



AGENDA
LAKE COUNTY
TRANSPORTATION DISADVANTAGED COORDINATING BOARD

June 10, 2019 – 2:00 p.m.

Lake~Sumter MPO
225 West Guava St. Suite 217
Lady Lake, FL 32159
Phone (352) 315-0170
www.LakeSumterMPO.com

CALL REGULAR MEETING TO ORDER

Proper Noticing, Roll-Call, Determination of Quorum

I. AGENDA UPDATE

II. OPPORTUNITY FOR PUBLIC COMMENT (on agenda items or general comments)

III. PRESENTATION: NONE

IV. ACTION ITEMS

A. Approval of March 11, 2019 Meeting Minutes (pages 3-8)

B. Review & Approval of FY 2019/20 Rate Calculation Model for Transportation Disadvantaged Trust Fund Trips for Lake County (pages 9-16)

CTC staff will present the FY 2019/20 Rate Calculation Model for TD Trust Fund trips. The Commission has established the Rate Calculation Model, which is utilized for the development of rates for transportation services that are arranged or provided by the Lake County CTC. The rates were approved by the Commission for further review by the TDCB. Once reviewed and approved, the rates will be included in the Transportation Disadvantaged Service Plan (TDSP) update.

Staff recommends approval of the FY 2019/ 20 Rate Calculation Model for TD Trust Fund Trips.

V. DISCUSSION ITEMS

A. ADA Advisory Committee

The ADA Advisory Committee advises the Lake County Transit Division on practices, services and policies related to meeting the transportation needs of customers with disabilities. Jill Brown, Interim Transit Director will provide a quarterly on transit infrastructure.

- B. *On September 27, 2018, the Lake County Board of County Commissioners contracted with Neel-Schaffer to conduct a Comprehensive Operational Analysis (COA) study of Lake County Public Transit. The consultant team has presented their analysis and conclude with a draft of financial and service option for the short and long-term operation of the fixed route and paratransit system. After review and input from the Board of County Commissioners on May 21, 2019, the consultant team will finalize the analysis for submission on June 22, 2019. Lake County Transit staff will discuss some of the recommendations for the Transportation Disadvantaged services provided for Lake County.*
- C. *Revised Trip and Equipment Grant- County Allocations. (page 17)
Lake County Transit staff will discuss plans for the Trip and Equipment Grant allocations for Lake County.*
- D. *Senate Bill 7068 - \$10 million for Transportation Disadvantaged Trust Fund for the Innovation and Service Development Grant. Staff will present program details for the Service Development Grant. (pages 18-35)*

VI. REPORTS

- A. FDOT
- B. Transit
- C. Lake County CTC
- D. Lake~Sumter MPO

VII. BOARD MEMBER COMMENTS

VIII. ADJOURNMENT

IX. NEXT MEETING: Monday, September 9, 2019 @ 2:00 p.m., Lake~Sumter MPO Office

Pursuant to the provisions of Chapter 286, Florida Statutes, Section 286.0105, if any person decides to appeal any decision made by the Lake~Sumter Metropolitan Planning Organization with respect to any matter considered at the meeting, he or she 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. All interested citizens are welcome to attend. Persons with disabilities needing assistance to participate in any of the proceedings should contact the Lake~Sumter MPO, (352) 315-0170 48 hours in advance of the meeting.



**Lake County Transportation Disadvantaged Coordinating Board
Minutes March 11, 2019
Lake~Sumter MPO
225 W. Guava Street, Suite 217, Lady Lake, Florida**

Members Present

Jo Santiago
Scott Pfender
Mark Godinez
Jim Lowe
Linda Diaz
Colleen Kollmann
Bebe Chudeusz
Marsha Bukala
Tamyika Young

Representing

FDOT
Public Education/Lake County Schools
Veterans Service Office Representing Veterans
FL Association CAA/Economically Disadvantaged
Person over 60, Representing Elderly
Person with a Disability/Representing Disabled
Citizens Advocate
Citizens Advocate/User of System
Florida Agency for Healthcare Administration

Members Absent

Leslie Campione, Chairman
Sheri Peterson
Jesse Riddle
Lesha Buchbinder, Vice Chair
Steve Homan
Gustavo Henriquez
David Taylor

Representing

Lake~Sumter MPO
Dept. of Children & Families
Vocational Rehabilitation/Dept. of Education
Children at Risk
FL Department of Elder Affairs
Regional Workforce Development Board
Medical Community

Staff Present

Michael Woods
Doris LeMay
Jill Brown
Rickey Mack

Representing

Lake~Sumter MPO
Lake~Sumter MPO
Lake County Transit Division
RATP Dev USA

CALL TO ORDER

Mike Woods introduced Diana Johnson, MPO Attorney. Diana Johnson presented the Annual Training on Sunshine & Ethics Law. Mike Woods asked for volunteer to Chair meeting due to absence of Chair and Vice-Chair. Bebe Chudeusz volunteered to chair the meeting. The meeting of the Lake County Transportation Disadvantaged Coordinating Board (TDCB) was called to order at 2:42 p.m. by Bebe Chudeusz. Staff announced that the meeting was properly noticed, the roll was called, at which time it was noted that a quorum was present. (9 Voting members).

AGENDA UPDATE –

None

OPPORTUNITY FOR PUBLIC COMMENT (on agenda items or general comments) –

None

PRESENTATIONS

- A. Annual Training/Sunshine & Ethics Law – Presented at beginning of meeting.

ACTION ITEMS – LAKE COUNTY

- A. Approval of December 3, 2018 Meeting Minutes

On a motion by Jim Lowe, seconded by Linda Diaz and carried unanimously by a 9-0 vote, the Board approved the December 3, 2018 minutes as presented.

- B. Annual Review and Approval of Lake County TDCB Bylaws

Mike Woods noted the Bylaws were reviewed by the MPO Attorney and that no revisions or updates are necessary at this time. Discussion continued.

On a motion by Colleen Kollmann, seconded by Jim Lowe and carried unanimously by a 9-0 vote, the Board approved the Lake County TDCB Bylaws.

- C. Annual Review and Approval of Lake County TDCB Grievance Procedures

Mike Woods noted the Grievance Procedures were reviewed by the MPO Attorney and that no revisions or updates are necessary at this time. Discussion continued.

On a motion by Colleen Kollmann, seconded by Jo Santiago and carried unanimously by a 9-0 vote, the Board approved the Lake County TDCB Grievance Procedures.

- D. Community Transportation Coordinator Annual Evaluation and Subcommittee – Lake County.

Mike Woods provided a brief update on the CTC Annual Evaluation and Subcommittee members. Discussion continued. Mr. Woods asked for volunteers to serve on the subcommittee. Marsha Bukala, and Linda Diaz volunteered to serve on the subcommittee.

On a motion by Jim Lowe, seconded by Colleen Kollmann and carried unanimously by a 9-0 vote, the Board approved the CTC Annual Evaluation Subcommittee members with the addition of Marsha Bukala and Linda Diaz.

DISCUSSION ITEMS – LAKE COUNTY

- A. LakeXpress introducing mobile ticketing
Ricky Mack provided a brief overview on the LakeXpress mobile ticketing. Discussion continued.

- B. Legislative Update
Mike Woods provided a brief update on SB 68 Transportation Disadvantaged. Discussion continued.

Marsha Bukala Left Meeting (8 Voting Members).

- C. 2018 CTD Annual Performance Report
Mike Woods provided a brief update on the 2018 CTD Annual Performance Report. Discussion continued.

BOARD MEMBER COMMENTS – LAKE COUNTY

Mike Woods requested ideas/issues for discussion for future meetings.

REPORTS

- A. Florida CTD – Kyle Mills - None
- B. FDOT – Jo Santiago provided various updates
- C. Lake County CTC – Jill Brown reviewed the reports that were included in the agenda packet. Discussion continued.
- D. McDonald Transit - Rickey Mack
- E. Lake~Sumter MPO - Michael Woods provided various updates.

ADJOURNMENT

There being no further business to discuss, the meeting adjourned at 3:42 p.m.

Chairman Campione

Date

**LAKE COUNTY TRANSPORTATION DISADVANTAGED COORDINATING BOARD MEETING
SIGN IN SHEET
March 11, 2019**

BOARD MEMBER NAME	REPRESENTING	INITIALS
Leslie Campione, Chairman	Lake~Sumter MPO	
Jo Santiago Carlos Colon (alternate)	FDOT	JS
Sheri Peterson Marisol Martinez (alternate)	Dept. of Children & Families	
E. Scott Pfender Lori Mattox (alternate)	Public Education Community	ESP
Danielle Delgado Candice Stoutamire (alternate)	Voc. Rehabilitation/Dept. of Education	
Mark Godinez Alison Thall (alternate)	Veterans Service Office	
Jim Lowe Timothy Bridges (alternate)	CAA/Economically Disadvantaged	
Linda Diaz	Persons over 60, representing elderly	
Colleen Kollmann	Person with a disability representing the disabled	
Bebe Chudeusz, Vice-Chairman	Citizens Advocate	BC
Vacant	Citizens Advocate/User of System	
Lesha Buchbinder Tameka Mays (alternate)	Children at Risk Representative	
Steve Homan Kayla Jones (alternate)	Florida Dept. of Elder Affairs	
Vacant	Local Private for Profit Transportation	
Calvin Smith Tamyika Young (alternate)	Florida Agency for Health Care Admin.	
Gustavo Henriquez Donna Andrews (alternate)	Workforce Development	
David Taylor Darren Armstrong (alternate)	Medical Community	

Affidavit of Publication

DAILY COMMERCIAL

Leesburg, Lake County Florida
STATE OF FLORIDA, COUNTY OF LAKE

Before the undersigned authority personally appeared
Lisa Clay

Lisa Clay

who on oath says that she is an authorized employee of the Daily Commercial, a daily newspaper published at Leesburg, in Lake County, Florida; that the attached copy of advertisement, being a notice in the matter of

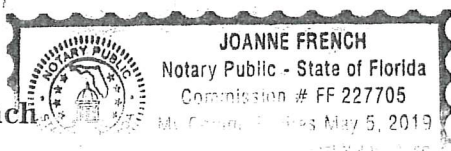
Public Notice

was published in said newspaper in the issues of:

February 27, 2019

Affiant further says that the said Daily Commercial is published at Leesburg, in said Lake County, Florida, and that the said newspaper has heretofore been continuously published in said Lake County, Florida, daily, and has been entered as second class mail matter at the post office in Leesburg, in said Lake County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that he has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

Sworn to and subscribed before me this 27 day of Feb, A.D., 2019.



Joanne French
Notary Public

Joanne French
(Print, Type or Stamp Name of Notary Public)

AD# 10085329

PUBLIC NOTICE

Pursuant to the provisions of Chapter 286, Florida Statute, Section 286.0105, Sunshine Law, the Lake-Sumter Metropolitan Planning Organization (MPO) has scheduled the following board/committee meetings during the month of March 2019 on the dates and locations indicated:

The following meetings will be held at the Lake-Sumter MPO, 225 West Guava Street, Suite 217, Lady Lake, FL:

Lake County Transportation Disadvantaged Coordinating Board Meeting
March 11, 2019, 2:00 p.m.

The following meeting will be held at the Villages Service Center, 7375 Powell Road, Rom 102 Wildwood, FL:

Sumter County Transportation Disadvantaged Coordinating Board. March 12, 2019, 2:00 p.m.

Ad No: 10085329
February 27, 2019

Preliminary Information Worksheet

Version 1.4

CTC Name:	<input type="text"/>
County (Service Area):	<input type="text"/>
Contact Person:	<input type="text"/>
Phone #	<input type="text"/>

Check Applicable Characteristic:

ORGANIZATIONAL TYPE:	NETWORK TYPE:
<input type="radio"/> Governmental	<input checked="" type="radio"/> Fully Brokered
<input type="radio"/> Private Non-Profit	<input type="radio"/> Partially Brokered
<input checked="" type="radio"/> Private For Profit	<input type="radio"/> Sole Source

Once completed, proceed to the Worksheet entitled "Comprehensive Budget"

Comprehensive Budget Worksheet

Version 1.4

CTC: 0
County: 0

1. Complete applicable GREEN cells in columns 2, 3, 4, and 7

	Prior Year's ACTUALS from July 1st of 2017 to June 30th of 2018	Current Year's APPROVED Budget, as amended from July 1st of 2018 to June 30th of 2019	Upcoming Year's PROPOSED Budget from July 1st of 2019 to June 30th of 2020	% Change from Prior Year to Current Year	Proposed % Change from Current Year to Upcoming Year	Confirm whether revenues are collected as a system subsidy VS a purchase of service at a unit price. Explain Changes in Column 6 That Are > ± 10% and Also > ± \$50,000
1	2	3	4	5	6	7

REVENUES (CTC/Operators ONLY / Do NOT include coordination contractors!)

Local Non-Govt

Farebox	\$ 99,218	\$ 95,000	\$ 95,000	-4.3%	0.0%	
Medicaid Co-Pay Received						
Donations/ Contributions						
In-Kind, Contributed Services						
Other	\$ 77,568			-100.0%		
Bus Pass Program Revenue						

Local Government

District School Board						The FDOT 5310 is less for FY18/19.
Compl. ADA Services						
County Cash	\$ 832,135	\$ 1,216,757	\$ 808,995	46.2%	-33.5%	
County In-Kind, Contributed Services						
City Cash						
City In-kind, Contributed Services						
Other Cash						
Other In-Kind, Contributed Services						
Bus Pass Program Revenue						

CTD

Non-Spons. Trip Program	\$ 776,283	\$ 831,307	\$ 741,294	7.1%	-10.8%	
Non-Spons. Capital Equipment						
Rural Capital Equipment						
Other TD (specify in explanation)						
Bus Pass Program Revenue						

USDOT & FDOT

49 USC 5307	\$ 785,455	\$ 1,072,599	\$ 951,020	36.6%	-11.3%	Block Grant for FY18/19 has not yet been awarded nor has FY1718 Block Grant been exhausted;FY18/19 FDOT 5310 is planned but not yet completed.
49 USC 5310	\$ 710,840	\$ 914,922	\$ 20,988	28.7%	-97.7%	
49 USC 5311 (Operating)	\$ 567,651	\$ 390,307	\$ 661,765	-31.2%	69.5%	
49 USC 5311(Capital)	\$ -	\$ -	\$ -			
Block Grant	\$ 770,261	\$ 591,819	\$ 913,115	-23.2%	54.3%	
Service Development						
Commuter Assistance						
Other DOT (specify in explanation)						
Bus Pass Program Revenue						

AHCA

Medicaid						
Other AHCA (specify in explanation)						
Bus Pass Program Revenue						

DCF

Alcohol, Drug & Mental Health						
Family Safety & Preservation						
Comm. Care Dis./Aging & Adult Serv.						
Other DCF (specify in explanation)						
Bus Pass Program Revenue						

DOH

Children Medical Services						
County Public Health						
Other DOH (specify in explanation)						
Bus Pass Program Revenue						

DOE (state)

Carl Perkins						
Div of Blind Services						
Vocational Rehabilitation						
Day Care Programs						
Other DOE (specify in explanation)						
Bus Pass Program Revenue						

AWI

WAGES/Workforce Board						
Other AWI (specify in explanation)						
Bus Pass Program Revenue						

DOEA

Older Americans Act	\$ 122,664	\$ 110,000	\$ 110,000	-10.3%	0.0%	
Community Care for Elderly						
Other DOEA (specify in explanation)						
Bus Pass Program Revenue						

DCA

Community Services						
Other DCA (specify in explanation)						
Bus Pass Admin. Revenue						

Comprehensive Budget Worksheet

Version 1.4

CTC: 0
County: 0

1. Complete applicable GREEN cells in columns 2, 3, 4, and 7

	Prior Year's ACTUALS from July 1st of 2017 to June 30th of 2018	Current Year's APPROVED Budget, as amended from July 1st of 2018 to June 30th of 2019	Upcoming Year's PROPOSED Budget from July 1st of 2019 to June 30th of 2020	% Change from Prior Year to Current Year	Proposed % Change from Current Year to Upcoming Year	Confirm whether revenues are collected as a system subsidy VS a purchase of service at a unit price. Explain Changes in Column 6 That Are > ± 10% and Also > ± \$50,000
1	2	3	4	5	6	7

APD						
Office of Disability Determination	\$ 89,777	\$ 90,000	\$ 90,000	0.2%	0.0%	
Developmental Services						
Other APD (specify in explanation)						
Bus Pass Program Revenue						
DJJ						
(specify in explanation)						
Bus Pass Program Revenue						
Other Fed or State						
Motor Fuel Tax Rebate	\$ 52,263	\$ 45,000	\$ -	-13.9%	-100.0%	Not available for Transit; being used in road capital projects.
xxx						
xxx						
Bus Pass Program Revenue						
Other Revenues						
Interest Earnings						
Reimbursement from Contractor	\$ -		\$ 1,000			
Bus Pass Program Revenue						
Balancing Revenue to Prevent Deficit						
Actual or Planned Use of Cash Reserve		\$ 192,006	\$ -			
Balancing Revenue is Short By = None						
Total Revenues =	\$4,884,115	\$5,549,717	\$4,393,177	13.6%	-20.8%	

EXPENDITURES (CTC/Operators ONLY / Do NOT include Coordination Contractors!)						
Operating Expenditures						
Labor	\$ 169,856	\$ 167,122	\$ 174,335	-1.6%	4.3%	
Fringe Benefits	\$ 55,853	\$ 54,542	\$ 58,831	-2.3%	7.9%	
Services	\$ 898,526	\$ 1,208,347	\$ 571,436	34.5%	-52.7%	
Materials and Supplies	\$ 451,037	\$ 448,558	\$ 591,335	-0.5%	31.8%	
Utilities	\$ 19,578	\$ 19,550	\$ 23,810	-0.1%	21.8%	
Casualty and Liability	\$ 12,294	\$ 13,954	\$ 7,943	13.5%	-43.1%	
Taxes		\$ -	\$ -			
Purchased Transportation:						
Purchased Bus Pass Expenses						
School Bus Utilization Expenses						
Contracted Transportation Services	\$ 2,483,207	\$ 2,687,696	\$ 2,939,432	8.2%	9.4%	
Other						
Miscellaneous	\$ 3,802	\$ 1,822	\$ 5,068	-52.1%	178.2%	
Operating Debt Service - Principal & Interest						
Leases and Rentals	\$ 629	\$ -	\$ -	-100.0%		
Contrib. to Capital Equip. Replacement Fund						
In-Kind, Contributed Services	\$ -	\$ -	\$ -			
Allocated Indirect						
Capital Expenditures						
Equip. Purchases with Grant Funds	\$ 710,840	\$ 853,312	\$ 18,889	20.0%	-97.8%	
Equip. Purchases with Local Revenue	\$ 78,493	\$ 94,813	\$ 2,099	20.8%	-97.8%	
Equip. Purchases with Rate Generated Rev.						
Capital Debt Service - Principal & Interest						
PROFIT						
Total Expenditures =	\$4,884,115	\$5,549,716	\$4,393,178	13.6%	-20.8%	
See NOTES Below.						

Once completed, proceed to the Worksheet entitled "Budgeted Rate Base"

Actual year LOSSES are shown as Balancing Revenue or Local Non-Government revenue.

Worksheet for Program-wide Rates

CTC: 0
County: 0

Version 1.4

1. Complete Total Projected Passenger Miles and ONE-WAY Passenger Trips (**GREEN** cells) below

- Do **NOT** include trips or miles related to Coordination Contractors!
- Do **NOT** include School Board trips or miles UNLESS.....
- INCLUDE** all ONE-WAY passenger trips and passenger miles related to services you purchased from your transportation operators!
- Do **NOT** include trips or miles for services provided to the general public/private pay UNLESS..
- Do **NOT** include escort activity as passenger trips or passenger miles unless charged the full rate for service!
- Do **NOT** include fixed route bus program trips or passenger miles!

PROGRAM-WIDE RATES	
Total <u>Projected</u> Passenger Miles =	716,412
Rate Per Passenger Mile = \$	3.49
Total <u>Projected</u> Passenger Trips =	76,386
Rate Per Passenger Trip = \$	32.70

Fiscal Year

2019 - 2020

Avg. Passenger Trip Length =	9.4 Miles
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Rates If No Revenue Funds Were Identified As Subsidy Funds	
Rate Per Passenger Mile = \$	6.13
Rate Per Passenger Trip = \$	57.51

Once Completed, Proceed to the Worksheet entitled "Multiple Service Rates"

Vehicle Miles

The miles that a vehicle is scheduled to or actually travels from the time it pulls out from its garage to go into revenue service to the time it pulls in from revenue service.

Vehicle Revenue Miles (VRM)

The miles that vehicles are scheduled to or actually travel while in revenue service. Vehicle revenue miles exclude:

- Deadhead
- Operator training, and
- Vehicle maintenance testing, as well as
- School bus and charter services.

Passenger Miles (PM)

The cumulative sum of the distances ridden by each passenger.

Worksheet for Multiple Service Rates

CTC: 0
County: 0

Version 1.4

1. Answer the questions by completing the GREEN cells starting in Section I for all services
2. Follow the DARK RED prompts directing you to skip or go to certain questions and sections based on previous answers

SECTION I: Services Provided

1. Will the CTC be providing any of these Services to transportation disadvantaged passengers in the upcoming budget year?.....

Ambulatory	Wheelchair	Stretcher	Group
<input checked="" type="radio"/> Yes	<input checked="" type="radio"/> Yes	<input checked="" type="radio"/> Yes	<input type="radio"/> Yes
<input type="radio"/> No	<input type="radio"/> No	<input type="radio"/> No	<input checked="" type="radio"/> No
Go to Section II for Ambulatory Service	Go to Section II for Wheelchair Service	Go to Section II for Stretcher Service	STOP! Do NOT Complete Sections II - V for Group Service

SECTION II: Contracted Services

1. Will the CTC be contracting out any of these Services TOTALLY in the upcoming budget year?....

Ambulatory	Wheelchair	Stretcher	Group
<input checked="" type="radio"/> Yes	<input checked="" type="radio"/> Yes	<input checked="" type="radio"/> Yes	<input type="radio"/> Yes
<input type="radio"/> No	<input type="radio"/> No	<input type="radio"/> No	<input checked="" type="radio"/> No
Answer # 2 for Ambulatory Service	Answer # 2 for Wheelchair Service	Answer # 2 for Stretcher Service	Do Not Complete Section II for Group Service

2. If you answered YES to #1 above, do you want to arrive at the billing rate by simply dividing the proposed contract amount by the projected Passenger Miles / passenger trips?.....

<input type="radio"/> Yes	<input type="radio"/> Yes	<input type="radio"/> Yes	<input type="radio"/> Yes
<input checked="" type="radio"/> No	<input checked="" type="radio"/> No	<input checked="" type="radio"/> No	<input checked="" type="radio"/> No

3. If you answered YES to #1 & #2 above, how much is the proposed contract amount for the service?
How many of the total projected Passenger Miles relate to the contracted service?
How many of the total projected passenger trips relate to the contracted service?

Ambulatory	Wheelchair	Stretcher	Group
Leave Blank	Leave Blank	Leave Blank	Do NOT Complete Section II for Group Service

Effective Rate for Contracted Services:
per Passenger Mile =
per Passenger Trip =

Ambulatory	Wheelchair	Stretcher	Group
Go to Section III for Ambulatory Service	Go to Section III for Wheelchair Service	Go to Section III for Stretcher Service	Do NOT Complete Section II for Group Service

4. If you answered # 3 & want a Combined Rate per Trip PLUS a per Mile add-on for 1 or more services, INPUT the Desired per Trip Rate (but must be less than per trip rate in #3 above) =
Rate per Passenger Mile for Balance =

Combination Trip and Mile Rate			
Leave Blank and Go to Section III for Ambulatory Service	Leave Blank and Go to Section III for Wheelchair Service	Leave Blank and Go to Section III for Stretcher Service	Do NOT Complete Section II for Group Service

Worksheet for Multiple Service Rates

CTC: 0
County: 0
Version 1.4

1. Answer the questions by completing the GREEN cells starting in Section I for all services
2. Follow the DARK RED prompts directing you to skip or go to certain questions and sections based on previous answers

SECTION III: Escort Service

1. Do you want to charge all escorts a fee?.....
 Yes
 No
Skip #2 - 4 and Section IV and Go to Section V
2. If you answered Yes to #1, do you want to charge the fee per passenger trip OR
 per passenger mile?.....
 Pass. Trip **Leave Blank**
 Pass. Mile
3. If you answered Yes to # 1 and completed # 2, for how many of the projected
 Passenger Trips / Passenger Miles will a passenger be accompanied by an escort? Leave Blank
4. How much will you charge each escort?..... Leave Blank

SECTION IV: Group Service Loading

1. If the message "You Must Complete This Section" appears to the right, what is the projected total
 number of Group Service Passenger Miles? (otherwise leave blank)..... **Do NOT Complete Section IV**
 Loading Rate **0.00** to 1.00
 And what is the projected total number of Group Vehicle Revenue Miles?

SECTION V: Rate Calculations for Multiple Services:

1. Input Projected Passenger Miles and Passenger Trips for each Service in the GREEN cells and the Rates for each Service will be calculated automatically
 * Miles and Trips you input must sum to the total for all Services entered on the "Program-wide Rates" Worksheet, MINUS miles and trips for contracted services IF the rates were calculated in the Section II above
 * Be sure to leave the service BLANK if you answered NO in Section I or YES to question #2 in Section II

		RATES FOR FY: 2019 - 2020				
		Ambul	Wheel Chair	Stretcher	Group	
Projected Passenger Miles (excluding totally contracted services addressed in Section II) =	716,412	= 589,907	+ 126,505	+ <input type="text"/>	+ <input type="text"/>	0
Rate per Passenger Mile =		\$3.10	\$5.31	\$0.00	\$0.00	\$0.00
					per passenger	per group
Projected Passenger Trips (excluding totally contracted services addressed in Section II) =	76,386	= 48,902	+ 27,484	+ <input type="text"/>	+ <input type="text"/>	
Rate per Passenger Trip =		\$26.02	\$44.60	\$0.00	\$0.00	\$0.00
					per passenger	per group
2. If you answered # 1 above and want a COMBINED Rate per Trip PLUS a per Mile add-on for 1 or more services,...						
Combination Trip and Mile Rate						
		Ambul	Wheel Chair	Stretcher	Group	
...INPUT the Desired Rate per Trip (but must be less than per trip rate above) =		<input type="text"/>	<input type="text"/>	<input type="text"/>	Leave Blank	\$0.00
Rate per Passenger Mile for Balance =		\$3.10	\$5.31	\$0.00	\$0.00	\$0.00
					per passenger	per group

		Rates If No Revenue Funds Were Identified As Subsidy Funds			
		Ambul	Wheel Chair	Stretcher	Group
Rate per Passenger Mile =		\$5.45	\$9.33	\$0.00	\$0.00
					per passenger per group
Rate per Passenger Trip =		\$45.75	\$78.44	\$0.00	\$0.00
					per passenger per group
Program These Rates Into Your Medicaid Encounter Data					

**Commission for the Transportation Disadvantaged
Trip and Equipment Grant Allocations
FY 2019-2020**

County	Trip & Equipment Grant			Voluntary Dollar			2019-20 Total Funds
	2019-20 Allocation	Local Match (10%)	Total Funds	Funding	Local Match (10%)	Total Funds	
Alachua	\$650,821	\$72,313	\$723,134	\$87	\$10	\$97	\$723,231
Baker	\$227,942	\$25,327	\$253,269	\$544	\$60	\$604	\$253,873
Bay	\$463,681	\$51,520	\$515,201	\$44	\$5	\$49	\$515,250
Bradford	\$133,697	\$14,855	\$148,552	\$1	\$0	\$1	\$148,553
Brevard	\$1,580,812	\$175,646	\$1,756,458	\$154	\$17	\$171	\$1,756,629
Broward	\$4,593,446	\$510,383	\$5,103,829	\$725	\$81	\$806	\$5,104,635
Calhoun	\$201,090	\$22,343	\$223,433	\$1	\$0	\$1	\$223,434
Charlotte	\$397,085	\$44,121	\$441,206	\$8	\$1	\$9	\$441,215
Citrus	\$417,128	\$46,348	\$463,476	\$17	\$2	\$19	\$463,495
Clay	\$429,849	\$47,761	\$477,610	\$85	\$9	\$94	\$477,704
Collier	\$910,350	\$101,150	\$1,011,500	\$55	\$6	\$61	\$1,011,561
Columbia	\$352,353	\$39,150	\$391,503	\$13	\$1	\$14	\$391,517
DeSoto	\$231,978	\$25,775	\$257,753	\$1	\$0	\$1	\$257,754
Dixie	\$210,456	\$23,384	\$233,840	\$0	\$0	\$0	\$233,840
Duval	\$1,660,767	\$184,530	\$1,845,297	\$366	\$41	\$407	\$1,845,704
Escambia	\$691,065	\$76,785	\$767,850	\$70	\$8	\$78	\$767,928
Flagler	\$307,681	\$34,187	\$341,868	\$85	\$9	\$94	\$341,962
Franklin	\$179,455	\$19,939	\$199,394	\$0	\$0	\$0	\$199,394
Gadsden	\$397,029	\$44,114	\$441,143	\$20	\$2	\$22	\$441,165
Gilchrist	\$120,511	\$13,390	\$133,901	\$10	\$1	\$11	\$133,912
Glades	\$224,145	\$24,905	\$249,050	\$0	\$0	\$0	\$249,050
Gulf	\$198,935	\$22,104	\$221,039	\$1	\$0	\$1	\$221,040
Hamilton	\$160,778	\$17,864	\$178,642	\$0	\$0	\$0	\$178,642
Hardee	\$241,643	\$26,849	\$268,492	\$1	\$0	\$1	\$268,493
Hendry	\$366,927	\$40,770	\$407,697	\$0	\$0	\$0	\$407,697
Hernando	\$360,906	\$40,101	\$401,007	\$47	\$5	\$52	\$401,059
Highlands	\$467,885	\$51,987	\$519,872	\$24	\$3	\$27	\$519,899
Hillsborough	\$2,043,758	\$227,084	\$2,270,842	\$198	\$22	\$220	\$2,271,062
Holmes	\$215,050	\$23,894	\$238,944	\$0	\$0	\$0	\$238,944
Indian River	\$371,401	\$41,267	\$412,668	\$25	\$3	\$28	\$412,696
Jackson	\$442,520	\$49,169	\$491,689	\$40	\$4	\$44	\$491,733
Jefferson	\$206,852	\$22,984	\$229,836	\$1	\$0	\$1	\$229,837
Lafayette	\$154,293	\$17,144	\$171,437	\$0	\$0	\$0	\$171,437
Lake	\$734,191	\$81,577	\$815,768	\$138	\$15	\$153	\$815,921
Lee	\$930,039	\$103,338	\$1,033,377	\$404	\$45	\$449	\$1,033,826
Leon	\$547,783	\$60,865	\$608,648	\$92	\$10	\$102	\$608,750
Levy	\$413,817	\$45,980	\$459,797	\$5	\$1	\$6	\$459,803
Liberty	\$267,952	\$29,772	\$297,724	\$0	\$0	\$0	\$297,724
Madison	\$238,041	\$26,449	\$264,490	\$0	\$0	\$0	\$264,490
Manatee	\$651,551	\$72,395	\$723,946	\$109	\$12	\$121	\$724,067
Marion	\$854,091	\$94,899	\$948,990	\$80	\$9	\$89	\$949,079
Martin	\$324,301	\$36,033	\$360,334	\$46	\$5	\$51	\$360,385
Miami-Dade	\$6,951,485	\$772,387	\$7,723,872	\$895	\$99	\$994	\$7,724,866
Monroe	\$371,023	\$41,225	\$412,248	\$33	\$4	\$37	\$412,285
Nassau	\$316,009	\$35,112	\$351,121	\$15	\$2	\$17	\$351,138
Okaloosa	\$567,105	\$63,012	\$630,117	\$55	\$6	\$61	\$630,178
Okeechobee	\$243,040	\$27,004	\$270,044	\$0	\$0	\$0	\$270,044
Orange	\$2,455,686	\$272,854	\$2,728,540	\$752	\$84	\$836	\$2,729,376
Osceola	\$1,094,660	\$121,629	\$1,216,289	\$7	\$1	\$8	\$1,216,297
Palm Beach	\$3,129,588	\$347,732	\$3,477,320	\$913	\$101	\$1,014	\$3,478,334
Pasco	\$722,131	\$80,237	\$802,368	\$161	\$18	\$179	\$802,547
Pinellas	\$3,632,904	\$403,656	\$4,036,560	\$346	\$38	\$384	\$4,036,944
Polk	\$1,334,687	\$148,299	\$1,482,986	\$217	\$24	\$241	\$1,483,227
Putnam	\$428,717	\$47,635	\$476,352	\$61	\$7	\$68	\$476,420
Saint Johns	\$533,571	\$59,286	\$592,857	\$119	\$13	\$132	\$592,989
Saint Lucie	\$566,748	\$62,972	\$629,720	\$38	\$4	\$42	\$629,762
Santa Rosa	\$432,546	\$48,061	\$480,607	\$17	\$2	\$19	\$480,626
Sarasota	\$895,536	\$99,504	\$995,040	\$212	\$24	\$236	\$995,276
Seminole	\$911,879	\$101,320	\$1,013,199	\$138	\$15	\$153	\$1,013,352
Sumter	\$294,050	\$32,672	\$326,722	\$13	\$1	\$14	\$326,736
Suwannee	\$247,175	\$27,464	\$274,639	\$2	\$0	\$2	\$274,641
Taylor	\$312,431	\$34,715	\$347,146	\$11	\$1	\$12	\$347,158
Union	\$97,857	\$10,873	\$108,730	\$0	\$0	\$0	\$108,730
Volusia	\$1,251,951	\$139,106	\$1,391,057	\$106	\$12	\$118	\$1,391,175
Wakulla	\$210,946	\$23,438	\$234,384	\$0	\$0	\$0	\$234,384
Walton	\$406,542	\$45,171	\$451,713	\$3	\$0	\$3	\$451,716
Washington	\$234,113	\$26,013	\$260,126	\$3	\$0	\$3	\$260,129
TOTALS	\$52,216,435	\$5,801,828	\$58,018,263	\$7,613	\$843	\$8,456	\$58,026,719

Florida Commission for the



**Transportation
Disadvantaged**

FISCAL YEAR 2019-20
PROGRAM MANUAL AND APPLICATION
FOR THE
INNOVATION AND SERVICE DEVELOPMENT GRANT

Issued By:

FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED

605 Suwannee Street, Mail Station 49

Tallahassee, Florida 32399-0450

850-410-5700

<http://ctd.fdot.gov/>

INTRODUCTION

The Transportation Disadvantaged Trust Fund is administered by the Florida Commission for the Transportation Disadvantaged (Commission), pursuant to Section 427.0159, Florida Statutes. The purpose of the Transportation Disadvantaged Trust Fund is to provide a dedicated funding source for the operational and planning expenses of the Commission in carrying out its legislative responsibilities.

The 2019 Legislature allocated an additional \$10 million to the Transportation Disadvantaged Trust Fund for Fiscal Year 2019-20.

This funding shall be used to award **competitive grants** to community transportation coordinators (CTCs) and transportation network companies (TNCs) for the purposes of providing cost-effective, door-to-door, on-demand and scheduled transportation services that:

- 1. Increase a transportation disadvantaged person's access to and departure from job training, employment, health care, and other life-sustaining services;**
- 2. Enhance regional connectivity and cross-county mobility; or,**
- 3. Reduce the difficulty in connecting transportation disadvantaged persons to a transportation hub and from the hub to their final destination.**

Project examples could include projects such as:

- Provide persons who are transportation disadvantaged transportation services to and from employment when such employment begins or ends outside of established transportation service hours. (Example: Pinellas Suncoast Transportation Authority's TD Late Shift Program.) This could also include last-minute call-to-work or job interviews.
- Coordinate with FDOT's construction workforce development program to coordinate transportation for persons who are transportation disadvantaged to access training and job sites necessary to deliver projects in the FDOT five-year work program.
- Provide transportation services for persons who are transportation disadvantaged who reside in rural areas to and from jobs.
- Provide transportation assistance in coordination with other employment and training services for transportation disadvantaged individuals participating in programs sponsored through the Regional Workforce Development Boards (RWBs) and Florida's One-Stop Career Center System.
- Increase access to and from health care services by providing door-to-door, on-demand and scheduled transportation services to dialysis, cancer treatments, and other urgent medical or life-sustaining services that cannot be pre-scheduled, such as hospital

discharge, medical trips at early-onset of illness, pick-ups from late medical appointments.

- Enhance regional connectivity and cross-county mobility to access employment, health care, education, shopping or other life-sustaining services across one or more county lines.
- Provide transportation services to and/or from a transportation hub (first mile/last mile type of service).

Pursuant to Section 427.011(5), F.S., "community transportation coordinator" means a transportation entity recommended by a metropolitan planning organization, or by the appropriate designated official planning agency as provided for in ss. 427.011-427.017 in an area outside the purview of a metropolitan planning organization, to ensure that coordinated transportation services are provided to the transportation disadvantaged population in a designated service area.

Pursuant to Section 627.748, F.S., "transportation network company" or "TNC" means an entity operating in this state pursuant to this section using a digital network to connect a rider to a TNC driver, who provides prearranged rides. A TNC is not deemed to own, control, operate, direct, or manage the TNC vehicles or TNC drivers that connect to its digital network, except where agreed to by written contract, and is not a taxicab association or for-hire vehicle owner. An individual, corporation, partnership, sole proprietorship, or other entity that arranges medical transportation for individuals qualifying for Medicaid or Medicare pursuant to a contract with the state or a managed care organization is not a TNC.

Current Mobility Enhancement Grant projects that meet the above objectives may be considered however, a new complete application package is required.

The deadline to submit applications to the Commission is May 15, 2019. If awarded, the Commission expects the Grantee to implement the proposed projects (including services provided) on July 1, 2019 or shortly after the execution of the grant agreement (whichever is later). A significant delay in starting or providing services may result in a decrease or reassignment of funds to another project.

A Commission subcommittee will review the applications and recommend projects for the Commission to consider and vote on at an upcoming business meeting.

Projects will be recommended based on the following review criteria:

- Application package is complete and received by the deadline. Application package consists of the following documents:
 - Grant Application
 - Project Scope
 - Standard Assurances
 - Resolution

- Applicant is an eligible recipient for these grant funds (CTC or TNC).
- The Project Scope is clearly written and addresses all required elements as identified in the instructions.
- The completed Project Scope (excluding the required forms) shall be no more than ten (10) pages including any attachments/exhibits such as maps, etc

Depending on the responses to this request for grant applications, the Commission may provide another opportunity for potential grantees to submit applications during the first quarter of Fiscal Year 2019-20.

This manual is divided into two parts: Program Requirements and the Application Instructions and Forms.

PART I

PROGRAM REQUIREMENTS

This part of the manual contains requirements of the grant program.

1. ELIGIBILITY INFORMATION

A. Eligible Recipients

All eligible recipients must be registered in My Florida Marketplace and will be referred to as the Grantee.

Eligible recipients are:

- A CTC who has an executed Memorandum of Agreement (MOA) and Transportation Disadvantaged Service Plan (TDSP)
- A TNC who operates in Florida and uses a digital network to connect a rider to a TNC driver, who provides prearranged rides.

B. Allowable Expenditures

These grant funds are for the specific purpose of funding a portion of passenger trips provided to eligible non-sponsored transportation disadvantaged individuals. Grantees shall provide service before seeking payment. A non-sponsored trip is a one-way trip that cannot be paid for by any other federal, state, or local government program for an eligible individual who meets the definition of transportation disadvantaged pursuant to Chapter 427, Florida Statutes.

2. GRANT FUNDING

This grant program provides ninety-percent (90%) funding and requires a ten-percent (10%) cash match generated from local sources. No state or federal government revenues are acceptable as local match. All matching funds must be documented, reasonable, necessary, and related to this project.

Examples of cash generated from local sources include local appropriations, dedicated tax revenues, private donations, net income generated from advertising and concessions, contract revenues, and farebox revenues.

3. GRANT APPROVAL

All grants are subject to approval by the Commission. Costs incurred prior to grant agreement execution cannot be charged to the project, nor will the Commission give retroactive grant agreement execution. Submitting an application does not ensure grant award nor does it ensure that if funding is granted that it will be in the amounts requested. If the amount awarded is less than requested, the applicant will be notified

to determine if, based on the new amount, the applicant would like to continue with the proposed project. Once the Commission has approved the award and the amount, a grant agreement will be forwarded to the applicant for execution. No significant changes can be made to the project once it has been approved by the Commission.

4. INVOICING

The Grantee shall invoice the Commission for each month that services are provided. The Grantee will make every effort to submit invoices within 30 days after the month of service provision. Invoices related to this grant agreement shall be completed on the invoice form(s) provided by the Commission and submitted in accordance with the Commission's most recent Invoicing Procedures for the Provision of Transportation and Capital Equipment unless otherwise notified by the Commission.

PART II

APPLICATION INSTRUCTIONS AND FORMS

GENERAL INSTRUCTIONS

Presented in this part are specific instructions on the preparation of the grant application forms.

Applications are due May 15, 2019. Final award decisions are scheduled to be approved at the Commission's business meeting June 3, 2019.

Although specific instructions on the preparation of the grant application are provided, additional assistance may be obtained by contacting the Commission for the Transportation Disadvantaged at (850) 410-5700.

An application package shall be submitted to the Commission and consist of the following forms: Innovation and Service Development Grant Application, Project Scope, Authorizing Resolution, and Standard Assurances.

Applicants must submit **one (1) original** proposal. All pages of the proposal/application package must be legible. Required signatures may be obtained after submission but prior to grant agreement execution (if awarded).

The application package shall be submitted to:

**Commission for the Transportation Disadvantaged
605 Suwannee Street, Mail Station 49
Tallahassee, Florida 32399-0450**

Note. Binders are unnecessary.

TIMETABLE

May 3, 2019	Email Innovation and Service Development Grant Program Manual and Application to potential applicants and post on CTD webpage.
May 15, 2019	Applications due to the Commission for the Transportation Disadvantaged
May 23, 2019	Review Subcommittee Meeting
June 3, 2019	Commission Meeting
July 1, 2019	Earliest date grant agreements can be effective
June 30, 2020	All grant agreements will terminate

Innovation and Service Development Grant Application

Except for the following notes, the application is self-explanatory. If questions arise, please contact the Commission at (850) 410-5700.

LEGAL NAME OF APPLICANT: The full legal name of the applicant's organization, not an individual. Name must match the Federal Employer Identification Number (FEIN) and the information that is registered with MyFloridaMarketPlace.

FEDERAL EMPLOYER IDENTIFICATION NUMBER: The number used by all employers within the United States to identify their payroll and federal income tax. Name must match the FEIN and the information that is registered with MyFloridaMarketPlace.

REGISTERED ADDRESS: This should be the grant applicant's mailing address as registered in MyFloridaMarketPlace and will be the address on the grant agreement. This address shall also be consistent with the address associated with the applicant's FEIN.

CONTACT PERSON, PHONE NUMBER AND E-MAIL ADDRESS: Provide the name of the person who will be the point of contact for this grant, their phone number, and email address.

APPLICANT ORGANIZATION TYPE: Check which type of organization applicant is (CTC or TNC). If the applicant is a TNC, include an organization chart identifying key personnel, decision makers and operational staff that will implement the project. In addition, summarize the applicant's experience in providing on-demand transportation in Florida.

PROJECT LOCATION: Provide the geographical location(s) of the proposed project. The location can be a single county, multiple contiguous counties or statewide. Projects will not replace or supplant transportation services provided by a CTC in their respective service area unless the effected CTC is unable to provide the service or the project is to serve a target population that is not currently being served.

PROPOSED PROJECT START DATE: The start date shall be July 1, 2019, or the date of grant agreement execution, if later than July 1, 2019.

Project Scope

This is a competitive grant application. It is the responsibility of the applicant to ensure that each section provides sufficient information for the review subcommittee to consider and recommend projects to be funded. The project scope shall include a narrative of the proposed project description and identifies how such project will meet one or more of the following funding objectives to provide cost-effective, door-to-door, on-demand and scheduled transportation services that:

- 1. Increase a transportation disadvantaged person's access to and departure from job training, employment, health care, and other life-sustaining services;**
- 2. Enhance regional connectivity and cross-county mobility; or,**
- 3. Reduce the difficulty in connecting transportation disadvantaged persons to a transportation hub and from the hub to their final destination.**

The completed Project Scope (excluding the required forms) shall be no more than ten (10) pages including any attachments/exhibits such as maps, etc.

PROJECT DESCRIPTION

- a) Describe the proposed project, project location, and which funding objective(s) it addresses. (Note: As you are describing the project and outlining the existing needs, keep in mind how the success of the project will be measured.)
- b) Describe current transportation services that are available and identify service limitations or gaps the project proposes to address.
- c) If the project is for a specific population, identify who will be receiving services (based on purpose or ridership).
- d) Describe how the proposed project will be accomplished. Provide details that include how services will be provided. Identify an estimated number of trips and riders the proposed project will serve. Address whether proposed services are a new mobility option, an expansion of services or an enhancement to existing services that will improve transportation access. Bus passes will be considered only if integrated with other mobility options.
- e) Describe the process for ensuring riders are eligible to receive Transportation Disadvantaged services. Include how rider eligibility will be determined and, if not by the applicant, what organization will be determining that a rider is transportation disadvantaged, pursuant to Chapter 427, Florida Statutes.

PROJECT TIMELINE

- a) Provide a project timeline.
- b) The timeline should identify the project start date, project implementation date and any major milestones (e.g. procurement of equipment or operator, hiring personnel, beginning of on-the-road services, etc.).

PROJECT FUNDING AND PROPOSED SERVICE RATES

- a) Amount of Funding Requested. Provide the total estimated project funding request. Provide a detailed budget, identifying line item expenses to accomplish the proposed project. The budget must support the amount of funding requested. All expenditures must be allowable, reasonable, and necessary. In addition, identify the source of matching funds to be used for the project.
- b) Proposed Service Rates. Provide the proposed project rate(s) for services that will be charged. Provide an explanation of how the proposed rates were determined if service rates are different than rates generated by the Commission's Rate Calculation Model. Cost per trip or mile should include the cost of salaries, overhead, fringe benefits, expenses, rider costs and other administrative costs as necessary. Rate(s) for services will be finalized prior to grant execution.

PROJECT PERFORMANCE MEASURES

A performance measure is a measurement of results demonstrating the project's effectiveness in meeting its objectives.

Identify a minimum of three (3) proposed project performance measures that are indicators to assess the progress of the project and whether the project is achieving its objectives. Performance measure reports will be submitted quarterly.

One of the performance measures must address the customer's experience accessing or utilizing the proposed service. At a minimum, the measure shall identify the number of customers surveyed quarterly. Also describe what method will be used to determine the survey size and how the survey will be conducted (e.g. telephone, on-board questionnaires, or mailed to customers). This performance measure will identify the total number of riders survey, responses received, and survey results.

Examples:

Goal – Increase new riders and/or trips to access training and employment

Performance Measure: number of new TD eligible riders that accessed the service for project purpose.

Goal – 95% of trips requested will be provided within proposed new on-demand pickup timeframe.

Performance Measure: number of trips that met or exceeded proposed project goal compared to total number of trips provided for the project.

Goal – 80% of clients surveyed were pleased with service and gave a satisfactory or above rating.

Performance Measure: 5% of total participating riders during the quarter will be surveyed via Survey Monkey.

STANDARD ASSURANCES

The Standard Assurances statement shall be signed and dated by the person or position identified in the authorizing resolution.

AUTHORIZING RESOLUTION

A resolution by the applicant's Board of Directors, Officers, or County Commission authorizing an individual and/or position to sign this application and subsequent agreements, invoices, assurances, etc., must be completed. A sample resolution is provided. It is not required that you use the sample resolution, as long as the same basic information is provided. Remember that the resolution can be good for an extended period of time or for multiple agreements if worded in such a fashion.

GRANT APPLICATION FORMS

- Innovation and Service Development Grant Application
- Project Scope
- Standard Assurances
- Sample Authorizing Resolution



Transportation Disadvantaged Innovation and Service Development Grant

APPLICATION

Legal Name of Applicant	<input style="width: 95%;" type="text"/>		
Federal Employer Identification Number	<input style="width: 95%;" type="text"/>		
Registered Address	<input style="width: 95%;" type="text"/>		
City and State	<input style="width: 45%;" type="text"/>	Zip Code	<input style="width: 45%;" type="text"/>
Contact Person for this Grant	<input style="width: 45%;" type="text"/>	Phone Number	<input style="width: 45%;" type="text"/>
E-Mail Address [Required]	<input style="width: 95%;" type="text"/>		
Applicant Organization Type	<input type="checkbox"/> CTC <input type="checkbox"/> TNC		
Project Location [County(ies)]	<input style="width: 45%;" type="text"/>	Proposed Project Start Date	<input style="width: 45%;" type="text"/>

Proposed Project Funding Request	
Requested Funding Amount [90%]	\$ <input style="width: 40%;" type="text"/>
Local Match [10%]	\$ <input style="width: 40%;" type="text"/>
Total Proposed Project Amount	*\$ 0.00

As the authorized Grant Recipient Representative, I hereby certify that the information contained in this form is true and accurate and is submitted in accordance with the grant application instructions.

Signature of Grant Recipient Representative

Date

*Total Proposed Project Amount." Once each line item is complete above, right click on the "0" and select the "update field" option from the dropdown box. This will automatically calculate the Total Proposed Project Amount.



Transportation Disadvantaged Innovation and Service Development Grant

PROJECT SCOPE

(Please refer to the Program Manual for specific guidance)

Project Description:



Project Timeline:



Project Funding and Proposed Service Rates:

a). Proposed Project Budget



Local Match Source



b). Proposed Service Rates:



Project Performance Measures:





Transportation Disadvantaged Innovation and Service Development Grant

STANDARD ASSURANCES

The recipient hereby assures and certifies that:

The recipient has the requisite fiscal, managerial, and legal capacity to carry out the Transportation Disadvantaged Program and to receive and disburse State funds.

The recipient must be authorized to do business in the State of Florida, in accordance with sections 607,1501, 608.501 and 620,9102, Florida Statutes. Such authorization shall be obtained prior to the execution of the grant. For authorization, contact: Florida Department of State, Tallahassee, Florida 32399, (850) 245-6051

The recipient is aware that the Innovation and Service Development Grant is a fixed rate grant. Services must be provided before payment can be requested. Payment requests will be processed upon receipt of a properly completed invoice with supporting documentation.

The recipient is aware that the approved project must be complete by June 30, 2020, which means services must be provided by that date or reimbursement will not be approved.

Innovation and Service Development Grant funds will not be used to supplant or replace existing federal, state, or local government funds.

The recipient understands that an approved written eligibility application and eligibility support documentation is required and is to be maintained for each rider who receives transportation funded through this grant. Such documentation shall be made available upon request by CTD staff or its designee.

This certification is valid for no longer than the agreement period for which the grant application is filed.

Signature: _____ Date: _____
Name: _____
Title: _____

**SAMPLE
AUTHORIZING RESOLUTION
(ON APPLICANT LETTERHEAD)**

A RESOLUTION of the _____ (Applicant), hereinafter BOARD, hereby authorizes the filing of a Mobility Enhancement Grant Application with the Florida Commission for the Transportation Disadvantaged.

WHEREAS, this BOARD has the authority to file this Grant Application and to undertake a transportation disadvantaged service project as authorized by Section 427.0159, Florida Statutes, and Rule 41-2, Florida Administrative Code.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD THAT:

1. The BOARD has the authority to file this grant application.
2. The BOARD authorizes _____ to file and execute the application on behalf of the _____ with the Florida Commission for the Transportation Disadvantaged.
3. The BOARD's Registered Agent in Florida is _____
The Registered Agent's address is: _____
4. The BOARD authorizes _____ to sign ~~any and all~~ agreements or contracts which are required in connection with the application.
5. The BOARD authorizes _____ to sign ~~any and all~~ assurances, warranties, certifications and any other documents which may be required in connection with the application or subsequent agreements.

DULY PASSED AND ADOPTED THIS _____ DAY OF _____, 2019

BOARD OF _____

Typed name of Chairperson

Signature of Chairperson

ATTEST:

Signature _____



2019 Legislative Issue Briefs



Transportation Funding

Priority Statement:

The Florida League of Cities SUPPORTS legislation that preserves local control of transportation planning. The legislation should create an equitable transportation funding formula among the state, municipalities and counties, while providing for additional transportation revenue to support innovative infrastructure and transit projects to meet the surging transportation demands driven by dramatic growth throughout Florida.

Background:

Transportation infrastructure is paramount to the prosperity of all cities. It greatly affects quality of life by influencing peoples' decisions about where to live, work and spend their free time. In many Florida cities, roads have reached capacity and cannot be widened anymore. As the number of cars on Florida's roads increases, there needs to be a greater focus on alternative transportation.

With over 126 million visitors each year and more than 900 people moving to Florida each day, the state's transportation infrastructure is rapidly declining. Congestion is a growing problem, and the added wear and tear on our roads means more frequent and more costly repair or replacement. At the same time, highway construction costs continue to escalate. Some of this increase is directly attributable to technological advancements that are necessary to implement a "smart transportation infrastructure" where train stations, bus stops, airports, and car- and bike-sharing stations become integrated parts of one big open high-speed connected communications network.

To compound the problem, the federal gas tax was last increased in 1997, the state gas tax in 1943, the county gas tax in 1941 and the municipal gas tax in 1971. The Fuel Sales Tax and the State Comprehensive Enhanced Transportation System Tax, which are the State of Florida's portion of the motor fuel tax rates, are adjusted once a year to account for inflation. A major portion of transportation funding flows to municipalities through county, state and federal taxes on gasoline. Allowing municipalities the ability to index their local motor fuel tax rates is one way to provide greater flexibility to fund their unique transportation needs.

While the federal, state and county governments have a variety of tools available to address transportation funding, municipalities have limited revenue options for funding transportation projects. For example, charter counties may currently hold a referendum on whether to impose up to a 1 percent sales tax to fund transportation infrastructure projects. Recently, voters in Hillsborough County passed such a tax that will be in effect for 30 years and raise about \$9 billion over that time period. Giving municipalities the same transportation revenue options would create a new funding mechanism.

Transportation projects are often the catalyst for economic development and the result of growth within a community. As municipalities lack options to increase revenue and continue to struggle to fund local transportation projects, increased and alternative funding sources at the state level are a necessity.

Status:

- Governor Ron DeSantis proposed \$10 billion for the transportation work program which includes highway construction and expansion, seaport and airport improvements, bridge maintenance and transit programs.
- **CS/SB 7068** (Infrastructure & Security) creates the Multi-use Corridors of Regional Economic Significance (M-CORES) Program within the Florida Department of Transportation. The program is designed to advance construction of regional corridors that will accommodate multiple modes of transportation and multiple types of infrastructure. The proposed bill identifies the following three corridors comprising of the M-CORES Program: Southwest-Central Florida Connector, Suncoast Connector and Northern Turnpike Connector. The bill also provides increased funding for the Small County Road Assistance Program, the Small County Outreach Program and the Transportation Disadvantaged Trust Fund.
- **SB 1368** (Simpson) creates an electric and hybrid fleet vehicle rebate program within the Department of Agriculture and Consumer Services. The purpose of the program is to help reduce transportation cost and to encourage freight mobility investments. Forty percent of the annual allocation must be reserved for governmental applicants.
- **SB 660** (Brandes) is the comprehensive Department of Transportation package. Of specific interest to cities, SB 660 requires the Florida Transportation Commission to prepare a report for the governor and the Legislature listing all sources of revenue for transportation infrastructure and maintenance projects regarding the impact of electric vehicles and hybrid vehicles on such revenue sources.

Transportation Proposed Budget Highlights	Proposed House Budget FY 19	Proposed Senate Budget FY 19	General 2018 Appropriations
Transportation Work Program	\$9.7 billion	\$9.7 billion	\$9.9 billion
SHIP Housing Program	\$49.4 million	\$170 million	\$44.4 million
SAIL Housing Program	\$74.1 million	\$53.7 million	\$30 million
Small County Resurface Assist Program	\$29.8 million	\$29.8 million	\$29.8 million
Small County Outreach Program	\$72 million	\$72 million	\$72 million

Revised: 3/21/2019

Contact: Jeff Branch, Legislative Advocate – 850-701-3655 – jbranch@flcities.com

**Lake County Connection Performance Measures
as of June 10, 2019**

<i>Valid Complaints</i>	Fiscal Year												Fiscal Year 2017-2018	
	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr		2018-2019
<i>Service</i>	2	2	0	3	1	2	2	2	0	1	0	1	16	22
<i>Policy</i>	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<i>Vehicle</i>	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<i>Other</i>	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Total	2	2	0	3	1	2	2	2	0	1	0	1	16	23
Total Trips Provided	8,272	7,758	7,948	8,599	7,443	9,014	7,870	7,481	8,158	7,808	8,300	8,431	97,082	90,156
% of Complaints	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

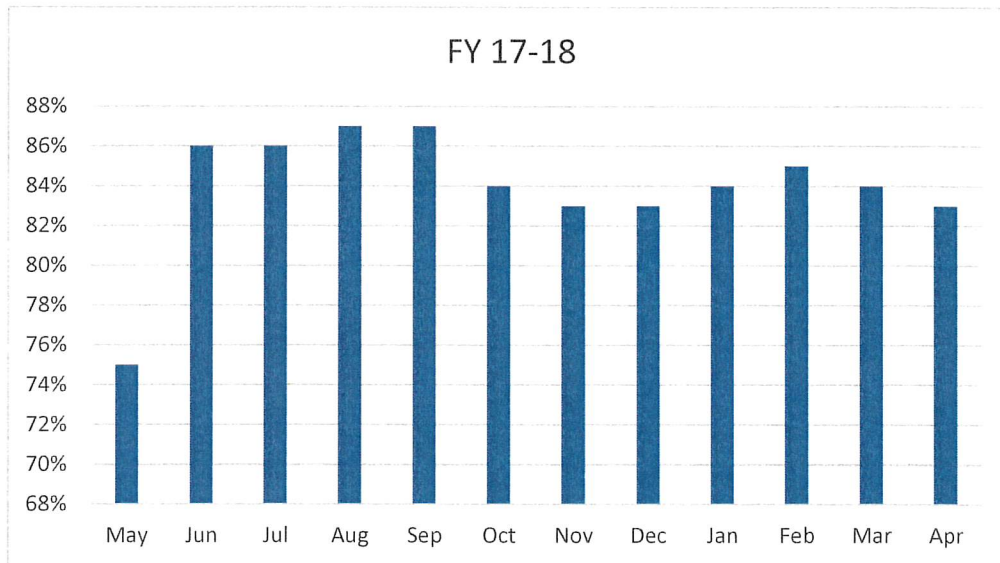
Non Valid Complaints	2	0	0	1	0	0	4	2	1	1	0	0	11	14
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Commendations

CTC	2	0	0	0	1	0	0	0	1	0	0	0	4	6
Operator	7	3	4	1	3	1	5	1	7	0	5	3	40	30
Contractors	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Lake County Connection On Time Performance as of June 10, 2019

On-Time Pickups



The Contract requirement for On-Time Performance is 95%

May-18	75%
Jun-18	86%
Jul-18	86%
Aug-18	87%
Sep-18	87%
Oct-18	84%
Nov-18	83%
Dec-18	83%
Jan-18	84%
Feb-19	85%
Mar-19	84%
Apr-19	83%

Lake County Connection - Performance Measures
as of June 10, 2019

	Monthly Contract Amount - Lake County Connections												Total	
	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr		
LCC Budget	\$ 188,067.00	\$ 188,067.00	\$ 188,067.00	\$ 188,067.00	\$ 188,067.00	\$ 188,067.00	\$ 188,067.00	\$ 188,067.00	\$ 188,067.00	\$ 188,067.00	\$ 188,067.00	\$ 188,067.00	\$ 188,067.00	\$ 940,335.00
LCC Requested	\$ 234,812.15	\$ 220,320.78	\$ 225,657.60	\$ 231,109.03	\$ 168,294.56	\$ 199,814.99	\$ 154,844.01	\$ 151,406.95	\$ 166,020.32	\$ 157,366.80				\$ 1,909,647.19
LCC Fuel Cost	\$ 43,312.00	\$ 41,291.03	\$ 42,237.94	\$ 45,306.62	\$ 39,232.40									\$ 211,379.99
LCC Maintenance	\$ 74,178.98	\$ 74,169.30	\$ 71,676.87	\$ 63,616.34	\$ 73,289.03									\$ 356,930.52
Co. Grant Match	\$ 62,756.95	\$ 61,717.05	\$ 59,537.36	\$ 63,391.89	\$ 49,538.38									\$ 296,941.63
Co. Contribution	\$ 81,446.76	\$ 71,052.93	\$ 72,129.75	\$ 84,696.36	\$ 71,354.68									\$ 380,680.48

	Monthly Contract Amount - LakeXpress												Total	
	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr		
LX Budget	\$ 124,483.46	\$ 118,888.60	\$ 118,846.33	\$ 130,169.20	\$ 106,457.43									\$ 598,845.02
LX Requested	\$ 124,483.46	\$ 118,888.60	\$ 118,846.33	\$ 130,169.20	\$ 106,457.43									\$ 598,845.02
LX Fuel Cost	\$ 30,521.89	\$ 30,301.67	\$ 30,349.33	\$ 33,023.80	\$ 28,058.62									\$ 152,255.31
LX Maintenance	\$ 102,342.90	\$ 56,329.72	\$ 53,925.21	\$ 40,439.65	\$ 50,685.94									\$ 303,723.42

Comments:

	Trips to Veterans Clinics and Hospitals												Total
	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	
Clermont	6	6	2	10	2	11	6	6	4	4	4	5	66
Gainesville	2	0	4	6	8	2	10	6	2	2	2	0	44
Orlando	12	4	12	12	2	6	6	0	12	12	2	4	84
Summerfield	12	4	13	19	4	11	12	11	16	12	11	16	141
Tavares	6	10	18	8	4	8	8	11	10	13	7	20	123
TOTAL	38	24	49	55	20	38	42	34	44	43	26	45	458

	Co-Pays												Total
	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	
CTD	\$ 3,783.00	\$ 3,357.00	\$ 3,497.00	\$ 3,751.00	\$ 3,457.15	\$ 3,540.40	\$ 3,403.50	\$ 3,192.00	\$ 3,430.00	\$ 3,444.50	\$ 3,353.00	\$ 3,493.00	\$ 41,701.55
FDOT	\$ 3,101.00	\$ 2,909.00	\$ 2,666.00	\$ 3,015.00	\$ 2,287.00	\$ 3,165.00	\$ 2,692.00	\$ 2,442.00	\$ 2,615.00	\$ 2,557.90	\$ 2,977.00	\$ 2,523.00	\$ 32,949.90
ADA	\$ 2,023.85	\$ 1,958.25	\$ 2,070.00	\$ 2,250.25	\$ 2,086.50	\$ 2,512.40	\$ 2,042.75	\$ 2,037.80	\$ 2,539.50	\$ 2,423.00	\$ 2,347.85	\$ 2,724.50	\$ 27,016.65
Other	\$ 2.00	\$ 2.00	\$ 6.00	\$ 2.00	\$ 4.00	\$ 6.00	\$ 2.00	\$ -	\$ 2.00	\$ -	\$ -	\$ 10.00	\$ 36.00
TOTAL	\$ 8,909.85	\$ 8,226.25	\$ 8,239.00	\$ 9,018.25	\$ 7,834.65	\$ 9,223.80	\$ 8,140.25	\$ 7,671.80	\$ 8,586.50	\$ 8,425.40	\$ 8,677.85	\$ 8,750.50	\$ 101,704.10

	Paratransit Co-pays Expected to Pay												Total
	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	
CTD	\$ 4,167.00	\$ 3,925.00	\$ 4,247.00	\$ 4,420.00	\$ 4,299.00	\$ 4,200.00	\$ 4,264.00	\$ 4,168.00	\$ 4,254.00	\$ 4,309.00	\$ 4,126.00	\$ 4,103.00	\$ 50,482.00
FDOT	\$ 5,438.00	\$ 4,842.00	\$ 4,472.00	\$ 5,305.00	\$ 3,976.00	\$ 5,532.00	\$ 4,921.00	\$ 4,718.00	\$ 5,176.00	\$ 4,728.00	\$ 5,504.00	\$ 4,668.00	\$ 59,280.00
ADA	\$ 2,188.00	\$ 2,150.00	\$ 2,334.00	\$ 2,928.00	\$ 2,362.00	\$ 2,846.00	\$ 2,282.00	\$ 2,260.00	\$ 2,804.00	\$ 2,642.00	\$ 2,986.00	\$ 3,446.00	\$ 30,428.00
Other	\$ -	\$ 4.00	\$ 2.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6.00
TOTAL	\$ 11,793.00	\$ 10,921.00	\$ 11,055.00	\$ 12,253.00	\$ 10,637.00	\$ 12,578.00	\$ 11,467.00	\$ 11,146.00	\$ 12,234.00	\$ 11,679.00	\$ 12,216.00	\$ 12,217.00	\$ 140,196.00

	DIFF. SHORTAGE												Total
	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	
DIFF. SHORTAGE	\$ 2,883.15	\$ 2,694.75	\$ 2,816.00	\$ 3,234.75	\$ 2,802.35	\$ 3,354.20	\$ 3,326.75	\$ 3,474.20	\$ 3,647.50	\$ 3,253.60	\$ 3,538.15	\$ 3,466.50	\$ 38,491.90

Comments:

No Shows

	No Shows												Total
	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	
# No Shows	259	207	231	246	208	245	249	314	245	212	241	220	2,877
Warnings	0	0	0	0	0	0	0	0	0	0	0	0	0
Suspensions	0	0	0	0	0	0	0	0	0	0	0	0	0

Comments:

Hardship Applications

	Hardship Applications												Total
	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	
Approved	3	8	8	9	10	13	9	5	10	6	15	4	105
Declined	0	1	0	2	0	2	0	0	0	0	0	2	10

Lake County Connection Accident Report FY 18-19

Preventable Accidents	Person Only	Vehicle Only	Person and Vehicle
May-18		1	
June-18		2	
July-18		2	
August-18		2	
September-18			
October-18			
November-18			
December-18	1		
January-19		2	
February-19			
March-19		2	
April-19		2	
Total	1	12	0

Non Preventable Accidents	Person Only	Vehicle Only	Person and Vehicle
May-18		1	
June-18		1	
July-18			
August-18		1	
September-18			
October-18		1	
November-18	1	3	
December-18	1	1	
January-19		1	
February-19		2	
March-19			
April-19		1	
Total	2	12	0

LAKE COUNTY COMMUNITY TRANSPORTATION COORDINATOR

May 1, 2018 through April 30, 2019

TRIPS	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	TOTAL
Total Reservations	9,493	8,970	9,270	9,862	8,654	10,409	9,089	8,821	9,513	8,981	9,537	9,743	112,342
Passenger Cancellations	(962)	(1,005)	(1,091)	(1,017)	(1,003)	(1,150)	(970)	(1,026)	(1,110)	(961)	(996)	(1,092)	(12,383)
Passenger No Shows	(259)	(207)	(231)	(246)	(208)	(245)	(249)	(314)	(245)	(212)	(241)	(220)	(2,877)
TOTAL COMPLETED TRIPS	8,272	7,758	7,948	8,599	7,443	9,014	7,870	7,481	8,158	7,808	8,300	8,431	97,082

NO SHOWS BY FUNDING	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	TOTAL
ADA	28	24	24	44	37	27	40	27	25	28	27	53	384
CTD	54	71	70	63	68	75	59	71	78	46	65	47	767
Med Waiver	15	12	19	11	5	19	15	20	14	6	5	19	160
Med Waiver - CDC Plus	2	-	-	-	-	1	-	-	1	1	-	-	5
MFCS (Meal Sites)	50	47	59	60	38	53	62	110	67	64	47	46	703
FDOT 5311	110	53	59	68	60	70	73	86	60	67	97	55	858
Other	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL	259	207	231	246	208	245	249	314	245	212	241	220	2,877

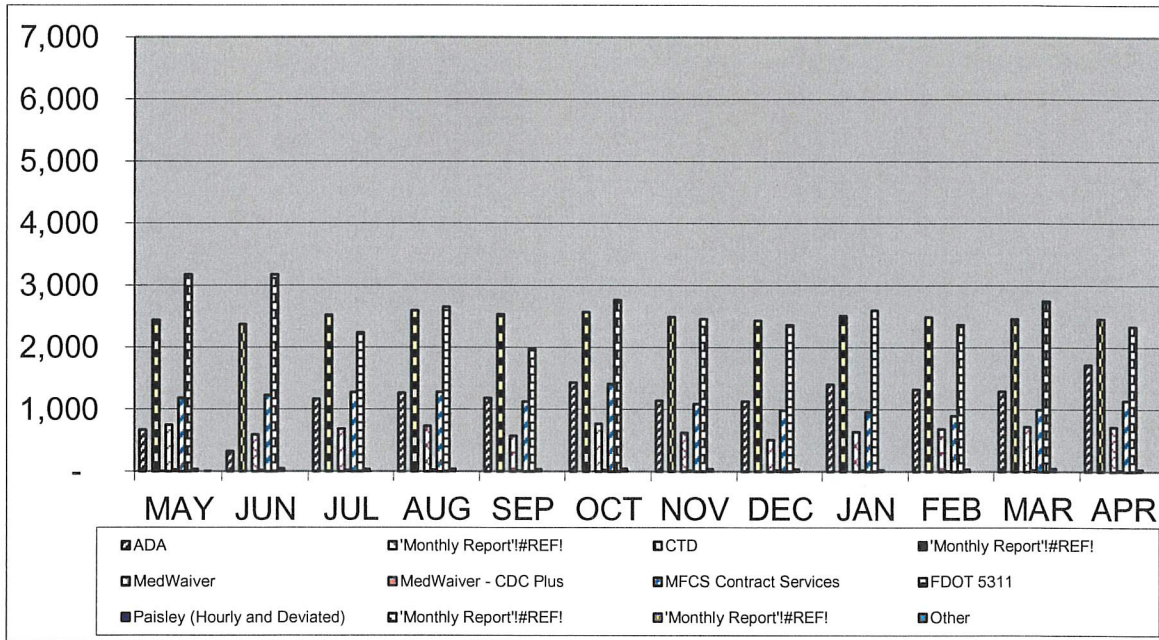
FUNDING SOURCE	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	TOTAL
ADA	669	326	1,168	1,266	1,182	1,430	1,141	1,131	1,405	1,322	1,294	1,723	14,057
CTD	2,441	2,374	2,525	2,597	2,533	2,568	2,492	2,436	2,511	2,489	2,463	2,461	29,890
MedWaiver	749	592	689	735	574	769	627	509	638	685	721	716	8,004
MedWaiver - CDC Plus	26	18	20	24	14	24	17	18	20	8	24	18	231
MFCS Contract Services	1,181	1,232	1,276	1,282	1,124	1,411	1,089	989	960	900	999	1,140	13,583
FDOT 5311	3,172	3,172	2,236	2,653	1,982	2,768	2,462	2,360	2,599	2,366	2,749	2,335	30,854
Paisley (Hourly and Deviated)	34	44	34	42	34	44	42	38	25	38	50	38	463
Other	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL ACTUAL COUNTY TRIPS	8,272	7,758	7,948	8,599	7,443	9,014	7,870	7,481	8,158	7,808	8,300	8,431	97,082

PASSENGER TYPES	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	TOTAL
Elderly - Low Income	2,271	2,179	2,338	2,610	2,391	2,856	2,508	2,403	2,543	2,337	2,322	2,194	28,952
Elderly - Disabled	225	232	195	209	213	273	190	212	196	192	248	386	2,771
Elderly - Low Income & Disabled	631	611	529	528	403	491	437	345	408	346	421	435	5,585
Elderly - Other	1,741	1,886	1,860	1,891	1,601	2,111	1,861	1,798	1,912	1,876	2,019	2,162	22,718
Children - Low Income	-	-	-	-	-	-	-	-	-	-	1	6	7
Children - Disabled	-	-	-	-	-	-	-	-	-	-	-	-	-
Children - Low Income & Disabled	-	-	-	-	-	-	-	-	-	-	-	-	-
Children - Other	28	6	1	30	38	38	28	24	35	29	2	6	265
Other - Low Income	1,234	958	1,098	1,348	1,276	1,417	1,213	1,139	1,220	1,184	1,272	1,270	14,629
Other Disabled	454	336	383	387	288	359	316	333	460	530	574	551	4,971
Other Low Income & Disabled	295	267	263	255	206	228	209	235	275	241	259	260	2,993
Other Other	1,393	1,283	1,281	1,341	1,027	1,241	1,108	992	1,109	1,073	1,182	1,161	14,191
TOTAL	8,272	7,758	7,948	8,599	7,443	9,014	7,870	7,481	8,158	7,808	8,300	8,431	97,082

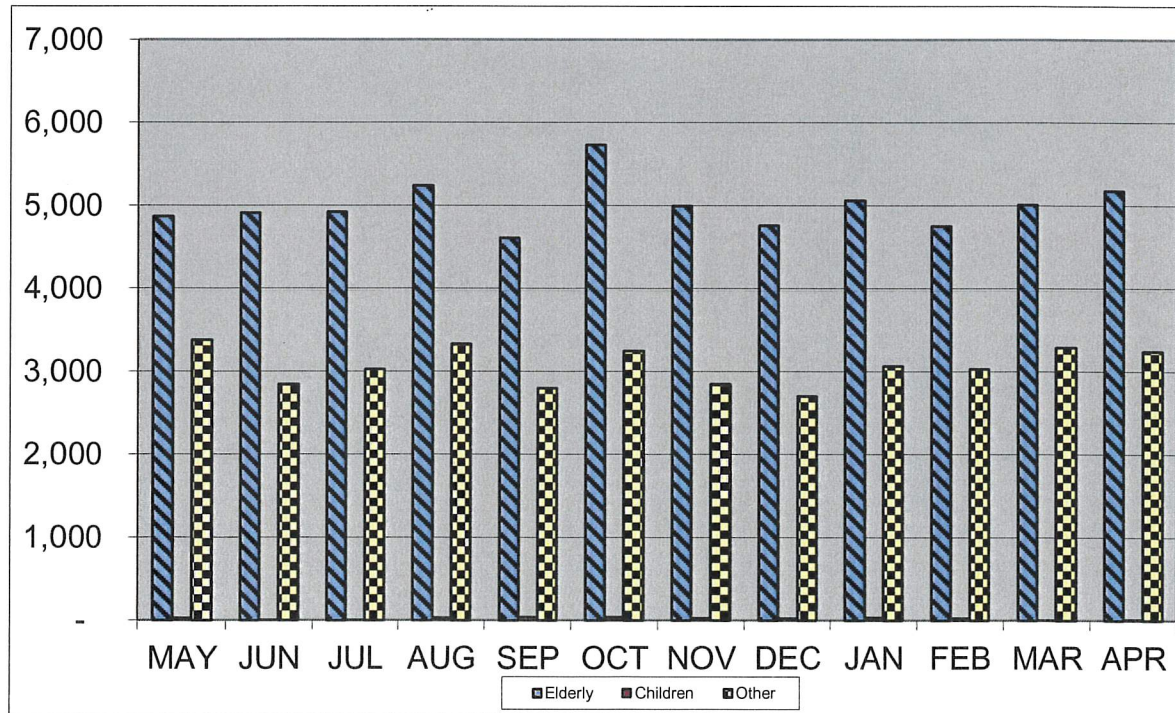
TRIP PURPOSE	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	TOTAL
MEDICAL	4,305	4,324	4,206	4,438	3,944	4,844	4,352	4,342	4,729	4,427	4,693	4,768	53,372
EMPLOYMENT	914	656	723	904	697	753	633	548	709	709	664	736	8,646
EDUCATION/TRAINING	1,210	926	1,130	1,248	1,032	1,286	1,023	808	1,047	1,034	1,075	1,112	12,931
NUTRITIONAL	1,479	1,474	1,530	1,570	1,390	1,698	1,352	1,236	1,197	1,147	1,263	1,348	16,684
OTHER	364	378	359	439	380	433	510	547	476	491	605	467	5,449
TOTAL	8,272	7,758	7,948	8,599	7,443	9,014	7,870	7,481	8,158	7,808	8,300	8,431	97,082

OTHER DATA	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	TOTAL
Unduplicated Trips	604	592	591	659	668	668	658	646	654	641	671	638	7,690
Unmet Trip Requests	-	-	-	-	-	-	-	-	-	-	-	-	-
Number of Roadcalls	2	13	8	6	5	6	6	4	8	15	7	5	85
Total Vehicle Revenue Miles	89,171	80,800	83,246	90,529	79,317	94,019	84,041	80,697	87,907	82,827	86,382	89,533	1,028,469
Total Vehicle Miles	109,313	98,974	100,686	108,919	95,722	113,807	103,065	100,265	109,090	100,898	105,692	109,791	1,256,222
Number of Accidents	2	3	2	3	-	-	4	3	-	2	2	3	24
Number of Vehicles	37	37	38	38	38	38	38	38	38	38	38	38	35
Number of Ambulatory Trips	6,105	5,606	5,784	6,251	5,297	6,507	5,469	5,086	5,606	5,390	5,638	5,656	68,395
Number of Wheelchair Trips	2,167	2,152	2,130	2,306	2,112	2,463	2,359	2,357	2,527	2,380	2,612	2,737	28,302
Number of Stretcher Trips	-	-	-	-	-	-	-	-	-	-	-	-	-
Number of Full-time Drivers	29	26	25	25	27	25	26	26	27	28	29	28	27
Number of Driver Hours	6,628	6,299	5,907	6,408	5,765	6,945	6,447	6,847	6,847	6,236	6,509	6,954	70,945
Number of Reservationists	3	3	3	3	3	3	3	3	3	3	3	3	3
Number of Dispatchers	3	3	3	3	3	3	3	3	3	3	3	3	3
Number of Schedulers	1	1	1	1	1	1	1	1	1	1	1	1	1
Number of Maintenance Personnel	7	7	5	4	4	4	5	5	5	5	6	5	5
Number of Operations	5	5	5	5	5	6	6	6	6	6	6	6	6
Number of Administration Support	1	1	1	1	1	1	1	1	1	1	1	1	1
Number of Management	5	5	5	5	5	5	5	5	4	4	4	4	5
Number of Escorts	1,681	1,542	1,498	1,640	1,537	1,829	1,725	1,686	1,756	1,708	1,877	1,887	20,366

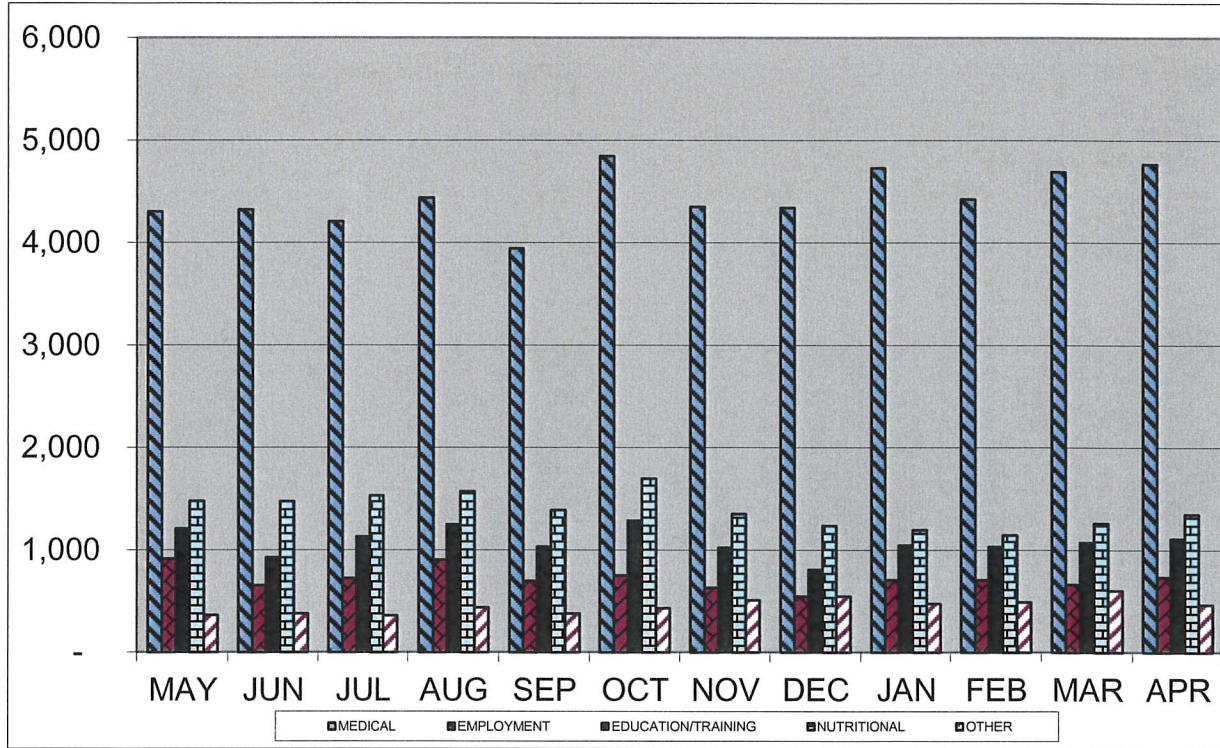
Community Transportation Coordinator Monthly Report FY 17-18 Funding Source



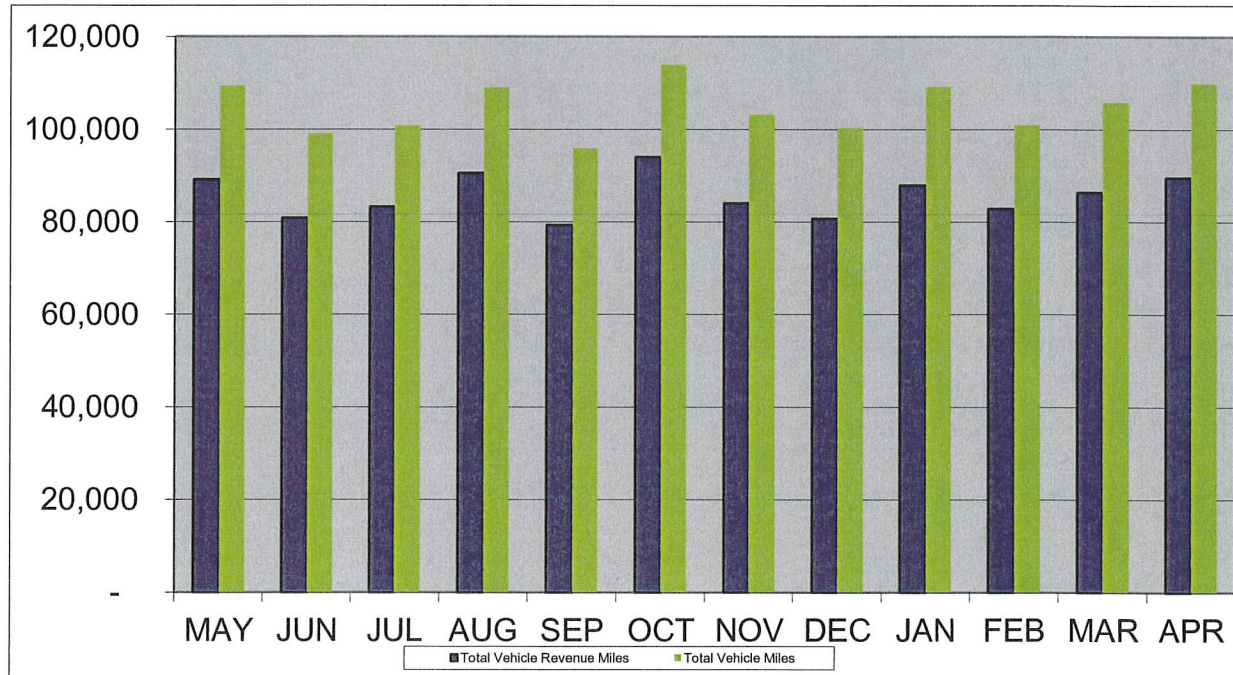
Passenger Types



**Community Transportation Coordinator Monthly Report
FY 17-18
Trip Purposes**



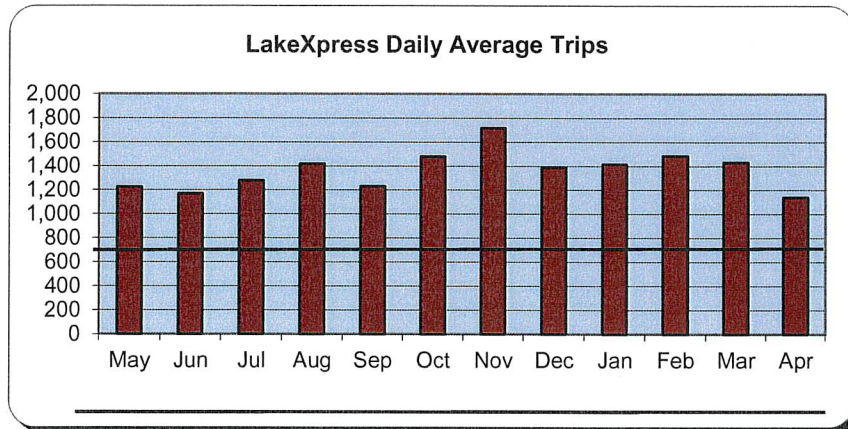
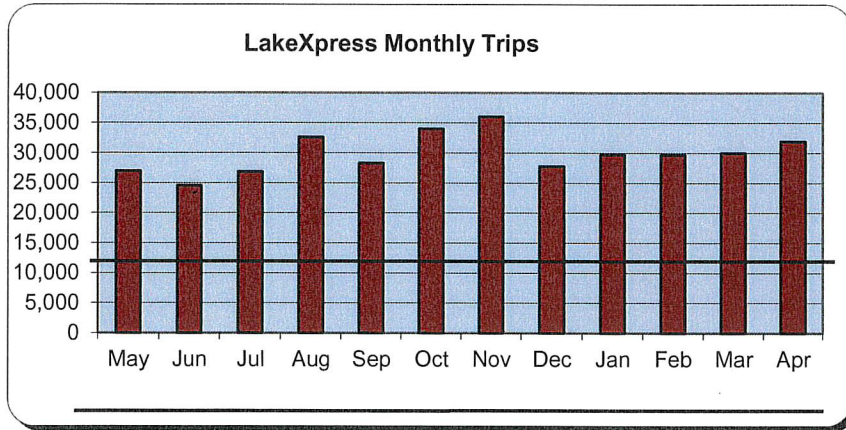
Vehicle Miles



LakeXpress Daily Averages for FY 18-19

MONTH	TOTAL TRIPS	DAILY TRIP AVERAGE	FARE BOX
May-18	26,973	1,226.05	\$ 11,013.71
Jun-18	24,551	1,169.10	\$ 11,363.72
Jul-18	26,854	1,278.76	\$ 11,042.07
Aug-18	32,596	1,417.22	\$ 13,067.80
Sep-18	28,313	1,231.00	\$ 10,335.65
Oct-18	34,030	1,479.57	\$ 12,990.41
Nov-18	36,037	1,716.05	\$ 11,598.24
Dec-18	27,777	1,388.85	\$ 10,741.96
Jan-19	29,728	1,415.62	\$ 11,409.02
Feb-19	29,663	1,483.15	\$ 11,111.26
Mar-19	30,025	1,429.76	\$ 11,118.45
Apr-19	31,952	1,141.14	\$ 11,192.94
Total	358,499	1,364.69	\$ 136,985.23

LakeXpress Monthly Reports for FY 18-19



Lake County Transit Report Comparison Summary for April 2018 and April 2019

Description	Apr-18	Apr-19
Completed Trips	7,748	8,431
Total Vehicle Miles	101,093	109,791
Total Revenue Vehicle Miles	83,777	89,533
Total Revenue Hours	5,547	5,886
Vehicles Operated in Maximum Service	31	28
Accidents/Incidents (Preventative and Non-Preventative)	1-Preventative; 4-Non-Preventative	2-Preventative; 1-Non-Preventative
On Time Performance - Standard 95%	80%	83%
Call Hold Times	1.32 minutes	1.36 minutes
Invoice Amount	\$191,782.82	
Cost per mile	\$1.90	
Cost per trip	\$24.75	
Compliments	2	3
Complaints	1-Valid	1-Valid

**Local Program Administrative Support Grant Agreement Tasks
Quarterly Progress Report**

Local Program Administrative Support Program Agency	Lake County Board of County Commissioners	County	Lake
		Invoice #	Q3
Reporting Period	January 1, 2019 through March 31, 2019	Grant #	GOY17

I	PROGRAM MANAGEMENT	PROGRESS
A.	Develop and maintain a process for the appointment and reappointment of voting and non-voting members to the local coordinating board. (41-2.012, FAC)	No activity this quarter.
B.	Prepare agendas for local coordinating board meetings consistent with the <i>Local Coordinating Board and Planning Agency Operating Guidelines</i> . (Task 2)	Agenda and meeting packet was prepared as outline by the LCB Planning Agency Operating Guidelines for the March 11, 2019 TDCB meeting.
C.	Prepare official minutes 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 2)	March 11, 2019 Agenda and Meeting Minutes prepared and attached.
D.	Provide at least one public workshop 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 3)	No activity this quarter.
E.	Provide staff support for committees of the local coordinating board. (Task 2)	Staff provided support to the LCB during the 3 rd quarter by appointing members to the Bylaws and Grievance committee.
F.	Develop and update annually by-laws for local coordinating board approval. Approved by-laws shall be submitted to the Commission. (Task 4)	The TDCB reviewed and approve the Lake County TDCB Bylaws at the March 11, 2019 meeting.
G.	Develop, annually update, and implement local coordinating board grievance procedures 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 5)	The TDCB reviewed and apporval the Lake County TDCB Grievance Procedures at the March 11, 2019 meeting.
H.	Provide the Commission with a current membership roster and mailing list 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 2)	No activity this quarter.
I.	Provide public notice of local coordinating board meetings and local public workshops in accordance with the <i>Coordinating Board and Planning Agency Operating Guidelines</i> . (Task 2)	Public Notice of the March 11, 2019 TDCB Meeting was published in the Lake Sentinel and a copy is being provided for your review.
J.	Review and comment on the Annual Operating Report for submittal to the local coordinating board, and forward comments/concerns to the Commission for the Transportation Disadvantaged. (Task 6)	No activity this quarter.

K.	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 7)	No activity this quarter.
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II. 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.
B.	Encourage integration of “transportation disadvantaged” issues into local and regional comprehensive plans . 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)	No activity this quarter.
C.	Encourage the local community transportation coordinator to work cooperatively with regional workforce boards 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)	No activity this quarter.

III. TECHNICAL ASSISTANCE, TRAINING, AND EVALUATION		PROGRESS
A.	Provide the LCB with quarterly reports of local TD program administrative support accomplishments as outlined in the grant agreement and any other activities related to the TD program. (Task 8)	MPO staff provided a copy of the third quarter progress report in the meeting agenda packet for review and discussion.
B.	Attend at least one Commission-sponsored training , including but not limited to, the CTD’s regional meetings, the CTD’s annual training workshop, or other sponsored training. (Task 9)	No activity this quarter.
C.	Attend at least one CTD meeting each year within budget/staff/schedule availability.	No activity this quarter.
D.	Notify CTD staff of local TD concerns that may require special investigations.	No activity this quarter.
E.	Provide training for newly-appointed LCB members. (Task 2)	The MPO attorney provided the annual Sunshine Law and Ethics training to the Lake County TDCB at the March 11, 2019 meeting. .
F.	Provide assistance 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.	No activity this quarter.
G.	To the extent feasible, collect and review proposed funding applications 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.
H.	Assist the CTD in joint reviews of the CTC.	No activity this quarter.
I.	Ensure the LCB annually reviews coordination contracts 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.	No activity this quarter.
J.	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:

No activity this quarter.

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



Representative

5/20/2019
Date