

CHARLOTTE COUNTY TRANSPORTATION DISADVANTAGED
LOCAL COORDINATING BOARD (LCB)
REGULAR MEETING

CHARLOTTE COUNTY – PUNTA GORDA
METROPOLITAN PLANNING ORGANIZATION
Tel: (941) 883-3535

AGENDA

10:00 A.M., Thursday, January 4, 2024

The Regular LCB Meeting will be held immediately following the Public Meeting.

Charlotte County Transit Facility
545 Theresa Street
Port Charlotte, Florida 33954

(also available online via TEAMS – *Please see the next page for details*)

- 1. Call to Order & Roll Call**
- 2. Pledge of Allegiance**
- 3. Public Comments on Agenda Items**
- 4. Consent Agenda:**
 - A. Approval of Minutes: November 4, 2023 LCB Meeting**
- 5. Election of LCB Vice-Chairperson**
- 6. Overview of the LCB Process (Annual Training)**
- 7. Review/Endorsement of Charlotte County's Section 5310 and 5311 Grant Applications**
- 8. Community Transportation Coordinator (CTC) Quarterly Report**
- 9. Transit Development Plan (TDP) Update**
- 10. Citizen Comments**
- 11. Staff Comments**
- 12. Member Comments**
- 13. Adjournment (Next Meeting – May 2, 2024)**

Please let us know if you or your alternate cannot attend

No stenographic record by a certified court reporter is made of these meetings. Accordingly, anyone seeking to appeal any decisions involving the matters herein will be responsible for making a verbatim record of the meeting/testimony and evidence upon which any appeal is to be based. (F.S. 286.0105)

IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT AND CHAPTER 286.26 FLORIDA STATUTES, PERSONS NEEDING SPECIAL ACCOMMODATIONS TO PARTICIPATE IN THIS PROCEEDING SHOULD CONTACT THE CHARLOTTE COUNTY-PUNTA GORDA METROPOLITAN PLANNING ORGANIZATION AT LEAST FORTY-EIGHT (48) HOURS PRIOR TO THE MEETING. CALL (941) 883-3535 BETWEEN 8:00 A.M. AND 4:00 P.M., MONDAY THROUGH FRIDAY.

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 he or she has been discriminated against because of race, color, religion, sex, age, national origin, disability, or familial status may file a complaint with the Charlotte County-Punta Gorda MPO Title VI Coordinator Wendy W. Scott at (941) 883-3535 or by writing her at the address below.

CHARLOTTE COUNTY-PUNTA GORDA METROPOLITAN PLANNING ORGANIZATION
Charlotte County Administration Center, 18500 Murdock Circle, Port Charlotte, FL 33948
Telephone: (941) 883-3535

The Charlotte County Transportation Disadvantaged Local Coordinating Board (LCB) will hold a quarterly meeting on January 4, 2024 in a hybrid format (both in person and remotely). TEAMS meeting links will be available from MPO Staff. Persons wishing to provide public comment may do so by alternative means, should they desire. Written comments may be submitted by either emailing the comments to office@ccpgmpo.gov or mailing the comments to MPO LCB Staff at Charlotte County Administration Center, 18500 Murdock Circle, Port Charlotte, Florida, 33948. Comments must be received for the LCB meeting by noon, January 3, 2024. The comments will be read by an MPO staff member during the meeting for that item to be placed in the record. More information regarding the LCB Agenda is available on the MPO website at www.ccpmpo.gov.

JANUARY 4, 2024
LCB MEETING

CONSENT AGENDA ITEM #4

JANUARY 4, 2024
LCB MEETING

AGENDA ITEM # 4-A
APPROVAL OF MINUTES: NOVEMBER 16, 2023 MEETING

Purpose: To review and approve the Minutes of the previous LCB Meeting.

Agenda Item Presented by: MPO Staff

Discussion: To Be Determined

Recommendation: Motion to approve the Minutes of the LCB Meeting of November 16, 2023

Attachment: Minutes of the LCB Meeting held on November 16, 2023

**CHARLOTTE COUNTY TRANSPORTATION DISADVANTAGED
LOCAL COORDINATING BOARD (LCB)
MEETING
November 16, 2023**

Minutes of a regular meeting held in a hybrid format on November 16, 2023, utilizing TEAMS remotely and in-person at the Transit Facility, 545 Theresa Boulevard in Port Charlotte, FL 33954.

MEMBERS PRESENT IN-PERSON

M. Suzanne Roberts, *Virginia B. Andes Volunteer Community Clinic - Medical Community Representative (LCB Vice Chair)*
Lynda Faieta, *Public Education-School Transportation (alternate)*
Jocene Henderson, *Veterans Affairs*
Carmen Henry, *Regional Workforce Development*
Candice Monroy, *FDOT, District One Modal Development Office*
Leah Watson, *Agency for Persons with Disabilities (alternate)*

MEMBERS PRESENT REMOTELY

Maryjane Nickerson, *Goodwill, Economically Disadvantaged Representative (alternate)*
Joseph Sabatino, *Citizen Advocate*

ABSENT MEMBERS

Commissioner Ken Doherty, *Charlotte County Commissioner (LCB Chair)/excused*
Vacant, *Disabled Representative*
Vacant, *Children-at-Risk Representative*
Vacant, *Representative for Elderly Interests*
Leigh Ann Bellamy, *Division of Blind Services*
Dottie Fulton, *Citizen Advocate-User - excused*
Tabitha Larrauri, *Department of Children & Families*
Ryan Lybeck, *Local Private-for-Profit Transportation Industry Representative*
Maricela Morado, *Area Agency on Aging-Florida Department of Elder Affairs - excused*
Michael Stahler, *Agency for Health Care Administration (AHCA) - excused*

STAFF PRESENT IN-PERSON

Wendy Scott, *MPO Planner*
Betty-Ann Sherer, *MPO Planner*
Laks Gurram, *MPO Principal Planner*
D’Juan Harris, *MPO Director*
Shirley Ciampi, *Charlotte County Transit*

1. Call to Order & Roll Call

LCB Vice Chair Suzanne Roberts called the regular LCB Meeting to order at 10:00 a.m.

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. Public Comments on Agenda Items

There were no public comments.

Agenda Items 4 and 5 were delayed until later in the meeting when an in-person quorum was anticipated.

6. Quarterly Report

Shirley Ciampi reviewed the Charlotte County Transit Quarterly Report. She explained the uptick in Revenue Unit Increase. She noted a drop in the number of Homeless Coalition trips reported due to a driver's vacation leave and stated that those clients were still using the transit service. She remarked that trip purpose had remained consistent by quarter.

During the discussion of unmet trips, Shirley Ciampi commented that Transit staff was excited for future improvements that probably would decrease the total figure. This was due to the installation of new transit software on October 3, 2023. She reported that three additional buses had been added due to the addition of more drivers and efficiencies in the new software. Transit staff had high hopes for improved service in West County. Additionally, Heidi Maddox had added a "compliments count" to the report. Regarding the important category of safety, one complaint involved a driver changing lanes without signaling. Three other safety items involved a single driver who had been counseled, retrained and no longer is employed as a driver.

Betty-Ann Sherer inquired about Transit staff's ability to determine how much increased workload could be accommodated. Shirley Ciampi responded that it was important to get drivers in place before the workload was increased. She also noted staffing flexibility, such as a recent experience where she handled some dispatch duties.

Jocey Henderson gave kudos to the Transit staff for their recent assistance with the Veteran's Day events. Shirley Ciampi noted that Transit had also assisted with the Florida International Air Show held at the Punta Gorda Airport. Suzanne Roberts praised assistance received from Charlotte County Transit for transporting the Leadership Charlotte group.

Wendy Scott inquired about the areas served with the three additional buses. Shirley Ciampi responded that they were being utilized during morning and afternoon timeframes when heavier coverage was needed, as well as for Saturday service (with a third bus being placed in service). Transit staff was still in the process of learning what the new software can do regarding data analysis. Suzanne Roberts asked if Sunday service might also be considered at some point.

7. Transit Development Plan (TDP) Update

Transit Development Plans (TDPs) are required for transit grant program recipients in Section 341.052, F.S. A TDP is the provider's planning, development, and operational guidance document, based on a ten-year planning horizon and covers the year for which funding is sought and the nine subsequent years. Florida Administrative Code 14-73.001 Public Transportation further details TDP requirements. Substantial proposed changes to the current "TDP rule" are currently underway. These changes should promote better coordination between transit agencies and MPO planning efforts.

Shirley Ciampi reported that Benesch (formerly Tindale Oliver) again had been selected to develop the Charlotte County Transit Development Plan (TDP). It was noted that LCB Members and the general public would be heavily involved in document development. Wendy Scott and Candice Monroy described recent developments regarding the change to the current state TDP rule which would impact development of Charlotte County's upcoming TDP effort, especially as it would relate to requirements and timelines. Laks Gurram requested that Transit staff keep MPO staff apprised of the latest TDP timeframes. In turn, data gathered for the TDP would be needed for the Transit Element of the Charlotte County-Punta Gorda MPO's Long Range Transportation Plan (LRTP) 2050. It was noted that the LRTP's deadline for submittal is October 2025. Kimley-Horn is the MPO's LRTP consultant.

8. Public Comments

No public comments were given.

9. Staff Comments

Wendy Scott gave the following report:

- Thank you to everyone participating in the LCB Meeting.
- There are currently three LCB vacancies: (1) a representative for disabled interests who is a disabled individual, and (2) new – a representative of the elderly who is over age 60, and (3) a representative for Children-at-Risk. Thankfully, the MPO has an applicant for the Children-at-Risk position. He is Lynn Dohler from the Boys and Girls Club. LCB Members were asked to assist with recruiting efforts for the other two vacancies.
- Wendy Scott participated in the selection of the Consultant to develop the County's Transit Development Plan (TDP), which will be a major effort with LCB involvement over the coming year. This document will feed into the MPO's Long Range Transportation Plan (LRTP) 2050. Also on Saturday, October 28, 2023, Betty-Ann Sherer (aka Bubbles the Clown) assisted Transit staff in the Trunk or Treat Event held at the Port Charlotte Library/old Cultural Center parking lot where a Transit bus was decorated. Various FDOT-provided Mobility Week safety and educational items were distributed, as well as transit brochures, MPO brochures, balloon animals and candy! This was a great opportunity to spread the word about Transit to the younger generations, especially regarding work and employment trip opportunities.

- Members who did not receive Transit bags filled with promotional items at the last LCB meeting were invited to help themselves to one. Also available were complimentary Keep Charlotte Beautiful calendars featuring artwork from local students, since the MPO sponsors a bicycle safety page each year in it.
- Those present wanted to congratulate Transit Manager Rick Kolar on his upcoming retirement, so a card was signed and presented to him post-meeting. All were encouraged to have a safe and wonderful holiday season. The MPO staff looks forward to a return to the quarterly LCB meetings next year starting on Thursday, January 4, 2024 (a revised date). New MPO Board and committee meeting calendars were distributed.

In addition to the Trunk or Treat outreach effort, Shirley Ciampi described Transit staff's recent participation in a local community event in the Maple Leaf subdivision.

10. Member Comments

Jocey Henderson described an upcoming Senior Holiday Social Event for all seniors, veterans and elderly disabled adults, especially those who were frequent "shut-ins." It would be held on Thursday, December 14, 2023, from 10:00 am to 1:00 pm at the Family Services Center, 21500 Gibraltar Drive, Port Charlotte. Given limited seating, an RSVP must be given to Gail McKee at United Way of Charlotte County (941) 627-3539.

<https://ccpgmpo.gov/wp-content/uploads/2023/11/12%2014%20flyer.pdf>

Discussion followed on how event participants could benefit both from using the bus to attend the event and having a bus on site to view/conduct outreach (if available). Event publicity might also include placing flyers on the buses, launching a media campaign through the County (including CCTV 20) and contacting the local AARP representative. Shirley Ciampi requested that event organizers send an email to Transit staff regarding any event requests. She also noted that a media campaign would be forthcoming regarding the new Transit mobile phone app.

Candice Monroy gave the FDOT report. She discussed the following topics:

- Thank you to the Charlotte County Transit and MPO staffs for their Trunk or Treat participation as a Mobility Week Event. She had been involved that week distributing bicycle helmets and safety gear.
- Current year (FY 23) Public Transportation Grant Agreements would be forthcoming starting next week, if all goes well. Off-cycle rural funding would be included.
- Next year's grant applications are open for FTA Section 5310, 5311 and 5339. These were due before 5 p.m. on Friday, December 15, 2023. Assistance with the application process can be found by contacting Melissa DeLeon, University of South Florida's Center for Urban Transportation Research (CUTR)
- Triennial reviews (Round 3) are starting.

Carmen Henry discussed a hiring event for a construction company being held same day at the Charlotte County Center. Amazon and UPS were also hiring for seasonal help. Latest events were always posted to the CareerSource website. [Home - \(careersourcesouthwestflorida.com\)](https://careersourcesouthwestflorida.com)

She also reported that the National Disaster Grant funding was being drawn down as temporary hires in community agencies post-Hurricane Ian were now returning to their previous jobs or finding new ones.

An in-person quorum was present and Agenda Items 4 and 5 were considered.

4. Consent Agenda

A. Approval of Minutes: September 7, 2023 LCB Meeting

Candice Monroy made a motion to approve the Consent Agenda. Leah Watson seconded the motion. The Consent Agenda was approved unanimously.

5. Approval of LCB Grievance Procedures

Wendy Scott noted that no substantive changes were recommended at this time for the LCB Grievance Procedures.

Candice Monroy made a motion to approve the 2023 Local Coordinating Board (LCB) Grievance Procedures. Leah Watson seconded the motion. The motion was approved unanimously.

11. Adjournment (Next Meeting – January 4, 2024) REVISED DATE at the Charlotte County Transit Facility, 545 Theresa Blvd., Port Charlotte, FL 33954)

Suzanne Roberts wished all a Happy Thanksgiving. She stated that the Virginia B. Andes (VBA) mobile medical clinic vehicle was scheduled for arrival during the first week of March 2024.

The next LCB meeting is scheduled for Thursday, January 4, 2024, at the Transit Facility located at 545 Theresa Blvd. in Port Charlotte, FL 33954. The meeting was adjourned at 10:57 a.m.

JANUARY 4, 2024
LCB MEETING

AGENDA ITEM # 5
ELECTION OF THE VICE-CHAIRPERSON

Purpose: Election of the LCB Vice-Chairperson

Agenda Item Presented by: MPO Staff

Discussion:

The LCB Bylaws require the election of a Vice-Chairperson during the first scheduled meeting of the calendar year. The Vice-Chairperson shall be elected by a majority vote of a quorum of the members of the Board present. The Vice-Chairperson shall serve a term of one year starting with the first meeting after the election. The Vice-Chairperson may serve more than one term. The Vice-Chairperson shall, during the absence of the Chair, have and exercise all the duties and powers of the Chair. The Vice-Chairperson shall also perform other such duties as may be assigned by the Chair.

Recommendation: Motion to nominate and elect the LCB Vice-Chairperson for 2024

Attachment: None

JANUARY 4, 2024
LCB MEETING

AGENDA ITEM # 6
OVERVIEW OF THE LCB PROCESS

Purpose: To provide annual training for LCB members

Agenda Item Presented by: MPO Staff

Discussion:

As described in the Commission for the Transportation Disadvantaged (CTD) annual planning grant executed with the Charlotte County-Punta Gorda MPO, planning staff members are required to annually “provide technical assistance and training for the local coordinating board.” This is accomplished at the January LCB meeting each year. In past years, staff utilized an instructional PowerPoint presentation, which has been updated (see attached). Additionally, last year, staff created an instructional video as a training tool. It was developed with the assistance of several LCB Members and a Transit staff member who provided all narration. The video’s information is derived from the PowerPoint.

Members should feel free to ask any questions that they would like to have answered after the video presentation.

Recommendation: None

Attachments: (1) [Training Power Point presentation](#)
(2) [LCB Member Training video](#)

Transportation Disadvantaged Local Coordinating Board Training

January 4, 2024

Charlotte County TD LCB Meeting

Florida Law

- Florida Statutes, Chapter 427
 - establishes the Transportation Disadvantaged (TD) program
 - Florida Administrative Code, Chapter 41-2
 - establishes specific rules/regulations, and sets requirements that govern the process.
-

Commission for the Transportation Disadvantaged (CTD)

- A state commission (with state agency staff).
 - Created by the Florida Legislature in 1989.
 - To accomplish the coordination of transportation services provided to TD.
-

Commission Membership

7 Voting members:

- 5 members having significant business operations experience
- 2 members having a disability and using the TD system

8 Ex Officio, Non-voting Advisors

- Secretary of Transportation
 - Secretary of Children and Families
 - Director of Workforce Innovation (continued)
-

Commission Membership (continued)

- Executive Director, Dept. of Veteran's Affairs
- Secretary of the Dept of Elder Affairs
- Secretary of Agency for Health Care Admin.
- Director of Agency for Persons with Disabilities
- A County Manager/Administrator
(appt. by Gov.)

Delegates may be appointed by the Secretaries/Directors

Definition of TD

- Those persons who because of physical or mental disability, income status, or age are unable to transport themselves or to purchase transportation.
 - **TD** persons are, therefore, dependent upon others to obtain access to health care, employment, education, shopping, social activities and other life sustaining trips.
-

Local Coordinating Board (LCB)

- The **LCB** is composed of citizens, representatives of governmental agencies, purchasing agencies, and non-profit or for-profit service providers.



Local Coordinating Board (LCB)

Coordinating Board Structure

- Members are appointed by the Official Planning Agency
 - 1 elected official to serve as Chairperson
 - 1 Vice-Chairperson (elected annually by LCB Members)
 - Additional member groups which compose the LCB
 - FL Dept of Transportation
 - Dept of Children & Families
 - Dept of Elder Affairs
 - Agency for Health Care Administration
 - Public Education Community (continued)
-

Local Coordinating Board (LCB)

Coordinating Board Structure (Continued)

- Additional member groups which compose the LCB (Continued)
 - Elderly (person over 60)
 - Disabled
 - 2 citizen advocate representatives, 1 of whom must use the coordinated transportation system
 - Representative for children at risk
 - Chairperson/designee of local Public Transit System's Board, except in cases where they are also the Community Transportation Coordinator
 - Private for profit, when available (local private non profit may replace unless Community Transportation Coordinator) (cont.)
-

Local Coordinating Board (LCB)

Coordinating Board Structure (Continued)

- Additional member groups which compose the LCB (Continued)
 - Regional Workforce Development Board
 - Medical Community
 - Florida Association for Community Action representative of county's disadvantaged population
 - Florida Division of Vocational Rehabilitation or Division of Blind Services for DOE, when applicable
 - Veterans Service Office
 - Agency for Persons with Disabilities
-

Community Transportation Coordinator (CTC)

- The **CTC** is responsible for the actual arrangement or delivery of transportation services.
 - The CTC may provide *sole source (as in Charlotte County)*, partial brokerage or complete brokerage service.
-

Official Planning Agency (OPA)

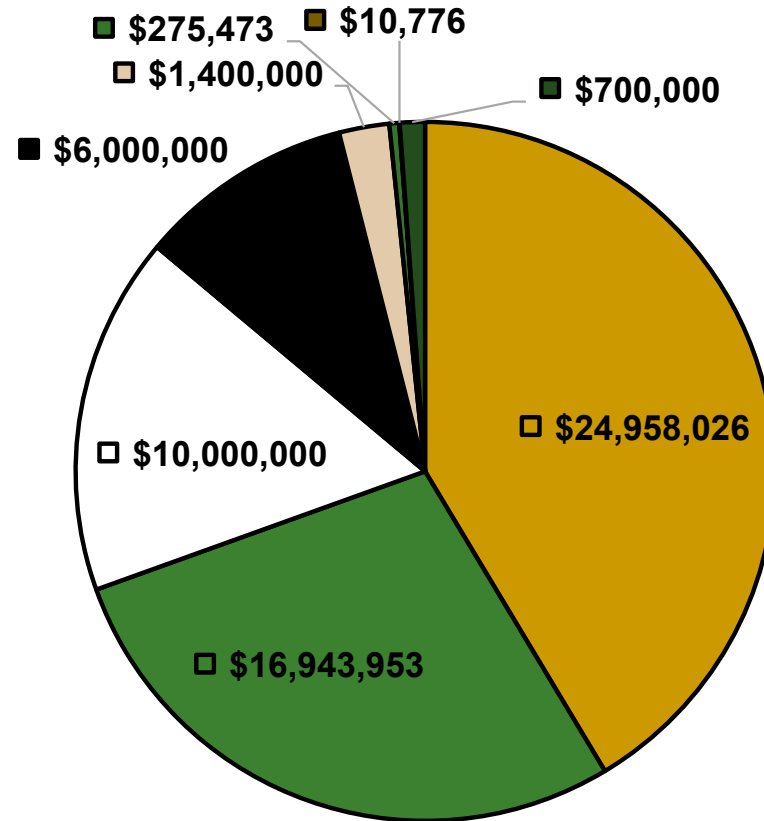
- In accordance with Florida Administrative Code (F.A.C.), Rule 41-2.009.
 - The Metropolitan Planning Organization (MPO) shall serve as the **OPA** in areas covered by MPOs.
-

Authority of the CTD

- The CTD is an independent agency.
 - It is located in (but not governed by) the Florida Department of Transportation (FDOT).
 - The FDOT connection is for administrative and fiscal purposes only.
 - In FY 2020-21, Florida's Coordinated Transportation System reported revenues of \$ 259 Million which generated 7 Million trips for 170,888 people.
(decreased amounts likely due to COVID pandemic)
 - The CTD administers the Transportation Disadvantaged Trust Fund.
-

TD Trust Fund Revenues FY 2022-23

(*source: CTD, May 2022), Total \$60,288,228)



- HSMV - Registration Fees (\$1.50)
- SB 1998 - State Transportation Trust
- FDOT Trust Fund - Capital Equipment
- HSMV- Voluntary
- FDOT Public Block Grant (15%)
- FDOT Trust Fund
- HSMV - Parking Permit (\$5.00)
- Interest

Duties of the CTD

- Develops policies and procedures for the coordination of transportation services for the Transportation Disadvantaged
 - Designates the planning agency in areas outside the purview of an MPO
 - Approves the appointment of CTCs
 - Contracts with CTCs
-

Funding for Charlotte TD Program

- Transportation Disadvantaged Trust Fund
 - TD Planning Grant/MPO (\$25,124 FY 23/24)
 - Trip and Equipment Grant (\$633,203 FY23/24 state amount of \$569,883 + local match of \$63,320)
 - Total Voluntary Dollar with match (\$85 – FY23/24)
 - Federal Transit Administration (FTA) grants administered by FDOT 2023:
 - FTA Section 5310 Operating – Enhanced Mobility of Seniors and Individuals with Disabilities Program (\$100,000 federal funds + \$100,000 County match) Total: \$200,000
 - FTA Section 5311 – Rural off-cycle funds were made available by FDOT during the past year
-

CTD Reports

- **Annual Performance Report**
 - A comprehensive report that highlights the accomplishments of the TD system statewide and provides data that is used in the CTC evaluation. It includes a compilation of each county's Annual Operating Report (AOR)
-

Florida's Coordinated Transportation System Organizational Structure



Transportation Disadvantaged Riders

Independent State Agency

Guiding Philosophy:

- Centralized Policy Development
- Decentralized (Local) Implementation

Governor

Appoints Commissioners
Implements Statutes & Policy Guidance

Commission for the Transportation Disadvantaged

Administratively assigned → **FL DOT**

Designated Official Planning Agency

Designates
Recommends CTC

Appoints & Staffs

Local Coordinating Board

Oversees

Community Transportation Coordinator

Contracts With

Purchasing Agencies

Buys Trips

Contracts With

Bills

Transportation Operators

May bill directly

Provides Transportation

Pays Co-pay

May provide direct services

May contract with

Transportation Disadvantaged Riders
(Older Adults, Persons with Disabilities, People with Low Incomes, At-Risk Children)

— Operational
- - - Fiscal

Why is coordination worth the effort?

- Coordination involves strategies that result in more trips for more riders.
 - Coordination produces service that is cost effective and efficient
 - Coordination reduces fragmentation and duplication of service.
 - Coordination increases vehicle utilization and ridership, which helps agencies meet a greater number of needs by pooling resources.
-

Charlotte County TD Service

(source: 2023 Annual Operating Report)

- Operates in an Urban Environment
- Total County Population is 184,305 (2045 LRTP)
- 1,096 TD passengers (unduplicated headcount)
- Total expenses were \$ 1,021,868
- 23,324 trips were provided
 - 26% medical (up from 21%)
 - 29% employment (down from 30%)
 - 14% education/training/day care (down from 19%)
 - 7% nutritional (down from 15%)
 - 24% life sustaining/other (up from 15%)

Government in the Sunshine



- Applies to any gathering of two or more LCB members.
- Applies to any issue on which “*foreseeable action*” by the LCB will be taken.
- Applies to all functions of covered boards and commissions, whether formal or informal.
- Requires reasonable public notice for all meetings.

Conflict of Interest

Rule 41-2.012 (5)(d), F.A.C. notes that all LCB members should be trained on and comply with the requirements of Section 112.3143, F.S. concerning voting conflicts of interest. In these instances, LCB members must refrain from voting on any item that could benefit the member, his/her organization, relatives or business associates. Prior to any LCB vote being taken, the member should disclose the nature of the conflict of interest. (see statute)

LCB Products/Yearly Calendar

- Public Meeting/LCB Training - January
 - Annual CTC Evaluation – May (4 of 5 years)
 - 5 Year-TD Service Plan (TDSP) and Memorandum of Agreement (MOA) - May-Sept (1 of every 5 years - then amend/update TDSP annually as needed each offyear in May)
 - Annual Operating Report (AOR) - September
 - Grievance Guidelines (November) and LCB Bylaws (September) – reviewed annually/updated as needed
 - Review of grant applications, CTC quarterly reports, and any other action an LCB member recommends – ongoing
-

Staff

MPO (Planning Agency/LCB staff)

- MPO Director: D’Juan Harris
- MPO Planners: Wendy Scott, Betty-Ann Sherer, and Laks Gurram/MPO Admin Services: Bekie Leslie

Charlotte County Board of County Commissioners (Community Transportation Coordinator) through the Charlotte County Transit Division

- Budget & Administrative Services Director/Transit Director: Gordon Burger
- Transit Operations Manager: Heidi Maddox
Transit Operations Coordinator: Shirley Ciampi

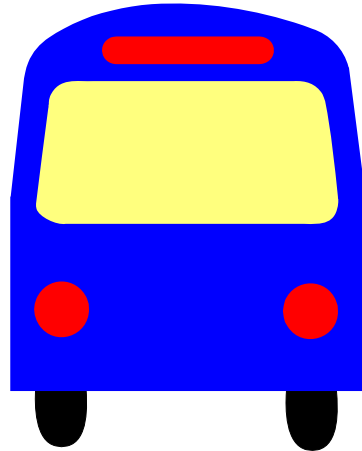
Fiscal Services Division

- Financial Analyst: Eva Tomszak
-

To Charlotte LCB Members:

*Thanks for your service in helping
folks get down the road!*

Your efforts are greatly appreciated!



JANUARY 4, 2024
LCB MEETING

AGENDA ITEM # 7
REVIEW/ENDORSEMENT OF CHARLOTTE COUNTY'S SECTION 5310
AND SECTION 5311 GRANT APPLICATIONS

Purpose: To provide Local Coordinating Board (LCB) members an opportunity to review/endorse Charlotte County's FY 2023/2024 Section 5310 (Operating) and Section 5311 (Operating) Grant Applications

Agenda Item Presented by: Charlotte County Staff

Discussion:

Federal transportation legislation includes the FTA Section 5310 and Section 5311 funding programs. Section 5310 is aimed at enhancing mobility for seniors and persons with disabilities, while rural residents benefit from Section 5311. Charlotte County Transit is applying for operating grants in both programs.

Recommendation: Motion to endorse the Section 5310 Grant and Section 5311 Grant Applications

Attachment: Charlotte County Transit Section 5310 and Section 5311 Grant Applications

Application for Federal Assistance SF-424

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

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

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

State Use Only:

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

8. APPLICANT INFORMATION:

* a. Legal Name: <input type="text" value="Charlotte County Board of County Commissioners"/>	
* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text" value="59-6000541"/>	* c. UEI: <input type="text" value="W8YJZF4NSQL1"/>

d. Address:

* Street1:	<input type="text" value="545 Theresa Blvd"/>
Street2:	<input type="text"/>
* City:	<input type="text" value="Port Charlotte"/>
County/Parish:	<input type="text"/>
* State:	<input type="text" value="FL: Florida"/>
Province:	<input type="text"/>
* Country:	<input type="text" value="USA: UNITED STATES"/>
* Zip / Postal Code:	<input type="text" value="33954-0000"/>

e. Organizational Unit:

Department Name: <input type="text" value="Budget & Administrative Servic"/>	Division Name: <input type="text" value="Transit"/>
---	--

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

Prefix: <input type="text"/>	* First Name: <input type="text" value="Heidi"/>
Middle Name: <input type="text"/>	
* Last Name: <input type="text" value="Maddox"/>	
Suffix: <input type="text"/>	
Title: <input type="text" value="Transit Operations Manager"/>	
Organizational Affiliation: <input type="text"/>	
* Telephone Number: <input type="text" value="941-833-6234"/>	Fax Number: <input type="text"/>
* Email: <input type="text" value="Heidi.Maddox@charlottecountyfl.gov"/>	

Application for Federal Assistance SF-424

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

B: County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

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

Federal Transit Administration

11. Catalog of Federal Domestic Assistance Number:

20.509

CFDA Title:

Enhanced Mobility of Seniors and Individuals with Disabilities (FTA Section 5310)

*** 12. Funding Opportunity Number:**

* Title:

13. Competition Identification Number:

Title:

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

CC-Map-Urban.pdf

Add Attachment

Delete Attachment

View Attachment

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

5310 Operating application for the small urban area of North Port/Port Charlotte to continue providing transportation service to meet the needs of seniors and individuals with disabilities in CC.

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:
* a. Applicant * b. Program/Project

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

17. Proposed Project:
* a. Start Date: * b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="100,000.00"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text" value="100,000.00"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="200,000.00"/>

Approved as to Form and Legal Sufficiency

Janette S. Knowlton
Janette S. Knowlton, County Attorney
423-1160


* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?
 a. This application was made available to the State under the Executive Order 12372 Process for review on .
 b. Program is subject to E.O. 12372 but has not been selected by the State for review.
 c. Program is not covered by E.O. 12372.

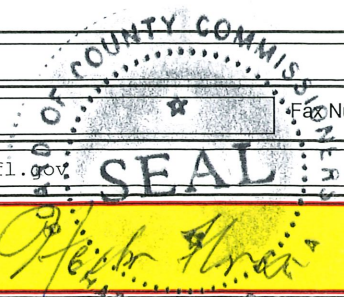
* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)
 Yes No
If "Yes", provide explanation and attach

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

Authorized Representative: **Roger D. Eaton, Clerk of the Circuit Court and Ex-officio Clerk of the Board of County Commissioners**

Prefix: * First Name:
Middle Name:
* Last Name:
Suffix:
By: *Janette S. Knowlton* Deputy Clerk
GRT 2023-102

* Title:
* Telephone Number: * Fax Number:
* Email:
* Signature of Authorized Representative:  * Date Signed:



Application for Federal Assistance SF-424		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>
* 3. Date Received: <input type="text"/>	4. Applicant Identifier: <input type="text"/>	
5a. Federal Entity Identifier: <input type="text"/>	5b. Federal Award Identifier: <input type="text"/>	
State Use Only:		
6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text" value="1001"/>	
8. APPLICANT INFORMATION:		
* a. Legal Name: <input type="text" value="Charlotte County Board of County Commissioners"/>		
* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text" value="59-6000541"/>	* c. UEI: <input type="text" value="W8YJZF4NSQL1"/>	
d. Address:		
* Street1: <input type="text" value="545 Theresa Blvd"/>	Street2: <input type="text"/>	
* City: <input type="text" value="Port Charlotte"/>	County/Parish: <input type="text"/>	
* State: <input type="text" value="FL: Florida"/>	Province: <input type="text"/>	
* Country: <input type="text" value="USA: UNITED STATES"/>	* Zip / Postal Code: <input type="text" value="33954-0000"/>	
e. Organizational Unit:		
Department Name: <input type="text" value="Budget & Administrative Servic"/>	Division Name: <input type="text" value="Transit"/>	
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix: <input type="text"/>	* First Name: <input type="text" value="Heidi"/>	
Middle Name: <input type="text"/>	* Last Name: <input type="text" value="Maddox"/>	
Suffix: <input type="text"/>	Title: <input type="text" value="Transit Operations Manager"/>	
Organizational Affiliation: <input type="text"/>		
* Telephone Number: <input type="text" value="941-833-6234"/>	Fax Number: <input type="text"/>	
* Email: <input type="text" value="Heidi.Maddox@charlottecountyfl.gov"/>		

Application for Federal Assistance SF-424

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

B: County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

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

Federal Transit Administration

11. Catalog of Federal Domestic Assistance Number:

20.509

CFDA Title:

Formula Grant for Rural Area

*** 12. Funding Opportunity Number:**

* Title:

13. Competition Identification Number:

Title:

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

CC-Map-Urban.pdf

Add Attachment

Delete Attachment

View Attachment

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

5311 Operating application for the rural area of Charlotte County in order to continue providing transportation service to meet the needs of citizens residing in Charlotte County.

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:
* a. Applicant * b. Program/Project

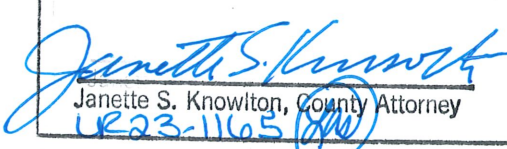
Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:
* a. Start Date: * b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="82,800.00"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text" value="82,800.00"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="165,600.00"/>

Approved as to Form and Legal Sufficiency



Janette S. Knowlton, County Attorney
UR23-1165

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

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

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

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

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


Yes No

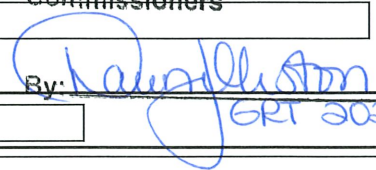
If "Yes", provide explanation and attach

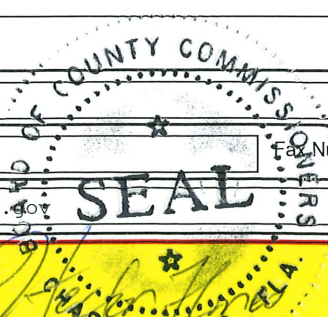
21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an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

** I AGREE

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

Authorized Representative: Prefix: * First Name:
Middle Name:
* Last Name:
Suffix:
* Title:
* Telephone Number: Fax Number:
* Email:
* Signature of Authorized Representative:  * Date Signed:

Attest:
Roger D. Eaton, Clerk of the Circuit Court and Ex-officio Clerk of the Board of County Commissioners
By:  Deputy Clerk
GRT 2023-101



JANUARY 4, 2024
LCB MEETING

AGENDA ITEM # 8
COMMUNITY TRANSPORTATION COORDINATOR (CTC) QUARTERLY REPORT

Purpose: To provide a quarterly report of TD transit activities

Agenda Item Presented by: Charlotte County Staff

Discussion:

The quarterly report is presented to describe recent activities of the Community Transportation Coordinator. This is an informational item.

Recommendation: None

Attachment: None

Given the timing of the holiday period and a very short turnaround time, the CTC Quarterly Report covering the October-December 2023 timeframe will not be available for the January 4, 2024 LCB meeting. It will be reviewed along with the January-March 2024 report at the May 2, 2024 LCB meeting.

JANUARY 4, 2024
LCB MEETING

AGENDA ITEM # 9
TRANSIT DEVELOPMENT PLAN (TDP) UPDATE

Purpose: To provide an update on the Charlotte County Transit Development Plan (TDP) now underway

Agenda Item Presented by: Charlotte County Transit Staff

Discussion:

Transit staff will provide an update on the latest developments in the TDP effort. This is an informational item.

Recommendation: None

Attachment: None