



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

Date: Wednesday, June 15, 2016

Time: 2:00pm

Location: St. Lucie Transportation Planning Organization (TPO)
466 SW Port St. Lucie Boulevard, Suite 111, Port St. Lucie

AGENDA

1. Call to Order

2. Pledge of Allegiance

3. Self-Introductions

4. Approval of Minutes

- *March 16, 2016 Public Hearing*
- *March 16, 2016 Regular Meeting*

5. Comments from the Public

6. Approval of Agenda

7. Action Items

7a. Community Transportation Coordinator (CTC) Evaluation: An evaluation of the CTC in meeting the needs of the transportation disadvantaged population was conducted. The results of the evaluation will be presented.

Action: Approve, approve with conditions, or do not approve

7b. Trip and Equipment Grant Allocation and Trip Rate: The Trip and Equipment Grant Allocation and Trip Rate which support public transportation access for transportation disadvantaged persons who are not sponsored by any other available funding source will be reviewed.

Action: Approve, approve with conditions, or do not approve

7c. Transportation Disadvantaged Service Plan (TDSP) Minor Update: A clarification regarding Transportation Disadvantaged (TD) eligibility is being made to the TDSP, the planning, operations, and quality assurance guidance document for the local TD program.

Action: Approve, approve with conditions, or do not approve

7d. 2016 Meeting Schedule Revision: A change to the December 2016 meeting date is proposed.

Action: Approve, approve with conditions, or do not approve

8. Discussion Items

8a. Evaluation of Treasure Coast Connector (TCC) U.S. 1 Bus Stop and Infrastructure Locations: An analysis of selected bus stop and bus shelter concerns along U.S. 1 will be presented.

Action: Discuss and provide comments to staff.

9. FDOT Comments

10. Recommendations/Comments by Members

11. Staff Comments

12. Comments from the Public

13. Next Meeting: The next LCB meeting is scheduled for Wednesday, September 14, 2016, 2:00pm, at the St. Lucie TPO, 466 SW Port St. Lucie Boulevard, Suite 111, Port St. Lucie, Florida.

14. 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 welcomed 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, the Title VI/ADA Coordinator of the St. Lucie TPO, at 772-462-1593 or via email at 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, 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 LCB with respect to any matter considered at this 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.

Kreyol Ayisyen: Si ou ta renmen resevwa enfòmasyon sa a nan lang Kreyòl Aisyen, 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)
Public Hearing and Training Workshop**

DATE: Wednesday, March 16, 2016

TIME: 2:00 pm

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

MINUTES

1. Call to Order

Vice Chairperson Hensley called the meeting to order at 2:00 pm.

2. Pledge of Allegiance

3. Roll Call

Self-introductions were made.

Members Present:

Representing:

Paula Lewis, Chairperson	St. Lucie TPO Board
Kathryn Hensley, Vice Chairperson	Public Education Community
Alan Love	Disable Community
Nelson Merchan-Cely	Citizen Advocate
Nancy Hess	Citizen Advocate/User
Stacy Malinowski	Economically Disadvantaged
Wibet Hay	FDOT
Donna Mihok	FL Dept. of Children & Families
Dalia Dillon	FL Dept. of Elder Affair
Steve Palumbo	FL Dept. of Vocational Rehabilitation
Jay Lundy	Regional Workforce Board

Marianne Arbore
Ronda Cerulli

Local Mass Transit
Local Medical Community

Others Attending:

Peter Buchwald
Marceia Lathou
Melissa Carter
Tim Edwards
Doreen Franklin
Murriah Dekle
Marie Dorismond
Krystal Sims

Melody Hearn
Malcolm Harris-Gowdie
Bolivar Gomez

Representing:

St. Lucie TPO
St. Lucie TPO
Recording Specialist
NFB
NFB
St. Lucie County Mass Transit
FDOT
Stand UP for Independence
/ Family Care Council-Area 5
Family Care Council-Area 5
Stand UP for Independence
Martin MPO

4. **Opening Public Comments-** Ms. Melody Hearn, Tim Edwards, Krystal Sims, and Malcolm Harris-Gowdie spoke regarding the need for increased access to public transportation, particularly to employment.

Ms. Arbore clarified that the commenters were referring to the demand response system.

Ms. Lewis noted the CTC and Community Transit are constantly working to expand the system. She recommended that the commenters speak with Ms. Dekle and Ms. Arbore after the meeting because staff often can, through travel training and mobility management, help the public to maximize their use of the transit system.

5. **Florida Commission for the Transportation Disadvantaged (FCTD)/Local Coordinating Board (LCB) Overview**

Ms. Lathou presented the overview. A PowerPoint presentation described the purpose of the TD program, a description of the TD population, types of transportation, current funding sources, the role of the LCB, and the benefits of coordination.

6. **Transportation Disadvantaged (TD)/Coordinated Transportation Overview**

Ms. Dekle provided an overview of the funding sources and partnerships that support the coordinated system. She provided details regarding the numerous projects the CTC has brought to fruition including the Lakewood Park bus route, free youth rides, and extended hours for the bus service. Projects in development include bus shelters along U.S. 1. The CTC is involved in a variety of community outreach efforts that result in increased awareness of the transit system.

7. TD Operator Overview on TD Services and Pubic Transportation

Ms. Arbore described the public transportation service in St. Lucie County. She provided background on Community Transit, a division of the Council on Aging of St. Lucie, Inc. (COASL), which is contracted by the St. Lucie BOCC to provide the service. She described characteristics of the demand response and fixed route bus services. The eligibility of riders for the demand response system was explained. A regional bus route map was displayed which showed connections to the Martin and Indian River Counties bus systems. Ms. Arbore noted that ridership is low on the HANDS Clinic shuttle. Mr. Merchan-Cely and other LCB members offered their assistance in raising public awareness of the shuttle.

8. Closing Public Comment-none

9. Next Meeting - The next LCB meeting is a regular meeting scheduled for 2:00pm on Wednesday, June 15, 2016.

10. ADJOURN - The meeting was adjourned at 2:30pm.

Respectfully Submitted:

Approved by:

Melissa Carter
Recording Specialist

Paula Lewis
Chairperson

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

DATE: Wednesday, March 16, 2016

TIME: Immediately following the 2:00pm Public Hearing

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

MINUTES

1. Call to Order

Chairperson Lewis called the meeting to order at 2:40 pm.

Members Present:

Paula Lewis, Chairperson
Kathryn Hensley, Vice Chairperson
Alan Love
Nelson Merchan-Cely
Nancy Hess
Stacy Malinowski
Wibet Hay
Donna Mihok
Dalia Dillon
Steve Palumbo

Jay Lundy
Marianne Arbore
Ronda Cerulli

Representing:

St. Lucie TPO Board
Public Education Community
Disabled Community
Citizen Advocate
Citizen Advocate/User
Economically Disadvantaged
FDOT
FL Dept. of Children & Families
FL Dept. of Elder Affair
FL Dept. of Vocational
Rehabilitation
Regional Workforce Board
Local Mass Transit
Local Medical Community

Others Attending:

Peter Buchwald
Marceia Lathou

Representing:

St. Lucie TPO
St. Lucie TPO

Melissa Carter	Recording Specialist
Tim Edwards	NFB
Doreen Franklin	NFB
Murriah Dekle	St. Lucie County Mass Transit
Marie Dorismond	FDOT
Krystal Sims	Stand UP for Independence / Family Care Council-Area 5
Melody Hearn	Family Care Council-Area 5
Malcom Harris-Gowdie	Stand UP for Independence
Bolivar Gomez	Martin MPO

2. Confirmation of Quorum

A quorum of members was confirmed.

3. Comments from the Public-None

4. Approval of Minutes

- December 16, 2015 Regular Meeting

* **MOTION – MOVED** Ms. Hensley to approve the minutes of the December 16, 2015 Regular Meeting.

** **SECONDED** by Ms. Dillon Carried **UNANIMOUSLY**

5. Approval of Agenda

* **MOTION – MOVED** by Mr. Love to approve the agenda.

** **SECONDED** by Ms. Arbore Carried **UNANIMOUSLY**

6. Action Items

6a. Transportation Disadvantaged Service Plan (TDSP)/Coordinated Public Transit-Human Services Transportation Plan (Coordinated Plan) Minor Update: A review of the minor update of the TDSP/Coordinated Plan, which addresses the

transportation needs of older adults, persons with disabilities, low-income persons, and children at risk.

Ms. Lathou described the purpose of the Transportation Disadvantaged Service Plan which is a strategic plan for the delivery of public bus transportation for TD persons. She identified the requirements for developing a TDSP and outlined the required components of the TDSP. It was noted that the last major TDSP Update was conducted in 2013 and the current revision is a minor update.

Because the estimates and forecasts of the TD population are consistent with the TDSP Major Update, there were no significant changes made to the minor update. A change was made to reflect the addition of Lakewood Park Route #7 and there was also a change in Community Transit's no show policy and the level of the driver's pre-employment background checks.

* **MOTION – MOVED** by Mr. Lundy to approve the TDSP/Coordinated Plan Minor Update.

** **SECONDED** by Ms. Malinowski Carried **UNANIMOUSLY**

This item required a Roll Call Vote:

Ms. Lewis, Chairperson-For; Ms. Hensley, Vice-Chairperson-For; Mr. Love-For; Mr. Merchan-Cely –For; Ms. Hess-For; Ms. Malinowski-For; Ms. Hay; Ms. Mihok-For; Ms. Dillon-For; Mr. Palumbo-For; Mr. Lundy-For; Ms. Arbore-For; Ms. Cerulli-For

Thirteen members voted for approval of the TDSP Minor Update.

6b. By-Laws Update: Review of an update of the By-Laws which provide a framework for the operation of the LCB.

Ms. Lathou described the purpose of the By-laws which is to guide the operations of the LCB. Because the LCB has at times encountered difficulty in obtaining or maintaining a quorum, a change is being proposed to the composition of a quorum. The current quorum requires a majority of the members. It is proposed that a quorum consist of one-third of members. Robert's Rules of Order states that a quorum consists of a majority of members unless the by-laws state otherwise. The Florida Commission for the Transportation Disadvantaged Local Coordinating Board and Planning Agency Operating Guidelines does not describe the composition of a quorum.

Ms. Lewis felt that part of the strength of the Board emanated from the diverse groups the members represent. If only six members were required that might diminish the Board's impact.

Mr. Love felt that any issues related to obtaining quorums could be resolved by members contacting their alternates if the member were unable to attend.

Ms. Hensley acknowledged the difficulty that could result from meeting state requirements if a quorum could not be met.

Mr. Lundy and Ms. Dillon were among the members who asserted that it was the responsibility of the LCB members to attend the meetings and that reminder phone calls should not be necessary.

* **MOTION – MOVED** by Ms. Hensley to accept the By-laws as-is without the change in quorum proposed by staff.

** **SECONDED** by Mr. Lundy Carried **UNANIMOUSLY**

6c. Community Transportation Coordinator (CTC) Evaluation Committee Appointments: Selection of a LCB Committee to assist with the annual evaluation of the CTC.

Ms. Lathou noted that the LCB is required to conduct an annual evaluation of the CTC. The FCTD provides a workbook for this purpose. The CTC evaluation consists of two parts: a quantitative analysis and a qualitative analysis. A committee of the LCB assists with the qualitative analysis through participating in a demand response ride. In the past, the CTC committee has consisted of two agency representatives and a citizens representative.

The members selected were Ms. Dillon, Mr. Merchan-Cely, and Ms. Mihok.

It was the consensus of the LCB to accept the appointment of the three representative LCB volunteers to serve on the CTC Evaluation Committee.

7. Information Items

7a. Florida Transportation Disadvantaged Commission 2016 Legislative Priorities.

Ms. Lathou explained that the legislative priorities of maintaining the funding and integrity of the TD program had been met and exceeded based on new funding opportunities being provided.

8. FDOT Comments

- 9. Recommendations/Comments by Members-** Ms. Hay provided an update on the establishment of a mobility manager position for the region. She said a host agency has been selected and she provided information on the status of signing an agreement with that agency.

Ms. Malinowski initiated a discussion regarding issues related to the location of bus stops and the lack of bus stop infrastructure at certain stops. Mentioned were stops at U.S. 1/Edwards Road and at Cashmere Boulevard/St. Lucie West Boulevard in front of the new Walmart. As a result of the discussion, the LCB requested that TPO staff analyze the location of bus stops along U.S. 1 as well as the suitability of bus stop shelters and/or benches.

- 10. Staff Comments-**Ms. Lathou noted a get-well card was circulating for Mary Holleran, the regular LCB recording specialist, who is recovering from knee surgery. Ms. Lathou also mentioned that Mr. Brewer regretted that he was unable to attend today's meeting because he is out of town.

- 11. Comments from the Public-**Krista Sims and Malcolm Harris-Gowdie spoke regarding the need for improved public transportation options. They related problems in reaching their employment sites and in long wait times.

- 12. Next Meeting:** The next LCB meeting is scheduled for Wednesday, June 15, 2016, 2:00 pm, at the St. Lucie TPO, 466 SW Port St. Lucie Boulevard, Suite 111, Port St. Lucie, Florida.

- 13. ADJOURN** - The meeting was adjourned at 3:26pm

Respectfully Submitted:

Approved by:

Melissa Carter
Recording Specialist

Paula Lewis
Chairperson

DRAFT



AGENDA ITEM SUMMARY

Board/Committee:	St. Lucie LCB
Meeting Date:	June 15, 2016
Item Number:	7a
Item Title:	Community Transportation Coordinator (CTC) Evaluation
Item Origination:	Florida Commission for the Transportation Disadvantaged (FCTD)
UPWP Reference:	Task 3.8 – Transportation Disadvantaged (TD) Program
Requested Action:	Approve the CTC Evaluation and set an annual percentage increase goal for ridership on the fixed route system.
Staff Recommendation:	Because the CTC meets or exceeds all FCTD standards, it is recommended that the CTC Evaluation be approved. It is recommended that a four percent increase for fixed route ridership be set which is consistent with ridership growth projections outlined in the current Transit Development Plan Major Update.

Attachment

- Staff Report
- CTC Evaluation

MEMORANDUM

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

THROUGH: Peter Buchwald
Executive Director

FROM: Marceia Lathou
Transit Program Manager

DATE: June 1, 2016

SUBJECT: **Community Transportation Coordinator (CTC) Evaluation**

BACKGROUND

The LCB is required to conduct an annual evaluation of the Community Transportation Coordinator (CTC). The Florida Commission for the Transportation Disadvantaged (FCTD) provides a workbook for this purpose.

The role of the CTC is to ensure that safe, quality, coordinated transportation is provided or arranged in a cost-effective manner to serve transportation disadvantaged persons. The St. Lucie Board of County Commissioners (BOCC) is the CTC for St. Lucie County and contracts with Community Transit, a division of the Council on Aging of St. Lucie, Inc., for public transportation services. Therefore, the CTC evaluation assesses the performance of both the CTC and Community Transit with regard to the coordinated system.

The CTC evaluation consists of two parts: a qualitative analysis and a quantitative analysis. A demand response ride taken on Monday, April 15, 2016 and a telephone survey of riders comprise the qualitative analysis. A quantitative analysis covering FCTD and local standards also was conducted. The results of the above analyses are documented in the attached CTC Evaluation.

As part of the CTC Evaluation, the LCB is required to establish an annual percentage goal increase for the number of trips provided within the public

transit system. In the past, the LCB has set a goal of seven percent for the fixed route system.

ANALYSIS

CTC Evaluation

The results of the rider survey indicate a high level of customer satisfaction with the demand response system. Riders commented on their gratitude for the service and the professionalism of the drivers and reservation staff. However, it was noted that more than 40 percent of riders responded they encountered a problem with their trip, most frequently related to late pick ups. During the prior year CTC Evaluation survey, approximately 10 percent of riders reported encountering a problem with their trip.

The results of the demand response bus ride is that the service is operated in a safe, efficient, and effective manner. It was noted, however, that although the driver ensured all TD passengers secured their seatbelts, the driver did not ensure that the CTC evaluation committee members wore seatbelts. In addition, one committee member noted a sticky substance on the bus floor under a seat.

Based on the results of the CTC Evaluation as documented in the attached surveys and worksheets, the CTC and Community Transit are meeting or exceeding all applicable FCTD standards.

Public Transportation Ridership Goal

Trips on the Treasure Coast Connector fixed-route system Routes 1-6 were analyzed. By the end of FY 13/14, a total of 185,849 trips were taken. By the end of FY 14/15, a total of 187,142 trips were taken. The result was an approximate one percent increase. During the prior year CTC review period, fixed route ridership increased approximately 11 percent.

RECOMMENDATION

- Advise the CTC and Community Transit to monitor their monthly rider surveys to determine the validity of rider issues regarding late pick ups.
- Advise the CTC and Community Transit to remind drivers that the seatbelt policy applies to all passengers.
- Advise the CTC and Community Transit to review the cleaning schedule for the buses and to adjust the schedule as needed.

-
- Continue to work with the CTC and Community Transit on strategies to increase ridership.
 - Approve the 2016 CTC Evaluation based on the CTC and Community Transit meeting or exceeding all FCTD standards.
 - Set an annual percentage goal increase of four percent for the number of trips provided on the fixed-route system. This percentage is consistent with ridership growth projections outlined in the current Transit Development Plan Major Update.

CTC
EVALUATION WORKBOOK

Florida Commission for the



**Transportation
Disadvantaged**

CTC BEING REVIEWED: St. Lucie BOCC

COUNTY (IES): St. Lucie

ADDRESS: 437 North 7th Street, Fort Pierce, FL 34950

CONTACT: Murriah Dekle **PHONE:** 772-462-3065

REVIEW PERIOD: FY 2014-15 **REVIEW DATES:** April/May 2016

PERSON CONDUCTING THE REVIEW: Marceia Lathou

CONTACT INFORMATION: lathoum@stlucieco.org/772-462-1671

EVALUATION INFORMATION

An LCB review will consist of, but is not limited to the following pages:

	Cover Page
	Entrance Interview Questions
	Chapter 427.0155 (3) Review the CTC monitoring of contracted operators
	Chapter 427.0155 (4) Review TDSP to determine utilization of school buses and public transportation services
	Insurance
	Rule 41-2.011 (2) Evaluation of cost-effectiveness of Coordination Contractors and Transportation Alternatives
	Commission Standards and Local Standards
	On-Site Observation
	Surveys
	Level of Cost - Worksheet 1
	Level of Competition – Worksheet 2
	Level of Coordination – Worksheet 3

Notes to remember:

- The CTC should not conduct the evaluation or surveys. If the CTC is also the PA, the PA should contract with an outside source to assist the LCB during the review process.
- Attach a copy of the Annual QA Self Certification.

ENTRANCE INTERVIEW QUESTIONS

INTRODUCTION AND BRIEFING:

- Describe the evaluation process (LCB evaluates the CTC and forwards a copy of the evaluation to the CTD).
- The LCB reviews the CTC once every year to evaluate the operations and the performance of the local coordinator.

The LCB will be reviewing the following areas:

- Chapter 427, Rules 41-2 and 14-90, CTD Standards, and Local Standards
 - Following up on the Status Report from last year and calls received from the Ombudsman program.
 - Monitoring of contractors.
 - Surveying riders/beneficiaries, purchasers of service, and contractors
-
- The LCB will issue a Review Report with the findings and recommendations to the CTC no later than 30 working days after the review has concluded.
 - Once the CTC has received the Review Report, the CTC will submit a Status Report to the LCB within 30 working days.
 - Give an update of Commission level activities (last meeting update and next meeting date), if needed.

USING THE APR, COMPILE THIS INFORMATION:

1. OPERATING ENVIRONMENT:

- RURAL URBAN

2. ORGANIZATION TYPE:

- PRIVATE-FOR-PROFIT
- PRIVATE NON-PROFIT
- GOVERNMENT
- TRANSPORTATION AGENCY

3. NETWORK TYPE:

- SOLE PROVIDER
- PARTIAL BROKERAGE
- COMPLETE BROKERAGE

4. NAME THE OPERATORS THAT YOUR COMPANY HAS CONTRACTS WITH:

Council on Aging, St. Lucie/Community Transit

5. NAME THE GROUPS THAT YOUR COMPANY HAS COORDINATION CONTRACTS WITH:

Coordination Contract Agencies				
Name of Agency	Address	City, State, Zip	Telephone Number	Contact
See attachment				

Coordination Contract Agencies

Name of Agency	Address	City, State, Zip	Telephone No.	Contact
	PO Box 1016	Fort Pierce, FL 34954	772-468-7879	Jeff Egelston
Aurora of the Treasure Coast	6609 N. U.S. Highway 1	Fort Pierce, FL 34946	772-460-0809	Ann F. Meier
Boys & Girls Club of St. Lucie, Inc.	1011 N 23 rd St.	Fort Pierce, FL 34950	772-460-7678	William Armstead
Gulfstream Goodwill Ind. Inc.	1101 NW 21 st Street	Stuart, FL 34994	772-337-0077	Anthony Polito
Love Center Regeneration Ministries, Inc.	907 N. 13 th Street	Fort Pierce, FL 34950	772-460-2445	Jerome Rhyant
Mt. Zion Group Home	2163 SE Addison Street	Port St. Lucie, FL 34983	772-342-4195	Vivian Gaston
Nativity Group Home, Inc.	2106 SE 26 th Street	Fort Pierce, FL 34947	772-216-6195	Marie N. Pierre
New Horizons of the Treasure Coast	4500 West Midway Road	Fort Pierce, FL 34981	772-672-8378	John Romano
Scott's Cheerful Residence	6781 NW Abigail Avenue	Port St. Lucie, FL 34983	772-979-2279	Linnette Robinson
St. Lucie County Headstart (ALPI)	2202 Avenue Q	Fort Pierce, FL 34950	772-466-2631	Deloris Johnson
St. Lucie County Veterans Services	1664 SE Walton Road	Port St. Lucie, FL 34952	772-337-5677	Wayne Teegartin
Universal Home Care	3273 SE Constellation Rd	Port St. Lucie, FL 34953	772-284-0301	Gregory Lilavois

COMPLIANCE WITH CHAPTER 427, F.S.

**Review the CTC monitoring of its transportation operator contracts to ensure compliance with 427.0155(3), F.S.
"Review all transportation operator contracts annually."**

WHAT TYPE OF MONITORING DOES THE CTC PERFORM ON ITS OPERATOR(S) AND HOW OFTEN IS IT CONDUCTED?

Throughout the year, the CTC conducts various types of monitoring and audits of the local transportation provider and the contracted providers. The CTC performs oversight and monitoring in the form of annual and biennial monitoring, quarterly reporting and annual review of coordination agreement and vehicles. Assessments and surveys are periodically done to address issues and evaluate future services/needs.

Is a written report issued to the operator? Yes No

If NO, how are the contractors notified of the results of the monitoring?

WHAT TYPE OF MONITORING DOES THE CTC PERFORM ON ITS COORDINATION CONTRACTORS AND HOW OFTEN IS IT CONDUCTED?

Yearly evaluation/monitoring is conducted by the CTC.

Is a written report issued? Yes No

If NO, how are the contractors notified of the results of the monitoring?

WHAT ACTION IS TAKEN IF A CONTRACTOR RECEIVES AN UNFAVORABLE REPORT?

Certain issues are addressed at the time of the review then supported with a written report with a specific time frame for corrective action. If contractor(s)

IS THE CTC IN COMPLIANCE WITH THIS SECTION? Yes No

ASK TO SEE DOCUMENTATION OF MONITORING REPORTS.

COMPLIANCE WITH CHAPTER 427, F.S.

Review the TDSP to determine the utilization of school buses and public transportation services [Chapter 427.0155(4)]

“Approve and coordinate the utilization of school bus and public transportation services in accordance with the TDSP.”

HOW IS THE CTC USING SCHOOL BUSES IN THE COORDINATED SYSTEM?

School buses are used for summer camp activities as well as emergency evacuation as outlined in the Transportation Disadvantaged Service Plan Major Update.

Rule 41-2.012(5)(b): *“As part of the Coordinator’s performance, the local Coordinating Board shall also set an annual percentage goal increase for the number of trips provided within the system for ridership on public transit, where applicable. In areas where the public transit is not being utilized, the local Coordinating Board shall set an annual percentage of the number of trips to be provided on public transit.”*

HOW IS THE CTC USING PUBLIC TRANSPORTATION SERVICES IN THE COORDINATED SYSTEM?

N/A

IS THERE A GOAL FOR TRANSFERRING PASSENGERS FROM PARATRANSIT TO TRANSIT?

Yes No

If YES, what is the goal?

By converting more demand response passengers who have the capability to use the fixed route system to that system.

Is the CTC accomplishing the goal? Yes No

IS THE CTC IN COMPLIANCE WITH THIS REQUIREMENT? Yes No

Comments:

COMPLIANCE WITH 41-2, F.A.C.

Compliance with 41-2.006(1), Minimum Insurance Compliance
"...ensure compliance with the minimum liability insurance requirement of \$100,000 per person and \$200,000 per incident..."

WHAT ARE THE MINIMUM LIABILITY INSURANCE REQUIREMENTS?

\$1,000,000 per occurrence.

WHAT ARE THE MINIMUM LIABILITY INSURANCE REQUIREMENTS IN THE OPERATOR AND COORDINATION CONTRACTS?

HOW MUCH DOES THE INSURANCE COST (per operator)?

Operator	Insurance Cost
Community Transit	502,535

DOES THE MINIMUM LIABILITY INSURANCE REQUIREMENTS EXCEED \$1 MILLION PER INCIDENT?

Yes No

If yes, was this approved by the Commission? Yes No

IS THE CTC IN COMPLIANCE WITH THIS SECTION? Yes No

Comments:

COMPLIANCE WITH 41-2, F.A.C.

Compliance with 41-2.011(2), Evaluating Cost-Effectiveness of Coordination Contractors and Transportation Alternatives.

“...contracts shall be reviewed annually by the Community Transportation Coordinator and the Coordinating Board as to the effectiveness and efficiency of the Transportation Operator or the renewal of any Coordination Contracts.”

1. IF THE CTC HAS COORDINATION CONTRACTORS, DETERMINE THE COST-EFFECTIVENESS OF THESE CONTRACTORS.

Cost [CTC and Coordination Contractor (CC)]

	CTC	CC #1	CC #2	CC #3	CC #4
Flat contract rate (s) (\$ amount / unit)	17.41				
Detail other rates as needed: (e.g. ambulatory, wheelchair, stretcher, out-of-county, group)	29.85				
Special or unique considerations that influence costs?					
Explanation: Above rates are proposed to increase as follows: Ambulatory \$18.74, Wheelchair \$32.13					

2. DO YOU HAVE TRANSPORTATION ALTERNATIVES? Yes No
 (Those specific transportation services approved by rule or the Commission as a service not normally arranged by the Community Transportation Coordinator, but provided by the purchasing agency. Example: a neighbor providing the trip)

Cost [CTC and Transportation Alternative (Alt.)]

	CTC	Alt. #1	Alt. #2	Alt. #3	Alt. #4
Flat contract rate (s) (\$ amount / unit)		\$6.12 The ARC			
Detail other rates as needed: (e.g. ambulatory, wheelchair, stretcher, out-of-county, group)					
Special or unique considerations that influence costs?					
Explanation:					

IS THE CTC IN COMPLIANCE WITH THIS SECTION? Yes No

COMPLIANCE WITH 41-2, F.A.C.

Compliance with Commission Standards

“...shall adhere to Commission approved standards...”

Review the TDSP for the Commission standards.

Commission Standards	Comments
Local toll free phone number must be posted in all vehicles.	Operator's number, CTC number and TD hotline number are posted.
Vehicle Cleanliness	Yes
Passenger/Trip Database	Yes

Adequate seating	Yes
Driver Identification	Yes
Passenger Assistance	Yes
Smoking, Eating and Drinking	Policy posted on buses.

Two-way Communications	Yes
Air Conditioning/Heating	Yes
Billing Requirements	In compliance with Chapter 287.0585 F.S.

COMPLIANCE WITH 41-2, F.A.C.

Compliance with Local Standards

"...shall adhere to Commission approved standards..."

Review the TDSP for the Local standards.

Local Standards	Comments
Transport of Escorts and dependent children policy	Children under 12 and persons requiring functional assistance must be accompanied by a PCA (Personal Care Attendant). PCAs are not required to pay fares.
Use, Responsibility, and cost of child restraint devices	All demand response vehicles are equipped with two child restraint devices.
Out-of-Service Area trips	No out of service area trips are performed under TD.
CPR/1st Aid	First aid kit on board buses.
Driver Criminal Background Screening	Conduct pre-employment at Level Two
Rider Personal Property	Passengers are responsible for all personal property. Property left on bus is turned in to Lost and Found at main office in Fort Pierce.
Advance reservation requirements	24 hours in advance, up to two weeks.
Pick-up Window	60 minutes before scheduled appointment.

<i>Measurable Standards/Goals</i>	<i>Standard/Goal</i>	<i>Latest Figures</i>	<i>Is the CTC/Operator meeting the Standard?</i>
Public Transit Ridership 7 percent annually	CTC	CTC	
	Operator A 7%	Operator A 1%	No
	Operator B	Operator B	
	Operator C	Operator C	
On-time performance 90 percent	CTC	CTC	
	Operator A 90%	Operator A 90%	Yes
	Operator B	Operator B	
	Operator C	Operator C	
Passenger No-shows Two no-shows per 30-day period	CTC	CTC	
	Operator A 2/30 days	Operator A 1,867	Yes
	Operator B	Operator B	
	Operator C	Operator C	
Accidents 1.5/100,000 miles 1.5/266,970-4 total	CTC	CTC	
	Operator A 1.5/100,000	Operator A 1.5/266,970	Yes
	Operator B	Operator B	
	Operator C	Operator C	
Roadcalls No less than 1,000 miles between road calls Average age of fleet: 3.67	CTC	CTC	
	Operator A 1/1,000 miles	Operator A 1/47,461	Yes
	Operator B	Operator B	
	Operator C	Operator C	
Complaints 1 complaint per 1,000 trips Number filed: 9	CTC	CTC	
	Operator A 1/1,000 trips	Operator A 1/16,837	Yes
	Operator B	Operator B	
	Operator C	Operator C	
Call-Hold Time Call picked up by 3rd ring	CTC	CTC	
	Operator A Call pick up by 3rd ring	Operator A Calls picked up by:	Yes
	Operator B	Operator B	
	Operator C	Operator C	

LOCAL STANDARDS

Findings:

Operator A, Community Transit, did not meet the standard for public transit ridership.

Recommendations:

Continue to work with the CTC and Community Transit on strategies to increase ridership.

ON-SITE OBSERVATION OF THE SYSTEM

RIDE A VEHICLE WITHIN THE COORDINATED SYSTEM. REQUEST A COPY OF THE MANIFEST PAGE THAT CONTAINS THIS TRIP.

Date of Observation: April 15, 2016

Please list any special guests that were present: Carter, Dekle, Dillon, Lathou, and Mihok

Location: Fort Pierce

Number of Passengers picked up/dropped off: 4

Ambulatory 4

Non-Ambulatory

Was the driver on time? Yes No - How many minutes late/early?

Did the driver provide any passenger assistance? Yes No

Was the driver wearing any identification? Yes: Uniform Name Tag ID Badge No

Did the driver render an appropriate greeting? Yes No Driver regularly transports the rider, not necessary

If CTC has a policy on seat belts, did the driver ensure the passengers were properly belted? Yes No

Was the vehicle neat and clean, and free from dirt, torn upholstery, damaged or broken seats, protruding metal or other objects? Yes No

Is there a sign posted on the interior of the vehicle with both a local phone number and the TD Helpline for comments/complaints/commendations? Yes No

Does the vehicle have working heat and air conditioning? Yes No

Does the vehicle have two-way communications in good working order? Yes No

If used, was the lift in good working order? Yes No

Was there safe and appropriate seating for all passengers? Yes No

Did the driver properly use the lift and secure the passenger? Yes No

If No, please explain:

The driver ensured that all TD passengers were wearing their seatbelts; however, the driver did not ensure that the CTC Evaluation Committee members were wearing seatbelts.

A sticky substance was noted on the floor near one of the seats.

The lift was not used; all passengers were ambulatory.



CTC: St. Lucie BOCC County: St. Lucie

Date of Ride: April 15, 2016

Funding Source	No. of Trips	No. of Riders/Beneficiaries	No. of Calls to Make	No. of Calls Made
CTD	84 RT	98	25	25
Medicaid				
Other				
Other				
Other)				
Other				
Totals	84	98	25	25

Number of Round Trips	Number of Riders/Beneficiaries to Survey
0 – 200	30%
201 – 1200	10%
1201 +	5%

Note: Attach the manifest

RIDER/BENEFICIARY SURVEY

Staff making call: MC County: ST. LUCIE
Date of Call: 4/28/2016 Funding Source: _____

1) Did you receive transportation service on 4/15/2016 Yes or No

2) Where you charged an amount in addition to the co-payment? Yes or No

If so, how much? \$1

3) How often do you normally obtain transportation?

Daily 7 Days/Week Other 1-2 Times/Week 3-5 Times/Week

4) Have you ever been denied transportation services?

Yes

No. If no, skip to question # 4

A. How many times in the last 6 months have you been refused transportation services?

None 3-5 Times
 1-2 Times 6-10 Times

If none, skip to question # 4.

B. What was the reason given for refusing you transportation services?

Ineligible Space not available
 Lack of funds Destination outside service area
 Other _____

5) What do you normally use the service for?

Medical Education/Training/Day Care
 Employment Life-Sustaining/Other
 Nutritional SHOPPING

6) Did you have a problem with your trip on _____?

Yes. If yes, please state or choose problem from below

No. If no, skip to question # 6

What type of problem did you have with your trip?

Advance notice Cost
 Pick up times not convenient Late pick up-specify time of wait
 Assistance Accessibility
 Service Area Limits Late return pick up - length of wait

Example

Drivers - specify

Reservations - specify length of wait

Vehicle condition

Other

7) On a scale of 1 to 10 (10 being most satisfied) rate the transportation you have been receiving.

10

8) What does transportation mean to you? (Permission granted by DENNIS for use in publications.)
AZZARO

Additional Comments:

"WE DON'T DRIVE ANY MORE, SO I RIDE COMMUNITY TRANSIT, FOR DOCTORS APPOINTMENTS & SHOPPING"

AZZARO EXPRESSED THE DESIRE FOR A BUS STOP NEAR HIS HOUSE

"IT'S THE BEST @COMMUNITY SERVICE - COMMUNITY TRANSIT, WITHOUT THAT SERVICE I DON'T KNOW WHAT WE WOULD DO."

Contractor Survey
St. Lucie **County**

Council on Aging of St. Lucie, Inc. – Community Transit

Contractor name (optional)

1. Do the riders/beneficiaries call your facility directly to cancel a trip?

Yes No

2. Do the riders/beneficiaries call your facility directly to issue a complaint?

Yes No

3. Do you have a toll-free phone number for a rider/beneficiary to issue commendations and/or complaints posted on the interior of all vehicles that are used to transport TD riders?

Yes No

If yes, is the phone number posted the CTC's?

Yes No

4. Are the invoices you send to the CTC paid in a timely manner?

Yes No

5. Does the CTC give your facility adequate time to report statistics?

Yes No

6. Have you experienced any problems with the CTC?

Yes No

If yes, what type of problems?

Comments:

**Level of Cost
Worksheet 1**

Insert Cost page from the AOR.



**Transportation
Disadvantaged**

County:	Saint Lucie	Demographics	Number
CTC:	St. Lucie County B.O.C.C.	Total County Population	291,028
Contact:	Murrah S. Dekle 437 N. 7th Street Fort Pierce, FL 34950 772-462-3065	Potential TD Population	126,551
Email:	deklem@st.lucieco.org	UDPHC	26,465

Trips By Type of Service	2013	2014	2015	Vehicle Data	2013	2014	2015
Fixed Route (FR)	27,894	29,314	36,170	Vehicle Miles	1,507,078	1,348,015	1,347,434
Deviated FR	0	0	0	Revenue Miles	1,269,815	1,013,177	1,010,246
Ambulatory	150,719	124,967	128,733	Roadcalls	49	48	48
Non-Ambulatory	117,152	123,565	100,613	Accidents	7	5	8
Stretcher	0	0	0	Vehicles	118	95	93
School Board	893	0	0	Driver Hours	96,106	107,438	81,500
TOTAL TRIPS	296,658	277,846	265,516				

Passenger Trips By Trip Purpose	2013	2014	2015	Financial and General Data	2013	2014	2015
Medical	92,276	56,983	47,273	Expenses	\$4,004,210	\$3,767,646	\$4,506,410
Employment	63,172	51,960	49,046	Revenues	\$3,884,608	\$3,568,295	\$3,783,266
Ed/Train/DayCare	45,438	64,924	79,571	Commendations	23	7	7
Nutritional	13,533	12,105	79,332	Complaints	44	11	11
Life-Sustaining/Other	82,239	91,874	10,294	Passenger No-Shows	1,501	1,811	1,858
TOTAL TRIPS	296,658	277,846	265,516	Unmet Trip Requests	41,594	40,851	28,831

Passenger Trips By Funding Source	2013	2014	2015	Performance Measures	2013	2014	2015
CTD	21,486	30,289	29,503	Accidents per 100,000 Miles	0.46	0.37	0.59
AHCA	0	0	283	Miles between Roadcalls	30,757	28,084	28,072
APD	93,937	64,045	65,702	Avg. Trips per Driver Hour	2.80	2.31	2.81
DOEA	3,876	4,090	2,829	Avg. Trips per Para Pass.	17.01	10.09	11.88
DOE	0	0	0	Cost per Trip	13.50	13.56	16.97
Other	177,359	179,422	167,199	Cost per Paratransit Trip	5.20	14.94	19.59
TOTAL TRIPS	296,658	277,846	265,516	Cost per Driver Hour	14.55	34.56	55.14
				Cost per Total Mile	0.93	2.75	3.33

Level of Competition Worksheet 2

1. Inventory of Transportation Operators in the Service Area

	Column A Operators Available	Column B Operators Contracted in the System.	Column C Include Trips	Column D % of all Trips
Private Non-Profit	1			100%
Private For-Profit				
Government				
Public Transit Agency				
Total	1			100%

2. How many of the operators are coordination contractors? 1
3. Of the operators included in the local coordinated system, how many have the capability of expanding capacity? All
 Does the CTC have the ability to expand? Yes
4. Indicate the date the latest transportation operator was brought into the system. 1991
5. Does the CTC have a competitive procurement process? Yes
6. In the past five (5) years, how many times have the following methods been used in selection of the transportation operators?

	Low bid
1	Requests for qualifications
	Negotiation only

	Requests for proposals
	Requests for interested parties

Which of the methods listed on the previous page was used to select the current operators?

Requests for qualifications

7. Which of the following items are incorporated in the review and selection of transportation operators for inclusion in the coordinated system?

<input checked="" type="checkbox"/>	Capabilities of operator	<input checked="" type="checkbox"/>	Scope of Work
<input checked="" type="checkbox"/>	Age of company	<input checked="" type="checkbox"/>	Safety Program
<input checked="" type="checkbox"/>	Previous experience	<input checked="" type="checkbox"/>	Capacity
<input checked="" type="checkbox"/>	Management	<input checked="" type="checkbox"/>	Training Program
<input checked="" type="checkbox"/>	Qualifications of staff	<input checked="" type="checkbox"/>	Insurance
<input checked="" type="checkbox"/>	Resources	<input checked="" type="checkbox"/>	Accident History
<input checked="" type="checkbox"/>	Economies of Scale	<input checked="" type="checkbox"/>	Quality
<input checked="" type="checkbox"/>	Contract Monitoring	<input checked="" type="checkbox"/>	Community Knowledge
<input checked="" type="checkbox"/>	Reporting Capabilities	<input checked="" type="checkbox"/>	Cost of the Contracting Process
<input checked="" type="checkbox"/>	Financial Strength	<input checked="" type="checkbox"/>	Price
<input checked="" type="checkbox"/>	Performance Bond	<input checked="" type="checkbox"/>	Distribution of Costs
<input checked="" type="checkbox"/>	Responsiveness to Solicitation		Other: (list)

8. If a competitive bid or request for proposals has been used to select the transportation operators, to how many potential operators was the request distributed in the most recently completed process? Nation

How many responded? 6

The request for bids/proposals was distributed:

 Locally Statewide X Nationally

9. Has the CTC reviewed the possibilities of competitively contracting any services other than transportation provision (such as fuel, maintenance, etc...)? Yes

Level of Availability (Coordination)
Worksheet 3

Planning – What are the coordinated plans for transporting the TD population?

Continue to expand multi-modal mobility opportunities in the St. Lucie County area in coordination with human services transportation providers, private transportation providers, and other transportation partners.

Public Information – How is public information distributed about transportation services in the community?

Public information is distributed through press releases, public hearings, public notices, brochures, stanchions, word-of-mouth, community events, presentations to groups, and a website.

Certification – How are individual certifications and registrations coordinated for local TD transportation services?

Only one provider.

Eligibility Records – What system is used to coordinate which individuals are eligible for special transportation services in the community?

Potential TD passengers must fill out an application which is reviewed for eligibility.

Call Intake – To what extent is transportation coordinated to ensure that a user can reach a Reservationist on the first call?

Only one provider.

Reservations – What is the reservation process? How is the duplication of a reservation prevented?

24 hours in advance up to two weeks. Only one provider.

Trip Allocation – How is the allocation of trip requests to providers coordinated?

Only one provider.

Scheduling – How is the trip assignment to vehicles coordinated?

Only one provider.

Transport – How are the actual transportation services and modes of transportation coordinated?

Only one provider.

Dispatching – How is the real time communication and direction of drivers coordinated?

Two-way radio communication and Automatic Vehicle Locator (AVL) on each of the buses.

General Service Monitoring – How is the overseeing of transportation operators coordinated?

Monthly customer service quality assurance calls are made by the CTC. Only one provider.

Daily Service Monitoring – How are real-time resolutions to trip problems coordinated?

Dispatcher monitors trip activities. Office staff is available the same hours as the transportation staff.

Trip Reconciliation – How is the confirmation of official trips coordinated?

Drivers through AVL (Automatic Vehicle Locator) input trip arrival, departure and trip mileage. Only one provider.

Billing – How is the process for requesting and processing fares, payments, and reimbursements coordinated?

Only one provider.

Reporting – How is operating information reported, compiled, and examined?

Compiled on a daily basis for examination by management.

Cost Resources – How are costs shared between the coordinator and the operators (s) in order to reduce the overall costs of the coordinated program?

Only one provider.

Information Resources – How is information shared with other organizations to ensure smooth service provision and increased service provision?

Only one provider. Users are made aware of services through various public outreach efforts such as brochures, stanchions, websites, and public service announcements.

Overall – What type of formal agreement does the CTC have with organizations, which provide transportation in the community?

Coordination contracts

Annual Quality Assurance Self-Certification

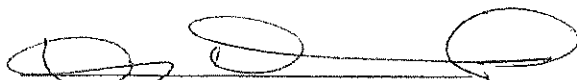
Drug and Alcohol Compliance		
	• Date Completed	10/15 – 10/16/07

Operator Monitoring (List each operator – use a separate sheet if necessary)		
	• Operator Name	Council on Aging/Community Transit
	• Date of Monitoring	On-Going
	• Finding (s)	None
	• Recommendation (s)	
	• Current Status	

Safety Review		
	• Inspecting Entity	FDOT
	• Date of Monitoring	2/19/14
	• Finding (s)	Signed Adoption Statement, WCP
	• Recommendation (s)	
	• Current Status	SSPP/SPP Updated

Driver Training		
	• Civil Rights	Date (s): 10/15
	• CPR	Date (s): NA
	• Defensive Driving	Date (s): Drivers must have before hiring
	• First Aid	Date (s): NA
	• Other	Date (s) Passenger Assistance 10/15 Disability Awareness 2/15 Universal Precautions/Infectious Diseases 9/15 Physical/Mental Awareness 2/15 Safety/Security Training 4/15 Wheelchair Awareness 10/15 Substance Abuse Awareness 3/15 Hurricane Preparedness 7/15 Hazardous Awareness 9/15

By signing this form, I certify that Community Transit for St. Lucie County has taken the above actions within the last year. I understand that providing false information may result in actions by the Commission.


 Darrell J. Drummond, President/CEO

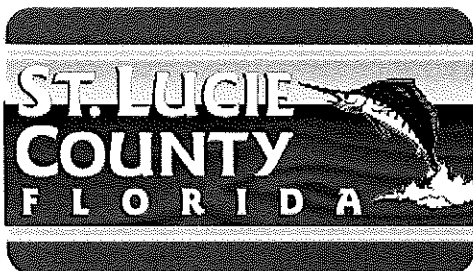
Date: 10/9/15

AGENDA ITEM SUMMARY

Board/Committee:	St. Lucie LCB
Meeting Date:	June 15, 2016
Item Number:	7b
Item Title:	Trip and Equipment Grant Allocation and Trip Rate
Item Origination:	Florida Commission for the Transportation Disadvantaged (FCTD)
UPWP Reference:	Task 3.8 – Transportation Disadvantaged (TD) Program
Requested Action:	Approve, approve with conditions, or do not approve.
Staff Recommendation:	Because the Trip and Equipment Grant Allocation and Trip Rate support transportation services and equipment that is not provided by any other funding source, it is recommended that the LCB approve the Trip and Equipment Grant Allocation and Trip Rate.

Attachment

- Staff report
- FY 2016/17 TD Allocations Notice
- Service Rates Worksheet
- Trip & Equipment Grant Application Form



COMMUNITY SERVICES DEPARTMENT

MEMORANDUM 16-165

TO: St. Lucie County Local Coordinating Board for the Transportation Disadvantaged

THROUGH: Beth Ryder, Community Services Director

FROM: Murriah Dekle, Transit Manager

DATE: June 1, 2016

SUBJECT: Florida Commission for the Transportation Disadvantaged (FCTD) Trip and Equipment Allocation and Trip Rate

Background:

The FCTD annually allocates funds to state Community Transportation Coordinators for non-sponsored transportation disadvantaged trips. Non-sponsored refers to those trips that are not paid for by another funding source, such as Medicaid. Funds are used to purchase transportation trips for those who qualify under the transportation disadvantaged criteria.

The total allocation for St. Lucie County for the state fiscal year (FY17) is \$607,315. This amount is comprised of \$546,584 from the commission and a local match of \$60,719 from the Transit Municipal Services Taxing Unit.

The annual agreement includes acceptance of the award and modification of the rates of reimbursement. The current reimbursement rate for wheelchair trips is \$29.85, increasing to \$30.57 for FY17. The ambulatory rate is \$17.41, increasing to \$17.83.

The grant will commence on July 1, 2016. The Trip and Equipment grant, revised trip rate, and application resolution is scheduled for review and approval by the Board of County Commissioners on June 7th. Trips will be provided by Community Transit, the contracted provider.

Attachments: FY 2016-17 TD Allocations Notice
Service Rates Worksheet
Trip & Equipment Grant Application Form

FY2016-17 Transportation Disadvantaged Trip and Equipment Grant Allocations

County	Trip & Equipment Grant			Voluntary Dollar			Proviso Funding			2016-17 Total Funds
	2016-17 Allocation	Local Match (10%)	Total Funds	Funding	Local Match (10%)	Total Funds	Funding	Local Match (10%)	Total Funds	
Alachua	\$645,455	\$71,717	\$717,172	\$99	\$11	\$110	\$96,785	\$10,754	\$107,539	\$824,821
Baker	\$207,703	\$23,078	\$230,781	\$13	\$1	\$14	\$27,701	\$3,078	\$30,778	\$261,574
Bay	\$448,087	\$49,787	\$497,874	\$19	\$2	\$21	\$69,995	\$7,777	\$77,772	\$575,667
Bradford	\$123,750	\$13,750	\$137,500	\$4	\$0	\$4	\$17,372	\$1,930	\$19,303	\$156,808
Brevard	\$1,649,325	\$183,258	\$1,832,584	\$199	\$22	\$221	\$0	\$0	\$0	\$1,832,805
Broward	\$3,803,488	\$422,610	\$4,226,098	\$938	\$104	\$1,042	\$0	\$0	\$0	\$4,227,140
Calhoun	\$186,480	\$20,720	\$207,200	\$2	\$0	\$2	\$18,572	\$2,064	\$20,636	\$227,838
Charlotte	\$368,643	\$40,960	\$409,604	\$40	\$4	\$44	\$0	\$0	\$0	\$409,648
Citrus	\$438,503	\$48,723	\$487,226	\$25	\$3	\$28	\$0	\$0	\$0	\$487,253
Clay	\$423,658	\$47,073	\$470,731	\$84	\$9	\$93	\$84,883	\$9,431	\$94,315	\$565,139
Collier	\$824,391	\$91,599	\$915,990	\$73	\$8	\$81	\$0	\$0	\$0	\$916,071
Columbia	\$307,093	\$34,121	\$341,215	\$13	\$1	\$14	\$33,481	\$3,720	\$37,201	\$378,431
DeSoto	\$217,447	\$24,161	\$241,608	\$82	\$9	\$91	\$19,872	\$2,208	\$22,080	\$263,778
Dixie	\$191,638	\$21,293	\$212,931	\$0	\$0	\$0	\$18,247	\$2,027	\$20,275	\$233,206
Duval	\$1,596,367	\$177,374	\$1,773,742	\$563	\$63	\$625	\$0	\$0	\$0	\$1,774,367
Escambia	\$666,815	\$74,091	\$740,906	\$251	\$28	\$279	\$0	\$0	\$0	\$741,184
Flagler	\$297,747	\$33,083	\$330,830	\$31	\$3	\$35	\$56,417	\$6,269	\$62,685	\$393,550
Franklin	\$172,155	\$19,128	\$191,284	\$1	\$0	\$1	\$17,439	\$1,938	\$19,377	\$210,661
Gadsden	\$362,045	\$40,227	\$402,272	\$22	\$2	\$24	\$50,790	\$5,643	\$56,433	\$458,730
Gilchrist	\$109,563	\$12,174	\$121,736	\$1	\$0	\$1	\$10,761	\$1,196	\$11,957	\$133,695
Glades	\$196,454	\$21,828	\$218,282	\$0	\$0	\$0	\$19,319	\$2,147	\$21,465	\$239,747
Gulf	\$181,973	\$20,219	\$202,192	\$0	\$0	\$0	\$22,426	\$2,492	\$24,917	\$227,110
Hamilton	\$141,461	\$15,718	\$157,179	\$0	\$0	\$0	\$12,875	\$1,431	\$14,306	\$171,485
Hardee	\$238,768	\$26,530	\$265,298	\$5	\$1	\$6	\$25,547	\$2,839	\$28,386	\$293,889
Hendry	\$330,679	\$36,742	\$367,421	\$23	\$3	\$26	\$33,579	\$3,731	\$37,310	\$404,756
Hernando	\$333,687	\$37,076	\$370,763	\$41	\$5	\$46	\$61,947	\$6,883	\$68,830	\$439,639
Highlands	\$454,538	\$50,504	\$505,042	\$4	\$0	\$4	\$65,262	\$7,251	\$72,513	\$577,560
Hillsborough	\$1,913,361	\$212,596	\$2,125,956	\$263	\$29	\$292	\$389,932	\$43,326	\$433,258	\$2,559,506
Holmes	\$196,010	\$21,779	\$217,789	\$0	\$0	\$0	\$25,206	\$2,801	\$28,006	\$245,795
Indian River	\$320,605	\$35,623	\$356,228	\$37	\$4	\$41	\$47,435	\$5,271	\$52,706	\$408,975
Jackson	\$424,614	\$47,179	\$471,794	\$34	\$4	\$38	\$46,527	\$5,170	\$51,697	\$523,529
Jefferson	\$176,278	\$19,586	\$195,864	\$1	\$0	\$1	\$19,387	\$2,154	\$21,541	\$217,407
Lafayette	\$144,401	\$16,045	\$160,445	\$0	\$0	\$0	\$13,247	\$1,472	\$14,719	\$175,164
Lake	\$731,924	\$81,325	\$813,249	\$131	\$15	\$146	\$0	\$0	\$0	\$813,395
Lee	\$780,132	\$86,681	\$866,813	\$687	\$76	\$764	\$132,435	\$14,715	\$147,150	\$1,014,726
Leon	\$548,095	\$60,899	\$608,994	\$125	\$14	\$139	\$0	\$0	\$0	\$609,133
Levy	\$377,234	\$41,915	\$419,149	\$13	\$1	\$14	\$49,365	\$5,485	\$54,849	\$474,013
Liberty	\$254,253	\$28,250	\$282,504	\$0	\$0	\$0	\$30,196	\$3,355	\$33,551	\$316,055
Madison	\$221,318	\$24,591	\$245,909	\$0	\$0	\$0	\$25,759	\$2,862	\$28,622	\$274,531
Manatee	\$641,686	\$71,298	\$712,985	\$105	\$12	\$117	\$0	\$0	\$0	\$713,102
Marion	\$816,142	\$90,682	\$906,824	\$150	\$17	\$167	\$117,718	\$13,080	\$130,798	\$1,037,789
Martin	\$322,839	\$35,871	\$358,710	\$75	\$8	\$83	\$56,515	\$6,279	\$62,794	\$421,587
Miami-Dade	\$5,880,968	\$653,441	\$6,534,409	\$1,751	\$195	\$1,945	\$0	\$0	\$0	\$6,536,354
Monroe	\$370,001	\$41,111	\$411,112	\$39	\$4	\$43	\$56,164	\$6,240	\$62,404	\$473,560
Nassau	\$294,880	\$32,764	\$327,644	\$33	\$4	\$37	\$39,919	\$4,435	\$44,355	\$372,035
Okaloosa	\$508,984	\$56,554	\$565,538	\$46	\$5	\$51	\$0	\$0	\$0	\$565,589
Okeechobee	\$228,062	\$25,340	\$253,402	\$1	\$0	\$1	\$24,584	\$2,732	\$27,316	\$280,719
Orange	\$2,430,586	\$270,065	\$2,700,651	\$746	\$83	\$829	\$0	\$0	\$0	\$2,701,480
Osceola	\$1,065,436	\$118,382	\$1,183,818	\$20	\$2	\$22	\$0	\$0	\$0	\$1,183,840
Palm Beach	\$2,940,922	\$326,789	\$3,267,691	\$1,122	\$125	\$1,247	\$0	\$0	\$0	\$3,268,938
Pasco	\$682,933	\$75,881	\$758,815	\$158	\$18	\$176	\$0	\$0	\$0	\$758,991
Pinellas	\$2,860,807	\$317,867	\$3,178,674	\$554	\$62	\$615	\$0	\$0	\$0	\$3,179,289
Polk	\$1,240,365	\$137,818	\$1,378,183	\$189	\$21	\$210	\$0	\$0	\$0	\$1,378,393
Putnam	\$408,024	\$45,336	\$453,360	\$10	\$1	\$11	\$69,020	\$7,669	\$76,689	\$530,060
Saint Johns	\$508,428	\$56,492	\$564,920	\$143	\$16	\$159	\$125,493	\$13,944	\$139,437	\$704,516
Saint Lucie	\$546,475	\$60,719	\$607,194	\$109	\$12	\$121	\$0	\$0	\$0	\$607,316
Santa Rosa	\$395,107	\$43,901	\$439,008	\$24	\$3	\$27	\$48,026	\$5,336	\$53,362	\$492,396
Sarasota	\$1,040,583	\$115,620	\$1,156,203	\$311	\$35	\$346	\$0	\$0	\$0	\$1,156,549
Seminole	\$767,011	\$85,223	\$852,235	\$170	\$19	\$189	\$0	\$0	\$0	\$852,424
Sumter	\$291,815	\$32,424	\$324,239	\$9	\$1	\$10	\$51,334	\$5,704	\$57,038	\$381,286
Suwannee	\$239,734	\$26,637	\$266,371	\$3	\$0	\$3	\$27,506	\$3,056	\$30,562	\$296,936
Taylor	\$295,709	\$32,857	\$328,566	\$3	\$0	\$3	\$31,046	\$3,450	\$34,496	\$363,065
Union	\$94,211	\$10,468	\$104,678	\$1	\$0	\$1	\$11,030	\$1,226	\$12,256	\$116,936
Volusia	\$1,190,144	\$132,236	\$1,322,382	\$109	\$12	\$121	\$0	\$0	\$0	\$1,322,503
Wakulla	\$196,662	\$21,851	\$218,513	\$5	\$1	\$6	\$23,433	\$2,604	\$26,036	\$244,555
Walton	\$389,950	\$43,328	\$433,278	\$6	\$1	\$7	\$49,376	\$5,486	\$54,862	\$488,147
Washington	\$222,770	\$24,752	\$247,522	\$0	\$0	\$0	\$26,076	\$2,897	\$28,973	\$276,496
TOTALS	\$47,877,371	\$5,319,708	\$53,197,079	\$9,716	\$1,080	\$10,796	\$2,300,000	\$255,556	\$2,555,556	\$55,763,430



Transportation Disadvantaged Trip & Equipment Grant Application Form

Grant Recipient Legal Name	St. Lucie County Board of County Commissioners		
Federal Employer Identification Number	59-6000835		
Registered Address	2300 Virginia Avenue		
City and State	Fort Pierce, FL	Zip Code	34982
Contact Person for this Grant	Beth Ryder	Phone Number Format 111-111-1111	772-462-1772
E-Mail Address [Required]	ryderb@stlucieco.org	Fax Number Format 111-111-1111	772-462-1703
Project Location [County(ies)]	St. Lucie	Proposed Project Start Date	7/1/2016
Fiscal Year Budget Allocation			
	Planning Funds Transferred from Planning Agency		\$0
	Grant Amount – State Allocation [90%]		\$546,475
	Grant Amount – Local Match [10%]		\$60,719
	Grant Amount – Proviso [90%]		\$0
	Grant Amount – Proviso Match [10%]		\$0
	Voluntary Dollar Amount		\$109
	Local Match for Voluntary Dollars [In Kind]		\$12
	Total Project Amount		\$607,315.00

Anticipated Capital Equipment Request	
Description of Capital Equipment	\$ Amount
Enter Capital Equipment Description	\$0
Enter Capital Equipment Description	\$0
Enter Capital Equipment Description	\$0
Total Capital Equipment Request Amount	\$ 0.00

If Requesting Capital Equipment Local Coordinating Board Review IS Required

This Application Form requesting the purchase of capital equipment has been reviewed by the St. Lucie Local Coordinating Board

Signature of Local Coordinating Board Chairperson Enter Date
Date

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

Signature of Grant Recipient Representative Enter Date
Date



AGENDA ITEM SUMMARY

Board/Committee:	St. Lucie LCB
Meeting Date:	June 15, 2016
Item Number:	7c
Item Title:	Transportation Disadvantaged Service Plan (TDSP)/Coordinated Public Transit-Human Services Transportation Plan (Coordinated Plan) Minor Update
Item Origination:	Florida Commission for the Transportation Disadvantaged (FCTD)
UPWP Reference:	Task 3.8 – Transportation Disadvantaged (TD) Program
Requested Action:	Approve, approve with conditions, or do not approve.
Staff Recommendation:	Because the determination of eligibility criteria is critical for maintaining the integrity of the TD program and it is required that detailed eligibility information be contained in the TDSP, it is recommended that the TDSP Minor Update be approved.

Attachment

- Staff report
- TD eligibility text
- TD application
- TD eligibility criteria

MEMORANDUM

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

THROUGH: Peter Buchwald
Executive Director

FROM: Marceia Lathou
Transit Program Manager

DATE: June 1, 2016

SUBJECT: **Transportation Disadvantaged Service Plan (TDSP)/
Coordinated Public Transit-Human Services
Transportation Plan (Coordinated Plan) Minor Update**

BACKGROUND

The St. Lucie Transportation Disadvantaged Service Plan (TDSP) addresses the public transportation needs of transportation disadvantaged (TD) persons in the TPO area. The most recent major update to the TDSP was adopted in September 2013. The TDSP covers a five-year period, with annual minor updates required for the interim years. The TDSP also fulfills the federal requirement for a Coordinated Public Transit-Human Services Transportation Plan (Coordinated Plan).

The TDSP is jointly developed by TPO staff and the Community Transportation Coordinator (CTC) under the guidance and approval of the LCB. The TDSP contains Development, Service, and Quality Assurance sections.

The Service section of the TDSP includes information on TD eligibility to ensure that individuals are eligible to have a portion of their transportation cost subsidized using TD funds. An eligibility screening process is developed by the CTC and LCB. In addition, the Florida Commission for the Transportation Disadvantaged (FCTD) has established eligibility criteria that must be met. The FCTD eligibility criteria are listed below.

- No other funding available
- No other means of transportation available

- Inability to use the fixed route public transit
- Physical or mental disability
- Age
- Individual and household income
- No self-determinations allowed
- Ability to pay

The FCTD requires that state and locally established eligibility criteria be included in the Service Element of the TDSP within the eligibility section. This includes the eligibility application, the method by which eligibility will be determined, and a procedure to maintain customer eligibility screening and final determination.

ANALYSIS

A 2016 TDSP Minor Update was adopted by the LCB at its March 16, 2016 regular meeting. The TDSP Update was reviewed by FCTD staff and the review commented on the need to include additional information regarding TD eligibility. Based on this comment, the Eligibility section of the TDSP has been revised. The revised section is shown as an attachment. Also attached is the TD eligibility application and the combined LCB/FCTD eligibility criteria. If the proposed TDSP Minor Update changes are adopted by the LCB, the TDSP Minor Update TD Eligibility section will be replaced in its entirety with the revised text; the application and eligibility criteria will be inserted as appendices.

RECOMMENDATION

Because the determination of eligibility criteria is critical for maintaining the integrity of the TD program and it is required that detailed eligibility information be contained in the TDSP, it is recommended that the TDSP Minor Update be approved.

Eligibility

In order to be considered for ADA complementary service or Transportation Disadvantaged (TD) service, an individual is required to fill out an application verified by a physician regarding the nature of the disability and why the individual cannot use the fixed route system. Self-declarations shall not be allowed. The application is shown in Appendix C. The combined LCB/FCTD eligibility criteria are clearly detailed in Appendix D.

The application comes in three (3) different formats, English, Spanish and Creole. The application must be completed in its entirety by the individual seeking either ADA or TD eligibility. The first page of the application is for general information, name, address, phone number, date of birth, Medicaid number if applicable, etc. The second page of the application is specific for TD eligibility. This page ascertains whether the person has transportation by their own means or means of others and if their annual income exceeds 125% of the Federal Poverty Guidelines for households or individuals. The third and fourth page of the application addresses whether the person can use the fixed route and what type of disability they have to prevent them from using the fixed route. Page five through seven of the application asks questions to determine if there are any limits the applicant may have in using the fixed route. And lastly page eight and nine is the verification from the medical provider on the applicant's stated disability.

Community Transit (CT) will review the application and determine which program if any the individual is qualified for. All programs have a three (3) year certification period. After three (3) years, the individual needs to recertify with Community Transit. If an individual is incapable of filling out the application himself or herself, Community Transit's staff will assist them in filling out the application. The application eligibility determination process takes approximately twenty-one (21) days to complete. If the individual qualifies for ADA service, a membership card is mailed to the individual indicating that they are qualified for ADA service for three years and identifies the individual to receive a discounted rate. If the individual is qualified for other services, the individual will be notified.

Should an individual be denied services, notification will be provided explaining the reason for denial and advising the individual of the procedures to follow should they wish to appeal.

Transportation Disadvantaged (TD) Eligibility

The application process enables the reviewer to determine if the trip can be funded or performed by another agency or person or if the applicant can transport themselves. If this is the case TD eligibility is denied. The reviewer can also determine the person's age, disability according to ADA, income and if the person is able to use the fixed route system.

If the person is under 17 or 60 or over, cannot manipulate the fixed route, income is below 125% of the Federal Poverty Guidelines for households or individuals and the trip cannot be funded or performed by themselves, another agency or person, then the eligibility would be approved.

If the person has a disability according to ADA and cannot manipulate the fixed route, their income is below 125% of the Federal Poverty Guidelines for households or individuals and the trip cannot be funded or performed by themselves, another agency or person, then the eligibility would be approved.

Should an individual have a problem paying the fare, St. Lucie County will evaluate the individual according to their ability to pay and if they qualify, provide them with a pass to ride the system.

COMMUNITY TRANSIT

ST. LUCIE COUNTY, FL

1505 ORANGE AVENUE, FT. PIERCE, FLORIDA 34950

Phone: (772) 464-7433 * Fax: (772) 465-1682

ST. LUCIE ALTERNATIVE TRANSPORTATION SYSTEM (SLATS) APPLICATION (PLEASE PRINT OR TYPE)

*IF YOU NEED THIS APPLICATION IN SPANISH OR CREOLE,
PLEASE CALL THE OFFICE AT (772-464-7433, OPTION 1.
SI USTED NECESITA ESTA SOLICITUD EN ESPANOL. POR FAVOR
LLAME A LA OFICINA EN (772) 464-7433, opcion 1.
SI OU BEZWEN APLIKASYON SA A nan lang Panyol, tanpri,
Rele biwo a nan (772) 464-7433, OPSYON 1.*

***** ALL QUESTIONS MUST BE ANSWERED *****

If you are the applicant requesting certification please skip to Part 1. If some other person on behalf of the applicant is filling out this application, please complete the following.

Name: _____

Relationship to Applicant: _____

Daytime Phone: _____

PART 1: GENERAL INFORMATION

Applicant's Name: _____

Street Address: _____ Apt. No. _____

City: _____ State: FL Zip Code: _____

Mobile Home Park/Apartment Name: _____

Home phone #: _____ Date of Birth: _____

Alternative phone #: _____ Social Security #: _____

Sex: _____ Medicaid #: _____

Are you a Veteran? Yes No or a Veteran's immediate family member? Yes No

ST. LUCIE ALTERNATIVE TRANSPORTATION SYSTEM (SLATS) APPLICATION

TRANSPORTATION DISADVANTAGED ELIGIBILITY
(YOU MUST ANSWER ALL QUESTIONS)

1. Do you have your own car? _____ YES _____ NO
2. Do you have a valid driver's license? _____ YES _____ NO
3. Could another person transport you to your appointment?
_____ ALWAYS _____ SOMETIMES _____ NEVER
4. Number of individuals you support _____
5. Annual Income: \$ _____

DO NOT WRITE IN THIS SPACE – OFFICIAL USE ONLY

Eligibility: _____ Denied _____ Reason for Denial: _____ Reviewed by: _____

EMERGENCY CONTACT:

Name: _____ Phone # _____

Alternative Phone # _____

Relationship: _____

Part 2: Eligibility Information

Please indicate below the reasons why you are seeking ADA paratransit eligibility (check all that apply):

- I can use Treasure Coast Connector buses to go to some places, but in other places I cannot get to or from the bus stops.
- I can use Treasure Coast Connector buses if they are equipped with wheelchair lifts.
- Because of my disability, I can never use the Treasure Coast Connector bus service.

Part 3: Applicant's Disability

1. Describe your disability of health condition and explain in detail how it prevents you from using Treasure Coast Connector bus service some of the time or all of the time.

2. Is your disability/condition . . .

Permanent? Temporary? Expected duration: _____

ST. LUCIE ALTERNATIVE TRANSPORTATION SYSTEM (SLATS) APPLICATION

3. Do you use any of the following mobility aids? (Check all that apply)

- | | |
|---|-------------------------------------|
| <input type="checkbox"/> None of These | <input type="checkbox"/> Braces |
| <input type="checkbox"/> Manual Wheelchair | <input type="checkbox"/> Crutches |
| <input type="checkbox"/> Service Animal | <input type="checkbox"/> Cane |
| <input type="checkbox"/> Electric Wheelchair | <input type="checkbox"/> Walker |
| <input type="checkbox"/> Portable Oxygen | <input type="checkbox"/> Respirator |
| <input type="checkbox"/> Three-Wheeled Scooter/Wheelchair | |
| <input type="checkbox"/> Other Please Specify: _____ | |

4. Do you need to travel with someone who assists you? (*Personal Care Attendant*)

- Always Sometimes No (*If no proceed to Part 4*)

If you checked sometimes, please explain when you would need a PCA.

If you travel with someone who assists you, does this person assist you in:

- Getting to or from bus stops
- Getting on or off the bus
- To help me get where I am going
- Other Describe: _____

5. If you use a wheelchair or scooter, can you transfer from the wheelchair or scooter to a bus seat?

- Yes No Not Applicable

6. If you use a wheelchair or scooter, is it more than 30 inches wide, more than 48" long or does it, when occupied, weight more than 600 pounds?

- Yes No Not Applicable

Part 4: BUS USAGE

1. Have you ever used the Treasure Coast Connector Bus?

_____ Yes _____ times a week

_____ Yes, Stopped because _____

_____ No

2. Can you follow written or oral instructions?

_____ Yes _____ No _____ Sometimes

If you checked no or sometimes, please explain. _____

3. If necessary, are you able to get on and off a transit bus with a wheelchair lift?

_____ Do not need to use a wheelchair lift.

_____ Yes _____ No Please explain: _____

4. If a bus stop was near you, are you able to walk to the bus stop?

_____ Yes _____ No Please explain: _____

5. Are you able to wait at the bus stop?

_____ Yes _____ No Please explain: _____

6. Are you able to identify the correct bus?

_____ Yes _____ No Please explain: _____

ST. LUCIE ALTERNATIVE TRANSPORTATION SYSTEM (SLATS)_APPLICATION

7. Are you able to handle/grasp coins (*pay fare*), tickets, railings, handles?

_____ Yes _____ No Please explain: _____

8. Are you able to keep balance while seated on a moving vehicle?

_____ Yes _____ No Please explain: _____

9. Are you able to read, hear, understand and/or process information, schedules, or directions which are needed to make necessary decisions during a trip?

_____ Yes _____ No Please explain: _____

10. Are you able to deal with unexpected situations and unexpected changes in routine?

_____ Yes _____ No Please explain: _____

11. Are you prevented from walking to or from a bus stop for one or more of the following reasons?

_____ Extreme sensitivity to climatic conditions

_____ Allergic/environmental sensitivities

_____ Hyper-fatigue, frailty

_____ Night Blindness

_____ Inability to cross busy intersections

_____ Other Please explain: _____

ST. LUCIE ALTERNATIVE TRANSPORTATION SYSTEM (SLATS) APPLICATION

12. Are you able to find your way between familiar locations?

____ Yes _____ No

13. Are you able to signal the bus driver to get off at a familiar bus stop and get off the bus there?

____ Yes _____ No

14. At a bus stop served by more than one bus route, are you able to distinguish the correct bus to board and indicate intention to board?

____ Yes _____ No

I hereby certify that the information given in this application is correct. I understand that the purpose of this form is to determine if there are times when I cannot use the Treasure Coast Connector bus service. I understand that the information about my disability contained in this application will be kept confidential and shared only with professionals involved in evaluating my eligibility.

Signature: _____
Applicant

Date: _____

Signature of other person completing this form:

Signature: _____

Date: _____

In order to allow St. Lucie Alternative Transportation Systems (SLATS) to evaluate your request for ADA paratransit eligibility certification, it may be necessary to contact your health care or rehabilitation medical professional for additional information about your disability and ability to use regular bus service. Please complete and sign the following authorization.

Note: It is important that, if possible, you identify a medical professional who is familiar not only with your particular disability but who also understands your ability or inability to travel on the public transit system.

**APPLICANTS 60 OR OLDER DO NOT NEED
TO COMPLETE PAGES 8 OR 9**

I, _____

Applicant's Name

authorize the following medical professional:

Name of Doctor: _____

Street Address: _____

City/Town: _____ *State:* _____ *Zip Code:* _____

Telephone Number: () _____

Fax Number: () _____

to release to ST. LUCIE ALTERNATIVE TRANSPORTATION SYSTEM (SLATS) information about my disability and its effect on my ability to travel which may be needed in connection with my request for ADA paratransit eligibility certification. It is my understanding that the information released will be used solely to determine by ADA paratransit eligibility. I understand that I may revoke this authorization at any time. Unless earlier revoked, this form will permit the professional listed above to release information described until 60 days after the date appearing below.

Applicant's Signature: _____

Date: _____

MEDICAL VERIFICATION

****TO BE COMPLETED BY A LICENSED PHYSICIAN ONLY****

The Americans with Disabilities Act of 1990 (ADA) requires that St. Lucie County provide complementary paratransit service to anyone who cannot use the fixed route system because of a disability. The applicant who has asked you to review and sign this form is applying to be considered eligible for the paratransit service because of some disability. This service is intended only for those trips that the person cannot make using the fixed route system because of a disability.

Please carefully review the information provided in this application and answer the questions below:

Applicant's Name: _____

1. Please describe the disability which functionally prevents the applicant from using the fixed route bus system. Is this disability ___ permanent or ___ temporary?

If temporary, duration _____

2. How does this condition prevent the applicant from using the fixed route system?

3. To the best of your professional knowledge, is the information provided by the applicant in this application true and correct?

___ Yes ___ No ___ Do not know.

Signature: _____ Date: _____

Print Name and Title: _____

State of Florida License #: _____

Business Address: _____

Telephone #: (_____) _____

**St. Lucie County Policy as to the Eligibility of Clients Using
Transportation Disadvantaged Trust Fund (TDTF) Services
June 2016**

Transportation Disadvantaged Trust Fund (non-sponsored) monies may be used to fund trips for properly identified clients when:

- **No other funding is available** for appropriate trips as defined in the approved Prioritization Policy when another purchasing agency is usually responsible for transportation or,
- **No other means of transportation is available** including but not limited to relatives, friends, neighbors or free services offered by some institutions or;
- **Public Transit** - The client is not capable of using fixed route public transit, or it is not available.
- **Physical or Mental Disability/Age** - All clients referred for TDTF trips shall meet the minimum requirements of the referring agency and, or may be frail and elderly (60 years or older), or might have a physical or mental disability as outlined in the Americans with Disabilities Act.
- **Income Status** - All clients referred for TDTF trips shall not exceed 125% of Federal Poverty Guidelines for households or individuals if they do not meet the minimum requirements of the referring agency.
- **No Self declarations** to the Community Transportation Coordinator shall be allowed. The application process used by the referring agency shall substantiate the client's ability to meet the criteria established therein as well as in their individual criteria.
- **Ability to Pay** – If a client cannot pay the fare for transportation, the CTC will evaluate the client based on information collected via the CTC 'Application for Assistance' and Affidavit stating the clients' need for transportation.

Clients shall be enrolled by the agency which most appropriately meets his or her disability or age group.

AGENDA ITEM SUMMARY

Board/Committee:	St. Lucie LCB
Meeting Date:	June 15, 2016
Item Number:	7d
Item Title:	2016 Meeting Schedule Revision
Item Origination:	Florida Commission for the Transportation Disadvantaged (FCTD)
UPWP Reference:	Task 3.8 – Transportation Disadvantaged (TD) Program
Requested Action:	Approve the proposed 2016 Meeting Schedule, approve with conditions, or do not approve.
Staff Recommendation:	Because the proposed 2016 Meeting Schedule meets the requirements of Florida law and facilitates the conduct of business by the LCB, it is recommended that the proposed 2016 Meeting Schedule be approved.

Attachments

- Staff report
- Draft 2016 meeting schedule
- FCTD/FPTA conference flyer

MEMORANDUM

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

THROUGH: Peter Buchwald
Executive Director

FROM: Marceia Lathou
Transit Program Manager

DATE: June 1, 2016

SUBJECT: **2016 Meeting Schedule Revision**

BACKGROUND

As required by Florida law, the LCB meets at least quarterly at accessible locations as required by the Americans with Disabilities Act (ADA).

ANALYSIS

At its December 16, 2015, meeting the LCB approved a schedule of four meetings for 2016 with the last meeting of the year scheduled for December 14, 2016. Subsequent to the approval by the LCB of its meeting schedule, the Florida Commission for the Transportation Disadvantaged and the Florida Public Transportation Association scheduled their joint, annual conference for December 11-14, 2016. Therefore, it is proposed that the LCB meeting scheduled for December 14, 2016 be rescheduled to Wednesday, December 21, 2016.

RECOMMENDATION

Because the proposed revision to the 2016 Meeting Schedule meets the requirements of Florida law and facilitates the conduct of business by the LCB, it is recommended that the proposed 2016 Meeting Schedule be approved.

DRAFT

**Local Coordinating Board for the Transportation Disadvantaged (LCB)
2016 Meeting Schedule**

<u>Date</u>	<u>Type</u>
March 16, 2016	Annual Public Hearing/ Regular Meeting
June 15, 2016	Regular Meeting
September 14, 2016	Regular Meeting
December 21, 2016	Regular Meeting

Meeting Notes

LCB meetings generally start at 2:00 p.m.
Meetings are subject to change and/or cancellation.

Location

All meetings are held at the St. Lucie TPO, 466 SW Port St. Lucie Boulevard, Suite 111, Port St. Lucie, Florida

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, the Title VI/ADA Coordinator of the St. Lucie TPO, at 772-462-1593 or via email at 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, 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 with respect to any matter considered at this 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.

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.

Florida
Public Transportation
Association
&
Commission for the
Transportation Disadvantaged

Save the Date

2016 Annual Training
December 11-14, 2016
Jacksonville, FL

For More Info:

LisaBacot@floridatransit.org

Florida Commission for the



Florida Public Transportation Association



Transportation
Disadvantaged



AGENDA ITEM SUMMARY

Board/Committee:	St. Lucie LCB
Meeting Date:	June 15, 2016
Item Number:	8a
Item Title:	Evaluation of Treasure Coast Connector (TCC) Bus Stop Locations and Provision of Infrastructure
Item Origination:	LCB
UPWP Reference:	Task 3.8 – Transportation Disadvantaged (TD) Program
Requested Action:	Discuss and provide comments to staff.
Staff Recommendation:	Discuss 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 Program Manager

DATE: June 1, 2016

SUBJECT: **Evaluation of Treasure Coast Connector (TCC) U.S. 1 Bus Stop and Infrastructure Locations**

BACKGROUND

Bus Stop and Infrastructure Locations

Transit agencies must consider numerous factors when establishing bus stops and installing shelters or benches. Criteria for establishing bus stop locations include both demand-side and supply-side factors as shown in Table 1.

Table 1 – Criteria for Determination of Bus Stop Locations

Demand-Side Factors	Supply-Side Factors
<ul style="list-style-type: none"> ❖ Land use and urban form ❖ Development density ❖ Passenger volumes/proximity to major origins and destinations ❖ Passenger recommendation 	<ul style="list-style-type: none"> ❖ Right-of-way width/Consent of the jurisdiction having authority over the affected right-of-way ❖ Pedestrian and vehicular safety ❖ ADA accessibility ❖ Traffic volume and speed ❖ Characteristics of community and adjacent property ❖ Location of sidewalks, lighting fixtures, and driveways ❖ Ease of transfer, proximity of stop for the route in opposite direction ❖ Agency's network design, scheduling, and operational objectives ❖ Visibility of transit service ❖ Driver recommendation ❖ Distance from hazardous locations such as drainage and ditches, railroad crossings and canals

Source: Gannett Fleming, Inc.

Constraints exerted by supply-side factors often outweigh the demand side. Safety is a primary concern. Sidewalk and crosswalk conditions near a stop must be evaluated to ensure safe passage. Sites must have room not only for the bus stop, but also for the buses, riders waiting on the buses, and others who use the surrounding area. Bus stops and shelters are preferably placed away from existing utilities and overhead obstructions such as tree limbs, awnings, balconies and other signage. Sight lines and visual obstructions are added concerns. Shelters, for example, should not obstruct traffic signage or block sight lines for those traveling on the roadway. Transit agencies also are sensitive to adjacent property owners. While not always possible, the preference is to establish bus stops and infrastructure where they do not block views of windows, doors, signage or storefronts.

Right-of-way availability is a critical concern. In cases where available space is limited, transit agencies may be required to request easements from nearby property owners.

In general, bus stops should be located at major intersections and at transfer points. Bus stops also should provide access to major activity centers such as colleges, shopping plazas, and hospitals. In determining the optimum spacing of bus stops, transit agencies must balance the needs of passengers with the need for operational efficiency. Table 2 summarizes widely used industry guidelines for bus stop spacing provided in Reports 19 and 69 by the Transit Cooperative Research Program (TCRP) and the National Cooperative Highway Research Program (NCHRP), respectively.

Table 2 – Bus Stop Spacing

	TCRP Report 19 Range (typical spacing) *	NCHRP Report 69 Range*
High-density residential areas, CBDs, and major employment centers	300 – 1,000 (600)	440 - 528
High-density residential and employment areas	500 – 1,000 (750)	660 - 880
Suburban residential areas (4 to 22 units/acre)	600 – 2,500 (1,000)	1,056 – 2,640
Rural areas	650 – 2,640 (1,250)	1,320 – 2,640

Source: Districts One & Seven – Transit Facility Handbook 2007

*Dimensions in feet

During its March 16, 2016 regular meeting, LCB members initiated a discussion of the location of stops and bus stop infrastructure along the U.S. 1 corridor. The LCB directed TPO staff to report back with an analysis, with particular emphasis on the bus stops near Mustard Seed Ministries.

U.S. 1/Edwards Road Bus Stops

Mustard Seed Ministries is located on the northbound side of U.S. 1 near the intersection of Edwards Road in Fort Pierce. This section of U.S. 1 is served by the Treasure Coast Connector (TCC) fixed-route bus service which runs on hourly headways. Bus stops are located both northbound and southbound on U.S. 1 near Edwards Road. Both stops are designated with signs only. The northbound stop lies adjacent to a sidewalk. There is no sidewalk in front of the Public Storage/Twin Vee properties where the southbound stop is located. Because U.S. 1 carries a high volume of traffic at high speeds, riders using the southbound bus stop are exposed to hazardous conditions. See Figures 1 and 2.

Figure 1 – U.S. 1/Edwards Road Southbound Bus Stop



Figure 2 – U.S. 1/Edwards Road Southbound Bus Stop



Although the U.S. 1/Edwards Road northbound stop is adjacent to a sidewalk, crossing a wide planting strip is required to access the bus. See Figure 3. The sidewalk is set back far enough from the street that a bus driver could possibly miss seeing passengers waiting on the sidewalk.

Figure 3 – U.S. 1/Edwards Road Northbound Bus Stop



HANDS Clinic Access

In addition to the March 2016 bus stop discussion, a long-standing concern for the LCB has been access to the HANDS Clinic. HANDS of St. Lucie provides primary care, dental care, and health education for low-income, uninsured persons. HANDS also provides oral health screening and education in schools. HANDS is located on U.S. 1 between Midway Road and Edwards Road in the Gwenda Thompson Government Center, formerly known as the St. Lucie County Logistics Center. (Note: Ms. Thompson was a former LCB member.) The nearest TCC bus stops are southbound/northbound stops at Tumblin Kling Road and at Farmers Market Road/Dickson Drive. Either bus stop location is approximately one-half mile distance from the Clinic when adding the building setback. (The entrance to HANDS, a former Sam's Club, is set back more than 600 feet from the street.) See Figures 4, 5, and 6. Recently, FDOT funded a shuttle service which runs from the Fort Pierce Intermodal Station to the HANDS Clinic; ridership on the shuttle has been low, and therefore, has not solved the access issue.

Figure 4 – HANDS Clinic Location



Figure 5 – HANDS Clinic Location



Figure 6 – HANDS Clinic Location

ANALYSIS

U.S. 1 Bus Stop/Shelter Locations

St. Lucie County, and its contracted public transportation provider, Community Transit, a division of the Council on Aging, St. Lucie, Inc., are responsible for the placement of bus stops and stop infrastructure throughout the TPO area. Bus routes are established based on the most recent Transit Development Plan (TDP). The TDP, which was last updated in 2014, is the transit provider's planning, development, and operational guidance document, based on a ten-year planning horizon. The location of stops and the installation of benches and shelters are determined by the demand-side and supply-side considerations described above.

Installation of bus shelters at selected locations along U.S. 1 has commenced, based on extensive field review and prioritization as part of the *Capital Improvement Plan for the U.S. 1 Corridor*. Plan implementation is funded by FDOT through a \$500,000 transit grant to support the regional transit services currently operating within the corridor in Martin and St. Lucie counties. Table 3 lists the shelter locations. Map 1 depicts the locations of existing TCC stops.

Figure 7 shows the shelter design; the style will be as shown, however, the side panels will be perforated instead of plexiglass. The project is estimated to be completed before 2017.

Table 3 – Locations of Future U.S. 1 Bus Shelters

County	Location
St. Lucie	Benton Building
St. Lucie	K-Mart Plaza
St. Lucie	Sabal Palm Plaza (pending easement by shopping plaza)
St. Lucie	Midway Rd north
St. Lucie	Midway Rd south
St. Lucie	Rio Mar north
St. Lucie	Rio Mar south
St. Lucie	Prima Vista Crossings
St. Lucie	Chase Bank
St. Lucie	CVS Pharmacy
St. Lucie	TC Medical Center
Martin	Cracker Barrel
Martin	Lowes & BJ's
Martin	Pineapple Commons
Martin	Britt Road

Map 1 – U.S. 1 Bus Route Map



Figure 7 – Bus Shelter Design

U.S. 1/Edwards Road Bus Stops

The deficiencies of the Edwards Road bus stops were noted in the *U.S. 1 Capital Improvement Plan*. Both the southbound and northbound stops were recommended for bus shelters. Based on the following criteria used to prioritize stops in need of improvements, the Edwards Road stops were not prioritized for implementation.

- Category I: Usage and Connectivity (40 points)
- Category II: Ease of Implementation (20 points)
- Category III: Accessibility and Quality (25 points)
- Category IV: Access to Activity Centers (15 points)

The criteria and weighting were developed based on the data collection process, input from technical resources, and professional judgment.

The *FY 2016/17 – FY 2020/21 Transportation Improvement Program* for the TPO Area includes a project that will improve conditions at the Edwards Road bus stops. The project, which has limits along U.S. 1 between Midway Road and Edwards Road, involves resurfacing of the roadway and construction of sidewalks to fill sidewalk gaps. According to FDOT, the existing right-of-way on U.S. 1 south of Edwards Road appears to have adequate space for the installation of bus shelters and possibly bus bays. See Figure 8. The estimated start of construction for the resurfacing project is FY 2017/18.

Figure 8 – U.S. 1/Edwards Road Right-of-Way

HANDS Clinic Access

St. Lucie County and Community Transit staff are exploring options to increase ridership on the HANDS Clinic shuttle. Efforts include working closely with HANDS staff and enhanced marketing.

RECOMMENDATIONS

U.S. 1 Bus Stop/Shelter Locations

Bus stops with full infrastructure enhance the transit experience, decrease perceived wait times for transit services, and can contribute to increased ridership. Bus signs, riders waiting on the bus, bus benches, and bus shelters are visual cues that inform riders of the specifics of a route. As mentioned

above, the U.S. 1 bus shelter program is scheduled for completion in 2016. The shelters undoubtedly will raise awareness of the bus service which will likely increase ridership along all U.S. 1 stops, not just stops with shelters. Therefore, no additional recommendations regarding bus stop/shelter locations are proposed at this time.

U.S. 1/Edwards Road Bus Stops

Due to the lack of sidewalks, the southbound bus stop at U.S. 1/Edwards Road is located in a planting strip near a busy roadway. Conditions will improve once sidewalks are installed as part of the U.S. 1 resurfacing project. Placing a bench at this location in the interim would not improve safety.

Based on preliminary estimates, the right-of-way at the northbound U.S. 1/Edwards Road bus stop could support a wide range of improvements which could be installed as part of the U.S. 1 resurfacing project. In the interim, a bus bench could be installed in the vicinity of, although not necessarily adjacent to, this bus stop.

- Advise riders waiting at the southbound stop to stand as far away from the road as possible. Develop a graphic that indicates safe waiting areas within the public rights-of-way adjacent to Twin Vee/Public Storage properties. See Figure 9.
- Alert bus drivers that riders at the southbound stop could be standing near, but not necessarily adjacent to, the bus stop sign.
- Continue CTC/Mustard Seed Ministries coordination to place a bus bench in the vicinity of the northbound U.S. 1/Edwards Road bus stop.
- Continue FDOT/transit agency coordination to incorporate enhanced infrastructure as part of the U.S. 1 resurfacing project.

**Figure 9 – U.S. 1/Edwards Road Southbound
Bus Stop Waiting Area**



HANDS Clinic Access

The following recommendations relate to improving access to the HANDS Clinic.

- Explore the use of Section 5310 funds for the purchase of a vehicle to shuttle clients to/from the nearest bus stops or their homes.
- Explore the use of ride-hailing app services such as Uber to transport clients to/from the nearest bus stops or their homes.
- Add a Treasure Coast Connector (TCC) bus stop on the southbound U.S. 1 route that would drop passengers off near the entrance of the HANDS Clinic provided that such a stop would not adversely impact the existing route operations.
 - If a TCC stop at HANDS were implemented, HANDS clients travelling northbound from the Clinic should be provided with free transfers. The clients could then take the southbound bus to Midway Road, disembark, cross U.S. 1 and wait at the northbound bus stop, the site of a future bus shelter. The wait time for a northbound bus would be approximately 15 minutes. Advise HANDS clients of this option through travel training.
 - If a TCC stop at HANDS were implemented, clients who access the Clinic from the south would be provided with free transfers. The clients could then bypass the HANDS Clinic on the northbound bus

and remain on the northbound bus which becomes a southbound bus after leaving the Fort Pierce Intermodal Station. The additional travel time would be approximately 30 minutes. Advise HANDS clients of this option through travel training.