2020 FPTA VIRTUAL CONFERENCE

REIMAGINE TRANSIT

OCTOBER 6, 2020

CTC ESSENTIALS

AREAS OF REVIEW

Grants

Invoices

Reporting

CTC
Procurement

Quality
Assurance

Announcements

GRANTS

- July 1 - Earliest start date
- June 30 – Grant End Date – NO EXTENSIONS
- Start date cannot be retroactive
- ALL State Funds
- ALL Require the submission of an Application
- ALL Require a Local Match

  (Except REDI Eligible Counties for SC)

GRANTS

Trip and Equipment Grant
- CTCs eligible recipients
- Funded thru $1.50 vehicle registration and portion of State Transportation Trust Fund
- Funding Allocation based on formula in Rule 41-2.014, FAC
- For Trips and Capital

Shirley Conroy Rural Area Capital Assistance Program Grant
- CTCs eligible recipients
- $1.4 Million Annually transferred from FDOT
- Competitive Application Process
- For Capital Purchases

GRANTS

Innovation and Service Development Grant

- $10 million annually per Chapter 338.2278, F.S.

- TD Project Funds to:
    - Increase access to and from job training, employment, health care, and other life-sustaining services;
    - Enhance regional connectivity and cross-county mobility; or,
    - Reduce difficulty connecting TD persons to and from transportation hub to final destination.

GRANTS

Innovation and Service Development Grant (cont.)

- Competitive Application Process
- CTCs and TNCs eligible recipients
- FY2020-21 awarded $4.4 million/16 projects to date
- 3rd round will be determined at October CTD business meeting
- FY2021-22 application process will begin in the spring
- Start developing project ideas and partnerships now
- Grant writing and technical assistance training coming soon

GRANTS

A FEW REQUIREMENTS

- Must have TD Application on file with eligibility supporting documentation for every rider whose trip is included invoiced to the Commission.

- All project documentation must be retained for five years after the final payment or any audit related finding has been resolved.

- Must comply with State Single Agency Audit Act Requirements.

- Invoices must be sent to FLCTDInvoice@dot.state.fl.us, not Project Manager.

GRANTS

A FEW REQUIREMENTS

- Ensure public records that are exempt or confidential are not disclosed such as TD Rider Eligibility Applications per 119.071(5)(h), Florida Statutes.

- Requires a competitive procurement process for any third party contracts (for purchase of equipment or provision of transportation services).

- Utilize the U.S. Department of Homeland Security's E-Verify system.

- Include required "Payment to Subcontractor" language in all third party contracts.

INVOICES

- Rescue Funding will continue to be available until further notice.

- Should be submitted 30 days after completion of month of services.

- Must be submitted to FLCTDInvoice@dot.state.fl.us, not Project Manager.

- Must utilize CTD invoice workbook.

- Instructions and Workbook can be found at http://ctd.fdot.gov/granttripequipment.htm

- Review ALL documentation and Fields before submitting to CTD.

- ERRORS DELAY EVERYONE'S PAYMENTS!

INVOICES

COMMON ERRORS

Trip Invoice Tab

- Dates of Service are incorrect
  (months with 31 days vs 30 days)

- Incorrect Invoice #
  Should be "Grant # + month invoice covers"
  Example: Invoice for July Services for Grant #
  GOM57 = GOM5707

- Incorrect Grant #
  Should be current Grant #
  Make sure to use letters for letters and numbers for
  numbers "O" "0"

INVOICES

COMMON ERRORS

Trip Summary Data Report Tab

- Trips, miles, passes must match numbers entered on Trip Invoice Tab

- Number of Miles should be rounded and entered as whole numbers

- Report should not include trips, miles or passes that are not on the invoice

INVOICES

COMMON ERRORS

Trip Detail Tabs
(Ambulatory, Wheelchair, etc.)

- Each field must contain correct type of data
  ex. "Date" should be a date, not the "Pick Up Time"
- Address must be complete - include number and street name
- All trips must have miles – no "0" mile trips
- High mileage trips are questioned, especially if invoicing by the mile.

INVOICES

COMMON ERRORS

Project Managers conduct a thorough review to identify other potential errors such as:

- Duplicate trips
- Duplicate passes
- Time on vehicle
- Same pickup and destination address

Contact Project Manager to obtain simple formulas to assist your review prior to invoice submission.

REPORTING

- Annual Operating Data
  - Due annually September 15
  - 2nd Year of Redesigned Data Collection System

- Quarterly Operating Report for Local Coordinating Boards
  - CTC should provide an operational report to Planning Agency staff for LCB meeting package.
  - CTC should present report at LCB meeting.

- Vehicle Utilization
  - Provide mileage for TD-funded vehicles to CTD, upon request.

CTC PROCUREMENT

✓

- Nineteen (19) CTC designations (MOA) expire June 30, 2021.

- Planning Agencies should begin their procurement activities soon.

- CTC recommendations will be presented at upcoming Commission meetings.

CTC PROCUREMENT

MOA EXPIRES JUNE 2021

- Baker County
- Brevard County
- Calhoun County
- Charlotte County
- Columbia, Hamilton and Suwannee Counties
- DeSoto, Hardee, Highlands and Okeechobee Counties
- Dixie County
- Duval County

- Gilchrist County
- Hillsborough County
- Manatee County
- Miami-Dade County
- Pasco County
- Polk County
- Putnam County
- St. Johns County
- Taylor County
- Union County
- Wakulla County

Be Aware of Planning Agency procurement activities!

QUALITY ASSURANCE

- Quality Assurance Reviews are anticipated to begin December/January 2021.

QUALITY ASSURANCE MONITORING

2020-2021 CTC Reviews

- Baker
- Bradford
- Brevard
- Calhoun
- Charlotte
- Citrus
- Dixie
- Escambia
- Flagler

- Gadsden
- Gilchrist
- Glades, Hendry
- Jefferson
- Lafayette
- Lee
- Leon
- Madison
- Marion

- Miami-Dade
- Monroe
- Nassau
- Okaloosa
- Pasco
- Putnam
- Sarasota
- Taylor
- Union
- Wakulla

QUALITY ASSURANCE MONITORING

2019-20 SUGGESTIONS AND FINDINGS

- Lack of eligibility applications and support documentation.

- Weak or inconsistent eligibility criteria in TDSP.

- Missing or incomplete trip manifests.

- Non-TD trips inadvertently included on TD invoices.

- Lack of procedures for completion of annual operating report.

- Lack of supporting documentation for data reported in the annual operating report.

QUALITY ASSURANCE MONITORING

2019-20 SUGGESTIONS AND FINDINGS

- Lack of procedures for completion of rate model worksheets.

- Lack of maintaining support documentation for data utilized in completing rate model worksheets.

- Third-party contracts missing required grant language.

- Lack of documentation reflecting completion of operator & coordination contractor monitoring.

- Missing or incomplete driver records (training, driver license, physical, etc.).

- Lack of E-Verify documentation.

QUALITY ASSURANCE MONITORING

CORRECTIVE ACTION PLANS (CAPS)

- Due within 30 days from date of Final Report.

- Submit on Agency Letterhead.

- Restate Finding, including Finding #.

- Provide explanation of how finding has been or will be corrected.

- Provide actions taken to ensure finding does not repeat.

- Provide timeline if correction has not been implemented yet.

QUALITY ASSURANCE MONITORING

Repeat findings could have negative impact.

- Future CTC designation

- Grant Allocation Reduction or Financial Penalties

- CTC Probation and/or Termination

ANNOUNCEMENTS

- Next Rule Development Workshop – October 12, 2020 3:00 – 5:30 pm

- Next Commission Business Meeting – October 28, 2020 1:00 pm – until completion

- Legislative Day – March 30, 2021

- 2021 FPTA/CTD Annual Conference & EXPO (Hilton Daytona Beach/Ocean Center) October 24-27, 2021

- Grant Writing Technical Assistance Training coming soon.

PROJECT MANAGERS

CECILE DELMORAL	DAN ZERUTO	KYLE MILLS	SHERI POWERS	JOHN IRVINE
Bay	Alachua	Brevard	Charlotte	Broward
Calhoun	Baker	Citrus	DeSoto	Collier
Escambia	Bradford	Hernando	Hardee	Columbia
Franklin	Clay	Lake	Highlands	Glades
Gadsden	Dixie	Leon	Hillsborough	Hamilton
Gulf	Duval	Levy	Madison	Hendry
Holmes	Flagler	Marion	Manatee	Indian River
Jackson	Gilchrist	Orange	Okeechobee	Lee
Jefferson	Lafayette	Osceola	Pasco	Martin
Liberty	Nassau	Seminole	Pinellas	Miami-Dade
Okaloosa	Putnam	Sumter	Polk	Monroe
Santa Rosa	St Johns	Volusia	Sarasota	Palm Beach
Wakulla	Union		Taylor	St Lucie
Walton				Suwannee
Washington				

QUESTIONS:

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