AGENDA
Collier County Local Coordinating Board for the Transportation Disadvantaged
NOTE: THIS IS AN IN-PERSON MEETING
IN-PERSON COMMITTEE QUORUM REQUIRED
Collier County Government Center
Admin. Bldg. F, IT Training Room, 5th Floor
3299 Tamiami Trail East
Naples, FL 34112

ANNUAL PUBLIC WORKSHOP
Wednesday – March 1, 2023
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 Program 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) 252-5884 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. In accordance with the Americans with Disabilities Act, 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 Coordinator Ms. Dusty Siegler (239) 252-5814 or by email at: Dusty.Siegler@colliercountyfl.gov or in writing to the Collier MPO, attention: Ms. Siegler, at 2885 South Horseshoe Dr., Naples, FL 3104.
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 PowerPoint training presentation regarding the Commission for the Transportation Disadvantaged program and the role of the LCB, LCB member roles and responsibilities, and the role of the MPO.

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

Prepared By: Dusty May Siegler, MPO Administrative Assistant

**ATTACHMENT(S):**

1. 2023 LCB Training Presentation
Transportation Disadvantaged Local Coordinating Board Training

Presented by the Collier MPO
March 1, 2023
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.
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

- Technical Advisory Committee (TAC)
- Citizens Advisory Committee (CAC)
- Bicycle Pedestrian Advisory Committee (BPAC)
- Congestion Management Committee (CMC)
- Local Coordinating Board for the Transportation Disadvantaged (LCB)
What Does The MPO Do?

Planning Activities

- UPWP - Unified Planning Work Program
  - 2 years

- TIP - Transportation Improvement Program
  - 5 years

- LRTP - Long Range Transportation Plan
  - 20 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 Sec. 5305 allocation match
    - Approximately $8k/year plus Sec. 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.org
## 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 Community Transportation Coordinators (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
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
- 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
- Veterans Service Office
- Florida Association for Community Action (representative of county’s disadvantaged population)
- Agency for Health Care Administration
- Person with Disabilities
- 2 citizen advocate representatives, 1 of whom must use the coordinated transportation system
- Representative for children at risk
- Agency for Persons with Disabilities
- Department of Children and Families
- Private for-profit transportation provider, when available (local private nonprofit may replace unless CTC) - Vacant
- Regional Workforce Development Board
- Local Medical Community
- Department of Elder Affairs
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
- Complete the Annual Expenditure Report (AER) – September
- LCB Bylaws – reviewed annually/updated - May
- Annual Public Hearing/LCB Training – March
- 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

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Details</th>
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<tbody>
<tr>
<td>No other funding available</td>
<td>• A customer is not eligible if another purchasing agency is responsible for transportation.</td>
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<tr>
<td>No other means of transportation is available</td>
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<td>Cannot utilize public transit</td>
<td>• If fixed route is available, the customer must demonstrate why it can’t be used.</td>
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<td>Physical or mental disability</td>
<td>• A disability as outlined in the Americans with Disabilities Act of 1990.</td>
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<td>Age</td>
<td>• As specified by the CTC and LCB.</td>
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<td>Income status is a specified percent of the poverty level</td>
<td>• As specified by the CTC and LCB.</td>
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<tr>
<td>No self-declarations allowed</td>
<td>• 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.</td>
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<tr>
<td>Ability to pay</td>
<td>• 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.</td>
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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
# Trip Priority List

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<tr>
<th>Priority</th>
<th>Trip Purpose – Categories and Definitions</th>
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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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</tbody>
</table>
| 2        | **EMPLOYMENT** – 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 |
| 3        | **EDUCATION** – K-12 Schools, Higher Education (College and University, Career and Adult Education) |
| 4        | **SOCIAL** for agency-related activity – 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        | **NUTRITIONAL** – adult congregate meal programs, breakfast programs, food stamp procurement and food shopping trips. |
| 6        | **GROUP RECREATION** – 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 three (3) passengers having either the same trip origination or destination. |
| 7        | **PERSONAL BUSINESS** – non-agency activities essential to maintenance of independence including banking, shopping, legal appointments, religious activities, etc.  
  a. Disabled, elderly or low income  
  b. Trips for persons with a self-created transportation hardship |
Coordinated System Trip Information

Number of Trips Provided In FY 2021-2022
(From July 1, 2021 – June 30, 2022)

- 34,708 Medical Trips
- 47,968 Education/Day Care Trips
- 16,632 Employment Trips
- 9,399 Life Sustaining/Other
- 337 Nutritional Trips

Total Trips: 109,044
Coordinated System Trip Information
By Trip Purpose in FY 2021-2022

- Medical: 31.8%
- Education / Daycare: 44%
- Employment: 15.3%
- Life Sustaining/Other: 8.6%
- Nutritional: 0.3%
CTC Trip Information
Number of Trips Provided In FY 2021-2022
(From July 1, 2021 – June 30, 2022)

- **28,646** Medical Trips
- **19,972** Education/Day Care Trips
- **16,632** Employment Trips
- **9,399** Life Sustaining/Other
- **337** Nutritional Trips

**Total Trips**: 74,986
CTC Trip Information
By Trip Purpose in FY 2021-2022

- Medical 38.2%
- Education / Daycare 26.6%
- Employment 22.2%
- Life Sustaining/Other 12.5%
- Nutritional 0.4%
CTC Trip Information
By Trip Type in FY 2021-2022

- ADA trips: 74%
- TD trips: 26%
**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
Anne McLaughlin, Executive Director
Collier MPO
Anne.McLaughlin@colliercountyfl.gov
(239) 252-5884