

**Planning Grant Agreement Tasks  
Quarterly Progress Report**



<b>Planning Agency</b>	Lake~Sumter MPO	<b>County</b>	Lake
		<b>Invoice #</b>	G1N56 Q2
<b>Reporting Period</b>	October 1, 2020 - December 31, 2020	<b>Grant #</b>	G1N56

<b>I</b>	<b>PROGRAM MANAGEMENT</b>	<b>PROGRESS</b>
A.	When necessary and in cooperation with the LCB, <b>solicit and recommend a CTC</b> . The selection will be accomplished, to the maximum extent feasible, through public competitive bidding or proposals in accordance with applicable laws and rules. Such recommendation shall be presented to the Commission by Planning Agency staff or their designee as needed. (Tasks 2A)	NA
B.	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)	The MPO activitely seeks to fill vacant Board positions, it is an agenda item on the Novemeber 9, 2020 TDCB meeting.
C.	Prepare <b>agendas</b> for local coordinating board meetings consistent with the <i>Local Coordinating Board and Planning Agency Operating Guidelines</i> . (Task 3)	MPO staff prepared the November 9, 2020 agenda and supporting material, advertised and hosted the meeting.
D.	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 3)	Minutes for the August 24, 2020TDCB meeting were approved at the November 9, 2020 TDCB meeting and DRAFT minutes for the November 9, 2020 are included in this invoice packet.
E.	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 4)	NA
F.	Provide staff support for <b>committees</b> of the local coordinating board. (Task 3)	The MPO staff and MPO consultants support the TDCB and TDCB meetings.
G.	Develop and update annually <b>by-laws</b> for local coordinating board approval. Approved by-laws shall be submitted to the Commission. (Task 5)	Bylaws are reviewed and apporved on an annual basis. The TDCB approved changes to the TDCB quorum requiremnets at the November 9, 2020 TDCB meeting. The TDCB will review proposed changes to the bylaws that allow virtual meeting voting at a future meeting in 2021.
H.	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 6)	The TDCB and the Grievance Committee review and provide comments on the Grievance procedures annually. The TDCB approved the Grievance Procedures as presented at the November 9, 2020 meeting.

I.	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 3)	TDCB Membership list is included in this invoice package.
J.	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 3)	The November 9, 2020 meeting notice is included in this invoice package.
K.	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 7)	The AOR was reviewed and approved at the August 24, 2020 TDCB meeting.
L.	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 8)	The AER was reviewed and approved at the August 24, 2020 TDCB meeting.

II.	SERVICE DEVELOPMENT	PROGRESS
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 MPO and the CTC support the TDCB in their oversight role of the serviced provided in Lake County.
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)	The TDCB reviewed the Lake~Sumter 2045 Long Range Transportation Plan Adoption Report at the November 9, 2020 TDCB meeting.
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)	ongoing

III.	TECHNICAL ASSISTANCE, TRAINING, AND EVALUATION	PROGRESS
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 9)	Quarterly Progress Reports are included in the TDCB agenda packets.
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 10)	NA
C.	Attend at least one <b>CTD meeting</b> each year within budget/staff/schedule availability.	MPO staff attended the July 28, 2020 CTD Public Workshop and the September 30, 2020 CTD Public Workshop.
D.	Notify CTD staff of local <b>TD concerns</b> that may require special investigations.	NA
E.	Provide <b>training</b> for newly-appointed LCB members. (Task 3)	NA
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.	Ongoing
G.	To the extent feasible, collect and review <b>proposed funding applications</b> involving “TD” funds consistent with Chapter 427, F.S.,	Ongoing

	and Rule 41-2, F.A.C., and provide recommendations to the LCB. (427.0157, FS)	
H.	Ensure the local coordinating board conducts, as a minimum, <b>an annual evaluation</b> of the community transportation coordinator. The local coordinating board shall evaluate the coordinator using the Commission's <i>Evaluation Workbook for Community Transportation Coordinators and Providers in Florida</i> (at a minimum using the modules concerning Competition In Use of Operators, Cost-Effectiveness and Efficiency, and Availability of Service) and local standards as defined in the Transportation Disadvantaged Service Plan. (Task 2B)	The next CTC avaluation will occur during the fourth quarter.
I.	Assist the CTD in <b>joint reviews</b> of the CTC.	As needed
J.	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.	The TDCB reviews the Coordination cpntract annually.
K.	Implement recommendations identified in the CTD's <b>QAPE</b> reviews.	As needed

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

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

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Representative

01/07/2021

Date