

LCB Members

In order to conduct our meetings correctly in accordance with Sunshine law, there must be a physical quorum present at the meeting in order for the committee to vote and take any official actions. **As such, please email me (mkelly@forwardpinellas.org) directly to indicate if you will be joining the LCB meeting in-person or if you will attend virtually.** With a physical quorum present, we are able to vote in the room and are also able to offer voting to Zoom participants. As a reminder, we will utilize social-distancing, masks and provide hand sanitizer for in-person participants. (Zoom information below)

The in-person meeting will be held at 9:15 am at **310 Court Street, 1st Floor Conference Room, Clearwater**. I have the meters bagged, as in the past, in the parking lot at the corner of S. Osceola Avenue and Court Street for your parking convenience. If you have your parking passes, please put them in your dash window.

If you will be attending by Zoom, here is the Zoom meeting information:

Forward Pinellas is inviting you to a scheduled Zoom meeting.

Topic: Local Coordinating Board

Time: May 17, 2022 09:15 AM Eastern Time (US and Canada)

Join Zoom Meeting:

<https://us02web.zoom.us/j/89311216247?pwd=WkluUEITeGdpRHdFeINyS2VDTkFEdz09>

Meeting ID: 893 1121 6247

Passcode: 293462

One tap mobile

+13126266799,,89311216247#,,,,*293462# US (Chicago)

+16468769923,,89311216247#,,,,*293462# US (New York)



**Local Coordinating Board (LCB)
MEETING AGENDA**

**May 17, 2022 – 9:15 A.M.
310 Court Street, 1st Floor Conf. Room
Clearwater, FL 33756**

THE PLANNING COUNCIL AND METROPOLITAN PLANNING ORGANIZATION FOR PINELLAS COUNTY

FACE MASKS WILL BE ENCOURAGED BUT NOT REQUIRED

1. **CALL TO ORDER AND INTRODUCTIONS**
2. **PUBLIC COMMENT PERTAINING TO ITEMS NOT ON THE AGENDA**
3. **APPROVAL OF MINUTES – February 15, 2022**
4. **BOARD ACTIONS CONCERNING THE TD PROGRAM**
5. **ANNUAL APPROVAL OF GRIEVANCE PROCEDURES**
6. **RATE MODEL**
7. **CTC REDESIGNATION PROCESS**
8. **EXPANDING TD ELIGIBILITY**
9. **NEIGHBORLY CARE NETWORK PRESENTATION**
10. **TAMPA BAY MOBILITY ON DEMAND**
11. **OTHER BUSINESS**
 - A. Federal Transit Administration Section 5310 Grant Update
 - B. Community Transportation Coordinator (CTC) Update
 - C. Commission for the Transportation Disadvantaged (CTD) Update
 - D. Other
12. **INFORMATIONAL ITEMS**
 - A. Trip/Expenditure Reports
 - B. Complaints and Commendations
13. **PUBLIC COMMENT**
14. **ADJOURNMENT**

NEXT REGULARLY SCHEDULED LCB MEETING – SEPTEMBER 20, 2022

Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability, 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 the Office of Human Rights, 400 South Fort Harrison Avenue, Suite 300, Clearwater, Florida 33756; [(727) 464-4062 (V/TDD)] at least three days prior to the meeting.

Appeals: Certain public meetings result in actions taken by the public board, commission or agency that may be appealed; in such case persons are advised that, if they decide to appeal any decision made at a public meeting/hearing, they will need a record of the proceedings, and, for such purposes, they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

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Local Coordinating Board – May 17, 2022

2. Public Comment Pertaining to Items Not on the Agenda



SUMMARY

Anyone wishing to provide public comment on items not on the agenda may do so at this time. Each speaker will be given a maximum of five minutes.

ACTION: None required; informational item only

Local Coordinating Board – May 17, 2022

3. Approval of Minutes



SUMMARY

The minutes of the February 15, 2022 LCB meeting and public workshop are both attached for the LCB's review and approval.

Form 8B, Memorandum of Voting Conflict for County, Municipal, and Other Local Public Officers, is attached in the event a member of the LCB believes they have a conflict of interest with respect to any item(s) on the current agenda. This form is being provided under this item as any completed forms must be attached to the minutes of the LCB meeting.

ATTACHMENT(S):

- LCB Minutes – February 15, 2022
- LCB Public Workshop Minutes – February 15, 2022
- Form 8B

ACTION: Approve minutes

DRAFT
PINELLAS COUNTY LOCAL COORDINATING BOARD
FOR THE TRANSPORTATION DISADVANTAGED PROGRAM
MEETING MINUTES
FEBRUARY 15, 2022

The Pinellas County Local Coordinating Board for the Transportation Disadvantaged met on Tuesday, February 22, 2022 at 9:15 a.m. at 310 Court Street, 1st Floor Conference Room, Clearwater, FL.

MEMBERS PRESENT

Brian Scott, Vice Chair	Transportation Provider for Profit Representative
Jody Armstrong	Local Agency for Persons with Disabilities
Millicent Battle	Children At Risk – Juvenile Welfare Board
Joseph Camera	Public Education – Pinellas County Schools
Amanda Honingford - Zoom	Department of Blind Services
Emily Hughart	Agency for Health Care Administration
Duncan Kovar	Over 60
Jason Martino	Florida Department of Elder Affairs
Zeffery Mims - Zoom	Pinellas County Veterans Services
Dave Newell	FDOT
Ross Silvers (ex officio)	PSTA
Michael Taylor	Regional Agency for Persons with Disabilities

MEMBERS ABSENT

Bob Bolles	TD Rider
Ivonne Carmona	Department of Children and Families
Heath Kirby	Local Medical Community
Shawna Peer	Career Source Pinellas
Loretta Statsick	Citizen Representative
Jane Walker	Daystar Life Center

OTHERS PRESENT

Chelsea Favero	Forward Pinellas Staff
Rob Feigel	Forward Pinellas Staff
Maria Kelly	Forward Pinellas Staff

1. CALL TO ORDER

Vice-Chair Scott called the meeting to order at 9:15 a.m. Attendees in the room introduced themselves. At this time, Vice-Chair Scott read a statement regarding allowing committee members present to make a motion to allow those members participating by Zoom (all names identified above) to participate and vote. This is due to extenuating circumstances existing that make it impossible for some committee members to attend in person. A motion was made by Jody Armstrong that due to the extenuating circumstances created by COVID-19, some LCB members are prevented from joining in person. Therefore, they will be allowed to participate and vote via Zoom since there was a physical quorum. This was seconded by Millicent Battle and passed with a unanimous vote.

2. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

No comments were made under this item.

3. APPROVAL OF MINUTES – September 21, 2021

The meeting minutes were approved with no corrections. Michael Taylor motioned approval, Jody Armstrong seconded the motion and it passed with a unanimous vote.

4. BOARD ACTIONS CONCERNING THE TD PROGRAM

Mr. Rob Feigel, Forward Pinellas staff, highlighted actions from the February 9, 2022, Forward Pinellas Board meeting. The Board received a presentation from PSTA on the SunRunner Rising Development Study. Forward Pinellas Director, Whit Blanton, provided an update on the Downtown St. Petersburg Mobility Study, in partnership with St. Petersburg and FDOT, the focus of which is to identify and evaluate project concepts and improvements to the transportation network. The Board adopted the Safety Performance Targets and Measures for 2022, but the long-term goal is zero fatalities by 2045. Forward Pinellas staff presented an update on the Advantage Pinellas Investment Corridor Transition Plan for Alternate US 19. The Board also received an update on the Target Employment Industrial Land Study (TEILS). The focus of this study is to identify lands that can be preserved for mixed use development in the future. Forward Pinellas staff has been holding individual meetings with the Waterborne Transportation subcommittee members regarding the draft policy for Waterborne Transportation and will present the committee's recommendations to the Forward Pinellas Board this spring. It was noted at the Board meeting that the LCB is still looking for a Chair. Michael Smith suggested Commissioner Eric Gerard, and also noted that Councilmember Patti Reed expressed interest. Staff will reach out to both elected officials. Jason Martino requested a copy of the original PowerPoint of the Downtown St. Petersburg Mobility Study.

5. ANNUAL APPROVAL OF THE LCB BYLAWS

Mr. Feigel discussed that the Commission for the Transportation Disadvantaged (CTD) requires that the Local Coordinating Board (LCB) review and approve its bylaws annually. There were no changes recommended to the LCB Bylaws at this time. Questions were taken and appropriately answered. Jason Martino made a motion to approve the LCB bylaws for 2022. Jody Armstrong seconded the motion and it passed with a unanimous vote.

6. ANNUAL APPROVAL OF THE FEDERAL POVERTY GUIDELINES

Mr. Feigel shared information on the federal poverty guidelines. Eligibility for the TD Program is based on the individual's household monthly income, which must be at or below 150% of the federal guidelines. A table of the 2021 and 2022 guidelines comparison was provided in the agenda packet for review and approval. Questions were taken and appropriately answered. Michael Taylor motioned to approve the 2022 guidelines. Millicent Battle seconded the motion and it passed with a unanimous vote

7. COMMUNITY TRANSPORTATION COORDINATOR REVIEW

Mr. Feigel shared a presentation updating the LCB on the process of redesignating PSTA as the CTC for Pinellas County. Forward Pinellas has reviewed PSTA's interest and qualifications and intends to recommend that PSTA be redesignated as the CTC for another five years. The Commission for the Transportation Disadvantaged (CTD) recommends the LCB review and decide whether or not to provide support for the Forward Pinellas recommendation. Questions were taken and appropriately answered. Jody Armstrong made a motion that the LCB provides its support for Forward Pinellas to approve renewal of PSTA as the CTC. This was seconded by Emily Hughart and passed with a unanimous vote.

8. UPDATE ON POTENTIAL FUNDING FOR CROSS-COUNTY TD TRANSPORTATION

Mr. Feigel noted that TD Tampa Bay has helped to provide cross-county and inter-county transportation services for the transportation disadvantaged. In July of 2021, this service was discontinued when the governor signed legislation appealing the MCORES program. Included in the MCORES legislation was funding to the Commission for the Transportation Disadvantaged for Innovative Funding Grants, and one of those grants was for TD Tampa Bay, providing the transportation services for cross-county TD citizens. On January 19, 2022, Ross Silvers, PSTA, and Rob Feigel, Forward Pinellas, met with directors from various transit providers representing Pinellas, Hillsborough, and Pasco Counties, TBARTA staff, and the director of the CTD, to evaluate what could be done to re-fund this popular transportation service. The CTD Director laid out the draft of proposed legislation, sharing where the transit providers stood. There are funding opportunities currently in the works, but there are also caps on those opportunities. The CTCs were concerned because these caps create a conflict with other funding opportunities for the CTCs.

Mr. Ross Silvers went on to share there in another meeting with the CTD Director, it was shared that there is \$4 million in trip and equipment grant funding to be divided up around the state, where Pinellas County could see around \$300,000. In addition, there is \$1.5 million available for innovative transportation projects coming from the Senate legislation. Every county is only eligible for one innovation grant. The way the legislation is worded, TBARTA will not be eligible, only the CTCs will be eligible for this funding source. With only one application for the CTC, a possible funding approach was presented that may enable Pinellas County to re-establish TD Tampa Bay throughout the multi-county region and fund it as a single project, through TD Late Shift and TD Door to Door. \$1.5 million for a regional project could possibly fund all three components together. Mr. Silvers suggested a letter of support from the LCB for the CTC to seek this funding. Jody Armstrong made a motion for a letter of support for the CTC to seek dedicated grant funding for TD Tampa Bay. This was seconded by

Duncan Kovar and was passed with a unanimous vote. It was also requested that the Forward Pinellas Board provide a letter of support as well.

9. OTHER BUSINESS

A. Federal Transit Administration Section 5310 Grant Update

Mr. Dave Newell, FDOT, updated the LCB that FDOT has received, and is currently reviewing, applications for the 5310 grant program. The total amount of grant funds to be awarded will be revealed at the end of February. The trip contracts that Central Office has with all vendors are null and void and they are being re-bid. . The vendors have decided that prices are not sustainable and are going to try to come back with some sort of arrangement. What that means for the 5310 program is that all capital requests are pending due to vehicle shortages and the increased cost of vehicles available. This affects last year's awards as well, but those will be re-awarded once FDOT knows the new costs of needed capital projects.

****At this time, the regular LCB was closed in order to officially begin the public workshop for 2022. Vice Chair Scott called the public workshop to order at 10:00 a.m. A separate agenda for this public workshop is attached. Following the closing of the public workshop, Vice Chair Scott re-opened the LCB meeting to continue with the regular LCB agenda.**

B. CTC Update

Ross Silvers, PSTA, provided an update to the committee. First Transit is the new contract provider for both TD ambulatory and wheelchair trips as well as for ACCESS Paratransit trips (formerly DART). There are still issues with the new paratransit management software, Share, which provides reservations, scheduling, routing, dispatching of trips and reporting. Phase two is to incorporate into the same software, Mobility on Demand other demand services, however the contractor is waiting on a better rate of success before phase 2 is implemented. TD bus riders are using Flamingo, which is a technology being shared with PSTA and Hillsborough County's HART, and Pasco County. It allows TD customers to get a reloadable hard plastic card to use in each county, but it is not county to county transferable yet. If the card gets lost, PSTA simply turns it off and reissues a new card with no time lost for the rider.

Regarding the AOR update, the CTD recently reviewed the AOR and made a couple of informational item changes, mainly adjustments to showing revenue specifics and showing taxi rides separately.

C. CTD Update

Mr. Feigel shared the CTD update, mainly efforts to try to coordinate with providers to get grant funding reestablished. There is a meeting of the CTD at 3:00 pm on February 16, 2022. One of the items on the agenda is the legislative update and the executive director report to be presented by David Darm. There is a dial-in option on the Transportation for Disadvantaged website.

D. Other

PSTA will share a SunRunner presentation at the next meeting.

It was mentioned that it would be nice to see all the agencies give a presentation on their businesses, sharing the changes since COVID came to be.

10. INFORMATIONAL ITEMS**A. Trip Expenditure Reports**

The trip/expenditure reports were emailed to the committee. The ridership is coming back on all the services with new records on paratransit and mobility on demand.

B. Complaints and Commendations

There were no complaints currently.

11. PUBLIC COMMENT

Jody Armstrong shared that the Center for Independent Living will be celebrating 30 years on February 26, 2022, and Joe DiDomenico will be celebrating 50 years of working with people with disabilities. Jody made a video of the LCB committee members sending Joe "best wishes". Jody also shared information about MobiMats, which are beach sand mats that allow mobility access on the beach. She has secured a funding source that has offered to pay for the placement of these MobiMats anywhere along the beaches in Pinellas and Pasco Counties. 25 mats will be placed in Pinellas County after the FDE permits have been issued. Madeira Beach, Archibald Park has just received its permit from the FDE to be the first to place these mats on the beach.

12. ADJOURNMENT

The meeting adjourned at 10:27 a.m. The next LCB meeting is May 17, 2022.

DRAFT
PINELLAS COUNTY LOCAL COORDINATING BOARD
FOR THE TRANSPORTATION DISADVANTAGED PROGRAM

PUBLIC WORKSHOP
FEBRUARY 15, 2022
10:00 A.M.

The Pinellas County Local Coordinating Board for the Transportation Disadvantaged held its Public Workshop on Tuesday, February 15, 2022 at 10:00 a.m. at 310 Court Street, 1st Floor, Clearwater, FL.

MEMBERS PRESENT

Brian Scott, Vice Chair	Transportation Provider for Profit Representative
Millicent Battle	Children At Risk – Juvenile Welfare Board
Joseph Camera	Public Education – Pinellas County Schools
Jody Armstrong	Local Agency for Persons with Disabilities
Amanda Honingford (Zoom)	Department of Blind Services
Emily Hughart	Agency for Health Care Administration
Duncan Kovar	Over 60
Jason Martino	Florida Department of Elder Affairs
Zeffery Mims (Zoom)	Pinellas County Veterans Services
Dave Newell	FDOT
Ross Silvers (ex officio) (Zoom)	PSTA
Michael Taylor	Regional Agency for Persons with Disabilities

MEMBERS ABSENT

Bob Bolles	TD Rider
Ivonne Carmona	Department of Children and Families
Heath Kirby	Local Medical Community
Shawna Peer	Career Source Pinellas
Loretta Statsick	Citizen Representative
Jane Walker	Daystar Life Center

OTHERS PRESENT

Chelsea Favero	Forward Pinellas Staff
Rob Feigel	Forward Pinellas Staff
Maria Kelly	Forward Pinellas Staff

1. CALL TO ORDER

Vice-Chair Scott called the public workshop to order at 10:00 a.m.

2. STAFF PRESENTATION ON THE TRANSPORTATION DISADVANTAGED PROGRAM

Robert Feigel, Forward Pinellas staff, gave a presentation providing an overview of the Transportation Disadvantaged Program, milestones covered in 2021 and a look ahead at planned meetings and proposed agenda topics for 2022. The TD Program was established by Florida Statute and funded by the Transportation Disadvantaged Trust Fund. The TD Program is designed to provide efficient life sustaining trips to persons who are unable to transport themselves or who are unable to purchase transportation due to physical or mental disability, income or age. In Pinellas County, the designated official planning agency is Forward Pinellas. The official planning agency recommends a Community Transportation Coordinator (CTC) and the Forward Pinellas Board also appoints and staffs a Local Coordinating Board (LCB), which identifies local service needs and provides guidance for the coordination of services, which is a huge role in overseeing the implementation of the program in Pinellas County. The LCB's primary function is to monitor the CTC, which is PSTA. The CTC is the entity responsible for coordinating and delivering the transportation services. The LCB is responsible for making sure the CTC is providing the coordinated services in the best way possible. The CTC contracts with operators to provide the transportation services or may do it themselves. PSTA, as the CTC, determines who is eligible to receive TD service. PSTA also determines trip eligibility and makes sure recipients are placed in the appropriate program, either DART or the TD program.

Mr. Feigel addressed the committee regarding updated data on PSTA trips. For 2020/21, the 10-day bus passes are down 31%. The 31-day passes are down 30%. The 2021 wheelchair door to door trips are up 25%. There were 932 ambulatory door to door trips, which is up 65%. There were 30,683 Park Tampa Bay, Neighborly Care Network and Lighthouse trips down 25% from last year, and TD Late Shift trips are down. Ross Silvers, PSTA, said the story here is the story of COVID. As COVID increased in the community, people were less anxious to travel in a shared ride environment. This caused group trips to go down, but the ambulatory and wheelchair trips were unshared, so this increased. This coincided with the numbers from last year that includes the time where bus service was reduced, causing a corresponding reduction in availability for DART. This pushed riders to the TD Door to Door program. Even today, as the COVID numbers go up, the ridership numbers go down and bus pass usage remains sluggish, but use of door to door services continues to be strong.

Mr. Feigel shared that the LCB is responsible for several main functions, including annually reviewing the TDSP for an update. A major update is done every 5 years, and each year, there is an evaluation of the CTC. Looking back over the last year, there were amendments to PSTA agreements, TD Tampa Bay updates, letters of support for TD Tampa Bay, a Countywide Trends and Conditions Report presentation, an update to the grievance procedures, and update to the TDSP, approval of Operators and Coordinators contracts, the resignation of the LCB Chair, the development of the Annual Operating Report (AOR), a presentation on Safe Streets Pinellas and an update to the committee bylaws. Looking ahead to 2022, the LCB will be completing the CTC redesignation flow chart, with a resolution to the Forward Pinellas Board. Members were reminded, to bring any information about their community work to the committee if they would like.

3. PUBLIC COMMENT

Vice-Chair Scott opened the floor for public comment. With no public comment, he adjourned the Public Workshop at 10:11 am.

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE
MAILING ADDRESS	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:
CITY COUNTY	<input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY NAME OF POLITICAL SUBDIVISION:
DATE ON WHICH VOTE OCCURRED	MY POSITION IS: <input type="checkbox"/> ELECTIVE <input type="checkbox"/> APPOINTIVE

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies equally to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing the reverse side and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which inures to his or her special private gain or loss. Each elected or appointed local officer also is prohibited from knowingly voting on a measure which inures to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent organization or subsidiary of a corporate principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a “relative” includes only the officer’s father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A “business associate” means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * *

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you otherwise may participate in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on other side)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, _____, hereby disclose that on _____, 20 _____:

(a) A measure came or will come before my agency which (check one)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, _____;
- inured to the special gain or loss of my relative, _____;
- inured to the special gain or loss of _____, by whom I am retained; or
- inured to the special gain or loss of _____, which is the parent organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

Date Filed

Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

Local Coordinating Board – May 17, 2022

4. Board Actions Concerning the TD Program



SUMMARY

Forward Pinellas staff will highlight Forward Pinellas Board actions since the last LCB meeting.

ATTACHMENT(S): None

ACTION: None required; informational item

SUMMARY

The LCB is responsible for reviewing and approving grievance procedures for the TD Program annually. The grievance procedures are included as an appendix in the Transportation Disadvantaged Service Plan (TDSP). Staff has reviewed the grievance procedures and is not recommending making any changes at this time.

In addition, in accordance with the procedures, a grievance committee must be established to address any matters that require their attention. The chair of the LCB appoints members to the committee and they are voted upon by the LCB. At a minimum, the grievance committee should include:

- One (1) representative of a sponsoring agency (currently vacant);
- One (1) representative of TD customers (currently Laura Statsick);
- Two (2) representatives of the LCB, members-at-large (currently Brian Scott and Jane Walker); and
- One (1) representative of a provider (currently Cindy Kass-Johnson).

Forward Pinellas staff will review the grievance procedures and seek committee approval of those procedures, as well as the established of a grievance committee.

ATTACHMENT(S): Grievance Procedures

ACTION: Approve grievance procedures and the appointment(s) to the Grievance Committee.

FORWARD PINELLAS, as the Pinellas COUNTY
METROPOLITAN PLANNING ORGANIZATION, TRANSPORTATION
DISADVANTAGED
LOCAL COORDINATING BOARD

GRIEVANCE COMMITTEE
POLICIES AND PROCEDURES

Originally Adopted: July 16, 1991
Last Amended: May 21, 2019
May 19, 2020
May 18, 2022

SECTION 1: CREATION OF A BOARD

There is hereby created and established a **PINELLAS COUNTY TRANSPORTATION DISADVANTAGED GRIEVANCE COMMITTEE**, hereinafter referred to as Grievance Committee, a Subcommittee of the Local Coordinating Board, established pursuant to Chapter 427, Florida Statutes and Rule 41-2, and the Memorandum of Agreement between PSTA and the Transportation Disadvantaged Commission.

SECTION 2: DEFINITIONS

As used in these Policies and Procedures, the following terms shall have the meanings as shown below:

- A. Community Transportation Coordinator (hereinafter referred to as the CTC): Responsible for organizing countywide transportation for the transportation disadvantaged.
- B. Local Coordinating Board (hereinafter referred to as Coordinating Board): Appointed by the Forward Pinellas, provides direction to the CTC.
- C. Sponsoring Agency: Those agencies contracting with the CTC to provide services to their own transportation disadvantaged clients.
- D. Agency Program Manager: The individual responsible for operating the transportation program at a given service agency/company.
- E. TD Transportation Provider (herein referred to as Provider): The entity providing transportation services for the transportation disadvantaged (may or may not be associated with the funding agency).
- F. Transportation Disadvantaged Client (herein referred to as TD Customer): Those individuals who because of physical or mental disability, income status, age, or other reasons are unable to purchase transportation and are therefore dependent upon others to obtain access to health care, sustenance, employment, education, shopping, social activities and other life-sustaining activities.

SECTION 3: OBJECTIVES

The objective of the Grievance Committee is to provide all parties with an impartial body to hear complaints and settle disputes concerning transportation disadvantaged services. The Grievance Committee shall take on the role of mediator.

SECTION 4: MEMBERSHIP

- A. Members of the Grievance Committee shall be appointed by the Chair of the Local Coordinating Board and voted upon by the Local Coordinating Board Members (if possible).
- B. At a minimum, the Grievance Committee should be composed of:
 - One (1) representative of a Sponsoring Agency
 - One (1) representative of TD Customers
 - Two (2) representatives of the Local Coordinating Board, members-at-large
 - One (1) representative of a Provider.
- C. Forward Pinellas, acting as the Designated Planning Agency (DoPA) shall be staff to the Grievance Committee and shall serve as an advisory member.

SECTION 5: TERMS OF MEMBERS

- A. The members of the Grievance Committee shall serve as long as the Chair and members of the Local Coordinating Board deem fit.
- B. The Grievance Committee shall elect a chairperson to oversee meetings and report back to the Local Coordinating Board meetings as necessary.

SECTION 6: GRIEVANCE PROCEDURES

Complaints and/or disputes concerning transportation services may be heard by the Grievance Committee in accordance with the following procedure:

- A. Customers, Sponsoring Agencies, and/or Providers shall contact the Agency or CTC Program Manager in writing in an attempt to resolve complaints.
- B. If this effort is not successful, the complainant(s) should contact Forward Pinellas, who will work with the Agency Program Manager and complainant(s) to find a common ground in which to negotiate a resolution.
- C. If this effort is not successful, the complainant(s) can contact the Commission for the Transportation Disadvantaged TD helpline, (800) 983-2435, for assistance.
- D. As a last resort, an issue should go to the Grievance Committee. When necessary, a Grievance Form can be secured from Forward Pinellas. (Attachment A)
- E. Upon receipt of a properly completed Grievance Form, Forward Pinellas will contact the Chair of the Local Coordinating Board. Grievance Committee members will be appointed,

if needed, and set a meeting date within three (3) weeks of receiving the form.

- F. The complainant(s) and all parties involved shall be contacted once the meeting time, date and location are set.
- G. The Agency Program Manager will publicly post an announcement of the meeting where their TD customers can read it.

SECTION 7: POWERS AND DUTIES OF THE GRIEVANCE COMMITTEE

- A. The Grievance Committee shall have the opportunity to review the filed Grievance Form prior to the meeting date.
- B. Grievance Committee meetings shall be open to all parties involved in complaint and/or dispute concerning transportation disadvantaged services.
- C. The Grievance Committee will make an advisory decision about the grievance before the meeting adjourns.
- D. All parties will have two (2) weeks in which to enact the committee's decision.
- E. It will be the complainant's responsibility to report back to Forward Pinellas within two (2) weeks as to steps taken and resolution achieved.
- F. Minutes shall be kept of each meeting and filed with Forward Pinellas quarterly.

SECTION 8: MODIFICATION OF PROCEDURES

A copy of this procedure will be made available on a general basis to those providers and agencies involved with meeting the needs of the transportation disadvantaged population of Pinellas County.

GRIEVANCE FORM

Return to:
Transportation Disadvantaged Program Local Coordinating Board
C/o Forward Pinellas
310 Court Street
Clearwater, FL 33756

Name of Complainant: _____ Date of Birth: _____
Address: _____
Telephone: _____
Date and time of incident: _____

I. Attach description of incident & steps taken to resolve complaint:

Complainant's Signature: _____ Date: _____

II. Attach comments by Agency Program Manager:

Signature: _____

III. Attach comments by CTC if not same as Agency Program Manager:

Signature: _____

THIS SECTION TO BE COMPLETED BY MPO ONLY

I. Date report received by Forward Pinellas: _____

II. Action requested of Grievance Committee:

III. Time, date and location of Grievance Committee meeting:

IV. Action taken by Grievance Committee:

V. Complainant's Report to CTC (within 2 weeks):

SUMMARY

The Commission for the Transportation Disadvantaged (CTD) requires that the Community Transportation Coordinator (CTC) use a Rate Model to calculate the fully allocated rates at which the CTD will reimburse the CTC. The Rate Model is updated annually to adjust for changes such as capital equipment costs, subsidies and fuel expenses.

The rate model is developed by the CTD and utilized by CTCs throughout the state. The CTC submits the rate model worksheet to the CTD for approval. The approved rate model is then included in the Transportation Disadvantaged Service Plan as an appendix.

PSTA staff will review the Rate Model worksheet and resulting rates with the LCB for its approval.

ATTACHMENT(S):

- 2021 Rate Model (for comparison of previous year rates)
- 2022 Rate Model

ACTION: Approve rate model and resulting rates

2021 Rate Model

Preliminary Information Worksheet

Version 1.4

CTC Name: Pinellas Suncoast Transit Authority (PSTA)

County (Service Area): Pinellas County

Contact Person: Ross Silvers

Phone # 727 540-1844

Check Applicable Characteristic:

ORGANIZATIONAL TYPE:

- Governmental
- Private Non-Profit
- Private For Profit

NETWORK TYPE:

- Fully Brokered
- Partially Brokered
- Sole Source

Once completed, proceed to the Worksheet entitled "Comprehensive Budget"

Comprehensive Budget Worksheet

Version 1.4

CTC: Pinellas Suncoast Transit Authority (PSTA)
 County: Pinellas County

1. Complete applicable GREEN cells in columns 2, 3, 4, and 7

	Prior Year's ACTUALS from July 1st of 2019 to June 30th of 2020	Current Year's APPROVED Budget, as amended from July 1st of 2020 to June 30th of 2021	Upcoming Year's PROPOSED Budget from July 1st of 2021 to June 30th of 2022	% Change from Prior Year to Current Year	Proposed % Change from Current Year to Upcoming Year	Confirm whether revenues are collected as a system subsidy VS a purchase of service at a unit price. Explain Changes in Column 6 That Are > ± 10% and Also > ± \$50,000
1	2	3	4	5	6	7

REVENUES (CTC/Operators ONLY / Do NOT include coordination contractors!)

Local Non-Govt

Farebox	\$ 2,031	\$ 2,745	\$ 1,815	35.2%	-33.9%	Farebox includes TD Door-to-Door fares (continued previous years' effort to ensure people who are ADA eligible took paratransit instead of TD door to door). This is expected to stabilize in 2020-21. No Bus Pass Program Revenue in FY20-21 because PSTA was not charging fares between March 2020 and July 2021. This also caused a drop in late 2020 also. In-kind contributed services is from PSTA's Ad Valorem Property Tax Revenues used to pay the salary and fringe benefits of PSTA staff working on the TD program. Other includes local funding used to match non-profit trips. Drop in other in 2020 due to
Medicaid Co-Pay Received						
Donations/ Contributions						
In-Kind, Contributed Services	\$ 43,182	\$ 44,000	\$ 45,540	1.9%	3.5%	
Other	\$ 259,046	\$ 1,728,727	\$ 89,135	567.3%	-94.8%	
Bus Pass Program Revenue	\$ 508,784	\$ -	\$ 678,000	-100.0%		

Local Government

District School Board						
Compl. ADA Services						
County Cash						
County In-Kind, Contributed Services						
City Cash						
City In-kind, Contributed Services						
Other Cash	\$ -	\$ -	\$ -			
Other In-Kind, Contributed Services						
Bus Pass Program Revenue						

CTD

Non-Spons. Trip Program	\$ 684,776	\$ 471,063	\$ 743,216	-31.2%	57.8%	Trip and Equipment Grant increased each year. (T&E allocation - all actual except BP's = BP) door to door trips were reduced due to a requirement that NCN and PARC had to have low income status of clients; Although the LCB changed the policy in 2019 to allow elderly and disabled to be eligible as TD for group trips, FY21 ridership still fell due to covid effect. FY22 assumes that
Non-Spons. Capital Equipment						
Rural Capital Equipment						
Other TD (specify in explanation)						
Bus Pass Program Revenue	\$ 2,682,015		\$ 2,810,612	-100.0%		

USDOT & FDOT

49 USC 5307						Mobility Management (80-10-10). 2018-2019 or 2019-2020 grants not awarded yet so this is just an estimate. PSTA \$72,000 from FTA and FDOT 5310. local match of \$8000 is in other local non-govt
49 USC 5310	\$ 89,250	\$ 83,700	\$ 83,700	-6.2%	0.0%	
49 USC 5311 (Operating)						
49 USC 5311(Capital)						
Block Grant						
Service Development						
Commuter Assistance						
Other DOT (specify in explanation)						
Bus Pass Program Revenue						

AHCA

Medicaid						
Other AHCA (specify in explanation)						
Bus Pass Program Revenue						

DCF

Alcohol, Drug & Mental Health						
Family Safety & Preservation						
Comm. Care Dis./Aging & Adult Serv.						
Other DCF (specify in explanation)						
Bus Pass Program Revenue						

DOH

Children Medical Services						
County Public Health						
Other DOH (specify in explanation)						
Bus Pass Program Revenue						

Comprehensive Budget Worksheet

Version 1.4

CTC: Pinellas Suncoast Transit Authority (PSTA)
 County: Pinellas County

1. Complete applicable GREEN cells in columns 2, 3, 4, and 7

	Prior Year's ACTUALS from July 1st of 2019 to June 30th of 2020	Current Year's APPROVED Budget, as amended from July 1st of 2020 to June 30th of 2021	Upcoming Year's PROPOSED Budget from July 1st of 2021 to June 30th of 2022	% Change from Prior Year to Current Year	Proposed % Change from Current Year to Upcoming Year	Confirm whether revenues are collected as a system subsidy VS a purchase of service at a unit price. Explain Changes in Column 6 That Are > ± 10% and Also > ± \$50,000
1	2	3	4	5	6	7

DOE (state)

Carl Perkins						
Div of Blind Services						
Vocational Rehabilitation						
Day Care Programs						
Other DOE (specify in explanation)						
Bus Pass Program Revenue						

AWI

WAGES/Workforce Board						
Other AWI (specify in explanation)						
Bus Pass Program Revenue						

DOEA

Older Americans Act						
Community Care for Elderly						
Other DOEA (specify in explanation)						
Bus Pass Program Revenue						

DCA

Community Services						
Other DCA (specify in explanation)						
Bus Pass Admin. Revenue						

Comprehensive Budget Worksheet

Version 1.4

CTC: Pinellas Suncoast Transit Authority (PSTA)
County: Pinellas County

1. Complete applicable GREEN cells in columns 2, 3, 4, and 7

	Prior Year's ACTUALS from July 1st of 2019 to June 30th of 2020	Current Year's APPROVED Budget, as amended from July 1st of 2020 to June 30th of 2021	Upcoming Year's PROPOSED Budget from July 1st of 2021 to June 30th of 2022	% Change from Prior Year to Current Year	Proposed % Change from Current Year to Upcoming Year	Confirm whether revenues are collected as a system subsidy VS a purchase of service at a unit price. Explain Changes in Column 6 That Are > ± 10% and Also > ± \$50,000
1	2	3	4	5	6	7

APD						
Office of Disability Determination						
Developmental Services						
Other APD (specify in explanation)						
Bus Pass Program Revenue						
DJJ						
(specify in explanation)						
Bus Pass Program Revenue						
Other Fed or State						
xxx						
xxx						
Bus Pass Program Revenue						
Other Revenues						
Interest Earnings						
xxxx						
xxxx						
Bus Pass Program Revenue						
Balancing Revenue to Prevent Deficit						
Actual or Planned Use of Cash Reserve						
Balancing Revenue is Short By =		None	None			
Total Revenues =	\$4,269,084	\$2,330,235	\$4,452,017	-45.4%	91.1%	

EXPENDITURES (CTC/Operators ONLY / Do NOT include Coordination Contractors!)						
Operating Expenditures						
Labor	\$ 62,475	\$ 58,590	\$ 58,590	-6.2%	0.0%	Labor and fringe are associated with 5310 that were used for mobility management; drop in contracted services in 2019-2020 is due to a large drop in trips starting in March 2020 due to COVID-19. ISD costs included in contracted transportation services. FY20 - \$\$\$, FY 21 - \$\$\$, FY22 - \$\$\$ OTHER includes emergency/rescue/recovered funds (none assumed in FY22) and the Mobility Management
Fringe Benefits	\$ 26,775	\$ 25,110	\$ 25,110	-6.2%	0.0%	
Services						
Materials and Supplies						
Utilities						
Casualty and Liability						
Taxes						
Purchased Transportation:						
Purchased Bus Pass Expenses	\$ 3,190,799	\$ -	\$ 3,488,612	-100.0%		
School Bus Utilization Expenses						
Contracted Transportation Services	\$ 686,807	\$ 473,808	\$ 745,031	-31.0%	57.2%	
Other	\$ 259,046	\$ 1,728,727	\$ 89,135	567.3%	-94.8%	
Miscellaneous						
Operating Debt Service - Principal & Interest						
Leases and Rentals						
Contrib. to Capital Equip. Replacement Fund						
In-Kind, Contributed Services	\$ 43,182	\$ 44,000	\$ 45,540	1.9%	3.5%	
Allocated Indirect						
Capital Expenditures						
Equip. Purchases with Grant Funds						
Equip. Purchases with Local Revenue						

Comprehensive Budget Worksheet

Version 1.4

CTC: Pinellas Suncoast Transit Authority (PSTA)
 County: Pinellas County

1. Complete applicable **GREEN** cells in columns 2, 3, 4, and 7

1	2	3	4	5	6	7
	Prior Year's ACTUALS from July 1st of 2019 to June 30th of 2020	Current Year's APPROVED Budget, as amended from July 1st of 2020 to June 30th of 2021	Upcoming Year's PROPOSED Budget from July 1st of 2021 to June 30th of 2022	% Change from Prior Year to Current Year	Proposed % Change from Current Year to Upcoming Year	Confirm whether revenues are collected as a system subsidy VS a purchase of service at a unit price. Explain Changes in Column 6 That Are > ± 10% and Also > ± \$50,000

Equip. Purchases with Rate Generated Rev.						
Capital Debt Service - Principal & Interest						
Total Expenditures =	\$4,269,084	\$2,330,235	\$4,452,017	-45.4%	91.1%	

Once completed, proceed to the Worksheet entitled "Budgeted Rate Base"

Budgeted Rate Base Worksheet

Version 1.4

CTC: Pinellas Suncoast Transit Authority (PSTA)

County: Pinellas County

1. Complete applicable **GREEN** cells in column 3; **YELLOW** and **BLUE** cells are automatically completed in column 3
2. Complete applicable **GOLD** cells in column and 5

	Upcoming Year's BUDGETED Revenues
	from
	July 1st of
	2021
	to
	June 30th of
	2022
1	2

	Budgeted Rate Subsidy Revenue Excluded from the Rate Base	What amount of the Subsidy Revenue in col. 4 will come from funds to purchase equipment, OR will be used as match for the purchase of equipment?
	What amount of the Budgeted Revenue in col. 2 will be generated at the rate per unit determined by this spreadsheet, OR used as local match for these type revenues?	
3	4	5

REVENUES (CTC/Operators ONLY)

Local Non-Govt

Farebox	\$	1,815
Medicaid Co-Pay Received	\$	-
Donations/ Contributions	\$	-
In-Kind, Contributed Services	\$	45,540
Other	\$	89,135
Bus Pass Program Revenue	\$	678,000

Local Government

District School Board	\$	-
Compl. ADA Services	\$	-
County Cash	\$	-
County In-Kind, Contributed Services	\$	-
City Cash	\$	-
City In-Kind, Contributed Services	\$	-
Other Cash	\$	-
Other In-Kind, Contributed Services	\$	-
Bus Pass Program Revenue	\$	-

CTD

Non-Spons. Trip Program	\$	743,216
Non-Spons. Capital Equipment	\$	-
Rural Capital Equipment	\$	-
Other TD	\$	-
Bus Pass Program Revenue	\$	2,810,612

USDOT & FDOT

49 USC 5307	\$	-
49 USC 5310	\$	83,700
49 USC 5311 (Operating)	\$	-
49 USC 5311 (Capital)	\$	-
Block Grant	\$	-
Service Development	\$	-
Commuter Assistance	\$	-
Other DOT	\$	-
Bus Pass Program Revenue	\$	-

AHCA

Medicaid	\$	-
Other AHCA	\$	-
Bus Pass Program Revenue	\$	-

DCF

Alcoh, Drug & Mental Health	\$	-
Family Safety & Preservation	\$	-
Comm. Care Dis./Aging & Adult Serv.	\$	-
Other DCF	\$	-
Bus Pass Program Revenue	\$	-

DOH

Children Medical Services	\$	-
County Public Health	\$	-
Other DOH	\$	-
Bus Pass Program Revenue	\$	-

DOE (state)

Carl Perkins	\$	-
Div of Blind Services	\$	-
Vocational Rehabilitation	\$	-
Day Care Programs	\$	-
Other DOE	\$	-
Bus Pass Program Revenue	\$	-

AWI

WAGES/Workforce Board	\$	-
AWI	\$	-
Bus Pass Program Revenue	\$	-

DOEA

Older Americans Act	\$	-
Community Care for Elderly	\$	-
Other DOEA	\$	-
Bus Pass Program Revenue	\$	-

DCA

Community Services	\$	-
Other DCA	\$	-
Bus Pass Program Revenue	\$	-

\$	1,815	\$	-	
\$	-	\$	-	
\$	-	\$	-	
\$	-	\$	45,540	
\$	89,135	\$	(1)	
\$	-	\$	678,000	

\$	-	\$	-	
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\$	743,216	\$	-	\$	-	
\$	-	\$	-	\$	-	
\$	-	\$	-	\$	-	
\$	-	\$	-	\$	-	
\$	-	\$	-	\$	-	
\$	-	\$	2,810,612			

\$	-	\$	-		
\$	-	\$	83,700	\$	83,700
\$	-	\$	-		
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\$	-	\$	-	
\$	-	\$	-	

YELLOW cells
are **NEVER** Generated by Applying Authorized Rates

BLUE cells
Should be funds generated by rates in this spreadsheet

GREEN cells
MAY BE Revenue Generated by Applying
Authorized Rate per Mile/Trip Charges

Fill in that portion of budgeted revenue in Column 2 that will be **GENERATED** through the application of authorized per mile, per trip, or combination per trip plus per mile rates. Also, include the amount of funds that are Earmarked as local match for Transportation Services and **NOT** Capital Equipment purchases.

If the Farebox Revenues are used as a source of Local Match Dollars, then identify the appropriate amount of Farebox Revenue that represents the portion of Local Match required on any state or federal grants. This does not mean that Farebox is the only source for Local Match.

Please review all Grant Applications and Agreements containing State and/or Federal funds for the proper Match Requirement levels and allowed sources.

GOLD cells
Fill in that portion of Budgeted Rate Subsidy Revenue in Column 4 that will come from Funds Earmarked by the Funding Source for Purchasing Capital Equipment. Also include the portion of Local Funds earmarked as Match related to the **Purchase of Capital Equipment** if a match amount is required by the Funding Source.

local match req.
\$ 82,580
\$ -
\$ -
\$ -
\$ 9,300
\$ -

Budgeted Rate Base Worksheet

Version 1.4

CTC: Pinellas Suncoast Transit Authority (PSTA)

County: Pinellas County

1. Complete applicable **GREEN** cells in column 3; **YELLOW** and **BLUE** cells are automatically completed in column 3
2. Complete applicable **GOLD** cells in column and 5

	Upcoming Year's BUDGETED Revenues
	from
	July 1st of
	2021
	to
	June 30th of
	2022
1	2

What amount of the Budgeted Revenue in col. 2 will be generated at the rate per unit determined by this spreadsheet, OR used as local match for these type revenues?	Budgeted Rate Subsidy Revenue Excluded from the Rate Base	What amount of the Subsidy Revenue in col. 4 will come from funds to purchase equipment, OR will be used as match for the purchase of equipment?
3	4	5

APD	
Office of Disability Determination	\$ -
Developmental Services	\$ -
Other APD	\$ -
Bus Pass Program Revenue	\$ -
DJJ	
DJJ	\$ -
Bus Pass Program Revenue	\$ -
Other Fed or State	
0	\$ -
xxx	\$ -
xxx	\$ -
Bus Pass Program Revenue	\$ -
Other Revenues	
Interest Earnings	\$ -
xxxx	\$ -
xxxx	\$ -
Bus Pass Program Revenue	\$ -
Balancing Revenue to Prevent Deficit	
Actual or Planned Use of Cash Reserve	\$ -
Total Revenues =	\$ 4,452,017

\$ -	\$ -	
\$ -	\$ -	
\$ -	\$ -	
\$ -	\$ -	
\$ -	\$ -	
\$ -	\$ -	
\$ -	\$ -	
\$ -	\$ -	
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\$ -	\$ -	
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\$ -	\$ -	
\$ -	\$ -	
\$ -	\$ -	
\$ 834,166	\$ 3,617,851	\$ 83,700

EXPENDITURES (CTC/Operators ONLY)	
Operating Expenditures	
Labor	\$ 58,590
Fringe Benefits	\$ 25,110
Services	\$ -
Materials and Supplies	\$ -
Utilities	\$ -
Casualty and Liability	\$ -
Taxes	\$ -
Purchased Transportation:	
Purchased Bus Pass Expenses	\$ 3,488,612
School Bus Utilization Expenses	\$ -
Contracted Transportation Services	\$ 745,031
Other	\$ 89,135
Miscellaneous	\$ -
Operating Debt Service - Principal & Interest	\$ -
Leases and Rentals	\$ -
Contrib. to Capital Equip. Replacement Fund	\$ -
In-Kind, Contributed Services	\$ 45,540
Allocated Indirect	\$ -
Capital Expenditures	
Equip. Purchases with Grant Funds	\$ -
Equip. Purchases with Local Revenue	\$ -
Equip. Purchases with Rate Generated Rev.	\$ -
Capital Debt Service - Principal & Interest	\$ -
	\$ -
Total Expenditures =	\$ 4,452,017
minus EXCLUDED Subsidy Revenue =	\$ 3,617,851
Budgeted Total Expenditures INCLUDED in Rate Base =	\$ 834,166
Rate Base Adjustment ¹ =	\$ -
Adjusted Expenditures Included in Rate Base =	\$ 834,166

\$ 3,534,151

Amount of Budgeted Operating Rate Subsidy Revenue

¹ Rate Base Adjustment Cell

If necessary and justified, this cell is where you could optionally adjust proposed service rates up or down to adjust for program revenue (or unapproved profit), or losses from the Actual period shown at the bottom of the Comprehensive Budget Sheet. This is not the only acceptable location or method of reconciling for excess gains or losses. If allowed by the respective funding sources, excess gains may also be adjusted by providing system subsidy revenue or by the purchase of additional trips in a period following the Actual period. If such an adjustment has been made, provide notation in the respective explanation area of the Comprehensive Budget tab.

¹The Difference between Expenses and Revenues for Fiscal Year: 2019 - 2020

Once Completed, Proceed to the Worksheet entitled "Program-wide Rates"

Worksheet for Program-wide Rates

CTC: Pinellas Suncoast Version 1.4
 County: Pinellas County

1. Complete Total Projected Passenger Miles and ONE-WAY Passenger Trips (**GREEN** cells) below

- Do **NOT** include trips or miles related to Coordination Contractors!
- Do **NOT** include School Board trips or miles UNLESS.....
- INCLUDE** all ONE-WAY passenger trips and passenger miles related to services you purchased from your transportation operators!
- Do **NOT** include trips or miles for services provided to the general public/private pay UNLESS..
- Do **NOT** include escort activity as passenger trips or passenger miles unless charged the full rate for service!
- Do **NOT** include fixed route bus program trips or passenger miles!

PROGRAM-WIDE RATES	
Total <u>Projected</u> Passenger Miles =	422,898
Rate Per Passenger Mile = \$	1.97
Total <u>Projected</u> Passenger Trips =	60,414
Rate Per Passenger Trip = \$	13.81

Fiscal Year

2021 - 2022

Avg. Passenger Trip Length =	7.0 Miles
-------------------------------------	------------------

Rates If No Revenue Funds Were Identified As Subsidy Funds	
Rate Per Passenger Mile = \$	2.28
Rate Per Passenger Trip = \$	15.95

Once Completed, Proceed to the Worksheet entitled "Multiple Service Rates"

Vehicle Miles

The miles that a vehicle is scheduled to or actually travels from the time it pulls out from its garage to go into revenue service to the time it pulls in from revenue service.

Vehicle Revenue Miles (VRM)

The miles that vehicles are scheduled to or actually travel while in revenue service. Vehicle revenue miles exclude:

- Deadhead
- Operator training, and
- Vehicle maintenance testing, as well as
- School bus and charter services.

Passenger Miles (PM)

The cumulative sum of the distances ridden by each passenger.

Worksheet for Multiple Service Rates

CTC: Pinellas Suncoast Version 1.4
 County: Pinellas County

1. Answer the questions by completing the GREEN cells starting in Section I for all services
2. Follow the DARK RED prompts directing you to skip or go to certain questions and sections based on previous answers

SECTION I: Services Provided

1. Will the CTC be providing any of these Services to transportation disadvantaged passengers in the upcoming budget year?.....

Ambulatory	Wheelchair	Stretcher	Group
<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No
Go to Section II for Ambulatory Service	Go to Section II for Wheelchair Service	STOPI Do NOT Complete Sections II - V for Stretcher Service	Go to Section II for Group Service

SECTION II: Contracted Services

1. Will the CTC be contracting out any of these Services TOTALLY in the upcoming budget year?....

Ambulatory	Wheelchair	Stretcher	Group
<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No
Answer # 2 for Ambulatory Service	Answer # 2 for Wheelchair Service	Do Not Complete Section II for Stretcher Service	Answer # 2 for Group Service

2. If you answered YES to #1 above, do you want to arrive at the billing rate by simply dividing the proposed contract amount by the projected Passenger Miles / passenger trips?.....

Ambulatory	Wheelchair	Stretcher	Group
<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No
		Do NOT Complete Section II for Stretcher Service	Complete Cells Below

3. If you answered YES to #1 & #2 above, how much is the proposed contract amount for the service?
 How many of the total projected Passenger Miles relate to the contracted service?
 How many of the total projected passenger trips relate to the contracted service?

Ambulatory	Wheelchair	Stretcher	Group
Leave Blank	Leave Blank		\$ 440,082
			289,800
			41,400

Effective Rate for Contracted Services:
 per Passenger Mile =
 per Passenger Trip =

Ambulatory	Wheelchair	Stretcher	Group
			\$ 1.52
			\$ 10.63
Go to Section III for Ambulatory Service	Go to Section III for Wheelchair Service	Do NOT Complete Section II for Stretcher Service	Go to # 4 below for Group Service

4. If you answered # 3 & want a Combined Rate per Trip PLUS a per Mile add-on for 1 or more services, INPUT the Desired per Trip Rate (but must be less than per trip rate in #3 above) =
 Rate per Passenger Mile for Balance =

Combination Trip and Mile Rate			
			\$ 1.52
Leave Blank and Go to Section III for Ambulatory Service	Leave Blank and Go to Section III for Wheelchair Service	Do NOT Complete Section II for Stretcher Service	STOPI Do NOT Complete Sections III - V for Group Service

Worksheet for Multiple Service Rates

CTC: **Pinellas Sunco** Version 1.4
 County: **Pinellas County**

1. Answer the questions by completing the GREEN cells starting in Section I for all services
2. Follow the DARK RED prompts directing you to skip or go to certain questions and sections based on previous answers

SECTION III: Escort Service

1. Do you want to charge all escorts a fee?.....
 Yes
 No
Skip # 2 - 4 and Go to Section IV
2. If you answered Yes to #1, do you want to charge the fee per passenger trip OR
 Pass. Trip **Leave Blank**
 Pass. Mile
3. If you answered Yes to # 1 and completed # 2, for how many of the projected
 Passenger Trips / Passenger Miles will a passenger be accompanied by an escort? Leave Blank
4. How much will you charge each escort?..... Leave Blank

SECTION IV: Group Service Loading

1. If the message "You Must Complete This Section" appears to the right, what is the projected total
 number of Group Service Passenger Miles? (otherwise leave blank)..... **Do NOT Complete Section IV**
- And what is the projected total number of Group Vehicle Revenue Miles? **Loading Rate**
 0.00 to 1.00

SECTION V: Rate Calculations for Multiple Services:

1. Input Projected Passenger Miles and Passenger Trips for each Service in the GREEN cells and the Rates for each Service will be calculated automatically
 * Miles and Trips you input must sum to the total for all Services entered on the "Program-wide Rates" Worksheet, MINUS miles and trips for contracted services IF the rates were calculated in the Section II above
 * Be sure to leave the service BLANK if you answered NO in Section I or YES to question #2 in Section II

		RATES FOR FY: 2021 - 2022			
		Ambul	Wheel Chair	Stretcher	Group
Projected Passenger Miles (excluding totally contracted services addressed in Section II) =	133,098	124,110	8,988	Leave Blank	Leave Blank
Rate per Passenger Mile =		\$2.82	\$4.84	\$0.00	\$1.52 \$1.52
				per passenger	per group

		Ambul	Wheel Chair	Stretcher	Group
Projected Passenger Trips (excluding totally contracted services addressed in Section II) =	19,014	17,730	1,284	Leave Blank	Leave Blank
Rate per Passenger Trip =		\$19.77	\$33.90	\$0.00	\$10.63 \$10.63
				per passenger	per group

2. If you answered # 1 above and want a COMBINED Rate per Trip PLUS a per Mile add-on for 1 or more services,...

		Combination Trip and Mile Rate			
		Ambul	Wheel Chair	Stretcher	Group
...INPUT the Desired Rate per Trip (but must be less than per trip rate above) =				Leave Blank	Leave Blank
Rate per Passenger Mile for Balance =		\$2.82	\$4.84	\$0.00	See Sect. II #VALUE!
				per passenger	per group
				See Sect. II	

		Rates If No Revenue Funds Were Identified As Subsidy Funds			
		Ambul	Wheel Chair	Stretcher	Group
Rate per Passenger Mile =		\$6.91	\$11.84	\$0.00	\$3.71 \$3.71
				per passenger	per group
Rate per Passenger Trip =		\$48.34	\$82.86	\$0.00	\$25.99 \$25.99
				per passenger	per group

Program These Rates Into Your Medicaid Encounter Data

2022 Rate Model

Preliminary Information Worksheet

Version 1.4

CTC Name: Pinellas Suncoast Transit Authority (PSTA)

County (Service Area): Pinellas County

Contact Person: Ross Silvers

Phone # 727 540-1844

Check Applicable Characteristic:

ORGANIZATIONAL TYPE:

- Governmental
- Private Non-Profit
- Private For Profit

NETWORK TYPE:

- Fully Brokered
- Partially Brokered
- Sole Source

Once completed, proceed to the Worksheet entitled "Comprehensive Budget"

Comprehensive Budget Worksheet

Version 1.4

CTC: Pinellas Suncoast Transit Authority (PSTA)
County: Pinellas County

1. Complete applicable GREEN cells in columns 2, 3, 4, and 7

	Prior Year's ACTUALS from July 1st of 2020 to June 30th of 2021	Current Year's APPROVED Budget, as amended from July 1st of 2021 to June 30th of 2022	Upcoming Year's PROPOSED Budget from July 1st of 2022 to June 30th of 2023	% Change from Prior Year to Current Year	Proposed % Change from Current Year to Upcoming Year	Confirm whether revenues are collected as a system subsidy VS a purchase of service at a unit price. Explain Changes in Column 6 That Are > ± 10% and Also > ± \$50,000
1	2	3	4	5	6	7

REVENUES (CTC/Operators ONLY / Do NOT include coordination contractors!)

Local Non-Govt

Farebox	\$ 3,456	\$ 1,815	\$ 9,471	-47.5%	421.8%	Farebox includes TD Door-to-Door fares which are now increasing as more TD door to door trips are taken. Estimates are based off of what we are seeing this year. This is expected to grow in the upcoming year and then stabilize. Bus Pass Program Revenue is all invoiced TD pass co-pays (projected based upon data through March 2020. A drop in late 2020 is expected because PSTA suspended all fares due to COVID-19; PSTA began charging fares again in July 2021 and has seen some growth in the program since then). PSTA also plans to begin remarketing the TD program so more growth in bus passes expected next year. In-
Medicaid Co-Pay Received						
Donations/ Contributions						
In-Kind, Contributed Services	\$ 44,000	\$ 45,540	\$ 44,000	3.5%	-3.4%	
Other	\$ 55,771	\$ 416,370	\$ 59,063	646.6%	-85.8%	
Bus Pass Program Revenue	\$ -	\$ 678,000	\$ 617,825		-8.9%	

Local Government

District School Board						
Compl. ADA Services						
County Cash						
County In-Kind, Contributed Services						
City Cash						
City In-kind, Contributed Services						
Other Cash	\$ -	\$ -	\$ -			
Other In-Kind, Contributed Services						
Bus Pass Program Revenue						

CTD

Non-Spons. Trip Program	\$ 2,010,607	\$ 743,216	\$ 755,546	-63.0%	1.7%	Trip and Equipment Grant increased each year. (T&E allocation - all actual except BP's = BP) and PSTA's allocation was \$500k + for 2022-2023. This was allocated proportionally to all trip types.
Non-Spons. Capital Equipment						
Rural Capital Equipment						
Other TD (specify in explanation)						
Bus Pass Program Revenue	\$ -	\$ 3,012,905	\$ 3,359,709		11.5%	

USDOT & FDOT

49 USC 5307						Mobility Management (80-10-10). Assuming this funding will continue next year.
49 USC 5310	\$ 83,700	\$ 83,700	\$ 83,700	0.0%	0.0%	
49 USC 5311 (Operating)						
49 USC 5311(Capital)						
Block Grant						
Service Development						
Commuter Assistance						
Other DOT (specify in explanation)						
Bus Pass Program Revenue						

AHCA

Medicaid						
Other AHCA (specify in explanation)						
Bus Pass Program Revenue						

DCF

Alcohol, Drug & Mental Health						
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Comprehensive Budget Worksheet

Version 1.4

CTC: Pinellas Suncoast Transit Authority (PSTA)
County: Pinellas County

1. Complete applicable **GREEN** cells in columns 2, 3, 4, and 7

1	Prior Year's ACTUALS from July 1st of 2020 to June 30th of 2021	Current Year's APPROVED Budget, as amended from July 1st of 2021 to June 30th of 2022	Upcoming Year's PROPOSED Budget from July 1st of 2022 to June 30th of 2023	5 % Change from Prior Year to Current Year	6 Proposed % Change from Current Year to Upcoming Year	7 Confirm whether revenues are collected as a system subsidy VS a purchase of service at a unit price. Explain Changes in Column 6 That Are > ± 10% and Also > ± \$50,000
	2	3	4			

Family Safety & Preservation
Comm. Care Dis./Aging & Adult Serv.
Other DCF (specify in explanation)
Bus Pass Program Revenue

DOH

Children Medical Services
County Public Health
Other DOH (specify in explanation)
Bus Pass Program Revenue

DOE (state)

Carl Perkins
Div of Blind Services
Vocational Rehabilitation
Day Care Programs
Other DOE (specify in explanation)
Bus Pass Program Revenue

AWI

WAGES/Workforce Board
Other AWI (specify in explanation)
Bus Pass Program Revenue

DOEA

Older Americans Act
Community Care for Elderly
Other DOEA (specify in explanation)
Bus Pass Program Revenue

DCA

Community Services
Other DCA (specify in explanation)
Bus Pass Admin. Revenue

APD

Office of Disability Determination
Developmental Services
Other APD (specify in explanation)
Bus Pass Program Revenue

DJJ

(specify in explanation)
Bus Pass Program Revenue

Other Fed or State

Comprehensive Budget Worksheet

Version 1.4

CTC: Pinellas Suncoast Transit Authority (PSTA)
County: Pinellas County

1. Complete applicable GREEN cells in columns 2, 3, 4, and 7

	Prior Year's ACTUALS from July 1st of 2020 to June 30th of 2021	Current Year's APPROVED Budget, as amended from July 1st of 2021 to June 30th of 2022	Upcoming Year's PROPOSED Budget from July 1st of 2022 to June 30th of 2023	% Change from Prior Year to Current Year	Proposed % Change from Current Year to Upcoming Year	Confirm whether revenues are collected as a system subsidy VS a purchase of service at a unit price. Explain Changes in Column 6 That Are > ± 10% and Also > ± \$50,000
1	2	3	4	5	6	7

xxx						
xxx						
Bus Pass Program Revenue						
Other Revenues						
Interest Earnings						
xxxx						
xxxx						
Bus Pass Program Revenue						
Balancing Revenue to Prevent Deficit						
Actual or Planned Use of Cash Reserve						
Balancing Revenue is Short By =		None	None			
Total Revenues =	\$2,197,534	\$4,981,546	\$4,929,314	126.7%	-1.0%	

EXPENDITURES (CTC/Operators ONLY / Do NOT include Coordination Contractors!)

Operating Expenditures

Labor	\$ 58,590	\$ 58,590	\$ 56,390	0.0%	-3.8%	Labor and fringe are associated with 5310 that were used for mobility management; drop in contracted services in 2019-2020 is due to a large drop in trips starting in March 2020 due to COVID-19
Fringe Benefits	\$ 25,110	\$ 25,110	\$ 27,310	0.0%	8.8%	
Services						
Materials and Supplies						
Utilities						
Casualty and Liability						
Taxes						
Purchased Transportation:						
Purchased Bus Pass Expenses	\$ -	\$ 3,690,905	\$ 3,977,534		7.8%	
School Bus Utilization Expenses						
Contracted Transportation Services	\$ 2,069,834	\$ 1,161,401	\$ 824,080	-43.9%	-29.0%	
Other						
Miscellaneous						
Operating Debt Service - Principal & Interest						
Leases and Rentals						
Contrib. to Capital Equip. Replacement Fund						
In-Kind, Contributed Services	\$ 44,000	\$ 45,540	\$ 44,000	3.5%	-3.4%	
Allocated Indirect						
Capital Expenditures						
Equip. Purchases with Grant Funds						
Equip. Purchases with Local Revenue						
Equip. Purchases with Rate Generated Rev.						
Capital Debt Service - Principal & Interest						

Comprehensive Budget Worksheet

Version 1.4

CTC: Pinellas Suncoast Transit Authority (PSTA)
 County: Pinellas County

1. Complete applicable **GREEN** cells in columns 2, 3, 4, and 7

	Prior Year's ACTUALS from July 1st of 2020 to June 30th of 2021	Current Year's APPROVED Budget, as amended from July 1st of 2021 to June 30th of 2022	Upcoming Year's PROPOSED Budget from July 1st of 2022 to June 30th of 2023	% Change from Prior Year to Current Year	Proposed % Change from Current Year to Upcoming Year	Confirm whether revenues are collected as a system subsidy VS a purchase of service at a unit price. Explain Changes in Column 6 That Are > ± 10% and Also > ± \$50,000
1	2	3	4	5	6	7

Total Expenditures =	\$2,197,534	\$4,981,546	\$4,929,314	126.7%	-1.0%	

Once completed, proceed to the Worksheet entitled "Budgeted Rate Base"

Budgeted Rate Base Worksheet

Version 1.4

CTC: Pinellas Suncoast Transit Authority (PSTA)

County: Pinellas County

1. Complete applicable **GREEN** cells in column 3; **YELLOW** and **BLUE** cells are automatically completed in column 3
2. Complete applicable **GOLD** cells in column and 5

	Upcoming Year's BUDGETED Revenues			
	from			
	July 1st of			
	2022			
	to			
	June 30th of			
	2023			
1	2	3	4	5

What amount of the Budgeted Revenue in col. 2 will be generated at the rate per unit determined by this spreadsheet, OR used as local match for these type revenues?

Budgeted Rate Subsidy Revenue EXCLUDED from the Rate Base

What amount of the Subsidy Revenue in col. 4 will come from funds to purchase equipment, OR will be used as match for the purchase of equipment?

REVENUES (CTC/Operators ONLY)

Local Non-Govt

Farebox	\$ 9,471
Medicaid Co-Pay Received	\$ -
Donations/ Contributions	\$ -
In-Kind, Contributed Services	\$ 44,000
Other	\$ 59,063
Bus Pass Program Revenue	\$ 617,825

Local Government

District School Board	\$ -
Compl. ADA Services	\$ -
County Cash	\$ -
County In-Kind, Contributed Services	\$ -
City Cash	\$ -
City In-kind, Contributed Services	\$ -
Other Cash	\$ -
Other In-Kind, Contributed Services	\$ -
Bus Pass Program Revenue	\$ -

CTD

Non-Spons. Trip Program	\$ 755,546
Non-Spons. Capital Equipment	\$ -
Rural Capital Equipment	\$ -
Other TD	\$ -
Bus Pass Program Revenue	\$ 3,359,709

USDOT & FDOT

49 USC 5307	\$ -
49 USC 5310	\$ 83,700
49 USC 5311 (Operating)	\$ -
49 USC 5311(Capital)	\$ -
Block Grant	\$ -
Service Development	\$ -
Commuter Assistance	\$ -
Other DOT	\$ -
Bus Pass Program Revenue	\$ -

AHCA

Medicaid	\$ -
Other AHCA	\$ -
Bus Pass Program Revenue	\$ -

DCF

Alcoh, Drug & Mental Health	\$ -
Family Safety & Preservation	\$ -
Comm. Care Dis./Aging & Adult Serv.	\$ -
Other DCF	\$ -
Bus Pass Program Revenue	\$ -

DOH

Children Medical Services	\$ -
County Public Health	\$ -
Other DOH	\$ -
Bus Pass Program Revenue	\$ -

DOE (state)

Carl Perkins	\$ -
Div of Blind Services	\$ -
Vocational Rehabilitation	\$ -
Day Care Programs	\$ -
Other DOE	\$ -
Bus Pass Program Revenue	\$ -

AWI

WAGES/Workforce Board	\$ -
AWI	\$ -
Bus Pass Program Revenue	\$ -

DOEA

Older Americans Act	\$ -
Community Care for Elderly	\$ -
Other DOEA	\$ -
Bus Pass Program Revenue	\$ -

DCA

Community Services	\$ -
Other DCA	\$ -
Bus Pass Program Revenue	\$ -

APD

Office of Disability Determination	\$ -
Developmental Services	\$ -
Other APD	\$ -
Bus Pass Program Revenue	\$ -

DJJ

DJJ	\$ -
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\$ 9,471	\$ -	
\$ -	\$ -	
\$ -	\$ -	
\$ -	\$ 44,000	
\$ 85,717	\$ (26,654)	
\$ -	\$ 617,825	

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\$ 755,546	\$ -	\$ -
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\$ -	\$ -	\$ -
\$ -	\$ -	\$ -
\$ -	\$ 3,359,709	

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\$ -	\$ 83,700	\$ 83,700
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YELLOW cells
are **NEVER** Generated by Applying Authorized Rates

BLUE cells
Should be funds generated by rates in this spreadsheet

GREEN cells
MAY BE Revenue Generated by Applying Authorized Rate per Mile/Trip Charges

Fill in that portion of budgeted revenue in Column 2 that will be **GENERATED** through the application of authorized per mile, per trip, or combination per trip plus per mile rates. Also, include the amount of funds that are Earmarked as local match for Transportation Services and **NOT** Capital Equipment purchases.

If the Farebox Revenues are used as a source of Local Match Dollars, then identify the appropriate amount of Farebox Revenue that represents the portion of Local Match required on any state or federal grants. This does not mean that Farebox is the only source for Local Match.

Please review all Grant Applications and Agreements containing State and/or Federal funds for the proper Match Requirement levels and allowed sources.

GOLD cells

Fill in that portion of Budgeted Rate Subsidy Revenue in Column 4 that will come from Funds Earmarked by the Funding Source for Purchasing Capital Equipment. Also include the portion of Local Funds earmarked as Match related to the Purchase of Capital Equipment if a match amount is required by the Funding Source.

Worksheet for Program-wide Rates

CTC: Pinellas Suncoast Version 1.4
 County: Pinellas County

1. Complete Total Projected Passenger Miles and ONE-WAY Passenger Trips (**GREEN** cells) below

- Do **NOT** include trips or miles related to Coordination Contractors!
- Do **NOT** include School Board trips or miles UNLESS.....
- INCLUDE** all ONE-WAY passenger trips and passenger miles related to services you purchased from your transportation operators!
- Do **NOT** include trips or miles for services provided to the general public/private pay UNLESS..
- Do **NOT** include escort activity as passenger trips or passenger miles unless charged the full rate for service!
- Do **NOT** include fixed route bus program trips or passenger miles!

PROGRAM-WIDE RATES	
Total <u>Projected</u> Passenger Miles =	296,468
Rate Per Passenger Mile = \$	2.87
Total <u>Projected</u> Passenger Trips =	42,353
Rate Per Passenger Trip = \$	20.09

Fiscal Year
 2022 - 2023

Avg. Passenger Trip Length =	7.0 Miles
-------------------------------------	------------------

Rates If No Revenue Funds Were Identified As Subsidy Funds	
Rate Per Passenger Mile = \$	3.21
Rate Per Passenger Trip = \$	22.47

Once Completed, Proceed to the Worksheet entitled "Multiple Service Rates"

Vehicle Miles

The miles that a vehicle is scheduled to or actually travels from the time it pulls out from its garage to go into revenue service to the time it pulls in from revenue service.

Vehicle Revenue Miles (VRM)

The miles that vehicles are scheduled to or actually travel while in revenue service. Vehicle revenue miles exclude:

- Deadhead
- Operator training, and
- Vehicle maintenance testing, as well as
- School bus and charter services.

Passenger Miles (PM)

The cumulative sum of the distances ridden by each passenger.

Worksheet for Multiple Service Rates

CTC: **Pinellas Sunco** Version 1.4
 County: **Pinellas County**

1. Answer the questions by completing the GREEN cells starting in Section I for all services
2. Follow the DARK RED prompts directing you to skip or go to certain questions and sections based on previous answers

SECTION I: Services Provided

1. Will the CTC be providing any of these Services to transportation disadvantaged passengers in the upcoming budget year?.....

Ambulatory	Wheelchair	Stretcher	Group
<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No
Go to Section II for Ambulatory Service	Go to Section II for Wheelchair Service	STOP! Do NOT Complete Sections II - V for Stretcher Service	Go to Section II for Group Service

SECTION II: Contracted Services

1. Will the CTC be contracting out any of these Services TOTALLY in the upcoming budget year?....

Ambulatory	Wheelchair	Stretcher	Group
<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No
Answer # 2 for Ambulatory Service	Answer # 2 for Wheelchair Service	Do Not Complete Section II for Stretcher Service	Answer # 2 for Group Service

2. If you answered YES to #1 above, do you want to arrive at the billing rate by simply dividing the proposed contract amount by the projected Passenger Miles / passenger trips?.....

Ambulatory	Wheelchair	Stretcher	Group
<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No
Leave Blank	Leave Blank	Do NOT Complete Section II for Stretcher Service	Complete Cells Below

3. If you answered YES to #1 & #2 above, how much is the proposed contract amount for the service?
 How many of the total projected Passenger Miles relate to the contracted service?
 How many of the total projected passenger trips relate to the contracted service?

Ambulatory	Wheelchair	Stretcher	Group
			\$ 310,000
			167,636
			23,948

Effective Rate for **Contracted Services:**

	Ambulatory	Wheelchair	Stretcher	Group
per Passenger Mile =				\$ 1.85
per Passenger Trip =				\$ 12.94
	Go to Section III for Ambulatory Service	Go to Section III for Wheelchair Service	Do NOT Complete Section II for Stretcher Service	Go to # 4 below for Group Service

4. If you answered # 3 & want a Combined Rate per Trip PLUS a per Mile add-on for 1 or more services, INPUT the Desired per Trip Rate (but must be less than per trip rate in #3 above =
 Rate per Passenger Mile for Balance =

Combination Trip and Mile Rate			
			\$ 1.85
Leave Blank and Go to Section III for Ambulatory Service	Leave Blank and Go to Section III for Wheelchair Service	Do NOT Complete Section II for Stretcher Service	STOP! Do NOT Complete Sections III - V for Group Service

Worksheet for Multiple Service Rates

CTC: **Pinellas Sunco** Version 1.4
 County: **Pinellas County**

1. Answer the questions by completing the GREEN cells starting in Section I for all services
2. Follow the DARK RED prompts directing you to skip or go to certain questions and sections based on previous answers

SECTION III: Escort Service

1. Do you want to charge all escorts a fee?.....
 Yes
 No
Skip # 2 - 4 and Go to Section IV
2. If you answered Yes to #1, do you want to charge the fee per passenger trip OR
 per passenger mile?.....
 Pass. Trip **Leave Blank**
 Pass. Mile
3. If you answered Yes to # 1 and completed # 2, for how many of the projected
 Passenger Trips / Passenger Miles will a passenger be accompanied by an escort? Leave Blank
4. How much will you charge each escort?..... Leave Blank

SECTION IV: Group Service Loading

1. If the message "**You Must Complete This Section**" appears to the right, what is the projected total
 number of Group Service Passenger Miles? (otherwise leave blank).....
Do NOT Complete Section IV
- And what is the projected total number of Group Vehicle Revenue Miles? **Loading Rate**
 0.00 to 1.00

SECTION V: Rate Calculations for Multiple Services:

1. Input Projected Passenger Miles and Passenger Trips for each Service in the GREEN cells and the Rates for each Service will be calculated automatically
 * Miles and Trips you input must sum to the total for all Services entered on the "Program-wide Rates" Worksheet, MINUS miles and trips for contracted services IF the rates were calculated in the Section II above
 * Be sure to leave the service BLANK if you answered NO in Section I or YES to question #2 in Section II

		RATES FOR FY: 2022 - 2023			
		Ambul	Wheel Chair	Stretcher	Group
Projected Passenger Miles (excluding totally contracted services addressed in Section II) =	128,832	= 119,252	+ 9,579	+ Leave Blank	+ Leave Blank
Rate per Passenger Mile =		\$3.99	\$6.83	\$0.00	\$1.85
				per passenger	per group

		Ambul	Wheel Chair	Stretcher	Group
Projected Passenger Trips (excluding totally contracted services addressed in Section II) =	18,405	= 17,036	+ 1,369	+ Leave Blank	+ Leave Blank
Rate per Passenger Trip =		\$27.90	\$47.82	\$0.00	\$12.94
				per passenger	per group

2. If you answered # 1 above and want a COMBINED Rate per Trip PLUS a per Mile add-on for 1 or more services,...

		Combination Trip and Mile Rate			
		Ambul	Wheel Chair	Stretcher	Group
...INPUT the Desired Rate per Trip (but must be less than per trip rate above) =		<input type="text"/>	<input type="text"/>	Leave Blank	Leave Blank
Rate per Passenger Mile for Balance =		\$3.99	\$6.83	\$0.00	See Sect. II
				per passenger	per group
				See Sect. II	#VALUE!

Worksheet for Multiple Service Rates

CTC: **Pinellas Suncoa** Version 1.4
 County: **Pinellas County**

1. Answer the questions by completing the GREEN cells starting in Section I for all services
2. Follow the DARK RED prompts directing you to skip or go to certain questions and sections based on previous answers

Rate per Passenger Mile =

Rate per Passenger Trip =

Rates If No Revenue Funds Were Identified As Subsidy Funds

Ambul	Wheel Chair	Stretcher	Group	
\$7.02	\$12.03	\$0.00	\$3.25	\$3.25
			per passenger	per group
Ambul	Wheel Chair	Stretcher	Group	
\$49.10	\$84.18	\$0.00	\$22.78	\$22.78
			per passenger	per group

Program These Rates Into Your Medicaid Encounter Data

SUMMARY

The Pinellas Suncoast Transit Authority (PSTA) is nearing the end of its Community Transportation Coordinator (CTC) redesignation process summarized in the attached diagram. On February 15, 2022, the LCB unanimously gave its approval for PSTA to be redesignated as the CTC for Pinellas County. On March 9, 2022, the Forward Pinellas Board, in its capacity as the metropolitan planning organization for Pinellas County, approved Resolution 22-1 recommending that PSTA continue as the CTC from July 1, 2022, through June 30, 2027. Forward Pinellas also transmitted the attached letter of support to the Commission for the Transportation Disadvantaged (CTD) with the signed resolution.

The Commission for the Transportation Disadvantaged (CTD) prepared the attached Memorandum of Agreement (MOA) to certify PSTA as the CTC. The MOA, following the LCB's review, needs to be signed by the LCB Chair and PSTA and transmitted to the CTD. Rob Feigel, Forward Pinellas, will present this as an agenda item at the CTD's next Commission Business Meeting on May 24 in Stuart, Florida. Once the CTD approves the CTC redesignation at this meeting, the process is complete and PSTA will officially be the CTC for Pinellas County for another five years.

ATTACHMENTS:

- CTC Designation Process Diagram
- Forward Pinellas letter of support to the CTD
- Memorandum of Agreement (MOA)

ACTION: LCB to review the Memorandum of Agreement (MOA) and LCB Chair to Sign MOA.

Community Transportation Coordinator (CTC) Designation Process

The current CTC (PSTA) lets Forward Pinellas as the metropolitan planning organization and planning agency know of its interest and qualifications to continue as the CTC.

January
2022

Forward Pinellas reviews PSTA's interest and qualifications, making a recommendation on the CTC designation. The Commission for the Transportation Disadvantaged (CTD) recommends the LCB review and provide support for the Forward Pinellas recommendation.

February
2022

Forward Pinellas provides their review and recommendation to the CTD. The CTD prepares a Memorandum of Agreement, which must be signed by the CTC and by the LCB chair.

March
2022

The CTD approves signing the Memorandum of Understanding at a Commission Business Meeting before June 30, 2022 (the next meeting will be late May or early June).

May/June
2022



March 9, 2022

Mr. David Darm
Commission for the Transportation Disadvantaged
Executive Director
605 Suwannee Street, MS-49
Tallahassee, Florida 32399-0450

RE: Pinellas County Community Transportation Coordinator
Recommendation

Dear Mr. Darm,

Forward Pinellas, in its role as the Pinellas County Metropolitan Planning Organization, the designated official planning agency for Pinellas County, requests that the Pinellas Suncoast Transit Authority (PSTA) be redesignated as the Community Transportation Coordinator (CTC) for Pinellas County for another five- year period effective July 1, 2022 through June 30, 2027. PSTA has demonstrated its capability to provide transportation services to those who are transportation disadvantaged in an efficient and effective manner during the past five years. PSTA has continued to explore innovative ways to provide consistent services to Pinellas County's transportation disadvantaged population. PSTA continued to offer services for its TD Late Shift and TD Direct Connect programs even after CTD funding was no longer available. It was able to provide more efficient services as well by eliminating unnecessary requirements in the eligibility process.

Enclosed is PSTA's letter of interest in continuing as the CTC and Forward Pinellas Resolution #22-1, recommending that PSTA be approved as the CTC for another five years. Please contact Rob Feigel at (727) 464-5645 or rfeigel@forwardpinellas.org if you have any questions.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read 'Whit Blanton', written over a light blue horizontal line.

Whit Blanton, FAICP
Executive Director

Enclosure

Resolution #22-1

A RESOLUTION OF FORWARD PINELLAS, IN ITS ROLE AS THE PINELLAS COUNTY METROPOLITAN PLANNING ORGANIZATION, RECOMMENDING THE PINELLAS SUNCOAST TRANSIT AUTHORITY AS THE COMMUNITY TRANSPORTATION COORDINATOR FOR PINELLAS COUNTY.

WHEREAS, Forward Pinellas, in its role as the Pinellas County Metropolitan Planning Organization, serving as the Designated Official Planning Agency for the Transportation Disadvantaged (TD) Program, is required by Chapter 427 of the Florida Statutes to recommend a qualified Community Transportation Coordinator (CTC) to the Florida Commission for the Transportation Disadvantaged (CTD) every five years; and

WHEREAS, in accordance with Chapter 287 of the Florida Statutes, CTD allows a governmental agency to serve as the CTC; and

WHEREAS, the Pinellas Suncoast Transit Authority (PSTA) has managed coordinated transportation services effectively since becoming the CTC; and

WHEREAS, PSTA desires to continue to serve as the CTC for Pinellas County for the next five (5) years.

NOW, THEREFORE, BE IT RESOLVED that Forward Pinellas, in its role as the Pinellas County Metropolitan Planning Organization, duly assembled in regular session this 9th day of March 2022, recommends to the Florida Commission for the Transportation Disadvantaged that the Pinellas Suncoast Transit Authority be approved as the Community Transportation Coordinator for Pinellas County, Florida from July 1, 2022 through June 30, 2027.

AYES: Mayor Julie Byjalski, Vice Mayor Michgel Smith
Council member Brandi Gabbard, Vice Mayor Patti Reed
Council member Richie Floyd, Commissioner Cliff Merz
Commissioner Dave Eggers, Mayor Cookie Kennedy, Commissioner Karen Seely,
Council member Donnie Noble, Council member Gina Driscoll

NAYS:

Ø

Absent and not voting:

Commissioner Janet Long, Council member David Allbritton

ATTEST:

BY: Joanne Kennedy
Joanne Kennedy, Chair
Forward Pinellas

APPROVED AS TO FORM
By: Anne M. Morris
Office of the County Attorney



January 24, 2022

Mr. Whit Blanton, FAICP
Executive Director
Forward Pinellas
310 Court Street
Clearwater, FL 33756

Dear Mr. Blanton:

Please consider this to be PSTA's letter of qualifications for, and interest in, continuing to serve as the Community Transportation Coordinator (CTC) for Pinellas County for another five-year period when its current term expires June 30, 2022.

When PSTA became the CTC in 2012, Pinellas County reported two million trips and \$1.2 million in Commission for the Transportation Disadvantaged (CTD) funds. In 2016, we reported four million trips and \$3.4 million in CTD grant funds. For FY2021, PSTA received \$3.94 in Trip and Equipment grant funds. Ridership was not able to be tracked until the end of the fiscal year due to PSTA being fare-free negating the need for a TD bus pass. Over the last five years, PSTA also received Mobility Enhancement and Innovative Service Development grants for its TD Late Shift and TD Direct Connect Program. Although that funding source is no longer available, PSTA continues to offer these programs. PSTA plans to continue to work with the CTD to re-establish funding for this important program and other innovative services.

During the last five years, PSTA continued its effective working relationship with the Local Coordinating Board (LCB) and Forward Pinellas staff. This partnership benefits the program by:

- Conducting extensive outreach to agencies serving the existing and potentially TD population.
- Providing transportation to the TD population using the most cost-effective mode, by providing bus passes.
- Improving the eligibility process by eliminating unnecessary requirements.
- Allowing the program to adapt during the coronavirus pandemic by introducing the "Essential Workers" Program to get workers to their jobs when bus service was limited, and maximum capacity limitations meant people were unable to board their regular bus.

All of this was possible because of the commitment of PSTA's leadership to meet the critical transportation needs of TD residents through the most cost-effective means possible without budget-based service caps or waiting lists. This continued prior to the pandemic even when PSTA consistently incurred far more expenses than could be reimbursed by the TD Commission and saw its farebox revenue decrease significantly during times of decreased general review.

In FY2021, PSTA received little fare revenue due to being fare-free until August 2021. As previously mentioned, this made it difficult to track TD ridership, although system wide, PSTA saw an overall decrease in ridership primarily due to the pandemic. We fully expect that with fares having returned, as people go back to work, and the risks of the pandemic lesson, participation in the TD Program will increase to pre-pandemic levels.

From a quality perspective, PSTA has passed all its annual evaluation and commits to maintaining a program that consistently meets all requirements in the future. PSTA plans to continue placing the transportation needs of lower income households to ensure they can get to medical appointments, jobs, grocery stores, and other life-sustaining destinations.

We look forward to the opportunity to continue to work with our agency partners in the LCB, Forward Pinellas, and throughout the community to meet the life-sustaining trip needs of the TD population over the next five years.

Sincerely,

A handwritten signature in blue ink, appearing to read "Brad Miller". The signature is stylized with a large initial "B" and a cursive "Miller".

Brad Miller
CEO

STATE OF FLORIDA
COMMISSION FOR THE TRANSPORTATION DISADVANTAGED
MEMORANDUM OF AGREEMENT

This Memorandum of Agreement is between the COMMISSION FOR THE TRANSPORTATION DISADVANTAGED, hereby referred to as the "Commission," and Pinellas Suncoast Transit Authority, 3201 Scherer Drive, St. Petersburg, Florida, 33716, the COMMUNITY TRANSPORTATION COORDINATOR, designated pursuant to Chapter 427, F.S., to serve the transportation disadvantaged for the community that includes the entire area of Pinellas county(ies), and hereafter referred to as the "Coordinator."

This Agreement is made in consideration of the mutual benefits to both parties; said consideration acknowledged hereto by the parties as good and valuable consideration.

The Parties Agree:

- I. The Coordinator Shall:
 - A. Become and remain totally apprised of all of the Transportation Disadvantaged resources available or planned in their designated service area. This knowledge will be used to plan, coordinate, and implement the most cost effective transportation disadvantaged transit system possible under the economic and other conditions that exist in the designated service area.
 - B. Plan and work with Community Transportation Coordinators in adjacent and other areas of the state to coordinate the provision of community trips that might be handled at a lower overall cost to the community by another Coordinator. This includes honoring any Commission-approved statewide certification program that allows for intercounty transportation opportunities.
 - C. Arrange for all services in accordance with Chapter 427, Florida Statutes, and Rule 41-2, FAC, and as further required by the Commission and the local Coordinating Board approved Transportation Disadvantaged Service Plan.
 - D. Return any acquired profits or surplus funds originating through the course of business as the Coordinator that are beyond the amounts(s) specifically identified and approved in the accompanying Transportation Disadvantaged Service Plan. Such profits or funds shall be returned to the Coordinator's transportation system or to any subsequent Coordinator, as a total transportation system subsidy, to be applied to the immediate following operational year. The Coordinator will include similar language in all coordination contracts to assure that transportation disadvantaged related revenues are put back into transportation disadvantaged services.

E. Accomplish this Project by:

1. Developing a Transportation Disadvantaged Service Plan for approval by the local Coordinating Board and the Commission. Coordinators who are newly designated to a particular service area shall submit a local Coordinating Board approved Transportation Disadvantaged Service Plan, within 120 calendar days following the execution of the Coordinator's initial memorandum of agreement with the Commission, for approval by the Commission. All subsequent Transportation Disadvantaged Service Plans shall be submitted and approved with the corresponding memorandum of agreement. The approved Transportation Disadvantaged Service Plan will be implemented and monitored to provide for community-wide transportation services for purchase by non-sponsored transportation disadvantaged persons, contracting social service agencies, and other entities that use local, state, or federal government funds for the purchase of transportation for the transportation disadvantaged.
2. Maximizing the use of available public school transportation resources and public fixed route or fixed schedule transit services and assuring that private or public transit, paratransit operators, and school boards have been afforded a fair opportunity to participate to the maximum extent feasible in the planning process and in the development of the provisions of the Transportation Disadvantaged Service Plan for the transportation disadvantaged.
3. Providing or arranging 24-hour, 7-day per week transportation disadvantaged service as required in the designated service area by any Federal, State or Local Government agency sponsoring such services. The provision of said services shall be furnished in accordance with the prior notification requirements identified in the local Coordinating Board and Commission approved Transportation Disadvantaged Service Plan.
4. Complying with all local, state, and federal laws and regulations that apply to the provision of transportation disadvantaged services.
5. Submitting to the Commission an Annual Operating Report detailing demographic, operational, and financial data regarding coordination activities in the designated service area. The report shall be prepared on forms provided by the Commission and according to the instructions of said forms.

F. Comply with Audit and Record Keeping Requirements by:

1. Utilizing the Commission recognized Chart of Accounts defined in the *Transportation Accounting Consortium Model Uniform Accounting System for Rural and Specialized Transportation Providers* (uniform accounting system) for all transportation disadvantaged accounting and reporting purposes. Community Transportation Coordinators with existing and equivalent accounting systems are not required to adopt the Chart of Accounts in lieu of their existing Chart of Accounts but shall prepare all reports, invoices, and fiscal documents relating to the transportation disadvantaged functions and activities using the chart of accounts and accounting definitions as outlined in the above referenced manual.

2. Assuming the responsibility of invoicing for any transportation services arranged, unless otherwise stipulated by a purchase of service contract or coordination contract.
 3. Maintaining and filing with the Commission, local Coordinating Board, and all purchasing agencies/entities such progress, fiscal, inventory, and other reports as those entities may require during the period of this Agreement.
 4. Providing copies of finance and compliance audits to the Commission and local Coordinating Board as requested by the Commission or local Coordinating Board.
- G. Retain all financial records, supporting documents, statistical records, and any other documents pertinent to this Agreement for a period of five (5) years after termination of this Agreement. If an audit has been initiated and audit findings have not been resolved at the end of five (5) years, the records shall be retained until resolution of the audit findings. The Coordinator shall assure that these records shall be subject to inspection, review, or audit at all reasonable times by persons duly authorized by the Commission or this Agreement. They shall have full access to and the right to examine any of the said records and documents during the retention period.
- H. Comply with Safety Requirements by:
1. Complying with Section 341.061, F.S., and Rule 14-90, FAC, concerning System Safety; or complying with Chapter 234.051, F.S., regarding school bus safety requirements for those services provided through a school board; and
 2. Assuring compliance with local, state, and federal laws, and Commission policies relating to drug testing. Conduct drug and alcohol testing for safety sensitive job positions within the coordinated system regarding pre-employment, randomization, post-accident, and reasonable suspicion as required by the Federal Highway Administration and the Federal Transit Administration.
- I. Comply with Commission insurance requirements by maintaining at least minimum liability insurance coverage in the amount of \$200,000 for any one person and \$300,000 per occurrence at all times during the existence of this Agreement for all transportation services purchased or provided for the transportation disadvantaged through the Community Transportation Coordinator. Upon the execution of this Agreement, the Coordinator shall add the Commission as an additional **named insured** to all insurance policies covering vehicles transporting the transportation disadvantaged. In the event of any cancellation or changes in the limits of liability in the insurance policy, the insurance agent or broker shall notify the Commission. The Coordinator shall insure that contracting transportation operators and coordination contractors also maintain the same minimum liability insurance, or an equal governmental insurance program. Insurance coverage in excess of \$1 million per occurrence must be approved by the Commission and the local Coordinating Board before inclusion in the Transportation Disadvantaged Service Plan or in the justification of rates and fare structures. Such coverage may be provided by a self-insurance program established and operating under the laws of the State of Florida and written verification of insurance protection in accordance with Section 768.28, Florida Statutes, shall be provided to the Commission upon request.

- J. Safeguard information by not using or disclosing any information concerning a user of services under this Agreement for any purpose not in conformity with the local, state and federal regulations (45 CFR, Part 205.50), except upon order of a court, written consent of the recipient, or his/her responsible parent or guardian when authorized by law.
- K. Protect Civil Rights by:
1. Complying with state and federal laws including but not limited to laws regarding discrimination on the basis of sex, race, religion, age, disability, sexual orientation, or national origin. The Coordinator gives this assurance in consideration of and for the purpose of obtaining federal grants, loans, contracts (except contracts of insurance or guaranty), property, discounts, or other federal financial assistance to programs or activities receiving or benefiting from federal financial assistance and agreeing to complete a Civil Rights Compliance Questionnaire if so requested by the Commission.
 2. Agreeing that compliance with this assurance constitutes a condition of continued receipt of or benefit from federal financial assistance, and that it is binding upon the Coordinator, its successors, subcontractors, transferee, and assignees for the period during which such assistance is provided. Assure that all operators, subcontractors, subgrantee, or others with whom the Coordinator arranges to provide services or benefits to participants or employees in connection with any of its programs and activities are not discriminating against those participants or employees in violation of the above statutes, regulations, guidelines, and standards. In the event of failure to comply, the Coordinator agrees that the Commission may, at its discretion, seek a court order requiring compliance with the terms of this assurance or seek other appropriate judicial or administrative relief, to include assistance being terminated and further assistance being denied.
- L. To the extent allowed by Section 768.28, Florida Statutes, and only to the monetary and other limitations contained therein, indemnify and hold harmless the Commission and all of the Commission's members, officers, agents, and employees; purchasing agency/entity officers, agents, and employees; and the local, state, and federal governments from any claim, loss, damage, cost, charge or expense arising out of any act, action, neglect or omission by the Coordinator during the performance of this Agreement, whether direct or indirect, and whether to any person or property to which the Commission or said parties may be subject, except that neither the Coordinator nor any of its sub-contractors will be liable under this section for damages arising out of injury or damage to persons or property directly caused or resulting from the sole negligence of the Commission or any of its members, officers, agents or employees; purchasing agency/entity, officers, agents, and employees; and local, state, or federal governments. Nothing herein is intended to serve as a waiver of sovereign immunity by any agency/entity or Coordinator to which sovereign immunity may be applicable. Nothing herein shall be construed as consent by a state agency/entity or political subdivision of the State of Florida or the federal government to be sued by third parties in any matter arising out of any Agreement or contract. Notwithstanding the foregoing, pursuant to Section 768.28, Florida Statutes, no agency or subdivision of the state shall be required to indemnify, insure, or assume any liability for the Commission's negligence.

- M. Comply with standards and performance requirements of the Commission, the local Coordinating Board approved Transportation Disadvantaged Service Plan, and any purchase of service contracting agencies/entities. Failure to meet the requirements or obligations set forth in this MOA, and performance requirements established and monitored by the local Coordinating Board in the approved Transportation Disadvantaged Service Plan, shall be due cause for non-payment of reimbursement invoices until such deficiencies have been addressed or corrected to the satisfaction of the Commission.
- N. Comply with subcontracting requirements by executing or negotiating contracts for transportation services with Transportation Operators and Coordination Contractors, and assuring that the conditions of such contracts are maintained. The requirements of Part 1, Paragraph E.5. through M are to be included in all contracts, subcontracts, coordination contracts, and assignments made by the Coordinator for services under this Agreement. Said contracts, subcontracts, coordination contracts, and assignments will be reviewed and approved annually by the Coordinator and local Coordinating Board for conformance with the requirements of this Agreement.
- O. Comply with the following requirements concerning drivers and vehicles:
1. Drivers for paratransit services, including coordination contractors, shall be required to announce and identify themselves by name and company in a manner that is conducive to communications with the specific passenger, upon pickup of each rider, group of riders, or representative, guardian, or associate of the rider, except in situations where the driver regularly transports the rider on a recurring basis. Each driver must have photo identification that is in view of the passenger. Name patches, inscriptions or badges that affix to driver clothing are acceptable. For transit services, the driver photo identification shall be in a conspicuous location in the vehicle.
 2. The paratransit driver shall provide the passenger with boarding assistance, if necessary or requested, to the seating portion of the vehicle. The boarding assistance shall include opening the vehicle door, fastening the seat belt or utilization of wheelchair securement devices, storage of mobility assistive devices, and closing the vehicle door. In certain paratransit service categories, the driver may also be required to open and close doors to buildings, except in situations in which assistance in opening/closing building doors would not be safe for passengers remaining on the vehicle. Assisted access must be in a dignified manner. Drivers may not assist wheelchair up or down more than one step, unless it can be performed safely as determined by the passenger, guardian, and driver.
 3. All vehicles shall be equipped with two-way communications in good working order and be audible to the driver at all times to the base.
 4. All vehicles providing service within the coordinated system, shall have working air conditioners and heaters in each vehicle. Vehicles that do not have a working air conditioner or heater will be scheduled for repair or replacement as soon as possible.

P. Comply with other requirements as follows:

1. Transport an escort of a passenger and dependent children as locally negotiated and identified in the local Transportation Disadvantaged Service Plan.
2. Determine locally in the Transportation Disadvantaged Service Plan, the use, responsibility, and cost of child restraint devices.
3. Transport with the passenger at no additional charge, passenger property that can be carried by the passenger and/or driver in one trip and can be safely stowed on the vehicle. Additional requirements may be negotiated for carrying and loading rider property beyond this amount. Passenger property does not include wheelchairs, child seats, stretchers, secured oxygen, personal assistive devices, or intravenous devices.
4. Provide shelter, security, and safety of passengers at vehicle transfer points.
5. Post a local or other toll-free number for complaints or grievances inside each vehicle. The local complaint process shall be outlined as a section in the local Transportation Disadvantaged Service Plan including advising the dissatisfied person about the Commission's Ombudsman Program as a step within the process as approved by the local Coordinating Board.
6. Provide out-of-service-area trips, when determined locally and approved by the local Coordinating Board, except in instances where local ordinances prohibit such trips.
7. Keep interior of all vehicles free from dirt, grime, oil, trash, torn upholstery, damaged or broken seats, protruding metal or other objects or materials which could soil items placed in the vehicle or provide discomfort for the passenger.
8. Determine locally by the local Coordinating Board and provide in the local Transportation Disadvantaged Service Plan the billing requirements of the Community Transportation Coordinator. All bills shall be paid to subcontractors within 7 calendar days after receipt of said payment by the Coordinator, in accordance with Section 287.0585, Florida Statutes.
9. Maintain or have access to a passenger/trip database on each rider being transported within the system.
10. Provide each rider and escort, child, or personal care attendant adequate seating for paratransit services. No more passengers than the registered passenger seating capacity shall be scheduled or transported in a vehicle at any time. For transit services provided by transit vehicles, adequate seating or standing space will be provided to each rider and escort, child, or personal care attendant, and no more passengers than the registered passenger seating or standing capacity shall be scheduled or transported in a vehicle at any time.
11. First Aid shall be determined locally and provided in the local Transportation Disadvantaged Service Plan.

12. Cardiopulmonary Resuscitation shall be determined locally and provided in the local Transportation Disadvantaged Service Plan.

II. The Commission Shall:

- A. Recognize the Coordinator as the entity described in Section 427.011(5), Florida Statutes, and Rule 41-2.002(4), F.A.C.
- B. Attempt to insure that all entities with transportation disadvantaged funds will purchase transportation disadvantaged services through the Coordinator's system.

III. The Coordinator and the Commission Further Agree:

- A. Nothing in this Agreement shall require the Commission to observe or enforce compliance with any provision thereof, perform any other act or do any other thing in contravention of any applicable state law. If any of the provisions of this Agreement is found by a court of law to violate any applicable state law, the purchasing agency/entity will at once notify the Commission in writing in order that appropriate changes and modifications may be made by the Commission and the Coordinator to the end that the Coordinator may proceed as soon as possible with the provision of transportation services.
- B. If any part or provision of this Agreement is held invalid, the remainder of this Agreement shall be binding on the parties hereto.
- C. Termination Conditions:
 1. Termination at Will - This Agreement may be terminated by either party upon no less than thirty (30) days notice, without cause. Said notice shall be delivered by certified mail, return receipt required, or in person with proof of delivery.
 2. Termination for Breach - Unless the Coordinator's breach is waived by the Commission in writing, the Commission may, by written notice to the Coordinator, terminate this Agreement upon no less than twenty-four (24) hours notice. Said notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery. Waiver by the Commission of breach of any provision of this Agreement shall not be deemed to be a waiver of any other breach and shall not be construed to be a modification of the terms of this Agreement, and shall not act as a waiver or estoppel to enforcement of any provision of this Agreement. The provisions herein do not limit the Commission's right to remedies at law or to damages.
- D. This agreement will expire unless an extension is granted to the Coordinator in writing by the Commission, in accordance with Chapter 287, Florida Statutes.
- E. Renegotiations or Modifications of this Agreement shall only be valid when they have been reduced to writing, duly approved by the Commission, and signed by both parties hereto.

F. Notice and Contact:

The name and address of the contract manager for the Commission for this Agreement is: **Executive Director, 605 Suwannee Street, MS-49, Tallahassee, FL 32399-0450**. The representative/position of the Coordinator responsible for administration of the program under this Agreement is:

Chief Executive Officer
3201 Scherer Drive, St. Petersburg, Florida, 33716

In the event that either party designates different representatives after execution of this Agreement, notice of the name and address of the new representative will be rendered in writing to the other party and said notification attached to originals of this Agreement.

This document has been reviewed in its entirety and approved by the local Coordinating Board at its official meeting held on _____.

Coordinating Board Chairperson

WITNESS WHEREOF, the parties hereto have caused these presents to be executed.

COMMUNITY TRANSPORTATION
COORDINATOR:

STATE OF FLORIDA, COMMISSION FOR
THE TRANSPORTATION DISADVANTAGED:

Pinellas Suncoast Transit Authority
Agency Name

David Darm
Printed Name of Authorized Individual

Brad Miller
Printed Name of Authorized Individual

Signature: _____

Signature: _____

Title: Executive Director

Title: Chief Executive Officer

SUMMARY

PSTA offers the TD program for lower-income riders, wherein they can buy a monthly TD bus pass for \$11. Program clients are required to submit eligibility documentation annually to certify for the program. Pre-pandemic, PSTA received \$3.6 million in reimbursable grants from the Florida Commission for the Transportation Disadvantaged (CTD) which was used to provide discounted bus passes. PSTA regularly met or exceeded the grant reimbursement with an average of 5,600 passes sold per month. Beginning in mid-March 2020, TD passes weren't sold because PSTA had suspended fares. In advance of PSTA charging fares again in July 2021, PSTA required TD clients to recertify.

During the recertification process, some previous program participants were deemed ineligible because their household income was now higher than the program's locally defined income requirements of 150% of Federal Poverty Level (FPL) and below. This, combined with other changing factors such as job changes resulting in changing travel patterns and, more critically, increasing wages to entice workers, PSTA now sells approximately 2,200 passes per month. As a result, PSTA has not been able to draw down on its full allocation from the Commission for the Transportation Disadvantaged (CTD) Trip & Equipment Grant.

PSTA launched an online fare survey in December 2021 asking riders about the burden of fare payment and their income compared to the Federal Poverty Level (FPL). Over 70% of survey respondents said they earn less than 200% FPL and believe they qualify for an income-based discount. Based on this evaluation, staff is recommending increasing TD eligibility to 200% FPL. Expanding TD eligibility to 200% will allow PSTA to serve more Pinellas County residents and utilize all the funding allocated by the CTD, which is estimated at \$4.2 million for FY23. This action was recommended for advancement to the LCB by the PSTA Board on April 27, 2022.

PSTA staff will give a brief presentation on the proposed changes to TD eligibility and answer any questions.

ATTACHMENT(S): None

ACTION: Approve an increase from 150% to 200% for the TD eligibility requirements

SUMMARY

Neighborly Care Network’s Transportation program continues to face unprecedented challenges surrounding the loss of ridership. A pioneer in eldercare since 1966, Neighborly provides home and community-based services for Pinellas County seniors to improve health, wellness, and independent living. However, the decline in Neighborly Transportation’s ridership has led to a severe, continued decrease in revenue—to the point that Neighborly is exploring potential dissolution of the program. Neighborly will presents a summary of their Transportation program, a review of efforts to achieve financial solvency, ridership data, financial analysis and answer any questions.

ATTACHMENTS: None

ACTION: As deemed appropriate by the LCB

SUMMARY

The Pinellas Suncoast Transit Authority (PSTA) is submitting a regional Innovation and Service Development grant application proposal on behalf of Pinellas, Hillsborough, and Pasco County Community Transportation Coordinators. This regional grant proposal would continue and help expand the highly successful and transformational service for Transportation Disadvantaged (TD) citizens across the region. This grant allows CTCs to partner with Uber, Lyft, taxi providers, and wheelchair van service providers to provide the following services:

- cross-county trips for medical, work, or other life sustaining purposes;
- rides outside of regular operating hours for TD customers to and from work and other destinations; and
- urgent same day trips, particularly those that would otherwise be more costly emergency room trips.

The program, known as Tampa Bay Mobility on Demand (MOD), addresses transportation needs and provides a resource for the region's most vulnerable populations. With funding from this program, TD customers would be able to have more affordable and high-quality transportation options for critical, life-sustaining trips. Similar programs operated in the past opened up new employment opportunities and increased quality of life for TD customers. PSTA staff will provide an overview of the program and seek LCB support for the grant application.

ATTACHMENTS: Letter of Support

ACTION: Support sending the attached letter of support



May 5, 2022

Florida Commission for the Transportation
Disadvantaged 605 Suwannee Street, MS49
Tallahassee, Florida 32399-0450

**RE: Tampa Bay Region Innovative Service Development (ISD) Grant Program
Application**

Dear Commissioners,

On behalf of the Pinellas County Local Coordinating Board (LCB), I am writing to support the Innovation and Service Development grant application submitted by the Community Transportation Coordinator for Pinellas County – the Pinellas Suncoast Transit Authority (PSTA), on behalf of Pinellas, Hillsborough, and Pasco County CTCs.

This regional grant proposal would continue and help expand highly successful and transformational service for Transportation Disadvantaged (TD) citizens across the region. These funds allow partnerships with Uber, Lyft, taxi providers, and wheelchair van service providers to provide; cross-county trips for medical, work, or other life sustaining purposes; rides outside of regular operating hours for TD customers to and from work and other destinations; and urgent same day trips, particularly those that would otherwise be more costly emergency room trips. The program, known as Tampa Bay Mobility on Demand (MOD), addresses transportation needs and provides a life-altering resource for our most vulnerable populations. With funding from this program, TD customers would now have more affordable and high-quality transportation options for critical, life-sustaining trips.

Similar programs operated in the past opened up new employment opportunities and increased quality of life for TD customers. Our agency is excited to partner with PSTA on this project. We look forward to your support of this important project and thank you for your consideration.

Sincerely,

Brian Scott
Acting LCB Chair

SUMMARY

A. Federal Transit Administration Section 5310 Grant Update

The Florida Department of Transportation (FDOT) staff administers the Section 5310 Grant and will provide a brief update.

B. Community Transportation Coordinator (CTC) Update

PSTA staff will provide an update on recent activities.

C. CTD Update

Staff will provide a Commission for the Transportation Disadvantaged update.

D. Other

ATTACHMENT(S): None

SUMMARY

A. Trip/Expenditure Reports

The trip/expenditure reports are attached.

B. Complaints and Commendations

PSTA received no TD Program complaints.

ATTACHMENT(S): Trip/Expenditure Reports for 2020/21 and 2021/22

TD REIMBURSEMENT REQUESTS 2021/2022

	NCN	PARC	ARC-TB	LIGHTHOUSE	BROKERED*	TOTAL AMT SPENT	AMT INVOICED CTD	MONTHLY DIFFERENCE	CUMULATIVE BALANCE
START	\$332,045.00	\$145,295.00	\$145,395.00	\$5,155.00	\$1,755,538.08	\$2,383,428.08			
JULY	\$18,662.46	\$8,276.88	\$9,806.17	\$0.00	\$2,675.07	\$39,420.58	\$274,124.00	\$234,703.42	\$234,703.42
BALANCE	\$313,382.54	\$137,018.12	\$135,588.83	\$5,155.00	\$1,752,863.01	\$2,344,007.50			
AUGUST	\$23,151.19	\$6,047.27	\$9,232.15	\$0.00	\$34,948.89	\$73,379.50	\$273,828.00	\$200,448.50	\$435,151.92
BALANCE	\$290,231.35	\$130,970.85	\$126,356.68	\$5,155.00	\$1,717,914.12	\$2,270,628.00			
SEPTEMBER	\$25,287.20	\$7,477.78	\$9,767.91	\$0.00	\$86,978.72	\$129,511.61	\$273,828.00	\$144,316.39	\$579,468.31
BALANCE	\$264,944.15	\$123,493.07	\$116,588.77	\$5,155.00	\$1,630,935.40	\$2,141,116.39			
OCTOBER	\$16,996.48	\$7,535.71	\$11,442.13	\$0.00	\$104,727.02	\$140,701.34	\$273,828.00	\$133,126.66	\$712,594.97
BALANCE	\$247,947.67	\$115,957.36	\$105,146.64	\$5,155.00	\$1,526,208.38	\$2,000,415.05			
NOVEMBER	\$22,131.04	\$5,822.21	\$9,002.55	\$0.00	\$109,400.88	\$146,356.68	\$273,828.00	\$127,471.32	\$840,066.29
BALANCE	\$225,816.63	\$110,135.15	\$96,144.09	\$5,155.00	\$1,416,807.50	\$1,854,058.37			
DECEMBER	\$20,694.95	\$4,922.43	\$9,739.21	\$0.00	\$136,635.76	\$171,992.35	\$273,828.00	\$101,835.65	\$941,901.94
BALANCE	\$205,121.68	\$105,212.72	\$86,404.88	\$5,155.00	\$1,280,171.74	\$1,682,066.02			
JANUARY	\$17,811.13	\$6,604.65	\$5,424.49	\$0.00	\$136,261.73	\$166,102.00	\$273,828.00	\$107,726.00	\$1,049,627.94
BALANCE	\$187,310.55	\$98,608.07	\$80,980.39	\$5,155.00	\$574,693.69	\$1,515,964.02			
FEBRUARY	\$19,492.47	\$6,882.03	\$10,408.90	\$0.00	\$136,893.16	\$173,676.56	\$273,828.00	\$100,151.44	\$1,149,779.38
BALANCE	\$167,818.08	\$91,726.04	\$70,571.49	\$5,155.00	\$437,800.53	\$1,342,287.46			
MARCH	\$26,110.30	\$8,357.90	\$14,465.31	\$0.00	\$145,888.65	\$194,822.16	\$273,828.00	\$79,005.84	\$1,228,785.22
BALANCE	\$141,707.78	\$83,368.14	\$56,106.18	\$5,155.00	\$291,911.88	\$1,147,465.30			
APRIL						\$0.00	\$273,828.00	\$273,828.00	\$1,502,613.22
BALANCE	\$141,707.78	\$83,368.14	\$56,106.18	\$5,155.00	\$291,911.88	\$1,147,465.30			
MAY						\$0.00	\$273,828.00	\$273,828.00	\$1,776,441.22
BALANCE	\$141,707.78	\$83,368.14	\$56,106.18	\$5,155.00	\$169,338.80	\$1,147,465.30			
JUNE						\$0.00	\$273,828.00	\$273,828.00	\$2,050,269.22
BALANCE	\$141,707.78	\$83,368.14	\$56,106.18	\$5,155.00	\$169,338.80	\$1,147,465.30			
END						0			
							\$3,286,232.00		

TD REIMBURSEMENT REQUESTS 2020/2021

	NCN	PARC	ARC-TB	LIGHTHOUSE	BROKERED*	TOTAL AMT SPENT	AMT INVOICED CTD	MONTHLY DIFFERENCE	CUMULATIVE BALANCE
START	\$332,045.00	\$145,295.00	\$145,395.00	\$5,155.00	\$1,755,538.08	\$2,383,428.08			
JULY	\$12,523.27	\$4,704.00	\$2,458.72	\$0.00	\$1,073.92	\$20,759.91	\$274,124.00	\$253,364.09	\$253,364.09
BALANCE	\$319,521.73	\$140,591.00	\$142,936.28	\$5,155.00	\$1,754,464.16	\$2,362,668.17			
AUGUST	\$15,598.28	\$4,505.41	\$4,391.25	\$0.00	\$1,416.48	\$25,911.42	\$273,828.00	\$247,916.58	\$501,280.67
BALANCE	\$303,923.45	\$136,085.59	\$138,545.03	\$5,155.00	\$1,753,047.68	\$2,336,756.75			
SEPTEMBER	\$18,622.81	\$7,468.75	\$3,377.15	\$0.00	\$1,386.90	\$30,855.61	\$273,828.00	\$242,972.39	\$744,253.06
BALANCE	\$285,300.64	\$128,616.84	\$135,167.88	\$5,155.00	\$1,751,660.78	\$2,305,901.14			
OCTOBER	\$23,171.49	\$10,142.86	\$12,116.25	\$0.00	\$1,658.46	\$47,089.06	\$273,828.00	\$226,738.94	\$970,992.00
BALANCE	\$262,129.15	\$118,473.98	\$123,051.63	\$5,155.00	\$1,750,002.32	\$2,258,812.08			
NOVEMBER	\$16,200.91	\$8,285.38	\$9,748.77	\$0.00	\$1,383.99	\$35,619.05	\$273,828.00	\$238,208.95	\$1,209,200.95
BALANCE	\$245,928.24	\$110,188.60	\$113,302.86	\$5,155.00	\$1,748,618.33	\$2,223,193.03			
DECEMBER	\$21,300.76	\$9,780.70	\$8,926.01	\$0.00	\$1,682.22	\$41,689.69	\$273,828.00	\$232,138.31	\$1,441,339.26
BALANCE	\$224,627.48	\$100,407.90	\$104,376.85	\$5,155.00	\$1,746,936.11	\$2,181,503.34			
JANUARY	\$20,965.92	\$10,443.95	\$8,332.86	\$0.00	\$1,637.85	\$41,380.58	\$273,828.00	\$232,447.42	\$1,673,786.68
BALANCE	\$203,661.56	\$89,963.95	\$96,043.99	\$5,155.00	\$574,693.69	\$2,140,122.76			
FEBRUARY	\$2,619.60	\$14,803.53	\$10,982.92	\$0.00	\$1,466.67	\$29,872.72	\$273,828.00	\$243,955.28	\$1,917,741.96
BALANCE	\$201,041.96	\$75,160.42	\$85,061.07	\$5,155.00	\$573,227.02	\$2,110,250.04			
MARCH	\$1,791.31	\$15,650.18	\$11,604.77	\$0.00	\$2,696.94	\$31,743.20	\$273,828.00	\$242,084.80	\$2,159,826.76
BALANCE	\$199,250.65	\$59,510.24	\$73,456.30	\$5,155.00	\$570,530.08	\$2,078,506.84			
APRIL							\$273,828.00	\$273,828.00	\$2,433,654.76
BALANCE	\$199,250.65	\$59,510.24	\$73,456.30	\$5,155.00	\$570,530.08	\$2,078,506.84			
MAY							\$273,828.00	\$273,828.00	\$2,707,482.76
BALANCE	\$199,250.65	\$59,510.24	\$73,456.30	\$5,155.00	\$169,338.80	\$2,078,506.84			
JUNE							\$273,828.00	\$273,828.00	\$2,981,310.76
BALANCE	\$199,250.65	\$59,510.24	\$73,456.30	\$5,155.00	\$169,338.80	\$2,078,506.84			
END						0			
							\$3,286,232.00		

SUMMARY

This is an opportunity for any member of the public to address the board on issues related to the Transportation Disadvantaged Program. Speakers are requested to limit their comments to no more than five minutes.