

COMMISSION FOR THE TRANSPORTATION DISADVANTAGED



Business Meeting Agenda December 11, 2023 9:00 AM until Completion

*Dr. Phillip Stevens, Chair
Christinne Gray, Vice-Chair
Lillian Barrios, Commissioner
Renee Knight, Commissioner
Dr. Robin Tellez, Commissioner*

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(Microsoft Teams)

Conference Call-In Number: 1-850-739-5589
Conference Code: 395 566 126#

Item #	Agenda Item	Speaker(s)
I.	Call to Order	Chair Phil Stevens
II.	Pledge of Allegiance	Chair Stevens
III.	Introduction of Commissioners and Advisors	Commissioners and Advisors
IV.	Public Comments (Comments limited to the current agenda items)	Public
	Action Items	
V.	Approval of September 15, 2023, Meeting Minutes	Chair Stevens
VI.	Approval of 2024 Commission Meeting Schedule	Chair Stevens
VII.	Approval of 2023 Annual Performance Report	David Darm, Executive Director
VIII.	Innovative Service Development (ISD) Grant Program: <ul style="list-style-type: none">Proposed Rule and Budget ChangesProposed Time Limits on Project Funding	David Darm and Rachelle Munson, CTD Special Counsel
	Information Items	
IX.	Legislative Budget Request for FY24-25	David Darm
X.	Executive Director Report	David Darm
XI.	Commissioner and Advisor Reports	Commissioners and Advisors
XII.	Public Comments	Public

XIII.	Commissioner and Advisor Closing Comments	Commissioners and Advisors
XIV.	Adjournment	Chairman Stevens
	Next Event: January 18, 2024 – Transportation Disadvantaged Day at the Florida Capitol, Tallahassee, Florida Next CTD Business Meeting: TBD	

When operating under Florida’s Government in the Sunshine Law, the Florida Supreme Court recognizes the importance of public participation in open meetings. The Commission provides that right of access at each public meeting and adheres to Chapter 286.011, Florida Statutes. This meeting will be recorded and a summary of the discussion will be published at a future date.

Members of the public interested in speaking during the “Public Comments” segments are encouraged to complete the attached public comment card and return to David Darm prior to the meeting date at: David.Darm@dot.state.fl.us. The chairman will call on each speaker in the order public comment cards are received. Public comments are limited to five (5) minutes per speaker.

In accordance with the Americans with Disabilities Act (ADA), and Chapter 286.26, Florida Statutes, persons in need of special accommodation to participate in the meeting (including an agenda) shall email David Darm or contact our office listed below, at least 48 hours before the meeting:

Commission for the Transportation Disadvantaged
605 Suwannee Street, MS-49
Tallahassee, FL 32399-0450
(850) 410-5703 or (800) 983-2435
(850) 410-5708 (TDD/TTY).
This meeting is subject to change upon the chairman’s request.

State of Florida
Commission for the Transportation Disadvantaged
Commission Business Meeting

MEETING DATE: December 11, 2023

AGENDA ITEM:

IV and XII. Public Comments

BACKGROUND INFORMATION:

When operating under Florida's Government in the Sunshine Law, the Florida Supreme Court recognizes the importance of public participation in open meetings. The Commission provides that right of access at each public meeting and adheres to Chapter 286.011, Florida Statutes.

The Commission facilitates two "Public Comments" segments on its agenda. For participants interested in providing public comments, the Commission requests speakers complete the attached public comment form and return to David Darm prior to the meeting date at David.Darm@dot.state.fl.us. The chairman will call on speakers in the order public comment cards are received.

Participants planning to speak during the first public comments segment (Item VI) of the agenda must direct their remarks to agenda items only. The Commission welcomes input on any topic during the second public comments segment (Item XIII) of the agenda. Pursuant to Commission Rule 41-2.018, F.A.C., all speakers are limited to five minutes per public comment.

ATTACHMENT:

Public Comment Form



Commission for the Transportation
Disadvantaged
PUBLIC COMMENT FORM

Instructions:

1. Complete comment form, including your address. PLEASE TYPE OR PRINT
2. Email comment card to David.Darm@dot.state.fl.us or provide at Commission Business Meeting
3. The chairman will call on speakers in the order comment cards are received. Please indicate below whether you plan on participating via webinar or conference call.
4. Comments must be limited to five (5) minutes per speaker.

How will you be participating in this meeting? Webinar _____ Conference Call _____

Name _____

E-Mail _____

Phone _____

Address _____

City _____

Zip Code _____ County _____

Representing _____

Subject _____

Support _____ Oppose _____ Neutral _____

State of Florida
Commission for the Transportation Disadvantaged
Commission Business Meeting

MEETING DATE: December 11, 2023

AGENDA ITEM:

V. Approval of Minutes – September 15, 2023

BACKGROUND:

The Commission held its business meeting virtually on September 15, 2023.

ATTACHMENTS:

Minutes of the September 15, 2023, Commission Business Meeting

EXECUTIVE DIRECTOR RECOMMENDATION/MOTION:

Approve Minutes from September 15, 2023, Commission Business Meeting.

MEETING SUMMARY

Commission for the Transportation Disadvantaged Commission Business Meeting

Virtual Meeting: Microsoft Teams
Tallahassee, Florida 32399

September 15, 2023
9:00 AM

<i>Commissioners Present</i>		<i>Commissioners Absent</i>	
Dr. Phillip Stevens, Chair			
Christinne Gray, Vice Chair			
Lillian Barrios			
Renee Knight			
Dr. Robin Tellez			
<i>Advisors Present</i>		<i>Advisors Absent</i>	
Gabrielle Matthews, FDOT		Diane Harris, DCF	
Krysta Carter, DOEA		Kent Carroll, APD	
Rachelle Munson, General Counsel		Vacant, AHCA	
		Vacant, FDVA	

Call to Order

Chair Stevens called the meeting to order. Executive Director David Darm called the roll. A quorum was present.

Pledge of Allegiance

Chair Stevens led the Pledge of Allegiance.

Welcome and Introductions

Chair Stevens invited the Commissioners and Advisors to introduce themselves. He informed participants that the meeting was being recorded and all feedback received, including comments within the webinar chat box, will be reflected in the meeting minutes.

Public Comments

No public comments were received.

Approval of June 15, 2023 Meeting Minutes

Chair Stevens asked for a motion to approve the minutes from the June 15, 2023, meeting.

ACTION TAKEN: Commissioner Tellez moved, and Commissioner Gray seconded the motion, to approve the minutes from June 15, 2023, meeting. The motion carried unanimously.

FY 2023-24 Shirley Conroy Rural Area Capital Assistance Grant Recommendations

Chair Stevens explained that each year the Florida Department of Transportation (FDOT) transfers \$1.4M for the CTD to award competitive grants to Community Transportation Coordinators (CTCs) for the purchase of capital equipment, such as vehicles and other technology. He then turned over the presentation to Subcommittee Chair Tellez. Commissioner Tellez explained the funds could not

be used for the acquisition, construction, or improvement of facilities. She reminded the Commissioners that, as reported in previous Commission meetings, the completion of vehicle purchases had been delayed for the last year or so by supply chain issues and the procurement of vendors for vehicle purchases. She said that hopefully FDOT has recently awarded vendor contracts so vehicles can be ordered at this time.

The Commission announced the application process for the FY2024 grant cycle on June 12, 2023, with a deadline of July 28th to submit applications. A total of seventeen applications were received for a total of \$3.3 million. Of those, there were five agencies who resubmitted applications for vehicles which were previously awarded but could not be purchased for reasons mentioned above. The Subcommittee prioritized these applications first before other projects were considered.

The review subcommittee met virtually on August 15th, 2023, and included agency advisors from FDOT and the Department of Children & Families. The subcommittee reviewed each request and decided to focus on prioritizing replacement vehicle purchases this grant cycle before recommending other capital equipment projects. Eleven projects are recommended for approval totaling \$1,400,000.

ACTION TAKEN: Commissioner Barrios moved, and Commissioner Gray seconded the motion, to approve funding for the recommended projects under the Shirley Conroy Grant program for FY 2023-24. The motion carried unanimously.

Review and Approval of the FY 2023-24 Annual Regulatory Plan

Rachelle Munson, CTD General Counsel, stated that each year the Commission reviews and approves an annual regulatory plan as part of its rulemaking responsibilities pursuant to s. 427.013(10), F.S. Currently there are no updates to the Regulatory Plan which was included in the Commission Meeting Packet of September 15, 2023.

ACTION TAKEN: Commissioner Barrios moved, and Commissioner Gray seconded the motion, to approve the 2023-24 Annual Regulatory Plan. The motion carried unanimously.

Annual Operating Report (AOR) Study

Commissioner Knight and Casey Perkins provided an overview of the subcommittee's activities. CTD launched a temporary webpage in June and feedback was provided to Executive Director David Darm. Thomas Howell Ferguson presented the final report to CTD on August 23, 2023. Some of the recommendations for the upcoming AOR submissions are to continue with the current process and methods that are in place and collect the same information as it has in recent years. Another recommendation is for the Commission to develop a detailed plan to test run the additional collection of individual trip level data, as well as individual bus pass level data, from CTCs as part the AOR submission cycle and should function separately from the existing processes. The final recommendation is that the Commission conduct a comprehensive and thorough review of its legal options and authorities pertaining to the collection of data on individual trips and bus passes. The review should focus on the collection of potentially sensitive information, including personal identifiable details such as names or addresses. By proactively exploring its legal options and authorities for collecting specific detail, the Commission can ensure that its data collection practices align with legal requirements, protecting privacy rights, and building a strong foundation for the ethical and responsible use of disaggregated data. Approval of these recommendations is to continue the exploration of the AOR study to decide what is better for all CTCs.

ACTION TAKEN: Commissioner Knight moved, and Commissioner Gray seconded the motion, to approve the recommendations of the AOR Study Report. The motion carried unanimously.

Executive Director Performance Review for FY2022-23

Commissioner Tellez explained that the CTD appoints an executive director, who serves “under the direction, supervision, and control of the Commission” (s. 427.012(7), FS). David Darm has served in the role since July 2019. Commissioner Tellez stated that the Executive Committee met on July 24, 2023, and approved a process to conduct an annual evaluation of the director. An evaluation form and instructions were provided to all the commissioners in August and they conducted an annual evaluation of the director this year. Director Darm scored an average of 4.2 out of 5 points on his evaluation. Areas of high performance included: keeping Commissioners informed and assisting chairs with responsibilities; demonstrating knowledge of the TD program and public policy; and representing the CTD before the public. In his self-evaluation, Director Darm identified a few areas he would like to improve upon including strengthening relationships with state and local partners, especially with our agency advisors and filling the vacancies on the board, meeting more frequently with CTCs, Planners and LCB members and identifying areas where we can assist in meeting their responsibilities, and improving his skills as a supervisor and team leader, including communicating clearer, more consistent expectations and supporting the team in meeting their own professional goals.

ACTION TAKEN: Commissioner Barrios moved, and Commissioner Gray seconded the motion, to approve David Darm’s Performance Review for FY2022-23. The motion carried unanimously.

Fiscal Year 2023-24 Goals and Executive Director Report

Executive Director Darm recognized the following staff for their years of services with the Commission and the State of Florida:

Kyle Mills – 5 Years of Service with FDOT
Theresa Joaceus – 10 Years of Service with the State of Florida
Elmer Melendez – 15 Years of Service with FDOT
Sheri Powers – 15 Years of Service with FDOT
Cecile Del Moral – 30 Years of Service with the State of Florida
John Irvine – 30 Years of Service with FDOT

Executive Director Darm shared the following goals for State Fiscal Year 2023-24:

- Goal 1-** Fill all CTD staff positions, implement salary raises, and adjust position descriptions as needed to better align employee strengths with program needs.
- Goal 2-** Develop Statewide Five-Year Transportation Disadvantaged Plan pursuant to s. 427.013(15), F.S.
- Goal 3-** Fill all CTD board seats and improve agency engagement.
- Goal 4-** Test run the collection of disaggregated data as part of the AOR.
- Goal 5-** Assess Quality Assurance review process and identify changes needed to improve program performance.

He also reported on the FY 2023-24 Budget and that the Commission has submitted its Legislative Budget Request and is continuing to work with FDOT with any updates and providing any additional support information. He explained that the Commission is requesting authority to spend an additional \$5M.

Commissioner and Advisor Reports

Gabe Matthews informed CTD that FDOT has a new Assistant Secretary of Strategic Development, Kim Holland, and a new Chief of Modal Development, Melissa Smith. She also shared that the vehicle contract for the Cutaway buses is live and that agencies can start placing their orders.

Public Comments

No public comments were received.

Closing Remarks and Adjournment

No remarks or comments were received. Chair Stevens asked for a motion to adjourn.

ACTION TAKEN: Commissioner Barrios moved, and Commissioner Tellez seconded the motion, to adjourn the meeting. The motion carried unanimously.

Minutes compiled by Brooke Haire.

Note: This meeting has been summarized to reduce paperwork in accordance with policies of State government. If an accessible format or more information than is provided herein is needed, please contact the Commission for the Transportation Disadvantaged at (850) 410-5700 or 1-800-983-2435 for assistance. A copying or printing fee may be charged to the requesting party.

State of Florida
Commission for the Transportation Disadvantaged
Commission Business Meeting

MEETING DATE: December 11, 2023

AGENDA ITEM:

VI. Approval of 2024 Commission Meeting Schedule

BACKGROUND:

The Commission is required to meet at least on a quarterly basis (s. 427.012(4), F.S.). The attached schedule provides the proposed dates for Commission business meetings and other events for 2024. All proposed dates and locations are tentative and subject to change at the discretion of the Commission Chairperson.

ATTACHMENTS:

2024 Meeting/Event Schedule

EXECUTIVE DIRECTOR RECOMMENDATION/MOTION:

Discuss and approve the 2024 Meeting/Event Schedule.

DRAFT
Commission for the Transportation Disadvantaged
2024 Meeting/Event Schedule

<i>Date</i>	<i>Event</i>
January 18, 2024	Transportation Disadvantaged Legislative Awareness Day
March 20, 2024	TBA
June 5, 2024	Business Meeting Tampa, FL
September 22, 2024	Business Meeting West Plam Beach, FL
September 22-25, 2024	Annual TD Conference West Palm Beach, FL
December 11, 2024	Business Meeting Virtual Meeting

*All dates are tentative

State of Florida
Commission for the Transportation Disadvantaged
Commission Business Meeting

MEETING DATE: December 11, 2023

AGENDA ITEM:

VII. 2023 Annual Performance Report

BACKGROUND:

Pursuant to s. 427.013(13), F.S., the Commission is required to submit 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 consists of performance data on services delivered by the Coordinated Transportation System from the previous state fiscal year (July 1, 2022, through June 30, 2023).

The DRAFT 2023 Annual Performance Report (APR) is being presented for discussion and approval at the December 11, 2023 Commission Business Meeting. The APR includes two sets of data: 1) a **macro-level, systemwide** overview of the services provided by the Coordinated System in FY 2022-23, captured in the Annual Operating Reports submitted by CTCs; and 2) a **micro-level, programmatic** overview of services funded by the CTD Trip & Equipment (T&E) and Innovative Service Development (ISD) Grant programs in FY 2022-23, captured by the invoice data submitted by CTCs to be reimbursed under the grants.

Due to the time required to compile, review and analyze all data for publication of this report, the DRAFT version does not include all datasets and tables that will be represented in the final version. The Commission contracted with Thomas Howell Ferguson, P.A., to assist in conducting the analysis of performance data within this year's APR, with a particular focus on the T&E Grant invoice data.

The DRAFT report can be accessed at: [Florida Commission for the Transportation Disadvantaged - Home \(fdot.gov\)](https://www.fdot.gov/transportation-disadvantaged). David Darm, CTD Executive Director, and Casey Perkins, representing Thomas Howell Ferguson, will provide an overview of the report's content.

EXECUTIVE DIRECTOR RECOMMENDATION/MOTION:

The Commission should discuss and approve the content of the 2023 Annual Performance Report, providing CTD staff authority to edit and make technical changes prior to its final submittal to the Governor and Legislature on January 1, 2024.

State of Florida
Commission for the Transportation Disadvantaged
Commission Business Meeting

MEETING DATE: December 11, 2023

AGENDA ITEM:

VIII. Innovative Service Development (ISD) Grant Program – Proposed Rule and Budget Changes

BACKGROUND

The ISD Grant is a competitive grant awards to Community Transportation Coordinators (CTCs) to test new and innovative ways of serving the transportation disadvantaged population. The program has undergone a series of changes and fluctuations in funding over the years:

- Originally called the “Mobility Enhancement Grant”, the program was funded on a nonrecurring (one fiscal year) basis between \$1 and \$2 million for the first three years (FY 2016-17 – 2018-19).
- In 2018, the Commission renamed it the “Innovation and Service Development Grant” and established program criteria in Rule 41-2.014, F.A.C.
- In FY 2019-20 and 2020-21, the ISD Grant was funded at \$10 million on a recurring (year-over-year) basis under the Multi-Use Corridors of Regional Economic Significance (M-CORES) Program, which included new statutory provisions that amended the program’s objectives from what was in the CTD rule.
- In FY 2021-22, the Legislature repealed the M-CORES program, which resulted in the ISD Grant not being funded for one year.
- The Legislature funded the ISD Grant at \$4 million in FY 2022-23 and \$6 million in FY 2023-24, both on a nonrecurring basis, under the General Appropriations Act (GAA). This included legislative proviso with similar program requirements that were in the M-CORES statutes, with slight adjustments that included funding caps for approved projects.

The CTD rule language pertaining to the ISD Grant has not been updated since 2018, prior to the passage of the M-CORES legislation. The program’s current requirements are governed by legislative budget proviso.

PROPOSED RULE CHANGES

The Commission is proposing to amend Rule 41-2.014, F.A.C., to update the language related to the ISD Grant to reflect similar provisions that have been implemented through legislative proviso in the GAA of FY22-23 and 23-24. The proposed changes include:

- Amending the name “Innovation and Service Development” to “Innovative Service Development”¹ and clarifying that grant funds are for “innovative service delivery that is cost efficient for the program and time efficient for the users.”
- Allowing for CTCs to work with non-traditional providers, such as transportation network companies, to deliver door-to-door, on-demand, or scheduled transportation services;
- Limiting a CTC to receive one grant award for a designated service area² and capping

¹ The name change was recommended by USF-Center for Urban Transportation Research, which assisted the CTD’s application process in FY21-22, to clarify the term relates to direct transportation services (not technology or other forms of innovation).

² A designated service area is a geographic area (county or multiple-contiguous counties) recommended by the planning agency, and approved by the Commission, where TD services are provided by the CTC (Rule 41-2.002(4), F.A.C.).

funding at \$750,000 for a project serving a single service area and \$1.5 million for a regional project serving multiple service areas;

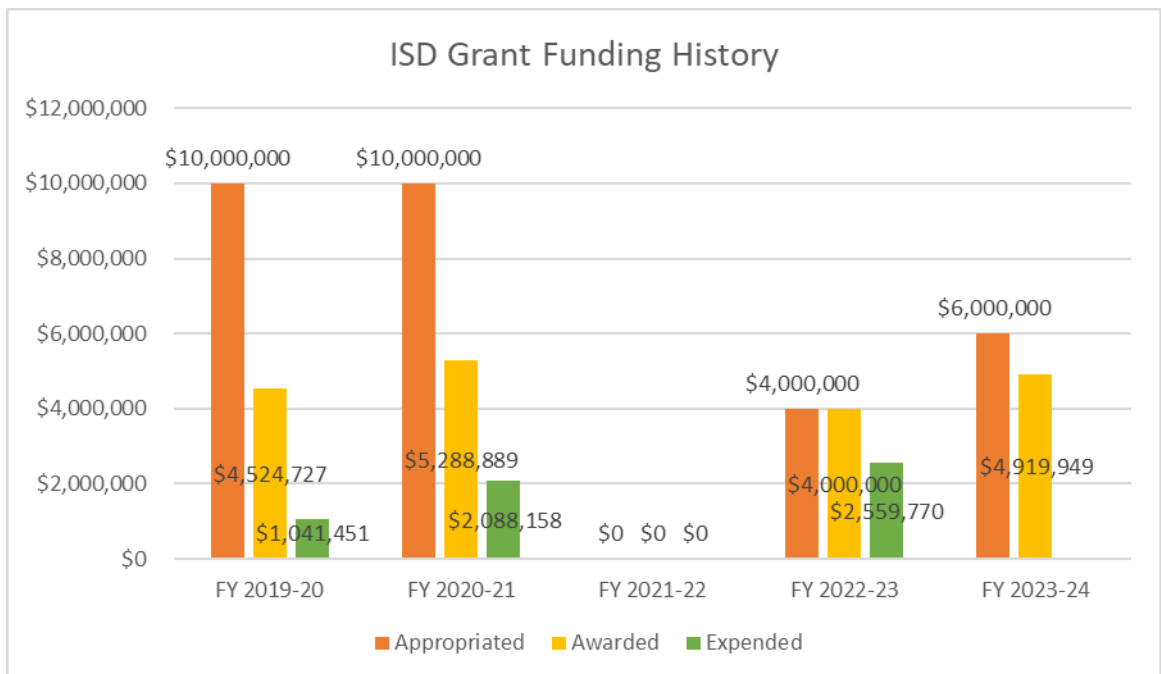
- Updating the program objectives to include the following:
 - Increase a TD rider’s access to life-sustaining activities;
 - Enhance regional connectivity and cross-county mobility; or,
 - Reduce the difficulty in connecting transportation disadvantaged persons to a transportation hub and from the hub to their final destination.
- Requiring a 10% local match of grant recipients; and
- Deleting subsection (7) and replacing with subsection (4)(c) to include the ISD Grant under the provisions of distribution of grant funds.

The proposed rule changes are attached to this analysis. If approved by the Commission, these changes would take effect July 1, 2024.

PROPOSED BUDGET CHANGES IN FY 2024-25

In addition to these proposed rule changes, the Commission has a legislative budget request (LBR) that includes \$4 million in recurring funding to the ISD Grant program (see staff analysis for Agenda Item IX in this packet for more information about the LBR). While the requested amount is \$2 million less than what was appropriated in the current fiscal year, the LBR more closely aligns with expenditure patterns of the program.

The chart below provides a summary of the last four fiscal years of ISD Grant funding. During the last grant application cycle, the CTD contracted with Thomas Howell Ferguson P.A. to conduct an analysis of the program’s performance and provide a summary report. Out of the last four years of the program’s funding, “the total awarded amounts easily reached \$4 million but also struggled to surpass much beyond \$5 million. In other words, looking over these four years of the ISD Grant program’s history, the overall demand for grant awards appears relatively stable at no more than \$5 million annually, regardless of the total appropriation amount.” The report stated, “the competitiveness of the application process overall increases when project applicants are chasing after fewer available grant dollars.”³



The LBR will be considered during the 2024 Legislative Session. No action is required by the Commission.

ATTACHMENTS:

- Proposed changes to Rule 41-2.014, F.A.C., pertaining to the ISD Grant
- ISD Grant Program Study, conducted by Thomas Howell Ferguson, can be accessed at: [Microsoft Word - 2023 ISD Grant Report - final draft \(windows.net\)](#).

EXECUTIVE DIRECTOR RECOMMENDATION/MOTION:

Approve proposed language to begin rule development process.

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) ~~Innovation and Innovative Service Development Related. Innovation and Innovative~~ service development-related 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.

~~may be awarded competitively to support projects that:~~

~~1. Enhance the access of older adults, persons with disabilities, and low income individuals to healthcare, shopping, education, employment, public services, and recreation;~~

~~2. Assist in the development, improvement, and use of transportation systems in non-urbanized areas;~~

~~3. Promote the efficient coordination of services;~~

~~4. Encourage private transportation provider participation.~~

(3) Match Requirement. Eligible grant recipients for the trip and equipment grants ~~only~~ 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.

~~(e)(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) Distribution of Innovation and Service Development Grant Funds. Innovation and service development related grant funds will be awarded competitively to support such projects based upon available funding identified by the Commission.~~

~~(8)(7)~~ All grant recipients will provide their request for funds to the Commission.

~~(9)(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.

DRAFT

State of Florida
Commission for the Transportation Disadvantaged
Commission Business Meeting

MEETING DATE: December 11, 2023

AGENDA ITEM:

VIII. Innovative Service Development (ISD) Grant Program – Proposed Time Limits on Project Funding

BACKGROUND

Currently, the Commission does not limit the number of years a project can be funded under the ISD Grant program. While the CTD has allowed for applicants to request funding on a multi-year basis in the past, all projects are funded on a state fiscal year cycle and must reapply to be considered eligible for funding in subsequent years.

The ISD Grant Program Manual clarifies that a proposed project “should introduce something that is new or improved to the local community.”¹ In the Commission’s most recent study, conducted by Thomas Howell Ferguson (THF), the report cited two definitions of the word “innovate”:

Google’s English dictionary (provided by Oxford Languages) defines the verb “innovate” as follows: “make changes in something established, especially by introducing new methods, ideas, or products.” In preparation for the application review process’ second training webinar on April 6, [2023] THF asked OpenAI’s ChatGPT to give a definition, prompting the following reply: “The word ‘innovate’ can be defined as the process of introducing new ideas, methods, or products to improve and enhance an existing system or create a new one.”²

While a service may require several years to develop and test its innovative features, there comes a point in time when a project can no longer be considered “new”.

TIME LIMIT OPTIONS FOR CONSIDERATION

On October 25, 2023, the ISD Grant Review Subcommittee met to discuss options for limiting the number of years a project can be considered eligible for ISD Grant funding. These options would impact both current and future projects approved by the Commission. The table on the following page provides three options the subcommittee discussed and recommended for consideration as an action item at the Commission Business Meeting on December 11, 2023.

The middle column provides the current projects that would **NOT** be eligible for funding for the next grant application cycle (FY 2024-25) under each option, which (if approved) would end their ISD Grant funding on June 30, 2024. The right-hand column provides the future end dates for new and existing projects when they would no longer be *considered eligible* for funding under each option. “Considered eligible” is emphasized to clarify that these options do not guarantee funding on a multi-year basis, only that a project will be considered until the end date of that fiscal year. [NOTE: FY21-22 was not counted in the methodology due to the repeal of M-CORES funding]. For a complete list of projects, see attached spreadsheet.

1 FY 2023-24 Program Manual for the ISD Grant (p. 3)

2 THF Study (p. 11)

Time Limit Option	Current Projects Impacted	Future Projects Impacted
OPTION 1 – Limit funding to 5 years per project	<ul style="list-style-type: none"> Hernando – Expanded services and VA trips Pinellas – Late Shift St. Lucie – Direct Connect 	<p>New projects approved for FY24-25 eligible until June 30, 2029.</p> <p>Projects first approved for FY23-24 eligible until June 30, 2028.</p> <p>Projects first approved for FY22-23 eligible until June 30, 2027.</p> <p>Projects first approved for FY20-21 eligible until June 30, 2026.</p> <p>Projects first approved for FY19-20 eligible until June 30, 2025.</p>
OPTION 2 – Limit funding to 4 years per project	<ul style="list-style-type: none"> Hernando – Expanded services and VA trips Martin – Dialysis Pinellas – Late Shift St. Lucie – Direct Connect 	<p>New projects approved for FY24-25 eligible until June 30, 2028.</p> <p>Projects first approved for FY23-24 eligible until June 30, 2027.</p> <p>Projects first approved for FY22-23 eligible until June 30, 2026.</p> <p>Projects first approved for FY20-21 eligible until June 30, 2025.</p>
OPTION 3 – Limit funding to 3 years per project	<ul style="list-style-type: none"> Hernando – Expanded services/VA trips Indian River/St. Lucie – Advantage Ride Martin – Dialysis Pinellas – Late Shift St. Lucie – Direct Connect 	<p>New projects approved for FY24-25 eligible until June 30, 2027.</p> <p>Projects first approved for FY23-24 eligible until June 30, 2026.</p> <p>Projects first approved for FY22-23 eligible until June 30, 2025.</p>

ATTACHMENT:

- Summary spreadsheet of ISD Grant Projects approved for FY 2023-24, including year(s) each project was approved by the CTD.

EXECUTIVE DIRECTOR RECOMMENDATION/MOTION:

Approve one of the proposed options to implement time limits on current and future projects approved under the ISD Grant program, effective June 30, 2024 (end of current fiscal year).

2023-24 Innovative Service Development Grant Projects

Service Area	Applicant Name	Project Description	Funding (90%)
Bay	Bay County BOCC	Provide a rider's-choice, on-demand service utilizing Uber and/or Bay Co Public Transit System (BCPTS) for all trip purposes. Service will be provided in Bay County Monday - Saturday.	\$668,793.00
Highlands	MTM Transit, LLC	Provide on-demand transportation service (between 4 and 48 hours) to TD eligible individuals who reside in Highlands County. Trips can be for any purpose but mainly for medical, employment, education and nutritional purposes.	\$148,150.00
Hernando	Mid Florida Community Services	Continue to provide expanded operating hours and days to all areas of Hernando County. Service will be provided Monday - Friday 6:00 am - 4:00 pm without limiting rural areas to one or two days per week. Transportation can also be provided to 3 connector stops for the fixed route service allowing travel into Pasco County. Employment, recreational, and same day additional trips will also be provided based on availability. The project also includes a Veterans Reduced Fare Program, which can support trip purposes in addition to a daily shuttle to James Haley VA Hospital in Tampa (Mon-Fri).	\$121,500.00
Indian River/ St Lucie	Senior Resource Association	Continue to partner with the St. Lucie County CTC to provide transportation to individuals with intellectual and developmental disabilities as well as other cognitive disabilities. This project expands the hours to operate 24 hours per day/7 days/week. Transportation will be non-stop, door-to-door service and can be scheduled 2 hours up to 2 weeks in advance provided within and cross county between St Lucie and Indian River counties.	\$1,350,000.00
Lake	Lake County BOCC	Provide on-demand transportation utilizing TNCs and taxis. Service will be available 7 days/week at all times limited only by the availability of drivers/providers. Eligible riders will have more flexibility, access and choices for scheduling their trips. Service is planned to begin October 2023. Lake County will cover up to \$25 for an ambulatory trip and \$45 for a wheelchair trip. Rider will be responsible for anything above.	\$163,819.00
Leon	City of Tallahassee - StarMetro	Provide on-demand transportation utilizing TNCs as well as taxis and other service providers. Service will be available Monday - Saturday 6 am - 11 pm and Sunday 11 am - 7 pm. Eligible rider's will have more flexibility, access and choices for scheduling their trips.	\$73,190.00
Martin	Senior Resource Association	Continue to provide enhanced transportation services to and from dialysis treatment by guaranteeing a "non-shared" ride and less time on the vehicle. In addition, dialysis patients will also receive additional trips for other life-sustaining purposes such as work, school, grocery shopping. Trips to/from dialysis will not exceed 45 mins (Indiantown) or 20 minutes (anywhere else in the County).	\$675,000.00
Monroe (Miami)	Guidance/Care Center, Inc.	Continue to provide door-to-door trips on a planned route beginning early in the morning starting in the Lower Keys (Key West) to Miami. This service allows riders to get to earlier medical appointments and/or stay longer, if necessary. Service will continue to be available two days per week with a pickup time as early as 4 am arriving to Miami by 8 am.	\$96,007.00

2023-24 Innovative Service Development Grant Projects

Pinellas, Hillsborough and Pasco	Pinellas Suncoast Transit Authority	<p>Continue partnership between 3 CTCs (Hillsborough, Pinellas and Pasco) to provide same day, door-to-door regional trips within the Tampa Bay Area; continue to provide late night curb-to-curb employment trips for Pinellas residents, when the bus service is not available (including crossing county lines into Pasco or Hillsborough); and provide limited number of "urgent" same day trips that cannot be prescheduled.</p> <p>Includes a new 3rd party call center for regional trips to provide scheduling assistance, when needed, and the ability to monitor trips. Service will be provided by contracted taxis, wheelchair van services and transportation network companies based on rider's choice.</p>	\$578,700.00
St Lucie	St Lucie BOCC	Provide transportation to/from employment, educational programs, etc., when public transportation is not available or would create a hardship on the rider by requiring several bus route transfers making it difficult to arrive to employment on time. In addition, transportation to medical appointments such as dialysis will be provided if appointment is at a time that cannot be accomodated by the current demand response system.	\$450,000.00
Union	Suwannee River Economic Council	Provide daily transportation to Columbia County for employment/education/job training. The primary emphasis for this project is to provide transportation to Florida Gateway College which provides educational opportunities for nursing, welding, electrical, etc. Service expected to begin in August (beginning of academic year).	\$59,529.00
Wakulla (Leon)	Wakulla Senior Citizens Council, Inc.	Continue to provide scheduled and on-demand transportation utilizing a Transportation Network Company (i-Enable). Eligible riders in Wakulla County will be provided trips within Wakulla County and/or cross-county trips to/from Leon County. Leon County riders will be limited to Leon County. Transportation can be provided to all TD eligible riders but will primarily focus on individuals with intellectual or developmental disabilities. Project will utilize a new electronic fare collection platform.	\$535,261.00
Total			\$4,919,949.00

State of Florida
Commission for the Transportation Disadvantaged
Commission Business Meeting

MEETING DATE: December 11, 2023

AGENDA ITEM:

IX. Legislative Budget Requests for Fiscal Year 2024-25

BACKGROUND:

Each year, the Florida Department of Transportation (FDOT) submits a Legislative Budget Request (LBR) for the Governor and Legislature to consider as part of the General Appropriations Act for the upcoming fiscal year. The Commission's budget is administratively housed within FDOT and is included as part of the Department's LBR.

For Fiscal Year 2024-25, the Commission is requesting \$5 million in additional recurring budget authority to the CTD Grants and Aids Category. The current base authority for CTD is \$56.3 million; if approved, this request would increase the base authority to \$61.3 million and support the following grant programs:

- **\$4 million for the Innovative Service Development (ISD) Grant**, which (if approved) would be funded on a recurring basis to support projects on a multi-year basis. NOTE: This amount is \$2 million less than what the Legislature appropriated in FY23-24, which is intended to ensure the program remains competitive (see staff analysis for Agenda Item VIII "Innovative Service Development (ISD) Grant Program – Proposed Rule and Budget Changes" in this packet).
- **Approximately \$1.9 million for the Planning Grant**, with an increase of \$94,031 based on the most recent 5 percent increase to the state employee workforce, to comply with Rule 41-2.014(4)(a), F.A.C.
- **Approximately \$1.9 million for the "Shirley Conroy" Rural Area Capital Assistance Grant**, with an increase of \$560,000, to account for the rising costs of capital equipment over the past couple of years.
- **Approximately \$53.4 million for the Trip & Equipment Grant**, with an increase of \$347,377.

The LBR is based on the projected revenues to the Transportation Disadvantaged Trust Fund over the next four years (see exhibits on the following page).

EXECUTIVE DIRECTOR RECOMMENDATION/MOTION:

For information purposes only.

Exhibit A

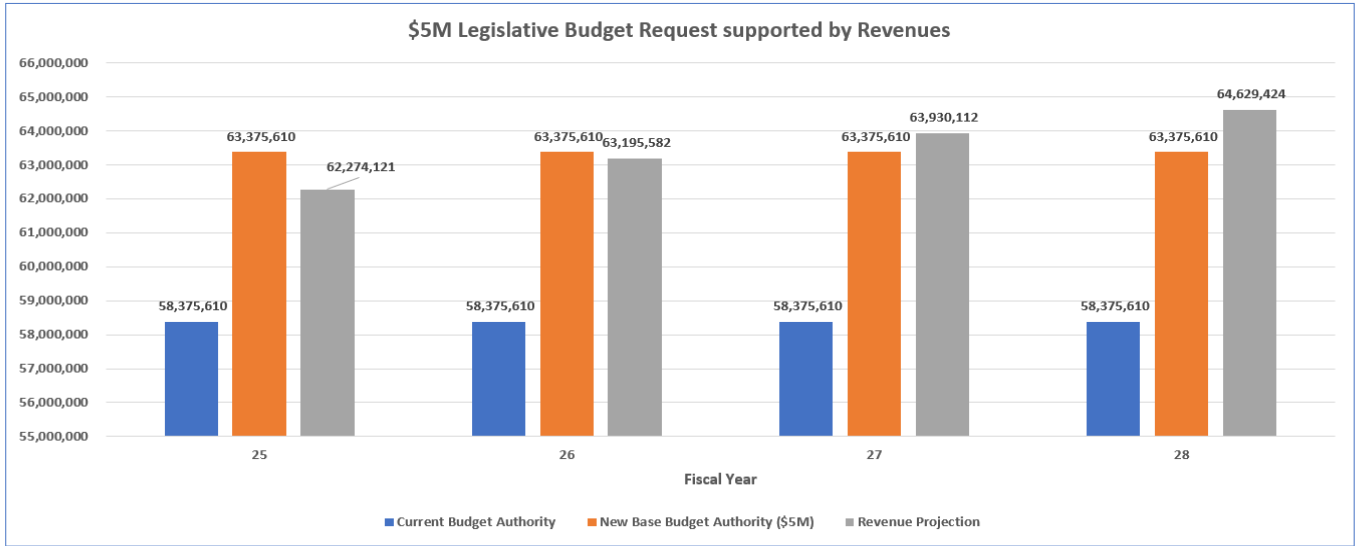


Exhibit B

Cash Analysis FY2023-2024 Supporting 5M Grants & Aides Legislative Budget Request for FY24-25	
Cash Receipts 11/30/2023	93,790,577
Revenue Projections 6/30/2024	<u>11,901,885</u>
Total Cash & Projections 6/30/2024	105,692,461
Total Expenditures 6/30/2024	<u>(75,348,932)</u>
Cash Balance 6/30/2024	<u>30,343,529</u>

State of Florida
Commission for the Transportation Disadvantaged
Commission Business Meeting

MEETING DATE: December 11, 2023

AGENDA ITEM:

X. Executive Director Report

David Darm will provide updates on the following goals for FY2023-24:

Goal 1 – Fill all CTD staff positions, implement salary raises, and adjust position descriptions as needed to better align employee strengths and responsibilities with program needs.

Goal 2 – Develop Five-Year Transportation Disadvantaged Plan pursuant to Section 427.013(15), Florida Statutes.

Goal 3 – Fill all CTD board seats and improve agency engagement.

Goal 4 – Contingent on Commission approval, test run the collection of disaggregated data as part of the Annual Operating Report (AOR).

Goal 5 – Assess Quality Assurance review process and identify changes needed to improve program performance.

EXECUTIVE DIRECTOR RECOMMENDATION/MOTION:

For information purposes only.

State of Florida
Commission for the Transportation Disadvantaged
Commission Business Meeting

MEETING DATE: October 11, 2023

AGENDA ITEM:

IX and XII. Public Comments

BACKGROUND INFORMATION:

When operating under Florida's Government in the Sunshine Law, the Florida Supreme Court recognizes the importance of public participation in open meetings. The Commission provides that right of access at each public meeting and adheres to Chapter 286.011, Florida Statutes.

The Commission facilitates two "Public Comments" segments on its agenda. For participants interested in providing public comments, the Commission requests speakers complete the attached public comment form and return to David Darm prior to the meeting date at David.Darm@dot.state.fl.us. The chairman will call on speakers in the order public comment cards are received.

Participants planning to speak during the first public comments segment (Item VI) of the agenda must direct their remarks to agenda items only. The Commission welcomes input on any topic during the second public comments segment (Item XIII) of the agenda. Pursuant to Commission Rule 41-2.018, F.A.C., all speakers are limited to five minutes per public comment.

ATTACHMENT:

Public Comment Form



Commission for the Transportation
Disadvantaged
PUBLIC COMMENT FORM

Instructions:

1. Complete comment form, including your address. PLEASE TYPE OR PRINT
2. Email comment card to David.Darm@dot.state.fl.us or provide at Commission Business Meeting
3. The chairman will call on speakers in the order comment cards are received. Please indicate below whether you plan on participating via webinar or conference call.
4. Comments must be limited to five (5) minutes per speaker.

How will you be participating in this meeting? Webinar _____ Conference Call _____

Name _____

E-Mail _____

Phone _____

Address _____

City _____

Zip Code _____ County _____

Representing _____

Subject _____

Support _____ Oppose _____ Neutral _____