



SERVICE AREA/COUNTIES:

Broward

INVOICE NUMBER: G2Z94 Q2

INVOICE DATE: January 14, 2025

QUARTER SERVICE DATES: October 1 - December 31, 2024

AGENCY

Broward Metropolitan Planning Organization

PROGRAM MANAGEMENT	PROGRESS
A. When necessary and in cooperation with the LCB, solicit and recommend a CTC . The selection will be accomplished, to the maximum extent feasible, through public competitive bidding or proposals in accordance with applicable laws and rules. Such recommendation shall be presented to the Commission by Planning Agency staff or their designee as needed. (Tasks 2A)	No activity this quarter.
B. Develop and maintain a process for the appointment and reappointment of voting and non-voting members to the local coordinating board. (41-2.012, FAC)	No activity this quarter.
C. Prepare agendas for local coordinating board meetings consistent with the <i>Local Coordinating Board and Planning Agency Operating Guidelines</i> . (Task 3)	The agenda for the October 21, 2024 regular business meeting was prepared consistent with the Local Coordinating Board and Planning Agency Operating Guidelines.
D. Prepare official minutes of local coordinating board meetings regardless of a quorum) and submit a copy along with the quarterly report to the Commission. For committee meetings, prepare minutes in the form of a brief summary of basic points, discussions, decisions, and recommendations to the full board. Keep records of all meetings for at least five years. (Task 3)	Official minutes are submitted with every quarterly report to the Commission, as well as with each agenda that is sent to all members, related staff and the CTD. LCB records are kept for all meetings for a minimum of five years. Support staff provides brief summary minutes and recommendations to the full board and CTD of all committee meetings. All meeting minutes, once approved, are available online at this link: http://browardmpo.org/index.php/agendas-minutes .
E. Provide at least one public workshop annually by each local coordinating board, and assist the Commission, as requested, in co-sponsoring public workshops. This public workshop must be in addition to the local coordinating board meetings. It may, however, be held in conjunction with the scheduled local coordinating board meeting (immediately following or prior to the local coordinating board meeting). (Task 4)	No activity this quarter.
F. Provide staff support for committees of the local coordinating board. (Task 3)	No activity this quarter.
G. Develop and update annually by-laws for local coordinating board approval. Approved by-laws shall be submitted to the Commission. (Task 5)	No activity this quarter.
H. Develop, annually update, and implement local coordinating board grievance procedures in accordance with the Commission guidelines. Procedures shall include a step within the local complaint and/or grievance procedure that advises a dissatisfied person about the Commission's Ombudsman Program. A copy of the approved procedures shall be submitted to the Commission. (Task 6)	No activity this quarter.
I. Provide the Commission with a current membership roster and mailing list of local coordinating board members. The membership roster shall be submitted with the first quarterly report and when there is a change in membership. (Task 3)	The current membership roster, mailing list and attendance record is attached with this quarterly report.
J. Provide public notice of local coordinating board meetings and local public workshops in accordance with the <i>Coordinating Board and Planning Agency Operating Guidelines</i> . (Task 3)	Public notice of all LCB meetings and public workshops are noticed in accordance with the Local Coordinating Board and Planning Agency Operating Guidelines through inclusion in the major circulation newspapers (Sun Sentinel, El Sentinel), through posting on the MPO's Web site, social media and outreach communications and through being sent electronically to all MPO Board/committee members and partners, including health and human services organizations.

K. Review and comment on the Annual Operating Report for submittal to the local coordinating board, and forward comments/concerns to the Commission for the Transportation Disadvantaged. (Task 7)	The AOR was reviewed by Broward MPO staff and the LCB. A record of the LCB's roll-call vote on this item is on a recording of the meeting and is available at upon request. The AOR was approved unanimously.
L. Report the actual expenditures (AER) of direct federal and local government transportation funds to the Commission for the Transportation Disadvantaged no later than September 15th. (Task 8)	AER report submitted to the CTD on October 30, 2024.

II. SERVICE DEVELOPMENT	PROGRESS
A. Jointly, with the community transportation coordinator and the local coordinating board, develop the Transportation Disadvantaged Service Plan (TDSP) following CTD guidelines. (Task 1)	No activity this quarter.
B. Encourage integration of "transportation disadvantaged" issues into local and regional comprehensive plans . Ensure activities of the local coordinating board and community transportation coordinator are consistent with local and state comprehensive planning activities including the Florida Transportation Plan. (427.015, FS)	MPO staff to the LCB are employees of the Broward MPO, which collaborates closely with the Broward County planning staff on the Broward County Comprehensive Plan. This ensures integration and consistency with local, regional and state comprehensive planning activities. Staff attends and participates in Florida Department of Transportation and South Florida Regional Transportation Authority meetings, as well as Broward County Transit activities.
C. Encourage the local community transportation coordinator to work cooperatively with regional workforce boards established in Chapter 445, F.S., and provide assistance in the development of innovative transportation services for participants in the welfare transition program. (427.0157, FS)	MPO staff to the LCB continue to coordinate with other DOPA staff to identify best practices and resources to assist with workforce development. As appropriate, resources from the Florida Department of Economic Opportunity and other funding and grant opportunities are shared with workforce staff/LCB Members.

III. TECHNICAL ASSISTANCE, TRAINING, AND EVALUATION	PROGRESS
A. Provide the LCB with quarterly reports of local TD program administrative support accomplishments as outlined in the grant agreement and any other activities related to the TD program. (Task 9)	MPO staff provides the LCB with copies of Planning Grant deliverables, quarterly progress reports and notifications of area activities related or beneficial to the TD program and community. The CTC reports consultant contracts, studies/surveys and marketing activities to the LCB.
B. Attend at least one Commission-sponsored training , including but not limited to, the CTD's regional meetings, the CTD's annual training workshop, or other sponsored training. (Task 10)	MPO staff attended the CTD annual training in September in West Palm Beach, FL.
C. Attend at least one CTD meeting each year within budget/staff/schedule availability.	The September 25, 2024 CTD meeting was cancelled. The November 13 & December 11, 2024 meetings held virtual options.
D. Notify CTD staff of local TD concerns that may require special investigations.	Support staff notifies Commission staff of any local TD concerns or issues that may require CTD assistance.
E. Provide training for newly-appointed LCB members. (Task 3)	Staff provides a comprehensive LCB Guidebook and CTD training material to new members, and provides updates as needed to all members, along with other relevant information that may be helpful. All the updated material is available on the MPO website at http://browardmpo.org/index.php/major-functions/transportation-disadvantaged-services .
F. Provide assistance to the CTC, purchasing agencies, and others, as needed, which may include participation in, and initiating when necessary, local or regional meetings to discuss TD needs, service evaluation and opportunities for service improvement.	Staff assists the CTC as needed, participates in MPO public and community outreach efforts, attends meetings of the South Florida Regional Transportation Authority's ADA Advisory Committee, and for effective regional collaboration coordinates with the 211-Broward 1-Click grant program and Palm Beach and Miami-Dade partners.

<p>G. To the extent feasible, collect and review proposed funding applications involving "TD" funds consistent with Chapter 427, F.S., and Rule 41-2, F.A.C., and provide recommendations to the LCB. (427.0157, FS)</p>	<p>Staff is instrumental in providing coordination information to health and human services agencies, enabling them to include coordination requirements in the contracts they have with transportation operators and participate in the 5310 Grant Program. Staff participates annually on FDOT's 5310 Grant Application Review Panel to allocate funding for vehicles for non-profit agencies that provide transportation to the elderly and disabled. Staff communicates with the CTC on Innovation and Service Development Grant opportunities and provides status updates on the Grant to the LCB.</p>
<p>H. Ensure the local coordinating board conducts, as a minimum, an annual evaluation of the community transportation coordinator. The local coordinating board shall evaluate the coordinator using the Commission's <i>Evaluation Workbook for Community Transportation Coordinators and Providers in Florida</i> (at a minimum using the modules concerning Competition In Use of Operators, Cost-Effectiveness and Efficiency, and Availability of Service) and local standards as defined in the Transportation Disadvantaged Service Plan. (Task 2B)</p>	<p>No activity this quarter.</p>
<p>I. Assist the CTD in joint reviews of the CTC.</p>	<p>No activity this quarter.</p>
<p>J. Ensure the LCB annually reviews coordination contracts to advise the CTC whether the continuation of said contract provides the most cost effective and efficient transportation available, consistent with Rule 41-2, F.A.C.</p>	<p>No activity this quarter.</p>
<p>K. Implement recommendations identified in the CTD's QAPE reviews.</p>	<p>No Quality Assurance Performance Evaluation (QAPE) activity this quarter.</p>

Other Items of Development and Update in accordance with Laws, Rules, and Commission policy:

N/A.

By submission of this Quarterly Report, the information provided is accurate and accountable and corresponds with the activities for this quarter.

Representative

Date: Rebecca Schultz 1/14/2025