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April 24, 2013

TO: Hamilton County Transportation Disadvantaged Coordinating Board

FROM: Lynn Godfrey, AICP, Senior Planner

SUBJECT: Meeting Announcement

The Hamilton County Transportation Disadvantaged Coordinating Board will meet Wednesday, May 1, 2013 at 1:30 p.m. in the **Tourism and Economic Development Conference Room, Hamilton County Courthouse Annex located at 1153 US Hwy 41 NW, Jasper, Florida 32052 (location map attached)**. All Board members are encouraged to attend this meeting.

Attached is the meeting agenda and supporting materials. If you have any questions, please do not hesitate to contact me at extension 110.

Attachments

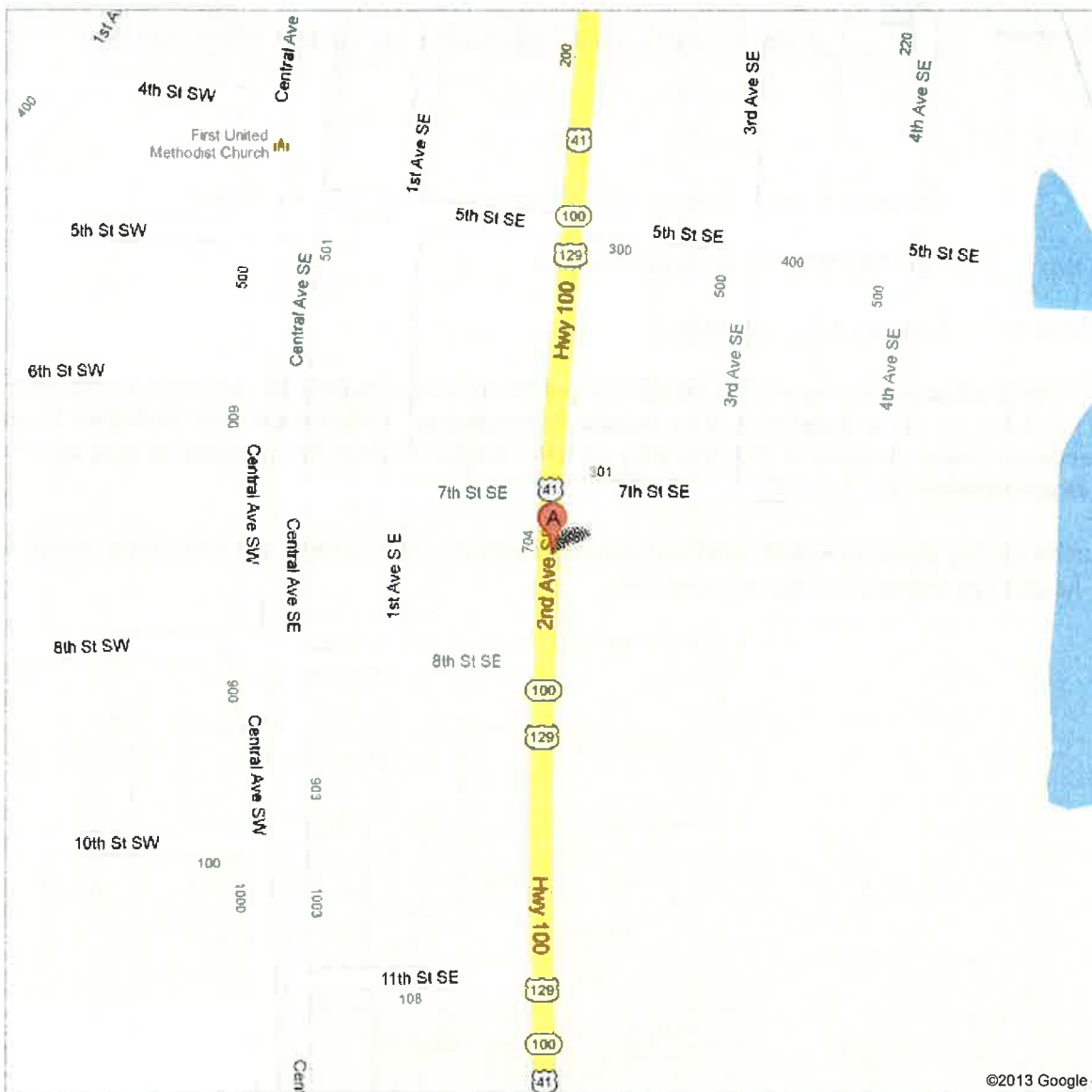
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Dedicated to improving the quality of life of the Region's citizens,
by coordinating growth management, protecting regional resources,
promoting economic development and providing technical services to local governments.



Address **1153 U.S. 41**
Jasper, FL 32052

Hamilton County Courthouse Annex





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HAMILTON COUNTY TRANSPORTATION DISADVANTAGED COORDINATING BOARD

MEETING ANNOUNCEMENT AND AGENDA

**Tourism and Economic Development Conference Room
Hamilton County Courthouse Annex
1153 US Hwy 41 NW
Jasper, Florida**

**Wednesday
May 1, 2013
1:30 p.m.**

I. BUSINESS MEETING – CALL TO ORDER

A. Introductions

B. Approval of the Meeting Agenda

ACTION REQUIRED

C. Approval of the February 6, 2013 Minutes

ACTION REQUIRED

II. UNFINISHED BUSINESS

A. Annual Performance Evaluation

NO ACTION REQUIRED

The Board needs to review Suwannee Valley Transit Authority's response to the Board's annual performance evaluation findings and recommendations

III. NEW BUSINESS

A. Hamilton County Transportation Disadvantaged Service Plan Amendments

ACTION REQUIRED

The Board needs to approve amendments to the Hamilton County Transportation Disadvantaged Service Plan

B. Vice-Chair

ACTION REQUIRED

The Board needs to elect a Vice-Chair

C. Operations Reports

NO ACTION REQUIRED

IV. OTHER BUSINESS

A. Comments

- 1. Members**
- 2. Citizens**

V. FUTURE MEETING DATES*

- A. Friday, May 3, 2013 at 2:00 p.m.**
- B. Wednesday, July 10, 2013 at 1:30 p.m.**
- C. Wednesday, October 2, 2013 at 1:30 p.m.**

*Please note that this is a tentative meeting schedule, all dates and times are subject to change.

If you have any questions concerning the enclosed materials, please do not hesitate to contact Lynn Godfrey, Senior Planner, at 1-800-226-0690, extension 110.

HAMILTON COUNTY COORDINATING BOARD

Voting Members

Chairperson

Commissioner Beth Bernam

Department of Transportation

Sandra Collins - Grievance Committee

Department of Children and Families

Kay Tice - Grievance Committee

Department of Education

(Vacant)

Public Education

Ward Daniels

Citizen Advocate

Danny Johnson

Citizen Advocate - User

(Vacant)

Elderly Representative

Isaac Chandler

Veteran Representative

Clay Lambert

Persons with Disabilities Representative

(Vacant)

Community Action Agency Representative

Frances Terry

Department of Elder Affairs

(Vacant)

Children at Risk

(Vacant)

Private Transit Representative

(Vacant)

Agency for Health Care Administration - Medicaid

Alana McKay - Grievance Committee

North Florida Workforce Development Board

Sheryl Rehberg

Local Medical Community

(Vacant)

Alternate Members

Department of Transportation

Janell Damato

Department of Children and Families

(Vacant)

Department of Education

(Vacant)

Public Education

Judy Cannady

Citizen Advocate

(Vacant)

Citizen Advocate - User

(Vacant)

Elderly Representative

(Vacant)

Veteran Representative

(Vacant)

Persons with Disabilities Representative

(Vacant)

Community Action Agency Representative

Matthew Pearson

Department of Elder Affairs

(Vacant)

Early Childhood Services

(Vacant)

Private Transit Representative

(Vacant)

Agency for Health Care Administration - Medicaid

Andrew Singer

North Florida Workforce Development Board

(Vacant)

Local Medical Community

(Vacant)

**HAMILTON COUNTY
TRANSPORTATION DISADVANTAGED COORDINATING BOARD
MEETING MINUTES**

County Commission Meeting Room
Hamilton County Courthouse
Jasper, Florida

Wednesday
February 6, 2013
1:30 p.m.

VOTING MEMBERS PRESENT

Sandra Collins, Florida Department of Transportation
Danny Johnson, Persons with Disabilities Representative
Clay Lambert, Veterans Representative
Alana McKay, Florida Agency for Health Care Administration
Matthew Pearson representing Frances Terry, Community Action Agency Representative
Sheryl Rehberg, Workforce Development Board
Kay Tice, Florida Department of Children and Families

ALTERNATE MEMBERS PRESENT

Janell Damato, Florida Department of Transportation

VOTING MEMBERS ABSENT

Isaac Chandler, Elderly Representative
Ward Daniels, Public Education Representative

OTHERS PRESENT

Steve Holmes, Florida Commission for the Transportation Disadvantaged
Gwendolyn Pra, Suwannee Valley Transit Authority
Bill Steele, Suwannee Valley Transit Authority

STAFF PRESENT

Lynn Godfrey, North Central Florida Regional Planning Council

I. PUBLIC HEARING CALL TO ORDER

Ms. Lynn Godfrey, North Central Florida Regional Planning Council Senior Planner stated that the Chairman and Vice-Chairman are no longer serving on the Board. She asked the Board to nominate an acting Chair. The Board asked Ms. Godfrey to Chair the meeting.

Ms. Godfrey called the public hearing to order at 1:34 p.m.

A. Introductions

Ms. Godfrey asked everyone to introduce themselves.

B. Receive Public Testimony

There was no public testimony received.

C. Close Public Hearing

Ms. Godfrey closed the public hearing at 1:35 p.m.

II. BUSINESS MEETING CALL TO ORDER

Ms. Godfrey called the meeting to order at 1:35 p.m.

A. Approval of the Meeting Agenda

ACTION: Sandra Collins moved to approve the meeting agenda. Kay Tice seconded; motion passed unanimously.

B. Approval of the October 3, 2012 Minutes

ACTION: Kay Tice moved to approve the October 3, 2012 meeting minutes. Sandra Collins seconded; motion passed unanimously.

III. UNFINISHED BUSINESS

A. Annual Performance Evaluation

Ms. Godfrey stated that the Board approved Suwannee Valley Transit Authority's annual performance evaluation at its last meeting. She said that, once the evaluation is approved by the Board, Suwannee Valley Transit Authority has 30 days to respond to the findings and recommendations. She said the Board has not received a response from Suwannee Valley Transit Authority.

Ms. Gwendolyn Pra, Suwannee Valley Transit Authority Administrator, stated that she will provide the Board with a response to the evaluation findings and recommendations at the next meeting.

The Board asked staff to e-mail Suwannee Valley Transit Authority's response to the evaluation findings and recommendations as soon as they are submitted.

IV. NEW BUSINESS

A. Hamilton County Transportation Disadvantaged Service Plan

Ms. Godfrey stated that the Board is required to approve the Hamilton County Transportation Disadvantaged Service Plan annually. She said the draft Plan is included in the meeting packet for the Board's review. She reviewed the Plan with the Board.

Ms. Alana McKay asked if Suwannee Valley Transit Authority has completed and distributed a Riders Guide.

Ms. Pra stated that the Suwannee Valley Transit Authority Board of Directors approved the Riders Guide and it was being sent to the printer.

The Board asked Ms. Pra to send the Riders Guide to staff when it is complete. The Board asked staff to e-mail the Riders Guide as soon as it is received.

Ms. Godfrey noted that the Board requested that Suwannee Valley Transit Authority review the Transportation Disadvantaged Program trip priorities because Suwannee Valley Transit Authority returned approximately \$45,000 of unused funds to the Transportation Disadvantaged Trust Fund last year.

Ms. Pra said they are only able to provide trips sponsored by the Transportation Disadvantaged Trust Fund for medical purposes. She explained that the Medicaid Non-Emergency Transportation Program funds do not cover the cost of providing that service. Therefore, she said they are using Transportation Disadvantaged Trust Funds to pay for Medicaid Program trips.

Ms. Godfrey noted that Suwannee Valley Transit Authority was using the Transportation Disadvantaged Trust Funds to pay for a portion of the Title III B mealsite service.

Ms. Pra said they are no longer providing that service. She said Suwannee River Economic Council is providing that service.

ACTION: Sheryl Rehberg moved to approve the Hamilton County Transportation Disadvantaged Service Plan. Matthew Pearson seconded; motion passed unanimously.

B. Multi-County Board

Ms. Godfrey stated that the Suwannee Valley Transit Authority asked the Board to discuss creating a multi-County Board with the Columbia and Suwannee County Boards. She discussed that would be used to combine the Boards and how the Board would function. She said staff from the Florida Commission for the Transportation Disadvantaged are present to answer questions about forming a multi-County Board.

The Board discussed forming a multi-County Board.

Ms. Pra stated that all of the Boards of County Commissioners have approved combining the Boards.

Ms. Godfrey said she will include this issue on the next meeting agenda for further discussion.

C. Operations Reports

Ms. Godfrey distributed the operations reports. She noted that the average cost per trip sponsored by the Transportation Disadvantaged Program almost doubled in September 2012.

Ms. Pra said the Florida Commission for the Transportation Disadvantaged approved a rate increase at that time.

Ms. Godfrey said the Board is required to review and approve all rate changes. She said if Suwannee Valley Transit Authority received a rate increase, the Board was not aware of it.

Mr. Steve Holmes stated that Suwannee Valley Transit Authority received a rate increase.

Ms. Sandra Collins noted that the 3rd quarter complaint report is identical to the fourth quarter complaint report. She asked Ms. Pra to correct the complaint reports and provide them to the Board at the next meeting.

III. OTHER BUSINESS

A. Comments

1. Members

There were no member comments.

2. Citizens

There were no comments.

V. FUTURE MEETING DATES

Ms. Godfrey stated that the next meeting of the Board is scheduled for Wednesday, May 1, 2013 at 1:30 p.m.

ADJOURNMENT

The meeting adjourned at 3:00 p.m.

Chairman

Date



II.A.

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April 24, 2013

TO: Hamilton County Transportation Disadvantaged Coordinating Board

FROM: Lynn Godfrey, AICP, Senior Planner

SUBJECT: Annual Performance Evaluation

RECOMMENDATION

No action required. For information only.

BACKGROUND

At its last meeting, Suwannee Valley Transit Authority staff said they would provide the Board with a response to the annual evaluation findings and recommendations at the next Board meeting. Attached are the Board's findings and recommendations. Also, attached is Suwannee Valley Transit Authority's response.

If you have any questions concerning the attachments, please contact me at extension 110.

Attachments

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CTC Review

Suwannee Valley Transit Authority

County: Hamilton

Date(s) of Review: 7/1/11 - 6/30/12

I. Records and Areas of Review

- A. General Information
- B. Chapter 427, F.S.
- C. Rule 41-2, F.A.C.
- D. Bus/Van Ride
- E. Surveys
- F. Follow-up of previous QAPE Review
- G. Additional Observations

II. Findings and Recommendations

A. General Information

Area of Noncompliance:

None

Recommendations:

1. Suwannee Valley Transit Authority's Riders Guide is in draft form. Suwannee Valley Transit Authority should finalize the Riders Guide and distribute it to passengers as soon as possible.
2. The Riders Guide should provide information about Suwannee Valley Transit Authority's complaint process.
3. The Riders Guide should provide information about the Transportation Disadvantaged Helpline.

B. Chapter 427, F.S.

Area of Noncompliance:

Suwannee Valley Transit Authority's subcontracts should state that all bills shall be paid within seven calendar days to subcontractors after receipt of said payment by the Community Transportation Coordinator in accordance with Chapter 287.0585, Florida Statutes.

Recommendation:

Amend the subcontracts.

C. Rule 41-2, F.A.C.

Area of Noncompliance:

1. The Billing Requirement standard does not require that all bills be paid within seven calendar days to subcontractors, after receipt of said payment by the Community Transportation Coordinator, in accordance with Chapter 287.0585, Florida Statutes.
2. SVTA did not meet the roadcall standard of no more than 2 roadcalls annually.

CTC Review

Suwannee Valley Transit Authority

Recommendation:

1. Amend the Transportation Disadvantaged Service Plan Billing Requirement Standard to be in compliance with Chapter 287.0585, Florida Statutes.
2. Review the roadcall standard and age of vehicle fleet.
3. Suwannee Valley Transit Authority reported \$45,351.29 of Transportation Disadvantaged Trust Funds remaining as of 6/30/12. Therefore, SVTA should review the Transportation Disadvantaged Trust Fund trip priorities and whether additional trip priorities should be provided.

D. Bus/Van Ride

Area of Noncompliance:

1. Local toll free and TD Helpline phone numbers were not posted for comments/complaints/commendations in the vehicle observed during the onsite observation.

Recommendation:

1. Post local and the Transportation Disadvantaged Helpline phone numbers in all vehicles.
2. Not all of the passengers on the vehicle during the on site observation wore seatbelts and the driver did not ensure that passengers were properly belted during the onsite observation. Suwannee Valley Transit Authority should provide the Board with their passenger assistance and securement policy.

E. Surveys (see attachment)

Area of Noncompliance: None

Recommendation: None

F. Level of Competition


Area of Noncompliance: None

Recommendation:

1. Suwannee Valley Transit Authority provided staff with a Resolution that requires the Suwannee Valley Transit Authority Administrator to conduct an Invitation to Bid or Request for Proposals to acquire transportation vendors by October 1, 2012. Suwannee Valley Transit Authority should provide the Board with the results of the competitive procurement process.

**SUWANNEE VALLEY TRANSIT AUTHORITY
1907 VOYLES ST., S.W.
LIVE OAK, FLORIDA, 32060**

To: Scott Koons, Executive Director, NCFRPC

From: Gwendolyn Pra, Administrator, SVTA 

Subject: SVTA's response to LCB's Annual Evaluation of Suwannee Valley Transit Authority

Date: For 15 March 2012 – Provided to the NCFRPC April 23, 2013 – 9:20 am

1. The purpose of this memorandum is to respond to the findings and recommendations of the LCB's annual evaluation of SVTA for the FY 12.

2. The LCB's findings and recommendation as well as SVTA's response to each of the findings follows:

a) General Information:

1) LCB finds no "Area of Non Compliance". LCB recommends that SVTA finalize the Riders' Guide and distributes same as soon as possible, and include in that guide information regarding SVTA's complaint process and information about the TD Helpline.

Response from CTC: Rider's Guide has been completed and distributed to the ridership as well as the LCBs as they occur. The Guide is a full three color professionally printed brochure. Riders are asked to sign for receipt.

b) Chapter 427, F.S:

1: The LCB finds "Area of Non-Compliance" with FS 287.0585, specifically that SVTA's subcontract (to its contracted transportation vendors) should state that 'all bills shall be paid within seven calendar days' after receipt of said payment by the CTC in accordance with Chapter 287.0585, Florida Statutes.

Response from CTC: We do not understand the use of the term non-compliance with with F.S. 287.0585. There may be a misunderstanding of how F.S. 287.0585 directs a specific time frame that commercial vendors are paid. This statute is a 'penalty' directive that states, in effect, that if a contractor, without good cause, fails to make payments required by this section to a subcontract or supplier within 7 days, a penalty of 1/2 of 1% will be levied per day not to exceed 15%. (See F.S. 287.0585). However, the contract with the TD Commission does direct a very specifically-worded paragraph regarding payment be put into any contract that SVTA makes with sub-contractors. That exact wording *will be* inserted in the next contract with subcontractors, effective July 1, 2013. That process will begin in May 2013 in accordance with and pursuant to the SVTA procurement policy. While SVTA's contract does not require an amendment to current contract based on this specific statute, we will be glad to note this for the next cycle.

**SUWANNEE VALLEY TRANSIT AUTHORITY
1907 VOYLES ST., S.W.
LIVE OAK, FLORIDA, 32060**

3: SVTA would like the NCFRPC and the LCBs to know that payment checks to SVTA's contracted transportation vendors are printed out on the day SVTA is notified that the funds are in the bank, and vendors are notified by telephone or email that said checks are ready for pickup on the day CTD funds arrive. The penalty has never been assessed and we will continue to keep the payment cycle current. SVTA does not object to providing documentation of this to the LCB if that is desired.

c) Rule 41-2, F.A.C.

1: LCB finds "Area of Non-Compliance" in the "Billing Requirement standard in accordance to FS Chapter 287.0585" and that SVTA did not meet the road call standard of no more than 2 road calls annually. The LCB recommends that:

- a. SVTA amend its Service Plan Billing Requirement to comply with Chapter 287.0585; and
- b. SVTA reviews the road call standard and age of vehicle fleet; and
- c. SVTA reported \$6,399.47 of funds remaining as of 6/30/12 therefore should review trip priorities and whether additional trip priorities should be provided.

CTC Response to LCB recommendations:

- a. Issue of compliance with FS 287.0585 is previously addressed and no amendment to the billing requirement is needed as this specific FS cited by the LCB is not applicable. To reiterate however, since FAC 41-2 does reference a time frame of 7 days (though this directive refers to compliance of FS 287.0585), we believe SVTA meets the intent of the F.S. and FAC by preparing and delivering paychecks to subcontracted trip vendors in the most timely manner.
- b. SVTA believes there may be a misunderstanding about the definition of a "road call". In FY 12, SVTA had only one vehicle that was 'pulled from revenue service' due to mechanical failure. The number to which the LCB refers is the number of times the SVTA Maintenance Team was called upon to respond to a vehicle issue when the vehicle was on the street. Those issues were resolved 'on the spot' and the vehicle continued on its mission thus 'revenue service' was not halted. SVTA has an exemplary Vehicle Maintenance Program which keeps vehicles in safe, roadworthy condition, and we keep our fleet in compliance with all standards. In response to the recommendation, SVTA will review our road call standard, but we wish to note that the SVTA Fleet replacement program is on target and on budget. We are able to discuss this if necessary.
- c. The reported \$6,399.47 went toward the costs required to administer the TD program. The CTC agrees that the trip priorities need adjustment to include trips for Frail Elderly, Battered (women or men), and employment. The CTC will need flexibility in the percentage of these categories so they can be commensurate with the demand.

d) Bus/Van Ride:

1: LCB found "Area of Non Compliance" in that the one vehicle in which the evaluation team rode for a "ride-along" did not have a "local toll free TD helpline phone number" posted. The LCB recommends that:

- a. The "Toll Free Help Line #" be posted; and

**SUWANNEE VALLEY TRANSIT AUTHORITY
1907 VOYLES ST., S.W.
LIVE OAK, FLORIDA, 32060**

b. The LCB would like to have a copy of the SVTA passenger assistance and securement policy.

CTC's response to LCB recommendations:

a. The vehicle that the LCB took on its 'ride-along' observation was a brand new 2012 vehicle that arrived at SVTA just two days prior. The proper notices had not yet been posted. All SVTA vehicles now have the appropriate and required notices properly posted.

b. FAC 41-2.006(m) directs that SVTA "shall provide . . . boarding assistance if necessary or requested". SVTA policy is to follow all current statutory requirements, and recognizes that if our SSPP requires the securement of all passengers, we will require the passenger to be properly secured. It should be noted that the state law ONLY requires the DRIVER to be belted. The drivers are adjusting to the requirement that the riders be belted, though this has not been the case in years past. The feedback from the Drivers is clear, the riders are unhappy about having to do this, and there may be complaints. The CTC will research to see if the LCB might have noted this in the past. On the PAS, our policy is DTD, and we have begun including this in our monthly training and reminders for the bus operators. The CTC appreciates the attention of the LCB to this item, it is important. Also, the CTC has hired a Dispatcher who is a certified CPR, First Aid, and PAS instructor as of April 22, 2013. The CTC will direct all bus operators to undergo a review training session on PAS. The CTC will advise the LCB and Ms. Godfrey when that has been completed.

e) Level of Competition.

1: the LCB found no "Area of Noncompliance" but recommended that SVTA provide staff with a Resolution that requires SVTA to conduct an "Invitation to Bid" or "Request for Proposal" to acquire transportation vendors and that SVTA should provide the Board with the results of the competitive procurement process.

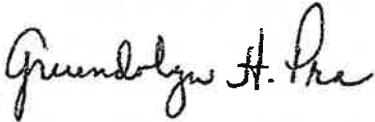
CTC's Response: In its' 34 years of existence, and under the LCB's purview, SVTA appears to have never had a 'procurement policy' for trip vendors. What we noted was that the LCBs were not furnished with accurate information about who was and was not providing trips for the CTC. Therefore, the LCB was unaware of the heavy dependence on trip vendors by the CTC. Furthermore, it is highly unlikely that SVTA conducted any proper 'competitive procurement process' when it made handshake agreements with privately owned commercial transportation vendors. Also, we found no evidence that the LCB ever looked into the contract relationship previously. However, since the trip vendors are in place, and now under an annual contract, a proper process for procurement will occur towards the end of the current contract. It should be noted that SVTA does have an approved procurement policy (2012) which is followed whenever SVTA seeks to engage in the purchase of services or materials for any project. That policy was reviewed by the CTC, and specifically addresses the hiring need for trip vendors. The CTC will forward that policy to Ms. Godfrey to share with the LCB.

**SUWANNEE VALLEY TRANSIT AUTHORITY
1907 VOYLES ST., S.W.
LIVE OAK, FLORIDA, 32060**

The CTC appreciates the new and renewed interest in the CTC's performance by both the NCFRPC and the LCB, and we are excited about working with the members to result in improved service to the riders. The CTC looks forward to opportunities to share transportation improvements for our combined service areas.

My Point of contact for this document is the Director of Operations at (386) 208-6330.

Sincerely,

A handwritten signature in cursive script, appearing to read "Gwendolyn H. Pra".

Gwendolyn Pra
Administrator, SVTA

C: SVTA Board Members
FDOT
County Commissioners, Service Area

WHO IS ELIGIBLE / HOW

MEDICAID: State and Federal funding source for non-emergency medical transportation. Must have a valid Medicaid number reflecting eligibility for transportation. Riders are responsible for a \$1 co-pay for each one way trip. If you do not have your \$1 co-pay when you board an SVTA vehicle, you will be transported, but you will be billed for your \$1 co-pay.

TDTF RIDERS (Transportation Disadvantaged Trust Fund): This Trust Fund is a state grant for those in need of transportation to medical appointments, but who have no means of transportation and who do not qualify for other programs. In order to qualify to ride under TDTF, you must fill out a TDTF Eligibility form. This form can be mailed to you or you can obtain it from your Professional Bus Operator on your first ride. Basic qualifications include, but are not limited to: no operating vehicle or no other means of transportation. The \$1 co-pay **MUST** be paid to the Bus Operator prior to boarding.

OTHER PAYMENT PROVISIONS: SVTA can also transport the public under standard fare. This means the rider pays a flat rate for certain trips, whether it is in or out of your county. To learn the rates for a specific trip, please call the SVTA main office at (386) 362-5332 and speak with the Operator.

SVTA RIDER CODE OF CONDUCT: Rider is required to follow these rules of conduct to insure everyone's safety:

- ♦ Use of tobacco, alcohol or illegal drugs are not permitted while on vehicles.
- ♦ Eating & drinking are not permitted on vehicle unless medically necessary.
- ♦ Riders who appear to be under the influence of alcohol or drugs will not be permitted to board.
- ♦ Abusive, threatening, obscene language or discourtesy of any kind will not be tolerated. Riders may not create a hostile scene.
- ♦ Riders are responsible for \$1 co-pay and must have exact change.
- ♦ Rider must not engage the driver in conversation or distract the driver in any way.
- ♦ Rider must use earphones when using personal listening devices.
- ♦ Rider may not ask Driver to make special stops during transport.
- ♦ Rider is responsible for all personal items. SVTA is not responsible for missing or lost items or misplaced property.
- ♦ Riders must use seat belts if available and wheel chairs must be properly secured and fastened before SVTA vehicle can move.
- ♦ Wheelchairs and walking devices must be in good repair.
- ♦ Riders who need special assistance must have an escort. The escort must be over 18 and must be available at all times to aid the rider as needed.

SUWANNEE VALLEY TRANSIT AUTHORITY
1907 VOYLES STREET, S.W.
LIVE OAK, FLORIDA 32064

Sign

SUWANNEE VALLEY TRANSIT AUTHORITY *RIDER'S GUIDE*



TELEPHONE NUMBER REFERENCE:

SVTA OFFICE: (386) 362-5332
M-F 8am to 5pm
Closed weekends and all federal holidays.

TO MAKE A TRIP RESERVATION

M-F 8am to 7pm
(386) 362-5332 EXT 2.

AFTER HOURS TRANSPORTATION:

(386) 362-5332
LISTEN TO and FOLLOW DIRECTIONS

TO FILE A COMPLIMENT or COMPLAINT

(386) 362-5332 or (800) 983-2435

SVTA RIDER'S QUICK REFERENCE GUIDE

This Rider's Guide is a quick reference document only. For details about the policies and procedures for riding SVTA, refer to the *SVTA Rider's Handbook*.

The Suwannee Valley Transit Authority (SVTA) is a public transit agency serving the citizens of Columbia, Hamilton and Suwannee Counties. SVTA is governed by the SVTA Board of Directors. Two County Commissioners from each of the three counties make up the SVTA Board of Directors.

STATE'S DESIGNATED CTC

SVTA is the state's designated 'Community Transportation Coordinator' (CTC), meaning that SVTA is the transportation agency for non-emergency medical transportation for Medicaid and the state's Transportation Disadvantaged (TD). For Medicaid sponsored, non-emergency medical transportation or for TD transportation, call the numbers located on the front of this brochure. All non-emergency transportation is done by way of public and shared ride transportation. SVTA is fully ADA compliant, serving ambulatory, wheelchair and stretcher riders. If you need stretcher service, you must obtain an originally signed authorization letter from your physician. A copy may be faxed to (386) 364-7834. The original letter must be given to the transport driver before boarding.

COMMUNITY DISASTER EMERGENCY PROCEDURES

During a community disaster, SVTA will work with the Emergency Operations Center (EOC) of your county to transport residents to designated evacuation shelters. All routine transportation will be suspended during times of state declared disaster.



ESCORTS and SERVICE ANIMALS

If you use a wheelchair or other mobility device, you must be able to move around with your device under your own power. If you need assistance in moving about (i.e. you cannot roll your wheelchair without assistance, or walk to the vehicle without help, you must have an escort with you. The escort must be at least 18 years of age and fully capable to help you move about and assist you in case of an emergency. The escort must stay with you while you are on the SVTA vehicle. SVTA does NOT provide escorts. If you have an escort to help you, s/he is exempt from the \$1 co-pay. Service Animals may accompany a rider. Rider is responsible for animal's hygiene and behavior.

CERTIFICATION

SVTA is safety and security certified by the Florida Department of Transportation. SVTA meets state / federal safety requirements for Public Transportation under Florida Administrative Code (FAC) 14-90.



TO MAKE A RESERVATION

Trip reservations must be made at least 3 business days in advance of the day you need transportation. Trip reservations are taken weekdays from 8am to 7pm. Call (386) 362-5332 ext. 2 to make a reservation. When you call, you must have all required information ready, such as the doctor or treatment facility's name, address, phone, date and time of appointment. The Reservationist cannot look up this information for you. When your reservation is logged, you will be given a confirmation number. Keep this number as it is proof that you made an appointment. SVTA is not responsible for missed appointments because you did not call in on time or did not provide correct information. SVTA takes hundreds of calls a day, so you may experience a wait time to speak to a Reservationist. Peak



hours are from 10am to 2pm. Call for your reservation as soon as you become aware of your appointments. The Reservationist will help you in making your reservation.

SUBSCRIPTION TRIPS

If you have an appointment that will continue for an extended period of time (i.e. physical therapy or dialysis treatment) SVTA can set up a Subscription. This will put you on a schedule for the duration of your treatment so you will not have to call in each time. Pick up and drop off locations must be the same throughout the subscription.

TO CANCEL A RESERVATION

Please notify SVTA if you must cancel your scheduled trip. Call (386) 362-5332 ext. 6341. If you do not cancel within 24 hours, you will be considered a NO SHOW.

THE DAY OF YOUR TRIP

You must be ready to board your SVTA Transport vehicle when it arrives at your location. The Driver cannot wait for more than 5 minutes as the s/he must move onto pick up the next rider. SVTA recommends that you be ready at least two (2) hours ahead of your expected pick up time. If you require an escort to help you move about, that escort must be ready to board with you.

NO SHOWS

A NO SHOW occurs when the driver arrives to pick you up and you are not ready to board the SVTA transport. You will be considered a NO SHOW if you do not cancel your reservation 24 hours prior to your scheduled pick up time. If you are a NO SHOW or if you cancel when the SVTA vehicle arrives, all your trips for that day will be cancelled as well. Please see the Rider's Handbook regarding NO SHOWS.

AFTER APPOINTMENT PICK UP

If you were not given an 'after appointment pick up time', you will be considered a 'will call'. This means that when you are finished with your appointment, call the (386) 362-5332 ext. 6341 and tell us that you are ready for pick up. SVTA will send the nearest available transport for your return home.

PUBLIC TRANSPORTATION & SHARE RIDE

SVTA does its best to get you to your appointment on time with minimal wait times. SVTA is public transportation only and uses a shared ride program, meaning that others will share your ride. SVTA covers 2,300 square mile area and serves over 8,000 riders. In order to get everyone to their appointment on time, you may have a very early pick up time. You may be on the transport vehicle for up to 2 hours or longer. You may have to wait for your transport for up to 2 hours or more, depending on your pickup point within the counties. You must be prepared to wait, so bring appropriate provisions: water, snacks, medications, personal hygiene items & reading materials.

COMPLIMENTS COMPLAINTS & GRIEVANCES

SVTA strives to provide safe professional service. If you have a compliment or complaint, please call (386) 362-5332 or (800) 983-2435. If you are a TD or Medicaid Rider, the initial complaint must be filed within 15 business days. Medicaid has strict time frames for filing a complaint, grievance appeal or request for a Fair Hearing. Refer to the SVTA Rider's Handbook on how to file a complaint, grievance, appeal or request for Fair Hearing.

PRIVACY

SVTA complies with all federal and state privacy laws, including HIPAA. SVTA will never share your information with anyone who is not authorized by law to have it. You MUST keep SVTA updated with your address, telephone number and emergency contact information. You must have a current SVTA registration form on file and it must be updated every January. SVTA is not responsible for missed appointments because you have not updated your contact information with us. Always refer to your SVTA Rider's Handbook for detailed information.

III.A.



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

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

April 24, 2013

TO: Hamilton County Transportation Disadvantaged Coordinating Board
FROM: Lynn Godfrey, AICP, Senior Planner
SUBJECT: Hamilton County Transportation Disadvantaged Service Plan Amendment

STAFF RECOMMENDATION

Approve the Hamilton County Transportation Disadvantaged Service Plan amendment.

BACKGROUND

Beginning in Fiscal Year 2007, projects selected for Federal Transit Administration grant funding must be derived from a Coordinated Public Transit-Human Services Transportation Plan. The Plan must be developed through a process that includes representatives of public, private, and nonprofit transportation and human services providers and participation by the public.

According to the Florida Administrative Code (FAC) 41-2.011(6):

“In cooperation with the local Coordinating Board, the Community Transportation Coordinator shall review all applications for local government, federal and state transportation disadvantaged funds submitted from or planned for use in their designated service area.”

Attached is a draft amendment to the Hamilton County Transportation Disadvantaged Service Plan that meets the Federal and State requirements.

Attachment

t:\lynn\td13\hamilton\memos\tdspamend5310.docx

NEEDS ASSESSMENT

U.S.C. Section 5310 Grant Program

PROJECT	PROJECT YEAR	LOCATION	ESTIMATED COST	FUNDING SOURCE
<u>Purchase a vehicle to provide transportation to individuals with intellectual and developmental disabilities residing in Hamilton and Suwannee Counties.</u>	<u>2013/14</u>	<u>Suwannee Hamilton Counties</u>	<u>\$36,160</u> <u>\$4,520</u> <u>\$4,520</u>	<u>U.S.C. Section 5310</u> <u>Florida Department of Transportation</u> <u>The ARC of North Florida, Inc.</u>
Purchase one replacement vehicle, maintenance lifts, and security cameras.	2012/13	Columbia, Hamilton Suwannee Counties	\$92,084 \$11,511 \$11,511	U.S.C. Section 5310 Florida Department of Transportation Suwannee Valley Transit Authority

U.S.C. Section 5311 Grant Program

PROJECT	PROJECT YEAR	LOCATION	ESTIMATED COST	FUNDING SOURCE
Operational assistance.	2012/13	Columbia, Hamilton Suwannee Counties	\$2,047,280 \$2,047,280	U.S.C. Section 5311/FDOT Suwannee Valley Transit Authority

Rural Capital Equipment Support Grant

PROJECT	PROJECT YEAR	LOCATION	ESTIMATED COST	FUNDING SOURCE
Purchase replacement vehicles.	2012/13	Columbia, Hamilton Suwannee Counties	\$72,000 \$8,000	Rural Area Capital Equipment Support Grant Suwannee Valley Transit Authority

February 20, 2013

Mr. Marlie Sanderson
North Central Florida RPC
2009 N. W. 67 Place
Gainesville, Fl. 32606-1691

Dear Mr. Sanderson,

Enclosed is a copy of our Section 5310 Grant Application for your review associated with our Coordination Contract with Suwannee Valley Transit Authority. This grant will enable us to continue to provide transportation for people with disabilities in Suwannee, Hamilton and Columbia counties. We would appreciate your favorable review of this project.

We notified you last year that our agency changed our name from Comprehensive Community Services, Inc. to The Arc North Florida Inc. and provided you with copies of the approval documentation from the State of Florida Division of Corporations and the Department of State. We were approved for a 5310 Grant in 2012 under our new name, The Arc North Florida, Inc. Serving people with intellectual and developmental disabilities since 1981, our new name has provided us brand recognition with The Arc of the United States and The Arc of Florida. Should you need duplicate copies of the notifications from the State, we will be happy to provide them upon your request.

We have provided all required copies of this application to:

Philip G. Worth, District Public Transportation Manager
FDOT District Two Modal Development Office
2198 Edison Avenue, MS 2813
Jacksonville, FL 32204

At this time, I am requesting that you send a letter of approval to him upon completion of your review of the attached material. You may contact me at 386-362-7143, Extension 1, if you have any questions. Thank you for your help.

Sincerely,



Bobbie Lake
Executive Director

CC: Philip G. Worth

NORTH CENTRAL FLORIDA
RECEIVED

FEB 21 2013

REGIONAL PLANNING COUNCIL

February 20, 2013

Florida Department of Transportation
Philip G. Worth
2198 Edison Avenue, MS 2813
Jacksonville, Florida 32204

Re: 5310 Funding Request for 2013


Dear Mr. Worth,

I have included two originals and seven copies of our 5310 Grant request for 2013 related to our Coordination Agreement with Suwannee Valley Transit Authority. This request is for funding which will allow us to purchase a wheel chair accessible mini-van to replace one of the high mileage vehicles in our fleet.

Please note that our organization, in operation since 1981, changed our name this past year from Comprehensive Community Services, Inc. to The Arc North Florida, Inc. In 2010 and 2011 we were awarded 5310 Grants under our former name. In 2012 we were awarded a vehicle under our name, The Arc North Florida Inc.

Thank you for your assistance. Please contact me or our Operations Director, Bobby Cason, if you have any questions.

Sincerely,



Bobbie Lake
Executive Director
Office 386-362-7143 Ext 1
Cell 386-688-1440

Jasper Center
PO Box 1672
Jasper, Florida 32052-1672
(386) 792-3454 Phone/ Fax

The Arc North Florida, Inc.
511 Goldkist Blvd SW
Live Oak, Florida 32064-0708
(386) 362-7143 (386) 362-7058 Fax

Macclenny Center
PO Box 765
Macclenny, Florida 32063-0765
(904) 259-2509 (904) 259-2824 Fax

For people with intellectual and developmental disabilities

RESOLUTION NUMBER: 112612

THIS RESOLUTION of the **Board of Directors of The Arc North Florida, Inc.** (hereinafter the "Applicant") authorizes the below named designee on behalf of the Applicant, to sign and submit grant application(s) required supporting documents, certifications and assurances to the Florida Department of Transportation, to accept grant award(s) from and to execute and administer related joint participation agreement(s) with the Florida Department of Transportation, and to purchase vehicles and/or equipment and/or expend grant funds pursuant to grant award(s).

WHEREAS, the Applicant desires to and has the fiscal and managerial capability, matching funds and legal authority to apply for and accept grants and make purchases and/or expend funds pursuant to grant awards made by the Florida Department of Transportation as authorized by Chapter 341, Florida Statutes and/or by the Federal Transit Administration Act of 1964, as amended, including but not limited to 49 U.S.C Sections 5310 and 5311, where applicable.

NOW, THEREFORE BE IT RESOLVED BY THE APPLICANT:

1. The above recitals are true and correct and are incorporated herein as if fully set forth in the body of this Resolution.
2. This resolution applies to Federal Program(s) under 49 U.S.C. Section(s) **5310 Enhanced Mobility of Seniors and Individuals with Disabilities**.
3. The submission of grant application(s) required supporting documents, certifications and assurances to the Florida Department of Transportation is approved.
4. **Mr. Bobbie Lake, Executive Director of The Arc North Florida, Inc.** or his/her duly appointed successor in title is hereby designated and authorized to on behalf of the Applicant, sign and submit application(s) and all required supporting documents, give all required certifications and assurances, accept grant award(s) from and execute and administer related joint participation agreement(s) with the Florida Department of Transportation, purchase vehicles/equipment and/or expend grant funds pursuant to a grant award, unless and until this authorization is specifically rescinded and written notice thereof is sent by certified mail, return receipt requested, to and received by the Florida Department of Transportation at the following address: **Attention: Phil Worth, District Modal Development Administrator, 2198 Edison Avenue, MS 2813, Jacksonville, FL 32204.**
5. **Mr. Bobby Cason Operations Director of The Arc North Florida, Inc.** is also hereby designated and authorized to sign requests for Joint Participation Agreement Time Extensions as my be required.

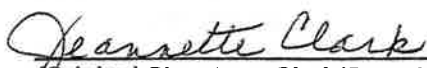
The foregoing resolution was **DULY PASSED, ADOPTED AND** became **EFFECTIVE** at a duly called and convened meeting of the Applicant held on the **26th** day of **November, 2012**

By:


(Original Signature, Chairman of the Board)

Cliff Adams, President of the Board

ATTEST:


(Original Signature, Clerk/Secretary)

(Stamp corporate seal here :)

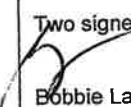
Jeannette Clark, Secretary of the Board

EXHIBIT A-1 -- FACT SHEET

	CURRENTLY	IF GRANT IS AWARDED (Estimates are acceptable.)
1. Number of total one-way trips served by the agency PER YEAR (for all purposes)*	10,211	10,211
2. Number of one-way trips provided to elderly and persons with disabilities (including New Freedom Trips) PER YEAR*	10,211	10,211
3. Number of individual Elderly and Disabled and New Freedom unduplicated riders (first ride per rider per fiscal year) PER YEAR	50	50
4. Number of vehicles used to provide Elderly and Disabled and New Freedom service ACTUAL	12	12
5. Number of vehicles used to provide Elderly and Disabled and New Freedom service eligible for replacement ACTUAL	5	5
6. Vehicle miles traveled to provide Elderly and Disabled and New Freedom service PER YEAR	163,418	163,418
7. Normal number of days that vehicles are in operation to provide Elderly and Disabled and New Freedom service PER WEEK	7	7
8. Posted hours of normal operation to provide Elderly and Disabled and New Freedom service PER WEEK	M – F: 6 am - 8 pm Saturday: 8 am - 8 pm Sunday: 8 am - 8 pm Total (WEEK): 94	M – F: 6 am – 8 pm Saturday: 8 am – 8 pm Sunday: 8 am – 8 pm Total (WEEK): 94

* 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.

Form 424

Item :	Entry:	Item :	Entry:
1.	Select Type of Submission. Capital Assistance	11.	Provide Transportation to individuals with developmental and intellectual disabilities residing in Suwannee, Hamilton, Lafayette, and Columbia Counties of Florida
2.	February 20, 2013	12.	Suwannee, Hamilton, Lafayette, Columbia counties
3.	State use only (if applicable).	13.	October 1, 2013 to December 31, 2022
4.	Enter Date Received by Federal Agency Federal identifier number. If this application is a continuation or revision to an existing award, enter the present Federal Identifier number. If for a new project, leave blank.	14.	3rd Congressional District
5.	The Arc North Florida, Inc. DUNS 138777933 511 Goldkist Boulevard SW Live Oak, Florida 32064 United States Bobbie Lake, Executive Director Office 386-362-7143 Extension 1 blake@arcnfl.com Fax 386-362-7058	15.	The total Grant request is for \$45,200 -the Grant is an 80/10/10 sharing. The Arc North Florida, Inc. will contribute a total of up to \$4,520 (10% of the approved price of the vehicle). The State will contribute \$4,520 (10%) as well. This combined total is reflected on the Application for Federal Assistance under item 15 d. Local total of \$9,040.
6.	EIN 59-2064304	16.	Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process.
7.	Select the appropriate letter in the space provided. O. Not for Profit Organization	17.	This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes. There are no delinquent audit disallowances There are no loan debts. There are no taxes - the agency is a 501 (c)(3) non-profit organization.
8.	Select the type from the following list: New	18.	To be signed by the authorized representative of the applicant. A copy of the governing body's authorization for you to sign this application as official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.) Two signed original Resolutions are attached.  Bobbie Lake, Executive Director
9.	Florida Department of Transportation	Name of Federal agency from which assistance is being requested with this application.	
10.	20.513 Enhanced Mobility of Seniors and Individuals with Disabilities Program	Use the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested.	

APPLICATION FOR FEDERAL ASSISTANCE

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 checked="" type="checkbox"/> non-construction	
2. DATE SUBMITTED February 20, 2013		Applicant Identifier	
3. DATE RECEIVED BY STATE		State Application Identifier	
4. DATE RECEIVED BY FEDERAL AGENCY		Federal Identifier	
5. APPLICANT INFORMATION			
Legal Name: The Arc North Florida, Inc.		Organizational Unit:	
		Department:	
Organizational DUNS: 138777933		Division:	
Address:		Name and telephone number of person to be contacted on matters involving this application (give area code)	
Street: 511 Goldkist Blvd SW		Prefix: Mr. First Name: Bobbie	
City: Live Oak		Middle Name: Michael	
County: Suwannee		Last Name: Lake	
State: Florida Zip Code 32064		Suffix: Jr.	
Country: United States of America		Email: blake@arcnfl.com	
6. EMPLOYER IDENTIFICATION NUMBER (EIN): (Replace these boxes with numerals) 59- 2064304		Phone Number (give area code) 386-362-7143 Extension 1	
		Fax Number (give area code) 386-362-7058	
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) <input type="checkbox"/> <input type="checkbox"/> (See back of form for description of letters.) Other (specify)		7. TYPE OF APPLICANT: (See back of form for Application Types) Not For Profit Organization	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: (Replace these boxes with numerals) 20-513		9. NAME OF FEDERAL AGENCY: Federal Transit Authority	
TITLE (Name of Program): Enhanced Mobility of Seniors and Individuals with Disabilities			
12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.): Suwannee and Hamilton Counties in Florida		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: For purchase of a vehicle to provide transportation to individuals with intellectual and developmental disabilities residing in Suwannee and Hamilton County.	
13. PROPOSED PROJECT		14. CONGRESSIONAL DISTRICTS OF:	
Start Date: October 1, 2013	Ending Date: 9/30/2014	a. Applicant 3	b. Project 3
15. ESTIMATED FUNDING:		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?	
a. Federal	\$ 36,160	a. Yes. <input checked="" type="checkbox"/> THIS PREAPPLICATION /APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON:	
b. Applicant	\$ 4,520	DATE: February 20, 2013	
c. State	\$ 4,520	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? NO	
f. Program Income	\$	<input type="checkbox"/> Yes. If "Yes" attach an explanation.	
g. TOTAL	\$ 45,200	<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: Bobbie	Middle Name: Michael	
Last Name: Lake		Suffix: Jr.	
b. Title: Executive Director		c. Telephone Number (give area code) 386-362-7143 Ex 1	
d. Signature of Authorized Representative:		e. Date Signed: February 20, 2013	

PART C**APPLIES TO ALL APPLICANTS FOR CAPITAL ASSISTANCE****FORM C-1****TRANSPORTATION-RELATED OPERATING and ADMINISTRATIVE EXPENSES****Name of Applicant: The Arc North Florida, Inc.****State Fiscal period from 2013 to 2014**

EXPENSE CATEGORY	EXPENSE \$
Labor (501)	\$ 31,594
Fringe and Benefits (502)	9,389
Services (503)	8,339
Materials and Supplies (504)	10,389
Vehicle Maintenance (504.01)	5,215
Utilities (505)	246
Insurance (506)	4,750
Licenses and Taxes (507)	48
Purchased Transit Service (508)	
Miscellaneous (509)	
Leases and Rentals (512)	
Depreciation (513)	11,048
TOTAL EXPENSE	\$ 81,018

FORM C-2**OPERATING and ADMINISTRATIVE REVENUES**

OPERATING REVENUE CATEGORY	REVENUE \$
Passenger Fares for Transit Service (401)	
Special Transit Fares (402)	81,018
Other (403 – 407) (identify by appropriate code)	
TOTAL OPERATING REVENUE	\$ 81,018
OTHER REVENUE CATEGORY	
Taxes Levied Directly by the Transit System (408)	
Local Cash Grants and Reimbursements (409)	
Local Special Fare Assistance (410)	
State Cash Grants and Reimbursements (411)	
State Special Fare Assistance (412)	
Federal Cash Grants & Reimbursements (413)	
Interest Income (414)	
Contributed Services (430)	
Contributed Cash (431)	
Subsidy from Other Sectors of Operations (440)	
TOTAL OF OTHER REVENUE	\$ 0
GRAND TOTAL ALL REVENUE	\$ 81,018

CURRENT VEHICLE AND TRANSPORTATION EQUIPMENT INVENTORY (a)

Name of Applicant:

The Arc North Florida, Inc.

Date of Inventory

2/13/13

Model Yr. (b)	Make/size/type (C)	FDOT control # VIN (d)	or Ramp or lift (specify)	Seats & W/C positions (i.e. 12+2)	Avg. miles/Yr.	Current Mileage	Expected retirement date	Other equipment (e)	Funding source (f)
1998	FORD	1FBSS31L6WHB67992	N/A	12	13324	173212	2014		Local
2001	DODGE	2B6LB31Z51K520933	RICON	12+2	11538	115380	When Replaced		Local
2001	DODGE	2B6LB31Z31K520932	RICON	12+2	12661	126631	When Replaced		Local
1997	CHEVY	1G1ND52M3VY134641	N/A	4	5067	76008	When Replaced		Local
2005	DODGE	1D4GP24R25B278220	Ramp	3+2	14186	85116	When Replaced		Local
2006	FORD	1FTSW20P76EC49245	N/A	4	12000	60000	When Replaced		Local
2012	DODGE	2C4RDGBG0CR166947 FDOT 90298	Ramp	3+2	9656	9656	2020		5310
**2003	CHEVY **	1G1JC52F637106256	N/A	4	20333	183000	2014		Local
2002	CHRYSLER	2C4GP44H88B181345	N/A	8	14209	127883	When Replaced		Local
2008	CHEVY	1GCCS149888138257	N/A	2	13623	40781	When Replaced		Local
2008	FORD	1FTNE14WX8DB23675	N/A	2	21333	64000	When Replaced		Local
2008	DODGE	1D8HN44H88B181345	N/A	6	18484	55451	When Replaced		Local
2004	FORD	1FBNE31L74HA46583	N/A	12	18201	127412	When Replaced		Local
2004	FORD	1FBNE31L34HA46581	N/A	12	23014	161103	When Replaced		Local
1999	DODGE	2B4FP2534XR152154	N/A	6	2000	26007	When Replaced		Local
2003	DODGE	1D4GP24R43B287935	N/A	8	10388	83140	When Replaced		Local
2010	DODGE	2D4RN4DE2AR455092 FDOT 90286	RAMP	3+2	6074	6074	2018		5310
2001	FORD	1FTYR10E11TA81486	N/A	2	4858	48584	When Replaced		Local
*1999	DODGE *	2B4GP44G7XR129276	N/A	8	21207	233282	2014		Local
2012	DODGE	2C4RDGBG4CR398483 FDOT 91212	RAMP	3+2	361	361	2021		5310

(c) For example, Ford 22' bus; Dodge converted van.

(d) Show FDOT control number and VIN if bought with grant through FDOT. If bought through other funding, list the complete VIN.

(e) Include computer hardware and software, copiers, printers, mobile radios, communication systems, etc.

(f) Identify the grant or other funding source used for purchasing the vehicle/equipment.

NOTE: Those requesting replacement vehicles, please identify the year the vehicle(s) were purchased.

Vehicle noted above with * to be replaced by a Van being requested through a separate 5310 Grant for use in Suwannee and Hamilton Counties

Vehicle noted above with ** to be replaced by a vehicle to be donated by Suwannee Valley Transit Authority and restored for use as a back-up vehicle for Suwannee County (less than 10% of fleet designated for back-up).

CAPITAL REQUEST FORM

VEHICLE REQUEST

GMIS Code (This column for FDOT use ONLY)	R or E (a)	Number requested	Description (b) (c) www.tripsflorida.org	Estimated Cost
11. __. __	R	1	Chrysler Dodge Grand Caravan 19', gasoline 6,050# GVWR with extended low floor and mobility ramp intended for use as a paratransit or a supervisor vehicle, providing public transportation for a maximum capacity of six (6) ambulatory passengers or a maximum of two (2) wheelchair passengers and three (3) ambulatory passengers. Either choice of FVPP-08-MV-FTS or FVPP-08-MV-GM.	\$42,400
11. . .				
11. . .				
11. . .				
11. . .				
Sub-total				\$ 42,400

EQUIPMENT REQUEST (c)

11. __. __	R		Restore/Paint for donated vehicle from SVTA. Will replace vehicle (see vehicle list **203,000 miles). Will be used as backup vehicle. Less than 10% of fleet designated for backup vehicle status)	\$2,800
Sub-total				\$ 45,200

(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 (due to the higher cost of diesel vehicles the applicant shall be required to pay the difference in cost over that of a gasoline vehicle).

(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 \$42,400 + EQUIPMENT SUBTOTAL \$2,800 = \$45,200 X 80% = \$ 36,160

Exhibit A

Current System Description

The mission of **The Arc North Florida, Inc.** states that we are committed to providing advocacy and quality services to people with disabilities based on individual choice. Our programs are tailored to meet the needs of people with intellectual, physical and developmental disabilities and their families in order to promote successful fulfilling lives in the community. Our mission is accomplished through a variety of training and support services, including:

Adult Day Training Services: Live Oak, Jasper and Macclenny

Provides daily living and pre-employment training, socialization skills for personal growth, and training and therapy at our three locations.

Residential Services: Live Oak and Macclenny

Includes residential placement, training and support for individuals living in group home settings, family homes and in their own homes or apartments which allow them to live as independently as possible.

Respite Care: Suwannee, Hamilton, Lafayette and Baker counties

Provides emergency and planned short-term care with staff support within and outside the family home.

Transportation Services: Suwannee, Hamilton, Lafayette and Baker counties

We provide essential transportation and support services for individuals living in the rural communities of our service area. The vital public transportation necessary for people to attend the services we provide is limited and our program allows them to participate.

Organizational Structure: The agency was established in 1981 and currently employs 51 staff members, 43 of whom play vital roles in providing transportation services to people with disabilities. CDL licenses are not required by the drivers of any of our vehicles. Round-trip transportation is offered to individuals who attend our programs in Suwannee, Hamilton and Baker counties living in group homes or their personal residence. Community-based transportation is also provided throughout the entire service area.

The duties of the organization are divided between several staff members:

- **Bobbie Lake**, Executive Director, is responsible for overall agency operations
- **Tricia Williams**, Administrative Director, assists with procurement of vehicle and property and casualty insurance (with Brown & Brown of Tallahassee)
- **Bobby Cason**, Operations Director, oversees all vehicle operations, including maintenance, and assists with vehicle safety training.

The Arc North Florida maintains a high level of vehicle utilization. Approximately 63 individuals are transported by The Arc North Florida on a weekly basis, either on fixed routes throughout a four county area to our program offices (Monday through Friday between 7 am and 5 pm.) or over flexible routes in the community (Monday through Sunday between 8 am and 8 pm.). Due to limited public transportation, along with the great distances between our customer's residences and our program offices, our customers must be picked up for them to receive services. Our community-based transportation program offers services to approximately 20 individuals living in agency operated residential homes or their own home or apartment seven days a week. In 2012, The Arc North Florida provided almost 10,225 individual trips, logging over 194,113 miles.

Fixed route transportation provides morning and afternoon portal trips utilizing 2-twelve passenger wheelchair lift vans, 2-twelve passenger vans, 4- seven passenger mini-vans, 2- 4+2 modified wheelchair minivan with ramp, 2-passenger cars, 1- fifteen (reduced to twelve) passenger van. Routes originate from different locations within each county to provide coverage to our entire service area. The majority of the vehicles are used to transport individuals from their family homes, apartments or group homes to the three Adult Day Training Programs. As part of our Day Training activities, individuals are provided transportation to part-time employment opportunities in the community.

Community-based transportation provides for the individually tailored needs of clients based on their respective service plans or requests. These trips provide service to a large area and include the services offered by the community for activities such as employment, housing, shopping, medical, volunteering, and utilization of community resources including libraries, parks, recreation centers, churches, etc. Community-based trips are provided with vehicles dedicated for this purpose, as well as fixed route vehicles when available. These trips are provided for individuals requiring "one on one" ratio set by Medwaiver, with various pick-ups and drop-offs along the way during the course of the day. The Agency for Persons with Disabilities has placed more emphasis on this type of trip with the expectation that it will help individuals with varying disabilities assimilate into natural settings within the community.

Current Transportation Challenges for The Arc North Florida can be summarized in four areas:

Too few vehicles to meet current needs: Our service areas are large and very rural resulting in too few vehicles to cover the territory.

Difficulty in meeting customer needs: Many of The Arc's vehicles are older, have high mileage and need frequent repairs due to being operated on graded roads. The "down-time" caused by frequent repairs creates challenges for both the agency and the families we serve in providing the level of quality care that they have come to expect. Vehicle repairs often take longer than normal due to the limited availability of replacement parts resulting in a potential loss of services for our customers. Many of our riders have special needs which can often only be met by using specific vehicles.

Aging vehicles: Our fleet currently includes 18 total vehicles, 15 of which are used to transport our clients. Two of the vehicles are previously released 5310 vans with high mileage, one exceeding 134,000. The released 5310 vehicles have been kept in service due to a lack of funding to purchase newer models. The vehicle reliability and maintenance costs are a concern for the long range success of the programs where they are being used.

Med-Waiver Requirement Change: Due to a budget shortfall at the Agency for Persons with Disabilities, many of the clients have had their cost plans reduced, in many cases causing them to lose transportation funding. Our agency receives less money from the APD for transporting our riders to their programs. The funding reduction continues to result in fewer dollars being allocated to meet the vehicle maintenance requirements.

Safety/Maintenance

The Arc North Florida currently offers programs and instruction to adults with intellectual and developmental disabilities living in four north Florida rural counties. All vehicles used to transport customers have normal maintenance and repairs completed by ASE Master Certified Technicians at local garages noted in Exhibit B attached.

EXHIBIT B

The Arc North Florida, Inc.

Proposed Project Description

A. The Arc North Florida, Inc. is a private non-profit agency, serving adults with developmental and intellectual disabilities including minorities. Our project is to replace a 1999 Dodge Van with mileage in excess of 233,000 which has surpassed its sustainable vehicle life. This vehicle will be replaced with an Extended, low floor, Minivan with mobility ramp with seating capacity (excluding driver) for a maximum of six (6) ambulatory passengers or a maximum of two (2) wheelchair passengers and three (3) ambulatory passengers.

This replacement vehicle will be used to provide transportation services to both ambulatory and non-ambulatory individuals with developmental and intellectual disabilities residing in Suwannee and Hamilton County. The vehicle will provide local and extended trips as noted in Exhibit A

The use of the new vehicle will:

1. allow us to transport riders to health care facilities in larger geographic areas (i.e. Gainesville and Jacksonville, Florida) since it is safer to drive on interstate highways
2. be more economical to operate and less expensive to maintain
3. be a safer and more comfortable means of transportation for the individuals we serve
4. attract new first time riders who have shared concerns about traveling in the 1999 van.
5. increase opportunities for our clients to be involved in social events in the community

All of the individuals transported have physical, intellectual and developmental disabilities, and none have driver's licenses. The need for wheelchair accessible transportation within the service area is critical for many of them.

The new vehicle will receive routine daily and monthly inspections by our drivers and all maintenance will be provided by ASE Master Technicians at one of the businesses noted below. Since both of the repair facilities noted below are located within a short distance of our office, service can be performed during times of non-use to avoid service interruptions.

Sunbelt Chrysler Dodge
Highway 90
Live Oak, Florida

American Auto Body
Highway 90W
Live Oak, Florida

B. Local Transportation Opportunity

Our agency has the opportunity to benefit from a donation to be made by Suwannee Valley Transit Authority of a 2001 Chevrolet 3500 15 Passenger Van. The van will designated for use as a back-up vehicle to transport people with intellectual and developmental disabilities living in the local area to social and educational activities. The current mileage on the vehicle proposed for donation is 354,231 and all required service has been provided by SVTA. At this time, the vehicle is in good mechanical

condition but the exterior needs to be restored. The Arc will have the van repainted and the front bumper replaced (see attached picture). This will be the only vehicle in our fleet that is used for backup.

TRANSPORTATION PROGRAM

The Arc North Florida, Inc. is a 501 (c) (3) non-profit agency which has been in operation continuously since 1981. Our name was changed from Comprehensive Community Services, Inc. in June 2011 to provide increased brand recognition with The Arc US and The Arc of Florida where we are associate members. In making the name change, there were no changes in our organization's Board of Directors or agency staff members. We provide transportation for adults with physical, intellectual and developmental disabilities who participate in our programs of service. We are reimbursed for providing transportation by the Agency for Persons with Disabilities at a contracted rate. Our clients participate in a variety of programs including Adult Day Training, Residential Services, Respite Services, Personal Care Assistance, Employment Services, Supported Employment and Community Inclusion activities. A description of our programs and vehicle use is noted below:

1. All staff working for The Arc North Florida must be approved to be employed based on guidelines established by the Agency for Health Care Administration and the Agency for Persons with Disabilities.
2. All staff must pass Level 2 background checks including local law and FDLE and all staff driving a company vehicle must have a valid Florida Drivers License.
3. All staff is provided initial training on the use and operation of all vehicle equipment (wheelchair lifts, ramps, wheelchair tie downs) in their operating area by The Arc North Florida management staff.
4. Annual refresher courses are offered as needed on vehicle operation and equipment.
5. Each vehicle contains a trip log and staff is required to record all driving activity per the Agency for Persons with Disabilities. This is for reimbursement purposes.
6. The Arc North Florida Policy requires each driver to perform a safety inspection of their vehicle before each operation and any deficiencies are reported to Bobby Cason (386-362-7143), The Arc North Florida Operations Director, for corrections to be made.
7. The Operations Director maintains centralized Vehicle Maintenance records for each vehicle. All reported repair needs are recorded in the Vehicle Maintenance log book and any vehicle in need of repair is dispatched to a local garage for diagnosis and corrections to be made. Currently all work is completed at one of two locations in Live Oak and one location in Macclenny.
8. All repairs are performed by ASE Master Technicians.
9. No CDL licenses are required for any of the vehicles in The Arc North Florida fleet.
10. The Arc North Florida staff carries cell phones with them for use in the event that they need roadside assistance.
11. Normal program services are as follows
 - a. Adult Day Training – M-F, 7 AM to approximately 5 PM, The Arc North Florida staff provide roundtrip transportation for clients attending this program. Clients are picked up at their family home, their apartment or personal home or a group home operated by The Arc North Florida. In addition, during the day, clients participate in community inclusion activities which require them to be driven by The Arc North Florida staff to various businesses or places of recreation in the community. No clients in this program can

operate a motor vehicle. These transportation routes are defined and approved for funding by the Agency for Persons with Disabilities.

- b. Residential Services – M-Sunday, operate 24 hours per day, The Arc North Florida staff provide training and support to residents which include community inclusion activities such as shopping, attending events, going to restaurants, visiting a healthcare provider. Activities are planned and are a normal daily event. The Arc North Florida staff provides the transportation services for residents. No clients operate a vehicle.
- c. Respite Services – this service is provided to adults who want temporary respite from living with their families. The service can be offered in the family home or in one of the group homes operated by The Arc North Florida. Client transportation normally will include a variety of community inclusion activities for recreation or personal enjoyment.
- d. Personal Care Assistance – like Respite Services, this program provides assistance as needed to families who need staff support to help them with their child. Transportation is provided for the individual if it is called for in their support plan and may be requested to be provided at various hours of the day.
- e. Employment Services and Supported Employment – while separate in nature, both programs are in operation during any hours of a normal day. Transportation is offered to provide one-way or roundtrip services for individuals that are employed.
- f. Community Inclusion –this service can be offered as an adjunct of any of the above noted programs at anytime during the normal work week. Clients receiving this service need staff assistance to participate in the chosen activity. This service is often offered in a one to one basis although it may be offered to small groups at times.
- g. In the event of a natural disaster or declared emergency, any or all vehicles will be placed in service to respond to the needs of the individuals we serve as well as others in the local community if warranted.

EXHIBIT D

Coordination

The Arc North Florida, Inc.

The Arc North Florida, Inc. has a written coordination agreement between our agency and Suwannee Valley Transit Authority, the CTC for Suwannee and Hamilton counties. A copy of the agreement is attached as evidence of this agreement.

Effective: 1/1/2013 to 12/31/13

STATE OF FLORIDA
COMMISSION FOR THE TRANSPORTATION DISADVANTAGED
STANDARD COORDINATION/OPERATOR CONTRACT

THIS CONTRACT is entered into between the COMMUNITY TRANSPORTATION COORDINATOR, SUWANNEE VALLEY TRANSIT AUTHORITY, designated pursuant to Chapter 427, F.S., to serve the transportation disadvantaged for the community that includes the entire area of Suwannee county(ies), and hereinafter referred to as the "Coordinator" and The Arc North Florida, Inc., hereinafter referred to as the "Agency/Operator". The terms and conditions of this Contract are effective 1/1/2013 and will continue through 12/31/2013.

WHEREAS, the Coordinator is required, under Rule 41-2, F.A.C., Contractual Arrangements, to provide and/or enter into where cost effective and efficient; to enter into subcontract(s) or to broker transportation services to transportation operators; and

WHEREAS, transportation disadvantaged funds includes any local government, state or federal funds that are for the transportation of transportation disadvantaged; and

WHEREAS, the Coordinator desires to contract with the Agency/Operator for the provision of transportation services for the transportation disadvantaged; and

WHEREAS, the Coordinator believes it to be in the public interest to provide such transportation services through the Agency/Operator for the residents of the service area who are clients of the Agency/Operator; and

WHEREAS, the Agency/Operator will provide the Coordinator the opportunity to develop a proposal for any new transportation services needed; and

WHEREAS, the Agency/Operator, in an effort to coordinate available resources, will make available transportation services to the Coordinator.

WHEREAS, this Contract allows for the provisions of transportation services be provided by the Agency/Operator, in accordance with Chapter 427, F.S., Rule 41-2, F.A.C., and the most current Community Transportation Coordinator policies.

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

THE AGENCY/OPERATOR SHALL:

- A. Provide services and vehicles according to the conditions specified in Attachment I.
- B. Coordinate available resources and make available transportation services to the Coordinator. Such services shall be provided in accordance with Attachment I.
- C. Submit to the Coordinator Annual Operating Report data detailing demographic, operational and financial data regarding coordination activities in the designated service area. The report shall be prepared on forms provided by the Commission for the Transportation Disadvantaged, hereinafter Commission, and according to the instructions for the forms.
- D. Comply with audit and record keeping requirements by :
 - 1. Utilizing the Commission recognized Chart of Accounts defined in the Transportation Accounting Consortium Model Uniform Accounting System for Rural and Specialized Transportation Providers (uniform accounting system) for all transportation disadvantaged accounting and reporting purposes. Agencies/Operators with existing and equivalent accounting systems are not required to adopt the Chart of Accounts in lieu of their existing Chart of Accounts but shall prepare all reports, invoices, and fiscal documents relating to the transportation disadvantaged functions and activities using the chart of accounts and accounting definitions as outlined in the above referenced manual.
 - 2. Maintaining and filing with the Coordinator such progress, fiscal, inventory and other reports as the Coordinator may require during the period of this contract.
 - 3. By reserving to the Coordinator, the right to conduct finance and compliance audits at any time. Such audits conducted by the Coordinator will be at the expense of the Coordinator.
- E. Retain all financial records, supporting documents, statistical records, and any other documents pertinent to this Agreement for a period of five (5) years after termination of this Agreement. If an audit has been initiated and audit findings have not been resolved at the end of the five (5) years, the records shall be retained

until resolution of the audit findings. The Agency/Operator shall assure that these records shall be subject to inspection, review, or audit at all reasonable times by persons duly authorized by the Coordinator or Commission or this Agreement. The Commission and the Coordinator shall have full access to and the right to examine any of the records and documents during the retention period.

F. Comply with Safety Requirements by:

1. Complying with Section 341.061, F.S., and Rule 14-90, F.A.C., concerning System Safety or complying with Chapter 234.051, F.S., regarding school bus safety requirements for those services provided through a school board;
2. Assuring compliance with local, state, and federal laws, and Commission policies relating to drug testing, and;
3. Complying with Coordinator's System Safety Program Plan (SSPP) for designated service area.

G. Comply with Commission insurance requirements by maintaining at least minimum liability insurance coverage in the amount of \$100,000 for any one person and \$200,000 per occurrence at all times during the existence of this Contract. Upon the execution of this Contract, the Agency/Operator shall add the Coordinator as an additional named insured to all insurance policies covering vehicles transporting the transportation disadvantaged. In the event of any cancellation or changes in the limits of liability in the insurance policy, the insurance agent or broker shall notify the Coordinator. The Agency/Operator shall furnish the Coordinator written verification of the existence of such insurance coverage prior to the execution of this Contract. School board vehicle insurance coverage shall be in accordance with Section 234.03, F.S. and 234.211, F.S. Insurance coverage in excess of \$1 million per occurrence must be approved by the Coordinator and/or the local Coordinating Board before inclusion in this contract or in the justification of rates and fare structures, s. 41-2.006(1), FAC..

H. Safeguard information by not using or disclosing any information concerning a user of services under this Agreement for any purpose not in conformity with the local, state and federal regulations, including but not limited to 45 CFR, Part 205.50, except upon order of a court of competent jurisdiction, written consent of the recipient, or his/her responsible parent or guardian when authorized by law.

I. Protect Civil Rights by:

1. Complying with Title VI of the Civil Rights Act of 1964 and Section 504 of

the Rehabilitation Act of 1973, as amended. The Agency/Operator gives this assurance in consideration of and for the purpose of obtaining federal grants, loans, contracts (except contracts of insurance or guaranty), property, discounts, or other federal financial assistance to programs or activities receiving or benefiting from federal financial assistance and agreeing to complete a Civil Rights Compliance Questionnaire if so required by the Coordinator. Agency/Operator shall also assure compliance with:

- a. Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d et seq., which prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving or benefiting from federal financial assistance.
 - b. Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794, which prohibits discrimination on the basis of disability in programs and activities receiving or benefiting from federal financial assistance.
 - c. Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681 et seq., which prohibits discrimination on the basis of sex in education programs and activities receiving or benefiting from federal financial assistance.
 - d. The Age Discrimination Act of 1975, as amended, 42 U.S.C. 6101 et seq., which prohibits discrimination on the basis of age in programs or activities receiving or benefiting from federal financial assistance.
 - e. The Omnibus Budget Reconciliation Act of 1981, P.L. 97-35, which prohibits discrimination on the basis of sex and religion in programs and activities receiving or benefiting from federal financial assistance.
 - f. All regulations, guidelines, and standards lawfully adopted under the above statutes.
 - g. The Americans with Disabilities Act of 1990, as it may be amended from time to time.
2. Agreeing that compliance with this assurance constitutes a condition of continued receipt of or benefit from federal financial assistance, and that it is binding upon the Agency/Operator, its successors, subcontractors, transferees, and assignees for the period during which such assistance is provided. Assuring that operators, subcontractors, subgrantees, or others

with whom the Coordinator arranges to provide services or benefits to participants or employees in connection with any of its programs and activities are not discriminating against those participants or employees in violation of the above statutes, regulations, guidelines, and standards. In the event of failure to comply, the Agency/Operator agrees that the Coordinator may, at its discretion, seek a court order requiring compliance with the terms of this assurance or seek other appropriate judicial or administrative relief, to include assistance being terminated and further assistance being denied.

- J. Agency/Operator's obligation to indemnify, defend, and pay for the defense or at the Coordinator's option, to participate and associate with the Coordinator in the defense and trial of any claim and any related settlement negotiations, shall be triggered by the Coordinator's notice of claim for indemnification to the Agency/Operator. Agency/Operator's inability to evaluate liability or its evaluation of liability shall not excuse the Agency/Operator's duty to defend and indemnify within seven days after such notice by the Coordinator is given by registered mail. Only an adjudication or judgement after the highest appeal is exhausted specifically finding the Coordinator solely negligent shall excuse performance of this provision by the Agency/Operator. Agency/Operator shall pay all costs and fees related to this obligation and its enforcement by the Coordinator. The Coordinator's failure to notify Agency/Operator of a claim shall not release Agency/Operator of the above duty to defend.
- K. Comply with all standards and performance requirements of the:
1. The Commission for the Transportation Disadvantaged (Attachment II);
 2. The local Coordinating Board approved Transportation Disadvantaged Service Plan and;
 3. Any entities that purchase service.
- Failure to meet the requirements or obligations set forth in this Contract, and performance requirements established and monitored by the Coordinating Board in the approved Transportation Disadvantaged Service Plan shall be due cause for non-payment of reimbursement invoices until such deficiencies have been addressed or corrected to the satisfaction of the Coordinator.
- L. Provide Corrective Action. A corrective action notice is a written notice to the Agency/Operator that the Agency/Operator is in breach of certain provisions of this Contract and that correction is required. Any corrective action notice will specify a reasonable time for corrective action to be completed. The Agency/Operator agrees to implement the Corrective Action specified in the notice and provide written

documentation to substantiate the implementation of the Corrective Action.

- M. All contracts, subcontracts, coordination contracts will be reviewed annually by the Coordinator and local Coordinating Board for conformance with the requirements of this Contract.
- N. Return to the Coordinator any overpayments due to unearned funds or funds disallowed pursuant to the terms of this Contract that were disbursed to the Agency/Operator by the Coordinator. The Agency/Operator shall return any overpayment within thirty (30) calendar days after either discovery by the Agency/Operator, or notification of the Agency/Operator by the Coordinator or entity purchasing transportation, whichever is earlier. In the event that the Coordinator first discovers an overpayment has been made, the Coordinator will notify the Agency/Operator by letter of such a finding. Should repayment not be made in a timely manner, the Coordinator or purchasing entity will charge interest after thirty (30) calendar days after the date of notification or discovery, or the Coordinator will deduct said amount from future invoices.
- O. In performing this Contract, the Agency/Operator shall not discriminate against any employee or applicant for employment because of race, age, disability, creed, color, sex or national origin. Such action shall include, but not be limited to, the following: employment upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Agency/Operator shall insert the foregoing provision modified only to show the particular contractual relationship in all its contracts in connection with the development of operation of the Contract, except contracts for the standard commercial supplies or raw materials, and shall require all such contractors to insert a similar provision in subcontracts relating to the performance of this Contract, except subcontracts for standard commercial supplies or raw materials. The Agency/Operator shall post, in conspicuous places available to employees and applicants for employment for Project work, notices setting forth the provisions of the nondiscrimination clause.
- P. By execution of this Contract, the Agency/Operator represents that it has not paid and, also, agrees not to pay, any bonus or commission for the purpose of obtaining an approval of its application for the financing hereunder. Funds disbursed to the Agency/Operator under this Contract shall not be expended for the purpose of lobbying the Legislature, the judicial branch, or a state agency.

THE COORDINATOR SHALL:

- A. Recognize the Agency/Operator as described in Chapter 427, F.S., and Rule 41-2,

F.A.C.

- B. Insure that entities with transportation disadvantaged funds will purchase transportation disadvantaged services through the coordinated system.
- C. At a minimum, annually monitor the Agency/Operator for insurance, safety and reporting requirements, pursuant to Chapter 427, F.S., and Rule 41-2, F.A.C. The information contained in the Annual Operating Report must be collected, at a minimum, quarterly from the Agency/Operator.

THE OPERATOR AND COORDINATOR FURTHER AGREE:

- A. Nothing in the Contract shall require the Coordinator to observe or enforce compliance with any provision thereof, perform any other act or do any other thing in contravention of any applicable state law. If any provision of the Contract is found by a court of law to violate any applicable state law, the purchasing entity will at once notify the Coordinator in writing in order that appropriate changes and modification may be made by the Coordinator and the Agency/Operator to the end that the Agency/Operator may proceed as soon as possible with the provision of transportation services.
- B. If any part or provision of this Contract is held invalid, the remainder of this Contract shall be binding on the parties hereto.
- C. Termination Conditions:
 - 1. Termination at Will - This Contract may be terminated by either party upon no less than thirty (30) days notice, without cause. Said notice shall be delivered by certified mail, return receipt required, or in person with proof of delivery.
 - 2. Termination due to Lack of Designation - In the event that the Coordinator so designated by the local Coordinating Board and approved by the Commission, loses its designation, this contract is terminated immediately upon notification to the Agency/Operator. Notice shall be delivered by certified mail, return receipt requested, or in person, with proof of delivery. Notice shall be effective upon receipt.
 - 3. Termination due to Disapproval of Memorandum of Agreement - In the event that the Commission does not accept and approve any contracted transportation rates listed within the Memorandum of Agreement, this Contract is terminated immediately upon notification to the

Agency/Operator. Notice shall be delivered by certified mail, return receipt requested, or in person, with proof of delivery. Notice shall be effective upon receipt.

4. Termination due to Lack of Funds - In the event funds to finance this contract become unavailable, the Coordinator may terminate the contract with no less than twenty-four (24) hours written notice to the Agency/Operator. Notice shall be delivered by certified mail, return receipt requested, or in person, with proof of delivery. Notice shall be effective upon receipt. The Coordinator shall be the final authority as to the availability of funds.
 5. Termination for Breach - Unless the Agency/Operator's breach is waived by the Coordinator in writing, the Coordinator may, by written notice to the Agency/Operator, terminate this Contract upon no less than twenty-four (24) hours notice. Notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery. Waiver by the Coordinator of breach of any provision of this Contract shall not be deemed to be a waiver of any other breach and shall not be construed to be a modification of the terms of this Contract, and shall not act as a waiver or estoppel to enforcement of any provision of this Contract. The provisions herein do not limit the Coordinator's right to remedies at law or to damages.
 6. Upon receipt of a notice of termination of this Contract for any reason, the Agency/Operator shall cease service and prepare all final reports and documents required by the terms of this Contract. A final invoice shall be sent to the Coordinator within thirty (30) days after the termination of this Contract.
- D. Renegotiations or Modifications of this Contract shall only be valid when they have been reduced to writing, duly approved by the Coordinator, and signed by both parties hereto.
- E. Agency/Operator shall assign no portion of this Contract without the prior written consent of the Coordinator.
- F. This Contract is the entire agreement between the parties.
- G. Attachments I and II are an integral part of the Contract and are hereby incorporated by reference into this Contract. All subsequent attachments are of an optional nature.
- H. Notice and Contact:

The name and address of the contract manager for the Coordinator for this Contract is:

Gwendolyn H. Pra
Suwannee Valley Transit Authority
Agency Administrator
1907 Voyles Street
Live Oak, Florida 32064

The representative/position of the Agency/Operator responsible for administration of the program under this contract is :

Bobbie M. Lake
The Arc North Florida, Inc.
Executive Director
511 Goldkist Boulevard SW
Live Oak, Florida 32064

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

This contract and its attachments contain all the terms and conditions agreed upon by the parties hereto.


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

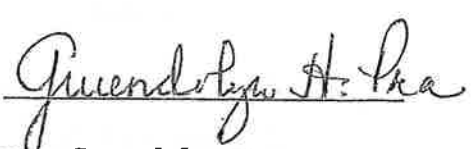
Agency Name

Community Transportation Coordinator

The Arc North Florida, Inc.

Suwannee Valley Transit Authority

Signature: 

Signature: 

Printed Name: Bobbie M. Lake, Jr.

Printed Name: Gwendolyn H. Pra

Title: Executive Director

Title: Agency Administrator

Date: December 31, 2012

Date: December 31, 2012



III.C.

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April 24, 2013

TO: Hamilton County Transportation Disadvantaged Board

FROM: Lynn Godfrey, AICP, Senior Planner

SUBJECT: Operations Reports

STAFF RECOMMENDATION

No action required. This agenda item is for information only.

BACKGROUND

Attached are the following reports for the Board's review:

1. Suwannee Valley Transit Authority's Operations Report January - March 2013;
2. Fiscal Year 2012/13 Transportation Disadvantaged Trust Fund Status Report;
3. Medicaid Non-Emergency Transportation Program Encounter Data Report July 2012-March 2013;
4. Suwannee Valley Transit Authority's Complaint/Commendation Reports for July - December 2012; and
5. Florida Commission for the Transportation Disadvantaged Medicaid and Transportation Disadvantaged Program Helpline Reports for February 2013.

If you have any questions regarding the attached information, please contact me.

Attachment

t:\lynn\td13\hamilton\memos\statmay.docx

QUARTERLY OPERATING REPORT
HAMILTON COUNTY
JANUARY-MARCH 2013

OPERATING DATA	OPERATOR							TOTAL
	SVTA	ACV	Alternative	Collins	JD Trans	Parrish	Peeler	
TOTAL TRIPS	367	0	8	763	1,928	23	128	3,217
Arc of N FL	0	0	0	0	0	0	0	0
Medicaid	40	0	8	680	1,624	18	113	2,483
TD Trust Fund	327	0	0	83	304	5	15	734
Developmental Service	0	0	0	0	0	0	0	0
Ryan White	0	0	0	0	0	0	0	0
Vocational Rehabilitation	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
							VERIFIED	3,217
TOTAL DOLLARS INVOICED	\$194,660.06	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$194,660.06
Arc of N FL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Medicaid	\$154,596.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$154,596.00
TD Trust Fund	\$40,064.06	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40,064.06
Developmental Service	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Ryan White	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Vocational Rehabilitation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
							VERIFIED	\$194,660.06
TOTAL VEHICLE MILES(PASSENGER)	14,009	0	238	35,526	63,472	563	4,880	118,688
TOTAL VEHICLE HOURS (")	564	0	9	792	2,189	22	107	3,683
AVERAGE COST PER TRIP								\$0.00
Arc of N FL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Medicaid	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$62.26
TD Trust Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$54.58
Developmental Service	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Ryan White	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Vocational Rehabilitation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
AVERAGE COST PER MILE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1.64
AVERAGE COST PER HOUR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$52.85
TRIP PURPOSE								
Medical	367	0	8	763	1,928	23	128	3,217
Employment	0	0	0	0	0	0	0	0
Education/Training	0	0	0	0	0	0	0	0
Shopping	0	0	0	0	0	0	0	0
Meal Site	0	0	0	0	0	0	0	0
Recreation	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
							verified	3,217
NUMBER OF TRIPS DENIED	0	0	0	0	0	0	0	0
NUMBER OF SINGLE PASSENGER TRIPS PROVIDED	n/a	n/a	n/a	n/a	n/a	n/a	n/a	0
PERCENT OF SINGLE PASSENGER TRIPS PROVIDED								
NUMBER OF ACCIDENTS	0	0	0	0	0	0	0	0
NUMBER OF VEHICLES	26	3	5	1	3	4	4	46
NUMBER OF TRIPS PER VEHICLE	14	0	2	763	643	6	32	70
TOTAL ROADCALLS	0	0	0	0	0	0	0	0

Medi Dollar Invoiced \$154,596.00 / Actual Trip Cost \$215,533.37

Rates Charged for TD Service:

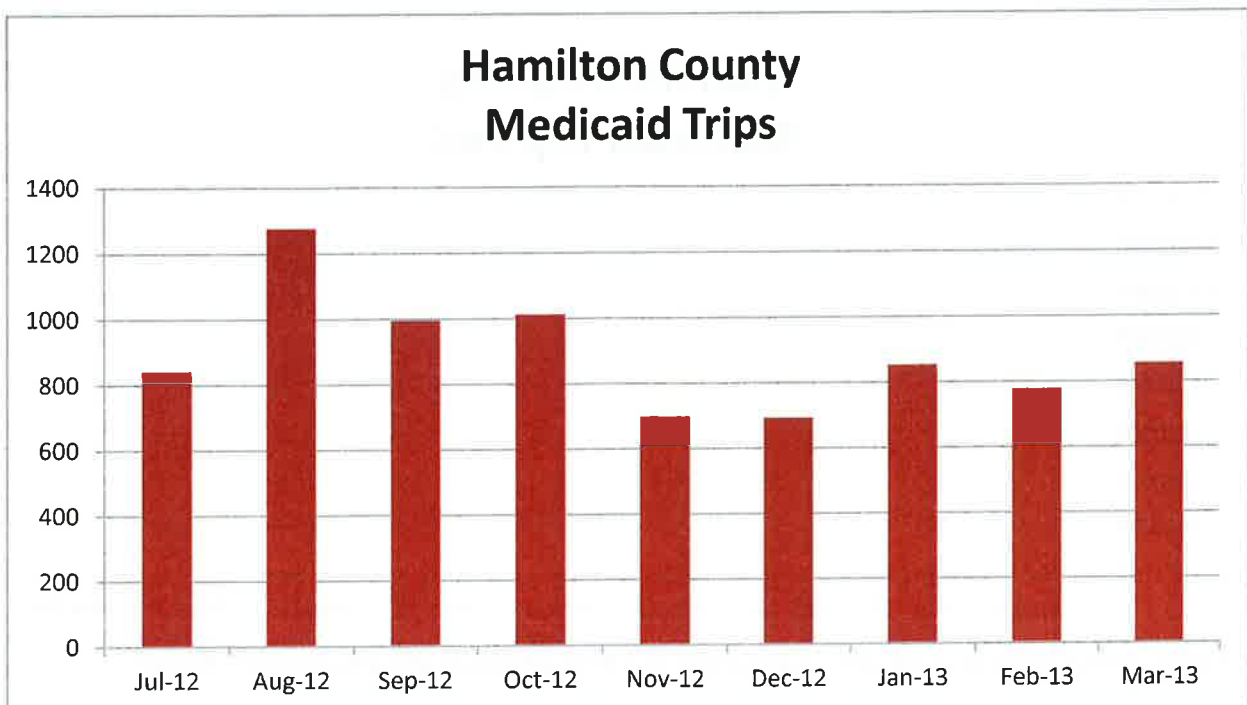
\$1.57 per passenger mile (ambulatory)

\$2.69 per passenger mile (wheelchair)

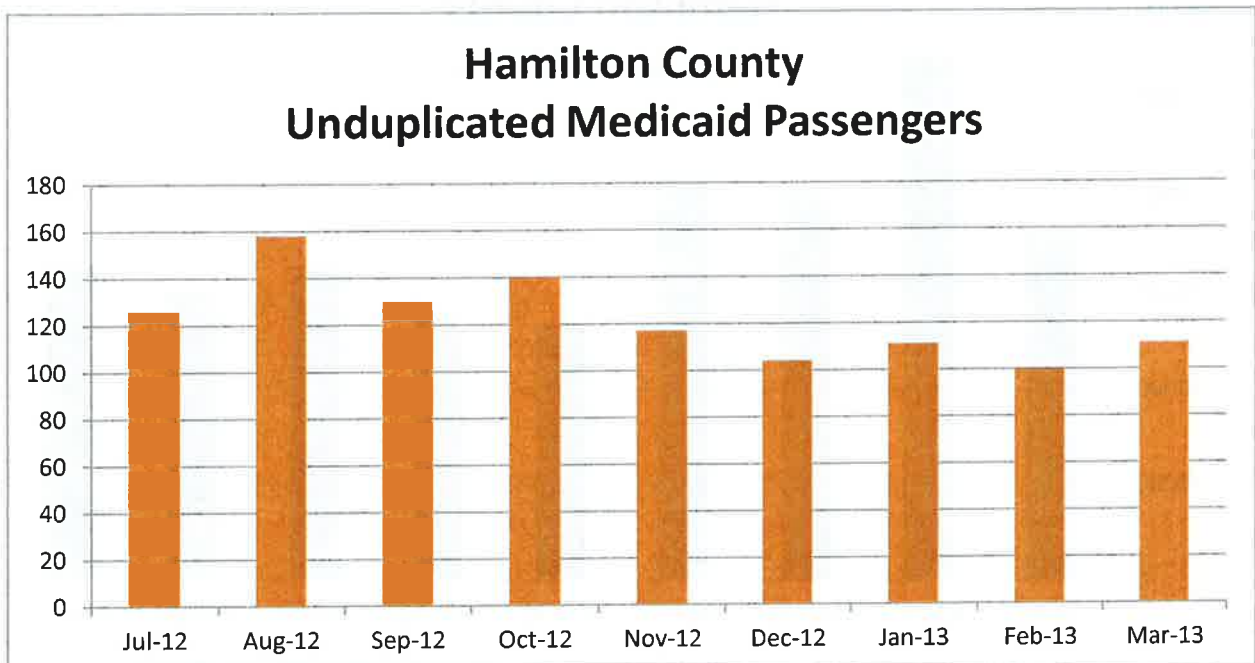
\$5.61 per passenger mile (stretcher)

**2012-2013 TRANSPORTATION DISADVANTAGED TRUST FUND SUMMARY
HAMILTON COUNTY**

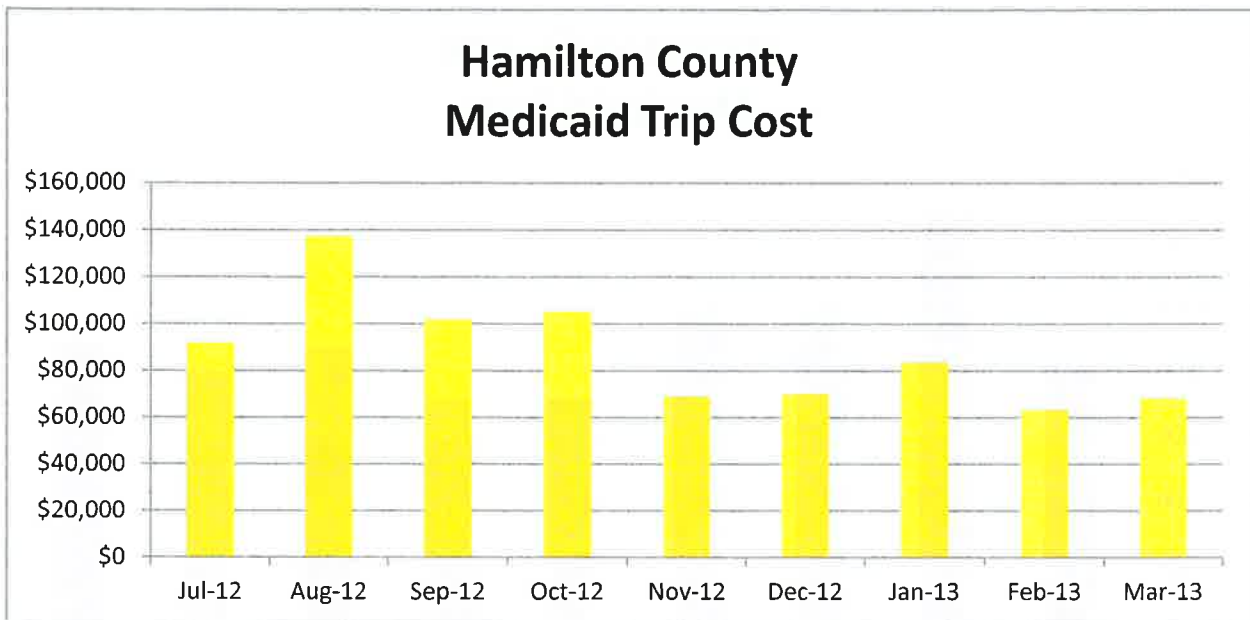
MONTH/YEAR	TOTAL DOLLARS RECVD	TOTAL DOLLARS INVOICED	DIFFERENCE	NUMBER OF TRIPS PROVIDED	AVERAGE COST PER TRIP
12-Jul	\$11,376.77	\$12,656.72	(\$1,279.95)	355	\$35.65
12-Aug	\$12,009.00	\$13,371.40	(\$1,362.40)	346	\$38.65
12-Sep	\$12,009.00	\$13,364.26	(\$1,355.26)	218	\$61.30
12-Oct	\$12,009.00	\$13,380.03	(\$1,371.03)	236	\$56.70
12-Nov	\$12,009.00	\$13,363.07	(\$1,354.07)	253	\$52.82
12-Dec	\$12,009.00	\$13,378.61	(\$1,369.61)	258	\$51.86
13-Jan	\$12,009.00	\$13,351.57	(\$1,342.57)	261	\$51.16
13-Feb	\$12,009.00	\$13,358.63	(\$1,349.63)	238	\$56.13
13-Mar	\$12,009.00	\$13,353.86	(\$1,344.86)	235	\$56.82
13-Apr	-		#VALUE!		#DIV/0!
13-May	-		#VALUE!		#DIV/0!
13-Jun	-		#VALUE!		#DIV/0!
Total					#DIV/0!



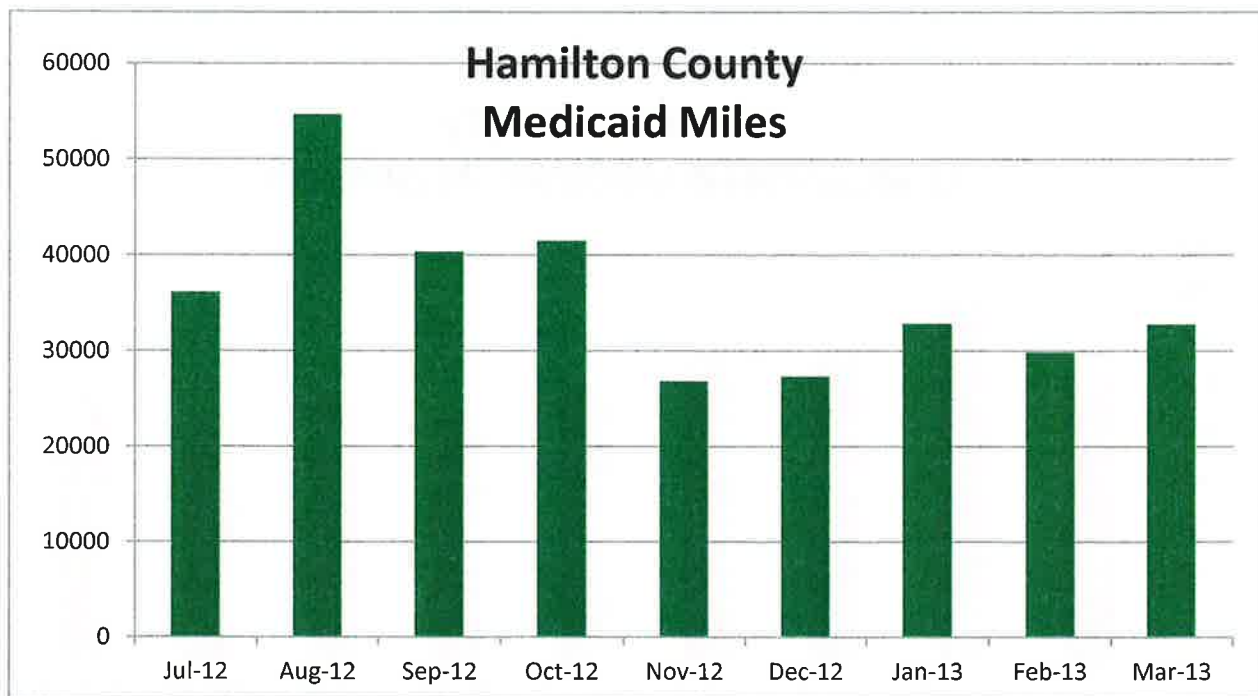
Source: Florida Commission for the Transportation Disadvantaged Medicaid Encounter Data Reports



Source: Florida Commission for the Transportation Disadvantaged Medicaid Encounter Data Reports

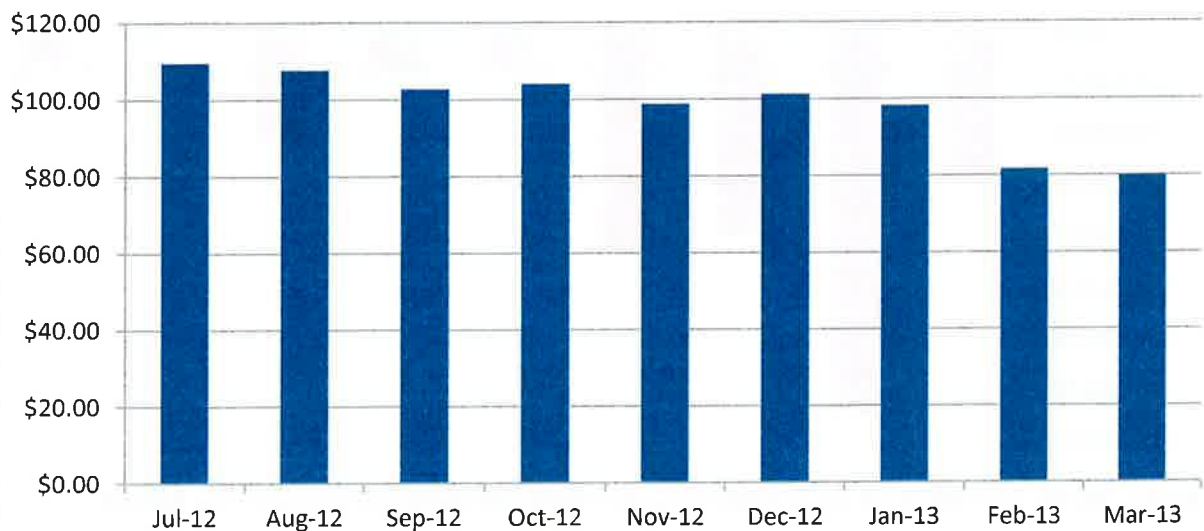


Source: Florida Commission for the Transportation Disadvantaged Medicaid Encounter Data Reports



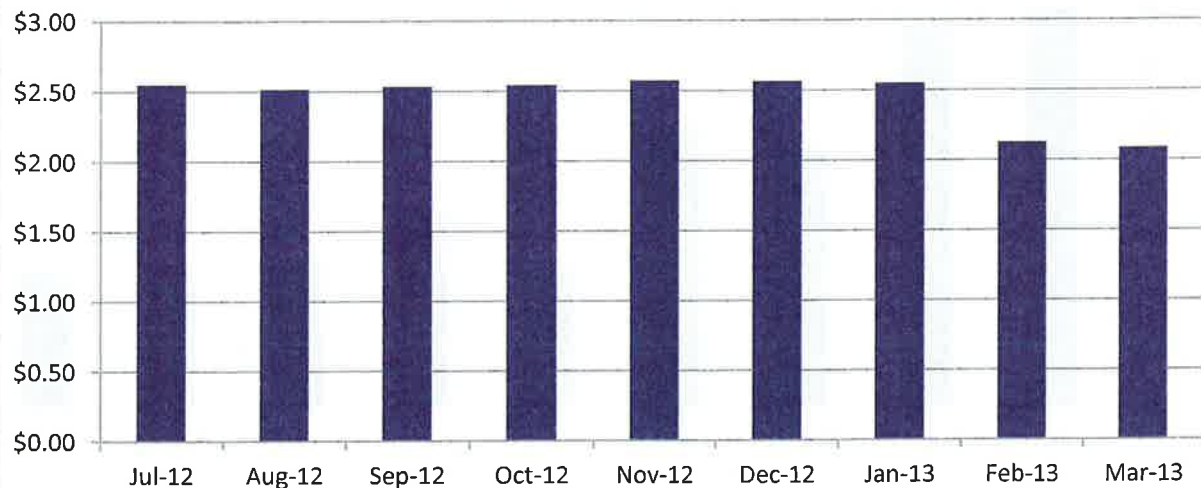
Source: Florida Commission for the Transportation Disadvantaged Medicaid Encounter Data Reports

Hamilton County Average Cost Per Medicaid Trip



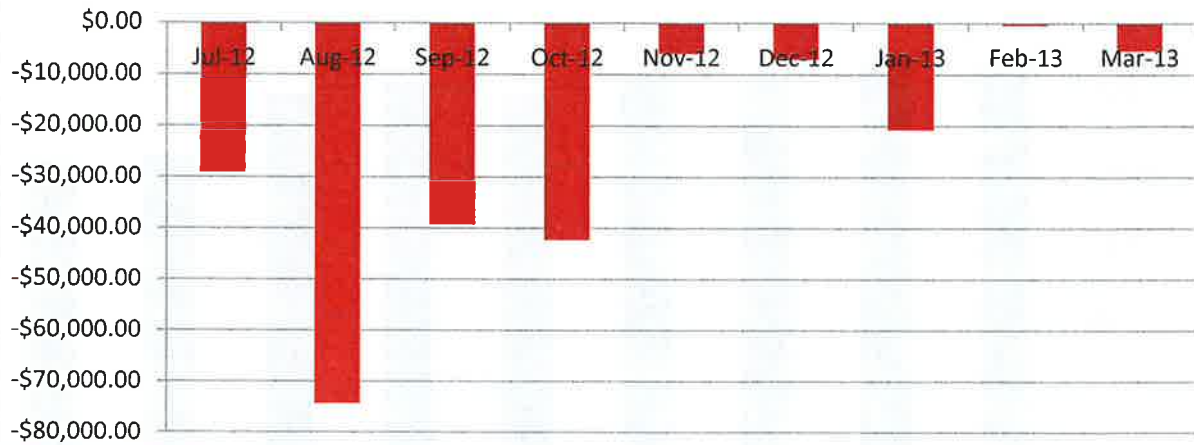
Source: Florida Commission for the Transportation Disadvantaged Medicaid Encounter Data Reports

Hamilton County Average Cost Per Medicaid Mile



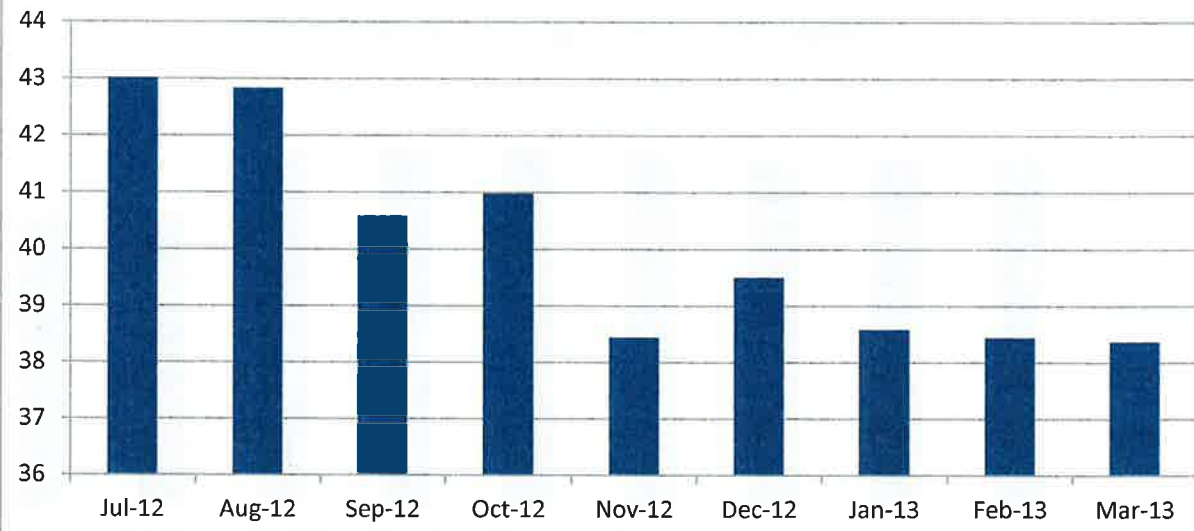
Source: Florida Commission for the Transportation Disadvantaged Medicaid Encounter Data Reports

Hamilton County Medicaid NET Allocation vs Actual Service Cost



Source: Florida Commission for the Transportation Disadvantaged Medicaid Encounter Data Reports

Hamilton County Average Miles Per Medicaid Trip



Source: Florida Commission for the Transportation Disadvantaged Medicaid Encounter Data Reports

HAMILTON COUNTY
SERVICE COMPLAINTS AND COMMENDATIONS
JULY 2012-SEPTEMBER 2012

TYPE OF COMPLAINT	Suwannee Valley Transit Authority	ACV	Alternative Transport	Collins Transport	Complete Care	D's Healthcare	LCW Transport	M&H Transport	Nice and Clean Transportation	Peeler Medical Transport	Parrish Medivan	Resolved
Vehicle Condition	0	0	0	7	0	0	0	0	0	0	0	-
Driver's Behavior	0	0	0	10	0	0	0	0	0	0	0	-
Client Behavior	0	0	0	1	0	0	0	0	0	0	0	-
No Show by Client	0	0	0	14	0	0	5	1	0	0	0	-
Tardiness - Late pickup	0	0	0	1	0	0	0	0	0	0	0	-
Tardiness - Late dropoff	0	0	0	1	0	1	0	0	0	0	0	-
No Show by Operator	0	0	0	0	0	0	0	0	0	0	0	-
Dispatch/Scheduling	3	0	0	0	0	0	0	0	0	0	0	-
Other	2	0	0	0	0	0	0	0	0	0	0	-
TOTALS	5	0	0	34	0	1	5	1	0	0	0	46
COMMENDATIONS	0	0	0	10	0	0	0	7	0	0	0	-

Complaint and commendation numbers came directly from the Vendors. We had them complete an end of the month report prior to SVTA creating a log in house to register complaints and commendations. We used the Vendors information for this report.

HAMILTON COUNTY
SERVICE COMPLAINTS AND COMMENDATIONS
OCTOBER-DECEMBER 2012

TYPE OF COMPLAINT	Suwannee Valley Transit Authority	ACV	Alternative Transport	Collins Transport	Complete Care	D's Healthcare	LCW Transport	M&H Transport	Nice and Clean	Peeler Medical Transport	Parrish Medivan	Resolved
Vehicle Condition	0	0	0	0	0	0	0	0	0	0	0	-
Driver's Behavior	0	0	0	0	0	1	0	0	0	0	0	-
Client Behavior	0	0	0	0	0	0	0	0	0	0	0	-
No Show by Client	0	0	0	0	0	0	0	0	0	0	0	-
Tardiness - Late pickup	1	0	0	0	0	1	0	0	0	0	0	-
Tardiness - Late dropoff	0	0	0	0	0	0	0	0	0	0	0	-
No Show by Operator	0	0	0	0	0	0	0	0	0	0	0	-
Dispatch/Scheduling	2	0	0	0	0	0	0	0	0	0	0	-
Other	0	0	0	0	0	0	0	0	0	0	0	-
TOTALS	3	0	0	0	0	2	0	0	0	0	0	5
COMMENDATIONS	0	0	0	0	0	0	0	0	0	0	0	-

Prior to October, complaint and commendation numbers came directly from the Vendors. They completed an end of the month report prior to SVTA creating a log in house to register complaints and commendations. We had continued to use the Vendors end of month report. In the future only complaints/commendations called in to SVTA to SVTA will be used for this report.

HAMILTON COUNTY
SERVICE COMPLAINTS AND COMMENDATIONS
JANUARY - MARCH 2013

TYPE OF COMPLAINT	Suwannee Valley Transit Authority	ACV	Alternative Transport	Collins Transport	D's Healthcare	Peeler Medical Transport	Parrish Medivan	Resolved
Vehicle Condition	0	0	0	0	0	0	0	-
Driver's Behavior	0	0	0	0	0	0	0	-
Client Behavior	0	0	0	0	0	0	0	-
No Show by Client	0	0	0	0	0	0	0	-
Tardiness - Late pickup	0	0	0	1	1	0	0	-
Tardiness - Late dropoff	0	0	0	0	0	0	0	-
No Show by Operator	0	0	0	0	0	0	0	-
Dispatch/Scheduling	0	0	0	0	0	0	0	-
Other	0	0	0	0	0	0	0	-
TOTALS	0	0	0	1	1	0	0	2
COMMENDATIONS	0	0	0	0	0	0	0	-

Medicaid Ombudsman Calls

Feb-13

County	Service Availability	Quality of Service	Funding	Other	Total Closed	Total Open	Total
Alachua	9	0	0	0	9	0	9
Baker	0	0	0	0	0	0	0
Bay	0	0	0	0	0	0	0
Bradford	0	0	0	0	0	0	0
Brevard	7	1	0	0	8	0	8
Broward	9	0	0	0	9	0	9
Calhoun	0	0	0	0	0	0	0
Charlotte	0	0	0	0	0	0	0
Citrus	0	0	0	0	0	0	0
Clay	3	0	0	0	3	0	3
Collier	0	0	0	0	0	0	0
Columbia	2	1	0	0	3	0	3
DeSoto	0	0	0	0	0	0	0
Dixie	5	0	0	0	5	0	5
Duval	9	0	0	0	9	0	9
Escambia	4	0	0	0	4	0	4
Flagler	3	0	0	0	3	0	3
Franklin	0	1	0	0	1	0	1
Gadsden	0	0	0	0	0	0	0
Gilchrist	0	0	0	0	0	0	0
Glades	0	0	0	0	0	0	0
Gulf	0	0	0	0	0	0	0
Hamilton	1	0	0	0	1	0	1
Hardee	0	0	0	0	0	0	0
Hendry	0	0	0	0	0	0	0
Hernando	7	0	0	0	7	0	7
Highlands	7	0	0	0	7	0	7
Hillsborough	9	3	0	0	12	0	12
Holmes	0	0	0	0	0	0	0
Indian River	2	0	0	0	2	0	2
Jackson	0	0	0	0	0	0	0
Jefferson	0	0	0	0	0	0	0
Lafayette	0	0	0	0	0	0	0
Lake	8	0	0	0	8	0	8
Lee	9	3	0	0	12	0	12
Leon	2	1	0	0	3	0	3
Levy	0	0	0	0	0	0	0
Liberty	0	0	0	0	0	0	0

County	Service Availability	Quality of Service	Funding	Other	Total Closed	Total Open	Total
Madison	0	0	0	0	0	0	0
Manatee	3	0	0	0	3	0	3
Marion	4	0	0	0	4	0	4
Martin	5	0	0	0	5	0	5
Miami-Dade	12	6	0	0	18	0	18
Monroe	1	0	0	0	1	0	1
Nassau	0	0	0	0	0	0	0
Okaloosa	1	1	0	0	2	0	2
Okeechobee	0	0	0	0	0	0	0
Orange	13	1	0	0	14	0	14
Osceola	0	0	0	0	0	0	0
Palm Beach	5	2	0	0	7	0	7
Pasco	0	0	0	0	0	0	0
Pinellas	10	3	0	0	13	0	13
Polk	4	0	0	0	4	0	4
Putnam	0	1	0	0	1	0	1
St. Johns	0	0	0	0	0	0	0
St. Lucie	12	6	0	0	18	0	18
Santa Rosa	0	0	0	0	0	0	0
Sarasota	6	0	0	0	6	0	6
Seminole	3	1	0	0	4	0	4
Sumter	1	0	0	0	1	0	1
Suwannee	10	1	0	0	11	0	11
Taylor	2	0	0	0	2	0	2
Union	0	0	0	0	0	0	0
Volusia	5	2	0	0	7	0	7
Wakulla	0	0	0	0	0	0	0
Walton	0	0	0	0	0	0	0
Washington	0	0	0	0	0	0	0
Totals	193	34	0	0	227	0	227

TD Ombudsman Calls

Feb-13

County	Service Availability	Quality of Service	Funding	Other	Total Closed	Total Open	Total
Alachua	6	0	0	0	6	0	6
Baker	0	0	0	0	0	0	0
Bay	0	0	0	0	0	0	0
Bradford	0	0	0	0	0	0	0
Brevard	5	0	0	0	5	0	5
Broward	9	0	0	0	9	0	9
Calhoun	0	0	0	0	0	0	0
Charlotte	0	0	0	0	0	0	0
Citrus	0	0	0	0	0	0	0
Clay	0	0	0	0	0	0	0
Collier	1	0	0	0	1	0	1
Columbia	0	0	0	0	0	0	0
DeSoto	0	0	0	0	0	0	0
Dixie	0	0	0	0	0	0	0
Duval	5	0	0	0	5	0	5
Escambia	2	0	0	0	2	0	2
Flagler	0	0	0	0	0	0	0
Franklin	0	0	0	0	0	0	0
Gadsden	0	0	0	0	0	0	0
Gilchrist	0	0	0	0	0	0	0
Glades	0	0	0	0	0	0	0
Gulf	0	0	0	0	0	0	0
Hamilton	0	0	0	0	0	0	0
Hardee	0	0	0	0	0	0	0
Hendry	0	0	0	0	0	0	0
Hernando	3	0	0	0	3	0	3
Highlands	0	0	0	0	0	0	0
Hillsborough	6	0	0	0	6	0	6
Holmes	0	0	0	0	0	0	0
Indian River	0	0	0	0	0	0	0
Jackson	0	0	0	0	0	0	0
Jefferson	0	0	0	0	0	0	0
Lafayette	0	0	0	0	0	0	0
Lake	12	0	0	0	12	0	12
Lee	8	0	0	0	8	0	8
Leon	3	0	0	0	3	0	3
Levy	0	0	0	0	0	0	0
Liberty	0	0	0	0	0	0	0

County	Service Availability	Quality of Service	Funding	Other	Total Closed	Total Open	Total
Madison	0	0	0	0	0	0	0
Manatee	0	0	0	0	0	0	0
Marion	0	0	0	0	0	0	0
Martin	4	0	0	0	4	0	4
Miami-Dade	12	0	0	0	12	0	12
Monroe	0	0	0	0	0	0	0
Nassau	0	0	0	0	0	0	0
Okaloosa	0	0	0	0	0	0	0
Okeechobee	0	0	0	0	0	0	0
Orange	9	0	0	0	9	0	9
Osceola	0	0	0	0	0	0	0
Palm Beach	8	1	0	0	9	0	9
Pasco	0	0	0	0	0	0	0
Pinellas	6	1	0	0	7	0	7
Polk	3	0	0	0	3	0	3
Putnam	0	0	0	0	0	0	0
St. Johns	0	0	0	0	0	0	0
St. Lucie	5	0	0	0	5	0	5
Santa Rosa	0	0	0	0	0	0	0
Sarasota	6	0	0	0	6	0	6
Seminole	1	0	0	0	1	0	1
Sumter	0	0	0	0	0	0	0
Suwannee	6	1	0	0	7	0	7
Taylor	0	0	0	0	0	0	0
Union	0	0	0	0	0	0	0
Volusia	2	0	0	0	2	0	2
Wakulla	0	0	0	0	0	0	0
Walton	0	0	0	0	0	0	0
Washington	0	0	0	0	0	0	0
Totals	122	3	0	0	125	0	125

ATTENDANCE RECORD

HAMILTON COUNTY TRANSPORTATION DISADVANTAGED COORDINATING BOARD

POSITION	NAME	05/02/2012	07/11/2012	10/03/2012	02/06/2013
Chairperson	Commissioner Bernam				
FDOT	Sandra Collins	A	A	P	P
Alternate Member	Janell Damato				P
FDCF	Kay Tice	P	P	P	P
Alternate Member	(Vacant)				
FAHCA - Medicaid	Alana McKay	A	A	P	P
Alternate Member	Andrew Singer	P	P	A	A
FDOE	(Vacant)				
Alternate Member	(Vacant)				
Public Education Rep.	Ward Daniels	A	A	A	A
Alternate Member	Judy Cannady	A	A	A	A
Citizen Advocate (CA)	Danny Johnson	A	P	A	P
Alternate Member	(Vacant)				
CA-User	(Vacant)				
Alternate Member	(Vacant)				
Elderly Rep.	Issac Chandler	A	A	A	A
Alternate Member	(Vacant)				
Veteran Rep.	Clay Lambert				P
Alternate Member	(Vacant)				
Persons with Disabilities Rep.	(Vacant)				
Alternate Member	(Vacant)				
CAA Rep.	Frances Terry	A	A	A	A
Alternate Member	Matthew Pearson	P	P	P	P
FDEA	(Vacant)				
Alternate Member	(Vacant)				
Children at Risk	(Vacant)				
Alternate Member	(Vacant)				
Private Transit Rep.	(Vacant)				
Alternate Member	(Vacant)				
North Florida Workforce Dev. Board	Sheryl Rehberg	P	P	P	P
Alternate Member					
Local Medical Community	(Vacant)				
Alternate Member	(Vacant)				

LEGEND KEY: P-Present A-Absent -Not Applicable (newly appointed member)

ATTENDANCE POLICY: According to Article III, Section 5 of the Coordinating Board bylaws: "The North Central Florida Regional Planning Council shall review and consider rescinding the appointment of any voting member of the Board who fails to attend three consecutive meetings."

