



Transportation Disadvantaged Coordinating Board Agenda

Date / Time: August 30, 2021 | 10 AM

Lake County TDCB Committee Meeting

Mon, August 30, 2021 10:00 AM - 12:00 PM (EDT)

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The Transportation Disadvantaged Coordinating Board (TDCB) serves to identify local service needs and provide information, advice, and direction to the Community Transportation Coordinator (CTC) on the coordination of services to be provided to the TD program. The TDCB focuses on compliance with state requirements for TD planning and ensuring that public transportation is accessible to everyone, including the transportation disadvantaged. TDCB membership is composed of several representatives such as health and human services agencies, the elderly and disabled, citizens, and the private transportation industry and is established pursuant to Rule 41- 2.012(3), Florida Administrative Code (FAC).

Call Regular Meeting to Order

Proper Noticing, Roll-Call, Determination of Quorum

Lake County TDCB Chair, Commissioner Leslie Campione

I. AGENDA UPDATE

- A. Proposed revisions to today's agenda (if any)

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

III. CONSENT AGENDA

Recommendation for approval is requested for Consent Agenda Items.

- A. Approval of June 7, 2021, Meeting Minutes

Attachment A: June 7, 2021, Lake County TDCB Meeting Minutes

- B. Approval of June 7, 2021, Annual Public Hearing Meeting Minutes

Attachment B: June 7, 2021, Lake County TDCB Annual Public Hearing Meeting Minutes

Transportation Disadvantaged Coordinating Board Agenda

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- C. Review and Approval of the MPO's Lake County Transportation Disadvantaged Planning Grant Agreement for FY2021/22. Task pages are included in the agenda packet for review.

Attachment C: FY 21/22 Planning Grant Agreement

IV. ACTION ITEMS

A. Review and Approval of the Lake County CTC Annual Operating Report (AOR)

The Florida Commission for the Transportation Disadvantaged (CTD) requires the Annual Operating Report to be submitted by September 15 of each year. The CTD evaluates and compiles the operating data provided by all CTCs, which are utilized to substantiate the need to seek Transportation Disadvantaged Trip & Equipment Grant funds from the Florida Legislature.

- a. The CTC AOR reflects the Office of Transit Services operating data for FY 20-21.

Attachment D: Lake County Transit AOR FY 2020/21

- b. The CTC and Coordination Contractor FY 19-20 and FY 20-21 Comparison combined the CTC and Coordination Contractor's operating data for the two reporting fiscal years.

Attachment E: CTC and Coordination Contractor Comparison

Staff recommends approval of the Lake County Transit AOR for FY 2020/21

B. Approval of Lake County Annual Actual Budget Expenditures

The CTD requires the Planning Agency to receive the Actual Expenditures for the past fiscal year from the CTC.

Attachment F: Annual Actual Budget Expenditures for FY 2020/21

Staff recommends approval of the Lake County Actual Budget Expenditures Report

C. CTC Evaluation for FY 20-21

The Transportation Disadvantaged Coordinating Board is tasked with annually reviewing the Community Transportation Coordinator (CTC) and evaluating the CTC's operations and performance. MPO staff is tasked with providing support to the CTC Evaluation Subcommittee in conducting the evaluation. The evaluation includes: (1) information from the latest Annual Operating Report (FY 2019/20), (2) the monitoring of contractors, (3) surveying of riders, contractors, and purchasing agencies (4) on-site observations of the system, (5) review of rider applications and (6) review of driver files. The CTC Evaluation Subcommittee recommendations will be presented for review and approval.

- D. **Subcommittee Annual Appointment.** All subcommittees are to be fully staffed on an annual basis.

- a. *The Grievance Subcommittee consists of five members: Chair Leslie Campione, Jo Santiago, Lesha Buchbinder, Steve Homan, and Colleen Kollmann.*

- b. *The Bylaws Subcommittee consists of three members: Chair Leslie Campione, Lesha*

Transportation Disadvantaged Coordinating Board Agenda

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Buchbinder, and Chantel Buck.

c. The CTC Evaluation Subcommittee consists of three members: Chair Leslie Campione, Jo Santiago, and Lesha Buchbinder.

d. Ridership Subcommittee consists of three members: Chair Leslie Campione, Jim Lowe, and Chantel Buck.

Staff recommends for all current members to be reappointed.

E. Appointment to Health and Human Services Grant Advisory Committee

Request a representative from the Lake County Transportation Disadvantaged Coordinating Board to sit on the Health and Human Services Grant Advisory Committee.

The Health and Human Services Grant Advisory Committee was created to devise a funding plan to ensure accountability of organizations awarded funds; provide fair and equitable funding to emerging and established not-for-profit organizations that are working creatively on "need-based" issues and concerns, and supply recommendations to the Board of County Commissioners for annual budgeting purposes. Five (5) members are current members of existing boards and committees or members or representatives of other governmental organizations, including the Children's Services Council, Elder Affairs Coordinating Council, Library Advisory Board, the Transportation Disadvantaged Coordinating Board, and the Lake County Health Department.

Current Status: Vacant – Committee meets annually.

Staff recommends appointment of a current TDCB member.

V. DISCUSSION ITEMS

Recommendation for approval is requested for Discussion Items.

A. Review and discussion of the Commission for the Transportation Disadvantaged (CTD) Ombudsman Report.

The Lake County TDCB is required to review the CTD Ombudsman's Report quarterly. *The CTD received no calls for Lake County this quarter.*

B. Change Approval Date of Annual TDCB Meeting Calendar

The Annual TDCB Meeting Calendar is currently approved, consistent with the beginning of each new calendar year. Staff is suggesting changing the adoption to be consistent with each new Fiscal Year. Additional dates for consideration through the end of FY22 include:

- Monday, February 7, 2022
- Monday, June 6, 2022

C. Upcoming Conferences/Meetings

- CTD/FPTA Annual Training/EXPO – October 24-27, 2021, Ocean Center & Daytona Beach Hilton

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- CTD Business Meeting – October 25, 2021, Daytona Beach

VI. REPORTS

- A. FDOT – Jo Santiago
- B. Lake County CTC – Amy Bradford, [Lake County Transit \(Attachment G\)](#)
- C. RATP Dev – Rickey Mack or Brandon Bradford
- D. Lake-Sumter MPO Quarterly Progress Report – Michael Woods, [MPO Quarterly Progress Report \(Attachment H\)](#)

VII. BOARD MEMBER COMMENTS

VIII. ADJOURNMENT

IX. NEXT MEETING: November 8, 2021

Pursuant to the provisions of Chapter 286, Florida Statutes, Section 286.0105, if any person decides to appeal any decision made by the above named board 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 (352) 315- 0170, 48 hours in advance of the meeting.



**Lake County Transportation Disadvantaged Coordinating Board
Minutes June 7, 2021
Lake~Sumter MPO
1300 Citizens Blvd., Suite 175 Leesburg, FL 34748**

Members Present

Leslie Campione, Chairman
Jo Santiago
Scott Pfender
Cordell Baugh Samuels
Jim Lowe
Timothy Layne
Steve Homan
Tamyika Young
Chantel Buck

Representing

Lake~Sumter MPO
FDOT
Public Education/Lake County Schools
Vocational Rehabilitation/Dept. of Education
FL Association CAA/Economically Disadvantaged
Children at Risk
FL Department of Elder Affairs
Florida Agency for Healthcare Administration
Citizens Advocate

Members Absent

Sheri Peterson
Anthony Padilla
Gustavo Henriquez
David Taylor

Representing

Dept. of Children & Families
Veterans Service Office Representing Veterans
Regional Workforce Development Board
Medical Community

Staff Present

Michael Woods
Doris LeMay

Representing

Lake~Sumter MPO
Lake~Sumter MPO

CALL TO ORDER

The meeting of the Lake County Transportation Disadvantaged Coordinating Board (TDCB) was called to order at 10:10 a.m. by Timothy Layne. Staff announced that the meeting was properly noticed, and a quorum was present. (8 Voting members).

I. AGENDA UPDATE

None

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

None

III. CONSENT AGENDA

A. Approval of February 8, 2021 Meeting Minutes

On a motion by Jo Santiago, seconded by E. Scott Pfender and carried unanimously by an 8-0 vote, the Board approved the Consent Agenda as presented.

IV. ACTION ITEMS:

A. Review of the CTD Trip & Equipment (T& E) Grant Application

Amy Bradford presented a brief overview of the CTD Grant Application.

On a motion by E. Scott Pfender, seconded by Jo Santiago and carried unanimously by an 8-0 vote, the Board approved the CTD Trip & Equipment (T&E) Grant Application.

B. Approval of Transportation Disadvantaged Rate Model

Amy Bradford presented the Transportation Disadvantaged Rate Model.

Discussion continued.

On a motion by Timothy Bridges, seconded by Jo Santiago and carried unanimously by an 8-0 vote, the Board approved the Transportation Disadvantaged Rate Model.

V. DISCUSSION ITEMS:

A. Review and discussion of the Commission for the Transportation Disadvantaged (CTD) Ombudsman Report. – Michelle Kendall

B. Status Update on CTC Evaluation – Laura Minns

Status Update on Transportation Disadvantaged Service Plan (TDSP) Annual Update

The Lake County 2021 TDSP Minor Update included the following:

- Appendix B: Annual Operating Report (2020)
- Appendix C: Connection Vehicle Inventory
- Appendix D: System Safety Program Plan Annual Certification
- Appendix E: Rate Model Worksheets

No service changes were made for the 2020-2021 Fiscal Year.

C. Recruitment of New Members – Laura Minns

VI. REPORTS

- A. FDOT -Jo Santiago
- B. Lake County CTC – Amy Bradford
- C. RATP Dev – Lake County Connection – Ricky Mack
- D. Legislative Update (MPO/CTC) – Michael Woods
- E. Lake Sumter MPO – Michael Woods

VII. BOARD MEMBER COMMENTS

Chantel Buck inquired about transportation to vaccine sites.

VIII. ADJOURNMENT

IX. NEXT MEETING: August 30, 2021 @ 10AM

There being no further business to discuss, the meeting adjourned at 10:58

Chairman Campione

Date



**Lake County Transportation Disadvantaged Coordinating Board
Minutes – Annual Public Hearing
Monday, June 7, 2021
Lake~Sumter MPO
1300 Citizens Blvd. Suite 175 Leesburg, FL 34748**

.....
Members Present

Leslie Campione, Chairman
Jo Santiago
E. Scott Pfender
Cordell Baugh Samuels
Jim Lowe
Timothy Layne
Steve Homan
Tamyika Young
Chantel Buck

Representing

Lake~Sumter MPO
FDOT
Public Education Community
Vocational Rehabilitation/Dept. of Education
CAA/Economically Disadvantaged
Children at Risk Representative
Florida Dept. of Elder Affairs
Florida Agency for Health Care Administration
New Vision for Independence

Members Absent

Sheri Peterson
Anthony Padilla
Linda Diaz
Gustavo Henriquez
David Taylor

Representing

Dept. of Children & Families
Veterans Service Office Representing Veterans
Persons over 60, representing elderly
Workforce Development
Medical Community

Staff Present

Mike Woods
Doris LeMay

Representing

Lake~Sumter MPO
Lake~Sumter MPO

CALL TO ORDER ANNUAL PUBLIC HEARING

The Annual Public Hearing was called to order by Timothy Layne at 10:09 a.m. Staff announced that the meeting was properly noticed. Staff determined there was a quorum.

I. PUBLIC COMMENT PERIOD

Cordell Baugh Samuels introduced himself as the alternate attendee for Jesse Riddle

ADJOURNMENT: There being no public comments, the chairman closed the meeting at 10:10 a.m.

Chairman Leslie Campione

Date

ATTACHMENT A:
LAKE COUNTY TDCB MEETING MINUTES
JUNE 7, 2021



**Lake County Transportation Disadvantaged Coordinating Board
Minutes June 7, 2021
Lake~Sumter MPO
1300 Citizens Blvd., Suite 175 Leesburg, FL 34748**

Members Present

Leslie Campione, Chairman
Jo Santiago
Scott Pfender
Cordell Baugh Samuels
Jim Lowe
Timothy Layne
Steve Homan
Tamyika Young
Chantel Buck

Representing

Lake~Sumter MPO
FDOT
Public Education/Lake County Schools
Vocational Rehabilitation/Dept. of Education
FL Association CAA/Economically Disadvantaged
Children at Risk
FL Department of Elder Affairs
Florida Agency for Healthcare Administration
Citizens Advocate

Members Absent

Sheri Peterson
Anthony Padilla
Gustavo Henriquez
David Taylor

Representing

Dept. of Children & Families
Veterans Service Office Representing Veterans
Regional Workforce Development Board
Medical Community

Staff Present

Michael Woods
Doris LeMay

Representing

Lake~Sumter MPO
Lake~Sumter MPO

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None

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VII. BOARD MEMBER COMMENTS

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VIII. ADJOURNMENT

IX. NEXT MEETING: August 30, 2021 @ 10AM

There being no further business to discuss, the meeting adjourned at 10:58

Chairman Campione

Date

ATTACHMENT B:
LAKE COUNTY TDCB ANNUAL PUBLIC HEARING MEETING MINUTES
JUNE 7, 2021



**Lake County Transportation Disadvantaged Coordinating Board
Minutes – Annual Public Hearing
Monday, June 7, 2021
Lake~Sumter MPO
1300 Citizens Blvd. Suite 175 Leesburg, FL 34748**

.....
Members Present

Leslie Campione, Chairman
Jo Santiago
E. Scott Pfender
Cordell Baugh Samuels
Jim Lowe
Timothy Layne
Steve Homan
Tamyika Young
Chantel Buck

Representing

Lake~Sumter MPO
FDOT
Public Education Community
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Florida Dept. of Elder Affairs
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New Vision for Independence

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Representing

Dept. of Children & Families
Veterans Service Office Representing Veterans
Persons over 60, representing elderly
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Staff Present

Mike Woods
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Representing

Lake~Sumter MPO
Lake~Sumter MPO

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ADJOURNMENT: There being no public comments, the chairman closed the meeting at 10:10 a.m.

Chairman Leslie Campione

Date

ATTACHMENT C:
FY21/22 ANNUAL PLANNING GRANT

SAMAS Approp	108846	Fund	TDTF	FM/Job No(s)	43202911401
SAMAS Obj	751000	Function	615	CSFA No.	55.002
Org. Code	55120000952	Contract No		Vendor No.	37-1882383

**FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED
PLANNING GRANT AGREEMENT**

THIS AGREEMENT, made and entered into this _____ day of _____, 2021 by and between the STATE OF FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED, created pursuant to Chapter 427, Florida Statutes, hereinafter called the Commission, and Lake-Sumter Metropolitan Planning Organization, 225 W. Guava Street, Suite 211, Lady Lake, FL 32159, hereinafter called the Grantee.

W I T N E S S E T H:

WHEREAS, the Grantee has the authority to enter into this Agreement and to undertake the Project hereinafter described, and the Commission has been granted the authority to carry out responsibilities of the Commission which includes the function of the Designated Official Planning Agency and other responsibilities identified in Chapter 427, Florida Statutes, or rules thereof;

NOW, THEREFORE, in consideration of the mutual covenants, promises and representations herein, the parties agree as follows:

1.00 Purpose of Agreement: The purpose of this Agreement is to provide financial assistance to accomplish the duties and responsibilities of the Official Planning Agency as set forth in Chapter 427, Florida Statutes, Rule 41-2, Florida Administrative Code, Commission policies, and the Fiscal Year 2021-22 Program Manual and Instructions for the Planning Grant, and as further described in this Agreement and in Exhibit(s) A, B, C, D attached hereto and by this reference made a part hereof, hereinafter called the Project; and, for the Commission to provide financial assistance to the Grantee and state the terms and conditions upon which such assistance will be provided and the understandings as to the manner in which the Project will be undertaken and completed.

2.00 Accomplishment of the Project: The Grantee shall commence, and complete the Project as described in Exhibit "A" with all practical dispatch, in a sound, economical, and efficient manner, and in accordance with the provisions herein, and all applicable laws.

2.10 Pursuant to Federal, State, and Local Law: In the event that any election, referendum, approval, permit, notice, or other proceeding or authorization is requisite under applicable law to enable the Grantee to enter into this Agreement or to undertake the Project hereunder, or to observe, assume or carry out any of the provisions of the Agreement, the Grantee will initiate and consummate, as provided by law, all actions necessary with respect to any such matters so requisite.

2.20 Funds of the Grantee: The Grantee will provide the initial funds necessary for the completion of the project. The Grantee shall pay and not be reimbursed for funds exceeding the estimated project cost.

2.30 Funds of the Commission: The Commission will compensate the Grantee upon receipt and approval of said deliverables, not to exceed the estimated project cost as further defined herein.

2.40 Submission of Proceedings, Contracts and Other Documents and Products: The Grantee shall submit to the Commission such data, reports, records, contracts, certifications and other financial and operational documents or products relating to the Project as the Commission may require as provided by law, rule or under this agreement. Failure by the Grantee to provide such documents, or provide documents or products required by previous agreements between the Commission and the Grantee, may, at the Commission's discretion, result in refusal to reimburse project funds or other permissible sanctions against the Grantee, including termination.

2.50 Incorporation by Reference: The Grantee and Commission agree that by entering into this Agreement, the parties explicitly incorporate by reference into this Agreement the applicable law and provisions of Chapter 427, Florida Statutes, Rule 41-2, Florida Administrative Code, and the Fiscal Year 2021-22 Program Manual and Instructions for the Planning Grant.

3.00 Total Project Cost: The total estimated cost of the Project is \$ 27,359.00. This amount is based upon the budget summarized in Exhibit "B" and by this reference made a part hereof. The Grantee agrees to bear all expenses in excess of the total estimated cost of the Project and any deficits involved, including any deficits revealed by an audit performed in accordance with Section 6.00 hereof after completion of the project.

4.00 Commission Participation: The Commission agrees to maximum participation, including contingencies, in the Project in the amount of \$ 27,359.00 as detailed in Exhibit "B", or in an amount equal to the percentage(s) of total actual project cost shown in Exhibit "B", whichever is less.

4.10 Eligible Costs: Planning Grant Funds, derived exclusively from the Transportation Disadvantaged Trust Fund, may only be used by the Commission and the Grantee to undertake planning activities.

4.20 Eligible Project Expenditures: Project expenditures eligible for State participation will be allowed only from the date of this Agreement. It is understood that State participation in eligible project costs is subject to:

- a) The understanding that disbursement of funds will be made in accordance with the Commission's cash forecast;
- b) Availability of funds as stated in Section 13.00 of this Agreement;
- c) Commission approval of the project scope and budget (Exhibits A & B) at the time appropriation authority becomes available; and
- d) Submission of all certifications, invoices, detailed supporting documents or other obligating documents and all other terms of this agreement.

4.30 Front End Funding and Retainage: Front end funding and retainage are not applicable.

5.00 Project Budget and Disbursement Schedule:

5.10 The Project Budget: The Grantee shall maintain the Commission approved Project Budget, as set forth in Exhibit "B", carry out the Project, and shall incur obligations against and make disbursements of Project funds only in conformity with the latest approved budget for the Project. The budget may be revised periodically, but no budget revision shall be effective unless it complies with fund participation requirements established in Section 4.00 of this Agreement and is approved in writing by the Commission. Any budget revision which changes the fund participation requirements established in Section 4.00 of this agreement shall not be effective unless approved in writing by the Commission and the Florida Department of Transportation Comptroller.

5.20 Schedule of Disbursements: The Grantee shall be paid on a quarterly basis based on the satisfactory performance of each task detailed in Exhibit A.

6.00 Accounting Records and Audits:

6.10 Establishment and Maintenance of Accounting Records: The Grantee shall establish for the Project, in conformity with the latest current uniform requirements established by the Commission to facilitate the administration of the financing program, either separate accounts to be maintained within its existing accounting system, or establish independent accounts. Such financing accounts are referred to herein collectively as the "Project Account". The Project Account, and detailed documentation supporting the Project Account, must be made available upon request, without cost, to the Commission any time during the period of the Agreement and for five years after final payment is made or if any audit has been initiated and audit findings have not been resolved at the end of five years, the records shall be retained until resolution of the audit findings.

6.20 Funds Received or Made Available for The Project: The Grantee shall appropriately record in the Project Account, and deposit in a bank or trust company which is a member of the Federal Deposit Insurance Corporation, all payments received by it from the Commission pursuant to this Agreement and all other funds provided for, accruing to, or otherwise received on account of the Project, which Commission payments and other funds are herein collectively referred to as "Project Funds". The Grantee shall require depositories of Project Funds to secure continuously and fully all Project Funds in excess of the amounts insured under Federal plans, or under State plans which have been approved for the deposit of Project funds by the Commission, by the deposit or setting aside of collateral of the types and in the manner as prescribed by State law for the security of public funds, or as approved by the Commission.

6.30 Costs Incurred for the Project: The Grantee shall charge to the Project Account all eligible costs of the Project. Costs in excess of the latest approved budget, costs which are not within the statutory criteria for the Transportation Disadvantaged Trust Fund, or attributable to actions which have not met the other requirements of this Agreement, shall not be considered eligible costs.

6.40 Documentation of Project Costs and Claims for Reimbursement: All costs charged to the Project shall be supported by detailed supporting documentation evidencing in proper detail the nature and propriety of the charges. The Grantee shall provide sufficient detailed documentation for each cost or claim for reimbursement to allow an audit trail to ensure that the tasks accomplished or deliverables completed in acceptable form to the Commission were those which were promised. The documentation must be sufficiently detailed to comply with the laws and policies of the Department of Financial Services.

6.50 Checks, Orders, and Vouchers: Any check or order drawn by the Grantee with respect to any item which is or will be chargeable against the Project Account will be drawn only in accordance with a properly signed voucher then on file in the office of the Grantee stating in proper detail the purpose for which such check or order is drawn. All checks, payrolls, invoices, contracts, vouchers, orders, or other accounting documents pertaining in whole or in part to the Project shall be clearly identified, readily accessible, within the Grantees existing accounting system, and, to the extent feasible, kept separate and apart from all other such documents.

6.60 Audits:

1. The administration of resources awarded through the Commission to the Grantee by this Agreement may be subject to audits and/or monitoring by the Commission and the Department of Transportation (Department). The following requirements do not limit the authority of the Commission or the Department to conduct or arrange for the conduct of additional audits or evaluations of state financial assistance or limit the authority of any state agency inspector general, the Auditor General, or any other state official. The Grantee shall comply with all audit and audit reporting requirements as specified below.
 - a. In addition to reviews of audits conducted in accordance with Section 215.97, Florida Statutes, monitoring procedures to monitor the Grantee's use of state financial assistance may include but not be limited to on-site visits by Commission and/or Department staff and/or other procedures including, reviewing any required performance and financial reports, following up, ensuring corrective action, and issuing management decisions on weaknesses found through audits when those findings pertain to state financial assistance awarded through the Commission by this Agreement. By entering into this Agreement, the Grantee agrees to comply and cooperate fully with any monitoring procedures/processes deemed appropriate by the Commission and/or the Department. The Grantee further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Commission, the Department, the Chief Financial Officer (CFO) of the Department of Financial Services the State Auditor General and, the State Inspector General.
 - b. The Grantee a nonstate entity as defined by Section 215.97, Florida Statutes, as a recipient of state financial assistance awarded by the Commission through this Agreement is subject to the following requirements:
 - i. In the event the Grantee meets the audit threshold requirements established by Section 215.97, Florida Statutes, the Grantee must have a State single or project-specific audit conducted for such fiscal year in accordance with Section 215.97, Florida Statutes; applicable rules of the Department of Financial Services; and Chapters 10.550 (local

governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. Exhibit D to this Agreement indicates state financial assistance awarded through the Commission by this Agreement needed by the Grantee to further comply with the requirements of Section 215.97, Florida Statutes. In determining the state financial assistance expended in a fiscal year, the Grantee shall consider all sources of state financial assistance, including state financial assistance received from the Commission by this Agreement, other state agencies and other nonstate entities. State financial assistance does not include Federal direct or pass-through awards and resources received by a nonstate entity for Federal program matching requirements.

- ii. In connection with the audit requirements, the Grantee shall ensure that the audit complies with the requirements of Section 215.97, Florida Statutes. This includes submission of a financial reporting package as defined by Section 215.97, Florida Statutes, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.
- iii. In the event the Grantee does not meet the audit threshold requirements established by Section 215.97, Florida Statutes, the Grantee is exempt for such fiscal year from the state single audit requirements of Section 215.97, Florida Statutes. However, the Grantee must provide a single audit exemption statement to the Department at FDOTSingleAudit@dot.state.fl.us no later than nine months after the end of the Grantee's audit period for each applicable audit year. In the event the Grantee does not meet the audit threshold requirements established by Section 215.97, Florida Statutes, in a fiscal year and elects to have an audit conducted in accordance with the provisions of Section 215.97, Florida Statutes, the cost of the audit must be paid from the Grantee's resources (i.e., the cost of such an audit must be paid from the Grantee's resources obtained from other than State entities).
- iv. In accordance with Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, copies of financial reporting packages required by this Agreement shall be submitted to both:

Florida Department of Transportation
Office of Comptroller, MS 24
605 Suwannee Street
Tallahassee, FL 32399-0405
Email: FDOTSingleAudit@dot.state.fl.us

State of Florida Auditor General
Local Government Audits/342
111 West Madison Street, Room 401
Tallahassee, FL 32399-1450
Email: flaudgen_localgovt@aud.state.fl.us

- v. Any copies of financial reporting packages, reports or other information required to be submitted to the Department shall be submitted timely in accordance with Section 215.97, Florida Statutes, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, as applicable.

- vi. The Grantee, when submitting financial reporting packages to the Department for audits done in accordance with Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, should indicate the date the reporting package was delivered to the Grantee in correspondence accompanying the reporting package.
 - vii. Upon receipt, and within six months, the Department will review the Grantee's financial reporting package, including corrective action plans and management letters, to the extent necessary to determine whether timely and appropriate corrective action on all deficiencies has been taken pertaining to the state financial assistance provided through the Commission by this Agreement. If the Grantee fails to have an audit conducted consistent with Section 215.97, Florida Statutes, the Commission and/or the Department may take appropriate corrective action to enforce compliance.
 - viii. As a condition of receiving state financial assistance, the Grantee shall permit the Commission, the Department, or its designee, the State's Chief Financial Officer (CFO) or the Auditor General access to the Grantee's records including financial statements, the independent auditor's working papers and project records as necessary. Records related to unresolved audit findings, appeals or litigation shall be retained until the action is complete or the dispute is resolved.
- c. The Grantee shall retain sufficient records demonstrating its compliance with the terms of this Agreement for a period of five years from the date the audit report is issued and shall allow the Commission, the Department, or its designee, the State's CFO, or the Auditor General access to such records upon request. The Grantee shall ensure that the audit working papers are made available to the Commission, the Department, or its designee, the State's CFO or the Auditor General upon request for a period of five years from the date the audit report is issued unless extended in writing by the Commission and/or the Department.

6.70 Inspection: The Grantee shall permit, and shall require its contractors to permit, the Commission's authorized representatives to inspect all work, materials, deliverables, records; 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.

7.00 Compensation and Payments: In order to obtain any Commission funds, the Grantee shall:

7.10 File with the Commission for the Transportation Disadvantaged, 605 Suwannee Street, Mail Station 49, Tallahassee, Florida, 32399-0450 its invoice on form or forms prescribed by the Commission, and such other data and deliverables pertaining to the Project as listed in Exhibit "A" hereof, as the Commission may require, to justify and support the invoices as specified in the Commission's Grant Agreement/Contract Invoicing Procedures.

7.11 Grantee certifies, under penalty of perjury, that the Agency will comply with the provisions of the Agreement and that all invoices and support documentation will be true and correct.

7.12 Financial Consequence: Payment shall not be made to the Grantee unless tasks have been completed and back up documentation as requested is provided to the Commission. The project must be completed no later than June 30, 2022.

7.20 The Commission's Obligations: Subject to other provisions hereof, the Commission will honor such invoices in amounts and at times deemed by the Commission to be proper and in accordance with this agreement to ensure the completion of the Project and payment of the eligible costs. However, notwithstanding any other provision of this Agreement, the Commission may give written notice to the Grantee that it will refuse to make a payment to the Grantee on the Project if:

7.21 Misrepresentation: The Grantee has made misrepresentation of a material nature in its application, or any supplement thereto or amendment thereof, with respect to any document of data or certification furnished therewith or pursuant hereto;

7.22 Litigation: There is pending litigation with respect to the performance by the Grantee of any of its duties or obligations which may jeopardize or adversely affect the Project, the Agreement, or payments to the Project;

7.23 Required Submittals/Certifications: The Grantee has failed or refused to provide to the Commission detailed documentation of requisitions or certifications of actions taken;

7.24 Conflict of Interests: There has been any violation of the conflict of interest provisions, prohibited interests, or lobbying restrictions, contained herein;

7.25 Default: The Grantee has been determined by the Commission to be in default under any of the provisions of this Agreement and has been unable to resolve compliance issues once notified by the Commission; or

7.26 Supplanting of Funds: The Grantee has used Transportation Disadvantaged Trust Funds to replace or supplant available and appropriate funds for the same purposes, in violation of Chapter 427, Florida Statutes.

7.30 Invoices for Deliverables: Invoices for deliverables pursuant to this Agreement shall 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 Chapters 287 and 427, Florida Statutes, Rules 3A-24, 41-2, and 60A-1, Florida Administrative Code, and the Fiscal Year 2021-22 Program Manual and Instructions for the Planning Grant is met. The Commission shall pay the Grantee for the satisfactory performance of each task as outlined in Exhibit "A" on a quarterly basis.

7.40 Commission Claims: If, after project completion, any claim is made by the Commission resulting from an audit or for work or services performed pursuant to this agreement, the Commission may offset such amount from payments due for work or services done under any grant agreement which it has with the Grantee owing such amount if, upon demand, payment of

the amount is not made within sixty (60) days to the Commission. Offsetting any amount pursuant to this section shall not be considered a breach of contract by the Commission.

8.00 Termination or Suspension of Project:

8.10 Termination or Suspension Generally: If the Grantee abandons or, before completion, finally discontinues the Project; or if, by reason of any of the events or conditions set forth in Section 7.20 hereof, or for any other reason, the commencement, prosecution, or timely completion of the Project by the Grantee is rendered improbable, infeasible, impossible, or illegal, the Commission may, by written notice to the Grantee, suspend any or all of its obligations under this Agreement until such time as the event or condition resulting in such suspension has ceased or been corrected, or the Commission may terminate any or all of its obligations under this Agreement.

8.20 Action Subsequent to Notice of Termination or Suspension. Upon receipt of any final termination or suspension notice under this Section, the Grantee shall proceed promptly to carry out the actions required therein which may include any or all of the following: (1) necessary action to terminate or suspend, as the case may be, Project activities and contracts and such other action as may be required or desirable to keep to the minimum the costs upon the basis of which the financing is to be computed; (2) furnish a statement of the project activities and contracts, and other undertakings the cost of which are otherwise includable as Project costs; and (3) remit to the Commission such portion of the financing and any advance payment previously received as is determined by the Commission to be due under the provisions of the Agreement. The termination or suspension shall be carried out in conformity with the latest schedule, plan, and budget as approved by the Commission or upon the basis of terms and conditions imposed by the Commission upon the failure of the Grantee to furnish the schedule, plan, and budget within a reasonable time. The acceptance of a remittance by the Grantee shall not constitute a waiver of any claim which the Commission may otherwise have arising out of this Agreement.

8.30 Public Records:

IF THE GRANTEE HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE GRANTEE'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:

850/410-5700
CTDOmbudsman@dot.state.fl.us
605 Suwannee Street, MS 49
Tallahassee, Florida 32399

The Grantee shall keep and maintain public records required by the Commission to perform the service of this agreement.

Upon request from the Commission's custodian of public records, provide the Commission with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.

Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the agreement term and following completion of the agreement if the Grantee does not transfer the records to the Commission.

Upon completion of the agreement, transfer, at no cost, to the Commission all public records in possession of the Grantee or keep and maintain public records required by the Commission to perform the service. If the Grantee transfers all public records to the Commission upon completion of the contract, the Grantee shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Grantee keeps and maintains public records upon completion of the contract, the Grantee shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the Commission, upon request from the Commission's custodian of public records, in a format that is compatible with the information technology systems of the Commission.

Failure by the Grantee to comply with Chapter 119, Florida Statutes, shall be grounds for immediate unilateral cancellation of this Agreement by the Commission.

9.00 Contracts of the Grantee:

9.10 Third Party Agreements: The Grantee shall not execute any contract or obligate itself in any manner requiring the disbursement of Transportation Disadvantaged Trust Fund moneys, including 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. Failure to provide such certification, upon the Commission's request, shall be sufficient cause for nonpayment by the Commission as provided in Section 7.23. The Grantee agrees, that by entering into this Agreement, it explicitly certifies that all its third-party contracts will be executed in compliance with this section.

9.20 Compliance with Consultants' Competitive Negotiation Act: It is understood and agreed by the parties hereto that participation by the Commission in a project with the Grantee, where said project involves a consultant contract for any services, is contingent on the Grantee complying in full with the provisions of Section 287.055, Florida Statutes, Consultants' Competitive Negotiation Act. The Grantee shall certify compliance with this law to the Commission for each consultant contract it enters.

9.30 Competitive Procurement: Procurement of all services or other commodities shall comply with the provisions of Section 287.057, Florida Statutes.

10.00 Restrictions, Prohibitions, Controls, and Labor Provisions:

10.10 Equal Employment Opportunity: In connection with the carrying out of any Project, the Grantee shall not discriminate against any employee or applicant for employment because of race, age, disability, creed, color, sex or national origin. The Grantee will take affirmative action

to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, age, disability, creed, color, sex, or national origin. Such action shall include, but not be limited to, the following: Employment upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Grantee shall insert the foregoing provision modified only to show the particular contractual relationship in all its contracts in connection with the development of operation of the Project, except contracts for the standard commercial supplies or raw materials, and shall require all such contractors to insert a similar provision in all subcontracts, except subcontracts for standard commercial supplies or raw materials. The Grantee shall post, in conspicuous places available to employees and applicants for employment for Project work, notices setting forth the provisions of the nondiscrimination clause.

10.20 Title VI - Civil Rights Act of 1964: The Grantee will comply with all the requirements imposed by Title VI of the Civil Rights Act of 1964 (78 Statute 252), the Regulations of the Federal Department of Transportation, the Regulations of the Federal Department of Justice, and the assurance by the Agency pursuant thereto.

10.30 Prohibited Interests:

10.31 Contracts or Purchases: Unless authorized in writing by the Commission, no officer of the Grantee, or employee acting in his or her official capacity as a purchasing agent, shall either directly or indirectly purchase, rent, or lease any realty, goods, or services for the Grantee from any business entity of which the officer or employee or the officer's or employee's business associate or spouse or child is an officer, partner, director, or proprietor or in which such officer or employee or the officer's or employee's spouse or child, or any combination of them, has a material interest.

10.32 Business Conflicts: Unless authorized in writing by the Commission, it is unlawful for an officer or employee of the Grantee, or for any company, corporation, or firm in which an officer or employee of the Grantee has a financial interest, to bid on, enter into, or be personally interested in the purchase or the furnishing of any materials, services or supplies to be used in the work of this agreement or in the performance of any other work for which the Grantee is responsible.

10.33 Solicitations: No officer or employee of the Grantee shall directly or indirectly solicit or accept funds from any person who has, maintains, or seeks business relations with the Grantee.

10.34 Former Employees - Contractual Services: Unless authorized in writing by the Commission, no employee of the Grantee shall, within 1 year after retirement or termination, have or hold any employment or contractual relationship with any business entity about any contract for contractual services which was within his or her responsibility while an employee.

10.35 Former Employees - Consulting Services: The sum of money paid to a former employee of the Grantee during the first year after the cessation of his or her responsibilities, by the Grantee, for contractual services provided to the Grantee, shall not exceed the annual salary received on the date of cessation of his or her responsibilities. The provisions of this section may be waived by the Grantee for a particular contract if the Grantee determines, and the Commission approves, that such waiver will result in significant time or cost savings for the Grantee and the project.

The Grantee shall insert in all contracts entered into in connection with this Agreement and shall require its contractors to insert in each of their subcontracts, the following provision:

"No member, officer, or employee of the Grantee during his tenure or for one year thereafter shall have any interest, direct or indirect, in this contract or the proceeds thereof."

The provisions of this section shall not be applicable to any agreement between the Grantee and its fiscal depositories, or to any agreement for utility services the rates for which are fixed or controlled by a Governmental agency.

10.40 Non-discrimination of Persons With Disabilities: The Grantee and any of its contractors or their sub-contractors shall not discriminate against anyone on the basis of a disability (physical, mental or emotional impairment). The Grantee agrees that no funds shall be used to rent, lease or barter any real property that is not accessible to persons with disabilities nor shall any meeting be held in any facility unless the facility is accessible to persons with disabilities. The Grantee shall also assure compliance with The Americans with Disabilities Act, as it may be amended from time to time.

10.50 Lobbying Prohibition: No Grantee may use any funds received pursuant to this Agreement for the purpose of lobbying the Legislature, the judicial branch, or a state agency. No Grantee may employ any person or organization with funds received pursuant to this Agreement for the purpose of lobbying the Legislature, the judicial branch, or a state agency. The "purpose of lobbying" includes, but is not limited to, salaries, travel expenses and per diem, the cost for publication and distribution of each publication used in lobbying; other printing; media; advertising, including production costs; postage; entertainment; telephone; and association dues. The provisions of this paragraph supplement the provisions of Section 11.062, Florida Statutes, which is incorporated by reference into this Agreement.

10.60 Public Entity Crimes: No Grantee shall accept any bid from, award any contract to, or transact any business with any person or affiliate on the convicted vendor list for a period of 36 months from the date that person or affiliate was placed on the convicted vendor list unless that person or affiliate has been removed from the list pursuant to Section 287.133, Florida Statutes. The Grantee may not allow such a person or affiliate to perform work as a contractor, supplier, subcontractor, or consultant under a contract with the Grantee. If the Grantee was transacting business with a person at the time of the commission of a public entity crime which resulted in that person being placed on the convicted vendor list, the Grantee may also not accept any bid from, award any contract to, or transact any business with any other person who is under the

same, or substantially the same, control as the person whose name appears on the convicted vendor list so long as that person's name appears on the convicted vendor list.

10.70 Homeland Security: Grantee shall utilize the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of:

1. all new persons employed by the grantee during the term of the grant agreement to perform employment duties within Florida; and
2. all new persons, including subcontractors, assigned by the grantee to perform work pursuant to the contract with the Commission.

The Commission shall consider the employment by any vendor of unauthorized aliens a violation of Section 274A(e) of the Immigration and Nationality Act. If the vendor knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of this agreement. Refer to the U.S. Department of Homeland Security's website at www.dhs.gov to learn more about E-Verify.

11.00 Miscellaneous Provisions:

11.10 Environmental Pollution: Not applicable.

11.20 Commission Not Obligated to Third Parties: The Commission shall not be obligated or liable hereunder to any party other than the Grantee.

11.30 When Rights and Remedies Not Waived: In no event shall the making by the Commission of any payment to the Grantee constitute or be construed as a waiver by the Commission of any breach of covenant or any default which may then exist, on the part of the Grantee, and the making of such payment by the Commission while any such breach or default shall exist shall in no way impair or prejudice any right or remedy available to the Commission for such breach or default.

11.40 How Contract Affected by Provisions Being Held Invalid: If any provision of this Agreement is held invalid, the provision shall be severable and the remainder of this Agreement shall not be affected. In such an instance, the remainder would then continue to conform to the terms and requirements of applicable law.

11.50 Bonus and Commissions: By execution of the Grant, the Grantee represents that it has not paid and, also, agrees not to pay, any bonus or commission for the purpose of obtaining an approval of its financing hereunder.

11.60 State or Territorial Law: Nothing in the Agreement shall require the Grantee to observe or enforce compliance with any provision thereof, perform any other act or do any other thing in contravention of any applicable State law: Provided, that if any of the provisions of the Agreement violate any applicable State law, the Grantee will at once notify the Commission in writing in order that appropriate changes and modifications may be made by the Commission and the Agency to the end that the Grantee may proceed as soon as possible with the Project.

11.70 Venue: This agreement shall be governed by and construed in accordance with the law of the State of Florida. In the event of a conflict between any portion of the contract and the Florida law, the laws of Florida shall prevail. The Grantee agrees to waive forum and venue and that the Commission shall determine the forum and venue in which any dispute under this Agreement is decided.

12.00 Contractual Indemnity: It is not intended by any of the provision of this Agreement to create in the public or any member thereof, a third-party beneficiary under this Agreement, or to authorize anyone not a party to this Agreement to maintain a suit for personal injuries or property damage pursuant to the terms or provisions of this Agreement. The Grantee guaranties the payment of all just claims for materials, supplies, tools, or labor and other just claims against the Grantee or any subcontractor, in connection with this Agreement. Additionally, to the extent permitted by law and as limited by and pursuant to the provisions of Section 768.28, Florida Statutes, the Grantee agreements to indemnify, and hold harmless the Commission, including the Commission's officers and employees, from liabilities, damages, losses, and costs, including but not limited to, reasonable attorney's fees, to the extent caused by negligence, recklessness, or intentional wrongful misconduct of the Grantee and persons employed or utilized by the Grantee in the performance of this Agreement. This indemnification shall survive the termination of this agreement. Nothing contained in this paragraph is intended to nor shall it constitute a waiver of the State of Florida and the Grantee's sovereign immunity. Additionally, the Grantee agrees to include the following indemnification in all contracts with contractors/subcontractors and consultants/subconsultants who perform work in connection with this agreement.

"To the fullest extent permitted by law, the Grantee's contractor/consultant shall indemnify, and hold harmless the Commission for the Transportation Disadvantaged, including the Commission's officers and employees, from liabilities, damages, losses, and costs, including but not limited to, reasonable attorney's fees, to the extent caused by negligence, recklessness, or intentional wrongful misconduct of the Contractor/consultant and persons employed or utilized by the contractor/consultant in the performance of this Agreement.

This indemnification shall survive the termination of this agreement. Nothing contained in this paragraph is intended to nor shall it constitute a waiver of the State of Florida and the Grantee's sovereign immunity."

13.00 Appropriation of Funds: The State of Florida's performance and obligation to pay under this agreement is contingent upon an annual appropriation by the Legislature. If applicable, Grantee's performance of its obligations under this Agreement is subject to an appropriation by the Grantee's Board of County Commissioners for the purposes set forth hereunder. The Commission acknowledges where the Grantee is a political subdivision of the State of Florida it is authorized to act in accordance with the Grantee's purchasing ordinance(s), laws, rules and regulations.

14.00 Expiration of Agreement: The Grantee agrees to complete the Project on or before June 30, 2022. If the Grantee does not complete the Project within this time period, this agreement will expire. Expiration of this agreement will be considered termination of the Project and the procedure established in Section 8.00 of this agreement shall be initiated. For the purpose of this Section, completion of project is defined as the latest date by which all required tasks have been completed, as provided in

the project description (Exhibit "A"). Unless otherwise extended by the Commission, all reimbursement invoices must be received by the Commission no later than August 15, 2022.

15.00 Agreement Format: All words used herein in the singular form shall extend to and include the plural. All words used in the plural form shall extend to and include the singular. All words used in any gender shall extend to and include all genders.

16.00 Execution of Agreement: This agreement may be simultaneously executed in a minimum of two counterparts, each of which so executed shall be deemed to be an original, and such counterparts together shall constitute one in the same instrument.

17.00 Vendors and Subcontractors Rights: Vendors (in this document identified as 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 be for a period not to exceed eleven (11) working days upon receipt of a proper invoice. The Florida Department of Transportation has 20 days to deliver a request for payment (voucher) to the Department of Financial Services. The twenty (20) days are measured from the latter of the date the invoice is received or the goods or services are received, inspected, and approved.

If a payment is not available within forty (40) days after receipt of the invoice and receipt, inspection and approval of goods and services, a separate interest penalty at a rate as established pursuant to Section 55.03(1), Florida Statutes will be due and payable, in addition to the invoice amount to the Grantee. Interest penalties of less than one (1) dollar will not be enforced unless the Grantee requests payment. Invoices that have to be returned to a Grantee because of Grantee preparation errors will result in a delay in the payment. The invoice payment requirements do not start until a properly completed invoice is provided to the Commission.

A Vendor Ombudsman has been established within the Department of Management 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.

18.00 Payment to Subcontractors: Payment by the Grantee to all subcontractors with approved third-party contracts shall be in compliance with Section 287.0585, Florida Statutes. Each third-party contract from the Grantee to a subcontractor for goods or services to be performed in whole or in part with Transportation Disadvantaged Trust Fund moneys, must contain the following statement:

When a contractor receives from a state agency any payment for contractual services, commodities, supplies, or construction contracts, except those construction contracts subject to the provisions of chapter 339, the contractor shall pay such moneys received to each subcontractor and supplier in proportion to the percentage of work completed by each subcontractor and supplier at the time of receipt of the payment. If the contractor receives less than full payment, then the contractor shall be required to disburse only the funds received on a pro rata basis with the contractor, subcontractors, and suppliers, each receiving a prorated portion based on the amount due on the payment. If the contractor without reasonable cause fails to make payments required by this section to

subcontractors and suppliers within 7 working days after the receipt by the contractor of full or partial payment, the contractor shall pay to the subcontractors and suppliers a penalty in the amount of one-half of 1 percent of the amount due, per day, from the expiration of the period allowed herein for payment. Such penalty shall be in addition to actual payments owed and shall not exceed 15 percent of the outstanding balance due. In addition to other fines or penalties, a person found not in compliance with any provision of this subsection may be ordered by the court to make restitution for attorney's fees and all related costs to the aggrieved party or the Department of Legal Affairs when it provides legal assistance pursuant to this section. The Department of Legal Affairs may provide legal assistance to subcontractors or vendors in proceedings brought against contractors under the provisions of this section.

19.00 Modification: This Agreement may not be changed or modified unless authorized in writing by both parties.

IN WITNESS WHEREOF, the parties hereto have caused these presents be executed, the day and year first above written.

**GRANTEE: LAKE-SUMTER METROPOLITAN
PLANNING ORGANIZATION**

**COMMISSION FOR THE TRANSPORTATION
DISADVANTAGED**

BY: _____

BY: _____

TITLE: _____

TITLE: Executive Director (Commission Designee)

EXHIBIT "A"
PROJECT DESCRIPTION AND RESPONSIBILITIES:
PLANNING

This exhibit forms an integral part of that Grant Agreement, between the State of Florida, Commission for the Transportation Disadvantaged and Lake-Sumter Metropolitan Planning Organization, 225 W. Guava Street, Suite 211, Lady Lake, FL 32159.

I. PROJECT LOCATION: Lake County(ies)

II. PROJECT DESCRIPTION: This project provides for the accomplishment of the duties and responsibilities of the Designated Official Planning Agency as set forth in Chapter 427, Florida Statutes, Rule 41-2, Florida Administrative Code, Commission policies and the Fiscal Year 2021-22 Program Manual and Instructions for the Planning Grant. The project period will begin on the date of this agreement and will end on the date indicated in Section 14.00 hereof. Specific required tasks are as follows:

TASK 1: **Weighted value = 17%**
Jointly develop and annually update the Transportation Disadvantaged Service Plan (TDSP) with the community transportation coordinator (CTC) and the Local Coordinating Board (LCB).

Deliverable: Complete initial TDSP or annual updates. Must be approved by the LCB no later than June 30th of the current grant cycle.

TASK 2 A: **Weighted value = 15%**
When necessary and in cooperation with the LCB, solicit and recommend a CTC. 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.

Deliverable:
Planning agency's letter of recommendation and signed resolution.

OR

TASK 2 B:
Provide staff support to the LCB in conducting an annual evaluation of the CTC, including local developed standards as delineated in the adopted TDSP. Assist the Commission in joint reviews of the CTC.

Deliverable:
LCB and planning agency selected CTC evaluation worksheets pursuant to the most recent version of the Commission's CTC Evaluation Workbook.

TASK 3:**Weighted value = 40%**

Organize and provide staff support and related resources for at least four (4) LCB meetings per year, holding one meeting during each quarter. Exceptions to reschedule meeting(s) outside of a quarter due to the imminent threat of a natural disaster may be granted by the Commission.

Provide staff support for committees of the LCB.

Provide program orientation and training for newly appointed LCB members.

Provide public notice of LCB meetings in accordance with the most recent LCB and Planning Agency Operating Guidelines.

LCB meetings will be held in accordance with the Commission's most recent LCB and Planning Agency Operating Guidelines and will include at least the following:

1. Agendas for LCB meetings. Agenda should include action items, informational items and an opportunity for public comment.
2. Official minutes of LCB meetings and committee meetings (regardless of a quorum). A copy will be submitted along with the quarterly report to the Commission. Minutes will at least be in the form of a brief summary of basic points, discussions, decisions, and recommendations. Records of all meetings shall be kept for at least five years.
3. A current full and active membership of voting and non-voting members to the LCB. Any time there is a change in the membership, provide the Commission with a current membership roster and mailing list of LCB members.
4. A report of the LCB membership's attendance at the LCB meeting held during this grant period. This would not include committee meetings.

Deliverable: LCB Meeting agendas; minutes; membership roster; attendance report; copy of public notice of meetings; training notification.

TASK 4:**Weighted value = 4%**

Provide at least one public workshop annually by each LCB, and assist the Commission, as requested, in co-sponsoring public workshops. This public workshop must be held separately from the LCB meeting. It may, however, be held on the same day as the scheduled LCB meeting. It could be held immediately following or prior to the LCB meeting.

Deliverable: Public workshop agenda and minutes of related workshop only. The agenda and minutes must be separate documents and cannot be included in the LCB meeting agenda and minutes, if held on the same day. Minutes may reflect "no comments received" if none were made.

TASK 5:**Weighted value = 4%**

Develop and annually update by-laws for LCB approval.

Deliverable: Copy of LCB approved by-laws with date of update noted on cover page and signature of LCB Chair or designee.

TASK 6:**Weighted value = 4%**

Develop, annually update, and implement LCB grievance procedures in accordance with the Commission's most recent LCB and Planning Agency Operating 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.

Deliverable: Copy of LCB approved Grievance Procedures with date of update noted on cover page.

TASK 7:**Weighted value = 4%**

Review and comment on the Annual Operating Report (AOR) for submittal to the LCB, and forward comments/concerns to the Commission.

Deliverable: Cover Page of AOR, signed by CTC representative and LCB Chair.

TASK 8:**Weighted value = 4%**

Research and complete the Actual Expenditures Report (AER) for direct federal and local government transportation funds to the Commission no later than September 15th. Complete the AER, using the Commission approved form.

Deliverable: Completed AER in accordance with the most recent Commission's AER instructions.

TASK 9:**Weighted value = 4%**

Complete quarterly progress reports addressing planning accomplishments for the local transportation disadvantaged program as well as planning grant deliverables; including but not limited to, consultant contracts, special studies, and marketing efforts.

Deliverable: Complete Quarterly Progress Reports submitted with invoices. Quarterly Report must be signed by planning agency representative. Electronic signatures are acceptable.

TASK 10:**Weighted value = 4%**

Planning agency staff shall attend at least one Commission sponsored training, including but not limited to, the Commission's regional meetings or annual training workshop.

Deliverable: Documentation related to attendance at such event(s); including but not limited to sign in sheets.

III. Special Considerations by Planning Agency:

Not Applicable

IV. Special Considerations by Commission:

Not Applicable

EXHIBIT "B"
PROJECT BUDGET AND CASHFLOW

This exhibit forms an integral part of that certain Grant Agreement between the Florida Commission for the Transportation Disadvantaged and Lake-Sumter Metropolitan Planning Organization, 225 W. Guava Street, Suite 211, Lady Lake, FL 32159.

I. PROJECT COST:

Estimated Project Cost shall conform to those eligible Costs as indicated by Chapter 427, Florida Statutes, Rule 41-2, Florida Administrative Code, Commission policies, and the Fiscal Year 2021-22 Program Manual and Instructions for the Planning Grant. For the required services, compensation shall be the total maximum limiting amount of \$27,359.00 for related planning services in Lake County(ies)

Task 1	17%	\$4,651.03
Task 2	15%	\$4,103.85
Task 3	40%	\$10,943.60
Task 4	4%	\$1,094.36
Task 5	4%	\$1,094.36
Task 6	4%	\$1,094.36
Task 7	4%	\$1,094.36
Task 8	4%	\$1,094.36
Task 9	4%	\$1,094.36
Task 10	4%	\$1,094.36
TOTAL:	100%	\$27,359.00

II. SOURCE OF FUNDS

Commission for the Transportation Disadvantaged State Funds (100%)	<u>\$27,359.00</u>
Total Project Cost	<u>\$27,359.00</u>

III. CASH FLOW – Not applicable. Grantee will be paid based on satisfactory performance of each task detailed in Exhibit A.

FY 21/22 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May June

**EXHIBIT "C"
PLANNING**

This exhibit forms an integral part of that certain Grant Agreement between the Florida Commission for the Transportation Disadvantaged and Lake-Sumter Metropolitan Planning Organization, 225 W. Guava Street, Suite 211, Lady Lake, FL 32159.

THE GRANTEE SHALL SUBMIT THE FOLLOWING REQUIRED DOCUMENTS AND CERTIFICATIONS:

DOCUMENTS:

1. Submit progress reports to the Commission quarterly. Finished products such as, but not limited to, the Coordinating Board minutes, by-laws, grievance procedures, and the Transportation Disadvantaged Service Plan, shall be submitted to the Commission. Progress reports and finished products are required to accompany all reimbursement invoices. Invoices and deliverables shall be submitted electronically to:

Florida Commission for the Transportation Disadvantaged
FLCTDInvoice@dot.state.fl.us

THIRD PARTY CONTRACTS: The Grantee must certify to all third party contracts pursuant to Section 9.10 except that written approval is hereby granted for:

1. Contracts furnishing contractual services or commodities from a valid State or inter-governmental contract as set forth in Section 287.042(2), Florida Statutes.
2. Contracts furnishing contractual services or commodities for an amount less than Category II as set forth in Section 287.107(1)(b), Florida Statutes.
3. Contracts for consultant services for an amount less than Category I as set forth in Section 287.017(1)(a), Florida Statutes.

FM/JOB No(s). 43202911401

CONTRACT NO.

AGREEMENT DATE

EXHIBIT "D"

STATE FINANCIAL ASSISTANCE (FLORIDA SINGLE AUDIT ACT)

THE STATE RESOURCES AWARDED PURSUANT TO THIS AGREEMENT CONSIST OF THE FOLLOWING:

SUBJECT TO SECTION 215.97, FLORIDA STATUTES:

Awarding Agency: Commission for the Transportation Disadvantaged/Florida
Department of Transportation
State Project Title: COMMISSION FOR THE TRANSPORTATION DISADVANTAGED
(CTD)
PLANNING GRANT PROGRAM
CSFA Number: 55.002
***Award Amount:** \$27,359.00

*The state award amount may change with supplemental agreements

Specific project information for CSFA Number 55.002 is provided at:

<https://apps.fldfs.com/fsaa/searchCatalog.aspx>

COMPLIANCE REQUIREMENTS APPLICABLE TO STATE RESOURCES AWARDED PURSUANT TO THIS AGREEMENT:

State Project Compliance Requirements for CSFA Number 55.002 are provided at:

<https://apps.fldfs.com/fsaa/searchCompliance.aspx>

The State Projects Compliance Supplement is provided at:

<https://apps.fldfs.com/fsaa/compliance.aspx>

ATTACHMENT D:
LAKE COUNTY TRANSIT AOR (ANNUAL OPERATING REPORT)



CTC Organization

County: Lake

Fiscal Year: 7/1/2020 - 6/30/2021

CTC Status: In Progress

CTD Status: Pending Submission

Date Initiated: 8/9/2021

CTC Organization Name: Lake County Board of County Commissioners

Address: PO Box 7800

City: Tavares

State: FL

Zip Code: 327787800

Organization Type: County

Network Type: Complete Brokerage

Operating Environment: Rural

Transportation Operators: Yes

Number of Transportation Operators: 1

Coordination Contractors: Yes

Number of Coordination Contractors: 10

Provide Out of County Trips: Yes

Local Coordinating Board (LCB) Chairperson: Leslie Campione

CTC Contact: Jill Brown

CTC Contact Title: Lake County Transit Services Director

CTC Contact Email: jmbrown@lakecountyfl.gov

Phone: (352) 323-5733

CTC Certification

I, Jill Brown, as the authorized Community Transportation Coordinator (CTC) Representative, hereby certify, under the penalties of perjury as stated in Chapter 837.06, F.S., that the information contained in this report is true, accurate, and in accordance with the accompanying instructions.

CTC Representative (signature): _____

LCB Certification

I, Leslie Campione, as the Local Coordinating Board Chairperson, hereby, certify in accordance with Rule 41-2.007(6), F.A.C. that the Local Coordinating Board has reviewed this report and the Planning Agency has received a copy.

LCB Chairperson (signature): _____



Organization – Coordination Contractor

County: Lake

CTC Status: In Progress

CTC Organization: Lake County Board of County Commissioners

Fiscal Year: 7/1/2020 - 6/30/2021

Upload Date: 8/13/2021

Coordination Contractor Name: Attain, Inc.
Address: 2763 W. Old US Hwy. 441, Suite 22B
City: Mount Dora
State: FL
Zip Code: 32757
Organization Type: Private Non Profit
Operating Environment: Rural
Provide Out of County Trips: Yes
Who Do You Serve: Agency for Health Care Administration/APD
Contact Person: Chris Edmonston
Contact Title: Finance & Client Benefits
Contact Email: cedmonston@myattain.org
Phone: (407) 985-2791

Coordination Contractor Certification

By submission of this form, I, Chris Edmonston, as the authorized representative of Attain, Inc. , hereby certify, under the penalties of perjury as stated in Chapter 837.06, F.S., that the information contained in this report is true, accurate, and in accordance with the accompanying instructions.

CTC Representative (signature): _____



Organization – Coordination Contractor

County: Lake

CTC Status: In Progress

CTC Organization: Lake County Board of County Commissioners

Fiscal Year: 7/1/2020 - 6/30/2021

Upload Date: 8/13/2021

Coordination Contractor Name: Beacon College
Address: 105 East Main Street
City: Leesburg
State: FL
Zip Code: 34748
Organization Type: Private Non Profit
Operating Environment: Rural
Provide Out of County Trips: Yes
Who Do You Serve: Disabled College Students
Contact Person: Eric Johnston
Contact Title: Director of Transportation
Contact Email: ejohnston@beaconcollege.edu
Phone: (352) 638-9784

Coordination Contractor Certification

By submission of this form, I, Eric Johnston, as the authorized representative of Beacon College, hereby certify, under the penalties of perjury as stated in Chapter 837.06, F.S., that the information contained in this report is true, accurate, and in accordance with the accompanying instructions.

CTC Representative (signature): _____



Organization – Coordination Contractor

County: Lake

CTC Status: In Progress

CTC Organization: Lake County Board of County Commissioners

Fiscal Year: 7/1/2020 - 6/30/2021

Upload Date: 8/13/2021

Coordination Contractor Name: Kinsman Transportation
Address: P.O. Box 580555
City: Orlando
State: FL
Zip Code: 32858
Organization Type: Private Non Profit
Operating Environment: Rural
Provide Out of County Trips: No
Who Do You Serve: Agency for Health Care Administration
Contact Person: Kenneth Watkins
Contact Title: Executive Director
Contact Email: kinsmantrans01@aol.com
Phone: (407) 592-6750

Coordination Contractor Certification

By submission of this form, I, Kenneth Watkins, as the authorized representative of Kinsman Transportation, hereby certify, under the penalties of perjury as stated in Chapter 837.06, F.S., that the information contained in this report is true, accurate, and in accordance with the accompanying instructions.

CTC Representative (signature): _____



Organization – Coordination Contractor

County: Lake

CTC Status: In Progress

CTC Organization: Lake County Board of County Commissioners

Fiscal Year: 7/1/2020 - 6/30/2021

Upload Date: 8/13/2021

Coordination Contractor Name: Building Blocks Ministries
Address: 548 S Highway 27, Suite C
City: Minneola
State: FL
Zip Code: 34715
Organization Type: Private Non Profit
Operating Environment: Rural
Provide Out of County Trips: No
Who Do You Serve: Adults with developmental disabilities
Contact Person: Paula Whetro
Contact Title: Executive Director
Contact Email: pw@buildingblocksministries.com
Phone: (352) 536-9264

Coordination Contractor Certification

By submission of this form, I, Paula Whetro, as the authorized representative of Building Blocks Ministries, hereby certify, under the penalties of perjury as stated in Chapter 837.06, F.S., that the information contained in this report is true, accurate, and in accordance with the accompanying instructions.

CTC Representative (signature): _____



Organization – Coordination Contractor

County: Lake

CTC Status: In Progress

CTC Organization: Lake County Board of County Commissioners

Fiscal Year: 7/1/2020 - 6/30/2021

Upload Date: 8/13/2021

Coordination Contractor Name: Central Florida Group Homes - DSI Management
Address: 1890 State Road 436, Suite 300
City: Winter Park
State: FL
Zip Code: 32792
Organization Type: Private Non Profit
Operating Environment: Rural
Provide Out of County Trips: Yes
Who Do You Serve: Agency for Persons with Disabilities
Contact Person: Marilou Arlandson
Contact Title: Financial Systems Analyst
Contact Email: marlandson@dsimanagement.com
Phone: (407) 645-3211

Coordination Contractor Certification

By submission of this form, I, Marilou Arlandson, as the authorized representative of Central Florida Group Homes - DSI Management, hereby certify, under the penalties of perjury as stated in Chapter 837.06, F.S., that the information contained in this report is true, accurate, and in accordance with the accompanying instructions.

CTC Representative (signature): _____



Organization – Coordination Contractor

County: Lake

CTC Status: In Progress

CTC Organization: Lake County Board of County Commissioners

Fiscal Year: 7/1/2020 - 6/30/2021

Upload Date: 8/13/2021

Coordination Contractor Name: Sunrise Arc
Address: 35201 Radio Road
City: Leesburg
State: FL
Zip Code: 34788
Organization Type: Private Non Profit
Operating Environment: Rural
Provide Out of County Trips: Yes
Who Do You Serve: Agency for Persons with Disabilities
Contact Person: Bob Stanford
Contact Title: VP of Programs
Contact Email: bstanford@sunrisearc.com
Phone: (352) 787-3079

Coordination Contractor Certification

By submission of this form, I, Bob Stanford, as the authorized representative of Sunrise Arc, hereby certify, under the penalties of perjury as stated in Chapter 837.06, F.S., that the information contained in this report is true, accurate, and in accordance with the accompanying instructions.

CTC Representative (signature): _____



Organization – Coordination Contractor

County: Lake

CTC Status: In Progress

CTC Organization: Lake County Board of County Commissioners

Fiscal Year: 7/1/2020 - 6/30/2021

Upload Date: 8/13/2021

Coordination Contractor Name: LifeStream Behavioral Center
Address: P.O. Box 491000
City: Leesburg
State: FL
Zip Code: 347491000
Organization Type: Private Non Profit
Operating Environment: Rural
Provide Out of County Trips: No
Who Do You Serve: Agency for Health Care Administration
Contact Person: Carol E. Dozier
Contact Title: Chief Financial Officer
Contact Email: cdozier@lsbc.net
Phone: (352) 315-7532

Coordination Contractor Certification

By submission of this form, I, Carol E. Dozier, as the authorized representative of LifeStream Behavioral Center, hereby certify, under the penalties of perjury as stated in Chapter 837.06, F.S., that the information contained in this report is true, accurate, and in accordance with the accompanying instructions.

CTC Representative (signature): _____



Organization – Coordination Contractor

County: Lake

CTC Status: In Progress

CTC Organization: Lake County Board of County Commissioners

Fiscal Year: 7/1/2020 - 6/30/2021

Upload Date: 8/13/2021

Coordination Contractor Name: Life Care Services
Address: 306 Amanda Lane
City: Leesburg
State: FL
Zip Code: 34748
Organization Type: Private For Profit
Operating Environment: Rural
Provide Out of County Trips: No
Who Do You Serve: Agency for Persons with Disabilities
Contact Person: Cheryl Williams
Contact Title: Owner
Contact Email: lifecareservices306@gmail.com
Phone: (352) 787-0307

Coordination Contractor Certification

By submission of this form, I, Cheryl Williams, as the authorized representative of Life Care Services, hereby certify, under the penalties of perjury as stated in Chapter 837.06, F.S., that the information contained in this report is true, accurate, and in accordance with the accompanying instructions.

CTC Representative (signature): _____



Organization – Coordination Contractor

County: Lake

CTC Status: In Progress

CTC Organization: Lake County Board of County Commissioners

Fiscal Year: 7/1/2020 - 6/30/2021

Upload Date: 8/13/2021

Coordination Contractor Name: Love Thy Neighbor
Address: 2106 Butler St.
City: Leesburg
State: FL
Zip Code: 34748
Organization Type: Private For Profit
Operating Environment: Rural
Provide Out of County Trips: Yes
Who Do You Serve: Agency for Persons with Disabilities
Contact Person: W. Lynn Dudley
Contact Title: President
Contact Email: dud1820@aol.com
Phone: (352) 787-4997

Coordination Contractor Certification

By submission of this form, I, W. Lynn Dudley, as the authorized representative of Love Thy Neighbor, hereby certify, under the penalties of perjury as stated in Chapter 837.06, F.S., that the information contained in this report is true, accurate, and in accordance with the accompanying instructions.

CTC Representative (signature): _____



CTC Trips

County: Lake

CTC Status: In Progress

CTC Organization: Lake County Board of County Commissioners

Fiscal Year: 07/01/2020 - 06/30/2021

CTD Status: Pending Submission

	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Service Type - One Way						
Fixed Route/Fixed Schedule						
Daily Pass Trips	0	N/A	0	0	N/A	0
Weekly Pass Trips	0	N/A	0	0	N/A	0
Monthly Pass Trips	0	N/A	0	0	N/A	0
Deviated Fixed Route Service	482	N/A	482	517	N/A	517
Complementary ADA Service	19,767	N/A	19,767	24,866	N/A	24,866
Paratransit						
Ambulatory	19,596	78,398	97,994	40,514	122,515	163,029
Non-Ambulatory	11,838	662	12,500	17,256	3,151	20,407
Stretcher	0	0	0	0	0	0
Transportation Network Companies	0	N/A	0	0	N/A	0
Taxi	0	N/A	0	0	N/A	0
School Board (School Bus)	0	N/A	0	0	N/A	0
Volunteers	0	N/A	0	0	N/A	0
Total - Service Type	51,683	79,060	130,743	83,153	125,666	208,819
Contracted Transportation Operator						
How many of the total trips were provided by Contracted Transportation Operators? (If the CTC provides transportation services, do not include the CTC)	51,683	N/A	51,683	83,153	N/A	83,153
Total - Contracted Transportation Operator Trips	51,683	0	51,683	83,153	0	83,153
Revenue Source - One Way						
Agency for Health Care Administration (AHCA)	0	42,072	42,072	0	74,645	74,645
Agency for Persons with Disabilities (APD)	651	16,881	17,532	5,762	27,441	33,203
Comm for the Transportation Disadvantaged (CTD)	22,287	N/A	22,287	25,069	N/A	25,069
Dept of Economic Opportunity (DEO)	0	0	0	0	0	0
Dept of Children and Families (DCF)	0	0	0	0	0	0
Dept of Education (DOE)	0	0	0	0	0	0
Dept of Elder Affairs (DOEA)	0	0	0	8,122	0	8,122
Dept of Health (DOH)	0	0	0	0	0	0
Dept of Juvenile Justice (DJJ)	0	0	0	0	0	0
Dept of Transportation (DOT)	8,398	0	8,398	18,691	0	18,691
Local Government	20,346	0	20,346	25,508	0	25,508
Local Non-Government	1	20,107	20,108	1	23,580	23,581
Other Federal & State Programs	0	0	0	0	0	0
Total - Revenue Source	51,683	79,060	130,743	83,153	125,666	208,819



CTC Trips (cont'd)

County: Lake

CTC Status: In Progress

CTC Organization: Lake County Board of County Commissioners

Fiscal Year: 07/01/2020 - 06/30/2021

CTD Status: Pending Submission

	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Passenger Type - One Way						
Older Adults	31,688	453	32,141	48,613	4,725	53,338
Children At Risk	8	15,224	15,232	120	13,269	13,389
Persons With Disabilities	6,430	63,383	69,813	9,717	107,672	117,389
Low Income	6,507	0	6,507	11,079	0	11,079
Other	7,050	0	7,050	13,624	0	13,624
Total - Passenger Type	51,683	79,060	130,743	83,153	125,666	208,819
Trip Purpose - One Way						
Medical	38,360	14,950	53,310	50,186	29,787	79,973
Employment	4,724	55	4,779	7,229	504	7,733
Education/Training/Daycare	2,695	41,001	43,696	9,422	50,701	60,123
Nutritional	3,234	4,648	7,882	10,818	3,755	14,573
Life-Sustaining/Other	2,670	18,406	21,076	5,498	40,919	46,417
Total - Trip Purpose	51,683	79,060	130,743	83,153	125,666	208,819
Unduplicated Passenger Head Count (UDPHC)						
UDPHC	906	739	1,645	1,170	764	1,934
Total - UDPHC	906	739	1,645	1,170	764	1,934
Unmet & No Shows						
Unmet Trip Requests	0	N/A	0	0	N/A	0
No Shows	1,601	N/A	1,601	3,140	N/A	3,140
Customer Feedback						
Complaints	5	N/A	5	13	N/A	13
Commendations	15	N/A	15	19	N/A	19



Coordination Contractor Trips

County: Lake CTC Status: In Progress CTC Organization: Lake County Board of County Commissioners
 Fiscal Year: 07/01/2020 - 06/30/2021 Upload Date: 8/13/2021 Coordination Contractor: Beacon College

	Selected Reporting Period	Previous Reporting Period
	Coordination Contractors	Coordination Contractors
Service Type - One Way		
Fixed Route/Fixed Schedule		
Daily Pass Trips	N/A	N/A
Weekly Pass Trips	N/A	N/A
Monthly Pass Trips	N/A	N/A
Deviated Fixed Route Service	N/A	N/A
Complementary ADA Service	N/A	N/A
Paratransit		
Ambulatory	19,905	23,560
Non-Ambulatory	10	20
Stretcher	0	0
Transportation Network Companies	N/A	N/A
Taxi	N/A	N/A
School Board (School Bus)	N/A	N/A
Volunteers	N/A	N/A
Total - Service Type	19,915	23,580
Contracted Transportation Operator		
How many of the total trips were provided by Contracted Transportation Operators? (If the CTC provides transportation services, do not include the CTC)	N/A	N/A
Total - Contracted Transportation Operator Trips	0	0
Revenue Source - One Way		
Agency for Health Care Administration (AHCA)	0	0
Agency for Persons with Disabilities (APD)	0	0
Comm for the Transportation Disadvantaged (CTD)	N/A	N/A
Dept of Economic Opportunity (DEO)	0	0
Dept of Children and Families (DCF)	0	0
Dept of Education (DOE)	0	0
Dept of Elder Affairs (DOEA)	0	0
Dept of Health (DOH)	0	0
Dept of Juvenile Justice (DJJ)	0	0
Dept of Transportation (DOT)	0	0
Local Government	0	0
Local Non-Government	19,915	23,580
Other Federal & State Programs	0	0
Total - Revenue Source	19,915	23,580



Coordination Contractor Trips

County: Lake CTC Status: In Progress CTC Organization: Lake County Board of County Commissioners
 Fiscal Year: 07/01/2020 - 06/30/2021 Upload Date: 8/13/2021 Coordination Contractor: Kinsman Transportation

	Selected Reporting Period	Previous Reporting Period
	Coordination Contractors	Coordination Contractors
Service Type - One Way		
Fixed Route/Fixed Schedule		
Daily Pass Trips	N/A	N/A
Weekly Pass Trips	N/A	N/A
Monthly Pass Trips	N/A	N/A
Deviated Fixed Route Service	N/A	N/A
Complementary ADA Service	N/A	N/A
Paratransit		
Ambulatory	556	651
Non-Ambulatory	187	97
Stretcher	0	0
Transportation Network Companies	N/A	N/A
Taxi	N/A	N/A
School Board (School Bus)	N/A	N/A
Volunteers	N/A	N/A
Total - Service Type	743	748
Contracted Transportation Operator		
How many of the total trips were provided by Contracted Transportation Operators? (If the CTC provides transportation services, do not include the CTC	N/A	N/A
Total - Contracted Transportation Operator Trips	0	0
Revenue Source - One Way		
Agency for Health Care Administration (AHCA)	743	748
Agency for Persons with Disabilities (APD)	0	0
Comm for the Transportation Disadvantaged (CTD)	N/A	N/A
Dept of Economic Opportunity (DEO)	0	0
Dept of Children and Families (DCF)	0	0
Dept of Education (DOE)	0	0
Dept of Elder Affairs (DOEA)	0	0
Dept of Health (DOH)	0	0
Dept of Juvenile Justice (DJJ)	0	0
Dept of Transportation (DOT)	0	0
Local Government	0	0
Local Non-Government	0	0
Other Federal & State Programs	0	0
Total - Revenue Source	743	748



Coordination Contractor Trips (cont'd)

County: Lake CTC Status: In Progress CTC Organization: Lake County Board of County Commissioners
 Fiscal Year: 07/01/2020 - 06/30/2021 Upload Date: 8/13/2021 Coordination Contractor: Building Blocks Ministries

	Selected Reporting Period	Previous Reporting Period
	Coordination Contractors	Coordination Contractors
Passenger Type - One Way		
Older Adults	0	919
Children At Risk	0	0
Persons With Disabilities	5,667	6,915
Low Income	0	0
Other	0	0
Total - Passenger Type	5,667	7,834
Trip Purpose - One Way		
Medical	0	0
Employment	0	0
Education/Training/Daycare	5,667	7,834
Nutritional	0	0
Life-Sustaining/Other	0	0
Total - Trip Purpose	5,667	7,834
Unduplicated Passenger Head Count (UDPHC)		
UDPHC	21	31
Total - UDPHC	21	31
Unmet & No Shows		
Unmet Trip Requests	N/A	N/A
No Shows	N/A	N/A
Customer Feedback		
Complaints	N/A	N/A
Commendations	N/A	N/A



Coordination Contractor Trips (cont'd)

County: Lake	CTC Status: In Progress	CTC Organization: Lake County Board of County Commissioners
Fiscal Year: 07/01/2020 - 06/30/2021	Upload Date: 8/13/2021	Coordination Contractor: Central Florida Group Homes - DSI Management

	Selected Reporting Period	Previous Reporting Period
	Coordination Contractors	Coordination Contractors
Passenger Type - One Way		
Older Adults	0	0
Children At Risk	0	0
Persons With Disabilities	4,044	4,603
Low Income	0	0
Other	0	0
Total - Passenger Type	4,044	4,603
Trip Purpose - One Way		
Medical	0	0
Employment	0	0
Education/Training/Daycare	4,044	4,603
Nutritional	0	0
Life-Sustaining/Other	0	0
Total - Trip Purpose	4,044	4,603
Unduplicated Passenger Head Count (UDPHC)		
UDPHC	12	11
Total - UDPHC	12	11
Unmet & No Shows		
Unmet Trip Requests	N/A	N/A
No Shows	N/A	N/A
Customer Feedback		
Complaints	N/A	N/A
Commendations	N/A	N/A



Coordination Contractor Trips

County: Lake CTC Status: In Progress CTC Organization: Lake County Board of County Commissioners
 Fiscal Year: 07/01/2020 - 06/30/2021 Upload Date: 8/13/2021 Coordination Contractor: Sunrise Arc

	Selected Reporting Period	Previous Reporting Period
	Coordination Contractors	Coordination Contractors
Service Type - One Way		
Fixed Route/Fixed Schedule		
Daily Pass Trips	N/A	N/A
Weekly Pass Trips	N/A	N/A
Monthly Pass Trips	N/A	N/A
Deviated Fixed Route Service	N/A	N/A
Complementary ADA Service	N/A	N/A
Paratransit		
Ambulatory	1,566	9,260
Non-Ambulatory	326	2,676
Stretcher	0	0
Transportation Network Companies	N/A	N/A
Taxi	N/A	N/A
School Board (School Bus)	N/A	N/A
Volunteers	N/A	N/A
Total - Service Type	1,892	11,936
Contracted Transportation Operator		
How many of the total trips were provided by Contracted Transportation Operators? (If the CTC provides transportation services, do not include the CTC	N/A	N/A
Total - Contracted Transportation Operator Trips	0	0
Revenue Source - One Way		
Agency for Health Care Administration (AHCA)	0	0
Agency for Persons with Disabilities (APD)	1,892	11,936
Comm for the Transportation Disadvantaged (CTD)	N/A	N/A
Dept of Economic Opportunity (DEO)	0	0
Dept of Children and Families (DCF)	0	0
Dept of Education (DOE)	0	0
Dept of Elder Affairs (DOEA)	0	0
Dept of Health (DOH)	0	0
Dept of Juvenile Justice (DJJ)	0	0
Dept of Transportation (DOT)	0	0
Local Government	0	0
Local Non-Government	0	0
Other Federal & State Programs	0	0
Total - Revenue Source	1,892	11,936



Coordination Contractor Trips (cont'd)

County: Lake CTC Status: In Progress CTC Organization: Lake County Board of County Commissioners
 Fiscal Year: 07/01/2020 - 06/30/2021 Upload Date: 8/13/2021 Coordination Contractor: LifeStream Behavioral Center

	Selected Reporting Period	Previous Reporting Period
	Coordination Contractors	Coordination Contractors
Passenger Type - One Way		
Older Adults	0	0
Children At Risk	15,224	13,266
Persons With Disabilities	12,786	27,022
Low Income	0	0
Other	0	0
Total - Passenger Type	28,010	40,288
Trip Purpose - One Way		
Medical	12,786	27,022
Employment	0	0
Education/Training/Daycare	15,224	13,266
Nutritional	0	0
Life-Sustaining/Other	0	0
Total - Trip Purpose	28,010	40,288
Unduplicated Passenger Head Count (UDPHC)		
UDPHC	300	228
Total - UDPHC	300	228
Unmet & No Shows		
Unmet Trip Requests	N/A	N/A
No Shows	N/A	N/A
Customer Feedback		
Complaints	N/A	N/A
Commendations	N/A	N/A



CTC Vehicles & Drivers

County: Lake

CTC Status: In Progress

CTC Organization: Lake County Board of County Commissioners

Fiscal Year: 07/01/2020 - 06/30/2021

CTD Status: Pending Submission

	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Vehicle Miles						
Deviated Fixed Route Miles	6,865	N/A	6,865	7,386	N/A	7,386
Complementary ADA Service Miles	164,787	N/A	164,787	218,098	N/A	218,098
Paratransit Miles	659,149	585,280	1,244,429	880,816	915,337	1,796,153
Transportation Network Companies (TNC) Miles	0	N/A	0	0	N/A	0
Taxi Miles	0	N/A	0	0	N/A	0
School Board (School Bus) Miles	0	N/A	0	0	N/A	0
Volunteers Miles	0	N/A	0	0	N/A	0
Total - Vehicle Miles	830,801	585,280	1,416,081	1,106,300	915,337	2,021,637
Roadcalls & Accidents						
Roadcalls	85	4	89	41	3	44
Chargeable Accidents	11	0	11	20	3	23
Vehicle Inventory						
Total Number of Vehicles	45	79	124	45	62	107
Number of Wheelchair Accessible Vehicles	43	11	54	43	12	55
Drivers						
Number of Full Time & Part Time Drivers	20	206	226	27	153	180
Number of Volunteer Drivers	0	0	0	0	0	0



Coordination Contractor Vehicles & Drivers

County: Lake CTC Status: In Progress CTC Organization: Lake County Board of County Commissioners
 Fiscal Year: 07/01/2020 - 06/30/2021 Upload Date: 8/13/2021 Coordination Contractor: Beacon College

	Selected Reporting Period	Previous Reporting Period
	Coordination Contractors	Coordination Contractors
Vehicle Miles		
Deviated Fixed Route Miles	N/A	N/A
Complementary ADA Service Miles	N/A	N/A
Paratransit Miles	25,415	42,208
Transportation Network Companies (TNC) Miles	N/A	N/A
Taxi Miles	N/A	N/A
School Board (School Bus) Miles	N/A	N/A
Volunteers Miles	N/A	N/A
Total - Vehicle Miles	25,415	42,208
Roadcalls & Accidents		
Roadcalls	0	1
Chargeable Accidents	0	0
Vehicle Inventory		
Total Number of Vehicles	8	8
Number of Wheelchair Accessible Vehicles	4	4
Drivers		
Number of Full Time & Part Time Drivers	5	6
Number of Volunteer Drivers	0	0



CTC Revenue Sources

County: Lake

CTC Status: In Progress

CTC Organization: Lake County Board of
County Commissioners

Fiscal Year: 07/01/2020 - 06/30/2021

CTD Status: Pending Submission

Revenue Sources	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Agency for Health Care Administration (AHCA)	\$ 0	\$ 323,684	\$ 323,684	\$ 0	\$ 398,233	\$ 398,233
Agency for Persons with Disabilities (APD)	\$ 7,732	\$ 288,358	\$ 296,090	\$ 71,203	\$ 304,362	\$ 375,565
Dept of Economic Opportunity (DEO)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Dept of Children and Families (DCF)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Dept of Education (DOE)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Dept of Elder Affairs (DOEA)	\$ 0	\$ 0	\$ 0	\$ 85,358	\$ 0	\$ 85,358
Dept of Health (DOH)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Dept of Juvenile Justice (DJJ)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Commission for the Transportation Disadvantaged (CTD)						
Non-Sponsored Trip Program	\$ 773,721	N/A	\$ 773,721	\$ 748,249	N/A	\$ 748,249
Non-Sponsored Capital Equipment	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
Rural Capital Equipment	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
TD Other	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
Department of Transportation (DOT)						
49 USC 5307	\$ 1,662,875	\$ 0	\$ 1,662,875	\$ 627,426	\$ 0	\$ 627,426
49 USC 5310	\$ 249,572	\$ 0	\$ 249,572	\$ 368,647	\$ 0	\$ 368,647
49 USC 5311	\$ 744,898	\$ 0	\$ 744,898	\$ 163,558	\$ 0	\$ 163,558
49 USC 5311 (f)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Block Grant	\$ 311,150	\$ 0	\$ 311,150	\$ 597,506	\$ 0	\$ 597,506
Service Development	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Commuter Assistance Program	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Other DOT	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Local Government						
School Board (School Bus)	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
County Cash	\$ 545,035	\$ 0	\$ 545,035	\$ 1,390,070	\$ 0	\$ 1,390,070
County In-Kind	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
City Cash	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
City In-Kind	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Other Cash	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Other In-Kind	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Local Non-Government						
Farebox	\$ 84,003	\$ 0	\$ 84,003	\$ 90,400	\$ 0	\$ 90,400
Donations/Contributions	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
In-Kind Services	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Other Non-Government	\$ 136,551	\$ 196,426	\$ 332,977	\$ 112,970	\$ 163,967	\$ 276,937
Other Federal & State Programs						
Other Federal Programs	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Other State Programs	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Total - Revenue Sources	\$ 4,515,537	\$ 808,468	\$ 5,324,005	\$ 4,255,387	\$ 866,562	\$ 5,121,949



Coordination Contractor Revenue Sources

County: Lake CTC Status: In Progress CTC Organization: Lake County Board of County Commissioners
 Fiscal Year: 07/01/2020 - 06/30/2021 Upload Date: 8/13/2021 Coordination Contractor: Attain, Inc.

	Selected Reporting Period	Previous Reporting Period
	Coordination Contractors	Coordination Contractors
Revenue Sources		
Agency for Health Care Administration (AHCA)	\$ 21,744	\$ 134,320
Agency for Persons with Disabilities (APD)	\$ 8,071	\$ 0
Dept of Economic Opportunity (DEO)	\$ 0	\$ 0
Dept of Children and Families (DCF)	\$ 0	\$ 0
Dept of Education (DOE)	\$ 0	\$ 0
Dept of Elder Affairs (DOEA)	\$ 0	\$ 0
Dept of Health (DOH)	\$ 0	\$ 0
Dept of Juvenile Justice (DJJ)	\$ 0	\$ 0
Commission for the Transportation Disadvantaged (CTD)		
Non-Sponsored Trip Program	N/A	N/A
Non-Sponsored Capital Equipment	N/A	N/A
Rural Capital Equipment	N/A	N/A
TD Other	N/A	N/A
Department of Transportation (DOT)		
49 USC 5307	\$ 0	\$ 0
49 USC 5310	\$ 0	\$ 0
49 USC 5311	\$ 0	\$ 0
49 USC 5311 (f)	\$ 0	\$ 0
Block Grant	\$ 0	\$ 0
Service Development	\$ 0	\$ 0
Commuter Assistance Program	\$ 0	\$ 0
Other DOT	\$ 0	\$ 0
Local Government		
School Board (School Bus)	N/A	N/A
County Cash	\$ 0	\$ 0
County In-Kind	\$ 0	\$ 0
City Cash	\$ 0	\$ 0
City In-Kind	\$ 0	\$ 0
Other Cash	\$ 0	\$ 0
Other In-Kind	\$ 0	\$ 0
Local Non-Government		
Farebox	\$ 0	\$ 0
Donations/Contributions	\$ 0	\$ 0
In-Kind Services	\$ 0	\$ 0
Other Non-Government	\$ 0	\$ 0
Other Federal & State Programs		
Other Federal Programs	\$ 0	\$ 0
Other State Programs	\$ 0	\$ 0
Total - Revenue Sources	\$ 29,815	\$ 134,320



CTC Expense Sources

County: Lake

CTC Status: In Progress

CTC Organization: Lake County Board of County Commissioners

Fiscal Year: 07/01/2020 - 06/30/2021

CTD Status: Pending Submission

Expense Sources	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Labor	\$ 150,160	\$ 330,372	\$ 480,532	\$ 111,070	\$ 398,077	\$ 509,147
Fringe Benefits	\$ 48,802	\$ 26,155	\$ 74,957	\$ 41,881	\$ 37,411	\$ 79,292
Services	\$ 958,842	\$ 4,348	\$ 963,190	\$ 757,823	\$ 8,565	\$ 766,388
Materials & Supplies Consumed	\$ 343,654	\$ 158,707	\$ 502,361	\$ 401,161	\$ 223,572	\$ 624,733
Utilities	\$ 3,762	\$ 3,891	\$ 7,653	\$ 3,293	\$ 4,153	\$ 7,446
Casualty & Liability	\$ 7,943	\$ 187,737	\$ 195,680	\$ 7,943	\$ 140,565	\$ 148,508
Taxes	\$ 0	\$ 2,507	\$ 2,507	\$ 0	\$ 1,224	\$ 1,224
Miscellaneous	\$ 0	\$ 1,480	\$ 1,480	\$ 0	\$ 1,579	\$ 1,579
Interest	\$ 0	\$ 12,600	\$ 12,600	\$ 0	\$ 0	\$ 0
Leases & Rentals	\$ 0	\$ 0	\$ 0	\$ 0	\$ 10,552	\$ 10,552
Capital Purchases	\$ 806,561	\$ 48,031	\$ 854,592	\$ 0	\$ 0	\$ 0
Contributed Services	\$ 0	\$ 32,640	\$ 32,640	\$ 0	\$ 0	\$ 0
Allocated Indirect Expenses	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Purchased Transportation Services						
Bus Pass	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
School Board (School Bus)	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
Transportation Network Companies (TNC)	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
Taxi	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
Contracted Operator	\$ 1,919,835	N/A	\$ 1,919,835	\$ 2,503,344	N/A	\$ 2,503,344
Total - Expense Sources	\$ 4,239,559	\$ 808,468	\$ 5,048,027	\$ 3,826,515	\$ 825,698	\$ 4,652,213

County: Lake
 CTC: Lake County Board of County Commissioners
 Contact: Jill Brown
 PO Box 7800
 Tavares, FL 327787800
 352-323-5733
 Email: jmbrown@lakecountyfl.gov

Demographics Number

Total County Population 0
 Unduplicated Head Count 1,645



Trips By Type of Service	2019	2020	2021
Fixed Route (FR)	0	0	0
Deviated FR	479	517	482
Complementary ADA	17,495	24,866	19,767
Paratransit	174,163	183,436	110,494
TNC	0	0	0
Taxi	0	0	0
School Board (School Bus)	0	0	0
Volunteers	0	0	0
TOTAL TRIPS	192,137	208,819	130,743

Vehicle Data	2019	2020	2021
Vehicle Miles	1,698,369	2,021,637	1,416,081
Roadcalls	51	44	89
Accidents	11	23	11
Vehicles	85	107	124
Drivers	200	180	226

Passenger Trips By Trip Purpose

Medical	60,621	79,973	53,310
Employment	9,831	7,733	4,779
Ed/Train/DayCare	63,199	60,123	43,696
Nutritional	18,170	14,573	7,882
Life-Sustaining/Other	40,316	46,417	21,076
TOTAL TRIPS	192,137	208,819	130,743

Financial and General Data

Expenses	\$5,439,174	\$4,652,213	\$5,048,027
Revenues	\$5,576,668	\$5,121,949	\$5,324,005
Commendations	44	19	15
Complaints	14	13	5
Passenger No-Shows	2,890	3,140	1,601
Unmet Trip Requests	0	0	0

Passenger Trips By Revenue Source

CTD	29,864	25,069	22,287
AHCA	30,880	74,645	42,072
APD	47,000	33,203	17,532
DOEA	13,081	8,122	0
DOE	0	0	0
Other	71,312	67,780	48,852
TOTAL TRIPS	192,137	208,819	130,743

Performance Measures

Accidents per 100,000 Miles	0.65	1.14	0.78
Miles between Roadcalls	33,301	45,946	15,911
Avg. Trips per Passenger	168.54	107.97	79.48
Cost per Trip	\$28.31	\$22.28	\$38.61
Cost per Paratransit Trip	\$28.31	\$22.28	\$38.61
Cost per Total Mile	\$3.20	\$2.30	\$3.56
Cost per Paratransit Mile	\$3.20	\$2.30	\$3.56

Trips by Provider Type

CTC	0	0	0
Transportation Operator	97,601	83,153	51,683
Coordination Contractor	94,536	125,666	79,060
TOTAL TRIPS	192,137	208,819	130,743

ATTACHMENT E:
AOR COORDINATION CONTRACTOR COMPARISON



**COMMUNITY TRANSPORTATION COORDNATOR (CTC)
ANNUAL OPERATING REPORT
FY 19-20 and FY 20-21 COMPARISON**



Description	FY 19-20	FY 20-21	Difference	Explanation
Passenger Trip Information				
Deviated Fixed Route Services	517	482	-35	All the changes are due to COVID-19
CTC ADA Complementary Trips	24,866	19,767	-5,099	
CTC Ambulatory Trips	40,514	19,596	-20,918	
CTC Wheelchair Trips	17,256	11,838	-5,418	
Total	83,153	51,683	-31,470	
Trips by Funding Source				
Agency for Persons with Disabilities	5,762	651	-5,111	
CTD	25,069	22,287	-2,782	
DOEA	8,122	0	-8,122	
FDOT Section 5311	18,691	8,398	-10,293	
Local Government	25,508	20,346	-5,162	
Local Non-Government	1	1	0	
Total	83,153	51,683	-31,470	
Trips by Passenger Type				
Older Adults	48,613	31,688	-16,925	
Children at Risk	120	8	-112	
Persons with Disabilities	9,717	6,430	-3,287	
Low Income	11,079	6,507	-4,572	
Other	13,624	7,050	-6,574	
Total	83,153	51,683	-31,470	
Trips by Trip Purpose				
Medical	50,186	38,360	-11,826	
Employment	7,229	4,724	-2,505	
Education	9,422	2,695	-6,727	
Nutritional	10,818	3,234	-7,584	
Life Sustaining	5,498	2,670	-2,828	
Total	83,153	51,683	-31,470	
Unduplicated - Individuals	1,170	906	-264	
Unmet Trips by Trip Purpose				
Medical	0	0	0	
Employment	0	0	0	
Education	0	0	0	
Nutritional	0	0	0	
Life Sustaining	0	0	0	
Total	0	0	0	
No Shows	3,140	1,601	-1,539	
Complaints				
Service	13	5	-8	
Policy	0	0	0	
Vehicle	0	0	0	
Other	0	0	0	
Total	13	5	-8	

Commendations	19	15	-4			
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Description	FY 19-20	FY 20-21	Difference	Explanation
Vehicle Information				
Mileage				
Deviated Fixed Route Miles	7,386	6,865	-521	All changes are due to COVID-19
Complementary ADA Service Miles	218,098	164,787	-53,311	
Paratransit Miles	880,816	659,149	-221,667	
Total	1,106,300	830,801	-275,499	
Roadcalls	41	85	44	
Accidents - Chargeable				
Person Only	3	0	0	
Vehicle Only	16	11	-5	
Person and Vehicle	1	0	0	
Total Chargeable Accidents	20	11	-9	
Number of Vehicles				
Total Number of Vehicles	45	45	0	
Wheelchair Accessible Vehicles	43	43	0	
Employee Information				
Full & Part Time Drivers				
Operator Drivers	35	20	-15	Retaining drivers is an issue for all transit agencies.
Full & Part Time Drivers Hours				
Operator Hours	58,185	51,232	-6,953	
Transportation Provider				
Maintenance	5	5	0	
Dispatchers	3	2	-1	
Schedulers	1	1	0	
Customer Service Representatives	3	3	0	
Operations	0	0	0	
Administrative Support	1	1	0	
Management	4	4	0	

Description	FY 19-20	FY 20-21	Difference	Explanation
Revenue				
Agency for Persons with Disabilities	\$71,203	\$7,732	-\$63,471	
CTD	\$748,249	\$773,721	\$25,472	
CTD Rural Capital Grant	\$0	\$0	\$0	
DOEA	\$85,358	\$0	-\$85,358	
FDOT 5307	\$627,426	\$1,662,875	\$1,035,449	
FDOT 5310	\$368,647	\$249,572	-\$119,075	Awarded two less vehicles.
FDOT 5311	\$163,558	\$744,898	\$581,340	
FDOT Block Grant	\$597,506	\$311,150	-\$286,356	
Service Development	\$0	\$0	\$0	
Local Government - County Cash	\$1,390,070	\$545,035	-\$845,035	CARES Act Grants are 100% funded.
Local Government - School Board	\$0	\$0	\$0	
County In-Kind	\$0	\$0	\$0	
Other Cash	\$0	\$0	\$0	
Local Non-Government - Farebox	\$90,400	\$84,003	-\$6,396	Less trips provided.
Local Non-Government - Other	\$112,970	\$136,551	\$23,581	
Local Non-Government - Donations	\$0	\$0	\$0	
Other Federal - Motor Fuel Tax	\$0	\$0	\$0	
Other Federal - Reimbursements	\$0	\$0	\$0	
Total	\$4,255,388	\$4,515,537	\$260,149	
Expense				
Labor	\$111,070	\$150,160	\$39,090	
Fringe Benefits	\$41,881	\$48,802	\$6,921	
Services	\$757,823	\$958,842	\$201,019	
Materials and Supplies	\$401,161	\$343,654	-\$57,507	Less Maintenance.
Utilities	\$3,293	\$3,762	\$469	
Casualty and Liability	\$7,943	\$7,943	\$0	
Taxes	\$0	\$0	\$0	
Purchased Transportation	\$2,503,344	\$1,919,835	-\$583,509	Less trips requested.
Bus Pass Expenses	\$0	\$0	\$0	
Miscellaneous	\$0	\$0	\$0	
Leases & Rentals	\$0	\$0	\$0	
Depreciation	\$0	\$806,561	\$806,561	
Total	\$3,826,515	\$4,239,559	\$413,044	



**COORDINATION CONTRACTORS
ANNUAL OPERATING REPORT
FY 19-20 and FY 20-21 COMPARISON**



Description	FY 19-20	FY 20-21	Difference	Explanation
Passenger Trip Information				
Coordination Ambulatory Trips	122,535	78,398	-44,137	Decrease in services is due to COVID-19 and one less Coordination Contractor who retired.
Coordination Wheelchair Trips	3,131	662	-2,469	
Total	125,666	79,060	-46,606	
Trips by Funding Source				
Agency for Health Care Admin. (AHCA)	74,645	42,072	-32,573	
Agency for Persons w/ Disabilities (APD)	27,441	16,881	-10,560	
Private Pay	0	192	192	
Other - Describe (College)	23,580	19,915	-3,665	
Total	125,666	79,060	-46,606	
Trips by Passenger Type				
Older Adults	4,725	453	5,178	
Children at Risk	13,269	15,224	28,493	
Persons with Disabilities	107,672	63,383	171,055	
Low Income	0	0	0	
Total	125,666	79,060	204,726	
Trips by Trip Purpose				
Medical	29,787	14,950	-14,837	
Employment	504	55	-449	
Education	50,701	41,001	-9,700	
Nutritional	3,755	4,648	893	
Life Sustaining	40,919	18,406	-22,513	
Total	125,666	79,060	-46,606	
Unduplicated - Individuals	764	464	-300	
Unmet Trips by Trip Purpose				
Medical	0	0	0	
Employment	0	0	0	
Education	0	0	0	
Nutritional	0	0	0	
Life Sustaining	0	0	0	
Total	0	0	0	
No Shows	0	0	0	
Complaints				
Service	0	0	0	
Policy	0	0	0	
Vehicle	0	0	0	
Other	0	0	0	
Total	0	0	0	
Commendations	0	0	0	

Description	FY 19-20	FY 20-21	Difference	Explanation
Vehicle Information				
Mileage				
Coordinator Vehicle Miles	915,337	581,946	-333,391	Decrease in services is due to COVID-19 and one less Coordination Contractor who retired.
Roadcalls	3	4	1	
Accidents - Chargeable				
Person Only	0	0	0	
Vehicle Only	3	0	-3	
Person and Vehicle	0	0	0	
Total Chargeable Accidents	3	0	-3	
Accidents - Non Chargeable				
Person Only	0	0	0	
Vehicle Only	0	0	0	
Person and Vehicle	0	0	0	
Total Non Chargeable Accidents	0	0	0	
Number of Vehicles				
Total Number of Vehicles	62	65	3	
Wheelchair Accessible Vehicles	12	11	-1	
Employee Information				
Number of Drivers				
Coordinator Drivers	153	192	39	
Coordinator Employees				
Maintenance	0	0	0	
Dispatchers	0	2	2	
Customer Service Representative	0	1	1	
Administrative Support	4	2	-2	
Management	6	9	3	

Description	FY 19-20	FY 20-21	Difference	Explanation
Revenue				
Agency for Health Care Administration	\$398,233	\$323,684	-\$74,549	Decrease in services is due to COVID-19 and one less Coordination Contractor who retired.
Agency for Persons with Disabilities	\$304,362	\$280,716	-\$23,646	
Other Non Government				
Private Pay	\$0	\$2,085	\$2,085	
Beacon College	\$162,967	\$201,983	\$39,016	
Total	\$865,562	\$808,468	-\$57,094	
Expense				
Labor	\$398,077	\$330,373	-\$67,704	
Fringe Benefits	\$37,411	\$26,155	-\$11,256	
Services	\$8,565	\$4,348	-\$4,217	
Materials and Supplies	\$223,572	\$158,706	-\$64,866	
Utilities	\$4,153	\$3,891	-\$262	
Casualty and Liability	\$140,565	\$187,736	\$47,171	
Taxes	\$1,224	\$2,507	\$1,283	
Purchased Transportation	\$0	\$0	\$0	
Bus Pass Expenses	\$0	\$0	\$0	
Miscellaneous	\$1,579	\$1,480	-\$99	
Leases & Rentals	\$10,552	\$12,600	\$2,048	
Depreciation	\$0	\$80,672	\$80,672	
Total	\$825,698	\$808,468	-\$17,230	



CTC Organization

County: Lake

Fiscal Year: 7/1/2019 - 6/30/2020

CTC Status: Submitted

CTD Status: Under Review

Date Initiated: 9/9/2020

CTC Organization Name: Lake County Board of County Commissioners
Address: PO Box 7800
City: Tavares
State: FL
Zip Code: 327787800
Organization Type: County
Network Type: Complete Brokerage
Operating Environment: Rural
Transportation Operators: Yes
Number of Transportation Operators: 1
Coordination Contractors: Yes
Number of Coordination Contractors: 10
Provide Out of County Trips: Yes
Local Coordinating Board (LCB) Chairperson: Leslie Campione
CTC Contact: Jill Brown
CTC Contact Title: Lake County Transit Services Director
CTC Contact Email: jmbrown@lakecountyfl.gov
Phone: (352) 323-5733

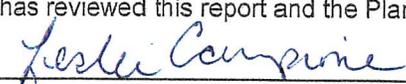
CTC Certification

I, Jill Brown, as the authorized Community Transportation Coordinator (CTC) Representative, hereby certify, under the penalties of perjury as stated in Chapter 837.06, F.S., that the information contained in this report is true, accurate, and in accordance with the accompanying instructions.

CTC Representative (signature): 

LCB Certification

I, Leslie Campione, as the Local Coordinating Board Chairperson, hereby, certify in accordance with Rule 41-2.007(7) F.S. that the Local Coordinating Board has reviewed this report and the Planning Agency has received a copy.

LCB Chairperson (signature): 



CTC Trips

County: Lake

CTC Status: Submitted

CTC Organization: Lake County Board of County Commissioners

Fiscal Year: 07/01/2019 - 06/30/2020

CTD Status: Under Review

	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Service Type - One Way						
Fixed Route/Fixed Schedule						
Daily Pass Trips	0	N/A	0	0	N/A	0
Weekly Pass Trips	0	N/A	0	0	N/A	0
Monthly Pass Trips	0	N/A	0	0	N/A	0
Deviated Fixed Route Service	517	N/A	517	479	N/A	479
Complementary ADA Service	24,866	N/A	24,866	17,495	N/A	17,495
Paratransit						
Ambulatory	40,514	122,515	163,029	55,506	92,379	147,885
Non-Ambulatory	17,256	3,151	20,407	24,121	2,157	26,278
Stretcher	0	0	0	0	0	0
Transportation Network Companies	0	N/A	0	0	N/A	0
Taxi	0	N/A	0	0	N/A	0
School Board (School Bus)	0	N/A	0	0	N/A	0
Volunteers	0	N/A	0	0	N/A	0
Total - Service Type	83,153	125,666	208,819	97,601	94,536	192,137
Contracted Transportation Operator						
How many of the total trips were provided by Contracted Transportation Operators? (If the CTC provides transportation services, do not include the CTC)	83,153	N/A	83,153	97,601	N/A	97,601
Total - Contracted Transportation Operator Trips	83,153	0	83,153	97,601	0	97,601
Revenue Source - One Way						
Agency for Health Care Administration (AHCA)	0	74,645	74,645	0	30,880	30,880
Agency for Persons with Disabilities (APD)	5,762	27,441	33,203	8,262	38,738	47,000
Comm for the Transportation Disadvantaged (CTD)	25,069	N/A	25,069	29,864	N/A	29,864
Dept of Economic Opportunity (DEO)	0	0	0	0	0	0
Dept of Children and Families (DCF)	0	0	0	0	0	0
Dept of Education (DOE)	0	0	0	0	0	0
Dept of Elder Affairs (DOEA)	8,122	0	8,122	13,081	0	13,081
Dept of Health (DOH)	0	0	0	0	0	0
Dept of Juvenile Justice (DJJ)	0	0	0	0	0	0
Dept of Transportation (DOT)	18,691	0	18,691	13,647	0	13,647
Local Government	25,508	0	25,508	32,746	0	32,746
Local Non-Government	1	23,580	23,581	1	24,918	24,919
Other Federal & State Programs	0	0	0	0	0	0
Total - Revenue Source	83,153	125,666	208,819	97,601	94,536	192,137

APD 5762 Trips divided by 83,153 = 7%

CTD 25,069 Trips divided by 83,153 = 30%

DOEA (meal sites) 8,122 Trips divided by 83,153 = 10%

FDOT 5311 Operating 18,691 Trips divided by 83,153 = 22%

Local Government 25,508 Trips divided by 83,153 = 31%

100%



**Transportation
Disadvantaged**

CTC Vehicles & Drivers

County: Lake

CTC Status: Submitted

CTC Organization: Lake County Board of
County Commissioners

Fiscal Year: 07/01/2019 - 06/30/2020

CTD Status: Under Review

	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Vehicle Miles						
Deviated Fixed Route Miles	7,386	N/A	7,386	7,484	N/A	7,484
Complementary ADA Service Miles	218,098	N/A	218,098	225,939	N/A	225,939
Paratransit Miles	880,816	915,337	1,796,153	1,029,278	435,668	1,464,946
Transportation Network Companies (TNC) Miles	0	N/A	0	0	N/A	0
Taxi Miles	0	N/A	0	0	N/A	0
School Board (School Bus) Miles	0	N/A	0	0	N/A	0
Volunteers Miles	0	N/A	0	0	N/A	0
Total - Vehicle Miles	1,106,300	915,337	2,021,637	1,262,701	435,668	1,698,369
Roadcalls & Accidents						
Roadcalls	41	3	44	48	3	51
Chargeable Accidents	20	3	23	11	0	11
Vehicle Inventory						
Total Number of Vehicles	45	62	107	44	41	85
Number of Wheelchair Accessible Vehicles	43	12	55	42	8	50
Drivers						
Number of Full Time & Part Time Drivers	27	153	180	68	132	200
Number of Volunteer Drivers	0	0	0	0	0	0



CTC Revenue Sources

County: Lake

CTC Status: Submitted

CTC Organization: Lake County Board of County Commissioners

Fiscal Year: 07/01/2019 - 06/30/2020

CTD Status: Under Review

	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Revenue Sources						
Agency for Health Care Administration (AHCA)	\$ 0	\$ 398,233	\$ 398,233	\$ 0	\$ 119,350	\$ 119,350
Agency for Persons with Disabilities (APD)	\$ 71,203	\$ 304,362	\$ 375,565	\$ 88,382	\$ 278,982	\$ 367,364
Dept of Economic Opportunity (DEO)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Dept of Children and Families (DCF)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Dept of Education (DOE)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Dept of Elder Affairs (DOEA)	\$ 85,358	\$ 0	\$ 85,358	\$ 124,270	\$ 0	\$ 124,270
Dept of Health (DOH)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Dept of Juvenile Justice (DJJ)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Commission for the Transportation Disadvantaged (CTD)						
Non-Sponsored Trip Program	\$ 748,249	N/A	\$ 748,249	\$ 806,307	N/A	\$ 806,307
Non-Sponsored Capital Equipment	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
Rural Capital Equipment	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
TD Other	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
Department of Transportation (DOT)						
49 USC 5307	\$ 627,426	\$ 0	\$ 627,426	\$ 785,456	\$ 0	\$ 785,456
49 USC 5310	\$ 368,647	\$ 0	\$ 368,647	\$ 412,877	\$ 0	\$ 412,877
49 USC 5311	\$ 163,558	\$ 0	\$ 163,558	\$ 428,282	\$ 0	\$ 428,282
49 USC 5311 (f)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Block Grant	\$ 597,506	\$ 0	\$ 597,506	\$ 770,261	\$ 0	\$ 770,261
Service Development	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Commuter Assistance Program	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Other DOT	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Local Government						
School Board (School Bus)	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
County Cash	\$ 1,390,070	\$ 0	\$ 1,390,070	\$ 1,393,472	\$ 0	\$ 1,393,472
County In-Kind	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
City Cash	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
City In-Kind	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Other Cash	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Other In-Kind	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Local Non-Government						
Farebox	\$ 90,400	\$ 0	\$ 90,400	\$ 118,723	\$ 0	\$ 118,723
Donations/Contributions	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
In-Kind Services	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Other Non-Government	\$ 112,970	\$ 163,967	\$ 276,937	\$ 71,958	\$ 178,348	\$ 250,306
Other Federal & State Programs						
Other Federal Programs	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Other State Programs	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Total - Revenue Sources	\$ 4,255,387	\$ 866,562	\$ 5,121,949	\$ 4,999,988	\$ 576,680	\$ 5,576,668



CTC Expense Sources

County: Lake

CTC Status: Submitted

CTC Organization: Lake County Board of
County Commissioners

Fiscal Year: 07/01/2019 - 06/30/2020

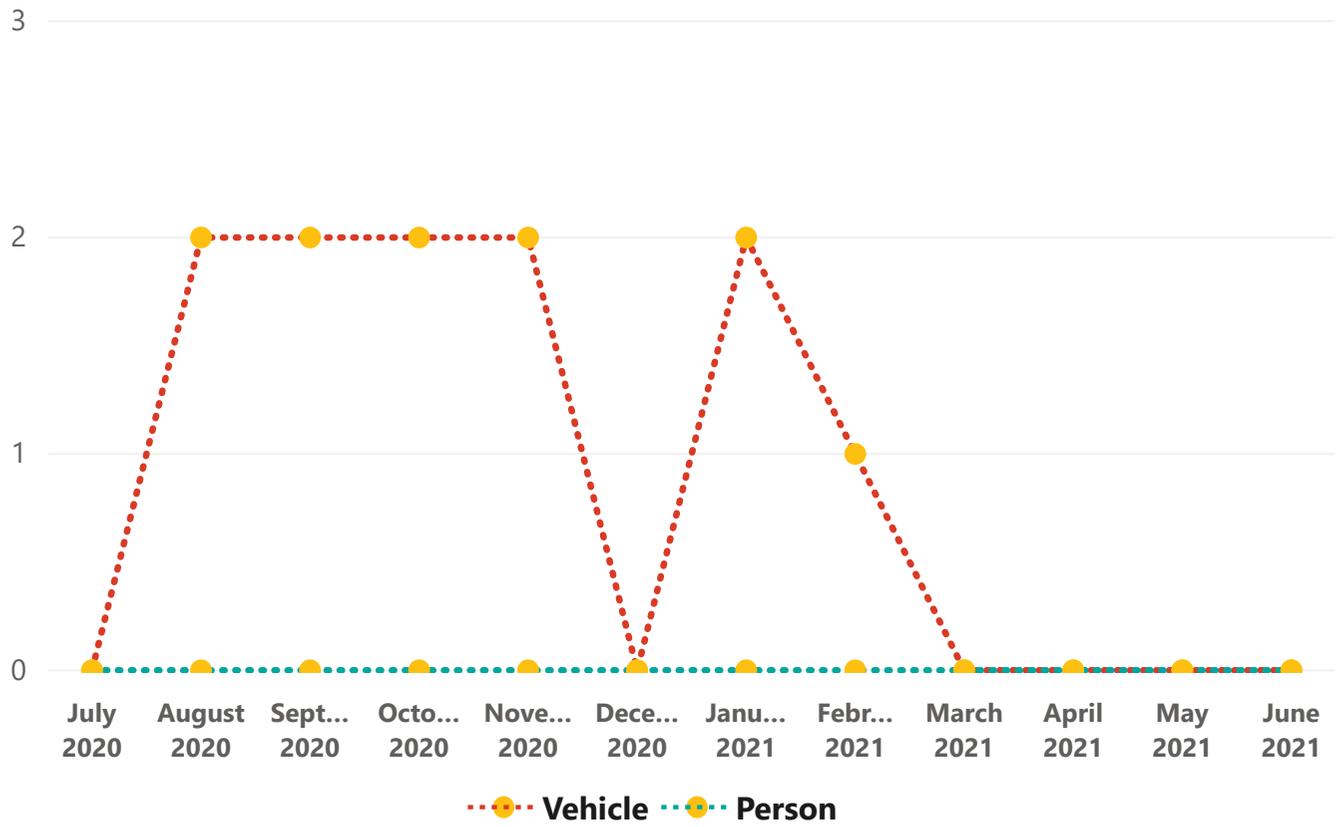
CTD Status: Under Review

Expense Sources	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Labor	\$ 111,070	\$ 398,077	\$ 509,147	\$ 139,424	\$ 251,266	\$ 390,690
Fringe Benefits	\$ 41,881	\$ 37,411	\$ 79,292	\$ 47,648	\$ 18,674	\$ 66,322
Services	\$ 757,823	\$ 8,565	\$ 766,388	\$ 867,357	\$ 3,046	\$ 870,403
Materials & Supplies Consumed	\$ 401,161	\$ 223,572	\$ 624,733	\$ 512,874	\$ 154,678	\$ 667,552
Utilities	\$ 3,293	\$ 4,153	\$ 7,446	\$ 4,037	\$ 6,527	\$ 10,564
Casualty & Liability	\$ 7,943	\$ 140,565	\$ 148,508	\$ 13,954	\$ 87,804	\$ 101,758
Taxes	\$ 0	\$ 1,224	\$ 1,224	\$ 0	\$ 1,370	\$ 1,370
Miscellaneous	\$ 0	\$ 1,579	\$ 1,579	\$ 3,377	\$ 41,272	\$ 44,649
Interest	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Leases & Rentals	\$ 0	\$ 10,552	\$ 10,552	\$ 0	\$ 10,845	\$ 10,845
Capital Purchases	\$ 0	\$ 0	\$ 0	\$ 573,758	\$ 0	\$ 573,758
Contributed Services	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Allocated Indirect Expenses	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Purchased Transportation Services						
Bus Pass	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
School Board (School Bus)	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
Transportation Network Companies (TNC)	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
Taxi	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
Contracted Operator	\$ 2,503,344	N/A	\$ 2,503,344	\$ 2,701,263	N/A	\$ 2,701,263
Total - Expense Sources	\$ 3,826,515	\$ 825,698	\$ 4,652,213	\$ 4,863,692	\$ 575,482	\$ 5,439,174

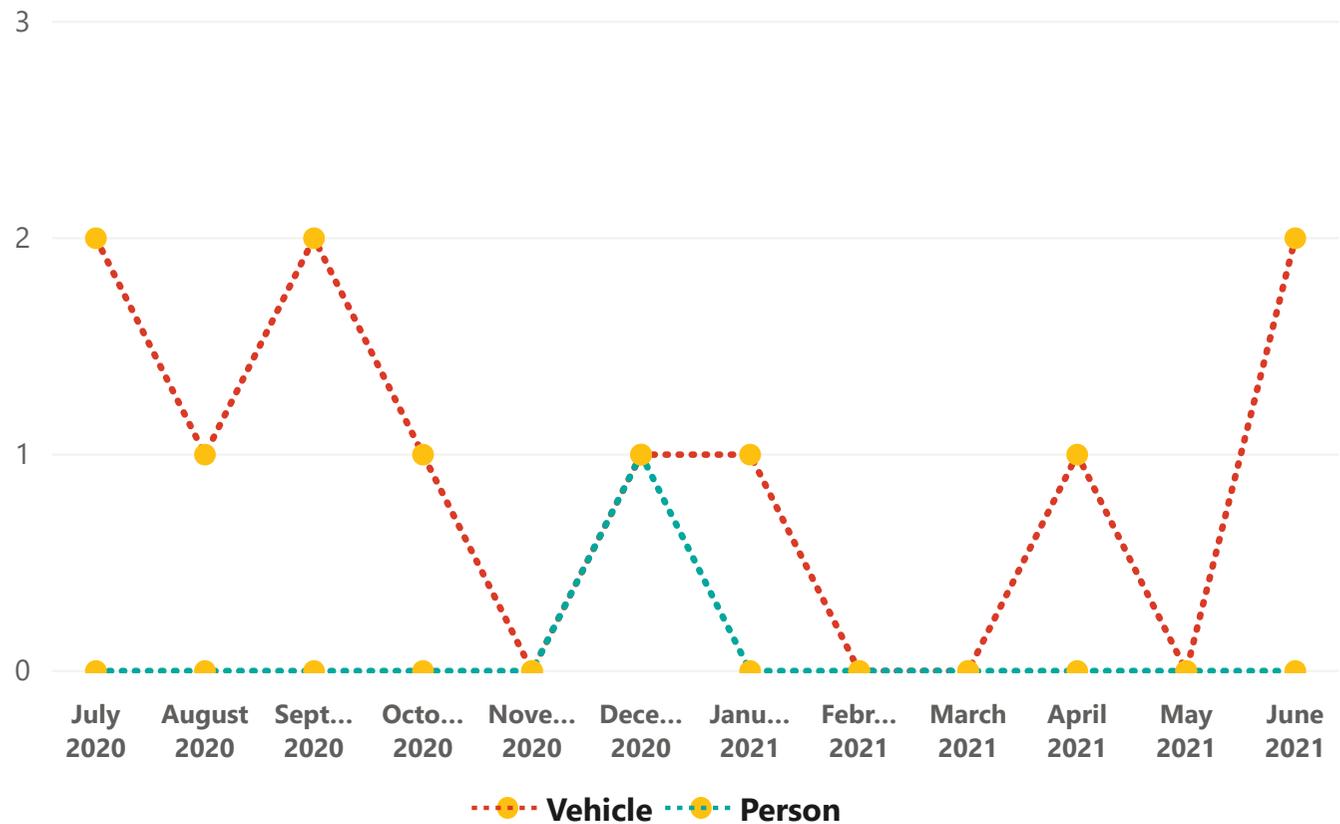
ATTACHMENT F:
ANNUAL ACTUAL BUDGET EXPENDITURES REPORT
FY 2020/21

ATTACHMENT G:
LAKE COUNTY TRANSIT QUARTERLY REPORT

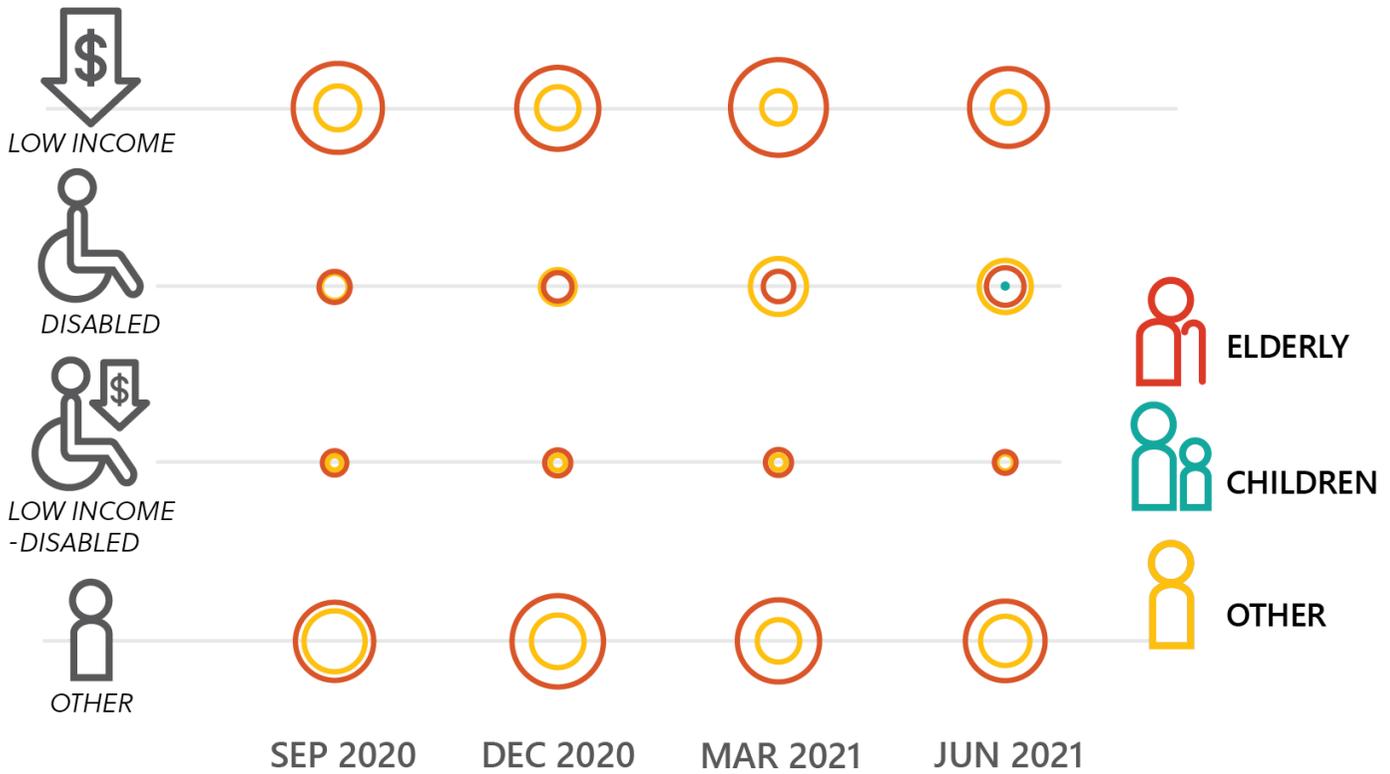
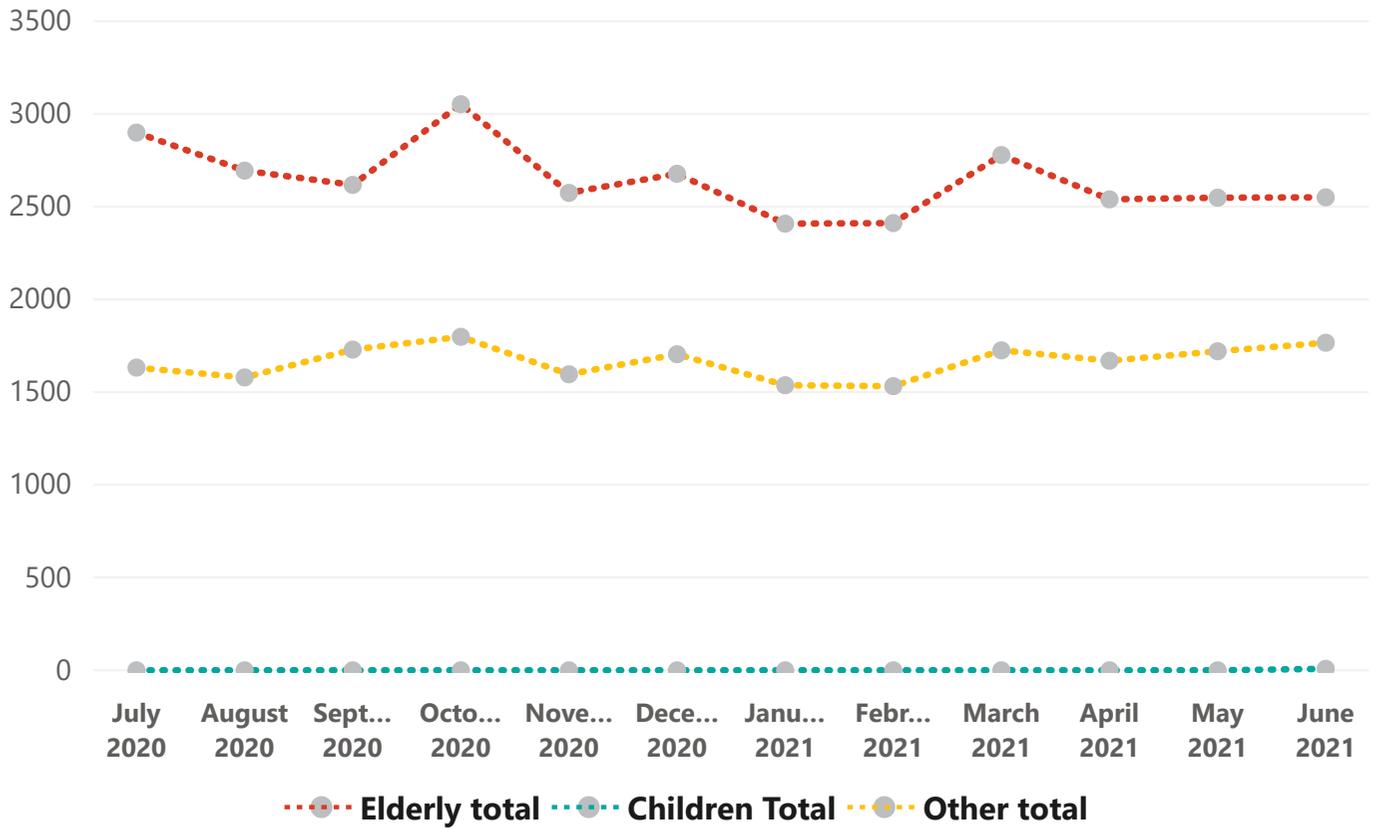
Lake County Connection Preventable Accidents



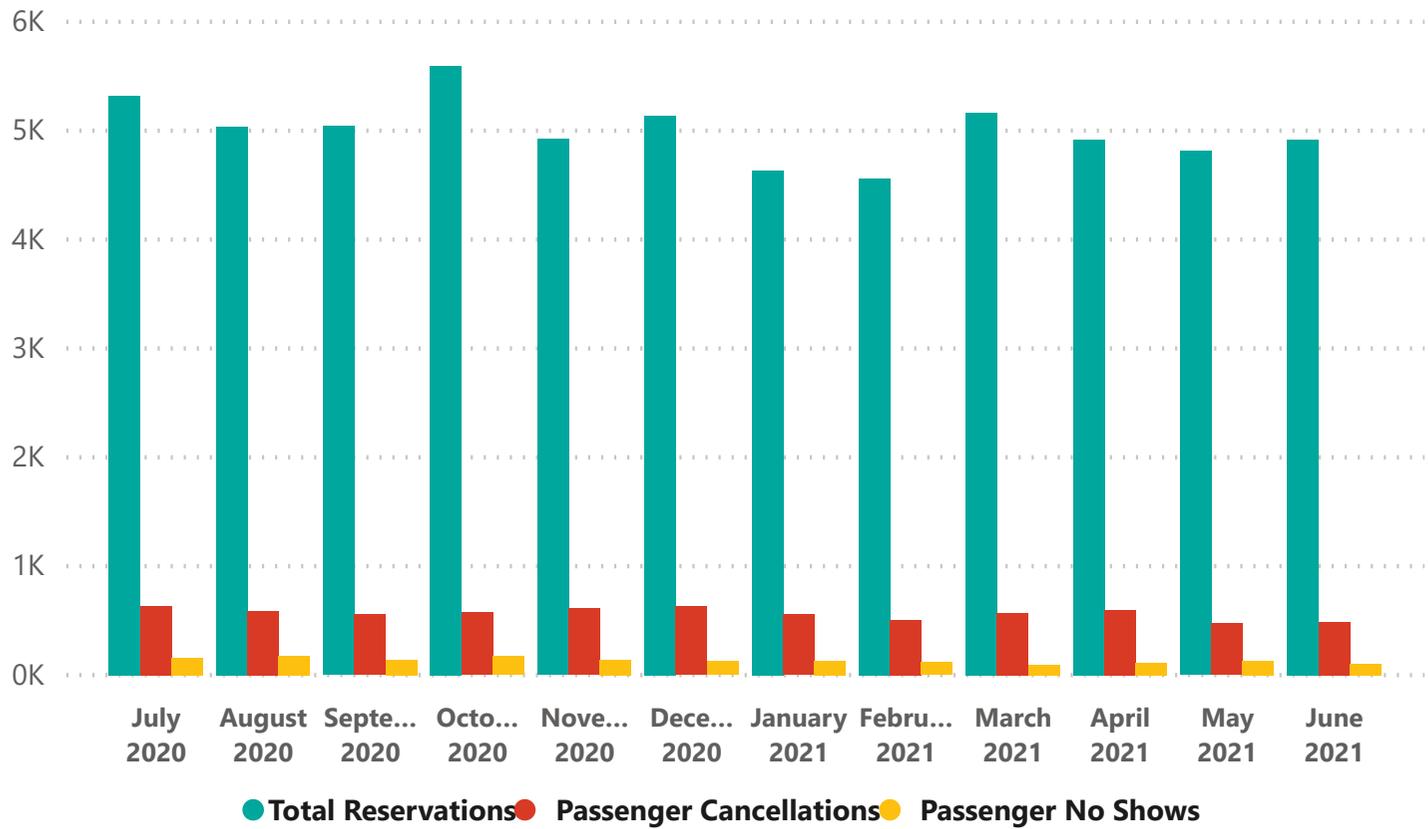
Lake County Connection Non-Preventable Accidents



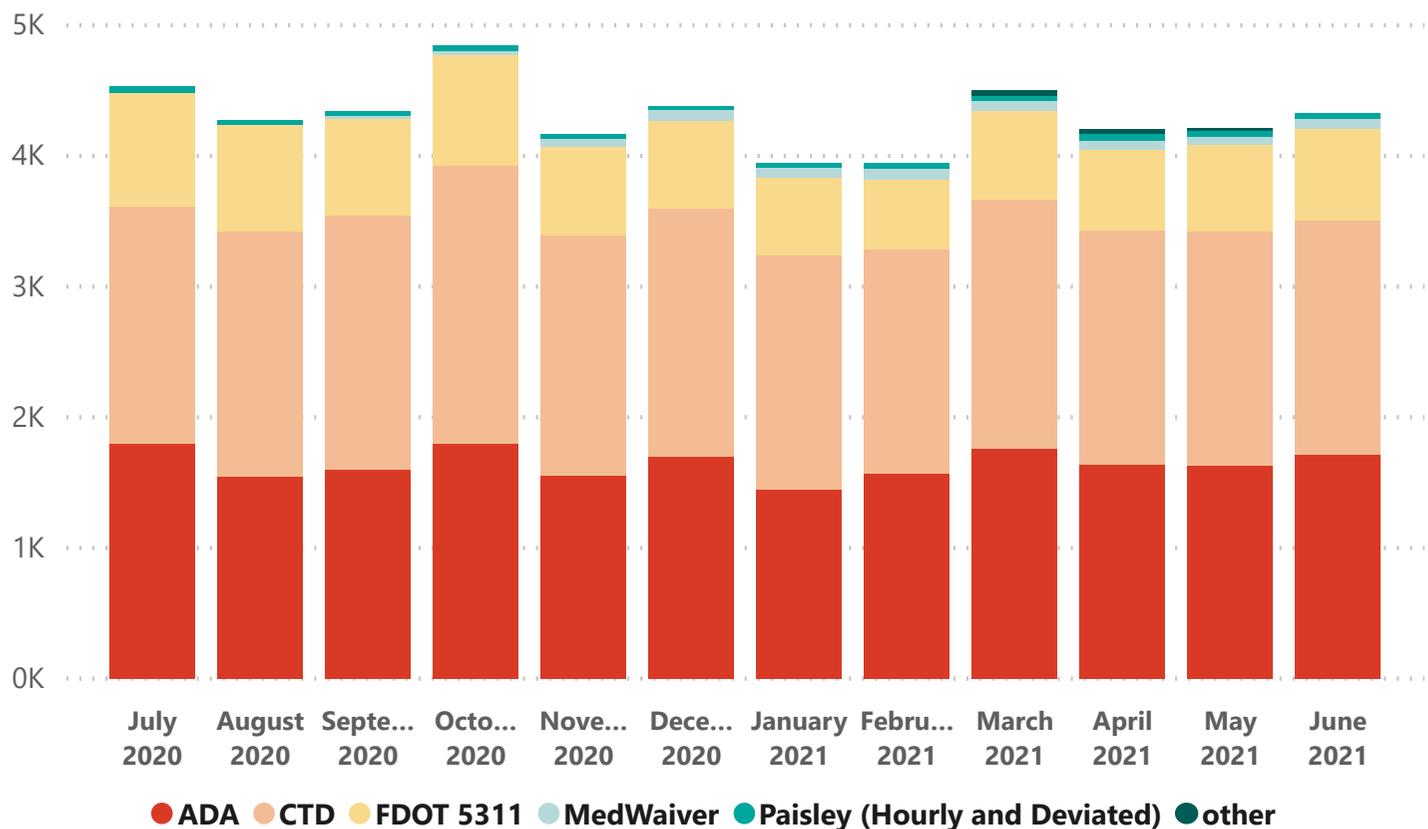
Passenger Types FY 20-21



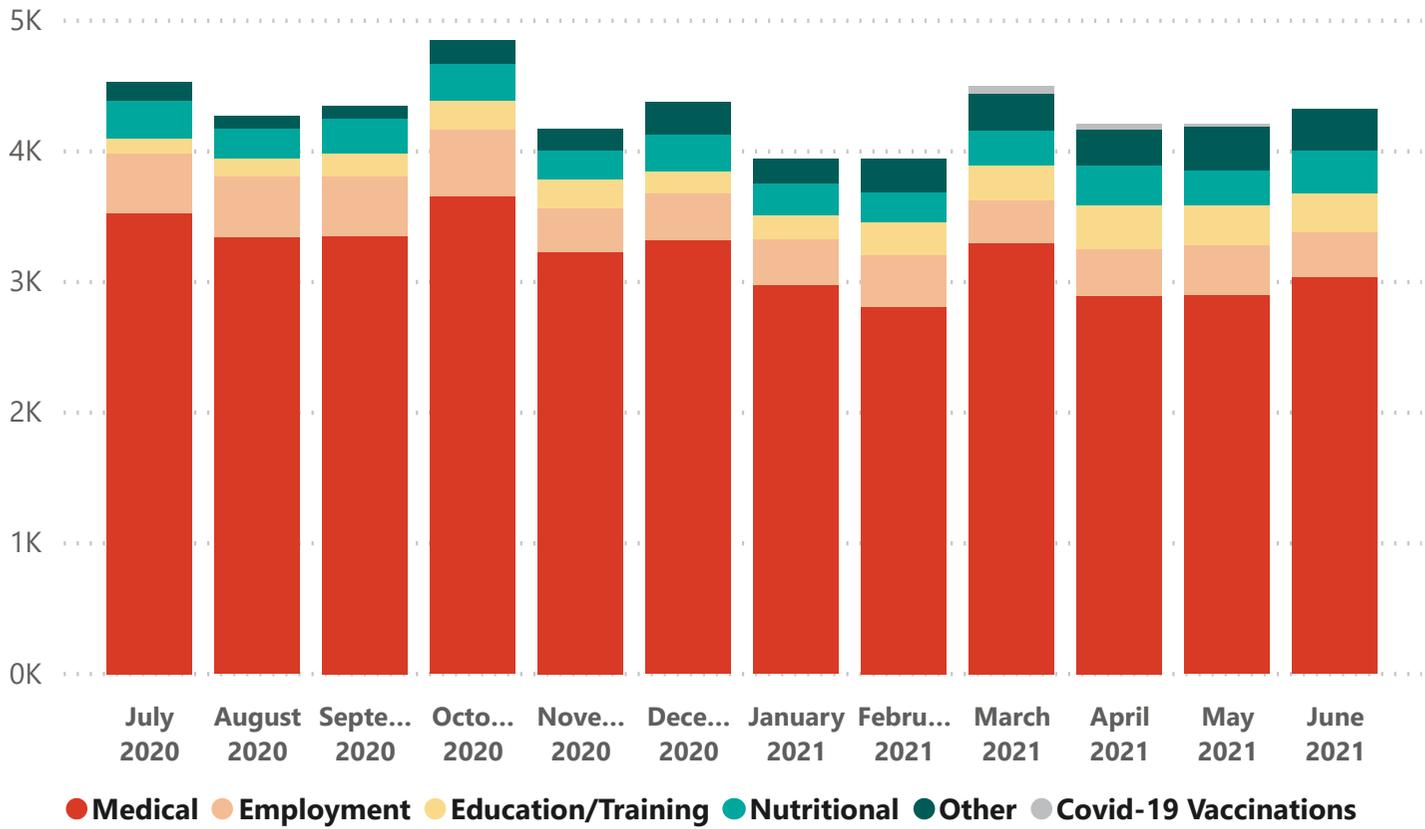
Lake County Transit Trips FY 20-21



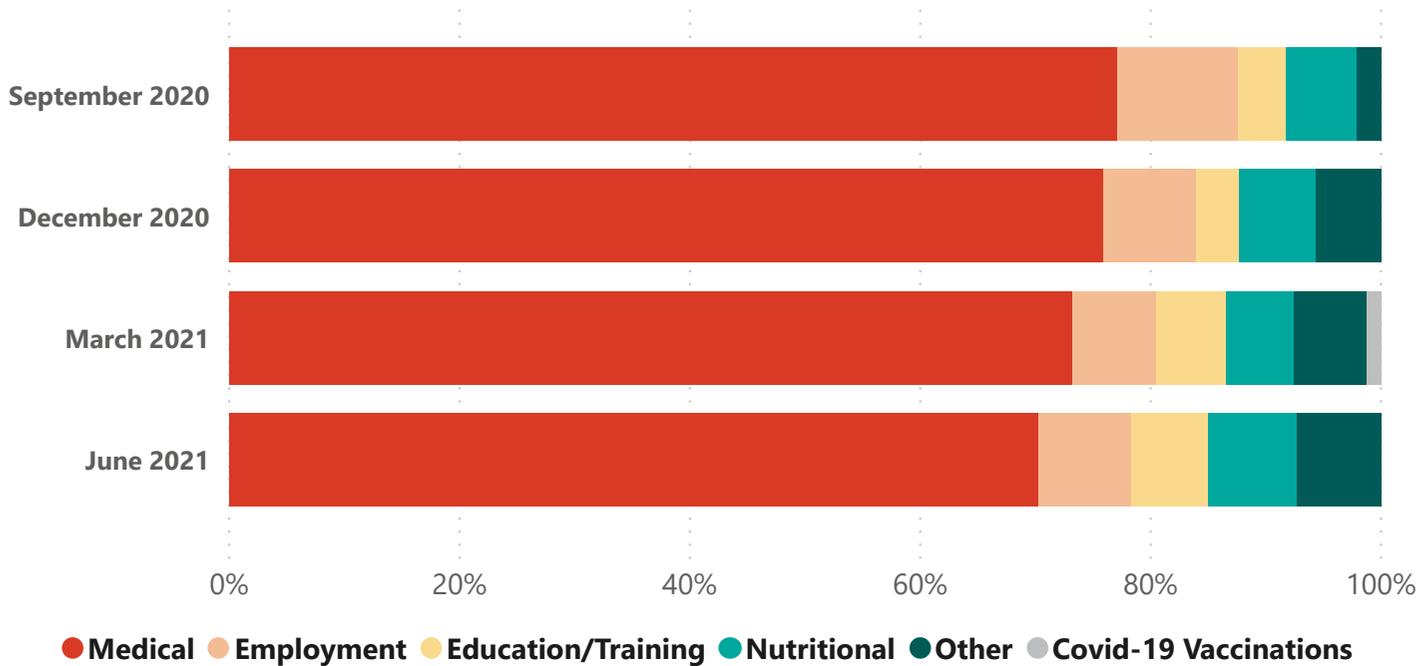
Lake County Transit Trip Funding Sources FY 20-21



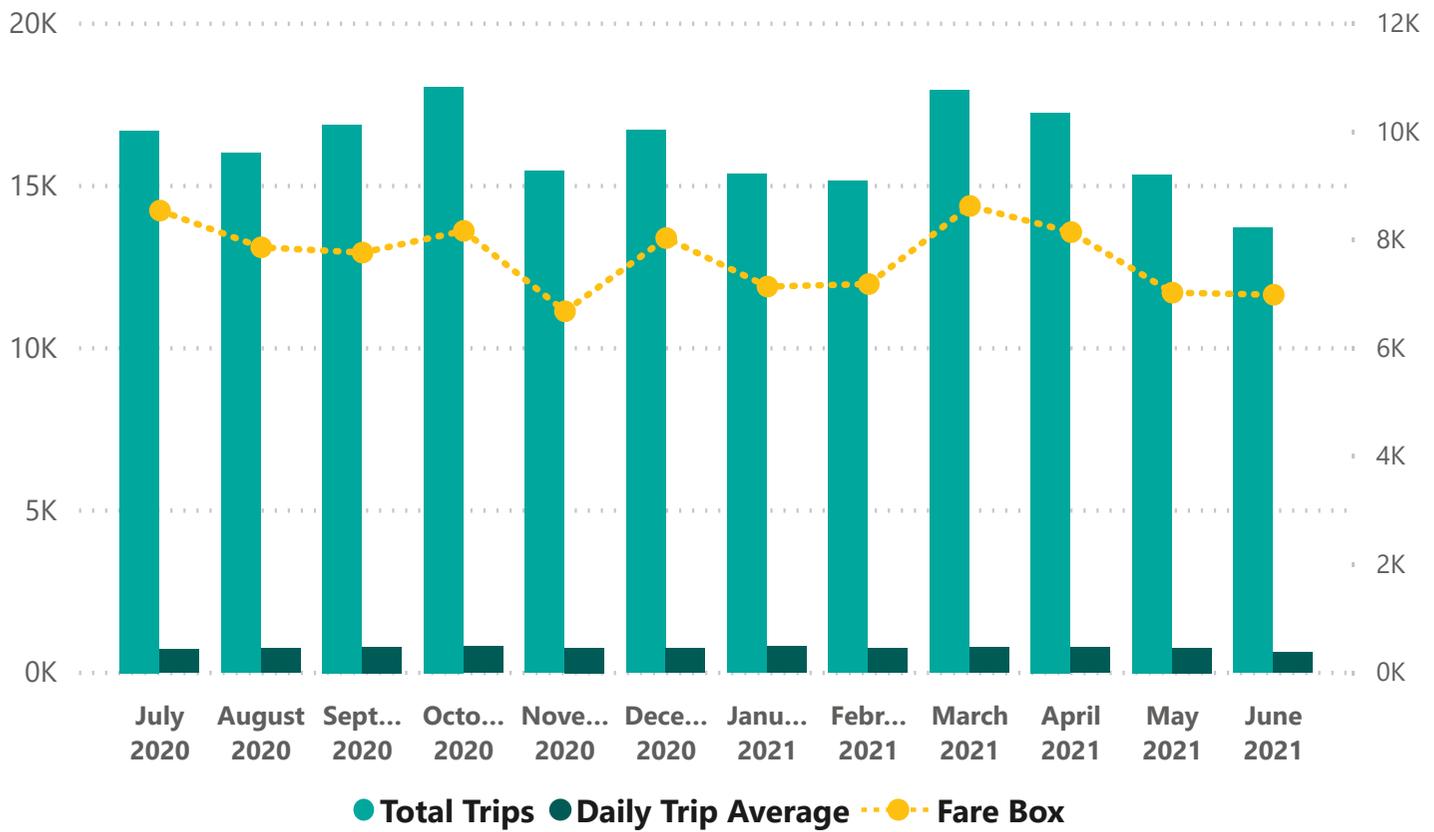
Trip Purpose FY 20-21



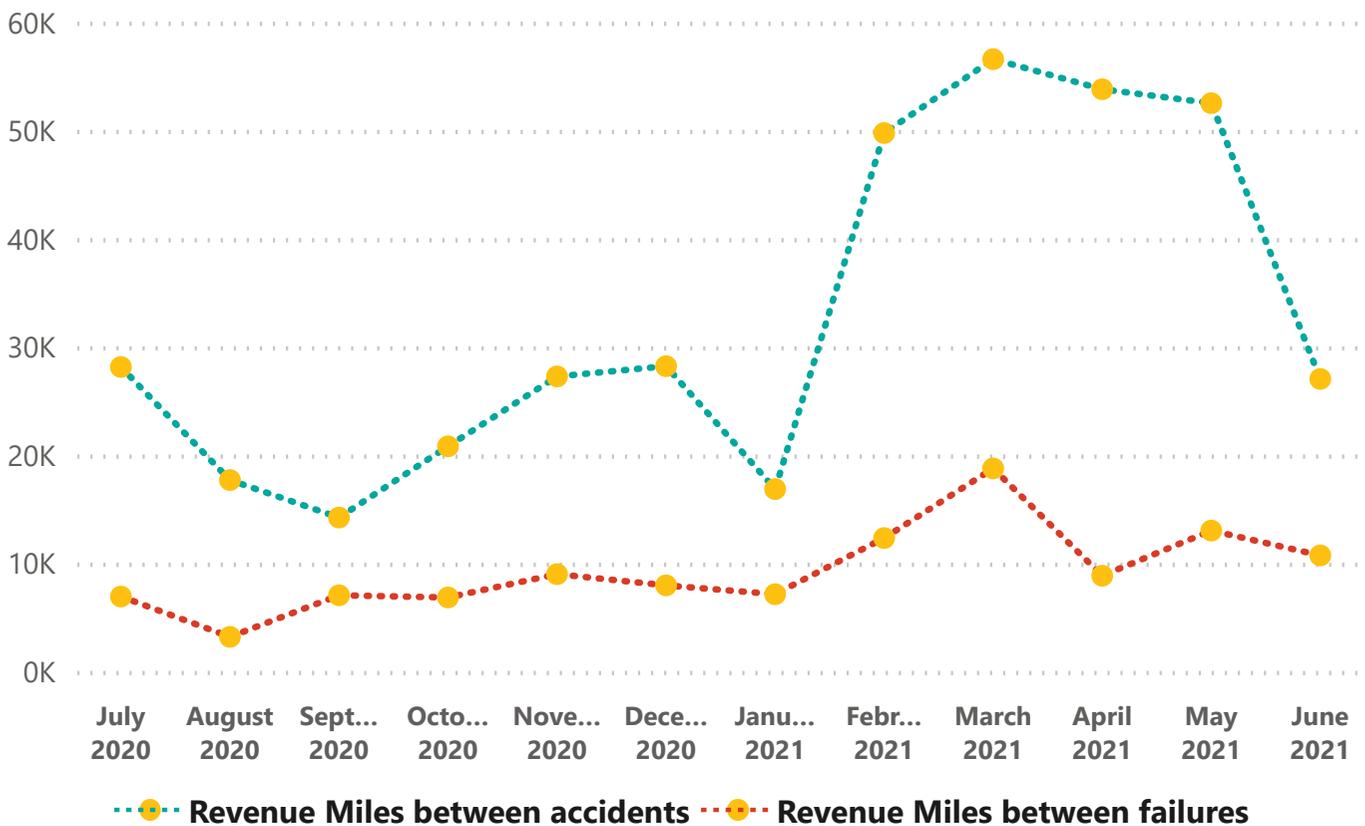
Trip Purpose FY 20-21 Percentage



LakeXpress Daily Averages FY 20-21



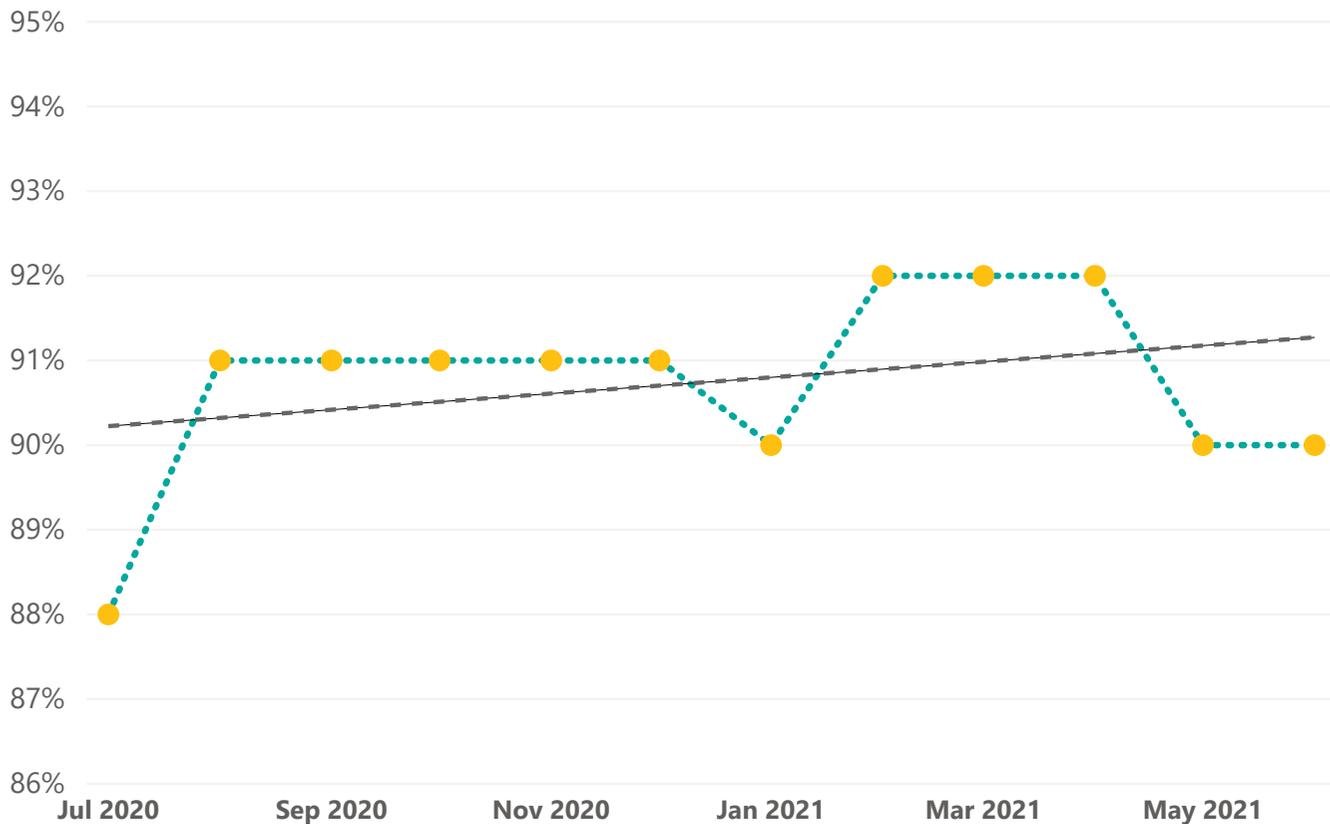
Performance: Accidents & Road calls FY 20-21



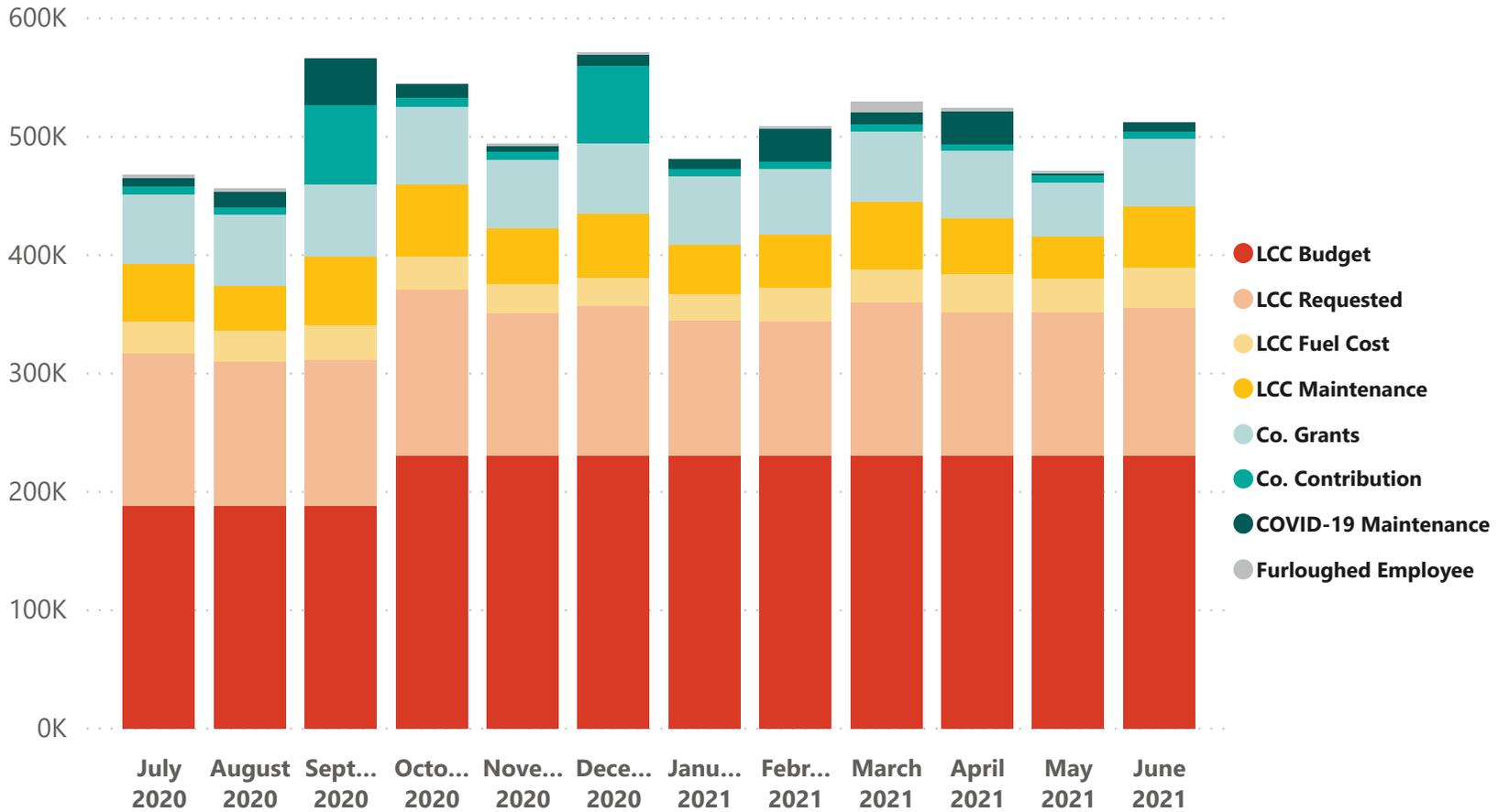
Lake County Connection Customer Complaints FY 20-21



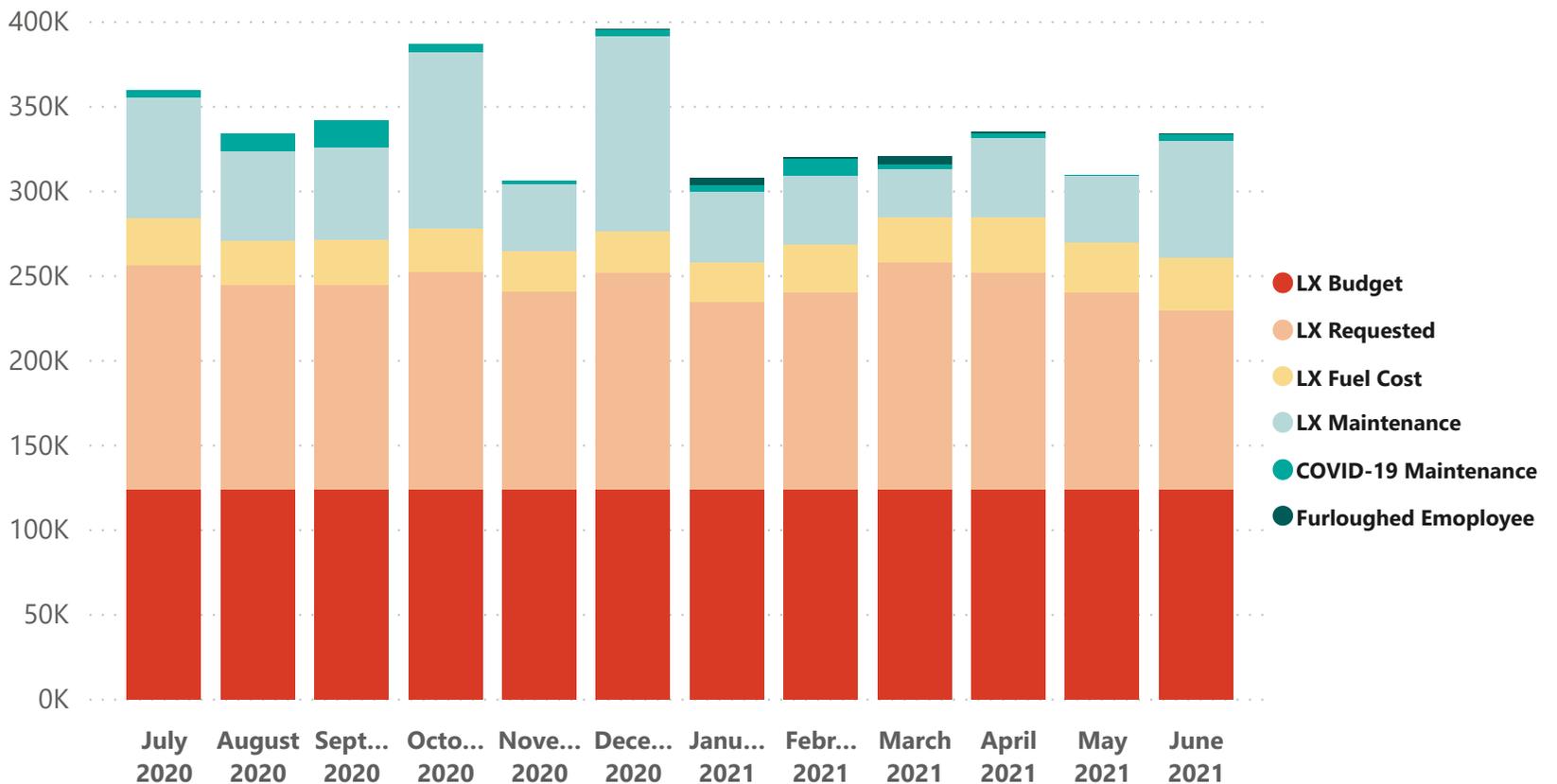
Lake County Connection On Time Performance FY 20-21



Lake County Connections Contract Amount FY 20-21



LakeXpress Contract Amount FY 20-21



Selected Lake County Transit Metrics 2020 June v. 2021 June Comparison

2020 VEHICLE PERFORMANCE

4708 completed trips

69,490 total vehicle miles

Total Revenue Miles
56,752 miles

4,076 revenue hrs

26 max vehicles on service

2021 VEHICLE PERFORMANCE

4324 completed trips

67,344 total vehicle miles

Total Revenue Miles
54,357 miles

3,771 revenue hrs

18 max vehicles on service

2020 SERVICE & FINANCIAL DATA

83% on time

avg 100s hold time

\$205k invoice

COST
\$3.62 per mile
\$43.63 per trip

2021 SERVICE & FINANCIAL DATA

90% on time

avg 90s hold time

\$219k invoice

COST
\$4.02 per mile
\$50.59 per trip

ATTACHMENT H:
MPO QUARTERLY REPORT

**Planning Grant Agreement Tasks
Quarterly Progress Report**



Planning Agency	Lake~Sumter MPO	County	Lake
		Invoice #	G1N56 Q4
Reporting Period	April 1, 2021 through June30, 2021	Grant #	G1N56

I	PROGRAM MANAGEMENT	PROGRESS
A.	When necessary and in cooperation with the LCB, solicit and recommend a CTC . 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 appointment and reappointment of voting and non-voting members to the local coordinating board. (41-2.012, FAC)	The MPO activitely seeks to fill vacant Board positions.
C.	Prepare agendas for local coordinating board meetings consistent with the <i>Local Coordinating Board and Planning Agency Operating Guidelines</i> . (Task 3)	MPO staff prepared the June7, 2021 agenda and supporting material, advertised and hosted the meeting.
D.	Prepare official minutes 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 February 8, 2021 TDCB meeting were approved at the JUNE 7, 2021, TDCB meeting and DRAFT minutes for the JUNE 7, 2021 meeting are included in this invoice packet.
E.	Provide at least one public workshop 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)	The Lake~Sumter MPO held a Public Workshop/Hearing on June 7, 2021.
F.	Provide staff support for committees of the local coordinating board. (Task 3)	The MPO staff and MPO consultants support the TDCB and TDCB meetings.
G.	Develop and update annually by-laws for local coordinating board approval. Approved by-laws shall be submitted to the Commission. (Task 5)	The TDCB approved 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 grievance procedures 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 Approved the annual update to the Grievance Procedures in 2021
I.	Provide the Commission with a current membership roster and mailing list 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 public notice 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 June 7, 2021 meeting notice is included in this invoice package.
K.	Review and comment on the Annual Operating Report for submittal to the local coordinating board, and forward comments/concerns to the Commission for the Transportation Disadvantaged. (Task 7)	.
L.	Report the actual expenditures (AER) of direct federal and local government transportation funds to the Commission for the Transportation Disadvantaged no later than September 15th. (Task 8)	

II.	SERVICE DEVELOPMENT	PROGRESS
A.	Jointly, with the community transportation coordinator and the local coordinating board, develop the Transportation Disadvantaged Service Plan (TDSP) 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 local and regional comprehensive plans . 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 regional workforce boards 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 quarterly reports 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 Commission-sponsored training , 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 CTD meeting 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 TD concerns that may require special investigations.	NA
E.	Provide training for newly-appointed LCB members. (Task 3)	NA
F.	Provide assistance 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 proposed funding applications 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)	Ongoing
H.	Ensure the local coordinating board conducts, as a minimum, an annual evaluation of the community transportation coordinator. The local coordinating board shall evaluate the coordinator using the Commission’s <i>Evaluation Workbook for Community Transportation</i>	The next CTC evaluation began during the fourth quarter and will be completed at the August 30, 2021 meeting.

	<i>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)	
I.	Assist the CTD in joint reviews of the CTC.	As needed
J.	Ensure the LCB annually reviews coordination contracts 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 contract annually.
K.	Implement recommendations identified in the CTD's QAPE reviews.	As needed

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

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



Representative

08/11/2021

Date