

## ST. LUCIE LOCAL COORDINATING BOARD FOR THE TRANSPORTATION DISADVANTAGED (LCB)

### Regular Meeting

**Date and Time:** Wednesday, August 16, 2023, 2:00 pm

**Location:** St. Lucie TPO  
Coco Vista Centre  
466 SW Port St. Lucie Boulevard, Suite 111  
Port St. Lucie, Florida

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#### Public Participation/Accessibility

**Participation in Person:** Public comments may be provided in person at the meeting. Persons who require special accommodations under the Americans with Disabilities Act (ADA) or persons who require translation services (free of charge) should contact the St. Lucie TPO at 772-462-1593 at least five days prior to the meeting. Persons who are hearing or speech impaired may use the Florida Relay System by dialing 711.

**Participation by Webconference:** Using a computer or smartphone, register at <https://attendee.gotowebinar.com/register/8210955356851960671>. After the registration is completed, a confirmation will be emailed containing instructions for joining the webconference. Public comments may be provided through the webconference chatbox during the meeting.

**Written and Telephone Comments:** Comment by email to [TPOAdmin@stlucieco.org](mailto:TPOAdmin@stlucieco.org); by regular mail to the St. Lucie TPO, 466 SW Port St. Lucie Boulevard, Suite 111, Port St. Lucie, Florida 34953; or call 772-462-1593 until 1:00 pm on August 16, 2023.

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### AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Roll Call/Self-Introductions
4. Comments from the Public
5. Approval of Agenda
6. Approval of Meeting Summary
  - *May 3, 2023 Regular Meeting*

## 7. Action Items

- 7a. By-Laws Update:** The annual update of the By-Laws which provide a framework for the operation of the LCB will be reviewed.

*Action: Approve the By-Laws, approve with conditions, or do not approve.*

- 7b. Grievance Procedures Update:** The annual update of the Grievance Procedures which are used in dispute resolutions regarding the provision of transportation disadvantaged services will be reviewed, and appointments to the Grievance Committee will be considered.

*Action: Approve the Grievance Procedures, approve with conditions, or do not approve and appoint or re-appoint a Grievance Committee.*

- 7c. Coordination Agreements:** The Community Transportation Coordinator (CTC) will present coordination agreements with transportation providers for review.

*Action: Approve the coordination agreements, approve with conditions, or do not approve.*

## 8. Discussion Items

- 8a. Title VI Program:** The program to ensure nondiscrimination in the TPO's plans, programs, and activities will be presented.

*Action: Discuss and provide comments to Staff.*

- 8b. Regional Commuter Bus First-Last Mile Options:** Shared-ride access to a proposed regional bus route will be presented.

*Action: Discuss and provide comments to Staff.*

- 8c. Community Transportation Coordinator (CTC) Mobility Project Updates:** The CTC will present updates on Advantage Ride, Direct Connect, and the expansion of microtransit services.

*Action: Discuss and provide comments to Staff.*

## 9. Recommendations/Comments by Members

## 10. Staff Comments

## 11. Comments from the Public

- 12. Next Meeting:** The next St. Lucie LCB meeting is a regular meeting scheduled for 2:00 pm on November 8, 2023.

## 13. Adjourn

**NOTICES**

The St. Lucie TPO satisfies the requirements of various nondiscrimination laws and regulations including Title VI of the Civil Rights Act of 1964. Public participation is welcome without regard to race, color, national origin, age, sex, religion, disability, income, or family status. Persons wishing to express their concerns about nondiscrimination should contact Marceia Lathou, Title VI/ADA Coordinator, St. Lucie TPO, 772-462-1593 or lathoum@stlucieco.org. Persons who require special accommodations under the Americans with Disabilities Act (ADA) or persons who require translation services (free of charge) should contact Marceia Lathou at 772-462-1593 at least five days prior to the meeting. Persons who are hearing or speech impaired may use the Florida Relay System by dialing 711.

Items not included on the agenda may also be heard in consideration of the best interests of the public's health, safety, welfare, and as necessary to protect every person's right of access. If any person decides to appeal any decision made by the St. Lucie TPO Advisory Committees with respect to any matter considered at a meeting, that person shall need a record of the proceedings, and for such a purpose, that person may need to ensure that a verbatim record of the proceedings is made which includes the testimony and evidence upon which the appeal is to be based.

Kreyòl Ayisyen: Si ou ta renmen resevwa enfòmasyon sa a nan lang Kreyòl Ayisyen, tanpri rele nimewo 772-462-1593.

Español: Si usted desea recibir esta información en español, por favor llame al 772-462-1593.



## ST. LUCIE LOCAL COORDINATING BOARD FOR THE TRANSPORTATION DISADVANTAGED (LCB)

### REGULAR MEETING

**Date:** Wednesday, May 3, 2023

**Time:** 2:00 pm

**Location:** St. Lucie TPO  
Coco Vista Centre  
466 SW Port St. Lucie Boulevard, Suite 111  
Port St. Lucie, Florida

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### MEETING SUMMARY

#### 1. **Call to Order**

The meeting was called to order at 2:00 pm.

#### 2. **Pledge of Allegiance**

Chairwoman Townsend led the Pledge of Allegiance.

#### 3. **Roll Call**

Self-introductions were made, and a quorum was noted with the following members present:

##### Members Present

Commissioner Cathy Townsend, Chair  
Carolyn Niemczyk, Vice Chair  
Robert Dadiomoff  
Dalia Dillon  
Marie Dorismond  
Robert Driscoll  
  
Debbie Hawley

##### Representing

Elected Official, TPO-appointed  
Elderly Community  
Veterans Community  
Florida Dept. of Elder Affairs  
FDOT  
Local Private For-Profit  
Transportation Industry  
Public Education Community

Zachary Hoge

Florida Division of Vocational Rehabilitation

Stacy Malinowski  
Nelson Merchan-Cely  
Stefanie Myers  
Anna Santacroce  
Kelly Santos  
Milory Senat

Economically Disadvantaged Citizen Advocate  
Local Medical Community  
Citizen Advocate-Transit User  
Children at Risk  
Agency for Persons with Disabilities

Jennifer Sideregts

Regional Workforce Board

**Others Present**

**Representing**

Kyle Bowman  
Peter Buchwald  
Marceia Lathou  
Rachel Harrison  
Lakeshia Brown  
Noah Brown

St. Lucie TPO  
St. Lucie TPO  
St. Lucie TPO  
Recording Specialist  
MV Transportation  
South Florida Commuter Services

Adolfo Covelli  
Melody Hearn  
Tracy Jahn  
Anthony Johnson  
Bonnie Landry  
Edwin Molinary  
Cathi Petagno  
Anthony Rodriguez

St. Lucie County  
Family Care Council  
St. Lucie County  
MV Transportation  
Bonnie C. Landry & Assoc.  
St. Lucie County  
St. Lucie County  
MV Transportation

Commissioner Townsend congratulated Ms. Harrison on completing the requirements for her doctorate.

**4. Comments from the Public – None.**

**5. Approval of Agenda**

**\* MOTION** by Mr. Driscoll to approve the agenda.

**\*\* SECONDED** by Ms. Dillon

Carried **UNANIMOUSLY**

**6. Approval of Meeting Summaries**

- February 15, 2023 Regular Meeting
- February 15, 2023 Public Workshop

\* **MOTION** by Ms. Hawley to approve the Meeting Summaries.

\*\* **SECONDED** by Ms. Myers Carried **UNANIMOUSLY**

**7. Action Items****7a. Community Transportation Coordinator (CTC) Evaluation:**

The annual evaluation of the performance and operations of St. Lucie County (the CTC) in the provision of demand response bus service.

Ms. Lathou began the presentation by identifying the persons who are served as part of the Transportation Disadvantaged (TD) community and the types of services they receive before describing the TD program's organization at the local level. She noted the mission of the Florida Commission for the Transportation Disadvantaged (FCTD) and indicated that part of the LCB's role was to evaluate the operations and performance of the CTC each year. Ms. Lathou explained the components of the CTC evaluation and then presented the results, noting that the LCB was required to establish an annual percentage goal increase for the number of trips provided within the public transit system.

In response to Vice Chairwoman Niemczyk's question, Ms. Lathou clarified that the current percentage goal increase for the fixed route system was two percent.

In answer to Ms. Myers' question regarding the reasons for the decrease in fixed route trips, Mr. Covelli cited the continued impacts of the COVID-19 Pandemic. He noted his confidence that trip numbers would increase in the coming months, and the members decided to maintain the two percent annual percentage goal increase for another year.

\* **MOTION** by Mr. Dadiomoff to approve the CTC evaluation and annual percentage goal increase of two percent.

\*\* **SECONDED** by Ms. Dorismond Carried **UNANIMOUSLY**

## 8. Discussion Items

**8a. Draft Sustainable Transportation Plan:** A review of the findings of the Draft Sustainable Transportation Plan for the development of an Automated/Connected/Electric/Shared-Use (ACES) Network in St. Lucie County.

Ms. Lathou identified the modes of transportation included in the Sustainable Transportation Plan and described how such modes were incorporated into the TPO's planning efforts. She explained how the SmartMoves 2045 Long Range Transportation Plan provided for the establishment of mobility hubs along I-95 and how that provision led to the inclusion of the Sustainable Transportation Plan within the current Unified Planning Work Program. She then described the purpose and scope of the Plan, cited the Jobs Express Terminal at I-95/Gatlin Boulevard as an example of the mobility hubs to be developed, and noted the importance of public/private partnerships for such development. Ms. Lathou presented several possible locations for the hubs and concluded with the criteria used to prioritize those locations.

Chairwoman Townsend requested that Ms. Lathou email her specific slides from the presentation.

Discussion ensued regarding the location of existing park and ride lots within St. Lucie County and the need to raise awareness of them. Mr. Brown indicated that FDOT had recently published an inventory of park and ride lots in District 4 and asked if there were any plans to retrofit the existing lots in St. Lucie County as part of the mobility hub initiative. Ms. Lathou indicated that expansion of the park and ride near the Turnpike had previously been considered. Ms. Myers commented on the lot at the County Administration Building in Fort Pierce, with several members remarking on its lack of use, and Chairwoman Townsend suggested that the signage for the lot be improved and the facility be promoted on a segment of *Coffee with the Mayor*. Mr. Brown then reported on FDOT's plans to improve the signage of local park and ride lots at various locations.

**8b. Port St. Lucie Intermodal Bus Station Update:** An update by the CTC on efforts to redesign the bus station located across from the Port St. Lucie Community Center and to secure funding for the project.

Mr. Covelli introduced the agenda item and invited Ms. Landry to continue the presentation. Ms. Landry provided background information

**DRAFT**

on the project, described the public outreach efforts conducted as part of the redesign, and presented the results of the Visual Preference Survey administered by the consultants. Ms. Landry introduced Mr. Capra, who presented the design concept and reported on the status of the project before outlining a number of funding considerations.

In answer to Vice Chairwoman Niemczyk's question, Ms. Landry described the adult swings that respondents had indicated to be a desirable amenity, noting that the Station would be branded as a community hub. Responding to Chairwoman Townsend's comment, Ms. Landry indicated that public art would be a feature of the Station in keeping with the new Area Regional Transit (ART) branding.

Ms. Myers questioned whether electric vehicle (EV) charging would be available, and Ms. Landry indicated that the development team for the facility was in discussion with Florida Power & Light regarding how to obtain grant funding for such equipment.

Ms. Myers initiated a discussion regarding the funding for the facility. Mr. Covelli expressed his hope that the project might be fully funded through various sources without the need to divide it into phases and despite the increasing costs of its implementation. Mr. Buchwald explained that he had requested the current presentation after Transit had approached the TPO for funding assistance, recognizing that additional awareness of the facility's proposed activities and amenities would generate excitement and support.

In response to Chairwoman Townsend's question, Ms. Landry described the video diary promoting the project, which she noted had been posted on the City of Port St. Lucie's website. Mr. Buchwald indicated that the video could be posted on the TPO's website as well.

At Chairwoman Townsend's request, Mr. Covelli introduced the Transit personnel in attendance.

In answer to Mr. Brown's question regarding parking and ADA accommodations, Mr. Capra indicated that two disabled parking spaces were included in the design. Mr. Brown asked if the facility would be designated as a park and ride lot, and Mr. Covelli indicated that there were no plans to do so, noting that the City of Port St. Lucie used the space as overflow parking.

Mr. Dadiomoff expressed concern that the number of parking spots would be insufficient to meet demand, especially given the intent to market the Station as a community hub with food trucks and other



attractions. Mr. Capra described the availability of parking within walking distance of the facility but acknowledged that the issue might become problematic in the future.

In answer to Ms. Santos' questions, Mr. Capra affirmed that the facility would have wi-fi as well as family-friendly restrooms.

Mr. Brown suggested the inclusion of a drinking water fountain, and Mr. Capra indicated that one would be installed.

**8c. Area Regional Transit (ART) Bus Services Promotion:** A presentation of the CTC's marketing plan to raise public awareness of services available through the ART public transportation system.

Ms. Petagno indicated that Transit was in the final phases of the Area Regional Transit (ART) rebranding campaign and explained the colors included in the ART logo. She described the various services offered within the ART Transit System, reported several recent operational improvements, and concluded with an overview of Transit's outreach initiatives.

Chairwoman Townsend commended the efforts of the Transit team, noting her experiences riding the ART bus and her ongoing involvement in the service's promotion. She remarked on the need for more buses, and Ms. Petagno explained that some older, unbranded buses were still circulating and would eventually be replaced with new buses displaying the ART brand.

**8d. Transit Development Plan (TDP) Major Update Scope of Services:** A review of a consultant scope of services for a TDP Major Update, the transit provider's strategic plan for the provision of bus services.

Ms. Lathou described the purpose and scope of the Transit Development Plan (TDP) before outlining its various requirements and components. Ms. Lathou identified the consultant engaged to conduct the TDP Major Update, reported on the Update's timeline and cost, and noted that the County might fund additional public involvement activities throughout the Update process. She then described elements of the TDP Public Involvement Plan.

Mr. Buchwald explained that the TDP Major Update served as an opportunity to identify new bus routes and other Transit needs. He

welcomed all comments from the LCB members and requested that they also reach out to their clients for input.

**9. Recommendations/Comments by Members – None.**

**10. Staff Comments – None.**

**11. Comments from the Public –** Ms. Hearn introduced herself and expressed her appreciation for local Transit services, especially for the Advantage Ride Program. She recounted her frequent efforts to educate local developmentally disabled individuals and their parents on the services available to them and remarked on the need for travel training for groups and individuals. Ms. Hearn recommended that the attendees of Family Care Council meetings be given an opportunity to be involved with the TDP Major Update stakeholder interviews. She then described a local nonprofit coffee shop that provided on-the-job training and positive work experience for developmentally disabled individuals.

Mr. Driscoll remarked that the Council on Aging of St. Lucie provided some of the trips for the Advantage Ride Program, and that his role within the organization allowed him to occasionally speak with riders. He commented that the program was enabling many of them to lead independent lives, with one rider recently starting a job at Coca-Cola.

Chairwoman Townsend thanked Ms. Hearn and Mr. Driscoll for their comments, noting her satisfaction at learning of the Advantage Ride Program's success stories.

**12. Next Meeting:** The next St. Lucie LCB meeting is a regular meeting scheduled for 2:00 pm on August 16, 2023.

**13. Adjourn –** The meeting was adjourned at 3:15 pm.

Respectfully submitted:

Approved by:

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Rachel Harrison  
Recording Specialist

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Commissioner Cathy Townsend  
Chairwoman

**DRAFT**



## AGENDA ITEM SUMMARY

<b>Board/Committee:</b>	St. Lucie LCB
<b>Meeting Date:</b>	August 16, 2023
<b>Item Number:</b>	7a
<b>Item Title:</b>	By-Laws Update
<b>Item Origination:</b>	Florida Commission for the Transportation Disadvantaged (FCTD)
<b>UPWP Reference:</b>	Task 3.8-Transportation Disadvantaged Program
<b>Requested Action:</b>	Approve the draft By-Laws, approve with conditions, or do not approve.
<b>Staff Recommendation:</b>	Because the draft FY 2023-24 By-Laws meet the requirements of the FCTD and facilitate the conduct of business by the LCB, it is recommended that the draft FY 2023-24 By-Laws be approved.

### **Attachments**

- TPO Staff Report
- Draft FY 2023-24 By-Laws

## MEMORANDUM

**TO:** St. Lucie Local Coordinating Board for the Transportation Disadvantaged (LCB)

**THROUGH:** Peter Buchwald  
Executive Director

**FROM:** Marceia Lathou  
Transit/ACES Program Manager

**DATE:** August 3, 2023

**SUBJECT:** **By-Laws Update**

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### BACKGROUND

The LCB By-Laws guide the Board in fulfilling its purpose of identifying local service needs and providing information, advice, and direction to the Community Transportation Coordinator (CTC) on the coordination of services for the transportation disadvantaged. The By-Laws are based on the most current *Local Coordinating Board and Planning Agency Operating Guidelines* developed by the Florida Commission for the Transportation Disadvantaged (FCTD). Florida law requires that the LCB By-Laws be updated annually.

### ANALYSIS

The LCB By-Laws were reviewed. A change was made to the By-Laws to reflect current contact information for Area Regional Transit (ART). This change is indicated by strikethrough and underline on Page 8 of the attached By-Laws.

### RECOMMENDATION

Because the draft FY 2023-24 By-Laws meet the requirements of the FCTD and facilitate the conduct of business by the LCB, it is recommended that the draft FY 2023-24 By-Laws be approved.



**St. Lucie** Transportation  
Planning  
Organization

Coco Vista Centre  
466 SW Port St. Lucie Blvd, Suite 111  
Port St. Lucie, Florida 34953  
772-462-1593 [www.stlucietpo.org](http://www.stlucietpo.org)

## **ST. LUCIE LOCAL COORDINATING BOARD FOR THE TRANSPORTATION DISADVANTAGED (LCB)**

### **FY 2023-24 BY-LAWS, RULES, AND PROCEDURES**

**Draft**

August 16, 2023

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## **1.0 OVERVIEW**

### **1.1 ESTABLISHMENT**

The St. Lucie Local Coordinating Board for the Transportation Disadvantaged (LCB) was established pursuant to Section 427.0157, Florida Statutes (FS).

### **1.2 PURPOSE**

The purpose of the LCB is to develop local service needs and to provide information, advice, and direction to the Community Transportation Coordinator on the coordination of services within their local service area to be provided to the transportation disadvantaged.

### **1.3 AUTHORITY**

The LCB is recognized as an advisory body in its service area to the Florida Commission for the Transportation Disadvantaged (FCTD).

## 2.0 STRUCTURE

### 2.1 BOARD

#### 2.1.1 Composition & Membership

In accordance with Section 427.0157, FS, all members of the St. Lucie LCB shall be appointed by the TPO Board, except for agency representatives who shall be appointed by their agencies. The composition, membership, and terms of membership of the LCB are established in Rule 41-2, Florida Administrative Code (FAC) and are as follows.

- a) An elected official from the service area, serving as the chairperson;
- b) A local representative of the Florida Department of Transportation;
- c) A local representative of the Florida Department of Children and Family Services;
- d) A representative of the Public Education Community which could include, but not be limited to, a representative of the District School Board, School Board Transportation Office, or Headstart Program in areas where the School District is responsible;
- e) In areas where they exist, a local representative of the Florida Division of Vocational Rehabilitation or the Division of Blind Services, representing the Department of Education;
- f) A person who is recognized by the Veterans Service Office representing the veterans of the county;
- g) A person who is recognized by the Florida Association for Community Action (President) representing the economically disadvantaged in the county;
- h) A person over sixty representing the elderly in the county;
- i) A person with a disability representing the disabled in the county;
- j) Two citizen advocate representatives in the county; one who must be a person who uses the transportation service(s) of the system as their primary means of transportation;
- k) A local representative for children at risk;
- l) In areas where they exist, the Chairperson or designee of the local Mass Transit or Public Transit System's Board, except in cases where they are also the CTC;
- m) A local representative of the Florida Department of Elder Affairs;
- n) An experienced representative of the local private for-profit transportation industry. In areas where such representative is not available, a local private non-profit representative will be



appointed except where said representative is also the CTC. In cases where no private for-profit or private non-profit representatives are available in the service area, this position will not exist on the LCB;

- o) A local representative of the Florida Agency for Health Care Administration;
- p) A representative of the Regional Workforce Development Board established in Chapter 445, Florida Statutes; and
- q) A representative of the local medical community, which may include, but not be limited to, kidney dialysis centers, long term care facilities, assisted living facilities, hospitals, local health department or other home and community based services, etc.

### **2.1.2 Terms of Membership**

Except for the state agency representatives, the members of the LCB shall serve for three-year terms. Individuals can serve for more than one term.

### **2.1.3 Attendance**

The TPO may review and consider rescinding the appointment of any member of the LCB who fails to attend or send an alternate for three consecutive meetings. The LCB shall notify the FCTD if any state agency voting member or their alternate fails to attend three consecutive meetings.

### **2.1.4 Vacancy**

If a vacancy occurs, individuals may request appointment to the LCB for consideration by the TPO Board. These requests shall be in writing and addressed to the TPO Executive Director. Any requests will be included, by the TPO Executive Director, on the subsequent TPO Board's agenda, and the applicant will receive a written or email response as appropriate from the TPO.

### **2.1.5 Alternates**

LCB members are encouraged to appoint alternates. An LCB alternate may be appointed according to the following terms:

- a) Alternates are to be appointed in writing or email.

- b) Alternates may be recommended by TPO staff.
- c) Each alternate may vote only in the absence of the primary member on a one vote per member basis.
- d) Alternates must be a representative of the same interest as the primary member.

### **2.1.6 Officers**

- a) Chairperson

The TPO Board shall appoint an elected official to serve as the official Chairperson for all LCB meetings. The appointed chairperson shall be an elected official who resides in the county that the LCB serves (41-2.012(1) FAC). The Chairperson shall serve until their elected term of office has expired or otherwise is replaced by the Designated Official Planning Agency. The TPO Board shall replace or reappoint the Chairperson at the end of his/her term.

- b) Vice Chairperson

The LCB shall hold an annual organizational meeting for the purpose of electing a Vice-Chairperson (41-2.012(2) FAC). The Vice Chairperson shall be elected by a majority vote of a quorum, defined in Section 2.1.9, of the LCB members. The Vice Chairperson shall serve a term of one year starting with the first meeting after the election. In the event of the Chairperson's absence, the Vice Chairperson shall assume the duties of the Chairperson and conduct the meeting. The Vice Chairperson may serve more than one term.

### **2.1.7 Minutes**

The staff of the TPO shall maintain the minutes and other records of the Board. The minutes shall accurately reflect the proceedings of the Board.

### **2.1.8 Voting**

As long as it does not constitute a conflict of interest, all members of the Board that are present, including the Chairperson, shall be required to vote on any question involving LCB action.

An affirmative vote of fifty percent (50%) of the quorum plus one will be required for a motion to pass. In the event of a tie vote, the motion will fail.

### **2.1.9 Quorum**

A majority of the voting members of the Board must be present for the LCB to conduct business.

## **3.0 OPERATING PROCEDURES**

### **3.1 ADMINISTRATIVE OPERATIONS**

The administrative operations of the LCB shall be in accordance with the *Local Coordinating Board and Planning Agency Operating Guidelines* dated August 2017, developed by the FCTD; applicable state and federal regulations; and as directed by the Board or delegated by the Board to the Executive Director of the TPO.

### **3.2 MEETINGS**

The LCB shall meet as often as necessary to meet its responsibilities. However, the LCB shall meet at least quarterly with a quorum of its membership. Meetings by teleconference are prohibited since these meetings are "local."

### **3.3 PUBLIC ACCESS**

All public records of the LCB are available for inspection and examination in accordance with applicable state and federal regulations. Public records inquiries may be submitted during regular business hours to the offices of the St. Lucie TPO, 466 Port St. Lucie Boulevard, Suite 111, Port St. Lucie, Florida 34953, (772) 462-1593.

~~Anyone with a disability requiring accommodation to attend a meeting, workshop, and/or proceeding should contact the St. Lucie County Community Services Director at (772) 462-1777 or TDD (772) 462-1428 at least forty-eight (48) hours prior to the meeting.~~

Anyone with a disability requiring accommodation to attend a meeting, workshop, and/or proceeding should contact the St. Lucie County Transit Director or Designee at (772) 462-1778 or TDD (772) 462-1428 at least forty-eight (48) hours prior to the meeting.

All meetings, workshops and proceedings shall be open to the public. All meetings will provide opportunity for public comments on the agenda in accordance with the following policy:

1. Prior to the approval of the agenda near the start of an LCB Board meeting and prior to the meeting adjournment, time will be reserved for comment by members of the general public. The duration of comments from the public are limited to not more than three minutes per person, although the speaker is permitted to submit commentary in writing of any length if copies are made for all members of the Board being addressed by the speaker and the Board Secretary. The speaker shall state the speaker's name and address for the record at the beginning of the speaker's comment period. No members of the public may lend

speaking time to another speaker. The "Public Comment" period is limited to not more than 30 minutes duration. The Chairperson of the LCB, as applicable, may provide for additional public comment for good cause shown.

2. During a presentation by a member of the public, other members of the public, LCB members, or LCB staff members (other than the meeting Chairperson in said individual's role as the presiding officer) shall avoid interrupting the speaker. After all the speakers have completed their comments or presentations or the "Public Comment" period has elapsed, the Chairperson, LCB members, and LCB staff may question the speakers.

3. Members of the public seeking to address the LCB should prepare their remarks in advance to be concise and to the point. Speakers must come to the podium to speak. Members of the public shall not address individual members of the LCB or staff but shall address the Board being addressed as a whole through the presiding Chairperson. Any speaker who becomes unruly, screams, uses profanity, or shows poor conduct may be asked to leave the podium and return to the speaker's seat by the presiding Chairperson. Should the speaker refuse to leave the podium and return to the speaker's seat, the Chairperson, as the presiding officer, may rule the speaker "out of order." Should the speaker still refuse to leave the podium and return to the speaker's seat, the Chairperson may ask a law enforcement officer to remove the speaker from the meeting.

The LCB reserves the right to modify or terminate the Public Comment Policy. Any modifications to the Public Comment Policy become effective upon their adoption by the LCB.

### **3.4 NOTICE OF MEETINGS AND WORKSHOPS**

All LCB meetings, public hearings, committee meetings, etc., shall be advertised, at a minimum, in the largest general circulation newspaper in the designated service area prior to the meeting a minimum of seven days prior to the meeting.

Meeting notice shall include date, time, and location, general nature/subject of the meeting, and a contact person and number to call for additional information and request accessible formats.

Staff shall provide the agenda and meeting packet to the FCTD, LCB members and all other interested parties prior to the meeting. Special consideration to the advanced delivery time of certain technical or detailed documents, such as the Transportation Disadvantaged Service

Plan shall be given for additional review time. The agenda shall include a public participation opportunity.

### **3.5 AGENDA**

Generally, at least seven (7) days prior to a Board meeting or workshop at which policy-making decisions will be made, an agenda shall be available for distribution on request by any interested person. The agenda shall list the items in the general order they are to be considered provided, however, that for cause stated in the record by the Chairperson, items may be considered at the Board meeting out of their listed order. The agenda shall be specific as to items to be considered. All matters involving the exercise of Board discretion and policymaking shall be listed on the agenda.

Any person desiring to have an item placed on the agenda of a regular Board meeting shall request of the Board in person or in writing that the item be considered for placement on the agenda. Requests in person shall be made at a regular Board meeting, and the Board will consider whether to place the item on the agenda for a subsequent regular meeting. Requests in writing must be received by the TPO at least fourteen (14) days in advance of a scheduled regular Board meeting and must describe and summarize the item. The written requests shall be mailed or delivered to the TPO at the address shown in Section 3.3. The Board then will consider at the scheduled regular meeting whether to place the item requested in writing on the agenda for a subsequent regular meeting.

Upon approval by the Chairperson or the Board, additional items not included on the meeting agenda may be considered at a meeting by the Board for the purpose of acting upon matters affecting the public health, safety, or welfare or which are in the best interests of the public.

### **3.6 EMERGENCY MEETINGS, WORKSHOPS & COMMITTEE MEETINGS**

The LCB may conduct an emergency meeting or workshop for the purpose of acting upon matters affecting the public health, safety, or welfare or which are in the best interests of the public. Whenever an emergency Board meeting or workshop is scheduled to be held, the TPO shall provide public notice of such meeting or workshop as soon as possible. Such notice shall contain the information specified in Section 3.4. Emergency/Committee meetings and shall be advertised at a minimum, in the largest general circulation newspaper in the designated service area as soon as possible prior to the meeting.

Staff shall give the FCTD, LCB members and all interested parties one week notice, if possible, of the date, time, location, and proposed agenda for the LCB committee meetings and emergency meetings. Meeting materials shall be provided as early as possible.

### **3.7 MEETING RULES & PROCEDURES**

All meetings of the Board and the Committees shall be governed by the rules and procedures contained in Robert's Rules of Order which are applicable, and which are not inconsistent with these By-Laws, Rules, and Procedures or with any special rules of order that the Board may adopt. The By-Laws, Rules, and Procedures shall be reviewed, updated (if necessary), and adopted annually. It is recommended that the By-Laws, Rules and Procedures are reviewed and approved during the first quarter (July-September). Approved By-Laws, Rules, and Procedures shall be submitted to the FCTD.

### **3.8 AMENDMENTS**

These By-Laws, Rules, and Procedures may be amended at any Board meeting by the affirmative vote of the majority of the voting members of the Board provided that a copy of the proposed amendment(s) shall have been mailed or e-mailed to each Board member at least four calendar days prior to the meeting.

### **3.9 FLORIDA GOVERNMENT IN THE SUNSHINE LAW**

All LCB meetings, including committee meetings, shall be conducted in conformance with the Florida "Government in the Sunshine Law". Failure of an LCB member to follow Florida Government in the Sunshine laws may result in disciplinary action including suspension or termination of participation on the LCB.



## AGENDA ITEM SUMMARY

<b>Board/Committee:</b>	St. Lucie LCB
<b>Meeting Date:</b>	August 16, 2023
<b>Item Number:</b>	7b
<b>Item Title:</b>	Grievance Procedures Update
<b>Item Origination:</b>	Florida Commission for the Transportation Disadvantaged (FCTD)
<b>UPWP Reference:</b>	Task 3.8 – Transportation Disadvantaged (TD) Program
<b>Requested Action:</b>	Approve the draft Grievance Procedures Update, approve with conditions, or do not approve and appoint or re-appoint a Grievance Committee.
<b>Staff Recommendation:</b>	Because the draft FY 2023-24 Grievance Procedures meet the requirements of the FCTD and facilitate the conduct of business by the LCB, it is recommended that the draft FY 2023-24 Grievance Procedures be approved and that a Grievance Committee be appointed or re-appointed.

### **Attachments**

- Staff Report
- Draft FY 2023-24 Grievance Procedures



## **MEMORANDUM**

**TO:** St. Lucie Local Coordinating Board for the Transportation Disadvantaged (LCB)

**THROUGH:** Peter Buchwald  
Executive Director

**FROM:** Marceia Lathou  
Transit/ACES Program Manager

**DATE:** August 3, 2023

**SUBJECT:** **Grievance Procedures Update**

---

### **BACKGROUND**

As an extension of the Florida Commission for the Transportation Disadvantaged (FCTD), the LCB is tasked with oversight for the Transportation Disadvantaged program at the local level. This includes the development of written procedures to hear and advise on grievances and the annual update of these procedures.

The purpose of the grievance function is to process, investigate, and make recommendations in a timely manner on issues for which a local resolution has not occurred. Filing a complaint with the transit operator and/or CTC is always the first step in the problem-solving process. If the complaint is not resolved to the customer's satisfaction, generally the next step would be to file a written grievance with the LCB.

To assist in implementing the grievance function, the LCB is required to establish a Grievance Committee consisting of voting members of the LCB.

### **ANALYSIS**

The LCB Grievance Procedures were reviewed by TPO staff. No changes to the Grievance Procedures are proposed.

The current members of the Grievance Committee are Ms. Debbie Hawley, Ms. Stacy Malinowski, and Ms. Carolyn Niemczyk.

**RECOMMENDATION**

Because the draft FY 2023-24 Grievance Procedures meet the requirements of the FCTD and facilitate the conduct of business by the LCB, it is recommended that the draft FY 2023-24 Grievance Procedures be approved and that a Grievance Committee be appointed or re-appointed.



**St. Lucie** Transportation  
Planning  
Organization

Coco Vista Centre  
466 SW Port St. Lucie Blvd, Suite 111  
Port St. Lucie, Florida 34953  
772-462-1593 [www.stlucietpo.org](http://www.stlucietpo.org)

# **ST. LUCIE LOCAL COORDINATING BOARD FOR THE TRANSPORTATION DISADVANTAGED (LCB)**

## **FY 2023-24 GRIEVANCE PROCEDURES**

**DRAFT**

August 16, 2023

**Section 1: General** – The following procedures are established to provide regular opportunities for grievances to be brought before the Local Coordinating Board for the Transportation Disadvantaged (LCB) Grievance Committee.

A complaint and grievance are required to have two steps. Complaints are defined as any documented concerns from agencies, users, potential users of the system and the Community Transportation Coordinator (CTC) in the designated service area involving public transportation timeliness, vehicle condition, quality of service, personnel behavior, and other operational policies under the Transportation Disadvantaged program. Grievances are defined as unresolved complaints.

Filing a complaint locally with the transit operator and/or CTC is always the first step in the problem-solving process. If the complaint is not resolved to the customer's satisfaction, generally the next step would be to file a written grievance with the LCB. Before hearing the grievance, the LCB Grievance Committee shall determine whether the information supplied by the Grievant constitutes an acceptable grievance. If formally accepted by the Grievance Committee, the grievance will be heard by the Grievance Committee and the LCB. The Florida Commission for the Transportation Disadvantaged (FCTD) would consider hearing the grievance if unresolved.

All communications of all parties, must be in writing, hand delivered and date stamped or sent by certified mail return receipt requested. The St. Lucie Transportation Planning Organization (TPO) staff will provide assistance with filing grievances upon request.

**Section 2: Filing a Grievance** – Should an interested party wish to file a grievance regarding service from the Transportation Disadvantaged Program, a grievance must be filed in writing to the Local Coordinating Board for the Transportation Disadvantaged (LCB). Upon request of the Grievant, the LCB shall provide information on filing a grievance. The Grievant must demonstrate or establish a clear violation of a specific law, regulation, or contractual arrangement, copies of which may be obtained from the CTC. The Grievant shall address and deliver the grievance to:

St. Lucie TPO  
466 SW Port St. Lucie Boulevard, Suite 111  
Port St. Lucie, Florida 34953

The grievance shall include:

- The name of the Grievant and address where the Grievant can be located
- A statement of the grounds for the grievance made in a clear and concise manner, supplemented by supporting documentation;
- The date of the alleged violation upon which the grievance is based which shall be no more than 180 days before the date of the receipt of the grievance at the St. Lucie TPO;
- An explanation of the relief desired by the Grievant;
- Grievance must be hand delivered or sent certified mail return receipt requested; and
- Copies of all grievances and back-up documentation shall be supplied to all interested parties, including the operator/broker, in a timely manner.

**Section 3: Grievance Committee** – According to the FCTD *Local Coordinating Board and Planning Agency Operating Guidelines*, the LCB shall appoint a Grievance Committee to serve as mediator to process and investigate service complaints and grievances from agencies, users, potential users of the system, and the CTC in the designated service area to make recommendations to the LCB. The LCB shall establish procedures to provide regular opportunities for issues to be brought before the Grievance Committee and to address them in a timely manner. Members appointed to the Grievance Committee shall be voting members of the LCB.

When a meeting of the Grievance Committee is necessary, staff to the LCB shall schedule a meeting for the Grievance Committee to hear grievances.

**Section 4: Grievance Process** - Once a grievance has been received the Grievance Committee shall meet, consider acceptance of the grievance, consider the grievance if accepted, and issue its recommendation within thirty days of the date the grievance was filed. The Grievant and all other affected parties shall be notified in writing of the date, time and place of the Grievance Committee meeting where the grievance shall be heard. This written notice shall be mailed at least ten working days in advance of the meeting. A written copy of the recommendation made by the Grievance Committee shall be presented to the LCB at its next regularly scheduled meeting and mailed to all parties involved within ten working days of the date of the issuance of the recommendation. Effort will be made to safeguard the privacy and rights of all persons involved.

**Section 5: Consideration by the LCB** – The recommendation of the Grievance Committee may be referred in writing by the Grievant to the LCB, within fifteen working days from the date when the Grievance Committee issued its recommendation.

Once a Referral has been received, the LCB shall meet and issue its recommendation within thirty days of the date the Referral was filed. The Grievant and all other affected parties shall be notified in writing of the date, time and place of the LCB meeting where the Referral shall be heard. This written notice shall be mailed at least ten working days in advance of the meeting. A written copy of the recommendation made by the LCB shall be mailed to all parties involved within ten days of the date the LCB issued its recommendation.

At all meetings of the LCB, the presence in person of a majority of the voting members shall be necessary and sufficient to constitute a quorum for the transaction of business.

**Section 6: Notification of Meetings to Hear Grievances** – the LCB shall send notice of the scheduled meeting to hear the grievance in writing to the Grievant and other interested parties. The notices shall clearly state:

- Date, time and location of the meeting;
- Purposes of the meeting and a statement of issues involved; and,
- Procedures to be followed during the meeting.

**Section 7: Written Recommendation** – Written recommendations shall include the following:

- A statement that a meeting was held, involving all parties, representatives, and witnesses. That all were given an opportunity to present their position, demonstrating the violation of a specific law, regulation or contractual agreement;
- A statement that clearly defines the issues discussed;
- A recommendation and reasons for the recommendation based on information presented; and
- A recommendation to improve the provisions of a cost efficient and effective service based on investigation and findings.

**Consideration by the Florida Commission for the Transportation Disadvantaged (FCTD)** - All referrals of LCB grievance recommendations must be submitted to the FCTD in writing. The Grievant may begin this process by contacting the FCTD through the TD Ombudsman Helpline at (800) 983-2435 or via mail at: Florida Commission for the Transportation Disadvantaged; 605 Suwannee St., MS-49, Tallahassee, FL 32399-0450 or by email at [CTDOmbudsman@dot.state.fl.us](mailto:CTDOmbudsman@dot.state.fl.us). Hearing and speech impaired persons call: 711 (Florida only) Florida Relay System. Upon request of the Grievant, the FCTD will provide the Grievant with an accessible copy of the FCTD's Grievance Procedures.

**Notification of Grievance Procedures** - Rider brochures or other documents provided to users or potential users of the system shall provide information about the complaint and grievance process which include the publishing of the FCTD TD Helpline service for use when local resolution has not occurred. All materials shall be made available upon request by the citizen.

**Section 8: Additional Recourse** - Apart from the above grievance processes, aggrieved parties, with proper standing, may also have recourse through the Chapter 120, F.S. administrative hearings process or the judicial court system.

**Section 9: Amendments** – The LCB Grievance Procedures may be amended by a majority vote of members present, if a quorum exists.

**CERTIFICATION**

The undersigned hereby certifies that he/she is the Chairperson of the St. Lucie County Local Coordinating Board for the Transportation Disadvantaged (LCB) and that the foregoing is a full, true and correct copy of the Grievance Procedures of this Coordinating Board as adopted by the St. Lucie LCB this 16<sup>th</sup> day of August 2023.

ST. LUCIE COUNTY LOCAL COORDINATING  
BOARD FOR THE TRANSPORTATION DISADVANTAGED

\_\_\_\_\_  
Cathy Townsend  
Chairwoman

ATTEST:

\_\_\_\_\_  
Marceia Lathou  
Transit/ACES Program Manager

\_\_\_\_\_  
Date

## AGENDA ITEM SUMMARY

<b>Board/Committee:</b>	St. Lucie LCB
<b>Meeting Date:</b>	August 16, 2023
<b>Item Number:</b>	7c
<b>Item Title:</b>	Coordination Agreements
<b>Item Origination:</b>	Community Transportation Coordinator (CTC)
<b>UPWP Reference:</b>	Task 3.8–Transportation Disadvantaged Program
<b>Requested Action:</b>	Approve the Coordination Agreements, approve with conditions, or do not approve.
<b>Staff Recommendation:</b>	Because Coordinated Contractors assist the Community Transportation Coordinator in providing safe, cost-effective, and efficient service to the transportation disadvantaged community, it is recommended that the coordination agreements be approved.

### **Attachments**

- TPO Staff Report
- CTC Staff Report



## **MEMORANDUM**

**TO:** St. Lucie Local Coordinating Board for the Transportation Disadvantaged (LCB)

**THROUGH:** Peter Buchwald  
Executive Director

**FROM:** Marceia Lathou  
Transit/ACES Program Manager

**DATE:** August 3, 2023

**SUBJECT:** **Coordination Agreements**

---

### **BACKGROUND**

The Community Transportation Coordinator (CTC) may enter into a written coordination agreement with an agency who receives transportation disadvantaged funds and performs some, if not all of, its own services. The Coordinated Contractors must submit operating data to the CTC to be included in the Annual Operating Report. Both the Coordinated Contractors and CTC must be able to provide documentation in support of all information submitted.


### **ANALYSIS**


The St. Lucie CTC wishes to enter into coordination agreements with several public, private, and non-profit transportation service agencies. The CTC has analyzed the services of these agencies and has determined that their services are safe, effective, and efficient from a total system perspective. The Florida Commission for the Transportation Disadvantaged's standard contract reflects the specific terms and conditions that will apply to those agencies as well as joint utilization and cost provisions for transportation services.

### **RECOMMENDATION**

Because Coordinated Contractors assist the Community Transportation Coordinator in providing safe, cost-effective, and efficient service to the transportation disadvantaged community, it is recommended that the coordination agreements be approved.

TO: Members of the St. Lucie Transportation Disadvantaged Local Coordinating Board

THROUGH: Adolfo Covelli, Transit Department Director 

FROM: Cathi Petagno, Senior Transit Program Specialist 

DATE: July 14, 2023

SUBJECT: Florida Commission for the Transportation Disadvantaged  
Annual Coordination Agreements State Fiscal Year 2023-24

**BACKGROUND:**

---

The Florida Commission for the Transportation Disadvantaged (FCTD) contracts directly with the Community Transportation Coordinator (CTC) in each county/service area to coordinate transportation services. Annually, the Local Coordinating Board approves the Community Transportation Coordinator agreements with businesses and agencies that provide transportation trips for specific disadvantaged populations. The goal of the CTC is to coordinate the availability of efficient, cost-effective, and quality transportation services for the transportation-disadvantaged population as outlined in section [427.0155](#) of the Florida Statutes.

Establishing contracts with local transportation providers under a coordination agreement enables the CTC to include performance and safety standards. Collaboration with local agencies also aids in reducing potential duplication of services in the county. The operational data generated from the coordinated contractors is submitted to the FCTD via the Annual Operating Report.

For state fiscal year 2023-24, the following agencies have submitted the required documentation for an agreement. One prior coordinated contractor (from fiscal year 22-23) has opted to not enter into an agreement for the upcoming year. The reason for this change is the provider no longer offers trips in St. Lucie County.

- 2<sup>nd</sup> Chance Community Health Services, Inc.
- An Answer to Care, Inc.
- Aurora of the Treasure Coast, Inc.
- Skytop Transportation, Inc
- Council on Aging of St. Lucie, Inc.
- United Veterans of St. Lucie County, Inc.
- JusTranzit School Bus, Inc.
- Re-Assure Non-Emergency Transportation

**STAFF RECOMMENDATION:**

Approve coordination agreements and authorize the Chair to sign all required documents as approved by the county attorney.



## AGENDA ITEM SUMMARY

<b>Board/Committee:</b>	St. Lucie LCB
<b>Meeting Date:</b>	August 16, 2023
<b>Item Number:</b>	8a
<b>Item Title:</b>	Title VI Program Update
<b>Item Origination:</b>	Unified Planning Work Program (UPWP)
<b>UPWP Reference:</b>	Task 5.1 - Public Participation, Education & Outreach
<b>Requested Action:</b>	Discuss and provide comments to Staff.
<b>Staff Recommendation:</b>	It is recommended that the LCB discuss the Title VI Program Update and provide comments to Staff.

### **Attachments**

- Staff Report
- Draft Title VI Program

## **MEMORANDUM**

**TO:** St. Lucie Local Coordinating Board for the Transportation Disadvantaged (LCB)

**THROUGH:** Peter Buchwald  
Executive Director

**FROM:** Marceia Lathou  
Transit/ACES Program Manager

**DATE:** August 3, 2023

**SUBJECT:** **Title VI Program Update**

---

### **BACKGROUND**

All agencies that receive federal funds are required to incorporate Title VI, Environmental Justice, Justice40, and Limited English Proficiency (LEP) considerations into their missions. Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin. Environmental Justice identifies and addresses the effects of programs, policies, and activities on minority populations and low-income populations. Justice40 (J40) is an opportunity to address gaps in infrastructure and public services by working toward the goal that at least 40% of the benefits from grants, programs, and initiatives flow to disadvantaged communities. LEP relates to the development of systems to ensure meaningful participation by persons who are limited in their ability to understand English.

The purpose of a Title VI Program is to establish guidelines to effectively monitor and ensure that an agency is in compliance with all Title VI, Environmental Justice, Justice40, and LEP access requirements and regulations.

### **ANALYSIS**

The TPO is committed to ensure non-discrimination, Environmental Justice, Justice40, and access for LEP persons in the transportation decision-making

process. The TPO's Public Participation Plan (PPP) is designed to provide equal opportunities for the public to express its views and to become active participants in the planning process regardless of race, color, religion, income status, national origin, age, family status, gender, or disability.

The TPO's Title VI Program is reviewed by staff at least annually and updated as needed. The last major update occurred in 2020. The current update includes analyses based on the most recent U.S. Census data.

After adoption by the TPO Board, the TPO's Title VI Program Update will be reviewed by the Federal Highway Administration (FHWA) Office of Civil Rights, Florida Division; Federal Transit Administration Regional Civil Rights Office; and the Florida Department of Transportation (FDOT) Equal Opportunity Office, Civil Rights Programs Division. The agencies will review and concur with the TPO Board's adoption or request additional information.

### **RECOMMENDATION**

It is recommended that the LCB discuss the Title VI Program Update and provide comments to Staff.



# TITLE VI PROGRAM



**Draft**

**August 2023**

Marceia Lathou, Title VI/ADA Coordinator  
St. Lucie TPO  
466 SW Port St. Lucie Boulevard, Suite 111  
Port St. Lucie, Florida 34953  
772-462-1593  
[lathoum@stlucieco.org](mailto:lathoum@stlucieco.org)  
Hearing/Speech Impaired:  
711 Florida Relay System



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# TITLE VI CHECKLIST

The table below lists the Title VI reporting requirements as described in FTA Circular 4702.1B, *Title VI Requirements and Guidelines for Federal Transit Administration Recipients*. The first section of the checklist includes the general requirements that apply to all recipients of Federal funding assistance. The second section refers to requirements specific to metropolitan planning organizations (MPOs).

## Federal Title VI Program Requirements

<b>General Requirements</b>	<b>Section</b>
▪ Title VI assurances	1.0, 2.1
▪ Title VI Notice to the public, including list of locations where notice is posted	3.0
▪ Title VI complaint procedures	4.1
▪ Title VI complaint form	4.2
▪ List of Title VI investigations, complaints, and lawsuits	5.0
▪ Public Participation Plan and summary of outreach efforts	6.0
▪ Meaningful access to Limited English Proficiency (LEP) persons	8.0
▪ Minority representation on planning and advisory bodies	9.0
▪ Subrecipient compliance & monitoring procedures	10.0
▪ Board approval of Title VI Program	11.0
<b>Requirements for MPOs</b>	<b>Section</b>
▪ Demographic Profile	12.0
▪ Description of procedures by which mobility needs of minority populations are identified and considered within the planning process	13.0
▪ Demographic maps that show impacts of the distribution of State and Federal funds for public transportation projects	14.0
▪ Analysis of the MPO's transportation system investments that identifies and addresses any disparate impacts	15.0

# GENERAL REQUIREMENTS

## 1.0 TITLE VI /NONDISCRIMINATION POLICY STATEMENT AND MANAGEMENT COMMITMENT TO TITLE VI PROGRAM

The St. Lucie Transportation Planning Organization (TPO) assures the Federal Highway Administration, Federal Transit Administration, Florida Department of Transportation, and Florida Commission for the Transportation Disadvantaged that no person shall, on the basis of race, color, national origin, age, disability, family or religious status, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and the Florida Civil Rights Act of 1992 be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity undertaken by the TPO.

The St. Lucie TPO further agrees to the following responsibilities with respect to its programs and activities to comply with the above-mentioned laws and regulations:

1. Designate a Title VI Coordinator that has a responsible position within the organization and access to the recipient's Chief Executive Officer or authorized representative.
2. Issue a policy statement signed by the Executive Director or authorized representative, which expresses its commitment to the nondiscrimination provisions of Title VI. The policy statement shall be circulated throughout the Recipient's organization and to the general public. Such information shall be published where appropriate in languages other than English.
3. Insert a nondiscrimination clause into every contract subject to the Acts and the Regulations.
4. Develop a complaint process and attempt to resolve complaints of discrimination against the St. Lucie TPO.
5. Participate in training offered on Title VI and other nondiscrimination requirements.
6. If reviewed by FDOT or any other state or federal regulatory agency, take affirmative actions to correct any deficiencies found within a reasonable time period, not to exceed ninety (90) days.
7. Have a process to collect racial and ethnic data on persons impacted by the agency's programs.

**THIS ASSURANCE** is given in consideration of and for the purpose of obtaining any and all federal funds, grants, loans, contracts, properties, discounts or other federal financial assistance under all programs and activities and is binding. The person whose signature appears below is authorized to sign this assurance on behalf of the TPO.

Signature

---

Peter Buchwald  
Executive Director, St. Lucie TPO  
Date: October 25, 2023



## 2.0 INTRODUCTION AND DESCRIPTION OF SERVICES

The St. Lucie TPO submits this Title VI Program in compliance with Title VI of the Civil Rights Act of 1964, 49 CFR Part 21, and the guidelines of FHWA and FTA.

The St. Lucie TPO is a “metropolitan planning organization,” a federally-funded local agency tasked with planning, project selection, and prioritizing of State and Federal funding for transportation improvements. The St. Lucie TPO is governed by a Board which is comprised of elected officials from St. Lucie County, City of Fort Pierce, City of Port St. Lucie, and the St. Lucie County School Board as well as a public transportation representative. Three Advisory Committees provide direction and recommendations to the TPO Board. These are the Technical Advisory Committee (TAC), the Citizens Advisory Committee (CAC), and the Bicycle-Pedestrian Advisory Committee (BPAC). The TPO also is the designated official planning agency to receive Florida Transportation Disadvantaged Trust Funds for planning for the transportation disadvantaged population in St. Lucie County through the Local Coordinating Board (LCB) for the Transportation Disadvantaged.



The St. Lucie TPO must designate a Coordinator for Title VI issues and complaints within the organization. The Coordinator is the focal point for Title VI implementation and monitoring of activities receiving federal financial assistance. Key responsibilities of the Title VI Coordinator include:

- Maintain knowledge of Title VI requirements.
- Attend training, as appropriate, on Title VI and other nondiscrimination authorities when offered by FHWA, FTA, FDOT or any other regulatory agency.
- Disseminate Title VI information to the public including in languages other than English, when necessary.
- Develop a process to collect data related to race, gender, and national origin of the service area population to ensure low-income, minorities, and other traditionally underserved groups are included and not discriminated against.
- Implement procedures for the prompt processing of Title VI complaints.
- Maintain direct and easy access to the TPO Executive Director.

Title VI Coordinator: Marceia Lathou  
Title VI-ADA Coordinator, St. Lucie TPO  
466 SW Port St. Lucie Blvd, Suite 111  
Port St. Lucie, FL 34953  
772-462-1593, lathoum@stlucieco.org  
Hearing/Speech Impaired:  
711 Florida Relay System

## **2.1 ANNUAL CERTIFICATIONS AND ASSURANCES**

In accordance with 49 CFR Section 21.7(a), every application for financial assistance from FHWA and FTA must be accompanied by an assurance that the applicant will carry out the program in compliance with Title VI regulations. This requirement shall be fulfilled when the applicant/recipient submits its annual certifications and assurances.

The St. Lucie TPO will remain in compliance with this requirement by annual submission of certifications and assurances to FDOT as part of the annual joint certification process.

## **2.2 TITLE VI PROGRAM ADOPTION**

This Title VI Program was approved and adopted by the St. Lucie TPO's Board at a meeting held on October 25, 2023.

## 3.0 TITLE VI NOTICE TO THE PUBLIC

### 3.1 NOTICE TO THE PUBLIC

Recipients of federal funds must notify the public of its rights under Title VI and include the notice and where it is posted in the Title VI Program. The notice must include:

- A statement that the agency operates programs without regard to race, color and national origin.
- A description of the procedures members of the public should follow in order to request additional information on the agency's nondiscrimination obligations.
- A description of the procedure members of the public should follow in order to file a discrimination complaint against the agency.

The TPO's Title VI notice to the public appears on the following pages.



**Notice to the Public:**

The St. Lucie TPO operates its transportation programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act of 1964. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the St. Lucie TPO.

For more information on the St. Lucie TPO civil rights program, and the procedures to file a complaint about the transportation program, contact Marceia Lathou, Title VI Coordinator, at (772) 462-1593 [lathoum@stlucieco.org](mailto:lathoum@stlucieco.org) or at our administrative office at 466 SW Port St. Lucie Boulevard, Suite 111, Port St. Lucie, Florida 34953 or our website at [www.stlucietpo.org](http://www.stlucietpo.org).

Alternatively, a complainant may file a complaint directly with the Florida Department of Transportation by filing a complaint with the Florida Dept. of Transportation, District 4 Title VI Coordinator, Sharon Singh Hagyan, 3400 W. Commercial Blvd, Fort Lauderdale, FL 33309, [Sharon.SinghHagyan@dot.state.fl.us](mailto:Sharon.SinghHagyan@dot.state.fl.us); (954) 777-4190.

In addition, a complainant may also file a complaint directly with the Federal Transit Administration by filing a complaint with the Office of Civil Rights, Attention: Complaint Team, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590 or call the civil rights hotline (888) 446-4511.

If information is needed in another language, contact Marceia Lathou at (772) 462-1593; [lathoum@stlucieco.org](mailto:lathoum@stlucieco.org).

Kreyol Ayisyen: Si ou ta renmen resevwa enfòmasyon sa a nan lang Kreyòl Aysiyen, tanpri rele nimewo (772) 462-1593.

Español: Si usted desea recibir esta información en Español, por favor llame al 772-462-1593.



## **El título VI aviso de St. Lucie TPO al público:**

St. Lucie TPO opera sus programas de transporte y servicios, sin importar la raza, color, origen nacional y de conformidad con lo dispuesto en el Título VI de la Ley de Derechos Civiles de 1964. Cualquier persona que cree que ella o él ha sido agraviada por cualquier práctica discriminatoria ilegal en virtud del Título VI puede presentar una queja con St. Lucie TPO.

Para obtener más información sobre el St. Lucie TPO programa de derechos civiles, y los procedimientos para presentar una queja sobre el programa de transporte, contactar con Marceia Lathou, Título VI Enlace, a (772) 462-1593, [lathoum@stlucieco.org](mailto:lathoum@stlucieco.org) o en nuestra oficina administrativa 466 SW Port St. Lucie Boulevard, Suite 111, Port St. Lucie, Florida 34953, o nuestro sitio web en [www.stlucietpo.org](http://www.stlucietpo.org).

El demandante puede presentar una queja directamente con el Departamento de Transporte de la Florida mediante la presentación de una queja ante el Distrito 4 Título VI Coordinador (Sharon Singh Hagyan, [Sharon.SinghHagyan@dot.state.fl.us](mailto:Sharon.SinghHagyan@dot.state.fl.us)).

Un demandante también puede presentar una queja directamente con la Administración Federal de Transporte mediante la presentación de una queja ante la Oficina de Derechos Civiles, Atención: Queja Team, East Building , 5th Floor - TCR , 1200 New Jersey Ave., SE, Washington, DC 20590.

Si necesita información en otro idioma, contactar a Marceia Lathou al (772) 462-1593; [lathoum@stlucieco.org](mailto:lathoum@stlucieco.org).





## **TPO's Tit VI St. Lucie bay piblik la:**

TPO St. Lucie a opere pwogram ak sèvis transpò li yo san konsiderasyon ba ras, koulè, ak orijin nasyonal dapre Tit VI nan Lwa sou Dwa Sivil 1964 (Title VI of the Civil Rights Act of 1964). Nenpòt moun ki kwè li te leze poutèt nenpòt pratik diskriminasyon ilegal selon Tit VI kapab pote yon plent avèk TPO St. Lucie a.

Pou jwenn plis enfòmasyon sou pwogram dwa sivil TPO St. Lucie a, ak pwosedi yo pou pote yon plent kont pwogram transpò a, kontakte Marceia Lathou, Koòdonatè Tit VI, nan nimewo (772) 462-1593 lathoum@stlucieco.org oswa nan biwo administratif nou ki chita nan 466 SW Port St. Lucie Boulevard, Suite 111, Port St. Lucie, Florida 34953 oswa nan sitwèb nou lè ou ale nan [www.stlucietpo.org](http://www.stlucietpo.org).

Yon pleyan kapab pote yon plent avèk Depatman Transpò nan Eta Florida (Florida Department of Transportation) dirèkteman lè yo pote yon plent avèk Koòdonatè Tit VI Distri 4 la (Sharon Singh Hagyan, Sharon.SinghHagyan@dot.state.fl.us).

Epitou yon pleyan kapab pote yon plent dirèkteman avèk Administrasyon Federal Transpò Piblik (Federal Transit Administration) la lè yo pote yon plent avèk Biwo sou Dwa Sivil la (Office of Civil Rights, Attention: Complaint Team, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590).

Si yo bezwen jwenn enfòmasyon nan yon lòt lang, kontakte Marceia Lathou nan nimewo (772) 462-1593; lathoum@stlucieco.org.



### 3.2 NOTICE POSTING LOCATIONS

The Notice to the Public will be posted at strategic locations to inform the public of the St. Lucie TPO’s obligations under Title VI and to inform them of the protections afforded them under Title VI. At a minimum, the notice will be posted in public areas of the St. Lucie TPO office.

The Notice to the Public will be posted in the following public areas of the St. Lucie TPO office:

Location Name	Address	City
<b>St. Lucie TPO Office Reception Area</b>	466 SW Port St. Lucie Boulevard, Suite 111	Port St. Lucie, FL 34953
<b>St. Lucie TPO Office Boardroom</b>	466 SW Port St. Lucie Boulevard, Suite 111	Port St. Lucie, FL 34953

The Title VI notice and program information will also be provided on the St. Lucie TPO’s website at [stlucietpo.org](http://stlucietpo.org).



## 4.0 TITLE VI PROCEDURES AND COMPLAINTS



### 4.1 COMPLAINT PROCEDURE

Any person who believes that he or she has been subjected to discrimination based upon race, color, national origin, sex, religion, age, disability, family or income status initially files a complaint with the TPO's Title VI Coordinator, Marceia Lathou, at [lathoum@stlucieco.org](mailto:lathoum@stlucieco.org) or by mail to 466 SW Port St. Lucie Boulevard, Suite 111, Port St. Lucie, Florida 34953. The St. Lucie TPO investigates complaints received no more than 180 days after the alleged incident. If possible, the complaint should be submitted in writing and contain the identity of the complainant; the basis for the allegations (e.g., race, color, national origin, sex, religion, age, disability, family or income status); and a description of the alleged discrimination with the date of occurrence. If the complaint cannot be submitted in writing, the complainant should contact the TPO's Title VI Coordinator for assistance: Marceia Lathou, St. Lucie TPO, 466 SW Port St. Lucie Blvd, Suite 111, Port St. Lucie, Florida 34953, 772-462-1593, [lathoum@stlucieco.org](mailto:lathoum@stlucieco.org).

The Title VI Coordinator will respond to the complaint within thirty (30) days and will take reasonable steps to resolve the matter. Reasonable steps could include coordinating multiple agency response, facilitating access to information, etc. The Florida Department of Transportation (FDOT), Equal Opportunity Office, Statewide Title VI Coordinator shall be notified of the complaint. Should the TPO be unable to satisfactorily resolve the complaint, the Title VI Coordinator will forward the complaint, along with a record of its disposition, to the FDOT Statewide Title VI Coordinator. FDOT will assume jurisdiction over the complaint for continued processing.

The complaint procedures and forms, examples of which are provided in Section 4.2, will be made available to the public on the St. Lucie TPO's website ([stlucietpo.org](http://stlucietpo.org)). The forms are also available in other formats and languages upon request.

## 4.2 COMPLAINT FORM

<b>Section I :</b>				
Name:				
Address:				
Telephone (Home):			Telephone (Work):	
Email Address:				
Accessible Format Requirements?	Large Print		Audio Tape	
	TDD		Other	
<b>Section II :</b>				
Are you filing this complaint on your own behalf?			Yes*	No
*If you answered "yes" to this question, go to Section III.				
If not, please supply the name and relationship of the person for whom you are complaining:				
Please explain why you have filed for a third party: _____				
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.			Yes	No
<b>Section III :</b>				
I believe the discrimination I experienced was based on (check all that apply):				
<input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> National Origin <input type="checkbox"/> Age <input type="checkbox"/> Disability <input type="checkbox"/> Family or Religious Status <input type="checkbox"/> Other (explain) _____				
Date of Alleged Discrimination (Month, Day, Year): _____				
Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back of this form.  _____  _____				
<b>Section IV</b>				
Have you previously filed a Title VI complaint with this agency?			Yes	No

**Section V**

Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?

Yes  No

If yes, check all that apply:

Federal Agency: \_\_\_\_\_

Federal Court \_\_\_\_\_  State Agency \_\_\_\_\_

State Court \_\_\_\_\_  Local Agency \_\_\_\_\_

Please provide information about a contact person at the agency/court where the complaint was filed.

Name:

Title:

Agency:

Address:

Telephone:

**Section VI**

Name of agency complaint is against:

Contact person:

Title:

Telephone number:

You may attach any written materials or other information that you think is relevant to your complaint. Signature and date required below.

\_\_\_\_\_  
Signature Date

Please submit this form in person at the address below, or mail this form to:

Marceia Lathou, Title VI Coordinator  
St. Lucie TPO  
466 SW Port St. Lucie Boulevard, Suite 111  
Port St. Lucie, Florida 34953

## Forma De Queja

Section I: Escribir en forma legible				
Nombre:				
Direccion:				
Telefono:		Telefono secundario(opcional):		
Direccion de correo electronico:				
Reuistos de forma accesible?	Impresion grande		Cinta de audio	
	TDD		Otros	
Section II:				
Esta presentando esta queja en su propio nombre?		Si*	No	
Si usted contesto "Si", vaya a la Seccion III				
Si usted contesto "No", Nombre(s) del Individuo(s) Quien(es) Usted Allega Discrimino (naron) Contra Usted Si lo(s) Conoce:				
Cual es su relacion con este individuo:				
Por favor, explique por que han presentado para una tercera parte:				
Por favor, confirme que ha obtenido el permiso de la parte agraviada en el archivo en su nombre..		Si	No	
Section III:				
Creo que la discriminacion que he experimentado fue basado en (marqu todas las que correspondan):				
<input type="checkbox"/> Raza <input type="checkbox"/> Color <input type="checkbox"/> Origin Nacional <input type="checkbox"/> Edad <input type="checkbox"/> Impedimento <input type="checkbox"/> Familia o Estatus Religioso <input type="checkbox"/> Otro (explicar)				
_____				
Fecha de supuesta discriminacion: (mm/dd/aaaa)_____				
Explica lo mas claramente posible lo que ocurrio y por que usted cree que son objeto discriminacion. Describir todas las personas que han participado. Incluir el nombre y la informacion de contacto de la(s) persona(s) que discrimina contra usted (si se conoce), asi como los nombres y la informacion de contacto de los testigos. Si se necesita mas espacio, por favor adjunte hojas adicionales de papel.				
Section IV				
Anteriormente ha presentado un Titulo VI denuncia con esta agencia?		Si	No	



## Fòmilè pou Pote Plent

<b>Seksyon I :</b>			
Non:			
Adrès:			
Nimewo Telefòn (Lakay):		Nimewo Telefòn (Travay):	
Adrès Imèl:			
Egzijans pou Fòma Aksesib?	Gwo Lèt		Kasèt Odyo
	TDD		Lèt
<b>Seksyon II :</b>			
Èske ou ap pote plent sa a sou non pwòp tèt ou?		Wi*	No
*Si ou te bay yon repons "wi" pou kesyon sa a, ale nan Seksyon III.			
Si se non, tanpri bay non ak relasyon moun an sou non ou ap pote plent la:			
Tanpri eksplike rezon an poutèt ou ap pote yon plent sou non yon twazyèm pati:			
Tanpri konfime ke ou te jwenn pèmisyon leze pati a si ou ap pote plent la sou non yon twazyèm pati.		Wi	Non
<b>Seksyon III :</b>			
Mwen kwè ke diskriminasyon an mwen te eksperyans te baze sou (tcheke ti kare a pou tout rezon yo ki aplikab):			
<input type="checkbox"/> Ras	<input type="checkbox"/> Koulè	<input type="checkbox"/> Orijin Nasyonal	<input type="checkbox"/> Laj
<input type="checkbox"/> Enfimite	<input type="checkbox"/> Kondisyon Familyal oswa Relijye	<input type="checkbox"/> Lòt (eksplike)	
_____			
Dat Diskriminasyon Swadizan an te Rive (Mwa, Jou, Ane): _____			
Eksplike nan fason pi klè ke posib kisa ki te rive ak rezon poutèt ou kwè ou te eksperyans diskriminasyon. Dekri tout moun yo ki te enplike. Enkli non ak enfòmasyon kontak moun an (yo) ki te fè diskriminasyon kont ou (si ou konnen yo), osi byenke non ak enfòmasyon kontak nenpòt temwen. Si ou bezwen plis espas pou ekri, tanpri sèvi avèk do fòmilè sa a.			
_____			
_____			
<b>Seksyon IV</b>			
Èske ou te pote yon plent Tit VI avèk ajans sa a deja?		Wi	Non



**Seksyon V**

Èske ou te pote yon plent avèk nenpòt lòt ajans Federal, Leta, oswa ajans lokal, oswa avèk nenpòt lòt tribinal Federal oswa Leta?

Wi  Non

Si se wi, tcheke ti kare tout ki aplikab:

Ajans Federal: \_\_\_\_\_

Tribinal Federal \_\_\_\_\_  Ajans Leta \_\_\_\_\_

Tribinal Leta \_\_\_\_\_  Ajans Lokal \_\_\_\_\_

Tanpri bay enfòmasyon sou yon moun yo kapab kontakte nan ajans / tribinal la kote yo te pote plent.

Non:

Tit:

Ajans:

Adrès:

Nimewo Telefòn:

**Seksyon VI**

Non ajans la kont ki yo pote plent la:

Non moun yo kapab kontakte:

Tit:

Nimewo Telefòn:

Ou kapab kole nenpòt materyèl alekri oswa lòt enfòmasyon ou panse ki enpòtan konsènan plent ou nan dokiman sa a. Yo egzije siyati ak dat la anba a

\_\_\_\_\_

Siyati

\_\_\_\_\_

Dat

Tanpri soumèt fòmilè sa a nan adrès anba a, oswa voye li pa lapòs nan:

Marceia Lathou, Title VI Coordinator  
St. Lucie TPO  
466 SW Port St. Lucie Boulevard, Suite 111  
Port St. Lucie, Florida 34953

### **4.3 RECORD RETENTION AND REPORTING POLICY**

The St. Lucie TPO will submit Title VI Program information to FDOT as requested as part of the annual certification process or any time a major change in the Program occurs. Compliance records and all Title VI related documents will be retained for a minimum of three (3) years.

## **5.0 TITLE VI INVESTIGATIONS, COMPLAINTS, AND LAWSUITS**

In accordance with 49 CFR 21.9(b), the St. Lucie TPO must record and report any investigations, complaints, or lawsuits involving allegations of discrimination. The records of these events shall include the date the investigation, lawsuit, or complaint was filed; a summary of the allegations; the status of the investigation, lawsuit, or complaint; actions taken by the St. Lucie TPO in response; and final findings related to the investigation, lawsuit, or complaint. The records for the previous three (3) years shall be included in the Title VI Program when it is submitted to FDOT.

The St. Lucie TPO has had no investigations, complaints, or lawsuits involving allegations of discrimination on the basis of race, color, or national origin over the past three (3) years.



## 6.0 PUBLIC PARTICIPATION PLAN

The [Public Participation Plan](#) (PPP) for the St. Lucie TPO was developed to ensure that all members of the public, including minorities and Limited English Proficient (LEP) populations, are encouraged to participate in the decision-making process for the St. Lucie TPO. Policy and service delivery decisions need to take into consideration community sentiment and public opinion based upon well-executed outreach efforts. The public outreach strategies described in the PPP are designed to provide the public with effective access to information about the St. Lucie TPO plans, programs, and services and to provide a variety of efficient and convenient methods for receiving and considering public comment prior to implementing changes to plans, programs, and services. The St. Lucie TPO also recognizes the importance of many types of stakeholders in the decision-making process, including other units of government, community based organizations, major employers, and the general public, including low-income, minority, LEP, and other traditionally underserved communities.

Traditionally-underserved populations, also known as Environmental Justice (EJ) or Title VI populations, are identified by the federal government as low-income and minority populations. As part of its planning process, the TPO is required to evaluate the impact its projects have on these populations. The essence of effective environmental justice practice is summarized in three fundamental principles:

- Avoid, minimize, and lessen negative effects
- Ensure full and fair participation by all potentially affected communities
- Prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority and low-income populations

The TPO is committed to ensuring the full and fair participation of all potentially affected communities by striving for continuous, cooperative, and comprehensive public involvement in transportation decision-making. The TPO uses various data tools and maps to assist in identifying and building better relationships with the community. The composition of the TPO's boards and committees generally reflects the demographics of the community, which enhances the TPO's community relations.

The TPO's outreach includes persons with disabilities and their service groups. The Local Coordinating Board for the Transportation Disadvantaged (LCB) includes persons with disabilities and disability group representatives, and some TPO advisory committee members identify as persons with disabilities. A disability service group hosted the TPO's SmartMoves 2045 Long Range Transportation Plan Transportation Equity Focus Group. TPO staff often provides technical assistance to local agencies on ADA and Title VI matters.

Some TPO workshops are specifically designed to attract racial/ethnic minority and low-income populations and are thus held at times and locations that are most convenient for the communities served. In addition, members of these communities are recruited to participate in community-wide events.

The TPO collects demographic data on participation in its online events and social media sites via surveys. Because the U.S. Census estimates that 10 percent of St. Lucie households lack broadband Internet subscriptions, telephone-only access is provided for all TPO online meetings and workshops.

## **7.0 ADA/504 STATEMENT**

Section 504 of the Rehabilitation Act of 1973 (Section 504), the Americans with Disabilities Act of 1990 (ADA), and related Federal and State laws and regulations forbid discrimination against those who have disabilities. Furthermore, these laws require federal aid recipients and other government entities to take affirmative steps to reasonably accommodate persons with disabilities and ensure that their needs are equitably represented in transportation programs, services, and activities.

The St. Lucie TPO will make every effort to ensure that its facilities, programs, services, and activities are accessible to those with disabilities. The TPO will make every effort to ensure that its Advisory Committees, public involvement activities and all other programs, services, and activities include representation by the disabled community and disability service groups.

The TPO encourages the public to report any facility, program, service or activity that appears inaccessible to disabled persons. Furthermore, the TPO will provide reasonable accommodation to disabled persons who wish to participate in public involvement events or who require special assistance to access facilities, programs, services, or activities. Because providing reasonable accommodation may require outside assistance, organizations, or resources, the TPO asks that requests be made at least five (5) business days prior to the need for accommodation. Questions, concerns, comments or requests for accommodation should be made to the St. Lucie TPO ADA Officer: Marceia Lathou, Title VI-ADA Coordinator, St. Lucie TPO, 466 SW Port St. Lucie Blvd, Suite 111 Port St. Lucie, Florida 34953; 772-462-1593; [lathoum@stlucieco.org](mailto:lathoum@stlucieco.org); Hearing/Speech Impaired: 711 Florida Relay System.

## 8.0 LIMITED ENGLISH PROFICIENCY (LEP) PLAN

### 8.1 OVERVIEW

The first part of this section describes the purpose of the Limited English Proficiency (LEP) Plan. The second part of this section provides the four-factor LEP analysis used to identify LEP needs and assistance measures.

**Title VI of the Civil Rights Act of 1964** prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving federal financial assistance. One critical concern addressed by Title VI is the language barrier that LEP persons face with respect to accessing information and service. Government agencies must ensure that this group has adequate access to the agency's programs and activities, including public participation opportunities.

**Executive Order 13166**, titled "Improving Access to Services for Persons with Limited English Proficiency," forbids grant funding recipients from "restricting an individual in any way in the enjoyment of any advantage or privilege enjoyed by others receiving any service, financial aid, or other benefit under the program," or from using "criteria or methods of administration which have the effect of subjecting individuals to discrimination because of their race, color, or national origin, or have the effect of defeating or substantially impairing accomplishment of the objectives of the program as respects to individuals of a particular race, color, or national origin."

**Safe Harbor Provision:** The U.S. Department of Transportation (DOT) published guidance that directed its recipients to ensure meaningful access to the benefits, services, information, and other important portions of their programs and activities for LEP customers. This guidance includes a Safe Harbor Provision, which outlines circumstances that can provide a “safe harbor” for recipients regarding translation of written materials for LEP populations.

The Safe Harbor Provision stipulates that, if a recipient provides written translation of vital documents for each eligible LEP language group that constitutes *five percent (5%) or 1,000 persons*, whichever is less, of the total population of persons eligible to be served or likely to be affected or encountered, then such action will be considered strong evidence of compliance with the recipient’s written translation obligations. Translation of non-vital documents, if needed, can be provided orally. If there are fewer than 50 persons in a language group that reaches the five percent (5%) trigger, the recipient is not required to translate vital written materials but should provide written notice in the primary language of the LEP language group of the right to receive competent oral interpretation of those written materials, free of cost. These safe harbor provisions apply to the translation of written documents only. They do not affect the requirement to provide meaningful access to LEP individuals through competent oral interpreters where oral language services are needed and are reasonable.



## 8.2 FOUR-FACTOR ANALYSIS

The DOT guidance outlines four factors recipients should apply to the various kinds of contacts they have with the public to assess language needs and decide what reasonable steps they should take to ensure meaningful access for LEP persons:

1	The number or proportion of LEP persons in the service area who may be served or are likely to encounter the St. Lucie TPO's programs, activities or services.
2	The frequency with which LEP persons come in contact with the St. Lucie TPO's programs, activities or services.
3	The nature and importance of programs, activities or services provided by the St. Lucie TPO to the LEP population.
4	The resources available to the St. Lucie TPO and overall cost to provide LEP assistance.

**1. Number and Proportion of LEP Persons Serviced or Encountered:** According to the U.S. Census *2021 American Community Survey (ACS) 5-Year Estimates of Limited English-Speaking Populations*, the Spanish-speaking population exceeds the threshold for the Safe Harbor Provision in the St. Lucie TPO area. The ACS analyzes the following language categories:

- Spanish
- Indo-European Languages
- Asian and Pacific Islander Languages
- Other Languages

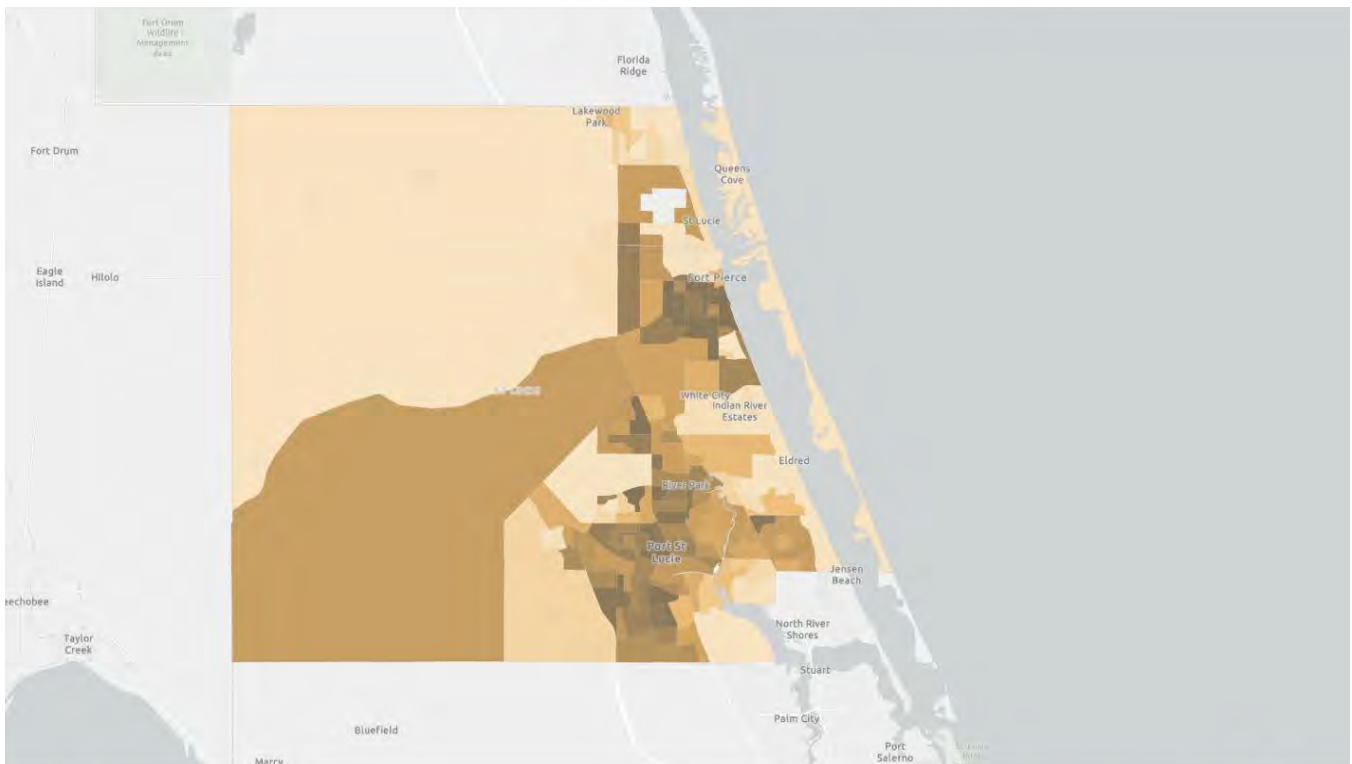
Table B16003, "Age by Language Spoken at Home for the Population 5 Years and Over in Limited English Speaking Households" estimates that approximately 5,700 persons aged 18 years and older speak Spanish in LEP households in St. Lucie County. Although the Census data concludes that Spanish is the only LEP population of significance in St. Lucie County, local knowledge indicates the presence of a sizeable Haitian-Creole LEP population as well.



The map below shows the location of Census Block Groups in St. Lucie County with significant proportions of Hispanic/Latino populations. These areas are likely to contain a significant number of LEP households for whom Spanish is their first language and who have a limited ability to speak English.

The Census Bureau does not provide statistics relevant to the location of significant numbers of Haitian-Creole speaking households; the TPO relies on field surveys and community partners to help pinpoint these locations.

### Hispanic/Latino Population in St. Lucie County



8/1/2023, 11:38:47 AM  
Census 2020 - Hispanic Population  
Legend:  
Dark brown: > 28.8  
Light orange: < 10

Scale: 1:288,895  
0 3.25 6.5 13 mi  
0 5 10 20 km  
Sources: Esri, HERE, Garmin, FAO, NOAA, USGS, OpenStreetMap contributors, and the GIS User Community.



## **2. Frequency with which LEP Individuals Come into Contact with Programs, Activities, and Services:**

The Federal guidance for this factor recommends that agencies should assess the frequency with which they have contact with LEP individuals from different language groups. The more frequent the contact with a particular LEP language group, the more likely enhanced services will be needed.

The TPO Board, committees, and staff are most likely to encounter LEP individuals through office visits, phone conversations, and attendance at Board and Advisory Committee meetings. TPO staff reviewed the frequency with which Board, committee members, and staff have had contact with LEP persons. This includes documenting phone inquiries or office visits.

The TPO frequency of contact with LEP populations is somewhat limited especially when compared to providers of government social services which have higher instances of contact. These providers include the St. Lucie County Transit Department and the County's contracted public transportation provider. Also, most of the TPO Board and committee meetings occur every other month or quarterly, and project-specific public input meetings occur on an as-needed basis.

## **3. Nature and Importance of the Program, Activity, or Service Provided:**

The TPO undertakes a variety of planning and policy initiatives to encourage a more sustainable region now and in the future. The transportation improvements resulting from these initiatives have an impact on all residents of the metropolitan planning area.

The impact of proposed transportation investments on under-served and under-represented populations is part of the evaluation process in the development of the Long Range Transportation Plan (LRTP), the Unified Planning Work Program (UPWP), and the Transportation Improvement Program (TIP). Because the TPO must ensure that all segments of the population, including LEP persons, have been involved or have the opportunity to be involved in the transportation decision-making process, the TPO will provide translation of vital documents — including meeting agendas, brochures, and portions of the LRTP, UPWP, and TIP into other languages as requested.

In general, the TPO's planning process affects residents in the long-term and not in an immediate manner. Therefore, there has not been a significant demand from LEP residents to participate in TPO planning and policy-oriented discussions compared with the demand from LEP residents for social and community services provided by other government agencies.



**4. Resources Available and Costs:** The TPO assessed its available resources that could be used for providing LEP assistance and which of its documents would be most valuable to be translated if the need should arise. The TPO currently provides materials in Spanish and Haitian-Creole such as factsheets, web content through an online language translator, and certain advertising notices.

The TPO has contacted various agencies to secure language translation as needed. St. Lucie County staff will provide voluntary Spanish and Haitian-Creole translation if needed and if notified within a reasonable timeframe. Other language assistance, if needed, can be provided through the St. Lucie County Language Line, a service that helps bridge language and cultural barriers with customers and community partners.

Persons requiring language assistance would be self-identified, meaning they generally would initiate contact with the TPO for assistance. All TPO board and committee agendas include a concise statement in Spanish and in Haitian Creole notifying readers about the existence of language assistance. All TPO staff have access to "I Speak" cards to assist in identifying the type of language interpretation needed if the occasion arises.

The greater the number or proportion of eligible LEP persons; the greater the frequency with which they have contact with a program, activity, or service; and the greater the importance of that program, activity, or service, the more likely enhanced language services will be needed. Smaller recipients with more limited budgets are typically not expected to provide the same level of language service as larger recipients with larger budgets. The intent of DOT’s guidance is to suggest a balance that ensures meaningful access by LEP persons to critical services while not imposing undue burdens on small organizations and local governments.

### 8.3 LIMITED ENGLISH PROFICIENCY (LEP) PLAN

In developing a Limited English Proficiency (LEP) Plan, federal guidance recommends the analysis of the following five elements, which are addressed below:

- 1 { • Identifying LEP individuals who need language assistance
- 2 { • Providing language assistance measures
- 3 { • Training staff
- 4 { • Providing notice to LEP persons
- 5 { • Monitoring and updating the plan

#### 1. Identifying LEP Individuals Who Need Language Assistance:

The Federal guidance provides that there should be an assessment of the number or proportion of LEP individuals eligible to be serviced or encountered and the frequency of encounters pursuant to the first two factors in the four-factor analysis.

Using Census data, the TPO has identified the number and proportion of LEP individuals within its service area who need language assistance. As presented earlier, the largest non-English spoken language in the service area is Spanish. Other residents whose primary language is not English or Spanish are divided into a wide variety of language groups throughout the service area population. However, the TPO has determined, based on local knowledge, that a significant number of Haitian-Creole speakers may also be present. The TPO may identify specific language assistance needed for an LEP group by examining records to see if requests for language assistance have been received in the past, either at meetings or over the phone, to determine whether language assistance might be needed at future events or meetings.

**2. Providing Language Assistance Measures:** Federal guidance suggests that an effective Language Assistance Plan should include information about the ways in which language assistance will be provided. This refers to listing the different language services an agency provides and how staff can access this information. For this task, Federal guidance recommends that agencies consider developing strategies that train staff as to how to effectively serve LEP individuals when they either call agency offices or otherwise interact with the agency.

The St. Lucie TPO has undertaken the following actions to improve access to information and services for LEP individuals:

- Provide bilingual staff at community events, public meetings and committee meetings, where appropriate.
- Survey front-line staff on their experience concerning any contacts with LEP persons during the previous year.
- Provide Language Identification Flashcards (“I speak” cards) in the St. Lucie TPO office.
- When an interpreter is needed in person or on the telephone, staff will attempt to access language assistance services from a professional translation service or qualified community volunteers. The TPO has contracted with ALTA Language Services, Inc., a company which provides document translation and telephone interpretation services.

The TPO will use demographic maps and other tools in order to better understand and serve the LEP community.

**3. Training Staff:** Federal guidance states that staff members of an agency should know their obligations to provide meaningful access to information and services for LEP persons and that all employees in public contact positions should be properly trained.

Suggestions for implementing Element 3 of the Language Assistance Plan, involve: (1) identifying agency staff likely to come into contact with LEP individuals; (2) identifying existing staff training opportunities; (3) providing regular training for staff dealing with LEP individual needs; and (4) designing and implementing LEP training for agency staff.

The following training will be provided for all TPO staff:

- Information on Title VI procedures and LEP responsibilities
- Use of language identification flashcards and online resources
- Documentation of language assistance requests
- Procedures for handling a potential Title VI/LEP complaint

**4. Providing Notice to LEP Persons:** The St. Lucie TPO will make Title VI information available in English, Spanish and Haitian Creole on the TPO website. Key documents are written in English, Spanish and Haitian Creole upon request. Notices are also posted in the lobby and in the Boardroom at the St. Lucie TPO office. Additionally, when staff prepares a document or schedules a meeting, for which the target audience is expected to include a significant number of LEP individuals, then documents, meeting notices, flyers, and agendas will be printed in an alternative language based on the known LEP population.

**5. Monitoring and Updating the Plan:** The plan will be reviewed and updated on an ongoing basis. Updates will consider the following:

- The number of documented LEP person contacts encountered annually
- How the needs of LEP persons have been addressed
- Determination of the current LEP population in the service area
- Determination as to whether the need for translation services has changed
- Determination as to whether the TPO's financial resources are sufficient to fund language assistance resources needed



The St. Lucie TPO understands the value that its programs, activities, or services play in the lives of individuals who rely on them, and the importance of enhancing public participation. The TPO is open to suggestions from all sources, including partner agencies, TPO staff, other agencies with similar experiences with LEP communities, and the general public regarding additional methods to improve accessibility for LEP communities.



## 9.0 PLANNING AND ADVISORY BODIES

The St. Lucie TPO is governed by a Board which is composed of elected officials from the three jurisdictions and representatives from the St. Lucie County School Board and the public transportation provider. There are twelve (12) voting members on the TPO Board. The TPO also maintains three committees and one other board: the Technical Advisory Committee (TAC), the Citizens Advisory Committee (CAC), the Bicycle-Pedestrian Advisory Committee (BPAC), and the Local Coordinating Board for the Transportation Disadvantaged (LCB) to provide opportunities for additional public involvement in the transportation planning process.

The St. Lucie TPO will make efforts to encourage minority participation on its boards and committees. These efforts are made by distributing information about participation on the committee at public meetings and through the website and social media. The TPO will use minority population demographic maps and other tools in order to focus on the areas in which board/committee participation information should be distributed.

### Racial Composition of TPO Board

Position	Race	Gender
<b>Chair</b>	White	Female
<b>Vice Chair</b>	White	Male
<b>Member</b>	White	Male
<b>Member</b>	Hispanic/Latino	Female
<b>Member</b>	White	Female
<b>Member</b>	African-American	Male
<b>Member</b>	White	Female
<b>Member</b>	White	Female
<b>Member</b>	White	Male
<b>Member</b>	White	Male
<b>Member</b>	African-American	Male
<b>Member</b>	White	Male

### Racial Composition of CAC

Position	Race	Gender
<b>Chair</b>	White	Female
<b>Vice Chair</b>	White	Male
<b>Member</b>	White	Male
<b>Member</b>	White	Male
<b>Member</b>	African-American	Female
<b>Member</b>	White	Male
<b>Member</b>	White	Male
<b>Member</b>	African-American	Male
<b>Member</b>	Hispanic/Latino	Female
<b>Member</b>	African-American	Female
<b>Member</b>	White	Male

### Racial Composition of TAC

Position	Race	Gender
<b>Chair</b>	White	Male
<b>Vice Chair</b>	White	Male
<b>Member</b>	White	Male
<b>Member</b>	White	Female
<b>Member</b>	White	Male
<b>Member</b>	Hispanic/Latino	Male
<b>Member</b>	White	Male
<b>Member</b>	White	Male
<b>Member</b>	White	Female
<b>Member</b>	White	Male
<b>Member</b>	White	Male
<b>Member</b>	White	Male
<b>Member</b>	White	Male

### Racial Composition of LCB

Position	Race	Gender
<b>Chair</b>	White	Female
<b>Vice Chair</b>	White	Female
<b>Member</b>	White	Female
<b>Member</b>	Hispanic/Latino	Female
<b>Member</b>	African-American	Female
<b>Member</b>	African-American	Female
<b>Member</b>	White	Female
<b>Member</b>	White	Male
<b>Member</b>	Hispanic/Latino	Male
<b>Member</b>	White	Female
<b>Member</b>	White	Male
<b>Member</b>	African-American	Female
<b>Member</b>	White	Female
<b>Member</b>	White	Female
<b>Member</b>	African-American	Female
<b>Member</b>	Hispanic/Latino	Female
<b>Member</b>	White	Male

### Racial Composition of BPAC

Position	Race	Gender
<b>Chair</b>	African-American	Male
<b>Vice Chair</b>	White	Female
<b>Member</b>	White	Female
<b>Member</b>	Hispanic/Latino	Female
<b>Member</b>	White	Male
<b>Member</b>	Hispanic/Latino	Female
<b>Member</b>	White	Male
<b>Member</b>	White	Male



## **10.0 MONITORING OF SUB-RECIPIENTS**

The TPO is responsible for selection, negotiation, and administration of its consultant contracts. Specific Title VI-related text is included in all requests for proposals (RFPs), requests for qualifications (RFQs) and contracts. Once contracts are awarded, consultants must carry out the applicable nondiscrimination requirements related to work performed. Failure by a consultant to carry out these requirements is considered a breach of contract, which may result in the following remedies or other such remedies which the TPO deems appropriate:

- Withholding of payments to a consultant until the consultant complies, and/or;
- Cancellation, termination, or suspension of the consultant agreement, in whole or in part.

In addition, the TPO will review any complaint made by a citizen or agency against a contracted consultant to ensure necessary and appropriate action.

## **11.0 BOARD APPROVAL OF TITLE VI PROGRAM**

Recipients are required to provide a copy of Board meeting minutes, resolution or other appropriate documentation showing the Board of Directors or appropriate governing entity or official(s) responsible for policy decisions reviewed and approved for the Title VI Program.

The St. Lucie TPO Board adopted the 2023 Title VI Program on October 25, 2023, as required by FTA. Official documentation of approval is shown on the following page.

## Documentation of Title VI Program Approval

## REQUIREMENTS FOR MPOS

In addition to the Title VI Program requirements described above, MPOs that receive FTA funds are also responsible for the following general requirements:

- 1.** A demographic profile of the metropolitan area that includes identification of the locations of minority populations;
- 2.** A description of the procedures by which the mobility needs of minority populations are identified and considered within the planning process;
- 3.** Demographic maps that overlay the percent minority and non-minority populations and charts that analyze the impacts of the distribution of State and Federal funds for public transportation purposes;
- 4.** Analysis of impacts identified in paragraph (3) that identifies any disparate impacts on the basis of race, color, or national origin, and, if so, determines whether there is a substantial legitimate justification for the policy that resulted in the disparate impacts, and if there are alternatives that could be employed that would have a less discriminatory impact.

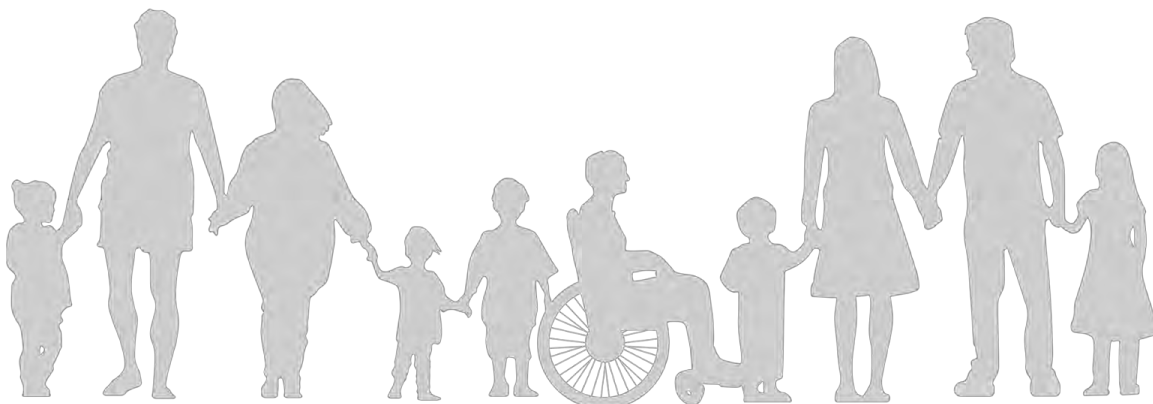
### 12.0 DEMOGRAPHIC PROFILE

MPOs are required to provide a demographic profile of their metropolitan areas that includes identification of the locations of minority populations.

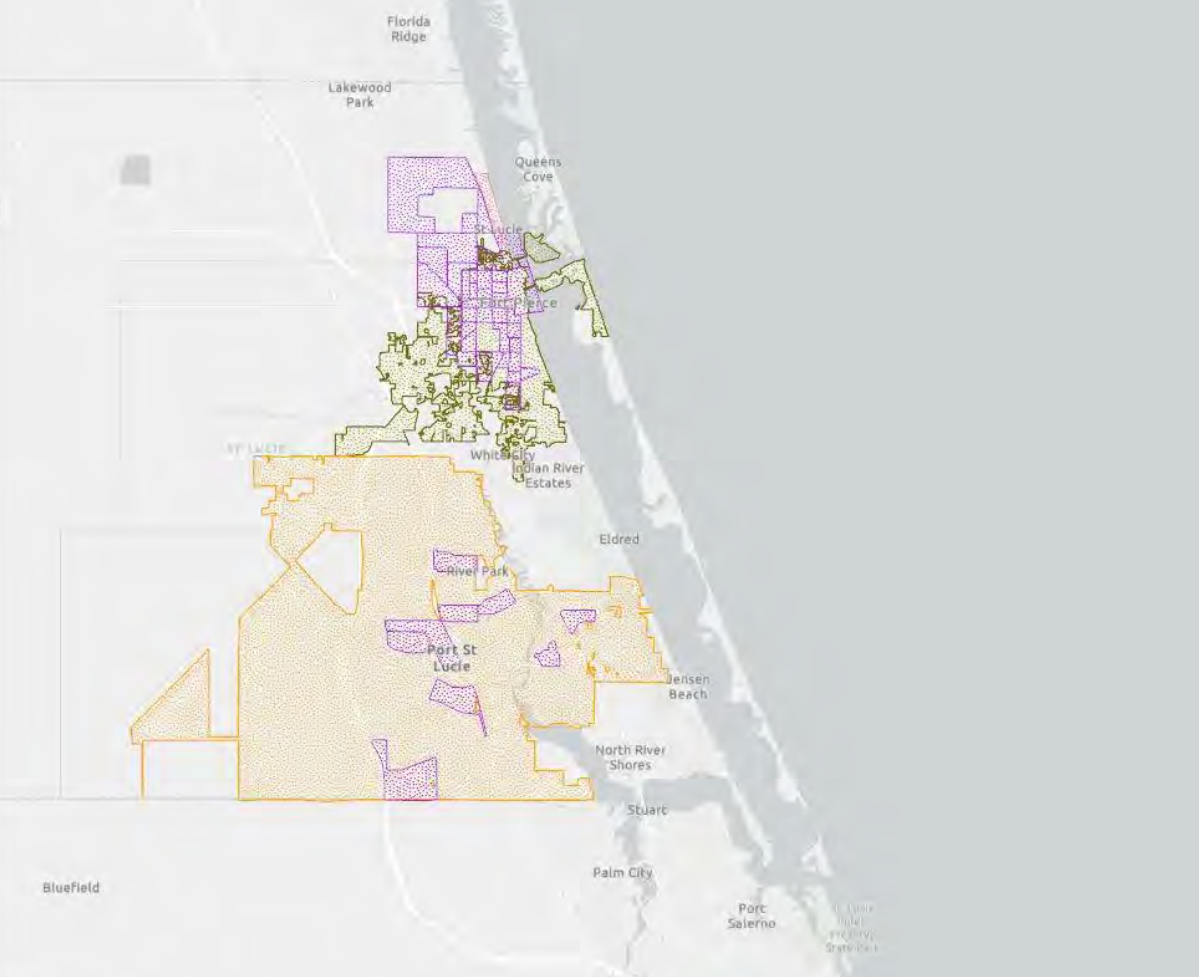
Data from the 2022 Census Estimates were used to evaluate the representation of minority and low-income populations in St. Lucie County. According to current Census estimates, 11 percent of the population of St. Lucie County lives in poverty. The following percentages of Race and Hispanic Origin are provided for St. Lucie County:

Demographics: Race and Hispanic Origin	St. Lucie County Percentage
<b>White alone</b>	71.9%
<b>Black or African American alone</b>	22.8%
<b>American Indian and Alaska Native alone</b>	0.6%
<b>Asian alone</b>	2.1%
<b>Native Hawaiian and Other Pacific Islander alone</b>	0.1%
<b>Two or More Races</b>	2.5%
<b>Hispanic or Latino</b>	21.9%
<b>White alone, not Hispanic or Latino</b>	52.6%

The representation of minority and low-income populations as a percentage of the total population was used to define Environmental Justice (EJ) areas. EJ areas were determined to be Census block groups containing either at least fifty percent minority or low-income populations. The map below shows the location of EJ areas throughout St. Lucie County. As the map indicates, a higher concentration of low-income and minority populations exists in the City of Fort Pierce.

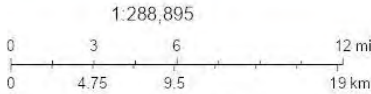


# EJ Areas in St. Lucie County



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- Boundaries - Environmental Justice Area
- Boundaries - Municipal Limits
- Fort Pierce
- Port St. Lucie
- St. Lucie Village



Sources: Esri, HERE, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community

## **Seminole Tribe**

The Fort Pierce Reservation of the Florida Seminole Tribe is one of six Florida Seminole reservations. Established in 1995, this 50-acre site is home to approximately two dozen Seminole families. The reservation is located in a rural area west of I-95 on Okeechobee Road.

Throughout the years, the TPO has maintained contact with various members of the Fort Pierce Reservation. The TPO maintains contact with the Executive Office of the local Seminole Tribe, through which communications regarding TPO plans, programs, and activities are regularly sent to the tribal government. The TPO dialogue with the Seminole tribe remains open and outreach efforts are continually expanding.

Recently, TPO staff served as a member of the external stakeholders group for the Seminole Tribe's Seminole Tribe of Florida Transit Study, which explores the movement of people among the Tribe's five territories in Southeast Florida. Staff leveraged this relationship, as appropriate, to provide input on related transportation systems issues.





### 13.0 MOBILITY NEEDS ASSESSMENT

MPO recipients are required to include in the Title VI Program a description of the procedures by which the mobility needs of minority populations are identified and considered within the planning process. In developing the St. Lucie TPO's PPP and planning activities, the TPO seeks out and considers the needs of those traditionally underserved by existing transportation systems, including minorities. The TPO strives to include all stakeholders, including protected classes, in its planning activities. For example, on all major projects, the TPO presents project phases to its Local Coordinating Board for the Transportation Disadvantaged (LCB) to obtain input from representatives of low-income persons, elderly persons, persons with disabilities, and at-risk children.

Community Profiles have been developed for the St. Lucie TPO area to ensure that traditionally underserved communities are provided with various opportunities to meaningfully engage in the transportation planning process and that there is not a significant disparity of impacts in accessibility to and delivery of transportation facilities/services in the St. Lucie TPO area. A total of 14 distinct communities have been delineated within the St. Lucie TPO area based on their demographic and geographic characteristics. The Community Profiles are updated based on the most current U.S. Census Data.



The TPO's project prioritization methodologies include as criteria the location of a project within an Environmental Justice (EJ) neighborhood and whether a project addresses a roadway segment with a history of pedestrian and bicycle crashes.

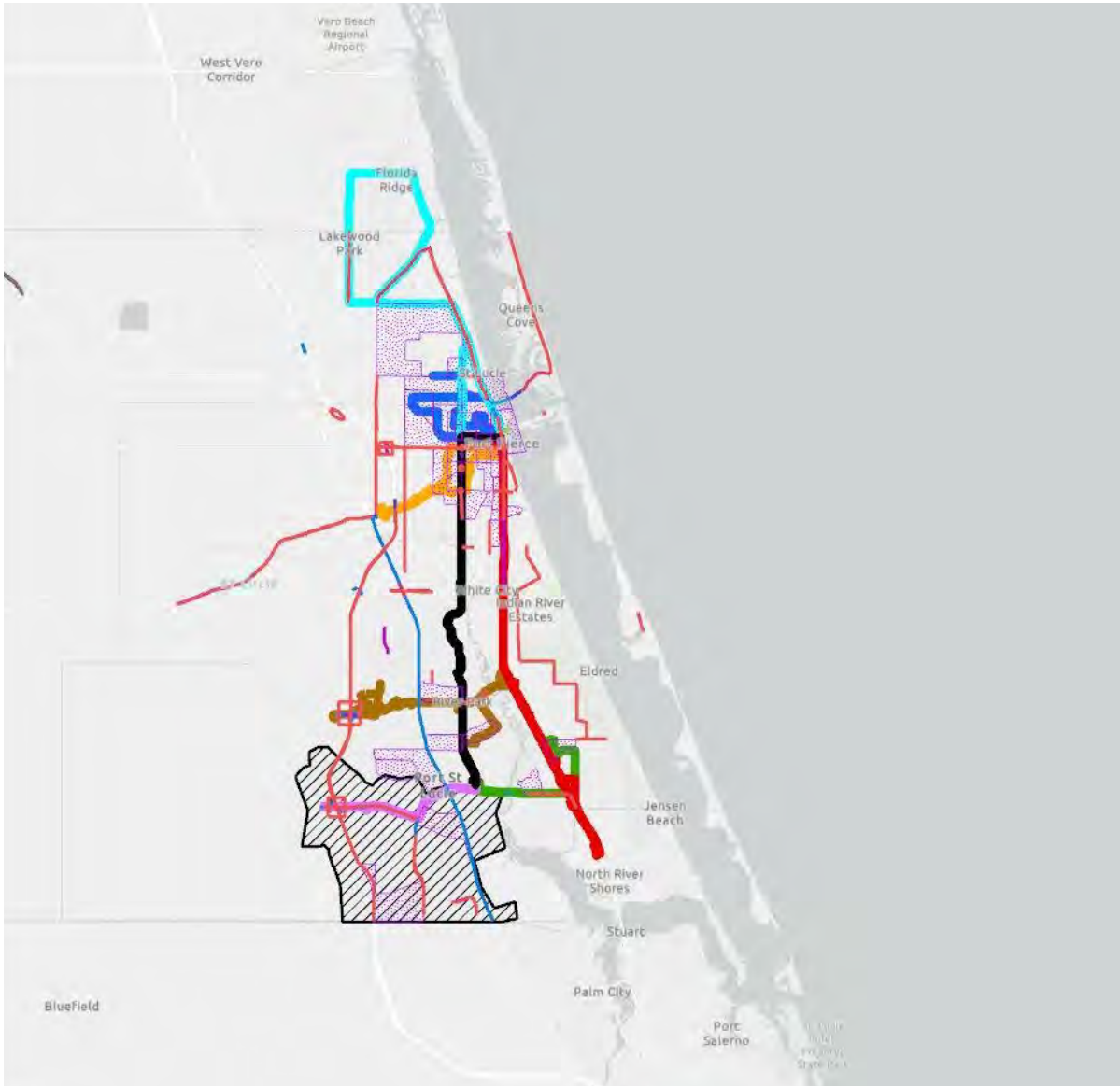
Outreach to Title VI/EJ communities was conducted during the development of the Smart Moves 2045 Long Range Transportation Plan (LRTP). An EJ analysis was also conducted, which sought to determine the existence of disproportionately high and adverse effects on these communities as well as the equitable distribution of benefits to these communities. It was determined that disproportionately high and adverse effects were not present and that EJ communities benefitted from many of the transportation improvements in the LRTP. Ongoing assessment of project outcomes from the 2045 LRTP are being addressed using the EJ analysis process as projects are further refined so that any potential impacts can be identified early and addressed well before funding and implementation.

## **14.0 DISTRIBUTION OF STATE AND FEDERAL FUNDS**

The St. Lucie TPO's Transportation Improvement Program (TIP) is the document that includes all the transportation improvement projects within the TPO's boundaries, including transportation projects that receive State and Federal funds. The map below shows the location of Environmental Justice (EJ) areas overlaid with the map of TIP projects and the County's fixed-route bus system. As indicated by the map, there are no EJ areas within the TPO boundaries that do not benefit from some form of transportation improvements funded with State or Federal dollars.



# EJ Areas with TIP Projects & Bus Routes



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FY 23-27 TIP - Project Type

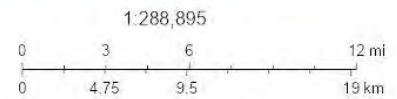
- Highway/Roadway/Sidewalk
- Bridge
- Seaport
- Turnpike

FY 23-27 TIP - Construction Year

- 2023
- 2024

- 2025
- 2026
- 2027
- Boundaries - Environmental Justice Area
- Transit - Bus Routes
- Route 1
- Route 2
- Route 3

- Route 4
- Route 5
- Route 6
- Route 7
- Route 8
- Transit - Micro Transit Zones



Sources: Esri, HERE, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community

The table below summarizes the amount of State and Federal funding for transit in Environmental Justice areas of St. Lucie County based on funding in the St. Lucie TPO’s TIP. The County offers fixed-route transit which stops at specific locations along specific routes and microtransit which offers door-to-door services in specific areas. As shown, approximately 20% of transit funds for fixed-route services and almost 16% of microtransit funds are distributed within EJ areas. It should be noted that the transit section of the TIP is managed by St. Lucie County Transit, which is required to prepare its own Title VI Program.

% Fixed-Route Miles in EJ Area	Amount of Total Fixed-Route Funding in FY 24-28 TIP	% Microtransit Zone in EJ Area	Amount of Total Microtransit Funding in FY 24-28 TIP
19.86%	\$22,628,144	15.54%	\$854,385

**Justice40 Initiative:** Justice40 is a government-wide initiative created through a presidential Executive Order, to address gaps in infrastructure and public services by working toward the goal that at least 40% of the benefits from federally-funded grants, programs, and initiatives flow to disadvantaged communities. The categories of investment are: climate change, clean energy and energy efficiency, clean transit, affordable and sustainable housing, training and workforce development, remediation and reduction of legacy pollution, and the development of critical clean water and wastewater infrastructure.

There are three major components of the St. Lucie TPO’s implementation of the Justice40 Initiative. These include understanding:

1. The needs of a community through meaningful public engagement.
2. How a community is impacted by lack of transportation investments and options.
3. What benefits a project may create, who will receive them and how they will alleviate how the community is experiencing disadvantage.

## 15.0 ANALYSIS OF DISPARATE IMPACTS

MPOs are required to perform a disparate analysis to determine, based on the information provided in the previous section, if there are any disproportionate impacts on the basis of race, color, or national origin, and if so, determine whether there is a substantial legitimate justification for actions or policies that resulted in the disparate impacts, and if there are alternatives that could be employed that would have a less discriminatory impact. The FTA defines “disparate impacts” as neutral policies or practices that have the effect of disproportionately excluding or adversely affecting members of a group protected under Title VI, and the recipient’s policy or practice lacks a substantial legitimate justification.

Taken as a whole, the transportation planning services provided by the St. Lucie TPO do not pose disproportionate or adverse impacts on minority populations. To ensure nondiscrimination, on a continuous basis, the TPO collects and analyzes racial, ethnic, and other similar demographic data on beneficiaries of or those affected by transportation programs, services and activities. The TPO accomplishes this through the use of Census data, Environmental Screening Tools (EST), driver and ridership surveys, and other methods. TPO staff has developed community profiles using current Census data. To supplement the Census data, the TPO uses demographic data from its transportation and social services partners. Demographic analysis is also conducted during the development of major planning documents such as the Long Range Transportation Plan (LRTP) and the Transportation Disadvantaged Service Plan (TDSP). The TPO uses mapping and data analysis to strengthen outreach efforts in the communities most directly impacted by transportation projects.

From time to time, the TPO may find it necessary to request voluntary identification of certain racial, ethnic or other data from those who participate in its public involvement events. This information assists the TPO with improving its targeted outreach and measures of effectiveness. Self-identification of personal data to the TPO will always be voluntary and anonymous. Moreover, the TPO will not release or otherwise use this data in any manner inconsistent with federal regulations.



## AGENDA ITEM SUMMARY

<b>Board/Committee:</b>	St. Lucie LCB
<b>Meeting Date:</b>	August 16, 2023
<b>Item Number:</b>	8b
<b>Item Title:</b>	Regional Commuter Bus First-Last Mile Options
<b>Item Origination:</b>	Unified Planning Work Program (UPWP)
<b>UPWP Reference:</b>	Task 3.2 – Transit Planning
<b>Requested Action:</b>	Discuss and provide comments to Staff.
<b>Staff Recommendation:</b>	It is recommended that the LCB discuss the Regional Commuter Bus First-Last Mile Options and provide comments to Staff.

### Attachment

- Staff Report

**MEMORANDUM**

**TO:** St. Lucie Local Coordinating Board for the Transportation Disadvantaged (LCB)

**THROUGH:** Peter Buchwald  
Executive Director

**FROM:** Marceia Lathou  
Transit/ACES Program Manager

**DATE:** August 3, 2023

**SUBJECT:** **Regional Commuter Bus First-Last Mile Options**

**BACKGROUND**

The Florida Department of Transportation (FDOT) and partner agencies are working to introduce an express bus service that will travel from the Port St. Lucie Jobs Express Terminal Park & Ride Lot at I-95/Gatlin Blvd to downtown West Palm Beach. The service is known as PSLX (Port St. Lucie Express). The PSLX schedule could include two morning trips from Port St. Lucie and two evening trips from West Palm Beach. Each trip would take approximately one hour as shown in the schedule below.

**Morning**

West Palm Beach Intermodal Center	Depart	5:00 am	Park & Ride at I-95 & Gatlin	Arrive	6:00 am
<b>Park &amp; Ride at I-95 &amp; Gatlin</b>	<b>Depart</b>	<b>6:05 am</b>	<b>West Palm Beach Intermodal Center</b>	<b>Arrive</b>	<b>7:05 am</b>
West Palm Beach Intermodal Center	Depart	5:25 am	Park & Ride at I-95 & Gatlin	Arrive	6:25 am
<b>Park &amp; Ride at I-95 &amp; Gatlin</b>	<b>Depart</b>	<b>6:30 am</b>	<b>West Palm Beach Intermodal center</b>	<b>Arrive</b>	<b>7:30 am</b>

**Evening**

<b>West Palm Beach Intermodal Center</b>	<b>Depart</b>	<b>5:50 pm</b>	<b>Park &amp; Ride at I-95 &amp; Gatlin</b>	<b>Arrive</b>	<b>6:50 pm</b>
Park & Ride at I-95 & Gatlin	Depart	7:00 pm	West Palm Beach Intermodal Center	Arrive	8:00 pm
<b>West Palm Beach Intermodal Center</b>	<b>Depart</b>	<b>6:50 pm</b>	<b>Park &amp; Ride at I-95 &amp; Gatlin</b>	<b>Arrive</b>	<b>7:50 pm</b>
Park & Ride at I-95 & Gatlin	Depart	8:00 pm	West Palm Beach Intermodal Center	Arrive	9:00 pm

The PSLX is funded by FDOT as a commuter service. The schedules above are based on surveys of potential commuters conducted by Palm Tran, the future operator of PSLX.

Because commuters are repeat customers, commuter schedules are prioritized when developing timetables for new bus routes and estimating peak demand. Mid-day and weekend service could be considered for scheduling in the future based on demand.

**ANALYSIS**

Access to and from a bus or rail station is known as the first-last mile. The Jobs Express Terminal is currently served by the ART door-to-door shuttle and fixed route buses. ART schedules would require adjustments to serve PSLX first-last mile access to the Jobs Express Terminal. St. Lucie County Transit Department and TPO staff will present options on first-last mile access.

**RECOMMENDATION**

It is recommended that the LCB discuss the Regional Commuter Bus First-Last Mile Options and provide comments to Staff.



## AGENDA ITEM SUMMARY

<b>Board/Committee:</b>	St. Lucie LCB
<b>Meeting Date:</b>	August 16, 2023
<b>Item Number:</b>	8c
<b>Item Title:</b>	Community Transportation Coordinator (CTC) Updates on Mobility Projects
<b>Item Origination:</b>	Unified Planning Work Program (UPWP)
<b>UPWP Reference:</b>	Task 3.2 – Transit Planning
<b>Requested Action:</b>	Discuss and provide comments to Staff.
<b>Staff Recommendation:</b>	It is recommended that the LCB discuss the CTC Mobility Project Updates and provide comments to Staff.

### **Attachments**

- TPO Staff Report
- CTC Staff Report

## **MEMORANDUM**

**TO:** St. Lucie Local Coordinating Board for the Transportation Disadvantaged (LCB)

**THROUGH:** Peter Buchwald  
Executive Director

**FROM:** Marceia Lathou  
Transit/ACES Program Manager

**DATE:** August 3, 2023

**SUBJECT:** **Community Transportation Coordinator (CTC)  
Updates on Mobility Projects**

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### **BACKGROUND**

The St. Lucie County Transit Department performs the daily functions of the Community Transportation Coordinator (CTC) in St. Lucie County. The CTC provides transportation disadvantaged and other public transportation services. The County contracts with MV Transportation for the provision of these services.

### **ANALYSIS**



The CTC arranges for the provision of transportation services in a manner that is cost-effective, efficient and reduces fragmentation and duplication of services. Furthermore, the CTC has initiated several innovative mobility projects which have received statewide recognition as best practices. County Transit Staff will present statistics, updates, and announcements regarding three of these mobility projects: Advantage Ride, Direct Connect, and the future expansion of microtransit services.

### **RECOMMENDATION**

It is recommended that the LCB discuss the CTC Mobility Project Updates and provide comments to Staff.



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TO: Members of the Local Coordinating Board  
THROUGH: Adolfo Covelli, Transit Director   
FROM: Tracy Jahn, Fiscal and Grants Supervisor   
DATE: August 2, 2023  
SUBJECT: Microtransit, Advantage Ride, and Direct Connect Program Update

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**Background:**

St. Lucie County launched a microtransit pilot program in December 2019 in southwestern Port St. Lucie. This microtransit zone was expanded to include the Port St. Lucie Intermodal Facility in March of 2022. Ridership for this program has grown dramatically over the past four years. St. Lucie County was awarded a service development grant through the Florida Department of Transportation in 2023 for a new microtransit zone which is scheduled to be deployed in northwestern Port St. Lucie on September 5, 2023.

The Advantage Ride program is provided through a partnership with St. Lucie County and Senior Resource Association (SRA). The program began in 2020 with an Innovation and Service Development grant through the Florida Commission for the Transportation Disadvantaged (FCTD). In January 2021 St. Lucie County and SRA merged similar programs to create the current Advantage Ride program which is a regional transportation program for individuals with intellectual and developmental disabilities. The program has been very successful over the past three years. SRA has been notified that the Advantage Ride program for July 1, 2023 to June 30, 2024 was recommended to receive funding through the Innovation and Service Development (ISD) grant program.

St. Lucie County's Direct Connect program began in 2016 as a program for transportation disadvantaged individuals to get to work, secondary education or medical appointments when the regular transit services were not running. The program has received grant funding over the years, however when the ISD grants were not renewed in 2021 the program was scaled back due to funding constraints. St. Lucie County's Direct Connect program has been recommended to receive an ISD grant from FCTD for July 1, 2023 to June 30, 2024.

**Recommendation:**

These items are being presented for discussion. It is recommended that the LCB provide feedback on the Advantage Ride Program, the Direct Connect Program, and the new Microtransit zone.