



# 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](mailto: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**

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**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

# Transportation Disadvantaged Local Coordinating Board Training

Presented by the Collier MPO

March 2, 2022



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## What Is An MPO?

- Designated by law:
  - 23 United States Code (U.S.C.) 134, 49 U.S.C. 5303, 23 Code of Federal Regulations 450.310, and 339.175 Florida Statutes
- 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



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## 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



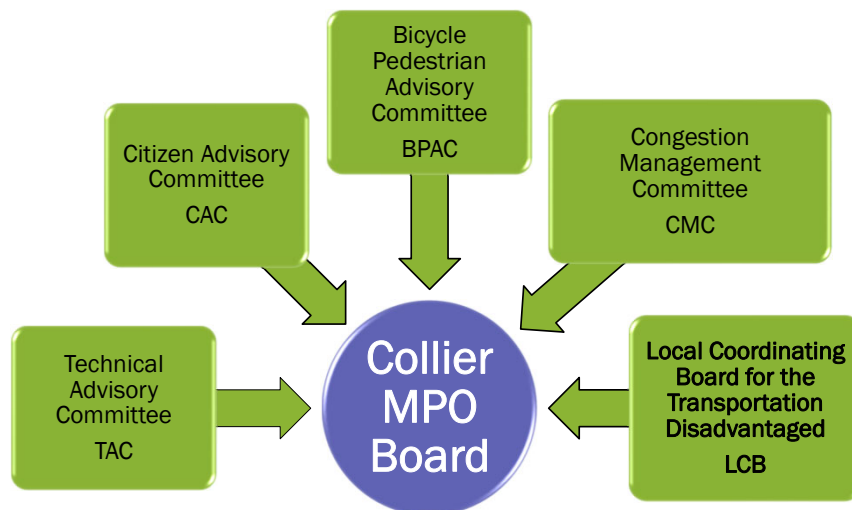
- Collier County
- City of Naples
- City of Marco Island
- City of Everglades City



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## Collier MPO Committees

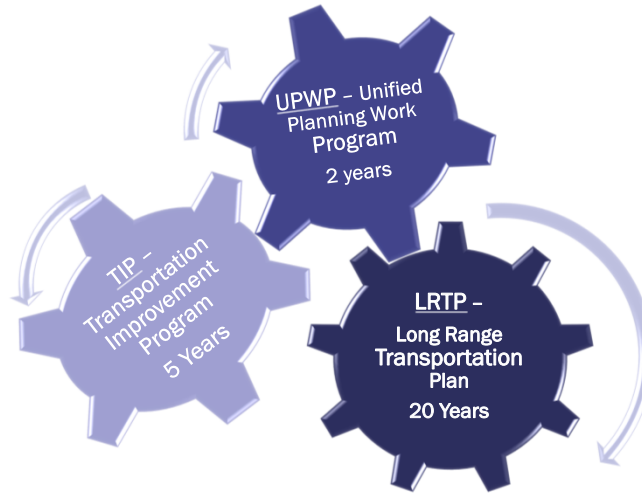


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## What Does The MPO Do?

### Planning Activities



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## 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**

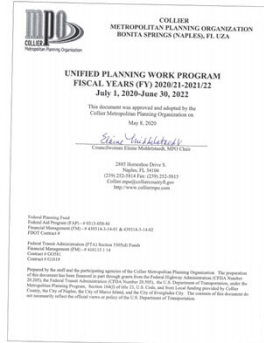


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## How Is The LCB Funded?

- 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](http://www.CollierMPO.com)



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## 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.



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## 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



Florida Commission for the Transportation Disadvantaged



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## 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)

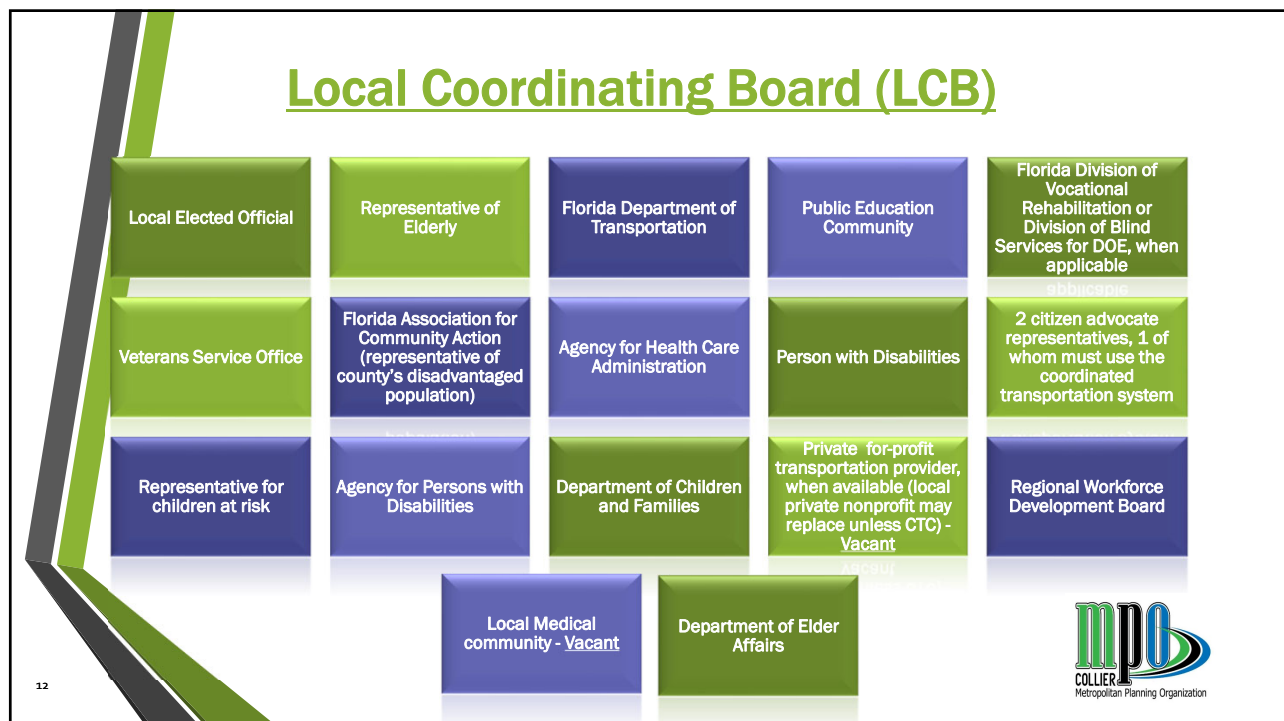


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## LCB Duties

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

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## 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.

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## 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



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## CTC Agreements with CTD

Memorandum  
of Agreement  
(MOA)

Trip & Equipment  
Grant

Shirley Conroy  
Grant



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## 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

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## 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.*

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## 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 can not 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.

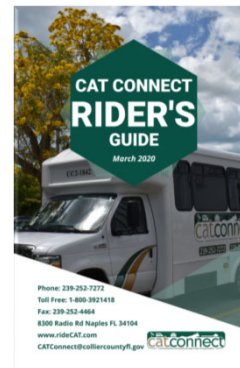
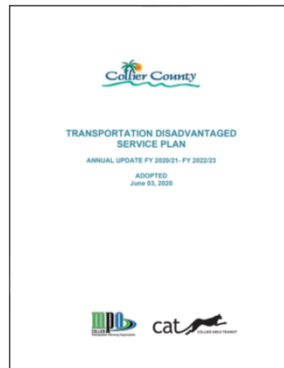
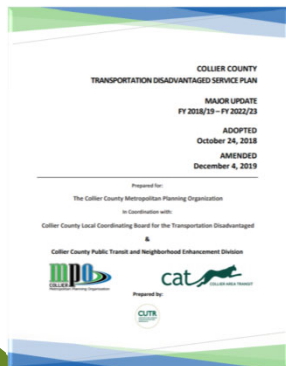


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## Trip Prioritization

- LCB works with the CTC to establish priorities
- Priorities must be included in the TD Service Plan and Rider's Guide



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## Current Trip Priority List

| Priority | Trip Purpose — Categories and Definitions  |
|----------|--|
| 1        | <b>MEDICAL</b> -- medical, dental, or therapeutic services including hospital appointments; clinic visits; dialysis; health department; speech, occupational, physical therapies; psychiatric, psychological services.   |
| 2        | <b>EMPLOYMENT</b> -- work or employment training education such as Job Service and vocational technical schools.<br>a. Permanent disability employment trips<br>b. Elderly or Low Income employment trips  |
| 3        | <b>NUTRITIONAL</b> -- adult congregate meal programs, breakfast programs, food stamp procurement and food shopping trips.  |
| 4        | <b>GROUP RECREATION for Disabled Passengers</b> -- 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.           |
| 5        | <b>SOCIAL for agency-related activity</b> -- 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.                                 |
| 6        | <b>GROUP RECREATION for elderly or low-income passengers</b> -- Group trips booked through a single reservation request for non-essential, non-employment related activities such as: bowling, bingo, beach, parks, restaurants, libraries, theaters. A group is defined as a minimum of four (4) passengers having either the same trip origination or destination. |
| 7        | <b>PERSONAL BUSINESS</b> -- non-agency activities essential to maintenance of independence including banking, shopping, legal appointments, religious activities, etc.<br>a. Disabled, elderly or low income<br>b. Trips for persons with a self-created transportation hardship   |



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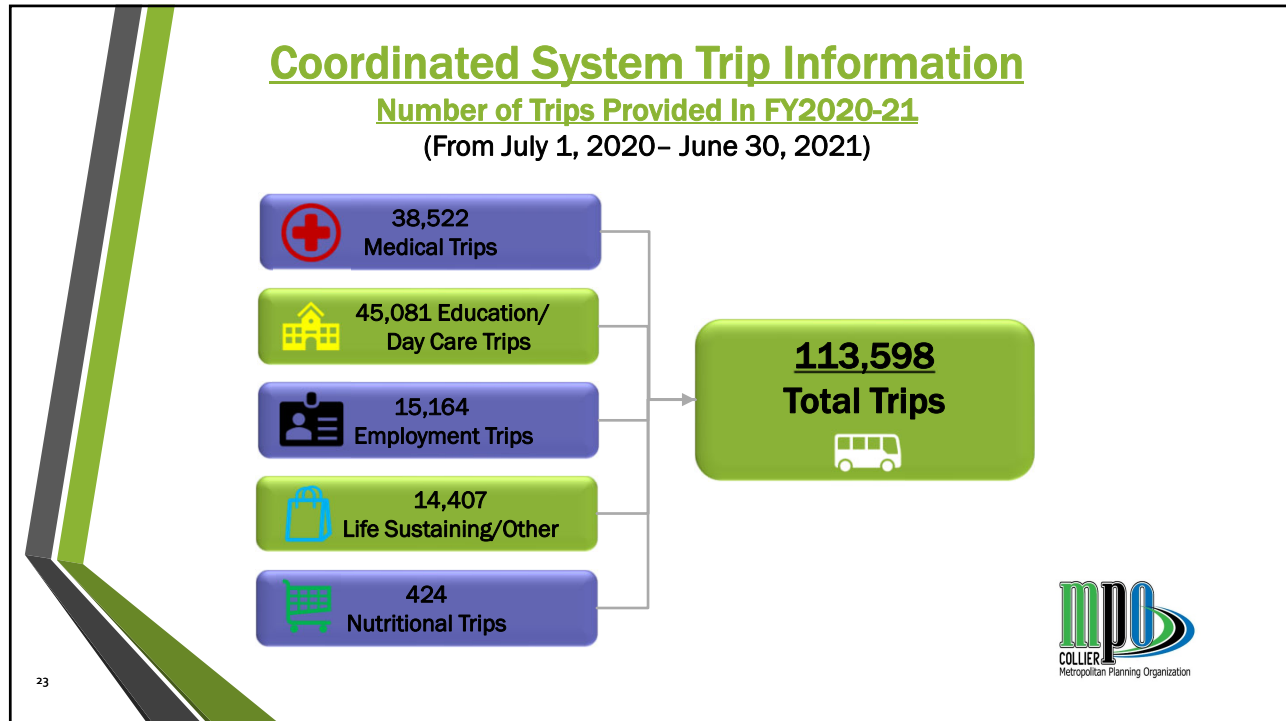
## Pilot Priority List

| Priority | Trip Purpose – Categories and Definitions  |
|----------|--|
| 1        | <b>MEDICAL</b> -- medical, dental, or therapeutic services including hospital appointments; clinic visits; dialysis; health department; speech, occupational, physical therapies; psychiatric, psychological services.   |
| 2        | <b>EMPLOYMENT</b> -- work or employment training education such as Job Service and vocational technical schools.<br>a. Permanent disability employment trips<br>b. Elderly or Low Income employment trips  |
| 3        | <b>EDUCATION</b>   |
| 4        | <b>SOCIAL for agency-related activity</b> -- 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. |
| 5        | <b>NUTRITIONAL</b> -- adult congregate meal programs, breakfast programs, food stamp procurement and food shopping trips.  |
| 6        | <b>GROUP RECREATION</b> - 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.    |
| 7        | <b>PERSONAL BUSINESS</b> -- non-agency activities essential to maintenance of independence including banking, shopping, legal appointments, religious activities, etc.<br>a. Disabled, elderly or low income<br>b. Trips for persons with a self-created transportation hardship   |

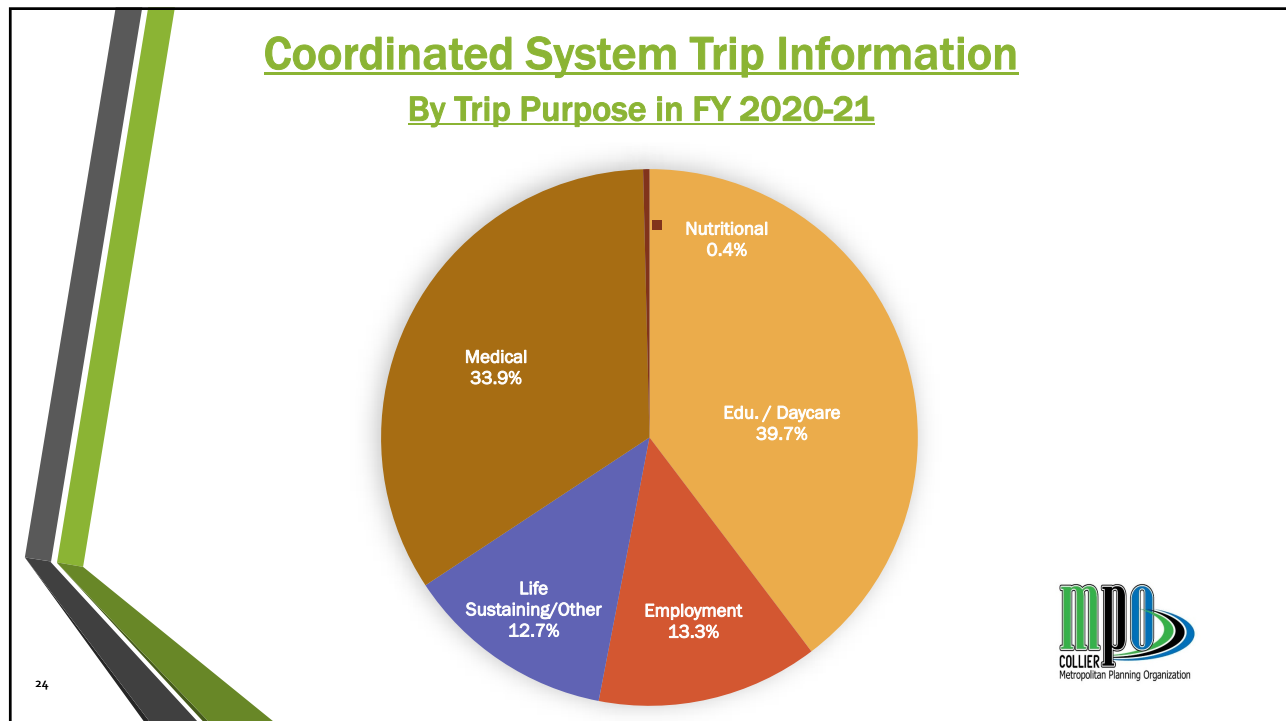


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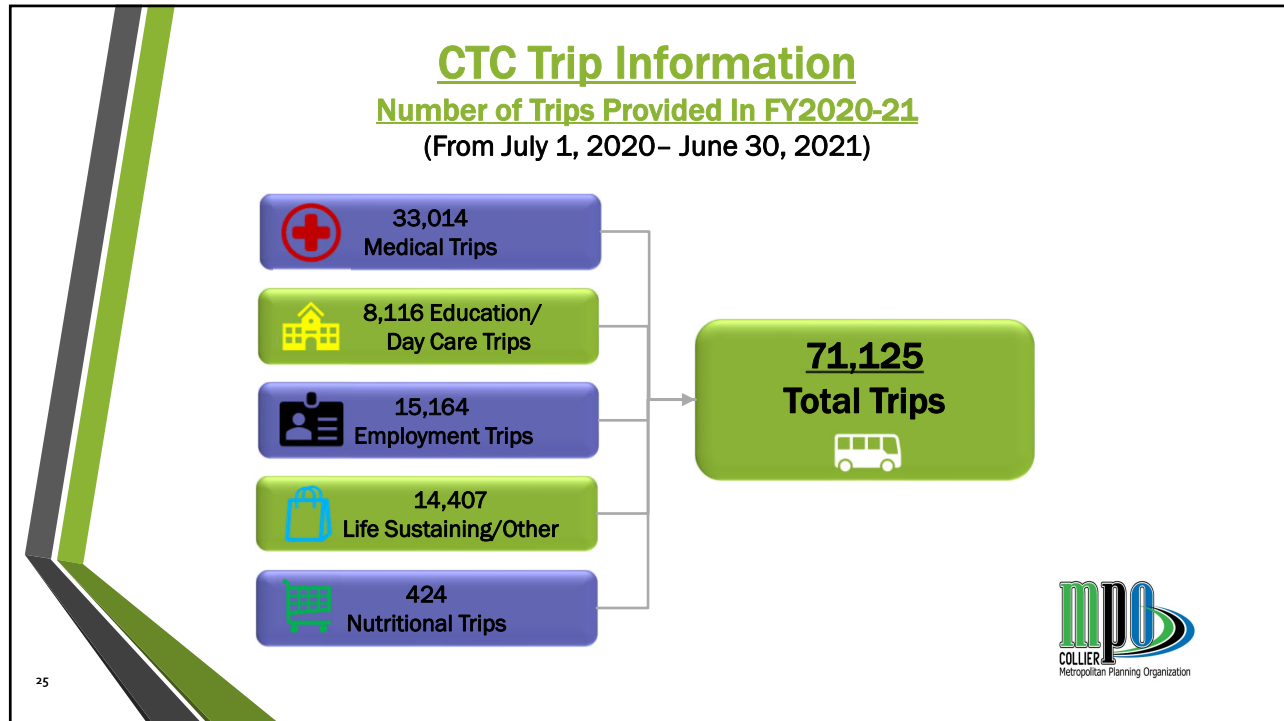
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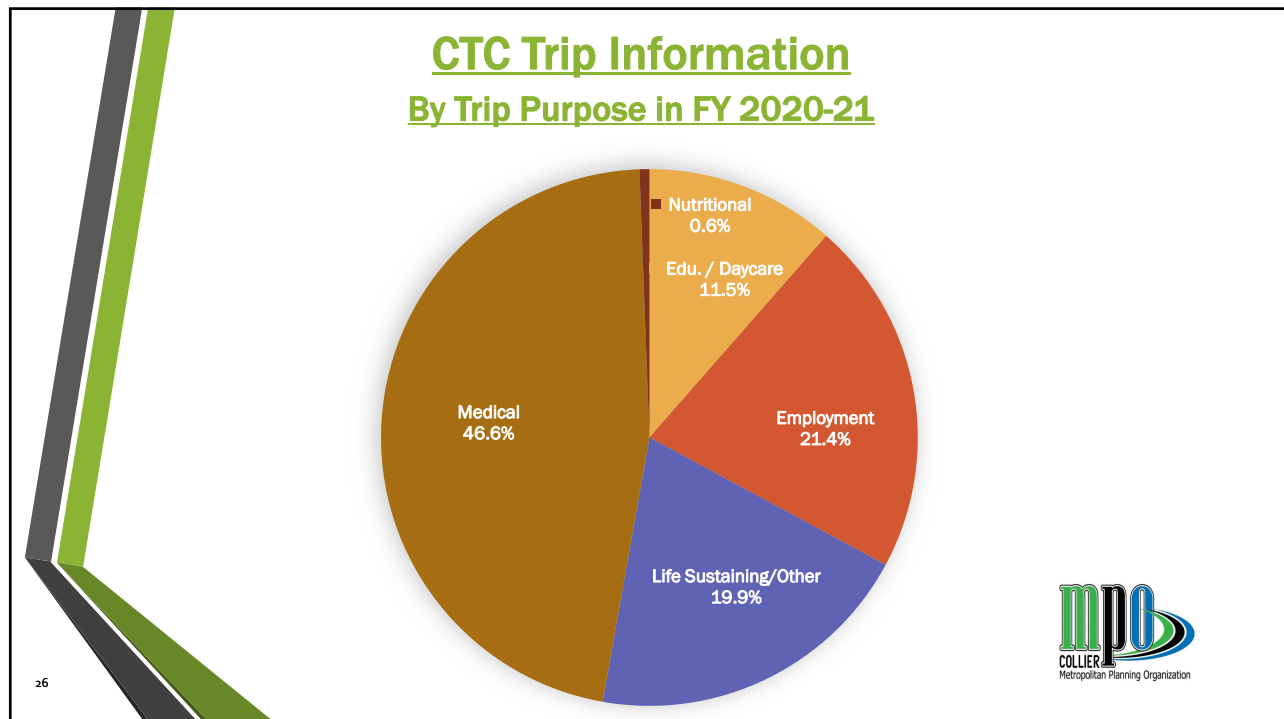
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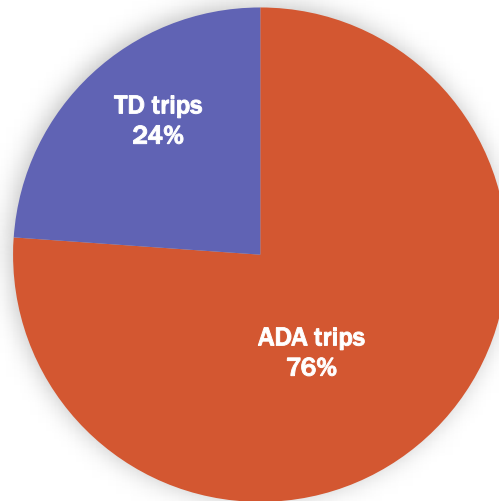


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### CTC Trip Information By Trip Type in FY 2020-21



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### 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.



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## "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".

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### CHECK THE BOX

"I rely on this service to transport me to and from work as a daily basis & without it the business would fail."

"I have been in a nursing home for three years and this is my only means of transportation."

"Going to the doctor's office, grocery shopping, church and other activities makes my quality of life worth living."

"It is critical that I have this transportation assistance to my dialysis three times a week."

"We don't drive. We would not be able to get anywhere."

## It Takes So Little To Help So Much!

You can easily help provide transportation for children at risk, seniors, disabled and low-income residents in YOUR community!

☒ **CHECK THE BOX** and donate \$1 or MORE to the Transportation Disadvantaged Voluntary Trust Fund when you register or renew the tag on your car, truck or boat.

**100% of All Donations Go To Assist People In YOUR Community.**

For additional information please contact:  
Florida Commissioner for the Transportation Disadvantaged  
400 Southwest Tower, 20th Fl.  
Tallahassee, Florida 32304-6043  
1-800-955-2822  
www.fdot.state.fl.us/100

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## Thank You!

Comments – Questions  
 Brandy Otero  
 Collier MPO  
[Brandy.Otero@colliercountyfl.gov](mailto:Brandy.Otero@colliercountyfl.gov)  
 (239) 252-5859



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