

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

Date: Wednesday, September 14, 2016

Time: 2:00pm

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

AGENDA

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Self-Introductions**
4. **Approval of Minutes**
 - *June 15, 2016 Regular Meeting*
5. **Comments from the Public**
6. **Approval of Agenda**
7. **Action Items**
 - 7a. **Annual Operations Report (AOR):** The Community Transportation Coordinator (CTC) will present the results of the current Annual Operations Report (AOR) for review.

Action: Approve, approve with conditions, or do not approve.
 - 7b. **By-Laws Update:** The annual update of the By-Laws which provide a framework for the operation of the LCB will be reviewed.

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

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

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

- 7d. Amendments to Coordination Agreements:** The CTC will present coordination agreements with public transportation providers for review.

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

- 7e. 2016-17 Shirley Conroy Rural Area Capital Assistance Program Grant:** The CTC will present the County's application for the Shirley Conroy Grant.

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

8. Discussion Items

- 8a. Mobility Enhancement Grant Application:** Information will be presented on a proposal to be submitted to the Florida Commission for the Transportation Disadvantaged.

Action: Discuss and provide comments to staff.

- 8b. U.S. 1/Edwards Road Bus Stop Access:** Options will be presented for improving safety for riders accessing Treasure Coast Connector bus stops at U.S. 1/Edwards Road.

Action: Discuss and provide comments to staff.

- 8c. CTC Performance Measures:** The CTC's response to recent Florida legislation requiring the development and implementation of performance measures by CTCs will be presented.

Action: Discuss and provide comments to staff.

- 8d. Mobility Needs Survey:** The Martin-St. Lucie Mobility Manager will present draft survey questions on mobility issues for review.

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, December 21, 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)
REGULAR MEETING**

DATE: Wednesday, June 15, 2016

TIME: 2:00 p.m.

LOCATION: St. Lucie TPO Board Room
Coco Vista Center
466 SW Port St. Lucie Blvd., Suite 111
Port St. Lucie, Florida

MINUTES

1. Call to Order

Kathryn Hensley, Vice Chair called the meeting to order at 2:01 pm.

2. Pledge of Allegiance

3. Self Introductions

Self introductions were made and a Quorum was confirmed.

Members present:

Paula Lewis, Chairperson
Kathryn Hensley, Vice Chair
Steve Palumbo
Jim Dwyer
Dalia Dillon
Nancy Hess
Roy Brewer
Stacy Malinowski
Alan Love
Marianne Arbore
Harry Hernandez
Marie Dorismond

Representing:

St. Lucie TPO Board
Public Education Community
Fl. Dept. of Vocational Rehabilitation
Children at Risk
Fl. Dept. of Elder Affairs
Citizen Advocate-Transit User
Veteran Services
Economically Disadvantaged Community
Disabled Community
Local Mass Transit Board
Career Source Research Coast
FDOT District 4

Darrell Winfree
Carolyn Niemczyk

Citizen Advocate
Elderly Community

Others Attending:

Peter Buchwald
Marceia Lathou
Mary Holleran
Murriah Dekle
Beth Ryder
Heather Young
Elizabeth Logiodice
Bolivar Gomez
Wibet Hay

Representing:

St. Lucie TPO
St. Lucie TPO
Recording Specialist
St. Lucie County Mass Transit
St. Lucie Co. Community Services
St. Lucie County Attorney
American Cancer Society
Martin MPO
FDOT District 4

4. Approval of Minutes

- * March 18, 2016 Public Hearing
- * March 18, 2016 Regular Meeting

* **MOTION – MOVED** by Ms. Hensley to approve the minutes of the March 16, 2016 Public Hearing and the March 16, 2016 Regular LCB Meeting.

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

5. Comments from the Public - Ms. Elizabeth Logiodice spoke on behalf of the American Cancer Society's transportation program that provides volunteer drivers for transporting cancer patients to and from their medical appointments. She sought information on partnering with agencies for resources that could provide connections and volunteers for patients that have to cross into other counties for life saving medical treatment.

Commissioner Lewis thanked Ms. Logiodice and referred her to Ms. Lathou and Ms. Arbore for networking information and solving transportation issues outside of St. Lucie County. Discussion ensued on the number of patients seeking volunteer drivers for long distance medical transportation.

6. Approval of Agenda

* **MOTION – MOVED** by Ms. Malinowski to approve the agenda as presented.

** **SECONDED** by Ms. Niemczyk Carried **UNANIMOUSLY**

7. Action Items

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

Evaluation and results of the CTC in meeting the needs of the transportation disadvantaged.

Ms. Lathou provided the results of the CTC evaluation to meet the needs of the transportation disadvantaged population as required by the FCTD.

As part of the 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 an annual percentage goal increase of seven percent on the fixed route system was set.

Rider surveys indicated a high level of customer satisfaction with the demand response system. Issues related to trips were provided, with the most common being late pick-up. Recommendations were reviewed and the CTC plans to continue to implement strategies to increase ridership.

Staff is recommending a four percent ridership increase. The Board was asked to consider approving the CTC Evaluation and to set a percent annual ridership increase goal.

Mr. Palumbo and others commented on the decrease in ridership noting it was a significant number.

Ms. Arbore explained the variety of factors involved in the decrease, including riders moving out of the county, employment and hours being reduced and inclement weather.

- * **MOTION – MOVED** by Ms. Niemczyk to approve the 2016 CTC Evaluation and to set a four percent annual ridership increase goal.

SECONDED by Mr. Palumbo

Carried **UNANIMOUSLY**

7b. **Trip and Equipment Grant Allocation and Trip Rate:** Review of the Trip Equipment Grant Allocation and Trip Rate.

Ms. Murriah Dekle, Transit Manager provided a review of the FCTD Trip and Equipment Allocation and Trip Rate to support transportation services and equipment that is not provided by any other funding source for non-sponsored transportation disadvantaged trips.

The total allocation for St. Lucie County for FY/17 and the annual agreement of the award and modification of the rates of reimbursement were provided. The grant will commence on July 1, 2016.

Mr. Brewer asked if any of the funding could be used to assist St. Lucie County Veterans. Chairperson Lewis indicated how the funds are allocated and requirements for their specific use.

* **MOTION – MOVED** by Mr. Brewer to approve the FCTD Trip and Equipment Allocation and Trip Rate as presented.

** **SECONDED** by Mr. Love Carried **UNANIMOUSLY**

7c. Transportation Disadvantaged Service Plan (TDSP) Minor Update: A clarification of eligibility for the local TD program.

Ms. Lathou provided review and clarification of eligibility criteria for maintaining the integrity of the TD program, and the requirement that detailed eligibility information be contained in the TDSP. The FCTD eligibility criteria that must be met was reviewed and included in the Service Element of the TDSP eligibility section.

The Board was asked to consider approval of the clarification of eligibility criteria contained in the TDSP Minor Update.

* **MOTION – MOVED** by Mr. Brewer to approve the TDSP Minor Update.

** **SECONDED** by Ms. Hensley

This item required a Roll Call Vote:

Ms. Niemczyk-For; Mr. Love-For; Mr. Winfree-For; Ms. Hess-For;
Mr. Dwyer-For; Ms. Malinowski-For; Ms. Hensley, Vice Chair-For;
Ms. Dorismond-For; Ms. Dillon-For; Mr. Palumbo-For; Mr. Brewer- For;
Mr. Hernandez-For; Ms. Arbore-For; Ms. Lewis, Chairperson-For

Fourteen members voted for approval of the TDSP Minor Update.
The motion carried **UNANIMOUSLY**.

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

Ms. Lathou explained the need to change the previously adopted scheduled December 14, 2016 meeting date was due to the scheduling on December 11-14, 2016 of a joint annual conference of the FCTD and the FPTA.

* **MOTION – MOVED** by Ms. Malinowski to approve the change of the previously scheduled December 14, 2016 regular meeting date to

Wednesday, December 21, 2016.

** **SECONDED** by Ms. Niemczyk Carried **UNANIMOUSLY**

8. Discussion Items

8a. Evaluation of Treasure Coast Connector (TCC) U.S. 1 Bus Stop and Infrastructure Locations: A presentation of an analysis of selected bus stop and bus shelter concerns along U.S. 1.

Ms. Lathou reviewed the numerous factors when establishing bus stops and installing shelters and benches and provided criteria for determining bus stop locations.

Ms. Lathou indicated the FY 2016/17 – FY 2020/21 TIP includes a project to improve conditions at the U.S. 1/Edwards Road bus stops, with an estimated start of construction in FY 2017/18.

The U.S. 1/Edwards Road bus stop near the Mustard Seed Ministries and the long standing concern for the LCB for access to the HANDS Clinic on U.S. 1 was discussed at length.

Ms. Lathou provided recommendations relating to improving access to the HANDS Clinic. St. Lucie County and Community Transit staff are exploring options to increase ridership on the existing HANDS Clinic shuttle, and working closely with HANDS staff and enhanced marketing.

Board Discussion and Comments:

Ms. Malinowski and Mr. Dwyer initiated a discussion of safety issues at the U.S. 1/Edwards Road bus stops.

Car/taxi services, and shuttles were discussed to take people to and from bus stops or to and from their homes.

Mr. Hernandez commented on health issues from the hot weather, as well as safety concerns with long periods of wait time for the bus.

Ms. Lathou called on Ms. Arbore and Ms. Dekle to explain the "Route Shout" app.

Ms. Arbore explained access to the "Route Shout" app that provides information on bus locations.

Ms. Dekle explained that locations for shelters and bus stops are based on ridership and funding availability. She addressed marketing to attract ridership and explained the restrictions imposed on advertising,

and commented on the issues with maintenance of bus shelters.

"Adopt-a-Shelter" programs and other funding sources were suggested by members.

9. **FDOT Comments** - Ms. Hay introduced Ms. Marie Dorsmond who will be attending the TPO Board as the FDOT District 4 representative.

10. **Recommendations/Comments by Members**

Mr. Love commented on his service as a member of the LCB and said that it is a privilege to serve.

Ms. Arbor advised of "Dump the Pump" Day. Ms. Dekle provided "Dump the Pump" treat bags as hand-outs for everyone.

Mr. Brewer commented on the upcoming Dedication for Gold Star Mothers Memorial at Port St. Lucie Veterans Memorial Park. Gold Star recipient Woody Williams will be attending.

11. **Staff Comments** – None

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

13. **Next Meeting:** The next LCB meeting is a regular meeting scheduled for 2:00 pm on Wednesday, September 14, 2016.

14. **Adjourn**

There was no further business, the meeting adjourned at 3:00 pm

Respectfully Submitted:

Approved by:

Mary Holleran
Board Recorder

Paula Lewis, Chairwoman



AGENDA ITEM SUMMARY

Board/Committee:	St. Lucie LCB
Meeting Date:	September 14, 2016
Item Number:	7a
Item Title:	Annual Operations Report (AOR)
Item Origination:	Florida Commission for the Transportation Disadvantaged (FCTD)
UPWP Reference:	Task 3.8 – Transportation Disadvantaged (TD) Program
Requested Action:	Approve the AOR, approve with conditions, or do not approve.
Staff Recommendation:	Based on the compliance of the AOR with all applicable FCTD standards, it is recommended that the AOR be approved.

Attachments

- Staff report



COMMUNITY SERVICES
MEMORANDUM

TO: Members of the Local Coordination Board
THROUGH: Beth Ryder, Community Services Director *BR*
FROM: Murriah Dekle, Transit Manager *MSO*
DATE: August 30, 2016
SUBJECT: Florida Commission for the Transportation Disadvantaged (FCTD)
2016 Draft Annual Operating Report (AOR)

The Community Transportation Coordinator submits an Annual Operating Report (AOR) to the Florida Commission for the Transportation Disadvantaged (FTCD). The data contained within the report is significant for funding purposes, as it is incorporated into the allocation formula for the Trip and Equipment Grant, which provides trips for transportation disadvantaged individuals.

Each year, the County compiles the trip related data which is generated via reporting requirements for those agencies with valid coordination agreements with the County. The coordination contractors collect and report the information to the County. Providers are encouraged to maintain accurate records on a daily basis and submit the reports quarterly. The figures below are based upon the draft AOR, which is currently being finalized for submittal to the FTCD.

Annual Operating Report Figures					
	2012	2013	2014	2015	2016
Trips	258,050	296,694	270,164	265,326	260,952
Revenue Miles	910,521	1,269,815	921,932	1,059,337	1,066,102
Vehicle Miles	1,332,937	1,507,078	1,241,056	1,426,016	1,403,366

The flux in data is attributed to circumstances when entities have failed to provide the required reports, which results in a decrease in the number of trips. For FY17, the County has an additional three agencies entering into coordination agreements. Thus, the expected number of trips for next year is anticipated to increase.

STAFF RECOMMENDATION:

Staff recommends that the Board approve the Annual Operating Report with the ability to add additional figures when provided and authorize the Chair to sign the necessary documents.



AGENDA ITEM SUMMARY

Board/Committee:	St. Lucie LCB
Meeting Date:	September 14, 2016
Item Number:	7b
Item Title:	By-Laws Update
Item Origination:	Florida Commission for the Transportation Disadvantaged (FCTD)
UPWP Reference:	Task 3.8 – Transportation Disadvantaged (TD) Program
Requested Action:	Approve the By-laws Update, approve with conditions, or do not approve.
Staff Recommendation:	Because the draft FY 2016-17 By-Laws are consistent with current LCB operating guidelines developed by the FCTD, it is recommended that the draft FY 2016-17 By-Laws be approved.

Attachments

- Staff Report
- Draft FY 2016-17 By-laws

MEMORANDUM

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

THROUGH: Peter Buchwald
Executive Director

FROM: Marceia Lathou
Transit Program Manager

DATE: September 1, 2016

SUBJECT: **By-laws Update**

BACKGROUND

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

ANALYSIS

The existing By-laws were reviewed. No changes to the By-laws are proposed.

RECOMMENDATION

Because the draft FY 2016-17 By-Laws are consistent with current LCB operating guidelines developed by the FCTD, it is recommended that the draft FY 2016-17 By-Laws be approved.



St. Lucie Transportation
Planning
Organization

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466 SW Port St. Lucie Blvd, Suite 111
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ST. LUCIE LOCAL COORDINATING BOARD FOR THE TRANSPORTATION DISADVANTAGED (LCB)

FY 2016-17 BY-LAWS, RULES, AND PROCEDURES

September 14, 2016

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1.0 OVERVIEW

1.1 ESTABLISHMENT

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

1.2 PURPOSE

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

1.3 AUTHORITY

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

2.0 STRUCTURE

2.1 BOARD

2.1.1 Composition & Membership

In accordance with Section 47.0157, FS, all members of the St. Lucie LCB shall be appointed by the TPO. The composition, membership, and terms of membership of the LCB are established in Rule 41-2, Florida Administrative Code (FAC) and follows.

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

cases where no private for-profit or private non-profit representatives are available in the service area, this position will not exist on the LCB;

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

2.1.2 Terms of Membership

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

2.1.3 Attendance

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

2.1.4 Vacancy

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

2.1.5 Alternates

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

- a) Alternates are to be appointed in writing or email.
- b) Alternates may be recommended by TPO staff.

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

2.1.6 Officers

a) Chairperson

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

b) Vice Chairperson

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

2.1.7 Minutes

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

2.1.8 Voting

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

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

2.1.9 Quorum

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

3.0 OPERATING PROCEDURES

3.1 ADMINISTRATIVE OPERATIONS

The administrative operations of the LCB shall be in accordance with the *Local Coordinating Board and Planning Agency Operating Guidelines* dated April 2014, developed by the FCTD; applicable state and federal regulations; and as directed by the Board or delegated by the Board to the Executive Director of the TPO.

3.2 MEETINGS

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

3.3 PUBLIC ACCESS

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

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

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

1. Prior to the approval of the agenda near the start of an LCB Board meeting and prior to the meeting adjournment, time will be reserved for comment by members of the general public. The duration of comments from the public are limited to not more than three minutes per person, although the speaker is permitted to submit commentary in writing of any length provided that copies are made for all members of the Board being addressed by the speaker and the Board Secretary. The speaker shall state the speaker's name and address for the record at the beginning of the speaker's comment period. No members of the public may lend speaking time to another speaker. The "Public Comment" period is limited to not more than 30 minutes duration. The Chairperson

of the LCB, as applicable, may provide for additional public comment for good cause shown.

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

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

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

3.4 NOTICE OF MEETINGS AND WORKSHOPS

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

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

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

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

3.5 AGENDA

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

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

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

3.6 EMERGENCY MEETINGS, WORKSHOPS & COMMITTEE MEETINGS

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

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

3.7 MEETING RULES & PROCEDURES

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

3.8 AMENDMENTS

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

3.9 FLORIDA GOVERNMENT IN THE SUNSHINE LAW

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

ST. LUCIE COUNTY LOCAL COORDINATING
BOARD FOR THE TRANSPORTATION DISADVANTAGED

Paula Lewis
Chairperson

ATTEST:

Marceia Lathou
Transit Program Manager

Date



AGENDA ITEM SUMMARY

Board/Committee:	St. Lucie LCB
Meeting Date:	September 14, 2016
Item Number:	7c
Item Title:	Grievance Procedures Update
Item Origination:	Florida Commission for the Transportation Disadvantaged (FCTD)
UPWP Reference:	Task 3.8 – Transportation Disadvantaged (TD) Program
Requested Action:	Approve the Grievance Procedures Update, approve with conditions, or do not approve and appoint or re-appoint a Grievance Committee.
Staff Recommendation:	Because the draft FY 2016-17 Grievance Procedures meet the requirements of the FCTD and facilitate the conduct of business by the LCB, it is recommended that the draft FY 2016-17 Grievance Procedures be approved and that a Grievance Committee be appointed or re-appointed.

Attachments

- Staff Report
- Draft FY 2016-17 Grievance Procedures

MEMORANDUM

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

THROUGH: Peter Buchwald
Executive Director

FROM: Marceia Lathou
Transit Program Manager

DATE: September 1, 2016

SUBJECT: Grievance Procedures Update

BACKGROUND

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

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

To assist in implementing the grievance function, the LCB is required to establish a Grievance Committee consisting of voting members of the LCB. The current members of the Grievance Committee are Ms. Arlease Hall, Ms. Kathryn Hensley, and Mr. Steve Palumbo.

ANALYSIS

The LCB Grievance Procedures were reviewed by TPO staff. The only change proposed is a minor update of FCTD contact information.

RECOMMENDATION

Because the draft FY 2016-17 Grievance Procedures meet the requirements of the FCTD and facilitate the conduct of business by the LCB, it is recommended that the draft FY 2016-17 Grievance Procedures be approved and that a Grievance Committee be appointed or re-appointed.

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

FY 2016-2017 GRIEVANCE PROCEDURES

September 14, 2016

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

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

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

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

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

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

The grievance shall include:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

CERTIFICATION

The undersigned hereby certifies that he/she is the Chairperson of the St. Lucie County Local Coordinating Board for the Transportation Disadvantaged (LCB) and that the foregoing is a full, true and correct copy of the Grievance Procedures of this Coordinating Board as adopted by the St. Lucie LCB this 14th day of September 2016.

ST. LUCIE COUNTY LOCAL COORDINATING
BOARD FOR THE TRANSPORTATION DISADVANTAGED

Paula Lewis
Chairperson

ATTEST:

Marceia Lathou
Transit Program Manager

Date



AGENDA ITEM SUMMARY

Board/Committee:	St. Lucie LCB
Meeting Date:	September 14, 2016
Item Number:	7d
Item Title:	Amendments to Coordination Agreements
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 coordination agreements assist in reducing duplication of services to the transportation disadvantaged community, it is recommended that the LCB approve the coordination agreements.

Attachments

- Staff Report

TO: Members of the Local Coordination Board

THROUGH: Beth Ryder, Community Services Director *BR*

FROM: Murriah Dekle, Transit Manager *MSD*

DATE: August 30, 2016

SUBJECT: Florida Commission for the Transportation Disadvantaged (FCTD) 2017 Annual Coordination Agreements

Each year, the Local Coordinating Board approves the Community Transportation Coordinator agreements with businesses and agencies that provide transportation trips for specific disadvantaged populations. Collaboration with these agencies provide an accurate count of disadvantaged trips provided in the County. This data is included in the Commission for the Transportation Disadvantaged annual operating report, illustrating the need that exists among residents. The community coordination also aids in reducing potential duplication of services.

For fiscal year 17, fourteen agencies have agreed to participate in the coordinated system, an increase of 12.7% as compared to the prior year. The agreements include the option of voluntary participation in the Transportation Coordination Network (TCN), which assists with bridging transportation gaps across the region. The following coordination agreements are submitted for board approval:

- St. Lucie County Head Start (ALPI)
- ARC of St. Lucie County, Inc.
- Aurora of the Treasure Coast
- Gulfstream Goodwill Industries, Inc.
- Mt. Zion Group Home
- Angels of Hope Outreach Ministries
- Boys and Girls Club of St. Lucie, Inc.
- Nativity Group Home, Inc.
- New Horizons of the Treasure Coast, Inc.
- The Love Center Regeneration Ministries, Inc.
- School Board of St. Lucie County
- Scott Cheerful Residence, Inc.
- United Veterans of St. Lucie County

STAFF RECOMMENDATION:

Approve coordination agreements and authorize the Chair to sign all required documents.



AGENDA ITEM SUMMARY

Board/Committee:	St. Lucie LCB
Meeting Date:	September 14, 2016
Item Number:	7e
Item Title:	2016-17 Shirley Conroy Rural Area Capital Assistance Program Grant
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:	Approve the application and authorize the Chair to sign the necessary documents.

Attachments

- Staff report
- Grant application

TO: Members of the Local Coordination Board

THROUGH: Beth Ryder, Community Services Director *BR*

FROM: Murriah Dekle, Transit Manager *MSD*

DATE: August 30, 2016

SUBJECT: Florida Commission for the Transportation Disadvantaged (FCTD) FY2016-17 Shirley Conroy Rural Area Capital Assistance Program Grant

The Shirley Conroy Rural Area Capital Assistance Program Grant, is administered by the Commission for the Transportation Disadvantaged. Each year, the Florida Department of Transportation (FDOT) transfers \$1.4 Million to the Transportation Disadvantaged Trust Fund to provide financial assistance to eligible recipients in rural areas for the purchase of capital equipment.

Unlike the Trip and Equipment Grant Program managed through the Transportation Disadvantaged Trust Fund Program, this grant is discretionary and requires the applicant to state the specific amount of money and eligible equipment required to complete the projects, as well as provide specific details supporting the need, impact, and value of the project on the coordinated system. The project should focus on addressing the capital needs of rural areas.

On August 10th, the Community Transportation Coordinator submitted an application for the Shirley Conroy grant to the FCTD. After consultation with St. Lucie County Information Technology Department and the Veterans Services Division, the grant request has been written for technological upgrades better equip the VSO officers with coordinating and scheduling trips for Veterans. The FCTD is currently reviewing the submittal and preparing recommendations. The grant deadline was August 15th, with final execution and grant agreements due in September.

STAFF RECOMMENDATION:

Approval of application and authorization of Chair to sign the necessary documents.

ATTACHMENTS:

Application

Florida Commission for the



Transportation Disadvantaged

APPLICATION AND PROGRAM MANUAL

FOR THE

SHIRLEY CONROY RURAL AREA CAPITAL ASSISTANCE
PROGRAM GRANT

2016/2017

Issued By:

FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED

605 Suwannee Street, Mail Station 49

Tallahassee, Florida 32399-0450

850-410-5700

Fax - 850-410-5752

Internet <http://www.dot.state.fl.us/ctd>

Shirley Conroy

The Shirley Conroy Rural Area Capital Assistance Program was named in honor of Mrs. Shirley Jenkins Conroy (1930-2010). Mrs. Conroy was a tireless advocate for coordinated community transportation services and those who were disadvantaged. A few of Mrs. Conroy's accomplishments included:

In the 1970's, she was instrumental in the development and passage of Chapter 427, F.S.



In the 1980's, she served as the Executive Director of the first Community Transportation Coordinator (CTC) for Alachua County.

In the 1990's, she administered coordinated transportation for the Florida Department of Transportation (FDOT) District 2 as the liaison to their CTCs.

In the 2000's, she served as the Executive Director of the Florida Association of Coordinated Transportation Systems (FACTS).

While this grant was originally named to honor Mrs. Conroy, it continues to memorialize her legacy in Community Transportation by providing funding for capital purchases for the rural areas of Florida.

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INTRODUCTION

This application package contains information and application forms for the Shirley Conroy Rural Area Capital Assistance Program Grant, as administered by the Commission for the Transportation Disadvantaged. Each year, the Florida Department of Transportation (FDOT) transfers \$1.4 Million to the Transportation Disadvantaged Trust Fund to provide financial assistance to eligible recipients in rural areas for the purchase of capital equipment.

Unlike the Trip and Equipment Grant Program managed through the Transportation Disadvantaged Trust Fund Program, this grant is discretionary and requires the applicant to state the **specific amount of money and eligible equipment** required to complete the project, as well as provide **specific details supporting the need, impact, and value of the project on the coordinated system**. The project should focus on addressing the capital needs of rural areas. After receipt of the applications, a subcommittee of the Commission for the Transportation Disadvantaged ("CTD" or "Commission") will review the applications and recommend projects to be awarded. **The subcommittee has requested that the equipment listed in the application be prioritized according to need.** The Commission will review and approve all projects recommended by the subcommittee, and grant agreements will be executed soon after their approval.

This manual is divided into three parts: Program Requirements, Application Instructions, and Application Forms. For the purpose of clarifying terms, the forms contained in this manual are referred to as the "grant application" and the agreement sent by the Commission for the Transportation Disadvantaged for execution by successful applicants is known as the "grant agreement."

PART I
SHIRLEY CONROY RURAL AREA CAPITAL ASSISTANCE PROGRAM GRANT
REQUIREMENTS

This part of the manual contains requirements of the Shirley Conroy Rural Area Capital Assistance Program Grant.

1. PROJECT ELIGIBILITY

A. Eligible Expenditures

The grant funds allocated from the Transportation Disadvantaged Trust Fund are for the specific purpose of purchasing equipment to be utilized by a Community Transportation Coordinator (CTC). These grant funds are to be expended and utilized in accordance with Chapter 427, Florida Statutes; Rule 41-2, Florida Administrative Code; CTD policies; the grant agreement; and this grant manual.

This is a **reimbursement** grant program, which means recipients must purchase, pay for and receive the equipment before invoicing the CTD for reimbursement. As such, support documentation for reimbursement must identify the specific capital equipment designated as eligible for this grant.

Capital equipment is any equipment used to maintain or provide improved or expanded transportation services within the coordinated transportation system. The Local Coordinating Board shall review and approve the grant application. Due to the time constraints of this application process, the CTC can receive approval from the Local Coordinating Board after submission of the grant application. Capital equipment does not include the acquisition, construction, or improvement of facilities. Eligible capital equipment includes, but is not limited to:

1. Small or medium buses, cutaway vans (van body on truck chassis), under 30 ft.;
2. Sedans or vans (includes modified 15-passenger vans on a van chassis);
3. Wheelchair lifts, ramps, and restraints;
4. Two-way radios and communications equipment;
5. Computer hardware/software;
6. Support equipment, other than items specifically identified in this section, above \$500;
7. Vehicle procurement, testing, inspection acceptance, and vehicle rehabilitation when the rehabilitation extends the life of the vehicle one year beyond the original expectancy;
8. Initial installation or set-up costs of any of the above items.

Vehicles purchased will meet or exceed any applicable CTD accepted minimum specifications. The CTD accepts any specifications by any local, state, or federal government department.

In accordance with the Americans with Disabilities Act of 1990, all vehicles purchased through this grant, which are to be utilized on a fixed route/fixed schedule service, must be lift equipped. Applicants who intend to utilize project vehicles for demand response services may be requested to provide certification that their demand response service offered to individuals with disabilities, including individuals who use wheelchairs, is equivalent to the level and quality of service offered to individuals without disabilities.

All vehicles purchased with Transportation Disadvantaged Funds shall be titled to the applying agency with a lien only to the Florida Commission for the Transportation Disadvantaged (CTD). Insurance coverage is not an eligible expense. Equipment purchased with this grant shall be used by the CTC. Capital equipment may be leased or assigned for operational responsibility to third parties within the CTC's service area. The CTD may, after consultation with the recipient and local Coordinating Board, transfer all equipment purchased under this grant at such time that it deems the equipment to be underutilized or that it is not being operated for its intended purpose. The CTD shall retain a majority of the interest in all capital equipment until the useful life of such equipment has been expended. At that time, the grantee may dispose of such equipment with the written permission of the CTD in accordance with the Commission's Capital Equipment Procedures. The CTC will carry adequate insurance (with the Commission listed as additionally insured) to maintain, repair, or replace project vehicles/equipment in the event of loss or damage due to an accident or casualty.

B. Eligible Service Areas

This is the primary service area as defined in the Memorandum of Agreement (MOA) and Transportation Disadvantaged Service Plan (TDSP) but does not exclude services moving residents of the primary service area in or out of the primary service area to surrounding areas as necessary and appropriate. The application will apply to rural portions of the service area.

C. Eligible Applicants

For this grant cycle an eligible applicant is any current Commission approved Community Transportation Coordinator who has an executed MOA and TDSP.

2. LOCAL MATCH REQUIREMENT

This grant requires a local match. In defining local match, Rule 41-2.014(3), Florida Administrative Code, requires that eligible grant recipients must provide at least 10-percent of the total project cost as the local share. The 10-percent match for the funding allocation must be cash generated from local sources; no state or federal government revenues are acceptable as local match. The source of local cash match must be clearly identified in the grant application.

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

Areas designated as part of the Rural Economic Development Initiative (REDI) may request a reduction or waiver of match. This request must be made clear in the application package. Please contact your project manager or visit the following website: <http://www.florida-redi.com> for additional information.

FUNDING PARTICIPATION FORMULA

Allocation for Grant

Federal	0%
State	90%
Local match	<u>10%</u>
	100%

3. ALLOCATIONS

This funding is included in the FDOT's Five Year Work Program; however, funding is subject to Legislative approval. Funds will be available for selected projects upon execution of the Shirley Conroy Rural Area Capital Assistance Program Grant.

4. GRANT APPROVAL

Grant application criteria includes, but is not limited to, ability to demonstrate capital needs for a clearly defined rural area within the designated service area, ability to complete the project, readiness, and ability to match or leverage funds. Priority will be given to those projects that enhance the current local system the most. This includes, but is not limited to, technology; vehicle replacement requests; expansion of current service (whether an increase in service area or access to service); and/or other support equipment that will enhance existing services (must justify). Please note that these priorities are not listed in "rank order." In addition, if the CTC returned funding within the previous two grant cycles because a project was not complete, an explanation should be provided as to why the project was not complete. All grant applications are subject to approval by the CTD or its designee. Please be aware that submitting a grant application does not ensure award nor does it ensure that if funding is granted it will be in the amounts requested. If the amount awarded is less than requested, the CTC will be notified to see if based on the new amount, the CTC would like to continue the proposed project. Once the Commission has approved the grant application and amount, a grant agreement will be forwarded to the applicant for execution. No significant changes can be made to the project once it has been approved by the Commission.

Costs incurred prior to grant agreement execution cannot be charged to the project, nor will the CTD give retroactive grant agreement execution. Costs incurred by an applicant to prepare and file this application are not eligible project costs for this grant. The following is an estimated timetable for the grant process. The timetable is subject to change.

July 5, 2016	Applications to CTCs
August 15, 2016	Applications due to CTD
August 22-26, 2016	Review of applications by subcommittee and prepare recommendations
September 9, 2016	Review and approval by CTD
September 2016	Execution of Grant Agreements
June 30, 2017	All 2016/2017 Grant Agreements will terminate

Invoices for grant funds will not be honored until the grant agreement has been executed by both

the CTD and the grantee, and is on file at the CTD office. Additionally, required invoice summary forms must be used.

5. PROGRAM MANAGEMENT

General: Grantees must administer grants following the guidelines and procedures identified in the Federal Common Grant Rule except where specifically stated otherwise. This document contains information concerning audits, allowable costs, accounting procedures, records retention, cost allocation plans, and other financial management requirements. A copy of the Federal Common Grant Rule is available upon request from the CTD.

Third party contracts: Third party contracts are contracts between a grantee and any subgrantee, or pass-through funding recipient, consultants, or others in the private sector for work needed to carry out a project. Unless otherwise authorized in writing by the Commission, the Grantee may not execute any contract or obligate itself in any manner requiring the disbursement of these grant funds including transportation operator and consultant contracts or amendments thereto, with any third party with respect to the project without being able to provide a written certification by the Grantee that the contract or obligation was executed in accordance with the competitive procurement requirements of Chapter 287, Florida Statutes; Chapter 427, Florida Statutes; and the rules promulgated by the Department of Management Services. The procurement, execution, audit, and closing of third-party contracts are basic grantee responsibilities and must be carried out using the same guidelines and procedures as described in Chapter 287, Florida Statutes. Inter-agency agreements or contracts passing through grant funds to other public bodies (including public transit operators) or transportation operators as defined in Chapter 427, Florida Statutes, are not third-party contracts. However, the pass-through recipient must comply with Chapter 287, Florida Statutes, if it enters into any subsequent third-party contract using Transportation Disadvantaged Trust Funds. Furthermore, the State of Florida has determined that public contracts must be awarded in a fair and open manner, free from collusion and unfair influence. Therefore, the Commission, as with other state agencies, has adopted Prohibited Interests provisions in Article 13.0 of the grant agreement which must be strictly followed by the grant recipient.

Audits: The Grant recipient must provide an audit report prepared either by its official auditor or audit agency or an independent certified public accountant, reflecting the use of the non-sponsored transportation funds of the Commission, the Grantee, and those from any other source with respect to the project in accordance with Section 7.60 of the grant agreement.

The Grantee shall permit and shall require its contractors to permit the Commission's authorized representatives to inspect all work, materials, payrolls, records, drivers' manifests, capital equipment; and to audit the books, records and accounts pertaining to the financing and development of the project at all reasonable times including upon completion of the project, and without notice. Grant recipients shall make all records available to the CTD, upon request, for a period of five (5) years after final project invoice.

Invoicing: Invoices for expenses provided or incurred pursuant to the grant agreement must be submitted in detail sufficient for a proper preaudit and postaudit thereof. Failure to submit to the Commission detailed supporting documentation with the invoice or request for project funds will be cause for the Commission to refuse to pay the amount claimed by the Grantee until the Commission is satisfied that the criteria set out in Chapter 427, Florida Statutes, and Rule 41-2, Florida Administrative Code, is met. Unless extended by the Commission, the final invoice and supporting documentation must be submitted to the Commission in acceptable format by August 15, 2017.

Reimbursements: In order to obtain any Transportation Disadvantaged Trust Funds, the grant recipient must file with the Commission an invoice form as prescribed by the Commission and such other detailed supporting documentation pertaining to the project account and the project as the Commission may require to justify and support the payment requisition as prescribed in Articles 7.0 and 8.0 and Exhibit A and B of the grant agreement. The documentation will include information relating to the date the Grantee incurred project costs for equipment, proof of payment for the capital equipment (copy of cancelled check and/or copy of vendor invoice reflecting a \$0 balance due), and, if applicable, a copy of application for title showing the Commission as the first lien holder and a copy of Certificate of Insurance for the vehicle showing the Commission as additionally insured.

Vendors Rights: The Grantee providing goods and services to the Commission will receive payments in accordance with section 215.422, Florida Statutes. The parties hereto acknowledge Section 215.422, Florida Statutes, and hereby agree that the time in which the Commission is required to approve and inspect goods and services shall not to exceed eleven (11) working days. The Florida Department of Transportation has 20 days to deliver a request for payment (voucher) to the Department of Financial Services. The 20 days are measured from the latter of the date the invoice is received or the goods or services are received, inspected, and approved. The Grantee shall promptly pay all subcontractors their proportionate share of payments received from the Commission. A Vendor Ombudsman has been established within the Department of Financial Services. The duties of this individual include acting as an advocate for vendors who may be experiencing problems in obtaining timely payment(s) from the Commission. The Vendor Ombudsman may be contacted at (850) 413-5516 or by calling the Department of Financial Services Consumer Hotline at (800) 342-2762.

PART II APPLICATION INSTRUCTIONS

GENERAL INSTRUCTIONS

Applications are due August 15, 2016. Final award decisions are scheduled to be approved at the Commission's business meeting on September 9, 2016.

Presented in this part are specific instructions on the preparation of the grant application forms. To be considered complete, the application should contain Exhibits A, B, C, D, E, and F as described in this manual.

NOTE: It is the CTC's responsibility to complete and submit the grant application in its entirety in a timely manner. Local Coordinating Board review is required. Due to the timeliness of this application process, the Local Coordinating Board can review and approve the application after it is submitted to the CTD. The Local Coordinating Board Chair must certify, by signing Exhibit A of the grant application, that it has reviewed the grant application.

- A. Although specific instructions on the preparation of the grant application are provided, additional assistance may be obtained by contacting the Commission for the Transportation Disadvantaged, (850) 410-5700.
- B. Applicants must submit one original and five (5) copies of each proposal. Applications must include documentation supporting the cost of the project. For example, for cutaway vehicles, submit a copy of the Transit Research Inspections Procurement Services (TRIPS) order form identifying the specifications of the requested vehicle and the total cost. If purchasing other capital equipment, a copy of the quote(s) received identifying equipment details and total cost.

The application prepared by each CTC must be securely stapled and submitted to the:

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

Note: Binders are unnecessary and will be discarded in the processing of the grant.

EXHIBIT A INSTRUCTIONS

Except for the following notes, the applicant information form is self-explanatory. If questions arise, please contact the CTD.

LEGAL NAME OF APPLICANT: The full legal name of the applicant's organization, not an individual. Applicant name and address must be registered in MyFloridaMarketplace.

FEDERAL IDENTIFICATION NUMBER: The number used by all employers within the United States to identify their payroll and federal income tax.

REMITTANCE ADDRESS: This should be the applicant's mailing address where all correspondence is sent, and will be the address on the grant agreement and the address to which your reimbursement checks will be sent. Changes of address must be registered in MyFloridaMarketPlace. If the physical location of the applicant is different from the mailing address, the applicant must notify the Commission of the applicant's physical location of operations.

PHONE NUMBER AND E-MAIL ADDRESS: To facilitate faster communications, the applicant should also include telephone, fax numbers and any e-mail addresses used by the applicant.

LOCAL COORDINATING BOARD CERTIFICATION:

Local Coordinating Board review is required. However, the review may be obtained after the grant application is submitted. The Local Coordinating Board Chair must certify, by signing Exhibit A, that the grant application has been reviewed by the LCB.

EXHIBIT B INSTRUCTIONS

I. PROJECT FUNDING

- A. **Capital Equipment:** Provide a detailed description and estimated cost of equipment to be purchased with grant funds to be utilized for rural area services.

II. FUNDING PARTICIPATION

- A. **Transportation Disadvantaged Trust Funds:** Indicate the amount of funds requested of this grant for capital equipment.
- B. **Cash Local Match:** Indicate the percentage and dollar amount of the total contributions which the local sources are expected to contribute as a match to the grant funds. If applying for reduced match or a waiver of match as part of the REDI program, please state such here.
- C. **Total Project Cost:** Indicate the total proposed project cost.

EXHIBIT C

INSTRUCTIONS

Scope: This is a competitive grant application. It is the responsibility of the applicant to ensure that each section provides sufficient information for the review committee to consider and award project funds accordingly. Include a description of how funds will be used for rural services or to enhance existing services for rural transportation. Applicants do not have to use the enclosed "Exhibit C" form, however, the format and order must be exactly the same as on the enclosed form. The following descriptions should be used to complete this grant application:

Who - Describe who the equipment is going to serve. This could include demographic information that identifies the population that will be served in rural areas. Excerpts from the TDSP and data can be included to provide support in the area of demographics. This could also include the creation or development of services to address unmet needs in rural areas. Applicants may include letters of support.

What - Include **detailed descriptions** of what type of equipment is needed to serve the rural areas. The subcommittee has requested that the equipment listed in the application be prioritized according to need. This should include whether the equipment is replacement equipment, equipment that is needed to enhance current equipment, or new equipment to expand services.

If applying for a vehicle, specify the make and model of the vehicle and identify the accessories/equipment included on the vehicle. To ensure compliance with the competitive procurement requirements, we recommend purchasing from the State contract managed by the Florida Department of Transportation (<http://www.tripsflorida.org/contracts.html>) or the Florida Department of Management Services (http://www.dms.myflorida.com/business_operations/state_purchasing/state_contracts_and_agreements). Both of these websites contain pricing information. Include a copy of the TRIPS order form or other quotes with your application indicating the various accessories to be included on the vehicle. This information will be used by the Subcommittee to document the award amount. If the application is for the replacement of a vehicle(s), indicate which vehicle(s) is being replaced on the vehicle and other transportation equipment inventory form.

Where - Include information about where the equipment will be used. Maps, lists, and addresses can be used to provide detail on where the equipment will serve the needs in the rural areas.

When - Address the time frame for implementation and describe the anticipated length of the project and demonstrate the immediate need for procurement of said equipment.

How - Explain in detail how the equipment will be utilized in the rural areas. Applicants should also include what competitive procurement process will be completed to procure the equipment. Grant applicants must identify any other funding sources accessed for the purchase of equipment to ensure there is no duplication. CTCs should identify monies that have been awarded from FDOT or other funds designated for the acquisition of equipment. CTCs should also identify how local match will be funded and how other funds will be leveraged. **If applying for reduced match or a waiver of match as part of the REDI program, please include request and justification here.**

Why - Include all information that would address why your agency is most deserving of the project funds and how the equipment will benefit all the Transportation Disadvantaged in the community. Justification could include, but is not be limited to, increase of number of trips provided in rural areas as

a result of equipment purchased, service routes created in rural areas as a result of purchased equipment, improved accountability of funds expended due to the availability of equipment, cost savings or other efficiencies to be gained as a result of equipment purchased, and other innovative anticipated outcomes in the identified rural areas.

Status of 2014/2015 and 2015/2016 Grants - Indicate capital equipment previously awarded through the Shirley Conroy Rural Area Capital Assistance Program Grant and the total dollar amount (if any) actually paid by the grant. If a grant was awarded, but the grant not charged, explain why the grant funds were not utilized as awarded.

EXHIBIT D INSTRUCTIONS

A resolution by the applicant's Board of Directors/County Commission authorizing an individual and/or position to sign this application and subsequent agreements, invoices, assurances, etc., must be completed. Exhibit D is a sample resolution for your consideration. It is not required that you use the sample resolution, as long as the same basic information is provided. The resolution must include original signatures and must be attested to and sealed (corporate or notary seal) by a corporate officer. Remember that the resolution can be good for an extended period of time or for multiple agreements if worded in such a fashion.

EXHIBIT E INSTRUCTIONS

The standard assurances form should be signed and dated by the person or position identified in the authorizing resolution.

EXHIBIT F INSTRUCTIONS

All grant applications must include a vehicle inventory form. The inventory must include all vehicles used to transport individuals, including existing fleet and additional vehicles that are currently on order, regardless of funding source.

PART III

APPLICATION FORMS

EXHIBIT A	Grant Application (Application Form)
EXHIBIT B	Grant Application (Proposed Project Funding)
EXHIBIT C	Grant Application (Scope)
EXHIBIT D	Grant Application (Sample Authorizing Resolution)
EXHIBIT E	Grant Application (Standard Assurances)
EXHIBIT F	Grant Application (Inventory)

EXHIBIT A

**Commission for the Transportation Disadvantaged
Grant Application Form for
the Shirley Conroy Rural Area
Capital Assistance Program Grant**

1. DATE SUBMITTED: August 8, 2016
2. LEGAL NAME OF APPLICANT: St. Lucie County Board of County Commissioners
3. FEDERAL IDENTIFICATION NUMBER: 59-6000835
4. REMITTANCE ADDRESS: 2300 Virginia Avenue
5. CITY AND STATE: Fort Pierce, FL ZIP CODE: 34983
6. CONTACT PERSON FOR THIS GRANT: Murriah Dekle
7. PHONE NUMBER: 772-462-1777 FAX NUMBER: 772-462-2094
8. E-MAIL ADDRESS: deklem@stlucieco.org
9. PROJECT LOCATION [County(ies)]: St. Lucie County (Primarily) & Palm Beach County VA Medical Center (Destination)
10. PROPOSED START DATE: October 1, 2016 ENDING DATE: June 30, 2017
11. ESTIMATED PROJECT FUNDING REQUESTED:
Grant Funds \$ 5,000.00
Local \$ 500.00
TOTAL \$ 5,500.00

12. I hereby certify that this document has been duly authorized by the governing body of the applicant, and the applicant intends to complete the project, and to comply with any attached assurances if the assistance is awarded.

Ms. Katherine Hensley, Chairwoman of St. Lucie County Local Coordinating Board
TYPED NAME OF AUTHORIZED REPRESENTATIVE AND TITLE

SIGNATURE OF AUTHORIZED REPRESENTATIVE

September , 2016
DATE

13. **Local Coordinating Board Approval**

I hereby certify that this grant has been reviewed in its entirety by the

St. Lucie County Coordinating Board.

COORDINATING BOARD CHAIRPERSON'S SIGNATURE

September , 2016
DATE

EXHIBIT B

PROPOSED PROJECT FUNDING

I. Project Description and Cost – Include a copy of the TRIPS vehicle order form used to determine price or quote received for other capital equipment to document cost.

Capital equipment - **Prioritize based on need.**

If vehicle, specify type of vehicle and fuel type (gas, diesel, alternative)

1. Simpli Transport Scheduling and Dispatch Software \$4,800

2. Administrative Support from Software Company \$500.00

3. Marketing \$200.00

Total Project Cost \$5,500

II. Funding Participation

A. Transportation Disadvantaged Trust Funds (90%) * \$4,950

B. Local Match (10%) * \$550

C. **Total Project Cost** \$5,500

EXHIBIT C

SCOPE

Who:

St. Lucie County Community Transportation Coordinator (CTC) – Community Services Department; Veteran's Services Division.

What:

Scheduling software to allow for an expansion of the existing services, which will enable an additional element to the Veteran's Services Division, which is home pick up and drop off for disabled veterans.

Where:

The St. Lucie County Veteran Services office wishes to establish a disabled Veteran pick-up service that would provide early morning and midday transportation from their homes to the medical transportation pick-up locations in Ft. Pierce and Port St. Lucie. Medical transportation vans operated by St. Lucie County Veteran Services, provide no cost transportation from Fort Pierce and Port St. Lucie to the Veterans Administration hospital in West Palm Beach and return on a daily basis Monday through Friday.

When:

Monday through Friday.

Daily departure times are 7:00 AM from both St. Lucie locations and 12:00 to 12:30 PM from West Palm Beach.

How:

St. Lucie County currently has two small handicapped equipped vans capable of performing home pick-up and return delivery of disabled Veterans.

Utilization a software program would be a new endeavor for SLC Veteran Services and an expansion of current services. The challenge for providing this additional service is the orderly and efficient scheduling of daily pick-ups and returns. Our current system, paper schedules for daily hospital trips, is sufficient for our routine operation but would not easily accommodate the varied locations and times required for home pick-ups.

A computer scheduling system is required to handle the additional elements of home pick-ups. Simpli Transport Scheduling and Dispatch Software. This software allows for client management, trip booking, computerized scheduling, reporting, and mapping.

Attached is information from Simpli Transport regarding the software program and the processing capabilities of the program.

Why:

This would be a new endeavor for SLC Veteran Services and an expansion of current services. The challenge for providing this additional service is the orderly and efficient scheduling of daily pick-ups and returns. Our current system, paper schedules for daily hospital trips, is sufficient for our routine operation but would not easily accommodate the varied locations and times required for home pick-ups.

Several scheduling programs were considered and reviewed by the St. Lucie County IT Department, mostly to determine compatibility with the needs of the Veteran Services Division in scheduling severely disabled Veterans from multiple pick-up locations (Veteran homes) and delivering them on time at the departure locations for the fixed route vans making daily trips to the Veterans Administration Hospital located in West Palm Beach, and delivering them back to their home locations once the vans returned from the hospital.

Many of the scheduling programs reviewed had excess capabilities for the need of Veteran Services and the cost of those programs was deemed to be excessive for the need also.

Status of 2014/2015 and 2015/2016 Grants:

Not Applicable. Did not receive previous awards during these years.

**EXHIBIT D
AUTHORIZING RESOLUTION**

A RESOLUTION DESIGNATING THE DEPARTMENT OF COMMUNITY SERVICES DIRECTOR AS THE COMMUNITY TRANSPORTATION COORDINATOR FOR ST. LUCIE COUNTY AND AUTHORIZING THE FILING OF A SHIRLEY CONROY RURAL AREA CAPITAL ASSISTANCE PROGRAM GRANT APPLICATION WITH THE FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED FOR FISCAL YEAR 2016-17.

WHEREAS, the Board of County Commissioners of St. Lucie County, Florida has made the following determinations:

1. The Board is authorized to submit a Transportation Disadvantaged Trust Fund Grant Application to the Florida Commission for the Transportation Disadvantaged for the Shirley Conroy Rural Areas Capital Assistance Program for Fiscal Year 2016-17.
2. The Board is authorized to accept the grant and undertake a Transportation Disadvantaged Service Plan program pursuant to Section 427.0159, Florida Statutes, and Rule 41-2 of the Florida Administrative Code.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF ST. LUCIE COUNTY FLORIDA:

1. This Board hereby authorizes the submission of a Shirley Conroy Rural Area Capital Assistance Program Grant Application to the Florida Commission for the Transportation Disadvantaged for Fiscal Year 2016-17 in the total amount of _____ in Transportation Disadvantaged Trust Fund monies and _____ in local monies, as indicated by Exhibit "A".
2. This Board authorizes the Chair of the Board of County Commissioners to execute the application and award agreement on behalf of the Board.
3. This Board further authorizes the designee to execute any all subsequent documents necessary for including agreements, assurances, reimbursement invoices, warranties and others, which may be required in connection with the Transportation Disadvantaged Commission funding.
4. This resolution shall become effective upon adoption.

After motion and second motion, the vote on this resolution was as follows:

Chairman Kim Johnson	XXX
Vice Chair Frannie Hutchinson	XXX
Chris Dzadoovsky	XXX
Paula A. Lewis	XXX
Todd Mowery	XXX

PASSED AND DULY ADOPTED this _____ day of _____ 2016

ATTEST: BOARD OF COUNTY COMMISSIONERS ST. LUCIE COUNTY, FLORIDA

Deputy Clerk

BY: _____

Chair
APPROVED AS TO FORM AND
CORRECTNESS:

County Attorney

EXHIBIT E

STANDARD ASSURANCES

The recipient hereby assures and certifies that:

- (1) The recipient will comply with the federal, state, and local statutes, regulations, executive orders, and administrative requirements which relate to discrimination on the basis of race, color, creed, religion, sex, age, and handicap with respect to employment, service provision, and procurement.
- (2) Public and private for-profit, transit and paratransit operators have been or will be afforded a fair and timely opportunity by the local recipient to participate to the maximum extent feasible in the planning and provision of the proposed transportation planning services.
- (3) The recipient has the requisite fiscal, managerial, and legal capacity to carry out the Transportation Disadvantaged Program and to receive and disburse State funds.
- (4) The recipient intends to accomplish all tasks as identified in this grant application.
- (5) The recipient is aware that the Shirley Conroy Rural Area Capital Assistance Program Grant is a reimbursement grant. Reimbursement of funds will be approved for payment upon receipt of a properly completed invoice with supporting documentation such as the vendor's invoice preferably reflecting a zero balance due or a copy of the cancelled check along with the vendor's invoice. If this project consists of a vehicle purchase, the application for title reflecting the Commission as the first lienholder is also required.
- (6) The recipient is aware that the approved project must be complete by June 30, 2017, which means the equipment must be received by that date or reimbursement will not be approved.
- (7) Transportation Disadvantaged Trust Funds will not be used to supplant or replace existing federal, state, or local government funds.
- (8) All project equipment or vehicles shall meet or exceed the applicable criteria set forth in the Florida Department of Transportation's Guidelines for Acquiring Vehicles on file with the Commission on July 1, 2016, or criteria set forth by any other federal, state, or local government agency.
- (9) Capital equipment purchased through this grant shall comply with the recipient's competitive procurement requirements or Chapter 287 and Chapter 427, Florida Statutes.

(10) If capital equipment is purchased through this grant, the demand response service offered to individuals with disabilities, including individuals who use wheelchairs, is equivalent to the level and quality of service offered to individuals without disabilities. Such service, when viewed in its entirety, is provided in the most integrated setting feasible and is equivalent with respect to:

- (a) response time,
- (b) fares,
- (c) geographic service area,
- (d) hours and days of service,
- (e) restrictions on trip purpose,
- (f) availability of information and reservation capability, and
- (g) contracts on capacity or service availability.

In accordance with 49 CFR Part 37, public entities operating demand response systems for the general public which receive financial assistance under 49 U.S.C. 5310 or 5311 of the Federal Transit Administration (FTA) have filed a certification with the appropriate state program office before procuring any inaccessible vehicle. Such public entities not receiving FTA funds have also filed a certification with the appropriate program office. Such public entities receiving FTA funds under any other section of the FTA have filed a certification with the appropriate FTA regional office.

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

Date: _____ Signature: _____

Name: Ms. Katherine Hensley

Title: Chairwoman, St. Lucie County Local Coordinating Board

EXHIBIT F

CURRENT VEHICLE INVENTORY FORM

Name of CTC: St. Lucie County Board of County Commissioners

Model Year	Chassis Make And Model	VIN (17-digits)	Maximum Ambulatory/ Maximum Wheelchair Passengers	Average Vehicle Miles Per Year	Current Mileage As Of (Date)	Anticipated Retire Year	Source of Funding
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

NOTE: Identify the Vehicle(s) that would be replaced with this or other grants by placing * next to the model year.



AGENDA ITEM SUMMARY

Board/Committee:	St. Lucie LCB
Meeting Date:	September 14, 2016
Item Number:	8a
Item Title:	Mobility Enhancement Grant Application
Item Origination:	Florida Commission for the Transportation Disadvantaged (FCTD)
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.

Attachments

- Staff report
- Grant application

TO: Members of the Local Coordination Board

THROUGH: Beth Ryder, Community Services Director *BR*

FROM: Murriah Dekle, Transit Manager *MSD*

DATE: August 30, 2016

SUBJECT: Florida Commission for the Transportation Disadvantaged (FCTD) FY2016-17 Mobility Enhancement Grant

The 2016 Florida Legislature authorized \$1,750,000 of non-recurring funds to be competitively awarded by the Florida Commission for the Transportation Disadvantaged (Commission) to Community Transportation Coordinators (CTCs) to support projects that:

- 1) Enhance the access of older adults, persons with disabilities, and low income individuals to healthcare, shopping, education, employment, public services, and relations;
- 2) Assist in the development, improvement, and use of transportation systems in non-urbanized areas;
- 3) Promote the efficient coordination of services;
- 4) Support inter-city bus transportation; or
- 5) Encourage private transportation provider participation.

On September 30th, the Community Transportation Coordinator will submit an application for the FY2016-17 Mobility Enhancement Grant to the Commission. The project scope is aligned with the adopted St. Lucie Transit Development Plan (TDP), which specifies an examination of the current fare schedule.

If approved, the project will provide free rides for a six month duration for both, the fixed route and demand response. In turn, the performance measures will serve as a 'Fare Study' for staff, administration and elected officials to consider all future transit funding sources. Based upon the projected ridership increase via this project, the allocation for St. Lucie could also be affected, thus providing additional funding for the transit system. The allocation of two formula grants to Florida transit agencies: the Urbanized Area Formula Grant Program at the federal level and Florida's Public Transit Block Grant at the state level. The CTC is currently preparing final edits to the submittal package. The application deadline is October 11th, with final execution and grant agreements are due in November.

STAFF RECOMMENDATION:

Approval of application and authorization of Chair to sign the necessary documents.

ATTACHMENTS:

Application

Florida Commission for the



**Transportation
Disadvantaged**

FISCAL YEAR 2016-17
PROGRAM MANUAL
FOR THE
MOBILITY ENHANCEMENT GRANT

Issued By:

FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED

605 Suwannee Street, Mail Station 49

Tallahassee, Florida 32399-0450

850-410-5700

Fax 850-410-5752

www.dot.state.fl.us/ctd

INTRODUCTION

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

The 2016 Florida Legislature authorized \$1,750,000 of non-recurring funds to be competitively awarded by the Commission to Community Transportation Coordinators (CTCs) to support projects that:

- 1) enhance the access of older adults, persons with disabilities, and low-income individuals to healthcare, shopping, education, employment, public services and recreation
- 2) assist in the development, improvement and use of transportation systems in non-urbanized areas;
- 3) promote the efficient coordination of services
- 4) support inter-city bus transportation; or
- 5) encourage private transportation provider participation.

Unlike the Trip/Equipment Grant Program, this grant requires an application that identifies a specific project(s) with a proposed budget(s). The application shall identify a need and describe how the project will meet that need with new or enhancements to existing services. The application shall include details as to how the project will be implemented and defines benchmarks to measure project effectiveness. The deadline to submit applications to the Commission is October 11, 2016.

Projects should focus on improving access to or creating new opportunities for mobility services. Proposed projects must begin providing services on or about January 1, 2017 with continued service through June 30, 2017.

Following the deadline, a Commission subcommittee will review the applications and recommend projects to be awarded. The Commission will review and approve the projects recommended by the subcommittee; grant agreements will be executed soon after their approval.

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

PART I

MOBILITY ENHANCEMENT GRANT PROGRAM REQUIREMENTS

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

1. ELIGIBILITY INFORMATION

A. Eligible Recipients

A Community Transportation Coordinator (CTC) who has an executed Memorandum of Agreement (MOA) and Transportation Disadvantaged Service Plan (TDSP). Recipient of these funds will be referred to as the Grantee.

B. Allowable Expenditures

The grant funds allocated from the Transportation Disadvantaged Trust Fund are for the specific purpose of reimbursing the CTC for a portion of each passenger trip provided to eligible non-sponsored transportation disadvantaged individuals, or for equipment to be utilized in the designated service area.

The Grantee shall not use grant funds to supplant or replace funding of transportation-disadvantaged services that are currently funded by any federal, state or local governmental agency. The grant funds shall not be used as a system subsidy to cover other operating costs or deficits.

(1) Non-sponsored trips: A non-sponsored trip is a one-way trip for an eligible individual who meets the definition of transportation disadvantaged and is not sponsored by any other federal, state or local government program.

(2) Capital Equipment: Capital equipment is any equipment used to improve or expand transportation services to the transportation disadvantaged and is utilized within the Grantee's coordinated system. Projects that are eligible for the Commission's Shirley Conroy Rural Area Program Grant or the Trip & Equipment Grant may be considered if needs are beyond the 25% limitations set forth within the Trip & Equipment Grant.

2. GRANT APPROVAL

All grants are subject to approval by the Commission. Costs incurred prior to grant agreement execution cannot be charged to the project, nor will the Commission give retroactive grant agreement execution.

3. GRANT FUNDING

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

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

4. INVOICING

The Grantee must invoice the Commission on a monthly basis. The Grantee will make every effort to submit invoices within 30 days after the month of service provision. Service rates may be different from rates generated by the Commission Rate Calculation Model. Rates for services will be finalized prior to grant execution.

Invoices related to this grant agreement shall be completed on the invoice form(s) provided by the Commission and submitted electronically to FLCTDInvoice@dot.state.fl.us unless otherwise notified by the Commission.

The Grantee must provide supporting documentation for reimbursement identifying the specific service designated as eligible for the grant. The Grantee shall provide sufficient detailed documentation for each cost or claim for reimbursement to allow an audit trail to ensure that the services rendered or costs incurred were for actual services provided. The documentation must be sufficiently detailed to comply with the laws and policies of the Department of Financial Services.

PART II GRANT APPLICATION INSTRUCTIONS AND FORMS

GENERAL INSTRUCTIONS

Applications are due October 11, 2016. Final award decisions are scheduled to be approved at the Commission's business meeting in November 2016.

Presented in this part are specific instructions on the preparation of the grant application forms. To be considered complete, the application should contain Exhibits A, B, C and D as described in this manual.

- A. Although specific instructions on the preparation of the grant application are provided, additional assistance may be obtained by contacting the Commission for the Transportation Disadvantaged, (850) 410-5700.
- B. Applicants must submit one(1) original and eight (8) copies of each proposal. All applications must be legible.

The application prepared by each CTC must be securely stapled and submitted to:

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

Note: Binders are unnecessary and will be discarded in the processing of the grant.

TIMETABLE

June 13, 2016	Mobility Enhancement Grant Applications emailed out to CTCs and Planners
October 11, 2016	Applications due to the Commission for the Transportation Disadvantaged
October 28, 2016 (Tentative)	Review Subcommittee Meeting
November 8, 2016 (Tentative)	Commission Meeting
January 1, 2017	Earliest date grant agreements can be effective
June 30, 2017	All Grant Agreements will terminate on June 30, 2017

EXHIBIT A INSTRUCTIONS – Application Form

Except for the following notes, the applicant information form is self-explanatory. If questions arise, please contact the Commission.

LEGAL NAME OF APPLICANT: The full legal name of the applicant's organization, not an individual. Applicant name and address must be registered in MyFloridaMarketPlace.

FEDERAL IDENTIFICATION NUMBER: The number used by all employers within the United States to identify their payroll and federal income tax. This must include the three-digit sequence number that is registered with MyFloridaMarketPlace. If unsure of the sequence number, contact your Commission Area Manager.

REMITTANCE ADDRESS: This should be the applicant's mailing address where all correspondence is sent, and will be the address on the grant agreement and the address to which grant reimbursement checks will be sent. Changes of address must be registered in MyFloridaMarketPlace. If the physical location of the applicant is different from the mailing address, the applicant must notify the Commission of the applicant's physical location of operations.

PHONE NUMBER AND E-MAIL ADDRESS: To facilitate faster communications, the applicant should also include telephone and fax numbers and any e-mail addresses used by the applicant's grant contact person.

EXHIBIT B INSTRUCTIONS – Scope

This is a competitive grant application. It is the responsibility of the applicant to ensure that each section provides sufficient information for the review committee to consider and award project funds accordingly. The completed Exhibit B should be no more than three pages long and answer the following questions:

PROJECT DESCRIPTION

Describe current transportation services that are available. Identify need and provide details on how services will be expanded or enhanced to meet the need and improve transportation access. Include any capital equipment that may need to be purchased to accomplish this project. Such capital equipment should be above and beyond what is normally acquired utilizing the Commission's Trip & Equipment Grant or Shirley Conroy Rural Area Program Grant.

A few project examples could include: expanded days or hours of operation; enhancement or development of new routes, including deviated and feeder services; inter-city or inter-county transportation services; utilization of transportation partners for vouchers or other innovative transportation services.

PROJECT TIMEFRAME

This grant period will be for six months, effective no earlier than January 1, 2017, and ending June 30, 2017. Provide a schedule for completion of the project, identifying any preparation actions and pertinent milestones including when transportation services will actually begin.

PROJECT PERFORMANCE MEASURES

Provide performance measures that will be used to monitor the impact of the project in meeting the need as identified. Project performance will be monitored on a monthly basis. Project progress reviews will occur during March. Projects will be allowed to continue upon successful completion of progress reviews.

Examples could include: the number of clients served, the number of trips provided, or cost analysis.

PROJECT FUNDING

Provide the amount of funding requested to complete this project. In addition, identify the source of matching funds to be used for the project. Include the methodology used to determine the amount requested and the units by which services will be provided. Rates for services may be different from rates generated by the Commission Rate Calculation Model.

Examples could include trips, miles or vouchers.

EXHIBIT C INSTRUCTIONS – AUTHORIZING RESOLUTION

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

EXHIBIT D INSTRUCTIONS – STANDARD ASSURANCES

The standard assurances form shall be signed and dated by the person or position identified in the authorizing resolution.

APPLICATION FORMS

- EXHIBIT A Grant Application (Application Form)
- EXHIBIT B Grant Application (Scope)
- EXHIBIT C Grant Application (Sample Authorizing Resolution)
- EXHIBIT D Grant Application (Standard Assurances)

EXHIBIT A

Commission for the Transportation Disadvantaged
Grant Application Form for the
Mobility Enhancement Grant

1. DATE SUBMITTED: September 30, 2016
2. LEGAL NAME OF APPLICANT: St. Lucie County Board of County Commissioners
3. FEDERAL IDENTIFICATION NUMBER: 59-6000835
4. REMITTANCE ADDRESS: 2300 Virginia Avenue
5. CITY AND STATE: Fort Pierce, FL ZIP CODE: 34983
6. CONTACT PERSON FOR THIS GRANT: Murriah Dekle
7. PHONE NUMBER: 772-462-3065 FAX NUMBER: 772-462-2094
8. E-MAIL ADDRESS: Deklem@stlucieco.org
9. PROJECT LOCATION [County(ies)]: St. Lucie County
10. PROPOSED START DATE: January 1, 2017 ENDING DATE: June 30, 2017
11. ESTIMATED PROJECT FUNDING REQUESTED:
Grant Funds \$ 131,400 _____ 90%
Local Match \$14,600 _____ 10%
TOTAL \$ 146,000 _____ 100%

12. I hereby certify that this document has been duly authorized by the governing body of the applicant, and the applicant intends to complete the project, and to comply with any attached assurances if the assistance is awarded.

Ms. Paula Lewis, Chairperson of St. Lucie County Local Coordinating Board
TYPED NAME OF AUTHORIZED REPRESENTATIVE AND TITLE

SIGNATURE OF AUTHORIZED REPRESENTATIVE

DATE

EXHIBIT B

Scope

PROJECT DESCRIPTION:

Current System

St. Lucie County is located in southeast Florida, between Martin and Indian River Counties. It covers 571.93 square miles of land area with a population of 298,563. St. **Lucie's potential TD population is 51% of the total population; 17.3% of the population** is below poverty level, 23% is elderly and 10.8% is disabled under the age of 65 (Census St. Lucie County Quick Facts July 1, 2015). For 2015/16, Transit was funded by a Municipal Service Taxing Unit at 35%, Farebox at 6%, Transit Generated Funds at 4%, Transportation Disadvantaged Grant at 11%, State Funds at 6% and Federal Funds at 38%.

The St. Lucie County Board of County Commissioners, a complete brokerage system, contracts with Council on Aging of St. Lucie, Inc. / Community Transit to provide public transit and Transportation Disadvantaged (TD) service to the residents and visitors alike within St. Lucie County. Community Transit has been the contracted provider for St. Lucie County since 1992.

Community Transit has two modes of transportation. A demand response system which is an origin to destination system where passenger trips are generated by calls from passengers or their agents at least twenty-four (24) hours in advance, to the Transit Reservationists, who then schedules a vehicle to pick up the passenger. Eligibility for this system is required. The demand response system also services eligible rural passengers.

The second mode of transportation is a fixed route service, which provides service along specific routes with scheduled arrival times at predetermined bus stop areas. Community Transit has seven (7) routes servicing St. Lucie County. Route 1 connects with Martin County and Route 7 connects with Indian River County, which are the two neighboring counties south and north of St. Lucie County.

Current Need

As part of the **Implementation and Financial Plan of St. Lucie County's Transit** Development Plan for FY 2015-2024, it was noted that an examination of current fare policies is needed to understand whether reductions in fares will increase ridership and/or reduce or increase farebox revenues. In addition to examining a reduction in fares, St. Lucie County and Community Transit would also examine the convenience of fare paying and free fares for the whole system. Below are programs that were put into place to start examining the current fare policies:

- St. Lucie County implemented a pilot program called the Youth Free Ride Program in partnership with the Roundtable of St. Lucie County, which implemented the National Gang Model to address crime through prevention, intervention and suppression. By providing free transportation starting June 4, 2015, St. Lucie County students have easy access to reading programs at local libraries, jobs, and recreational sites such as sporting events, swimming pools, music and drama activities, all of which provide opportunities to keep students engaged in structured activities. This program has been proven to be very successful. For the year that it has been in place, it generated 10,248 free trips for the youth 18 and under. The library and pools reported a dramatic increase in attendance and the Fort Pierce Police Department reported a 9% reduction in crime.
- St. Lucie County has a program in place where if an individual cannot pay their fare, St. Lucie County will evaluate their ability to pay and if they qualify, provide them with a pass or a book of tickets to ride the system. In addition to St. Lucie County providing the tickets, many social service agencies have purchased tickets for their clients that could not afford the fares. Unfortunately, social service agencies have limited budgets for transportation and may not be capturing all of the individuals in need. In addition to the normal pass and book purchases from the passengers, the following Table 1 summarizes the distribution by St. Lucie County Community Services Department, and community partners such as local nonprofit social service agencies.

Table 1.

Annual Distribution	Monthly Passes	Unit Price	Individual Tickets	Unit Price	Total Cost
Demand Response	-	-	195	.50	\$97.50
Fixed Route	169	50.00	1017	2.00	\$10,484
					\$10,581.50

- Prior to the economic downturn, during the month of December, Community Transit offered free rides as a customer appreciation gesture. As a result of this marketing campaign, Community Transit experienced an increase in ridership of 50%.
- Fare collection takes approximately 1,700 employee hours per year to collect, sort, and count, prepare tickets and bank the farebox. In addition to the

employee hours, an armored car is required to come and pick up the fares twice a month at an annual cost of approximately \$600. Passengers have requested to pay their fares by credit card, caregivers of disabled individuals want to pre-pay fares on account, and many passengers do not have the exact dollar amount for their pass or book purchase and need change. Community Transit has looked into automating the fare collection to reduce some of the employee hours required to collect fares and to accommodate individuals by setting up accounts and paying by credit card. Community Transit uses nine (9) buses on its fixed route and has priced electronic fareboxes at \$15,000 to \$20,000 each. Just to accommodate the fixed route alone, it would cost approximately \$135,000 to \$180,000 plus installation to supply the fixed route with these fareboxes.

- Another automated fare collection option is a software program that would allow individuals to set up their accounts via credit card or cash and use a mobile fare payment reader installed on the bus with a smart card or cell phone to pay the fares. The smart cards would need to be purchased separately through a vendor and distributed to the passenger. This software program would accommodate both the fixed route and demand response system. This software program was priced at \$189,015 plus \$31,200 maintenance fee each year.
- Both fare methods above would still require a significant amount of staff time to assist and explain the system to the passengers and to set up a bank credit card account. The use of credit cards would result in a reduction of the farebox revenue by approximately 3%.

A significant amount of administrative time and effort is invested into collecting and purchasing fares by Community Transit, St. Lucie County and various social service agencies. A resident of St. Lucie County, who cannot pay the fare and does not have a sponsor for their fares, would not be able to use the system, if it became automated. Reducing fares may help some of the residents of the County, but not all.

Proposal

Based upon the data above, and the recommendation of the TDP to evaluate fares, St. Lucie County and Community Transit would like to implement a six (6) month pilot project to implement free fares for the entire system. We would like investigate if any staff time is required, any cost involved and if the free fares enhance the mobility of the residents and visitors of St. Lucie County. If awarded, an evaluation of the ridership for both systems (demand response and fixed route) would occur to examine if ridership increases by at least 20%. If awarded, the performance measures will serve as a fare study and provide momentum for staff to explore additional funding sources to sustain a fare-free system.

Based upon an analysis using the Florida Department of Transportation Transit Boardings Estimation and Simulation Tool (TBEST), a projected ridership increase of 19.5% is estimated over a one-year period. Depicted in Table 2 below is a scenario report using three measures: boarding, performance and cost variables. Currently, the average cost paid per rider in St. Lucie County is \$1.19 per trip.

In turn, Federal apportionment grants, which are based on ridership, will increase due to the additional impact projected to the system. Should this project be successful based on the performance measures above, County staff and Community Transit will bring the study to the Board of County Commissioners for their review and consideration of free fares in St. Lucie County on a permanent basis by increasing the millage on the Municipal Service Taxing Unit to cover the loss of fares.

Table 2.

Scenario Comparison Report										
Boardings, Performance and Cost Variables										
Scenario A:	Average fare per passenger \$1.19									
Scenario B:	Zero Fare									
Transit System:	TCC									
Summary Span:	Service Year									
Operating Cost Formula:	Cost Per Vehicle Hour (\$65) + Cost Per Vehicle Mile (\$0)									
Report Date:	8/10/2016 11:45									
Summary										
Route Name	Additional Boardings (+\ -)	Total Boardings			Boardings Per Service Mile			Cost Per Passenger Trip		
		A	B	% Change	A	B	% Change	A	B	% Change
Route 1	9,642	81,380	91,022	11.8%	0.7	0.8	14.3%	\$6.2	\$5.6	-9.7%
Route 2	5,782	17,836	23,618	32.4%	0.4	0.5	25%	\$15.5	\$11.7	-24.5%
Route 3	9,852	37,648	47,500	26.2%	0.8	1	25%	\$7.4	\$5.8	-21.6%
Route 4	4,649	13,520	18,169	34.4%	0.4	0.6	50%	\$14.5	\$10.8	-25.5%
Route 5	2,904	10,920	13,824	26.6%	0.3	0.4	33.3%	\$17.8	\$14.1	-20.8%
Route 6	4,420	28,860	33,280	15.3%	0.3	0.3	0%	\$20.3	\$17.6	-13.3%
Route 7	394	2,860	3,254	13.8%	0.1	0.1	0%	\$55.1	\$48.4	-12.2%
Totals	37,643	193,024	230,667	19.5%	0.4	0.5	25%	\$19.5	\$16.3	-16.4%

PROJECT TIMEFRAME:

January 2, 2017 – Ongoing - Initiate marketing for free fares.

January 2, 2017 – June 30, 2017 Implement free fare transportation by covering all fareboxes and posting signs indicating the fares are free.

July 2017 – Finish study and prepare agenda item for St. Lucie County Board of County Commissioners to present study findings.

PROJECT PERFORMANCE MEASURES:

1. Monthly, examine ridership statistics and determine increase/decrease.
2. Investigate if any cost outside of marketing was incurred and how much staff time was devoted to this project.

PROJECT FUNDING:

6 month Fare Replacement	\$126,000
Marketing	<u>20,000</u>
Total	\$146,000
90% - Requested Funding	131,400
10% - Local Match (Transit MSTU)	<u>14,600</u>
Total	\$146,000

EXHIBIT C
AUTHORIZING RESOLUTION

A RESOLUTION of the St. Lucie County Board of County Commissioners, hereinafter BOARD, hereby authorizes the filing of a Mobility Enhancement Grant Application with the Florida Commission for the Transportation Disadvantaged for Fiscal Year 2016-17.

WHEREAS, the Board of County Commissioners of St. Lucie County, Florida has made the following determinations:

1. The Board is authorized to submit a Transportation Disadvantaged Trust Fund Grant Application to the Florida Commission for the Transportation Disadvantaged for the Mobility Enhancement Grant for Fiscal Year 2016-17.

2. The Board is authorized to accept the grant and undertake a Transportation Disadvantaged Service Plan program pursuant to Section 427.0159, Florida Statutes, and Rule 41-2 of the Florida Administrative Code.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF ST.

LUCIE COUNTY FLORIDA:

1. This Board hereby authorizes the submission of the Mobility Enhancement Grant Application to the Florida Commission for the Transportation Disadvantaged for Fiscal Year 2016-17 in the total amount of _____ in Transportation Disadvantaged Trust Fund monies and _____ in local monies, as indicated by Exhibit "A".

2. This Board authorizes the Chair of the Board of County Commissioners to execute the application and award agreement on behalf of the Board.

3. This Board further authorizes the designee to execute any all subsequent documents necessary for including agreements, assurances, reimbursement invoices, warranties and others, which may be required in connection with the Transportation Disadvantaged Commission funding.

4. This resolution shall become effective upon adoption.

After motion and second motion, the vote on this resolution was as follows:

Chairman Kim Johnson XXX

Vice Chair Frannie Hutchinson XXX

Chris Dzadoovsky XXX

Paula A. Lewis XXX

Todd Mowery XXX

PASSED AND DULY ADOPTED this _____ day of _____ 2016

ATTEST: BOARD OF COUNTY COMMISSIONERS ST. LUCIE COUNTY, FLORIDA

_____ BY: _____

Deputy Clerk Chair

APPROVED AS TO FORM AND

CORRECTNESS:

County Attorney

EXHIBIT D
STANDARD
ASSURANCES

The recipient hereby assures and certifies that:

- (1) The recipient will comply with the federal, state and local statutes, regulations, executive orders and administrative requirements that relate to discrimination on the basis of race, color, creed, religion, sex, age and handicap with respect to employment, service provision and procurement.
- (2) Public and private for-profit, transit and paratransit operators have been or will be afforded a fair and timely opportunity by the local recipient to participate to the maximum extent feasible in the planning and provision of the proposed transportation planning services.
- (3) The recipient has the requisite fiscal, managerial, and legal capacity to carry out the Transportation Disadvantaged Program and to receive and disburse State funds.
- (4) The recipient intends to accomplish all tasks as identified in this grant application.
- (5) The recipient is aware that the Mobility Enhancement Grant is a reimbursement grant. Reimbursement of funds will be approved for payment upon receipt of a properly completed invoice with supporting documentation.
- (6) The recipient is aware that the approved project must be complete by June 30, 2017, which means services must be provided by that date or reimbursement will not be approved.
- (7) Mobility Enhancement Grant funds will not be used to supplant or replace existing federal, state, or local government funds.

(8) Vehicles shall meet or exceed the applicable criteria set forth in the Florida Department of Transportation's Guidelines for Acquiring Vehicles on file with the Commission on July 1, 2016, or criteria set forth by any other federal, state or local government agency.

(9) Capital equipment purchased through this grant shall comply with the recipient's competitive procurement requirements or Chapter 287 and Chapter 427, Florida Statutes.

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

Signature: _____ Date: _____

Name: Ms. Paula Lewis
Title: Local Coordinating
Board Chairperson



AGENDA ITEM SUMMARY

Board/Committee:	St. Lucie LCB
Meeting Date:	September 14, 2016
Item Number:	8b
Item Title:	U.S. 1/Edwards Road Bus Stop Access
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.

Attachments

- 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: September 1, 2016

SUBJECT: **U.S. 1/Edwards Road Bus Stop Access**

BACKGROUND

At its March 2016 and June 2016 LCB meetings, the LCB discussed access to bus stops at U.S. 1/Edwards Road. U.S. 1 is served by the Treasure Coast Connector (TCC) fixed-route bus service which runs hourly. Bus stops are located on U.S. 1 south of Edwards Road, both northbound and southbound, and are designated with signs only. See Figure 1.

Both northbound and southbound stops have access issues. See Figures 2, 3, and 4. Although the northbound stop lies adjacent to a sidewalk, the sidewalk is separated by a wide planting strip and swale. When the swale fills, riders must step into the street to access the bus. No sidewalk exists at the southbound stop, which is located on a narrow planting strip. Because U.S. 1 carries a high volume of traffic at high speeds, riders using the southbound bus stop are exposed to hazardous conditions.

The U.S. 1/Edwards Road stops serve clients of Mustard Seed Ministries and other users. Mustard Seed is an outreach organization working cooperatively to provide assistance for low-income individuals and families. Many Mustard Seed clients are vulnerable road users, e.g., mothers with toddlers, disabled individuals, or elderly persons.

Figure 1- U.S. 1/Edwards Road

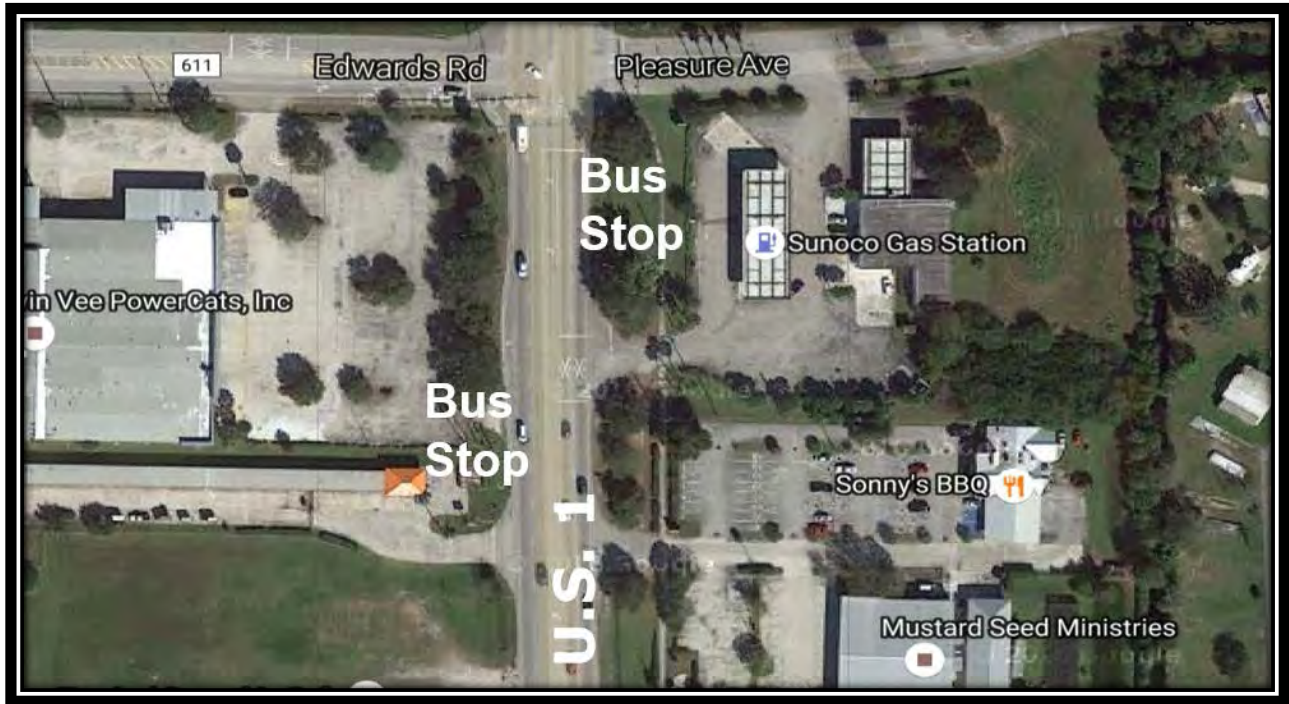


Figure 2 – U.S. 1/Edwards Road Northbound Bus Stop



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



Figure 4 – U.S. 1/Edwards Road Southbound Bus Stop



Although Mustard Seed is located relatively close to the U.S. 1/Edwards Road signalized intersection, the distance is enough to induce mid-block crossings of U.S. 1, even by vulnerable road users.

The FY 2016/17 – FY 2020/21 Transportation Improvement Program for the TPO Area includes a project that will improve conditions at the U.S. 1/Edwards Road stops. The project involves resurfacing the roadway and construction of sidewalks to fill sidewalk gaps on U.S. 1 from Midway Road to Edwards Road. The estimated start of construction for the project is FY 2017/18. The project is being constructed by the Florida Department of Transportation (FDOT).

Staff continues to communicate with FDOT regarding the possibility of including additional pedestrian safety enhancements near Edwards Road as part of the U.S. 1 resurfacing project. However, since project development is well underway, any changes to the project design at this stage may be difficult to accommodate.

ANALYSIS

Where appropriate, a multi-disciplinary “3E” approach could improve pedestrian safety at the U.S. 1/Edwards Road bus stops. The term “3E” refers to engineering, enforcement, and education. Each of these strategies is described below.

- Engineering – Capital infrastructure, operating, and planning functions of transportation agencies such as FDOT, City and County Public Works Departments, St. Lucie County Community Services, Community Transit and the TPO.
- Enforcement – Law enforcement agencies and court systems.
- Education – School programs and curriculum and public information programs such as outreach to social services agencies and community organizations.

Engineering

Traffic Signals

Because the ability of motorists to “Right Turn on Red” at signalized intersections influences pedestrian behavior, a restriction on RTOR should be considered. While the law requires motorists to come to a full stop and yield to cross street traffic and pedestrians prior to RTOR, many motorists do not fully comply with the regulations. Therefore, RTOR should be prohibited or at least restricted in areas where jaywalking is especially hazardous, as in the

case of U.S. 1. A part-time ROTR prohibition during the busiest time of day may be sufficient to address the problem. See example in Figure 5.

Figure 5
Example ROTR Time Restriction



A concern with ROTR prohibitions is that this may lead to higher RTOG (right turn on green) conflicts when both pedestrians and motorists have green signals and motorists attempt to speed through crosswalks. The use of the Leading Pedestrian Interval (LPI) can address this issue. The LPI releases pedestrians several seconds prior to the green light for vehicles so pedestrians can enter and occupy the crosswalk before turning drivers enter it.

Transit Stop Improvements

Transit stops should be highly visible locations that pedestrians of all abilities can reach easily by means of accessible travel routes. Treatments like bus shelters, bus benches, and trash receptacles not only increase the comfort of transit stops but also increase the visibility of stops, thus providing visual cues to motorists of the potential presence of pedestrians. The CTC and Community Transit will continue to review the U.S. 1/Edwards Road bus stops for possible enhancement before and after the completion of the U.S. 1 resurfacing project.

Enforcement

Enforcement strategies help deter unsafe behaviors by all road users. For example, if restricted ROTR were implemented, enforcement could range from "sting" operations to sign boards that alert motorists of the new restrictions.

Motorists

Police enforcement can increase driver awareness of the need to share the road with all road users. With RTOR, motorists are often so intent on looking for traffic approaching on their left that they may not be alert to pedestrians on their right. Also, motorists usually pull up into the crosswalk to wait for a gap in traffic, blocking pedestrian crossing movements. In some instances, motorists simply do not come to a full stop. Unsafe motorist behavior at marked crosswalks is one of the causes of pedestrian crashes at these crosswalks.

Pedestrians

Safe behaviors for pedestrians means walking on a sidewalk when one is provided, crossing intersections only in crosswalks, and obeying traffic signals. Enforcement against jaywalking, for instance, can help to save pedestrians from fatal encounters with cars and to protect drivers from being forced to brake for someone unexpectedly crossing the middle of the road.

Bicyclists

Enforcement can help remind bicyclists to obey the rules of the road while riding in the street. A recent survey found that bicyclists and motorists ignore traffic laws at similar rates. Although bicyclists do not inflict as much harm to pedestrians as motorists do, a bicycle/pedestrian crash can seriously injure a pedestrian.

Education

Providing education, outreach, and training is a key strategy in increasing pedestrian and motorist safety awareness. Pedestrians and/or motorists can be misinformed regarding traffic laws, which may lead to risky or reckless behavior. In addition to education strategies targeting Mustard Seed clients, efforts by the TPO to develop safety programs, identify priorities, and implement improvements will continue.

As mentioned earlier, bus infrastructure at the U.S. 1/Edwards Road stops consists of signs only. Therefore, a strategy to reduce potential pedestrian/motorist conflicts at these stops is to limit the amount of time riders wait for the bus. Toward this end, the CTC provided Mustard Seed with an Internet link to real-time bus information. Real-time bus locations for the U.S. 1 route will be displayed on a monitor in Mustard Seed's waiting room. Riders can then determine when the bus is far enough away to access the

U.S.1/Edwards bus stops but close enough to minimize wait times. CTC staff will provide handout and presentations on the use of the real-time data.

In addition, TPO staff assembled a compilation of jaywalking videos for presentation on Mustard Seed's waiting room monitor. In cooperation with the CTC, TPO staff will follow up with trainings on pedestrian safety.

At the Community Traffic Safety Team meeting of August 25, 2016, the members suggested providing all bus riders along the U.S. 1 route with pamphlets on safe walking/bicycle and/or posting safety tips on the buses.

RECOMMENDATION

Discuss and provide comments to staff.



AGENDA ITEM SUMMARY

Board/Committee:	St. Lucie LCB
Meeting Date:	September 14, 2016
Item Number:	8c
Item Title:	CTC Performance Measures
Item Origination:	Florida Commission for the Transportation Disadvantaged (FCTD)
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.

Attachments

- Staff Report

TO: Members of the Local Coordination Board

THROUGH: Beth Ryder, Community Services Director *BR*

FROM: Murriah Dekle, Transit Manager *MSD*

DATE: August 30, 2016

SUBJECT: Florida Department of Transportation (FDOT) 2017 Community Transportation Coordinator (CTC) Performance Measures

Recently, the Florida Legislature passed HB 5001 which stipulates that Community Transportation Coordinators (CTC's) shall –

Development and implement performance measures which, at a minimum shall address:

- Timing of advanced scheduling requests;
- On-time passenger pick-up;
- Improved routing to minimize passenger wait times;
- Error rates for passenger pick-up and drop-off; and,
- Collection and public posting of passenger satisfaction survey ratings.

By September 30, 2106, each CTC must provide information to the Florida Department of Transportation (FDOT) which details the adopted performance measures and the methods used to evaluate performance. The FDOT shall provide a report to the chairs of the legislative apportions committees by December 15, 2016 specify which entities submitted or failed to submit, the required information, as well as an evaluation of the efficacy of the performance measures and recommendations as to the best practices that could be implemented on a statewide basis.

To assist the FDOT in submitting a report to the chairs of the legislative apportions committees by December 15, 2016, FDOT requests each CTC answer the following questions:

On August 2nd, the following responses were submitted to the FDOT and received a formal response indicating the agency will review and provide feedback.

1. Scheduling Trips in Advance.

a. What is your agency's policy for scheduling trips in advance?

Community Transit's policy for scheduling trips is at least 24 hours in advance, up to two weeks in advance.

b. What methods does your agency use to evaluate the impact of the advanced scheduling policy both on riders and your agency? The scheduler will review future schedules daily to insure availability. Community Transit will accept same day reservations based on its availability.

2. On-Time Performance.

- a. What are your agency's on-time performance measures for passenger pick-up and drop-off?**
Community Transit's performance measures for pick-up and drop off are within the hour window and to get the passenger to their appointment on time.
- b. What are the targets for each measure?** 90%.
- c. What are your agency's pick-up and drop-off windows?** One hour.
- d. What methods does your agency use to evaluate these performance measures?**
Community Transit runs a monthly on-time computer report to evaluate.

3. Passenger Wait Times.

- a. What actions does your agency take to minimize passenger wait times both for pick-ups and on-board travel?** Passengers are required to call the office upon completion of their appointment (will call). Community Transit will send the closest bus to pick up the individual. Individuals on that bus will be located in the same area to shorten on board travel time.
- b. What methods does your agency use in evaluating actions taken to minimize passenger wait times?** Community Transit runs a monthly wait-time computer report to evaluate.

4. Customer Satisfaction.

- a. What passenger satisfaction survey ratings does your agency collect?**
The County collects age, frequency of riding the bus, location, reliability, length, comfort, price, cleanliness of the bus and recommendations.
- b. Where does your agency publicly post passenger satisfaction survey results?** Local Coordinating Board.
- c. What methods does your agency use to evaluate passenger satisfaction survey results?**
The County performs and reviews surveys monthly and sends a copy to the Provider for their review. If there is a complaint, the provider will review the trip to validate the complaint and correct the problem for future trips.

5. Has your agency adopted and implemented each of the performance measures or policies described in questions 1- 4? Yes.



AGENDA ITEM SUMMARY

Board/Committee:	St. Lucie LCB
Meeting Date:	September 14, 2016
Item Number:	8d
Item Title:	Mobility Needs Survey
Item Origination:	Section 5310 Advisory Committee
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.

Attachments

- Staff report
- Draft mobility surveys



TO: Members of the Local Coordination Board (LCB)

THROUGH: Susan Bykofsky, Gulfstream Goodwill, VP of Programs

FROM: Natasha Serra, Regional Mobility Management Facilitator for G. Goodwill

DATE: September 7, 2016

SUBJECT: Update on Section 5310 Grant via Gulfstream Goodwill

A *draft* work plan was developed and sent to all Section 5310 Committee members July 13, 2016. The work plan lists 5 goals, activities to accomplish these goals, performance measurements and which tools may be used to measure performance. A meeting to discuss the work plan was scheduled for August 10th, 2016.

Minutes for the first Section 5310 Advisory Committee meeting were sent on August 24th, 2016 to all Section 5310 committee members.

A logic model for the 'Needs Assessment Surveys' was drafted and sent on August 31st, 2016 and resent September 7th, 2016 to all Section 5310 Advisory Committee.

The needs assessment surveys (one for social service agencies and one for residents in Martin and St. Lucie County) were also drafted and sent on August 31st, 2016. The surveys are to be reviewed by each member of the Section 5310 Advisory Committee by September 16th, 2016.

The job posting for a Rural Mobility Management Facilitator was posted with various agencies such as: Employ Florida/CareerSource locations, Rural Transportation Association Program (National), Center for Urban Transportation Research, American Planning Association, Women's Planning Association, Florida Public Transportation Association, National Center for Mobility Management, Community Transportation Association of America and Easter Seals Project Action.

Gulfstream Goodwill may be attending the CTD and FPTA Conference in Jacksonville in December 11th, 2016.

Transportation Needs Assessment for Martin and St. Lucie County

Gulfstream Goodwill industries, the local transportation providers in Martin and St. Lucie County, and the Florida Department of Transportation (FDOT) are working together to identify ways of improving transportation options for residents and visitors of Martin and St. Lucie County. You have been randomly selected to complete the following questionnaire. Your input is important to us even if all the people in your household drive or have never used local transportation services. If at any time you are uncomfortable or do not wish to disclose information, you are free to leave questions blank or discontinue the survey.

Before you begin, please tell us if are you answering the survey for someone who is unable to complete the survey for themselves. Yes ____ No ____

1. How old are you and the other members of your household? *(Please check each of the spaces that best describes you and write the number of people that fit each category for the other members of your household)*

	<u>You</u>	<u>Others</u>
0-17 years of age	_____	_____
18-35 years of age	_____	_____
36-59 years of age	_____	_____
60-69 years of age	_____	_____
70-79 years of age	_____	_____
More than 80 years of age	_____	_____

2. Are you a caregiver for a person over age 60 or with a disability?

Yes ____ No ____

3. Do you have a disability or other health concern that prevents you from driving?

Yes ____ No ____

4. What is your primary means of transportation? *(Please check all that apply)*

- _____ Personal automobile
 - _____ Friend, relative, or neighbor
 - _____ Volunteer driver
 - _____ Local bus service
 - _____ Senior center van
 - _____ Private van service
 - _____ Medicaid transportation
 - _____ Other _____
-

5. If you don't drive a car, why not? *(Please check all that apply.)*

- _____ Can't drive due to a medical/physical condition
- _____ Can't afford a car
- _____ Can't afford gas/insurance
- _____ Lost driver's license
- _____ No need, everything I need I can access without a car
- _____ I use a transportation network company to get around (eg. Uber, Lyft, Favor, other TNC)

____ Other _____

6. Are you aware of the local transit provider's bus schedule and services?

Yes ____ No ____

7. Do you ride the bus or utilize paratransit services? Yes ____ No ____

8. If you do not use the bus regularly, why not? (Please check all that apply.)

- ____ No service where I am or where I want to go
 - ____ Poor connections or transfers
 - ____ Long wait times
 - ____ Long time intervals between pick up and final destination
 - ____ Limited hours of operation
 - ____ I don't know how to ride the bus
 - ____ I don't feel safe on the bus
 - ____ I can't afford it
 - ____ I don't know about it
 - ____ I don't need it
 - ____ Other (Please list on line provided below):
-

9. What times would you MOST want to use the transportation service (such as a bus or taxi)?

(Please check all that apply.)

- | | |
|----------------------|--------------------|
| ____ 6 am to 9 am | ____ 4 pm to 7 pm |
| ____ 9 am to 12 noon | ____ 7 pm to 10 pm |
| ____ 12 noon to 4 pm | ____ 10 pm to 6 am |

10. What days of the week would you be most likely to travel locally using a transportation service (such as a bus or taxi)? (Please check all that apply)

- | | |
|----------------|---------------|
| ____ Monday | ____ Friday |
| ____ Tuesday | ____ Saturday |
| ____ Wednesday | ____ Sunday |
| ____ Thursday | |

11. Do you need any of the following kinds of assistance when you travel locally? (Please check all that apply)

- ____ Assistance getting into and out of a vehicle
 - ____ Escort or aide to accompany you
 - ____ Help loading and unloading packages
 - ____ Door-to-door service
 - ____ Wheelchair, lift or ramp
 - ____ Space for a fold-up wheelchair
 - ____ Service dog
 - ____ Other
-

12. In an average week, how many vehicle trips (include a round trip as two trips) do you take?

(Please check one that most applies)

- | | |
|-----------|------------|
| ____ None | ____ 11-15 |
| ____ 1-5 | ____ 16-20 |

___ 6 – 10 ___ More than 20

13. If you had additional transportation options (such as a bus or taxi), how many MORE trips would you take per week? (Please check one that most applies)

___ None ___ 11-15
___ 1-5 ___ 16-20
___ 6 – 10 ___ More than 20

14. How important would each of the following characteristics be in your decision to use a transportation service (such as a bus or taxi)? (Please circle the number that most applies) (1-Not Important, 2- Somewhat Important, 3- Important, 4- Very Important)

	Not Important		Very Important	
Service from home to work	1	2	3	4
Flexibility	1	2	3	4
Evening service	1	2	3	4
Late-night service	1	2	3	4
Weekend service	1	2	3	4
Guaranteed ride home	1	2	3	4
Very few stops	1	2	3	4
Clear fare structure	1	2	3	4
Easy to arrange trip	1	2	3	4
Same day scheduling	1	2	3	4
Wheelchair accessible	1	2	3	4
Sensitivity of drivers	1	2	3	4
Sidewalks to get to bus stops	1	2	3	4
Safety at stops	1	2	3	4
Safety while on the bus	1	2	3	4
Wi-fi at stops and on the bus	1	2	3	4

Other _____

15. How much would you pay a transportation service (such as a bus or taxi) each way? (Please check one that most applies)

___ Less than \$3.00
___ \$3.01 - \$5.00
___ \$5.01 - \$7.00
___ More than \$7.01
___ Other

16. If you had access to a transportation service (such as a bus or taxi), which of the following would be most accurate? (Please check one that applies most)

___ I make more trips
___ I would make fewer trips
___ I would make the same number of trips

17. Do you think that there is community support for a transportation service?

Yes ___ No ___

Please explain:

18. Would you support an increase in sales or property taxes to support a coordinated transportation system in the county you live in?

Yes _____ No _____

Please explain:

19. Please add any additional comments you may have about public transportation in the Treasure Coast region.

Thank you for your assistance!

NEEDS ASSESSMENT SURVEY FOR SOCIAL SERVICE AGENCIES

Gulfstream Goodwill Industries (GGI) needs your help. GGI was awarded a grant by the Florida Department of Transportation to explore the transportation needs in our region with the goal of trying to develop a safe, comprehensive and accessible transportation network that delivers regional coverage on a sustainable basis by coordinating public, private and non-profit partnerships.

The feedback you give us is crucial in helping us get to the next step in the plan.

Please take the attached survey to provide us with feedback and information about your transportation needs and the needs of your household members.

For more information about this project, contact Natasha Serra (*contact information below*).

Return completed survey within 14 days to:

Natasha Serra
Regional Mobility Management Facilitator
Ph. (772) 267-3084

AGENCY INFORMATION	
Company Information	
Agency Name: _____	Known As: _____
Street Address: _____	City, State & Zip Code: _____
Agency Telephone: _____	Fax: _____
Agency Name: _____	Known As: _____
Website: _____	City, State & Zip Code: _____
Agency Representative Information	
Name: _____	Title: _____
Direct Telephone: _____	Email: _____
GENERAL AGENCY INFORMATION	
1. Organization Type: <input type="checkbox"/> Public <input type="checkbox"/> Private <input type="checkbox"/> Non-Profit	2. Main Funding Type(s), i.e. Name of grant, fares, donations: <input type="checkbox"/> Federal _____ <input type="checkbox"/> State _____ <input type="checkbox"/> Local _____
3. Number of employees? _____	
4. What are the major functions/services of your organization? (Please check all that apply.)	
<input type="checkbox"/> Transportation <input type="checkbox"/> Health Care <input type="checkbox"/> Nutrition <input type="checkbox"/> Housing <input type="checkbox"/> Education <input type="checkbox"/> Job Training / Job Placement	<input type="checkbox"/> Employment <input type="checkbox"/> Counseling <input type="checkbox"/> Religious Services <input type="checkbox"/> Companion / Respite <input type="checkbox"/> Financial Assistance <input type="checkbox"/> Rehabilitation Services
<input type="checkbox"/> Recreation / Social <input type="checkbox"/> Information / Referral <input type="checkbox"/> Other _____	
5. If your agency provides transportation services, what type of service, purpose and criteria for obtaining transportation services? _____ _____ _____ _____	

DEMOGRAPHIC INFORMATION OF THOSE THE AGENCY SERVES		
6. Race/Ethnicity: <i>(Please estimate percentage of population served.):</i>		
<input type="checkbox"/> African American _____%	<input type="checkbox"/> Hispanic/Latin _____%	<input type="checkbox"/> Other _____%
<input type="checkbox"/> Asian _____%	<input type="checkbox"/> White _____%	
7. Type of clients served: <i>(Please check all that apply.)</i>		
<input type="checkbox"/> People with Disabilities	<input type="checkbox"/> Job Access / On the job training	
<input type="checkbox"/> Students in Public School	<input type="checkbox"/> Welfare-To-Work	
<input type="checkbox"/> Students in Private School	<input type="checkbox"/> Medicaid	
<input type="checkbox"/> College Students	<input type="checkbox"/> Medicare	
<input type="checkbox"/> Women with Prenatal care	<input type="checkbox"/> Seniors	
<input type="checkbox"/> Veterans	<input type="checkbox"/> General Public	
<input type="checkbox"/> Other Clients/members of your organization: <i>(Please Specify.)</i> _____		

<input type="checkbox"/> Clients/members of <i>other organizations:</i> <i>(Please Specify.)</i> _____		

<input type="checkbox"/> Senior citizens: <i>(Please Specify 50+, 55, 60+ 65+, etc.)</i> _____		

<input type="checkbox"/> People with disabilities: <i>(Defined as)</i> _____		

<input type="checkbox"/> People with medical conditions: <i>(Please Specify.)</i> _____		

<input type="checkbox"/> Other: <i>(Please Specify.)</i> _____		

8. Types of trips needed most by the population you serve: <i>(Please check all that apply.)</i>		
<input type="checkbox"/> Bank	<input type="checkbox"/> Post Office	<input type="checkbox"/> Individual Case Management
<input type="checkbox"/> Childcare	<input type="checkbox"/> Recreational	<input type="checkbox"/> Other _____
<input type="checkbox"/> Employment	<input type="checkbox"/> School	_____
<input type="checkbox"/> Library	<input type="checkbox"/> Shopping	_____
<input type="checkbox"/> Medical Appointments	<input type="checkbox"/> Volunteering	_____
<input type="checkbox"/> Pharmacy	<input type="checkbox"/> College / University /	_____
<input type="checkbox"/> Worship Services	<input type="checkbox"/> Vocational Training	_____
<input type="checkbox"/> Grocery/Nutritional	<input type="checkbox"/> Group Therapy	_____
9. What area of the counties do you serve?		

Town/Cities		
10. What locations do most people need transportation to?		

Town/Cities		

11. What are the barriers to utilizing public transportation? <i>(Please rate 0 to 5; 5 = greatest barrier.)</i>										
Least Barrier								Greatest Barrier		
0	1	2	3	4	5	Affordability				
0	1	2	3	4	5	Disability / Health condition				
0	1	2	3	4	5	Language Barrier _____ (native language)				
Least Barrier								Greatest Barrier		
0	1	2	3	4	5	No service location where they live.				
0	1	2	3	4	5	No service location where they want to go.				
0	1	2	3	4	5	They don't know how to ride the bus.				
0	1	2	3	4	5	Scheduling problems.				
0	1	2	3	4	5	Too long to wait for transportation.				
0	1	2	3	4	5	Poor connections or transfers.				
0	1	2	3	4	5	Too long to walk between connections.				
0	1	2	3	4	5	Last minute transport cancellations due to overbooking.				
0	1	2	3	4	5	Not running the hours they need. If so, what hours are needed? _____				
0	1	2	3	4	5	Not safe on the bus.				
0	1	2	3	4	5	They don't need transportation.				
0	1	2	3	4	5	Other <i>(Please Specify.)</i> _____ _____				
12. What mode of public transportation do most of your clients use to get around?? <i>(Circle the TOP THREE ONLY that apply with 1 being the most used.)</i>										
1	2	3	Public Transportation	1	2	3	Community Coach (Martin County)			
1	2	3	Taxi / Uber/ Lyft	1	2	3	Community Transit (St Lucie County)			
1	2	3	Treasure Coast Connector	1	2	3	Ride from Family, friends or neighbors.			
1	2	3	Use Office for the Aging for shopping and medical appointments.							
1	2	3	Use Medicaid transportation for medical appointments.							
1	2	3	Ride Match, South Florida Commuter Service (1-800-234-RIDE)							
1	2	3	Community Transportation, such as Church, Agency, etc. - <i>If so, what agency/church provides this service?</i> _____							
1	2	3	Other: <i>(Please Specify.)</i> _____ _____							

<p>13. Are those you serve unable to travel alone due to the following issues? <i>(Please check all that apply.)</i></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><input type="checkbox"/> Disability / Health condition</td> <td style="width: 50%; border: none;"><input type="checkbox"/> No valid driver's license.</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> No vehicle that works</td> <td style="border: none;"><input type="checkbox"/> No Access to public transportation</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Lack of Funds (Can't afford car or gas.)</td> <td style="border: none;"><input type="checkbox"/> Unaware of public transportation</td> </tr> <tr> <td colspan="2" style="border: none;"><input type="checkbox"/> Other: <i>(Please Specify.)</i> _____</td> </tr> </table>		<input type="checkbox"/> Disability / Health condition	<input type="checkbox"/> No valid driver's license.	<input type="checkbox"/> No vehicle that works	<input type="checkbox"/> No Access to public transportation	<input type="checkbox"/> Lack of Funds (Can't afford car or gas.)	<input type="checkbox"/> Unaware of public transportation	<input type="checkbox"/> Other: <i>(Please Specify.)</i> _____																																											
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What are the top four barriers to travel for those you serve who need additional assistance? <i>(Please circle the TOP FOUR ONLY that apply with 1 being the most greatest barrier.)</i></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border: none;"> <table style="width: 100%; border: none;"> <tr> <td style="width: 10%; text-align: center;">1</td> <td style="width: 10%; text-align: center;">2</td> <td style="width: 10%; text-align: center;">3</td> <td style="width: 10%; text-align: center;">4</td> <td style="border: none;">Escort to accompany individual</td> </tr> </table> </td> <td style="width: 50%; border: none;"> <table style="width: 100%; border: none;"> <tr> <td style="width: 10%; text-align: center;">1</td> <td style="width: 10%; text-align: center;">2</td> <td style="width: 10%; text-align: center;">3</td> <td style="width: 10%; text-align: center;">4</td> <td style="border: none;">Wheelchair, lift or ramp</td> </tr> </table> </td> </tr> <tr> <td style="border: none;"> <table style="width: 100%; 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<p>15. Does the population you serve speak English as a second language (ESL)?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <ul style="list-style-type: none"> ▪ If yes, what percentage _____% ▪ If yes, what language is most spoken? _____ 																																																			
<p>16. Would you support an increase in sales or property taxes to support a coordinated transportation system? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>																																																			
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<p>18. Would your agency be interested in providing volunteer driving services?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>																																																			
<p>19. Please list any suggestions to improve transportation services</p> <p>_____</p> <p>_____</p> <p>_____</p>																																																			
<p>20. Please make any other comments or suggestions here:</p> <p>_____</p> <p>_____</p> <p>_____</p>																																																			

Thank you for participating in the survey!

The vision of _____ is to develop a safe, comprehensive and accessible transportation network that delivers regional coverage on a sustainable basis by coordinating public, private and non-profit partnerships.

We thank you for joining us as we work towards this endeavor!