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

Click here to register for the Zoom option.

Collier County Government Center
County Administration Building F
Information Technology Training Room
5th Floor – 3299 Tamiami Trail E.
Naples, FL 34112

PUBLIC WORKSHOP
Wednesday – March 2, 2022
1:30 p.m.

1. CALL TO ORDER
   A. Roll Call
   B. Pledge of Allegiance

2. APPROVAL OF AGENDA

3. ANNUAL PUBLIC WORKSHOP ON LOCAL TRANSPORTATION DISADVANTAGED (TD)
   PROGRAM AND PROCESS
   A. Public Comments on Local TD Program and Process
   B. Member Comments on Local TD Program and Process
   C. Annual TD LCB Training

4. ADJOURN ANNUAL PUBLIC WORKSHOP

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.
EXECUTIVE SUMMARY
ANNUAL PUBLIC WORKSHOP ON LOCAL TRANSPORTATION DISADVANTAGED PROGRAM AND PROCESS
ITEM 3C

Presentation of Transportation Disadvantaged Local Coordinating Board Annual Training

OBJECTIVE: To update the Local Coordinating Board (LCB) on the Transportation Disadvantaged program and agency requirements.

CONSIDERATIONS: MPO staff will present a power-point training regarding the Commission for the Transportation Disadvantaged program and the role of the LCB, LCB member role and responsibilities, and role of the MPO.

STAFF RECOMMENDATION: For the Board to receive the annual training presentation.

Prepared By: Brandy Otero, MPO Principal Planner

ATTACHMENT(S):

1. 2022 LCB Training Presentation
What Is An MPO?

- Designated by law:
- Responsible for the development of the area's transportation plans and for coordinating the transportation planning process.
- Exist in all urban areas over 50,000 in population, if the agencies in that area spend federal money on transportation improvements.
- Collier MPO was established in 1982
  - The goal is to provide a **continuing**, **cooperative**, and **comprehensive** (“3-C”) planning process
Collier MPO Composition

- Board Representation:
  - Collier County: Five Members
  - City of Naples: Two Members
  - City of Marco Island: One Member
  - City of Everglades City: One Member

Collier MPO Committees

- Citizen Advisory Committee: CAC
- Bicycle Pedestrian Advisory Committee: BPAC
- Congestion Management Committee: CMC
- Technical Advisory Committee: TAC
- Local Coordinating Board for the Transportation Disadvantaged: LCB
What Does The MPO Do?
Planning Activities

- **LRTP – Long Range Transportation Plan**
  - 5 Years

- **LRTP – Unified Planning Work Program**
  - 2 years

- **TIP – Transportation Improvement Program**
  - 5 Years

- **UPWP – Unified Planning Work Program**
  - 2 years

How Is The MPO Funded?

- There are four sources of funding for MPOs:
  - **PL FUNDS – Federal Planning Funds**
    - Based on the current population census and a formula
    - Approximately $550k/year on average
  - **Section 5305 Funds – Transit**
    - Based on a formula of current population census, Transit Revenue Miles and Transit Ridership within the MPO
    - Approximately $140k/year on average
  - **Transportation Disadvantaged Grant – TD Allocations**
    - Based on the current population census and a formula
    - Approximately $26k/year on average
  - **Local Funds – allocations from each MPO jurisdiction**
    - $1,000 per MPO Board Member plus a formula for the 5305 allocation match
    - Approximately $8k/year plus 5305 allocation match
  - **Total MPO Budget typically includes carryover from prior years so it can vary quite a bit; roughly $724k/year without carryover**
How Is The LCB Funded?

- Transportation Disadvantaged Grant and Planning Funds are used for LCB activities
- These funds will be used as described in the Unified Planning Work Program (UPWP), Task 6 – Transit and Transportation Disadvantaged Program
- The UPWP is available on the MPO Website - www.CollierMPO.com

Commission for Transportation Disadvantaged (CTD)

**Purpose (427.013 F.S.):**

- Accomplish the coordination of transportation services provided to the transportation disadvantaged.
- **Coordination Defined:** Arrangement for the provision of transportation services to the transportation disadvantaged in a manner that is cost-effective, efficient, and reduces fragmentation and duplication of services

**Goal (427.013 F.S.):**

- To assure the cost-effective provision of transportation by qualified CTCs or transportation operators.
**Commission for Transportation Disadvantaged (CTD)**

- Independent Agency
- Responsible for Coordination of Transportation Services for older adults, persons with disabilities, persons with low-income, and children at risk
- Approves the Appointment of CTCs
- Governing Documents
  - Chapter 427.013, Florida Statutes
  - Rule 41-2.003, Florida Administrative Code
- Appoints Designated Official Planning Agency

**Designated Official Planning Agency**

- Appoints members to the Local Coordinating Board
- Provides staff to the Local Coordinating Board
- Quarterly Meetings (Meeting Schedule, Agendas, Minutes, By-Laws, Grievance Procedures, Training)
- Annual Public Meeting/Workshop (TODAY!)
- Recommends to the Commission a Community Transportation Coordinator (CTC)
  - Competitive Procurement Process (Local Procurement Process/Chapter 287, F.S.)
  - Memorandum of Agreement between the Commission and CTC
  - Recommends CTC designation every five years
- Evaluates the CTC (Planner & LCB) annually
- Reviews annually the Annual Operating Report prepared by the CTC and submits it to the Local Coordinating Board for approval.
- In coordination with the CTC and the Local Coordinating Board, develops a Transportation Disadvantaged Service Plan (TDSP)
Local Coordinating Board (LCB)

- Chair must be a local elected official from the County that the LCB serves (FAC 41-2.012(1)).
- Identify local service needs.
- Provide information, advice and direction to the CTC on the coordination of services to be provided through the Coordinated Transportation System.
- Serve as an advisory body to the Commission regarding a particular service area.
- Composed of representatives designated by statute (F.S. 427 and F.A.C. Ch. 41-2).
- Reviews local and state service requirements, safety concerns, eligibility and other pertinent issues related to services to be provided through the Coordinated Transportation System.

Local Coordinating Board (LCB)

- Local Elected Official
- Representative of Elderly
- Florida Department of Transportation
- Public Education Community
- Florida Division of Vocational Rehabilitation or Division of Blind Services for DOE, when applicable
- Florida Department of Children and Families
- Agency for Persons with Disabilities
- Regional Workforce Development Board
- Public Education Community
- Person with Disabilities
- 2 citizen advocate representatives, 1 of whom must use the coordinated transportation system
- Private for-profit transportation provider, when available (local private nonprofit may replace unless CTC) - Vacant
- Local Medical community - Vacant
- Department of Elder Affairs

Representative for children at risk
Representative for children at risk
Agency for Persons with Disabilities
Agency for Persons with Disabilities
Department of Children and Families
Department of Children and Families
**LCB Duties**

- Assists CTC in establishing eligibility guidelines and trip priorities
- Evaluates CTC annually
- Reviews and approve Transportation Disadvantaged Service Plan (TDSP) and Memorandum of Agreement (MOA)
- Appoints Grievance Committee to process and investigate complaints
- Meets at least quarterly
- Reviews and recommends other funding applications
- Reviews strategies of service provision to the area
- Evaluates multicounty or regional transportation opportunities

**Planning Grant Activities**

- Annual Operating Report (AOR) – **September**
- Completing the Annual Expenditure Report (AER) – **September**
- LCB Bylaws – reviewed annually/updated – **May**
- Annual Public Hearing/LCB Training – **Today**
- Annual CTC Evaluation – **May**
- Memorandum of Agreement (MOA) – **Every 5 years**
- Develop and Annually Update the TDSP – **May**
- Annually Review and Approve the Grievance Policy – **December**
- Review of grant applications, coordination contracts, CTC quarterly reports, and any other action a member recommends – **ongoing**
- Support and provide technical assistance to the LCB (minimum 4 meetings per year) by:
  - Preparing meeting agendas, meeting materials, meeting notices, official minutes, and maintaining meeting records.
- Attend and participate in meetings, seminars and workshops sponsored by the CTD and FDOT.
Community Transportation Coordinator (CTC) Duties

- Plans, administers, monitors, coordinates, arranges and delivers coordinated Transportation Disadvantaged services originating in their designated service area.
- Prepares annual rate model and submits to the Commission for Transportation Disadvantaged.
- Coordinates with DOPA and LCB to develop a Transportation Disadvantaged Service Plan.
- Prepares and submits Annual Operating Report.
- Recommends eligibility guidelines and trip prioritization to the Local Coordinating Board.

CTC Agreements with CTD

- Memorandum of Agreement (MOA)
- Trip & Equipment Grant
- Shirley Conroy Grant
Community Transportation Coordinator
Service Network Types

- **Sole Source**: provides all services
- **Partially Brokered**: contracts some services and provides some services
- **Fully Brokered**: contracts all services

**TD Trust Fund Eligibility Definition**

**Florida Statute 427.011(1):**

Transportation Disadvantaged means those persons who because of physical or mental disability, income status, or age are unable to transport themselves or to purchase transportation and are, therefore, dependent upon others to obtain access to health care, employment, education, shopping, social activities, or other life-sustaining activities, or children who are handicapped or high-risk or at-risk as defined in s. 411. 202, F.S.
CTD Eligibility Criteria
Adopted May 22, 1997

No other funding available
- A customer is not eligible if another purchasing agency is responsible for transportation

No other means of transportation is available

Cannot utilize public transit
- If fixed route is available, the customer must demonstrate why it can’t be used.

Physical or mental disability
- A disability as outlined in the American’s with Disabilities Act of 1990.

Age
- As specified by the CTC and LCB.

Income status is a specified percent of the poverty level
- As specified by the CTC and LCB.

No self declarations allowed
- The CTC must use an enrollment process that substantiates the individual’s ability to meet the criteria listed. A person cannot sign off on their own disability.

Ability to pay
- The CTC and LCB may establish an ability to pay policy for customers using a sliding scale based on the customers income and/or asset status.

Trip Prioritization
- LCB works with the CTC to establish priorities
- Priorities must be included in the TD Service Plan and Rider’s Guide
# Current Trip Priority List

<table>
<thead>
<tr>
<th>Priority</th>
<th>Trip Purpose — Categories and Definitions</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td><strong>MEDICAL</strong> — medical, dental, or therapeutic services including hospital appointments, clinic visits, dialysis, health department, speech, occupational, physical therapies, psychiatric, psychological services.</td>
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<td><strong>EMPLOYMENT</strong> — work or employment training education such as Job Service and vocational technical schools. a. Permanent disability employment trips b. Elderly or Low Income employment trips</td>
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<td><strong>NUTRITIONAL</strong> — adult congregate meal programs, breakfast programs, food stamp procurement and food shopping trips.</td>
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<td><strong>GROUP RECREATION for Disabled Persons</strong> — Group trips booked through a single reservation request for non-essential, non-employment related activities such as: bowling, bingo, beach, parks, restaurants, libraries, or theaters. A group is defined as a minimum of four (4) passengers having either the same trip origination or destination.</td>
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<td><strong>SOCIAL for agency-related activity</strong> — Support services such as those through Department of Children and Families, Department of Vocational Rehabilitation, mental health centers, churches, senior citizen programs. This includes civic responsibilities (governmental services, voting), but excludes nutritional programs.</td>
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<td><strong>PERSONAL BUSINESS</strong> — non-agency activities essential to maintenance of independence including banking, shopping, religious activities, etc. a. Disabled, elderly or low income b. Trips for persons with a self-created transportation hardship</td>
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# Pilot Priority List

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**Coordinated System Trip Information**

**Number of Trips Provided in FY2020-21**
(From July 1, 2020 – June 30, 2021)

- **Medical Trips**: 38,522
- **Education/Day Care Trips**: 45,081
- **Employment Trips**: 15,164
- **Life Sustaining/Other Trips**: 14,407
- **Nutritional Trips**: 424

**Total Trips**: 113,598

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**Coordinated System Trip Information**

**By Trip Purpose in FY 2020-21**

- **Medical**: 33.9%
- **Edu./Daycare**: 39.7%
- **Life Sustaining/Other**: 12.7%
- **Employment**: 13.3%
- **Nutritional**: 0.4%
CTC Trip Information
Number of Trips Provided in FY2020-21
(From July 1, 2020– June 30, 2021)

- Medical Trips: 33,014
- Education/Day Care Trips: 8,116
- Employment Trips: 15,164
- Life Sustaining/Other: 14,407
- Nutritional Trips: 424

Total Trips: 71,125

CTC Trip Information
By Trip Purpose in FY 2020-21

- Medical: 46.6%
- Employment: 21.4%
- Life Sustaining/Other: 19.9%
- Edu./Daycare: 11.5%
- Nutritional: 0.6%
CTC Trip Information
By Trip Type in FY 2020-21

- ADA trips: 76%
- TD trips: 24%

Government in the Sunshine

- Applies to any gathering of two or more LCB members.
- Applies to any issue on which “foreseeable action” will be taken or potentially come before the board for action.
- Applies to all functions of covered boards and commissions, whether formal or informal.
“Put your Dollars to Work”

• Funding for the program comes from revenues collected from the vehicle registrations.
• If you wish to make a voluntary contribution, there is a box to check on your vehicle registration form to indicate that your additional money is to go to the Transportation Disadvantaged Trust Fund.
• 100% of funds collected in each county goes toward additional trips in that county.
• Please remember to mark Transportation Disadvantaged Trust Fund for your voluntary contribution and add your dollars to those of your family and friends who are "Putting Their Dollars to Work".

Thank You!

Comments – Questions
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(239) 252-5859