



Polk County Transportation Planning Organization Transportation Disadvantaged Local Coordinating Board (TD LCB)

Meeting Agenda

December 16, 2024 TPO TD LCB

**Polk County Administration Building
330 W. Church Street
Bartow, FL 33830**

Note to LCB Members: We must have FIVE voting members/alternates in the meeting room in order to conduct this meeting.

Attending by Zoom:

Polk TD LCB Board Members and Alternates may attend this meeting by Zoom, if they wish. They will be counted as “present,” and they can join in the discussion of agenda items. However, according to Florida Laws on Public Meetings, members/alternates who attend this way will not be counted towards the Quorum. However, they may still take part in the meeting, and they may vote.

We start the Zoom 30 minutes before the actual meeting start time, to get all the equipment running. When you enter the Zoom call, please type your name into the Chat Box.

To Join the Zoom Meeting:

<https://us02web.zoom.us/j/83881372784?pwd=5JTqa2aKXTNRPtI3GU3oksndPkqhH1.1>

Meeting ID: 838 8137 2784

Passcode: 582180

Introduction

1. Call to Order - 1:30 p.m. (Jeremy Clark, Chairman)
2. Confirmation of Quorum
3. Opportunity for Public Comment
4. Draft Meeting Minutes from September 30, 2024 Meeting
5. Agenda Review - Ms. Julia B. Davis, AICP, Polk TPO

CTC Reports

6. CTC Report

Action Items

7. Annual Election of Vice-Chairperson.
8. Proposed amendments to the Polk the Transportation Disadvantaged Service Plan (TDSP)
9. Review of Federal Transit Administration (FTA) grant application(s) received from the CTC and from Coordination Contractors, if available, for the FY 25-26 cycle.
10. Annual Schedule of Events
 - a. Discuss Annual Schedule of Polk TD Program (TRAINING MODULE)
 - b. Review and Approval of the proposed Polk TD-LCB meeting Schedule for 2025
 - c. Appoint subcommittee members to assist with Annual Evaluation of CTC (Jan-March 2025) and TDSP (March-May 2025). Subcommittee members will review the Draft document and provide comments bback to TPO staff

Information Items, Communications, and Reports

11. TPO Distribution Items & Comments
12. Board Member Comments & Announcements
13. Adjournment - Next Quarterly Meeting is scheduled for March 17, 2025.

The agenda and related material are available in alternative formats upon request.

In accordance with the Americans with Disabilities Act, persons with disabilities needing special accommodations to participate in this proceeding should contact the Board of County Commissioners, Communications Office, at 330 W. Church Street, Bartow. Telephone (863) 534-6090, not later than four days prior to the proceeding. If hearing impaired call: (TDD) (863) 534-7777 or 1-800-955-8771, or Voice impaired call: 1-800-955-8770, via Florida Relay Service.

The TPO planning process is conducted in accordance with Title VI of the Civil Rights Act of 1964 and Related Statutes. Any person or beneficiary who believes they have been discriminated against because of race, color, religion, sex, age, national origin, disability, or family status may file a complaint with the TPO's Title VI Specialist at (863) 534-6486, or by writing the Polk TPO at Post Office Box 9005, Bartow, Florida 33831-9005.

“Remember to donate \$1.00 to the Florida Transportation Disadvantaged Trust Fund next time you renew your vehicle tag!”



Polk County
Transportation Planning Organization
Transportation Disadvantaged Local Coordinating
Board (TD LCB)

Agenda Item 4.

12/16/2024

SUBJECT

Draft Meeting Minutes from September 30, 2024 Meeting

DESCRIPTION

Review/Approve Draft Meeting

RECOMMENDATION

Approve previous meeting's minutes.

ATTACHMENTS

September 30, 2024 Draft Meeting Minutes



Polk Transportation Disadvantaged Local Coordinating Board (TD LCB) Draft Meeting Minutes

Date: Monday, September 30, 2024

Time: 1:30 p.m.

Location: Polk County Administration Building Commission Board Room
330 West Church Street
Bartow, FL 33830

Members Present:	Representing:
Vice Mayor Jeremy Clark	Polk TPO
Dale Hanson	FDOT
Marcia Staszko	Polk County Elderly
Diane Durr (Zoom)	Florida Association for Community Action
Kevin Gilds	Florida Dept. of Elder Affairs
Brenda Grella	Polk County Citizen Advocate
Mayor Nat Birdsong	Mass Transit
Sheryl Brown	Citizen Advocate Lighthouse for Blind
Riley Larsen	Florida Agency for Health Care Administration (AHCA)
Connie Miller	Agency for Person with Disabilities (APD)
Stacy Campbell-Domineck	Regional Workforce Development
Joy Johnson (Zoom)	Local Medical Community

Others Present:	Representing:
Rhonda Carter	Citrus Connection
Marcia Roberson	Citrus Connection
Cindy Mitchell	Citrus Connection
Karen Wessel	AHCA
Nicole McCleary - Zoom	Citrus Connection
Ryan Kordek	Polk TPO
Julia Davis	Polk TPO
Isai Chavez	Polk TPO
Angela Kaufman	Polk TPO

Introduction

1. Call to Order, Roll Call, and Confirmation of Quorum

Chairman Commissioner Clark called the meeting to order at 1:30 pm. Roll call was taken, and a quorum was confirmed.

2. Public Comment

The Floor was opened to public comments. No public comments. The Floor was closed for public comments.

3. Approval of Minutes – June 17, 2024, Annual Public Workshop and TD LCB Regular Meeting

Motion to approve Annual Public Workshop draft meeting minutes and TD LCB Regular Meeting draft minutes.

Motion: Motioned by Stacy Campbell-Dominick and seconded by Marcia Staszko. Motion was carried without dissent.

4. Agenda Review

Julia Davis, TPO Staff, requested all members provide an introduction including their name and their representation on the Board and introduced the members of Citrus Connection in the audience (Marcia Roberson, Rhonda Carter, and Cindy Mitchell). Then she presented the Agenda Review which consisted of CTC Reports and Presentations, Annual Review of the TD LCB Bylaws, Review/Approval of Annual Operating Report, and TD LCB Training discussion.

CTC Reports

5. CTC Report on Operating Data and Performance Measures – September 2024

Cindy Mitchell of Citrus Connection presented the CTC Report which included the 2023/24 budget information explaining the total funding \$1,461,766, total funding expended through June 30, 2024 (end of the fiscal year) was \$1,454,069, and the remaining funding is \$9,886, but by the time the books were closed, all funds were expended. TD monthly bus passes was 1107, April was 404, May was 390, and June was 313 which was increase of 1,000 passes over last year. Paratransit trips performed totaled 19,560 and total unduplicated clients was 1,168. Total trips completed was 77,042 for the year which is an increase of 27,754 trips and a decrease of 21 clients for the year. ADA trips completed was 13,798 and TD trips completed was 5,762. Fixed Route Ridership totaled 209,140. April total was 70,888, May total was 75,006, and June total was 63,246 for a total grant year

ridership of 793,064 compared to last year, 668,519 which is a significant ridership increase. Transition Ridership Data totaled 14,710 trips. April totaled 5,075, May totaled 4,906, and June total was 4,729. Coordination Ridership Data total was 10,901. April total was 3,620, May total was 3,518, and June total was 3,763. Unmet Trip Data included zero denials, 1,728 trips canceled, and 73 no shows. On Time Performance was 92%. Regional Mobility Call Center Data included total calls answered was 17,583, average hold time 2:16, and calls abandoned was 217. Total compliments were 1 and 8 complaints. For Safety Paratransit there was a total of one accident, which included one chargeable collision. Safety Fixed Route number of accidents was five which consisted of four chargeable collision and two non-chargeable collisions.

Action Items

6. Review and Approval Annual Review of the TD LCB Bylaws

Ms. Davis presented the TD LCB Bylaws which is an annual requirement. There were no changes made other than the date on the cover. Board members did not make any comment on this item.

Motion: Motioned by Stacy Campbell-Dominick and seconded by Riley Larson. Motion was carried without dissent.

7. Review and Approval of CTC's Annual Operating Report (AOR) for fiscal year ending June 30, 2024

Ms. Davis provided a summary of the AOR.

Marcia Roberson of Citrus Connection went over the Operational portion of the Financial Report. There has been an increase of 13% in trips over last year, Ambulatory trips increased by 10%, and (wheelchair) non-ambulatory trips increased by 18% which drove the cost for paratransit trip to \$46.11 which is far above the performance measure for that category and will need to be reviewed because it is currently at \$35.00 per trip. Vehicle miles is not 116% increase due to an error in this report and will be changed once it is reviewed. Complaints shows that complaints dropped dramatically and will need to be reviewed because it is not a realistic number. Road calls were more than 10% and the miles between road calls is about 10, 000 and there have not been as many breakdowns because they are using newer vehicles. The cost per passenger trip might be increasing due to the US 27 Corridor which is challenging to travel and has increased the cost per trip, as well. Marcia Staszko asked Marcia Roberson the cost per total mile of and

paratransit mile were down and asked for an explanation. Marica Roberson stated it had not been analyzed yet.

Rhonda Carter of Citrus Connection Finance Department presented the finance portion of the report. This is the first year they billed 100% of the grant but there were \$128,195 trips that were not able to be billed to the grant. The 2024 expenditures were \$6,078,823 and the expenditures were \$6,144,776 and there was no more grant funding remaining and there was not another grant to draw upon. Stacy Campbell-Dominick asked Rhonda Carter about the projections used in ridership and retroactively submit for the excessive trips that occurred over and above the projections. Rhonda Carter stated they spoke to FDOT for extra grants to apply for to bill those extra trips and they eliminated some categories for trips. A conversation continued related to the loss of funds and lack of grant money and how this negatively affects the next grant particularly since there is a need for more service due to the growth of the County and ridership. Julia Davis recommended that a letter could be sent to with the AOR related to their concerns with the formula used for grant monies.

Motion: Motioned by Dale Hanson and seconded by Stacy Campbell-Dominick. Motion was carried without dissent and include a letter to be approved by the Board.

8. **“Making the Most Effective Use of Your Time as an LCB Member (or Alternate) – Opportunities for More Information About the TD Program.” (Training)**

Ms. Davis proposed to the Board options of different formats of training including emailed newsletters on specific topics, modules during the regular, quarterly meetings, one training session per year, or a little of each or in-depth training on specific topics. A sample of an online training module from another municipality was shown as another option so board members can review training at their leisure. This might include new member orientation in an online format and refresher training and then offer workshop training on key critical topics prior to a public hearing an opening the agenda.

Information Items, Communications, and Reports

9. **Distribution Items and Member Comments**

Ms. Davis provided information regarding each of the following topics.

a) TDP Public Survey – An email containing the TDP Survey link for the Board to respond and review. An explanation regarding the TDP Survey and why it is needed.

b) Grant Application – An explanation of the FTA Grant Applications (FTA 5310 and FTA 5311) and the LCB will review this on December 16th.

c) Agenda format (Legistar) – An explanation of the purpose for using Legistar for the agenda and agenda packets to provide a digital version of the TD LCB Board’s agendas.

d) Mobility Week – An introduction to this year’s Mobility Week was provided to the Board and the plans for events related to Mobility Week which already included a free fare day with Citrus Connection in October.

10. CTC’s Announcements and Distribution Items

Mayor Nat Birdsong stated he was glad to be back after being away for a bit and appreciated the thoroughness of the staff of Citrus Connection and the TPO as they provide information.

Dale Hanson, FDOT gave an update that 36 Federal grant applications for FTA 5310, FTA 5311, and 5339 applications were due on Friday, December 15, 2023. Within this area, applications were received by Alliance for Independence for the 5310 program and Lakeland Area Mass Transit District for the 5310 and 5311 programs. Award recommendations have gone up to Central Office. Federal Grants for Federal Fiscal Year 25 / State Fiscal Year 2025/2026 are FTA Sections 5310, 5311, and 5399 applications are the due date for submitting these applications is Friday, December 13, 2024, by 5:00p.m. Mobility Week will be held from October 25 through November 2, 2024. More information can be found on the website www.MobilityWeekFL.com. A Triennial Review Round Three has been started throughout the State and the County. There are currently 29 agencies to review throughout the district. The current reviews in process are Sunrise Community of Polk County (Lakeland), Peace River Center, Polk Training Center, and Alliance for Independence. The upcoming reviews includes Citrus Connection on August 12, 2025. ROAR Florida has completed their review as of September 13, 2024.

Stacy Campbell-Dominick mentioned that there is parking set aside for the Board members of this meeting in the parking lot.

11. Next meeting date – Monday, December 16, 2024

12. With no further business the meeting adjourned at 2:43 p.m.

Respectfully transcribed by Angela Kaufman, TPO Staff. Section 286.0105, Florida Statutes, states that if a person decides to appeal any decision made by a board, agency, or commission with respect to any matter considered at a meeting or hearing, he will need a record of the

proceedings, and that, for such purpose, he 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.



Polk County
Transportation Planning Organization
Transportation Disadvantaged Local Coordinating
Board (TD LCB)

Agenda Item 6.

12/16/2024

AGENDA ITEM

CTC Report

PRESENTER

CTC Staff

SUMMARY

CTC staff will provide the board with an update on CTC activities and performance measures.

RECOMMENDED ACTION

This item is presented for information only.

ATTACHMENTS

a. CTC Report December 2024.



CitrusConnection

PROGRESS IN MOTION

CTC Report

DECEMBER 2024

2024-2025 Funding

Total Funding
\$1,465,017

Total Funding Expended
\$284,034.

Funding Remaining
\$1,180,983.

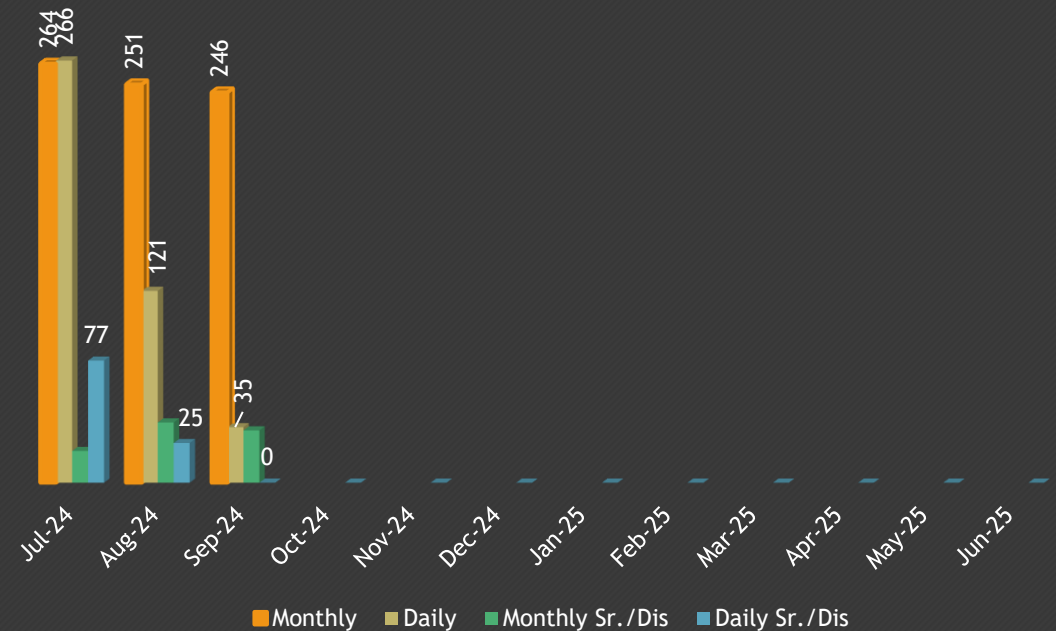
*19 % of the budget

TD Monthly Bus Passes

- Total Monthly Passes
- Total Daily Passes
- Total Monthly Senior/Disable Passes
- Total Daily Senior/ Disable Passes



	Monthly	Daily	Monthly Sr./Dis	Daily Sr./Dis
Jul-24	264	266	20	77
Aug-24	251	121	38	25
Sep-24	246	35	33	0



Current Grant Year Total Monthly Bus Passes **4153**
 Last Grant Year Total Monthly Bus Passes **3154**

*1,001 increase monthly passes

Paratransit Trips Performed

Total Trips Completed
16,792

Total Unduplicated Clients
777

**821 clients last year*

****339 trip decrease***
****44 client decrease***

Current Grant Year Total Trips = **16,792**
Last Grant Year Total Trips = **17,131**

Trip Breakdown

Total Trips Completed
16,792

ADA = 11,193
TD = 5,779

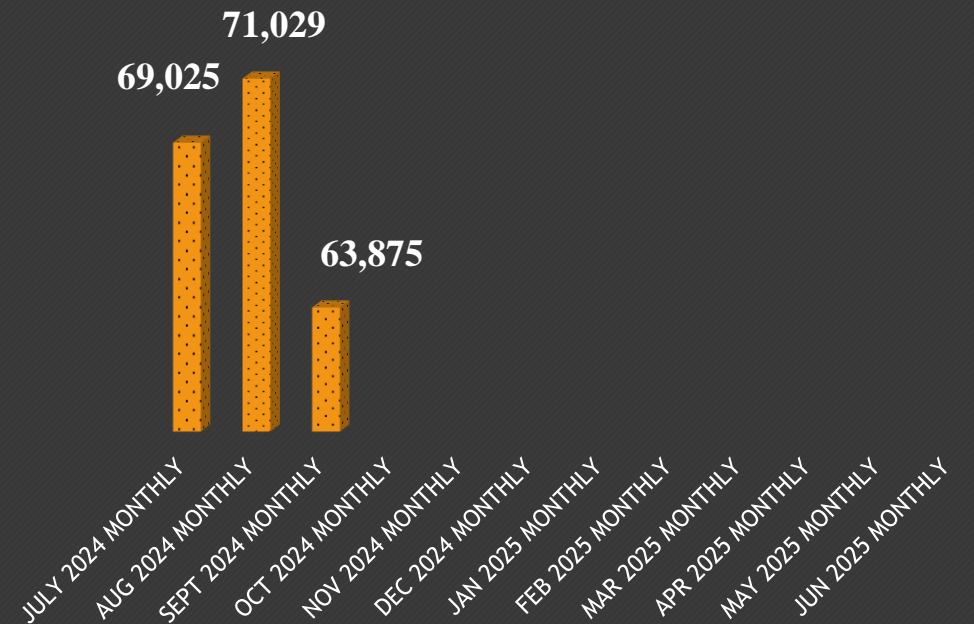
Last Grant Year Total Trips = 17,131

ADA = 10,245
TD = 6,886

Fixed Route Ridership

Total 203,929

July	69,025
August	71,029
Sept	63,875



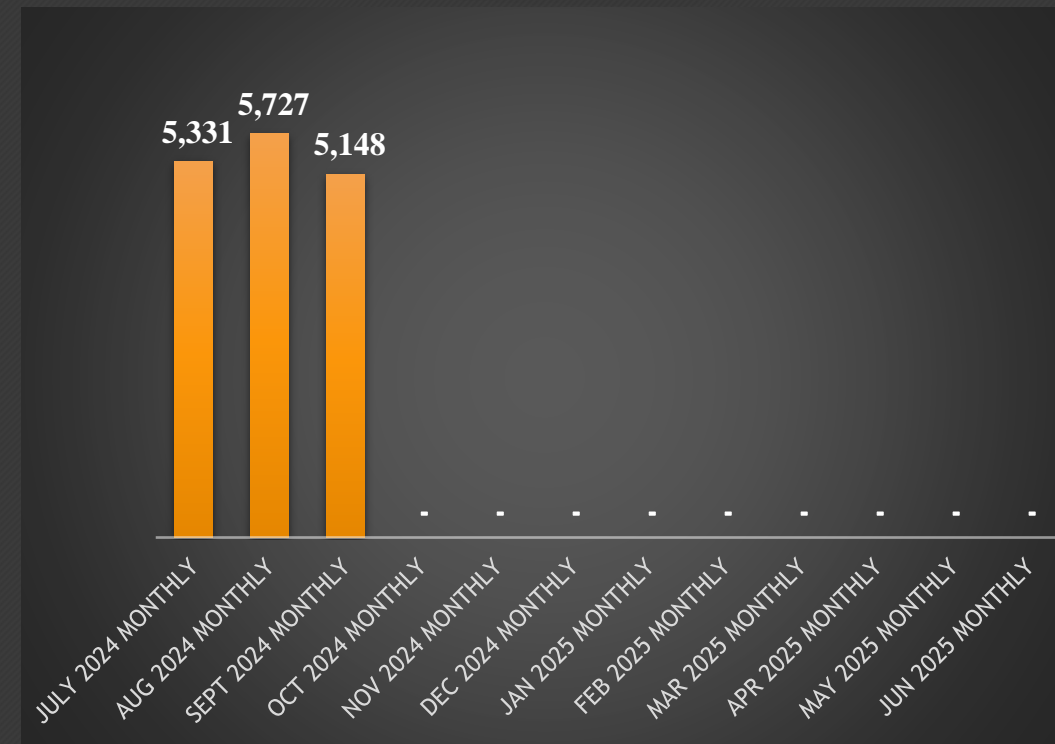
Current Grant Year Ridership = 203,929
Last Grant Year Ridership = 190,154

13,775 trip increase* **16

Transitions Ridership Data

Total 16,206

July	5,331
August	5,727
Sept	5,148



Current Grant Year Ridership = 16,206
Last Grant Year Ridership = 17,528

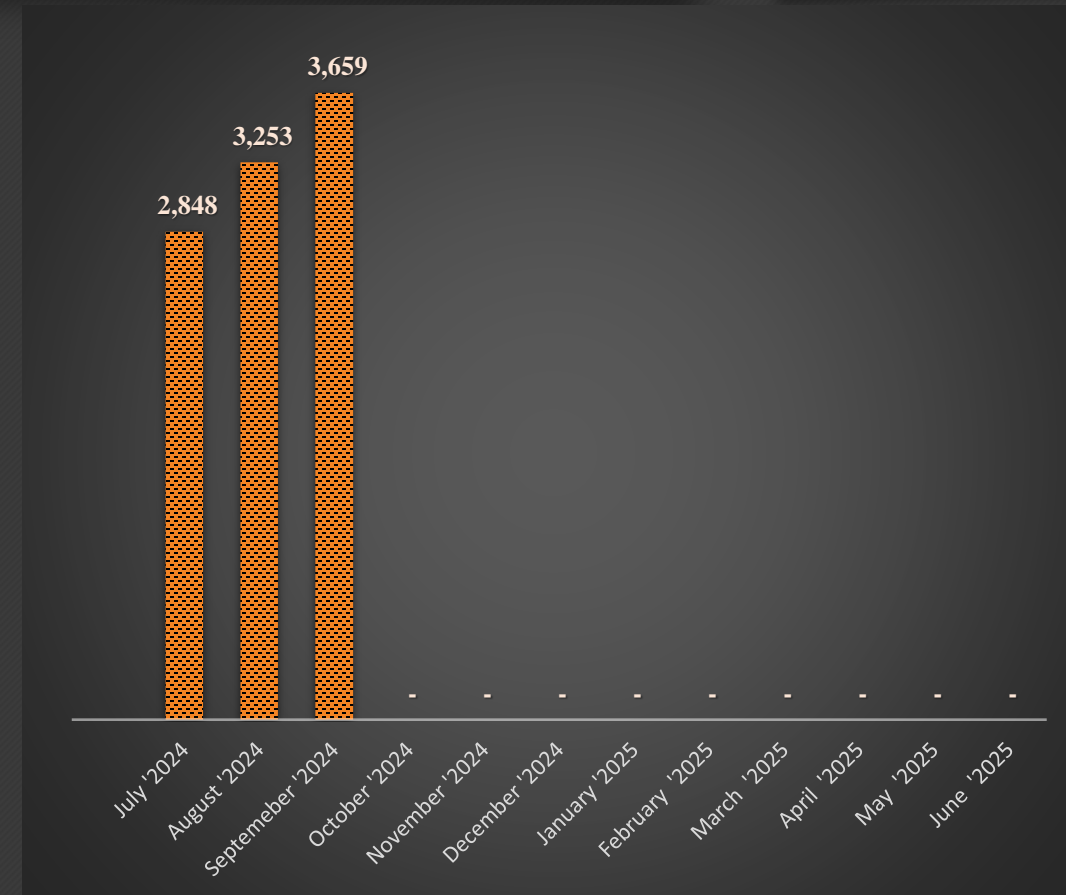
*1,322 trip decrease **17**

Coordination Ridership Data

Total 9,760

July	2,848
August	3,253
Sept	3,659

Current Grant Year Ridership = 9,760
Last Grant Year Ridership = 10,891



* 1,131 trip decrease **18**

Unmet Trip Data

Denials

1

Cancel

1,425

No Shows

105

Current Grant Year Totals

Denials = 1

Cancel = 1,425

No Shows = 105

Last Year Grant Year Totals

Denials = 6

Cancel = 2121

No Shows = 96

On Time Performance

94 %

July	96%
August	93%
Sept	92%

Current Grant Year
94 %

Last Grant Year
95 %
(94.53)

Regional Mobility Call Center Data

Total Call Answered
20,862

Average Hold Time
1:53

Calls Abandoned
356

Current Grant Year Totals

Calls Answered = 20,862
Average Hold Time = 1:53
Calls Abandoned= 356

Lat Year Grant Year Totals

Calls Answered = 20,302
Average Hold Time = 2:00
Calls Abandoned= 4,277

Compliments & Complaints

Total Compliments = 1

TD

Total Complaints = 12

PT = 1

(1 unfounded)

FR = 11

(11 unfounded)

RMCC = 0

Current Grant Year Totals

Compliments= 1

Complaints = 12

Last Grant Year Totals

Compliments = 1

Complaints = 25

Road Calls & Average Distance Between Road Calls

Road Calls

Fixed Route Road Calls = 66

Paratransit Road Calls = 29

Average Distance Between Road Calls

Fixed Route = 6,604

Paratransit = 7,726

Current Grant Year Totals

Fixed Route = 66

Paratransit = 29

Last Grant Year Totals

Fixed Route = 58

Paratransit = 23

Safety Fixed Route

Total Number of Accidents = 6

Chargeable Collision	4
Non- Chargeable Collision	2
Chargeable with Passenger	3
Non-Chargeable with Passenger	1
Total # of Injuries (preventable)	2
*Operator complained of chest pains after rear ending a vehicle Transported to Medical facility by EMS	
Total # of Injuries (non-preventable)	1
* 2 Hard breaking events causing passengers to fall. Transported by EMS 1 passenger hit leg on ramp while ramp was deploying Passenger requested EMS	
Total Transported to Medical Facility due to accident	4
Total Transported to Facility due to Passenger Emergency	0

Current Grant Year Totals

Total Number of Accidents	22
Chargeable Collision	11
Non- Chargeable Collision	11
Chargeable with Passenger	6
Non-Chargeable with Passenger	6
Total # of Injuries (non-preventable)	6
Total Transported to Medical Facility due to accident =	10
Total Transported Facility due to Passenger Emergency =	0

Safety Paratransit

Total Number of Accidents = 1

Chargeable Collision 1

Non- Chargeable Collision 0

Chargeable with Passenger 1

Non-Chargeable with Passenger 0

Total # of Injuries (non-preventable) 0

Total Transported to Medical Facility due to accident 0

Total Transported to Facility due to Passenger Emergency 0

*

Current Grant Year Totals

Total Number of Accidents 7

Chargeable Collision 4

Non- Chargeable Collision 3

Chargeable with Passenger 1

Non-Chargeable with Passenger 1

Total # of Injuries (non-preventable) 3

Total Transported to Medical Facility due to accident = 4

Total Transported Facility due to Passenger Emergency = 0



CitrusConnection
PROGRESS IN MOTION

Questions?



Polk County
Transportation Planning Organization
Transportation Disadvantaged Local Coordinating
Board (TD LCB)

Agenda Item 7.

12/16/2024

AGENDA ITEM

Annual Election of Vice-Chairperson.

PRESENTER

Julia Davis, TPO Staff

SUMMARY

The LCB is required to conduct an annual election for Vice-Chairperson for the TD LCB.

RECOMMENDED ACTION

Conduct an election for Vice-Chairperson.

ATTACHMENT

Current Polk TD LCB membership Certification.

POLK LOCAL COORDINATING BOARD MEMBERSHIP CERTIFICATION – for 9-30-24 LCB mtg

Name: Polk Transportation Planning Organization Address: Drawer TS05, PO Box 9005, Bartow, FL 33831-9005

The Metropolitan Planning Organization/Designated Official Planning Agency named above hereby certifies to the following:

1. The membership of the Local Coordinating Board, established pursuant to Rule 41-2.012(3) FAC, does in fact represent the appropriate parties as identified in the following list, and
2. The membership represents, to the maximum extent feasible, a cross section of the local community

Signature: _____

Ryan Kordek, ~~CPM~~ GIS Executive Director 9-10-2024

-	A Representative of:	Voting Member	Term Expires	Alternate Member	Term Expires
1	Chairperson	Commissioner Jeremy Clark	Appointed by TPO Board Annually; 2/2023 - present	No alternate	n/a
A	Department of Transportation (FDOT)	Dale Hanson	By office held	Michelle Peronto	By office held
B	Department of Children and Families (DCF)	Coleen Collinsworth	By office held	Jacqueline Craft Lizbeth Schmidt,	By office held
C	Public Education Community	Lisa Miller	4/2024-4/2027 (2 nd Term.)	VACANT	-
D	Division of Vocational Rehabilitation or Blind Services,	Diana Buarque	By office held	Maria Fuentes	By office held
E	Representing Veterans	Joseph Lesniewicz IV	By office held	Tim Kirckhart	By office held
F	Fla Assoc for Community Action representing the economically disadvantaged in the county	VACANT	-	Diane Durr	06/23-06/26 (1 st Term)
G	Representing elderly in the county;	Marcia Staszko VICE- CHAIRPERSON	2/23-2/26 (3 rd Term)	VACANT	-
H	Representing the disabled in the county;	VACANT	-	VACANT	-
I1	One of Two citizen advocates in the county	Brenda Grella	04/24-04/27 (1 st Term)	VACANT	-
I2	One of Two citizen advocates – person who uses the transportation services)	Sheryl Brown	10/21-10/24 (3 rd Term)	VACANT	-
J	A local representative for children at risk	Tiara Dasher	10/21-10/24 (3 rd Term)	VACANT	-
K	Local Mass Transit or Public Transit System's Board	Mayor Pro-Tem Nat Birdson	By office held (PTA)	vacant	-
L	A local representative of the Florida Department of Elder Affairs	Kevin Gilds	By office held	Kristina Melling	By office held
M	Local private for profit transportation industry	VACANT	-	VACANT	-
N	Florida Agency for Health Care Administration (AHCA)	Riley Larsen	By office held	Karen Wessel Aaron Lounsberry	By office held
O	Agency for Persons with Disabilities (APD)	Jeannette Estes	By office held	Connie Miller	By office held
P	Regional Workforce Development	Stacy Campbell- Domineck	By office held	VACANT	By office held
Q	Local medical community	Joy Johnson	10/21-10/24 (1 st Term)	Holly Vida	06/23-06/26 (2 nd Term)
-	Quorum = 5 seated members or alternates who must be present in the meeting room				



Polk County
Transportation Planning Organization
Transportation Disadvantaged Local Coordinating
Board (TD LCB)

Agenda Item 8.

12/16/2024

AGENDA ITEM

Proposed amendments to the Polk the Transportation Disadvantaged Service Plan (TDSP)

PRESENTER

Julia Davis, TPO Staff with representatives of the CTC

SUMMARY

The LCB will be asked to consider two different proposed amendments to the Polk Transportation Disadvantaged Service Plan (TDSP).

A. Proposed administrative modification of the Transportation Disadvantaged Service Plan (TDSP) to include mention of the specific grant categories to the list of projects which are contained in the Transportation Improvement Program.

- TPO staff requests page 15 of the TDSP be amended to clarify that the Federal Transit Administration (FTA) grants Sections 5310, 5311, and 5339, are included in the lists of projects which are contained in the Polk TPO's Transportation Improvement Program (TIP). The proposed modification is provided in **Attachment A** page 15 of the existing TDSP.

B. Proposed amendment to the **Prioritization Policy Categories** in the Transportation Disadvantaged Service Plan (TDSP)

This amendment requires the LCB to review the present Prioritization Policy contained in the TDSP (**Attachment B**). Representatives from the CTC will make a presentation on the need to change the categories of trip purposes in the Prioritization Policy, and may provide a 'draft revised policy,' for the LCB to review. If the proposed changes are minor, then, the LCB may feel ready to approve this amendment at this time. Otherwise, this could be tabled to the next LCB meeting (March 2025), however, that will only give the CTC three months to implement the changes to the policy.

RECOMMENDATION

Recommended Action #1:

Approve the modification of page 15 of the existing TDSP.

Recommended Action # 2:

Review the proposed draft revised Prioritization Policy and consider approving it.

ATTACHMENT

Attachment A -- page 15 of the existing TDSP - FTA grants.

Attachment B - page 73 of existing TDSP-Current Prioritization Policy.

Transportation Improvement Program-Annual Element

The FY 2024-2025 estimated allocations from the TD Trust Fund (TDTF) are as follows:

- Trip-Equipment Grant, and Voluntary Dollars

TEG Allocation	Local Match	Total Funding	TOTAL ALLOCATION
\$1,318,455.00	\$ 146,495.00	\$1,464,950.00	
Voluntary Dollars	Local Match	Total funding	
\$61.00	\$ 6.00	\$67.00	\$1,465,017.00

- TD Planning Grant, \$ 38,904.00.

Source: CTD, April 5, 2024, estimates.

In order to meet federal requirements, the Polk Transportation Planning Organization (TPO) must adopt and maintain a Transportation Improvement Program (TIP) document annually. The TIP is an extensive document which lists all the transportation projects which are planned in Polk County for the next five fiscal years. Projects included in the TIP are derived from FDOT's Five Year Work Program and local government Capital Improvement Programs (CIP). The TIP is an implementation tool for how state and federal funds will be spent on transportation projects in Polk County. The TIP contains sections on projects in the following categories:

- Highways
- Turnpike
- Transportation Planning
- Maintenance
- Aviation
- Rail
- Transit & Transportation Disadvantaged
 - Specifically includes FTA 5310, FTA 5311, FTA 5339 grant funds for recipients located in the Lakeland UZA and the Winter Haven UZA
- Florida Rail Enterprise
- Miscellaneous projects.

The TIP is a budgetary document. Projects included in the TIP must be listed accurately to include the proper funding source, amount, a precise description of the project, the year programmed, and correct project limits.

CURRENT

PRIORITIZATION POLICY

Citrus Connection, the Community Transportation Coordinator (CTC) for Polk County, implements a Local Coordinating Board-approved Prioritization Policy in order to provide the most critical trips, with available funds. Since at least 2015, it has been established that Medical/ Medical Related services followed by Nutrition and Life Sustaining Activities will be funded as the top two priorities. If funding allows, the other trip purposes will be considered at the discretion of the CTC.

1. Medical/Medical Related - (Ex. Life sustaining medical—dialysis, chemotherapy, radiation, other medical appointments and treatment, mental health, dental, pharmacy, physical therapy, etc.)
2. Nutrition and Life Sustaining Activities - (Ex. Grocery, medical records, hospital discharge, etc.)
3. Specific Education and Training Determined by the CTC to be for Critical Life Skills - (Ex. Sheltered workshop, specialized training for the disabled, etc.)
4. Employment - (Ex. Personal travel to employment)
5. Other Education and Training - (Ex. Personal education, training)
6. Social/Recreational and Other Activities - (Ex. Personal business, ex. Government office, bank, legal, shopping, social, recreation, etc.)

The CTC shall determine if funding is available to allow the requested trip using the above priorities established by the LCB.

Using Cost-Effective Transportation Services/Modes

The CTC in Polk County and the TD Trust Fund Program require that services be provided by the least costly mode and the most efficient means (e.g., maximizing the use of fixed-route transit and multi-loading of vehicles).

Leverage Non-Sponsored Trip Funds

A sliding scale is used to determine the ability to pay based on a client's verified disposable net income and liquid assets. The chart used in this eligibility assessment is based on the poverty guidelines issued in the Federal Register by the Department of Health and Human Services. The guidelines are a simplification of the poverty thresholds for use for administrative purposes – for instance, determining financial eligibility for certain federal programs. Poverty guidelines are designated by the year in which they are issued. See **Table 24** on page 72.



Polk County
Transportation Planning Organization
Transportation Disadvantaged Local Coordinating
Board (TD LCB)

Agenda Item 9.

12/16/2024

AGENDA ITEM

Review of Federal Transit Administration (FTA) grant application(s) received from the CTC and from Coordination Contractors, if available, for the FY 25-26 cycle.

PRESENTER

TPO Planning Staff

SUMMARY

Each year, the Florida Department of Transportation (FDOT) conducts a grant application process for Federal Transit Administration (FTA) grants. FDOT is responsible for reviewing these grant applications and determining which, if any, to fund according to its grant criteria. The FFY25 grant applications for FTA Sections 5310, 5311 and 5339 were due to FDOT District One by 5:00 PM Friday, December 13, 2024.

These grants provide operating assistance and capital assistance for transit and paratransit systems around the country. The grants must support services to elderly and disabled passengers and rural trips. The funds are distributed by formula, to each of the States; some funds are allocated to Urbanized Areas (Lakeland, Winter Haven in Polk) and some are distributed by FDOT.

Pursuant to Chapter 427, Florida Statutes (FS) and Rule 41-2 Florida Administrative Code (FAC), the TD LCB is required to review grant applications for coordination purposes. In other words: if these funds are awarded to the applicant, will that award further the goals of the Polk coordinated transportation system and service area.

Grant applications received by Polk TPO staff up until December 6, 2024 are attached. This includes three from Citrus Connection, as the Community Transportation Coordinator (CTC) in Polk County. Non-profit agencies which provide 2 transportation to their clients, and which have coordination agreements with the designated CTC may also be eligible for these funds. Any such applications received by the Polk TPO this week, will be distributed at the LCB meeting.

After today's LCB meeting, Planning Staff will send a memo to FDOT to let them know what action(s) the LCB took on this agenda item, if any. *That memo will note that the FTA grants are mentioned at page 15 of the Transportation Disadvantaged Service Plan (TDSP) - as was done at the previous agenda item.* Copies of local Notifications of Grant funds will eventually be amended into the Polk TPO's Transportation Improvement Program.

The Grant application packets are quite lengthy, so, the TPO asks for just a few pages for the Agenda Packets. Complete information on each grant application would be available from each applicant. Grant Applicants were advised to put a 'placeholder page' in their application for the Polk LCB's actions.

RECOMMENDED ACTIONS

Review the list of grant applications received, in the summary table in **Attachment A**.

1. Review the Application packet from LAMTD/Citrus Connection in **Attachment B**.
2. Make recommendations on the applicability of these funds to coordinated transportation services in Polk County.
3. Direct Planning Staff to communicate the actions taken today by the Polk TD LCB to FDOT District One.

ATTACHMENTS

1. The chart in **Attachment A** summarizing grant applications received by the TPO.
2. LAMTD/Citrus Connection CTC's FTA Grant Application summary packet. This one packet has:
 - a. A cover letter
 - b. Three draft grant info sheets.
 - FTA 5310- Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities - two grant applications: 1 for Lakeland and 1 for Winter Haven.
 - FTA 5311- Formula Grants for Rural Areas - 1 for Rural Polk County.

Polk TD LCB -- 12-16-2024

FTA Grant Applications FY 25/26 - Federal FY 2025 - State FY 2026

Applicant	Funding Type	Area	Project	Total Project Cost	FTA Funding	State Funding	Match
Lakeland Area Mass Transit District	5310 Capital	Lakeland UZA	To purchase 4 paratransit vehicle lifts, capital preventive maintenance, and to continue our Travel Trainer Program within the Lakeland UZA.	\$298,578.00	\$231,662.00	\$28,958.00	\$28,958.00
	5310 Capital	Winter Haven UZA	To purchase 4 paratransit vehicle lifts, capital preventive maintenance, and to continue our Travel Trainer Program within the Winter Haven UZA.	\$291,101.00	\$232,861.00	\$29,110.00	\$29,110.00
Lakeland Area Mass Transit District	5311 Operating	Rural Areas	Section 5311 funds will be utilized to assist the Agency with operation expenses necessary to provide public transportation services to the citizens of rural Polk County.	\$1,968,082	\$984,041.00	\$0.00	\$984,041.00

1212 GEORGE JENKINS BLVD., LAKELAND, FL 33815 | 855-POLKBUS (765-5287) | WWW.RIDECITRUS.COM

December 5, 2024

Ms. Julia Davis
Polk Transportation Planning Organization, Inc.
P.O. Box 9005
Drawer TS05
Bartow, Florida 33831-9005

RE: Request for LCB review of grant application for Coordination Purposes.

Dear Julia,

Lakeland Area Mass Transit District submits this Application for the Federal Transit Administration Section 5310 Program Grant for the Enhanced Mobility of Seniors and Individuals with Disabilities. This application is for the total amount of \$379,082 and is being presented for review by the Polk County Local Coordinating Board (LCB). We are requesting funds for the continued operation of the Travel Trainer Project, Para Transit Vehicle Lifts, and Capital Preventative Maintenance within the Lakeland UZA.

Lakeland Area Mass Transit District submits this Application for the Federal Transit Administration Section 5310 Program Grant for the Enhanced Mobility of Seniors and Individuals with Disabilities. This application is for the total amount of \$381,078 and is being presented for review by the Polk County Local Coordinating Board (LCB). We are requesting funds for the continued operation of the Travel Trainer Project, Para Transit Vehicle Lifts, and Capital Preventative Maintenance within the Winter Haven UZA.

Lakeland Area Mass Transit District submits this Application for the Federal Transit Administration Section 5311 Program for Capital and Operating Assistance. This application is for the total amount of \$1,968,082 and is being presented for review by the Polk County Local Coordinating Board (LCB). We are requesting the funds to defray the cost of continued operations and capital preventative maintenance within Rural Polk County.

Please arrange for the LCB to review these grants, for coordination purposes, at its next regular scheduled meeting. Please let me know when that meeting is scheduled. Please also send me a letter following the LCB's review, to let me know what action the LCB took at your earliest convenience.

Sincerely,

Lynda McMillan

Lynda McMillan, Grants Coordinator
Lakeland Area Mass Transit District

CC FDOT grant application packet

Application for Federal Assistance SF-424

* 1. Type of Submission:

- Preapplication
- Application
- Changed/Corrected Application

* 2. Type of Application:

- New
- Continuation
- Revision

* If Revision, select appropriate letter(s):

* Other (Specify):

*5310
Lakeland*

* 3. Date Received:

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name:

* b. Employer/Taxpayer Identification Number (EIN/TIN):

* c. UEI:

d. Address:

* Street1:

Street2:

* City:

County/Parish:

* State:

Province:

* Country:

* Zip / Postal Code:

e. Organizational Unit:

Department Name:

Division Name:

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

* First Name:

Middle Name:

* Last Name:

Suffix:

Title:

Organizational Affiliation:

* Telephone Number:

Fax Number:

* Email:

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

D: Special District Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

Federal Transit Administration

11. Catalog of Federal Domestic Assistance Number:

20.513

CFDA Title:

Formula Grant for the Enhanced Mobility of Seniors and Individuals with Disabilities

*** 12. Funding Opportunity Number:**

* Title:

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

*** 15. Descriptive Title of Applicant's Project:**

Section 5310 funding to be utilized for continuation of our Travel Trainer Program, and to enhance the ADA compliance at the Lakeland Terminal located within the Lakeland UZA

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="231,662.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="28,958.00"/>
* d. Local	<input type="text" value="28,958.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="289,578.00"/>

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

a. This application was made available to the State under the Executive Order 12372 Process for review on

b. Program is subject to E.O. 12372 but has not been selected by the State for review.

c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)**

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:

Middle Name:

* Last Name:

Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative:

* Date Signed:

Application for Federal Assistance SF-424

* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>
---	---	--

5310
WH

* 3. Date Received: <input type="text"/>	4. Applicant Identifier: <input type="text"/>
--	---

5a. Federal Entity Identifier: <input type="text"/>	5b. Federal Award Identifier: <input type="text"/>
---	--

State Use Only:

6. Date Received by State: <input type="text"/>	7. State Application Identifier: 1001
--	--

8. APPLICANT INFORMATION:

* a. Legal Name: Lakeland Area Mass Transit District	
* b. Employer/Taxpayer Identification Number (EIN/TIN): 59-2096281	* c. UEI: KTL6R43BYV06

d. Address:

* Street1:	1212 George Jenkins
Street2:	
* City:	Lakeland
County/Parish:	
* State:	FL: Florida
Province:	
* Country:	USA: UNITED STATES
* Zip / Postal Code:	33815-1312

e. Organizational Unit:

Department Name: <input type="text"/>	Division Name: <input type="text"/>
---	---

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: Ms.	* First Name: Lynda
Middle Name:	
* Last Name: McMillan	
Suffix:	
Title: Grants Coordinator	
Organizational Affiliation: <input type="text"/>	
* Telephone Number: 863-733-8070	Fax Number: <input type="text"/>
* Email: lmcmillan@ridecitrus.com	

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

D: Special District Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

Federal Transit Administration

11. Catalog of Federal Domestic Assistance Number:

20.513

CFDA Title:

Formula Grant for the Enhanced Mobility of Seniors and Individuals with Disabilities

*** 12. Funding Opportunity Number:**

* Title:

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

*** 15. Descriptive Title of Applicant's Project:**

Section 5310 funding to be utilized for continuation of our Travel Trainer Program, and to enhance the ADA compliance at the Winter Haven Terminal located within the Winter Haven UZA

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="232,881.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="29,110.00"/>
* d. Local	<input type="text" value="29,110.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="291,101.00"/>

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

a. This application was made available to the State under the Executive Order 12372 Process for review on

b. Program is subject to E.O. 12372 but has not been selected by the State for review.

c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)**

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:

Middle Name:

* Last Name:

Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative:

* Date Signed:

Application for Federal Assistance SF-424		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>
* 3. Date Received: <input type="text"/>	4. Applicant Identifier: <input type="text"/>	
5a. Federal Entity Identifier: <input type="text"/>	5b. Federal Award Identifier: <input type="text"/>	
State Use Only:		
6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text"/>	
8. APPLICANT INFORMATION:		
* a. Legal Name: <input type="text"/>		
* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text"/>	* c. UEI: <input type="text"/>	
d. Address:		
* Street1: <input type="text"/>	1212 George Jenkins	
Street2: <input type="text"/>		
* City: <input type="text"/>	Lakeland	
County/Parish: <input type="text"/>		
* State: <input type="text"/>	FL: Florida	
Province: <input type="text"/>		
* Country: <input type="text"/>	USA: UNITED STATES	
* Zip / Postal Code: <input type="text"/>	33815-1312	
e. Organizational Unit:		
Department Name: <input type="text"/>	Division Name: <input type="text"/>	
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix: <input type="text"/>	* First Name: <input type="text"/>	
Middle Name: <input type="text"/>		
* Last Name: <input type="text"/>	McMillan	
Suffix: <input type="text"/>		
Title: <input type="text"/>		
Organizational Affiliation: <input type="text"/>		
* Telephone Number: <input type="text"/>	Fax Number: <input type="text"/>	
* Email: <input type="text"/>		

5311
Rural

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

D: Special District Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

Federal Transit Administration

11. Catalog of Federal Domestic Assistance Number:

20.509

CFDA Title:

Formula Grant for Rural Areas

*** 12. Funding Opportunity Number:**

* Title:

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

*** 15. Descriptive Title of Applicant's Project:**

Section 5311 funds will be utilized to assist the Agency with operational expenses necessary to provide public transportation services to the citizens of rural Polk County

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="984,041.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="984,041.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="1,968,082.00"/>

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes No

If "Yes", provide explanation and attach

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)**

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:
Middle Name:
* Last Name:
Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative:

* Date Signed:



Polk County

Transportation Planning Organization Transportation Disadvantaged Local Coordinating Board (TD LCB)

Agenda Item 10.

12/16/2024

AGENDA ITEM

Annual Schedule of Events

- a. Discuss Annual Schedule of Polk TD Program (TRAINING MODULE)
- b. Review and Approval of the proposed Polk TD-LCB meeting Schedule for 2025
- c. Appoint subcommittee members to assist with Annual Evaluation of CTC (Jan-March 2025) and TDSP (March-May 2025). Subcommittee members will review the Draft document and provide comments back to TPO staff

PRESENTERS

TPO Staff

SUMMARY

1. **TRAINING:** TPO Staff will provide an overview of the TD Program, some of the key local partners, and the annual schedule of events.
Attachment A: Annual schedule of events.
Attachment B. Chapter 427 Florida Statutes
Attachment C. Rule 41-2, Florida Administrative Code
2. TPO Staff will ask the LCB to **review and approve the attached schedule of meeting dates. (Attachment D)**. Annually the TPO staff presents a draft schedule of meetings for the upcoming calendar year. The Polk TD-LCB must conduct meetings at least quarterly. Traditionally, meetings are held in February, June, September, and, December, however, this year we are requesting to hold the “February” meeting in March. This works well for most of the deliverables the CTC and TPO and LCB must produce. Meeting dates are also subject to the schedule for the meeting rooms.

The proposed meeting dates are:

- March 17, 2025 - This will also be the date of the TD LCB’s annual required Public Workshop
- June 16, 2025
- September 15, 2025
- December 15, 2025

Appoint subcommittee members to assist with the Annual Evaluation of the CTC (which takes place from January to March 2025) and update the TDSP (March-May 2025).

New this year: Subcommittee members will only be asked to review the Draft documents and provide comments back to TPO staff.

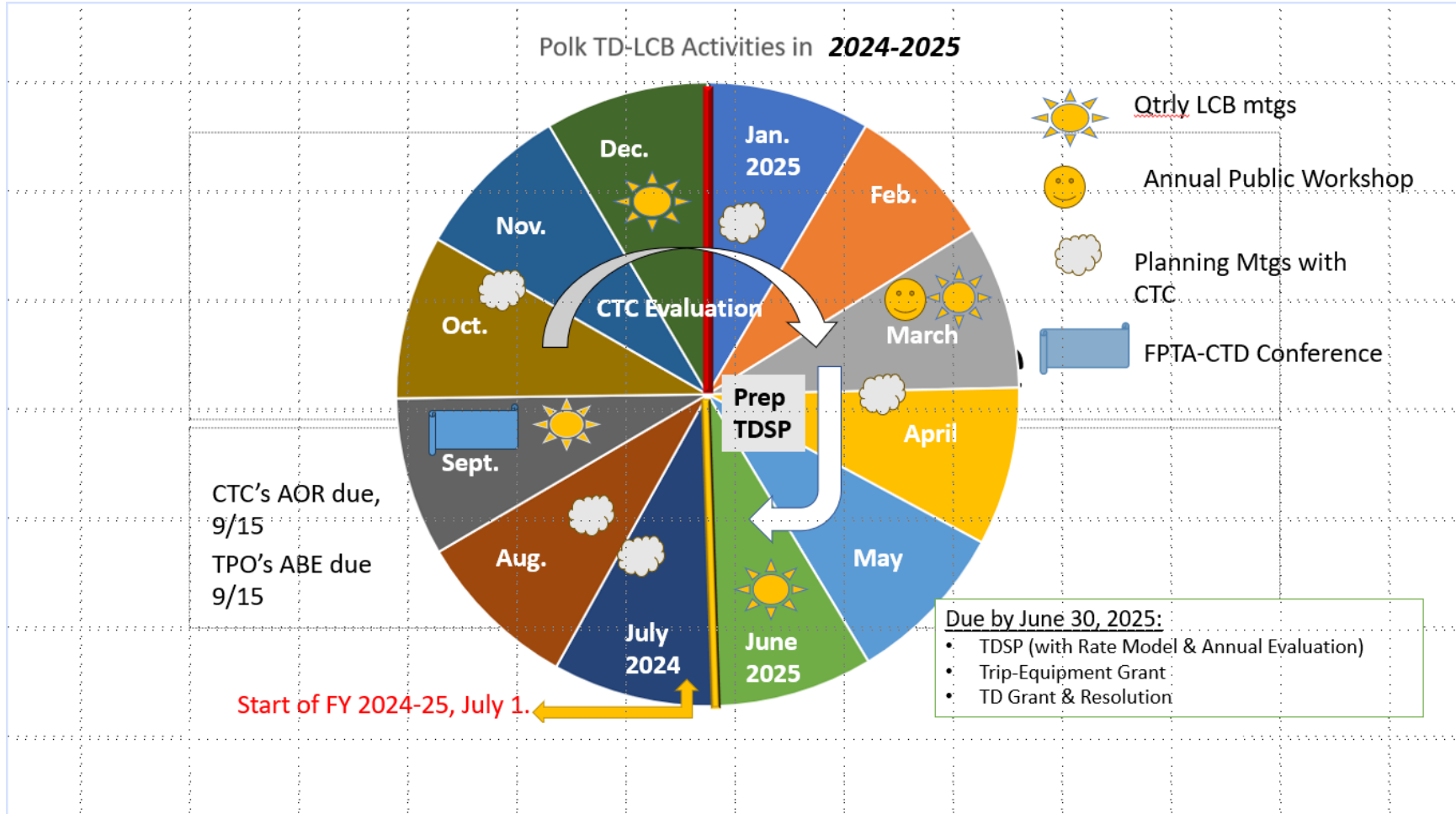
ACTION REQUESTED

1. Review the draft meeting dates supplied and approve them.
2. Appoint members of the LCB to the Subcommittees.

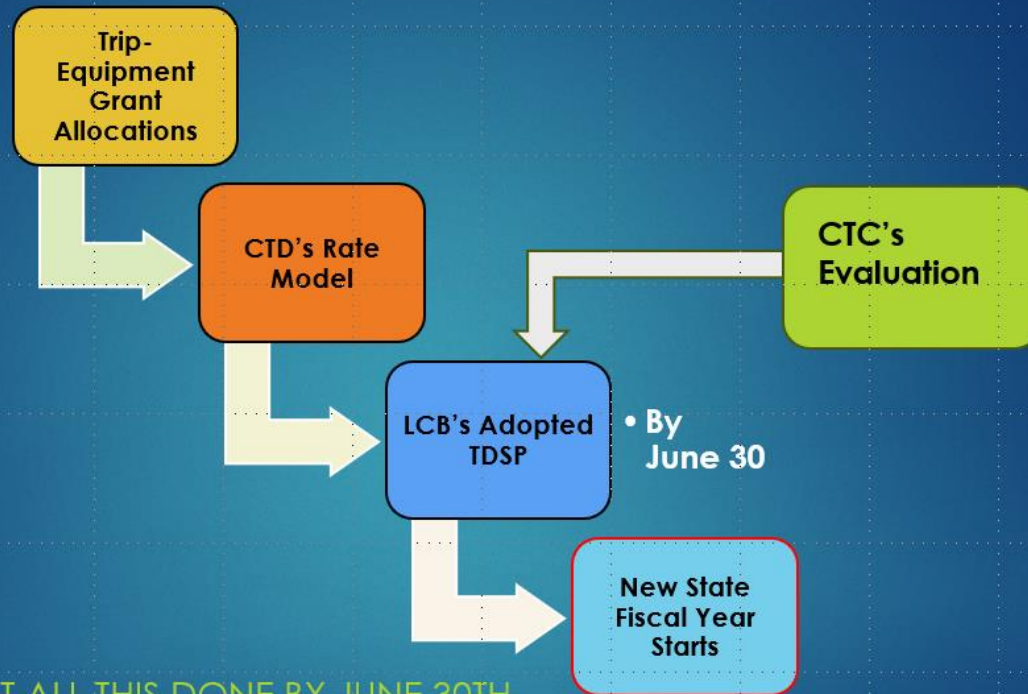
ATTACHMENTS

- A. Annual schedule of activities
- B. Chapter 427 Florida Statutes
- C. Rule 41-2, Florida Administrative Code
- D. Proposed list of meeting dates.

Polk Transportation Disadvantaged (TD) FY 2024-25 Annual Schedule



Polk Transportation Disadvantaged (TD) FY 2024-25 – Major Deliverables in June



IF WE DON'T GET ALL THIS DONE BY JUNE 30TH
THE CTC WILL NOT GET THEIR TRIP-EQUIPMENT GRANT

accessed December 9, 2024

The 2022 Florida Statutes (including 2022 Special Session A and 2023 Special Session B)

Title XXX	Chapter 427	View Entire Chapter
SOCIAL WELFARE	SPECIAL TRANSPORTATION AND COMMUNICATIONS SERVICES	
	CHAPTER 427	
	SPECIAL TRANSPORTATION AND COMMUNICATIONS SERVICES	
	PART I	
	TRANSPORTATION SERVICES	
	(ss. 427.011-427.017)	

PART I

TRANSPORTATION SERVICES

- 427.011 Definitions.
- 427.012 The Commission for the Transportation Disadvantaged.
- 427.013 The Commission for the Transportation Disadvantaged; purpose and responsibilities.
- 427.0135 Purchasing agencies; duties and responsibilities.
- 427.015 Function of the metropolitan planning organization or designated official planning agency in coordinating transportation for the transportation disadvantaged.
- 427.0155 Community transportation coordinators; powers and duties.
- 427.0157 Coordinating boards; powers and duties.
- 427.0158 School bus and public transportation.
- 427.0159 Transportation Disadvantaged Trust Fund.
- 427.016 Expenditure of local government, state, and federal funds for the transportation disadvantaged.
- 427.017 Conflicts with federal laws or regulations.

427.011 Definitions.—For the purposes of ss. 427.011-427.017:

(1) “Transportation disadvantaged” means those persons who because of physical or mental disability, income status, or age are unable to transport themselves or to purchase transportation and are, therefore, dependent upon others to obtain access to health care, employment, education, shopping, social activities, or other life-sustaining activities, or children who are handicapped or high-risk or at-risk as defined in s. 411.202.

- (2) “Metropolitan planning organization” means the organization responsible for carrying out transportation planning and programming in accordance with the provisions of 23 U.S.C. s. 134, as provided in 23 U.S.C. s. 104(f)(3).
- (3) “Agency” means an official, officer, commission, authority, council, committee, department, division, bureau, board, section, or any other unit or entity of the state or of a city, town, municipality, county, or other local governing body or a private nonprofit transportation service-providing agency.
- (4) “Transportation improvement program” means a staged multiyear program of transportation improvements, including an annual element, which is developed by a metropolitan planning organization or designated official planning agency.
- (5) “Community transportation coordinator” means a transportation entity recommended by a metropolitan planning organization, or by the appropriate designated official planning agency as provided for in ss. 427.011-427.017 in an area outside the purview of a metropolitan planning organization, to ensure that coordinated transportation services are provided to the transportation disadvantaged population in a designated service area.
- (6) “Transportation operator” means one or more public, private for-profit, or private nonprofit entities engaged by the community transportation coordinator to provide service to transportation disadvantaged persons pursuant to a coordinated system service plan.
- (7) “Coordinating board” means an advisory entity in each designated service area composed of representatives appointed by the metropolitan planning organization or designated official planning agency, to provide assistance to the community transportation coordinator relative to the coordination of transportation services.
- (8) “Purchasing agency” means a department or agency whose head is an ex officio, nonvoting adviser to the commission, or an agency that purchases transportation services for the transportation disadvantaged.
- (9) “Paratransit” means those elements of public transit which provide service between specific origins and destinations selected by the individual user with such service being provided at a time that is agreed upon by the user and provider of the service. Paratransit service is provided by taxis, limousines, “dial-a-ride,” buses, and other demand-responsive operations that are characterized by their nonscheduled, nonfixed route nature.
- (10) “Transportation disadvantaged funds” means any local government, state, or available federal funds that are for the transportation of the transportation disadvantaged. Such funds may include, but are not limited to, funds for planning, Medicaid transportation, administration, operation, procurement, and maintenance of vehicles or equipment and capital investments. Transportation disadvantaged funds do not include funds for the transportation of children to public schools.
- (11) “Coordination” means the arrangement for the provision of transportation services to the transportation disadvantaged in a manner that is cost-effective, efficient, and reduces fragmentation and duplication of services.

(12) “Nonsponsored transportation disadvantaged services” means transportation disadvantaged services that are not sponsored or subsidized by any funding source other than the Transportation Disadvantaged Trust Fund.

History.—ss. 1, 9, ch. 79-180; s. 4, ch. 80-414; ss. 1, 3, ch. 84-56; ss. 1, 14, ch. 89-376; s. 57, ch. 90-306; s. 5, ch. 91-429; s. 82, ch. 92-152; s. 63, ch. 94-237; s. 2, ch. 2008-203.

427.012 The Commission for the Transportation Disadvantaged.—There is created the Commission for the Transportation Disadvantaged in the Department of Transportation.

(1) The commission shall consist of seven members, all of whom shall be appointed by the Governor, in accordance with the requirements of s. 20.052.

(a) Five of the members must have significant experience in the operation of a business, and it is the intent of the Legislature that, when making an appointment, the Governor select persons who reflect the broad diversity of the business community in this state, as well as the racial, ethnic, geographical, and gender diversity of the population of this state.

(b) Two of the members must have a disability and use the transportation disadvantaged system.

(c) Each member shall represent the needs of the transportation disadvantaged throughout the state. A member may not subordinate the needs of the transportation disadvantaged in general in order to favor the needs of others residing in a specific location in the state.

(d) Each member shall be appointed to a term of 4 years. A member may be reappointed for one additional 4-year term.

(e) Each member must be a resident of the state and a registered voter.

(f) At any given time, at least one member must be at least 65 years of age.

(g) The Secretary of Transportation, the Secretary of Children and Families, the Secretary of Economic Opportunity, the executive director of the Department of Veterans’ Affairs, the Secretary of Elderly Affairs, the Secretary of Health Care Administration, the director of the Agency for Persons with Disabilities, and a county manager or administrator who is appointed by the Governor, or a senior management level representative of each, shall serve as ex officio, nonvoting advisors to the commission.

(h) A member may not, within the 5 years immediately before his or her appointment, or during his or her term on the commission, have or have had a financial relationship with, or represent or have represented as a lobbyist as defined in s. 11.045, the following:

1. A transportation operator;
2. A community transportation coordinator;
3. A metropolitan planning organization;
4. A designated official planning agency;
5. A purchaser agency;

6. A local coordinating board;
 7. A broker of transportation; or
 8. A provider of transportation services.
- (2) The chairperson shall be appointed by the Governor, and the vice chairperson of the commission shall be elected annually from the membership of the commission.
 - (3) Members of the commission shall serve without compensation but shall be allowed per diem and travel expenses, as provided in s. 112.061.
 - (4) The commission shall meet at least quarterly, or more frequently at the call of the chairperson. Four members of the commission constitute a quorum, and a majority vote of the members present is necessary for any action taken by the commission.
 - (5) The Governor may remove any member of the commission for cause.
 - (6) Each candidate for appointment to the commission must, before accepting the appointment, undergo background screening under s. 435.04 by filing with the Department of Transportation a complete set of fingerprints taken by an authorized law enforcement agency. The fingerprints must be submitted to the Department of Law Enforcement for state processing, and that department shall submit the fingerprints to the Federal Bureau of Investigation for federal processing. The Department of Transportation shall screen the background results and inform the commission of any candidate who does not meet level 2 screening standards. A candidate who has not met level 2 screening standards may not be appointed to the commission. The cost of the background screening may be borne by the Department of Transportation or the candidate.
 - (7) The commission shall appoint an executive director who shall serve under the direction, supervision, and control of the commission. The executive director, with the consent of the commission, shall employ such personnel as may be necessary to perform adequately the functions of the commission within budgetary limitations. Employees of the commission are exempt from the Career Service System.
 - (8) The commission shall appoint a technical working group that includes representatives of private paratransit providers. The technical working group shall advise the commission on issues of importance to the state, including information, advice, and direction regarding the coordination of services for the transportation disadvantaged. The commission may appoint other technical working groups whose members may include representatives of community transportation coordinators; metropolitan planning organizations; regional planning councils; experts in insurance, marketing, economic development, or financial planning; and persons who use transportation for the transportation disadvantaged, or their relatives, parents, guardians, or service professionals who tend to their needs.
 - (9) The commission is assigned to the office of the secretary of the Department of Transportation for administrative and fiscal accountability purposes, but it shall otherwise function independently of the control, supervision, and direction of the department.

(10) The commission shall develop a budget pursuant to chapter 216. The budget is not subject to change by the department staff after it has been approved by the commission, but it shall be transmitted to the Governor, as head of the department, along with the budget of the department.

History.—ss. 2, 8, 9, ch. 79-180; s. 5, ch. 80-414; s. 73, ch. 81-167; s. 76, ch. 83-55; ss. 2, 3, ch. 84-56; ss. 2, 14, ch. 89-376; s. 29, ch. 91-282; s. 5, ch. 91-429; s. 83, ch. 92-152; s. 64, ch. 94-237; s. 10, ch. 96-387; s. 204, ch. 99-8; s. 118, ch. 99-385; s. 9, ch. 2005-255; s. 1, ch. 2006-61; s. 3, ch. 2008-203; s. 342, ch. 2011-142; s. 59, ch. 2012-5; s. 242, ch. 2014-19; s. 49, ch. 2021-25.

427.013 The Commission for the Transportation Disadvantaged; purpose and responsibilities.—The purpose of the commission is to accomplish the coordination of transportation services provided to the transportation disadvantaged. The goal of this coordination is to assure the cost-effective provision of transportation by qualified community transportation coordinators or transportation operators for the transportation disadvantaged without any bias or presumption in favor of multioperator systems or not-for-profit transportation operators over single operator systems or for-profit transportation operators. In carrying out this purpose, the commission shall:

- (1) Compile all available information on the transportation operations for and needs of the transportation disadvantaged in the state.
- (2) Establish statewide objectives for providing transportation services for the transportation disadvantaged.
- (3) Develop policies and procedures for the coordination of local government, federal, and state funding for the transportation disadvantaged.
- (4) Identify barriers prohibiting the coordination and accessibility of transportation services to the transportation disadvantaged and aggressively pursue the elimination of these barriers.
- (5) Serve as a clearinghouse for information about transportation disadvantaged services, training, funding sources, innovations, and coordination efforts.
- (6) Assist communities in developing transportation systems designed to serve the transportation disadvantaged.
- (7) Unless otherwise provided by state or federal law, ensure that all procedures, guidelines, and directives issued by purchasing agencies are conducive to the coordination of transportation services.
- (8)(a) Ensure that purchasing agencies purchase all trips within the coordinated system, unless they have fulfilled the requirements of s. 427.0135(3) and use a more cost-effective alternative provider that meets comparable quality and standards.
- (b) Unless the purchasing agency has negotiated with the commission pursuant to the requirements of s. 427.0135(3), provide, by rule, criteria and procedures for purchasing agencies to use if they wish to use an alternative provider. Agencies must demonstrate that the proposed alternative provider can provide a trip of comparable quality and standards for the clients at a lower

cost than that provided within the coordinated system, or that the coordinated system cannot accommodate the agency's clients.

(9) Unless the purchasing agency has negotiated with the commission pursuant to the requirements of s. 427.0135(3), develop by rule standards for community transportation coordinators and any transportation operator or coordination contractor from whom service is purchased or arranged by the community transportation coordinator covering coordination, operation, safety, insurance, eligibility for service, costs, and utilization of transportation disadvantaged services. These standards and rules must include, but are not limited to:

(a) Minimum performance standards for the delivery of services. These standards must be included in coordinator contracts and transportation operator contracts with clear penalties for repeated or continuing violations.

(b) Minimum liability insurance requirements for all transportation services purchased, provided, or coordinated for the transportation disadvantaged through the community transportation coordinator.

(10) Adopt rules pursuant to ss. 120.536(1) and 120.54 to implement the provisions of ss. 427.011-427.017.

(11) Approve the appointment of all community transportation coordinators.

(12) Have the authority to apply for and accept funds, grants, gifts, and services from the Federal Government, state government, local governments, or private funding sources. Applications by the commission for local government funds shall be coordinated through the appropriate coordinating board. Funds acquired or accepted under this subsection shall be administered by the commission and shall be used to carry out the commission's responsibilities.

(13) Make an annual report to the Governor, the President of the Senate, and the Speaker of the House of Representatives by January 1 of each year.

(14) Consolidate, for each state agency, the amounts of each agency's actual expenditures, together with the actual expenditures of each local government and directly federally funded agency and the amounts collected by each official planning agency.

(15) Prepare a statewide 5-year transportation disadvantaged plan which addresses the transportation problems and needs of the transportation disadvantaged, which is fully coordinated with local transit plans, compatible with local government comprehensive plans, and which ensures that the most cost-effective and efficient method of providing transportation to the disadvantaged is programmed for development.

(16) Review and approve memorandums of agreement for the provision of coordinated transportation services.

(17) Review, monitor, and coordinate all transportation disadvantaged local government, state, and federal fund requests and plans for conformance with commission policy, without delaying the application process. Such funds shall be available only to those entities participating in an approved coordinated transportation system or entities which have received a commission-

approved waiver to obtain all or part of their transportation through another means. This process shall identify procedures for coordinating with the state's intergovernmental coordination and review procedures and s. 216.212(1) and any other appropriate grant review process.

(18) Develop an interagency uniform contracting and billing and accounting system that shall be used by all community transportation coordinators and their transportation operators.

(19) Develop and maintain a transportation disadvantaged manual.

(20) Design and develop transportation disadvantaged training programs.

(21) Coordinate all transportation disadvantaged programs with appropriate state, local, and federal agencies and public transit agencies to ensure compatibility with existing transportation systems.

(22) Designate the official planning agency in areas outside of the purview of a metropolitan planning organization.

(23) Develop need-based criteria that must be used by all community transportation coordinators to prioritize the delivery of nonsponsored transportation disadvantaged services that are purchased with Transportation Disadvantaged Trust Fund moneys.

(24) Establish a review procedure to compare the rates proposed by alternate transportation operators with the rates charged by a community transportation coordinator to determine which rate is more cost-effective.

(25) Conduct a cost-comparison study of single-coordinator, multicoordinator, and brokered community transportation coordinator networks to ensure that the most cost-effective and efficient method of providing transportation to the transportation disadvantaged is programmed for development.

(26) Develop a quality assurance and management review program to monitor, based upon approved commission standards, services contracted for by an agency, and those provided by a community transportation operator pursuant to s. 427.0155.

(27) Ensure that local community transportation coordinators work cooperatively with local workforce development boards established in chapter 445 to provide assistance in the development of innovative transportation services for participants in the welfare transition program.

(28) In consultation with the Agency for Health Care Administration and the Department of Transportation, develop an allocation methodology that equitably distributes all transportation funds under the control of the commission to compensate counties, community transportation coordinators, and other entities providing transportation disadvantaged services. The methodology shall separately account for Medicaid beneficiaries. The methodology shall consider such factors as the actual costs of each transportation disadvantaged trip based on prior-year information, efficiencies that a provider might adopt to reduce costs, results of the rate and cost comparisons conducted under subsections (24) and (25), as well as cost efficiencies of trips when compared to

the local cost of transporting the general public. This subsection does not supersede the authority of the Agency for Health Care Administration to distribute Medicaid funds.

(29) Incur expenses for the purchase of advertisements, marketing services, and promotional items.

History.—ss. 3, 9, ch. 79-180; s. 6, ch. 80-414; s. 274, ch. 81-259; ss. 1, 3, ch. 84-56; ss. 3, 14, ch. 89-376; s. 5, ch. 91-429; s. 84, ch. 92-152; s. 65, ch. 94-237; s. 17, ch. 98-57; s. 113, ch. 98-200; s. 119, ch. 99-385; s. 102, ch. 2000-165; s. 25, ch. 2000-266; s. 2, ch. 2006-61; s. 4, ch. 2008-203; s. 105, ch. 2016-62; s. 21, ch. 2016-216; s. 47, ch. 2017-71; s. 73, ch. 2018-10; s. 9, ch. 2020-3.

427.0135 Purchasing agencies; duties and responsibilities.—Each purchasing agency, in carrying out the policies and procedures of the commission, shall:

(1) Use the coordinated transportation system for provision of services to its clients, unless each department or purchasing agency meets the criteria outlined in rule or statute to use an alternative provider.

(2) Pay the rates established in the service plan or negotiated statewide contract, unless the purchasing agency has completed the procedure for using an alternative provider and demonstrated that a proposed alternative provider can provide a more cost-effective transportation service of comparable quality and standards or unless the agency has satisfied the requirements of subsection (3).

(3) Not procure transportation disadvantaged services without initially negotiating with the commission, as provided in s. 287.057(3)(e)12., or unless otherwise authorized by statute. If the purchasing agency, after consultation with the commission, determines that it cannot reach mutually acceptable contract terms with the commission, the purchasing agency may contract for the same transportation services provided in a more cost-effective manner and of comparable or higher quality and standards. The Medicaid agency shall implement this subsection in a manner consistent with s. 409.908(18) and as otherwise limited or directed by the General Appropriations Act.

(4) Identify in the legislative budget request provided to the Governor each year for the General Appropriations Act the specific amount of money the purchasing agency will allocate to provide transportation disadvantaged services.

(5) Provide the commission, by September 15 of each year, an accounting of all funds spent as well as how many trips were purchased with agency funds.

(6) Assist communities in developing coordinated transportation systems designed to serve the transportation disadvantaged. However, a purchasing agency may not serve as the community transportation coordinator in any designated service area.

(7) Ensure that its rules, procedures, guidelines, and directives are conducive to the coordination of transportation funds and services for the transportation disadvantaged.

(8) Provide technical assistance, as needed, to community transportation coordinators or transportation operators or participating agencies.

History.—ss. 4, 14, ch. 89-376; s. 5, ch. 91-429; s. 66, ch. 94-237; s. 4, ch. 95-394; s. 10, ch. 96-417; s. 26, ch. 2000-266; s. 5, ch. 2008-203; s. 34, ch. 2010-151; s. 16, ch. 2013-154; s. 32, ch. 2016-65; s. 26, ch. 2017-129.

427.015 Function of the metropolitan planning organization or designated official planning agency in coordinating transportation for the transportation disadvantaged.—

(1) In developing the transportation improvement program, each metropolitan planning organization or designated official planning agency in this state shall include a realistic estimate of the cost and revenue that will be derived from transportation disadvantaged services in its area. The transportation improvement program shall also identify transportation improvements that will be advanced with such funds during the program period. Funds required by this subsection to be included in the transportation improvement program shall only be included after consultation with all affected agencies and shall only be expended if such funds are included in the transportation improvement program.

(2) Each metropolitan planning organization or designated official planning agency shall recommend to the commission a single community transportation coordinator. However, a purchasing agency may not serve as the community transportation coordinator in any designated service area. The coordinator may provide all or a portion of needed transportation services for the transportation disadvantaged but shall be responsible for the provision of those coordinated services. Based on approved commission evaluation criteria, the coordinator shall subcontract or broker those services that are more cost-effectively and efficiently provided by subcontracting or brokering. The performance of the coordinator shall be evaluated based on the commission's approved evaluation criteria by the coordinating board at least annually. A copy of the evaluation shall be submitted to the metropolitan planning organization or the designated official planning agency, and the commission. The recommendation or termination of any community transportation coordinator shall be subject to approval by the commission.

(3) Each metropolitan planning organization or designated official planning agency shall request each local government in its jurisdiction to provide the actual expenditures of all local and direct federal funds to be expended for transportation for the disadvantaged. The metropolitan planning organization or designated official planning agency shall consolidate this information into a single report and forward it, by September 15, to the commission.

History.—ss. 6, 9, ch. 79-180; ss. 1, 3, ch. 84-56; ss. 5, 14, ch. 89-376; s. 5, ch. 91-429; s. 67, ch. 94-237; s. 27, ch. 2000-266; s. 6, ch. 2008-203.

427.0155 Community transportation coordinators; powers and duties.—Community transportation coordinators shall have the following powers and duties:

- (1) Execute uniform contracts for service using a standard contract, which includes performance standards for operators.
- (2) Collect annual operating data for submittal to the commission.
- (3) Review all transportation operator contracts annually.

- (4) Approve and coordinate the utilization of school bus and public transportation services in accordance with the transportation disadvantaged service plan.
- (5) In cooperation with a functioning coordinating board, review all applications for local government, federal, and state transportation disadvantaged funds, and develop cost-effective coordination strategies.
- (6) In cooperation with, and approved by, the coordinating board, develop, negotiate, implement, and monitor a memorandum of agreement including a service plan, for submittal to the commission.
- (7) In cooperation with the coordinating board and pursuant to criteria developed by the Commission for the Transportation Disadvantaged, establish eligibility guidelines and priorities with regard to the recipients of nonsponsored transportation disadvantaged services that are purchased with Transportation Disadvantaged Trust Fund moneys.
- (8) Have full responsibility for the delivery of transportation services for the transportation disadvantaged as outlined in s. 427.015(2).
- (9) Work cooperatively with local workforce development boards established in chapter 445 to provide assistance in the development of innovative transportation services for participants in the welfare transition program.

History.—ss. 6, 14, ch. 89-376; s. 5, ch. 91-429; s. 85, ch. 92-152; s. 68, ch. 94-237; s. 18, ch. 98-57; s. 103, ch. 2000-165; s. 7, ch. 2008-203; s. 22, ch. 2016-216.

427.0157 Coordinating boards; powers and duties.—The purpose of each coordinating board is to develop local service needs and to provide information, advice, and direction to the community transportation coordinators on the coordination of services to be provided to the transportation disadvantaged. The commission shall, by rule, establish the membership of coordinating boards. The members of each board shall be appointed by the metropolitan planning organization or designated official planning agency. The appointing authority shall provide each board with sufficient staff support and resources to enable the board to fulfill its responsibilities under this section. Each board shall meet at least quarterly and shall:

- (1) Review and approve the coordinated community transportation disadvantaged service plan, including the memorandum of agreement, prior to submittal to the commission;
- (2) Evaluate services provided in meeting the approved plan;
- (3) In cooperation with the community transportation coordinator, review and provide recommendations to the commission on funding applications affecting the transportation disadvantaged;
- (4) Assist the community transportation coordinator in establishing eligibility guidelines and priorities with regard to the recipients of nonsponsored transportation disadvantaged services that are purchased with Transportation Disadvantaged Trust Fund moneys.
- (5) Review the coordination strategies of service provision to the transportation disadvantaged in the designated service area; and

- (6) Evaluate multicounty or regional transportation opportunities.
- (7) Work cooperatively with local workforce development boards established in chapter 445 to provide assistance in the development of innovative transportation services for participants in the welfare transition program.

History.—ss. 7, 14, ch. 89-376; s. 5, ch. 91-429; s. 86, ch. 92-152; s. 19, ch. 98-57; s. 104, ch. 2000-165; s. 8, ch. 2008-203; s. 23, ch. 2016-216.

427.0158 School bus and public transportation.—

(1) The community transportation coordinator shall maximize the use of public school transportation and public fixed route or fixed schedule transit service for the transportation of the transportation disadvantaged.

(2) The school boards shall cooperate in the utilization of their vehicles to enhance coordinated transportation disadvantaged services by providing information as requested by the community transportation coordinator and by allowing the use of their vehicles at actual cost upon request when those vehicles are available for such use and are not transporting students.

(3) The public transit fixed route or fixed schedule system shall cooperate in the utilization of its regular service to enhance coordinated transportation disadvantaged services by providing the information as requested by the community transportation coordinator. The community transportation coordinator may request, without limitation, the following information:

- (a) A copy of all current schedules, route maps, system map, and fare structure;
- (b) A copy of the current charter policy;
- (c) A copy of the current charter rates and hour requirements; and
- (d) Required notification time to arrange for a charter.

History.—ss. 8, 14, ch. 89-376; s. 5, ch. 91-429; s. 9, ch. 2008-203.

¹427.0159 Transportation Disadvantaged Trust Fund.—

(1) There is established in the State Treasury the Transportation Disadvantaged Trust Fund to be administered by the Commission for the Transportation Disadvantaged. All fees collected for the transportation disadvantaged program under s. 320.03(9) shall be deposited in the trust fund.

(2) Funds deposited in the trust fund shall be appropriated by the Legislature to the commission and shall be used to carry out the responsibilities of the commission and to fund the administrative expenses of the commission.

(3) Funds deposited in the trust fund may be used by the commission to subsidize a portion of a transportation disadvantaged person's transportation costs which is not sponsored by an agency, only if a cash or in-kind match is required. Funds for nonsponsored transportation disadvantaged services shall be distributed based upon the need of the recipient and according to criteria developed by the Commission for the Transportation Disadvantaged.

(4) A purchasing agency may deposit funds into the Transportation Disadvantaged Trust Fund for the commission to implement, manage, and administer the purchasing agency's transportation disadvantaged funds, as defined in s. 427.011(10).

History.—ss. 9, 14, ch. 89-376; s. 5, ch. 91-429; s. 87, ch. 92-152; s. 69, ch. 94-237; s. 21, ch. 2000-257; s. 61, ch. 2001-62; s. 10, ch. 2008-203.

¹**Note.**—Section 22, ch. 2000-257, provides that “[n]otwithstanding any other law to the contrary the requirements of sections 206.46(3) and 206.606(2), Florida Statutes, shall not apply to any funding, programs, or other provisions contained in this act.”

427.016 Expenditure of local government, state, and federal funds for the transportation disadvantaged.—

(1)(a) All transportation disadvantaged funds expended within the state shall be expended to purchase transportation services from community transportation coordinators or public, private, or private nonprofit transportation operators within the coordinated transportation system, except when the rates charged by proposed alternate operators are proven, pursuant to rules generated by the Commission for the Transportation Disadvantaged, to be more cost-effective and are not a risk to the public health, safety, or welfare. However, in areas where transportation suited to the unique needs of a transportation disadvantaged person cannot be purchased through the coordinated system, or where the agency has met the rule criteria for using an alternative provider, the service may be contracted for directly by the appropriate agency.

(b) This subsection does not preclude a purchasing agency from establishing maximum fee schedules, individualized reimbursement policies by provider type, negotiated fees, or any other mechanism, including contracting after initial negotiation with the commission, which the agency considers more cost-effective and of comparable or higher quality and standards than those of the commission for the purchase of services on behalf of its clients if it has fulfilled the requirements of s. 427.0135(3) or the procedure for using an alternative provider. State and local agencies shall not contract for any transportation disadvantaged services, including Medicaid reimbursable transportation services, with any community transportation coordinator or transportation operator that has been determined by the Agency for Health Care Administration, the Department of Legal Affairs Medicaid Fraud Control Unit, or any state or federal agency to have engaged in any abusive or fraudulent billing activities.

(2) Each year, each agency, whether or not it is an ex officio, nonvoting adviser to the Commission for the Transportation Disadvantaged, shall identify in the legislative budget request provided to the Governor for the General Appropriations Act the specific amount of any money the agency will allocate for the provision of transportation disadvantaged services. Additionally, each state agency shall, by September 15 of each year, provide the commission with an accounting of the actual amount of funds expended and the total number of trips purchased.

(3) Each metropolitan planning organization or designated official planning agency shall annually compile a report accounting for all local government and direct federal funds for transportation for the disadvantaged expended in its jurisdiction and forward this report by September 15 to the commission.

History.—ss. 5, 9, ch. 79-180; ss. 1, 3, ch. 84-56; ss. 10, 14, ch. 89-376; s. 5, ch. 91-429; s. 88, ch. 92-152; s. 70, ch. 94-237; s. 5, ch. 95-394; s. 11, ch. 2008-203.

427.017 Conflicts with federal laws or regulations.—Upon notification by an agency of the Federal Government that any provision of this act conflicts with federal laws or regulations, the state or local agencies involved may take any reasonable steps necessary to assure continued federal funding. Further, it is the legislative intent that the conflict shall not affect other provisions or applications of this act that can effectively be implemented without implementation of the provision in question, and to this end, the provisions of this act are declared severable.

History.—ss. 7, 9, ch. 79-180; ss. 1, 3, ch. 84-56; s. 14, ch. 89-376; s. 5, ch. 91-429.

CHAPTER 41-2
COMMISSION FOR THE TRANSPORTATION DISADVANTAGED

- 41-2.001 Purpose (Repealed)
- 41-2.002 Definitions
- 41-2.003 Commission Organization and Personnel (Repealed)
- 41-2.004 Notice and Frequency of Commission Meetings and Workshops; Agenda of Meetings and workshops; Emergency Meetings (Repealed)
- 41-2.005 Member Department Responsibilities (Repealed)
- 41-2.006 Insurance, Safety Requirements and Standards
- 41-2.007 Reporting Requirements
- 41-2.008 Contractual Arrangements
- 41-2.009 Designated Official Planning Agency
- 41-2.010 Selection of Community Transportation Coordinator
- 41-2.011 Community Transportation Coordinator Powers and Duties
- 41-2.012 Coordinating Board Structure and Duties
- 41-2.013 Transportation Disadvantaged Trust Fund
- 41-2.014 Grants Program
- 41-2.015 Expenditure of Local Government, State, and Federal Funds for the Transportation Disadvantaged
- 41-2.016 Accessibility (Repealed)
- 41-2.0161 Program Monitoring of Performance (Repealed)
- 41-2.0162 Chronological Listing of Report Dates
- 41-2.017 Complete Phase-In Date (Repealed)
- 41-2.018 Public Comment

41-2.001 Purpose.

Rulemaking Authority 427.013(9) FS. Law Implemented 120.53(1), 427.011-427.017 FS. History—New 5-2-90, Amended 6-17-92, 7-11-95, Repealed 7-15-12.

41-2.002 Definitions.

For purposes of this rule chapter, the following definitions will apply:

- (1) “Americans with Disabilities Act” is a federal law, P.L. 101-336, signed by the President of the United States on July 26, 1990.
- (2) “Coordination Contract” means a written contract between the Community Transportation Coordinator and an agency who receives transportation disadvantaged funds and performs some, if not all, of its own transportation services, as well as transportation services to others, when shown to be more effective and more efficient from a total system perspective. The contract reflects the specific terms and conditions that will apply to those agencies who perform their own transportation, as well as joint utilization and cost provisions for transportation services to and from the community transportation coordinator.
- (3) “Designated Official Planning Agency” means the official body or agency designated by the Commission to fulfill the functions of transportation disadvantaged planning in areas not covered by a Metropolitan Planning Organization. The Metropolitan Planning Organization shall serve as the designated official planning agency in areas covered by such organizations.
- (4) “Designated Service Area” means a geographical area recommended by a designated official planning agency, subject to approval by the Commission, which defines the community where coordinated transportation services will be provided to the transportation disadvantaged.
- (5) “Emergency” means any occurrence, or threat thereof, whether accidental, natural or caused by man, in war or in peace, which results or may result in substantial denial of transportation services to a designated service area for the transportation disadvantaged population.

(6) “Emergency Fund” means transportation disadvantaged trust fund monies set aside to address emergency situations and which can be utilized by direct contract, without competitive bidding, between the Commission and an entity to handle transportation services during a time of emergency.

(7) “Florida Coordinated Transportation System” (FCTS) means a transportation system responsible for coordination and service provisions for the transportation disadvantaged as outlined in Chapter 427, F.S.

(8) “Local Government” means an elected and/or appointed public body existing to coordinate, govern, plan, fund and administer public services within a designated, limited geographic area within the state.

(9) “Local Government Comprehensive Plan” means a plan that meets the requirements of Sections 163.3177 and 163.3178, F.S.

(10) “Memorandum of Agreement” is the state contract for transportation disadvantaged services purchased with federal, state or local government transportation disadvantaged funds. This agreement is between the Commission and the Community Transportation Coordinator and recognizes the Community Transportation Coordinator as being responsible for the arrangement of the provision of transportation disadvantaged services for a designated service area.

(11) “Public Transit” means the transporting of people by conveyances or systems of conveyances, traveling on land or water, local or regional in nature, and available for use by the public. Public transit systems may be governmentally or privately owned. Public transit specifically includes those forms of transportation commonly known as “paratransit.”

(12) “Regional Planning Council (RPC)” means the organization created under the provisions of Section 186.504, F.S.

(13) “Reserve Fund” means transportation disadvantaged trust fund monies set aside each budget year to insure adequate cash is available for incoming reimbursement requests when estimated revenues do not materialize.

(14) “State Fiscal Year” means the period from July 1 through June 30 of the following year.

(15) “Transportation Disadvantaged Service Plan” means an annually updated plan jointly developed by the designated official planning agency and the Community Transportation Coordinator which contains a development plan, service plan, and quality assurance components. The plan shall be approved and used by the local Coordinating Board to evaluate the Community Transportation Coordinator.

(16) “Transportation Operator” means one or more public, private for profit or private nonprofit entities engaged by the community transportation coordinator to provide service to transportation disadvantaged persons pursuant to a coordinated transportation development plan.

(17) “Transportation Operator Contract” means a written contract between the Community Transportation Coordinator and the Transportation Operators, as approved by the Commission, that outlines the terms and conditions for any services to be performed.

(18) “Trust Fund” means the Transportation Disadvantaged Trust Fund authorized in Section 427.0159, F.S., and administered by the Commission.

Rulemaking Authority 427.013(10) FS. Law Implemented 427.011-427.017 FS. History—New 5-2-90, Amended 6-17-92, 1-4-94, 7-11-95, 5-1-96, 10-1-96, 3-10-98, 8-10-09.

41-2.003 Commission Organization and Personnel.

Rulemaking Authority 427.013(9) FS. Law Implemented 427.012 FS. History—New 5-2-90, Amended 6-17-92, 3-10-98, Repealed 7-15-12.

41-2.004 Notice and Frequency of Commission Meetings and Workshops; Agenda of Meetings and Workshops; Emergency Meetings.

Rulemaking Authority 427.013(9) FS. Law Implemented 427.0135 FS. History—New 5-2-90, Amended 6-17-92, 6-15-93, 7-11-95, 3-10-98, Repealed 1-7-16.

41-2.005 Member Department Responsibilities.

Rulemaking Authority 427.013(9) FS. Law Implemented 427.0135 FS. History—New 5-2-90, Amended 6-17-92, 6-15-93, 7-11-95, 3-10-98, Repealed 1-7-16.

41-2.006 Insurance, Safety Requirements and Standards.

(1) The Community Transportation Coordinator, shall ensure compliance with the minimum liability insurance requirement of

\$200,000 per person and \$300,000 per incident, which are comparable to Section 768.28(5), F.S., limits, for all transportation services purchased or provided for the transportation disadvantaged through the Community Transportation Coordinator. The Community Transportation Coordinator will indemnify and hold harmless the Local, State, and Federal governments and their entities, departments, and the Commission from any liabilities arising out of or due to an accident or negligence on the part of the Community Transportation Coordinator and all Transportation Operators under contract to them.

(2) Each Community Transportation Coordinator, and any Transportation Operators from whom transportation service is purchased with local government, state or federal transportation disadvantaged funds, shall ensure the purchaser that their operations and services are in compliance with the safety requirements as specified in Section 341.061(2)(a), F.S., and Chapter 14-90, F.A.C.

(3) Each Community Transportation Coordinator, and any Transportation Operators from whom service is purchased or funded by local government, state or federal transportation disadvantaged funds shall assure the purchaser of their continuing compliance with the applicable state or federal laws relating to drug testing.

(4) The Community Transportation Coordinator and any Transportation Operator from whom service is purchased or arranged by the Community Transportation Coordinator shall adhere to Commission approved standards. These standards include:

(a) Drug and alcohol testing for safety sensitive job positions within the coordinated system regarding pre-employment, randomization, post-accident, and reasonable suspicion as required by the Federal Highway Administration and the Federal Transit Administration;

(b) An escort of a passenger and dependent children are to be transported as locally negotiated and identified in the local Transportation Disadvantaged Service Plan;

(c) Use of child restraint devices shall be determined locally as to their responsibility, and cost of such device in the local Transportation Disadvantaged Service Plan;

(d) Passenger property that can be carried by the passenger and/or driver in one trip and can safely be stowed on the vehicle, shall be allowed to be transported with the passenger at no additional charge. Additional requirements may be negotiated for carrying and loading rider property beyond this amount. Passenger property does not include wheelchairs, child seats, stretchers, secured oxygen, personal assistive devices, or intravenous devices;

(e) Vehicle transfer points shall provide shelter, security, and safety of passengers;

(f) A local toll free phone number for complaints or grievances shall be posted inside the vehicle. The TD Helpline phone number 1(800)983-2435 shall also be posted inside all vehicles of the coordinated system. The local complaint process shall be outlined as a section in the local Transportation Disadvantaged Service Plan including, advising the dissatisfied person about the Commission's Ombudsman Program as a step within the process as approved by the local Coordinating Board. All rider information/materials (brochures, user's guides, etc.) will include the TD Helpline phone number;

(g) Out of service area trips shall be provided when determined locally and approved by the local Coordinating Board, except in instances where local ordinances prohibit such trips;

(h) Interior of all vehicles shall be free from dirt, grime, oil, trash, torn upholstery, damaged or broken seats, protruding metal or other objects or materials which could soil items placed in the vehicle or provide discomfort for the passenger;

(i) Billing requirements of the Community Transportation Coordinator to subcontractors shall be determined locally by the local Coordinating Board and provided in the local Transportation Disadvantaged Service Plan. All bills shall be paid within 7 working days to subcontractors, after receipt of said payment by the Community Transportation Coordinator, in accordance with Section 287.0585, F.S.;

(j) Passenger/trip data base must be maintained or accessible by the Community Transportation Coordinator on each rider being transported within the system;

(k) Adequate seating for paratransit services shall be provided to each rider and escort, child, or personal care attendant, and no more passengers than the registered passenger seating capacity shall be scheduled or transported in a vehicle at any time. For transit services provided by transit vehicles, adequate seating or standing space will be provided to each rider and escort, child, or personal care attendant, and no more passengers than the registered passenger seating or standing capacity shall be scheduled or transported in a vehicle at any time;

(l) Drivers for paratransit services, including coordination contractors, shall be required to announce and identify themselves by name and company in a manner that is conducive to communications with the specific passenger, upon pickup of each rider, group of riders, or representative, guardian, or associate of the rider, except in situations where the driver regularly transports the rider on a recurring basis. Each driver must have photo identification that is in view of the passenger. Name patches, inscriptions or badges

that affix to driver clothing are acceptable. For transit services, the driver photo identification shall be in a conspicuous location in the vehicle;

(m) The paratransit driver shall provide the passenger with boarding assistance, if necessary or requested, to the seating portion of the vehicle. The boarding assistance shall include opening the vehicle door, fastening the seat belt or utilization of wheel chair securement devices, storage of mobility assistive devices, and closing the vehicle door. In the door-through-door paratransit service category, the driver shall be required to open and close doors to buildings, except in situations in which assistance in opening/closing building doors would not be safe for passengers remaining on the vehicle. Assisted access must be in a dignified manner. Drivers may not assist wheelchair up or down more than one step, unless it can be performed safely as determined by the passenger, guardian, and driver;

(n) Smoking is prohibited in any vehicle. Requirements for drinking and eating on board the vehicle will be addressed in the local Transportation Disadvantaged Service Plan;

(o) The Community Transportation Coordinator and the local Coordinating Board shall jointly develop a policy on passenger no-shows. Assessing fines to passengers for no-shows is acceptable but such policy and process shall be identified in the local Transportation Disadvantaged Service Plan;

(p) All vehicles providing service within the coordinated system, shall be equipped with two-way communications in good working order and audible to the driver at all times to the base;

(q) All vehicles providing service within the coordinated system, shall have working air conditioners and heaters in each vehicle. Vehicles that do not have a working air conditioner or heater will be scheduled for repair or replacement as soon as possible;

(r) First Aid policy shall be determined locally and provided in the local Transportation Disadvantaged Service Plan;

(s) Cardiopulmonary Resuscitation policy shall be determined locally and provided in the local Transportation Disadvantaged Service Plan;

(t) Driver background screening shall be determined locally, dependent upon purchasing agencies' requirements, and provided in the local Transportation Disadvantaged Service Plan;

(u) In areas where fixed route transportation is available, the Community Transportation Coordinator should jointly establish with the Local Coordinating Board (LCB) a percentage of total trips that will be placed on the fixed route system;

(v) The Community Transportation Coordinator should establish and address the passenger pick-up windows in the local Transportation Disadvantaged Service Plan. This policy should also be communicated to contracted operators, drivers, purchasing agencies and passengers;

(w) The Community Transportation Coordinator and the LCB should jointly establish and address the percentage of trips that will be on-time in the local Transportation Disadvantaged Service Plan. This performance measure should be communicated to contracted operators, drivers, purchasing agencies, and passengers. This measure should also be included as a part of the Community Transportation Coordinator's evaluation of its contracted operators, and the LCB's evaluation of the Community Transportation Coordinator;

(x) The Community Transportation Coordinator should establish and address in the local Transportation Disadvantaged Service Plan a minimum 24 hour advanced notification time to obtain services. This policy should be communicated to contracted operators, purchasing agencies and passengers;

(y) The Community Transportation Coordinator and the LCB should jointly establish and address in the service plan a performance measure to evaluate the safety of the coordinated system. This measure should be used in the Community Transportation Coordinator's evaluation of the contracted operators, and the LCB's evaluation of the Community Transportation Coordinator;

(z) The Community Transportation Coordinator and the LCB should jointly establish and address in the local service plan a performance measure to evaluate the reliability of the vehicles utilized in the coordinated system. This measure should be used in the Community Transportation Coordinator's evaluation of the contracted operators, and the LCB's evaluation of the Community Transportation Coordinator;

(aa) This performance measure can be used to address the accessibility of the service. The Community Transportation Coordinator and the LCB should jointly determine if a standard for a call hold time is needed in the coordinated system and address this in the local service plan. If determined to be necessary, this standard should be included in the LCB's evaluation of the Community Transportation Coordinator;

(bb) The Community Transportation Coordinator and the LCB should jointly establish and address in the local service plan a performance measure to evaluate the quality of service provided within the coordinated system. The measure should be used in the Community Transportation Coordinator's evaluation of the contracted operators, and the LCB's evaluation of the Community Transportation Coordinator.

Rulemaking Authority 427.013(9) FS. Law Implemented 287.0585, 427.011(11), 427.013, 427.0155, 427.0157, 768.28 FS. History—New 5-2-90, Amended 6-17-92, 5-1-96, 10-1-96, 3-10-98, 6-3-01, 7-3-03, 9-3-18.

41-2.007 Reporting Requirements.

(1) Each state agency shall, by September 15 of each year, provide the Commission with an accounting of the actual amount of funds expended and the total number of trips purchased during the previous fiscal year.

(2) Each Designated Official Planning Agency shall provide to the Commission prior to each state fiscal year, an estimate of all transportation disadvantaged funds anticipated to be available for the upcoming state fiscal year budget. The estimate shall include the following information:

(a) Each local government agency within jurisdiction of the Official Planning Agency shall report an estimate of the direct federal funds and local government transportation disadvantaged funds anticipated to be available through the coordinated system for the upcoming state fiscal year to the Official Planning Agency, and

(b) The Official Planning Agency shall request from each federal government agency within its jurisdiction, an estimate of the direct federal transportation disadvantaged funds anticipated to be available through the coordinated system for the upcoming state fiscal year.

(3) The estimate mentioned in subsection (2), above, shall include the following information identified by county:

(a) A brief description of the project or program;

(b) The dollar amount of transportation disadvantaged funds reported by categories of Coordinated, Non-Coordinated, Transportation Alternatives, or Other if applicable; and

(c) The estimated number of one-way passenger trips to be provided reported by categories of Coordinated, Non-Coordinated, Transportation Alternatives, or Other if applicable.

(4) Each Metropolitan Planning Organization or designated official planning agency shall annually compile a report accounting for all local government and direct federal funds for transportation for the disadvantaged expended in its jurisdiction, and forward this report by September 15 to the Commission.

(5) Upon receipt of the state agency and Official Planning Agency combined annual budget estimates, the Commission shall develop and distribute a statewide report outlining the expected expenditures for all transportation disadvantaged services through the coordinated system for the state fiscal year.

(6) Each Community Transportation Coordinator shall by September 15 of each year report required operating statistics to the Commission. The operational statistics will be compiled into a report by the Commission and utilized as a part of the analysis of the Community Transportation Coordinator's performance evaluation. The Community Transportation Coordinator's report shall be reviewed by the Coordinating Board with a copy provided to the Metropolitan Planning Organization or Designated Official Planning Agency.

(7) Each Community Transportation Coordinator shall utilize the Chart of Accounts defined in the American Association of State Highway and Transportation Officials, Inc., Comprehensive Financial Management Guidelines For Rural and Small Urban Public Transportation Providers, dated September 1992, incorporated herein by reference, for its financial management. A copy of this document may be obtained from the Commission office located at 2740 Centerview Drive, Suite 1A, Tallahassee, Florida 32301. A copy of the document may also be viewed at Comprehensive Financial Management Guidelines on the Commission's website at www.dot.state.fl.us/ctd/. Community Transportation Coordinators with existing and equivalent accounting systems will not be required to adopt this Chart of Accounts but will be required to prepare all reports, invoices, and fiscal documents relating to the transportation disadvantaged functions and activities using the chart of accounts and accounting definitions as outlined in the above referenced manual.

(8) The Commission shall make an annual report to the Governor, the President of the Senate, and the Speaker of the House of Representatives by January 1 of each year. The report will contain a summary of the Commission's accomplishments for the preceding state fiscal year, the most current operational statistics for transportation disadvantaged services, identified unmet needs and a financial status of the Transportation Disadvantaged Trust Fund. Copies of the report will also be made available to member

departments, Metropolitan Planning Organizations, Designated Official Planning Agencies and Community Transportation Coordinators, and others upon request.

Rulemaking Authority 427.013(9) FS. Law Implemented 427.012(8), 427.013(3), (7), (8), (9), (12), (13), (16), 427.0135(1), 427.015(1) FS. History—New 5-2-90, Amended 6-17-92, 11-17-92, 1-4-94, 7-11-95, 5-1-96, 3-10-98, 12-6-09, 3-5-13, 3-9-21.

41-2.008 Contractual Arrangements.

The following contractual arrangements will be required of the Community Transportation Coordinator:

(1) A Memorandum of Agreement will be required and shall be a binding contract between the Commission and a Community Transportation Coordinator. It shall be utilized as the contract recognizing the Community Transportation Coordinator as a State contract vendor for a designated service area. The format of the Memorandum of Agreement will contain the Commission's minimum requirements and shall be utilized by the Community Transportation Coordinator. The Coordinating Board shall approve the Memorandum of Agreement prior to submittal to the Commission.

(2) Transportation Operator Contract. The Community Transportation Coordinator shall enter into a standard contract, as approved by the Commission, with each Transportation Operator as to specific terms and conditions that apply to each Transportation Operator for services to be performed. The contract shall include the minimum requirements contained in the Memorandum of Agreement and other local requirements for local service delivery. The Community Transportation Coordinator will be responsible for monitoring the terms of the contract.

(3) Coordination Contract. The Community Transportation Coordinator shall enter into a Coordination Contract to show the specific terms and conditions, as outlined in the Memorandum of Agreement with those agencies who receive transportation disadvantaged funds and who, from a total system approach, can perform more effectively and more efficiently their own transportation under those conditions not covered in Rule 41-2.015, F.A.C., herein. The contract shall include the requirements of reporting, insurance, safety, and other terms that apply equally to any transportation operator. The contract also shall include any relative information regarding joint utilization and cost arrangements for the provision of transportation services to and from the coordinator. The Community Transportation Coordinator will be responsible for monitoring the terms of the contract. The contract shall be approved by the Coordinating Board and shall be reviewed annually to determine whether the continuation of said contract arrangement is the most cost effective and efficient utilization that is possible.

Rulemaking Authority 427.013(9) FS. Law Implemented 427.013(10), (15), 427.015(2), 427.0155(7), 427.0157(1) FS. History—New 5-2-90, Amended 6-17-92, 7-11-95, 10-1-96, 3-10-98.

41-2.009 Designated Official Planning Agency.

(1) Metropolitan Planning Organizations shall serve as the designated official planning agency in urbanized areas. In areas not covered by a Metropolitan Planning Organization, agencies eligible for selection as Designated Official Planning Agencies include County or City governments, Regional Planning Councils, Metropolitan Planning Organizations from other areas, or Local Planning Organizations who are currently performing planning activities in designated service areas. Eligibility for continued designation by the Commission will be conditioned on the agency's resources, capabilities and actual performance in implementing the responsibilities and requirements of Chapter 427, F.S.

(2) Metropolitan Planning Organizations and Designated Official Planning Agencies shall include a Transportation Disadvantaged element in their Transportation Improvement Program (TIP). Such element shall include a project and program description, the planned costs and anticipated revenues for the services, identification of the year the project or services are to be undertaken and implemented, and assurances that there has been coordination with local public transit and local government comprehensive planning bodies, including input into the mass transit or other elements of local and regional comprehensive planning activities. Areas not required to develop a federally-required TIP shall report equivalent information in the Transportation Disadvantaged Service Plan.

(3) Each Designated Official Planning Agency shall provide each Coordinating Board with sufficient staff support and resources to enable the Coordinating Board to fulfill its responsibilities. In areas where a Metropolitan Planning Organization or Designated Official Planning Agency serves as the Community Transportation Coordinator and desires to utilize the same staff for the Coordinating Board, such agency shall abstain from any official actions that represent a conflict of interest, specifically in the evaluation process of the Community Transportation Coordinator.

(4) In consultation with the Community Transportation Coordinator and Coordinating Board, each Metropolitan Planning

Organization or Designated Official Planning Agency shall develop and annually update, a Transportation Disadvantaged Service Plan. The Transportation Disadvantaged Service Plan shall be developed in a manner which assures that local planning agencies, responsible for preparing comprehensive plans, have the opportunity to review and comment on it, and shall not be inconsistent with applicable local government comprehensive plans, MPO long range comprehensive plans, transit development plans, and other local, regional, and state transportation plans. The Transportation Disadvantaged Service Plan shall be reviewed for final disposition by the Coordinating Board and the Commission.

(5) Consolidate the annual budget estimates of local and directly funded federal government transportation disadvantaged funds and forward to the Commission no later than the beginning of each state fiscal year.

Rulemaking Authority 427.013(9) FS. Law Implemented 427.013(21), 427.015 FS. History—New 5-2-90, Amended 6-17-92, 1-4-94, 3-10-98.

41-2.010 Selection of Community Transportation Coordinator.

(1) Designation, selection, or revocation of designation of any Community Transportation Coordinator shall be subject to the approval of the Commission.

(2) Selection of agencies as Community Transportation Coordinators or Transportation Operators may be negotiated without competitive acquisition, upon the recommendation of the Metropolitan Planning Organization or Designated Official Planning Agency that it is in the best interest of the transportation disadvantaged. This includes circumstances such as emergencies, or insufficient competition availability.

(3) Selection of the Community Transportation Coordinator will be accomplished through public competitive bidding or proposals in accordance with applicable laws and rules.

(4) In cases where selection is accomplished by a request for proposal (RFP), the RFP shall, at a minimum, identify the following information:

(a) The scope and nature of the services and coordination required, and a request for the proposer's plan to provide same.

(b) A request that the proposer identify the resources, and accounting system techniques to be used in their audit trail for all services.

(c) A request that the proposer identify their organizational structure and key personnel, their financial capacity, equipment resources, and experience and qualifications, including the most recent financial audit by a certified public accountant.

(d) A request that the proposer demonstrate the ability to coordinate a multitude of funding and service provisions, in addition to serving the needs of the general public or other transportation disadvantaged.

(e) A request that the proposer identify specific means by which it plans to comply with the provisions of the Americans with Disabilities Act, P.L. 101-336, Chapter 760, F.S., and any applicable local regulations governing disabled accessibility requirements, access to transportation, and discrimination.

(f) A demonstration by the proposer of plans for the provision of the most economically cost effective, quality services to the transportation disadvantaged, and plans which demonstrate coordination with the public school system, local public transit systems, private sector operators and other governmental agencies that provide services to the transportation disadvantaged within the designated service area.

(g) A demonstration by the proposer of plans to comply with safety requirements as specified in Section 341.061, F.S.

(h) An indication by the proposer of plans to comply with any state, federal, or local laws relating to drug testing.

(i) A sample Memorandum of Agreement for review by the respondent.

(j) A statement advising proposers of any local resources that exist or are planned that should be recognized in the bidders proposal.

(5) The announcement of the request for proposal shall be published in at least the largest general circulation newspaper in the designated service area and in the Florida Administrative Register. The advertised announcement shall include the time, date and place of a public meeting to provide information and answer questions about the request for proposal.

(6) Upon evaluation of the proposals, each Metropolitan Planning Organization or Designated Official Planning Agency, upon consultation with the Coordinating Board, shall recommend to the Commission a Community Transportation Coordinator.

(7) Upon resignation or termination of any Community Transportation Coordinator, the Metropolitan Planning Organization or Designated Official Planning Agency shall complete the recommendation process for a new Community Transportation Coordinator within 90 days after termination date for non-bid Community Transportation Coordinators and within 150 days after termination date for bid/RFP Community Transportation Coordinators. In the absence of these circumstances, the requirements of subsection 41-

2.010(8), F.A.C., below shall apply.

(8) In cases of termination of the Community Transportation Coordinator, or in unforeseen emergencies, the Commission shall work with the Metropolitan Planning Organization or Designated Official Planning Agency and the Coordinating Board in an expeditious manner to provide for the continuation of services to the transportation disadvantaged in the designated service area, by providing or arranging the necessary technical assistance.

(9) The utilization of firms defined as minority business enterprises shall be encouraged to the extent possible utilizing the most recent certified minority business listing published by the Florida Department of Management Services.

Rulemaking Authority 427.013(9) FS. Law Implemented 427.013(10), (15), 427.015(2), 427.0155(7), 427.0157 FS. History—New 5-2-90, Amended 6-17-92, 7-11-95, 10-1-96, 3-10-98, 4-8-01, 1-29-18.

41-2.011 Community Transportation Coordinator Powers and Duties.

(1) Each Community Transportation Coordinator shall be responsible for the short-range operational planning, administration, monitoring, coordination, arrangement, and delivery of transportation disadvantaged services originating within their designated service area on a full-time basis. Local management personnel with day-to-day decision making authority must be physically located in each designated service area, unless otherwise authorized by the Commission.

(2) Where cost effective and efficient, the Community Transportation Coordinator shall subcontract or broker transportation services to Transportation Operators. The Coordinating Board is authorized to recommend approval or disapproval of such contracts to the Community Transportation Coordinator, providing the basis for its recommendation. Within 30 days of its receipt of the Coordinating Board's recommendation, the Community Transportation Coordinator shall accept or reject the recommendation, providing written reasons for its rejection. All Transportation Operator contracts shall be reviewed annually by the Community Transportation Coordinator and the Coordinating Board as to the effectiveness and efficiency of the Transportation Operator or the renewal of any Coordination Contracts previously approved. Each Community Transportation Coordinator will ensure the terms set forth for monitoring said Transportation Operators and Coordination Contractors are in compliance with standards pursuant to Rule 41-2.006, F.A.C.

(3) Pursuant to the conditions set forth in the Memorandum of Agreement, the Community Transportation Coordinator shall develop, implement, and monitor an approved Transportation Disadvantaged Service Plan. This plan shall be approved by the Coordinating Board and forwarded to the Commission for review and final disposition.

(4) Each Community Transportation Coordinator shall submit a report on operational statistics by September 15, each year to the Commission. A copy should also be provided to the Metropolitan Planning Organization or Designated Official Planning Agency.

(5) The Community Transportation Coordinator shall maximize the utilization of school bus and public transit services in accordance with Section 427.0158, F.S. Any utilization data shall be included in operational statistics provided to the coordinated system.

(6) In cooperation with the local Coordinating Board, the Community Transportation Coordinator shall review all applications for local government, federal and state transportation disadvantaged funds submitted from or planned for use in their designated service area. If funds are recommended for approval, the Community Transportation Coordinator, in cooperation with the Coordinating Board, will develop and implement cost-effective coordination strategies for their use and integration into the coordinated system.

(7) Funding to support the Community Transportation Coordinator's functions associated with documented coordination activities may be obtained from a coordination fee as part of each trip arranged, from subsidies received or both and upon approval by the Coordinating Board.

(8) Each Community Transportation Coordinator shall be aware of all of the transportation disadvantaged resources available or planned in their designated service area in order to plan, coordinate, and implement the most cost effective transportation disadvantaged transportation system possible under the conditions that exist in the designated service area.

(9) Contractual administration of Community Transportation Coordinators shall be accomplished through a Memorandum of Agreement between the Commission and the Community Transportation Coordinator in accordance with the procedures of the Commission. Transportation services purchased from or arranged by the Community Transportation Coordinator will be billed to purchasing agencies by the Community Transportation Coordinator at the rates identified in the approved Transportation Disadvantaged Service Plan or Coordination Contract and recognize any special conditions as specified by the purchasing agency.

Payment for services will be made directly to the Community Transportation Coordinator unless otherwise agreed upon, in writing, by the purchaser and the Community Transportation Coordinator. Other contractual arrangements shall be followed as specified in this rule chapter.

Rulemaking Authority 427.013(9) FS. Law Implemented 427.0155 FS. History—New 5-2-90, Amended 6-17-92, 6-15-93, 7-11-95, 5-1-96, 10-1-96, 3-10-98.

41-2.012 Coordinating Board Structure and Duties.

The purpose of the Coordinating Board is to identify local service needs and to provide information, advice, and direction to the Community Transportation Coordinator on the coordination of services to be provided to the transportation disadvantaged through the Florida Coordinated Transportation System (FCTS). Each Coordinating Board is recognized as an advisory body to the Commission in its service area. The members of the Coordinating Board shall be appointed by the Metropolitan Planning Organization or the Designated Official Planning Agency. A Coordinating Board shall be appointed in each county. However, when agreed upon in writing, by all Boards of County Commissions in each county to be covered in the service area, multi-county Coordinating Boards may be appointed. The structure and duties of the Coordinating Board shall be as follows:

(1) The Metropolitan Planning Organization or Designated Official Planning Agency shall appoint one elected official to serve as the official chairperson for all Coordinating Board meetings. The appointed chairperson shall be an elected official from the county that the Coordinating Board serves. For a multi-county Coordinating Board, the elected official appointed to serve as Chairperson shall be from one of the counties involved.

(2) The Coordinating Board shall hold an organizational meeting each year for the purpose of electing a Vice-Chairperson. The Vice-Chairperson shall be elected by a majority vote of a quorum of the members of the Coordinating Board present and voting at the organizational meeting. The Vice-Chairperson shall serve a term of one year starting with the next meeting. In the event of the Chairperson's absence, the Vice-Chairperson shall assume the duties of the Chairperson and conduct the meeting.

(3) In addition to the Chairperson, except for multi-county Coordinating Boards which shall have as a representative an elected official from each county, including the Chairperson, one of whom shall be elected Vice-Chairperson, the following agencies or groups shall be represented on the Coordinating Board, in every county as voting members:

- (a) A local representative of the Florida Department of Transportation;
- (b) A local representative of the Florida Department of Children and Family Services;
- (c) A local representative of the Public Education Community which could include, but not be limited to, a representative of the District School Board, School Board Transportation Office, or Headstart Program in areas where the School District is responsible;
- (d) In areas where they exist, a local representative of the Florida Division of Vocational Rehabilitation or the Division of Blind Services, representing the Department of Education;
- (e) A person recommended by the local Veterans Service Office representing the veterans of the county;
- (f) A person who is recognized by the Florida Association for Community Action (President), representing the economically disadvantaged in the county;
- (g) A person over sixty representing the elderly in the county;
- (h) A person with a disability representing the disabled in the county;
- (i) Two citizen advocate representatives in the county; one who must be a person who uses the transportation service(s) of the system as their primary means of transportation;
- (j) A local representative for children at risk;
- (k) In areas where they exist, the Chairperson or designee of the local Mass Transit or Public Transit System's Board, except in cases where they are also the Community Transportation Coordinator;
- (l) A local representative of the Florida Department of Elderly Affairs;
- (m) An experienced representative of the local private for profit transportation industry. In areas where such representative is not available, a local private non-profit representative will be appointed, except where said representative is also the Community Transportation Coordinator;
- (n) A local representative of the Florida Agency for Health Care Administration;
- (o) A local representative of the Agency for Persons with Disabilities;
- (p) A representative of the Regional Workforce Development Board established in Chapter 445, F.S.; and
- (q) A representative of the local medical community, which may include, but not be limited to, kidney dialysis centers, long

term care facilities, assisted living facilities, hospitals, local health department or other home and community based services, etc.

(4) Except for the Chairperson, the non-agency members of the Board shall be appointed for three year staggered terms with initial membership being appointed equally for one, two, and three years. The Chairperson shall serve until elected term of office has expired or otherwise replaced by the Designated Official Planning Agency. No employee of a community transportation coordinator shall serve as a voting member of the coordinating board in an area where the community transportation coordinator serves. However, community transportation coordinators and their employees are not prohibited from serving on a coordinating board in an area where they are not the coordinator. However, an elected official serving as Chairperson of the coordinating board, or other governmental employees that are not employed for the purpose of making provisions for transportation and are not directly supervised by the community transportation coordinator shall not be precluded from serving as voting members of the coordinating board.

(5) The Board shall meet at least quarterly and shall perform the following duties in addition to those duties specifically listed in Section 427.0157, F.S.:

(a) Maintain official meeting minutes, including an attendance roster, reflecting official actions and provide a copy of same to the Commission and the Chairperson of the designated official planning agency.

(b) Annually, provide the Metropolitan Planning Organization or Designated Official Planning Agency with an evaluation of the Community Transportation Coordinator's performance in general and relative to Commission and local standards as referenced in Rule 41-2.006, F.A.C., and the performance results of the most recent Transportation Disadvantaged Service Plan. As part of the Coordinator's performance, the local Coordinating Board shall also set an annual percentage goal increase for the number of trips provided within the system for ridership on public transit, where applicable. In areas where the public transit is not being utilized, the local Coordinating Board shall set an annual percentage of the number of trips to be provided on public transit. The Commission shall provide evaluation criteria for the local Coordinating Board to use relative to the performance of the Community Transportation Coordinator. This evaluation will be submitted to the Commission upon approval by the local coordinating board.

(c) Appoint a Grievance Committee to process and investigate complaints, from agencies, users, transportation operators, potential users of the system and the Community Transportation Coordinator in the designated service area, and make recommendations to the Coordinating Board or to the Commission, when local resolution cannot be found, for improvement of service. The Coordinating Board shall establish a process and procedures to provide regular opportunities for issues to be brought before such committee and to address them in a timely manner. Rider brochures or other documents provided to users or potential users of the system shall provide information about the complaint and grievance process including the publishing of the Commission's TD Helpline service when local resolution has not occurred. All materials shall be made available in accessible format, upon request by the citizen. Members appointed to the committee shall be voting members of the Coordinating Board.

(d) All coordinating board members should be trained on and comply with the requirements of Section 112.3143, F.S., concerning voting conflicts of interest.

Rulemaking Authority 427.013(9) FS. Law Implemented 427.0157 FS. History—New 5-2-90, Amended 6-17-92, 11-16-93, 1-4-94, 7-11-95, 5-1-96, 10-1-96, 3-10-98, 4-8-01, 12-17-02, 7-3-03, 6-14-18.

41-2.013 Transportation Disadvantaged Trust Fund.

The Commission shall annually evaluate and determine each year's distribution of the Transportation Disadvantaged Trust Fund. Funds available through the Transportation Disadvantaged Trust Fund for non-sponsored transportation services and planning activities shall be applied only after all other potential funding sources have been used and eliminated. Grant funds shall not be used to supplant or replace funding of transportation disadvantaged services which are currently funded to a recipient by any federal, state, or local governmental agency. Monitoring of this mandate will be accomplished as needed by the Commission and all agencies funding transportation disadvantaged services. The use of minority-owned businesses is encouraged, utilizing the most recent certified companies published by the Department of Management Services. Funds deposited and appropriated into the Trust Fund will be utilized for:

(1) Commission administrative and operating expenses, including financial assistance, through a grant agreement, to designated official planning agencies to assist the Commission in implementing the program in each local area.

(2) A Grants Program to provide for the funding of non-sponsored trips, including the purchase of capital equipment.

Rulemaking Authority 427.013(9) FS. Law Implemented 427.013, 427.0159, 427.016 FS. History—New 5-2-90, Amended 6-17-92, 1-5-93, 6-26-94, 7-11-95, 3-10-98, 2-20-13.

41-2.014 Grants Program.

(1) Eligible Recipients. Grant funds will be allocated annually to the following entities:

- (a) Community Transportation Coordinators who have an executed Memorandum of Agreement.
- (b) Metropolitan Planning Organizations or Designated Official Planning Agencies approved by the Commission.

(2) Types of Grants.

(a) Trip and Equipment Related. Trip and equipment related grant funds may be used for the provision of non-sponsored transportation disadvantaged services and for the purchase of capital equipment to be used for services provided to the transportation disadvantaged. Capital equipment expenditures will be limited to no more than 25% of the Commission participation and the required match.

(b) Planning Related. Planning related grant funds may be used by an eligible Metropolitan Planning Organization or Designated Official Planning Agency to assist the Commission in their responsibilities at the local level as identified in Chapter 427, F.S., including support to the local Coordinating Board.

(c) Innovative Service Development Related. Innovative service development grant funds shall be used to provide competitive grants to Community Transportation Coordinators for innovative service delivery that is cost efficient for the program and time efficient for the users. Grants may be for projects in which a Community Transportation Coordinator works with a non-traditional service provider, such as a transportation network company or other entity, that provides door-to-door, on-demand, or scheduled transportation services. A Community Transportation Coordinator shall not receive more than one award for a designated service area, as defined in Rule 41-2.002(4), F.A.C. A project may receive a maximum award of \$750,000. Multiple designated service areas may partner for a grant of up to \$1,500,000 provided that the project includes a goal of providing regional mobility in addition to any other goals. All funds shall be used to provide direct services to transportation disadvantaged clients. Projects should address at least one of the following program objectives:

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

(3) Match Requirement. Eligible grant recipients for the trip and equipment grants and the innovative service development grants, must provide at least 10% of the total project cost as a local match. The match must be cash generated from local sources. Voluntary dollar collections do not require a match.

(4) Distribution of Grant Funds. Each year, the Commission shall allocate a portion identified as the Grants Program of the Transportation Disadvantaged Trust Fund in the following manner:

(a) An annual amount of \$1,372,060 of the Grants Program shall be designated for planning grants to assist the Commission with implementation and maintenance of the program at the local level. Beginning with the 2002/2003 grant cycle, the annual cap will be adjusted by the same percentage increase equivalent to state employees as set by the Legislature.

(b) The voluntary dollar collections will be returned to the county where said funds were collected. The voluntary dollar collections shall be designated for additional trips at the local level.

(c) Innovative Service Development related grant funds will be awarded competitively to support such projects based upon available funding identified by the Commission.

(d) The remaining portion of funds, except as specified in paragraph 41-2.014(4)(b), F.A.C., will be appropriated for the Grants Program and designated for trip and equipment related grants, subject to limitations of paragraphs 41-2.014(1)(a) and (2)(a), F.A.C.

(5) Distribution of Trip and Equipment Related Grant Funds. Each eligible recipient's allocation will be determined for the county or counties within the designated service area for which the recipient provides coordinated transportation disadvantaged services.

(a) Allocation of trip and equipment grant funds shall be based on a comparative ranking of all eligible recipients in each of the following categories:

- 1. The county's total transportation disadvantaged eligible population as a percentage of the state's total transportation disadvantaged eligible population, based on the U.S. Census Bureau American Community Survey 5-Year Population Estimates.
- 2. The county's total centerline miles of public roads as a percentage of the state's total centerline miles of public roads, based on public mileage data reported by the Federal Highway Administration.

3. The county's total transportation disadvantaged services provided by trip and equipment grant funds as a percentage of the state's total transportation disadvantaged services provided by trip and equipment grant funds, as reported on the invoices submitted by recipients for reimbursement under the trip and equipment grant program.

4. The county's total allocated amount of trip and equipment grant funds as a percentage of the state's total allocated amount of trip and equipment grant funds, based on allocated amounts from the previous fiscal year.

(b) For the 2021-2022 fiscal year, each category shall represent the following percentages of the state's total allocated amount for the trip and equipment grant program:

1. 2.5% based on the state's total transportation disadvantaged eligible population.
2. 2.5% based on the state's total centerline miles of public roads.
3. 15% based on the state's total transportation disadvantaged services provided by trip and equipment grant funds.
4. 80% based on the state's total allocated amount from the 2020-2021 fiscal year.

(c) For the 2022-2023 fiscal year and each fiscal year thereafter, each category shall represent the following percentages of the state's total allocated amount for the trip and equipment grant program:

1. 5% based on the state's total transportation disadvantaged eligible population.
2. 5% based on the state's total centerline miles of public roads.
3. 30% based on the state's total transportation disadvantaged services provided by trip and equipment grant funds.
4. 60% based on the state's total allocated amount from the previous fiscal year.

(d) The Commission, in calculating allocated amounts, shall weigh each dataset described in paragraph (5)(a) as follows:

1. Every person identified within the state's transportation disadvantaged population shall be weighted equally.
2. Every centerline mile of the state's public roads shall be weighted equally.
3. Each trip and mile provided by trip and equipment grant funds shall be weighted relative to the unit cost at which they are reimbursed. Each bus pass purchased with trip and equipment grant funds shall be weighted higher than the unit cost at which they are reimbursed in order to incentivize their use in service areas where a fixed-route system is available.

(e) Fund allocations pursuant to paragraph (5)(a) of this rule shall be administered each fiscal year based on available data from the previous year or applicable period as determined by the Commission.

(6) Distribution of Planning Related Grants. Planning related grant funds will be apportioned for distribution to the planning agencies as follows:

(a) 25% of the planning allocation shall be divided into shares equal to the percentage of population each county has relative to the total state population, with each planning agency receiving a share for each county within its jurisdiction;

(b) 75% of the planning allocation shall be divided into shares equal to the number of counties throughout the state, with each planning agency receiving no more than one share for each county within its jurisdiction. Eligible recipients not requiring the total amount of funding available may recommend to the Coordinating Board that any excess funds be allocated to the Community Transportation Coordinator for additional non-sponsored trip needs. The Commission shall reallocate any eligible excess funds to that particular county or service area's normal allocation. A local cash match of at least 10% shall be required to obtain this additional allocation.

(7) All grant recipients will provide their request for funds to the Commission.

(8) Prioritization of Non-sponsored Transportation Services. The Community Transportation Coordinator, with approval of the Coordinating Board, shall have the authority to prioritize trips for non-sponsored transportation disadvantaged services which are purchased with Transportation Disadvantaged Trust Funds. Any prioritization of trips or eligibility criteria which is developed shall consider all of the following criteria:

- (a) Cost Effectiveness and Efficiency.
- (b) Purpose of Trip.
- (c) Unmet Needs.
- (d) Available Resources.

Rulemaking Authority 427.013(9), 427.013(10) FS. Law Implemented 427.013, 427.0159, 427.016 FS. History—New 5-2-90, Amended 6-17-92, 7-21-93, 6-26-94, 10-1-96, 3-10-98, 1-13-04, 8-5-18, 3-4-21, 10-6-21, 7-17-24.

41-2.015 Expenditure of Local Government, State, and Federal Funds for the Transportation Disadvantaged.

(1) Any agency purchasing transportation services or providing transportation funding for the transportation disadvantaged with

transportation disadvantaged funds shall expend all transportation disadvantaged funds through a contractual arrangement with the community transportation coordinator or an approved coordination provider except as provided in subsections (2) and (3), below.

(2) When it is better suited to the unique and diverse needs of a transportation disadvantaged person, the sponsoring agency may purchase or provide transportation by utilizing the following alternatives:

- (a) Privately owned vehicle of an agency volunteer or employee;
- (b) State owned vehicles;
- (c) Privately owned vehicle of a family member or custodian;
- (d) Common carriers, such as commercial airlines or bus; and
- (e) Emergency medical vehicles.

(3) The sponsoring agency may utilize other modes of transportation when the community transportation coordinator determines it is unable to provide or arrange the required service. Information pertaining to these denials for service shall be reported by the community transportation coordinator on a quarterly basis or more frequently as specified by the local coordinating board.

(4) All agency applications for transportation disadvantaged operating and capital assistance funds beyond those identified in the normal state legislative budget process shall be made available to the Coordinating Board for such review.

(5) The Commission shall request all funding requests containing a transportation disadvantaged fund component from the Florida State Clearinghouse. Said funding request shall be reviewed by the Commission. The Commission will respond when there are funding requests that conflict with the intent and provisions of Chapter 427, F.S., and the rules thereof.

Rulemaking Authority 427.013(9) FS. Law Implemented 427.013(16), 427.016 FS. History—New 5-2-90, Amended 6-17-92, 7-11-95, 3-10-98.

41-2.016 Accessibility.

Rulemaking Authority 427.013(9) FS. Law Implemented 427.013(4) FS. History—New 5-2-90, Amended 6-17-92, Repealed 7-15-12.

41-2.0161 Program Monitoring of Performance.

Rulemaking Authority 427.013(9) FS. Law Implemented 427.013 FS. History—New 6-17-92, Amended 5-1-96, Repealed 1-7-16.

41-2.0162 Chronological Listing of Report Dates.

The following reports are listed in chronological order by due date and the recipient of the report:

- (1) January 1 – Commission Annual Report due to Governor and Legislature.
- (2) September 15 – Annual Operating Report of Community Transportation Coordinator due to Commission.
- (3) September 15 – Transportation Improvement Programs in urbanized areas due to Commission.
- (4) September 15 – Annual report of the actual amount of funds expended and trips purchased due from each state agency.
- (5) September 15 – Annual report accounting for all local government and direct federal funds for transportation for the disadvantaged expended in its jurisdiction due from each designated official planning agency or metropolitan planning organization.

Rulemaking Authority 427.013(9) FS. Law Implemented 427.013, 427.0135, 427.015, 427.0155, 427.016 FS. History—New 6-17-92, Amended 6-15-93, 1-4-94, 7-11-95, 5-1-96, 3-10-98, 8-10-09.

41-2.017 Complete Phase-In Date.

Rulemaking Authority 427.013(9) FS. Law Implemented 427.013 FS. History—New 5-2-90, Amended 6-17-92, Repealed 3-10-98.

41-2.018 Public Comment.

The Commission for the Transportation Disadvantaged invites and encourages all members of the public to provide comment on matters or propositions before the Commission or a committee of the Commission. The opportunity to provide comment shall be subject to the following:

- (1) Members of the public will be given an opportunity to provide comment on subject matters before the Commission after an agenda item is introduced at a properly noticed Commission meeting.
- (2) Members of the public shall be limited to five (5) minutes to provide comment. This time shall not include time spent by the presenter responding to questions posed by Commission members, staff or Commission counsel. The chair of the Commission may

extend the time to provide comment if time permits.

(3) Members of the public shall notify Commission staff in writing of his or her interest to be heard on a proposition or matter before the Commission. The notification shall identify the person or entity, indicate its support, opposition, or neutrality, and identify who will speak on behalf of a group or faction of persons.

Rulemaking Authority 286.0114 FS. Law Implemented 286.0114 FS. History—New 2-13-14.



PROPOSED 2025 TD LCB Meeting Calendar

	Polk County Transportation Disadvantaged Coordinating Board (TDLCB) Commission Boardroom
Time:	1:30 PM
January	
February	
March	17 (Monday)
April	
May	
June	16 (Monday)
July	
August	
September	15 (Monday)
October	
November	
December	15 (Monday)



Polk County

Transportation Planning Organization Transportation Disadvantaged Local Coordinating Board (TD LCB)

Agenda Item 11.

12/16/2024

AGENDA ITEM

TPO Distribution Items & Comments

PRESENTER

TPO Staff

SUMMARY

TPO will briefly mention important announcements and distribute related material.

RECOMMENDED ACTION

Information item - no LCB action required.

ATTACHMENTS

NA