or removed for cause by the LCB Chairperson, or in his /her absence, the Vice Chairperson. Vacancies in the membership of the Grievance Committee shall be filled in the same manner as the original appointments.
- 5.2 A minimum of three (3) Grievance Committee members shall be present for official action. Meetings shall be held at such times as the Grievance Committee may determine and/or as necessitated by formally filed grievances.

#### **SECTION 6: GRIEVANCE PROCESS**

- 6.1 Grievance procedures will be those as specified by the LCB, developed from guidelines of the CTD, and approved by the LCB as set forth below. The grievance procedures are for the purpose of fact-finding and not exercising adjudicative powers. Therefore, it should be understood that these procedures are for the purpose of "hearing", "advising" and "making recommendations" on issues affecting the service delivery and administration of the TD program in the service area.
- 6.2 Apart from the grievance procedures outlined below, aggrieved parties with proper standing may also have recourse through the Chapter 120, Florida Statutes Administrative Meeting of the Grievance Committee Process, the judicial court system, and the CTD.
- 6.3 Service Complaints: All service complaints should be recorded and reported by the CTC to the LCB. Service complaints may include but are not limited to:
  - Late pick-up and/or late drop-off

- No-show by transportation operator
- No-show by client
- Client behavior
- Driver behavior
- Passenger discomfort
- Service denial (refused service to client without an explanation as to why, i.e. may not qualify, lack of TD funds, etc.)
- Other, as deemed appropriate by the LCB
- 6.4 Formal Grievance: The customer, in their formal complaint, should demonstrate or establish their concerns as clearly as possible. The formal grievance process shall be open to addressing concerns by any person or agency including but not limited to: users, potential users, the CTC, the DOPA, elected officials, and operators. Formal grievances may include, but are not limited to:
  - Chronic or reoccurring or unresolved Service Complaints (Refer to description of service complaints)
  - Violations of specific laws governing the provision of TD services i.e., Chapter 427, F.S., Rule 41-2 FAC and accompanying documents, Sunshine Law, ADA).
  - Contract disputes (Agencies/Operators)
  - Coordination disputes
  - Bidding disputes
  - Agency compliance
  - Conflicts of interest
  - Supplanting of funds
  - Billing and/or accounting procedures
  - Denial of service
  - Suspension of service
  - Unresolved safety issues
  - Other, as deemed appropriate by the LCB

- 6.5 All formal grievances filed must be written and contain the following:
  - Name and address of the complainant
  - A statement of the grounds for the grievance and supplemented by supporting documentation made in a clear and concise manner. This shall include a complete description of efforts taken by the customer to resolve the complaint.
  - An explanation of the relief desired by the customer.

If the customer does not supply the above information to substantiate the grievance, no further action will be taken.

The following steps constitute the formal grievance process:

6.6 **Step 1:** The customer shall first contact the PTNE Division Director <u>at the contact</u> <u>information listed below</u> and the entity with which they have the grievance. The PTNE Director will attempt to mediate and resolve the grievance. The PTNE Director will render a decision in writing within 14 days. The customer may also contact the CTD Ombudsman representative through the established Helpline at 1-800-983-2435 or by mail to: Florida Commission for the Transportation Disadvantaged, 605 Suwannee Street MS-49, Tallahassee, FL 32399-0450 or by email at <u>www.dot.state.fl.us/ctd</u>.

Public Transit and Neighborhood Enhancement Director 8300 Radio Road Naples, FL 34104 Phone: 239-252-5840 Email; rideCAT@colliercountyfl.gov

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AltTransModes@colliergov.netrideCAT@colliercountyfl.g ov....

Upon notice that a complainant wants to file a grievance, the CTC shall send the complainant a copy of the Grievance Procedures.

6.7 **Step Two:** If the PTNE Director is unsuccessful at resolving the grievance through the process above, the customer may request, in writing, that their grievance be heard by the Grievance Committee. This request shall be made within ten (10) working days of

receipt of the report received from the PTNE Director. The request shall be sent to the Collier MPO TD Program Administrator at: Collier MPO Attn: Brandy Otero, Principal Planner 2885 Horseshoe Drive South Naples, FL 34104 (239) 252-5859 Brandy.Otero@colliercounty.fl.gov

6.8 **Step Three:** Upon receipt of the written request for the grievance to be heard by the Grievance Committee, the Collier MPO TD Program Administrator shall have fifteen (15) working days to contact Grievance Committee members and set a meeting date and location. <u>The hearing date must be within thirty (30) days of written grievance.</u> The customer and all parties involved shall be notified of the meeting of the Grievance Committee date and location at least ten (10) working days prior to the meeting date by the method requested by the customer.

6.9 Step Four: Upon conclusion of the meeting, the Grievance Committee must submit a written report of the Grievance Committee proceedings to the Chairperson, or the Vice Chairperson in his/her absence, of the LCB within ten (10) working days. The report must outline the grievance and the Grievance Committee's findings/recommendations. If the grievance is resolved through the meeting process, the grievance process will end. The final report will be forwarded to the members of the LCB. The Local Coordinating Board Grievance Committee must review all grievances and report accordingly to the full Local Coordinating Board.

If the grievance has not been resolved as outlined in these grievance procedures, the customer may exercise their adjudicative rights, use the Administrative Hearing Process outlined in Chapter 120, Florida Statutes, or request that their grievance be heard by the CTD through the Ombudsman program established herein and the CTD's Grievance Process outlined in Section 7.

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#### **SECTION 7: CTD GRIEVANCE PROCESS**

7.1 If the LCB Grievance Process does not resolve the grievance, the customer will be informed of his/her right to file a formal grievance with the CTD. The customer may begin this process by contacting the CTD through the established Helpline at 1-800-983-2435 or by mail to: Florida Commission for the Transportation Disadvantaged, 605 Suwannee Street MS-49, Tallahassee, FL 32399-0450 or by email at CTDOmbudsman@dot.state.fl.us or www.dot.state.fl.us/ctd. Upon request of the customer, the CTD will provide the customer with an accessible copy of the CTD's Grievance Procedures. If the CTD is unable to resolve the grievance, the customer will be referred to the Office of Administrative Appeals or other legal venues appropriate to the specific nature of the grievance. All of the steps outlined in Section 6 and Section 7(1) and (2) must be attempted in the listed order before a grievance will move to the next step. The customer should be sure to try and have as many details as possible, when filing a complaint, such as date, times, names, vehicle numbers, etc. There is an Ombudsman Program, provided by the CTD, which is available to anyone who requests assistance in resolving complaints/grievances. The Ombudsman Program may be reached through the toll free Helpline at 1-800-983-2435 or by email at CTDOmbudsman@dot.state.fl.us or www.dot.state.fl.us/ctd. By requesting assistance of the Ombudsman Program in resolving complaints, the complaint will still follow, in order, all of the established steps listed in Sections 6 and 7 above. The Ombudsman will document each complaint and upon the request of the customer, file the complaint with the local CTC on the customer's behalf, to begin the local complaint process. If the customer has already filed the grievance locally and remains unsatisfied, the Ombudsman will assist the customer with the next step in the complaint or grievance process. The customer has the right to file a formal grievance with the Office of Administrative Appeals or other venues appropriate to the specific nature of the complaint.

### COLLIER LCB GRIEVANCE POLICY

### INTRODUCTION

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functions of transportation disadvantaged planning also uniformly referred to as the Planning Agency. The Collier MPO serves as the Designated Official Planning Agency (DOPA) in Collier County.

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If the customer does not supply the above information to substantiate the grievance, no further action will be taken.

The following steps constitute the formal grievance process:

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Public Transit and Neighborhood Enhancement Director 8300 Radio Road Naples, FL 34104 Phone: 239-252-5840 Email: <u>rideCAT@colliercountyfl.gov</u>

Upon notice that a complainant wants to file a grievance, the CTC shall send the complainant a copy of the Grievance Procedures.

6.7 **Step Two:** If the PTNE Director is unsuccessful at resolving the grievance through the process above, the customer may request, in writing, that their grievance be heard by the Grievance Committee. This request shall be made within ten (10) working days of

receipt of the report received from the PTNE Director. The request shall be sent to the Collier MPO TD Program Administrator at:

Collier MPO Attn: Brandy Otero, Principal Planner 2885 Horseshoe Drive South Naples, FL 34104 (239) 252-5859 Brandy.Otero@colliercounty.fl.gov

6.8 **Step Three:** Upon receipt of the written request for the grievance to be heard by the Grievance Committee, the Collier MPO TD Program Administrator shall have fifteen (15) working days to contact Grievance Committee members and set a meeting date and location. The hearing date must be within thirty (30) days of written grievance. The customer and all parties involved shall be notified of the meeting of the Grievance Committee date and location at least ten (10) working days prior to the meeting date by the method requested by the customer.

6.9 **Step Four:** Upon conclusion of the meeting, the Grievance Committee must submit a written report of the Grievance Committee proceedings to the Chairperson, or the Vice Chairperson in his/her absence, of the LCB within ten (10) working days. The outline the the Committee's report must grievance and Grievance findings/recommendations. If the grievance is resolved through the meeting process, the grievance process will end. The final report will be forwarded to the members of the LCB. The Local Coordinating Board Grievance Committee must review all grievances and report accordingly to the full Local Coordinating Board.

If the grievance has not been resolved as outlined in these grievance procedures, the customer may exercise their adjudicative rights, use the Administrative Hearing Process outlined in Chapter 120, Florida Statutes, or request that their grievance be heard by the CTD through the Ombudsman program established herein and the CTD's Grievance Process outlined in Section 7.

### **SECTION 7: CTD GRIEVANCE PROCESS**

7.1 If the LCB Grievance Process does not resolve the grievance, the customer will be informed of his/her right to file a formal grievance with the CTD. The customer may begin this process by contacting the CTD through the established Helpline at 1-800-983-2435 or by mail to: Florida Commission for the Transportation Disadvantaged, 605 Suwannee Street MS-49, Tallahassee, FL 32399-0450 or by email at CTDOmbudsman@dot.state.fl.us or www.dot.state.fl.us/ctd. Upon request of the customer, the CTD will provide the customer with an accessible copy of the CTD's Grievance Procedures. If the CTD is unable to resolve the grievance, the customer will be referred to the Office of Administrative Appeals or other legal venues appropriate to the specific nature of the grievance. All of the steps outlined in Section 6 and Section 7(1) and (2) must be attempted in the listed order before a grievance will move to the next step. The customer should be sure to try and have as many details as possible, when filing a complaint, such as date, times, names, vehicle numbers, etc. There is an Ombudsman Program, provided by the CTD, which is available to anyone who requests assistance in resolving complaints/grievances. The Ombudsman Program may be reached through the toll free Helpline at 1-800-983-2435 email or by at CTDOmbudsman@dot.state.fl.us or www.dot.state.fl.us/ctd. By requesting assistance of the Ombudsman Program in resolving complaints, the complaint will still follow, in order, all of the established steps listed in Sections 6 and 7 above. The Ombudsman will document each complaint and upon the request of the customer, file the complaint with the local CTC on the customer's behalf, to begin the local complaint process. If the customer has already filed the grievance locally and remains unsatisfied, the Ombudsman will assist the customer with the next step in the complaint or grievance process. The customer has the right to file a formal grievance with the Office of Administrative Appeals or other venues appropriate to the specific nature of the complaint.

#### EXECUTIVE SUMMARY Board Action Item 5C

### **Appointment of Local Coordinating Board Grievance Committee Member**

**<u>OBJECTIVE</u>**: For the Board to appoint one (1) Grievance Committee member.

### **CONSIDERATIONS:**

In May 2019, as a result of recommendations by Commission for Transportation Disadvantaged (CTD) staff, the LCB established its own unique Local Grievance Procedures separate from those of Collier Area Transit (CAT). In response to CTD suggestions and to provide paratransit riders more direct interaction with the LCB the procedures included the creation of a Grievance Committee composed of a minimum of three (3) Members of the LCB.

The Local Grievance Procedures are for the purpose of fact-finding and the role of the Grievance Subcommittee in the Grievance Procedure is hearing, advising, and making recommendations on issues affecting the service delivery and administration of the TD program. The committee shall meet at such times as necessitated by formally filed grievances. No Grievance Committee meetings have been requested to date.

There is currently one (1) vacancy on the Grievance Committee. Commissioner Andy Solis and Susan Corris are currently members.

**<u>STAFF RECOMMENDATION</u>**: A motion by an LCB Member appointing one (1) additional LCB Member to serve on the Grievance Committee.

Prepared By: Brandy Otero, Collier MPO Principal Planner

Attachments: None

## EXECUTIVE SUMMARY Board Action Item 5D

# Update on the Implementation of the trip prioritization and to request consideration to modify Transportation Disadvantaged Trips prioritization table.

**<u>OBJECTIVE</u>**: To provide the LCB with an update on the level of service for CATConnect passengers after the trip prioritization policy has been put in place.

**<u>CONSIDERATIONS</u>**: The Transportation Disadvantaged Service Plan (TDSP) provides for trip prioritization for Transportation Disadvantaged (TD) Trips. The Plans acknowledges the differences between the TD and ADA funding sources. As stated in the Plan, Trips funded by the TD Trust fund are prioritized based upon the Local Coordinating Board's policy.

With the demand for trips increasing after a 63% decline in ridership due to the pandemic and the current challenge with hiring staff, the service has been experiencing capacity issues. Currently the system is down 24 drivers compared to the 50 drivers (includes part-time drivers and extraboards) needed at full capacity.

In order to provide more reliable service, the LCB approved a modified priority list at the last meeting as shown below:

- Priority 1 Medical
- Priority 2 Employment
- Priority 3 Education
- Priority 4 Nutritional
- Priority 5 Social (agency related activities)
- Priority 6 Group Recreational
- Priority 7 Personal Business

In addition, the Board authorized the implementation of a pilot project which allowed CAT to negotiate lower priority trips to days with higher capacity.

With the approval of the pilot, CAT staff have been negotiating with passengers to move flexible trips based on the priority criteria to times and days with greater availability. The hold messages have been modified to inform passengers of the capacity issues and ask that they consider moving flexible trips days and times with more capacity.

Initially, capacity concerns existed after the policy was implemented. However, there has been some improvements and the trips have leveled out over the weekdays but there is still additional capacity available on the weekend days.

After further evaluation of the trip patterns and passenger needs, staff found that a higher priority should be considered for Social (agency related activities) trips as they are typically time and date

sensitive. As a result, staff recommends revising the Transportation Disadvantaged trip prioritization as shown below:

- Priority 1 Medical
- Priority 2 Employment
- Priority 3 Education
- Priority 4 Social (agency related activities)
- Priority 5 Nutritional
- Priority 6 Group Recreational
- Priority 7 Personal Business

The recommendation is based on the practicality of shifting nutritional type trips to alternative days whereby agency related activity trips, such as Sunrise, are schedule based and dependent on our service to transport individuals with disabilities to attend the day programs.

Although driver availability continues to be a challenge, MV Transportation Inc., continues to take steps to recruit new drivers, and the Board of County Commissioners approved an amendment to the MV contract on October 26<sup>th</sup>, 2021 to increase driver wages.

**STAFF RECOMMENDATION**: To continue to authorize utilization of the trip negotiation policy through June for Transportation Disadvantaged trips to allow time for driver recruitment, and to approve a revised trip prioritization list. This will allow the LCB to review data over a greater period of time and determine whether to adjust the priority list prior to recommending an amendment to the Transportation Disadvantaged Service Plan.

Prepared By: Omar Deleon, PTNE Transit Manager

Attachments:

1. Prioritization Data

# Passengers by Days of the Week

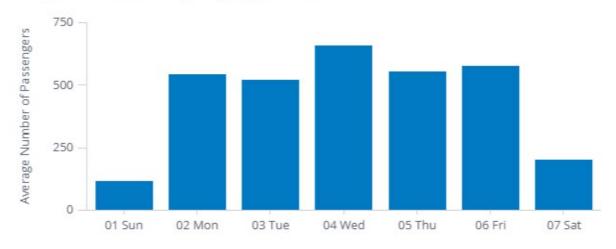
## August



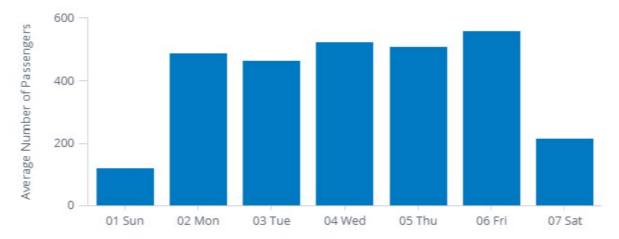
Average Number of Passengers by Days of the Week

## September

Average Number of Passengers by Days of the Week



## October

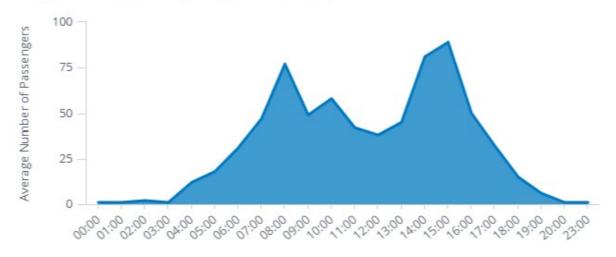


Average Number of Passengers by Days of the Week

# Passengers by Hour of Day

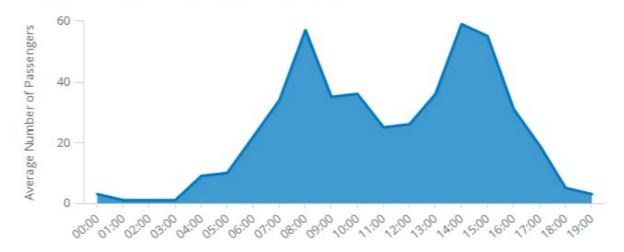
## August

Average Number of Passengers by Hour of the Day



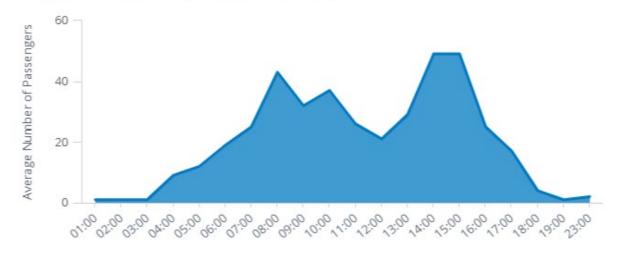
## September

Average Number of Passengers by Hour of the Day



## October

Average Number of Passengers by Hour of the Day





### EXECUTIVE SUMMARY Board Action Item 5E

# Present Federal Transit Administration (FTA) Section 5311 and 5339 grant applications and the associated projects for LCB review.

**<u>OBJECTIVE</u>**: To report intent to submit Federal Transit Administration (FTA) Section 5311 and 5339 applications to the Florida Department of Transportation (FDOT).

## **CONSIDERATION:**

#### 5311

Pursuant to 49 U.S.C. § 5311, Collier County provides mass transportation to people in rural areas in the County through Collier Area Transit. Each year, through an application process administered by FDOT, Collier County has obtained funds that are used for the operation of transportation services to residents in rural communities of Collier County. This year Collier County is proposing to apply for the funds to purchase a replacement bus and utility truck that have met its useful life. This capital grant includes an 80% Federal share with a 20% local share. The BCC has the authority to apply for and accept grants from FDOT as authorized by Chapter 341, Florida Statutes and by the Federal Transit Administration Act of 1964, as amended.

### 5339

Section 5339 is a grant program administered by the Florida Department of Transportation authorized by 49 U.S.C. § Section 5339 Bus and Bus Facilities Program. It provides capital funding to replace, rehabilitate and purchase buses, vans, and related equipment, and to construct bus-related facilities in the non-urbanized areas. This capital grant includes an 80% Federal share with a 20% State share. No local share is required. The proposed projects will consist of making improvements to bus stops to provide safe access to the route within the system and to purchase a replacement bus that has met its useful file. Six stops have been identified for improvements based on ridership criteria. The funds will be utilized to bring all 6 stops into ADA compliance and adding bus shelters with amenities at 2 of the 6 stops and a bench, trash, bike rack at 1 stop.

Funding Request:

<b>Funding Source</b>	5311	5339
Federal Share	\$479,804	\$612,047
State Share	\$0	\$153,012
Local Share	\$119,952	\$0
Total	\$599,756	\$765,059

## **<u>STAFF RECOMMENDATION</u>**: To endorse the submittal of the applications.

Prepared By: Omar De Leon, Transit Manager

Attachments:

- 1. Draft 5311 Grant Application
- 2. Draft 5339 Grant Application

# **Florida Department of Transportation**

# **Capital Assistance Application**

Federal Fiscal Year 2022 / State Fiscal Year 2023



# 49 U.S.C. Section 5311, CFDA 20.509

# **Formula Grants for Rural Areas**

**Agency Name:** 

Collier County Board of County Commissioners

District: One



December 14, 2021

Charlene Ross Transit Project Coordinator FDOT, District One, Modal Development Office/Public Transit 801 North Broadway Avenue Bartow, FL 33830

Re: 5339 Grant Submittal

Dear Ms. Ross:

Collier County Board of County Commissioners submits this application for the Section 5339 Program Grant and agrees to comply with all assurances and exhibits attached hereto and by this reference made a part thereof, as itemized in the Checklist for Application Completeness. Collier County would like your consideration for funding in rural 5339 grant funds

Collier County Board of County Commissioners further agrees, to the extent provided by law (in case of a government agency in accordance with Sections 129.07 and 768.28, Florida Statutes) to indemnify, defend and hold harmless FDOT and all its officers, agents and employees from any claim, loss, damage, cost, charge, or expense arising out of the non-compliance by the Agency, its officers, agents, or employees, with any of the assurances stated in this Application.

This application is submitted on this 14<sup>th</sup> day of December 2021 with one (1) original resolution authorizing the Chairman of the Board of County Commissioners to sign this Application. Thank you for your assistance in this matter.

Sincerely,

Penny Taylor Chairman, Collier County Board of County Commissioners



#### RESOLUTION NO. 2021-

A RESOLUTION OF THE COLLIER COUNTY BOARD OF COUNTY COMMISSIONERS, COLLIER COUNTY FLORIDA, AUTHORIZING THE CHAIRPERSON TO SIGN AND SUBMIT A SECTION 5339 GRANT APPLICATION, INCLUDING ALL RELATED DOCUMENTS AND ASSURANCES, TO THE FLORIDA DEPARTMENT OF TRANSPORTATION, TO ACCEPT A GRANT AWARD FROM THE FLORIDA DEPARTMENT OF TRANSPORATION, AND THE PURCHASE OF VEHICLES AND/OR EQUIPMENT AND/OR THE EXPENDITURE OF GRANT FUNDS PURSUANT TO THE GRANT AWARD.

**WHEREAS**, the Board of County Commissioners of Collier County, Florida, has the authority to apply for and accept grants and make purchases and/or expend funds pursuant to grant awards made by the Florida Department of Transportation as authorized by Chapter 341, Florida Statutes and/or by the Federal Transit Administration Act of 1964, as amended;

**NOW THEREFORE, BE IT RESOLVED** by the Board of County Commissioners, Collier County, Florida:

1. This resolution applies to the Federal Program under U.S.C. §5339.

2. The submission of a grant application(s), supporting documents, and assurances to the Florida Department of Transportation is approved.

3. Penny Taylor, Chairperson, is authorized to including, but not limited to: (a) sign the application, accept a grant award, and (b) accept and execute any required certifications and assurances and all supporting documents relating to the grant awarded to the County, (c) approving all necessary budget amendments, and (c) authorize the purchase of vehicles/equipment and/or expenditure of grant funds pursuant to the grant awarded, unless specifically rescinded.

4. This Resolution shall be effective immediately upon signature by the Chairman.

This Resolution adopted after motion, second and majority vote favoring same, this 14<sup>th</sup> day of December 2021.

ATTEST:

## CRYSTAL K. KINZEL, CLERK

## BOARD OF COUNTY COMMISSIONERS COLLIER COUNTY, FLORIDA

By: \_\_\_\_\_\_, Deputy Clerk

By: \_\_\_\_\_ Penny Taylor, Chairperson

Approved as to form and legality:

Jennifer A. Belpedio Assistant County Attorney

Applicant Information				
ltem	Instruction	Agency F	Response	
Agency (Applicant) Legal Name:		Collier County Board of	County Commissioners	
Applicant Status:	Use drop down to			
A first-time applicant has not received any funding for the past	select	Returning	applicant	
two grant cycles	Sciect			
Applicant's County (If Applicant has offices in more than one		Collier	County	
county, list county where main office is located):			-	
Physical Address (No P.O. Box):		3299 Tamiami Tr		
City:		-	oles	
State:			L	
Zip + 4 Code:		34112	-5746	
	Use link in Cell A11 to			
	access information.			
	Identify the			
Congressional District:	Congressional	19,	/25	
	District(s) for the			
	proposed project			
	area.			
Federal Taxpayer ID Number:		59-60	00558	
	Use link in Cell A13 to			
Applicant's DUNS Number: Unique 9-Digit number issued by	access information.			
Dun & Bradstreet. May be obtained free of charge at:	Response must be	076997790		
http://fedgov.dnb.com/webform	exactly 9 digits.			
	exactly 9 digits.			
	Use link in Cell A14 to	5505000550000		
My Florida Marketplace Vendor Number	access information	F596000558030		
Applicant Fiscal period start and end dates:		October 1, 2022-Se	eptember 30, 2023	
State Fiscal period from: July 1, 2022 to June 30, 2023				
Project Service Area:			_	
List the county or counties that will be served by the proposed		Collier	County	
project.				
Executive Director:		Michelle		
Telephone:		239-25		
Fax:		239-25		
Grant Contact Person (if different than Executive Director):		Josh T		
Telephone:		239-25		
Fax:		239-25		
Email Address:		Joshua.Thomas@o	colliercountyfl.gov	
Eligik	oility Questionnair			
Annual and main and line to		Yes / No	Additional Information	
Are you a returning applicant?	Auto-populates from			
*If yes, please answer all questions. If no, disregard remaining	Applicant Status	Vaa		
questions in this questionnaire.		Yes		
Has your agency completed a Triennial Oversight Review?	Use drop down to			
	select	Yes		
What date(s) did the review occur?		11/19/2019		
	Lico drop down to	11/13/2019		
If yes, is your agency currently in compliance?	Use drop down to	V		
	select	Yes		

If your agency is not in compliance, do you have a corrective action plan to come into compliance?	Use drop down to select	N/A	
If yes, what is the date of anticipated date of corrective action closeout?		N/A	
Is your agency registered on SAM.gov? Note: Agency must register each year/application cycle.	Use drop down to select	Yes	
SAM Unique Entity Identifier		JWKJKYRPLLU6	
SAM Registration Expiration Date		9/13/2022	

Revenue Vehicle Ir	Include all revenue vehicles (both FDO	Land non-EDOT)												
Inventory Date:														
Total Fleet Vehicles:	62	Enable adding rows		Disable adding n	ows									
		Туре		Ramp or Lift						Status	Donated?			
VIN	Model Year Make	Use dropdown to select	Length (feet) FDOT Control #	Use dropdown to select	Passenger Seats	Wheelchair Positions	Current Mileage	Mileage 1 Year Ago	Mileage from the past year	Use dropdown to select status (Active/Spare/Other)	Expected Retirement Date Use drapdown to select (Yes/Na)	Year Donated	Mileage when Donated	d Funding Source
15GGE291161091167	2006 GILLIG	Small Heavy-Duty Bus (30')	30 n/a	Ramp	2	1 2	2 868,088	840,798	27,290		2016 No	N/A	N/A	5307 FY06 FL-90-X
15GGD2718F1184208	2015 GILLIG	Large Heavy-Duty Bus (35-40')		Ramp	3	3 2	2 464,960	423,185	41,775	Active	2027 No	N/A	N/A	5307 FY13 FL-95-X
4UZADPDU1GCHJ1809	2016 FREIGHTLINER			Lift	2	1 2	2 97,321	88,929		Active	2023 No	N/A	N/A	5307 FY13 FL-95-X
15GGB2711G1186275 15GGB2713G1186276	2016 GILLIG 2016 GILLIG	Large Heavy-Duty Bus (35-40')		Ramp Ramp	2	3	2 326,937	290,059 267,199	36,878 28,126	Active Active	2028 No 2028 No	N/A N/A	N/A N/A	5307 FY14 FL-90-X
15GGE2715H3093319	2016 GILLIG 2017 GILLIG	Large Heavy-Duty Bus (35-40') Small Heavy-Duty Bus (30')		Ramp	2		2 295,325 2 215,905	267,199	28,126	Active	2028 NO 2027 No	N/A N/A	N/A N/A	5307 FY14 FL-90-X 5307 FY15 FL-2016
15GGE2711H3093320	2017 GILLIG	Small Heavy-Duty Bus (30')		Ramp	2	1	2 203,682	171,058	32,624	Active	2027 No	N/A	N/A	5307 FY15 FL-2016
15GGE2713H3093321	2017 GILLIG	Small Heavy-Duty Bus (30')		Ramp	2	1 2	2 222,006	187,692	34,314	Active	2027 No	N/A	N/A	5339 FY15 FL-34-0
15GGE2715H3093322	2017 GILLIG	Small Heavy-Duty Bus (30')		Ramp	2		2 232,664	198,709	33,955		2027 No	N/A	N/A	5307 FY15 FL-2016
15GGE271XJ3093449	2018 GILLIG	Small Heavy-Duty Bus (30')		Ramp	2		2 158,244	130,814	27,430		2028 No	N/A	N/A	5307 FY16 FL-2017
15GGE2713K3093424 15GGE271871091588	2019 GILLIG 2007 GILLIG	Small Heavy-Duty Bus (30') Small Heavy-Duty Bus (30')		Ramp Ramp	2.		2 96,726 2 655,247	38,608 641,208	58,118	Active	2029 No 2017 No	N/A N/A	N/A N/A	5307 FY16 FL-2017 5307 FY07 FL-90-X
15GGE271X71091589	2007 GILLIG	Small Heavy-Duty Bus (30')		Ramp	2		2 681,603	656,678	24,925		2017 No	N/A	N/A	5307 FY04 FL-90-X
1F66F5DN7L0A04887	2020 FORD	Medium-Duty Bus (25-35')		Ramp	2	1 2	2 6,288	1,942	4,346		2030 No	N/A	N/A	5307 FY17 FL-2018
1F66F5DN7L0A04888	2020 FORD	Medium-Duty Bus (25-35')		Ramp	2	1 2	2 14,787	1,963	12,824		2030 No	N/A	N/A	5307 FY17 FL-2018
15GGB2719A1177671	2010 GILLIG	Large Heavy-Duty Bus (35-40')		Ramp	2		2 779,252	540,193	239,059		2022 No	N/A	N/A	5307 FY08 FL-90-X
15GGB2719A1177672	2010 GILLIG 2010 GILLIG	Large Heavy-Duty Bus (35-40')		Ramp	2		2 746,861 2 743.915	716,025 740.096	30,836	Active Active	2022 No 2022 No	N/A N/A	N/A N/A	5307 FY08 FL-90-X
15GGB2/19A11//6/3 15GGB3014A1178484	2010 GILLIG 2010 GILLIG	Large Heavy-Duty Bus (35-40') Large Heavy-Duty Bus (35-40')		Ramp Ramp	2		2 743,915 2 568,175	740,096	3,819		2022 No 2022 No	N/A N/A	N/A N/A	5307 FY08 FL-90-X 5307 FY09 FL-90-X
15GGB3016A1178485	2010 GILLIG	Large Heavy-Duty Bus (35-40')		Ramp	2		2 605,069	591,508	13,561		2022 No	N/A	N/A	5307 FY09 FL-90-X
15GGB2710C1180347	2012 GILLIG	Large Heavy-Duty Bus (35-40')		Ramp	2	3 3	2 549,000	485,384	63,616	Active	2024 No	N/A	N/A	5307 FY10 FL-90-X
15GGB2712C1180348	2012 GILLIG	Large Heavy-Duty Bus (35-40')	35 n/a	Ramp	2	3 2	2 529,486	460,172	69,314	Active	2024 No	N/A	N/A	5307 FY10 FL-90-X
15GGB2414C1180349	2012 GILLIG	Large Heavy-Duty Bus (35-40')		Ramp	2	3 1	2 512,700	479,284	33,416		2024 No	N/A	N/A	5307 FY10 FL-90-X
15GGB2719C1180752	2012 GILLIG	Large Heavy-Duty Bus (35-40')		Ramp	2		2 570,804	536,361	34,443	Active	2024 No	N/A N/A	N/A N/A	CMS Flex Funds
15GGB2710C1180753 15GGD2712E1184199	2012 GILLIG 2013 GILLIG	Large Heavy-Duty Bus (35-40') Large Heavy-Duty Bus (35-40')		Ramp Ramp	2	5	2 555,073 2 594,117	516,128 420.681	38,945	Active	2024 No 2025 No	N/A N/A	N/A N/A	5307 FY11 FL-90-X 5307 FY12 FL-90-X
15GGD2715E1184200	2013 GILLIG	Large Heavy-Duty Bus (35-40) Large Heavy-Duty Bus (35-40)		Ramp	3		2 580,559	536,369	44,190		2025 No	N/A N/A	N/A	5307 FY12 FL-90-X
523MF1A60CM101667	2012 VPG	Minivan		Ramp		1	1 137,534	135,824	1,710		2017 No	N/A	N/A	5310 Add
1GB6G5BL8F1262043	2015 CHEVROLET	Cutaway Bus	23 98128	Lift	1	<b>1</b> e	6 253,300	229,349	23,951	Active	2020 No	N/A	N/A	5310 FY14
1GB6G5BL0F1263333	2015 CHEVROLET	Cutaway Bus	23 98130		1	1 e	6 263,855	247,408	16,447		2020 No	N/A	N/A	5310 FY14
57WMD2C64GM100120	2016 VPG	Minivan		Ramp			1 108,995	101,309	7,686		2021 No	N/A	N/A	5310 FY15
57WMD2C63GM100433 57WMD2C64GM100540	2016 VPG 2016 VPG	Minivan Minivan		Ramp Ramp			1 79,713 1 62,294	60,143 56,335	19,570 5,959		2021 No 2021 No	N/A N/A	N/A N/A	5310 FY15 5310 FY15
1GB6GUBL7G1138289	2016 CHEVROLET	Cutaway Bus	23 98173		1.		6 225,432	202,890	22,542		2021 No	N/A	N/A	5310 FY15
1GB6GUBL0G1140658	2016 CHEVROLET	Cutaway Bus	23 98177		1.	1 (	6 197,347	180,808	16,539	Active	2021 No	N/A	N/A	5310 FY15
1GB6GUBL3G1265573	2016 CHEVROLET	Cutaway Bus	23 98176	Lift	1.	1 6	6 196,529	181,382	15,147		2021 No	N/A	N/A	5310 FY15
1FDFE4FS3HDC70786	2017 FORD	Cutaway Bus	24 98195		1.		6 172,819	141,215	31,604		2022 No	N/A	N/A	5310 FY16
1FDFE4FS2HDC70794	2017 FORD	Cutaway Bus	24 98196		1.		6 161,896	131,290	30,606		2022 No	N/A	N/A	5310 FY16
1FDFE4FS7HDC70791 1FDFE4FS1HDC70785	2017 FORD 2017 FORD	Cutaway Bus Cutaway Bus	24 98197 24 10001		1.	2 0	6 161,502 6 173,788	129,245 133,590	32,257 40,198		2022 No 2022 No	N/A N/A	N/A N/A	5310 FY16 5310 FY16
1FDES8PV1KKA49971	2017 FORD 2018 FORD	Cutaway Bus	24 10001				2 59,455	34,152	25,303		2022 NO 2023 No	N/A N/A	N/A	5310 FY17
1FDES8PV3KKA49972	2018 FORD	Cutaway Bus	23 10064			3	2 81,678	49,035	32,643		2023 No	N/A	N/A	5310 FY17
1FDES8PV5KKA49973	2018 FORD	Cutaway Bus	23 10063			3 2	2 63,747	30,995	32,752	Active	2023 No	N/A	N/A	5310 FY17
1FDES8PV7KKA49974	2018 FORD	Cutaway Bus	23 10062			3	2 81,658	38,543	43,115	Active	2023 No	N/A	N/A	5310 FY17
1FDFE4FS9KDC45799	2020 FORD	Cutaway Bus	23 10076		1.		3 66,194	38,543	27,651	Active	2025 No	N/A	N/A	5310 FY18
1FDFE4FS1KDC49376 1FDFE4FS3KDC49377	2020 FORD 2020 FORD	Cutaway Bus Cutaway Bus	23 10073 23 10077		1.		3 55,939 3 63,576	28,329 37,505	27,610	Active Active	2025 No 2025 No	N/A N/A	N/A N/A	5310 FY18 5310 FY18
1FDFE4FS5KDC49377 1FDFE4FS5KDC49378	2020 FORD 2020 FORD	Cutaway Bus Cutaway Bus	23 10077 23 10074		1		3 63,576	37,505	26,071 30,369		2025 NO 2025 No	N/A N/A	N/A N/A	5310 FY18
1FDFE4FS0KDC66539	2019 FORD	Cutaway Bus		Lift	1	4	2 46,478	21,998	24,480		2023 No	N/A	N/A	Shirley Conroy
1FDFE4FS3KDC66504	2020 FORD	Cutaway Bus	23 10096		1	4 3	2 33,791	3,615	30,176	Active	2025 No	N/A	N/A	5310 FY19
1FDFE4FS5KDC66505	2020 FORD	Cutaway Bus	23 10100		1	1 2	2 30,325	1,611	28,714		2025 No	N/A	N/A	5310 FY19
1FDFE4FS7KDC66506	2020 FORD	Cutaway Bus	23 10099		1		2 26,693	1,786	24,907		2025 No	N/A	N/A	5310 FY19
1FDFE4FS9KDC66507 1FDFE4FS0KDC66508	2020 FORD 2020 FORD	Cutaway Bus	23 10093 23 10092		1.		2 34,061	5,632	28,429		2025 No	N/A	N/A	5310 FY19
1FDFE4FS0KDC66508 1FDFE4FS2KDC66509	2020 FORD 2020 FORD	Cutaway Bus Cutaway Bus	23 10092 23 10097		1.		2 44,519 2 32,686	13,947 4,441	30,572 28,245		2025 No 2025 No	N/A N/A	N/A N/A	5310 FY19 5310 FY19
1FDFE4FN8MDC15044	2020 FORD	Cutaway Bus	23 10097		1		3 6,248		6,248		2025 NO 2026 No	N/A N/A	N/A	5310 FY20
1FDFE4FN3MDC15064	2021 FORD	Cutaway Bus	23 10122	Lift	1.	1	3 3,805	-	3,805		2026 No	N/A	N/A	5310 FY20
1FDFE4FN4MDC15073	2021 FORD	Cutaway Bus	23 10121		1		3 4,077		4,077		2026 No	N/A	N/A	5310 FY20
1FDFE4FN8MDC15075	2021 FORD	Cutaway Bus	23 10120		1,		3 2,280	-	2,280		2026 No	N/A	N/A	5310 FY20
1FDFE4FN1MDC15080	2021 FORD	Cutaway Bus	23 10119		1.		3 2,576	-	2,576		2026 No	N/A	N/A	5310 FY20
1FDFE4FN3MDC15081 1FTNF1CF1GFK56777	2021 FORD 2016 FORD	Cutaway Bus Other	23 10130 12 n/a	None	1		3 1,571 0 112,044	- 23,552	1,571 88,492	Active	2026 No 2024 No	N/A N/A	N/A N/A	5310 FY20 5307 FY14
Total/Average	2010 FORD		12 IV d	-	112	164		23,552			2024 NO			550/ FT 14
i otal/Average	-	-			112	164	241,722	209,612	32,110		-		-	-

			Equipment	nventory				
Instructions: Include all equipment valued > \$5,000 which is not permanently attached to/installed in a revenue vehicle. If additional space is needed, add more rows to the table.								
FDOT Control Number	Agency Control Number	Item Description	Model Number	Year Purchased	Expected Retirement Date	Donated? Use dropdown to select (Yes/No)	Year Donated	Funding Source
	CC1-4040	Manual Bus Wash	9719-900/2	2011	12/31/2021		N/A	5309 FY09 FL-04-0117
		Diesel Exhaust						
	CC1-8839	Fluid Dispensing	BEN70031	2017	12/31/2027	No	N/A	5339 FY16 FL-2017-017
		Heavy Duty						
	CC2-2139	Vehicle Lift	US261814	2018	12/31/2028	No	N/A	5339 FY16 Rural
		Heavy Duty						
	CC2-2140	Vehicle Lift	US261810	2018	12/31/2028	No	N/A	5339 FY16 Rural
	CC2-2679	Vehicle Alignment Machine	CFC605	2021	12/31/2031	No	NZA	Shirlay Conroy
	CC2-2079	Machine	CFC605	2021	12/31/2031	NO	N/A	Shirley Conroy
Vehicle Inve	ntory Summary							
Туре	Count							
Sedan	0							
Van	0							
Minivan	4							
Minibus	0							
Cutaway Bus	30							
Medium-Duty Bus (25-35'								
Small Heavy-Duty Bus (30	9	1						
Large Heavy-Duty Bus (35								
Other	1	]						
Total	62							

#### **Proposed Budget for Transportation Program**

#### Statement of Need

Please provide a narrative interpretation of how the below budget reflects your agency's need. Explain the purpose of the grant request in terms of the need for funding availability (as opposed to project merits, which must be described in the Proposed Project Description).

The funds are necessary to maintain vehicles in a state of good repair and ensure Collier's TAM plan is being addressed, as local funds have not been allocated for Capital projects. The grant funding is essential to overall budget for capital management, with the impacts from COVID, grant funding has been key for maintaining operating and capital budget.

#### Budget for Year of Anticipated Award

All applicants for all request types must complete this budget form. For each component, amounts reported should be based on projected values for the year of anticipated award for the current grant application. This year's grant cycle is for award during Federal Fiscal Year (FFY) 2022, which corresponds to State Fiscal Year (SFY) 2023. SFY 2023 starts July 1, 2022 and ends June 30, 2023.

Applicants should replace the title text Year of Anticipated Award in the expenses and revenues tables with the actual fiscal year Instructions: dates for which amounts were estimated. The applicant may use its own fiscal year definition when it differs from the state fiscal year (e.g., October 1, 2022 to September 30, 2023).

Amounts reflected in the Program Budget must be limited to those operating and administrative expenses/revenues supporting the applicant's transportation program. For agencies whose primary purpose is not transportation, the transportation program budget must be separated out from general administration and other agency functions. Shared costs such as facility rental and utilities must be allocated to the transportation program on a reasonable and specified basis.

Enable adding rows: (+

Disable adding rows:

Operating & Administrative Expenses							
Instructions	Object Class	Code	Amount				
Use drop-down to select Object Class	Services	5020	\$ 4,841,600				
Use drop-down to select Object Class	Fuel and Lubricants	5031	\$ 348,800				
Use drop-down to select Object Class	Miscellaneous Expenses	5090	\$ 699,100				
Use drop-down to select Object Class	Other Salaries and Wages	5013	\$ 474,800				
Use drop-down to select Object Class	Other Materials and Supplies	5039	\$ 645,900				
Use drop-down to select Object Class	Other Reconciling Items	5290	\$ 214,500				
Use drop-down to select Object Class		-	\$ -				
Use drop-down to select Object Class		-	\$ -				
Use drop-down to select Object Class		-	\$ -				
Use drop-down to select Object Class		-	\$ -				
Use drop-down to select Object Class		-	\$ -				
Use drop-down to select Object Class		-	\$ -				
			\$ 7,224,700				

Operating & Administrative Revenues								
Instructions	Object Class	Code	Amount					
Use drop-down to select Object Class	Passenger Fares	4110	\$ 1,150,000					
Use drop-down to select Object Class	Local Government Funds	4300	\$ 5,989,700					
Use drop-down to select Object Class	Other Agency Revenues	4150	\$ 85,000					
Use drop-down to select Object Class		-	\$ -					
Use drop-down to select Object Class		-	\$ -					
Use drop-down to select Object Class		-	\$ -					
Use drop-down to select Object Class		-	\$ -					
Use drop-down to select Object Class		-	\$ -					
Use drop-down to select Object Class		-	\$ -					
Use drop-down to select Object Class		-	\$ -					
Use drop-down to select Object Class		-	\$ -					
Use drop-down to select Object Class		-	\$-					
			\$ 7,224,700					

\$PMM@IO!4TNO@H!%@N>ME	
Current System Description Tab provides space for a short description of who the applicant is and what	
services they provide. The form is in a question and answer format with designated text boxes (the	

Instructions: applicant's response to the question must not exceed the space provided or word counts where indicated). If the applicant is a CTC, relevant pages of a Transportation Disadvantaged Service Plan (TDSP) and Annual Operating Report (AOR) containing the above information may be provided within TransCIP.

Questions:	Response	Maximum Word Count	Word Count
Please provide a brief general overview of the organization type (i.e., government authority, private non-profit, etc.) including:	The Collier County Board of County Commissioners is the governing body for the Public Transportation System in Collier County. The Public Transportation system, Collier Area Transit (CAT) operates under the supervision of the Collier County Division of Public Transit & Neighborhood Enhancement (PTNE) for the Collier County Growth Management Department. CAT serves as the public transit provider for Collier County, serving Naples, Marco Island, and Immokalee areas.	100	67
Program mission	It is the misson of CAT to provide safe, accessible and courteous public transportation services to our customers.	100	18
Program goals	Collier County's goals are to operate reliable, convenient, and cost-effective mobility services that safely and efficiently meet the mobility needs of its workers, residents and visitors. We strive to accomplish this by increasing the resiliency of Collier County by, protecting our man-made and natural resources; providing attractive and convenient mobility alternatives that will reduce adverse carbon and environmental impacts within our communities, as well as building meaningful partnerships that increase awareness and education of and about mobility options and increase the viability of mobility services to promote livability and enhance economic and social well-being.	100	94
Program objectives	Collier County's objectives to achieve its goals are to improve efficiency, service quality, and level of service to adequately structure transit service with a focus on providing job access for workforce and access to mobility for persons with no or limited access to a private automobile; Create an optimized interconnected multimodal mobility network designed to fit the range of needs and conditions for the service market; and Provide services and programs to reduce vehicle miles traveled within Collier County by coordinating integrated land use and transportation planning efforts to incorporate transit needs into the development review and approval process.	100	99

Service, route, and trip types provided	Service hours for these routes vary from as early as 3:45 AM to as late as 8:20 PM. The service planned for this grant will provide access for people in the non-urbanized areas of Collier County. Funds from this grant will be used to continue operation of fiexed route to provide access for people in non- urbanized areas to health care, shopping, education, employment, public services and recreation. Because many of these services are not available in the rural area, most people must travel to the urban areas in order to receive these services.	100	93
Total number of employees in organization	105	-	
Total number of operators (including volunteer drivers)	58	_	
Total number of transportation-related employees in the organization			
Identify the personnel responsible for the following transportation program functions (Name, Title, Email, Phone):			
Insurance	Harold Minch, Safety Manager, Harold.Minch@colliercountyfl.gov 239-252-4978		
Training (e.g., wheelchair lift operation, passenger assistance)	Harold Minch, Safety Manager, Harold.Minch@colliercountyfl.gov 239-252-4978	-	
Management	Harold Minch, Safety Manager, Harold.Minch@colliercountyfl.gov 239-252-4978	_	
Administration (e.g., records maintenance)	Harold Minch, Safety Manager, Harold.Minch@colliercountyfl.gov 239-252-4978	-	-
What are the sources of the transportation program's funding for operations (e.g., state, local, federal, private foundations, fares, other program fees?)?	The operations are funded through the Federal Transit Administration 5307, 5310, and 5311 programs, Florida Department of Transportation, Agency for persons with Disabilities, Florida Commission for the Transportation Disadvantaged and local funding programs. These include funding for individuals with disabilities, low income, and elderly in both the urbanized and non-urbanized areas of the County. The Medicaid program has been managed by a private provider since July 1, 2012.	200	68
To what extent does your agency serve minority populations?	According to the 2010 Census, a majority of Collier County's workforce lives in the rural area and the majority of the activity centers which include major employers, health care centers, and public services are within the urban area. The recent TDP Major update included public surveys of the ridership with approximately 1,000 responses. The respondents had ethnic orgins of 38% Hispanic/Latino and 25% Black/African American. All CAT routes serve a minority census block group, 48% of route miles are within the minority block.	100	83

	No		
Is your agency minority-owned?			
		50	1
	All vehicles are maintained by the Collier County Fleet		
	Management Division staff specifically assigned to Transit at the		
	CAT Operations Center located at 8300 Radio Road. A		
	preventative maintenance schedule for all CAT vehicles is		
	maintained by fleet staff to ensure vehicles are maintained		
Briefly describe your agency's vehicle maintenance program. Which services are	without interrupting transportation service.		
outsourced (e.g., oil changes)? How are vehicles are maintained without			
interruptions in service?			
		100	48
	Service Characteristics		
	The service characteristics sheet is used to determine and report		•
Instructions:	project on your agency's transportation program. A calculation co		
	for both the current transportation program and if awarded. Plea	se include the sou	rce of the data, e.g.,
	observation, driver logs, maintenance records, etc.		
Service Characteristic	Value		ion/ Calculation ethod
Unlinked Passenger Trips (UPT)		IVI	ethod
The number of boardings on public transportation vehicles during the fiscal year.			
Transit agencies must count passengers each time they board vehicles, no matter			
how many vehicles they use to travel from their origin to their destination. If a			
transit vehicle changes routes while passengers are onboard (interlining), transit			
agencies should not recount the passengers. Employees or contractors on transit			
agency business are not passengers. For demand response (DR) modes, transit			
agencies must include personal care attendants and companions in UPT counts as			
long as they are not employees of the transit agency. This includes attendants and		Trancza farabay	nd Macabi Mabila
	172.045		nd Masabi Mobile
companions that ride fare free.	172,045	Application	and Massahi Massila
Unduplicated Passengers per Year	172.045		nd Masabi Mobile
Unique (non-repeat) passengers served within the reporting year	172,045	Application	
Vehicles Operated in Annual Maximum Service (VOMS)			
Vehicles Operated in Annual Maximum Service (VOMS) is the number of revenue			
vehicles an agency operates to meet the annual maximum service requirement.			
Agencies count their annual VOMS during the peak season of the year on the			
busiest day that they provide service. In most cases, this is the number of scheduled			
vehicles because most transit agencies have enough vehicles to operate the			
scheduled service. VOMS excludes atypical days or one-time special events for non-			
demand response modes. Agencies should not report VOMS as the number of			
vehicles available to provide service or the total number of vehicles in the agency's			
inventory, unless the agency utilizes all of these vehicles simultaneously and does			
not retain spares during peak service.	6	CAD/AVL and Sys	tem Spreadsheets
Vehicle Revenue Miles (VRM)			
Vehicle Revenue Miles (VRM) are figures that take into account the miles vehicles			
travel while in revenue service. Revenue miles include the distances traveled during			_
running time and layover/recovery time.	601,404	CAD/AVL and Sys	tem Spreadsheets
Daily Service Span (number of hours)			
Total hours of operation per day. For example, if your transportation program			
provides continuous service from 7am to 10pm daily, enter "15".	63.24	CAD/AVL and Sys	tem Spreadsheets
Annual Days of Service			
Number of days per year on which service is operated, excluding emergency service			
cancellations.	359	CAD/AVL and Sys	tem Spreadsheets

Calculated Values	
Service Characteristic	Result
Ambulatory seats per vehicle	
Asset Inventory > (Total Ambulatory Seats / Vehicle Count)	18
Wheelchair positions per vehicle	
Asset Inventory > (Total Wheelchair Positions / Vehicle Count)	2.64516129
Average vehicle miles PER DAY	
VRM / Annual Days of Service	1,675
Annual Hours of Service	
Daily Service Span * Annual Days of Service	22,703
Unduplicated Passengers per Vehicle	
Unduplicated Passengers / (Asset Inventory > Vehicle Count)	2775
<u>Cost per Trip</u>	
(Program Budget > Total Operating Expenses) / UPT	\$ 41.99
<u>Cost per Mile</u>	
(Program Budget > Total Operating Expenses) / VRM	\$ 12.01
Average Trip Length (Miles)	
Vehicle Revenue Miles / Unlinked Passenger Trips	3.50

Rural Cost Allocation Methodology							
Instructions:	It is understood that the desired destination for many trips provided to non-urbanized area residents is in an urbanized area. Such trips are appropriately funded with Section 5311 funds. Recipients must develop a method of allocating costs between urbanized and non-urbanized area service. The availability of the information needed in any allocation method should be a factor in						
A map of urbanized areas in Florida as defined by the 2010 Census is available at this link.							
	Demand Response						
Instructions:	<b>Is:</b> Demand response service providers often know the addresse all passengers. If 60% of all passengers live in non-urbanized						
	<b>Total Unique Passengers</b>						
	Living in Non-Urbanized	% Rural Service (by unique					
Total Unique Passengers	Areas	passengers)					
4102	824	20%					
	Drivers' logs or client trip rec	ords can be maintained to segregate					
Instructions:	<b>.</b> .	irbanized area and costs allocated					
Instructions:	<b>.</b> .	00					
Instructions: Total Passenger Miles	mileage or hours within the u	rbanized area and costs allocated					
	mileage or hours within the u Total Non-Urbanized Passenger Miles	rbanized area and costs allocated % Rural Service (by passenger					
Total Passenger Miles	mileage or hours within the u Total Non-Urbanized Passenger Miles	rbanized area and costs allocated % Rural Service (by passenger miles)					
Total Passenger Miles	mileage or hours within the u Total Non-Urbanized Passenger Miles 483,391	arbanized area and costs allocated % Rural Service (by passenger miles) 36%					
<b>Total Passenger Miles</b> 1,325,502	mileage or hours within the u Total Non-Urbanized Passenger Miles 483,391 Total Non-Urbanized Passenger Hours	rbanized area and costs allocated % Rural Service (by passenger miles) 36% % Rural Service (by passenger					
Total Passenger Miles 1,325,502 Total Passenger Hours	mileage or hours within the u Total Non-Urbanized Passenger Miles 483,391 Total Non-Urbanized Passenger Hours	rbanized area and costs allocated % Rural Service (by passenger miles) 36% % Rural Service (by passenger hours)					
Total Passenger Miles 1,325,502 Total Passenger Hours 40,668	mileage or hours within the u Total Non-Urbanized Passenger Miles 483,391 Total Non-Urbanized Passenger Hours 11,433 Fixed Route Recipients providing fixed-ro	rbanized area and costs allocated % Rural Service (by passenger miles) 36% % Rural Service (by passenger hours)					
Total Passenger Miles 1,325,502 Total Passenger Hours	mileage or hours within the u Total Non-Urbanized Passenger Miles 483,391 Total Non-Urbanized Passenger Hours 11,433 Fixed Route Recipients providing fixed-ro	rbanized area and costs allocated % Rural Service (by passenger miles) 36% % Rural Service (by passenger hours) 28%					
Total Passenger Miles 1,325,502 Total Passenger Hours 40,668	mileage or hours within the u Total Non-Urbanized Passenger Miles 483,391 Total Non-Urbanized Passenger Hours 11,433 Fixed Route Recipients providing fixed-ro	arbanized area and costs allocated % Rural Service (by passenger miles) 36% % Rural Service (by passenger hours) 28% ute service can segregate urbanized					

568,423

41%

1,387,236

	Proposed Project Description	
	Applicants must submit a Proposed Project Description as part of their application required that all applicants provide the Project Description in a question/answer Where a field or word count is included, the length of the applicant's response to question must not exceed the space or word count provided. The project descrip- not repeat the current system description shown in the Current System Description	r format. to the ption should tion.
Project Type	Examples	Selection
Facilities	<ul> <li>Passenger Amenity Projects</li> <li>Transit Centers</li> <li>Transit Fueling and Electric Charging Stations</li> </ul>	
Expansion Vehicles	—Large heavy- duty transit buses 35' -40' —Small heavy-duty transit buses 30' —Minibus	
Replacement Vehicles	—Standard Cutaway —Minivan	V
Equipment	<ul> <li>Fare boxes</li> <li>Communications equipment</li> <li>Security/surveillance equipment for vehicles and/or buildings</li> <li>Shop equipment (alignment machines, bus washing machines, tire changers, etc.)</li> <li>Bus shelters</li> <li>Bus stop signage</li> <li>Wheelchair lifts</li> <li>Other miscellaneous equipment</li> </ul>	
Mobility Management	<ul> <li>Operating transportation brokerages to coordinate service providers, funding resources, and customer needs;</li> <li>Coordinating transportation services for older adults, individuals with disabilities, and individuals with low incomes;</li> <li>Supporting local partnerships that coordinate transportation services;</li> <li>Staffing for the development and implementation of coordination plans;</li> <li>Providing travel training and trip planning activities for customers;</li> <li>Developing and operating traveler call centers to coordinate travel information, manage eligibility requirements, and arrange customer travel; and</li> <li>Planning and implementing the acquisition and purchase of intelligent transportation technologies to operate a coordinated system.</li> </ul>	

Capitalized activiti Preventative presen Maintenance effectiv	ies, supplies, mate ve or extend the	ted to vehicles, specifically, it is defined as all the erials, labor, services, and associated costs required to functionality and serviceability of the asset in a cost and including the current state of the art for set Project-Related Improvements
		ling improve your agency's transportation service? Applicants may also consider conducting scenario planning, cost-benefit analysis, and/or fiscal impact w transportation service will be enhanced.
Provide more hours of se more trips		Grant funding will not provide more hours but will allow for the sustainment of the current service and increase reliability with the purchase of a replacement vehicle.
Expand service to a large area	er geographic	Grant funding will be utilized to ensure the existing service to the rural area receives reliable service with the purchase of a replacement vehicle.
Reduce headways/increa	se frequency	Grant funding will not reduce headways/nor increase frequency.
Support a capital investm alignment with a Strategi Improvement Plan, or Tra Management Plan (Sectio	ic Plan, Capital ansit Asset	The funding will support Collier County's TAM plan by ensuring vehicles are replaced as they meet their life expectency.
Expand access to essentia	al services	The existing transit service provides access to essential services for those that live in low income and rural areas. Maintaining a vehicle replacement plan is a key element to ensuring continued access to essential services.
Enhance passenger exper added amenities)		Passenger experience will be enhanced by providing a reliable service with a new replacement vehicle that will allow CAT to reduce breakdowns by retiring a vehcle that has met its useful life.
Decreases transportation access to mobility option economic activity in underserved/disadvantag	ns, and spur	A reduction of cost will be captured in vehicle maintenance as a vehicle that has met its useful life shall be retired upon receipt of replacement vehicle.
Overcome any challenges your agency is experienci	s or difficulties	The funding will assist in meeting the demand for maintaining capital assets in a state of good repair. As vehicles age and experience wear and tear, the cost for maintenance and parts replacement become very expensive and place a heavy burden on the operating budget. These capital grant funds will alleviate some of that burden and allow the transit agency to allocate more funds towards the provision on the service itself.

If a grant award will be used to maintain services, specifically explain how it will be used in the context of total service. Make sure to include information on how the agency will maintain adequate financial, maintenance, and operating records and comply with FTA reporting requirements including information for the Annual Program of Projects Status Reports, Milestone Activity Reports, NTD reporting, DBE reports etc.

If this grant is not fully funded, can you still proceed with your transportation program? If applicable, consider providing an explanation of the scalability of the project.

Please provide a description of local support and coordination for the project. This can be exemplified by explaining the integration of the proposed project within a Transit Development Plan (TDP), Transportation Disadvantaged Service Plan (TDSP), a Comprehensive Plan, a Congestion Management Plan, Strategic Plan, Capital Improvement Plan, and/or other Transit Supportive Plans. Applicants should also include a list of all project parties involved in delivering the project and describe details on efforts to collaborate among stakeholders.

Yes, the transportation program will continue to operate. However, the continued use of older vehicles will continue to reduce system reliability and increase maintenance cost as vehicles that should be retired will remain in revenue service.

The funding has been identified as a plausible resource for maintaining our capital replacement within our Transit Development Plan. Replacement vehicles have also been incorporated within our MPO process for unfunded projects list that is incorporated within the Transportation Improvement Program.

	Project Readiness
Instructions: If the proposed project	is for vehicles, equipment, or other capital items, please provide a detailed description of project activities:
	Replacement Bus Purchase- Existing contract wil be utilized for the purchase of the bus, pricing has been established for the contract base year with appropriate Producer Price Index (PPI) every year after Replacement Truck Purchase- The existing state contract was utilized for the cost of the pickup truck.
Please provide a full, detailed timeline of the project. The schedule should contain sufficient detail that identifies all steps or phases needed to implement the work proposed, and whether the proposed timeline is achievable. Moreover, the project schedule should identify all major project milestones. Examples of such milestones include approval of purchase orders, specifications, and estimates;	12 months Delivery of Rolling Stock from the time of PO 1 month for post-delivery Buy America Review 2 months Submit Invoice to FDOT for reimbursement Replacement truck: Upon PTGA approval
	Dispatchers monitor vehicle assignment, and all Fixed Route operators are required to maintain a CDL license, CDL license review is conducted monthly to ensure renewals are occurring within the appropriate time frames.
	Single private operator will be responsible for the vehicle and Collier County staff (Fleet Management Division) performs vehicle maintenance . The Operator is regularly monitoreed to ensure that the vehicles used are for their intended purpose.

Describe any local support and coordination or public outreach that has already occurred. Applicants should consider including a lists of all project parties involved in delivering the project and describe details on efforts to collaborate among stakeholders. In addition, applicants can elaborate on the transit supportive plan that cites the proposed project. For example, is the project referenced in a Transit Development Plan (TDP), Transportation Disadvantaged Service Plan (TDSP), a Comprehensive Plan, or a Congestion Management Plan.	The projects are referenced in the Transit Development Plan which went through an elaborate public outreach process. There will be no other project parties involved in the delivery of this project.
	Facility Projects
Instructions: For all proposed facility	projects, provide the following information.
If applicable, please provide any pertinent documents used to determine reasonableness of cost, sufficiency of	N/A this grant will not be requesting funds for a facility project

preliminary engineering and design work

completed.

Please provide a full, detailed timeline of	N/A this grant will not be requesting funds for a facility project
the project. The schedule should contain	
sufficient detail that identifies all steps or	
phases needed to implement the work	
proposed, and whether the proposed	
timeline is achievable. Moreover, the	
project schedule should identify all major	
project milestones. Examples of such	
milestones include approval of plans,	
specifications, and estimates;	
procurement goals; state and local	
approvals; project partnership and	
implementation agreements; and start	
and completion of NEPA and other	
applicable environmental reviews and	
approvals including permitting, design	
completion, and right of way acquisition,	
if applicable.	
	N/A this grant will not be requesting funds for a facility project
material risks to the project and the	
strategies that the lead applicant and any	
project partners have undertaken or will	
undertake to mitigate those risks. Project	
risks include, but not limited to,	
procurement delays, environmental	
uncertainties, increases in real estate	
acquisition costs, uncommitted local	
match and/or unavailability of preferred	
vehicles or equipment.	
Is there a draft building maintenance	
plan for the proposed facility?	

#### Proof of Local Match – Capital Projects

Instructions:

ions: The Section 5311 federal share of eligible capital expenses may not exceed 80%. Some combination of state, local, or private funding sources must be identified and committed to provide the required non-Federal share. The non-Federal share may be cash, or in kind. Funds may be local, private, state, or (up to one half) unrestricted Federal funds. Funds may not include any borrowed against the value of capital equipment funded in whole or in part by State and/or Federal sources.

The Section 5311 Program permits up to one half the required match to be derived from other unrestricted Federal funds. Federal funds are unrestricted when a Federal agency permits its funds to match Section 5311. Essentially all Federal Social Service Programs using transit services are unrestricted, such as Medicaid, employment training, vocational rehabilitation services and Temporary Assistance for Needy Families; other U.S. DOT Programs are not considered unrestricted Federal funds. Contract revenue from the provision of transportation services to social service agencies may also be used as local match. The costs associated with providing the contract revenue service must be included in the project budget if using contract revenue as match. Non-cash, in-kind contributions such as donations of goods or services and volunteered services are eligible to be counted towards the local match only if the value of such is formally documented, supported and pre-approved by the District Office. Any funds committed as match to another Federal program may not be used to match Section 5311 funds. Local match may be derived from any non-U.S. Department of Transportation (USDOT) Federal Program, state programs, local contributions or grants.

Applicants may not borrow funds to use as match nor may they place liens on Section 5311-funded vehicles or equipment. The breakdown of funding for the Section 5311 grant program is 80% Federal and 20% local for capital projects, meaning the Federal share of eligible capital costs may not exceed 80% of the total award, and with the remaining 20% being supported by a local match. Agency will order capital equipment directly from the vendor and pay 100% of the purchase at time of delivery. Agency will invoice the Department for the 80% federal reimbursement. The authorized representative that signs the proof of local match must be the same representative authorized by the Governing Board's Resolution.

Supporting documentation of match funds must be uploaded into TransCIP. Proof may include, but is not limited to:

- (1) Transportation Disadvantaged (TD) allocation,
- (2) Letter on official letterhead from the applicant's CEO attesting to match availability and commitment,
- (3) Written statements from county commissions, state agencies, city managers, mayors, town councils, organizations, accounting firms and financial institutions.

Capital Project Total:		\$599,756
Revenue Type		
Use dropdown to	Description	Amount
select		
Local	20% local cash match	\$119,952
Government		\$119,952
	Capital Match Total:	\$119,952
Toll	Revenue Credit Reques	st

Applicant will provide 20% local cash match	
Applicant will provide 5%-10% local cash match and requests the remaining amount in Toll Revenue/Transportation Development Credits (soft match)	
Applicant requests full match amount in Toll Revenue/Transportation Development Credits (soft match)	

Service Characteristics								
Service Characteristic	Before Project	If the grant is awarded	Data Collection/ Calculation Method	Completion Check				
Unlinked Passenger Trips (UPT)								
	172,045	172,045	Trapeze farebox and Masabi Mobile Application	INCOMPLETE				
Unduplicated Passengers per Year								
	172,045	172,045	Trapeze farebox and Masabi Mobile Application	INCOMPLETE				
Vehicles Operated in Annual Maximum Service (VOMS)								
	6	6	Data from CAD/AVL and System Spreadsheets	INCOMPLETE				
Vehicle Revenue Miles								
	601,404	601,404	Data from CAD/AVL and System Spreadsheets	INCOMPLETE				
Daily Service Span (hours)								
	63	63	Data from CAD/AVL and System Spreadsheets	INCOMPLETE				
Annual Days of Service								
	359	359	Data from CAD/AVL and System Spreadsheets	INCOMPLETE				
Calculated Value	es							
Ambulatory seats per vehicle	18	18						
Wheelchair positions per vehicle	3	3						
Average vehicle miles PER DAY	1675	1,675						
Annual Hours of Service	22,703	22,703						
Unduplicated Passengers per Vehicle	2775	2820						
Cost per Trip	\$ 41.99	\$ 41.99						
Cost per Mile	\$ 12.01	\$ 12.01						
Average Trip Length (Miles)	3.50	3.50						

Vehicle and Equipment Request

Instructions:	All vehicle requests must be supported with a completed sample order form in order to generate a more accurate estimation of the vehicle cost. If using the TRIPS Contract, the order form can be obtained from http://www.tripsflorida.org/contracts.html: 1.Select Desired Vehicle (Cutaway, Minibus etc.) 2.Choose Vendor (use drop down arrow next to vendor name to see information) 3.Select Order Packet 4.Complete Order Form If not using the TRIPS, a quote should be uploaded from the desired vendor. This supporting documentation should be uploaded in TransCIP. Once uploaded in TransCIP, applicants should check the box to indicate the forms have been uploaded.										
				pioaded.							
	Enable adding rows 🕀		Disable adding rows								
				Vehicle	Request						
Instructions:	Under Description/Vehicle Type, include the length and type vehicle, lift or ramp, number of seats and wheelchair positions. For example, 22' gasoline bus with lift, twelve (12) ambulatory seats, and two (2) wheelchair positions. Please note, in this example, if both wheelchair positions are occupied the ambulatory seats will be reduced to eight (8). Any bus options that are part of purchasing the bus itself should be part of the vehicle request and NOT separated out under equipment. For Useful Life information, see provided reference table in Resources tab. Cost estimates should be supported by order forms or quotes. Requests should be listed in order of priority. If more space is needed to accommodate your request, add more rows to the table by first clicking "Enable adding rows" above.								ght (8). Any e provided		
Instructions	Description	ALI	Fuel Type	Useful Life (Years)	Passenger Seats	Wheelchair Positions	Quantity	Unit Cost	Total Cost	Federal Share	Local Share
Use drop-down							-				
to select reques											
description	Over 30'	11.12.03	Diesel	12	32	2	1	\$557,117	\$557,117	\$445,693	\$111,424
Use drop-down	1										
to select reques	t										
description									\$0	\$0	\$0
Use drop-down											
to select reques	t								t o	¢0	t o
description									\$0	\$0	\$0
description Use drop-down									\$0	\$0	\$0
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description Use drop-down to select reques description	t								\$0 \$0	\$0 \$0	\$0 \$0
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description Use drop-down to select reques description Use drop-down to select reques	t								\$0	\$0	\$0
description Use drop-down to select reques description Use drop-down to select reques description	t										
description Use drop-down to select reques description Use drop-down to select reques									\$0	\$0	\$0

			1								
Use drop-down											
to select request											
description									\$0	\$0	
	Total	-	-	-	32	2	1	-	\$557,117	\$445,693	\$1
						_	_				
Vehicles to be Replaced											
Instructions:			pe included in Asset Inventor	y. Vehicles s	hould be listed	d in order of	priority for I	eplacement. If	more space is		
	needed to accommoda	ite your list, ad	d more rows to the table.								
Instructions	VIN	FDOT	Year	Make	Tuno	Passenger	Wheelchair	Expected	Mileage		
instructions	VIIN	Control #	Tedi	wake	Туре	Seats	Positions	Retirement	whieage		
Use drop-down											
to select VIN	15GGB2712C1180348	n/a	2012	GILLIG	Large Heavy	28	2	2024	529486		
Use drop-down											
to select VIN	1FTNF1CF1GFK56777	n/a	2016	FORD	Other	2	0	2024	112044		
Use drop-down											
to select VIN											
Use drop-down											
to select VIN											
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to select vill	Total/Average					30	2		320765		
	i otal/Average	-	-	-	-		2	-	520705		
			Equipment	Request							
	List the number of item	s and provide	a brief description (i.e. two-v	-	stereo radio i	omputer ba	rdware/softw	vare etc.) If m	ore space is		
Instructions:		•	t, add more rows to the table	•		omputer na	uware/sollv	vare, etc.). If Mo	ore space is		
	needed to accommoda	ite your reques	i, and more rows to the lable	с.							

- 1										
	Instructions	Description	ALI	Detail	Useful Life (Years)	Quantity	Unit Cost	Total Cost	Federal Share	Local Share

Use drop-down									
to select request	Support Vehicles		Ford F-150 Pickup Truck						
description	Acquisition	11.42.11	for fixed route support	7	1	\$42,639	\$42,639	\$34,111	\$8,528
Use drop-down									
to select request									
description							\$0	\$0	\$0
Use drop-down									
to select request									
description							\$0	\$0	\$0
Use drop-down									
to select request									
description							\$0	\$0	\$0
Use drop-down									
to select request									
description							\$0	\$0	\$0
	Total	-	-	-	-	-	\$42,639	\$34,111	\$8,528

	Facility Request									
Instructions	Description	ALI	Detail	Useful Life (Years)	Quantity	Unit Cost	Total Cost	Federal Share	Local Share	
Use drop-down										
to select request										
description							\$0	\$0	\$0	
Use drop-down										
to select request										
description							\$0	\$0	\$0	
Use drop-down										
to select request										
description							\$0	\$0	\$0	
Use drop-down										
to select request										
description							\$0	\$0	\$0	
Use drop-down										
to select request										
description							\$0	\$0	\$0	
	Total	-	-	-	-	-	\$0	\$0	\$0	

Mobility Management Request

Instructions:	Provide a description of the type of activities that will take place utilizing the Mobility Management Grant.								
Project Title	Project Description Total Cost Federal Share Loca								
			\$0	\$0					
			\$0	\$0					
Total	-	\$0	\$0	\$0					

Preventative Maintenance Request											
Instructions:	Please identify the type budgeted cost.	lease identify the types of maintenance activities that will take place and the udgeted cost.									
Preventative Maintenance Activity	Project Description Total Cost Federal Share Local Share										
			\$0	\$0							
			\$0	\$0							
	\$0 \$0										
Total	-	\$0	\$0	\$0							

# Application Summary

Instructions: Tables will refresh automatically every 30 minutes and whenever the "Refresh" button

Applicant:

G

Collier County Board of County Commissioners

Vehicle Request(s)						
Description	ALI	Quantity		Total Cost	Federal Share	Local Share
Bus - Replacement Over 30'	11.12.03		1	\$557,117	\$445,693	\$111,424
				\$0	\$0	\$0
				\$0	\$0	\$0
				\$0	\$0	\$0
				\$0	\$0	\$0
				\$0	\$0	\$0
				\$0	\$0	\$0
Total	-		1	\$557,117	\$445,693	\$111,424

Equipment Request(s)						
Description	ALI	Quantity		Total Cost	Federal Share	Local Share
Support Vehicles Acquisition	11.42.11		1	\$42,639	\$34,111	\$8,528
				\$0	\$0	\$0
				\$0	\$0	\$0
				\$0	\$0	\$0
				\$0	\$0	\$0
Total	-	-		\$42,639	\$34,111	\$8,528

Facility Request(s)					
Description	ALI	Quantity	Total Cost	Federal Share	Local Share
			\$0	\$0	\$0
			\$0	\$0	\$0
			\$0	\$0	\$0
			\$0	\$0	\$0
			\$0	\$0	\$0
Total	-	-	\$0	\$0	\$0

Mobility Management Request(s)							
Project Title	ject Title Total Co Federal Sha Local Share						
		\$0	\$0				
		\$0	\$0				
Total	\$0	\$0	\$0				

Preventative Maintenance Request(s)								
Preventative Maintenance , Total Co Federal Sha Local Share								
		\$0	\$0					
		\$0	\$0					
		\$0	\$0					
Total	\$0	\$0	\$0					

### OMB Number: 4040-0004 Expiration Date: 12/31/2022

Application for I	Federal Assista	ince SF	-424				
* 1. Type of Submiss	ion:	* 2. Type		* If	f Revision, select appropriate letter(s):		
Application		00	ontinuation	*0	Other (Specify);		
Changed/Corre	ected Application	Re	evision				
* 3. Date Received:		4. Applic	cant Identifier:				
5a. Federal Entity Ide	entifier:			<b>T</b> :	5b. Federal Award Identifier:		
State Use Only:							
6. Date Received by State: 7. State Application				Ide	antifier: 1001		
8. APPLICANT INFO	ORMATION:						
* a. Legal Name: <sub>Co</sub>	ollier County	Board c	of County Commi	.ss	sioners		
* b. Employer/Taxpay	/er Identification Nun	nber (EIN/	/TIN):	Ľ	* c. UEI:		
59-6000558					JWKJKYRPLLU6		
d. Address:							
* Street1:	3299 Tamiami '	Trail E	Sast, Suite 700				
Street2:							
	Naples						
County/Parish:							
* Slate:	FL: Florida			_			
Province:							
* Country:	USA: UNITED ST	FATES					
* Zip / Postal Code:	34112-5746			_			
e. Organizational U	nit:						
Department Name:				Ţι	Division Name:		
Growth Manageme	ent			[	PTNE		
f. Name and contac	t information of pe	erson to t	be contacted on ma	atte	ers involving this application:		
Prefix: Mr.		1	* First Name	£	Joshua		
Middle Name:							
* Last Name: Thom	mas						
Suffix:		1					
Title: Operations	Analyst						
Organizational Affiliati	ion:						
Collier County							
* Telephone Number:	* Telephone Number: 239-252-8995 Fax Number:						
* Email: Joshua.T	homas@collierc	ountyf]	l.gov				

Application for Federal Assistance SF-424
* 9. Type of Applicant 1: Select Applicant Type:
B: County Government
Type of Applicant 2: Select Applicant Type:
Type of Applicant 3: Select Applicant Type:
* Other (specify):
* 10. Name of Federal Agency:
Federal Transit Administration
11. Catalog of Federal Domestic Assistance Number:
20.509
CFDA Title:
Formula Grants for Rural Areas
* 12. Funding Opportunity Number:
* Title:
13. Competition Identification Number:
Title:
14. Areas Affected by Project (Cities, Counties, States, etc.):
Areas Affected.docx Add Attachment Delete Attachment View Attachment
* 15. Descriptive Title of Applicant's Project:
Capital Funding Request to Purchase one replacement 35 ft fixed route bus and one replacement support vehicle to support bus routes in the Rural Areas of Collier County.
The second of second se
Attach supporting documents as specified in agency instructions.
Add Attachments Delete Attachments View Attachments

Application	for Federal Assistanc	e SF-424			
16. Congress	ional Districts Of:				
* a. Applicant	19	* b. Program/Project 19/25			
Attach an addil	lional list of Program/Project (	Congressional Districts if needed.			
		Add Attachment Delete Attachment View Attachment			
17. Proposed	Project:				
* a. Start Date:	10/01/2022	* b. End Date: 09/30/2023			
18. Estimated	Funding (\$):				
* a. Federal		479,804.00			
* b. Applicant		119,952.00			
* c. State					
* d. Local					
* e. Other					
* f. Program In	come				
* g. TOTAL		599,756.00			
	stion Subject to Device P				
		v State Under Executive Order 12372 Process?			
		e to the State under the Executive Order 12372 Process for review on			
		but has not been selected by the State for review.			
∐ c. Prograr	m is not covered by E.O. 12	372.			
* 20. Is the Ap	plicant Delinquent On Any	Federal Debt? (If "Yes," provide explanation in attachment.)			
Yes 🗌	No No				
If "Yes", provi	de explanation and attach				
		Add Attachment Delete Attachment View Attachment			
herein are tru comply with a	21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)				
X ** I AGRE	E				
		or an internet sile where you may obtain this list, is contained in the announcement or agency			
specific Instruct					
Authorized Re	epresentative:				
Prefix:	Ms.	* First Name: Penny			
Middle Name:					
* Last Name:	Taylor				
Suffix:					
* Title: Cł	nairman				
* Telephone Nu	mber: 239-252-2794	Fax Number:			
* Email: Penn	y.Taylor@colliercoun	cyfl.gov			
* Signature of A	uthorized Representative:	* Date Signed:			

## **FDOT Certification and Assurances**

(<u>Collier County Board of County Commissioners</u>) certifies and assures to the Florida Department of Transportation regarding its Application under U.S.C. Section 5311 dated <u> $14^{th}$ </u> day of <u>December</u>, <u>2021</u>

- 1 It shall adhere to all Certifications and Assurances made to the federal government in its Application.
- 2 It shall comply with Florida Statues:
  - Section 341.051–Administration and financing of public transit and intercity bus service programs and projects
  - Section 341.061 (2)–Transit Safety Standards; Inspections and System Safety Reviews
  - Section 252.42 Government equipment, services and facilities: In the event of any emergency, the division may make available any equipment, services, or facilities owned or organized by the state or its political subdivisions for use in the affected area upon request of the duly constituted authority of the area or upon the request of any recognized and accredited relief agency through such duly constituted authority.
- 3 It shall comply with Florida Administrative Code:
  - Rule Chapter 14-73–Public Transportation
  - Rule Chapter 14-90–Equipment and Operational Safety Standards for Bus Transit Systems
  - Rule Chapter 14-90.0041–Medical Examination for Bus System Driver
  - Rule Chapter 41-2–Commission for the Transportation Disadvantaged
- 4 It shall comply with FDOT's:
  - Bus Transit System Safety Program Procedure No. 725-030-009 (Does not apply to Section 5310 only recipients)
  - Public Transit Substance Abuse Management Program Procedure No. 725-030-035
  - Transit Vehicle Inventory Management Procedure No. 725-030-025
  - Public Transportation Vehicle Leasing Procedure No. 725-030-001
  - Guidelines for Acquiring Vehicles
  - Procurement Guidance for Transit Agencies Manual
- 5 It has the fiscal and managerial capability and legal authority to file the application.
- 6 Local matching funds will be available to purchase vehicles/equipment at the time an order is placed.
- 7 It will carry adequate insurance to maintain, repair, or replace project vehicles/equipment in the event of loss or damage due to an accident or casualty.
- 8 It will maintain project vehicles/equipment in good working order for the useful life of the vehicles/equipment.

- 9 It will return project vehicles/equipment to FDOT if, for any reason, they are no longer needed or used for the purpose intended.
- 10 It recognizes FDOT's authority to remove vehicles/equipment from its premises, at no cost to FDOT, if FDOT determines the vehicles/equipment are not used for the purpose intended, improperly maintained, uninsured, or operated unsafely.
- 11 It will not enter into any lease of project vehicles/equipment or contract for transportation services with any third party without prior approval of FDOT.
- 12 It will notify FDOT within **24 hours** of any accident or casualty involving project vehicles/ equipment, and submit related reports as required by FDOT.
- 13 It will notify FDOT and request assistance if a vehicle should become unserviceable.
- 14 It will submit an annual financial audit report to FDOT (FDOTSingleAudit@dot.state.fl.us), if required.
- 15 It will undergo a triennial review and inspection by FDOT to determine compliance with the baseline requirements. If found not in compliance, it must send a progress report to the local FDOT District office on a quarterly basis outlining the agency's progress towards compliance.

December 14, 2021 Date

Signature of Contractor's Authorized Official

Penny Taylor, Chair Name and Title of Contractor's Authorized Official

## FTA Section 5333 (b) Assurance

(Note: By signing the following assurance, the recipient of Section 5311 and/or 5311(f) assistance assures it will comply with the labor protection provisions of 49 U.S.C. 5333(b) by one of the following actions: (1) signing the Special Warranty for the Rural Area Program (see FTA Circular C 9040.IG, Chapter VIII (2) agreeing to alternative comparable arrangements approved by the (Department of Labor (DOL); or (3) obtaining a waiver from the DOL.)

The <u>Collier County Board of County Commissioners</u> (hereinafter referred to as the "Recipient") HEREBY ASSURES that the "Special Section 5333 (b) Warranty for Application to the Small Urban and Rural Program" has been reviewed and certifies to the Florida Department of Transportation that it will comply with its provisions and all its provisions will be incorporated into any contract between the recipient and any sub-recipient which will expend funds received as a result of an application to the Florida Department of Transportation under the FTA Section 5311 Program.

December 14, 2021

Date Penny Taylor, Chair

Name and title of authorized representative

Signature of authorized representative

Note: All applicants must complete the following form and submit it with the above Assurance.

LISTING OF RECIPIENTS, OTHER ELIGIBLE SURFACE TRANSPORTATION PROVIDERS, UNIONS OF SUB-RECIPIENTS, AND LABOR ORGANIZATIONS REPRESENTING EMPLOYEES OF SUCH PROVIDERS, IF ANY

1	2	3	4
Identify Recipients of Transportation Assistance Under this Grant.	Site Project by Name, Description, and Provider (e.g. Recipient, other Agency, or Contractor)	Identify Other Eligible Surface Transportation Providers (Type of Service)	Identify Unions (and Providers) Representing Employees of Providers in Columns 1, 2, and 3
Collier County Board of County Commissioners	Application for FTA Section 5311 Capital Assistance funding for FY22/23		Transport Workers Union Local 525 AFL-CIO 2395 North Courtenay Pkwy Suite 104 Merritt Island, FL 32953

## **Standard Lobbying Certification Form**

The undersigned (*Collier County Board of County Commissioners*) 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.
- 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 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," (a copy of the form can be obtained from <u>FDOT's website</u>) 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 sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients 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 *(Collier County Board of County Commissioners)*, 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.

\_December 14, 2021 \_\_\_\_\_ Date

\_\_\_\_\_ Signature of Contractor's Authorized Official

Penny Taylor, Chair Typed Name and Title of Authorized Representative

## **Certification of Equivalent Service**

## **CERTIFICATION OF EQUIVALENT SERVICE**

(Collier County Board of County Commissioners) certifies that its demand responsive service offered to individuals with disabilities, including individuals who use wheelchairs, is equivalent to the level and quality of service offered to individuals without disabilities. Such service, when viewed in its entirety, is provided in the most integrated setting feasible and is equivalent with respect to:

- 1. Response time;
- 2. Fares;
- 3. Geographic service area;
- 4. Hours and days of service;
- 5. Restrictions on trip purpose;
- 6. Availability of information and reservation capability; and
- 7. Constraints on capacity or service availability.

In accordance with 49 CFR Part 37, public entities operating demand responsive systems for the general public which receive financial assistance under 49 U.S.C. 5310, 5339, and 5311 of the Federal Transit Administration (FTA) funds must file this certification with the appropriate state program office before procuring any non-accessible vehicle. Such public entities not receiving FTA funds shall also file the certification with the appropriate state office program. Such public entities receiving FTA funds under any other section of the FTA Programs must file the certification with the appropriate FTA regional office. This certification is valid for no longer than one year from its date of filing. Non-public transportation systems that serve their own clients, such as social service agencies, are required to complete this form.

Executed this <u>14th</u> day of <u>December</u>, <u>2021</u>

Penny Taylor, Chair Name and title of authorized representative

Signature of authorized representative



# Office of the County Manager Mark Isackson

3299 Tamiami Trail East, Suite 202 • Naples Florida 34112-5746 • (239) 252-8383

December 14, 2021

Charlene Ross Transit Project Coordinator FDOT, District One, Modal Development Office/Public Transit 801 North Broadway Avenue Bartow, FL 33830

Re: 5311 Match Commitment

Dear Ms. Ross:

Collier County attests to having local funds available in the Collier Area Transit Enhancement Operating budget to meet the twenty percent local match requirement for the FTA 5311 Grant Application and commits to using \$119,952 towards this grant project if awarded.

Sincerely,

Mark Isackson **County Manager** 

# **Florida Department of Transportation**

# **Capital Assistance Application**

Federal Fiscal Year 2022 / State Fiscal Year 2023



# 49 U.S.C. Section 5339, CFDA 20.526

**Bus and Bus Facilities Formula** 

**Program for Rural Areas** 

Agency Name:	Collier County Board of County Commissioners
FDOT District:	One



December 14, 2021

Charlene Ross Transit Project Coordinator FDOT, District One, Modal Development Office/Public Transit 801 North Broadway Avenue Bartow, FL 33830

Re: 5339 Grant Submittal

Dear Ms. Ross:

Collier County Board of County Commissioners submits this application for the Section 5339 Program Grant and agrees to comply with all assurances and exhibits attached hereto and by this reference made a part thereof, as itemized in the Checklist for Application Completeness. Collier County would like your consideration for funding in rural 5339 grant funds

Collier County Board of County Commissioners further agrees, to the extent provided by law (in case of a government agency in accordance with Sections 129.07 and 768.28, Florida Statutes) to indemnify, defend and hold harmless FDOT and all its officers, agents and employees from any claim, loss, damage, cost, charge, or expense arising out of the non-compliance by the Agency, its officers, agents, or employees, with any of the assurances stated in this Application.

This application is submitted on this 14<sup>th</sup> day of December 2021 with one (1) original resolution authorizing the Chairman of the Board of County Commissioners to sign this Application. Thank you for your assistance in this matter.

Sincerely,

Penny Taylor Chairman, Collier County Board of County Commissioners



### RESOLUTION NO. 2021-

A RESOLUTION OF THE COLLIER COUNTY BOARD OF COUNTY COMMISSIONERS, COLLIER COUNTY FLORIDA, AUTHORIZING THE CHAIRPERSON TO SIGN AND SUBMIT A SECTION 5339 GRANT APPLICATION, INCLUDING ALL RELATED DOCUMENTS AND ASSURANCES, TO THE FLORIDA DEPARTMENT OF TRANSPORTATION, TO ACCEPT A GRANT AWARD FROM THE FLORIDA DEPARTMENT OF TRANSPORATION, AND THE PURCHASE OF VEHICLES AND/OR EQUIPMENT AND/OR THE EXPENDITURE OF GRANT FUNDS PURSUANT TO THE GRANT AWARD.

**WHEREAS**, the Board of County Commissioners of Collier County, Florida, has the authority to apply for and accept grants and make purchases and/or expend funds pursuant to grant awards made by the Florida Department of Transportation as authorized by Chapter 341, Florida Statutes and/or by the Federal Transit Administration Act of 1964, as amended;

**NOW THEREFORE, BE IT RESOLVED** by the Board of County Commissioners, Collier County, Florida:

1. This resolution applies to the Federal Program under U.S.C. §5339.

2. The submission of a grant application(s), supporting documents, and assurances to the Florida Department of Transportation is approved.

3. Penny Taylor, Chairperson, is authorized to including, but not limited to: (a) sign the application, accept a grant award, and (b) accept and execute any required certifications and assurances and all supporting documents relating to the grant awarded to the County, (c) approving all necessary budget amendments, and (c) authorize the purchase of vehicles/equipment and/or expenditure of grant funds pursuant to the grant awarded, unless specifically rescinded.

4. This Resolution shall be effective immediately upon signature by the Chairman.

This Resolution adopted after motion, second and majority vote favoring same, this 14<sup>th</sup> day of December 2021.

ATTEST:

## CRYSTAL K. KINZEL, CLERK

## BOARD OF COUNTY COMMISSIONERS COLLIER COUNTY, FLORIDA

By: \_\_\_\_\_\_, Deputy Clerk

By: \_\_\_\_\_ Penny Taylor, Chairperson

Approved as to form and legality:

Jennifer A. Belpedio Assistant County Attorney

### **Applicant Information**

Instructions: Please fill out each section appropriately.

Item	Instruction	Agency Response
Agency (Applicant) Legal Name:		Collier County Board of County Commissioners
Applicant Status: A first-time applicant has not received any funding for the past two grant cycles	Use drop- down to select	Returning applicant
Is the applicant a Community Transportation Coordinator (CTC)? If yes, please attach Transportation Disadvantaged Service Plan (TDSP), CTC Certification, and Annual Operating Report (AOR) where indicated in TransCIP.	Use drop- down to select	Yes
Applicant's County (If Applicant has offices in more than one county, list county where main office is located):		Collier County Board of County Commissioners
Physical Address (No P.O. Box):		3299 Tamiami Trail East Suite 700
City:		Naples
State:		FL
Zip + 4 Code:		34112-5746
<u>Congressional District:</u>	Use link in Cell A12 to access information. Select district(s) affected by the proposed project(s).	19/25
Federal Taxpayer ID Number:		59-6000558
Applicant's DUNS Number: Unique 9-Digit number issued by Dun & Bradstreet. May be obtained free of charge at: http://fedgov.dnb.com/webform_	Use link in Cell A14 to access information. Response must be exactly 9 characters.	076997790
My Florida Marketplace Vendor Number	Use link in Cell A15 to access information	F596000558030
Applicant Fiscal period start and end dates: State Fiscal period from: July 1, 2022 to June 30, 2023		October 1, 2022-September 30, 2023
Executive Director:		Michelle Arnold
Telephone:		239-252-5841
Fax:		239-252-3929
Grant Contact Person (if different than Executive Director):		Josh Thomas
Telephone:		239-252-8995
Fax:		239-252-6425
Email Address:		Joshua.Thomas@colliercountyfl.gov

Eligibility Questionnaire			
	recipients are requirements. recipient will r	questionnaire investigates whe compliant with all FDOT and F If a current grant sub-recipien iot be eligible to receive grant	TA Section 5339 t is noncompliant, the sub- funds until compliance has
Instructions	recipients and respective FDC information se Management	ned. This questionnaire does no sub-recipients that have not y DT District Office to complete a re FDOT's Triennial Review Pro Plan, to view the plan visit dot.gov/transit/currentpages/n	ret been required by their a triennial review. For more cess as part of the State
	on.ontri.	Yes / No	Additional Information
Are you a returning applicant? *If yes, please answer all questions. If no, disregard remaining questions in this questionnaire.	Pre-populates from Applicant Status	Yes	
Has your agency completed a Triennial Oversight Review?	Use drop- down to select	Yes	
What date(s) did the review occur?		11/19/2019	
If yes, is your agency currently in compliance?	Use drop- down to select	Yes	
If your agency is not in compliance, do you have a corrective action plan to come into compliance?	Use drop- down to select	N/A	
If yes, what is the date of anticipated date of corrective action closeout?		N/A	
Is your agency registered on SAM.gov? Note: Agency must register each year/application cycle.	Use drop- down to select	Yes	
SAM Unique Entity Identifier		JWKJKYRPLLU6	
SAM Registration Expiration Date		9/13/2022	

Inventory Date:	clude all revenue vehicles				leeded, add more i	ono to the tuble.											
otal Fleet Vehicles:	62	Ð	Enable adding rows	•	Disable adding n	ows											
VIN	Model Year	Make	Type Use dropdown to select	Length (feet)	FDOT Control #	Ramp or Lift Use dropdown to select	Passenger Seats	Wheelchair Positions	Current Mileage	Mileage 1 Year Ago	Mileage from the past year	Status Use dropdown to select status (Active/Spare/Other)	Expected Retirement Year	Donated? Use dropdown to select (Yes/No)	Year Donated	Mileage when Donated	Funding Source
GGE291161091167	2006 GI		Small Heavy-Duty Bus (		30 n/a	Ramp		-	868,08						N/A	N/A	5307 FY06 FL-9
GD2718F1184208	2015 GI		Large Heavy-Duty Bus (		10 n/a	Ramp			464,96			tive			N/A N/A	N/A	5307 FY13 FL-9
ADPDU1GCHJ1809 GB2711G1186275	2016 FR 2016 GI	EIGHTLINER	Medium-Duty Bus (25- Large Heavy-Duty Bus (		30 n/a 35 n/a	Lift Ramp		24 2 28 2	97,32			tive			N/A N/A	N/A N/A	5307 FY13 FL-9 5307 FY14 FL-9
GB2713G1186276	2016 GI		Large Heavy-Duty Bus (		35 n/a	Ramp			295,32			tive			N/A	N/A	5307 FY14 FL-9
GGE2715H3093319	2017 GI	LLIG	Small Heavy-Duty Bus (	3	30 n/a	Ramp	2	24 2	215,90	184,420	31,485 A	tive	202	7 No	N/A	N/A	5307 FY15 FL-2
GGE2711H3093320	2017 GI		Small Heavy-Duty Bus (		30 n/a	Ramp		24 2	203,68						N/A	N/A	5307 FY15 FL-2
GE2713H3093321	2017 GI		Small Heavy-Duty Bus (		30 n/a	Ramp		24 2							N/A	N/A	5339 FY15 FL-3
GE2715H3093322 GE271XJ3093449	2017 GI 2018 GI		Small Heavy-Duty Bus ( Small Heavy-Duty Bus (		30 n/a 30 n/a	Ramp Ramp	1		232,66						N/A N/A	N/A N/A	5307 FY15 FL-20 5307 FY16 FL-20
GE2713K3093424	2018 GI 2019 GI		Small Heavy-Duty Bus ( Small Heavy-Duty Bus (		30 n/a	Ramp			96,72						N/A	N/A N/A	5307 FY16 FL-20
GE271871091588	2007 GI		Small Heavy-Duty Bus (		30 n/a	Ramp		24 2	655,24						N/A	N/A	5307 FY07 FL-9
GGE271X71091589	2007 GI	LLIG	Small Heavy-Duty Bus (	3	30 n/a	Ramp	2	24 2	681,603	656,678	24,925 A	tive	201	7 No	N/A	N/A	5307 FY04 FL-90
6F5DN7L0A04887	2020 FC		Medium-Duty Bus (25-		30 n/a	Ramp		24 2	6,28						N/A	N/A	5307 FY17 FL-20
GF5DN7L0A04888 GGB2719A1177671	2020 FC 2010 GI		Medium-Duty Bus (25-		30 n/a	Ramp Ramp		24 2	14,78		12,824 A				N/A N/A	N/A N/A	5307 FY17 FL-20 5307 FY08 FL-90
GGB2719A1177671 GGB2719A1177672	2010 GI 2010 GI		Large Heavy-Duty Bus ( Large Heavy-Duty Bus (		35 n/a 35 n/a	Ramp Ramp			779,25	2 540,193					N/A N/A	N/A N/A	5307 FY08 FL-90 5307 FY08 FL-90
GB2719A1177673	2010 GI 2010 GI		Large Heavy-Duty Bus ( Large Heavy-Duty Bus (		35 n/a	Ramp			740,00		3,819 A				N/A	N/A N/A	5307 FY08 FL-90
GGB3014A1178484	2010 GI		Large Heavy-Duty Bus (		35 n/a	Ramp	1	.8 2	568,17		15,373 A	tive	202	2 No	N/A	N/A	5307 FY09 FL-90
GGB3016A1178485	2010 GI		Large Heavy-Duty Bus (	3	35 n/a	Ramp	1		605,065						N/A	N/A	5307 FY09 FL-90
GGB2710C1180347	2012 GI		Large Heavy-Duty Bus (		35 n/a	Ramp	1		549,00						N/A	N/A	5307 FY10 FL-90
5GB2712C1180348	2012 GI		Large Heavy-Duty Bus (		35 n/a	Ramp			529,48						N/A N/A	N/A N/A	5307 FY10 FL-90
GGB2414C1180349 GGB2719C1180752	2012 GI 2012 GI		Large Heavy-Duty Bus ( Large Heavy-Duty Bus (		35 n/a 35 n/a	Ramp Ramp			512,70 570,80		33,416 A	tive tive			N/A N/A	N/A N/A	5307 FY10 FL-90 CMS Flex Funds
GB2710C1180753	2012 GI 2012 GI		Large Heavy-Duty Bus (		35 n/a	Ramp			555,07			tive			N/A	N/A	5307 FY11 FL-90
GD2712E1184199	2013 GI		Large Heavy-Duty Bus (		10 n/a	Ramp	1		594,11			tive			N/A	N/A	5307 FY12 FL-90
GGD2715E1184200	2013 GI		Large Heavy-Duty Bus (		10 n/a	Ramp	:	18 2	580,55			tive			N/A	N/A	5307 FY12 FL-90
MF1A60CM101667	2012 VP		Minivan			Ramp		1 1	137,534						N/A	N/A	5310 Add
B6G5BL8F1262043		HEVROLET	Cutaway Bus		23 98128				253,30						N/A	N/A	5310 FY14
B6G5BL0F1263333 VMD2C64GM100120	2015 CF 2016 VF	HEVROLET	Cutaway Bus Miniyan		23 98130 17 98139	Ramp		1 1	263,85						N/A N/A	N/A N/A	5310 FY14 5310 FY15
VMD2C63GM100433	2016 VP		Minivan			Ramp		1 1	79,71						N/A	N/A	5310 FY15
VMD2C64GM100540	2016 VP		Minivan	1		Ramp		1 1	62,29						N/A	N/A	5310 FY15
B6GUBL7G1138289	2016 CH	HEVROLET	Cutaway Bus	2	23 98173	Lift		4 6	225,433	2 202,890			202	1 No	N/A	N/A	5310 FY15
B6GUBL0G1140658		HEVROLET	Cutaway Bus		23 98177			4 6	197,34		16,539 A				N/A	N/A	5310 FY15
B6GUBL3G1265573		HEVROLET	Cutaway Bus	2				4 6 12 6	196,52		15,147 A				N/A	N/A	5310 FY15
DFE4FS3HDC70786 DFE4FS2HDC70794	2017 FC 2017 FC		Cutaway Bus Cutaway Bus	2				2 6	172,81		31,604 A				N/A N/A	N/A N/A	5310 FY16 5310 FY16
DFE4FS7HDC70791	2017 FC		Cutaway Bus	2				2 6	161,50						N/A	N/A	5310 FY16
DFE4FS1HDC70785	2017 FC		Cutaway Bus	2	24 10001				173,78				202	2 No	N/A	N/A	5310 FY16
DES8PV1KKA49971	2018 FC		Cutaway Bus		23 10065			8 2	59,45						N/A	N/A	5310 FY17
DES8PV3KKA49972	2018 FC		Cutaway Bus		23 10064			8 2	81,67						N/A	N/A	5310 FY17
DES8PV5KKA49973 DES8PV7KKA49974	2018 FC 2018 FC		Cutaway Bus Cutaway Bus		23 10063 23 10062			8 2	63,74	30,999		tive tive			N/A N/A	N/A N/A	5310 FY17 5310 FY17
DES8PV7KKA49974 DFE4FS9KDC45799	2018 FC 2020 FC		Cutaway Bus	2				8 2	66,19			tive			N/A	N/A N/A	5310 FY17 5310 FY18
DFE4FS1KDC49376	2020 FC		Cutaway Bus		23 10073			2 3	55,93			tive			N/A	N/A	5310 FY18
DFE4FS3KDC49377	2020 FC		Cutaway Bus	2				2 3	63,57			tive			N/A	N/A	5310 FY18
DFE4FS5KDC49378	2020 FC		Cutaway Bus		23 10074	Lift		2 3	63,574						N/A	N/A	5310 FY18
DFE4FS0KDC66539	2019 FC		Cutaway Bus		23 N/A	Lift		4 2	46,471						N/A	N/A	Shirley Conroy
DFE4FS3KDC66504 DFE4FS5KDC66505	2020 FC 2020 FC		Cutaway Bus Cutaway Bus		23 10096 23 10100			4 2 4 2	33,79						N/A N/A	N/A N/A	5310 FY19 5310 FY19
DFE4FS7KDC66506	2020 FC		Cutaway Bus		23 10099				26,693			tive			N/A	N/A	5310 FY19
DFE4FS9KDC66507	2020 FC		Cutaway Bus	2					34,06						N/A	N/A	5310 FY19
DFE4FS0KDC66508	2020 FC	ORD	Cutaway Bus		23 10092	Lift			44,51				202	5 No	N/A	N/A	5310 FY19
DFE4FS2KDC66509	2020 FC		Cutaway Bus		23 10097			4 2	32,68						N/A	N/A	5310 FY19
DFE4FN8MDC15044	2021 FC		Cutaway Bus		23 10118			4 3	6,24		6,248 A				N/A	N/A	5310 FY20
FE4FN3MDC15064 FE4FN4MDC15073	2021 FC 2021 FC		Cutaway Bus Cutaway Bus	2	23 10122 23 10121			14 3 14 3	3,80			tive			N/A N/A	N/A N/A	5310 FY20 5310 FY20
FE4FN4MDC15073	2021 FC 2021 FC		Cutaway Bus Cutaway Bus		23 10121 23 10120				4,07		4,077 A				N/A N/A	N/A N/A	5310 FY20 5310 FY20
FE4FN1MDC15080	2021 FC		Cutaway Bus		23 10120			4 3	2,57		2,576 A				N/A	N/A	5310 FY20
DFE4FN3MDC15081	2021 FC		Cutaway Bus	2				4 3	1,57		1,571 A				N/A	N/A	5310 FY20
NF1CF1GFK56777	2016 FC		Other	1	12 n/a	None		2 0	112,04	23,552	88,492 A	tino	202	4 No	N/A	N/A	5307 FY14

				ment Invento				
Instructions:	Include all equipment va	lued > \$5,000 wh	ich is not permanently	/ attached to/ins	talled in a revenue	vehicle. If additi	onal space is needed,	add more rows to the
	table. Agency Control Number	Item Description	Model Number	Year Purchased	Expected Retirement Year	Donated? Use dropdown to	Year Donated	Funding Source
	CC1-4040	Manual Bus Wash	9719-900/2	2011	12/31/2021	select (Yes/No) No	N/A	5309 FY09 FL-04-0117
	CC1-8839	Diesel Exhaust Fluid Dispensing	BEN70031	2017	12/31/2027	No	N/A	5339 FY16 FL-2017-01
	CC2-2139	Heavy Duty Vehicle Lift	US261814	2018	12/31/2028		N/A	5339 FY16 Rural
		Heavy Duty	00201014	2010	12,51,2020	110	14/7	555511101000
	CC2-2140	Vehicle Lift	US261810	2018	12/31/2028	No	N/A	5339 FY16 Rural
	CC2-2679	Vehicle Alignment Machine	CFC605	2021	12/31/2031	No	N/A	Shirley Conroy
	CC2 2015	Widefinie		2021	12/31/2031		N/A	Shiney conroy

Vehicle Inver	ntory Summary
Туре	Count
Sedan	0
Van	0
Minivan	4
Minibus	0
Cutaway Bus	30
Medium-Duty Bus (25-35	
Small Heavy-Duty Bus (30	9
Large Heavy-Duty Bus (35	15
Other	1
Total	62

### **Proposed Budget for Transportation Program**

#### Budget for Year of Anticipated Award

All applicants for all request types must complete this budget form. For each component, amounts reported should be based on projected values for the year of anticipated award for the current grant application. This year's grant cycle is for award during Federal Fiscal Year (FFY) 2022, which corresponds to State Fiscal Year (SFY) 2023. SFY 2023 starts July 1, 2022 and ends June 30, 2023.

Applicants should replace the title text Year of Anticipated Award in the expenses and revenues tables with the actual fiscal year dates for which amounts were estimated. The applicant may use its own fiscal year definition when it differs from the state fiscal year (e.g., October 1, 2022 to September 30, 2023).

#### Instructions:

Amounts reflected in the Program Budget must be limited to those operating and administrative expenses/revenues supporting the applicant's transportation program. For agencies whose primary purpose is not transportation, the transportation program budget must be separated out from general administration and other agency functions. Shared costs such as facility rental and utilities must be allocated to the transportation program on a reasonable and specified basis.

	Enable adding rows:		Disable adding rows: 😑
	Collier County FY22 (10/01/2021-09/30/202 Operating & Administrative		
Instructions	Object Class	Code	Amount
Use drop-down to select	Services	5020	\$4,841,600
Use drop-down to select	Fuel and Lubricants	5031	\$348,800
Use drop-down to select	Miscellaneous Expenses	5090	\$699,100
Use drop-down to select	Other Salaries and Wages	5013	\$474,800
Use drop-down to select	Other Materials and Supplies	5039	\$645,900
Use drop-down to select	Other Reconciling Items	5290	\$214,500
Use drop-down to select		-	\$0
Use drop-down to select		-	\$0
Use drop-down to select		-	\$0
Use drop-down to select		-	\$0
Use drop-down to select		-	\$0
Use drop-down to select		-	\$0
			\$7,224,700

Operating & Administrative Revenues						
Instructions	Object Class	Code	Amount			
Use drop-down to select	Passenger Fares	4110	\$1,150,000			
Use drop-down to select	Local Government Funds	4300	\$5,989,700			
Use drop-down to select	Other Agency Revenues	4150	\$85,000			
Use drop-down to select		-	\$0			
Use drop-down to select		-	\$0			
Use drop-down to select		-	\$0			
Use drop-down to select		-	\$0			
Use drop-down to select		-	\$0			
Use drop-down to select		-	\$0			
Use drop-down to select		-	\$0			
Use drop-down to select		-	\$0			
Use drop-down to select		-	\$0			
			\$7,224,700			

\$PMM@I	O!4TNO@H!%@N>ME
	Current System Description Tab provides space for a short description of who the applicant is and
	what services they provide. The form is in a question and answer format with designated text
lu struction o	boxes (the applicant's response to the question must not exceed the space provided or word
Instructions:	counts where indicated). If the applicant is a CTC, relevant pages of a Transportation

Disadvantaged Service Plan (TDSP) and Annual Operating Report (AOR) containing the above information may be provided within TransCIP.

Questions:	Response	Maximum Word Count	Word Count
Please provide a brief general overview of the organization type (i.e., government authority, private non-profit, etc.) including:	The Collier County Board of County Commissioners is the governing body for the Public Transportation system in Collier County. The Public Transportation system, Collier Area Transit (CAT) operates under the supervision of the Collier County Division of Public Transit & Neighborhood Enhancement (PTNE) for the Collier County Growth Management Department. CAT serves as the public transit provider for Collier County, serving Naples, Marco Island, and Immokalee areas.	100	67
Program mission	It is the mission of CAT to provide safe, accessible and courteous public transportation services to our customers.	100	18
Program goals	Collier County's goals are to operate reliable, convenient, and cost-effective mobility services that safely and efficently meet the mobility needs of its workers, residents and visitors. We strive to accomplish this by increasing the resiliency of Collier County by, protecting our man-made and natural resources; providing attractive and convenient mobility alternatives that will reduce adverse carbon and environmental impacts within our communities, as well as building meaningful partnerships that increase awareness and education of and about mobility options and increase the viability of mobility services to promote livability and enhance economic and social	100	95
Program objectives	Collier County's objectives to achieve its goals are to improve efficiencym service quality, and level of service to adequately structure transit service with a focus on providing job access for workforce and access to mobility for persons with limited access to a private automobile; Create an optimized interconnected multimodal mobility network designed to fit the range of needs and conditions for the service marketl and Provide services and programs to reduce vehicle miles traveled within Collier County by coordinating integrated land use and transportation planning efforts to incorporate transit needs into the devlopment review and approval process.	100	97

Service, route, and trip types provided	Service hours for these routes vary fro AM to as late as 8:20 PM. The service grant will provide access for people in areas of Collier County. Funds from th used to continue operation of fixed ro acess for people in non-urbanized are shopping, education, employment, pu recreation. Because many of these se available in the rural area, most peopl the urban areas in order to receive the	planned for this non-urbanized his grant will be bute to provide has to health care, ablic services and rvices are not e must travel to	100	92
Total number of employees in organization	105		_	
Total number of operators (including volunteer drivers)	58			
Total number of transportation-related employees in the organization	7		-	-
Identify the personnel responsible for the following transportation program functions (Name, Title, Email, Phone):			-	-
Insurance	Harold Minch, Safety Manager Harold.Minch@colliercountyfl.gov	239-252-4978	-	-
Training (e.g., wheelchair lift operation, passenger assistance)	Harold Minch, Safety Manager Harold.Minch@colliercountyfl.gov	239-252-4978	-	-
Management	Harold Minch, Safety Manager Harold.Minch@colliercountyfl.gov	239-252-4978	-	-
Administration (e.g., records maintenance)	Harold Minch, Safety Manager Harold.Minch@colliercountyfl.gov	239-252-4978	-	-
What are the sources of the transportation program's funding for operations (e.g., state, local, federal, private foundations, fares, other program fees?)?	The operations are funded through th Administration 507, 5310, and 5311 p Department of Transportation, Agency Disabilities, Florida Commission for th Disadvantaged and local funding prog include funding for individuals with di income, and elderly in both the ubran urbanized areas of the County. The M has been managed by a private provid 2012.	rograms, Florida y for persons with e Transportation grams. These sabilities, low ized and non- ledicaid program	200	68
To what extent does your agency serve minority populations?	According to the 2010 Census, a majo County's workforce lives in the rural a majority of the activity centers which i employers, health care centers, and pr within the urban area. The recent TDF included public surveys of the ridershi approximately 1,000 responses. The r ethnic origins of 38% Hispanic/Latino Black/African American. All CAT route census block group, 48% of route mile minority block.	rea and the nclude major ublic services are Major update ip with espondents had and 25% es serve a minority	100	82

Is your agency minority-owned?	No	50	1
Briefly describe your agency's vehicle maintenance program. Which services are outsourced (e.g., oil changes)? How are vehicles are maintained without interruptions in service?	All vehicles are maintained by the Collier County Fleet Management Division staff specifically assigned to Transit at the CAT Operations Center located at 8300 Radio Road. A preventative maintenance schedule for all CAT vehicles is maintained by fleet staff to ensure vehicles are maintainted without interrupting transportation service.	100	48
Se	rvice Characteristics		
	The convice characteristics cheet is used to determine an	d report the anticipat	od quantitativo

The service characteristics sheet is used to determine and report the anticipated quantitative impacts of the proposed project on your agency's transportation program. A calculation column **Instructions:** has been provided to calculate the necessary data for both the current transportation program and if awarded. Please include the source of the data, e.g., Trapeze, direct observation, driver logs, maintenance records, etc.

maintenance records, etc.								
Service Characteristic	Value	Data Collection/ Calculation	<b>Completion Check</b>					
Unlinked Passenger Trips (UPT)								
The number of boardings on public transportation vehicles during the fiscal year.								
Transit agencies must count passengers each time they board vehicles, no matter								
how many vehicles they use to travel from their origin to their destination. If a								
transit vehicle changes routes while passengers are onboard (interlining), transit								
agencies should not recount the passengers. Employees or contractors on transit								
agency business are not passengers. For demand response (DR) modes, transit								
agencies must include personal care attendants and companions in UPT counts as								
long as they are not employees of the transit agency. This includes attendants and		Trapeze farebox and Masabi Mobile						
companions that ride fare free.	172,045	Application						
Unduplicated Passengers per Year		Trapeze farebox and Masabi Mobile						
Unique (non-repeat) passengers served within the reporting year	172,045	Application						
Vehicles Operated in Annual Maximum Service (VOMS)								
Vehicles Operated in Annual Maximum Service (VOMS) is the number of revenue								
vehicles an agency operates to meet the annual maximum service requirement.								
Agencies count their annual VOMS during the peak season of the year on the								
busiest day that they provide service. In most cases, this is the number of scheduled								
vehicles because most transit agencies have enough vehicles to operate the								
scheduled service. VOMS excludes atypical days or one-time special events for non-								
demand response modes. Agencies should not report VOMS as the number of								
vehicles available to provide service or the total number of vehicles in the agency's								
inventory, unless the agency utilizes all of these vehicles simultaneously and does								
not retain spares during peak service.	6	CAD/AVL and System Spreadsheets						
Vehicle Revenue Miles (VRM)								
Vehicle Revenue Miles (VRM) are figures that take into account the miles vehicles								
travel while in revenue service. Revenue miles include the distances traveled during								
running time and layover/recovery time.	601,404	CAD/AVL and System Spreadsheets						
Daily Service Span (number of hours)								
Total hours of operation per day. For example, if your transportation program								
provides continuous service from 7am to 10pm daily, enter "15".	63.24	CAD/AVL and System Spreadsheets						
Annual Days of Service								
Number of days per year on which service is operated, excluding emergency service								
cancellations.	359	CAD/AVL and System Spreadsheets						

Calculated Values	
Service Characteristic	Result
Ambulatory seats per vehicle	
Asset Inventory > (Total Ambulatory Seats / Vehicle Count)	18
Wheelchair positions per vehicle	
Asset Inventory > (Total Wheelchair Positions / Vehicle Count)	2.64516129
Average vehicle miles PER DAY	
VRM / Annual Days of Service	1,675
Annual Hours of Service	
Daily Service Span * Annual Days of Service	22,703
Unduplicated Passengers per Vehicle	
Unduplicated Passengers / (Asset Inventory > Vehicle Count)	2775
Cost per Trip	
(Program Budget > Total Operating Expenses) / UPT	\$ 41.99
Cost per Mile	
(Program Budget > Total Operating Expenses) / VRM	\$ 12.01
Average Trip Length (Miles)	
Vehicle Revenue Miles / Unlinked Passenger Trips	3.50

## **Proposed Project Description**

Applicants must submit a Proposed Project Description as part of their application. It is required that all applicants provide the Project Description in a question/answer format. Where a field or word count is

**Instructions:** included, the length of the applicant's response to the question must not exceed the space or word count provided. The project description should not repeat the current system description shown in the Current System Description.

Project Type	Examples	Selection
Facilities	<ul> <li>Passenger Amenity Projects</li> <li>Transit Centers</li> <li>Transit Fueling and Electric Charging Stations</li> </ul>	
Expansion Vehicles	—Large heavy- duty transit buses 35' -40' —Small heavy-duty transit buses 30' —Minibus	
Replacement Vehicles	—Standard Cutaway —Minivan	
Equipment	<ul> <li>Fare boxes</li> <li>Communications equipment</li> <li>Security/surveillance equipment for vehicles and/or buildings</li> <li>Shop equipment (alignment machines, bus washing machines, tire changers, etc.)</li> <li>Bus shelters</li> <li>Bus stop signage</li> <li>Wheelchair lifts</li> <li>Other miscellaneous equipment</li> </ul>	

How will the grant fund	Project-Related Improvements ding improve your agency's transportation service? Applicants may also consider conducting scenario planning, cost-benefit analysis,
	alysis to illustrate how transportation service will be enhanced.
Provide more hours of service and/or more trips	Grant funding will not provide more hours but will allow for the sustainment of the current service and increase reliability with the purchase of a replacement vehicle.
Expand service to a larger geographic area	Grant funding will be utilized to ensure the existing service to the rural area receives reliable service with the purchase of a replacement vehicle.
Reduce headways/increase frequency	Grant funding will not reduce headways/nor increase frequency.
Support a capital investment strategy in alignment with a Strategic Plan, Capital Improvement Plan, or Transit Asset Management Plan	The funding will support Collier County's TAM plan by ensuring vehicles are replaced as they meet their life expectancy.
Expand access to essential services	The existing transit service provides access to essential services for those that live in low income and rural areas. Maintaining a vehicle replacement plan is a key element to ensuring continued access to essential services.

Enhance passenger experience (e.g., added amenities)	Passenger experience will be enhanced by providing a reliable servie with a new replacement vehicle that will allow CAT to reduce breakdowns by retiring a vehicle that has met its useful life. Additionally, these funds will be used to design bus stop improvements to add amenities to enhance safe access to the stops by passengers.
Decreases transportation costs, improve access to mobility options, and spur economic activity in underserved/disadvantaged communities	A reduction of cost will be captured in vehicle maintenance as a vehicle that has met its useful life shall be retired upon receipt of replacement vehicle. The bus stop improvements will improve access for ADA accessibility for our bus stops and increase the level of service for the area identified.
Overcome any challenges or difficulties your agency is experiencing	The funding will assist in meeting the demand for maintaining capital assets in a state of good repair. As vehicles age and experience wear and tear, the cost for maintenance and parts replacement become very expensive and place a heavy burden on the operating budget. These capital grant funds will alleviate some of that burden and allow the transit agency to allocate more funds towards the provision on the service itself. The engineering services for bus stop improvements will allow us to be a step closer to improving ADA accessibility for bus stops and increasing level of service for passengers.
If a grant award will be used to maintain services, specifically explain how it will be used in the context of total service. Make sure to include information on how the agency will maintain adequate financial, maintenance, and operating records and comply with FTA reporting requirements including information for the Annual Program of Projects Status Reports, Milestone Activity Reports, NTD reporting, DBE reports etc.	
If this grant is not fully funded, can you still proceed with your transportation program? If applicable, consider providing an explanation of the scalability of the project.	Yes, thetransportation program will continue to operate. However, the continued use of older vehicles will continue to reduce system reliability and increase maintenance cost as vehicles that should be retired remain in revenue service. If the funding is not granted, the bus stop improvements needed for accessibility will have to wait for future funding availability.

Please provide a description of local support and coordination for the project. This can be exemplified by explaining the integration of the proposed project within a Transit Development Plan (TDP), Transportation Disadvantaged Service Plan (TDSP), a Comprehensive Plan, a Congestion Management Plan, Strategic Plan, Capital Improvement Plan, and/or other Transit Supportive Plans. Applicants should also include a list of all project parties involved in delivering the project and describe details on efforts to collaborate among stakeholders.

The funding has been identified as a plausible resource for maintaining our capital replacement and bus stop improvements within our Transit Development Plan. Replacement vehicles have also been incorporated within our MPO process for unfunded projects list that is incorporated within the MPO performance measures.

#### **Project Readiness**

Instructions: If the proposed project is for vehicles, equipment, or other capital items, please provide a detailed description of project activities.

If applicable, please provide any pertinent information used to make a determination reasonableness of cost, i.e., independent cost estimates, quotes, etc.

Bus: Existing contract will be utilized for the purchase of the bus, pricing has been established for the contract base year with appropriate Producer Price Index (PPI) every year after.

Bus Stops: Historical cost for bus stop engineering services was utilized to determine cost reasonableness.

	Bus: Upon receiving notice of award-existing contract for rolling stock shall be submitted to FDOT for concurrence
Please provide a full, detailed timeline of	Purchase Order Approval- 1 month
the project. The schedule should contain	12 months delivery of rolling stock from the time of PO
sufficient detail that identifies all steps or	1 month for post delivery for Buy America Review
phases needed to implement the work	2 months for invoice to FDOT for reimbursement
proposed, and whether the proposed	Bus Stop Improvements (6): Upon receiving notice of award- existing contract for Engineering services shall be submitted to FDOT for
timeline is achievable. Moreover, the	concurrence.
project schedule should identify all major	Develop scope and work order- 2 months
project milestones. Examples of such	PO approval- 1 month
milestones include approval of purchase	90% plans developed- 6 months
orders, specifications, and estimates;	FDOT concurrence of design plans: 2 months
procurement goals; delivery; installation;	Final 100% plans: 1 month
and invoicing FDOT for reimbursement.	FDOT reimbursement- 2 months
If you are requesting a vehicle that	
requires a driver with a CDL, how will you	Dispatchers monitor vehicle assignment, and all Fixed Route operators are required to maintain a CDL license. CDL license review is
ensure that your driver(s) maintain CDL	conducted monthly to ensure renewals are occurring within the appropriate time frames.
certification?	
If the new set of unbidles on equipment	
If the requested vehicles or equipment	
will be used by a lessee or private	
operator under contract to the applicant	
	Single private operator will be responsible for the vehicle and Collier County staff performs vehicle maintenance. Operator is regularly
equitable plan for distribution of	monitored to ensure that the vehicles are used for their intended purpose.
vehicles/equipment to lessees and/or	
private operators been completed?	

Describe any local support and coordination or public outreach that has already occurred. Applicants should consider including a lists of all project parties involved in delivering the project and describe details on efforts to collaborate among stakeholders. In addition, applicants can elaborate on the transit supportive plan that cites the proposed project. For example, is the project referenced in a Transit Development Plan (TDP), Transportation Disadvantaged Service Plan (TDSP), a Comprehensive Plan, or a Congestion Management Plan?

The projects are referenced in the Transit Development Plan which went through an elaborate public outreach process. There will be no other project parties involved in the delivery of this project.

Facility Projects								
Instructions: For all proposed facility projects, provide the following information.								
If applicable, please provide any pertinent information used to make a								
determination as to reasonableness of	N/A this grant will not be used for a facility project.							
cost, sufficiency of preliminary								
engineering and design work completed								

Please provide a full, detailed timeline of	
the project. The schedule should contain	
sufficient detail that identifies all steps or	
phases needed to implement the work	
proposed, and whether the proposed	
timeline is achievable. Moreover, the project	
schedule should identify all major project	
milestones. Examples of such milestones	
include approval of plans, specifications,	
and estimates; procurement goals; state and	N/A this grant will not be used for a facility project.
local approvals; project partnership and	
implementation agreements; and start and	
completion of NEPA and other applicable	
environmental reviews and approvals	
including permitting, design completion,	
and right of way acquisition, if applicable.	
You may upload documents into TransCIP in	
the "Additional Documents" folder	
associated with the application.	
Please provide a description of all	
material risks to the project and the	
strategies that the lead applicant and any	
project partners have undertaken or will	
undertake to mitigate those risks. Project	
risks include, but not limited to,	N/A this grant will not be used for a facility project.
procurement delays, environmental	
uncertainties, increases in real estate	
acquisition costs, uncommitted local	
match and/or unavailability of preferred	
vehicles or equipment.	
Is there a draft building maintenance	
plan for the proposed facility?	N/A this grant will not be used for a facility project.

. .

			Service Characteristics	
Service Characteristic	Before Project	lf the grant is awarded	Data Collection/Calculation Method	Completion Check
<u>Unlinked</u> <u>Passenger Trips</u> (UPT)	172,045	172,045	Trapeze farebox and Masabi Mobile Application	
<u>Unduplicated</u> Passengers per Year	172,045	172,045	Trapeze farebox and Masabi Mobile Application	
<u>Vehicles</u> <u>Operated in</u> <u>Annual Maximum</u>	6	6	CAD/AVL and System Spreadsheets	
<u>Vehicle Revenue</u> <u>Miles</u>	601,404	601,404	CAD/AVL and System Spreadsheets	
<u>Daily Service</u> Span (hours)	63	63	CAD/AVL and System Spreadsheets	
<u>Annual Days of</u> <u>Service</u>	359	359	CAD/AVL and System Spreadsheets	
	Calculated Values			
<u>Ambulatory seats</u> per vehicle	18	18		
<u>Wheelchair</u> positions per vehicle	3	3		
<u>Average vehicle</u> miles PER DAY	1675			
Annual hours of service	22703	-		
Unduplicated passengers per				
vehicle	2775	0		
<u>Cost per trip</u>	42			

<u>Cost per mile</u> <u>Average trip</u> length (Miles)	12 3										
						ment Reque					
Instructions:	All vehicle requests must be supported with a completed sample order form in order to generate a more accurate estimation of the vehicle cost. If using the TRIPS Contract, the order form can be obtained from http://www.tripsflorida.org/contracts.html: 1.Select Desired Vehicle (Cutaway, Minibus etc.) 2.Choose Vendor (use drop down arrow next to vendor name to see information) 3.Select Order Packet 4.Complete Order Form										
	If not using the TRIPS, a	a quote should	be uploade	d from the de	esired vend	or. This supp	orting documen	tation should b	e uploaded in T	TransCIP.	
							-				
	Enable adding rows 🕀	Disable addin	g rows 🕒								
Instructions:	Vehicle Request         Under Description/Vehicle Type, include the length and type vehicle, lift or ramp, number of seats and wheelchair positions. For example, 22' gasoline bus with lift, twelve (12) ambulatory seats, and two (2) wheelchair positions. Please note, in this example, if both wheelchair positions are occupied the ambulatory seats will be reduced to eight (8). Any bus options that are part of purchasing the bus itself should be part of the vehicle request and NOT separated out under equipment. For Useful Life information, see provided reference table in Resources tab. Cost estimates should be supported by order forms or quotes.         Requests should be listed in order or priority. If more space is needed to accommodate your request, add more rows to the table by first clicking "Enable adding rows" above.										
				Useful Life	·	Wheelchair				Federal	State (TRC)
Instructions Use drop-down	Description	ALI	Fuel Type	(Years)	Seats	Positions	Quantity	Unit Cost	Total Cost	Share	Share
to select request	Bus - Replacement										
description	Over 30'	11.12.03	Diesel	12	32	2	1	\$557,117	\$557,117	\$557,117	\$139,279
Use drop-down											
to select request									¢0	¢0	¢0
description Use drop-down									\$0	\$0	\$0
to select request											
description									\$0	\$0	\$0

Use drop-down											
to select request											
description									\$0	\$0	\$0
Use drop-down											
to select request											
description									\$0	\$0	\$0
Use drop-down											
to select request											
description									\$0	\$0	\$0
Use drop-down											
to select request											
description									\$0	\$0	\$0
	Total	-	-	-	32	2	1	-	\$557,117	\$557,117	\$139,279

Vehicles to be Replaced

Instructions: Vehicles listed for replacement must be included in Asset Inventory. Vehicles should be listed in order of priority for replacement. If more space is needed to accommodate your list, add more rows to the table.

Instructions	VIN	FDOT Control #	Year	Make	Туре	Passenger Seats	Wheelchair Positions	Status	Mileage
Use drop-down									
to select VIN	15GGB2414C1180349	n/a	2012	GILLIG	Large Hea	28	2	Active	512,700
Use drop-down									
to select VIN									
Use drop-down									
to select VIN									
Use drop-down									
to select VIN									
Use drop-down									
to select VIN									
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to select VIN									
Use drop-down									
to select VIN									

Use drop-down								
to select VIN								
Use drop-down								
to select VIN								
Use drop-down								
to select VIN								
	Total/Average	-	-	-	-	28	2	512,700

			Eq	uipment Req	uest				
Instructions:		the number of items and provide a brief description (i.e. two-way radio or stereo radio, computer hardware/software, etc.). If re space is needed to accommodate your request, add more rows to the table.							
Instructions	Description	ALI	Detail	Useful Life (Years)	Quantity	Unit Cost	Total Cost	Federal Share	State (TRC) Share
Use drop-down									
to select request	Bus Passenger Shelters								
description	Acquisition	11.32.10			6	\$9,155	\$54,930	\$54,930	\$13,733
Use drop-down									
to select request									
description							\$0	\$0	\$0
Use drop-down									
to select request									
description							\$0	\$0	\$0
Use drop-down									
to select request									
description							\$0	\$0	\$0
Use drop-down									
to select request									
description							\$0	\$0	\$0
	Total	-	-	-	-	-	\$54,930	\$54,930	\$13,733

	Facility Request									
Instructions	Description	ALI	Detail	Useful Life (Years)	Quantity	Unit Cost	Total Cost	Federal Share	State (TRC) Share	
Use drop-down										
to select request										
description							\$0	\$0	\$0	
Use drop-down										
to select request										
description							\$0	\$0	\$0	
Use drop-down										
to select request										
description							\$0	\$0	\$0	
Use drop-down										
to select request										
description							\$0	\$0	\$0	
Use drop-down										
to select request										
description							\$0	\$0	\$0	
	Total	-	-	-	-	-	\$0	\$0	\$0	



# **Application Summary**

Applicant:

Collier County Board of County Commissioners

Vehicle Request(s)						
Description	ALI	Quantity		Total Cost	Federal Share	State (TRC) Share
Bus - Replacement Over 30'	11.12.03		1	\$557,117	\$557,117	\$139,279
				\$0	\$0	\$0
				\$0	\$0	\$0
				\$0	\$0	\$0
				\$0	\$0	\$0
				\$0	\$0	\$0
				\$0	\$0	\$0
Total	-		1	\$557,117	\$557,117	\$139,279

Equipment Request(s)						
Description	ALI	Quantity	1	Total Cost	Federal Share	State (TRC) Share
Bus Passenger Shelters Acquisition	11.32.10		6	\$54,930	\$54,930	\$13,733
				\$0	\$0	\$0
				\$0	\$0	\$0
				\$0	\$0	\$0
				\$0	\$0	\$0
Total	-	-		\$54,930	\$54,930	\$13,733

Facility Request(s)					
Description	ALI	Quantity	Total Cost	Federal Share	State (TRC) Share
			\$0	\$0	\$0
			\$0	\$0	\$0
			\$0	\$0	\$0
			\$0	\$0	\$0
			\$0	\$0	\$0
Total	-	-	\$0	\$0	\$0

## **FDOT Certification and Assurances**

(*Collier County Board of County Commissioners*) certifies and assures to the Florida Department of Transportation regarding its Application under U.S.C. Section 5339 dated <u>14th</u> day of <u>December</u>, <u>2021</u>

- 1 It shall adhere to all Certifications and Assurances made to the federal government in its Application.
- 2 It shall comply with Florida Statues:
  - Section 341.051–Administration and financing of public transit and intercity bus service programs and projects
  - Section 341.061 (2)-Transit Safety Standards; Inspections and System Safety Reviews
  - Section 252.42 Government equipment, services and facilities: In the event of any emergency, the division may make available any equipment, services, or facilities owned or organized by the state or its political subdivisions for use in the affected area upon request of the duly constituted authority of the area or upon the request of any recognized and accredited relief agency through such duly constituted authority.
- 3 It shall comply with Florida Administrative Code (Rule Chapter 14-73–Public Transportation)
  - Rule Chapter 14-90–Equipment and Operational Safety Standards for Bus Transit Systems
  - Rule Chapter 14-90.0041–Medical Examination for Bus System Driver
  - Rule Chapter 41-2-
- 4 It shall comply with FDOT's:
  - Bus Transit System Safety Program Procedure No. 725-030-009 (Does not apply to Section 5310 only recipients)
  - Public Transit Substance Abuse Management Program Procedure No. 725-030-035
  - Transit Vehicle Inventory Management Procedure No. 725-030-025
  - Public Transportation Vehicle Leasing Procedure No. 725-030-001
  - Guidelines for Acquiring Vehicles
  - Procurement Guidance for Transit Agencies Manual
- 5 It has the fiscal and managerial capability and legal authority to file the application.
- 6 Local matching funds will be available to purchase vehicles/equipment at the time an order is placed.
- 7 It will carry adequate insurance to maintain, repair, or replace project vehicles/equipment in the event of loss or damage due to an accident or casualty.
- 8 It will maintain project vehicles/equipment in good working order for the useful life of the vehicles/equipment.

- 9 It will return project vehicles/equipment to FDOT if, for any reason, they are no longer needed or used for the purpose intended.
- 10 It recognizes FDOT's authority to remove vehicles/equipment from its premises, at no cost to FDOT, if FDOT determines the vehicles/equipment are not used for the purpose intended, improperly maintained, uninsured, or operated unsafely.
- 11 It will not enter into any lease of project vehicles/equipment or contract for transportation services with any third party without prior approval of FDOT.
- 12 It will notify FDOT within **24 hours** of any accident or casualty involving project vehicles/equipment and submit related reports as required by FDOT.
- 13 It will notify FDOT and request assistance if a vehicle becomes unserviceable.
- 14 It will submit an annual financial audit report to FDOT (<u>FDOTSingleAudit@dot.state.fl.us</u>), if required.
- 15 It will undergo a triennial review and inspection by FDOT to determine compliance with the baseline requirements. If found not in compliance, it must send a progress report to the local FDOT District office on a quarterly basis outlining the agency's progress towards compliance.

\_\_\_\_\_\_ December 14, 2021 \_\_\_\_\_\_ Date

\_\_\_\_\_ Signature of Authorized Representative

\_Penny Taylor, Chair\_\_\_\_\_\_Typed Name and Title of

Authorized Representative

## FTA Section 5333 (b) Assurance

Note: By signing the following assurance, the recipient of Section 5339 assistance assures it will comply with the labor protection provisions of 49 U.S.C. 5333(b) by one of the following actions: (1) signing the Special Warranty for the Rural Area Program (<u>see FTA Circular C 9040.1G</u>, <u>Chapter VIII</u>); (2) agreeing to alternative comparable arrangements approved by the <u>Department of Labor (DOL</u>); or (3) obtaining a waiver from the DOL. Collier County Board of County Commissioners

(hereinafter referred to as the "Recipient") HEREBY ASSURES that the "Special Section 5333 (b) Warranty for Application to the Small Urban and Rural Program" has been reviewed and certifies to the Florida Department of Transportation that it will comply with its provisions and all its provisions will be incorporated into any contract between the recipient and any sub-recipient which will expend funds received as a result of an application to the Florida Department of Transportation under the FTA Section 5339 Program.

<u>December 14, 2021</u>\_\_\_\_\_ **Date** 

\_\_\_\_\_\_Signature of Contractor's Authorized Official
Penny Taylor, Chair
\_\_\_\_\_\_Typed Name and Title of Authorized

Representative

#### Note: All applicants must complete the following form and submit it with the above Assurance. LISTING OF RECIPIENTS, OTHER ELIGIBLE SURFACE TRANSPORTATION PROVIDERS, UNIONS OF SUB-RECIPIENTS, AND LABOR ORGANIZATIONS REPRESENTING EMPLOYEES OF SUCH PROVIDERS, IF ANY

(See Appendix for Example)

-	-	-			
1	2	3	4		
Identify Recipients of	Site Project by Name,	Identify Other	Identify Unions (and		
Transportation	Description, and	Eligible Surface	Providers) Representing		
Assistance Under this	Provider (e.g. Recipient,	Transportation	Employees of Providers in		
Grant	other Agency, or	Providers (Type of	Columns 1, 2, and 3		
	Contractor)	Service)			
Collier County	Application for	Collier Area	Transport Workers		
Board of County	FTA Section 5339	Transit Service	Union Local 525		
Commissioners	Capital Assistance		AFL-CIO 2395 North		
	funding for		Courtenay Pkwy		
	FY22/23		Suite 104 Merritt		
			Island, FL 32953		

## **Standard Lobbying Certification Form**

The undersigned (*Collier County Board of County Commissioners*) 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.
- 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 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," (a copy of the form can be obtained from <u>FDOT's website</u>) 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 sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients 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 *(Collier County Board of County Commissioners)*, 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.

\_December 14, 2021 \_\_\_\_\_ Date

\_\_\_\_\_ Signature of Contractor's Authorized Official

Penny Taylor, Chair Typed Name and Title of Authorized Representative

## **Certification of Equivalent Service**

### **CERTIFICATION OF EQUIVALENT SERVICE**

(Collier County Board of County Commissioners) certifies that its demand responsive service offered to individuals with disabilities, including individuals who use wheelchairs, is equivalent to the level and quality of service offered to individuals without disabilities. Such service, when viewed in its entirety, is provided in the most integrated setting feasible and is equivalent with respect to:

- 1. Response time;
- 2. Fares;
- 3. Geographic service area;
- 4. Hours and days of service;
- 5. Restrictions on trip purpose;
- 6. Availability of information and reservation capability; and
- 7. Constraints on capacity or service availability.

In accordance with 49 CFR Part 37, public entities operating demand responsive systems for the general public which receive financial assistance under 49 U.S.C. 5310, 5339, and 5311 of the Federal Transit Administration (FTA) funds must file this certification with the appropriate state program office before procuring any non-accessible vehicle. Such public entities not receiving FTA funds shall also file the certification with the appropriate state office program. Such public entities receiving FTA funds under any other section of the FTA Programs must file the certification with the appropriate FTA regional office. This certification is valid for no longer than one year from its date of filing. Non-public transportation systems that serve their own clients, such as social service agencies, are required to complete this form.

Executed this <u>14th</u> day of <u>December</u>, <u>2021</u>

Penny Taylor, Chair Name and title of authorized representative

Signature of authorized representative

## **Leasing Certification**

### **MEMORANDUM for FTA 5339**

	December 14, 2021	
Date:		
	Penny Taylor, Chair	
From:		
	(Typed name and title)	(Signature)
	Collier County Board of County Co	nmissioners
	(Typed or printed agency name)	
То:	Florida Department of Transportat Modal Development Office / Public	•
Subject:	FFY 2022 GRANT APPLICATION TO T CAPITAL GRANTS FOR NON-URBAN 49 UNITED STATES CODE SECTION	·

#### Leasing

Will th	e <u>Collier County Board of County Commissioners</u>							
(Name	Name of applicant agency), as applicant to the Federal Transit Administration Section 5339							
Progra	Program, lease the proposed vehicle(s) (or any other equipment that may be awarded to the							
Applica	ant) to a third-party?							
□Yes	⊠ No							
	If yes, specify to whom:							

**NOTE:** It is the responsibility of the applicant agency to ensure District approval of all lease agreements.

\_\_\_\_\_

#### OMB Number: 4040-0004 Expiration Date: 12/31/2022

Application for Federal Assistance SF-424								
* 1. Type of Submi		New [		Revision, select appropriate letter(s): her (Specify):				
* 3. Date Received	]: ////////////////////////////////////	4. Applicant identifier:						
5a. Federal Entity i	Identifier:		5	b. Federal Award Identifier:				
State Use Only:								
6. Date Received b	by State:	7. State Application I	den	tifier: 1001				
8. APPLICANT IN	FORMATION:							
* a. Legal Name:	Collier County 1	Board of County Commis	ssi	oners				
* b. Employer/Taxp	bayer Identification Num	nber (EIN/TIN):	*	c. UEI:				
59-6000558	····		J	WKJKYRPILU6				
d. Address:								
* Street1: Street2: * City: County/Parish:	3299 Tamiami 9 Naples	3299 Tamiami Trail East, Suite 700						
* State:	FL: Florida							
Province: * Country:	USA: UNITED ST	DARTO						
* Zip / Postal Code:								
e. Organizational			**					
Department Name:			Di	ivision Name:				
Growth Manage			I	TNE .				
f. Name and conta	act information of pe	rson to be contacted on ma	tter	s involving this application:				
Prefix: Mr.		* First Name:		Joshua				
Middle Name:		1						
* Last Name: Th	iomas							
Suffix:	Suffix:							
Title: Operation	ns Analyst							
Organizational Affilia	Organizational Affiliation:							
Collier County								
* Telephone Number: 239-252-8995 Fax Number:								
Email: Joshua.Thomas@colliercountyfl.gov								

Application for Federal Assistance SF-424
* 9. Type of Applicant 1: Select Applicant Type:
B: County Government
Type of Applicant 2: Select Applicant Type:
Type of Applicant 3: Select Applicant Type:
* Other (specify):
* 10. Name of Federal Agency:
Federal Transit Administration
11. Catalog of Federal Domestic Assistance Number:
20.526
CFDA Title:
Bus and Bus Facilities Program
* 12. Funding Opportunity Number:
* Tille:
13. Competition Identification Number:
Title:
14. Areas Affected by Project (Cities, Countles, States, etc.):
Add Attachment         Delete Attachment         View Attachment
* 15. Descriptive Title of Applicant's Project:
Improvements to bus stops in the rural area of Collier County to include ADA accessibility, benches and shelters, and purchase of a 35ft. replacement fixed route bus.
sensition and onorecels) and parenase of a sore, repracement liked folle bus.
Attach supporting documents as specified in agency instructions.
Add Attachments Delete Attachments View Attachments

Application for Federal Assistance SF-424
16. Congressional Districts Of:
* a. Applicant 19 * b. Program/Project 19/25
Attach an additional list of Program/Project Congressional Districts if needed.
Add Attachment         Delete Attachment         View Attachment
17. Proposed Project:
* a. Start Date: 10/01/2022 * b. End Date: 09/30/2023
18. Estimated Funding (\$):
* a. Federal 612,047.00
* b. Applicant
* c. State 153, 012.00
* d. Local
*e. Other
* f. Program Income
*g. TOTAL 765,059.00
* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?
a. This application was made available to the State under the Executive Order 12372 Process for review on
b. Program is subject to E.O. 12372 but has not been selected by the State for review.
C. Program is not covered by E.O. 12372.
* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)
Yes Xo
If "Yes", provide explanation and attach
Add Attachment         Delete Attachment         View Attachment
21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictilious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)
** The list of certifications and assurances, or an internet sile where you may obtain this list, is contained in the announcement or agency specific instructions.
Authorized Representative:
Prefix: Ms. * First Name: Penny
Middle Name:
*Last Name: Taylor
Suffix:
* Title: Chairman
* Telephone Number: 239-252-2794 Fax Number:
* Email: Penny, Taylor@colliercountyfl.gov
* Signature of Authorized Representative: * Date Signed:

#### EXECUTIVE SUMMARY Reports and Presentations Item 6A

### **Community Transportation Coordinator (CTC) Quarterly Report**

**OBJECTIVE:** To review and discuss the CTC Quarterly Report.

**<u>CONSIDERATIONS</u>**: Public Transit and Neighborhood Enhancement (PTNE) Division staff representing Collier Area Transit (CAT) will present the operating statistics for the paratransit system.

**<u>STAFF RECOMMENDATION</u>**: For the Board to review and discuss the CTC Quarterly Report.

Prepared By: Brandy Otero, Collier MPO Principal Planner

Attachments:

1. CTC Quarterly Report

# July 1 - 31, 2021

Total	Days	One Way	Vehicle	Revenue	Vehicle	Revenue	Cancels	No Shows	Passenger	PCA	Guest
		Trips	Hours	Hours	Miles	Miles			Trips		
Weekday	22	5615	4010	3344	83421	72589	962	564	5718	21	82
Saturday	5	493	387	320	8020	7049	98	53	502	3	6
Sunday	3	122	117	97	2812	2175	20	19	125	1	2
Total	30	6230	4514	3761	94253	81813	1080	636	6345	25	90
Average		One Way Trips	Vehicle Hours	Revenue Hours	Vehicle Miles	Revenue Miles	Cancels	No Shows	Passenger Trips	РСА	Guest
Weekday		255	182	152	3792	3300	44	26	260	1	4

Far	es to Collect	Fares Deposit	Balance
\$	14,135.00	\$14,109.00	(\$26.00)
Tick	et Sales	Sales Deposit	Balance
	\$4,332.00	\$4,332.00	\$0.00
Tota	al Deposit	\$18,441.00	

Saturday

Sunday

Accidents (Prev	)
1	

% Cancel of Total Trips	% No Shows of Total Trips	Prior Year On- Time Performance	On-Time Performance	Increase
17%	10%	95.15%	84.69%	-10.46%

Prior Year			No Sho	ws Day Suspe	ensions
PPH	PPH	Difference	7	14	30
1.69	1.46	-0.23	0	0	0

# August 1 - 31, 2021

Total	Days	One Way	Vehicle	Revenue	Vehicle	Revenue	Cancels	No Shows	Passenger	PCA	Guest
		Trips	Hours	Hours	Miles	Miles			Trips		
Weekday	22	5492	3585	3104	64511	55524	329	543	5564	18	54
Saturday	4	341	272	232	4818	4090	18	30	346	1	4
Sunday	5	148	140	122	2786	2495	13	23	150	2	0
Total	31	5981	3997	3457	72115	62109	360	596	6060	21	58
Average		One Way	Vehicle	Revenue	Vehicle	Revenue	Cancels	No Shows	Passenger	PCA	Guest
		Trips	Hours	Hours	Miles	Miles			Trips		
Weekday		250	163	141	2932	2524	15	25	253	1	2
Saturday		85	68	58	1204	1023	5	8	87	0	1
Sunday		30	28	24	557	499	3	5	30	0	0

Fares to Collect	Fares Deposit	Balance			% Cancel of Total Trips	% No Shows of Total Trips		Prior Year On- Time Performance	On-Time Performance	Increase
\$ 13,257.00	\$13,180.00	(\$77.00)			6%	10%		94.19%	77.00%	-17.19%
Ticket Sales	Sales Deposit	Balance								
\$3,988.00	\$3,988.00	\$0.00								
Total Deposit	\$17,168.00		Prior Year				No Sho	ws Day Suspe	ensions	
			РРН	РРН	Difference		7	14	30	
	Accidents (Prev)		1.46	1.75	0.29		0	0	0	

# September 1 - 30, 2021

Total	Days	One Way	Vehicle	Revenue	Vehicle	Revenue	Cancels	No Shows	Passenger	PCA	Guest
		Trips	Hours	Hours	Miles	Miles			Trips		
Weekday	21	5134	3137	2725	68341	58196	307	537	5245	57	54
Saturday	4	358	289	235	6004	4921	21	34	366	2	6
Sunday	4	146	124	112	2576	2125	6	16	150	2	2
Total	29	5638	3549	3072	76921	65242	334	587	5761	61	62

Average	One Way Trips	Vehicle Hours	Revenue Hours	Vehicle Miles	Revenue Miles	Cancels	No Shows	Passenger Trips	РСА	Guest
Weekday	244	149	130	3254	2771	15	26	250	2	2
,						12	20		3	5
Saturday	90	72	59	1501	1230	5	9	92	1	2
Sunday	37	31	28	644	531	2	4	38	1	1

o Collect	Fares Deposit	Balance
\$ 12,394.00	\$12,407.00	\$13.00
icket Sales	Sales Deposit	Balance
\$3,890.00	\$3 <i>,</i> 890.00	\$0.00

Prior Year		
РРН	РРН	Difference
1.48	1.88	0.40

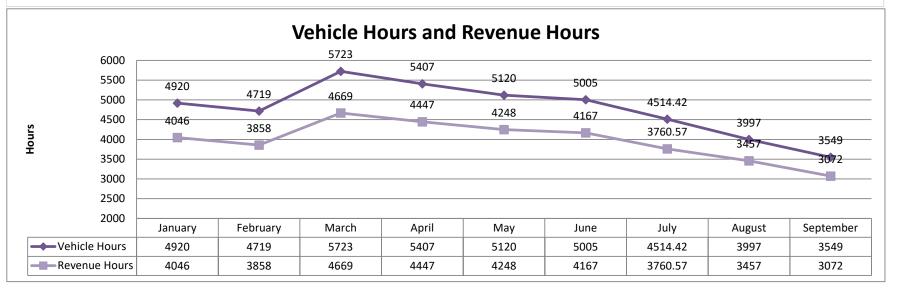
Total Deposit

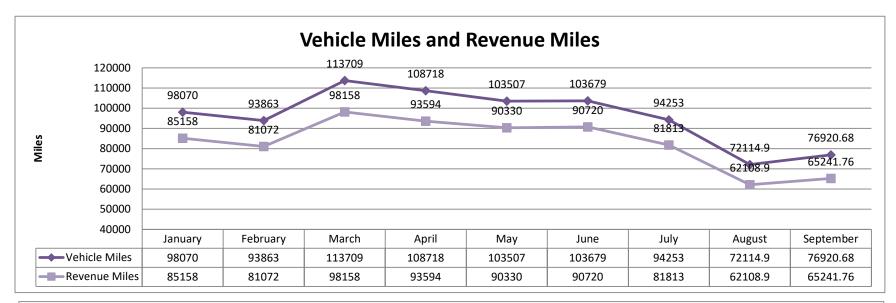
\$16,297.00

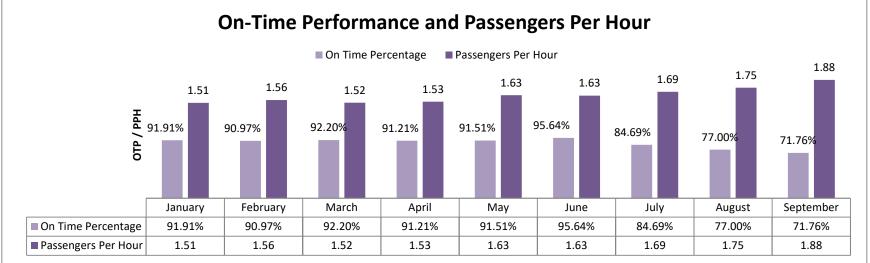
Accidents (Prev)

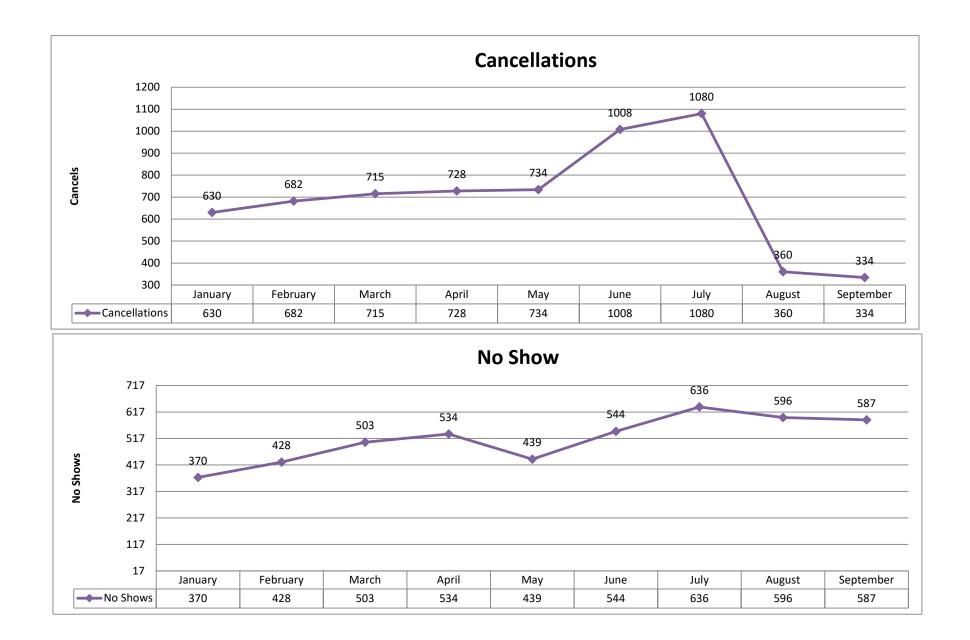
No Sho	No Shows Day Suspensions			
7	14	30		
0	0	0		

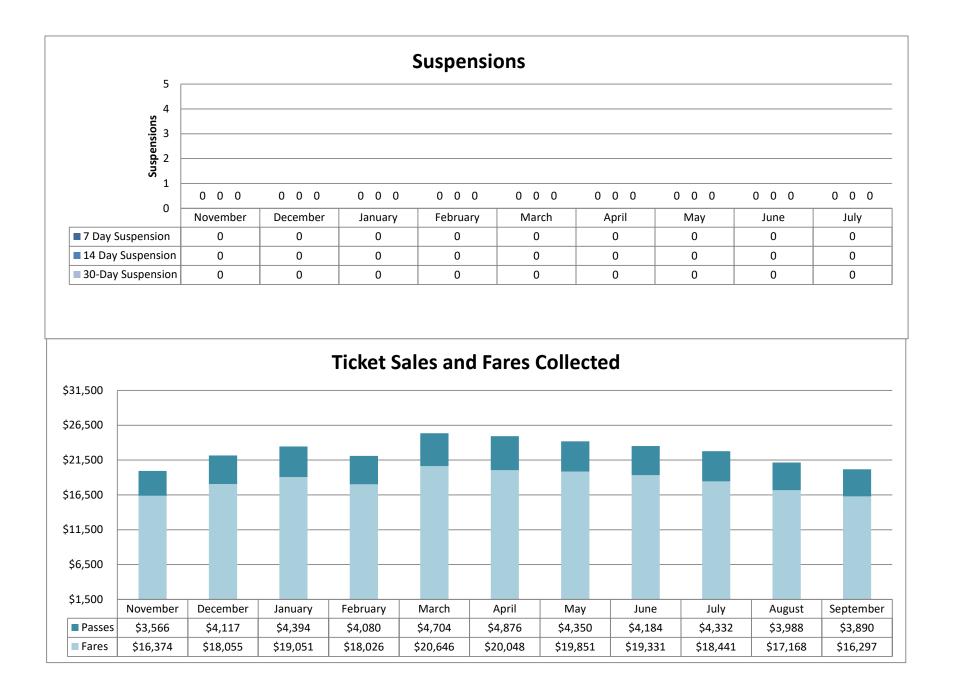


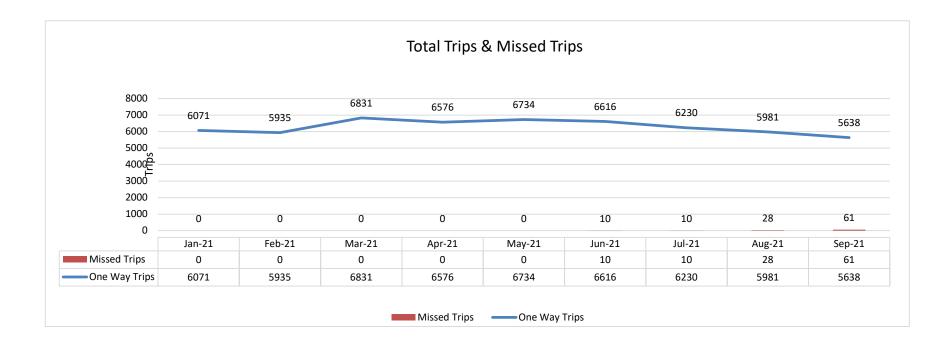






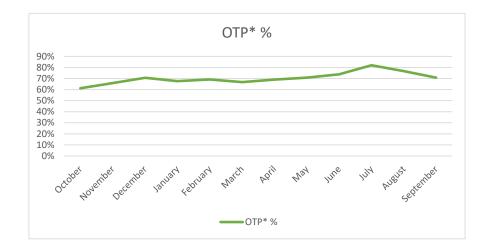






Months	Work/Med Trips	Outside the 30Min Window	OTP* %
October	2079	807	61%
November	1811	618	66%
December	2191	644	71%
January	2074	672	68%
February	2005	618	69%
March	2325	772	67%
April	2215	687	69%
May	2184	639	71%
June	2186	572	74%
July	2085	376	82%
August	1778	414	77%
September	2007	586	71%





Row Labels	Total Complaints Total Vali	d
July		
Late	5	5
No Show/Missed Trip	1	1
Safety	3	2
August		
Discourteous	1	1
Late	4	3
No Show/Missed Trip	1	1
Ride Time	2	1
Safety	2	2
Late	13	13
Mis-Information	1	0
Other	1	1
Safety	3	3
Grand Total	37	33

Date Received	Month	Date of Incident	т	ype Valid/Non-Valid	Description	Resolution
7/2/2021	ylut	7/2/2021	Late	Valid	Passeger was very upset with the phone system and being transferred to Dispatch, CSR's, being put on hold for long time and getting the call dropped too many times. All she wanted to know was why she was not getting picked up on time. She was supposed to be picked up at 10:00am to take her to the mall and it was 11:05am already. Nobody had picked her up. Finally, she got a hold of someone and was told the driver did not come in and they would have to squeeze her in at another route as an unscheduled appt. the unscheduled appt would have to be late afternoon around 4pm I transferred the call to Mari directly.	schedule.
7/2/2021	July	7/2/2021	Late	Valid	Passengers caregiver is very upset as to why would Cat Connect call her son and ask him if its okay to cancel his pickup because 2 drivers call out. First, she wants to make sure CAT Connect calls her cell # not son's phone no for anything regarding her sons pickups schedule. He was supposed to be scheduled to get picked up at 3pm and he starts at Publix at 4pm. She had to scramble to get someone to pick up her son today so he could work. She stated this has occurred many times and for the past 3 weeks, the appts have been made ahead of time and they are told they were not on the schedule and when they do pick her son up Cat Connect is so late they pick him up 45 minutes when he starts work at 4pm.	The dispatcher called to let him know that we will be running late, he was asked that if he would it want to still go as to what he responded no to cancel. I spoke with her and explained what the conversation was, she asked not to let him take that type of decisions. We apologize with her, and since we have created subscriptions trips for him.
7/8/2021	ylut	7/8/2021	Safety	Not Valid	Resident stated there is a gate and two lanes to enter the development, she was behind the box truck and he was waiting for approval to enter the development, meanwhile the Para Transit Bus Driver behind her pushed on the horn for several minutes. He got frustrated and proceeded to go via the residential line and allowed the Big Box truck to get in front of him. Resident stated this was very dangerous allowing the box truck to go in the development- that is why there is a Gate for security. The Bus driver after entering the development drove over 25 miles an hour (15 speed limit zone) and he drove recklessly stopping in the middle of the road and backing up to the resident he was picking up.	condition. Our operator honked the horn lightly in order for him to enter the
7/8/2021	ylul	7/7/2021	Late	Valid	Caregiver called on behalf of his daughter who rides the Paratransit bus. He said he's called several times and has spoken to the Paratransit Manager and other staff because his daughter gets very anxious when the bus does not arrive on time. He said he called yesterday evening at around 5:20 pm because his daughter gets out of work at 5:05 and the bus had not arrived yet. He said he was left on hold for over 20 minutes and no one got back to him. He ended up picking up his daughter himself at 6:15. He then got a call at 6:50-6:55 asking why passenger wasn't there, which he mentioned was almost two hours later. He basically wants an explanation as to why the bus was so late yesterday and if such a delay is expected to please call him in advance so, he can make other arrangements.	Called Caregiver, and apologize we were running late, we called passenger to let her know that we were going to pick her up but that we were running late.

7/20/2021	July	7/19/2021	Late	Valid	Passenger called very upset (crying) that she just has had enough on CAT Connect not	I spoke with the passenger, the returned trip was created as a dropped off
					her pick up time and at 3:35 she called to ask when was she being picked up? She was told the Driver was already there and she was not. Passenger stated she was at the pickup time on a few minutes before 3:15pm and did not see the Driver. Then at 4:00pm she called CAT Connect	she was very understanding and grateful that we called her back immediately.
7/20/2021	ylut	7/13/2021	Late	Valid	up. She called CAT Connect and was told they were running late. She stated its too late, my appt is at 10;30 am and its now 10:27am. She told CAT Connect she is now cancelling her Dr. appt,	I talked to the passenger on the 21st, when I called to explained her what happened with her trip on the 19th, she indicates that she did not open 2 complaints, that she was talking in general cause in the past she had have some trips that she has been late. She did not have a trip on the 13th.
7/21/2021	ylut	7/21/2021	No Show/Missed Trip	Valid	she had to take him herself. She says this occurs regularly (every 5-6 trips) where there's either a no show or tardy. She says there's no communication and would like to be notified when bus is running late or will not be picking up. She asked me to please make sure her husband will be picked up today between 5:30-6:00pm.	This afternoon driver arrived to the house, and there was no one there at 2:15 pm, and the driver got there at 2:09 pm, but she indicates that it should be at 2:00, she will call the clinic for asked them to send us the instructions to change his time, 2:09 still was late for his 2:15 pm pick up. His return pick-up was for 5:30; we picked him up at 5:48 and dropped him at 6:22p.m Called Caregiver. She was pleased I called her and will call the dialysis to update the time.
7/26/2021	July	7/26/2021	Safety	Valid		
7/27/2021	July	7/27/2021	Safety	Valid	Passenger had a 10:00am MRI appoint approximately 3 miles from his house, and he is late. Passenger insisted to speak to a Cat Connect staff regarding his ride. He also requested for PTNE Director to call him back. He wants the Director to know he scheduled his appt. last week and was reassured he would get to his appt on time.	Driver was running late due to some call outs. Called and talked to passenger and apologize, a report of his trips was sent to PTNE Director
8/5/2021	August	8/5/2021	Late	Valid	to get there early. When she spoke to the representative, passenger told them she wanted to be picked up between 8 and 9 am. She got the recorded message yesterday reminding her of the	Called spoke with passenger, we scheduled two trips one for the 11th and one for the 13th to the same doctor, the one on the 11th she cancel the day before, and the 13th she made it on time. The missed trip was on the 5th when we started with Ecolane , I explained and Apologize.
8/6/2021	August	8/2/2021	Late	Not Valid	Email from RideCAT on 8/2/21; My name is passenger and I have been having issues with a driver, each time he drops off a passenger he either pretends to fool with his phone, sometimes he lollygags with someone next door to a fellow passenger, and last but not least, he thinks he has to check out trash or something someone has out to the street. I work hard five days a week (volunteer work) at the Sarah Ann Center and I and alot of my fellow Co passengers feel we deserve to be took home in a more timely manner. W/respect and gratitude	Based on the video I could not verify the allegations in this complaint
8/9/2021	August	8/6/2021	Ride Time	Valid	proceeded to picked up and drop off passengers meanwhile, the dialysis patients on route to	Called Dialysis center and apologize, we found that the system Ecolane had them riding for over 4 hours, we made the update and fix the trips, called an talked also to each one of the passengers and apologize.

8/9/2021	August	8/5/2021	Safety	Valid		I viewed the video of the incident described after speaking with the caller. The first intersection was not a red light but was yellow for a while and turned Red after the vehicle entered the intersection. Legal, but stopping would have been better advised and closer to our policy. The second intersection (Davis and Santa Barbara) was very red. Our vehicle entered the right turn lanes staying in the outer lane at first then moving behind an EMS vehicle in the inside turn lane. The EMS vehicle ran the light and our Driver, with full view of the light, also turned Right on a red without stopping. I will counsel the driver, have him watch the video, and caution him on this behavior. This driver has no other incidents of this type. I spoke to the complainant again on 08/26/21 and thanked him for his call and told him of my findings. I invited him to call back anytime he feels our vehicles are not driving in a professional manner
8/16/2021	August	8/16/2021	No Show/Missed Trip	Valid	Passenger said there's an Issue with new automated phone system. She's been late for work 3 or 4 times in the past couple of weeks (8/6, 8/9/8/11) late for work. People are getting dropped off that start later then her and she can't afford to get fired. Today, she was only late 3 minutes. Another issue, on 8/13 the automated system called at 4:36 pm and said the bus would be there in 6 to 11 minutes but the bus never showed up. Doors at work shut at 5. She called at least 8 times and no one ever picked up so, at 6pm she gave up and called Uber and had to paid \$20. At 6:15 someone finally called her back and asked if she was home. Sometimes, she doesn't get a call at all, and then the bus is out there. This morning she got a call at 7:17 and there was no message at all. Also, bus driver has knock at a different door (apt 106), which is not her apartment as she's in the second floor. She feels bad because the person in that apartment is 85 years old and has difficulty walking.	monitoring her trips.
8/18/2021	August	8/16/2021	Late	Valid	Passenger called today, She wants to file a complaint in regards to her transportation services. She has stated to me that sometime last week she had to ride the bus for a doctor's appointment. She was told to be ready at 7:15 am. She was picked up at 7:35 and the driver explained to her that the route he has to take requires him to go to the north side of town which made her an hour late to her appointment. Passenger has also expressed to me that she feels like she has been held hostage on this bus for six hours.	Been trying to contact passenger; since the complaint was received, the phone has a busy ring all the time; the last trip that she had was on June 14, nothing in July or August, check-in both systems. UPDATE - Passenger called and indicated that she has problems with her phone due to scam calls that she had received. The day of the trip was August 9, and we couldn't find the trip on her profile, but then find the trip on the Run Status and the Reports Trips per clients; based on the system information, we were late by 44 minutes for the drop-off, and rides 57 minutes; on her return trip, we were late 73min she was on-board 63min. She was 3 minutes over her 60 min window riding time.
8/20/2021	August	8/20/2021	Safety	Valid	Passenger has a safety concern regarding wheelchair boarding on the CATConnect buses. There are a few drivers who position the wheelchairs backwards (facing away from the bus), and this is dangerous because if anything happens, there is no way a passenger can hold onto something to prevent them falling and potentially breaking their bones. Passenger believes it is safer to face the wheelchair forward so that passengers can hold on to the rails while boarding and can continue in slowly and safely. She said that most of the drivers put the wheelchair facing forward, but there are a few that face the wheelchair backwards	drivers to see it on the tablet indicating that the only way that she feels comfortable is been loaded facing forward. She was pleased with our resolution.
8/23/2021	August	8/22/2021	Late	Valid	Passenger wants to file a complaint about the terrible service. The buses are always late picking her up and no one ever answers the phone when she calls. These issues have been happening since she started using CAT in 2014. Passenger had a pickup yesterday at 1:15 pm. At 1:30 she got an automated message saying her bus will pick her up between 8 and 10 minutes. When the bus failed to show, passenger called the CAT number 12 times to try and reach someone with no answer. She was eventually able to talk to someone and was picked up at 2:45 – an hour and a half late. Passenger had a similar issue today. Her scheduled pick up was between 10:30 and 11 am and was supposed to be brought back home at 12. The bus was late picking her up, so she called again. She was eventually picked and dropped off at her destination at 11:39 am and had to move back her pickup to 1:30 pm.	Called and apologized explained that situation that we are going through and the changes and adjustment that we are making to stabilized the service while we are able to fulfill the vacancies we have.
8/24/2021	August	8/24/2021	Discourteous	Valid	Passenger called to file a complaint because she did not get picked up for work today. When she called CAT, someone told her that she called last night to cancel her trip for today. She did not call and cancel, because she needs that ride to get to and from work every day. Passenger says that whenever she calls the service number she is treated with disrespect; the employees always have an attitude with her. Passenger stated that the bus is consistently late picking her up to and from work. Passenger also wants to change her phone number. Whenever she gets a call it goes to her home phone, not her cell phone. She wants it changed to her cell at (239) 272-2731. She is also wondering if it's possible to be taken off the automated call list.	mistake when she received the call the night before, she understood and will just going to listen to the trip details in the future and not cancel. As far of the late trips, she had some of the trips that she had been late, explained about

8/27/2021	August	8/27/2021	Ride Time	Not Valid	Passenger sounded very upset in her voicemail asking to please let her know the time of her ride. She lost the paper she had that said the time. She also stated she had called 7 times and when someone answered they hung up	This was not a complaint; she was calling to confirm her trip try to called to her numbers to no response. She was a NO SHOW at 0904 and her dropped off was for 1015.Passenger was a no-show for her pick-up at which our driv. arrived and waited at her pick-up location. With multiple different phone numbers on her file and left over her message, none of them were picked u when trying to call.
9/3/2021	September	8/30/2021	Late	Valid	Passenger called to complain because last Monday she was picked up late and when she arrived at the doctor's office they wouldn't see her. She then called to asked if she could be picked up early and was told no. Later she got a call that the driver said she was a no show. By the time she was picked up it was 5:45 PM. She said there wasn't even a vending machine around where she could get something to eat. She said she has an appointment on 9/8/21 at 10:45 and wants to make sure she gets picked up on time. She also mentioned she never had any issue like this before and was happy with the service.	driver was a new driver, apologized and create the trips for the 8th. She wa
9/7/2021	September	9/7/2021	Mis-Information	Not Valid	Passenger called to complain that she called many times all morning and nobody would help her. She had an emergency with daughter and was not able to bring Mr. Dcroz to the office appt at 9am for eligibility for Cat Connect. She can not understand why nobody would help her and kept putting her on hold and when she called back, she would be put to answering machine.	have the assessment over the phone, spoke with her and re-schedule for n
9/8/2021	September	9/8/2021	Late	Valid	Passenger called, he had not been picked up at Moorings Park and his pickup time was 3:50pm and it is already 4:57pm. He stated he got a call from Dispatcher saying it was going to be 1 hr late.	Passenger was picked up late, the dispatcher as he mentioned called him ahead of time, to let him know we were running late.
9/13/2021	September	9/10/2021	Late	Valid	Passenger called very upset with the Cat Connect System, he stated ever since he started using the system it has been awful and there is always an excuse for getting picked up late and/or getting home late. He called and wants to speak to someone higher than the manager position. On Friday 09-10-21 he was picked up at his home at 11:30 am (he waited since 9:45am) to be picked up. After he was picked up the Dispatcher called the bus driver and told him to drop off the other passenger first to the rec center. Passenger stated his appt is more important (health wise) than a rider going to a rec center. Passenger is supposed to be at the Dialysis center no later than 11:45am to get ready for his treatment. He arrived at the center at 12:05PM. He was picked up from the Dialysis at 4:20pm and dropped off at home after 6:00pm. Passenger stated "this is very bad business for a person who just had 4 hours of dialysis to be in a bus being driven around as if he were a tourist (being dizzy and hungry) for almost 2 hours." He also stated he calls Cat to find out when is the bus arriving to get him and he is lied to all the time, they tell him 15 minutes and its 45 minutes later. Not good.	
9/13/2021	September	9/13/2021	Late	Valid	Passenger called for Group home resident. She stated passenger was pick up at 7:05am today and as soon as he got on the bus, the dispatcher called the bus driver to go to Immokalee to pick up another rider. After the pickup in Immokalee the driver was called back to the Group home to pick up another rider. Now passenger is going to be more than 30 minutes late to his 8am job. He has been working at Goodwill for over 16 years and he cannot be late again. Caregiver has called Cat Connect and has changed passengers pick up to 6 am for 7am work time, only to be confident passenger will at least get to work early and on time – even if he must wait outside the building for more than 30 minutes. She is doing this because he cannot be late again and wants to make sure passenger won't lose his job for arriving late.	Called and spoke with Caregiver, we asked to update the time for passenge for work, on 09/13 he was dropped off late. We explained the situation and she understood mentioned that never had problems before.
9/13/2021	September	9/13/2021	Safety	Valid	Passenger very upset she is outside waiting because of Covid she can not wait inside the Dr. Office and she was just told Cat Connect would not pick her up for another hour and its raining. Why is CAT so late?	Called and apologies to passenger, her requested time was 1400, and we arrived at 1532. I explained what our situation was, she was more upset because the IVR called her with the wrong information. She understood an accepted our apologies.
9/13/2021	September	9/13/2021	Late	Valid	Passenger is upset because both her trips were very late –she missed her appt with her Physical Therapist and had to get another therapist . She wants to know why she was picked up at 1:00 and was taken on a ride to pick up two other individuals and she arrived at her apt at 2:30pm. Then her pickup time from the Physical Therapy place was at 3:30pm and she was notified she would be picked up in about 1.5 hrs. All the text alerts she is getting are a lie they say 7 to 15 minutes and she calls back and dispatch says 1.5 hr. late. Please get rid of these test messages they make it worse.	Called and talked to passenger, we explained the situation and what we ard doing to improve the service, she appreciates we called her back. The trip f 09/14/2021 her requested drop off time was 10:30 and the actual drop off was 10:17, the pick-up was 12:00 and was picked at 12:28 both trips were of time.

9/13/2021	September	9/13/2021	Late	Valid	Caregiver stated passenger is waiting to be picked up and she got notified his ride wont' be there till over 1 hr from now. This can not happen the staff leaves at 3:00pm and its now 3:58pm. If this happens again passenger will lose his spot at the center. She Spoke to dispatch and cancelled the trip – her husband will have to pay the staff for an extra hour and pick him up himself. She wants a call back from Management and insisted the Transit Manager. She has already spoke to manager and manager told her to book the pickup 1 hr earlier to make sure passenger gets there on time.	
9/13/2021	September	9/13/2021	Safety	Valid	Caregiver called to complain regarding the pickup time to go to the dialysis and the pickup time to get back home. She stated Shawn arrived at the Dialysis at 11:45 am and appt was at 11:00. She is upset because that makes passenger's schedule get behind all day. Passenger is not being picked up on time after Dialysis. His pickup time is at 3:30pm and now they are telling him its going to be past 6:00pm.	I spoke with Caregiver, explained the situation, and apologies, she will continue using the service for Shawn, and will use the tickets they have.
9/15/2021	September	9/15/2021	Late	Valid	Passenger called saying she has not been picked up and its already 2:48pm and her pick up window is 1:58 to 2:28pm.	Called and talked to passenger, while she was waiting, explained the situation and what we are doing to improve the service while we are going through the shortage of drivers. Driver got there at five min late past our threshold.
9/15/2021	September	9/15/2021	Late	Valid	Passenger called because it was already 4:18pm and he had not been picked up. Mr. Johnson was worried because he stated earlier this week he did not get home till 7:00pm. Dispatcher called passenger to let him know he would get picked up at 4:48pm and should be home by 5:30.	His picked up was negotiated for 1550 and we got to picked him 1642, I talked to him when he called and let him know that the driver was about to be there
9/17/2021	September	9/17/2021	Late	Valid	Passenger called in to asked why Para Transit had arrived at her home. Her window was 10:28am to 11:51 and it is now 11:40am. She stated the system used to be great and wants to know what has happened lately. His pick up time is 1:28 am to 11:51 and its already 11:40am.	Called and apologize and explained what we are doing to improve the system, as they are used to.
9/20/2021	September	9/20/2021	Late	Valid	Passenger called upset and said it was already 10:49 am and he was promised to be picked up by 10:05am - yet he has not been picked up as of 10:49 am. Passenger appt is at 11:30am with his Physical Therapist. He was transferred to Dispatcher and then to Manager because the estimated time to be picked up was around 11:45am after his scheduled appt with the Physical Therapist.	
9/21/2021	September	9/20/2021	Safety	Valid	Passenger called very upset to complain on how the Para Transit is not providing a safe ride to Riders being picked up from Dialysis to their homes. He was shocked he was picked up yesterday at 5:39pm (pick up time was scheduled for 4:20 pm) when he was done with Dialysis at 4:00pm. He stated he was in an unsafe ride for over 2.5 hrs. in a packed van like sardines with a total of 8 other riders (with wheelchairs) including the Driver during Covid. "Something needs to change in the Transit System – the drivers are quitting- maybe it's the way its being Managed. He spoke directly to Para Transit Management and felt very disrespected in words and attitude. He was told he would get picked up in 10 minutes and it was really 30+ minutes later. He wants Higher Management to understand its awful for a Dialysis Patient after doing Dialysis for 4 hrs. then no food (already feeling lightheaded /low blood pressure/dizzy) this is not a good outcome. He got home at 8:02 pm – something needs to change; this is very unsafe for the Riders and more empathy needs to be administered by Management. Para Transit Administration acts as if they don't care about the safety of their Dialysis Riders. This has been happening for over 2 years and something needs to change today! "	
9/24/2021	September	9/24/2021	Other	Valid	Caregiver called on behalf of her son . She said her son recently purchased \$48 worth of tickets because they always have a hard time coming up with dollar bills when it's time for his trip. She says now, she's having to pick up and drop him off all the time because the automated calls are always wrong. She would like for him to get reimbursed for the unused tickets, at least half since, he's only used 4 or 6 tickets and is on a very limited income.	will use his tickets, we apologize and once again explained what we are doing
9/24/2021	September	9/24/2021	Late	Valid	Passenger wanted to know who schedules the trips. She said she is waiting at the clinic and her mother still on the bus. She said her mother is 90 years old and has been on the bus for two hours and already missed her appointment. She was told it would be another 16 minutes to get to the clinic. She said that if they're not going to be able to get her mother to appointment on time they need to let her know ahead of time.	talked to passenger and apologized. She said that he understands, and she is

9/24/2021 Septembe	9/24/2021	Late	Valid	Passenger called on behalf of her husband who has been waiting to get picked up at the dialysis center along with a few other patients. She said he was done at 4pm and now was told the bus wouldn't arrive until 5:30 or later. She said they put them in the hallway to wait and that's abuse to the old people. She said we don't have enough driver's because need to get paid more money, that she has spoken to one of them and was told they only get paid \$11.00. She said that's not enough money for all they do and they can go to Walmart and get paid more. She said she was going to go to the news and that this system needs to get shut down.	we can go back to the sonderful experience they had before.
9/27/2021 Septembe	r 9/27/2021	Late	Valid	Passenger is very upset- she had two incidents she was told by robo call on 9-26-21 she would get picked up on 09-27-21 at 8:06 and 8:36am. It did not happen; she was picked up at 8:55am (5) minutes before her appt with the surgeon. Not only was she picked up late then 3 more people were picked up and dropped off before she got dropped off at 9:45am (her appt was at 9:00am) she ended up in tears with the Dr. because she was late, and they had to squeeze her in later that morning). At 10:20 am she was outside ready to be picked up to go home (her pick up time was 10:41am to 11:11am.) Passenger stated she didn't get picked up till 12:58pm (she stated please note she had no breakfast so far) then she was taken all over tow dropping and picking people up and she finally arrived at her doorstep at 2:12pm. She stated she is not a "Dumb Dora" and she worked in management before, why doesn't Cat Connect have less customer service agents/dispatchers, she counted a total of 14 (whom she has numbers) and no drivers. Please when Drivers call in, don't try to squeeze everyone in a day with 3 less drivers its not good. She is asking for the Division Director to call her back with some answers.	

#### EXECUTIVE SUMMARY Reports and Presentations Item 6B

### Metropolitan Planning Organization (MPO) Quarterly Progress Report

**OBJECTIVE:** To review and discuss the MPO Quarterly Progress Report.

**<u>CONSIDERATIONS</u>**: In accordance with the Transportation Disadvantaged (TD) Planning Grant, MPO staff will present the Local Coordinating Board (LCB) with quarterly progress reports of the local TD program administrative support accomplishments as outlined in the grant agreement.

**<u>STAFF RECOMMENDATION</u>**: For the Board to review and discuss the MPO Quarterly Progress Report.

Prepared By: Brandy Otero, Collier MPO Principal Planner

Attachments:

1. MPO Quarterly Progress Report

6B - Attachment 1

PLANNING AGENCY

QUARTERLY REPORT



FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED

#### SERVICE AREA/COUNTIES:

Collier

#### INVOICE NUMBER: G1Y10 Q1 INVOICE DATE: October 20, 2021 QUARTER SERVICE DATES: July 1 - September 30, 2021

AGENCY

Collier MPO

I	PROGRAM MANAGEMENT	PROGRESS
A.	When necessary and in cooperation with the LCB, <b>solicit and recommend a CTC</b> . The selection will be accomplished, to the maximum extent feasible, through public competitive bidding or proposals in accordance with applicable laws and rules. Such recommendation shall be presented to the Commission by Planning Agency staff or their designee as needed. (Tasks 2A)	No activity this quarter. Collier County is designated as the CTC until 6/30/2023.
В.	Develop and maintain a process for the <b>appointment and reappointment of voting and non-voting members</b> to the local coordinating board. (41-2.012, FAC)	No activity this quarter.
C.	Prepare <b>agendas</b> for local coordinating board meetings consistent with the <i>Local Coordinating Board and</i> <i>Planning Agency Operating Guidelines</i> . (Task 3)	The agenda for the 9/1/21 LCB meeting is enclosed.
D.	Prepare official <b>minutes</b> of local coordinating board meetings regardless of a quorum) and submit a copy along with the quarterly report to the Commission. For committee meetings, prepare minutes in the form of a brief summary of basic points, discussions, decisions, and recommendations to the full board. Keep records of all meetings for at least five years. (Task 3)	The draft minutes for the 9/1/21 meeting are enclosed.
E.	Provide at least one <b>public workshop</b> annually by each local coordinating board, and assist the Commission, as requested, in co-sponsoring public workshops. This public workshop must be in addition to the local coordinating board meetings. It may, however, be held in conjunction with the scheduled local coordinating board meeting (immediately following or prior to the local coordinating board meeting). (Task 4)	No activity this quarter.
F.	Provide staff support for <b>committees</b> of the local coordinating board. (Task 3)	No activity this quarter. The only committee of the LCB is the grievance committee. No grievances were files, and no staff support was necessary.
G.	Develop and update annually <b>by-laws</b> for local coordinating board approval. Approved by-laws shall be submitted to the Commission. (Task 5)	No activity this quarter.
н.	Develop, annually update, and implement local coordinating board <b>grievance procedures</b> in accordance with the Commission guidelines. Procedures shall include a step within the local complaint and/or grievance procedure that advises a dissatisfied person about the Commission's Ombudsman Program. A copy of the approved procedures shall be submitted to the Commission. (Task 6)	No activity this quarter.
Ι.	Provide the Commission with a current <b>membership roster and mailing list</b> of local coordinating board members. The membership roster shall be submitted with the first quarterly report and when there is a change in membership. (Task 3)	The current membership roster was reviewed and updated by the LCB at the 9/1/21 meeting. The membership roster is enclosed.
J.	Provide <b>public notice</b> of local coordinating board meetings and local public workshops in accordance with the Coordinating Board and Planning Agency Operating Guidelines . (Task 3)	LCB meetings are advertised in the Naples Daily News. The ad for the 9/1/21 meeting is enclosed.
К.	Review and comment on the <b>Annual Operating Report</b> for submittal to the local coordinating board, and forward comments/concerns to the Commission for the Transportation Disadvantaged. (Task 7)	The Planning Agency reviewed and provided comments to the CTC and to TD Commission staff prior to the 9/1/21 meeting. The LCB reviewed the AOR at their 9/1/21 meeting. The final will be brought for approval to the 12/1/21 LCB meeting.
L.	Report the actual expenditures (AER) of direct federal and local government transportation funds to the Commission for the Transportation Disadvantaged no later than September 15th. (Task 8)	Completed and enclosed. The AER was transmitted to the TD Commission on 9/8/21.

п.	SERVICE DEVELOPMENT	PROGRESS
A.	Jointly, with the community transportation coordinator and the local coordinating board, develop the Transportation Disadvantaged Service Plan (TDSP) following CTD guidelines. (Task 1)	No activity this quarter.
В.	Encourage integration of "transportation disadvantaged" issues into <b>local and regional comprehensive plans</b> . Ensure activities of the local coordinating board and community transportation coordinator are consistent with local and state comprehensive planning activities including the Florida Transportation Plan. (427.015, FS)	This task is continual and ongoing.
C.	Encourage the local community transportation coordinator to work cooperatively with <b>regional workforce</b> <b>boards</b> established in Chapter 445, F.S., and provide assistance in the development of innovative transportation services for participants in the welfare transition program. (427.0157, FS)	This task is continual and ongoing.

ш	TECHNICAL ASSISTANCE, TRAINING, AND EVALUATION	PROGRESS
A	Provide the LCB with <b>quarterly reports</b> of local TD program administrative support accomplishments as outlined in the grant agreement and any other activities related to the TD program. (Task 9)	The Planning Grant quarterly progress report was presented to the LCB at the 9/1/21 meeting. The CTC also provides a quarterly report to the LCB which is enclosed.
В	Attend at least one <b>Commission-sponsored training</b> , including but not limited to, the CTD's regional meetings, the CTD's annual training workshop, or other sponsored training. (Task 10)	No activity this quarter.
C	Attend at least one <b>CTD meeting</b> each year within budget/staff/schedule availability.	No activity this quarter.
	Notify CTD staff of local <b>TD concerns</b> that may require special investigations.	Planning Agency notified TD staff that due to a driver shortage, the CTC was requesting to use the prioritization process included in the TDSP for trips.
E.	Provide <b>training</b> for newly-appointed LCB members. (Task 3)	Orientation was conducted for one newly appointed LCB member this quarter.
F.	Provide <b>assistance</b> to the CTC, purchasing agencies, and others, as needed, which may include participation in, and initiating when necessary, local or regional meetings to discuss TD needs, service evaluation and opportunities for service improvement.	Met with the CTC to discuss driver shortages and the impact to the paratransit system. Discussed possible solutions to be brought to the LCB. This item was discussed with the LCB at the 9/1/21 meeting.
G	To the extent feasible, collect and review <b>proposed funding applications</b> involving "TD" funds consistent with Chapter 427, F.S., and Rule 41-2, F.A.C., and provide recommendations to the LCB. (427.0157, FS)	No activity this quarter.
Н	Ensure the local coordinating board conducts, as a minimum, <b>an annual evaluation</b> of the community transportation coordinator. The local coordinating board shall evaluate the coordinator using the Commission's <i>Evaluation Workbook for Community Transportation Coordinators and Providers in Florida</i> (at a minimum using the modules concerning Competition In Use of Operators, Cost-Effectiveness and Efficiency, and Availability of Service) and local standards as defined in the Transportation Disadvantaged Service Plan. (Task 2B)	No activity this quarter.
Ι.	Assist the CTD in <b>joint reviews</b> of the CTC.	No activity this quarter.
J.	Ensure the LCB annually reviews <b>coordination contracts</b> to advise the CTC whether the continuation of said contract provides the most cost effective and efficient transportation available, consistent with Rule 41-2, F.A.C.	The LCB reviewed the data provided by coordination contractors, as included in the AOR. A discrepancy in the data warranted further review and discussion. Further review will be included in the CTC evaluation.

	K. Implement recommendations identified in the CTD's QAPE reviews.	No activity this quarter.
Other Items of Development and Update in accordance with Laws, Rules, and Commission policy:		

By submission of this Quarterly Report, the information provided is accurate and accountable and corresponds with the activities for this quarter.

Anne McLaughlin

Representative Date: <u>10/19/2021</u>

Revised: 06/30/2021

#### EXECUTIVE SUMMARY Reports and Presentations Item 6C

## Florida Department of Transportation (FDOT) Report

**<u>OBJECTIVE</u>**: To receive an update from FDOT.

**CONSIDERATIONS:** FDOT will provide a status report to the LCB at each meeting.

**<u>STAFF RECOMMENDATION</u>**: For the Board to receive the update.

Prepared By: Brandy Otero, MPO Principal Planner

Attachments: None.