



**AGENDA**  
**SUMTER COUNTY**  
**TRANSPORTATION DISADVANTAGED COORDINATING BOARD**

**June 25, 2019 – 2:00 p.m.**

**The Villages Sumter County Service Center**  
**7375 Powell Road Room 102**  
**Wildwood, FL 32163**  
**Phone (352) 315-0170**  
[www.LakeSumterMPO.com](http://www.LakeSumterMPO.com)

**CALL REGULAR MEETING TO ORDER**

Proper Noticing, Roll-Call, Determination of Quorum

**I. AGENDA UPDATE**

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

**III. PRESENTATION: Voyages Autonomous Ride Sharing Project Video**

**IV. ACTION ITEMS**

A. Approval of March 12, 2019 Meeting Minutes (pages 3-8)

B. Review & Approval of FY 2019/20 Rate Calculation Model for Transportation Disadvantaged Trust Fund Trips for Sumter County (provided at meeting)

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

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

**V. DISCUSSION ITEMS**

A. *Revised Trip and Equipment Grant- County Allocations.* (page 9)

*Sumter County Transit staff will discuss plans for the Trip and Equipment Grant allocations for Sumter County.*

- B. *Senate Bill 7068 - \$10 million for Transportation Disadvantaged Trust Fund for the Innovation and Service Development Grant. Staff will present program details for the Service Development Grant. (pages 10-27)*

**VI. REPORTS**

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

**VII. BOARD MEMBER COMMENTS**

**VIII. ADJOURNMENT**

- IX. NEXT MEETING:** Tuesday, September 10, 2019 @ 2:00 p.m., The Villages Sumter County Service Center

Pursuant to the provisions of Chapter 286, Florida Statutes, Section 286.0105, if any person decides to appeal any decision made by the Lake~Sumter Metropolitan Planning Organization with respect to any matter considered at the meeting, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. All interested citizens are welcome to attend. Persons with disabilities needing assistance to participate in any of the proceedings should contact the Lake~Sumter MPO, (352) 315-0170 48 hours in advance of the meeting.



**Sumter County Transportation Disadvantaged Coordinating Board  
Minutes – March 12, 2019**

The Villages Sumter County Service Center  
7375 Powell Road, Room 102  
Wildwood, FL

---

**Members Present**

Don Burgess, Chairman  
Jo Santiago  
Christine Norris  
Kim Rummell  
Sandra Woodard  
Calvin Smith  
Gustavo Henriquez  
Bebe Chudeusz

**Representing**

Lake~Sumter MPO  
FDOT  
Public Education/Sumter County Schools  
Veterans Service Office Representing Veterans  
FL Association CAA/Economically Disadvantaged  
Florida Agency for Health Care Administration  
Regional Workforce Development Board  
Technical Advisor (non-voting)

**Members Absent**

Sheri Peterson  
Jessie Riddle  
Bonnie Cowie  
Carlina Lindo  
Steve Homan  
Thomas Chase, Vice Chair

**Representing**

Dept. of Children & Families  
Vocational Rehabilitation/Dept. of Education  
Citizen Advocate/User of the System  
Children at Risk  
FL Department of Elder Affairs  
Medical Community

**Staff Present**

Michael Woods  
Doris LeMay  
Michael Bryant  
Jennifer Hemeon

**Representing**

Lake~Sumter MPO  
Lake~Sumter MPO  
Sumter County  
Sumter County

**CALL TO ORDER**

The meeting of the Sumter County Transportation Disadvantaged Coordinating Board (TDCB) was called to order at 2:00 p.m. by Chairman Burgess. Staff announced that the meeting was properly noticed, the roll was called, at which time it was noted that a quorum was present. (7 Voting Members)

**AGENDA UPDATE**

None

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

Christine Norris provided update on the passing of Mildred Haygood. Commissioner Burgess suggested a resolution for her service be adopted.

**PRESENTATIONS**

A. Annual Training / Sunshine & Ethics Law

Diana Johnson, MPO Attorney presented the annual training on Sunshine & Ethics Law

**ACTION ITEMS**

A. Approval of December 4, 2018 Minutes

*On a motion by Christine Norris seconded by Calvin Smith and carried unanimously by a 7-0 vote, the Board approved the December 4, 2018 Minutes.*

B. Annual Review and Approval of Sumter County TDCB Bylaws

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

*On a motion by Sandra Woodard seconded by Christine Norris and carried unanimously by a 7-0 vote, the Board approved the Sumter County TDCB Bylaws.*

C. Annual Review and Approval of Sumter County TDCB Grievance Procedures

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

*On a motion by Sandra Woodard seconded by Jo Santiago and carried unanimously by a 7-0 vote, the Board approved the Sumter County TDCB Grievance Procedures.*

D. Community Transportation Coordinator Annual Evaluation and Subcommittee – Sumter County

Mike Woods provided a brief update on the CTC Annual Evaluation and Subcommittee Members. Discussion continued. Mr. Woods asked for volunteers to serve on the subcommittee. Bebe Chudeusz and Sandra Woodard volunteered to serve on the subcommittee.

*On a motion by Jo Santiago seconded by Calvin Smith and carried unanimously by a 7-0 vote, the Board approved the CTC Annual Evaluation Subcommittee members with the addition of Bebe Chudeusz and Sandra Woodard.*

## **DISCUSSION ITEMS**

### A. Legislative Update

Mike Woods provided a brief update on SB 68 Transportation Disadvantaged. Discussion continued.

### B. 2018 Annual Performance Report

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

## **BOARD MEMBER COMMENTS – SUMTER COUNTY TDCB**

## **REPORTS**

A. Florida CTD - None

B. FDOT – Jo Santiago provided various updates

C. Sumter County CTC – Michael Bryant, Assistant Public Works Director will be the replacement for Jackey Jackson. Jennifer Hemeon will be the replacement for Brandy Cook

D. Ride Right – Sumter County Transit - None

E. Lake~Sumter MPO–Written Updates in Package

## **ADJOURNMENT**

There being no further business to discuss, the meeting adjourned at 3:06 p.m.

---

Chairman Don Burgess

**SUMTER COUNTY TRANSPORTATION DISADVANTAGED COORDINATING BOARD MEETING  
SIGN IN SHEET  
March 12, 2019**

<b>BOARD MEMBER NAME</b>	<b>REPRESENTING</b>	<b>INITIALS</b>
Don Burgess, Chairman	Lake~Sumter MPO	
Jo Santiago Carlos Colon (alternate)	FDOT	JAS
Sheri Peterson Beth Thomas (alternate)	Dept. of Children & Families	
Christine Norris David Williams (alternate)	Public Education Community	CSN
<del>Danielle Delgado</del> Jessie Riddle (alternate)	Voc. Rehabilitation/Dept. of Education	
Kim Rummell	Veterans Service Office	KR
Sandra Woodard	CAA/Economically Disadvantaged	SW
Vacant	Persons over 60, representing elderly	
Vacant	Person with a disability, representing the disabled	
Vacant	Citizens Advocate	
Bonnie Cowie	Citizens Advocate/User of System	
Carlina Lindo	Children at Risk Representative	
Steve Homan Kayla Jones (alternate)	Florida Dept. of Elder Affairs	
Vacant	Local Private for Profit Transportation	
Calvin Smith Tamyika Young ( <del>alternate</del> ) <i>alternate</i>	Florida Agency for Health Care Admin.	CS
Gustavo Henriquez Donna Andrews (alternate)	Workforce Development	GA
Thomas Chase Nathan Overstreet (alternate)	Medical Community	
Bebe Chudeusz	Technical Advisor – Non Voting	BC



# Affidavit of Publication

## DAILY COMMERCIAL

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

Before the undersigned authority personally appeared  
**Lisa Clay**

*Lisa Clay*

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

Public Notice

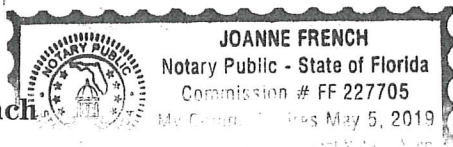
was published in said newspaper in the issues of:

February 27, 2019

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

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

**Joanne French**  
Notary Public



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

AD# 10085329

### PUBLIC NOTICE

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

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

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

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

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

Ad No: 10085329  
February 27, 2019



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

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

Florida Commission for the



**Transportation  
Disadvantaged**

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

Issued By:

FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED

605 Suwannee Street, Mail Station 49

Tallahassee, Florida 32399-0450

850-410-5700

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

# INTRODUCTION

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

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

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

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

Project examples could include projects such as:

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

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

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

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

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

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

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

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

Projects will be recommended based on the following review criteria:

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

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

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

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

# **PART I**

## **PROGRAM REQUIREMENTS**

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

### **1. ELIGIBILITY INFORMATION**

#### **A. Eligible Recipients**

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

Eligible recipients are:

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

#### **B. Allowable Expenditures**

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

### **2. GRANT FUNDING**

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

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

### **3. GRANT APPROVAL**

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

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

#### **4. INVOICING**

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

# **PART II**

## **APPLICATION INSTRUCTIONS AND FORMS**

### **GENERAL INSTRUCTIONS**

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

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

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

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

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

The application package shall be submitted to:

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

Note. Binders are unnecessary.

### **TIMETABLE**

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



## **Innovation and Service Development Grant Application**

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

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

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

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

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

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

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

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

## Project Scope

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

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

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

### PROJECT DESCRIPTION

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

## PROJECT TIMELINE

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

## PROJECT FUNDING AND PROPOSED SERVICE RATES

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

## PROJECT PERFORMANCE MEASURES

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

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

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

Examples:

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

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

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

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

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

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

## **STANDARD ASSURANCES**

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

## **AUTHORIZING RESOLUTION**

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

# GRANT APPLICATION FORMS

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



## Transportation Disadvantaged Innovation and Service Development Grant

### APPLICATION

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

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

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

\_\_\_\_\_  
*Signature of Grant Recipient Representative*
\_\_\_\_\_  
*Date*

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



## Transportation Disadvantaged Innovation and Service Development Grant

### PROJECT SCOPE

(Please refer to the Program Manual for specific guidance)

**Project Description:**



**Project Timeline:**



**Project Funding and Proposed Service Rates:**

**a). Proposed Project Budget**



Local Match Source



**b). Proposed Service Rates:**



**Project Performance Measures:**





## Transportation Disadvantaged Innovation and Service Development Grant

### STANDARD ASSURANCES

The recipient hereby assures and certifies that:

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

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

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

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

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

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

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_



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

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

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

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

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

DULY PASSED AND ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2019

BOARD OF \_\_\_\_\_

\_\_\_\_\_  
Typed name of Chairperson

\_\_\_\_\_  
Signature of Chairperson

ATTEST:

Signature \_\_\_\_\_



# 2019 Legislative Issue Briefs



## Transportation Funding

### Priority Statement:

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

### Background:

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

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

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

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

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

**Contact:** Jeff Branch, Legislative Advocate – 850-701-3655 – [jbranch@flcities.com](mailto:jbranch@flcities.com)

**Status:**

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

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

**Revised:** 3/21/2019

**Contact:** Jeff Branch, Legislative Advocate – 850-701-3655 – [jbranch@flcities.com](mailto:jbranch@flcities.com)

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

<b>Local Program Administrative Support Program Agency</b>	Sumter County Board of County Commissioners	<b>County</b>	Sumter
		<b>Invoice #</b>	Q3
<b>Reporting Period</b>	January 1, 2019 through March 31, 2019	<b>Grant #</b>	GOY43

<b>I</b>	<b>PROGRAM MANAGEMENT</b>	<b>PROGRESS</b>
A.	Develop and maintain a process for the <b>appointment and reappointment of voting and non-voting members</b> to the local coordinating board. (41-2.012, FAC)	No activity this quarter.
B.	Prepare <b>agendas</b> for local coordinating board meetings consistent with the <i>Local Coordinating Board and Planning Agency Operating Guidelines</i> . (Task 2)	Agenda and meeting packet was prepared as outline by the LCB Planning Agency Operating Guidelines for the March 12, 2019 meeting
C.	Prepare official <b>minutes</b> of local coordinating board meetings regardless of a quorum) and submit a copy along with the quarterly report to the Commission. For committee meetings, prepare minutes in the form of a brief summary of basic points, discussions, decisions, and recommendations to the full board. Keep records of all meetings for at least five years. (Task 2)	The Sumter TDCB March 12, 2019 Agenda and Meeting Minutes prepared and attached.
D.	Provide at least one <b>public workshop</b> annually by each local coordinating board, and assist the Commission, as requested, in co-sponsoring public workshops. This public workshop must be in addition to the local coordinating board meetings. It may, however, be held in conjunction with the scheduled local coordinating board meeting (immediately following or prior to the local coordinating board meeting). (Task 3)	No activity this period.
E.	Provide staff support for <b>committees</b> of the local coordinating board. (Task 2)	Staff provided support to the TDCB during the quarter ending with the March 12, 2019 meeting.
F.	Develop and update annually <b>by-laws</b> for local coordinating board approval. Approved by-laws shall be submitted to the Commission. (Task 4)	The Sumter TDCB reviewed and approved the Sumter TDCB Bylaws as presented by the MPO Attorney at the March 12, 2019 meeting. .
G.	Develop, annually update, and implement local coordinating board <b>grievance procedures</b> in accordance with the Commission guidelines. Procedures shall include a step within the local complaint and/or grievance procedure that advises a dissatisfied person about the Commission's Ombudsman Program. A copy of the approved procedures shall be submitted to the Commission. (Task 5)	The Sumter TDCB reviewed and approved the Sumter TDCB Grievance Procedures presented by the MPO Attorney at the March 12, 2019 meeting. .
H.	Provide the Commission with a current <b>membership roster and mailing list</b> of local coordinating board members. The membership roster shall be submitted with the first quarterly report and when there is a change in membership. (Task 2)	No activity this period.
I.	Provide <b>public notice</b> of local coordinating board meetings and local public workshops in accordance with the <i>Coordinating Board and Planning Agency Operating Guidelines</i> . (Task 2)	Public Notice of the March 12, 2019 Meeting was published in the Daily commercial and a copy is being provided for your review.
J.	Review and comment on the <b>Annual Operating Report</b> for submittal to the local coordinating board, and forward comments/concerns to the Commission for the Transportation Disadvantaged. (Task 6)	No Activity this period.

K.	Report the <b>actual expenditures</b> (AER) of direct federal and local government transportation funds to the Commission for the Transportation Disadvantaged no later than September 15th. (Task 7)	No activity this period.
----	---	--------------------------

<b>II. SERVICE DEVELOPMENT</b>		<b>PROGRESS</b>
A.	Jointly, with the community transportation coordinator and the local coordinating board, develop the <b>Transportation Disadvantaged Service Plan (TDSP)</b> following CTD guidelines. (Task 1)	The TDSP major update was completed with the assistance of CUTR and the MPO and was approved at the the December 4, 2018 LCB quarterly meeting.
B.	Encourage integration of “transportation disadvantaged” issues into <b>local and regional comprehensive plans</b> . Ensure activities of the local coordinating board and community transportation coordinator are consistent with local and state comprehensive planning activities including the Florida Transportation Plan. (427.015, FS)	No activity this quarter.
C.	Encourage the local community transportation coordinator to work cooperatively with <b>regional workforce boards</b> established in Chapter 445, F.S., and provide assistance in the development of innovative transportation services for participants in the welfare transition program. (427.0157, FS)	No activity this quarter.

<b>III. TECHNICAL ASSISTANCE, TRAINING, AND EVALUATION</b>		<b>PROGRESS</b>
A.	Provide the LCB with <b>quarterly reports</b> of local TD program administrative support accomplishments as outlined in the grant agreement and any other activities related to the TD program. (Task 8)	MPO staff provided an update on planning activities for the quarter at the March 12, 2019 TDCB meeting. .
B.	Attend at least one <b>Commission-sponsored training</b> , including but not limited to, the CTD’s regional meetings, the CTD’s annual training workshop, or other sponsored training. (Task 9)	MPO staff attended the CTD/FPTA Annual Conference in Daytona Beach in October 2018.
C.	Attend at least one <b>CTD meeting</b> each year within budget/staff/schedule availability.	MPO staff attended the October 2018 CTD Business Meeting in Daytona Beach.
D.	Notify CTD staff of local <b>TD concerns</b> that may require special investigations.	No activity this quarter.
E.	Provide <b>training</b> for newly-appointed LCB members. (Task 2)	The MPO Attorney provided Sunshone Law & Ethics training to the Sumter TDCB at the March 12, 2019 meeting. .
F.	Provide <b>assistance</b> to the CTC, purchasing agencies, and others, as needed, which may include participation in, and initiating when necessary, local or regional meetings to discuss TD needs, service evaluation and opportunities for service improvement.	LS MPO is assisted the CTC with the development of the Major Update of the TDSP approved at the December 4, 2018 meeting.
G.	To the extent feasible, collect and review <b>proposed funding applications</b> involving “TD” funds consistent with Chapter 427, F.S., and Rule 41-2, F.A.C., and provide recommendations to the LCB. (427.0157, FS)	No activity this quarter.
H.	Assist the CTD in <b>joint reviews</b> of the CTC.	No activity this quarter.
I.	Ensure the LCB annually reviews <b>coordination contracts</b> to advise the CTC whether the continuation of said contract provides the most cost effective and efficient transportation available, consistent with Rule 41-2, F.A.C.	No activity this quarter
J.	Implement recommendations identified in the CTD’s <b>QAPE</b> reviews.	No activity this quarter.

**Other Items of Development and Update in accordance with Laws, Rules, and Commission policy:**

No activity this quarter.

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



Representative

05/06/2019  
Date