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MEETING NOTICE

CLEARINGHOUSE COMMITTEE

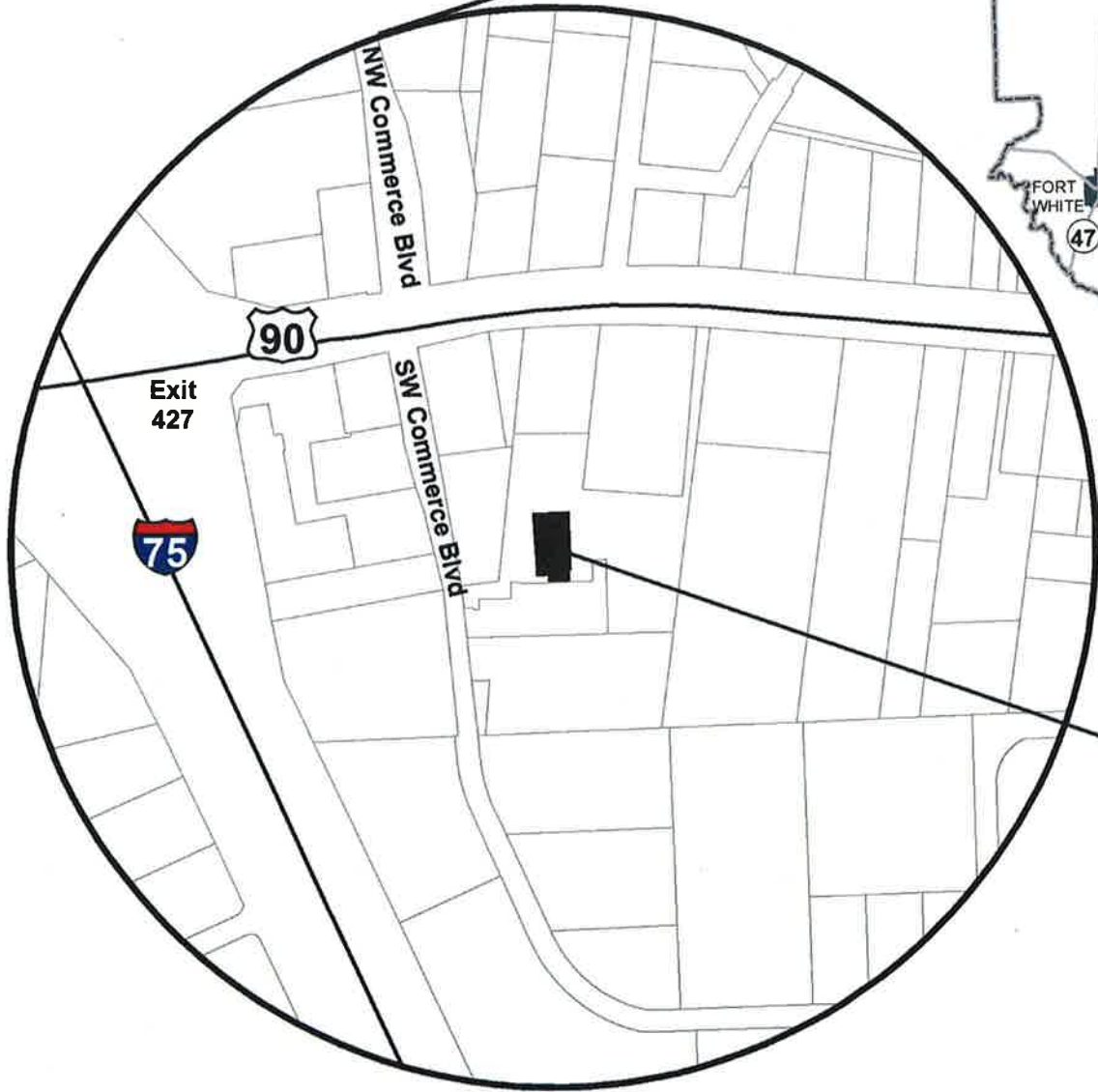
There will be a meeting of the Clearinghouse Committee of the North Central Florida Regional Planning Council on **April 23, 2015**. The meeting will be held at the **Holiday Inn Hotel & Suites, 213 SW Commerce Boulevard, Lake City**, beginning at **6:00 p.m.**

(Location Map on Back)

Holiday Inn Hotel & Suites

213 SW Commerce Blvd
Lake City, Florida 32025

Directions: From the intersection of Interstate 75 and U.S. Highway 90 (exit 427) in the City of Lake City turn East onto U.S. Highway 90, travel approximately 450 feet to SW Commerce Blvd, turn right (South) onto SW Commerce Blvd, travel approximately 720 feet and the Holiday Inn Hotel & Suites is on the left.



1 inch = 500 feet

Holiday Inn Hotel & Suites





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AGENDA

CLEARINGHOUSE COMMITTEE

Holiday Inn Hotel & Suites
Lake City, Florida

April 23, 2015
6:00 p.m.

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Dedicated to improving the quality of life of the Region's citizens,
by coordinating growth management, protecting regional resources,
promoting economic development and providing technical services to local governments.

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NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL

CLEARINGHOUSE COMMITTEE

MINUTES

Holiday Inn Hotel and Suites
Lake City, Florida

March 26, 2015
6:00 p.m.

MEMBERS PRESENT

Beth Burnam
Sandra Haas, Chair (via telephone)
James Montgomery, Vice-Chair
Lauren Poe
Mike Williams

MEMBERS ABSENT

Jim Catron
Donnie Hamlin
Patricia Patterson
Steven Witt

STAFF PRESENT

Steven Dopp

The meeting was called to order by Vice-Chair Montgomery at 6:10 p.m.

I. APPROVAL OF THE FEBRUARY 26, 2015 MEETING MINUTES

ACTION: It was moved by Commissioner Poe and seconded by Commissioner Burnam to approve the February 26, 2015 meeting minutes as circulated. The motion carried unanimously.

II. COMMITTEE-LEVEL REVIEW ITEMS

#37 - Columbia County Comprehensive Plan Adopted Amendment (DEO No. 14-1ESR)

Mr. Dopp stated the staff report for the item finds that the local government comprehensive plan, as amended, is not anticipated to result in significant adverse impacts to Natural Resources of Regional Significance, regional facilities, or adjoining local governments.

ACTION: It was moved by Commissioner Poe and seconded by Mr. Williams to approve the staff report as circulated. The motion carried unanimously.

#38 - City of High Springs Comprehensive Plan Draft Amendment (DEO No. 15-1ER)

#39 - City of Perry Comprehensive Plan Draft Amendment (DEO No. 15-1ESR)

The Committee agreed by consensus to group these items for purposes of Clearinghouse Committee review. Mr. Dopp stated that the staff reports find the local government comprehensive plans, as amended, are not anticipated to result in significant adverse impacts to Natural Resources of Regional Significance, regional facilities or adjoining local governments.

ACTION: It was moved by Mr. Williams and seconded by Commissioner Burnam to approve the staff reports as circulated. The motion carried unanimously.

The meeting adjourned at 6:20 p.m.

Sandra Haas, Chair

4/23/15

STAFF-LEVEL ITEMS

**FLORIDA REGIONAL COUNCILS ASSOCIATION
LOCAL GOVERNMENT COMPREHENSIVE PLAN AMENDMENT REVIEW FORM 01**

Regional Planning Council: North Central Fl
Review Date: 4/23/15
Amendment Type: Draft Amendments

Regional Planning Council Item No.: 40
Local Government: City of Gainesville
Local Government Item Nos.: PB-14-73 LUC,
PB-14-162 LUC, and PB-14-166 LUC
State Land Planning Agency Item No.: 15-1ESR

Date Mailed to Local Government and State Land Planning Agency: 4/24/15 (estimated)

Pursuant to Section 163.3184, Florida Statutes, Council review of local government comprehensive plan amendments is limited to adverse effects on regional resources and facilities identified in the strategic regional policy plan and extrajurisdictional impacts that would be inconsistent with the comprehensive plan of any affected local government within the region. A written report containing an evaluation of these impacts, pursuant to Section 163.3184, Florida Statutes, is to be provided to the local government and the state land planning agency within 30 calendar days of receipt of the amendment.

DESCRIPTION OF AMENDMENTS

City item PB-14-73 LUC reclassifies 2,327.59 acres of annexed land from County Rural/Agriculture (up to 1 dwelling unit per 5 acres) to City Public and Institutional Facilities. City item PB-14-162 LUC reclassifies 97.8 acres of annexed lands from County Institutional to City Conservation. City item PB-14-166 LUC amends the City historic district map series (see attached).

1. ADVERSE EFFECTS TO SIGNIFICANT REGIONAL RESOURCES AND FACILITIES IDENTIFIED IN THE STRATEGIC REGIONAL POLICY PLAN

The City item PB-14-73 is located adjacent to U.S. Highway 441, which is identified in the North Central Florida Strategic Regional Policy Plan as part of the Regional Road Network. Nevertheless, significant adverse impacts are not anticipated to occur to the adjoining segment of the regional road network as a result of the amendment. The subject property is located within a City Transportation Mobility Program Area and is subject to Zone E requirements of Policy 10.1.11 of the City Transportation Mobility Element (see attached). The City Transportation Element policy requires the implementation of one or more practices consistent with Transportation Planning Best Practices contained in the North Central Florida Strategic Regional Policy Plan (see attached). Regional Plan Transportation Element Policy 5.1.1 states that within municipalities where local government comprehensive plans contain goals and policies which implement Transportation Planning Best Practices, adverse impacts to the Regional Road Network are adequately mitigated and local government plans and plan amendments are not subject to a Regional Planning Council determination impacts to the Regional Road Network.

The subject property of City item PB-14-73 is located either on or within 1/2 mile of an Area of High Recharge Potential to the Floridan Aquifer and a Stream-to-Sink Recharge area, both of which are identified and mapped in the regional plan as a Natural Resource of Regional Significance. Nevertheless, significant adverse impacts are not anticipated to occur to the natural resources as, the City Comprehensive Plan contains adequate policy direction consistent with the regional plan to mitigate adverse impacts to the natural resources.

City items PB-14-162 LUC and PB-14-166 LUC are not anticipated to result in significant adverse impacts to regional facilities or Natural Resources of Regional Significance as neither item results in an increase in the intensity or density of use.

2. EXTRAJURISDICTIONAL IMPACTS INCONSISTENT WITH THE COMPREHENSIVE PLANS OF LOCAL GOVERNMENTS WITHIN THE REGION

The City Comprehensive Plan, as amended, is not anticipated to create significant adverse impacts to adjoining local governments.

Request a copy of the adopted version of the amendments?

Yes No

Not Applicable

It is recommended that these findings be forwarded to the City and the Florida Department of Economic Opportunity.

City of Gainesville Land Use Designations




- SF Single-Family (up to 8 du/acre)
- RL Residential Low-Density (up to 12 du/acre)
- IND Industrial
- CON Conservation
- PF Public and Institutional Facilities

Alachua County Land Use Designations

- ESTATE Residential Estate (up to 1 du/2 acres)
- LOW Low Density Residential
- R/AG Rural/Agriculture
- UFCMP University of Florida Master Plan
- REC Recreation

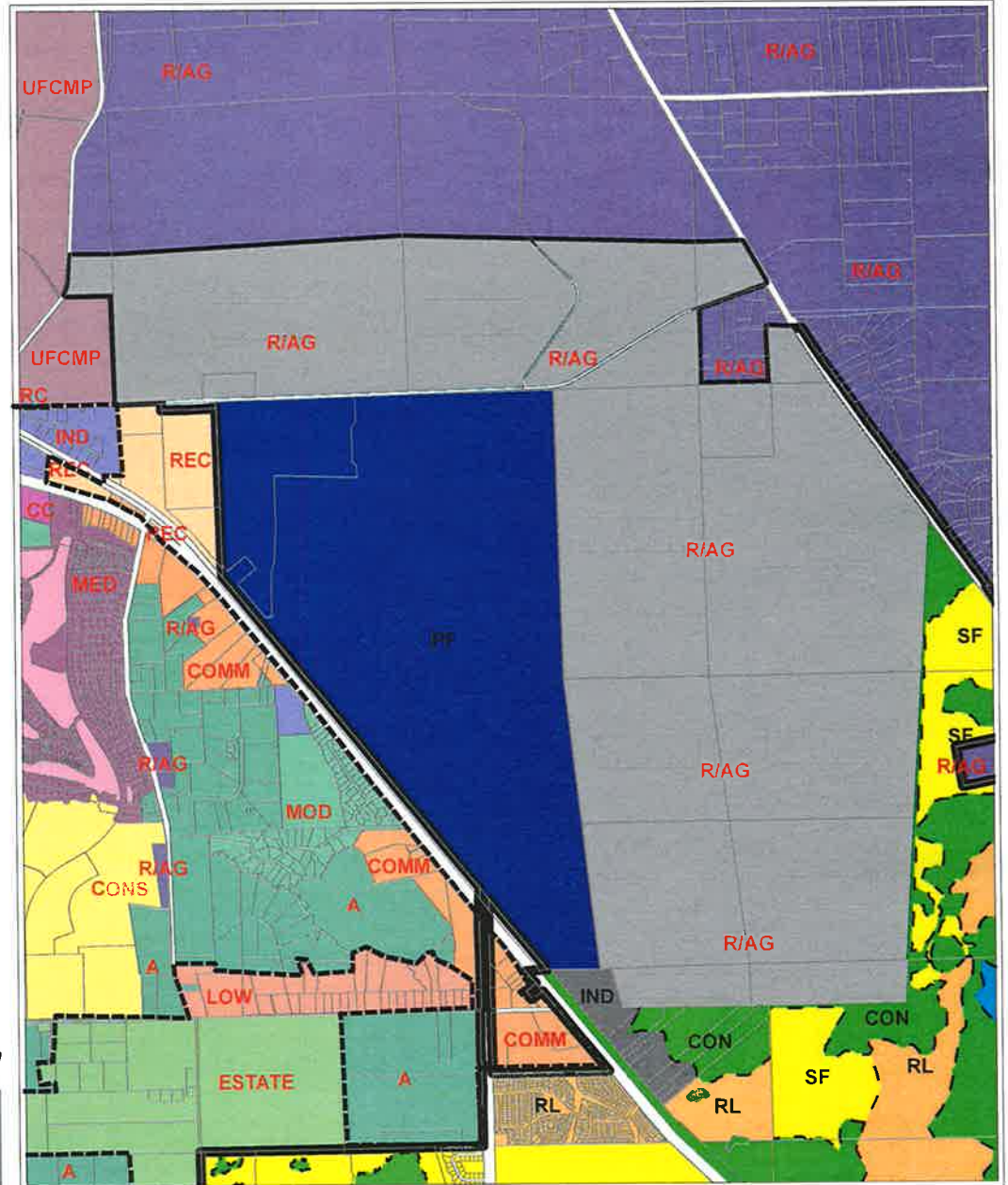
City of Alachua Land Use Designations

- A Agriculture
- CONS Conservation
- COMM Commercial
- MOD Moderate density residential (0-4 du/acre)
- MED Medium density residential (4-8 du/acre)
- IND Industrial

-  Split Land Use Categories
-  Gainesville City Limits
-  Alachua City Limits

City of Gainesville—DEO No. 15-1ESR
Petition No. PB-14-73 LUC
Legislative Matter No. 140379

Area
under petition
consideration



EXISTING LAND USE



No Scale

Name	Petition Request	Petition Number
City of Gainesville, applicant	Amend the City of Gainesville Future Land Use map from Alachua County Rural/Agriculture (AC - RURAL-AG) category to City of Gainesville Public and Institutional Facilities (PF)	PB-14-73 LUC -11-

City of Gainesville Land Use Designations

SF Single-Family (up to 8 du/acre)
 RL Residential Low-Density (up to 12 du/acre)
 IND Industrial
 CON Conservation
 PF Public and Institutional Facilities

Alachua County Land Use Designations

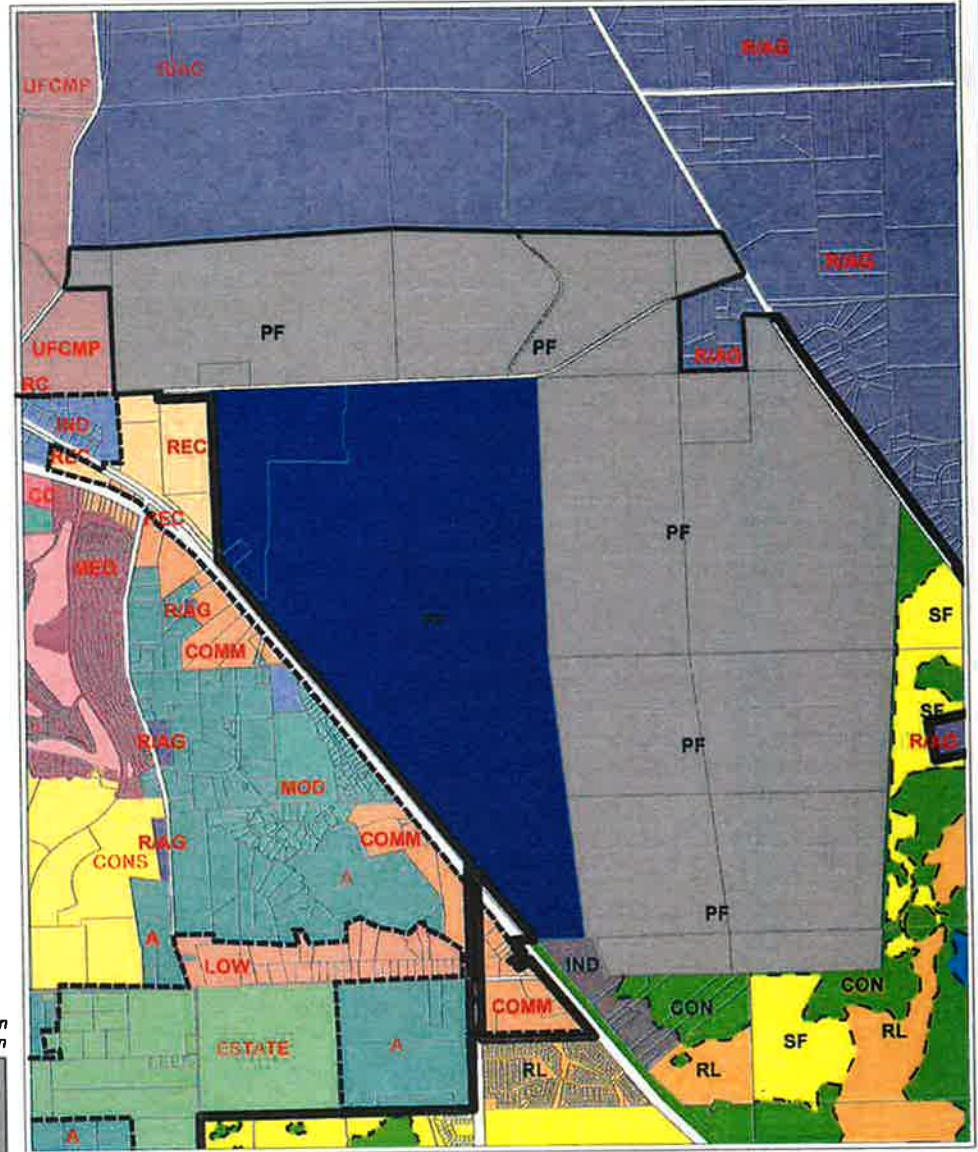
ESTATE Residential Estate (up to 1 du/2 acres)
 LOW Low Density Residential
 R/AG Rural/Agriculture
 UFCMP University of Florida Master Plan
 REC Recreation

City of Alachua Land Use Designations

A Agriculture
 CONS Conservation
 COMM Commercial
 MOD Moderate density residential (0-4 du/acre)
 MED Medium density residential (4-8 du/acre)
 IND Industrial


----- Split Land Use Categories
 ——— Gainesville City Limits
 - - - - - Alachua City Limits

Area
under petition
consideration



City of Gainesville—DEO No. 15-1ESR
 Petition No. PB-14-73 LUC
 Legislative Matter No. 140379

PROPOSED LAND USE

	Name	Petition Request	Petition Number
	City of Gainesville, applicant	Amend the City of Gainesville Future Land Use map from Alachua County Rural/Agriculture (R/AG) category to City of Gainesville Public and Institutional Facilities (PF)	PB-14-73 LUC

City of Gainesville Land Use Designations

- SF Single Family (up to 8 du/acre)
- RL Residential Low Density (up to 12 du/acre)
- RM Residential Medium Density (8-30 du/acre)
- E Education
- REC Recreation
- CON Conservation
- PF Public and Institutional Facilities

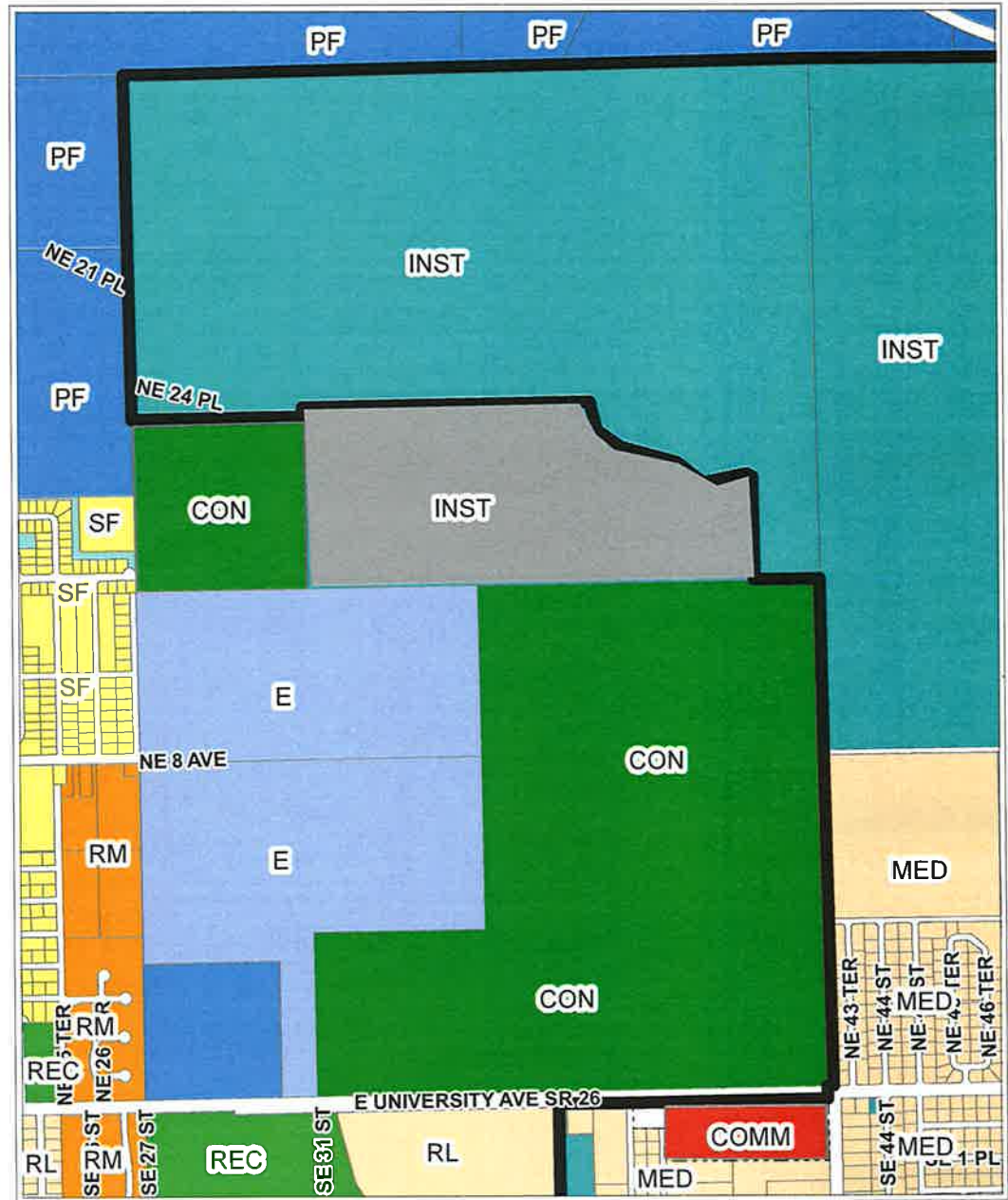
Alachua County Land Use Designations

- INST Institutional
- MED Medium Density Residential
- COMM Commercial Enclaves

City of Gainesville—DEO No. 15-1ESR
Petition No. 14-162 LUC
Legislative Matter No. 140695

- Division line between two land use categories
- City Limits

Area
under petition
consideration



EXISTING LAND USE

	Name	Petition Request	Petition Number
 No Scale	City Plan Board, applicant	Amend the City of Gainesville Future Land Use Map from Alachua County Institutional to City of Gainesville Conservation (CON)	PB-14-162 LUC -13-

City of Gainesville Land Use Designations

SF	Single Family (up to 8 du/acre)
RL	Residential Low Density (up to 12 du/acre)
RM	Residential Medium Density (8-30 du/acre)
E	Education
REC	Recreation
CON	Conservation
PF	Public and Institutional Facilities

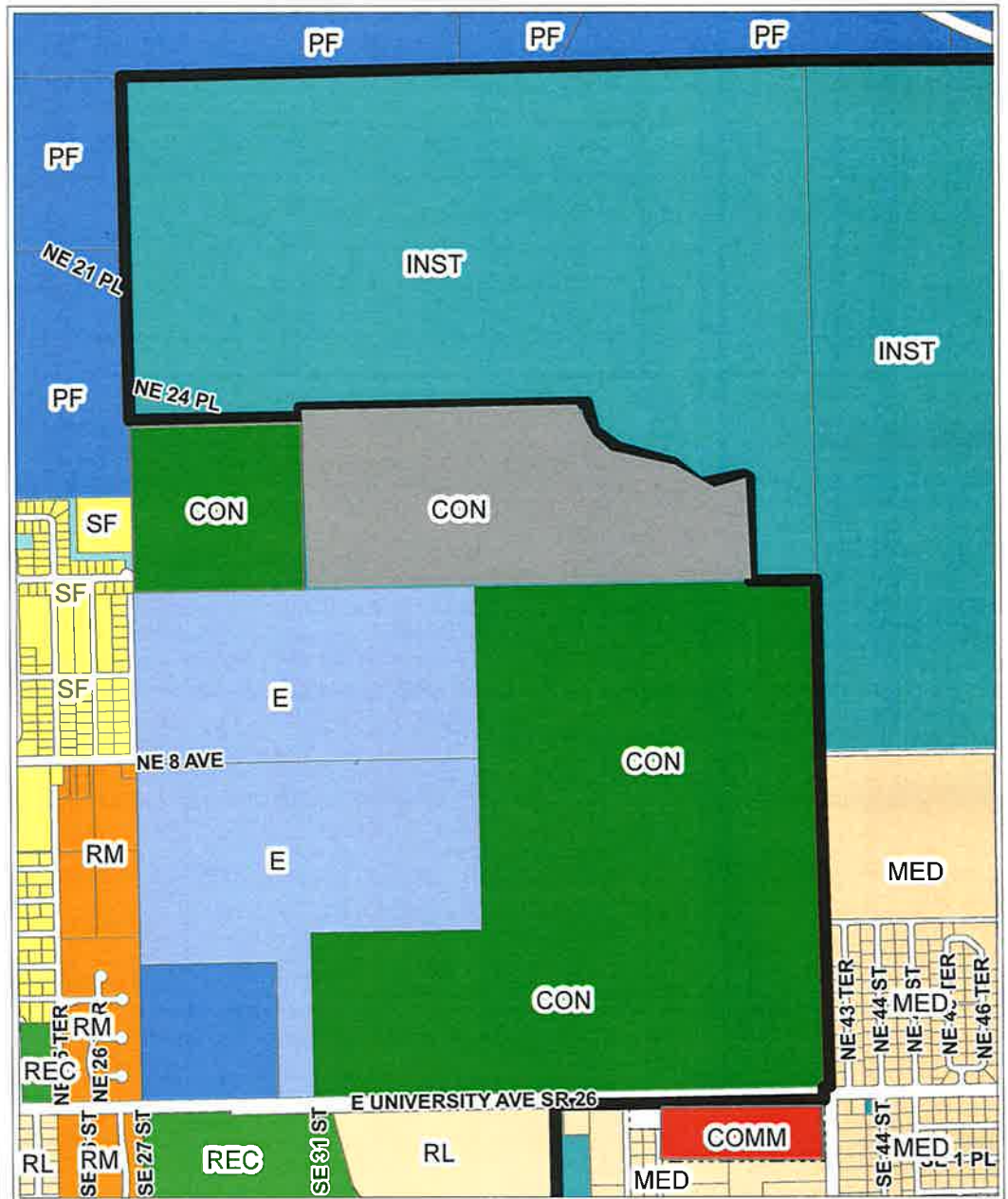
Alachua County Land Use Designations

INST	Institutional
MED	Medium Density Residential
COMM	Commercial Enclaves


City of Gainesville—DEO No. 15-1ESR
Petition No. 14-162 LUC
Legislative Matter No. 140695

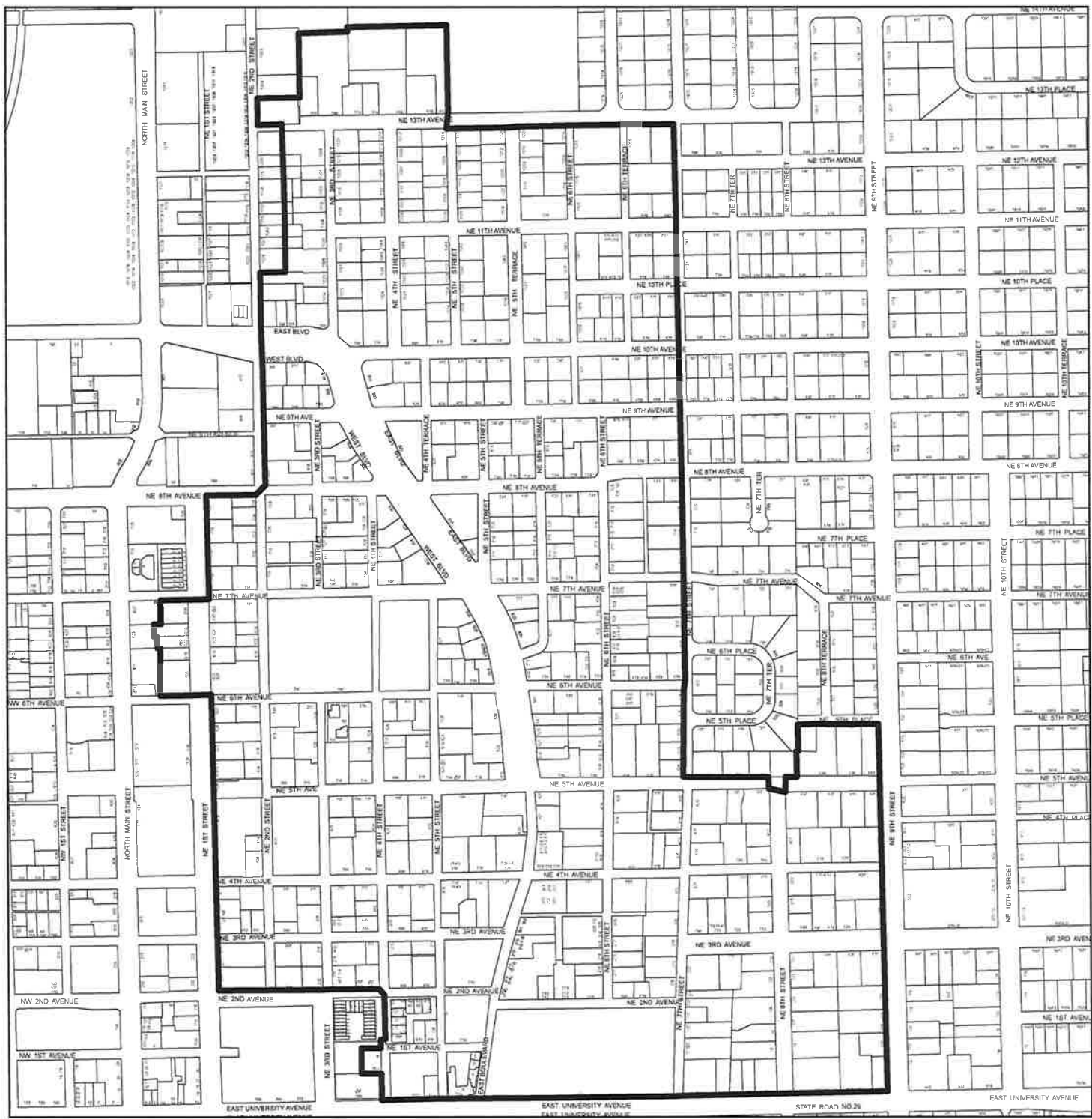
- Division line between two land use categories
- City Limits

Area
under petition
consideration



PROPOSED LAND USE

	Name	Petition Request	Petition Number
	City Plan Board, applicant	Amend the City of Gainesville Future Land Use Map from Alachua County Institutional to City of Gainesville Conservation (CON)	PB-14-162 LUC



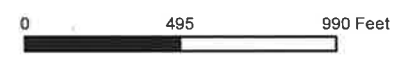
FUTURE LAND USE ELEMENT

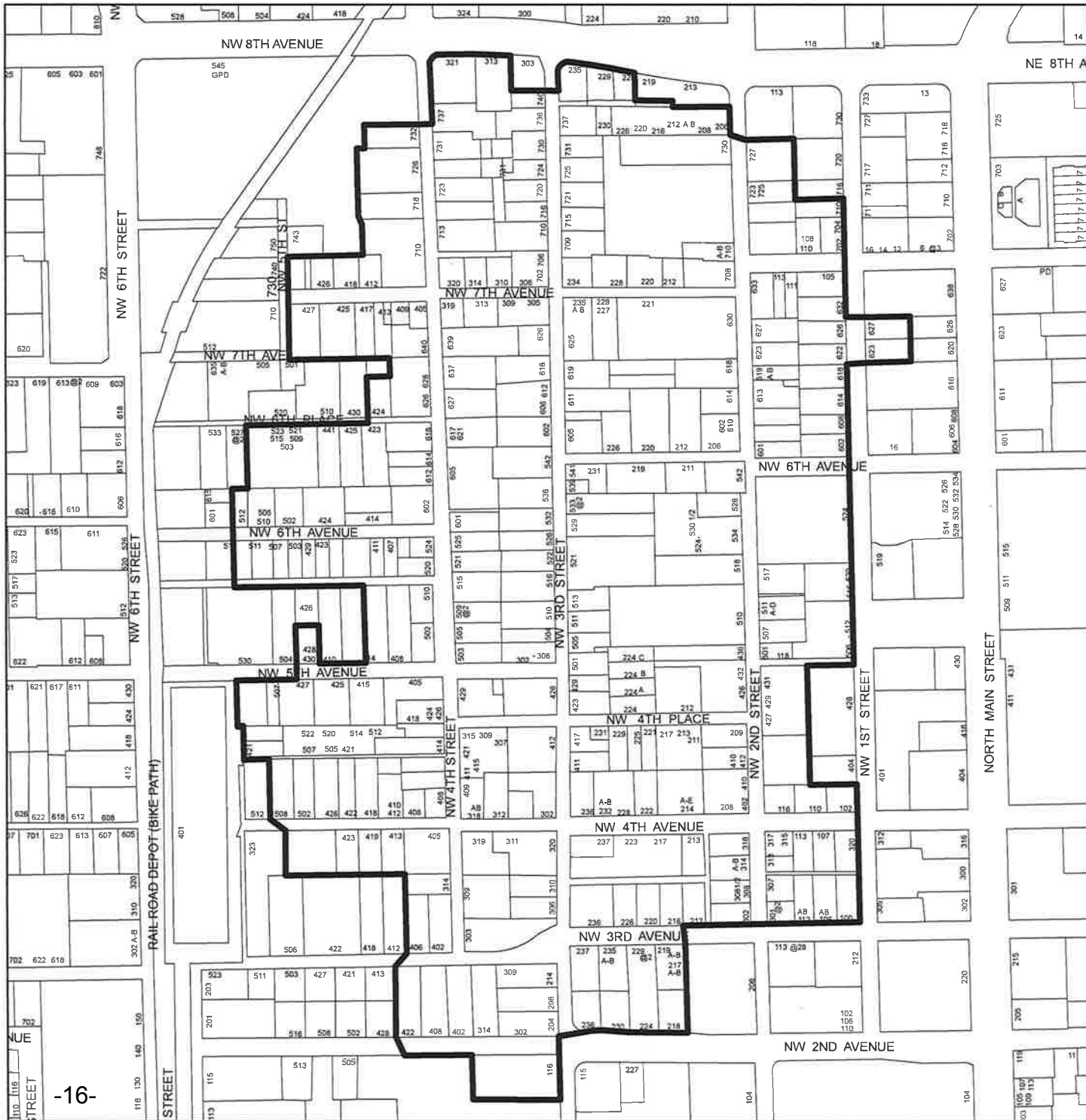
Historic Preservation Map Series:
 Northeast Gainesville
 Residential Historic District

 Historic District Boundary

City of Gainesville, Florida

Prepared by the Planning and
 Development Services Department
 January 2015





FUTURE LAND USE ELEMENT

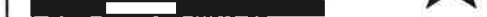
Historic Preservation Map Series:
Pleasant Street Historic District

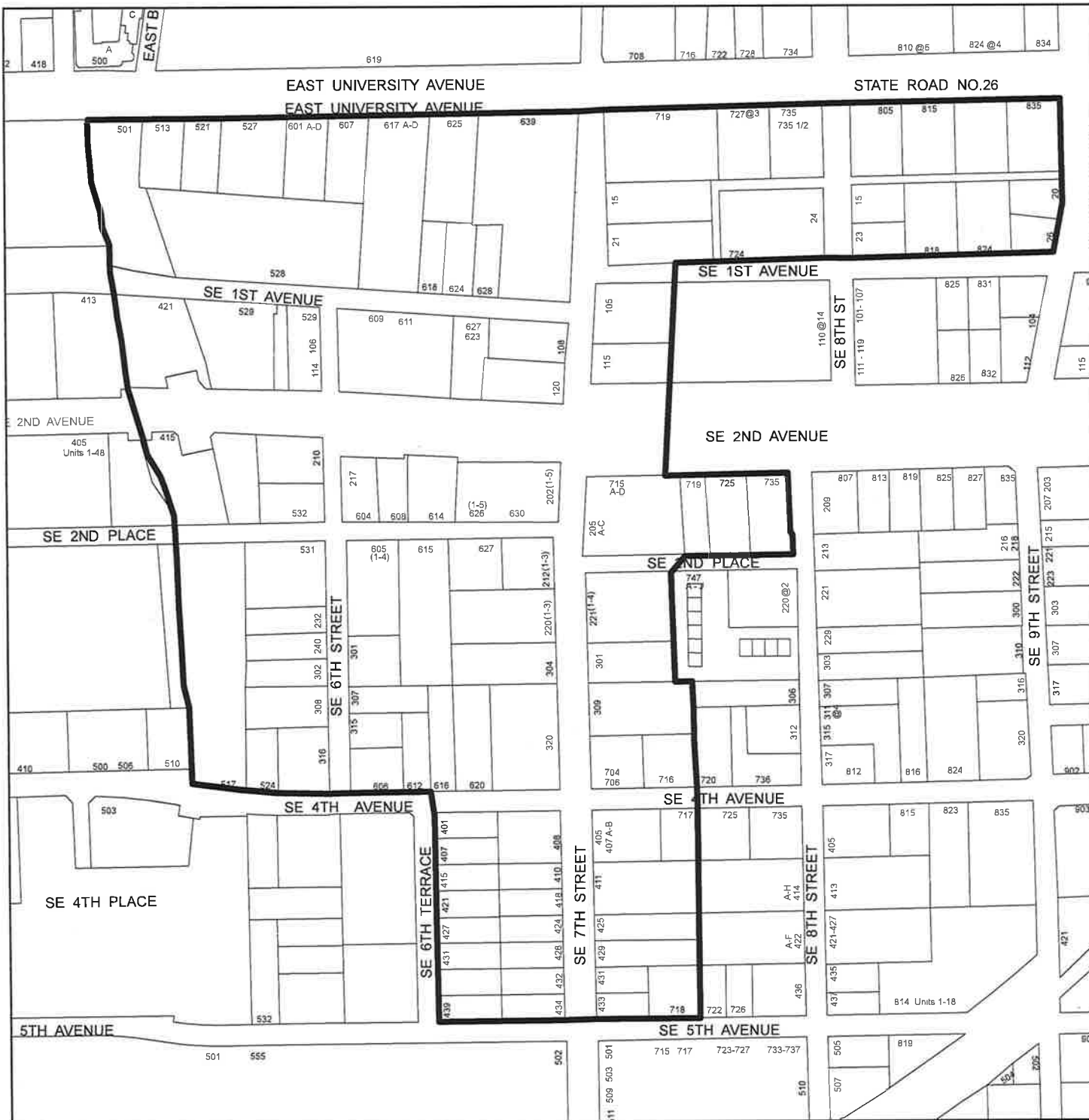
 Historic District Boundary

City of Gainesville, Florida

Prepared by the Planning and
Development Services Department
January 2015

0 120 240 480 Feet





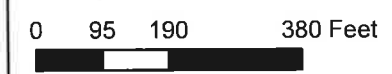
FUTURE LAND USE ELEMENT

Historic Preservation Map Series:
Southeast Gainesville Historic District

 Historic District Boundary

City of Gainesville, Florida

Prepared by the Planning and
Development Services Department
January 2015





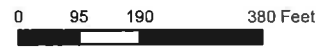
FUTURE LAND USE ELEMENT

Historic Preservation Map Series:
University Heights Historic District - North

 Historic District Boundary

City of Gainesville, Florida

Prepared by the Planning and
Development Services Department
January 2015





FUTURE LAND USE ELEMENT

Historic Preservation Map Series:
University Heights Historic
District - South

 Historic District Boundary

City of Gainesville, Florida

Prepared by the Planning and
Development Services Department
January 2015



**EXCERPTS FROM THE
CITY COMPREHENSIVE PLAN**

Goals, Objectives
& Policies



Transportation Mobility Element

OVERALL GOAL: ESTABLISH A TRANSPORTATION SYSTEM THAT ENHANCES COMPACT DEVELOPMENT, REDEVELOPMENT, AND QUALITY OF LIFE, THAT IS SENSITIVE TO CULTURAL AND ENVIRONMENTAL AMENITIES, AND THAT IMPLEMENTS THE VISION OF THE “YEAR 2035 LONG RANGE TRANSPORTATION PLAN” WITHIN THE CITY OF GAINESVILLE. THE TRANSPORTATION SYSTEM SHALL BE DESIGNED TO MEET THE NEEDS OF PEDESTRIANS, BICYCLISTS, TRANSIT, AND AUTO USERS. SAFETY AND EFFICIENCY SHALL BE ENHANCED BY LIMITATIONS AND CARE IN THE LOCATIONS OF DRIVEWAYS, PROVISION OF SIDEWALK CONNECTIONS WITHIN DEVELOPMENTS, AND AN OVERALL EFFORT TO ENHANCE AND ENCOURAGE PEDESTRIAN MOBILITY THROUGHOUT THE COMMUNITY BY IMPROVEMENT AND PROVISION OF SAFE CROSSINGS, COMPLETE SIDEWALK AND TRAIL SYSTEMS, AND SIDEWALKS OF ADEQUATE WIDTHS. BASIC TRANSPORTATION SHOULD BE PROVIDED FOR TRANSPORTATION-DISADVANTAGED RESIDENTS TO EMPLOYMENT, EDUCATIONAL FACILITIES, AND BASIC SERVICES.

GOAL 1

ADOPT TRANSPORTATION MOBILITY LEVELS OF SERVICE.

Objective 1.1 The City shall adopt the following transportation mobility levels of service (LOS). These levels of service are solely for planning purposes and are not used to apply transportation concurrency.

Policy 1.1.1 Roadway LOS:



Net, New Average Daily Trip Generation	Number of Criteria That Shall Be Met
50 or less	At least 1.5
51 to 100	At least 4
101 to 400	At least 6
401 to 1,000	At least 10
1,001 to 5,000	At least 16
Greater than 5,000	<p>At least 24 and meet either a. or b.:</p> <ul style="list-style-type: none"> a. Located on an existing RTS transit route with minimum 15-minute frequencies in the a.m. and p.m. peak hours. b. Provide funding for a new RTS transit route with minimum 15-minute frequencies in the a.m. and p.m. peak hours or provide funding to improve RTS transit headways to minimum 15-minute frequencies in the a.m. and p.m. peak hours. Funding for new routes shall include capital and operating costs for a minimum of 5 years. Funding for existing route expansions or enhancements shall include capital and operating costs for a minimum of 3 years.

Zone E Criteria

- a. Roadway projects that will provide a more interconnected transportation network in the area and/or provide alternate routes to reduce congestion and pressure on arterials. All roadway projects shall include bicycle and pedestrian facilities. Projects may be located outside of Zone E if demonstrated to be a direct benefit to the transportation system in Zone E. Projects may include, but shall not be limited to, the following:
 - 1. widening of SR 121 to 4 lanes north of US 441 to CR 231; and
 - 2. extension of streets, deeding of land, or easements to create a more gridded network and provide connectivity.
- b. Deeding of land for right-of-way and/or construction of roadway extensions to City specifications. Prior to deeding land for right-of-way, the developer and the City must agree upon the fair market value of the land for the purposes of meeting this criterion. The developer may submit an appraisal to the City to establish fair market value, subject to review and approval by the City.
- c. Design and/or construction studies/plans for projects such as planned roundabouts, road connections, sidewalk systems, and/or bike trails.
- d. Provision of matching funds for transit or other transportation mobility-related grants.



- e. Provision of Park and Ride facilities, built to RTS needs and specifications.
- f. Construction of bicycle and/or pedestrian facilities/trails to City specifications. This may include provision of bicycle parking at bus shelters or Transit Hubs (as shown on the Existing Transit Hubs & Transit Supportive Areas Map) or deeding of land for the addition and construction of bicycle lanes or trails. Prior to deeding land for right-of-way, the developer and the City must agree upon the fair market value of the land for the purposes of meeting this criterion. The developer may submit an appraisal to the City to establish fair market value, subject to review and approval by the City.
- g. Construction of public sidewalks where they do not currently exist or completion of sidewalk connectivity projects. Sidewalk construction required to meet Land Development Code requirements along property frontages shall not count as meeting TMPA criteria.
- h. Payments to RTS that either increase service frequency or add additional transit service, including Express Transit service and/or Bus Rapid Transit, where appropriate.
- i. Funding for the construction of new or expanded transit facilities.
- j. Construction of bus shelters built to City specifications, where transit service is available.
- k. Bus shelter lighting using solar technology designed and constructed to City specifications, where transit service is available.
- l. Construction of bus turn-out facilities to City specifications, where transit service is available or planned as shown in the Transit Development Plan, Bus Stop Improvement Plan or 5-Year Schedule of Capital Improvements.
- m. Construction of access to transit stops and/or construction of transit boarding and alighting areas.
- n. Business operations shown to have limited or no peak-hour roadway impact.
- o. An innovative transportation-mobility-related modification submitted by the developer, where acceptable to and approved by the City.

Policy 10.1.12 The City establishes the following priority for transportation mobility projects within Zone E and shall collaborate with the Metropolitan Transportation Planning Organization (MTPO) to add these items to the MTPO list of priorities. The City shall also pursue matching grants and other funding sources to complete these projects.

- a. Widening SR 121 to 4 lanes north of US 441 to CR 231.
- b. Funding for the construction of new or expanded transit facilities.



- j. Construction of bus shelters built to City specifications.
- k. Bus shelter lighting using solar technology designed and constructed to City specifications.
- l. Construction of bus turn-out facilities to City specifications.
- m. Construction of access to transit stops and/or construction of transit boarding and alighting areas.
- n. Business operations shown to have limited or no peak-hour roadway impact.
- o. An innovative transportation-mobility-related modification submitted by the developer, where acceptable to and approved by the City.

Policy 10.1.10 The City establishes the following priority for transportation mobility projects within Zone D and shall collaborate with the Metropolitan Transportation Planning Organization (MTPO) to add these items to the MTPO list of priorities. The City shall also pursue matching grants and other funding sources to complete these projects.

- a. Construction of a southerly extension of SW 40th Boulevard from its current end south of its intersection with Archer Road to the intersection of SW 47th Avenue. This roadway connection shall include bicycle and pedestrian facilities.
- b. Funding for the construction of new or expanded transit facilities.

Policy 10.1.11 For any development or redevelopment within Zone E, the developer shall, at the developer's expense, meet the following transportation mobility criteria based on the development's (including all phases) trip generation and proportional impact on transportation mobility needs. The criteria chosen shall relate to the particular development site and the transportation mobility conditions and priorities in the zone, adjacent zones, and/or citywide for criteria that benefit the overall transportation system. Based on cost estimates provided by the developer and verified by the City, the City shall have the discretion to count individual criteria as equivalent to two or more criteria for purposes of satisfying transportation mobility requirements. Provision of the required transportation mobility criteria shall be subject to final approval by the City during the development review process and shall be memorialized in a TMPA agreement between the City and the developer.

**EXCERPTS FROM THE
NORTH CENTRAL FLORIDA STRATEGIC REGIONAL POLICY PLAN**

North Central Florida Strategic Regional Policy Plan

October 2011

This document has been prepared with financial assistance from the Florida Department of Community Affairs

North Central Florida Regional Planning Council
2009 NW 67th Place
Gainesville, Florida 32653-1603
352.955.2200

Adopted May 23, 1996
Amended August 28, 1997, February 27, 2003 and October 27, 2011



Chapter V

Regional Transportation

Adopted May 23, 1996, Amended August 28, 1997, February 27, 2003 and October 27, 2011



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Adopted May 23, 1996, Amended August 28, 1997, February 27, 2003 and October 27, 2011



Chapter V: Regional Transportation

A. Conditions and Trends

1. Introduction

The region is served by four public transit system service providers, two major and three shuttle/commuter air carriers, one passenger and three freight rail systems, one bus line, and the regional road network. Due to its rural nature, north central Florida is heavily dependent upon automobile and truck transportation. Generally, the existing motor vehicle ground transportation and rail freight transportation systems are adequate.

2. Public Transit

Public transit is lightly utilized in north central Florida. The Gainesville Regional Transit System is the region's only community with a fixed-route public transit system. Paratransit services are available throughout the region provided by Big Bend Transit, Inc., the Suwannee River Economic Council, A & A Transport, MV Transportation, and Suwannee Valley Transit Authority. The Gainesville Regional Transit System also provides paratransit services in Alachua County. Intercity bus transportation is provided by Greyhound Bus Lines. The carrier stops in the following north central Florida municipalities: Gainesville, Hawthorne (bus stop), Waldo (bus stop), Starke, Lake City, and Perry.¹

The region's rural character and low population density does not easily lend itself to the provision of public transit systems. Correspondingly, only a small percentage of the region's population use public transit. As indicated in Table 5.1 only 1.5 percent of year 2000 north central Florida workers age 16 and over reported using public transportation as their means of transportation to work. Alachua County, which includes Gainesville's fixed-route bus system, had the highest percentage of workers using public transit at 2.4 percent. Lafayette County reported the lowest usage at 0.0 percent. The table also reveals a decline in public transit usage between 1990 and 2000.

¹Greyhound Bus Lines, Inc., July 8, 2009, <http://www.greyhound.com/home/TicketCenter/en/locations.asp?state=fl>



proportion of the trips on the failing road network are attributable to the project. The percentage is multiplied by the costs of the transportation projects needed to restore level of service for the failing facilities to determine an amount of money, which is the developer's proportionate-fair share payment.

e. Transportation Planning Best Practices

While north central Florida local governments are financially unable to fund traditional transportation concurrency, adverse impacts to the regional road network can be minimized through sound transportation planning. Transportation Planning Best Practices for north central Florida local governments could include enhancing road network connectivity, providing parallel local routes to the Regional Road Network, incorporating access management strategies, and developing multimodal transportation systems. By relying on transportation planning best practices, urban development can still be directed to incorporated municipalities, urban service areas, and urban development areas while minimizing transportation infrastructure costs and declines in level of service. Examples of policy areas which could be addressed in local government comprehensive plans to implement these transportation planning best practices include the following.

Enhance Road Network Connectivity by

Establishing a comprehensive system of street hierarchies with appropriate maximum spacing for local, collector, and arterial street intersection and arterial spacing, including maximum intersection spacing distances for local, collector, and arterial streets;

Establishing a thoroughfare plan and right-of-way preservation requirements to advance the development of arterial and collector streets throughout the jurisdiction;

Limiting or discouraging the use of cul-de-sacs and dead-end streets, limiting the maximum length of cul-de-sacs and dead end streets, and encouraging the use of traffic calming devices and strategies as an alternative to dead end streets and cul-de-sacs;

Encouraging street stubs for connections to future development requiring connections to existing street stubs/dead end streets when adjacent parcels are subdivided/developed in the future, and requiring developments to connect through to side streets at appropriate locations;

Encouraging the creation of paths that provide shortcuts for walking and cycling where dead-end streets exist, mid-block bike paths and pedestrian shortcuts, and limiting the maximum spacing between pedestrian/bicycle connections as well as; or

Limiting or discouraging gated communities and other restricted-access roads.

Provide Parallel Local Routes and Other Alternative Local Routes to the Regional Road Network.

Planning and mapping parallel roadway and cross street networks to provide a clear framework for implementing alternative routes to the Regional Road Network;



Adding segments of the parallel roadway and cross street networks to the capital improvements program;

Encouraging developer participation in implementing the system through fair share agreements as a condition of development approval for Regional Road Network concurrency mitigation; or

Encouraging the establishment of a long-term concurrency management system plan for accomplishing the parallel local routes and interparcel cross-access in selected areas.

Promote Access Management Strategies by

Requiring large commercial developments to provide and/or extend existing nearby local and collector streets and provide street connections with surrounding residential areas so residents may access the development without traveling on the Regional Road Network;

Requiring shopping centers and mixed-use developments to provide a unified access and circulation plan and require any outparcels to obtain access from the unified access and circulation system;

Properties under the same ownership or those consolidated for development will be treated as one property for the purposes of access management and will not received the maximum potential number of access points for that frontage indicated under minimum access spacing standards;

Existing lots unable to meet the access spacing standards for the Regional Road Network must obtain access from platted side streets, parallel streets, service roads, joint and cross-access or the provision of easements;

Establishing minimum access spacing standards for locally maintained thoroughfares and use these to also guide corner clearance;

Maintaining adequate corner clearance at crossroad intersections with the Regional Road Network;

Encouraging sidewalk connections from the development to existing and planned public sidewalk along the development frontage;

Encouraging cross-access connections easements and joint driveways, where available and economically feasible;

Encouraging closure of existing excessive, duplicative, unsafe curb cuts or narrowing of overly wide curb cuts at the development site;

Encouraging safe and convenient on-site pedestrian circulation such as sidewalks and crosswalks connecting buildings and parking areas at the development site;



Encouraging intersection and/or signalization modifications to improve roadway operation and safety;

Encouraging the addition of dedicated turn lanes into and out of development;

Encouraging the construction of public sidewalks along all street frontages, where they do not currently exist;

Encouraging the widening of existing public sidewalks to increase pedestrian mobility and safety;

Encouraging the deeding of land for the addition and construction of bicycle lanes;

Encouraging the provision of shading through awnings or canopies over public sidewalk areas to promote pedestrian traffic and provide protection from inclement weather to encourage walking;

Encouraging the construction of new road facilities which provide alternate routes to reduce congestion; or

Encouraging the addition of lanes on existing road facilities, especially where it can be demonstrated that the road will lessen impacts to the Regional Road Network.

Develop Multimodal Transportation Systems by

Encouraging development at densities within urban areas which support public transit;

Providing one or more park-and-ride lots to encourage carpooling and ridesharing, and the use of public transit among inter-city commuters;

Providing a system of sidewalks and/or bike paths connecting residential areas to schools, shopping, and recreation facilities;

Establishing an interlocal agreement with an existing public mass transit system provider to provide regular daily inter-city transit service for inter-city commuters; or

Establishing a local public mass transit system.



C. Regional Goals and Policies

1. Regional Road Network

REGIONAL GOAL 5.1. Mitigate the impacts of development to the Regional Road Network as well as adverse extrajurisdictional impacts while encouraging development within urban areas.

Regional Indicators

1. In 2009, 33.9 miles, or 2.7 percent, of the north central Florida Regional Road Network did not meet the minimum operating level of service standard contained in local government comprehensive plans.
2. In 2009, 23.4 miles, or 5.4 percent, of Strategic Intermodal System roadways within north central Florida did not meet the minimum operating level of service standard established by the Florida Department of Transportation.
3. In 2009, 10.5 miles, or 1.3 percent, of State Highway System roads which were not part of the Strategic Intermodal System within north central Florida did not meet the minimum operating level of service standard established by the Florida Department of Transportation.
4. In 2009, 9 of the 44 local governments in the region had within their jurisdiction have at least 10 percent or more of the Regional Road Network located within their jurisdictions operating below the minimum level of service standard contained in local government comprehensive plans.
5. In 2009, 17 of the 44 local governments in the region are projected to have at least 10 percent or more of the Regional Road Network located within their jurisdictions operating below the minimum level of service standard contained in local government comprehensive plans by the year 2025.

a. Local Government Comprehensive Plans

Table 5.17 below summarizes Regional Policies 5.1.1 through 5.1.4.



TABLE 5.17

**SUMMARY OF REGIONAL PLAN POLICIES 5.1.1 THROUGH 5.1.4
LOCAL GOVERNMENT COMPREHENSIVE PLANS**

Area	Local Government Comprehensive Plans Containing Transportation Planning Best Practices	Regional Plan Determination of Impacts
Municipalities, Urban Service Areas, Urban Development Areas	Yes	Adequately Mitigated
Municipalities, Urban Service Areas, Urban Development Areas	No	Florida Department of Transportation Level of Service E
Rural Areas	Yes	Florida Department of Transportation Level of Service E
Rural Areas	No	Florida Department of Transportation Level of Service D

Source: North Central Florida Regional Planning Council, 2011.

Policy 5.1.1. Within municipalities, urban service areas, or urban development areas where local government comprehensive plans include goals and policies which implement Transportation Planning Best Practices, adverse impacts to the Regional Road Network are adequately. Such local government comprehensive plans and plan amendments within municipalities, urban service areas, or urban development areas shall not be subject to a regional planning council determination of Regional Road Network or extrajurisdictional impacts.

Policy 5.1.2. Within municipalities, urban service areas, and urban development areas where local government comprehensive plans do not include goals and policies implementing Transportation Planning Best Practices, local government comprehensive plans and plan amendments shall be subject to a regional planning council determination of Regional Road Network and extrajurisdictional impacts based on the minimum level of service standard of E as determined by the Florida Department of Transportation Quality/Level of Service Handbook.

Policy 5.1.3. Outside municipalities, urban service areas, and urban development areas where local government comprehensive plans include goals and policies implementing Transportation Planning Best Practices, local government comprehensive plans and plan amendments shall be subject to a regional planning council determination of Regional Road Network and extrajurisdictional impacts based on the minimum level of service standard of E as determined by the Florida Department of Transportation Quality/Level of Service Handbook.

Policy 5.1.4. Outside municipalities, urban service areas, and urban development areas where local government comprehensive plans do not include goals and policies implementing Transportation Planning Best Practices, local government comprehensive plans and plan amendments shall be subject to a regional planning council determination of Regional Road Network and extrajurisdictional impacts based on the minimum level of service standard of D as determined by the Florida Department of Transportation Quality/Level of Service Handbook.

Adopted May 23, 1996, Amended August 28, 1997, February 27, 2003 and October 27, 2011



b. Developments of Regional Impact

Table 5.18 below summarizes Regional Policies 5.1.5 and 5.1.6.

**TABLE 5.18
SUMMARY OF REGIONAL PLAN POLICIES 5.1.5 THROUGH 5.1.6
DEVELOPMENTS OF REGIONAL IMPACT**

Area	Local Government Comprehensive Plans Containing Transportation Planning Best Practices	Regional Plan Determination of Impacts
Municipalities, Urban Service Areas, Urban Development Areas	Yes	Local Comprehensive Plan Level of Service Standard
Municipalities, Urban Service Areas, Urban Development Areas	No	Local Comprehensive Plan Level of Service Standard
Rural Areas	Yes	Local Comprehensive Plan Level of Service Standard
Rural Areas	No	Local Comprehensive Plan Level of Service Standard

Source: North Central Florida Regional Planning Council, 2011.

Policy 5.1.5. The significant and adverse transportation impacts to the Regional Road Network created by a Development of Regional Impact shall be considered adequately mitigated where the local government development order contains conditions which either maintain the minimum level of service standard established in local government comprehensive plans for all significantly and adversely impacted portions of the Regional Road Network consistent with Section 380.06, Florida Statutes, or where the local government development order mitigates impacts to the Regional Road Network through the use of proportionate share consistent with Section 163.3184, Florida Statutes, and Rule 9J-2.045, Florida Administrative Code.

Policy 5.1.6. For purposes of Policy 5.1.5, the minimum level of service standard for the Regional Road Network shall be as established in local government comprehensive plans.

Policy 5.1.7. All proportionate share funds generated by anticipated significant and adverse impacts to the Regional Road Network as a result of Developments of Regional Impact shall be used to make transportation modifications identified in the local government development order which benefit the Regional Road Network.

2. Coordination and Assistance

REGIONAL GOAL 5.2. Coordinate with and assist state agencies, transportation planning organizations and local governments to implement an energy-efficient, interagency coordinated transportation system.

Adopted May 23, 1996, Amended August 28, 1997, February 27, 2003 and October 27, 2011

**FLORIDA REGIONAL COUNCILS ASSOCIATION
LOCAL GOVERNMENT COMPREHENSIVE PLAN AMENDMENT REVIEW FORM 01**

Regional Planning Council: North Central FL
Review Date: 4/23/15
Amendment Type: Draft Amendment

Regional Planning Council Item No.: 41
Local Government: Suwannee County
Local Government Item No: CPA 15-01
State Land Planning Agency Item No: 15-1ESR

Date Mailed to Local Government and State Land Planning Agency: 4/24/14 (estimated)

Pursuant to Section 163.3184, Florida Statutes, Council review of local government comprehensive plan amendments is limited to adverse effects on regional resources and facilities identified in the strategic regional policy plan and extrajurisdictional impacts that would be inconsistent with the comprehensive plan of any affected local government within the region. A written report containing an evaluation of these impacts, pursuant to Section 163.3184, Florida Statutes, is to be provided to the local government and the state land planning agency within 30 calendar days of receipt of the amendment.

DESCRIPTION OF AMENDMENT

County item CPA 14-01 adds a new Rural Activity Center category to the County Future Land Use Element. The item also adds the following text to the Future Land Use Element Policy I.2.2. of the County Comprehensive Plan:

Rural Activity Center Designation

This land use designation is intended to encourage and allow for mixed use nodes of commercial uses, and agricultural-related commercial uses to meet the daily needs of residents in the Rural Area in order to reduce trips to the Urban Areas of the county for daily needs and services. Each individual RAC should not exceed 10 acres in size. In order to minimize development impacts to the surrounding Rural Area, to the greatest extent possible, properties within the boundaries of a RAC should be designed to provide shared access, obtain access from the lesser road class, and minimize impacts to the operations of the intersection, and compatibility concerns for the surrounding properties. The maximum Floor Area Ratio is 0.25. This land use designation is allowed in the Rural Area as designated in the County's Comprehensive Plan. Expansion of existing RACs shall only be allowed on properties that are contiguous to the existing boundaries. New RACs should not be established closer than five (5) miles from the nearest boundary of an existing RAC.

1. ADVERSE EFFECTS TO SIGNIFICANT REGIONAL RESOURCES AND FACILITIES IDENTIFIED IN THE STRATEGIC REGIONAL POLICY PLAN

The amendment itself does not create any new or additional Rural Activity Centers. Therefore, although the County contains several roads which are identified as part of the Regional Road Network in the North Central Florida Strategic Regional Policy Plan, significant adverse impacts are not anticipated to the Regional Road Network as a result of the item. Similarly, although the County contains several Natural Resources of Regional Significance as identified and mapped in the regional plan, significant adverse impacts to Natural Resources of Regional Significance are not anticipated as a result of the amendment.

2. EXTRAJURISDICTIONAL IMPACTS INCONSISTENT WITH THE COMPREHENSIVE PLANS OF LOCAL GOVERNMENTS WITHIN THE REGION

Adverse extrajurisdictional impacts are not anticipated to occur to adjacent local governments as a result of the amendment.

Request a copy of the adopted version of the amendment?

Yes No

Not Applicable

It is recommended that these findings be forwarded to the County and the Florida Department of Economic Opportunity.

**FLORIDA REGIONAL COUNCILS ASSOCIATION
LOCAL GOVERNMENT COMPREHENSIVE PLAN AMENDMENT REVIEW FORM 01**

Regional Planning Council: North Central Fl
Review Date: 4/23/15
Amendment Type: Draft Amendment

Regional Planning Council Item No.: 42
Local Government: City of Archer
Local Government Item No.: CPA 15-01
State Land Planning Agency Item No.: 15-1ESR

Date Mailed to Local Government and State Land Planning Agency: 4/24/15 (estimated)

Pursuant to Section 163.3184, Florida Statutes, Council review of local government comprehensive plan amendments is limited to adverse effects on regional resources and facilities identified in the strategic regional policy plan and extrajurisdictional impacts that would be inconsistent with the comprehensive plan of any affected local government within the region. A written report containing an evaluation of these impacts, pursuant to Section 163.3184, Florida Statutes, is to be provided to the local government and the state land planning agency within 30 calendar days of receipt of the amendment.

DESCRIPTION OF AMENDMENT

The City is amending the text and the Future Land Use Plan Map of the City Comprehensive Plan based on an evaluation completed by the City to reflect changes in state requirements pursuant to Section 163.3191, Florida Statutes. More specifically, the amends the text of the Land Use Element; the Transportation Element; the Housing Element; the Sanitary Sewer, Solid Waste, Drainage, Potable Water and Natural Groundwater Aquifer Recharge Element; the Conservation Element; the Recreation and Open Space Element; the Intergovernmental Coordination Element; the Capital Improvements Element; the Public School Facilities Element; and the Future Land Use Plan Map Series of the City Comprehensive Plan (see attached excerpts).

1. ADVERSE EFFECTS TO SIGNIFICANT REGIONAL RESOURCES AND FACILITIES IDENTIFIED IN THE STRATEGIC REGIONAL POLICY PLAN

The City is bisected by the following roads which are identified and mapped in the North Central Florida Strategic Regional Policy Plan as part of the Regional Road Network: U.S. Highway 27/41 and State Road 24. Nevertheless, significant adverse impacts are not anticipated to occur to the regional road network as a result of the amendment since it retains Minimum Level of Service Standards for these regional facilities. Additionally, the amendment does not result in any change in intensity or density of use. Finally, the amendment adds policies to the City Transportation Element which implement Transportation Planning Best Practices contained in the regional plan (see attached).

The City is located within an Area of High Recharge Potential to the Floridan Aquifer, a Natural Resource of Regional Significance as identified and mapped in the regional plan. However, significant adverse impacts are not anticipated to the natural resource as the amendment does not result in any change in intensity or density of use. Finally, the amendment includes a new objective and associated policies to protect Natural Resources of Regional Significance in a manner consistent with the goals and policies of the regional plan. The amendment also includes maps of Natural Resources of Regional Significance which are consistent with the mapped Natural Resources of Regional Significance contained in the regional plan (see attached).

2. EXTRAJURISDICTIONAL IMPACTS INCONSISTENT WITH THE COMPREHENSIVE PLANS OF LOCAL GOVERNMENTS WITHIN THE REGION

The City Comprehensive Plan, as amended, is not anticipated to create significant adverse impacts to adjoining local governments.

Request a copy of the adopted version of the amendment?

Yes No
Not Applicable

It is recommended that these findings be forwarded to the City and the Florida Department of Economic Opportunity.

**EXCERPTS FROM THE
CITY COMPREHENSIVE PLAN AMENDMENT**

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II
TRAFFIC CIRCULATION-TRANSPORTATION ELEMENT

INTRODUCTION

A traffic circulation system which provides for the safe and efficient movement of people and goods is needed to support existing and future development. The purpose of this plan element is to identify the types, locations and extent of existing and proposed major thoroughfares and transportation routes in the City and establish a framework for making policy decisions in planning for future transportation needs. The data collected for this plan element and analysis of this data, contained in the Data and Analysis document, are not part of this plan element, but serve to provide a foundation and basis for this portion of the Comprehensive Plan.

The ~~Traffic Circulation-Transportation~~ Element is closely related to the Future Land Use Element. This is due to the inherent two-way relationship between land use and transportation. Land use patterns directly affect the demand for transportation facilities, with more intensive land uses generating more traffic and requiring greater degrees of accessibility. Conversely, the transportation network affects land use in that access provided by transportation facilities (existing or proposed) influences the use of land located adjacent to these facilities.

In addition to the Future Land Use Element, the ~~Traffic Circulation-Transportation~~ Element is coordinated and consistent with the remaining plan elements as required by the Local Government Comprehensive Planning. Further, the City's traffic circulation system does not stop at political boundaries. Therefore, coordination between other local governments is a necessary prerequisite to a functional traffic circulation system. The goal, objectives and policies of the Intergovernmental Coordination Element establish guidelines to be followed which provide for coordination between various governmental entities.

The following goal, objectives and policies of this plan element are intended to serve as the plan for traffic circulation needs. The objectives and policies herein provide a basis for addressing transportation needs within the City.

TRAFFIC CIRCULATION-TRANSPORTATION GOAL OBJECTIVES AND POLICIES

GOAL II - PROVIDE FOR A ~~TRAFFIC CIRCULATION-TRANSPORTATION~~ SYSTEM WHICH SERVES EXISTING AND FUTURE LAND USES

OBJECTIVE II.1 The City shall establish a safe, convenient and efficient level of service standard which shall be maintained for all motorized and non-motorized transportation systems.

Policy II.1.1 Establish Level of Service Standard at peak hour as defined within the Florida Department of Transportation ~~2012~~ **2013** Quality/ Level of Service Handbook for the following roadway segments within the City:

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ROADWAY SEGMENT NUMBER	ROADWAY SEGMENT DESCRIPTION	NUMBER OF LANES	FUNCTIONAL CLASSIFICATION	AREA TYPE	LEVEL OF SERVICE
1	U.S. 41/S.R. 45 (from north city limits to south city limits)	2U	Principal Arterial	Rural <u>Community</u>	C
2	S.R. 24 (from east city limits to west city limits)	2U	Minor Arterial	Rural <u>Community</u>	D
3	C.R. 241 (from C.R. 346 to south city limits)	2U	Collector	Rural	C
4	C.R. 346 (from U.S. 41/S.R. 45 to east city limits)	2U	Collector	Rural	C
5	C.R. 241 (from U.S. 41 to north city limits)	2U	Collector	Rural	C

U - Undivided Roadway

- Policy II.1.2 The City shall include provisions to control the number and frequency of connections and access points of driveways and roads to arterial and collector roads.
- Policy II.1.3 The City shall require the provision of safe and convenient off street parking and loading standards, which includes the provision for non-motorized vehicle parking.
- Policy II.1.4 The City shall include requirements for additional right-of-way width for bicycle and pedestrian ways to be provided for all proposed collector and arterial roadways, as integrated or parallel transportation facilities.
- Policy II.1.5 The City shall negotiate with the state to extend the rails to trails program from Gainesville to Archer.
- Policy II.1.6 The City should plan for the development of biking and jogging paths through the Archer as part of a "linear park."

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- Policy II.1.7 The City shall encourage safe and convenient on-site pedestrian circulation such as sidewalks and crosswalks connecting buildings and parking areas at the development site.
- Policy II.1.8 The City shall encourage sidewalk connections from the development to existing and planned public sidewalk along the development frontage.
- OBJECTIVE II.2 The City shall, require that all traffic circulation improvements be consistent with and complement the future land uses on the future land use plan map.
- Policy II.2.1 The City shall, as part of the capital improvement scheduling of roadway improvements, review all proposed roadway improvements to determine if such improvement will further the direction of the ~~the~~ **Future Land Use Plan Element**. Where the roadway is operated and maintained by another jurisdictional authority, the City shall notify such jurisdiction, in writing, if any identified roadway improvement plans are not consistent with the provisions of the future land use plan element.
- Policy II.2.2 The City shall negotiate with the Florida Department of Transportation to four-lane State Road 24 through the City to the west city-limits.
- OBJECTIVE II.3 The City shall coordinate its traffic circulation planning efforts with the Florida Department of Transportation for consistency with the Department's 5-, 10- and 20-year Transportation Plans.
- Policy II.3.1 The City shall, during the capital improvements planning process for roadway improvements, review the proposed roadway improvements which will be completed as part of the implementation of the Florida Department of Transportation 5 - Year Transportation Plan so that such capital project planning is complementary and consistent with the state roadway improvement planning.
- OBJECTIVE II.4 The City shall control the number and frequency of connections and access points of driveways and roadways to arterial and collector roads.
- Policy II.4.1 The City shall be consistent with the regulations of the Florida Department of Transportation pertaining to Access Management. The City has established that access points or curb breaks shall be regulated as follows:
1. 1 curb break permitted for a single property;
 2. 2 curb breaks with a minimum distance of 75 feet;
 3. 3 curb breaks with a minimum distance of 150 feet; and
 4. More than 3 curb breaks with a minimum distance of 300 feet.
- Policy II.4.2 The Supplementary District Regulations found within the City's land development ~~regulations~~ **code** shall require all structures along all new or

Words **bolded and underlined** have been added.
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- realigned arterial roadways to provide adequate setbacks for the future need of additional right-of-way.
- Policy II.4.3 Properties under the same ownership or those consolidated for development shall be treated as one property for the purposes of access management and shall not receive the maximum potential number of access points for that frontage indicated under minimum access spacing standards.
- Policy II.4.4 Large commercial developments shall be required to provide and/or extend nearby local and collector streets and provide street connections with surrounding residential areas so residents may access the development without traveling on arterial streets.
- Policy II.4.5 Shopping centers shall be required to provide a unified access and circulation plan and require any out parcels to obtain access from the unified access and circulation system.
- Policy II.4.6 Existing lots unable to meet the access spacing standards for arterials shall obtain access from platted side streets, parallel streets, service roads, joint and cross-access or the provision of easements;
- Policy II.4.7 Adequate corner clearance shall be maintained at crossroad intersections with arterials.
- Policy II.4.8 The City shall encourage cross-access connections easements and joint driveways, where available and economically feasible.
- Policy II.4.9 The City shall encourage closure of existing excessive, duplicative, unsafe curb cuts or narrowing of overly wide curb cuts at the development site.
- OBJECTIVE II.5 The City will attempt to ensure that transportation plans made by other units of government do not have a detrimental effect on city residents.
- Policy II.5.1 The City shall require developers, who put in anything more intensive than one dwelling per four acres and with more than two units, be required to pave the roads into and through the development.
- Policy II.5.2** **In accordance with Section 163.3180(5)(h)1.c. and 163.3180(5)(h)2., Florida Statutes, the City shall provide a means by which the landowner will be assessed a proportionate share of the cost of providing the transportation facilities necessary to serve the proposed development. However, the landowner shall not be held responsible for contributing to deficient transportation facilities.**

V

CONSERVATION ELEMENT

Words **bolded and underlined** have been added.
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REGIONALLY SIGNIFICANT RESOURCES

OBJECTIVE V.9 The City, in order to protect significant natural resources in a manner which is in conformance with and furthers the North Central Florida Strategic Regional Policy Plan, as amended October 27, 2011, hereby adopts the following maps as they apply to the City as part of the Future Land Use Map Series of this Comprehensive Plan;

1. Regionally Significant Natural Resources - Ground Water Resources, dated October 27, 2011;
2. Regionally Significant Natural Resources - Natural Systems, dated October 27, 2011;
3. Regionally Significant Natural Resources - Planning and Resource Management Areas, dated October 27, 2011;
4. Regionally Significant Natural Resources - Planning and Resource Management Areas (Surface Water Improvement Management Water Bodies), dated October 27, 2011; and
5. Regionally Significant Natural Areas - Surface Water Resources, dated October 27, 2011.

The following policies provide direction for the use of these maps in applying the referenced policies of this Comprehensive Plan.

Policy V.9.1 The map entitled Regionally Significant Natural Resources - Ground Water Resources, dated October 27, 2011, included within the Future Land Use Map Series, identifies groundwater resources for the application of the provisions of the high groundwater aquifer protection policy of the Sanitary Sewer, Solid Waste, Drainage, Potable Water and Natural Groundwater Aquifer Recharge Element of this Comprehensive Plan.

Policy V.9.2 The map entitled Regionally Significant Natural Resources - Natural Systems, dated October 27, 2011, included within the Future Land Use Map Series, identifies listed species for the application of the provisions the critical wildlife habitat policy of this element.

Policy V.9.3 The maps entitled Regionally Significant Natural Resources - Planning and Resource Management Areas, dated October 27, 2011, included within the Future Land Use Map Series, identifies state owned regionally significant lands for application of the provisions of the conservation land use policy of the Future Land Use Element of this Comprehensive Plan.

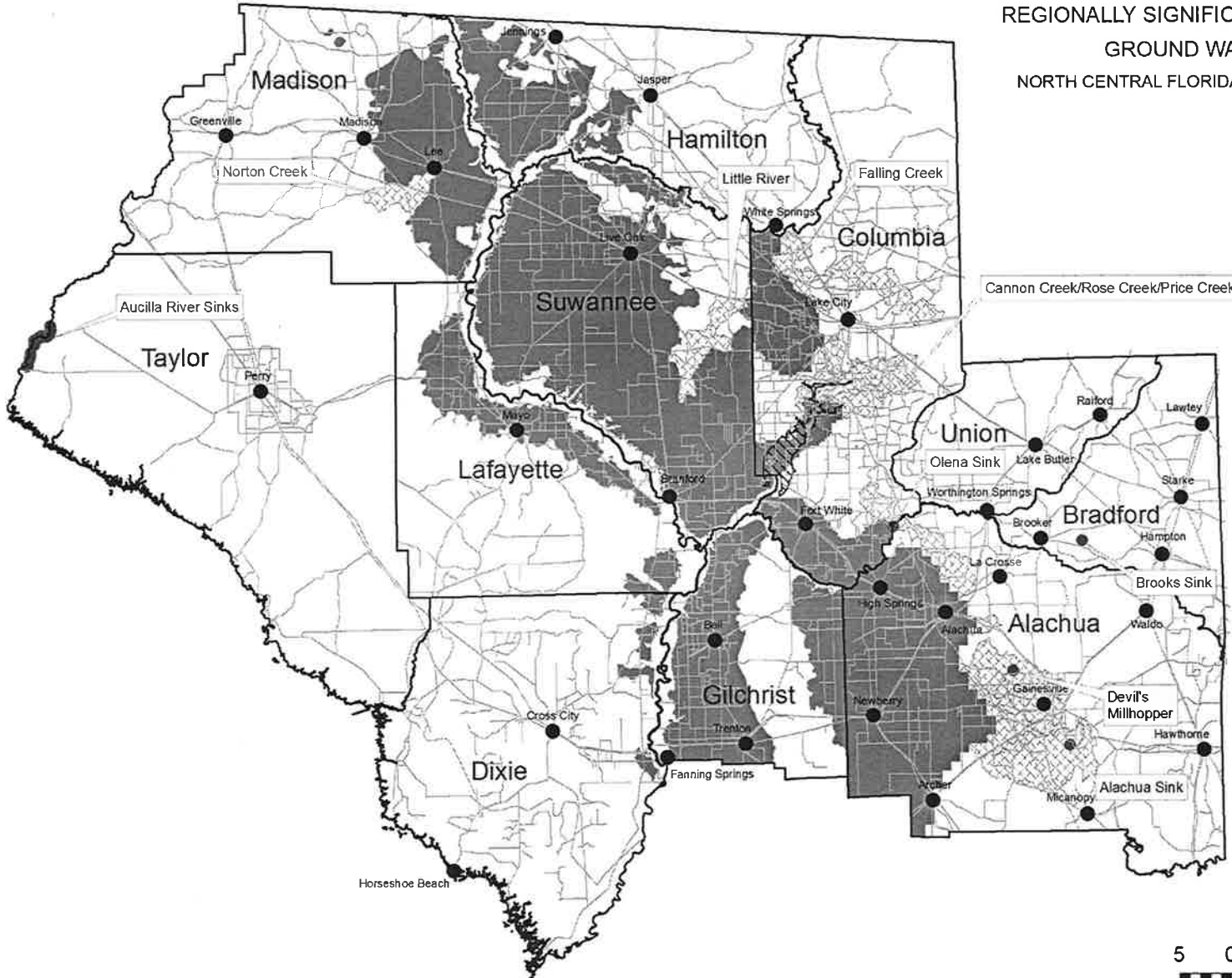
Policy V.9.4 The maps entitled Regionally Significant Natural Resources - Planning and Resource Management Areas (Surface Water Improvement Management Water Bodies), dated October 27, 2011, included within the Future Land Use Map Series, identifies surface water management improvement water bodies for the application of the provisions of the surface water runoff policy of this element.

Words **bolded and underlined** have been added.
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Policy V.9.5

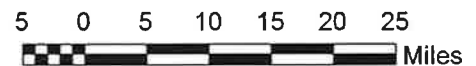
The map entitled Regionally Significant Natural Areas - Surface Water Resources, dated October 27, 2011, included within the Future Land Use Map Series, identifies surface water resources for the application of the provisions of the surface water and riverbank protection policies of this element.

REGIONALLY SIGNIFICANT NATURAL RESOURCES
GROUND WATER RESOURCES
NORTH CENTRAL FLORIDA REGIONAL PLANNING DISTRICT



- County Boundaries
- Sinks
- Ichetucknee Trace
- Stream-to-Sink Watershed
- Areas Of High Recharge Potential To The Florida Aquifer

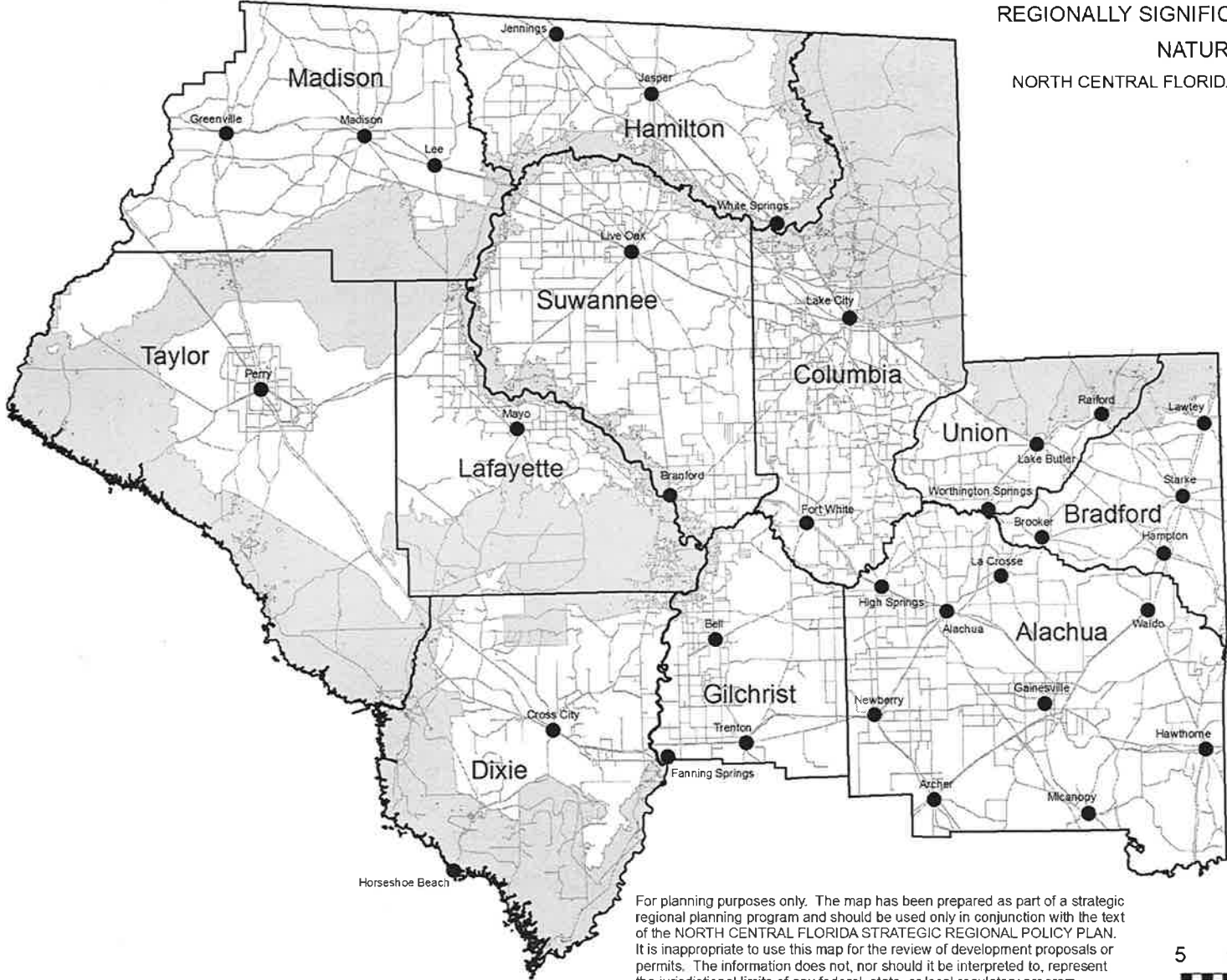
SOURCE:
Sinks - U.S. Geological Survey topographic maps, 1981.
Ichetucknee Trace - Columbia County Comprehensive Plan, 1999.
Stream-to-Sink Watersheds - Alachua county, 2009 & Suwannee River Water Management District, 2001.
Areas of High Recharge Potential to the Florida Aquifer - Alachua County, 2009, Columbia County, 2009 & Suwannee River Water Management District, 2001.



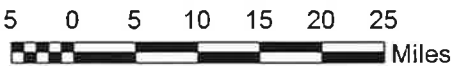
North Central Florida
Regional Planning Council

October 27, 2011

REGIONALLY SIGNIFICANT NATURAL RESOURCES
 NATURAL SYSTEMS
 NORTH CENTRAL FLORIDA REGIONAL PLANNING DISTRICT



For planning purposes only. The map has been prepared as part of a strategic regional planning program and should be used only in conjunction with the text of the NORTH CENTRAL FLORIDA STRATEGIC REGIONAL POLICY PLAN. It is inappropriate to use this map for the review of development proposals or permits. The information does not, nor should it be interpreted to, represent the jurisdictional limits of any federal, state, or local regulatory program. The delineation of resources on this map is not intended to establish the future geographical scope of such programs.



North Central Florida Regional Planning Council

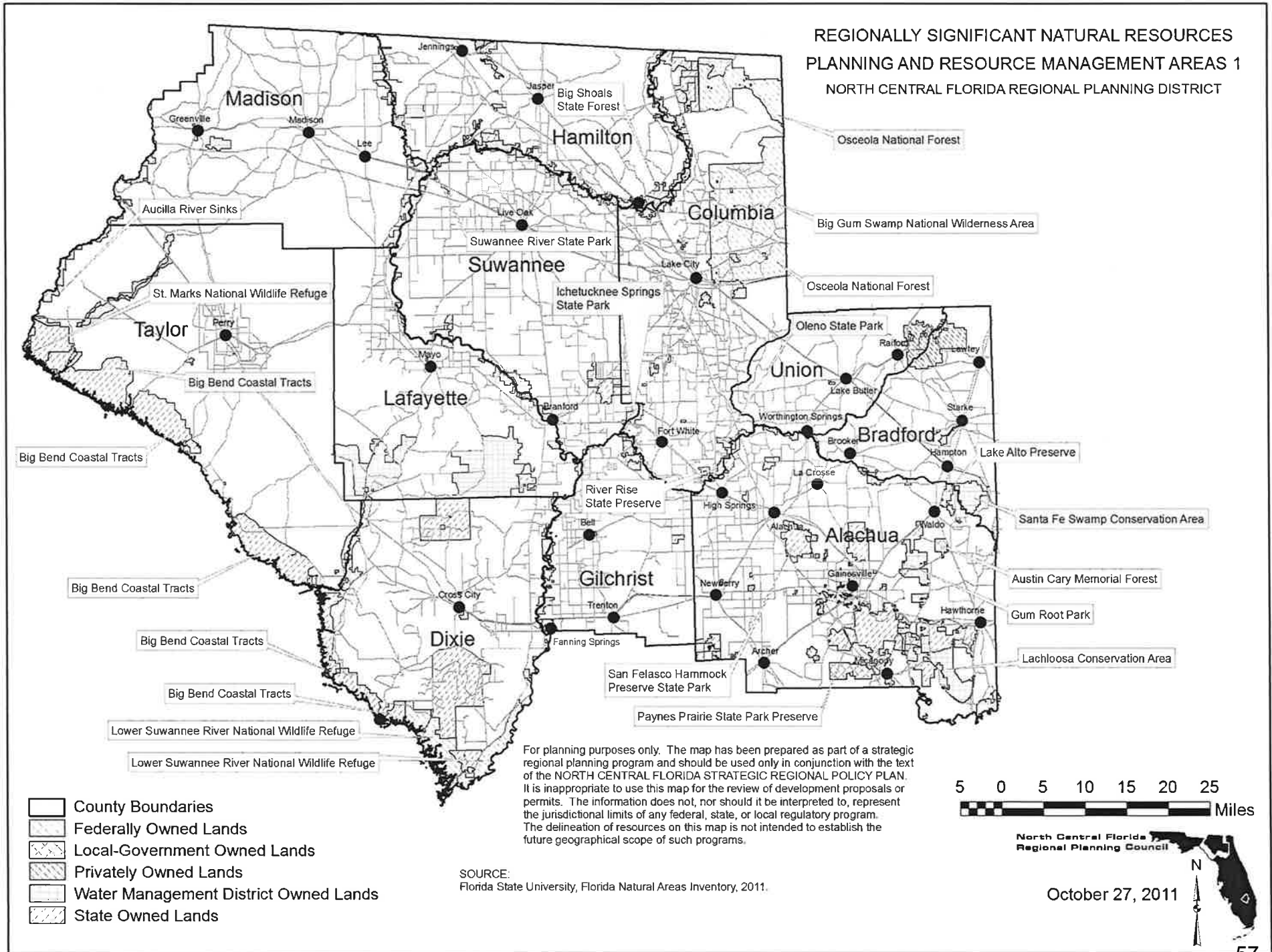


October 27, 2011

County Boundaries
 Regional Ecological Greenway

SOURCE:
 The Office of Greenways and Trails, Florida Department of Environmental Protection - December, 2008.

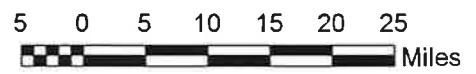
REGIONALLY SIGNIFICANT NATURAL RESOURCES
 PLANNING AND RESOURCE MANAGEMENT AREAS 1
 NORTH CENTRAL FLORIDA REGIONAL PLANNING DISTRICT



- County Boundaries
- Federally Owned Lands
- Local-Government Owned Lands
- Privately Owned Lands
- Water Management District Owned Lands
- State Owned Lands

For planning purposes only. The map has been prepared as part of a strategic regional planning program and should be used only in conjunction with the text of the NORTH CENTRAL FLORIDA STRATEGIC REGIONAL POLICY PLAN. It is inappropriate to use this map for the review of development proposals or permits. The information does not, nor should it be interpreted to, represent the jurisdictional limits of any federal, state, or local regulatory program. The delineation of resources on this map is not intended to establish the future geographical scope of such programs.

SOURCE:
 Florida State University, Florida Natural Areas Inventory, 2011.

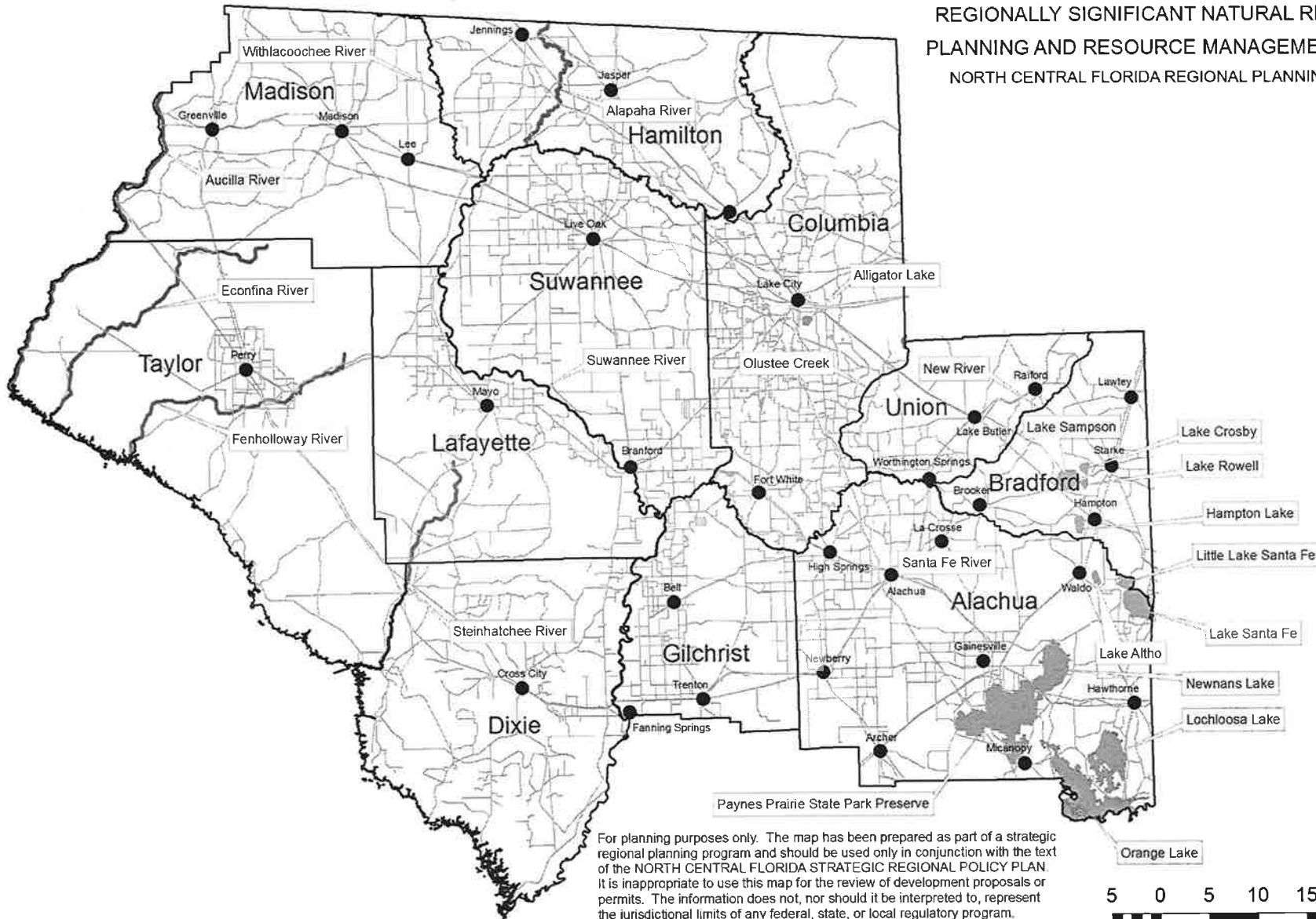


North Central Florida
 Regional Planning Council

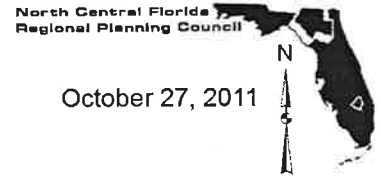
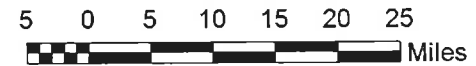
October 27, 2011



REGIONALLY SIGNIFICANT NATURAL RESOURCES
 PLANNING AND RESOURCE MANAGEMENT AREAS 2
 NORTH CENTRAL FLORIDA REGIONAL PLANNING DISTRICT



For planning purposes only. The map has been prepared as part of a strategic regional planning program and should be used only in conjunction with the text of the NORTH CENTRAL FLORIDA STRATEGIC REGIONAL POLICY PLAN. It is inappropriate to use this map for the review of development proposals or permits. The information does not, nor should it be interpreted to, represent the jurisdictional limits of any federal, state, or local regulatory program. The delineation of resources on this map is not intended to establish the future geographical scope of such programs.

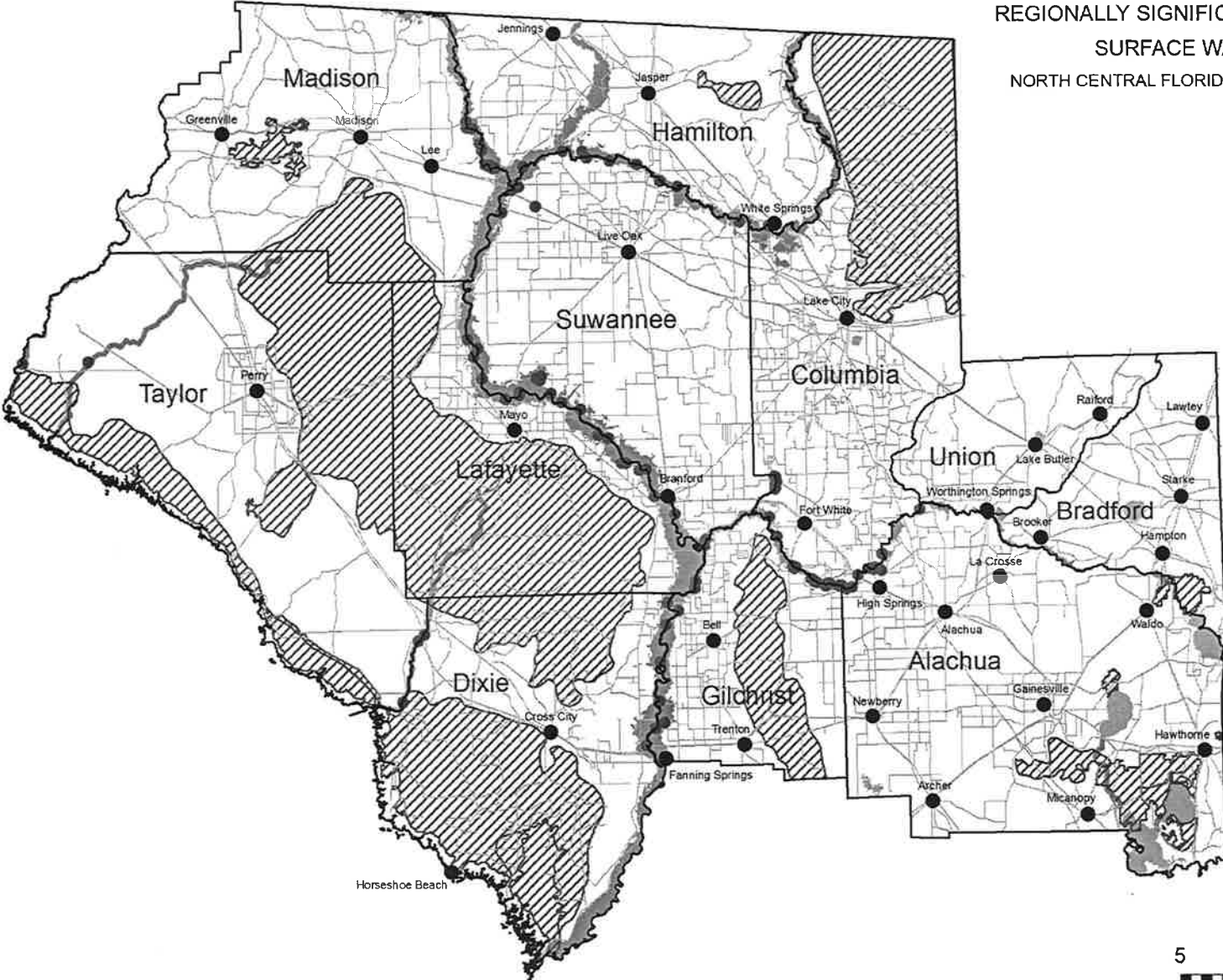


October 27, 2011

SOURCE:
 SWMM Waterbodies - Suwannee River Water Management Districts, 2001 and St. Johns River Water Management Districts, 2011.
 United States Department of the Interior and Environmental Protection Agency, National Hydrography Dataset, 2007.
 Florida State University, Florida Natural Areas Inventory, 2011.

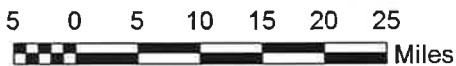
County Boundaries

REGIONALLY SIGNIFICANT NATURAL RESOURCES
 SURFACE WATER RESOURCES
 NORTH CENTRAL FLORIDA REGIONAL PLANNING DISTRICT



- County Boundaries
- Fresh Water Wetlands
- Lakes
- River Corridors
- Springs

SOURCE:
 Fresh Water Wetlands - U.S. Fish and Wildlife Service National Wetlands Reconnaissance Survey, 1992.
 Lakes - Florida Department of Transportation, COUNTY GENERAL HIGHWAY MAP SERIES, 1989.
 River Corridors - Suwannee River Water Management District, 2001.
 Springs - State of Florida, Bureau of Geology, SPRINGS OF FLORIDA, 1977, and Suwannee River Water Management District, 1998.



North Central Florida
 Regional Planning Council

October 27, 2011

COMMITTEE-LEVEL ITEMS



Serving
Alachua • Bradford
Columbia • Dixie • Gilchrist
Hamilton • Lafayette • Madison
Suwannee • Taylor • Union Counties

2009 NW 67th Place, Gainesville, FL 32653 -1603 • 352.955.2200

March 27, 2015

Ms. Doreen Joyner-Howard, District Modal Development Manager
Florida Department of Transportation - District 2
2198 Edison Avenue, MS 2806
Jacksonville, FL 32204

RE: Regional Review of Clearinghouse Committee Item #24 -
A & A Transport - Section 5311 Operating Assistance Grant Application -
Union County, Florida

Dear Doreen:

The following comment is submitted on the above-referenced item in accordance with Presidential Executive Order 12372, Gubernatorial Executive Order 95-359 and Council procedures.

The above-referenced item is consistent with the North Central Florida Strategic Regional Policy Plan. Additionally, the item is coordinated with the Union County Transportation Disadvantaged Plan.

This letter affirms that the North Central Florida Regional Planning Council has no objection to the above-referenced item. If you have any questions concerning this item, please do not hesitate to contact Steven Dopp, Senior Planner of the Planning Council's Regional and Local Government Programs staff, at 352.955.2200 ext. 109.

Sincerely,

Scott R. Koons, AICP
Executive Director

v:\chouse\letters\fdot\howard.ltr150327.24.docx

Application for Federal Assistance SF-424		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>
* 3. Date Received: <input type="text"/>	4. Applicant Identifier: <input type="text"/>	
5a. Federal Entity Identifier: <input type="text"/>	5b. Federal Award Identifier: <input type="text"/>	
State Use Only:		
6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text"/>	
8. APPLICANT INFORMATION:		
* a. Legal Name: <input type="text" value="A & A Transport, Inc."/>		
* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text" value="59-2342930"/>	* c. Organizational DUNS: <input type="text" value="051432099"/>	
d. Address:		
* Street1: <input type="text" value="255 S.W. 9th Avenue"/>	Street2: <input type="text"/>	
* City: <input type="text" value="Lake Butler"/>	County/Parish: <input type="text" value="Union"/>	
* State: <input type="text" value="Florida"/>	Province: <input type="text"/>	
* Country: <input type="text" value="USA: UNITED STATES"/>	* Zip / Postal Code: <input type="text" value="32054-1414"/>	
e. Organizational Unit:		
Department Name: <input type="text"/>	Division Name: <input type="text" value="Transportation"/>	
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix: <input type="text" value="Mr."/>	* First Name: <input type="text" value="Curtis"/>	
Middle Name: <input type="text" value="Eugene"/>	* Last Name: <input type="text" value="Allen"/>	
Suffix: <input type="text"/>	Title: <input type="text" value="President"/>	
Organizational Affiliation: <input type="text"/>		
* Telephone Number: <input type="text" value="(386) 496-2056"/>	Fax Number: <input type="text" value="(386) 496-2961"/>	
* Email: <input type="text" value="ceallen1954@yahoo.com"/>		

Application for Federal Assistance SF-424

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

N. Non-profit corporation

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

* 10. Name of Federal Agency:

Federal Transit Administration

11. Catalog of Federal Domestic Assistance Number:

20-509

CFDA Title:

U.S.C. Section 5311 FORMULA GRANTS FOR RURAL AREAS

* 12. Funding Opportunity Number:

* Title:

13. Competition Identification Number:

Title:

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

Union, Alachua, Bradford, Columbia

* 15. Descriptive Title of Applicant's Project:

Use Section 5311 Federal Grant Funds to assist in paying operating expenses

Attach supporting documents as specified in agency instructions.

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

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

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="\$180,500"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text" value="\$180,500"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="\$361,000"/>

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

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

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

Yes No

If "Yes", provide explanation and attach

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

** I AGREE

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

Authorized Representative:

Prefix: * First Name:
Middle Name:
* Last Name:
Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative:

* Date Signed:

PART B

APPLIES TO ALL APPLICANTS FOR OPERATING ASSISTANCE

**FORM B-1
TRANSPORTATION-RELATED OPERATING and ADMINISTRATIVE
EXPENSES**

Name of Applicant:

A & A Transport, Inc.

State Fiscal period requesting funding for, from July 1, 2015 to June 30, 2016

EXPENSE CATEGORY	TOTAL EXPENSE	FTA ELIGIBLE EXPENSE
Labor (501)	\$130,000	\$ 130,000
Fringe and Benefits (502)	14,000	14,000
Services (503)	30,000	30,000
Materials and Supplies (504)	48,000	48,000
Vehicle Maintenance (504.01)	15,000	15,000
Utilities (505)	35,000	35,000
Insurance (506)	63,000	63,000
Licenses and Taxes (507)	10,000	10,000
Purchased Transit Service (508)	0	0
Miscellaneous (509)	40,000	40,000
Leases and Rentals (512)	708	708
Depreciation (513)	20,000	
TOTAL	\$405,708	\$ 385,708 (a)

SECTION 5311 GRANT REQUEST

Total FTA Eligible Expenses (from Form B-1, above) \$ 385,429 (a)

Rural Passenger Fares (from Form B-2) \$ 2,500 (b)

Operating Deficit \$ 383,208 (c)
[FTA Eligible Expenses (a) minus Rural Passenger Fares (b)]

Section 5311 Request \$ 191,604 (d)
(No more than 50% of Operating Deficit)

Grant Total All Revenues (from Form B-2) \$ 361,000 *(e)

Note: If Grand Total Revenues (e) exceeds FTA Eligible Expenses (a), reduce the Section 5311 Request (d) by that amount.

PART B

APPLIES TO ALL APPLICANTS FOR OPERATING ASSISTANCE

FORM B-2

TRANSPORTATION-RELATED OPERATING and ADMINISTRATIVE REVENUES

Name of Applicant: A & A Transport, Inc.

State Fiscal period requesting funding for, from July 1, 2015 **to** June 30, 2016

OPERATING REVENUE CATEGORY	TOTAL REVENUE	REVENUE USED AS FTA MATCH
Passenger Fares for Transit Service (401)	Total= \$ Rural =\$ 2,500 (b)	
Special Transit Fares (402)	250,000	250,000
School Bus Service Revenues (403)		
Freight Tariffs (404)		
Charter Service Revenues (405)		
Auxiliary Transportation Revenues (406)		
Non-transportation Revenues (407)		
Total Operating Revenue	\$ 252,500	\$ 250,000
OTHER REVENUE CATEGORY		
Taxes Levied directly by the Transit System (408)		
Local Cash Grants and Reimbursements (409)	8,000	8,000
Local Special Fare Assistance (410)		
State Cash Grants and Reimbursements (411)		
State Special Fare Assistance (412)		
Federal Cash Grants and Reimbursements (413)	103,000	103,000
Interest Income (414)		
Contributed Services (430)		
Contributed Cash (431)		
Subsidy from Other Sectors of Operations (440)		
Total of Other Revenue	\$ 111,000	\$ 111,000
GRAND TOTAL ALL REVENUE	\$ 363,500	\$ 361,000 (e)

A & A TRANSPORT, INC.
255 SOUTHWEST 9TH AVENUE
LAKE BUTLER, FLORIDA 32054
Telephone 386-496-2056 - Fax 386-496-2961

Curtis E. Allen
President

EXHIBIT A

A & A Transport, Inc. is a non-profit corporation and serves to provide safe, efficient, friendly and on-time service to our Union County clientele. A & A is the Community Transportation Coordinator and provider of non-emergency transportation from Union County to Union County areas (Lake Butler) and Bradford, Alachua and Columbia counties. We provide one-way trips and round trips to these areas. Our modes of transportation include ambulatory, wheelchair and stretcher. We operate Monday through Friday and will arrange to make Saturday or Sunday transportation when necessary. A & A provides demand-response (doorstep-to-doorstep) transportation. A & A has provided trips for over 700 individuals and averages almost 12,000 one-way trips annually.

A & A has been in operation since 1980 when A & A was given a "Certificate of Authority" to operate in Union County by the Union County Board of County Commissioners. A & A is the only company ever to be "authorized" by "Certificate of Authority" and/or Community Transportation Coordinator/CTC since 1980.

A & A has contracted with many trip purchasers over the 34 years of operation such as Medicaid, the Commission for the Transportation Disadvantaged, the Division of Blind Services, the Union County School Board, the Agency for Persons with Disabilities, the Work Force Agency, etc. There are currently eight employees including the President/Manager, two Dispatchers/Secretaries and 5 drivers. A & A contracts with a private company for vehicle maintenance.

A & A has recently used a federal grant to build a new 2400 square foot building for operations and a 2000 square foot carport for A & A's 8 vehicles.

The president/manager is responsible to arrange for all necessary insurance, training and management, and the administration of A & A's transportation program.

All Applicants

EXHIBIT A-1 FACT SHEET

	CURRENTLY	IF GRANT IS AWARDED *
1. Number of one-way passenger trips.* PER YEAR	10,200	10,200
2. Number of individuals served unduplicated (first ride per rider per fiscal year). PER YEAR**	726	726
3. Number of vehicles used for this service. ACTUAL	8	8
4. Number of ambulatory seats. AVERAGE PER VEHICLE (Total ambulatory seats divided by total number of fleet vehicles)	6	6
5. Number of wheelchair positions. AVERAGE PER VEHICLE (Total wheelchair positions divided by total number of fleet vehicles)	1	1
6. Vehicle Miles traveled. PER YEAR	120,000	120,000
7. Average vehicle miles PER DAY	480	480
8. Normal vehicle hours in operation. PER DAY	23	23
9. Normal number of days in operation. PER WEEK	5+	5+
10. Trip length (roundtrip). AVERAGE	20	20

Estimates are acceptable. The information listed should be specific to the Section 5311 funds and not agency wide.

* One way passenger trip is the unit of service provided each time a passenger enters the vehicle, is transported, then exits the vehicle. Each different destination would constitute a passenger trip

** The unduplicated riders are for current year and the subsequent year once the grant is awarded

A & A TRANSPORT, INC.
255 SOUTHWEST 9TH AVENUE
LAKE BUTLER, FLORIDA 32054
Telephone 386-496-2056 - Fax 386-496-2961

Curtis E. Allen
President

EXHIBIT B

The '15-'16 project is intended to maintain current levels of service and possibly increase or expand the level of service, depending on the amount of the grant award. This might include longer hours, an increase in geographic area and/or more trips. It most definitely will provide funding for operational expenses. A & A will supply financial reports by our usual Certified Public Accounts to report the information required by the FTA.

A & A is a small, rural company and the employees are not unionized.

A & A's service hours are from 6 A.M. to 5 P.M. (sometimes earlier and/or later).

Training given to potential new driver employees on wheelchair lifts/seat belts/tie downs, fire extinguishers, reflecting triangles, OSHA kits, First Aid and kits and other vehicle equipment is provided by experienced/prior-trained drivers. Some first aid is contracted out to First Aid personnel.

All business or transactions or other communications are recorded and maintained by filing and kept in file cabinets or other.

Vehicles have Florida Department of Transportation-approved maintenance inspections at least every 6,000 miles and as suggested by the FDOT in the A,B,C order. These inspections are provided by Springtown Automotive, Inc. in Worthington Springs (7 mi. from Lake Butler), using their trained mechanics.

A & A has no CDL-requiring vehicles.



Serving
Alachua • Bradford
Columbia • Dixie • Gilchrist
Hamilton • Lafayette • Madison
Suwannee • Taylor • Union Counties

2009 NW 67th Place, Gainesville, FL 32653 - 1603 • 352.955.2200

March 27, 2015

Ms. Doreen Joyner-Howard, District Modal Development Manager
Florida Department of Transportation - District 2
2198 Edison Avenue, MS 2806
Jacksonville, FL 32204

RE: Regional Review of Clearinghouse Committee Item #25 -
City of Gainesville - Section 5310 Enhanced Seniors and Disabled
Capital Assistance Grant Application - Gainesville, Alachua County, Florida

Dear Doreen:

The following comment is submitted on the above-referenced item in accordance Presidential Executive Order 12372, Gubernatorial Executive Order 95-359 and Council procedures.

The above-referenced item is consistent with the North Central Florida Strategic Regional Policy Plan. Additionally, the item is coordinated with the Alachua County Transportation Disadvantaged Plan.

This letter affirms that the North Central Florida Regional Planning Council has no objection to the above-referenced item. If you have any questions concerning this item, please do not hesitate to contact Steven Dopp, Senior Planner of the Planning Council's Regional and Local Government Programs staff, at 352.955.2200 ext. 109.

Sincerely,

Scott R. Koons, AICP
Executive Director

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Application for Federal Assistance SF-424		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): _____ * Other (Specify): _____
* 3. Date Received: 12/12/2014	4. Applicant Identifier: _____	
5a. Federal Entity Identifier: _____	5b. Federal Award Identifier: _____	
State Use Only:		
6. Date Received by State: _____	7. State Application Identifier: 1001	
8. APPLICANT INFORMATION:		
* a. Legal Name: City of Gainesville Regional Transit System		
* b. Employer/Taxpayer Identification Number (EIN/TIN): 59-6000325	* c. Organizational DUNS: 0105221590000	
d. Address:		
* Street1: 100 SE 10th Ave	_____	
Street2: _____	_____	
* City: Gainesville	_____	
County/Parish: _____	_____	
* State: FL: Florida	_____	
Province: _____	_____	
* Country: USA: UNITED STATES	_____	
* Zip / Postal Code: 32601-0490	_____	
e. Organizational Unit:		
Department Name: Public Works	Division Name: Regional Transit System	
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix: Mr.	* First Name: Jesus	
Middle Name: M.	_____	
* Last Name: Gomez	_____	
Suffix: _____	_____	
Title: Transit Director		
Organizational Affiliation: City of Gainesville		
* Telephone Number: 352-393-7860	Fax Number: 352-334-3681	
* Email: gomezjm@ci.gainesville.fl.us		

Application for Federal Assistance SF-424

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

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

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

Federal Transit Administration

11. Catalog of Federal Domestic Assistance Number:

20.513

CFDA Title:

Section 5310

*** 12. Funding Opportunity Number:**

* Title:

13. Competition Identification Number:

Title:

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

City of Gainesville & Alachua County

Add Attachment

Delete Attachment

View Attachment

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

Purchase of 4 replacement paratransit vehicles and (4) mobile data terminals to provide transportation to the citizens residing in the Gainesville urban area.

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

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

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	57,555.00
* b. Applicant	7,195.00
* c. State	7,194.00
* d. Local	
* e. Other	
* f. Program Income	
* g. TOTAL	71,944.00

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

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

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

Yes No

If "Yes", provide explanation and attach

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

** I AGREE

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

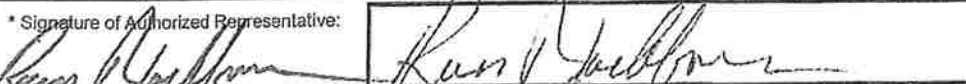
Authorized Representative:

Prefix: * First Name:
 Middle Name:
 * Last Name:
 Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative: 

* Date Signed:

CAPITAL REQUEST FORM

VEHICLE REQUEST

R or E (a)	Number requested	Description (b) (c) <u>www.tripsflorida.org</u>	Estimated Cost
R	1	23' Ford Cutaway Transit vehicle 12/2	\$ 67,144.00
Sub-total			\$ 67,144.00

EQUIPMENT REQUEST (c)

	1	Mentor Mobile Data Terminal	\$4,800.00
Sub-total			\$4,800.00

(a) Replacement (R) or Expansion (E).

(b) Provide a brief description including the length and type vehicle, type of fuel, lift or ramp, number of seats and wheelchair positions. Do not show the Make. For example, 22' gasoline bus with lift, 12 ambulatory seats, and 2 wheelchair positions.

(c) Show mobile radios and identify the type of radio (i.e. two way radio or stereo radio), computer hardware/software, etc. under "Equipment Request."

VEHICLE SUBTOTAL \$ 67,144.00 + EQUIPMENT SUBTOTALS 4,800.00 = \$ 71,944.00 (x).

(x) X 80% = \$ 57,555.00 [Show this amount on Form 424 in block 15(a)]

EXHIBIT A-1 FACTSHEET

Name of Applicant: Regional Transit System

	CURRENTLY	IF GRANT IS AWARDED *
1. Number of one-way passenger trips.* PER YEAR	10,832,640 ⁽¹⁾	10,950,000
2. Number of individuals served unduplicated (first ride per rider per fiscal year). PER YEAR**	1,479,558	1,500,000
3. Number of vehicles used for this service. ACTUAL	123	123
4. Number of ambulatory seats. AVERAGE PER VEHICLE (Total ambulatory seats divided by total number of fleet vehicles)	4920 Seats 40 Per Vehicle	4920 Seats 40 Per Vehicle
5. Number of wheelchair positions. AVERAGE PER VEHICLE (Total wheelchair positions divided by total number of fleet vehicles)	246 2 Per Vehicle	246 2 Per Vehicle
6. Vehicle Miles traveled. PER YEAR	3,317,239 ⁽¹⁾	3,320,000
7. Average vehicle miles PER DAY	9,292 ⁽¹⁾	9,300
8. Normal vehicle hours in operation. PER DAY	22 hours	22 hours
9. Normal number of days in operation. PER WEEK	7	7
10. Trip length (roundtrip). AVERAGE	2.62 ⁽¹⁾	2.65

Estimates are acceptable. The information listed should be specific to the Section 5310 funds and not agency wide.

* One way passenger trip is the unit of service provided each time a passenger enters the vehicle, is transported, then exits the vehicle. Each different destination would constitute a passenger trip

** The unduplicated riders are for current year and the subsequent year once the grant is awarded

(1) Actual Numbers provided in "Current Column." Numbers reflect RTS ADA fixed route ridership as well as paratransit ridership.

Exhibit B

Proposed Project Description

1. The vehicle will be used to continue the existing level of service. The grant will be used to purchase a replacement vehicle will allow the CTC to continue to provide paratransit and demand response service to the seniors and disabled citizens in the City of Gainesville and Alachua County. The vehicle will be used by MV Transportation to provide service in the urban and rural areas. By replacing the vehicle, RTS and MV will be able to continue the level of service which is currently offered while reducing fleet age. RTS also plans to purchase a Mobile Data Terminal (MDT) with this vehicle ensures there will always be a working MDT on our paratransit vehicles.
2. The Section 5310 capital funds are an integral part of maintaining the services described in Exhibit A-1. If awarded, the 5310 money will be used to replace one of the 22 vehicles currently provided by the City of Gainesville RTS to the contracted local transportation coordinator, MV Transportation, to enhance the mobility of our senior citizens and the disabled in the City of Gainesville and Alachua County. As the Community Transportation Coordinator (CTC), MV Transportation has been designated to provide all the paratransit and demand response transportation in Alachua County.
3. As one of a fleet of several vehicles that have exceeded both the age and mileage at which FDOT recommends paratransit vehicles be replaced, a replacement vehicle would reduce fleet age and enable RTS and MV Transportation to continue to offer reliable service to its existing service area. While the rest of the vehicles the city has provided to MV are relatively new, the majority of the vehicles that MV owns are 2003 models and are past both the mileage and age recommended for replacement. The Alachua County MTPO voted in 2008 to divert FY09 STP funds earmarked to buy paratransit vans in order to fund roadwork projects. This will continue to affect Gainesville's ability to replace the vehicles now and in the future, starting with the 6 (six) vehicles that under the Useful Life Standard reached the end of their cycle in 2012, with no replacements forecasted.
4. The grant will be used to purchase a new van and MDT to allow the CTC to maintain the current level of service for those who utilize demand response services. This van will replace existing equipment that has extended beyond its recommended cycle of service. As stewards for the transportation needs of the Gainesville and Alachua County citizens it is our responsibility to forecast the requirements for the provision of the service and keep vehicles current per the FDOT Useful Life Standard. RTS and MV collaborated to purchase Mobile Data Terminals for the entire fleet. This has improved efficiency and continues to provide real time reporting data.
5. The 2007 21' Champion Cutaway van (vehicle #3208) that would be replaced has accrued more than 300,000 miles and has reached the mileage at which FDOT Useful Life Standard recommends that paratransit vehicles be replaced. RTS will also purchase an MDT to ensure the spare ratio for the vehicles remains solid; to ensure all paratransit and demand

response vehicles have connectivity with base and the dispatcher. The van is needed to continue to provide the existing level of service.

6. MV Transportation is responsible for the vehicle maintenance. The RTS maintenance manager works closely with the MV maintenance manager to ensure the vehicle PMIs are performed at the required intervals. The maintenance program has been very effective and through outstanding care and diligence on the part of the MV maintenance team has allowed the vehicles to remain on the road and in service past their useful life. Every effort has been made to ensure schedule maintenance has been performed as required with minimal disruption to service. While the MV maintenance team has worked wonders with the vehicles to ensure they stay in service as long as possible, there is only so much that can be done and some of the vehicles especially the 2007 vehicles are reaching the point where breakdowns are occurring more frequently and are rapidly becoming uncost effective to maintain.
7. This vehicle will be used by MV Transportation who has been designated by the State of Florida as the CTC. As the primary operator MV does not have subcontracts with other lessees or operators. As the primary operator they have all of the vehicles retained by RTS to provide service. RTS provides after hours ADA service, by request, using supervisor vehicles.
 - 7a. Is not applicable as MV Transportation is the only operator.
8. RTS is part of the City of Gainesville under the Public Works department and is a local government agency. Since Gainesville has a fixed route system, RTS is required to provide ADA Paratransit service to the disabled within the ADA service area. ADA clients living off the fixed route have the choice of using either the fixed route or paratransit. Alachua County citizens living outside the ADA service area can apply for TD or Medicaid transportation. The intent is that RTS will receive the 5310 Grant funds to purchase paratransit vans to continue to provide service to the senior citizens and disabled residing in Gainesville and Alachua County. MV transportation clientele are primarily seniors on a fixed income, minorities, economically disadvantaged, and the disabled. RTS is a city owned entity and is not minority owned and MV Transportation is a private for profit company.
9. MV will provide RTS a bill monthly with the number of trips (quantitative) provided under the 5310 grant. MV will provide RTS with the number of seniors that were provided transportation under the 5310 grant in a monthly report. MV will provide RTS a shape file generated by Trapeze with the coordinates of the pick-up and drop-off addresses for those trips. The shape file can be manipulated by GIS to produce a map showing the qualitative data for the required report. It will become a monthly report that can be consolidated at the end of the year. Excel, Trapeze and GIS will be utilized to track the data.
10. Fully explain Your Transportation Program
 - a. Service hours, planned service, routes and trip types: Fixed Route service RTS operates 35 city routes, 9 campus routes and five Later Gator routes. Later Gator A

- runs every weekday and the other Later Gator routes run on Thursday, Friday and/or Saturday until 3 a.m. Sunday service runs ten city routes from 10 a.m. to 6 p.m. All ADA and demand response transportation services are scheduled and dispatched by MV transportation. Hospital discharge services are provided 24 hours a day, seven days a week. Demand response transportation services are provided Monday through Friday from 6 a.m. until 8:30 p.m. and Saturday from 6 a.m. until 6:30 p.m. Paratransit service is provided Monday through Saturday from 6 a.m. until 7 p.m. and Sunday from 10 a.m. to 6 p.m. RTS provides the paratransit service for routes running after 9PM and in the late night area until 3 am. Fifty percent of the CTC's trips are subscribed system-wide. The transportation services provided by MV transportation are coordinated with 100% of the existing human service and medical facilities in Alachua County.
- b. Staffing – include plan for training on vehicle equipment such as wheelchair lifts, etc. RTS employs total of 276 employees; 216 operations personnel, 36 maintenance personnel, and 24 administrative employees. MV Transportation is a private, for-profit, self-insured agency that employs 71 personnel of which, 53 are drivers and 7 in training. 8 administrative staff and 3 maintenance personnel. RTS and MV have in house training programs.
 - c. Records maintenance– Records are maintained internally in each division. RTS operations maintain personnel files and completed training on each driver, RTS maintenance maintains records on each vehicle assigned to RTS and MV. MV maintains training and personnel files on their drivers
 - d. Vehicle maintenance – RTS and MV provide in house vehicle maintenance on site. PMIs are routinely conducted every 3000 miles per FDOT requirements.
 - e. CDL requirements – All of RTSS' 216 operations personnel hold a CDL; as it is required to drive a fixed route bus. The RTS driver trainer is certified to training drivers for their CDL certification. MV Transportation employees drive small 21' cut-a-way paratransit vans to provide ADA paratransit service for RTS and the demand response transportation for Alachua County. The paratransit vehicles do not require a CDL license.
 - f. MV's drivers are not required to have a CDL but RTS drivers are. RTS's trainer is qualified to train drivers to receive their CDL after they have taken the written portion of the examination through the Division of Motor Vehicles
 - g. System safety plan – RTS and MV Transportation have current system safety plans that have been approved by FDOT. Plan is dated (10 Dec 2010) was reviewed and approved by the FTA in the Triennial conducted in Jun 2014.
 - h. Drug free work place RTS and MV Transportation participate in and comply with drug free work place requirement and the plans and programs have been inspected and approved by FDOT.



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March 27, 2015

Ms. Doreen Joyner-Howard, District Modal Development Manager
Florida Department of Transportation - District 2
2198 Edison Avenue, MS 2806
Jacksonville, FL 32204

RE: Regional Review of Clearinghouse Committee Item #26 -
The Arc of Big Bend - Section 5310 Capital Assistance Grant Application
- Madison County, Florida

Dear Doreen:

The following comment is submitted on the above-referenced item in accordance Presidential Executive Order 12372, Gubernatorial Executive Order 95-359 and Council procedures.

The above-referenced item is consistent with the North Central Florida Strategic Regional Policy Plan. Additionally, the item is coordinated with the Madison County Transportation Disadvantaged Plan.

This letter affirms that the North Central Florida Regional Planning Council has no objection to the above-referenced item. If you have any questions concerning this item, please do not hesitate to contact Steven Dopp, Senior Planner of the Planning Council's Regional and Local Government Programs staff, at 352.955.2200 ext. 109.

Sincerely,

Scott R. Koons, AICP
Executive Director

v:\chouse\letters\fdot\howard.ltr150327.26.docx

Application for Federal Assistance SF-424

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

* 3. Date Received: _____	4. Applicant Identifier: _____
-------------------------------------	--

5a. Federal Entity Identifier: _____	5b. Federal Award Identifier: _____
--	---

State Use Only:

6. Date Received by State: _____	7. State Application Identifier: _____
---	---

8. APPLICANT INFORMATION:

* a. Legal Name: The Arc Big Bend, Inc.
--

* b. Employer/Taxpayer Identification Number (EIN/TIN): 59-1568446	* c. Organizational DUNS: 1197941880000
--	---

d. Address:

* Street1: 122 SW Commerce Drive
Street2: _____
* City: Madison
County/Parish: Madison County
* State: FL: Florida
Province: _____
* Country: USA: UNITED STATES
* Zip / Postal Code: _____

e. Organizational Unit:

Department Name: n/a	Division Name: n/a
-----------------------------	---------------------------

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

Prefix: Ms	* First Name: Paula
Middle Name: _____	
* Last Name: Arnold	
Suffix: _____	
Title: Community Development Consultant	

Organizational Affiliation: Consultant	
* Telephone Number: 850-973-4614	Fax Number: 850-973-4334
* Email: pmarold@thearcbigbend.org	

Application for Federal Assistance SF-424

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

M: Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

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

Federal Transit Administration

11. Catalog of Federal Domestic Assistance Number:

20.513

CFDA Title:

Section 5310: Formula Grants for the Enhanced Mobility of Senior and Individuals with Disabilities Program

*** 12. Funding Opportunity Number:**

* Title:

13. Competition Identification Number:

n/a

Title:

n/a

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

Add Attachment

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

Providing transportation to individuals with disabilities to place of employment and to Life Skills Development Center. Services offered in Madison County, FL

Attach supporting documents as specified in agency instructions.

Add Attachments

See Attachments

See Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

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

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="71,523.00"/>
* b. Applicant	<input type="text" value="8,941.00"/>
* c. State	<input type="text" value="8,940.00"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="89,404.00"/>

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

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

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

Yes No

If "Yes", provide explanation and attach

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

** I AGREE

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

Authorized Representative:

Prefix: * First Name:

Middle Name:

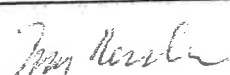
* Last Name:

Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative: 

* Date Signed:

Form C-4

CAPITAL REQUEST

VEHICLE REQUEST

	R or E (a)	Number requested	Description (b) (c)	Estimated Cost
	R	1	Minivan GVWR 6,050# with 1 wheelchair position and 3 to 4 ambulatory positions	44,702.00
	E	1	Minivan GVWR 6,050# with 6 ambulatory positions	44,702.00
	Sub-total			\$89,404.00

EQUIPMENT REQUEST (c)

	Sub-total			\$

(a) Replacement (R) or Expansion (E).

(b) Provide a brief description including the length and type vehicle, type of fuel, lift or ramp, number of seats and wheelchair positions. Do not show the Make. For example, 22' gasoline bus with lift, 12 amb. seats, 2 w/c positions.

(c) Show mobile radios and identify the type of radio (i.e two way radio or stereo radio), computer hardware/software, etc. under "Equipment Request."

VEHICLE SUBTOTAL \$ 889,404 + EQUIPMENT SUBTOTALS -0- = \$ 89,404

(x) X 80% = \$ 71,523.20 [Show this amount on Form 424 in block 15(a)]

EXHIBIT A-1 FACTSHEET

Name of Applicant: The Arc Big Bend

	CURRENTLY	IF GRANT IS AWARDED *
1. Number of one-way passenger trips.* PER YEAR	2080	6160
2. Number of individuals served unduplicated (first ride per rider per fiscal year). PER YEAR**	24	44
3. Number of vehicles used for this service. ACTUAL	4	5
4. Number of ambulatory seats. AVERAGE PER VEHICLE (Total ambulatory seats divided by total number of fleet vehicles)	3	3
5. Number of wheelchair positions. AVERAGE PER VEHICLE (Total wheelchair positions divided by total number of fleet vehicles)	.25	.60
6. Vehicle Miles traveled. PER YEAR	59,696	86,246
7. Average vehicle miles PER DAY	248.73	236,290
8. Normal vehicle hours in operation. PER DAY	4	3
9. Normal number of days in operation. PER WEEK	5	7
10. Trip length (roundtrip). AVERAGE	20	50

Estimates are acceptable. The information listed should be specific to the Section 5310 funds and not agency wide.

* One way passenger trip is the unit of service provided each time a passenger enters the vehicle, is transported, then exits the vehicle. Each different destination would constitute a passenger trip

** The unduplicated riders are for current year and the subsequent year once the grant is awarded

EXHIBIT B

Proposed Project Description

Applicants must submit Exhibit B as part of their application. The proposed project description should be thorough as evaluators will rely heavily on the narrative in reviewing and ranking a grant application. It is requested that all applicants provide the Project Description in a **question/answer format**. The project description should not repeat the current system description shown in Exhibit A. Exhibit B shall include, but not be limited to:

Questions Related to All Agencies Requesting Capital Funds:

1. Is the project to continue the existing level of services, to expand present service, or to provide new service? How will a grant award be used? How more hours of service will be provided? Will it expand service to a larger geographic area? Specify the shorter headways? How many more trips will be provided? Please explain in detail

Our request is both to continue existing level of services and to expand services. The current level of service is threatened by the age and condition of our existing fleet. Additionally, we seek to provide transport for individuals with disabilities to and from their job, as well as providing transport to consumers who wish to attend our Life Skills Center and are currently unable to do so. Consumers may be unable to utilize the Big Bend Transit to attend Life Skills Center due to their medical involvement or due to lack of funding.

At this time we are not seeking to increase our geographic coverage, only to improve within Madison County and serve those whose needs are not currently being met. Providing transport to work, particularly for second and third shift employees is currently not an option and will enhance the ability of individuals with disabilities with job placement and retention.

We are currently aware of 16 employees who need transportation to work for second or third shift and we are of 24 individuals in Madison County that are currently on the Med-waiver wait list for services. Many of those with disabilities do not have adequate funds for transportation due to State budget cuts. They may have funds available to participate in the Life Skills Center, but no funds for transportation and no other way to get there. We currently provide transportation for clients to attend Life Skills Center and for some employment trips, as well as other outings and local field trips for clients as part of their community inclusion and socialization.

Existing service levels are at risk without some relief. Our vehicles are all aged and the maintenance costs are rising to a point that it may not be feasible or safe to continue utilizing them.

2. If a grant award will be used to maintain services as described in Exhibit A, specifically explain how it will be used in the context of total service.

Current vehicles are all more than ten years old and on-going maintenance is cost prohibitive. The funds requested can relieve us of those costs, thus allowing continued and improved service.

3. Give a detailed explanation of the need for the vehicle and provide evidence of the need.

The Current Vehicle inventory will show that all of our vehicles are more than ten years old and

have in excess of 100,000 miles on every one. The age and use of the vehicles make them too expensive to continue to maintain. Without some relief, we will need to decrease or eliminate transportation services altogether rather than continue and hopefully expand to meet the needs of those with disabilities in our County.

4. Will a grant be used to replace existing equipment or purchase additional vehicles/equipment? Provide details.

We are looking to eventually replace all existing vehicles; however, in the interim we will continue to utilize the existing vehicle fleet in addition to the new vehicles. We hope that, with the addition of two new vehicles, we can perhaps retire the vehicle that is in the worst condition.

5. Identify vehicles/equipment being replaced and list them on the “**Current Vehicle and Transportation Equipment Inventory**” form, provided elsewhere in this manual.

2004 Ford Free Star Van with 183,256 miles

6. Describe agency’s maintenance program and include a section on how vehicles will be maintained without interruptions in service (who, what, where, and when).

Our maintenance program will be administered per our attached Standard Transportation Operating Procedures Manual. The Project Manager in charge of Transportation will insure that drivers maintain a pre-trip and post-trip inspection for safety sensitive items. The inspection checklist will be submitted to the Project Manager, who will maintain them in a file for a period not less than 90 days. The Project Manager will maintain records on the routine maintenance items such as oil changes and will schedule the vehicle with a local license mechanic as needed. The records of those maintenance visits will be maintained in the Vehicle file for the life of the vehicle or a period of not less than five (5) years.

Existing vehicles may be kept on-hand to use during emergency or when the newer vehicles are scheduled to be in the shop for maintenance.

7. If vehicles/equipment are proposed to be used by a lessee or private operator under contract to the applicant, identify the proposed lessee/operator.

- a. Include an equitable plan for distribution of vehicles/equipment to lessees and/or private operators.

The vehicle will not be leased and will be utilized by our organization and staff exclusively.

8. Each applicant shall indicate whether they are a government authority or a private non-profit agency, provide a brief description of the project which includes the counties served, whether the applicant shall service minority populations and whether the applicant is minority-owned.

The Arc Big Bend, Inc. is a private non-profit organization that actually serves a regional five county area. However, this application is for Madison County which is where our administrative facility and Life Skills Center is physically located. We currently provide and will continue to provide transportation services to all individuals without regard to minority status or type of disability. According to US Census data, 12.3% of Madison County's total population has a disability. In the 21 to 64 age group that percentage raises to 31.9% and for the senior population of 65 and older still rises higher to 44.2%. Madison County currently has a minority population of 46.3%. We have noted over the past couple of years that our client population has aged with many of our clients reaching senior citizen level, placing them within both categories of this grant target.

9. Agencies receiving Section 5310 funds must collect both quantitative and qualitative data (detailed in the Threshold Criteria section on page 7) to capture overarching program information as part of the Section 5310 annual report. Please outline how your agency will collect the quantitative and qualitative data required as a Section 5310 recipient. i.e. What will the time frame be/how will it be incorporated into program operations? What tools will be used to collect the data?

Though our organization will not meet the requirements outlined in the Threshold Criteria for Audits, we routinely have an annual audit and maintain financial documentation throughout the year for that purpose. The Community Development Consultant, along with the Chief Financial Officer will maintain data on the program activities to meet any grant requirements for reporting and administration.

The Arc Big Bend, Inc. will forward audits as appropriate to meet the requirements should our situation change.

10. Fully explain Your Transportation Program

- a. Service hours, planned service, routes and trip types

Service hours for the Life Skills Development Center transportation will be for morning and afternoon transport to and from our facility, as well as any field trips or daytime outings. Our proposed expanded service will be to provide employment transportation for individuals working second and third shifts and those trips will be scheduled to meet the needs of the individual persons with disabilities. Current transport service hours are approximately four (4) hours each day with a potential expansion of double that amount.

- b. Staffing – include plan for training on vehicle equipment such as wheelchair lifts, etc.

All drivers will receive initial training on new vehicles and equipment such as wheelchair lifts. Additionally, we will incorporate the vehicle training into our monthly safety training schedule to periodically review safe operation of the vehicles and to provide an opportunity for questions and discussions by staff members.

Existing staff participated in and received certificates from a Public Transportation Vans and Mini-bus four (4) hour comprehensive driving course provided North Florida Community College. The course content and outcomes were (a) to have the driver demonstrate a vehicle inspection; (b) to have the driver understand and discuss traffic laws; (c) to have the driver understand and discuss liability issues; (d) to have the driver demonstrate basic first aid skills; (e) to have the driver demonstrate fire suppression techniques; (f) to have the driver demonstrate driving skills

- c. Records maintenance– who, what methods, use of databases, spreadsheets etc.

The drivers will maintain a checklist on the vehicle to record pre-trip and post trip safety inspections. Those checklists will be submitted to the Project Manager in charge of Transportation on a weekly basis. The Project Manager will maintain a record of each vehicle via an Excel spreadsheet that will indicate any abnormalities/concerns and the actions taken to correct them. All routine maintenance and mechanical issues will be entered into the spreadsheet for each vehicle. These records shall be maintained for the life of the vehicle.

- d. Vehicle maintenance – who, what, when and where

The Project Manager will manage vehicle maintenance with the assistance of the Excel spreadsheet that will contain continued maintenance information for each vehicle. Vehicle maintenance such as oil change, tire rotation, etc. shall be done by a local licensed mechanic and the records shall be documented in the Excel spreadsheet. Maintenance shall be conducted as recommended by the manufacturer and the mechanic with additional maintenance as needed.

- e. CDL requirements

Our vehicles and the proposed new vehicles do not require a CDL license

- f. System safety plan

Monthly safety meetings are held to review existing safety policies and to allow for discussion concerning possible new measures and incidents that may have occurred. All drivers receive a copy of our transportation safety policy, which requires that drivers notify the supervisor in case of any possible impairment, such as illness, fatigue, or prescribed medication. All drivers must have a background check and driver license check prior to operating a vehicle. Drivers' licenses are routinely checked on an annual basis to ensure that the driver continued to operate all vehicles in a safe manner and following the regulations and laws of the State of Florida. Drivers are required to advise their supervisor if they receive a citation either in the agency vehicle or in their private vehicle.

Our safety policy does not allow the use of any cell phones or other wireless device while operating the vehicle. Any accident or incident must be recorded on the post trip checklist. In case of accident with injury or fatality, a full investigation by management will ensue.

- g. Drug free work place

The Arc Big Bend is a drug free workplace. All new hires are drug tested prior to employment and periodic testing done with cause or when there is suspicion that the employee may have an issue.

New Agencies:

- 11. Have you met with the CTC and, if so, how are you providing a service that they cannot? Provide detailed information supporting this requirement.

The Arc Big Bend has discussed our application with Big Bend Transit, our local CTC. We are currently providing service that they are unable to provide due to the fact that some of our Life Skills Development clients are unable to utilize their transportation due to medical reasons. Another factor is potential clients who wish to attend our Life Skills Center and their med-waiver funds are not adequate to cover transportation as well as Life Skills Center costs.

Additionally, we propose to offer transport to those with disabilities who have jobs

requiring them to work second or third shifts. Big Bend Transit does not currently provide transport for those "after hours" trips. This will provide a much needed service that will help those with disabilities to seek and maintain jobs in our community. With Madison being a rural county and in an area of Rural Economic Concern, we have a high unemployment rate and many families struggle financially. Many of our consumers with a disability need to be able to take whatever employment opportunity may arise, which is often either retail or fast food. These types of jobs require shift work and are often not inclined to modify a schedule for someone with transportation issues. This can impact not only the individual with the disability, but the whole family.

Questions Related to All Agencies Requesting Operating Funds:

1. How do you currently fund the operations of your transit program?
2. Why are Operating Funds being requested?
3. If this grant is not fully funded, can you still proceed with this program?

New Agencies:

4. Have you met with the CTC and, if so, how are you providing a service that they cannot? Provide detailed information supporting this requirement.



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March 27, 2015

Ms. Doreen Joyner-Howard, District Modal Development Manager
Florida Department of Transportation - District 2
2198 Edison Avenue, MS 2806
Jacksonville, FL 32204

RE: Regional Review of Clearinghouse Committee Item #27 -
The Arc of Big Bend - Section 5311 Operating Assistance Grant Application
- Madison County, Florida

Dear Doreen:

The following comment is submitted on the above-referenced item in accordance Presidential Executive Order 12372, Gubernatorial Executive Order 95-359 and Council procedures.

The above-referenced item is consistent with the North Central Florida Strategic Regional Policy Plan. Additionally, the item is coordinated with the Madison County Transportation Disadvantaged Plan.

This letter affirms that the North Central Florida Regional Planning Council has no objection to the above-referenced item. If you have any questions concerning this item, please do not hesitate to contact Steven Dopp, Senior Planner of the Planning Council's Regional and Local Government Programs staff, at 352.955.2200 ext. 109.

Sincerely,



Scott R. Koons, AICP
Executive Director

APPLICATION FOR FEDERAL ASSISTANCE

1. TYPE OF SUBMISSION:		Pre-application – place an x in the box	
Application – place an x in the box <input type="checkbox"/> construction <input checked="" type="checkbox"/> non-construction		<input type="checkbox"/> construction <input type="checkbox"/> non-construction	
2. DATE SUBMITTED December 11, 2014		Applicant Identifier	
3. DATE RECEIVED BY STATE		State Application Identifier	
4. DATE RECEIVED BY FEDERAL AGENCY		Federal Identifier	
5. APPLICANT INFORMATION			
Legal Name: Big Bend Transit, Inc.		Organizational Unit:	
		Department:	
Organizational DUNS: 11-432-8701		Division:	
Address: Post Office Box 1721		Name and telephone number of person to be contacted on matters involving this application (give area code)	
Street:		Prefix: Mr. First Name: Shawn	
City: Tallahassee		Middle Name:	
County: Leon		Last Name: Mitchell	
State: Florida Zip Code 32302		Suffix:	
Country:		Email: shawnmitch-bbt@comcast.net	
6. EMPLOYER IDENTIFICATION NUMBER (EIN): (Replace these boxes with numerals) 59-1909296		Phone Number (give area code) (850) 574-6266	
		Fax Number (give area code) (850) 574-1531	
8. TYPE OF APPLICATION: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es) [] [] (See back of form for description of letters.) Other (specify)		7. TYPE OF APPLICANT: (See back of form for Application Types) <input type="checkbox"/> Not for Profit Organization Other (specify)	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: (Replace these boxes with numerals) 20.509		9. NAME OF FEDERAL AGENCY: Federal Transit Administration	
TITLE (Name of Program): non-Urbanized Area Formula		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: Operation and management of coordinated transportation system	
12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.): Madison County, Florida		14. CONGRESSIONAL DISTRICTS OF:	
13. PROPOSED PROJECT		a. Applicant Four (4) b. Project Four (4)	
Start Date: 07/01/2015		Ending Date: 06/30/2016	
15. ESTIMATED FUNDING:		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?	
a. Federal	\$ 367,877	00	a. Yes. <input checked="" type="checkbox"/> THIS PREAPPLICATION /APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: DATE: December 11, 2014 b. No. <input type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372. <input type="checkbox"/> PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW
b. Applicant	\$ 367,877	00	
c. State	\$	00	
d. Local	\$	00	
e. Other	\$	00	
f. Program Income	\$	00	
g. TOTAL	\$ 735,754	00	
17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? <input type="checkbox"/> Yes. If "Yes" attach an explanation. <input checked="" type="checkbox"/> No			
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.			
a. Authorized Representative			
Prefix: Mr.		First Name: Shawn	
Last Name: Mitchell		Middle Name:	
b. Title: Interim General Manager		Suffix:	
d. Signature of Authorized Representative:		c. Telephone Number (give area code) (850) 574-6266	
		e. Date Signed: 12-11-2014	

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Standard Form 424 (Rev.9-2003); Prescribed by OMB

Exhibit – B

Proposed Project Description

The project of this grant application for Section 5311 is the continuation and expansion of the Coordinated Transportation System of Madison County. The expenses to be included are operational and administrative, as detailed in the **Transportation-Related Operating and Administrative Expenses**.

The purpose of the project is to assist in the expense of the operation and administration of a coordinated transportation system. The coordinated transportation system offers efficient, cost-effective transportation services on a county-wide basis to the general public and to the sponsored and non-sponsored transportation disadvantaged. The coordinated transportation system is managed by a single central administrative unit, Big Bend Transit, Inc., whose responsibility it is to bring together operators and consumers to ensure quality transportation for general public, sponsored T.D., and non-sponsored T.D. persons at a reasonable cost.

Further, the project is to assist in the expense of operating the coordinated transportation system which:

- Offers transportation services, for both ambulatory and non-ambulatory persons, 24 hours a day, 7 days a week
- ensures that liability coverage's are, as a minimum, in the amount of \$100,000 per person and \$200,000 per occurrence; and
- requires that all equipment employed will comply with all Federal, State and Local government requirements, and that all Transportation Operators have a System Safety Program Plan (Section 341.0601, F.S.).

The awarded funds will enable existing services to be continued and an increasing demand, including an increasing demand for multi-loading of non-ambulatory (wheelchair) passengers to be accommodated.

Big Bend Transit, Inc. is a private, not for profit corporation, incorporated in March 1978 for the primary purpose of coordinating, consolidating, planning for and/or providing efficient and effective paratransit services for the elderly, handicapped, and other transportation disadvantaged persons (and groups), and to further, by study, research, evaluation, publications, education, advocacy, and consultation, the public knowledge of paratransit needs, patterns and opportunities for elderly, handicapped and transportation disadvantaged persons (and groups).

The operation of the transit system is directed by a General Manager. The equivalent of 62 operations, maintenance, and administrative personnel are employed by Big Bend Transit to accomplish the delivery of transportation services for the elderly and disabled persons.

Types of Service Provided

Big Bend Transit, Inc. (BBT) provides advanced reservation transportation services, demand response transportation services, fixed route transportation services and commuter vanpool transportation

services. These services are provided to employment centers and to social service, health, medical, shopping, and recreational facilities. Intra- and inter-county transportation service is provided within/from each of the counties in the service area, with the emphasis on inter-county service being directed to Alachua and Leon Counties, which provide a high concentration of specialized medical services and employment opportunities in the Big Bend area of North Florida.

All transportation services are scheduled and dispatched by BBT personnel through the operations office. With additional funding, Big Bend Transit plans on expanding its service to 7 days a week. The transportation services would be available 24-hours per day, seven days per week, but generally utilized between the hours of 6:00 AM until 8:00 PM. This would provide an alternative mode of, and in some instances the only opportunity transportation to the elderly, disabled and general public of the rural, non-urbanized area.

BBT services include, but are not limited to, intra- and inter-county advanced reservation, demand response, and fixed route services available to the elderly, disabled and the general public.

Big Bend Transit, Inc. offers the same extent and level of transportation services and fare schedule to sponsored T.D., non-sponsored T.D., and general public passengers. Contingent on availability of funds from the Transportation Disadvantaged Trust Fund, a reduced fare will be available to provide subsidized opportunities for non-sponsored transportation disadvantaged persons to obtain access to transportation for daily living needs when they are not sponsored for that need by any other available funding source.

Hours, Days and Conditions of Service

Advanced Reservation Service – curb-to-curb, intra- and inter-county, ambulatory/wheelchair, non-emergency transportation service.

- Monday through Sunday, 6:00 AM to 8:00 PM, excluding Thanksgiving Day, Christmas Day and New Year's Day.

Demand Response Service – curb-to-curb, ambulatory/wheelchair, non-emergency transportation service, requested by an agency and/or the general public, that is provided: 1) outside the specific areas of services and/or specific periods of regular operation; or 2) without the proper notification.

- Seven (7) day per week, 24 hours per day, excluding Thanksgiving Day, Christmas Day and New Year's Day.

Fixed Route Service – intra-county route, ambulatory/wheelchair, non-emergency transportation service.

- Monday through Sunday, 6:00 AM to 6:00 PM, excluding Thanksgiving Day, Christmas Day and New Year's Day.

Vehicles and Maintenance

Big Bend Transit, Inc. (BBT) operates an in-house (majority of work completed in our facility) maintenance shop with our own personnel in Tallahassee, Florida. This gives us more control over the work being accomplished in an efficient and timely manner.

To decrease down time for vehicles needing maintenance and to avoid a disruption in service for our customers, we reserve a small number of vehicles for the maintenance department to use as exchange vehicles when vehicles come in from surrounding counties for scheduled maintenance. This works to our advantage that it allows us to have our mechanics do most of the work here in the maintenance shop. At times, it is necessary to dispatch one of our mechanics to do unscheduled repairs on an inoperable vehicle in order to be able to drive the vehicle to the shop.

Our maintenance facility is equipped with all of the tools, equipment and resources needed to do 99% of the work in-house. The only work we have to contract out for is extensive body and frame repairs. We use local dealers (Chevrolet and Ford) to accomplish warranty and manufactures recall concerns. We strive to keep a good rapport with these dealers to decrease down time.

System Safety Plan

In the interest of safety and security, to implement the requirements of Florida Statute 341.061, "Transit Safety Standards; Inspection and System Safety Reviews", and to be in compliance with Chapter 14-90, Florida Administrative Code, "Equipment and Operational Safety Standards Governing Public Sector Bus Transit Systems", BBT has developed a System Safety Program Plan (SSPP). This SSPP is incorporated as the standard practice of the organization. Compliance with the SSPP is required of all employees.

Drug Free Work Place

In a commitment to safeguard the health of our employees and to provide a safe environment for everyone, Big Bend Transit, Inc. has established a drug-free workplace policy. This policy was implemented pursuant to the drug-free workplace program requirements under Florida Statutes 440.102 and Administrative Rule 59A-24 of the State of Florida Agency for Health Care Administration.

EXHIBIT A-1 FACTSHEET

Name of Applicant: Big Bend Transit, Inc. (Madison County)

	CURRENTLY	IF GRANT IS AWARDED *
1. Number of one-way passenger trips.* PER YEAR	18,667	20,188
2. Number of individuals served unduplicated (first ride per rider per fiscal year). PER YEAR**	683	711
3. Number of vehicles used for this service. ACTUAL	12	12
4. Number of ambulatory seats. AVERAGE PER VEHICLE (Total ambulatory seats divided by total number of fleet vehicles)	10	10
5. Number of wheelchair positions. AVERAGE PER VEHICLE (Total wheelchair positions divided by total number of fleet vehicles)	2	2
6. Vehicle Miles traveled. PER YEAR	264,196	277,850
7. Average vehicle miles PER DAY	880	926
8. Normal vehicle hours in operation. PER DAY	63	65
9. Normal number of days in operation. PER WEEK	6	6
10. Trip length (roundtrip). AVERAGE	16	18

Estimates are acceptable. The information listed should be specific to the Section 5310 funds and not agency wide.

* One way passenger trip is the unit of service provided each time a passenger enters the vehicle, is transported, then exits the vehicle. Each different destination would constitute a passenger trip

** The unduplicated riders are for current year and the subsequent year once the grant is awarded



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March 27, 2015

Ms. Doreen Joyner-Howard, District Modal Development Manager
Florida Department of Transportation - District 2
2198 Edison Avenue, MS 2806
Jacksonville, FL 32204

RE: Regional Review of Clearinghouse Committee Item #28 -
The Arc of Big Bend - Section 5310 Operating Assistance Grant Application
- Madison County, Florida

Dear Doreen:

The following comment is submitted on the above-referenced item in accordance Presidential Executive Order 12372, Gubernatorial Executive Order 95-359 and Council procedures.

The above-referenced item is consistent with the North Central Florida Strategic Regional Policy Plan. Additionally, the item is coordinated with the Madison County Transportation Disadvantaged Plan.

This letter affirms that the North Central Florida Regional Planning Council has no objection to the above-referenced item. If you have any questions concerning this item, please do not hesitate to contact Steven Dopp, Senior Planner of the Planning Council's Regional and Local Government Programs staff, at 352.955.2200 ext. 109.

Sincerely,

Scott R. Koons, AICP
Executive Director

1. TYPE OF SUBMISSION:			
Application – place an x in the box <input type="checkbox"/> construction <input checked="" type="checkbox"/> non-construction		Pre-application – place an x in the box <input type="checkbox"/> construction <input type="checkbox"/> non-construction	
2. DATE SUBMITTED December 11, 2014		Applicant Identifier	
3. DATE RECEIVED BY STATE		State Application Identifier	
4. DATE RECEIVED BY FEDERAL AGENCY		Federal Identifier	
5. APPLICANT INFORMATION			
Legal Name: Big Bend Transit, Inc.		Organizational Unit:	
Organizational DUNS: 11-432-8701		Department:	
Address: Post Office Box 1721		Division:	
Street:		Name and telephone number of person to be contacted on matters involving this application (give area code)	
City: Tallahassee		Prefix: Mr. First Name: Shawn	
County: Leon		Middle Name:	
State: Florida Zip Code 32302		Last Name: Mitchell	
Country:		Suffix:	
6. EMPLOYER IDENTIFICATION NUMBER (EIN): (Replace these boxes with numerals) 59-1909296		Email: shawnmitch-bbt@comcast.net	
		Phone Number (give area code) (850) 574-6266	
		Fax Number (give area code) (850) 574-1531	
8. TYPE OF APPLICATION: X New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.) Other (specify)		7. TYPE OF APPLICANT: (See back of form for Application Types) <input type="checkbox"/> Not for Profit Organization Other (specify)	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: (Replace these boxes with numerals) 20.513		9. NAME OF FEDERAL AGENCY: Federal Transit Administration	
TITLE (Name of Program): non-Urbanized Area Formula		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: Operation and management of coordinated transportation system	
12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.): Madison County, Florida		14. CONGRESSIONAL DISTRICTS OF:	
13. PROPOSED PROJECT		a. Applicant Four (4)	
Start Date: 07/01/2015	Ending Date: 06/30/2016	b. Project Four (4)	
15. ESTIMATED FUNDING: \$208,400		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?	
a. Federal	\$ 367,877	a. Yes. <input checked="" type="checkbox"/> THIS PREAPPLICATION /APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON:	
b. Applicant	\$ 367,877	DATE: December 11, 2014	
c. State	\$	b. No. <input type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372.	
d. Local	\$	<input type="checkbox"/> PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW	
e. Other	\$	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?	
f. Program Income	\$	Yes. If "Yes" attach an explanation.	
g. TOTAL	\$ 735,754	X No	
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.			
a. Authorized Representative			
Prefix: Mr.	First Name: Quentin	Middle Name:	
Last Name: Mitchell		Suffix:	
b. Title: Interim General Manager		c. Telephone Number (give area code) (850) 574-6266	
d. Signature of Authorized Representative:		e. Date Signed: 12-11-2014	

CAPITAL REQUEST FORM

VEHICLE REQUEST

R or E (a)	Number requested	Description (b) (c) <u>www.tripsflorida.org</u>	Estimated Cost
R	3	22' gasoline bus with lift, 12 ambulatory seats, and 2 wheelchair positions.	\$ 214,000
R	1	5 seat and 1 wheelchair purpose built minivan vehicle	\$ 46,500
Sub-total			\$ 260,500

EQUIPMENT REQUEST (c)

Sub-total			\$

(a) Replacement (R) or Expansion (E).

(b) Provide a brief description including the length and type vehicle, type of fuel, lift or ramp, number of seats and wheelchair positions. Do not show the Make. For example, 22' gasoline bus with lift, 12 ambulatory seats, and 2 wheelchair positions.

(c) Show mobile radios and identify the type of radio (i.e. two way radio or stereo radio), computer hardware/software, etc. under "Equipment Request."

VEHICLE SUBTOTAL \$ 260,500 + EQUIPMENT SUBTOTALS \$ 0 = \$ 260,500 (x).

(x) X 80% = \$ 208,400 [Show this amount on Form 424 in block 15(a)]

Exhibit – B

Proposed Project Description

The project of this grant application for Section 5310 is the continuation and expansion of the Coordinated Transportation System of Madison County. The expenses to be included are to be used for the replacement of four (4) vehicles.

Currently there are four (4) vehicles which will need to be replaced due to age and/or mileage. We would like for one (1) of the replacement vehicles to be a purpose built minivan that we will use for long distance trips with low volume of passengers, these vehicle(s) get 28 miles per gallon which will save on our fuel cost.. Please see Form C-3 for a detailed description of each of these vehicles. The application requests funding to replace these vehicles.

The coordinated transportation system offers efficient, cost-effective transportation services on a county-wide basis to the general public and to the sponsored and non-sponsored transportation disadvantaged. The coordinated transportation system is managed by a single central administrative unit, Big Bend Transit, Inc., whose responsibility it is to bring together operators and consumers to ensure quality transportation for general public, sponsored T.D., and non-sponsored T.D. persons at a reasonable cost.

- Offers transportation services, for both ambulatory and non-ambulatory persons, 24 hours a day, 7 days a week
- ensures that liability coverage's are, as a minimum, in the amount of \$100,000 per person and \$200,000 per occurrence; and
- requires that all equipment employed will comply with all Federal, State and Local government requirements, and that all Transportation Operators have a System Safety Program Plan (Section 341.0601, F.S.).

The awarded funds will enable existing services to be continued and an increasing demand, including an increasing demand for multi-loading of non-ambulatory (wheelchair) passengers to be accommodated.

Big Bend Transit, Inc. is a private, not for profit corporation, incorporated in March 1978 for the primary purpose of coordinating, consolidating, planning for and/or providing efficient and effective paratransit services for the elderly, handicapped, and other transportation disadvantaged persons (and groups), and to further, by study, research, evaluation, publications, education, advocacy, and consultation, the public knowledge of paratransit needs, patterns and opportunities for elderly, handicapped and transportation disadvantaged persons (and groups).

The operation of the transit system is directed by a General Manager. The equivalent of 62 operations, maintenance, and administrative personnel are employed by Big Bend Transit to accomplish the delivery of transportation services for the elderly and disabled persons in Madison, Florida.

Operations offices are located in Monticello (Jefferson County) and services Madison. The main office is located in Tallahassee (Leon County). A Transportation Manager, scheduler(s)/dispatcher(s), and an appropriate compliment of transit operators accommodate the demand for transportation service in Madison. Big Bend Transit's Madison County, operations are supported by administrative and maintenance personnel and a maintenance/administration facility in Tallahassee (Leon County). Record keeping and training are all conducted at the Leon County facility.

Types of Service Provided

Big Bend Transit, Inc. (BBT) provides advanced reservation transportation services, demand response transportation services, fixed route transportation services and commuter vanpool transportation services. These services are provided to employment centers and to social service, health, medical, shopping, and recreational facilities. Intra- and inter-county transportation service is provided within/from each of the counties in the service area, with the emphasis on inter-county service being directed to Alachua and Leon Counties, which provide a high concentration of specialized medical services and employment opportunities in the Big Bend area of North Florida.

All transportation services are scheduled and dispatched by BBT personnel through the operations office. The transportation services would be available 24-hours per day, seven days per week, but generally utilized between the hours of 6:00 AM until 8:00 PM. The transportation services provided by BBT would consolidate approximately 95% of the existing human services transportation in Madison County. This would provide an alternative mode of, and in some instances the only opportunity transportation to the elderly, disabled and general public of the rural, non-urbanized area.

BBT services include, but are not limited to, intra- and inter-county advanced reservation, demand response, and fixed route services available to the elderly, disabled and general public in Madison County.

Big Bend Transit, Inc. offers the same extent and level of transportation services and fare schedule to sponsored T.D., non-sponsored T.D., and general public passengers. Contingent on availability of funds from the Transportation Disadvantaged Trust Fund, a reduced fare will be available to provide subsidized opportunities for non-sponsored transportation disadvantaged persons to obtain access to transportation for daily living needs when they are not sponsored for that need by any other available funding source.

Hours, Days and Conditions of Service

Advanced Reservation Service – curb-to-curb, intra- and inter-county, ambulatory/wheelchair, non-emergency transportation service.

- Monday through Sunday, 6:00 AM to 6:00 PM, excluding Thanksgiving Day, Christmas Day and New Year's Day.

Demand Response Service – curb-to-curb, ambulatory/wheelchair, non-emergency transportation service, requested by an agency and/or the general public, that is provided: 1) outside the specific areas

of services and/or specific periods of regular operation; or 2) without the proper notification.

- Seven (7) day per week, 24 hours per day, excluding Thanksgiving Day, Christmas Day and New Year's Day.

Fixed Route Service – intra-county route, ambulatory/wheelchair, non-emergency transportation service.

- Monday through Sunday, 6:00 AM to 6:00 PM, excluding Thanksgiving Day, Christmas Day and New Year's Day.

Vehicles and Maintenance

Big Bend Transit, Inc. (BBT) operates an in-house (majority of work completed in our facility) maintenance shop with our own personnel in Tallahassee, Florida. This gives us more control over the work being accomplished in an efficient and timely manner.

To decrease down time for vehicles needing maintenance and to avoid a disruption in service for our customers, we reserve a small number of vehicles for the maintenance department to use as exchange vehicles when vehicles come in from surrounding counties for scheduled maintenance. This works to our advantage that it allows us to have our mechanics do most of the work here in the maintenance shop. At times, it is necessary to dispatch one of our mechanics to do unscheduled repairs on an inoperable vehicle in order to be able to drive the vehicle to the shop.

Our maintenance facility is equipped with all of the tools, equipment and resources needed to do 99% of the work in-house. The only work we have to contract out for is extensive body and frame repairs. We use local dealers (Chevrolet and Ford) to accomplish warranty and manufactures recall concerns. We strive to keep a good rapport with these dealers to decrease down time.

System Safety Plan

In the interest of safety and security, to implement the requirements of Florida Statute 341.061, "Transit Safety Standards; Inspection and System Safety Reviews", and to be in compliance with Chapter 14-90, Florida Administrative Code, "Equipment and Operational Safety Standards Governing Public Sector Bus Transit Systems", BBT has developed a System Safety Program Plan (SSPP). This SSPP is incorporated as the standard practice of the organization. Compliance with the SSPP is required of all employees.

Drug Free Work Place

In a commitment to safeguard the health of our employees and to provide a safe environment for everyone, Big Bend Transit, Inc. has established a drug-free workplace policy. This policy was implemented pursuant to the drug-free workplace program requirements under Florida Statutes 440.102 and Administrative Rule 59A-24 of the State of Florida Agency for Health Care Administration.

EXHIBIT A-1 FACTSHEET

Name of Applicant: Big Bend Transit, Inc. (Madison County)

	CURRENTLY	IF GRANT IS AWARDED *
1. Number of one-way passenger trips.* PER YEAR	18,667	20,188
2. Number of individuals served unduplicated (first ride per rider per fiscal year). PER YEAR**	683	711
3. Number of vehicles used for this service. ACTUAL	12	12
4. Number of ambulatory seats. AVERAGE PER VEHICLE (Total ambulatory seats divided by total number of fleet vehicles)	10	10
5. Number of wheelchair positions. AVERAGE PER VEHICLE (Total wheelchair positions divided by total number of fleet vehicles)	2	2
6. Vehicle Miles traveled. PER YEAR	264,196	277,850
7. Average vehicle miles PER DAY	880	926
8. Normal vehicle hours in operation. PER DAY	63	65
9. Normal number of days in operation. PER WEEK	6	6
10. Trip length (roundtrip). AVERAGE	16	18

Estimates are acceptable. The information listed should be specific to the Section 5310 funds and not agency wide.

* One way passenger trip is the unit of service provided each time a passenger enters the vehicle, is transported, then exits the vehicle. Each different destination would constitute a passenger trip

** The unduplicated riders are for current year and the subsequent year once the grant is awarded



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March 27, 2015

Ms. Doreen Joyner-Howard, District Modal Development Manager
Florida Department of Transportation - District 2
2198 Edison Avenue, MS 2806
Jacksonville, FL 32204

RE: Regional Review of Clearinghouse Committee Item #29 -
Columbia County Senior Services - 5310 Capital Assistance Grant Application -
Columbia County, Florida

Dear Doreen:

The following comment is submitted on the above-referenced item in accordance Presidential Executive Order 12372, Gubernatorial Executive Order 95-359 and Council procedures.

The above-referenced item is consistent with the North Central Florida Strategic Regional Policy Plan. Additionally, the item is coordinated with the Columbia, Hamilton and Suwannee Counties Transportation Disadvantaged Plan.

This letter affirms that the North Central Florida Regional Planning Council has no objection to the above-referenced item. If you have any questions concerning this item, please do not hesitate to contact Steven Dopp, Senior Planner of the Planning Council's Regional and Local Government Programs staff, at 352.955.2200 ext. 109.

Sincerely,

Scott R. Koons, AICP
Executive Director

v:\chouse\letters\fdot\howard.ltr150209.29.docx

Application for Federal Assistance SF-424						
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application			* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision		* If Revision, select appropriate letter(s) _____ * Other (Specify): _____	
* 3. Date Received: 12/12/2014		4. Applicant Identifier: NA				
5a. Federal Entity Identifier: NA			5b. Federal Award Identifier: _____			
State Use Only:						
6. Date Received by State: _____		7. State Application Identifier: 1001				
8. APPLICANT INFORMATION:						
* a. Legal Name: COLUMBIA COUNTY SENIOR SERVICES, INC.						
* b. Employer/Taxpayer Identification Number (EIN/TIN): 59-1447549			* c. Organizational DUNS: 0471187110000			
d. Address:						
* Street1: 628 SE ALLISON COURT		_____				
Street2: Mailing Address: P.O. Box 1772		_____				
* City: Lake City		_____				
County/Parish: Columbia		_____				
* State: FL: Florida		_____				
Province: _____		_____				
* Country: USA: UNITED STATES		_____				
* Zip / Postal Code: 32056-1772		_____				
e. Organizational Unit:						
Department Name: NA			Division Name: NA			
f. Name and contact information of person to be contacted on matters involving this application:						
Prefix: Mrs.		* First Name: Deborah				
Middle Name: B.		_____				
* Last Name: Freeman		_____				
Suffix: NA		_____				
Title: Executive Director						
Organizational Affiliation: NA						
* Telephone Number: 386-752-7717			Fax Number: 386-752-8256			
* Email: ccssdirector@aol.com						

Application for Federal Assistance SF-424

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

Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

* 10. Name of Federal Agency:

FEDERAL TRANSIT ADMINISTRATION

11. Catalog of Federal Domestic Assistance Number:

20.513

CFDA Title:

SECTION 5310

* 12. Funding Opportunity Number:

* Title:

13. Competition Identification Number:

NA

Title:

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

Area of Service.docx

Add Attachment

Delete Attachment

View Attachment

* 15. Descriptive Title of Applicant's Project:

2015 -U.S.C. Section 5310 application: Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities. 20.513 Request is to fund the replacement of two transport vans.

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

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

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="119,473.60"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="14,934.20"/>
* d. Local	<input type="text" value="14,934.20"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="149,342.00"/>

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

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

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

- Yes No

If "Yes", provide explanation and attach

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

** I AGREE

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

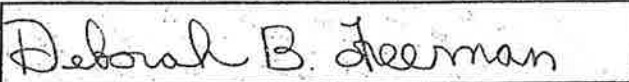
Authorized Representative:

Prefix: * First Name:
 Middle Name:
 * Last Name:
 Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative: 

* Date Signed:

CAPITAL REQUEST FORM

VEHICLE REQUEST

R or E (a)	Number requested	Description (b) (c) <u>www.tripsflorida.org</u>	Estimated Cost
R	2	23 FT. GASOLINE BUS WITH LIFT & 12 SEATS & 2 W/C POSITIONS	\$148,882.00
Sub-total			\$ 148,882.00

EQUIPMENT REQUEST (c)

R	2	STEREO RADIO	\$460.00
Sub-total			\$460.00

(a) Replacement (R) or Expansion (E).

(b) Provide a brief description including the length and type vehicle, type of fuel, lift or ramp, number of seats and wheelchair positions. Do not show the Make. For example, 22' gasoline bus with lift, 12 ambulatory seats, and 2 wheelchair positions.

(c) Show mobile radios and identify the type of radio (i.e. two way radio or stereo radio), computer hardware/software, etc. under "Equipment Request."

VEHICLE SUBTOTAL \$148,882.00+ EQUIPMENT SUBTOTALS \$460.00 = \$149,342.00 (x).

(x) X 80% = \$ 119,473.60 [Show this amount on Form 424 in block 15(a)]

EXHIBIT B

Proposed Project Description

1. Capital Assistance is being requested to replace a 2002 and a 2003 Ford Van in order to maintain services to senior adults in Columbia County. We have a minimum of 12,000 trips per year with ridership varying between 65-75 unduplicated clients per year.
2. CCSS, Inc. is requesting funding for the replacement of two of its oldest transport vans. The vans are used to provide transportation to senior adults for various activities of daily living, including doctor visits, banking, social and recreational activities, hair appointments and shopping. There is no public transportation system in Columbia County which provides for the transportation needed for seniors to participate in various activities of daily.
3. Columbia County is a large county comprising an area of 797 square miles. Older people need a consistent entity which can provide reliable transportation. We consider transportation to be the number one need of the elderly in Columbia County. Transportation allows for seniors to keep from being isolated and keeps them independent.
4. Two new vans will be ordered to replace the two oldest vans we own. We have requested an updated radio for the new vans.
5. CCSS, Inc. employs a Facilities and Vehicle Manager who is responsible for the maintenance and safety issues associated with transportation. He has provided a copy of his Standard Transportation Operating Procedures as Exhibit M.
6. CCSS, Inc. is a 43 year old not for profit (501-c-3) incorporated in the State of Florida. We provide a wide array of services to seniors, including transportation, to support their abilities to remain independent. We work under the auspices of the Florida Department of Elder Affairs.
7. As a Lead Agency for DOEA, we are required to track the services which we perform for the State. We collect information using various forms which are turned into data entry on a regular basis and input into CIRTS – Client Information Referral and Tracking System. We will also be using Serv-Tracker to collect data on clients not in the State Programs.
8. CCSS, Inc. is drug free workplace. All employees are Level II background screened and fingerprinted. Drivers must have a clean driving record verified by a Motor Vehicles record search. Routes are dictated by the clients who reserve a trip on any particular day. The Facilities and Vehicle Manager maintains the maintenance records and schedules the vans for service. Our vans do not require CDL licenses due to the passenger limitations. Insurance and registration is handled by the Business Administrator.

The Title III Supervisor trains the drivers on routes and equipment usage. He also manages the size of the routes in order to provide the shortest ride for seniors and the most cost effective fuel use for the agency.

Hours of service begin at 8 am and end by 4 pm. Shopping, doctor's appointments, banking are scheduled on specific days with clients making reservations for the trips. Lake City runs Tuesday-Friday. Ft. White runs Monday-Thursday. We do not run the vans on the weekend due to the added expense. We are currently working on an agency wide safety plan.

EXHIBIT A-1 FACTSHEET

Name of Applicant: COLUMBIA COUNTY SENIOR SERVICES, INC.

	CURRENTLY	IF GRANT IS AWARDED *
1. Number of one-way passenger trips.* PER YEAR	12,773	MAINTAIN CURRENT NUMBERS
2. Number of individuals served unduplicated (first ride per rider per fiscal year). PER YEAR**	67	75
3. Number of vehicles used for this service. ACTUAL	#5	#5
4. Number of ambulatory seats. AVERAGE PER VEHICLE (Total ambulatory seats divided by total number of fleet vehicles)	#8.8	#9.6
5. Number of wheelchair positions. AVERAGE PER VEHICLE (Total wheelchair positions divided by total number of fleet vehicles)	#1	#1.5
6. Vehicle Miles traveled. PER YEAR	#61,600	#61,600
7. Average vehicle miles PER DAY	#220	#220-250
8. Normal vehicle hours in operation. PER DAY	8 – Lake City 6 – Ft. White	Same
9. Normal number of days in operation. PER WEEK	5	M-TH (Ft. White) T-F (Lake City)
10. Trip length (roundtrip). AVERAGE	47.38	45-50

Estimates are acceptable. The information listed should be specific to the Section 5310 funds and not agency wide.

* One way passenger trip is the unit of service provided each time a passenger enters the vehicle, is transported, then exits the vehicle. Each different destination would constitute a passenger trip

** The unduplicated riders are for current year and the subsequent year once the grant is awarded



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March 27, 2015

Ms. Doreen Joyner-Howard, District Modal Development Manager
Florida Department of Transportation - District 2
2198 Edison Avenue, MS 2806
Jacksonville, FL 32204

RE: Regional Review of Clearinghouse Committee Item #30 -
Suwannee Valley Transit Authority - 5310 Capital Assistance Grant Application -
Columbia, Hamilton and Suwannee Counties, Florida

Dear Doreen:

The following comment is submitted on the above-referenced item in accordance Presidential Executive Order 12372, Gubernatorial Executive Order 95-359 and Council procedures.

The above-referenced item is consistent with the North Central Florida Strategic Regional Policy Plan. Additionally, the item is coordinated with the Columbia, Hamilton and Suwannee Counties Transportation Disadvantaged Plan.

This letter affirms that the North Central Florida Regional Planning Council has no objection to the above-referenced item. If you have any questions concerning this item, please do not hesitate to contact Steven Dopp, Senior Planner of the Planning Council's Regional and Local Government Programs staff, at 352.955.2200 ext. 109.

Sincerely,

Scott R. Koons, AICP
Executive Director

v:\chouse\letters\fdot\howard.ltr150209.30.docx

Application for Federal Assistance SF-424		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): _____ * Other (Specify): _____
* 3. Date Received: _____	4. Applicant Identifier: Not Applicable	
5a. Federal Entity Identifier: Not Applicable	5b. Federal Award Identifier: _____	
State Use Only:		
6. Date Received by State: _____	7. State Application Identifier: 1001	
8. APPLICANT INFORMATION:		
* a. Legal Name: Suwannee Valley Transit Authority		
* b. Employer/Taxpayer Identification Number (EIN/TIN): 59-1684116	* c. Organizational DUNS: 0831930600000	
d. Address:		
* Street1: 1907 Voyles Street	Street2: _____	
* City: Live Oak	County/Parish: Suwannee	
* State: _____	FL: Florida	
Province: _____	Country: USA: UNITED STATES	
* Zip / Postal Code: 32064		
e. Organizational Unit:		
Department Name: Transportation	Division Name: Administration	
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix: Mrs.	* First Name: Teresa	Middle Name: _____
* Last Name: Fortner	Suffix: _____	
Title: Administrator		
Organizational Affiliation: Appointed by Board of Directors		
* Telephone Number: 386-362-5332	Fax Number: 386-219-0157	
* Email: taresa.fortner@ridesvta.com		

Application for Federal Assistance SF-424

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

D: Special District Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

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

Federal Transit Administration

11. Catalog of Federal Domestic Assistance Number:

20.512

CFDA Title:

Section 5310

*** 12. Funding Opportunity Number:**

* Title:

ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES PROGRAM

13. Competition Identification Number:

Not Applicable

Title:

Not Applicable

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

Columbia Hamilton
Sevier

Add Attachment

Delete Attachment

View Attachment

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

Capital Assistance

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

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

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="64,931.04"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text" value="8,116.38"/>
* d. Local	<input type="text" value="8,116.38"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="81,163.80"/>

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

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

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

Yes No

If "Yes", provide explanation and attach

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

** I AGREE

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

Authorized Representative:

Prefix: * First Name:
 Middle Name:
 * Last Name:
 Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative:

* Date Signed:

CAPITAL REQUEST FORM

VEHICLE REQUEST

R or E (a)	Number requested	Description (b) (c) <u>www.tripsflorida.org</u>	Estimated Cost
R	1	21 Foot Chevrolet Gasoline Cutaway w/lift, 2 wheelchair positions and 8 ambulatory seats	\$65,477.00
Sub-total	1		\$65,477.00

EQUIPMENT REQUEST (c)

R	2	Sets of Complete Parts plus labor for upgrade from manual to electric gates for grounds	\$15,686.80
Sub-total			\$15,686.80

(a) Replacement (R) or Expansion (E).

(b) Provide a brief description including the length and type vehicle, type of fuel, lift or ramp, number of seats and wheelchair positions. Do not show the Make. For example, 22' gasoline bus with lift, 12 ambulatory seats, and 2 wheelchair positions.

(c) Show mobile radios and identify the type of radio (i.e. two way radio or stereo radio), computer hardware/software, etc. under "Equipment Request."

VEHICLE SUBTOTAL \$65,477.00 + EQUIPMENT SUBTOTALS \$15,686.80 = \$81,163.80 (x).

(x) X 80% = \$ 64,931.04 [Show this amount on Form 424 in block 15(a)]

EXHIBIT B – PROPOSED PROJECT DESCRIPTION

1. Is the project to continue the existing level of services, to expand present service, or to provide new service? How will a grant award be used? More hours? Service in a larger geographic area? Shorter headways? More trips? Please explain in detail:
This project will satisfy multiple objectives including:
 - a. Continuing the existing level of service by replacing aging fleet and adding upgrade to manual gates that surround the property;
 - b. Continuing to meet the demand for trips in the Columbia, Hamilton, and Suwannee County Service Areas.Suwannee Valley Transit Authority works very hard not to turn down trips needed for the Elderly and Disabled. Our service is very valuable to the entire communities of Columbia, Hamilton, and Suwannee County and we feel that there are some vehicles that need to be replaced and upgrades that need to be made for us to continue at our current service level.
2. If a grant award will be used to maintain services as described in Exhibit A, specifically explain how it will be used in the context of total service. In the area of total service, the replacement of an aging fleet that is beyond its useful life will save the agency dollars on repair and maintenance bills. The money that is saved will be reinvested into the Agency so that clients are not turned down when they need a trip.
3. Give a detailed explanation of the need for the vehicle and provide evidence of the need. The agency currently spends a lot of money on the repairs and maintenance needed to keep our vehicles on the road. We now have four cutaways that are beyond their useful life and we do not feel that we will be able to keep them on the road if they are not replaced. The vehicles are simply going to put us down.
4. Will a grant award be used to replace existing equipment or purchase additional vehicles/equipment? As you can see from the inventory chart, the grant award will be used to replace existing equipment.
5. Identify vehicles/equipment being replaced and list them on the “**Current Vehicle and Transportation Equipment Inventory**” form, provided elsewhere in this manual. See Vehicle Inventory Sheets.
6. Describe the agency’s maintenance program and include a section on how vehicles will be maintained without interruptions in service (who, what, where, and when).
Suwannee Valley Transit Authority has a fully capable Maintenance Department as shown in the organizational chart above. If Maintenance issues come up that these five employees cannot handle, the Maintenance Supervisor makes a decision concerning companies that maintenance work will be outsourced to.
7. If vehicles/equipment are proposed to be used by a lessee or private operator under contract to the applicant, identify the proposed lessee/operator.
 - a. Include an equitable plan for distribution of vehicles/equipment to lessees and/or private operators. N/A. The vehicle is for Suwannee Valley Transit Agency.
8. Each applicant shall indicate whether they are a government authority or a private non-profit agency, provide a brief description of the project which includes the counties served,

whether the applicant employees are represented by a union and if so represented the name and local number of the union. Suwannee Valley Transit Authority (SVTA) is not a private non-profit agency. We are a public entity (government agency) formed under an inter-local agreement between Columbia, Hamilton and Suwannee Counties. This 5311 Grant will be used to maintain the daily operations of Suwannee Valley Transit Authority. It will serve Columbia, Hamilton, and Suwannee Counties. Suwannee Valley Transit Authority's employees are not represented by a union.

9. Agencies receiving Section 5310 funds must collect both quantitative and qualitative data (detailed in the Threshold Criteria section on page 7) to capture overarching program information as part of the Section 5310 annual report. Please outline how your agency will collect the quantitative and qualitative data required as a Section 5310 recipient. i.e. What will the time frame be/how will it be incorporated into program operations? What tools will be used to collect the data? The agency currently uses Trapeze software in its day to day operations to track the number of trips, miles, etc. that it does when transporting the elderly and disabled. Reports that track the necessary program performance measures can be pulled from the Trapeze system as often as needed.

10. Fully explain Your Transportation Program
 - a. Service hours, planned service, routes and trip types
Suwannee Valley Transit Authority provides door-to-door, curb-to-curb, shared-ride, flex route services as needed for ambulatory, wheelchair, and stretcher passengers. Transportation services are arranged on a subscription, on-demand, and advance reservation basis. General public transportation service is available Monday through Friday from 6:00 A.M. to 5:00 P.M. excluding holidays. Transportation Disadvantaged service is provided Monday through Saturday from 6:00 A.M. to 5:00 P.M. excluding holidays. The agency observes all federal holidays. Agency sponsored transportation service is provided according to contractual arrangements.
 - b. Staffing – include plan for training on vehicle equipment such as wheelchair lifts, etc.
Suwannee Valley Transit Authority employs thirty-four (34) employees including the Administrator. New drivers have a one-on-one, up to two-week training period in which they travel with an experienced driver and are trained on the proper procedures and how to use the equipment. Additional training sessions in driver policies and procedures are done on Saturdays. These trainings are done eight months out of the year. Training involves everything from customer service to safety and securement procedures.
 - c. Records Maintenance – Suwannee Valley Transit Authority follows the Florida Statutes and Florida Administrative Code for all public records regardless of media or format. Records are maintained for at least seven years. Teresa Fortner is designated as the Records Management Liaison Officer for the agency.
 - d. Vehicle Maintenance – who, what, when and where.
Suwannee Valley Transit Authority has a fully capable Maintenance Department as shown in the organizational chart above. If Maintenance issues come up that these five employees cannot handle, the Maintenance Supervisor makes a decision concerning companies that maintenance work will be outsourced to.
 - e. CDL requirements – It is not a requirement that a driver have a CDL license when they are hired. Drivers are assigned vehicles and trips based on their capabilities and license. Drivers that do not have CDLs will be expected to go through the training and pass the test for their CDL license once SVTA is designated as a testing site for persons wishing to receive a CDL license. The paperwork for SVTA's

designation has been signed and the test site should be operational within the next six months.

- f. System Safety plan – The agency has adopted a SSPP and SPP pursuant to the standards set forth in Rule Chapter 14-90, Florida Administrative Code. The agency is in compliance with its adopted SSPP and SPP and the adopted SSPP and SSP are up to date. The agency has performed annual safety inspections on all operational vehicles in accordance with Rule Chapter 14-90, Florida Administrative Code. Merrill Wayne Blevins is the qualified mechanic that has authorized the annual inspections.
- g. Drug free work place – It is the policy of SVTA to create a workplace environment free from the adverse effects of drug and alcohol abuse or misuse. SVTA prohibits the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances. All SVTA employees are drug tested prior to employment and on a random basis.

New Agencies:

- 10. Have you met with the CTC and, if so, how are you providing a service that they cannot? Provide detailed information supporting this requirement. Suwannee Valley Transit Authority is not a new agency. We have been established since 1976.

Questions Related to agencies Requesting Operating Funds:

- 1. How do you currently fund the operations of your transit program? N/A.
- 2. Why are Operating Funds being requested? N/A.
- 3. If this grant is not fully funded, can you still proceed with this program? N/A.

New Agencies:

- 4. Have you met with the CTC and, if so, how are you providing a service that they cannot? Provide detailed information supporting this requirement. N/A.

EXHIBIT A-1 FACTSHEET

Name of Applicant: Suwannee Valley Transit Authority

	CURRENTLY	IF GRANT IS AWARDED *
1. Number of one-way passenger trips.* PER YEAR	92,219	92,219
2. Number of individuals served unduplicated (first ride per rider per fiscal year). PER YEAR**	1,344	1,344
3. Number of vehicles used for this service. ACTUAL	41	41
4. Number of ambulatory seats. AVERAGE PER VEHICLE (Total ambulatory seats divided by total number of fleet vehicles)	10	10
5. Number of wheelchair positions. AVERAGE PER VEHICLE (Total wheelchair positions divided by total number of fleet vehicles)	2	2
6. Vehicle Miles traveled. PER YEAR	1,715,341	1,715,341
7. Average vehicle miles PER DAY	5,643	5,643
8. Normal vehicle hours in operation. PER DAY	258	258
9. Normal number of days in operation. PER WEEK	6	6
10. Trip length (roundtrip). AVERAGE	56	56

Estimates are acceptable. The information listed should be specific to the Section 5310 funds and not agency wide.

* One way passenger trip is the unit of service provided each time a passenger enters the vehicle, is transported, then exits the vehicle. Each different destination would constitute a passenger trip

** The unduplicated riders are for current year and the subsequent year once the grant is awarded



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March 27, 2015

Ms. Doreen Joyner-Howard, District Modal Development Manager
Florida Department of Transportation - District 2
2198 Edison Avenue, MS 2806
Jacksonville, FL 32204

RE: Regional Review of Clearinghouse Committee Item #31 -
Suwannee Valley Transit Authority - 5311 Operating Assistance Grant Application -
Suwannee County, Florida

Dear Doreen:

The following comment is submitted on the above-referenced item in accordance Presidential Executive Order 12372, Gubernatorial Executive Order 95-359 and Council procedures.

The above-referenced item is consistent with the North Central Florida Strategic Regional Policy Plan. Additionally, the item is coordinated with the Columbia, Hamilton and Suwannee Counties Transportation Disadvantaged Plan.

This letter affirms that the North Central Florida Regional Planning Council has no objection to the above-referenced item. If you have any questions concerning this item, please do not hesitate to contact Steven Dopp, Senior Planner of the Planning Council's Regional and Local Government Programs staff, at 352.955.2200 ext. 109.

Sincerely,

SS

Scott R. Koons, AICP
Executive Director

v:\chouse\letters\fdot\howard.ltr150209.31.docx

Application for Federal Assistance SF-424

* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision		* If Revision, select appropriate letter(s): _____ * Other (Specify): _____	
* 3. Date Received: _____		4. Applicant Identifier: Not Applicable			
5a. Federal Entity Identifier: Not Applicable			5b. Federal Award Identifier: _____		
State Use Only:					
6. Date Received by State: _____		7. State Application Identifier: 1001			
8. APPLICANT INFORMATION:					
* a. Legal Name: Suwannee Valley Transit Authority - Suwannee County					
* b. Employer/Taxpayer Identification Number (EIN/TIN): 59-1684116			* c. Organizational DUNS: 083193060000		
d. Address:					
* Street1: 1907 Voyles Street		_____			
Street2: _____		_____			
* City: Live Oak		_____			
County/Parish: Suwannee		_____			
* State: FL: Florida		_____			
Province: _____		_____			
* Country: USA: UNITED STATES		_____			
* Zip / Postal Code: 32064		_____			
e. Organizational Unit:					
Department Name: Transportation			Division Name: Administration		
f. Name and contact information of person to be contacted on matters involving this application:					
Prefix: Mrs.		* First Name: Teresa			
Middle Name: _____		_____			
* Last Name: Fortner		_____			
Suffix: _____		_____			
Title: Administrator					
Organizational Affiliation: Appointed by Board of Directors					
* Telephone Number: 385-362-5332			Fax Number: 386-219-0157		
* Email: teresa.fortner@ridesvta.com					

Application for Federal Assistance SF-424

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

D: Special District Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

* 10. Name of Federal Agency:

Federal Transit Administration

11. Catalog of Federal Domestic Assistance Number:

CFDA 20.509

CFDA Title:

Section 5311

* 12. Funding Opportunity Number:

* Title:

FORMULA GRANTS FOR RURAL AREAS

13. Competition Identification Number:

Not Applicable

Title:

Not Applicable

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

DuWanell

Add Attachment

Delete Attachment

View Attachment

* 15. Descriptive Title of Applicant's Project:

Operating Assistance

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

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

Add Attachment

Delete Attachment

New Attachment

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="157,330.50"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text" value="157,330.50"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="314,661.00"/>

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

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

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

Yes No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

New Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

** I AGREE

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


Authorized Representative:

Prefix: * First Name:
 Middle Name:
 * Last Name:
 Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative: 

* Date Signed:

EXHIBIT A – CURRENT SYSTEM DESCRIPTION

1. An overview of the organization including its mission, program goals and objectives:
SVTA is the smallest of Florida's transit agencies but that does not dim our goal of being a well-run, customer-service oriented organization. Suwannee Valley Transit Authority's (SVTA) experience as the state designated transportation provider spans more than thirty-eight (38) years in and for the region of Columbia, Hamilton, and Suwannee Counties (and formerly Lafayette). The Agency was formed by an inter-local agreement in 1976 and is organized under the Florida Statutes as a Special District. The Agency is led by a board of elected officials from each of its counties.
2. Organizational structure, type of operation, number of employees, and other pertinent organizational information:
Suwannee Valley Transit Authority is a rural public transportation agency. Suwannee Valley Transit Authority is governed by a Board of Directors that includes two County Commissioners from the Columbia, Hamilton, and Suwannee County Boards of County Commissioners. The two County Commissioners that serve on the SVTA Board are appointed by the Chairman of the Board from each County. The Board selects an Administrator to oversee day to day operations that currently includes thirty-four (34) positions. That Administrator selects and supervises the Staff. There are seven positions that the Administrator directly supervises. Four of these positions supervise other employees. The flow chart is as follows:

Administrator:

Receptionist/Administrative Assistant

Maintenance Supervisor – Supervises and trains four maintenance positions.

Driver Supervisor – Supervises and Trains fifteen (15) professional bus operators.

Finance Staff – Two Deputy Finance Managers.

Director of Revenue Billing – Supervises and Trains the Senior Medicaid Manager and one Trip Validation Employee.

Communications Manager – Supervises and Trains three reservationists/office clerks and two dispatchers.

EXHIBIT A – CURRENT SYSTEM DESCRIPTION (Cont.)

3. Who is responsible for insurance, training and management, and administration of the agency's transportation programs:
The Administrator for Suwannee Valley Transit Authority is ultimately responsible for these functions that are part of daily operations for SVTA. The above breakdown on organizational structure explains how these functions are handled by employees other than the Administrator.
4. Who Provides Maintenance:
Suwannee Valley Transit Authority has a fully capable Maintenance Department as shown in the organizational chart above. If Maintenance issues come up that these five employees cannot handle, the Maintenance Supervisor makes a decision concerning companies that maintenance work will be outsourced to.
5. Number of Transportation related employees:
All thirty-four (34) employees of Suwannee Valley Transit Authority are Transportation related employees.
6. Who will drive the vehicles, number of drivers, CDL certifications, etc:
There are seventeen (17) eligible drivers for Suwannee Valley Transit Authority when the Driver Supervisor and Dispatcher that drive occasionally are considered. Twelve of these drivers have CDL licenses.
7. A detailed description of service routes and ridership numbers:
Suwannee Valley Transit Authority served a total of 886 people for Suwannee County for the State of Florida Fiscal Year that ended on June 30, 2014 and was reported in the most recent AOR report. We had 21,264 one-way passenger trips for Suwannee County and 406,502 vehicle miles for Suwannee County completed during this period. Services included ambulatory, wheelchair and stretcher trips within and outside of the three county service area. Routes are currently standardized by type of service, dominated by demand response trips. One daily route to Gainesville assists clients in the region traveling for medical and other appointments.

EXHIBIT B – PROPOSED PROJECT DESCRIPTION

1. Is the project to continue the existing level of services, to expand present service, or to provide new service? How will a grant award be used? More hours? Service in a larger geographic area? Shorter headways? More trips? Please explain in detail:
This project will satisfy multiple objectives including:
 - a. Continuing the existing level of service;
 - b. Meeting the demand for more trips in the Suwannee County Service Area.

The changes in the way Medicaid is funded on May 1, 2014 changed the bottom lines for a lot of our transit agencies. With decreased Medicaid dollars coming in, many transit agencies have had to cut their services. We have continued to meet the demand for our services, but, we now depend heavily on Transportation Disadvantaged Funds and the 5311 Operating Grant.

2. If a grant award will be used to maintain services as described in Exhibit A, specifically explain how it will be used in the context of total service. We do a limited amount of Medicaid trips through the CTD and TMO's, therefore, 5311 Operating Grant funds are used to offset reduction in funds from the CTD and HMO's and meet the demand for trips in our region at our current level of service. The agency will be able to provide a trip count and an accounting of our farebox received on a monthly basis. We currently receive enough in other revenues to meet the match required.
3. Give a detailed explanation of the need for the vehicle and provide evidence of the need.
N/A. We are only requesting operating funds under the 5311 Grant.
4. Will a grant award be used to replace existing equipment or purchase additional vehicles/equipment? Provide details. N/A. We are only requesting operating funds under the 5311 Grant.
5. Identify vehicles/equipment being replaced and list them on the "**Current Vehicle and Transportation Equipment Inventory**" form, provided elsewhere in this manual. See Vehicle Inventory Sheets. N/A.
6. Describe the agency's maintenance program and include a section on how vehicles will be maintained without interruptions in service (who, what, where, and when). Suwannee Valley Transit Authority has a fully capable Maintenance Department as shown in the organizational chart above. If Maintenance issues come up that these five employees cannot handle, the Maintenance Supervisor makes a decision concerning companies that maintenance work will be outsourced to.
7. If vehicles/equipment are proposed to be used by a lessee or private operator under contract to the applicant, identify the proposed lessee/operator.
 - a. Include an equitable plan for distribution of vehicles/equipment to lessees and/or private operators. N/A. Operating Grant only.

8. Each applicant shall indicate whether they are a government authority or a private non-profit agency, provide a brief description of the project which includes the counties served, whether the applicant employees are represented by a union and if so represented the name and local number of the union. Suwannee Valley Transit Authority (SVTA) is not a private non-profit agency. We are a public entity (government agency) formed under an inter-local agreement between Columbia, Hamilton and Suwannee Counties. This 5311 Grant will be used to maintain the daily operations of Suwannee Valley Transit Authority. It will serve Columbia, Hamilton, and Suwannee Counties. Suwannee Valley Transit Authority's employees are not represented by a union.

9. Fully explain Your Transportation Program
 - a. Service hours, planned service, routes and trip types
Suwannee Valley Transit Authority provides door-to-door, curb-to-curb, shared-ride, flex route services as needed for ambulatory, wheelchair, and stretcher passengers. Transportation services are arranged on a subscription, on-demand, and advance reservation basis. General public transportation service is available Monday through Friday from 6:00 A.M. to 5:00 P.M. excluding holidays. Transportation Disadvantaged service is provided Monday through Saturday from 6:00 A.M. to 5:00 P.M. excluding holidays. The agency observes all federal holidays. Agency sponsored transportation service is provided according to contractual arrangements.
 - b. Staffing – include plan for training on vehicle equipment such as wheelchair lifts, etc. Suwannee Valley Transit Authority employs thirty-four (34) employees including the Administrator. New drivers have a one-on-one, up to two-week training period in which they travel with an experienced driver and are trained on the proper procedures and how to use the equipment. Additional training sessions in driver policies and procedures are done on Saturdays. These trainings are done eight months out of the year. Training involves everything from customer service to safety and securement procedures. Staff receives outside training when presented through accredited agencies such as CTAA.
 - c. Records Maintenance – Suwannee Valley Transit Authority follows the Florida Statutes and Florida Administrative Code for all public records regardless of media or format. Records are maintained for at least seven years. Teresa Fortner is designated as the Records Management Liaison Officer for the agency.
 - d. Vehicle Maintenance – who, what, when and where.
Suwannee Valley Transit Authority has a fully capable Maintenance Department as shown in the organizational chart above. If Maintenance issues come up that these five employees cannot handle, the Maintenance Supervisor makes a decision concerning companies that maintenance work will be outsourced to.
 - e. CDL requirements – It is not a requirement that a driver have a CDL license when they are hired. Drivers are assigned vehicles and trips based on their capabilities and license. Drivers that do not have CDLs will be expected to go through the training and pass the test for their CDL license once SVTA is designated as a testing site for persons wishing to receive a CDL license. The paperwork for SVTA's designation has been signed and the test site should be operational within the next six months.
 - f. System Safety plan – The agency has adopted a SSPP and SPP pursuant to the standards set forth in Rule Chapter 14-90, Florida Administrative Code. The

agency is in compliance with its adopted SSPP and SPP and the adopted SSPP and SSP are up to date. The agency has performed annual safety inspections on all operational vehicles in accordance with Rule Chapter 14-90, Florida Administrative Code. Merrill Wayne Blevins is the qualified mechanic that has authorized the annual inspections.

- g. Drug free work place – It is the policy of SVTA to create a workplace environment free from the adverse effects of drug and alcohol abuse or misuse. SVTA prohibits the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances. All SVTA employees are drug tested prior to employment and on a random basis.

New Agencies:

- 10. Have you met with the CTC and, if so, how are you providing a service that they cannot? Provide detailed information supporting this requirement. Suwannee Valley Transit Authority is the CTC. We have been established since 1976. In October 2011 SVTA was approved as the CTC, once again, effective January 2012 through June 2016.

Questions Related to agencies Requesting Operating Funds:

- 1. How do you currently fund the operations of your transit program? Suwannee Valley Transit Authority is funded by various revenue sources for performing trips. These Agencies include but are not limited to: Contractual Agreements with Third Parties, Farebox, Medicaid, Agencies for Persons with Disabilities, Transportation Disadvantaged Commission, Department of Revenue, Columbia County Commissioners, Hamilton County Commissioners, Suwannee County Commissioners, Department of Health, Vocational Rehabilitation, and Well Florida Council Inc. In addition, we have been fortunate enough to be awarded 5311 Grant Operational Funds.
- 2. If this grant is not fully funded, can you still proceed with this program? If this grant is not fully funded, our agency will not be able to perform at our current level. Our two largest funding sources are this grant and Transportation Disadvantaged funds. We work very hard not to turn away passengers that are in need of a ride. Unfortunately, the agency would have to start turning passengers away without these funds.

New Agencies:

- 3. Have you met with the CTC and, if so, how are you providing a service that they cannot? Provide detailed information supporting this requirement. Suwannee Valley Transit Authority is the CTC. We have been established since 1976. In October 2011 SVTA was approved as the CTC, once again, effective January 2012 through June 2016.

All Applicants

**EXHIBIT A-1
FACT SHEET**

	CURRENTLY	IF GRANT IS AWARDED *
1. Number of one-way passenger trips.* PER YEAR	21,264	21,264
2. Number of individuals served unduplicated (first ride per rider per fiscal year). PER YEAR**	886	886
3. Number of vehicles used for this service. ACTUAL	15	15
4. Number of ambulatory seats. AVERAGE PER VEHICLE (Total ambulatory seats divided by total number of fleet vehicles)	10	10
5. Number of wheelchair positions. AVERAGE PER VEHICLE (Total wheelchair positions divided by total number of fleet vehicles)	2	2
6. Vehicle Miles traveled. PER YEAR	406,502	406,502
7. Average vehicle miles PER DAY	1,337	1,337
8. Normal vehicle hours in operation. PER DAY	125	125
9. Normal number of days in operation. PER WEEK	6	6
10. Trip length (roundtrip). AVERAGE	38	38

Estimates are acceptable. The information listed should be specific to the Section 5311 funds and not agency wide.

* One way passenger trip is the unit of service provided each time a passenger enters the vehicle, is transported, then exits the vehicle. Each different destination would constitute a passenger trip

** The unduplicated riders are for current year and the subsequent year once the grant is awarded



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March 27, 2015

Ms. Doreen Joyner-Howard, District Modal Development Manager
Florida Department of Transportation - District 2
2198 Edison Avenue, MS 2806
Jacksonville, FL 32204

RE: Regional Review of Clearinghouse Committee Item #32 -
Suwannee Valley Transit Authority - 5311 Operating Assistance Grant Application -
Hamilton County, Florida

Dear Doreen:

The following comment is submitted on the above-referenced item in accordance Presidential Executive Order 12372, Gubernatorial Executive Order 95-359 and Council procedures.

The above-referenced item is consistent with the North Central Florida Strategic Regional Policy Plan. Additionally, the item is coordinated with the Columbia, Hamilton and Suwannee Counties Transportation Disadvantaged Plan.

This letter affirms that the North Central Florida Regional Planning Council has no objection to the above-referenced item. If you have any questions concerning this item, please do not hesitate to contact Steven Dopp, Senior Planner of the Planning Council's Regional and Local Government Programs staff, at 352.955.2200 ext. 109.

Sincerely,

Scott R. Koons, AICP
Executive Director

v:\chouse\letters\fdot\howard.ltr150209.32.docx

Application for Federal Assistance SF-424		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): _____ * Other (Specify): _____
* 3. Date Received: _____	4. Applicant Identifier: Not Applicable	
5a. Federal Entity Identifier: Not Applicable	5b. Federal Award Identifier: _____	
State Use Only:		
6. Date Received by State: _____	7. State Application Identifier: 1001	
8. APPLICANT INFORMATION:		
* a. Legal Name: Suwannee Valley Transit Authority - Hamilton County		
* b. Employer/Taxpayer Identification Number (EIN/TIN): 59-1684116	* c. Organizational DUNS: 083193060000	
d. Address:		
* Street1: 1907 Voyles Street	Street2: _____	
* City: Live Oak	County/Parish: Suwannee	
* State: _____	FL: Florida	
Province: _____	_____	
* Country: _____	USA: UNITED STATES	
* Zip / Postal Code: 32064	_____	
e. Organizational Unit:		
Department Name: Transportation	Division Name: Administration	
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix: Mrs.	* First Name: Teresa	_____
Middle Name: _____	_____	
* Last Name: Fortner	_____	
Suffix: _____	_____	
Title: Administrator	_____	
Organizational Affiliation: Appointed by Board of Directors		
* Telephone Number: 386-362-5332	Fax Number: 386-219-0157	
* Email: teresa.fortner@ridesvta.com	_____	

Application for Federal Assistance SF-424

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

D: Special District Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

* 10. Name of Federal Agency:

Federal Transit Administration

11. Catalog of Federal Domestic Assistance Number:

CFDA 20.509

CFDA Title:

Section 5311

* 12. Funding Opportunity Number:

* Title:

FORMULA GRANTS FOR RURAL AREAS

13. Competition Identification Number:

Not Applicable

Title:

Not Applicable

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

Hamilton

Add Attachment

Delete Attachment

View Attachments

* 15. Descriptive Title of Applicant's Project:

Operating Assistance

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

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

Add Attachment

Delete Attachment

Reset Attachments

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="61,168.50"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text" value="61,168.50"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="122,337.00"/>

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

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

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

Yes No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

Reset Attachments

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

** I AGREE

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

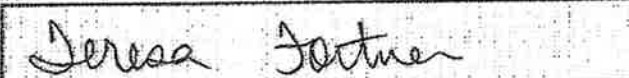
Authorized Representative:

Prefix: * First Name:
 Middle Name:
 * Last Name:
 Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative: 

* Date Signed:

EXHIBIT A – CURRENT SYSTEM DESCRIPTION

1. An overview of the organization including its mission, program goals and objectives:
SVTA is the smallest of Florida's transit agencies but that does not dim our goal of being a well-run, customer-service oriented organization. Suwannee Valley Transit Authority's (SVTA) experience as the state designated transportation provider spans more than thirty-eight (38) years in and for the region of Columbia, Hamilton, and Suwannee Counties (and formerly Lafayette). The Agency was formed by an inter-local agreement in 1976 and is organized under the Florida Statutes as a Special District. The Agency is led by a board of elected officials from each of its counties.
2. Organizational structure, type of operation, number of employees, and other pertinent organizational information:
Suwannee Valley Transit Authority is a rural public transportation agency. Suwannee Valley Transit Authority is governed by a Board of Directors that includes two County Commissioners from the Columbia, Hamilton, and Suwannee County Boards of County Commissioners. The two County Commissioners that serve on the SVTA Board are appointed by the Chairman of the Board from each County. The Board selects an Administrator to oversee day to day operations that currently includes thirty-four (34) positions. That Administrator selects and supervises the Staff. There are seven positions that the Administrator directly supervises. Four of these positions supervise other employees. The flow chart is as follows:

Administrator:

Receptionist/Administrative Assistant

Maintenance Supervisor – Supervises and trains four maintenance positions.

Driver Supervisor – Supervises and Trains fifteen (15) professional bus operators.

Finance Staff – Two Deputy Finance Managers.

Director of Revenue Billing – Supervises and Trains the Senior Medicaid Manager and one Trip Validation Employee.

Communications Manager – Supervises and Trains three reservationists/office clerks and two dispatchers.

EXHIBIT A – CURRENT SYSTEM DESCRIPTION (Cont.)

3. Who is responsible for insurance, training and management, and administration of the agency's transportation programs:
The Administrator for Suwannee Valley Transit Authority is ultimately responsible for these functions that are part of daily operations for SVTA. The above breakdown on organizational structure explains how these functions are handled by employees other than the Administrator.
4. Who Provides Maintenance:
Suwannee Valley Transit Authority has a fully capable Maintenance Department as shown in the organizational chart above. If Maintenance issues come up that these five employees cannot handle, the Maintenance Supervisor makes a decision concerning companies that maintenance work will be outsourced to.
5. Number of Transportation related employees:
All thirty-four (34) employees of Suwannee Valley Transit Authority are Transportation related employees.
6. Who will drive the vehicles, number of drivers, CDL certifications, etc:
There are seventeen (17) eligible drivers for Suwannee Valley Transit Authority when the Driver Supervisor and Dispatcher that drive occasionally are considered. Twelve of these drivers have CDL licenses.
7. A detailed description of service routes and ridership numbers:
Suwannee Valley Transit Authority served a total of 432 people for Hamilton County for the State of Florida Fiscal Year that ended on June 30, 2014 and was reported in the most recent AOR report. We had 12,749 one-way passenger trips for Hamilton County and 674,846 vehicle miles for Hamilton County completed during this period. Services included ambulatory, wheelchair and stretcher trips within and outside of the three county service area. Routes are currently standardized by type of service, dominated by demand response trips. One daily route to Gainesville assists clients in the region traveling for medical and other appointments.

EXHIBIT B – PROPOSED PROJECT DESCRIPTION

1. Is the project to continue the existing level of services, to expand present service, or to provide new service? How will a grant award be used? More hours? Service in a larger geographic area? Shorter headways? More trips? Please explain in detail:
This project will satisfy multiple objectives including:
 - a. Continuing the existing level of service;
 - b. Meeting the demand for more trips in the Hamilton County Service Area.

The changes in the way Medicaid is funded on May 1, 2014 changed the bottom lines for a lot of our transit agencies. With decreased Medicaid dollars coming in, many transit agencies have had to cut their services. We have continued to meet the demand for our services, but, we now depend heavily on Transportation Disadvantaged Funds and the 5311 Operating Grant.

2. If a grant award will be used to maintain services as described in Exhibit A, specifically explain how it will be used in the context of total service. We do a limited amount of Medicaid trips through the CTD and TMO's, therefore, 5311 Operating Grant funds are used to offset reduction in funds from the CTD and HMO's and meet the demand for trips in our region at our current level of service. The agency will be able to provide a trip count and an accounting of our farebox received on a monthly basis. We currently receive enough in other revenues to meet the match required.
3. Give a detailed explanation of the need for the vehicle and provide evidence of the need.
N/A. We are only requesting operating funds under the 5311 Grant.
4. Will a grant award be used to replace existing equipment or purchase additional vehicles/equipment? Provide details. N/A. We are only requesting operating funds under the 5311 Grant.
5. Identify vehicles/equipment being replaced and list them on the "**Current Vehicle and Transportation Equipment Inventory**" form, provided elsewhere in this manual. See Vehicle Inventory Sheets. N/A.
6. Describe the agency's maintenance program and include a section on how vehicles will be maintained without interruptions in service (who, what, where, and when). Suwannee Valley Transit Authority has a fully capable Maintenance Department as shown in the organizational chart above. If Maintenance issues come up that these five employees cannot handle, the Maintenance Supervisor makes a decision concerning companies that maintenance work will be outsourced to.
7. If vehicles/equipment are proposed to be used by a lessee or private operator under contract to the applicant, identify the proposed lessee/operator.
 - a. Include an equitable plan for distribution of vehicles/equipment to lessees and/or private operators. N/A. Operating Grant only.

8. Each applicant shall indicate whether they are a government authority or a private non-profit agency, provide a brief description of the project which includes the counties served, whether the applicant employees are represented by a union and if so represented the name and local number of the union. Suwannee Valley Transit Authority (SVTA) is not a private non-profit agency. We are a public entity (government agency) formed under an inter-local agreement between Columbia, Hamilton and Suwannee Counties. This 5311 Grant will be used to maintain the daily operations of Suwannee Valley Transit Authority. It will serve Columbia, Hamilton, and Suwannee Counties. Suwannee Valley Transit Authority's employees are not represented by a union.

9. Fully explain Your Transportation Program
 - a. Service hours, planned service, routes and trip types
Suwannee Valley Transit Authority provides door-to-door, curb-to-curb, shared-ride, flex route services as needed for ambulatory, wheelchair, and stretcher passengers. Transportation services are arranged on a subscription, on-demand, and advance reservation basis. General public transportation service is available Monday through Friday from 6:00 A.M. to 5:00 P.M. excluding holidays. Transportation Disadvantaged service is provided Monday through Saturday from 6:00 A.M. to 5:00 P.M. excluding holidays. The agency observes all federal holidays. Agency sponsored transportation service is provided according to contractual arrangements.
 - b. Staffing – include plan for training on vehicle equipment such as wheelchair lifts, etc. Suwannee Valley Transit Authority employs thirty-four (34) employees including the Administrator. New drivers have a one-on-one, up to two-week training period in which they travel with an experienced driver and are trained on the proper procedures and how to use the equipment. Additional training sessions in driver policies and procedures are done on Saturdays. These trainings are done eight months out of the year. Training involves everything from customer service to safety and securement procedures. Staff receives outside training when presented through accredited agencies such as CTAA.
 - c. Records Maintenance – Suwannee Valley Transit Authority follows the Florida Statutes and Florida Administrative Code for all public records regardless of media or format. Records are maintained for at least seven years. Teresa Fortner is designated as the Records Management Liaison Officer for the agency.
 - d. Vehicle Maintenance – who, what, when and where.
Suwannee Valley Transit Authority has a fully capable Maintenance Department as shown in the organizational chart above. If Maintenance issues come up that these five employees cannot handle, the Maintenance Supervisor makes a decision concerning companies that maintenance work will be outsourced to.
 - e. CDL requirements – It is not a requirement that a driver have a CDL license when they are hired. Drivers are assigned vehicles and trips based on their capabilities and license. Drivers that do not have CDLs will be expected to go through the training and pass the test for their CDL license once SVTA is designated as a testing site for persons wishing to receive a CDL license. The paperwork for SVTA's designation has been signed and the test site should be operational within the next six months.
 - f. System Safety plan – The agency has adopted a SSPP and SPP pursuant to the standards set forth in Rule Chapter 14-90, Florida Administrative Code. The

agency is in compliance with its adopted SSPP and SPP and the adopted SSPP and SSP are up to date. The agency has performed annual safety inspections on all operational vehicles in accordance with Rule Chapter 14-90, Florida Administrative Code. Merrill Wayne Blevins is the qualified mechanic that has authorized the annual inspections.

- g. Drug free work place – It is the policy of SVTA to create a workplace environment free from the adverse effects of drug and alcohol abuse or misuse. SVTA prohibits the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances. All SVTA employees are drug tested prior to employment and on a random basis.

New Agencies:

- 10. Have you met with the CTC and, if so, how are you providing a service that they cannot? Provide detailed information supporting this requirement. Suwannee Valley Transit Authority is the CTC. We have been established since 1976. In October 2011 SVTA was approved as the CTC, once again, effective January 2012 through June 2016.

Questions Related to agencies Requesting Operating Funds:

- 1. How do you currently fund the operations of your transit program? Suwannee Valley Transit Authority is funded by various revenue sources for performing trips. These Agencies include but are not limited to: Contractual Agreements with Third Parties, Farebox, Medicaid, Agencies for Persons with Disabilities, Transportation Disadvantaged Commission, Department of Revenue, Columbia County Commissioners, Hamilton County Commissioners, Suwannee County Commissioners, Department of Health, Vocational Rehabilitation, and Well Florida Council Inc. In addition, we have been fortunate enough to be awarded 5311 Grant Operational Funds.
- 2. If this grant is not fully funded, can you still proceed with this program? If this grant is not fully funded, our agency will not be able to perform at our current level. Our two largest funding sources are this grant and Transportation Disadvantaged funds. We work very hard not to turn away passengers that are in need of a ride. Unfortunately, the agency would have to start turning passengers away without these funds.

New Agencies:

- 3. Have you met with the CTC and, if so, how are you providing a service that they cannot? Provide detailed information supporting this requirement. Suwannee Valley Transit Authority is the CTC. We have been established since 1976. In October 2011 SVTA was approved as the CTC, once again, effective January 2012 through June 2016.

All Applicants

**EXHIBIT A-1
FACT SHEET**

	CURRENTLY	IF GRANT IS AWARDED *
1. Number of one-way passenger trips.* PER YEAR	12,749	12,749
2. Number of individuals served unduplicated (first ride per rider per fiscal year). PER YEAR**	432	432
3. Number of vehicles used for this service. ACTUAL	8	8
4. Number of ambulatory seats. AVERAGE PER VEHICLE (Total ambulatory seats divided by total number of fleet vehicles)	10	10
5. Number of wheelchair positions. AVERAGE PER VEHICLE (Total wheelchair positions divided by total number of fleet vehicles)	2	2
6. Vehicle Miles traveled. PER YEAR	674,846	674,846
7. Average vehicle miles PER DAY	2,220	2,220
8. Normal vehicle hours in operation. PER DAY	64	64
9. Normal number of days in operation. PER WEEK	6	6
10. Trip length (roundtrip). AVERAGE	106	106

Estimates are acceptable. The information listed should be specific to the Section 5311 funds and not agency wide.

* One way passenger trip is the unit of service provided each time a passenger enters the vehicle, is transported, then exits the vehicle. Each different destination would constitute a passenger trip

** The unduplicated riders are for current year and the subsequent year once the grant is awarded



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March 27, 2015

Ms. Doreen Joyner-Howard, District Modal Development Manager
Florida Department of Transportation - District 2
2198 Edison Avenue, MS 2806
Jacksonville, FL 32204

RE: Regional Review of Clearinghouse Committee Item #33 -
Suwannee Valley Transit Authority - 5311 Operating Assistance Grant Application -
Columbia County, Florida

Dear Doreen:

The following comment is submitted on the above-referenced item in accordance Presidential Executive Order 12372, Gubernatorial Executive Order 95-359 and Council procedures.

The above-referenced item is consistent with the North Central Florida Strategic Regional Policy Plan. Additionally, the item is coordinated with the Columbia, Hamilton and Suwannee Counties Transportation Disadvantaged Plan.

This letter affirms that the North Central Florida Regional Planning Council has no objection to the above-referenced item. If you have any questions concerning this item, please do not hesitate to contact Steven Dopp, Senior Planner of the Planning Council's Regional and Local Government Programs staff, at 352.955.2200 ext. 109.

Sincerely,

Scott R. Koons, AICP
Executive Director

v:\chouse\letters\fdot\howard.ltr150209.33.docx

Application for Federal Assistance SF-424

* 1. Type of Submission:

- Preapplication
- Application
- Changed/Corrected Application

* 2. Type of Application:

- New
- Continuation
- Revision

* If Revision, select appropriate letter(s):

* Other (Specify):

* 3. Date Received:

4. Applicant Identifier:

Not Applicable

5a. Federal Entity Identifier:

Not Applicable

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

1001

8. APPLICANT INFORMATION:

* a. Legal Name:

Suwannee Valley Transit Authority - Columbia County

* b. Employer/Taxpayer Identification Number (EIN/TIN):

59-1684116

* c. Organizational DUNS:

0831930600000

d. Address:

* Street1:

1907 Voyles Street

Street2:

* City:

Live Oak

County/Parish:

Suwannee

* State:

FL: Florida

Province:

* Country:

USA: UNITED STATES

* Zip / Postal Code:

32064

e. Organizational Unit:

Department Name:

Transportation

Division Name:

Administration

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

Prefix:

Mrs.

* First Name:

Teresa

Middle Name:

* Last Name:

Fortner

Suffix:

Title:

Administrator

Organizational Affiliation:

Appointed by Board of Directors

* Telephone Number:

386-362-5332

Fax Number:

386-219-0157

* Email:

teresa.fortner@ridesvta.com

Application for Federal Assistance SF-424

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

D: Special District Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

* 10. Name of Federal Agency:

Federal Transit Administration

11. Catalog of Federal Domestic Assistance Number:

CFDA 20.509

CFDA Title:

Section 5311

* 12. Funding Opportunity Number:

* Title:

FORMULA GRANTS FOR RURAL AREAS

13. Competition Identification Number:

Not Applicable

Title:

Not Applicable

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

Columbia

APP Attachment

State of Missouri

Missouri

* 15. Descriptive Title of Applicant's Project:

Operating Assistance

Attach supporting documents as specified in agency instructions.

APP Attachments

DECE Attachments

Other Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

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

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="255,673.50"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text" value="255,673.50"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="511,347.00"/>

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

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

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

Yes No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

** I AGREE

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

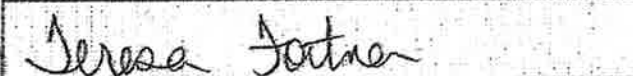
Authorized Representative:

Prefix: * First Name:
Middle Name:
* Last Name:
Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative: 

* Date Signed:

EXHIBIT A – CURRENT SYSTEM DESCRIPTION

1. An overview of the organization including its mission, program goals and objectives:
SVTA is the smallest of Florida's transit agencies but that does not dim our goal of being a well-run, customer-service oriented organization. Suwannee Valley Transit Authority's (SVTA) experience as the state designated transportation provider spans more than thirty-eight (38) years in and for the region of Columbia, Hamilton, and Suwannee Counties (and formerly Lafayette). The Agency was formed by an inter-local agreement in 1976 and is organized under the Florida Statutes as a Special District. The Agency is led by a board of elected officials from each of its counties.
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EXHIBIT A – CURRENT SYSTEM DESCRIPTION (Cont.)

3. Who is responsible for insurance, training and management, and administration of the agency's transportation programs:
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6. Who will drive the vehicles, number of drivers, CDL certifications, etc:
There are seventeen (17) eligible drivers for Suwannee Valley Transit Authority when the Driver Supervisor and Dispatcher that drive occasionally are considered. Twelve of these drivers have CDL licenses.
7. A detailed description of service routes and ridership numbers:
Suwannee Valley Transit Authority served a total of 846 people in Columbia County for the State of Florida Fiscal Year that ended on June 30, 2014 and was reported in the most recent AOR report. We had 58,206 one-way passenger trips for Columbia County and 633,933 vehicle miles for Columbia County completed during this period. Services included ambulatory, wheelchair and stretcher trips within and outside of the three county service area. Routes are currently standardized by type of service, dominated by demand response trips. One daily route to Gainesville assists clients in the region traveling for medical and other appointments.

EXHIBIT B – PROPOSED PROJECT DESCRIPTION

1. Is the project to continue the existing level of services, to expand present service, or to provide new service? How will a grant award be used? More hours? Service in a larger geographic area? Shorter headways? More trips? Please explain in detail:
This project will satisfy multiple objectives including:
 - a. Continuing the existing level of service;
 - b. Meeting the demand for more trips in the Columbia County Service Area.

The changes in the way Medicaid is funded on May 1, 2014 changed the bottom lines for a lot of our transit agencies. With decreased Medicaid dollars coming in, many transit agencies have had to cut their services. We have continued to meet the demand for our services, but, we now depend heavily on Transportation Disadvantaged Funds and the 5311 Operating Grant.

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3. Give a detailed explanation of the need for the vehicle and provide evidence of the need.
N/A. We are only requesting operating funds under the 5311 Grant.
4. Will a grant award be used to replace existing equipment or purchase additional vehicles/equipment? Provide details. N/A. We are only requesting operating funds under the 5311 Grant.
5. Identify vehicles/equipment being replaced and list them on the "**Current Vehicle and Transportation Equipment Inventory**" form, provided elsewhere in this manual. See Vehicle Inventory Sheets. N/A.
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 - a. Include an equitable plan for distribution of vehicles/equipment to lessees and/or private operators. N/A. Operating Grant only.

8. Each applicant shall indicate whether they are a government authority or a private non-profit agency, provide a brief description of the project which includes the counties served, whether the applicant employees are represented by a union and if so represented the name and local number of the union. Suwannee Valley Transit Authority (SVTA) is not a private non-profit agency. We are a public entity (government agency) formed under an inter-local agreement between Columbia, Hamilton and Suwannee Counties. This 5311 Grant will be used to maintain the daily operations of Suwannee Valley Transit Authority. It will serve Columbia, Hamilton, and Suwannee Counties. Suwannee Valley Transit Authority's employees are not represented by a union.

9. Fully explain Your Transportation Program
 - a. Service hours, planned service, routes and trip types
Suwannee Valley Transit Authority provides door-to-door, curb-to-curb, shared-ride, flex route services as needed for ambulatory, wheelchair, and stretcher passengers. Transportation services are arranged on a subscription, on-demand, and advance reservation basis. General public transportation service is available Monday through Friday from 6:00 A.M. to 5:00 P.M. excluding holidays. Transportation Disadvantaged service is provided Monday through Saturday from 6:00 A.M. to 5:00 P.M. excluding holidays. The agency observes all federal holidays. Agency sponsored transportation service is provided according to contractual arrangements.
 - b. Staffing – include plan for training on vehicle equipment such as wheelchair lifts, etc. Suwannee Valley Transit Authority employs thirty-four (34) employees including the Administrator. New drivers have a one-on-one, up to two-week training period in which they travel with an experienced driver and are trained on the proper procedures and how to use the equipment. Additional training sessions in driver policies and procedures are done on Saturdays. These trainings are done eight months out of the year. Training involves everything from customer service to safety and securement procedures. Staff receives outside training when presented through accredited agencies such as CTAA.
 - c. Records Maintenance – Suwannee Valley Transit Authority follows the Florida Statutes and Florida Administrative Code for all public records regardless of media or format. Records are maintained for at least seven years. Teresa Fortner is designated as the Records Management Liaison Officer for the agency.
 - d. Vehicle Maintenance – who, what, when and where.
Suwannee Valley Transit Authority has a fully capable Maintenance Department as shown in the organizational chart above. If Maintenance issues come up that these five employees cannot handle, the Maintenance Supervisor makes a decision concerning companies that maintenance work will be outsourced to.
 - e. CDL requirements – It is not a requirement that a driver have a CDL license when they are hired. Drivers are assigned vehicles and trips based on their capabilities and license. Drivers that do not have CDLs will be expected to go through the training and pass the test for their CDL license once SVTA is designated as a testing site for persons wishing to receive a CDL license. The paperwork for SVTA's designation has been signed and the test site should be operational within the next six months.
 - f. System Safety plan – The agency has adopted a SSPP and SPP pursuant to the standards set forth in Rule Chapter 14-90, Florida Administrative Code. The

agency is in compliance with its adopted SSPP and SPP and the adopted SSPP and SSP are up to date. The agency has performed annual safety inspections on all operational vehicles in accordance with Rule Chapter 14-90, Florida Administrative Code. Merrill Wayne Blevins is the qualified mechanic that has authorized the annual inspections.

- g. Drug free work place – It is the policy of SVTA to create a workplace environment free from the adverse effects of drug and alcohol abuse or misuse. SVTA prohibits the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances. All SVTA employees are drug tested prior to employment and on a random basis.

New Agencies:

- 10. Have you met with the CTC and, if so, how are you providing a service that they cannot? Provide detailed information supporting this requirement. Suwannee Valley Transit Authority is the CTC. We have been established since 1976. In October 2011, SVTA was approved as the CTC, once again, effective January 2012 through June 2016.

Questions Related to agencies Requesting Operating Funds:

- 1. How do you currently fund the operations of your transit program? Suwannee Valley Transit Authority is funded by various revenue sources for performing trips. These Agencies include but are not limited to: Contractual Agreements with Third Parties, Farebox, Medicaid, Agencies for Persons with Disabilities, Transportation Disadvantaged Commission, Department of Revenue, Columbia County Commissioners, Hamilton County Commissioners, Suwannee County Commissioners, Department of Health, Vocational Rehabilitation, and Well Florida Council Inc. In addition, we have been fortunate enough to be awarded 5311 Grant Operational Funds.
- 2. If this grant is not fully funded, can you still proceed with this program? If this grant is not fully funded, our agency will not be able to perform at our current level. Our two largest funding sources are this grant and Transportation Disadvantaged funds. We work very hard not to turn away passengers that are in need of a ride. Unfortunately, the agency would have to start turning passengers away without these funds.

New Agencies:

- 3. Have you met with the CTC and, if so, how are you providing a service that they cannot? Provide detailed information supporting this requirement. Suwannee Valley Transit Authority is the CTC. We have been established since 1976. In October 2011, SVTA was approved as the CTC, once again, effective January 2012 through June 2016.

All Applicants

EXHIBIT A-1 FACT SHEET

	CURRENTLY	IF GRANT IS AWARDED *
1. Number of one-way passenger trips.* PER YEAR	58,206	58,206
2. Number of individuals served unduplicated (first ride per rider per fiscal year). PER YEAR**	846	846
3. Number of vehicles used for this service. ACTUAL	26	26
4. Number of ambulatory seats. AVERAGE PER VEHICLE (Total ambulatory seats divided by total number of fleet vehicles)	10	10
5. Number of wheelchair positions. AVERAGE PER VEHICLE (Total wheelchair positions divided by total number of fleet vehicles)	2	2
6. Vehicle Miles traveled. PER YEAR	633,993	633,993
7. Average vehicle miles PER DAY	2,086	2,086
8. Normal vehicle hours in operation. PER DAY	102	102
9. Normal number of days in operation. PER WEEK	6	6
10. Trip length (roundtrip). AVERAGE	22	22

Estimates are acceptable. The information listed should be specific to the Section 5311 funds and not agency wide.

* One way passenger trip is the unit of service provided each time a passenger enters the vehicle, is transported, then exits the vehicle. Each different destination would constitute a passenger trip

** The unduplicated riders are for current year and the subsequent year once the grant is awarded



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2009 NW 67th Place, Gainesville, FL 32653-1603 • 352.955.2200

March 27, 2015

Ms. Doreen Joyner-Howard, District Modal Development Manager
Florida Department of Transportation - District 2
2198 Edison Avenue, MS 2806
Jacksonville, FL 32204

RE: Regional Review of Clearinghouse Committee Item #34 -
Suwannee Valley Transit Authority - 5339 Capital Assistance Grant Application -
Columbia, Hamilton and Suwannee Counties, Florida

Dear Doreen:

The following comment is submitted on the above-referenced item in accordance Presidential Executive Order 12372, Gubernatorial Executive Order 95-359 and Council procedures.

The above-referenced item is consistent with the North Central Florida Strategic Regional Policy Plan. Additionally, the item is coordinated with the Columbia, Hamilton and Suwannee Counties Transportation Disadvantaged Plan.

This letter affirms that the North Central Florida Regional Planning Council has no objection to the above-referenced item. If you have any questions concerning this item, please do not hesitate to contact Steven Dopp, Senior Planner of the Planning Council's Regional and Local Government Programs staff, at 352.955.2200 ext. 109.

Sincerely,

Scott R. Koons

Scott R. Koons, AICP
Executive Director

Application for Federal Assistance SF-424		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): _____ * Other (Specify): _____
* 3. Date Received: _____	4. Applicant Identifier: Not Applicable	
5a. Federal Entity Identifier: Not Applicable	5b. Federal Award Identifier: _____	
State Use Only:		
6. Date Received by State: _____	7. State Application Identifier: 1001	
8. APPLICANT INFORMATION:		
* a. Legal Name: Suwannee Valley Transit Authority		
* b. Employer/Taxpayer Identification Number (EIN/TIN): 59-1684116	* c. Organizational DUNS: 0831930690000	
d. Address:		
* Street1: 1907 Voyles Street	Street2: _____	
* City: Live Oak	County/Parish: Suwannee	
* State: _____	FL: Florida	
Province: _____	* Country: USA: UNITED STATES	
* Zip / Postal Code: 32064		
e. Organizational Unit:		
Department Name: Transportation	Division Name: Administration	
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix: Mrs.	* First Name: Teresa	Middle Name: _____
* Last Name: Fortner	Suffix: _____	
Title: Administrator		
Organizational Affiliation: Appointed by Board of Directors		
* Telephone Number: 386-362-5332	Fax Number: 386-219-0157	
* Email: teresa.fortner@ridesvta.com		

Application for Federal Assistance SF-424

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

D: Special District Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

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

Federal Transit Administration

11. Catalog of Federal Domestic Assistance Number:

CFDA 20.526

CFDA Title:

Section 5339

*** 12. Funding Opportunity Number:**

* Title:

Bus & Bus Facilities Program

13. Competition Identification Number:

Not Applicable

Title:

Not Applicable

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

Columbia Hamilton
Swain

Add Attachment

Delete Attachment

View Attachment

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

Capital Assistance

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

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

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="255,309.76"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text" value="63,827.44"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="319,137.20"/>

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

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

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

Yes No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

** I AGREE

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

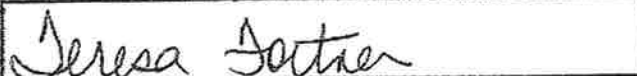
Authorized Representative:

Prefix: * First Name:
 Middle Name:
 * Last Name:
 Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative: 

* Date Signed:

Form C-4

CAPITAL REQUEST

VEHICLE REQUEST

	R or E (a)	Number requested	Description (b) (c)	Estimated Cost
	R	3	21 Foot Chevrolet Gasoline Cutaway w/lift, 2 wheelchair positions and 8 ambulatory seats	\$196,431
	Sub- total	3		\$196,431

EQUIPMENT REQUEST (c)

	R	1	Remove and Repave Parking Lot on Grounds	\$122,706.20
	Sub- total	1		\$122,706.20

(a) Replacement (R) or Expansion (E).

(b) Provide a brief description including the length and type vehicle, type of fuel, lift or ramp, number of seats and wheelchair positions. Do not show the Make. For example, 22' gasoline bus with lift, 12 amb. seats, 2 w/c positions.

(c) Show mobile radios and identify the type of radio (i.e two way radio or stereo radio), computer hardware/software, etc. under "Equipment Request."

VEHICLE SUBTOTAL \$196,431 + EQUIPMENT SUBTOTALS \$122,706.20 = \$ 319,137.20 (x).

(x) X 80% = \$ 255,309.76 [Show this amount on Form 424 in block 15(a)]

EXHIBIT A – CURRENT SYSTEM DESCRIPTION

1. An overview of the organization including its mission, program goals and objectives:
SVTA is the smallest of Florida's transit agencies but that does not dim our goal of being a well-run, customer-service oriented organization. Suwannee Valley Transit Authority's (SVTA) experience as the state designated transportation provider spans more than thirty-eight (38) years in and for the region of Columbia, Hamilton, and Suwannee Counties (and formerly Lafayette). The Agency was formed by an inter-local agreement in 1976 and is organized under the Florida Statutes as a Special District. The Agency is led by a board of elected officials from each of its counties.
2. Organizational structure, type of operation, number of employees, and other pertinent organizational information:
Suwannee Valley Transit Authority is a rural public transportation agency. Suwannee Valley Transit Authority is governed by a Board of Directors that includes two County Commissioners from the Columbia, Hamilton, and Suwannee County Boards of County Commissioners. The two County Commissioners that serve on the SVTA Board are appointed by the Chairman of the Board from each County. The Board selects an Administrator to oversee day to day operations that currently includes thirty-four (34) positions. That Administrator selects and supervises the Staff. There are seven positions that the Administrator directly supervises. Four of these positions supervise other employees. The flow chart is as follows:

Administrator:

Receptionist/Administrative Assistant

Maintenance Supervisor – Supervises and trains four maintenance positions.

Driver Supervisor – Supervises and Trains fifteen (15) professional bus operators.

Finance Staff – Two Deputy Finance Managers.

Director of Revenue Billing – Supervises and Trains the Senior Medicaid Manager and one Trip Validation Employee.

Communications Manager – Supervises and Trains three reservationists/office clerks and two dispatchers.

EXHIBIT A – CURRENT SYSTEM DESCRIPTION (Cont.)

3. Who is responsible for insurance, training and management, and administration of the agency's transportation programs:
The Administrator for Suwannee Valley Transit Authority is ultimately responsible for these functions that are part of daily operations for SVTA. The above breakdown on organizational structure explains how these functions are handled by employees other than the Administrator.
4. Who Provides Maintenance:
Suwannee Valley Transit Authority has a fully capable Maintenance Department as shown in the organizational chart above. If Maintenance issues come up that these five employees cannot handle, the Maintenance Supervisor makes a decision concerning companies that maintenance work will be outsourced to.
5. Number of Transportation related employees:
All thirty-four (34) employees of Suwannee Valley Transit Authority are Transportation related employees.
6. Who will drive the vehicles, number of drivers, CDL certifications, etc:
There are seventeen (17) eligible drivers for Suwannee Valley Transit Authority when the Driver Supervisor and Dispatcher that drive occasionally are considered. Twelve of these drivers have CDL licenses.
7. A detailed description of service routes and ridership numbers:
Suwannee Valley Transit Authority served a total of 2,164 people for the State of Florida Fiscal Year that ended on June 30, 2014 and was reported in the most recent AOR report. We had 92,219 one-way passenger trips and 1,715,281 vehicle miles completed during this period. Services included ambulatory, wheelchair and stretcher trips within and outside of the three county service area. Routes are currently standardized by type of service, dominated by demand response trips. One daily route to Gainesville assists clients in the region traveling for medical and other appointments.

EXHIBIT B – PROPOSED PROJECT DESCRIPTION

1. Is the project to continue the existing level of services, to expand present service, or to provide new service? How will a grant award be used? More hours? Service in a larger geographic area? Shorter headways? More trips? Please explain in detail:
This project will satisfy multiple objectives including:
 - a. Continuing the existing level of service by replacing aging fleet and current parking lot on the grounds;
 - b. Continuing to meet the demand for trips in the Columbia, Hamilton, and Suwannee County Service Areas.Suwannee Valley Transit Authority works very hard not to turn down trips needed for the Columbia, Hamilton, and Suwannee communities. We feel that there are some vehicles that need to be replaced and upgrades that need to be made for us to continue at our current service level.
2. If a grant award will be used to maintain services as described in Exhibit A, specifically explain how it will be used in the context of total service. In the area of total service, the replacement of an aging fleet that is beyond its useful life will save the agency dollars on repair and maintenance bills. The money that is saved will be reinvested into the Agency so that clients are not turned down when they need a trip. The replacement of the parking lot is something that is long overdue, however, the agency has never had the opportunity to secure the funds needed for the replacement until now.
3. Give a detailed explanation of the need for the vehicle and provide evidence of the need. The agency currently spends a lot of money on the repairs and maintenance needed to keep our vehicles on the road. We now have four cutaways that are beyond their useful life and we do not feel that we will be able to keep them on the road if they are not replaced. The vehicles are simply going to put us down.
4. Will a grant award be used to replace existing equipment or purchase additional vehicles/equipment? As you can see from the inventory chart, the grant award will be used to replace existing equipment.
5. Identify vehicles/equipment being replaced and list them on the “**Current Vehicle and Transportation Equipment Inventory**” form, provided elsewhere in this manual. See Vehicle Inventory Sheets.
6. Describe the agency’s maintenance program and include a section on how vehicles will be maintained without interruptions in service (who, what, where, and when). Suwannee Valley Transit Authority has a fully capable Maintenance Department as shown in the organizational chart above. If Maintenance issues come up that these five employees cannot handle, the Maintenance Supervisor makes a decision concerning companies that maintenance work will be outsourced to.
7. If vehicles/equipment are proposed to be used by a lessee or private operator under contract to the applicant, identify the proposed lessee/operator.
 - a. Include an equitable plan for distribution of vehicles/equipment to lessees and/or private operators. N/A. The vehicle is for Suwannee Valley Transit Agency.

8. Each applicant shall indicate whether they are a government authority or a private non-profit agency, provide a brief description of the project which includes the counties served, whether the applicant employees are represented by a union and if so represented the name and local number of the union. Suwannee Valley Transit Authority (SVTA) is not a private non-profit agency. We are a public entity (government agency) formed under an inter-local agreement between Columbia, Hamilton and Suwannee Counties. This 5311 Grant will be used to maintain the daily operations of Suwannee Valley Transit Authority. It will serve Columbia, Hamilton, and Suwannee Counties. Suwannee Valley Transit Authority's employees are not represented by a union.
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 - b. Staffing – include plan for training on vehicle equipment such as wheelchair lifts, etc.
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 - d. Vehicle Maintenance – who, what, when and where.
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 - e. CDL requirements – It is not a requirement that a driver have a CDL license when they are hired. Drivers are assigned vehicles and trips based on their capabilities and license. Drivers that do not have CDLs will be expected to go through the training and pass the test for their CDL license once SVTA is designated as a testing site for persons wishing to receive a CDL license. The paperwork for SVTA's designation has been signed and the test site should be operational within the next six months.
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all operational vehicles in accordance with Rule Chapter 14-90, Florida Administrative Code. Merrill Wayne Blevins is the qualified mechanic that has authorized the annual inspections.

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- 10. Have you met with the CTC and, if so, how are you providing a service that they cannot? Provide detailed information supporting this requirement. Suwannee Valley Transit Authority is not a new agency. We have been established since 1976.

**APPLIES TO APPLICANTS REQUESTING FUNDING FOR
PROJECTS TO REPLACE, REHABILITATE AND PURCHASE BUSES
AND RELATED EQUIPMENT**

Section 5339 Applicants

**EXHIBIT A-1
FACT SHEET**

Name of Applicant: Suwannee Valley Transit Authority

	CURRENTLY	IF GRANT IS AWARDED *
1. Number of one-way passenger trips.* PER YEAR	92,219	92,219
2. Number of individuals served unduplicated (first ride per rider per fiscal year). PER YEAR**	1,344	1,344
3. Number of vehicles used for this service. ACTUAL	41	41
4. Number of ambulatory seats. AVERAGE PER VEHICLE (Total ambulatory seats divided by total number of fleet vehicles)	10	10
5. Number of wheelchair positions. AVERAGE PER VEHICLE (Total wheelchair positions divided by total number of fleet vehicles)	2	2
6. Vehicle Miles traveled. PER YEAR	1,715,341	1,715,341
7. Average vehicle miles PER DAY	5,643	5,643
8. Normal vehicle hours in operation. PER DAY	258	258
9. Normal number of days in operation. PER WEEK	6	6
10. Trip length (roundtrip). AVERAGE	56	56

Estimates are acceptable. The information listed should be specific to the Section 5339 funds and not agency wide.

* One way passenger trip is the unit of service provided each time a passenger enters the vehicle, is transported, then exits the vehicle. Each different destination would constitute a passenger trip

** The unduplicated riders are for current year and the subsequent year once the grant is awarded