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March 27, 2014

TO: Dixie County Transportation Disadvantaged Coordinating Board

FROM: Lynn Godfrey, AICP, Senior Planner

SUBJECT: Meeting Announcement

The Dixie County Transportation Disadvantaged Coordinating Board will meet **Thursday, April 3, 2014 at 1:00 p.m.** in the County Commissioners' Meeting Room located in the Dixie County Courthouse at 214 NE Hwy 351, Cross City, Florida. 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.

Attachment

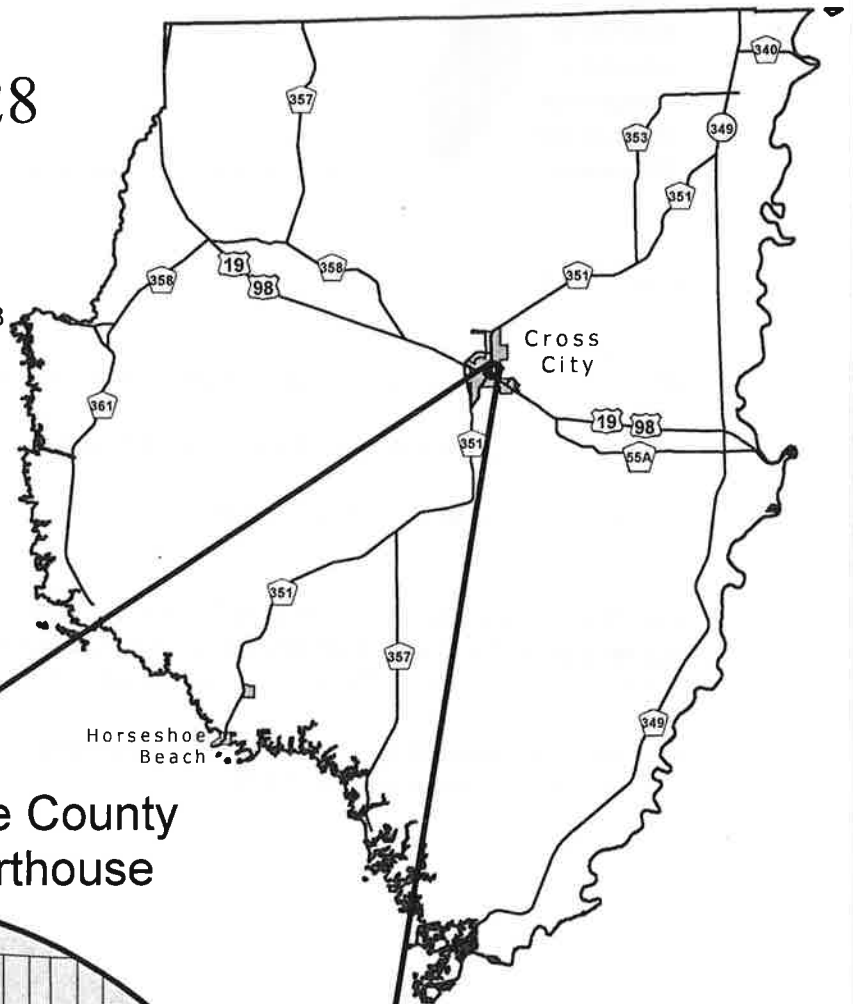
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Dedicated to improving the quality of life of the Region's citizens,  
by coordinating growth management, protecting regional resources,  
promoting economic development and providing technical services to local governments.

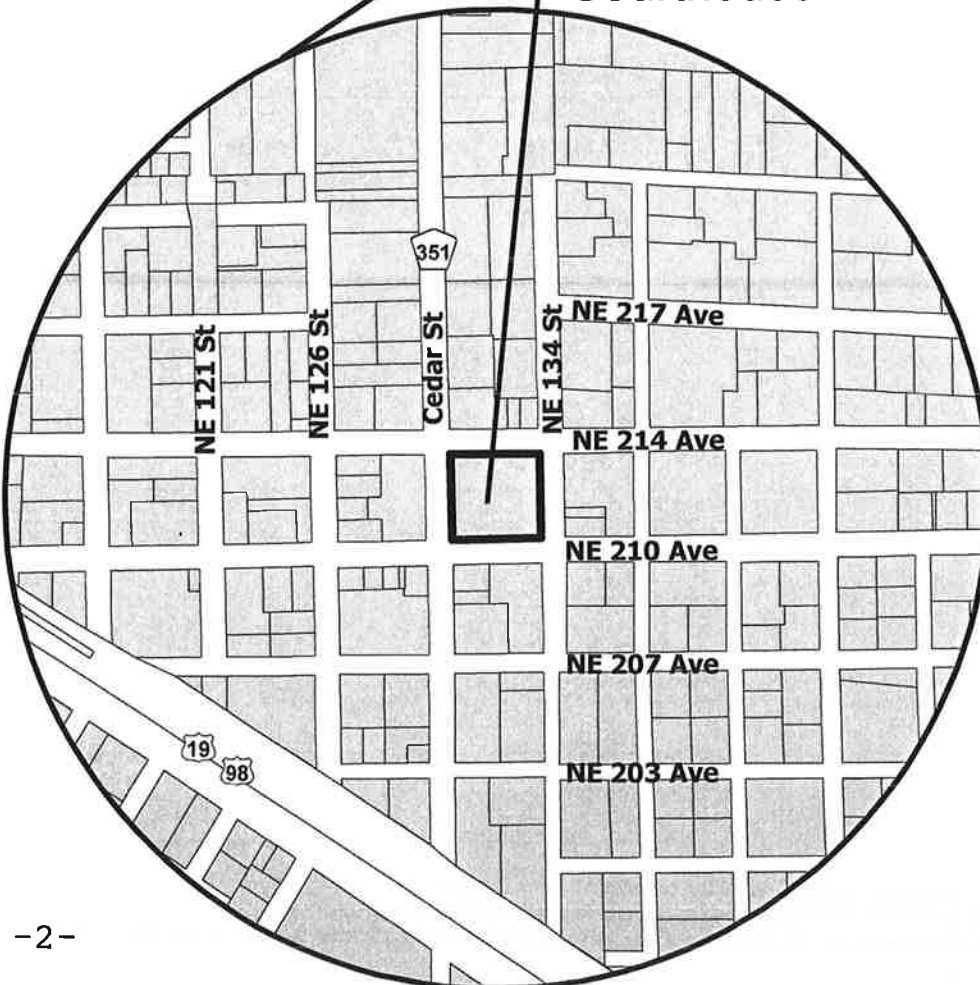
# Dixie County Courthouse

214 County Road 351  
Cross City, Florida 32628

Directions: From the intersection of U.S. Highway 19/98 and County Road 351 (also known as Cedar St) in the Town of Cross City head, North onto County Road 351 (also known as Cedar St) travel three blocks and the Dixie County Courthouse will be on the right, on the Eastern side of County Road 351 (also known as Cedar St).



Dixie County  
Courthouse



1 inch = 500 feet





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**DIXIE COUNTY  
TRANSPORTATION DISADVANTAGED COORDINATING BOARD  
MEETING ANNOUNCEMENT AND AGENDA**

County Commissioners' Meeting Room  
Dixie County Courthouse  
Cross City, Florida

Thursday  
**April 3, 2014**  
**1:00 p.m.**

**I. BUSINESS MEETING – CALL TO ORDER**

- A. Invocation**
- B. Pledge of Allegiance**
- C. Introductions**
- D. Approval of the Meeting Agenda**
- E. Approval of the February 6, 2014 Minutes**

**Page 7**

**II. NEW BUSINESS**

- A. Dixie County Transportation Disadvantaged Service Plan Amendment**

**Page 11**

The Board needs to review and approve an amendment to the Dixie County Transportation Disadvantaged Service Plan

- B. U.S.C. Section 5310 and 5311 Grant Applications**

**Page 13**

The Board needs to review the enclosed U.S.C. Section 5310 and 5311 Grant applications

**C. Florida's Managed Medical Assistance Program**

Suwannee River Economic Council will provide the Board with a status report on the provision of Medicaid Non-Emergency Transportation service

**D. Operations Reports**

**Page 33**

**III. OTHER BUSINESS**

**A. Comments**

**1. Members**

**2. Citizens**

**IV. FUTURE MEETING DATES**

**A. Thursday, July 3, 2014 at 1:00 p.m.**

**B. Thursday, October 2, 2014 at 1:00 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 me at 1-800-226-0690, extension 110.

**DIXIE COUNTY  
TRANSPORTATION DISADVANTAGED COORDINATING BOARD**

<b>MEMBER/REPRESENTING</b>	<b>ALTERNATE/REPRESENTING</b>
Commissioner Jason Holifield Local Elected Official/Chair	Not Applicable
Sandra Collins Florida Department of Transportation	Janell Damato Florida Department of Transportation
Brad Seeling Florida Department of Children and Families	Vacant Florida Department of Children and Families
Rayford Riels Florida Department of Education	Vacant Florida Department of Education
Cindy Roberts Florida Department of Elder Affairs	Vacant Florida Department of Elder Affairs
Alana McKay Florida Agency for Health Care Administration	Andrew Singer Florida Agency for Health Care Administration
Vacant Regional Workforce Board	Vacant Regional Workforce Board
Vacant Florida Association for Community Action Term ending June 30, 2014	Vacant Florida Association for Community Action Term ending June 30, 2014
Tim Alexander Public Education	Vacant Public Education
Jerry Prater Veterans Term ending June 30, 2014	Vacant Veterans Term ending June 30, 2014
Vacant Citizen Advocate Term ending June 30, 2015	Vacant Citizen Advocate Term ending June 30, 2015
Vacant Citizen Advocate - User Term ending June 30, 2015	Vacant Citizen Advocate - User Term ending June 30, 2015
Vacant Persons with Disabilities Term ending June 30, 2015	Vacant Persons with Disabilities Term ending June 30, 2015
Betty Touma - Vice Chair Elderly Term ending June 30, 2014	Vacant Elderly Term ending June 30, 2014
Vacant Medical Community Term ending June 30, 2016	Vacant Medical Community Term ending June 30, 2016
Tonya Hiers Children at Risk Term ending June 30, 2016	Brooke Ward Children at Risk Term ending June 30, 2016
Vacant Private Transit Term ending June 30, 2016	Vacant Private Transit Term ending June 30, 2016



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

County Commissioners' Meeting Room  
Dixie County Courthouse  
Cross City, Florida

Thursday  
February 6, 2014  
2:00 p.m.

**VOTING MEMBERS PRESENT**

Commissioner Jason Holifield, Chair  
Tim Alexander, Public Education  
Sandra Collins, Florida Department of Transportation  
Tonya Hiers, Early Childhood Services Representative  
Alana McKay, Florida Agency for Health Care Administration - Medicaid  
Jerry Prater, Veteran Representative  
Betty Touma, Elderly representative, Vice-Chair

**VOTING MEMBERS ABSENT**

Cindy Roberts, Florida Department of Elder Affairs  
Brad Seeling, Florida Department of Children and Families

**OTHERS PRESENT**

Ronald Cassidy, Dixie County Coordinator  
Matthew Pearson, Suwannee River Economic Council

**STAFF PRESENT**

Lynn Godfrey, North Central Florida Regional Planning Council

**I. PUBLIC HEARING CALL TO ORDER**

Chairman Holifield called the public hearing to order at 2:00 p.m.

**A. Introductions**

Chairman Holifield asked everyone to introduce themselves.

**B. Receive Public Testimony**

There was no public testimony received.

**C. Close Public Hearing**

Chairman Holifield closed the public hearing at 2:01 p.m.

**II. BUSINESS MEETING CALL TO ORDER**

Chairman Holifield called the business meeting to order at 2:02 p.m.

**A. Invocation**

Mr. Tim Alexander gave the invocation.

**B. Pledge of Allegiance**

Mr. Jerry Prater led the Board in reciting the Pledge of Allegiance.

**C. Approval of the Meeting Agenda**

**ACTION:** Sandra Collins moved to approve the meeting agenda. Betty Touma seconded; motion passed unanimously.

**D. Approval of the October 16, 2013 Meeting Minutes**

**ACTION:** Alana McKay moved to approve the October 16, 2013 meeting minutes. Sandra Collins seconded; motion passed unanimously.

**III. NEW BUSINESS**

**A. Community Transportation Coordinator Annual Performance Evaluation**

Ms. Lynn Godfrey, North Central Florida Regional Planning Council Senior Planner, stated that Suwannee River Economic Council's response to the annual performance evaluation recommendations is included in the meeting packet.

The Board reviewed Suwannee River Economic Council's response.

**B. Rural Area Capital Assistance Program Grant Application**

Ms. Godfrey stated that Suwannee River Economic Council applied for Rural Area Capital Assistance Program Grant funds to purchase a vehicle for Dixie and Gilchrist Counties. She said the Florida Commission for the Transportation Disadvantaged awarded grant funds to purchase one vehicle.

**IV. NEW BUSINESS**

**A. Dixie County Transportation Disadvantaged Service Plan**

Ms. Godfrey stated that Chapter 427, Florida Statutes requires Suwannee River Economic Council to prepare a Transportation Disadvantaged Service Plan in cooperation with the North Central Florida Regional Planning Council for the Board's approval. She said this plan provides information needed by the Board to continually review and assess transportation disadvantaged needs for the service area. She said the Service Plan must be submitted to the Florida Commission for the Transportation Disadvantaged annually.

The Board reviewed the Dixie County Transportation Disadvantaged Service Plan.

**B. Florida's Managed Medical Assistance Program**

Ms. Alana McKay discussed Florida's Managed Medical Assistance Program. She explained that Dixie County is included in Medicaid Region 3. She said the anticipated implementation date for Region 3 is May 1, 2014. She said the Health Maintenance Organization have contracted with two Transportation Management Organizations to broker Medicaid transportation services.

Ms. McKay stated that the State of Florida will try to maintain the existing Medicaid Non-Emergency Transportation system. She said Medicaid non-emergency transportation will still be provided to Medicaid beneficiaries.

Mr. Matthew Pearson, Suwannee River Economic Council Executive Director, stated that Suwannee River Economic Council has been in negotiations with the Transportation Management Organizations.

**C. Operations Reports**

Ms. Godfrey stated that the operations reports for the third quarter of 2013 are included in the meeting packet for the Board's review. She said there is no action required on this agenda item.

The Board reviewed the operations reports.

Ms. Sandra Collins noted that there were three roadcalls during the third quarter of 2013.

Mr. Pearson stated that 3 roadcalls in one quarter would be a lot. He said he would check to make sure that number was accurate.

**V. OTHER BUSINESS**

**A. Comments**

**1. Members**

Ms. Sandra Collins commended Suwannee River Economic Council's service provision and noted the challenges that they are facing in the next few months with Statewide Medicaid Program reform.

**2. Citizens**

There were no citizen comments.

**VI. FUTURE MEETING DATES**

Chairman Holifield requested the regular meeting date change to the first Thursday at 1:00 p.m.

The Board asked staff to send a revised tentative meeting schedule.

Chairman Holifield said he appreciated the Board changing the meeting dates.

**ADJOURNMENT**

The meeting adjourned at 2:30 p.m.

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Coordinating Board Chair

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Date



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March 27, 2014

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

STAFF RECOMMENDATION

**Approve the Dixie County Transportation Disadvantaged Service Plan amendment.**

BACKGROUND

The Dixie County Transportation Disadvantaged Service Plan includes the rates charged for Transportation Disadvantaged and Medicaid Non-Emergency Program sponsored services. Suwannee River Economic Council will distribute their proposed Fiscal Year 2014/15 rates at the meeting. The Board needs to review and approve Suwannee River Economic Council's proposed rates.

If you have any questions concerning this matter, please do not hesitate to contact me.

Attachment

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March 27, 2014

TO: Dixie County Transportation Disadvantaged Coordinating Board  
FROM: Lynn Godfrey, AICP, Senior Planner  
SUBJECT: U.S.C. Section 5310 and 5311 Grant Applications

**STAFF RECOMMENDATION**

Review the enclosed U.S.C. Section 5310 and 5311 Grant applications.

**BACKGROUND**

According to the Florida Administrative Code 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."

The North Central Florida Regional Planning Council received the enclosed applications for U.S.C. Section 5310 and 5311 funding assistance. The Board is required to review these grant applications.

**Attachments**

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*Suwannee River Economic Council, Inc.*  
*Post Office Box 70*  
*Live Oak, Florida 32064*

**DIXIE COUNTY**

**5310 CAPITAL ASSISTANCE APPLICATION**



## **REQUIRED**

### **COVER LETTER**

#### **STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION GRANT APPLICATION**

Suwannee River Economic Council, Inc. submits this Application for the Section 5310 Program Grant and agrees to comply with all assurances and exhibits attached hereto and by this reference made a part thereof, as itemized in the Checklist for Application Completeness.

Suwannee River Economic Council, Inc. further agrees, to the extent provided by law (in case of a government agency in accordance with Sections 129.07 and 768.28, Florida Statutes) to indemnify, defend and hold harmless the Department and all of its officers, agents and employees from any claim, loss, damage, cost, charge, or expense arising out of the non-compliance by the Agency, its officers, agents or employees, with any of the assurances stated in this Application.

This Application is submitted on this 3rd day of January, 2014 with two (2) original resolutions or certified copies of the original resolution authorizing Frances Terry, Executive Director to sign this Application.

Agency Name

By  Date 01/03/2014

Title Executive Director

**RESOLUTION NUMBER: 093013 - Dixie/Gilchrist County**

**THIS RESOLUTION** of the Suwannee River Economic Council, 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) Section 5310.
3. The submission of grant application(s) required supporting documents, certifications and assurances to the Florida Department of Transportation is approved.
4. Frances Terry, Executive Director 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: Doreen Joyner-Howard, AICP, District Modal Development Manager, Florida Department of Transportation, 2198 Edison Avenue, MS 2812, Jacksonville, FL 32204-2730.**
5. N/A is also hereby designated and authorized to sign requests for Joint Participation Agreement Time Extensions as may 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 30th day of September, 2013

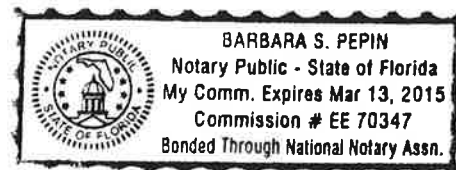
By:

*Richard Tillis*  
(Original Signature, Chairman of the Board)  
Richard Tillis, Vice President

ATTEST:

*Oleatha Harris*  
(Original Signature, Clerk/Secretary)  
Oleatha Harris, Secretary

(Stamp corporate seal here :)



*Barbara Pepin*

## EXHIBIT A-1 -- FACT SHEET

	<b>CURRENTLY</b>	<b>IF GRANT IS AWARDED</b> (Estimates are acceptable.)
1. Number of total one-way trips served by the agency <b>PER YEAR</b> (for all purposes)*	<b>7,274</b>	<b>7,274</b>
2. Number of one-way trips provided to elderly and persons with disabilities (including New Freedom Trips) <b>PER YEAR*</b>	<b>7,274</b>	<b>7,274</b>
3. Number of individual Elderly and Disabled and New Freedom unduplicated riders (first ride per rider per fiscal year) <b>PER YEAR</b>	<b>406</b>	<b>406</b>
4. Number of vehicles used to provide Elderly and Disabled and New Freedom service <b>ACTUAL</b>	<b>9</b>	<b>9</b>
5. Number of vehicles used to provide Elderly and Disabled and New Freedom service eligible for replacement <b>ACTUAL</b>	<b>2</b>	<b>2</b>
6. Vehicle miles traveled to provide Elderly and Disabled and New Freedom service <b>PER YEAR</b>	<b>137,444</b>	<b>137,444</b>
7. Normal number of days that vehicles are in operation to provide Elderly and Disabled and New Freedom service <b>PER WEEK</b>	<b>6</b>	<b>6</b>
8. Posted hours of normal operation to provide Elderly and Disabled and New Freedom service <b>PER WEEK</b>	M – F: 12 Saturday: 12 Sunday: Total (WEEK): 72	M – F: 12 Saturday: 12 Sunday: Total (WEEK): 72

\* 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.

<b>1. TYPE OF SUBMISSION:</b>			<b>Pre-application – place an x in the box</b>		
Application – place an x in the box			[ ] construction		
[x] non-construction			[ ] non-construction		
<b>2. DATE SUBMITTED 1/3/2014</b>			Applicant Identifier		
<b>3. DATE RECEIVED BY STATE</b>			State Application Identifier		
<b>4. DATE RECEIVED BY FEDERAL AGENCY</b>			Federal Identifier		
<b>5. APPLICANT INFORMATION</b>					
Legal Name: Suwannee River Economic Council, Inc.			Organizational Unit:		
			Department: Transportation for the Disadvantaged Program		
Organizational DUNS: 040207904			Division:		
Address:			Name and telephone number of person to be contacted on matters involving this application (give area code)		
PO Box 70, Live Oak FL 32064					
Street: 1171 Nobles Ferry Road			Prefix: Ms. First Name: Frances		
City: Live Oak			Middle Name: L.		
County: Suwannee			Last Name: Terry		
State: FL Zip Code: 32064			Suffix:		
Country: USA			Email: franceserry@suwanneec.net		
<b>6. EMPLOYER IDENTIFICATION NUMBER (EIN):</b> (Replace these boxes with numerals) <b>59-1101989</b>			Phone Number (give area code) (386) 362-4115		
			Fax Number (give area code) (386) 362-4115		
<b>8. TYPE OF APPLICATION:</b> <input type="checkbox"/> New <input checked="" 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)			<b>7. TYPE OF APPLICANT:</b> (See back of form for Application Types)  Other (specify) Non-Profit		
<b>10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:</b> (Replace these boxes with numerals) <b>TITLE (Name of Program): 20.513</b>			<b>9. NAME OF FEDERAL AGENCY:</b> Federal Transit Administration		
<b>12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.):</b> Dixie County			<b>11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:</b> Provide transportation services for the transportation disadvantaged		
<b>13. PROPOSED PROJECT</b>			<b>14. CONGRESSIONAL DISTRICTS OF:</b>		
Start Date: 10/01/2014		Ending Date: 09/30/2015	a. Applicant Third		b. Project Third
<b>15. ESTIMATED FUNDING:</b>			<b>16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS? Yes</b>		
a. Federal	\$ 56,000	00	a. Yes. <input checked="" type="checkbox"/> THIS PREAPPLICATION /APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: DATE: 1/3/2014		
b. Applicant	\$	00	b. No. <input type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372.		
c. State	\$ 7,000	00	<input type="checkbox"/> PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW		
d. Local	\$ 7,000	00	<b>17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? No</b>		
e. Other	\$	00	<input type="checkbox"/> Yes. If "Yes" attach an explanation.		
f. Program Income	\$	00	<input checked="" type="checkbox"/> No		
g. TOTAL	\$ 70,000	00			
<b>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.</b>					
<b>a. Authorized Representative</b>					
Prefix: Ms.		First Name: Frances		Middle Name: L.	
Last Name: Terry				Suffix:	
b. Title: Executive Director				c. Telephone Number (give area code) (386) 362-4115	
d. Signature of Authorized Representative:				e. Date Signed: 1/3/2014	

# CURRENT VEHICLE AND TRANSPORTATION EQUIPMENT INVENTORY (a)

Name of Applicant: Suwannee River Economic Council, Inc. Date of Inventory: 12/6/2013

Model Yr. (b)	Make/size/type (C)	FDOT control # or VIN (d)	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)
*2005	Ford Cutaway	1FDWE35L64HA37038	Lift	8+2	26,955	242,591	2010		FDOT
*2007	GMC Cutaway	1GDJG31U461247748	Lift	7+1	15,168	106,177	2012		FDOT
2009	Chevy Cutaway	1GBJG31K481232418	Lift	8+2	27,385	136,925	2014		TD-RC
2009	Ford Cutaway	1FDFE45S39DA88332	Lift	12+2	25,282	126,412	2014		5311-STIM
2009	Ford Cutaway	1FDFE45S59DA88333	Lift	12+2	29,692	148,460	2014		5311-STIM
2010	Chevy Cutaway	1GBJG31K191172261	Lift	8+2	19,953	79,811	2015		FDOT
2012	Chevy Cutaway	1GB3G2BG4B1171025	Lift	8+2	17,644	35,288	2017		TD-RC
2013	Chevy Cutaway	1GB3G2BG9D1175852	Lift	8+2	6,809	13,618	2018		FDOT
2013	Chevy Cutaway	1GB3G2BG9D1175641	Lift	8+2	6,143	12,285	2018		TD-RC

(a) Applicants must use this form.

(b) Identify vehicles to be replaced with this or other grant by placing an asterisk (\*) next to the model year. In Exhibit B of the application, provide the name of the lessee or contractor, if applicable.

(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.

# CAPITAL REQUEST FORM

## VEHICLE REQUEST

GMIS Code (This column for FDOT use ONLY)	R or E (a)	Number requested	Description (b) (c) <u>www.tripsflorida.org</u>	Estimated Cost
11. __. __	R	1	8 Amb/2 W/C Small Cutaway Van	\$70,000.00
11. . .				
11. . .				
11. . .				
11. . .				
Sub-total	R	1	8 Amb/2 W/C Small Cutaway Van	\$70,000.00

## EQUIPMENT REQUEST (c)

11. __. __				
11. __. __				
11. __. __				
11. __. __				
Sub-total				\$

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

(b) Provide a brief description including the length and type vehicle, type of fuel, lift or ramp, number of seats and wheelchair positions. Do not show the Make. For example, 22' gasoline bus with lift, 12 amb. seats, 2 w/c positions (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 \$ 70,000.00 + EQUIPMENT SUBTOTAL \$ 0.00 = \$ 70,000.00 (x).

(x) X 80% = \$ 56,000.00 [Show this amount on Form 424 in block 15(a)]

## Exhibit A

Suwannee River Economic Council, Inc. is a non-profit organization chartered in 1964 whose purpose is to provide services to low income and elderly citizens to alleviate poverty. SREC, Inc. currently is the state designated transportation provider in four rural North Florida counties including Dixie, Bradford, Gilchrist, and Lafayette County. A voluntary Board of Directors governs SREC, Inc. The Board employs an Executive Director, who has normal CEO responsibilities with the agency and the many programs it administers. SREC, Inc has four program directors providing direct supervision of the ongoing programs, including transportation. The Director of Transportation is Matt Pearson. He is responsible for management, training and administration of the Transportation program. Currently, SREC, Inc. has approximately twenty transportation employees on staff to help in this endeavor.

As the Community Transportation Coordinator for four rural counties in North Florida counties, SREC, Inc. operates partial brokerages with all trips provided by SREC, Inc. with the exception of stretcher services, which are contracted to a private contractor. SREC, Inc. provides mainly demand response services. SREC, Inc. requires twenty four hour notice for trip request.

Dixie County is a rural community. There are minimal medical facilities available to the residents. Therefore, the vast majority of medical appointments are made in Gainesville where facilities are more prevalent. It is over 60 miles to Gainesville where these appointments are necessary.

Currently, in Dixie County, SREC, Inc. uses one dispatcher/scheduler and averages four drivers using four vans for daily services. SREC, Inc. anticipates providing 7,274 trips in the upcoming year. Trip purposes include medical, nutritional, shopping, and employment. A planned trip schedule for out of County trips is in place to allow for increased ridership on long trips. Currently, the schedule allows for two trips to Gainesville Monday thru Friday. Trips are also scheduled daily to Chiefland, as well as multiple trips daily in and around Dixie County.

SREC, Inc. has maintained excellent safety and training records and continues to provide safe, efficient, cost effective services for the residents of Dixie County, Florida who need transportation services. In fact, SREC, Inc. has recently gone through process of updating all of its safety records including the newly updated SSPP.

## Exhibit B

Suwannee River Economic Council, Inc. plans to use these funds to purchase a wheelchair equipped van so that current levels of service can be continued. Dixie County is very rural and many of the roads are not paved. This has a direct effect on the lifespan of the vehicles being used. Therefore, it is imperative for the purchase of new vans to maintain current levels of service.

Current services that will be continued with the award of this grant include transporting residents of Dixie and Gilchrist County to Alachua County twice per day, five days per week. Since there are limited medical facilities in this rural area, trips to Alachua County are medically necessary. It is over 60 miles to Gainesville, the nearest area with medical services. Normally, the riders can expect a ride length of over an hour due to traffic and stops picking up other riders. Also, current services allow for Kidney Dialysis riders the opportunity for transport to and from their dialysis appointments. Currently, those riders are transported numerous times per day, six days per week. Also, current services include transporting elderly clients to meal sites for lunch and health education. These trips occur three days per week in Dixie and Gilchrist County. These are some examples of the numerous services provided by SREC, Inc. and its transportation programs.

In conclusion, the stability and health of the residents in Dixie and Gilchrist County depend on the services SREC, Inc. is able to provide. A continuation of the services allow for transportation disadvantaged residents to maintain normal essential activities. Due to the rural nature of the areas in Dixie and Gilchrist County the services require the purchasing of new vans through grant opportunities.

*Suwannee River Economic Council, Inc.*  
*Post Office Box 70*  
*Live Oak, Florida 32064*

**DIXIE COUNTY**

**5311 OPERATING ASSISTANCE  
APPLICATION**



# REQUIRED

## COVER LETTER

### STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

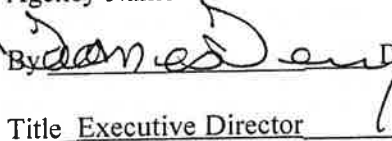
### GRANT APPLICATION

Suwannee River Economic Council, Inc. (agency name) submits this Application for the Section 5311 Program Grant and agrees to comply with all assurances and exhibits attached hereto and by this reference made a part thereof, as itemized in the Checklist for Application Completeness.

Suwannee River Economic Council, Inc. (agency name) further agrees, to the extent provided by law (in case of a government agency in accordance with Sections 129.07 and 768.28, Florida Statutes) to indemnify, defend and hold harmless the Department and all of its officers, agents and employees from any claim, loss, damage, cost, charge, or expense out of the non-compliance by the Agency, its officers, agents or employees, with any of the assurances stated in this Application.

This Application is submitted on this 3rd day of January, 2014 with two (2) original resolutions or certified copies of the original resolution authorizing Frances Terry, Executive Director (Name & Title) to sign this Application.

Agency Name

By  Date 1/3/14

Title Executive Director

**RESOLUTION NUMBER: 093013 - Dixie County**

**THIS RESOLUTION** of the Suwannee River Economic Council, 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) Section 5311.
3. The submission of grant application(s) required supporting documents, certifications and assurances to the Florida Department of Transportation is approved.
4. Frances Terry, Executive Director 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: Doreen Joyner-Howard, AICP, District Modal Development Manager, Florida Department of Transportation, 2198 Edison Avenue, MS 2812, Jacksonville, FL 32204-2730.**
5. N/A is also hereby designated and authorized to sign requests for Joint Participation Agreement Time Extensions as my be required.

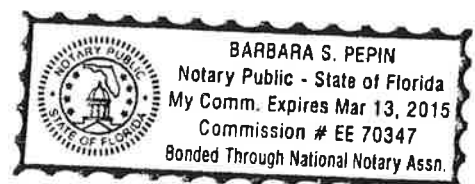
The foregoing resolution was **DULY PASSED, ADOPTED AND** became **EFFECTIVE** at a duly called and convened meeting of the Applicant held on the 30th day of September, 2013

By:

*Richard Tillis*  
(Original Signature, Chairman of the Board)  
Richard Tillis, Vice President

ATTEST:

*Oleatha Harris* (Stamp corporate seal here : )  
(Original Signature, Clerk/Secretary)  
Oleatha Harris, Secretary



*Barbara Pepin*

**PART B****APPLIES TO ALL APPLICANTS FOR OPERATING ASSISTANCE****FORM B-1  
TRANSPORTATION-RELATED OPERATING and ADMINISTRATIVE  
EXPENSES**Name of Applicant: Suwannee River Economic Council, Inc.State Fiscal period requesting funding for, from 10/1/2014 to 9/30/2015

EXPENSE CATEGORY	TOTAL EXPENSE	FTA ELIGIBLE EXPENSE
Labor (501)	\$123,145	\$123,145
Fringe and Benefits (502)	\$ 63,485	\$ 63,485
Services (503)	\$ 20,988	\$ 20,988
Materials and Supplies (504)	\$ 61,583	\$ 61,583
Vehicle Maintenance (504.01)	\$ 26,500	\$ 26,500
Utilities (505)	\$ 8757	\$ 8757
Insurance (506)	\$ 13,583	\$ 13,583
Licenses and Taxes (507)	\$ 274	\$ 274
Purchased Transit Service (508)	\$ 15,322	\$ 15,322
Miscellaneous (509)	\$ 477	\$ 477
Leases and Rentals (512)	\$ 19,540	\$ 19,540
Depreciation (513)		
<b>TOTAL</b>	<b>\$ 353,654</b>	<b>\$ 353,654</b>

**SECTION 5311 GRANT REQUEST**

Total FTA Eligible Expenses (from Form B-1, above)	\$353,654 _____ (a)
Rural Passenger Fares (from Form B-2)	\$ 3708 _____ (b)
Operating Deficit [FTA Eligible Expenses (a) minus Rural Passenger Fares (b)]	\$ 349,946 _____ (c)
Section 5311 Request (No more than 50% of Operating Deficit)	\$ 115,000 _____ (d)
Grant Total All Revenues (from Form B-2)	\$ 353,654 _____ *(e)

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

# APPLIES TO ALL APPLICANTS FOR OPERATING ASSISTANCE

## FORM B-2

### TRANSPORTATION-RELATED OPERATING and ADMINISTRATIVE REVENUES

Name of Applicant: Suwannee River Economic Council, Inc.

State Fiscal period requesting funding for, from 10/1/2014 to 9/30/2015

OPERATING REVENUE CATEGORY	TOTAL REVENUE	REVENUE USED AS FTA MATCH
Passenger Fares for Transit Service (401)	<b>Total= \$</b> <b>Rural =\$ 3708 (b)</b>	<b>\$ 3708</b>
Special Transit Fares (402)		
School Bus Service Revenues (403)		
Freight Tariffs (404)		
Charter Service Revenues (405)		
Auxiliary Transportation Revenues (406)		
Non-transportation Revenues (407)		
<b>Total Operating Revenue</b>	<b>\$ 3708</b>	<b>\$ 3708</b>
<b>OTHER REVENUE CATEGORY</b>		
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)	<b>\$ 191,078</b>	<b>\$ 191,078</b>
State Special Fare Assistance (412)	<b>\$ 158,868</b>	<b>\$ 158,868</b>
Federal Cash Grants and Reimbursements (413)		
Interest Income (414)		
Contributed Services (430)		
Contributed Cash (431)		
Subsidy from Other Sectors of Operations (440)		
<b>Total of Other Revenue</b>	<b>\$ 349,946</b>	<b>\$ 349,946</b>
<b>GRAND TOTAL ALL REVENUE</b>	<b>\$ 353,654</b>	<b>\$ 353,654 (c)</b>

## APPLICATION FOR FEDERAL ASSISTANCE

Version 7/03

<b>1. TYPE OF SUBMISSION:</b>			<b>Pre-application – place an x in the box</b>		
Application – place an x in the box			[] construction		
[x] non-construction			[] non-construction		
<b>2. DATE SUBMITTED 01/03/2014</b>			<b>Applicant Identifier</b>		
<b>3. DATE RECEIVED BY STATE</b>			<b>State Application Identifier</b>		
<b>4. DATE RECEIVED BY FEDERAL AGENCY</b>			<b>Federal Identifier</b>		
<b>5. APPLICANT INFORMATION</b>					
<b>Legal Name:</b> Suwannee River Economic Council, Inc.			<b>Organizational Unit:</b>		
			Department: Administration		
<b>Organizational DUNS:</b> 040207904			Division:		
<b>Address:</b> PO Box 70, Live Oak, FL 32064			<b>Name and telephone number of person to be contacted on matters involving this application (give area code)</b>		
<b>Street:</b> 1171 Nobles Ferry Road			Prefix: Ms. First Name: Frances		
<b>City:</b> Live Oak			Middle Name: L.		
<b>County:</b> Suwannee			Last Name: Terry		
<b>State:</b> Florida <b>Zip Code:</b> 32064			Suffix:		
<b>Country:</b> USA			Email: francesterry@suwanneec.net		
<b>6. EMPLOYER IDENTIFICATION NUMBER (EIN):</b> (Replace these boxes with numerals) 59-1101989			Phone Number (give area code) (386) 362-4115		
			Fax Number (give area code) (386) 362-4078		
<b>8. TYPE OF APPLICATION:</b> X 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)			<b>7. TYPE OF APPLICANT:</b> (See back of form for Application Types)  Other (specify) Non-Profit		
<b>10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:</b> (Replace these boxes with numerals)  20-509			<b>9. NAME OF FEDERAL AGENCY:</b> Federal Transit Administration		
<b>TITLE (Name of Program):</b>					
<b>12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.):</b> Dixie County, Florida			<b>11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:</b> Provide transportation services for the transportation disadvantaged		
<b>13. PROPOSED PROJECT</b>			<b>14. CONGRESSIONAL DISTRICTS OF:</b>		
<b>Start Date:</b> 10/1/2014		<b>Ending Date:</b> 09/30/2015	<b>a. Applicant Third</b>		<b>b. Project Third</b>
<b>15. ESTIMATED FUNDING:</b>			<b>16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?</b>		
<b>a. Federal</b>	\$ 115,000	00	<b>a. Yes. X THIS PREAPPLICATION /APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON:</b>		
<b>b. Applicant</b>	\$	00	<b>DATE:</b> 01/03/2014		
<b>c. State</b>	\$	00	<b>b. No. <input type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372.</b>		
<b>d. Local</b>	\$ 115,000	00	<input type="checkbox"/> PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW		
<b>e. Other</b>	\$	00	<b>17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? No</b>		
<b>f. Program Income</b>	\$	00	<input type="checkbox"/> Yes. If "Yes" attach an explanation.		
<b>g. TOTAL</b>	\$ 230,000	00	<b>X No</b>		
<b>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.</b>					
<b>a. Authorized Representative</b>					
<b>Prefix:</b> Ms		<b>First Name:</b> Frances		<b>Middle Name:</b> L.	
<b>Last Name:</b> Terry				<b>Suffix:</b>	
<b>b. Title:</b> Executive Director		<b>c. Telephone Number (give area code)</b> 386-362-4115			
<b>d. Signature of Authorized Representative:</b>		<b>e. Date Signed:</b> 01/03/2014			





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March 27, 2014

TO: Dixie County Transportation Disadvantaged Coordinating Board

FROM: Lynn Godfrey, AICP, Senior Planner

SUBJECT: Operations Reports

**RECOMMENDATION****No action required. This agenda item is for information only.****BACKGROUND**

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

1. Suwannee River Economic Council's Operations Report October 2013-December 2013;
2. Fiscal Year 2013/14 Transportation Disadvantaged Trust Fund Status Report;
3. Fiscal Year 2013/14 Medicaid Non-Emergency Transportation Program Encounter Data Reports; and
4. Suwannee River Economic Council Complaint/Commendation Report October 2013-December 2013.

If you have any questions regarding the attached reports, please do not hesitate to contact me.

**Attachments**

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**QUARTERLY OPERATING REPORT  
DIXIE COUNTY  
OCTOBER - DECEMBER 2013**

OPERATING DATA	OPERATOR		
	Suwannee River Economic Council	Dixie County	TOTAL
NUMBER OF INVOICED TRIPS	1,772	35	1,807
Medicaid	694	19	713
Title III-B	90	0	90
TD Trust Fund	988	16	1,004
Other			0
TOTAL VEHICLE MILES	30,369	2,275	32,644
TOTAL REVENUE VEHICLE MILES	27,494	1,925	29,419
TOTAL VEHICLE HOURS	1,683	38	1,721
TOTAL DOLLARS INVOICED	\$120,373.02	\$4,913.88	\$125,286.90
Medicaid	\$69,830.00	\$3,042.78	\$72,872.78
Title III-B	\$1,350.00		\$1,350.00
TD Trust Fund	\$49,193.02	\$1,871.10	\$51,064.12
Other			\$0.00
AVERAGE COST PER TRIP	\$67.93	\$140.40	\$69.33
Medicaid	\$100.62	\$160.15	\$102.21
Title III-B	\$15.00	\$0.00	\$15.00
TD Trust Fund	\$49.79	\$116.94	\$50.86
Other	\$0.00	\$0.00	#DIV/0!
AVG. COST PER VEHICLE MILE	\$3.96	\$2.16	\$3.84
AVG. COST PER REVENUE. VEH. M	\$4.38	\$2.55	\$4.26
AVG. COST PER VEHICLE HOUR	\$71.52	\$129.31	\$72.80
TRIP PURPOSE*	-	-	-
Medical			1,502
Employment			0
Education/Training			0
Shopping			0
Meal Site			305
Recreation			0
Other			0
NUMBER OF TRIPS DENIED			0
NUMBER OF SINGLE PASSENGER TRIPS PROVIDED			110
% OF SINGLE PASSENGER TRIPS	0%	0%	6%
NUMBER OF ACCIDENTS			0
NUMBER OF VEHICLES	9	2	11
AVERAGE TRIPS PER VEHICLE	197	18	164
AVERAGE MILES PER TRIP	17	65	18
NUMBER OF ROADCALLS			2

**QUARTERLY OPERATING REPORT  
DIXIE COUNTY  
OCTOBER - DECEMBER 2012**

OPERATING DATA	TOTAL
NUMBER OF INVOICED TRIPS	1,832
Medicaid	819
Title III-B	350
TD Trust Fund	663
Other	0
TOTAL VEHICLE MILES	32,139
TOTAL REVENUE VEHICLE MILES	28,098
TOTAL VEHICLE HOURS	1,616
TOTAL DOLLARS INVOICED	\$111,544.77
Medicaid	\$64,997.48
Title III-B	\$2,485.00
TD Trust Fund	\$44,062.29
Other	\$0.00
AVERAGE COST PER TRIP	\$60.89
Medicaid	\$79.36
Title III-B	\$7.10
TD Trust Fund	\$66.46
Other	#DIV/0!
AVG. COST PER VEHICLE MILE	\$3.47
AVG. COST PER REVENUE. VEH. MI.	\$3.97
AVG. COST PER VEHICLE HOUR	\$69.03
TRIP PURPOSE*	-
Medical	1,481
Employment	0
Education/Training	0
Shopping	0
Meal Site	350
Recreation	0
Other	0
NUMBER OF TRIPS DENIED	0
NUMBER OF SINGLE PASSENGER TRIPS PROVIDED	119
% OF SINGLE PASSENGER TRIPS	6%
NUMBER OF ACCIDENTS	1
NUMBER OF VEHICLES	11
AVERAGE TRIPS PER VEHICLE	167
AVERAGE MILES PER TRIP	18
NUMBER OF ROADCALLS	1

CTC: Suwannee River Economic Council

Rates Charged for TD Service:

Ambulatory: \$1.08 per passenger mile

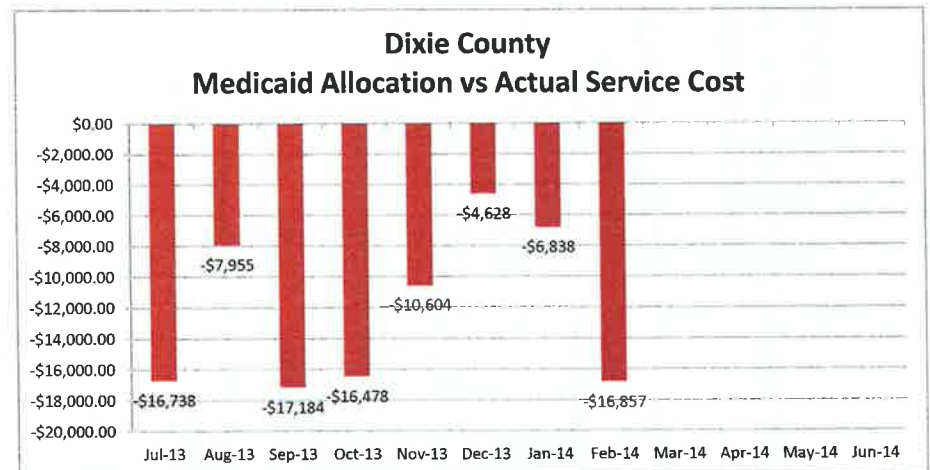
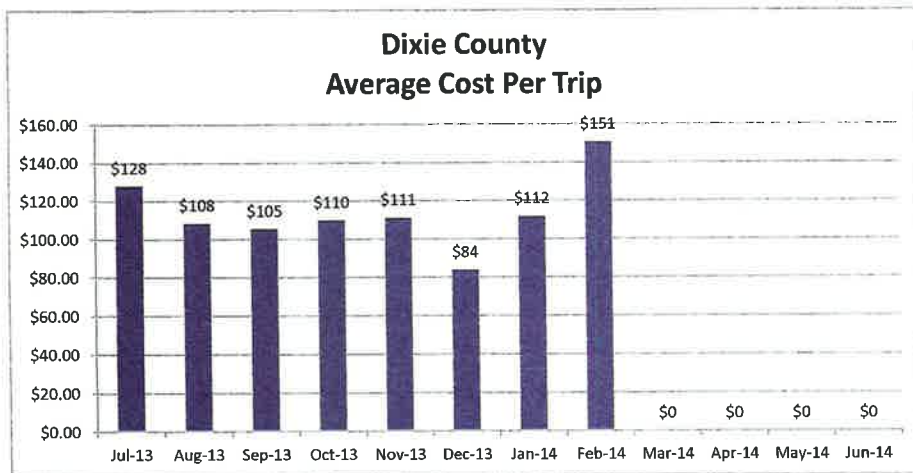
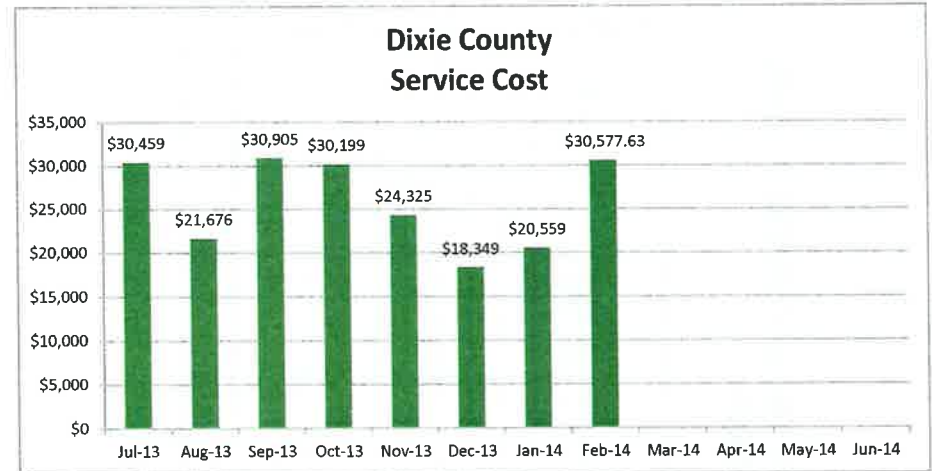
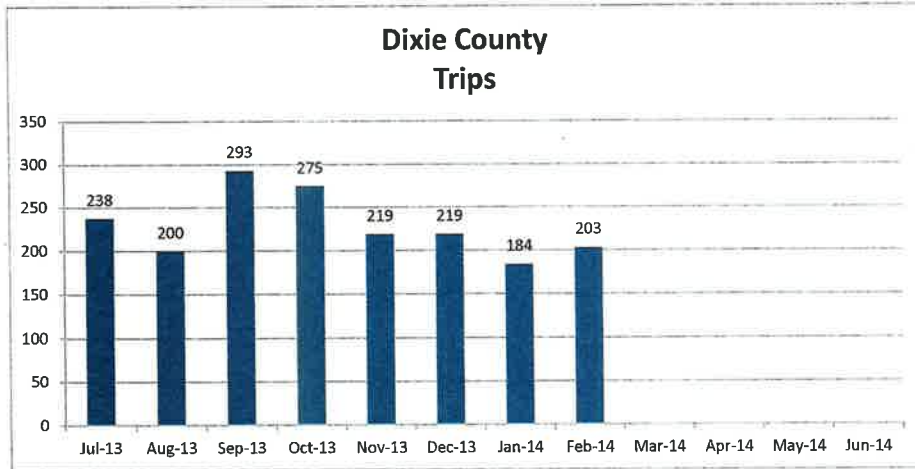
Wheelchair: \$1.85 per passenger mile

Stretcher: \$3.85 per passenger mile

### 2013-2014 TRANSPORTATION DISADVANTAGED TRUST FUND SUMMARY DIXIE COUNTY

MONTH/YEAR	CONTRACT AMOUNT	TOTAL DOLLARS SPENT	STATE FUNDS SPENT 90%	LOCAL MATCH 10%	TOTAL AMOUNT REMAINING	NUMBER OF TRIPS	AVERAGE COST PER TRIP
Jul-13	\$212,308.00	\$17,706.00	\$15,935.40	\$1,770.60	\$194,602.00	260	\$68.10
Aug-13	-	\$14,561.42	\$13,105.28	\$1,456.14	\$180,040.58	235	\$61.96
Sep-13	-	\$16,494.30	\$14,844.87	\$1,649.43	\$163,546.28	344	\$47.95
Oct-13	-	\$19,393.57	\$17,454.21	\$1,939.36	\$144,152.71	403	\$48.12
Nov-13	-	\$14,699.33	\$13,229.40	\$1,469.93	\$129,453.38	314	\$46.81
Dec-13	-	\$16,971.22	\$15,274.10	\$1,697.12	\$112,482.16	287	\$59.13
Jan-14	-				\$112,482.16		#DIV/0!
Feb-14	-				\$112,482.16		#DIV/0!
Mar-14	-				\$112,482.16		#DIV/0!
Apr-14	-				\$112,482.16		#DIV/0!
May-14	-				\$112,482.16		#DIV/0!
Jun-14	-				\$112,482.16		#DIV/0!
<b>TOTAL</b>	-	<b>\$99,825.84</b>	<b>\$89,843.26</b>	<b>\$9,982.58</b>	-	<b>1,843</b>	<b>\$54.16</b>

**Florida Commission for the Transportation Disadvantaged Medicaid Encounter Data Reports**  
**July 1, 2013 - June 30, 2014**



**DIXIE COUNTY**  
**QUARTERLY SUMMARY OF SERVICE COMPLAINTS/COMMENDATIONS**  
**OCTOBER - DECEMBER 2014**

<b>TYPE OF COMPLAINT</b>	<b>Suwannee River Economic Council</b>	<b>Dixie County EMS</b>	<b>Resolved</b>
<b>Vehicle Condition</b>	0	0	-
<b>Driver's Behavior</b>	0	0	-
<b>Client Behavior</b>	0	0	-
<b>No Show by Client</b>	0	0	-
<b>Early pickup</b>	0	0	-
<b>Tardiness - Late dropoff</b>	0	0	-
<b>No Show by Operator</b>	0	0	-
<b>Dispatch/Scheduling</b>	0	0	-
<b>Other (manager behavior)</b>	0	0	-
<b>TOTALS</b>	<b>0</b>	<b>0</b>	
<b>COMMENDATIONS</b>	0	0	

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# ATTENDANCE RECORD

## DIXIE COUNTY TRANSPORTATION DISADVANTAGED COORDINATING BOARD

MEMBER/ORGANIZATION	NAME	4-17-13	8-28-13	10-16-13	2-6-14
Chair	Commissioner Jason Holifield	A	A	A	P
Florida Department of Transportation Alternate Member	Sandra Collins Janell Damato	P	P A	P A	P A
Florida Department of Children and Families Alternate Member	Brad Seeling (Vacant)	P	A	A	A
Florida Agency for Health Care Administration Alternate Member	Alana McKay Andrew Singer	P A	P A	A P	p A
Florida Department of Education Alternate Member	Rayford Riels (Vacant)	A	A	A	A
Public Education Alternate Member	Tim Alexander (Vacant)	P	A	P	P
Citizen Advocate Alternate Member	(Vacant) (Vacant)				
Citizen Advocate-User Alternate Member	(Vacant) (Vacant)				
Elderly Citizen Advocate	Betty Touma (Vacant)	P	P	P	P
Veterans Alternate Member	Jerry Prater (Vacant)	P	P	P	P
Persons with Disabilities Alternate Rep.	(Vacant) (Vacant)				
Florida Department of Edler Affairs Alternate Member	Cindy Roberts (Vacant)	P	P	A	A
Children at Risk Alternate Member	Tonya Hiers Brooke Ward	P	P	A	P
Local Medical Community Alternate Member	(Vacant) (Vacant)				
Regional Workforce Board Alternate Member	(Vacant) (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."

