

AGENDA

Call to Order

Pledge of Allegiance

Introductions

1. *Approval of the Public Workshop Minutes from May 4, 2022
2. *Approval of the Regular Business Meeting Minutes from May 4, 2022
3. Public Comments on Items on or not on the Agenda
4. *Review and Approve Bylaws (Brian Raimondo)
5. *Review and Approve LeeTran's Annual Operating Report (Brian Raimondo/LeeTran)
6. *Review LeeTran's FY 2022-23 Rate Model (Brian Raimondo/LeeTran)
7. +Review LeeTran's Trip/Equipment Grant (Brian Raimondo/LeeTran)
8. CTC Updates and Reports (LeeTran)
 - Operator Payments
 - Ridership and complaints
9. Members Comments

Adjournment

Next meeting November 2, 2022

*Action Items +May Require Action

Public participation is solicited without regard to race, color, national origin, sex, age, disability, religion, or family status. Persons who require special accommodations under the Americans with Disabilities Act or persons who require translation services (free of charge) should contact Calandra Barraco with the Lee County MPO at 239-330-2243 or by email at cbarraco@leemppo.com at least seven (7) days prior to the meeting. If you are hearing or speech impaired call (800) 955-8770 Voice / (800) 955-8771 TDD. The MPO's 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, national origin, sex, age, disability, religion, or familial status may file a complaint with the Lee County MPO Title VI Coordinator, Calandra Barraco, at 239-330-2243, or in writing at P.O. Box 150045, Cape Coral, Florida 33915-0045.

Meeting Minutes

Public Workshop

Call to Order

The in-person LCB public workshop was called to order by Chair Jessica Cosden at approximately 10:03 a.m. The Pledge of Allegiance was recited.

Introductions

Those in attendance introduced themselves. MPO staff recorded the roll. There was a quorum.

Those members in attendance included:

A Representative of:	Voting Members	Agency	Alternates to Voting Members	Agency
An elected official from the MPO Board to serve as the official Chairperson.	Jessica Cosden (Present)	City of Cape Coral	No alternate	
A. A local representative of the Florida Department of Transportation (DOT)	Michelle Peronto (Absent) Candace Monroy (Present)	FDOT	Dale Hanson (Absent) Paul Simmons (Absent)	FDOT
B. A local representative of the Florida Department of Children and Families (DCF)	Bryan DeLaHunt (Present)	DCF	Nicole Negron (Absent)	DCF
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	Roger Lloyd (Absent)	Lee County School Board	David Rivera (Absent)	
D. In areas where they exist, a local representative of the Division of Vocational Rehabilitation Services or the Division of Blind Services, representing the Department of Education	Adam Long (Present)		Shantel Chapman (Absent)	
E. A person recommended by the local Veterans Service Office, representing Veterans of the county	James Lear (Present)		Andrew Satterelee (Absent)	

F. A person recognized by the Florida Association for Community Action representing the economically disadvantaged	Mariel Orengo (Absent)	Lee County Human Services	Kellie-Ann Torres (Absent)	
G. A person representing the Elderly in the county	(Vacant)		(Vacant)	
H. A person with a disability representing the disabled in the county	Paul Lewis (Present)		(Vacant)	
I-1. [One of Two] Citizen Advocates in the County	(Vacant)		(Vacant)	
I-2. [One of two] Citizen Advocates this one must be a person who uses the transportation service(s) of the system as their primary means of transportation.	Kathleen Hoover (Present)		(Vacant)	
J. A local representative for children at risk	Juliana Whitaker (Absent)		Vacant	
K. In areas where they exist, the Chairperson or designee of the local Mass Transit or Public Transit Systems Board, except in cases where they are also the Community Transportation Coordinator.	N/A		N/A	
L. A local representative of the Florida Department of Elder Affairs	Vacant	Area Agency on Aging	Vacant	Area Agency on Aging
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 CTC.	Michael Griffin (Present)	SWFL Transportation	Ryan Williams (Absent)	Creative Resources
N. A local representative of the Florida Agency for Health Care Administration	Alana Watson (Present)	AHCA	Signe Jacobson (Absent) Lonnie Thompson (Absent)	AHCA
O. A representative of the Regional Workforce Development Board established in Chapter 445, <i>Florida Statutes</i> .	Jah-Mau Lambert (Absent)	Career Source SWFL	Vacant	Career Source SWFL
P. A representative of the local medical community, which may include, but not be limited to, kidney dialysis centers, long term care facilities, hospitals, local health department or other home and community based services, etc.	Heidi Shoriak (Absent)	Lee Health Systems	Jenn Souvannasinh (Present)	Lee Health Systems
Q. A representative of the Agency for Persons with Disabilities	Leah Watson (Absent)	Agency for Persons with Disabilities	Donna Fain (Present)	Agency for Persons with Disabilities

Also in attendance: Carlos Menjivar, Ranice Monroe, and Kelley Fernandez with LeeTran via conference call; and Brian Raimondo, Don Scott, and Calandra Barraco with the Lee County MPO.

Agenda Item #1 - Transportation Disadvantaged's 5 Key Elements

Mr. Brian Raimondo presented this agenda item on the Transportation Disadvantaged's Five Key Elements. He provided a brief Power Point presentation that included slides with information on the Commission for the Transportation Disadvantaged, who is eligible for services, where and how services are provided, who can be called for assistance, how to become involved, and contact information for the program. His presentation can be viewed here: [TD Presentation](#) Mr. Raimondo asked if there were any questions. There were none. Chair Cosden thanked Mr. Raimondo for his presentation.

Agenda Item #2 - Open Forum

Chair Cosden asked if there were any questions or comments from the public or members present. There were no questions.

The public workshop was adjourned at 10:10 a.m.

Regular Meeting

The regular meeting was called to order immediately following the Public Workshop at 10:10 a.m. by Chair Cosden. The Pledge of Allegiance was recited. Introductions were done during the public workshop.

Agenda Item #1 - *Approval of the Minutes from the March 2, 2022 Meeting

Mr. James Lear made the motion to approve the meeting minutes from March 2, 2022. Ms. Candace Monroy seconded the motion. There were no objections, and the motion passed unanimously.

Agenda Item #2 - Public Comments on Items on or not on the Agenda

There were no public comments on items on or not on the agenda.

Agenda Item #3 - *Approval of CTC 2022-23 Rate Model

Mr. Raimondo presented this agenda item for the review and approval of the CTC 2022-23 Rate Model. Mr. Raimondo explained this is done annually. He mentioned LeeTran staff Carlos Menjivar and Ranice Monroe were present via conference call to answer any questions. Ms. Kelley Fernandez, also with LeeTran and also attending via conference call, noted that the rates have not changed since they were approved last year, and she listed the rates of \$64.20 for wheelchair and \$37.45 for ambulatory. Mr. Raimondo suggested approving the rate model contingent on approval by Mr. John Irvine with the TD Commission. He added that if it was not approved at this meeting it will have to come back in June or possibly September. Chair Cosden clarified that the rates were the same as last year. Mr. Raimondo replied yes. Mr. Raimondo asked if the grant amount was the same. Ms. Fernandez replied that the grant amount was down approximately \$40,000. She also mentioned the ten percent local match. The committee discussed turning trips down, ridership projections, funding needs, placing all possible riders on ADA passport trips, ability to meet demand for trips, reservations for church trips, differing funding sources of ADA and TD, bookings two days in advance, suggesting to allow two week booking windows again, LeeTran reverting to policy of two week scheduling when mask mandate was lifted, providing updated information to users, alerting users to changes when they call in to reserve trips, no separation between TD and ADA when calling the reservation center, reservation center only taking certain types of trips, and medical appointments taking priority for trips.

Mr. Michael Griffin made the motion to approve the CTC 2022-23 Rate Model. Mr. Bryan DeLaHunt seconded the motion. There were no objections, and the motion passed unanimously.

Agenda Item #4 - * Approval of LeeTran's Trip/Equipment Grant FY 2022/2023

Mr. Raimondo presented this agenda item for the review and approval of LeeTran's Trip/Equipment Grant for FY 2022/2023. He noted the day the agenda packet was sent out was the same day the grant was opened thus there was no information from LeeTran to provide on the grant. Ms. Fernandez said LeeTran intends to apply for the full allocation of the grant but will not request capital assistance. Mr. Raimondo asked if this item could be approved after July 1st. Ms. Fernandez replied no as the grant must be fully executed by July 1st. She added LeeTran will be using the rates just endorsed by the LCB in the previous agenda item once they are approved by the TD Commission to supplement the grant application. She noted the manual does not require LCB approval. The committee discussed reasoning for not requesting capital assistance, purchasing vehicles for operation under other grant sources, option to approve item or table, and recurring situation of approval issues every year due to grant cycle of the TD Commission. Mr. Raimondo commented that the LCB did not have to approve this item, but LeeTran would like the endorsement of the LCB. He said he could bring the final approved product back to the committee for review in September. Mr. DeLaHunt clarified the grant amount.

Mr. Bryan DeLaHunt made the motion to approve LeeTran's Trip/Equipment Grant for FY 2022/2023. Ms. Donna Fain seconded the motion. There were no objections, and the motion passed unanimously.

Agenda Item #5 – *Approval of the Transportation Disadvantaged Service Plan Update

Mr. Raimondo presented this agenda item for the review and approval of changes to the TDSP. He reviewed the following list of changes made to the TDSP: Pg 17-18 updated LCB Certification from the March 2022 MPO Board Meeting, Pg 19 removed old roll call sheet for the new one to be added after May 4th LCB meeting, Pg 25 updated Florida unemployment data, Pg 26 updated Monthly Market Detail for Single Family Homes, Pg 34 updated population data, and Pg 66 updated Grievance Procedure date of approval to May 4, 2022. The full version of the TDSP can be accessed here: [TDSP UPDATE](#) Chair Cosden asked for a motion or questions. Ms. Watson noted she was the primary voting member for her agency. Mr. Raimondo asked for her to send an email with that information and it would be updated. Ms. Monroy commented on the Lee County population for 2017 suggesting there might be an error in the numbers. Mr. Raimondo said the numbers came from the county, but he would update them. Chair Cosden thanked Ms. Monroy for pointing out the error and noted the approval of this item would include that change.

Mr. Bryan DeLaHunt made the motion to approve the update of the Transportation Disadvantaged Service Plan. Ms. Candace Monroy seconded the motion. A roll call vote was taken. There were no objections, and the motion passed unanimously.

Agenda Item #6 – * Approval of the Grievance Procedures Update

Mr. Raimondo presented this agenda item for the review and approval of the Grievance Procedures Update. He said the only change was the approval date.

Mr. Paul Lewis made the motion to approve the Grievance Procedures Update. Ms. Alana Watson seconded the motion. A roll call vote was taken. There were no objections, and the motion passed unanimously.

Agenda Item #7 – *Approval of LeeTran's Evaluation

Mr. Raimondo presented this agenda item for the approval of LeeTran's Evaluation. He listed the evaluation committee members, procedure, and additional components. Chair Cosden asked if there were any questions or comments. Mr. Raimondo said a roll call vote will be taken for this item. Chair Cosden thanked those involved in the evaluation and then asked for a motion. The document presented to the committee for review can be viewed here: [LeeTran Evaluation](#)

Mr. Bryan DeLaHunt made the motion to approve LeeTran's Evaluation. Mr. James Lear seconded the motion. A roll call vote was taken. There were no objections, and the motion passed unanimously.

Agenda Item #8 – Program Updates and Distribution Items

Mr. Raimondo said there were no program updates or distribution items.

Agenda Item #9 – CTC Updates and Reports

Mr. Carlos Menjivar with LeeTran presented this agenda item on the CTC updates and reports. He reviewed the Excel spreadsheet and charts that were included in the agenda packet, posted to the MPO website, and can be viewed at the following link: [CTC Updates](#). The updates included review of the information on productivity, safety, and customer service as well as the graphs on TD demographics and trip breakdown. He asked if there were any questions. Ms. Hoover asked Mr. Menjivar to remind drivers to secure belts for safety. Mr. Lewis asked about the classification of rehabilitation trips. The committee discussed Lighthouse example for rehab trips, work related training versus rehabilitation versus medical, classing as rehabilitation due to nature of disability, LeeTran follow up with Lighthouse, accidents due to overhangs that are too low for buses to pass, county policy to prevent low overhangs, checking with LeeTran operations department, placement of vehicle height in cab of each vehicle, training of drivers, door to door nature of paratransit, county policy on tree trimming, longer walk for passenger if objects obstruct roadway to entrance, building code issue, driver responsibility to avoid damage to property, loss of drivers due to stress of job and long hours, attempts to increase driver pool, possibility of increasing driver wages and switching temporary employees to full time, dispatchers and supervisor assistance to drivers, using split shifts, needing additional staff, example of two riders in close proximity at the same time on different buses, adding two permanent schedulers, goal to minimize wait times while increasing riders per hour, updates to scheduling software to assist in improving performance, transport of veterans, evaluation of eligibility of veterans, expediting eligibility process, and coordination with VA. Chair Cosden asked if there were any other questions. There were none. She thanked Mr. Menjivar for his report.

Agenda Item #10 - Member Comments

Ms. Monroy with FDOT provided updates on grants, funding, a training opportunity, and triennial reviews. Mr. Lewis requested drivers ask riders if the music type being played in the vehicles is acceptable. Mr. Menjivar said he would follow up with the operations supervisor.

Chair Cosden thanked everyone for their attendance. Mr. Raimondo noted the next meeting is tentatively scheduled for June 1, but he will follow up with an email to the LCB. He added there would definitely be a meeting September 7, 2022.

The meeting was adjourned at approximately 11:11 a.m.

An audio recording of the entire meeting, including the public workshop, can be accessed here: https://soundcloud.com/user-390911534/05-04-2022-lcbwma?utm_source=clipboard&utm_medium=text&utm_campaign=social_sharing

*Action Items *May Require Action

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Lee LCB Bylaws

RECOMMENDED ACTION: Review and approve the Bylaws

Annually, the LCB needs to review and approve their Bylaws. The Bylaws were last amended in September 2021.

Listed below are the changes to the bylaws:

- Changed date on the front page to September 7, 2022.
- Changed date on page 10 **ARTICLE XI: Certification** to September 7, 2022.



**LEE COUNTY
TRANSPORTATION DISADVANTAGED
LOCAL COORDINATING BOARD
BYLAWS**

Adopted September 7, 2022

PO Box 150045
Cape Coral, FL 33915
239-244-2220
www.leempo.com

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ARTICLE I: PREAMBLE

The following sets forth the By-Laws which shall serve to guide the coordination of transportation services provided to the transportation disadvantaged through the Lee County Transportation Disadvantaged Local Coordinating Board program. The intent is to provide procedures and policies for fulfilling the requirements of Chapter 427, Florida Statutes (F.S.), Rule 41-2, Florida Administrative Code (FAC), and subsequent laws setting forth requirements for the coordination of transportation services to the transportation disadvantaged.

ARTICLE II: NAME AND PURPOSE

Name

The name of the Coordinating Board shall be the LEE COUNTY TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD, hereinafter referred to as the Board or LCB.

Purpose

The primary purpose of the Board is to assist the Lee County Metropolitan Planning Organization (MPO) in identifying local service needs and providing information, advice and direction to the Community Transportation Coordinator, hereinafter “Coordinator”, on the coordination of services to be provided to the transportation disadvantaged pursuant to Chapter 427.0157, F.S. and Rule 41-2, FAC. In general, the Local Coordinating Board is considered an advisory body.

ARTICLE III: ADMINISTRATION OF THE LOCAL COORDINATING BOARD

A. Planning Agency Responsibilities

The Metropolitan Planning Organization (MPO) or Designated Official Planning Agency (DOPA), also uniformly referred to as the Planning Agency, shall provide the Local Coordinating Board with sufficient staff support and resources to enable the Local Coordinating Board to fulfill its responsibilities as set forth in Chapter 427, Florida Statutes, Rule 41-2, Florida Administrative Code, Commission policies and the Program Manual for Transportation Disadvantaged Planning Related Services as revised on May 23, 2011. This responsibility includes providing sufficient staff to manage and oversee the responsibilities of the Local Coordinating Board. This includes, but is not limited to, assistance in the scheduling of meetings; training board members; evaluating cost effectiveness; reviewing the local Transportation Disadvantaged Service Plan; preparing, duplicating and distributing meeting packets; and, other necessary administrative duties as required by the Board within the limits of available resources.

B. Regular Meetings

The Board shall meet as often as necessary in order to meet its responsibilities. However, the Board shall meet at least quarterly as required by Chapter 427.0157, F.S. All meetings, including

committee meetings, shall be conducted pursuant to “Government in the Sunshine Law”. All meetings will provide opportunity for public comments on the agenda.

C. Full Board Meeting Notices

Planning Agency staff shall give two (2) weeks’ notice via e-mail of the date, time, location and proposed agenda for the Local Coordinating Board meetings to Local Coordinating Board members and the appropriate Commission for the Transportation Disadvantaged Regional Project Manager, other interested parties and the news media.

Planning Agency staff shall prepare and submit the Notice of Meeting to the News-Press no later than twenty-one (21) days before the scheduled meeting which will be published in the News-Press at least fourteen (14) days before the scheduled meeting.

The agenda will be posted on the MPO website a minimum of eight (8) days prior to the scheduled meeting.

Agenda packets will be sent out fourteen (14) days before the scheduled meeting.

An eight (8) day notice should be given for the cancellation, rescheduling or relocation of regular meetings.

Planning Agency staff will submit notification of meeting to local jurisdictional TV stations (Cape Coral, Fort Myers and Lee County) fourteen (14) days prior to the scheduled meeting which will run through the date of the scheduled meeting.

D. Emergency Meeting Notices and Committee Meeting Notices

Planning Agency staff shall give Local Coordinating Board members and others one (1) week notice, if possible, of the date, time, location and proposed agenda for the Local Coordinating Board committee meetings and emergency meetings. Meeting materials shall be provided as early as possible.

E. Minutes

Planning Agency staff is responsible for maintaining an official set of minutes for each Local Coordinating Board meeting. The minutes shall include an attendance roster indicating what agency organization or position each member represents and reflect a summary of official actions taken by the Local Coordinating Board.

The record of official actions shall include who made and seconded the motion, as well as who voted for and against motions. Copies of the minutes shall be sent to the Regional Project Manager of the Commission for the Transportation Disadvantaged and the Chairperson of the Planning Agency.

Committee meeting minutes may be in the form of a brief summary of these points, discussions, decisions and recommendations to the full board.

F. Quorum

Governor DeSantis has the State of Florida entering Phase 3 of reopening. The Florida TD Commission has advised planning staff as of November 1, 2020 meetings must be held in person, and a quorum must be obtained by those physically present at the meeting. The TD Commission has also advised that Local Coordinating Boards throughout the state can temporarily reduce their quorum through the COVID-19 pandemic. Planning staff has set the quorum to five (5) to ensure a proper business meeting will be conducted and to reduce the need for those at greater health risks from attending.

G. Voting

At all meetings of the Board at which a quorum is present, all matters shall be decided by the vote of a majority of the members of the Board present and voting.

ARTICLE IV: LOCAL COORDINATING BOARD MEMBERSHIP

A. OFFICERS

The officers of the Board shall be a Chairperson and a Vice-Chairperson.

- **CHAIRPERSON**

The MPO Board shall appoint one of its members to serve as the official Chairperson for all Local Coordinating Board meetings. The Chairperson shall communicate the Board's interests and desires to the MPO. The Chairperson shall preside at all meetings, and in the event of his/her absence, or at his/her direction; the Vice-Chairperson shall assume the powers and duties of the Chairperson. The Chairperson shall be appointed to serve for a one-year term (or less if the individual is no longer in office) and the MPO Board shall replace or reappoint the Chairperson at the end of his/her term.

- **VICE-CHAIRPERSON**

The Board shall hold an organizational meeting at its last regularly scheduled meeting of the year in December for the purpose of electing a Vice-Chairperson. The Vice-Chairperson shall be elected by a majority vote of a quorum of the Local Coordinating Board members present and voting at the meeting. The Vice-Chairperson shall serve a term of one year starting with the following meeting. In the event of the Chairperson's absence, the Vice Chairperson shall assume the duties of the Chairperson and conduct the meeting. The Vice-Chairperson may serve more than one term.

B. VOTING MEMBERS

In accordance with Chapter 427.0157, F.S., all members of the Board shall be appointed by the Designated Official Planning Agency. The Designated Official Planning Agency for Lee County is the Lee County Metropolitan Planning Organization (MPO).

The following agencies or groups shall be represented on the Board as voting members:

- A member of the MPO Board who has been appointed to serve as Chairperson;
- A local representative of the Florida Department of Transportation (DOT);
- A local representative of the Florida Department of Children and Families (DCF);
- 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;
- In areas where they exist, a local representative of the Division of Vocational Rehabilitation Services or the Division of Blind Services, representing the Department of Education;
- A person recommended by the local Veterans Service Office, representing Veterans of the county;
- A person recognized by the Florida Association for Community Action representing the economically disadvantaged;
- A person representing the Elderly in the county;
- A person with a disability representing the disabled in the county;
- [One of Two] Citizen Advocates in the County;
- [One of two] Citizen Advocates – this must be a person who uses the transportation service(s) of the system as their primary means of transportation;
- A local representative for children at risk;

- 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;
- A local representative of the Florida Department of Elder Affairs.;
- 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;
- A local representative of the Florida Agency for Health Care Administration;
- A representative of the Regional Workforce Development Board established in Chapter 445, Florida Statutes;
- A representative of the local medical community, which may include, but not be limited to, kidney dialysis centers, long term care facilities, hospitals, local health department or other home and community based services, etc.
- A representative from the Agency for Persons with Disabilities.

It is the intent of the Commission for the Transportation Disadvantaged for the membership of every Local Coordinating Board to not only consist of individuals who represent the appropriate governmental agencies or groups of people as defined above, but also for the membership to represent, to the maximum degree possible, a cross section of their local community.

No employee of a Community Transportation Coordinator shall serve as voting member of the Local Coordinating Board. 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 Local Coordinating Board.

C. TECHNICAL ADVISORS –NON-VOTING MEMBERS

Upon a majority vote of a quorum of the Local Coordinating Board, technical advisors may be approved for the purpose of providing the Local Coordinating Board with technical advice as necessary.

D. ALTERNATES

- Alternates are to be appointed in writing to the Planning Agency by an agency representative. Non-agency alternates may be appointed by the Planning Agency, if desired.

- Each alternate may vote only in the absence of that member on a one vote-per-member basis.
- Alternates for a Local Coordinating Board member who cannot attend a meeting must be a representative of the same interest as the primary member.

ARTICLE V: TERMS OF APPOINTMENT

Except for the Chairperson and state agency representatives, the non-agency members of the Board shall be appointed for three (3) year staggered terms with initial memberships being appointed equally for one, two and three years in order that the Local Coordinating Board is not subject to a significant turnover in membership.

No non-agency member shall serve more than two consecutive terms (six years) as a voting member. No non-agency member shall be reappointed to their second term of three (3) years until the MPO has the chance to consider other nominees. After two consecutive terms, the MPO will solicit other people for vacant positions and after 30 days termed out members can reapply if there is a vacancy. The Chairperson must be appointed or reappointed by the Planning Agency every two (2) years.

No employee of the Coordinator shall serve as a voting member of the Board. However, an elected official serving as Chairperson of the Board, or other governmental employees who are employed for the purpose of making provisions for transportation and are not directly supervised by the Coordinator may serve as voting members.

ARTICLE VI: ATTENDANCE

The Planning Agency shall review, and consider rescinding, the appointment of any member of the Local Coordinating Board who fails to attend three consecutive meetings. An updated membership attendance report shall be presented to the Lee County Local Coordinating Board at their quarterly meetings. The Local Coordinating Board shall notify the Commission for the Transportation Disadvantaged if any state agency voting member or their alternate fails to attend three consecutive meetings.

ARTICLE VII: BY-LAWS AND PARLIAMENTARY PROCEDURES

The Local Coordinating Board shall develop and adopt a set of bylaws. The bylaws shall state that the Local Coordinating Board will conduct business using parliamentary procedures according to Robert's Rules of Order, unless stated otherwise in these guidelines.

ARTICLE VIII: LOCAL COORDINATING BOARD DUTIES

The Local Coordinating Board shall:

- A. Review and make recommendations regarding the approval of the Memorandum of Agreement and Transportation Disadvantaged Service Plan in the third quarter. In order to perform this duty, the Lee County Local Coordinating Board shall review and develop recommendations concerning the Transportation Disadvantaged Service Plan. The Joint Local Coordinating Board shall ensure that the Transportation Disadvantaged Service Plan has been developed by involving all appropriate parties in the process. The final Transportation Disadvantaged Service Plan shall be approved by the Local Coordinating

Board for submission to the Commission for the Transportation Disadvantaged no later than June 30th of each year.

- B. Review and make recommendations regarding the approval of the Memorandum of Agreement and Transportation Disadvantaged Service Plan. In order to perform this duty, the Local Coordinating Board shall review and develop recommendations concerning the Transportation Disadvantaged Service Plan. The Local Coordinating Board shall ensure that the Transportation Disadvantaged Service Plan has been developed by involving all appropriate parties in the process.
- C. Conduct an annual performance evaluation of the Community Transportation Coordinator by no later than February 20th of each year. This evaluation shall be conducted using evaluation criteria developed by the Commission for the Transportation Disadvantaged, as well as any other evaluation criteria approved by the Coordinating Board. In areas where a planning agency serves as the Community Transportation Coordinator, the planning agency shall abstain from any official actions that represent a conflict of interest, especially in the evaluation process of the Community Transportation Coordinator.
- D. The evaluation of the Community Transportation Coordinator's performance shall be both in general, and relative to specific criteria contained in the Transportation Disadvantaged Service Plan, and recommendations contained in the Commission's quality assurance reviews.
- E. The results of the annual evaluation and recommendations relative to performance and the renewal of the Memorandum of Agreement of Transportation Disadvantaged Service Plan shall be forwarded to the Planning Agency and the Commission for the Transportation Disadvantaged for final disposition.
- F. In cooperation with the Community Transportation Coordinator, review and provide recommendations to the Commission and the MPO or Designated Official Planning Agency, on all applications for local government, state or federal funds relating to transportation of the transportation disadvantaged in the designated service area to ensure that any expenditures within the designated service area are provided in the most cost effective and efficient manner. The accomplishment of this requirement shall include the development and implementation of a process by which the Local Coordinating Board and Community Transportation Coordinator have an opportunity to become aware of any federal, state or local government funding requests and provide recommendations regarding the expenditure of such funds. Such funds may include expenditures for operating, capital or administrative needs. Such a process should include at least:
 - 1. The review of applications to ensure that they are consistent with the Transportation Disadvantaged Service Plan. This review shall consider:
 - a) The need for the requested funds or services;
 - b) Consistency with local government comprehensive plans;
 - c) Coordination with local transit agencies, including the Community

- Transportation Coordinator;
 - d) Consistency with the Transportation Disadvantaged Service Plan;
 - e) Whether such funds are adequately budgeted amounts for the services expected; and,
 - f) Whether such funds will be spent in a manner consistent with the requirements of coordinated transportation laws and regulations.
2. Notifying the Commission for the Transportation Disadvantaged of any unresolved funding requests without delays in the application process.
- G. Review coordination strategies or service provision to the transportation disadvantaged in the designated service area to seek innovative ways to improve cost effectiveness, efficiency, safety, working hours and types of service in an effort to increase ridership to a broader population. Such strategies should include:
- 1. Supporting inter- and intra-county agreements to improve coordination as a way to reduce costs for service delivery, maintenance, insurance or other identified strategies; and
 - 2. Seeking the involvement of the private and public sector, volunteers, public transit, school districts, elected officials and others in any plan for improved service delivery.
- H. Appoint a Grievance Committee to serve as a mediator to hear and investigate complaints, from agencies, users, potential users, Community Transportation Coordinators, subcontractors or other interested parties, and make recommendations for the Local Coordinating Board for improvement of service from agencies, users, potential users of the system and the Community Transportation Coordinator in the designated service area.
- I. Establish procedures to provide regular opportunities for issues to be brought before such committee and to address them in a timely manner. The Local Coordinating Board process should complement the Community Transportation Coordinator's grievance process. Members appointed to the committee shall be voting members of the Local Coordinating Board.
- J. In coordinating with the Community Transportation Coordinator, jointly develop applications for funds that may become available.
- K. Annually review coordination contracts to advise the Community Transportation Coordinator whether the continuation of said contract provides the most cost effective and efficient transportation available, consistent with Rule 41-2, Florida Administrative Code.
- L. Annually hold a public workshop for the purpose of receiving input on unmet needs or any other areas that relate to the local transportation services. The public hearing will be held at a place and time that is convenient and accessible to the general public. In order that additional funding is not used or needed to accommodate this requirement, it is

recommended that the public hearing be incorporated with a regular business meeting of the Local Coordinating Board. A public workshop held jointly with the Commission for the Transportation Disadvantaged will satisfy this annual requirement.

ARTICLE IX: SUBCOMMITTEES

Subcommittees shall be designated by the Chair as necessary to investigate and report on specific subject areas of interest to the Board and to deal with administrative and legislative procedures.

ARTICLE X: COMMUNICATION WITH OTHER AGENCIES AND ENTITIES

The Board shall communicate directly with other agencies and entities as necessary to carry out its duties and responsibilities in accordance with Rule 41-2 FAC.

ARTICLE XI: CERTIFICATION

The undersigned hereby certifies that he/she is the Chairperson of the Lee County Transportation Disadvantaged Local Coordinating Board and that the foregoing is a full true and correct copy of the By-Laws of this Board as adopted by the Lee County Local Coordinating Board for the Transportation Disadvantaged on:

Date: 9/7/22

Lee LCB Chairperson

Review and Approval of the CTC's AOR for FY 2021/22

RECOMMENDED ACTION: Review and approve CTC's Annual Operating Report (AOR)

The AOR itemizes information relating to the transportation services delivered by the coordinator and allows the Local Coordinating Board (LCB) to develop a thorough understanding of the coordinated transportation disadvantaged program in the service area. The report also provides the Commission for the Transportation Disadvantaged (CTD) a uniform state-wide data base which is used to monitor the effectiveness and efficiency of the program. Using a formula, the CTD uses the AOR to distribute the Transportation Disadvantaged (TD) Trust Funds to the Community Transportation Coordinator (CTC). The CTD also compiles the AORs from the coordinators into the Annual Performance Report.

The AOR is due to the CTD by September 15th and can be approved by the LCB before or after that deadline.

CTC FY 22/23 RATE MODEL

RECOMMENDED ACTION: Approve the CTC 22/23 Rate Model.

The rate model wasn't approved by the CTD for the LCB's May meeting but was approved with basic information. John Irvine, CTD, said the LCB needs to review and approve the full document of the CTC's proposed fiscal year rate model. The rate model can be viewed at the following link: [Rate Model](#)

LeeTran's Trip/Equipment Grant 22/23

RECOMMENDED ACTION: This is an informational item, and no action may be necessary.

Annually, the CTC is required to fill out the Trip and Equipment Grant that is awarded by the CTD.

The Lee LCB is not required to approve the Trip and Equipment Grant but may decide to endorse it.

SAMAS Approp.	<u>108846</u>	Fund	<u>TDTF</u>	FM/Job No(s).	<u>43202718401/43202818401</u>
SAMAS Obj.	<u>751000</u>	Function	<u>683</u>	CSFA No.	<u>55.001</u>
Org. Code	<u>55120000952</u>	Contract No.	<u>G2A20</u>	Vendor No.	<u>59-6000702</u>

FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED TRIP & EQUIPMENT GRANT AGREEMENT

THIS AGREEMENT, made and entered into this 1st day of July, 2022 by and between the STATE OF FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED, created pursuant to Chapter 427, Florida Statutes, hereinafter called the Commission, and Lee County Board of County Commissioners, 3401 Metro Parkway, Fort Myers, Florida 33901, hereinafter called the Grantee.

W I T N E S S E T H:

WHEREAS, the Grantee has the authority to enter into this Agreement and to undertake the Project hereinafter described, and the Commission has been granted the authority to use Transportation Disadvantaged Trust Fund moneys to subsidize a portion of an eligible transportation disadvantaged person's transportation costs, and/or capital equipment purchased for the provision of transportation services and other responsibilities identified in Chapter 427, Florida Statutes, or rules thereof;

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

1.00 Purpose of Agreement: The purpose of this Agreement is to provide trips and/or capital equipment to the transportation disadvantaged in accordance with Chapter 427, Florida Statutes, Rule 41-2, Florida Administrative Code, Commission policies, the Fiscal Year 2022-23 Program Manual and Instructions for the Trip & Equipment Grant as further described in this Agreement and in Exhibit(s) A, B, and C, attached hereto and by this reference made a part hereof, hereinafter called the **Project**; and, for the Commission to provide financial assistance to the Grantee and state the terms and conditions upon which such financial assistance will be provided and the understandings as to the manner in which the Project will be undertaken and completed. Funds available through this agreement may be used only for transportation services for eligible transportation disadvantaged individuals and 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.

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

2.10 Pursuant to Federal, State, and Local Law: In the event that any election, referendum, approval, permit, notice, or other proceeding or authorization is requisite under applicable law to enable the Grantee to enter into this Agreement or to undertake the Project hereunder, or to

observe, assume or carry out any of the provisions of the Agreement, the Grantee will initiate and consummate, as provided by law, all actions necessary with respect to any such matters so requisite.

2.20 Funds of the Grantee: The Grantee will provide the necessary funds or in-kind contributions necessary for the completion of the Project.

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

2.40 Incorporation by Reference: The Grantee and Commission agree that by entering into this Agreement, the parties explicitly incorporate by reference into this Agreement the applicable law and provisions of Chapters 341 and 427, Florida Statutes, Rules 14-90 and 41-2, Florida Administrative Code, and the Fiscal Year 2022-23 Program Manual and Instructions for the Trip & Equipment Grant.

3.00 Total Project Cost: The total estimated cost of the Project is \$1,242,677.00. This amount is based upon the amounts summarized in Exhibit "B" and by this reference made a part hereof. The Grantee agrees to bear all expenses in excess of the total estimated cost of the Project and any deficits involved, including any deficits revealed by an audit performed in accordance with Section 6.00 hereof after completion of the project.

4.00 Commission Participation: The Commission agrees to maximum participation, including contingencies, in the Project in the amount of \$1,118,410.00 as detailed in Exhibit "B," or in an amount equal to the percentage(s) of total actual project cost shown in Exhibit "B," whichever is less.

4.10 Eligible Costs: Grant Funds, derived exclusively from the Transportation Disadvantaged Trust Fund, may only be used by the Commission and the Grantee to subsidize a portion of a transportation disadvantaged person's transportation costs, and then only if a match, as specified in the Fiscal Year 2022-23 Program Manual and Instructions for the Trip and Equipment Grant, is provided by the Grantee. Trips shall be purchased at the fares indicated in Exhibit B, Page 2 of 2 attached to and made a part of this agreement. The Grantee shall maintain an approved written eligibility application for each rider who receives transportation service (trip or bus pass). In addition, documentation which supports the eligibility determination shall be maintained by the recipient as part of the rider's eligibility file. Trip and Equipment Grant Funds may also be used to purchase capital equipment used for the provision of transportation services to the transportation disadvantaged.

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

- a) The understanding that disbursement of funds will be made in accordance with the Commission's cash forecast;
- b) Availability of funds as stated in Section 14.00 of this Agreement;
- c) Commission approval of the project scope and budget (Exhibits A & B) at the time appropriation authority becomes available;
- d) Submission of all certifications, invoices, detailed supporting documentation, or other obligating documents and all other terms of this agreement.

If the Grantee wishes to purchase vehicles or other equipment with Transportation Disadvantaged Trust Funds after the date this Agreement becomes effective, the Grantee must have from the Commission an executed grant amendment prior to the purchase.

4.30 Project Funds: In addition to other restrictions set out in this Trip and Equipment Grant agreement, the Grantee must also adhere to the following limitations on the use of Transportation Disadvantaged Trust Funds:

4.31 Transfer of Funds: A Grantee in a non-multi-county designated service area, may not borrow, loan or otherwise transfer Transportation Disadvantaged Trust Funds from one designated service area to another without the express written approval of the Commission.

4.32 Use of Vehicles: The Grantee may only purchase vehicles with Transportation Disadvantaged Trust Funds which the Grantee actually uses to transport eligible transportation disadvantaged passengers in the coordinated system.

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

5.00 Project Budget and Disbursement Schedule:

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

5.20 Schedule of Disbursements: The Grantee shall abide by the Commission approved disbursements schedule, contained in Exhibit "B." This schedule shall show estimated disbursement of Commission funds for the entire term of the Project by month of the fiscal year in accordance with Commission fiscal policy. The schedule may be divided by Project phase where such division is determined to be appropriate by the Commission. Any deviation from the approved schedule in Exhibit "B" requires advance submission of a supplemental schedule by the agency and advance approval by the Commission. Reimbursement for the Commission's share of the project shall not be made for an amount greater than the cumulative total, up to any given month,

as indicated in the disbursement schedule in Exhibit "B." Grantee shall invoice on a **monthly** basis actual costs that may be above or below (+/-) the amount of the monthly allocation disbursement schedule reflected on Exhibit "B". At times, this may result in "underbilling" or "overbilling". Any excess (underbilled) funds may be recaptured on a monthly invoice that does not exceed the cumulative total of funds disbursed to date with supporting documentation. No excess funds remaining on the grant at the end of the grant period will be reimbursed to the Grantee. Any overpayment of TD funds must be repaid to the Commission upon project completion. Grantee will make every effort to submit invoices within thirty (30) days after the month of service provision.

6.00 Accounting Records, Audits and Insurance:

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

Should the Grantee provide transportation to other purchasing agencies within the coordinated system during the time period of this Agreement, the Grantee shall maintain detailed documentation supporting the transportation to the other purchasing agencies, and must make this documentation available upon request, without cost, to the Commission any time during the period of the Agreement and for five years after final payment is made or if any audit has been initiated and audit findings have not been resolved at the end of five years, the records shall be retained until resolution of the audit findings.

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

6.30 Costs Incurred for the Project: The Grantee shall charge to the Project Account only eligible costs of the Project. Costs in excess of the latest approved budget, costs which are not

within the statutory criteria for the Transportation Disadvantaged Trust Fund, or attributable to actions which have not met the other requirements of this Agreement, shall not be considered eligible costs.

6.40 Documentation of Project Costs and Claims for Reimbursement: All costs charged to the Project, including any approved services contributed by the Grantee or others, shall be supported by, invoices, vehicle titles, and other detailed supporting documentation evidencing in proper detail of the charges. The Grantee shall provide upon request, sufficient detailed documentation for each cost or claim for reimbursement to allow an audit trail to ensure that the services rendered or costs incurred were those which were agreed upon. The documentation must be sufficiently detailed to comply with the laws and policies of the Department of Financial Services.

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

6.60 Audits:

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

b. The Grantee a nonstate entity as defined by Section 215.97, Florida Statutes, as a recipient of state financial assistance awarded by the Commission through this Agreement is subject to the following requirements:

- i. In the event the Grantee meets the audit threshold requirements established by Section 215.97, Florida Statutes, the Grantee must have a State single or project-specific audit conducted for such fiscal year in accordance with Section 215.97, Florida Statutes; applicable rules of the Department of Financial Services; and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. Exhibit C to this Agreement indicates state financial assistance awarded through the Commission by this Agreement needed by the Grantee to further comply with the requirements of Section 215.97, Florida Statutes. In determining the state financial assistance expended in a fiscal year, the Grantee shall consider all sources of state financial assistance, including state financial assistance received from the Commission by this Agreement, other state agencies and other nonstate entities. State financial assistance does not include Federal direct or pass-through awards and resources received by a nonstate entity for Federal program matching requirements.
- ii. In connection with the audit requirements, the Grantee shall ensure that the audit complies with the requirements of Section 215.97, Florida Statutes. This includes submission of a financial reporting package as defined by Section 215.97, Florida Statutes, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.
- iii. In the event the Grantee does not meet the audit threshold requirements established by Section 215.97, Florida Statutes, the Grantee is exempt for such fiscal year from the state single audit requirements of Section 215.97, Florida Statutes. However, the Grantee must provide a single audit exemption statement via email to the Department at FDOTSingleAudit@dot.state.fl.us no later than nine months after the end of the Grantee's audit period for each applicable audit year. In the event the Grantee does not meet the audit threshold requirements established by Section 215.97, Florida Statutes, in a fiscal year and elects to have an audit conducted in accordance with the provisions of Section 215.97, Florida Statutes, the cost of the audit must be paid from the Grantee's resources (*i.e.*, the cost of such an audit must be paid from the Grantee's resources obtained from other than State entities).
- iv. In accordance with Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, copies of financial reporting packages required by this Agreement shall be submitted to both:

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

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

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

6.70 Inspection: The Grantee shall permit, and shall require its contractors to permit, the Commission's authorized representatives to inspect all work, materials, payrolls, records; and to audit the books, records and accounts pertaining to the financing and development of the Project at all reasonable times including upon completion of the Project, and without notice.

6.80 Insurance: The Grantee shall carry insurance on Project vehicles and equipment, and guarantee liability for minimum coverage as follows:

6.81 Liability: Liability coverage in an amount of \$200,000 for any one (1) person, \$300,000 per occurrence at all times in which Project vehicles or equipment are engaged. The Grantee shall insure that contracting Transportation Operators also maintain the same minimum liability insurance, or an equal governmental insurance program.

6.82 Collision: Collision, fire, theft, and comprehensive coverage in any amount required to pay for any damages to the Project vehicle(s) and equipment including restoring to its then market value or replacement.

6.83 Property Insurance: The Grantee shall carry fire, theft, and comprehensive coverage property insurance, with replacement cost value, on equipment, other than vehicles, purchased with Transportation Disadvantaged Trust Funds.

6.84 Other Insurance: The above required insurance will be primary to any other insurance coverage that may be applicable.

7.00 Compensation and Payments: In order to obtain any Transportation Disadvantaged Trust Funds, the Grantee shall:

7.10 File with the Commission for the Transportation Disadvantaged, FLCTDInvoice@dot.state.fl.us, its invoice on a form or forms prescribed by the Commission, and such other detailed supporting documentation pertaining to the Project Account and the Project (as listed in Exhibit "B" hereof) as the Commission may require, to justify and support the payment as specified in the Commission's Grant Agreement and Invoicing Procedures.

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

7.12 Financial Consequence: Reimbursement payment for transportation services shall not be provided to the Grantee until trips are provided and documentation supporting such services has been approved. In addition, payment shall not be provided to the Grantee for capital until the capital has been received and proof of payment and other back up documentation as requested is provided to the Commission. The project must be completed (capital received and approved by the Grantee) no later than June 30, 2023.

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

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

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

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

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

7.25 Default: The Grantee has been determined by the Commission to be in default under any of the provisions of this or any other Agreement which the Grantee has with the Commission; or

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

7.30 Disallowed Costs: In determining the amount of the Grantee's payment, the Commission will exclude all costs incurred by the Grantee prior to the effective date of this Agreement, costs which are not provided for in the latest approved budget for the Project, costs which are not within the statutory criteria for the Transportation Disadvantaged Trust Fund, and costs attributable to goods, equipment, vehicles or services received under a contract or other arrangements which have not been approved in writing by the Commission or certified by the Grantee, pursuant to Exhibit "B."

7.40 Invoices for Goods or Services: Invoices for goods or services or expenses provided or incurred pursuant to this Agreement shall be submitted in accordance with the Commission's invoice procedures in detail sufficient for a proper preaudit and postaudit thereof. Failure to submit to the Commission detailed supporting documentation with the invoice or request for project funds will be cause for the Commission to refuse to pay the amount claimed by the Grantee until the Commission is satisfied that the criteria set out in Chapters 287 and 427, Florida Statutes, Rules 41-2 and 69, Florida Administrative Code, and the Fiscal Year 2022-23 Program Manual and Instructions for the Trip and Equipment Grant is met.

7.50 Commission Claims: If, after project completion, any claim is made by the Commission resulting from an audit or for work or services performed pursuant to this agreement, the Commission may offset such amount from payments due for work or services done under any grant agreement which it has with the Grantee owing such amount if, upon demand, payment of the amount is not made within (60) days to the Commission. Offsetting any amount pursuant to this section shall not be considered a breach of contract by the Commission.

8.00 Termination or Suspension of Project:

8.10 Termination or Suspension Generally: If the Grantee abandons or, before completion, finally discontinues the Project; or if, by reason of any of the events or conditions set forth in Section 8.20, or for any other reason, the commencement, prosecution, or timely completion of the Project by the Grantee is rendered improbable, infeasible, impossible, or illegal, the Commission may, by written notice to the Grantee, suspend any or all of its obligations under this Agreement until such time as the event or condition resulting in such suspension has ceased or been corrected, or the Commission may terminate any or all of its obligations under this Agreement.

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

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

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

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

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

Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the

agreement term and following completion of the agreement if the Grantee does not transfer the records to the Commission.

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

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

9.00 Remission of Project Account Upon Completion of Project: Upon completion and after financial audit of the Project, and after payment, provision for payment, or reimbursement of all Project costs payable from the Project Account is made, the Grantee shall remit to the Commission its share of any unexpended balance in the Project Account.

10.00 Contracts of the Grantee:

10.10 Third Party Agreements: The Grantee shall not execute any contract or obligate itself in any manner requiring the disbursement of Transportation Disadvantaged Trust Fund moneys, including transportation operator and consultant contracts or amendments thereto, with any third party with respect to the Project without being able to provide, upon request, a written certification by the Grantee that the contract or obligation was executed in accordance with the competitive procurement requirements of Chapter 287, Florida Statutes, Chapter 427, Florida Statutes, and the rules promulgated by the Department of Management Services. Failure to provide such certification, upon the Commission's request, shall be sufficient cause for nonpayment by the Commission as provided in Section 8.20. The Grantee agrees, that by entering into this Agreement, it explicitly certifies that all of its third party contracts will be executed in compliance with this section.

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

10.30 Competitive Procurement: Procurement of all services, vehicles, equipment or other commodities shall comply with the provisions of Section 287.057, Florida Statutes. Upon the Commission's request, the Grantee shall certify compliance with this law.

11.00 Restrictions, Prohibitions, Controls, and Labor Provisions:

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

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

11.30 Prohibited Interests:

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

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

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

11.34 Former Employees - Contractual Services: Unless authorized in writing by the Commission, no employee of the Grantee shall, within 1 year after retirement or termination,

have or hold any employment or contractual relationship with any business entity in connection with any contract for contractual services which was within his or her responsibility while an employee.

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

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

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

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

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

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

11.60 Public Entity Crimes: No Grantee shall accept any bid from, award any contract to, or transact any business with any person or affiliate on the convicted vendor list for a period of 36 months from the date that person or affiliate was placed on the convicted vendor list unless that person or affiliate has been removed from the list pursuant to Section 287.133, Florida Statutes. The Grantee may not allow such a person or affiliate to perform work as a contractor, supplier, subcontractor, or consultant under a contract with the Grantee. If the Grantee was transacting

business with a person at the time of the commission of a public entity crime which resulted in that person being placed on the convicted vendor list, the Grantee may also not accept any bid from, award any contract to, or transact any business with any other person who is under the same, or substantially the same, control as the person whose name appears on the convicted vendor list so long as that person's name appears on the convicted vendor list.

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

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

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

12.00 Miscellaneous Provisions:

12.10 Environmental Pollution: All Proposals, Plans, and Specifications for the acquisition, reconstruction, or improvement of vehicles or equipment, shall show that such vehicles or equipment are equipped to prevent and control environmental pollution.

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

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

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

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

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

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

12.80 Purchased Vehicles or Equipment:

12.81 Maintenance of Purchased Vehicles or Equipment: The Grantee agrees to maintain the vehicles and equipment purchased or financed in whole or in part with Transportation Disadvantaged Trust Funds pursuant to this Agreement in good working order for the useful life of the vehicles and equipment. The Grantee agrees not to make alterations or modifications to the equipment or vehicles without the consent of the Commission. The Grantee shall notify the Commission in writing of any lease or assignment of operational responsibility of project vehicles and equipment to third-persons.

12.82 Utilization: The Grantee agrees to assure that all Project equipment and vehicles purchased with Transportation Disadvantaged Trust Funds are used to meet the identified transportation needs of the transportation disadvantaged and in support of the service plan established under the provisions of Rule 41-2, Florida Administrative Code, to serve the transportation needs of the transportation disadvantaged of the area. Purchased Project equipment and vehicles shall be operated to their maximum possible efficiency. Purchased vehicles and equipment will be used for the period of their useful lives in accordance with the most current Commission policies. The Commission may, after consultation with the Grantee, transfer purchased equipment and vehicles that it deems to be underutilized or that is not being operated for its intended purpose. This underutilized equipment and vehicles will be returned to the Commission at a specified location at a mutually agreeable time. Reimbursement of any equity or interest of the Grantee will be made after another party has assumed the obligations under the terms and conditions of this Agreement or disposal of said items by sale has occurred. The Commission shall make the sole determination of the Grantee's interest and reimbursement. As determined by the Commission, failure to satisfactorily utilize vehicles and equipment that are purchased with Project funds shall be sufficient cause for nonpayment by the Commission as provided in Section 7.20.

12.83 Disposal of Purchased Project Equipment: Useful life of capital equipment is defined in the Commission's Capital Equipment Procedure as incorporated herein by reference. The following applicable process must be used prior to disposition of any capital equipment purchased with these grant funds:

- a) When the Grantee is still under contract with the Commission and the capital equipment still has useful life, the Grantee must request written approval from the Commission prior to disposing of any equipment purchased or financed in whole or in part pursuant to this Agreement, including vehicles, during its useful life, for any purpose. Proceeds from the sale of purchased project equipment and vehicles shall be documented in the project file(s) by the Grantee. With the approval of the Commission, these proceeds may be re-invested for any purpose which expands transportation disadvantaged services to those who are transportation disadvantaged. If the Grantee does not elect to re-invest for purposes which expand transportation disadvantaged services, the gross proceeds from sale shall be refunded to the Commission in the same participation percentage ratios as were used to fund the original purchase.
- b) The purchase of all vehicles and equipment financed in whole or in part pursuant to this Agreement shall be undertaken by the Grantee on behalf of the Florida Commission for the Transportation Disadvantaged in accordance with State regulations and statutes. Title to any vehicle purchased with Project funds shall be in the name of the Grantee, subject to lien in favor of the Commission. The Commission will relinquish all interest in the vehicles and equipment when it has reached the end of its useful life at which time the Commission will satisfy its lien of record.
- c) When a Grantee is no longer an eligible recipient of trip and equipment grant funds and no longer a Commission approved Community Transportation Coordinator, the capital equipment with useful life purchased with these grant funds must be transferred to an eligible recipient in accordance with the Commission's Capital Equipment Procedure.

12.84 Equivalency of Service: In the event that this agreement involves the purchasing of vehicles, upon the Commission's request, the Grantee shall submit to the Commission, certification that such equipment meets or exceeds equivalency of service requirements in accordance with the Commission's Capital Equipment Procedures. Failure to abide by this requirement shall be sufficient cause for nonpayment by the Commission as provided in Section 8.20.

13.00 Contractual Indemnity: It is not intended by any of the provision of this Agreement to create in the public or any member thereof, a third-party beneficiary under this Agreement, or to authorize anyone not a party to this Agreement to maintain a suit for personal injuries or property damage pursuant to the terms or provisions of this Agreement. The Grantee guaranties the payment of all just claims for materials, supplies, tools, or labor and other just claims against the Grantee or any subcontractor, in connection with this Agreement. Additionally, to the extent permitted by law and as limited by and pursuant to the provisions of Section 768.28, Florida Statutes, the Grantee agrees to indemnify, and hold harmless the Commission, including the Commission's officers and employees, from liabilities, damages, losses, and costs, including but not limited to, reasonable attorney's fees, to the extent caused by negligence, recklessness, or intentional wrongful misconduct of the Grantee and persons employed or utilized by the Grantee in the performance of this Agreement. This indemnification shall survive the termination of this agreement. Nothing contained in this paragraph

is intended to nor shall it constitute a waiver of the State of Florida and the Grantee's sovereign immunity. Additionally, the Grantee agrees to include the following indemnification in all contracts with contractors/subcontractors and consultants/subconsultants who perform work in connection with this agreement.

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

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

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

15.00 Expiration of Agreement: The Grantee agrees to complete the Project on or before June 30, 2023. If the Grantee does not complete the Project within this time period, this agreement will expire. Expiration of this agreement will be considered termination of the Project and the procedure established in Section 8.00 of this agreement shall be initiated. For the purpose of this section, completion of project is defined as the latest date by which services may have been provided or equipment funds may have been received as provided in the project description (Exhibit "A"). Unless otherwise extended by the Commission, all reimbursement invoices must be received by the Commission no later than August 15, 2023.

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

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

18.00 Vendors and Subcontractors Rights: Vendors (in this document identified as the Grantee) providing goods and services to the Commission will receive payments in accordance with Section 215.422, Florida Statutes. The parties hereto acknowledge Section 215.422, Florida Statutes, and hereby agree that the time in which the Commission is required to approve and inspect goods and services shall be for a period not to exceed eleven (11) working days upon receipt of a proper invoice. The Florida Department of Transportation has twenty (20) days to deliver a request for payment

(voucher) to the Department of Financial Services after receiving an approved invoice from the Commission. The twenty (20) days are measured from the latter of the date the invoice is received or the goods or services are received, inspected, and approved.

If a payment is not available within forty (40) days after receipt of the invoice and receipt, inspection and approval of goods and services, a separate interest penalty per day (as defined by Rule) will be due and payable, in addition to the invoice amount to the Grantee. The interest penalty provision applies after a 35-day time period to health care providers, as defined by rule. Interest penalties of less than one (1) dollar will not be enforced unless the Grantee requests payment. Invoices which have to be returned to a Grantee because of vendor preparation errors will result in a delay in the payment. The invoice payment requirements do not start until a properly completed invoice is provided to the Commission.

A Vendor Ombudsman has been established within the Department of Management Services. The duties of this individual include acting as an advocate for vendors who may be experiencing problems in obtaining timely payment(s) from the Commission. The Vendor Ombudsman may be contacted at (850) 413-5516.

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

When a contractor receives from a state agency any payment for contractual services, commodities, supplies, or construction contracts, except those construction contracts subject to the provisions of Chapter 339, the contractor shall pay such moneys received to each subcontractor and supplier in proportion to the percentage of work completed by each subcontractor and supplier at the time of receipt of the payment. If the contractor receives less than full payment, then the contractor shall be required to disburse only the funds received on a pro rata basis with the contractor, subcontractors, and suppliers, each receiving a prorated portion based on the amount due on the payment. If the contractor without reasonable cause fails to make payments required by this section to subcontractors and suppliers within seven (7) working days after the receipt by the contractor of full or partial payment, the contractor shall pay to the subcontractors and suppliers a penalty in the amount of one-half of one percent of the amount due, per day, from the expiration of the period allowed herein for payment. Such penalty shall be in addition to actual payments owed and shall not exceed 15 percent of the outstanding balance due. In addition to other fines or penalties, a person found not in compliance with any provision of this section may be ordered by the court to make restitution for attorney's fees and all related costs to the aggrieved party or the Department of Legal Affairs when it provides legal assistance pursuant to this section. The Department of Legal Affairs may provide legal assistance to subcontractors or vendors in proceedings brought against contractors under the provisions of this section.

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

FM/JOB No(s). 43202718401/43202818401
CONTRACT NO. G2A20
AGREEMENT DATE: 07-01-2022

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

GRANTEE: LEE COUNTY BOARD OF COUNTY COMMISSIONERS

COMMISSION FOR THE TRANSPORTATION DISADVANTAGED

BY: 

BY: 

TITLE: Director

TITLE: Executive Director (Commission Designee)

EXHIBIT "A"
PROJECT DESCRIPTION AND RESPONSIBILITIES
TRIP/EQUIPMENT

This exhibit forms an integral part of that Grant Agreement, between the State of Florida, Commission for the Transportation Disadvantaged and Lee County Board of County Commissioners, 3401 Metro Parkway, Fort Myers, Florida 33901.

I. PROJECT LOCATION: Lee County(ies)

II. PROJECT DESCRIPTION: To purchase passenger trips and/or capital equipment so that transportation can be provided to eligible transportation disadvantaged individuals in accordance with Chapter 427, Florida Statutes, Rule 41-2, Florida Administrative Code, the most current Commission policies and the Fiscal Year 2022-23 Program Manual and Instructions for the Trip & Equipment. Services shall be provided and equipment, including vehicles, will be utilized through a coordinated transportation system which has a Memorandum of Agreement in effect, as set forth in Chapter 427, Florida Statutes and Rule 41-2, Florida Administrative Code. Trips shall be purchased at the fares indicated in Exhibit B, Page 2 of 2 attached to and made a part of this agreement. There shall be an approved eligibility application for each rider who receives transportation service (trip or bus pass). In addition, documentation which supports the eligibility determination shall be maintained by the recipient as part of the rider's eligibility file. Capital equipment will consist of: None

III. DELIVERABLES:

Passenger Trips – In accordance with the Commission's invoice procedures, backup documentation shall accompany each invoice for transportation. The backup documentation identifies specific trips designated as eligible for reimbursement with Transportation Disadvantaged Trust Funds. The backup documentation shall support the Trip Summary Data Report that is submitted as part of the Grantee's invoice for reimbursement.

Capital Equipment – In accordance with the Commission's invoice procedures, an invoice from the equipment vendor, a record of payment by the Grantee shall be submitted as part of the Grantee's invoice for reimbursement. For vehicles purchases, a copy of the Application for Title reflecting the Commission as first Lien Holder is also required.

IV. SPECIAL CONSIDERATIONS BY GRANTEE: All project equipment or vehicles shall meet or exceed the applicable criteria set forth in the latest Florida Department of Transportation's Guidelines for Acquiring Vehicles or criteria set forth by any other federal, state, or local government agency.

V. SPECIAL CONSIDERATIONS BY COMMISSION: Not applicable.

EXHIBIT "B"
PROJECT BUDGET AND DISBURSEMENT SCHEDULE

This exhibit forms an integral part of that certain Grant Agreement between the Florida Commission for the Transportation Disadvantaged and Lee County Board of County Commissioners, 3401 Metro Parkway, Fort Myers, Florida 33901.

I. PROJECT COST:

Estimated Project Cost shall conform to those eligible costs as indicated by Chapter 427, Florida Statutes, Rule 41-2, Florida Administrative Code, the most current Commission policies and Fiscal Year 2022-23 Program Manual and Instructions for the Trip & Equipment Grant. Trips shall be purchased at the fares indicated in Exhibit B, Page 2 of 2 attached to and made a part of this agreement.

Grantee shall invoice on a monthly basis actual costs that may be above or below (+/-) the amount of the monthly allocation disbursement schedule reflected on Exhibit "B". At times, this may result in "underbilling" or "overbilling". Any excess (underbilled) funds may be recaptured on a monthly invoice that does not exceed the cumulative total of funds disbursed to date with supporting documentation. No excess funds remaining on the grant at the end of the grant period will be reimbursed to the Grantee. Any overpayment of TD funds must be repaid to the Commission upon project completion. Reimbursement payment for transportation services shall not be provided to the Grantee until documentation supporting such services has been approved. In addition, payment shall not be provided to the Grantee for capital until the capital has been received and proof of payment and other back up documentation, as requested, is provided to the Commission. The project must be completed (capital received and approved by the Grantee) no later than June 30, 2023. Grantee will make every effort to submit invoices within thirty (30) days after the month of service provision.

TD Trust Fund Trips	\$ 1,242,606.00	43202718401
Voluntary Dollars	71.00	43202818401
TOTAL	\$ 1,242,677.00	

II. SOURCE OF FUNDS:

Commission for the Transportation Disadvantaged State Funds (no more than 90%)	\$1,118,346.00
Local Cash Match (10%)	\$124,260.00
Voluntary Dollar Contributions	\$64.00
Monetary Value of In-Kind Match for Voluntary Dollar Contributions	\$7.00
Total Project Cost	\$1,242,677.00

III. DISBURSEMENT SCHEDULE OF COMMISSION (State) FUNDS \$

<u>FY 22/23</u>	<u>Jul</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>
Trips	93,265	93,195	93,195	93,195	93,195	93,195	93,195	93,195	93,195	93,195	93,195	93,195
Capital	0											


**TRANSPORTATION DISADVANTAGED TRUST FUND
SERVICE RATES
EXHIBIT B
PAGE 2 OF 2**

COMMUNITY TRANSPORTATION COORDINATOR: Lee County Board of County Commissioners
EFFECTIVE DATE: 07-01-2022

TYPE OF SERVICE TO BE PROVIDED	UNIT (Passenger Mile, Trip, or Pass)	COST PER UNIT \$
Ambulatory	Trip	37.45
Wheelchair	Trip	64.20
ADA Paratransit Fare	Trip	3.00
Bus Pass - Daily	Pass	4.00
Bus Pass - Weekly	Pass	15.00
Bus Pass - Monthly	Pass	40.00
Bus Pass-Senior/Disabled Monthly	Pass	23.00
Bus Pass - Student Monthly	Pass	25.00

CERTIFICATION (To Be Completed By Commission Staff):

I certify that the cost for each line item budget category has been evaluated and determined to be allowable, reasonable, and necessary as required by section 216.3475, F.S. Documentation is on file evidencing the methodology used and the conclusions reached.

Name: John Irvine	Signature: 
Title: Project Manager	Date: 07-01-2022

FM/JOB No(s). 43202718401/43202818401
CONTRACT NO. G2A20
AGREEMENT DATE: 07-01-2022

EXHIBIT "C"

STATE FINANCIAL ASSISTANCE (FLORIDA SINGLE AUDIT ACT)

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

SUBJECT TO SECTION 215.97, FLORIDA STATUTES:

Awarding Agency: Commission for the Transportation Disadvantaged/Florida Department of Transportation
State Project Title: COMMISSION FOR THE TRANSPORTATION DISADVANTAGED (CTD) TRIP AND EQUIPMENT GRANT PROGRAM
CSFA Number: 55.001
***Award Amount:** \$1,118,410.00

*The state award amount may change with supplemental agreements

Specific project information for CSFA Number 55.001 is provided at:

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

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

State Project Compliance Requirements for CSFA Number 55.001 are provided at:

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

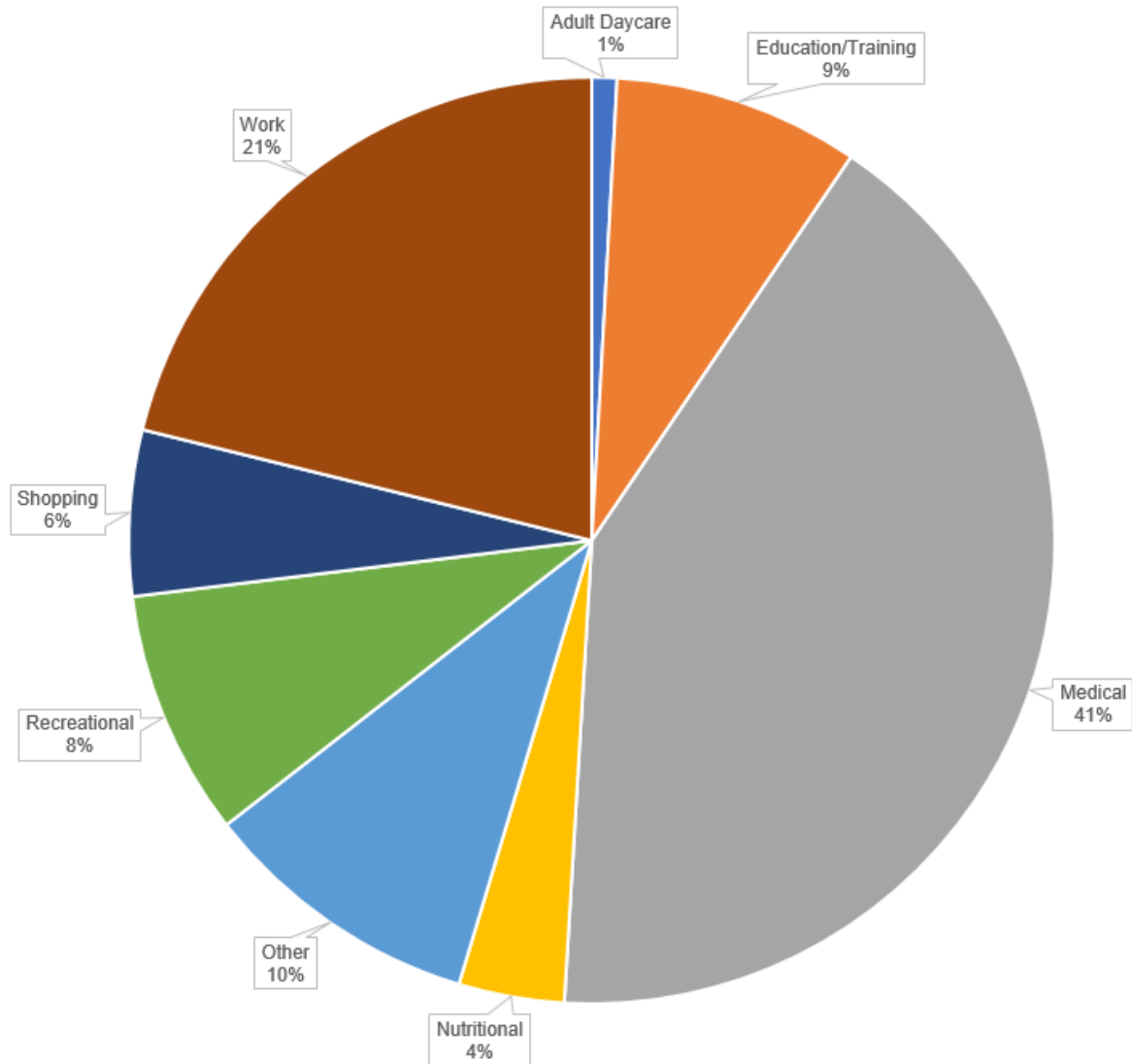
The State Projects Compliance Supplement is provided at: <https://apps.fldfs.com/fsaa/compliance.aspx>



Demand Response FY 2022	Goal	Jul 2021	Aug	Sep	Oct	Nov	Dec	Jan 2022	Feb	Mar	Apr	May	Jun	Total
Productivity														
Ridership-AMB		1,524	1,511	1,802	1,651	1,564	1,689	1,758	1,725	1,925	1,854	1,852	1,748	20,603
Ridership-W/C		213	211	228	337	364	424	299	294	329	373	392	365	3,829
Ridership Total		1,737	1,722	2,030	1,988	1,928	2,113	2,057	2,019	2,254	2,227	2,244	2,113	24,432
Riders Per Revenue Hour	2	1.21	1.26	1.46	1.33	1.28	1.31	1.30	1.31	1.34	1.31	1.35	1.29	1.31
Revenue Hours		1,431.85	1,362.03	1,390.00	1,498.00	1,508.00	1,619.00	1,577.40	1,545.41	1,678.21	1,696.23	1,667.90	1,633.31	18,607.34
Revenue Miles		19,983.00	20,498.00	27,911.90	24,046.00	23,651.00	25,375.00	26,551.00	26,693.00	27,992.00	27,998.00	27,645.00	26,238.00	304,581.90
Average Miles per Trip		11.50	11.90	13.75	12.10	12.27	12.01	12.91	13.22	12.42	12.57	12.32	12.42	12.47
On-Time Performance	85%	87.4%	84.4%	84.50%	83.00%	83.20%	87.70%	85.10%	82.70%	84.20%	82.80%	85.30%	84.90%	87.40%
Safety														
Preventable Accidents		1	1	-	-	0	0	0	0	0	0	0	0	2
Preventable per 100k Miles	1.25													-
Non-Preventable Accidents		1												1
Customer Service														
Complaints		1	2	4	4	5	3	2	5	4	6	3	2	41
Complaints per 1k boardings	2													0
Compliments		0	0	2	2	1	3	0	2	4	2	1	3	20

TD Trip Purpose - July 2021 to June 2022

■ Adult Daycare ■ Education/Training ■ Medical ■ Nutritional ■ Other ■ Recreational ■ Shopping ■ Work



TD Demographics - July 2021 to Jun 2022

■ Disabled ■ Elderly ■ Low Income

