

2020 FPTA VIRTUAL
CONFERENCE
REIMAGINE TRANSIT
OCTOBER 7, 2020

TD PLANNERS
VIRTUAL
ROUNDTABLE

AREAS OF REVIEW

LCB Meetings

CTC Procurement

TD Planning Grant

LCB Evaluations

Invoices

GRANTS, TASKS AND DELIVERABLES

- 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
- No local match required

GRANTS

Planning Grant

- CTD Designated Official Planning Agency are 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
 - 25% county population relative to total state
 - 75% divided equally to the number of counties
- For Planning activities related to the TD Program

GRANTS

- Grant is fixed-priced agreement to complete tasks as identified.
- Amount paid is based on weighted value of each task and is not based on the cost of accomplishing the task.

DELIVERABLES

- The deliverable for each task is defined in the scope
- FY 2020-21 grant requires deliverables for 10 tasks
- Some deliverables require LCB action and some do not
- Deliverables must accompany quarterly invoice
- Deliverables must be submitted separately, not as part of an LCB meeting package

TASK 1

Transportation Disadvantaged Service Plan

- Deliverable:
 - Initial or annual TDSP update document
 - Approved by the LCB
- Initial Plan due 120 days from CTC designation
- Updates shall be made annually. Complete updated plan shall be submitted, not list of updates
- Amendments can be made at any time

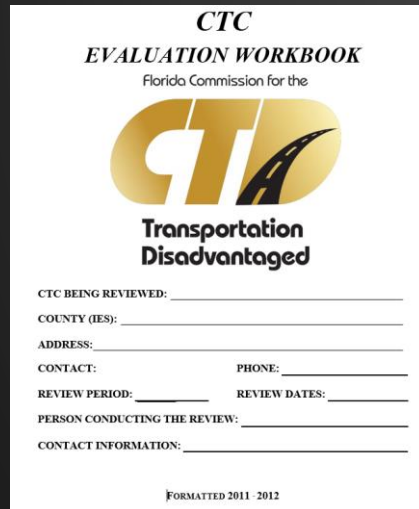
TASK 2A

Community Transportation Coordinator Procurement

- Deliverable:
 - Planning Agency's letter of recommendation
 - Planning Agency's signed resolution
- Selection shall be accomplished through public competitive bidding or proposals in accordance with applicable laws and rules.
- Announcement of request for proposals shall be published in
 - the largest general circulation newspaper in the service area
 - the Florida Administrative Register

The announcement shall include the time, date and location of public meeting to provide information and answer questions about the request for proposals.

TASK 2B



Annual LCB Evaluation of Community Transportation Coordinator

- **Deliverable:**
 - LCB approved CTC Evaluation Workbook with required worksheets
- **Required Worksheets:**
 - See Page 5 of Workbook for list of sections to complete
 - Must be completed even if not applicable
- **Evaluation period will include previous year and current year information**
 - Most recent approved AOR data
 - Current TDSP
- **Must be included on LCB agenda and action reflected in meeting minutes.**
- **Currently being updated with training to follow TBA.**

TASK 3

Staff Support and related resources for Local Coordinating Board

- Deliverable:
 - LCB Meeting Agenda
 - Meeting Minutes
 - LCB Membership Roster
 - LCB Meeting Attendance Report
 - Copy of Notice of Meeting
 - Training Notification
- One meeting per quarter
- Must be open and advertised in most general circulated newspaper
- Physical quorum required even for virtual meetings

TASK 4

Provide at least one public workshop annually

- Deliverable:
 - Public workshop agenda and minutes
- Public workshop should be open and advertised in most general circulated newspaper
- Must be held separately from LCB meeting
- Suggested topics to address during public workshop:
 - Review TDSP and request public input
 - TD 101
 - CTC/PA provide local program overview

TASK 5

Develop and annually update LCB By-Laws

- Deliverable:
 - LCB approved By-Laws
- Must reflect date of update on cover page
- Must include signature of LCB Chair or designee
- Must be included on LCB agenda and action reflected in meeting minutes.

TASK 6

Develop and annually update LCB Grievance Procedures

- Deliverable:
 - LCB approved Grievance Procedures
- Must reflect date of update on cover page
- Must be included on LCB agenda and action reflected in meeting minutes.

TASK 7

Review and comment on the Annual Operating Report (AOR) for submittal to the LCB

- Deliverable:
 - Cover Page of AOR, signed by CTC Representative and LCB Chair.
(Cover Page is the CTC Organization Report from the DCS)
- Include all sections of AOR in LCB meeting package
- Must be included on LCB agenda and action reflected in meeting minutes.
 - LCB takes action to authorize Chair to sign the report, indicating that it has been reviewed
- Comments/concerns should be forwarded to Project Manager

TASK 8

Research and complete the Annual Expenditures Report (AER)

- Deliverable:
 - Completed AER
- Only direct federal and local government transportation funds. Do not include state funds.
- Planning Agency collects data from each local government within its jurisdiction
- Does not need to be approved by the LCB
- Due to the Commission by September 15 each year (unless extended by CTD)

TASK 9

Quarterly progress report

- Deliverable:
 - Completed quarterly progress report
- Must be signed by planning agency representative. Electronic signatures are acceptable.
- Does not need to be approved by the LCB
- Provide narrative of activities that have taken place during quarter.
 - Identify deliverables, and completion date per activity in the narrative.
 - Ex: “The public notice for the Nov. 11, 2019 LCB meeting was published on October 20, 2019, in the News Herald. See attached.”
 - Indicate “No Activity during the Reporting Period,” if no activity occurred regarding that particular task.

TASK 10

Attend at least one Commission sponsored training

- Deliverable:
 - Documentation related to attendance including but not limited to sign in sheet
- Regional training or Annual Training Workshop
- Other Commission sponsored training opportunities
- Attendance at Commission business meeting is not considered training.

INVOICES

- Should be submitted after completion of the quarter.
- Must be submitted to FLCTDInvoice@dot.state.fl.us, not Project Manager.
- Must utilize CTD planning invoice template.
- Utilize same invoice template for all quarters. Each quarterly tab is linked and tracks year-to-date submissions.
- For planning agencies whose grants began after July, contact your Project Manager for assistance with ensuring service dates are correct.

CTC PROCUREMENT

- Nineteen (19) CTC designations (MOA) expire June 30, 2021.
- Planning Agencies should begin their procurement activities soon.
- Planning Agency staff shall present CTC recommendations at upcoming Commission meetings, prior to MOA expiration.

CTC PROCUREMENT

- Selection shall be accomplished through public competitive bidding or proposals in accordance with applicable laws and rules.
- Announcement of request for proposals shall be published in
 - the largest general circulation newspaper in the service area
 - the Florida Administrative Register

The announcement shall include the time, date and location of public meeting to provide information and answer questions about the request for proposals.

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

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.

REPORTING

- Annual Operating Data
 - Due annually September 15
(FY 2019-20 extended September 30, 2020)
 - 2nd Year of Redesigned Data Collection System
 - Planning Agencies have access to 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.

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.

**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

PROJECT MANAGERS

QUESTIONS:

Cecile Del Moral Cecile.DelMoral@dot.state.fl.us 850-410-5702

Dan Zeruto Dan.Zeruto@dot.state.fl.us 850-410-5704

Kyle Mills Kyle.Mills@dot.state.fl.us 850-410-5713

Sheri Powers Sheri.Powers@dot.state.fl.us 850-410-5710

John Irvine John.Irvine@dot.state.fl.us 850-410-5712

Karen Somerset Karen.Somerset@dot.state.fl.us 850-410-5701

Thank You

