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January 26, 2015

TO: Madison County Transportation Disadvantaged Coordinating Board

FROM: Lynn Godfrey, AICP, Senior Planner

SUBJECT: Meeting Announcement

The Madison County Transportation Disadvantaged Coordinating Board will meet Monday, February 2, 2015 at 1:00 p.m. in the meeting room of the Madison County Courthouse Annex located at 112 E. Pinckney Street, Madison, 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.

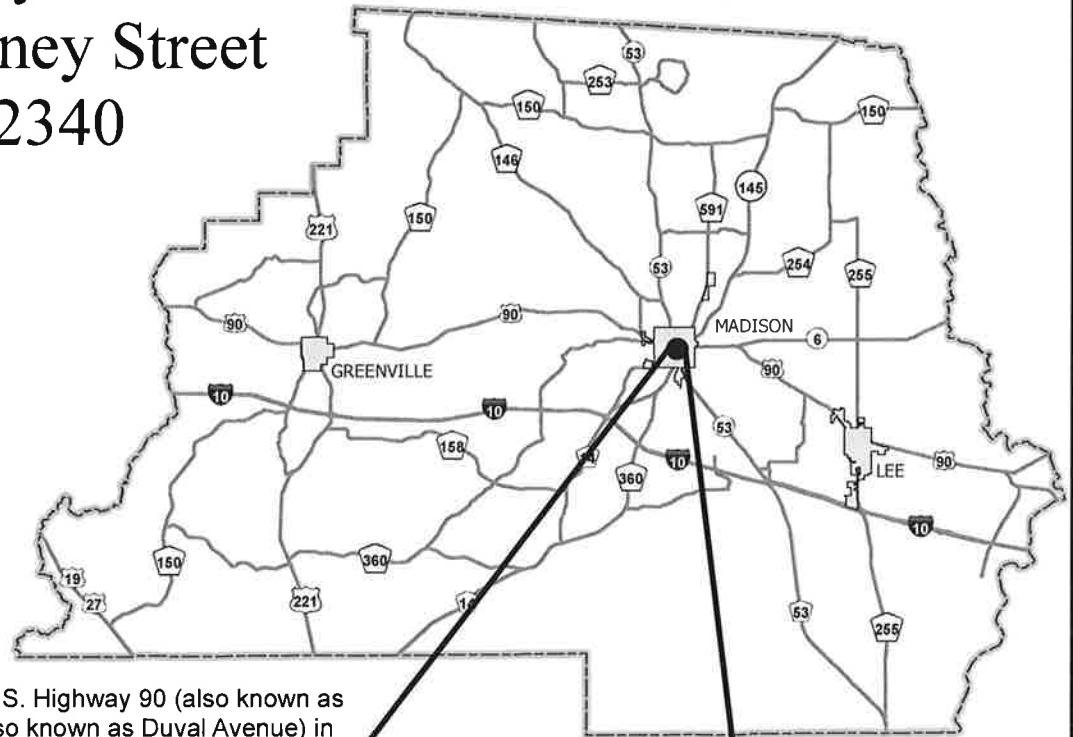
Attachment

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Madison County Courthouse Annex

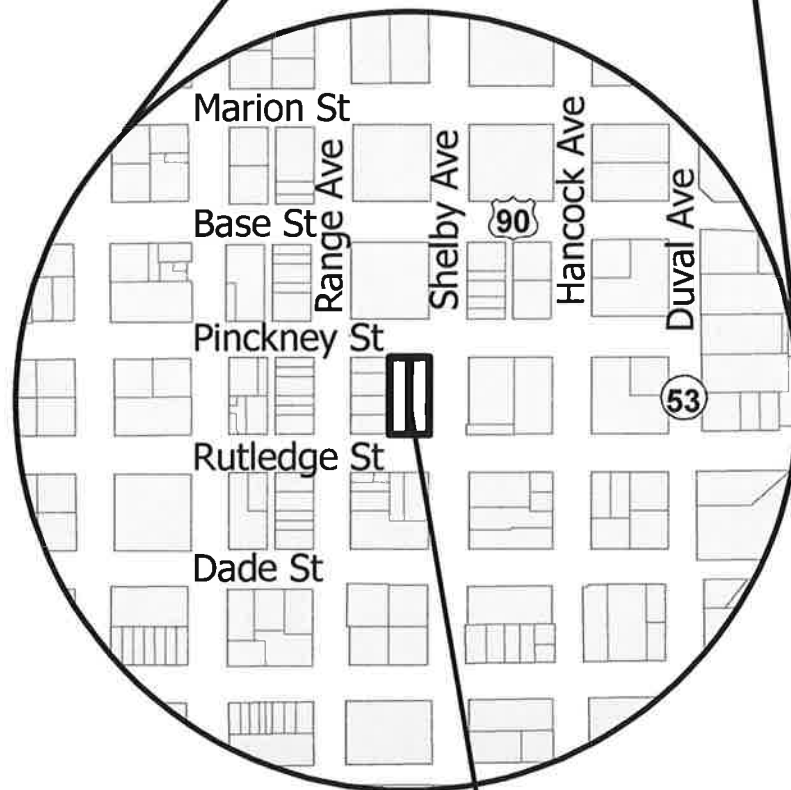
112 East Pinckney Street
Madison, FL 32340



Directions: From the intersection U.S. Highway 90 (also known as Base Street) and State Road 53 (also known as Duval Avenue) in the City of Madison, turn West onto U.S. Highway 90 (also known as Base Street), travel two blocks to Shelby Avenue, turn left (South) onto Shelby Avenue, travel one block to Pinckney Street, turn right (West) and the Madison County Courthouse Annex will be on the left, on the South side of Pinckney Street.



1 inch = 500 feet



Madison County
Courthouse Annex





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**MADISON COUNTY
TRANSPORTATION DISADVANTAGED COORDINATING BOARD**

MEETING ANNOUNCEMENT AND AGENDA

Madison County Courthouse Annex
112 E. Pinckney Street_
Madison, Florida 32340

Monday
February 2, 2015
1:00 p.m.

I. BUSINESS MEETING – CALL TO ORDER

A. Introductions

B. Approval of the Meeting Agenda

ACTION REQUIRED

**C. Approval of the November 3, 2014
Minutes**

Page 7

ACTION REQUIRED

II. NEW BUSINESS

A. Madison In-Town Shuttle

Page 11

NO ACTION REQUIRED

Big Bend Transit will report on the status of the Madison In-Town Shuttle service

**B. Madison County Transportation
Disadvantaged Service Plan Amendments**

Page 13

ACTION REQUIRED

The Board needs to review and approve amendments to the Madison County
Transportation Disadvantaged Service Plan

**C. Rural Area Capital Assistance Program
Grant Awards**

Page 69

NO ACTION REQUIRED

Enclosed is information concerning the Rural Area Capital Assistance Program Grant
awards

D. Operations Reports

Page 73 NO ACTION REQUIRED

III. OTHER BUSINESS

A. Comments

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

IV. FUTURE MEETING DATES

- A. May 4, 2015 at 1:00 p.m.**
- B. September 14, 2015 at 1:00 p.m.**
- C. November 2, 2015 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 draft agenda, please do not hesitate to contact me at 1-800-226-0690, extension 110.

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**MADISON COUNTY
TRANSPORTATION DISADVANTAGED COORDINATING BOARD**

MEMBER/REPRESENTING	ALTERNATE/REPRESENTING
Commissioner Ronnie Moore Local Elected Official/Chair Grievance Committee Member	Not Applicable
Sandra Collins Florida Department of Transportation	Janell Damato Florida Department of Transportation
Karen Page Florida Department of Children and Families	Vacant Florida Department of Children and Families
Vacant Florida Department of Education	Vacant Florida Department of Education
Rosa Richardson Florida Department of Elder Affairs	Margaret Minter Florida Department of Elder Affairs
Alana McKay Florida Agency for Health Care Administration Grievance Committee Member	Andrew Singer Florida Agency for Health Care Administration
Sheryl Rehberg Regional Workforce Development Board Grievance Committee Member	Anthony Jennings Regional Workforce Development Board
Matthew Pearson Florida Association for Community Action Grievance Committee Member Term ending June 30, 2017	Vacant Florida Association for Community Action Term ending June 30, 2017
Gladney Cherry Public Education Grievance Committee Member	Lori Newman Public Education
Oliver Bradley Veterans Term ending June 30, 2017	Vacant Veterans Term ending June 30, 2017
Shanetha Mitchell Citizen Advocate Term ending June 30, 2015	Vacant Citizen Advocate Term ending June 30, 2015
Donna Hagan - Vice Chair Citizen Advocate - User Term ending June 30, 2015	Cindy Hutto 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
Vacant Elderly Term ending June 30, 2017	Vacant Elderly Term ending June 30, 2017
Leila C. Rykard Medical Community Term ending June 30, 2016	Vacant Medical Community Term ending June 30, 2016
Linda Jones Children at Risk Term ending June 30, 2016	Vacant Children at Risk Term ending June 30, 2016
Vacant Private Transit Term ending June 30, 2016	Vacant Private Transit Term ending June 30, 2016

Note: Unless specified, members and alternates serve at the pleasure of the North Central Florida Regional Planning Council.

**MADISON COUNTY
TRANSPORTATION DISADVANTAGED COORDINATING BOARD**

MEETING MINUTES

City of Madison Commission Chambers
321 SW Rutledge Street
Madison, Florida

Monday
November 3, 2014
1:00 p.m.

VOTING MEMBERS PRESENT

Commissioner Ronnie Moore, Chair
Sandra Collins, Florida Department of Transportation Representative
Gladney Cherry, Public Education Representative
Donna Hagan, Citizen Advocate – User
Alana McKay, Florida Agency for Health Care Administration Representative
Matthew Pearson representing Florida Association for Community Action Representative
Anthony Jennings representing Sheryl Rehberg, Workforce Development Board Representative
Rosa Richardson, Florida Department of Elder Affairs Representative

VOTING MEMBERS ABSENT

Oliver Bradley, Veterans Representative
Shanetha Mitchell, Citizen Advocate
Karen Page, Florida Department of Children and Families
Leila Rykard, Medical Community Representative

OTHERS PRESENT

Robert Craig, Big Bend Transit
Willie Ann Dickey, Big Bend Transit
Shawn Mitchell, Big Bend Transit

STAFF PRESENT

Lynn Godfrey, North Central Florida Regional Planning Council

I. BUSINESS MEETING CALL TO ORDER

Chairman Moore called the meeting to order at 1:00 p.m.

A. Introductions

Chairman Moore asked everyone to introduce themselves.

B. Approval of the Meeting Agenda

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

C. Approval of the September 8, 2014 Minutes

ACTION: Matthew Pearson moved to approve the September 8, 2014 minutes. Alana McKay seconded; motion passed unanimously.

II. NEW BUSINESS

A. Community Transportation Coordinator Annual Performance Evaluation

Ms. Lynn Godfrey, North Central Florida Regional Planning Council, said the Board is required to annually evaluate Big Bend Transit's performance as the Madison County Community Transportation Coordinator. She said Big Bend Transit's draft annual performance evaluation is included in the meeting materials. She said there are no findings or recommendations.

The Board reviewed the draft performance evaluation.

ACTION: Gladney Cherry moved to approve Big Bend Transit's annual performance evaluation. Matthew Pearson seconded; motion passed unanimously.

B. Rural Area Capital Assistance Program Grant Application

Ms. Godfrey stated that Big Bend Transit has applied for Rural Area Capital Assistance Program Grant funds. She said this grant program is administered by the Florida Commission for the Transportation Disadvantaged. She explained that grant funds awarded by this program can be used to address capital transportation needs in rural areas of the State and eligible applicants are designated Community Transportation Coordinators.

Ms. Godfrey said the Board needs to review and approve Big Bend Transit's grant application.

ACTION: Sandra Collins moved to approve Big Bend Transit's application for Rural Area Capital Assistance Program Grant funds. Donna Hagan seconded; motion passed unanimously.

C. 2013/14 Annual Operations Report

Ms. Godfrey stated that Big Bend Transit is required to submit an annual operations report to the Florida Commission for the Transportation Disadvantaged by September 15 of each year. She said the Fiscal Year 2013/14 Annual Operations Report is included in the meeting materials for the Board's review.

The Board reviewed the Fiscal Year 2013/14 Annual Operations Report.

D. Madison In-Town Shuttle

Mr. Shawn Mitchell, Big Bend Transit General Manager, stated that Madison County contributed \$10,000 toward the operation of the Madison Shuttle. He said the City of Madison contributed \$2,500.

Chairman Moore said the County will contribute additional fuel tax revenue toward the operation of the shuttle if there are leftover funds from a County road project.

E. Appoint Grievance Committee

Ms. Godfrey stated that the Board's Grievance Procedures requires the Chair to appoint five voting members to a Grievance Committee.

ACTION: Chairman Moore appointed the following Board members to the Grievance Committee: Gladney Cherry, Alana McKay, Matthew Pearson, Sheryl Rehberg and himself to the Grievance Committee.

F. Operations Reports

Mr. Mitchell presented Big Bend Transit's Operations Reports. He also discussed how Statewide Medicaid reform has affected service.

Ms. Donna Hagan stated that the Health Start Coalition prepared a white paper discussing the unintended consequences of Medicaid reform especially the unintended consequences of changing the provision of non-emergency transportation services.

Ms. Hagan also stated that the Florida Agency for Health Care Administration has not finalized the rules implementing Medicaid reform. She suggested that the Board send a letter to the Agency for Health Care Administration recommending the exclusion of transportation from Medicaid reform in the rule.

Ms. Godfrey said she will work with Chairman Moore, Ms. Alana McKay, Mr. Mitchell to draft a letter to the Florida Agency for Health Care Administration.

III. OTHER BUSINESS

A. Comments

1. Members

There were no member comments.

2. Citizens

Mr. Shawn Mitchell introduced Mr. Robert Craig, Big Bend Transit's new Operations Manager.

IV. FUTURE MEETING DATES

Chairman Moore stated that the next meeting of the Board will be held Monday, February 2, 2015 at 1:00 p.m.

ADJOURNMENT

The meeting adjourned at 1:35 p.m.

Coordinating Board Chairperson

Date



II.A

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January 26, 2015

TO: Madison County Transportation Disadvantaged Coordinating Board

FROM: Lynn Godfrey, AICP, Senior Planner

SUBJECT: Madison In-Town Shuttle

STAFF RECOMMENDATION

No action required. For information only.

BACKGROUND

Big Bend Transit staff will report on the status of the Madison In-Town Shuttle service.

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

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II.B

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January 26, 2015

TO: Madison County Transportation Disadvantaged Coordinating Board

FROM: Lynn Godfrey, AICP, Senior Planner

SUBJECT: Madison County Transportation Disadvantaged Service Plan Amendments

RECOMMENDATION

Approve the Madison County Transportation Disadvantaged Service Plan amendments.

BACKGROUND

The Madison County Transportation Disadvantaged Service Plan includes the rates charged for Transportation Disadvantaged sponsored services. Enclosed are Big Bend Transit's amended Fiscal Year 2014/15 rates. The Board needs to review and approve Big Bend Transit's service rates.

In addition, projects selected for funding under Moving Ahead for Progress in the 21st Century (MAP-21) Act programs 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.

In addition, 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.”

Attached are draft amendments to the Madison County Transportation Disadvantaged Service Plan that meet the Federal and State requirements. Also, attached are applications for U.S.C. Section 5311 and 5339 grant funds.

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

Attachments

t:\lynn\td2015\madison\memos\tdspamendgrantappsrates.docx

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by coordinating growth management, protecting regional resources,
promoting economic development and providing technical services to local governments.

Big Bend Transit, Inc. FY 2014/2015 Rate Model at a Glance

	Fiscal Year 13/14		Fiscal Year 14/15	
	Subsidized	Unsubsidized	Subsidized	Unsubsidized
Ambulatory Trips				
Passenger Miles	1,069,633		785,400	
Rate	\$1.86	\$2.28	\$1.90	\$2.78
Passenger Trips	54,991		41,945	
Rate	\$36.27	\$44.37	\$35.52	\$52.11
Wheelchair Trips				
Passenger Miles	145,859		107,100	
Rate	\$3.20	\$3.91	\$3.25	\$4.77
Passenger Trips	7,499		5,720	
Rate	\$62.17	\$76.06	\$60.89	\$89.33
Stretcher				
Passenger Miles				
Rate	\$1.90	\$2.33		
Passenger Trips				
Rate	\$145.35	\$172.92		
Escort Rate				
Miles				
Rate				
Trips			1,000	
Rate			\$10.00	\$52.11 /\$89.33

The \$1,638,544 reduction in Medicaid Revenue has caused a decrease in the number of trips Big Bend Transit, Inc. will provide in FY 2014/2015.

Preliminary Information Worksheet

Version 1.4

CTC Name: Big Bend Transit, Inc.

County (Service Area): Gadsden, Jefferson, Madison, Taylor

Contact Person: Shawn Mitchell

Phone # 850-574-6266

Check Applicable Characteristic:

ORGANIZATIONAL TYPE:

- ☐ Governmental
- ☒ Private Non-Profit
- ☐ Private For Profit

NETWORK TYPE:

- ☐ Fully Brokered
- ☐ Partially Brokered
- ☒ Sole Source

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

Comprehensive Budget Worksheet

Version 1.4

CTC: Big Bend Transit, Inc.
County: Gadsden, Jefferson, Madison, Taylor

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

	Prior Year's ACTUALS from July 1st of 2012 to June 30th of 2013	Current Year's APPROVED Budget, as amended from July 1st of 2013 to June 30th of 2014	Upcoming Year's PROPOSED Budget from July 1st of 2014 to June 30th of 2015	% Change from Prior Year to Current Year	Proposed % Change from Current Year to Upcoming Year	Confirm whether revenues are collected as a system subsidy VS a purchase of service at a unit price. Explain Changes in Column 6 That Are > ± 10% and Also > ± \$50,000
1	2	3	4	5	6	7

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

Local Non-Govt

Farebox	\$ 85,524	\$ 86,806	\$ 163,182	1.5%	88.0%	All of Farebox is used to match T/E grant
Medicaid Co-Pay Received						
Donations/ Contributions						
In-Kind, Contributed Services						
Other	\$ 21,545	\$ 21,545	\$ 21,445	0.0%	-0.5%	BBT contribution to Shirley Conroy (\$6176) and 5310 (\$15369)
Bus Pass Program Revenue						

Local Government

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

CTD

Non-Spons. Trip Program	\$ 772,908	\$ 772,908	\$ 893,539	0.0%	15.6%	2014/15 Gadsden - \$345,956; Taylor - \$197,194; Madison - \$193,609; Jefferson - \$156,780
Non-Spons. Capital Equipment						
Rural Capital Equipment	\$ 55,584	\$ 55,584	\$ 55,584	0.0%	0.0%	\$55,584 Shirley Conroy Grant
Other TD (specify in explanation)						
Bus Pass Program Revenue						

USDOT & FDOT

49 USC 5307						
49 USC 5310	\$ 138,325	\$ 138,325	\$ 127,926	0.0%	-7.5%	5310 for vehicles with 10% match from BBT contribution.
49 USC 5311 (Operating)	\$ 168,885	\$ 168,885	\$ 540,862	0.0%	220.3%	
49 USC 5311(Capital)						
Block Grant						
Service Development						
Commuter Assistance						
Other DOT (specify in explanation)						
Bus Pass Program Revenue						

AHCA

Medicaid	\$ 1,638,544	\$ 1,638,544	\$ 376,596	0.0%	-77.0%	2014/15 Gadsden - \$140,292; Taylor - \$57,660; Madison - \$ 73,932; Jefferson - \$104,712. Unable to forecast HMO revenues for the region.
Other AHCA (specify in explanation)						
Bus Pass Program Revenue						

DCF

Alcohol, Drug & Mental Health						
Family Safety & Preservation						
Comm. Care Dis./Aging & Adult Serv.			\$ 92,000			
Other DCF (specify in explanation)						
Bus Pass Program Revenue						

DOH

Children Medical Services						
County Public Health			\$ 150,000			
Other DOH (specify in explanation)						
Bus Pass Program Revenue						

DOE (state)

Carl Perkins						
Div of Blind Services						
Vocational Rehabilitation			\$ 18,280			
Day Care Programs						
Other DOE (specify in explanation)						
Bus Pass Program Revenue						

AWI

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

DOEA

Older Americans Act			\$ 75,600			
Community Care for Elderly						
Other DOEA (specify in explanation)						
Bus Pass Program Revenue						

DCA

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

Comprehensive Budget Worksheet

Version 1.4

CTC: Big Bend Transit, Inc.
County: Gadsden, Jefferson, Madison, Taylor

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

	Prior Year's ACTUALS from July 1st of 2012 to June 30th of 2013	Current Year's APPROVED Budget, as amended from July 1st of 2013 to June 30th of 2014	Upcoming Year's PROPOSED Budget from July 1st of 2014 to June 30th of 2015	% Change from Prior Year to Current Year	Proposed % Change from Current Year to Upcoming Year	Confirm whether revenues are collected as a system subsidy VS a purchase of service at a unit price, Explain Changes in Column 6 That Are > ± 10%, and Also > ± \$50,000
1	2	3	4	5	6	7

APD

Office of Disability Determination			\$ 2,158			
Developmental Services			\$ 98,936			
Other APD (specify in explanation)						
Bus Pass Program Revenue						

DJJ

(specify in explanation)						
Bus Pass Program Revenue						

Other Fed or State

FUEL TAX REFUND	\$ 125,067	\$ 127,568	\$ 80,598	2.0%	-36.8%	
XXX						
XXX						
Bus Pass Program Revenue						

Other Revenues

Interest Earnings						
XXXX						
XXXX						
Bus Pass Program Revenue						

Balancing Revenue to Prevent Deficit

Actual or Planned Use of Cash Reserve						
---------------------------------------	--	--	--	--	--	--

Balancing Revenue is Short By =		None	None			
Total Revenues =	\$3,006,382	\$3,010,165	\$2,696,706	0.1%	-10.4%	

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

Operating Expenditures

Labor	\$ 1,241,953	\$ 1,304,958	\$ 1,481,840	5.1%	13.6%	
Fringe Benefits	\$ 487,132	\$ 493,588	\$ 510,378	1.3%	3.4%	
Services	\$ 63,620	\$ 67,800	\$ 67,800	6.6%	0.0%	
Materials and Supplies	\$ 448,152	\$ 462,469	\$ 462,489	3.2%	0.0%	
Utilities	\$ 31,719	\$ 33,987	\$ 26,147	7.2%	-23.1%	
Casualty and Liability	\$ 160,844	\$ 176,894	\$ 145,961	10.0%	-17.5%	
Taxes	\$ 1,912	\$ 2,090	\$ 2,090	9.3%	0.0%	
Purchased Transportation:						
Purchased Bus Pass Expenses						
School Bus Utilization Expenses						
Contracted Transportation Services	\$ 33,645	\$ 36,750		9.2%	-100.0%	
Other						
Miscellaneous						
Operating Debt Service - Principal & Interest						
Leases and Rentals	\$ 33,368	\$ 35,700		7.0%	-100.0%	
Contrib. to Capital Equip. Replacement Fund	\$ 285,391	\$ 180,455		-36.8%	-100.0%	
In-Kind, Contributed Services:	\$ -	\$ -	\$ -			
Allocated Indirect						

Capital Expenditures

Equip. Purchases with Grant Funds	\$ 193,909	\$ 193,909		0.0%	-100.0%	
Equip. Purchases with Local Revenue	\$ 21,545	\$ 21,545		0.0%	-100.0%	
Equip. Purchases with Rate Generated Rev.						
Capital Debt Service - Principal & Interest						

ACTUAL YEAR GAIN	\$3,192					
Total Expenditures =	\$3,003,190	\$3,010,165	\$2,696,705	0.2%	-10.4%	

See NOTES Below.

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

ACTUAL year GAIN (program revenue) MUST be reinvested as a trip or system subsidy. Adjustments must be identified and explained in a following year, or applied as a Rate Base Adjustment to proposed year's rates on the next sheet.

Budgeted Rate Base Worksheet

Version 1.4

CTC: Big Bend Transit, Inc.

County: Gadsden, Jefferson, Madison, Taylor

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

Upcoming Year's BUDGETED Revenues	
from	
July 1st of	
2014	
to	
June 30th of	
2015	
1	2

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

REVENUES (CTC/Operators ONLY)

Local Non-Govt

Farebox	\$	163,182
Medicaid Co-Pay Received	\$	-
Donations/ Contributions	\$	-
In-Kind, Contributed Services	\$	-
Other	\$	21,445
Bus Pass Program Revenue	\$	-

Local Government

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

CTD

Non-Spons. Trip Program	\$	893,539
Non-Spons. Capital Equipment	\$	-
Rural Capital Equipment	\$	55,584
Other TD	\$	-
Bus Pass Program Revenue	\$	-

USDOT & FDOT

49 USC 5307	\$	-
49 USC 5310	\$	127,926
49 USC 5311 (Operating)	\$	540,862
49 USC 5311(Capital)	\$	-
Block Grant	\$	-
Service Development	\$	-
Commuter Assistance	\$	-
Other DOT	\$	-
Bus Pass Program Revenue	\$	-

AHCA

Medicaid	\$	376,596
Other AHCA	\$	-
Bus Pass Program Revenue	\$	-

DCF

Alcohol, Drug & Mental Health	\$	-
Family Safety & Preservation	\$	-
Comm. Care Dis. Aging & Adult Serv.	\$	92,000
Other DCF	\$	-
Bus Pass Program Revenue	\$	-

DOH

Children Medical Services	\$	-
County Public Health	\$	150,000
Other DOH	\$	-
Bus Pass Program Revenue	\$	-

DOE (state)

Carl Perkins	\$	-
Div of Blind Services	\$	-
Vocational Rehabilitation	\$	18,280
Day Care Programs	\$	-
Other DOE	\$	-
Bus Pass Program Revenue	\$	-

AWI

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

DOEA

Elder Americans Act	\$	75,600
Community Care for Elderly	\$	-
Other DOEA	\$	-
Bus Pass Program Revenue	\$	-

DCA

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

\$ 119,668	\$ 43,514	
\$ -	\$ -	
\$ -	\$ -	
\$ -	\$ -	
\$ 21,445	\$ -	\$ 21,445
\$ -	\$ -	

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\$ 893,539	\$ -	\$ -
\$ -	\$ -	\$ -
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\$ -	\$ -	\$ 55,584
\$ -	\$ -	\$ -
\$ -	\$ -	\$ -

\$ -	\$ -	
\$ -	\$ 127,926	\$ 127,926
\$ -	\$ 540,862	
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\$ 376,596	\$ -	
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\$ -	\$ -	
\$ -	\$ -	
\$ 92,000	\$ -	
\$ -	\$ -	
\$ -	\$ -	

\$ -	\$ -	
\$ 150,000	\$ -	
\$ -	\$ -	
\$ -	\$ -	

\$ -	\$ -	
\$ -	\$ -	
\$ 18,280	\$ -	
\$ -	\$ -	
\$ -	\$ -	
\$ -	\$ -	

\$ -	\$ -	
\$ -	\$ -	
\$ -	\$ -	

\$ 75,600	\$ -	
\$ -	\$ -	
\$ -	\$ -	
\$ -	\$ -	

\$ -	\$ -	
\$ -	\$ -	
\$ -	\$ -	

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

BLUE cells
Should be funds generated by rates in this spreadsheet

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

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

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

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

GOLD cells

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

local match req

\$ 99,282
\$ -
\$ 6,176

\$ 14,214
\$ -

County: Gadsden, Jefferson, Madison, Taylor

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

Worksheet for Program-wide Rates

CTC: Big Bend Transit, I Version 1.4
County: Gadsden, Jefferson, Madison, Taylor

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

Do **NOT** include trips or miles related to Coordination Contractors!

Do **NOT** include School Board trips or miles UNLESS.....

INCLUDE all ONE-WAY passenger trips and passenger miles related to services you purchased from your transportation operators!

Do **NOT** include trips or miles for services provided to the general public/private pay UNLESS..

Do **NOT** include escort activity as passenger trips or passenger miles unless charged the full rate for service!

Do **NOT** include fixed route bus program trips or passenger miles!

PROGRAM-WIDE RATES

Total Projected Passenger Miles = 892,500

Rate Per Passenger Mile = \$ 2.07

Total Projected Passenger Trips = 47,665

Rate Per Passenger Trip = \$ 38.78

Fiscal Year

2014 - 2015

Avg. Passenger Trip Length = 18.7 Miles

Rates If No Revenue Funds Were Identified As Subsidy Funds

Rate Per Passenger Mile = \$ 3.02

Rate Per Passenger Trip = \$ 56.58

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

Vehicle Miles

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

Vehicle Revenue Miles (VRM)

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

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

Passenger Miles (PM)

The cumulative sum of the distances ridden by each passenger.

Worksheet for Multiple Service Rates

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

CTC: Big Bend Transi Version 1.4
County: Gadsden, Jefferson, Madison, Taylor

SECTION I: Services Provided

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

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

SECTION II: Contracted Services

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

Ambulatory	Wheelchair	Stretcher	Group
<input type="radio"/> Yes	<input type="radio"/> Yes	<input type="radio"/> Yes	<input type="radio"/> Yes
<input checked="" type="radio"/> No	<input checked="" type="radio"/> No	<input checked="" type="radio"/> No	<input checked="" type="radio"/> No
Skip # 2, 3 & 4 and Go to Section III for Ambulatory Service	Skip # 2, 3 & 4 and Go to Section III for Wheelchair Service	Do Not Complete Section II for Stretcher Service	Do Not Complete Section II for Group Service

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

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

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

Ambulatory	Wheelchair	Stretcher	Group
Leave Blank	Leave Blank		

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

Ambulatory	Wheelchair	Stretcher	Group
Go to Section III for Ambulatory Service	Go to Section III for Wheelchair Service	Do NOT Complete Section II for Stretcher Service	Do NOT Complete Section II for Group Service

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

Combination Trip and Mile Rate			
Leave Blank and Go to Section III for Ambulatory Service	Leave Blank and Go to Section III for Wheelchair Service	Do NOT Complete Section II for Stretcher Service	Do NOT Complete Section II for Group Service

Worksheet for Multiple Service Rates

CTC: Big Bend Transl Version 1.4
County: Gadsden, Jefferson, Madison, Taylor

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

SECTION III: Escort Service

1. Do you want to charge all escorts a fee?

☒ Yes
☐ No

Answer # 2, 3 & 4

2. If you answered Yes to #1, do you want to charge the fee per passenger trip OR
per passenger mile?

☒ Pass Trip
☐ Pass Mile

3. If you answered Yes to #1 and completed #2, for how many of the projected
Passenger Trips / Passenger Miles will a passenger be accompanied by an escort? 1,000 Passenger Trips

4. How much will you charge each escort? \$ 10.00 per Passenger Trip

SECTION IV: Group Service Loading

1. If the message "You Must Complete This Section" appears to the right, what is the projected total
number of Group Service Passenger Miles? (otherwise leave blank)

Do NOT
Complete
Section IV

And what is the projected total number of Group Vehicle Revenue Miles? Loading Rate 0.00 to 1.00

SECTION V: Rate Calculations for Multiple Services:

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

		RATES FOR FY: 2014 - 2015			
		Ambul	Wheel Chair	Stretcher	Group
Projected Passenger Miles (excluding totally contracted services addressed in Section II) =	892,500	785,400	107,100	0	0
Rate per Passenger Mile =		\$1.90	\$3.25	\$0.00	\$0.00
				per passenger	per group

		Ambul	Wheel Chair	Stretcher	Group
Projected Passenger Trips (excluding totally contracted services addressed in Section II) =	47,665	41,945	5,720	0	0
Rate per Passenger Trip =		\$35.52	\$60.89	\$0.00	\$0.00
				per passenger	per group

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

		Combination Trip and Mile Rate			
		Ambul	Wheel Chair	Stretcher	Group
INPUT the Desired Rate per Trip (but must be less than per trip rate above) =					\$0.00
Rate per Passenger Mile for Balance =		\$1.90	\$3.25	\$0.00	\$0.00
				per passenger	per group

Rate per Passenger Mile =

Rates If No Revenue Funds Were Identified As Subsidy Funds				
	Ambul	Wheel Chair	Stretcher	Group
Rate per Passenger Mile =	\$2.78	\$4.77	\$0.00	\$0.00
			per passenger	per group
Rate per Passenger Trip =	\$52.11	\$89.33	\$0.00	\$0.00
			per passenger	per group
Program These Rates Into Your Medicaid Encounter Data				

3. Barriers to Coordination

Lack of agency knowledge of Chapter 427, Florida Statutes and its requirements is a barrier to coordination. More education of the Transportation Disadvantaged Program and benefits of the coordinated transportation system is needed for agencies that provide transportation to their clients. The Florida Commission for the Transportation Disadvantaged could assist in this effort by requesting that State agencies that purchase transportation services for their clients educate their district and local offices of Florida's Transportation Disadvantaged Program.

Increasing Florida's Transportation Disadvantaged Program requirements is a potential barrier to coordination because increasing requirements add to the cost of transportation services. If transportation services can be purchased at a lesser cost outside of the coordinated system, agencies may choose to do so.

4. Needs Assessment

United States Code Section 5310 Grant Program

PROJECT	PROJECT YEAR	AREAS AFFECTED BY PROJECT	ESTIMATED COST	FUNDING SOURCE
<u>Purchase four vehicles</u>	<u>2015/16</u>	<u>Madison County</u>	<u>\$208,400</u> <u>\$26,050</u> <u>\$26,050</u>	<u>United States Code Section 5310</u> <u>Florida Department of Transportation</u> <u>Big Bend Transit</u>
<u>Purchase two vehicles to provide transportation to individuals with disabilities for employment and to the Life Skills Development Center.</u>	<u>2015/16</u>	<u>Madison County</u>	<u>\$71,523</u> <u>\$8,941</u> <u>\$8,941</u>	<u>United States Code Section 5310</u> <u>Florida Department of Transportation</u> <u>The ARC of Big Bend, Inc.</u>

United States Code Section 5311 Grant Program

PROJECT	PROJECT YEAR	AREAS AFFECTED BY PROJECT	ESTIMATED COST	FUNDING SOURCE
<u>Operation and management of coordinated transportation system.</u>	<u>2015/16</u>	<u>Madison County</u>	<u>\$367,877</u> <u>\$367,877</u>	<u>United States Code Section 5311</u> <u>Big Bend Transit</u>

Rural Area Capital Assistance Program

PROJECT	PROJECT YEAR	AREAS AFFECTED BY PROJECT	ESTIMATED COST	FUNDING SOURCE
Purchase fleet monitoring software system	2014/15	Gadsden, Madison, Jefferson and Taylor Counties	\$101,578	Rural Area Capital Assistance Program Grant
Purchase replacement vehicle			\$11,236	Big Bend Transit

Transportation Disadvantaged Trust Fund Grant

PROJECT	PROJECT YEAR	AREAS AFFECTED BY PROJECT	ESTIMATED COST	FUNDING SOURCE
Provide trips to transportation disadvantaged individuals.	2014/15	Madison County	\$208,724	Transportation Disadvantaged Trust Fund
			\$23,192	Big Bend Transit

5. Goals, Objectives and Strategies

GOAL I: Coordinate all transportation disadvantaged services that are funded with local, state and/or federal government funds.

OBJECTIVE: Identify agencies that receive local, state and/or federal government transportation funds that are not coordinated through the Community Transportation Coordinator.

Strategy a: Identify agencies in Madison County that receive local, state and/or federal funds to transport clients or purchase vehicles.

Strategy b: Contact agencies to obtain information about coordination opportunities.

Strategy c: Determine whether a purchase of service contract, coordination contract or subcontract should be executed with the identified agencies to coordinate the transportation services that are being provided.

GOAL II: Identify unmet transportation needs in Madison County.

OBJECTIVE: Identify unmet transportation needs and discuss ways to meet these needs at each local Coordinating Board meeting.

Strategy: The Community Transportation Coordinator shall report quarterly the number and types of transportation services that are requested which it is unable to provide.



*For people with intellectual
And developmental disabilities*

Achieve with us.

FDOT 10252013

RESOLUTION NUMBER: 10-14-1

THIS RESOLUTION of the The Arc Big Bend, Inc. Board of Directors (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 Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities 20.513 - Capital Assistance.
3. The submission of grant application(s) required supporting documents, certifications and assurances to the Florida Department of Transportation is approved.

The Arc.

Big Bend

For people with intellectual
And developmental disabilities

Achieve with us.

4. Tim Ressler 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 2806, Jacksonville, FL 32204-2730.**
5. Tim Ressler 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 13th day of November, 2014



By:

(Original Signature, Chairman of the Board)

Carson Cherry, Board President

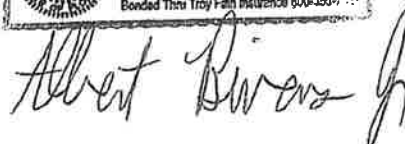
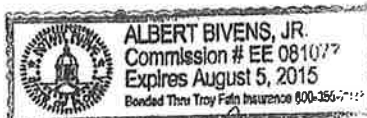
ATTEST:



(Stamp corporate seal here :)

(Original Signature, Clerk/Secretary)

James Williams, Secretary/Treasurer



P.O. Box 912 Madison, Florida 32341 • Telephone 850-973-4614 Fax 850-973-4334

EXHIBIT A-1 FACTSHEET

Name of Applicant: The Arc Big Bend

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

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

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

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

Application for Federal Assistance SF-424		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision
* If Revision, select appropriate letter(s): _____ * Other (Specify): _____		
* 3. Date Received: _____	4. Applicant Identifier: _____	
5a. Federal Entity Identifier: _____		5b. Federal Award Identifier: _____
State Use Only:		
6. Date Received by State: _____	7. State Application Identifier: _____	
8. APPLICANT INFORMATION:		
* a. Legal Name: The Arc Big Bend, Inc.		
* b. Employer/Taxpayer Identification Number (EIN/TIN): 59-1568446		* c. Organizational DUNS: 1197941880000
d. Address:		
* Street1:	122 SW Commerce Drive	
Street2:	_____	
* City:	Madison	
County/Parish:	Madison County	
* State:	FL: Florida	
Province:	_____	
* Country:	USA: UNITED STATES	
* Zip / Postal Code:	_____	
e. Organizational Unit:		
Department Name: n/a		Division Name: n/a
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix:	Ms	* First Name: Paula
Middle Name:	_____	
* Last Name:	Arnold	
Suffix:	_____	
Title:	Community Development Consultant	
Organizational Affiliation: Consultant		
* Telephone Number: 850-973-4614	Fax Number: 850-973-4334	
* Email: pmarnold@thearcbigbend.org		

Application for Federal Assistance SF-424

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

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

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

*** Other (specify):**

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

Federal Transit Administration

11. Catalog of Federal Domestic Assistance Number:

20.513

CFDA Title:

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

*** 12. Funding Opportunity Number:**

*** Title:**

13. Competition Identification Number:

n/a

Title:

n/a

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

Add Attachment

Delete Attachment

Download Attachment

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

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

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

Download Attachments

Application for Federal Assistance SF-424**16. Congressional Districts Of:*** a. Applicant * b. Program/Project

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

Add Attachment

17. Proposed Project:* a. Start Date: * b. End Date: **18. Estimated Funding (\$):**

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

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

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

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**☐ Yes ☒ No

If "Yes", provide explanation and attach

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

☒ ** I AGREE

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


Authorized Representative:

Prefix: * First Name:

Middle Name:

* Last Name:

Suffix:

* Title: * Telephone Number: Fax Number: * Email: * Signature of Authorized Representative: * Date Signed:

Form C-3

CURRENT VEHICLE AND TRANSPORTATION EQUIPMENT INVENTORY (a)

Date of Inventory November 5, 2014

Vehicles to be replaced	Model Year (b)	Make/size/type (c)	FDOT Control # and 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)
	Ford 2004	Free Star Van	2FMZA57674BB21524	Pull down ramp	4 + 1	11,264	112,640	2017		The Arc Big Bend
*	Ford 2004	Free Star Van	2FZA57624BB22208	n/a	7 + 0	18,326	183,256	2015		The Arc Big Bend
	Ford 2004	Free Star Van	2FMZA57604BB21901	n/a	7 + 0	15,038	150,388	2016		The Arc Big Bend
	Ford 2004	Free Star Van	2FMZA57614BB21826	n/a	7 + 0	15,070	150,669	2017		The Arc Big Bend

(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.

Form C-4

CAPITAL REQUEST

VEHICLE REQUEST

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

EQUIPMENT REQUEST (c)

	Sub-total			\$

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

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

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

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

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

EXHIBIT A - Not to exceed two (2) pages

Current System Description

Applicants must submit Exhibit A as part of their application. Exhibit A should provide a short description of who the applicant is and what services they provide. It is requested that all applicants provide the System Description in a **question/answer format**. The following information shall be included in the narrative in a detailed manner:

1) An overview of the organization including its mission, program goals and objectives:

The Arc Big Bend was originally founded in 1974 to provide services to individuals with intellectual disabilities. Our mission is to assist persons with disabilities to live and work within their communities consistent with their interests, dignity, and self-respect. Our goal is to assist our consumers in reaching their full potential through our employment programs, life skills center, and by the identification and removal of roadblocks to their success, whenever possible.

2) Organizational structure, type of operation, number of employees, and other pertinent organizational information:

The Arc Big Bend is a 501(c)3 non-profit organization that is governed by our Board of Directors, who have regular quarterly meetings and meet more frequently when warranted. The day to day administration is managed by the Executive Director, with assistance from his Chief Financial Officer, Program Manager, and competent staff of 52.

The Arc Big Bend, Inc. provides employment to individuals with disabilities through a contract for Rest Area Maintenance with DOT, through the State Respect program. Additionally we assist others with disabilities in job training and preparation, job placement, and supported employment via referrals from the State Vocational Rehabilitation. The Arc Big Bend operates a Life Skills Center that offers clients with intellectual and developmental disabilities an opportunity to socialize and to become educated in areas that will help them to become more self-sufficient such as computer skills, nutrition, finance, personal grooming and hygiene, and basic education.

3) Who is responsible for insurance, training and management, and administration of the agencies transportation programs

The CFO manages insurance policy requirements. The Executive Director is responsible for the administration of the transportation program. The Project Manager and supervisor's under his authority ensure that all employees have adequate training on vehicles and equipment. Ultimate management and administration is handled by the Executive Director.

4) Who provides maintenance

Vehicle maintenance is the responsibility of the Project Manager who ensures that all vehicles receive periodic maintenance from a local licensed mechanic. Daily inspections and checklists are completed for each vehicle prior to operation for normal safety and operational items.

5) Number of transportation related employees.

We have three (3) employees who provide transportation to clients. We cross train staff members whenever possible to allow for transportation coverage in case of illness, etc.

6) Who will drive the vehicle, number of drivers, CDL certifications, etc.

Our existing vehicles and the proposed vehicles do not require CDL certification. We will continue to utilize the existing employees in their current capacity for regular day transport; however, we will need to hire additional staff for our proposed expansion to provide transport for individuals with disabilities who are working second and third shifts as well as holidays.

7) A detailed description of service routes and ridership numbers.

We currently provide daily transport for 4 clients that are unable to utilize the CTC, Big Bend Transit, due to medical reasons. In our current capacity, we do not have specific routes and do not expect to set up routes for generalized transport. Our proposal is for individualized services to those in our community with disabilities who are currently unable to attend our Life Skills Development Center due to their inability to utilize Big Bend Transit due either to medical issues, or because they do not have travel funds in their budget. This would increase our Life Skills Center attendance to provide services to those who are currently unable to attend.

Secondly, we propose to offer transportation after normal business hours for those individuals with disabilities in our community who have employment that either extends beyond the normal business day or begins after the normal business day. We have clients who are able to find a job and are willing to work, but the existing CTC only provides transport during the "normal" business part of the day and many of our local employers require second and third shift employees. Many of our clients and others with disabilities in our community find employment with fast food restaurants, grocery and other retail stores, and other types of jobs that operate throughout the 24 hour day or at least late into the day. Should their shift begin at 4:00 p.m. they may be able to get a ride to work from the CTC, but then they have no transport home; therefore resulting in a barrier to employment.

8) Exhibit A-1 (below)

EXHIBIT B

Proposed Project Description

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

Questions Related to All Agencies Requesting Capital Funds:

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

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

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

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

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

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

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

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

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

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

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

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

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

2004 Ford Free Star Van with 183,256 miles

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

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

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

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

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

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

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

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

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

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

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

10. Fully explain Your Transportation Program

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

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

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

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

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

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

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

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

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

- e. CDL requirements

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

- f. System safety plan

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

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

- g. Drug free work place

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

New Agencies:

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

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

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

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

Questions Related to All Agencies Requesting Operating Funds:

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

New Agencies:

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

APPLIES TO ALL APPLICANTS FOR CAPITAL ASSISTANCE

FORM C-1

TRANSIT-RELATED OPERATING and ADMINISTRATIVE EXPENSES

Name of Applicant: The Arc Big Bend, Inc.

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

EXPENSE CATEGORY	EXPENSE \$
Labor (501)	\$35,360.
Fringe and Benefits (502)	10,608
Services (503)	6,707
Materials and Supplies (504)	
Vehicle Maintenance (504.01)	5,800
Utilities (505)	1,185
Insurance (506)	5,830
Licenses and Taxes (507)	6,905
Purchased Transit Service (508)	-0-
Miscellaneous (509)	-0-
Leases and Rentals (512)	-0-
Depreciation (513)	1,245
TOTAL EXPENSE	\$73,640

FORM C-2

OPERATING and ADMINISTRATIVE REVENUES

OPERATING REVENUE CATEGORY	REVENUE \$
Passenger Fares for Transit Service (401)	-0-
Special Transit Fares (402)	\$7960.00
Other (403 – 407) (identify by appropriate code)	-0-
TOTAL OPERATING REVENUE	\$7960.00
OTHER REVENUE CATEGORY	
Taxes Levied Directly by the Transit System (408)	-0-
Local Cash Grants and Reimbursements (409)	-0-
Local Special Fare Assistance (410)	-0-
State Cash Grants and Reimbursements (411)	-0-
State Special Fare Assistance (412)	-0-
Federal Cash Grants & Reimbursements (413)	-0-
Interest Income (414)	-0-
Contributed Services (430)	-0-
Contributed Cash (431)	-0-
Subsidy from Other Sectors of Operations (440)	
TOTAL OF OTHER REVENUE	\$7960.00
GRAND TOTAL ALL REVENUE	\$7960.00

Big Bend Transit, Inc.

**P.O. Box 1721
Tallahassee, Florida 32302
850/574-6266**

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION GRANT APPLICATION

Big Bend Transit, 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.

Big Bend Transit, 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 11th day of December, 2014 with two (2) original resolutions or certified copies of the original resolution authorizing Shawn Mitchell, General Manager to sign this Application.

Big Bend Transit, Inc.

By: Shawn Mitchell Date: December 11, 2014

Title: General Manager

EXHIBIT A-1 FACTSHEET

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

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

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

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

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

1. TYPE OF SUBMISSION:			Pre-application - place an x in the box		
Application - place an x in the box			[] construction		
[] construction			[] non-construction		
[x] non-construction			Applicant Identifier		
2. DATE SUBMITTED December 11, 2014			State Application Identifier		
3. DATE RECEIVED BY STATE			Federal Identifier		
4. DATE RECEIVED BY FEDERAL AGENCY					
5. APPLICANT INFORMATION					
Legal Name: Big Bend Transit, Inc.			Organizational Unit:		
			Department:		
Organizational DUNS: 11-432-8701			Division:		
Address: Post Office Box 1721			Name and telephone number of person to be contacted on matters involving this application (give area code)		
Street:			Prefix: Mr. First Name: Shawn		
City: Tallahassee			Middle Name:		
County: Leon			Last Name: Mitchell		
State: Florida Zip Code 32302			Suffix:		
Country:			Email: shawnmitch-bbt@comcast.net		
6. EMPLOYER IDENTIFICATION NUMBER (EIN): (Replace these boxes with numerals) 59-1909296			Phone Number (give area code) (850) 574-6266		
			Fax Number (give area code) (850) 574-1531		
8. TYPE OF APPLICATION: X New [] Continuation [] Revision If Revision, enter appropriate letter(s) in box(es) [] [] [] (See back of form for description of letters.) Other (specify)			7. TYPE OF APPLICANT: (See back of form for Application Types) [] Not for Profit Organization Other (specify)		
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: (Replace these boxes with numerals) 20.513			9. NAME OF FEDERAL AGENCY: Federal Transit Administration		
TITLE (Name of Program): non-Urbanized Area Formula			11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: Operation and management of coordinated transportation system		
12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.): Madison County, Florida			14. CONGRESSIONAL DISTRICTS OF:		
13. PROPOSED PROJECT			a. Applicant Four (4) b. Project Four (4)		
Start Date: 07/01/2015 Ending Date: 06/30/2016					
15. ESTIMATED FUNDING: \$208,400			16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?		
a. Federal	\$ 367,877	00	a. Yes. X THIS PREAPPLICATION /APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON:		
b. Applicant	\$ 367,877	00	DATE: December 11, 2014		
c. State	\$	00	b. No. [] PROGRAM IS NOT COVERED BY E. O. 12372.		
d. Local	\$	00	[] PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW		
e. Other	\$	00	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?		
f. Program Income	\$	00	[] Yes. If "Yes" attach an explanation.		
g. TOTAL	\$ 735,754	00	X No		
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.					
a. Authorized Representative					
Prefix: Mr.		First Name: Quentin		Middle Name:	
Last Name: Mitchell				Suffix:	
b. Title: Interim General Manager				c. Telephone Number (give area code) (850) 574-6266	
d. Signature of Authorized Representative:				e. Date Signed: 12-11-2014	

Form C-3

CURRENT VEHICLE AND TRANSPORTATION EQUIPMENT INVENTORY (a)

Date of Inventory 12/3/14 Madison All _____

Model Year (b)	Make/size/type (c)	FDOT Control # and 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)
2006	Ford E350		Lift	8+2	10,000	161,764			
2008	CHEVY 23'	90246	LIFT	12+2	15,000	127,534	4/01/2016		5310
2009	FORD PAS	80207	N/A	11 AMB	6,000	47,703	8/27/2016		5310
2010 *	CHEVY 23'	80234	LIFT	12+2	29,000	161,613	3/25/2015		5310
2010*	CHEVY 23'	90266	LIFT	12+2	32,000	175,773	1/08/2015		5310
2010*	CHEVY 23'	90267	LIFT	12+2	33,000	145,598	2/08/2015		5310
2010*	CHEVY 23'	80233	LIFT	12+2	36,000	163,133	3/25/2015		5310
2011	FORD 23'	90292	LIFT	12+2	36,000	116,825	7/27/2016		5310
2013	FORD 23'	91218	LIFT	12+2	39,000	52,831	8/12/2017		5310
2013	FORD PAS	91215	N/A	11 AMB	25,000	35,014	3/30/2019		5310

(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 if bought with grant through FDOT; otherwise, show last 5 or 6 digits of Vehicle Identification Number (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 vehicle(s), please identify the year the vehicle(s) were purchased. Explain need for sedans and

Form C-3

CURRENT VEHICLE AND TRANSPORTATION EQUIPMENT INVENTORY (a)

Date of Inventory 12/3/14 Madison All _____

Model Year (b)	Make/size/type (c)	FDOT Control # and 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)
2007	CHEVY 21'		LIFT	8+2	17,000	195,756			TDTF
2008	CHEV 21'		LIFT	8+2	18,000	198,833			TDTF

(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 if bought with grant through FDOT; otherwise, show last 5 or 6 digits of Vehicle Identification Number (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 vehicle(s), please identify the year the vehicle(s) were purchased. Explain need for sedans and

CAPITAL REQUEST FORM

VEHICLE REQUEST

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

EQUIPMENT REQUEST (c)

Sub-total			\$

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

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

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

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

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

Exhibit – A

Current System Description

Big Bend Transit, Inc. is a private non-profit corporation, incorporated in March 1978 whose mission statement is as follows:

To provide safe, reliable, courteous, and affordable transportation to the community while maintaining dignity and respect for our customers. This service will improve the quality of life for our customers by providing access to health care, education, employment, and recreation. We will constantly solicit feedback to improve our service to our customers as they will always be our highest priority.

The business affairs of Big Bend Transit, Inc. (BBT) are conducted by a Board of Directors. The operations of the corporation are directed by a General Manager. BBT employs operations, maintenance, fiscal and administrative personnel to accomplish the objectives of the corporate mission. BBT contracts with qualified local service providers to expand the resources available to accomplish the transportation and transportation related service requirements of the transportation disadvantaged.

BBT has been in business since July 1980. BBT has operated paratransit services in Gadsden County since 1981. BBT was designated as the Community Transportation Coordinator for Gadsden County in 1990 and remains the CTC today. BBT has operated paratransit services in Jefferson County since 1981. BBT was designated as the Community Transportation Coordinator for Jefferson County in 1990 and remains the CTC today. BBT has operated paratransit services in Leon County since 1985. BBT served as the Community Transportation Coordinator for Leon County from 1991 through 1995. BBT has operated paratransit services in Madison County since 1983. BBT was designated as the Community Transportation Coordinator for Madison County in 1990 and remains the CTC today. BBT has operated paratransit services in Taylor County since 1983. BBT was designated as the Community Transportation Coordinator for Taylor County in 1990 and remains the CTC today.

Big Bend Transit, Inc. (BBT) was chartered as a corporation not for profit under the Laws of the State of Florida in March 1978. The corporation was organized primarily to coordinate, consolidate, plan for and/or provide paratransit services for the elderly, handicapped, and other transportation disadvantaged groups in Madison, and Taylor Counties. The business affairs of the corporation are managed by a Board of Directors. BBT employs 62 persons involved in the management and operation of paratransit programs for the transportation disadvantaged. The staff is located in Tallahassee, Perry, and Madison, Florida

BBT has been coordinating multi-agency and general public transportation needs since 1980, accomplishing the provision of transportation services for multi-agency users and riders for varying purposes. BBT has been formally selected for the coordination and operation of paratransit services by local governments and endorsed by the Florida Commission for the Transportation Disadvantaged (CTD) (formerly the Florida Transportation Disadvantaged Commission, formerly the Florida Coordinating Council for the Transportation Disadvantaged).

Shawn Mitchell will function as the Contract Manager and be responsible for the on-going supervision of the program which includes insurance, training and management, and administration of the agencies transportation program. Willie Anne Dickey is, currently the on-site/Transportation Manager for the county of Madison. She will be responsible for the day-to-day operational aspect of the coordinated system including staff supervision, operations control, safety management, and training, record keeping and reporting and functions to ensure a smooth and efficient operation.

Vehicle Maintenance

Maintenance of the BBT fleet is accomplished by BBT maintenance personnel in a BBT operated garage in Tallahassee (Leon County), and by contract with local garages in close proximity to Madison operations offices. Work orders are issued by BBT supervisory personnel for scheduled and corrective maintenance requirements. Transit operators use a prepared checklist to perform daily inspections. When maintenance of a vehicle is required, a replacement vehicle is utilized to insure there is no disruption in service.

Madison County Transportation Disadvantaged Program

BBT has operated paratransit services for the transportation disadvantaged (TD) in Madison County since 1983. In 1990, BBT was recommended for the designation as the Community Transportation Coordinator (CTC) by the Madison County Transportation Disadvantaged Coordinating Board to the North Central Florida Regional Planning Council, and approved by the CTD. BBT has remained the CTC and functions in this capacity currently. The program involves the coordination of transportation for multiple service agencies as well as the general public, and the provision of transportation by BBT and other qualified carriers. In addition to demand response paratransit services, the program includes: 1) fix route, fixed schedule "in-town" shuttle service in Madison, 2) coordination agreement with the Agency for Health Care Administration and Agency for Persons with Disabilities and, 3) commuter vanpool service. Currently the program schedules trips each day with funding from 9 Local and State agencies along with the general public.

The 7 Transportation Operators who will be driving the vehicles have an average of 17 years of experience in the coordinated paratransit industry; this includes 1 driver with a CDL class license. All drivers are required to complete all of the training and testing in accordance with rule Chapter 14-90 FAC and agency specific directives or requirements prior to operating any vehicle unsupervised. Noncompliance with any regulatory or agency specific guideline or requirement may result in the suspension or termination of employment. All employees are required to complete all training tasks detailed on the new hire Orientation Checklist. Each driver (and new hires) shall be given a minimum of 56 hours training by supervisory personnel. Prior to drivers operating any vehicle without supervision, instructional and procedural training will be completed to include at a minimum the following areas:

- SSPP
- SPP
- Transit system safety and operational policies and procedures

- Operational and vehicle inspections
- Equipment familiarization, including safety and emergency equipment, wheelchair lift, and restraining devices
- Basic operations and maneuvering
- Boarding and alighting of passengers
- Defensive driving
- Passenger assistance and securement
- Communication and handling of unsafe conditions, emergencies and security threats
- Application and compliance with applicable federal and state laws and regulations
- Emergency prevention, mitigation, preparedness, response and recovery
- Wheelchair lift

Please see the Annual Operations Report for Madison included with this application.

Exhibit – B

Proposed Project Description

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

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

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

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

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

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

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

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

Types of Service Provided

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

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

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

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

Hours, Days and Conditions of Service

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

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

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

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

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

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

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

Vehicles and Maintenance

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

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

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

System Safety Plan

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

Drug Free Work Place

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

PART C**APPLIES TO ALL APPLICANTS FOR CAPITAL ASSISTANCE****FORM C-1****TRANSPORTATION-RELATED OPERATING and ADMINISTRATIVE EXPENSES**Name of Applicant: **BIG BEND TRANSIT, INC. (Madison County)**State Fiscal period requesting funding for, from **July 1, 2015** to **June 30, 2016**

EXPENSE CATEGORY	EXPENSE \$
Labor (501)	\$368,560
Fringe and Benefits (502)	193,765
Services (503)	10,049
Materials and Supplies (504)	14,650
Vehicle Maintenance (504.01)	127,640
Utilities (505)	7,489
Insurance (506)	30,205
Licenses and Taxes (507)	400
Purchased Transit Service (508)	3,273
Miscellaneous (509)	6,237
Leases and Rentals (512)	9,865
Depreciation (513)	80,176
TOTAL EXPENSE	\$852,309

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

OPERATING REVENUE CATEGORY	REVENUE \$
Passenger Fares for Transit Service (401)	36,379
Special Transit Fares (402)	164,157
Other (403 – 407) (identify by appropriate code)	
TOTAL OPERATING REVENUE	\$200,536
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)	203,737
Federal Cash Grants & Reimbursements (413)	367,877
Interest Income (414)	
Contributed Services (430)	
Contributed Cash (431)	
Subsidy from Other Sectors of Operations (440)	
TOTAL OF OTHER REVENUE	\$571,597
GRAND TOTAL ALL REVENUE	\$772,133

Big Bend Transit, Inc.

**P.O. Box 1721
Tallahassee, Florida 32302
850/574-6266**

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

GRANT APPLICATION

Big Bend Transit, Inc. 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.

Big Bend Transit, 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 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 11th day of December, 2014 with two (2) original resolutions or certified copies of the original resolution authorizing Shawn Mitchell, General Manager to sign this Application.

Big Bend Transit, Inc.

By: Shawn Mitchell Date: 12/11/2014

Title: General Manager

PART B**APPLIES TO ALL APPLICANTS FOR OPERATING ASSISTANCE**

FORM B-1
TRANSPORTATION-RELATED OPERATING and ADMINISTRATIVE
EXPENSES

Name of Applicant: BIG BEND TRANSIT, INC. (Madison County)

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

EXPENSE CATEGORY	TOTAL EXPENSE	FTA ELIGIBLE EXPENSE
Labor (501)	\$368,560	\$368,560
Fringe and Benefits (502)	193,765	193,765
Services (503)	10,049	10,049
Materials and Supplies (504)	14,650	14,650
Vehicle Maintenance (504.01)	127,640	127,640
Utilities (505)	7,489	7,489
Insurance (506)	30,205	30,205
Licenses and Taxes (507)	400	400
Purchased Transit Service (508)	3,273	3,273
Miscellaneous (509)	6,237	6,237
Leases and Rentals (512)	9,865	9,865
Depreciation (513)	80,176	
TOTAL	\$852,309	\$772,133 (a)

SECTION 5311 GRANT REQUEST

Total FTA Eligible Expenses (from Form B-1, above)	\$ <u>772,133</u> (a)
Rural Passenger Fares (from Form B-2)	\$ <u>36,379</u> (b)
Operating Deficit [FTA Eligible Expenses (a) minus Rural Passenger Fares (b)]	\$ <u>735,754</u> (c)
Section 5311 Request (No more than 50% of Operating Deficit)	\$ <u>367,877</u> (d)
Grant Total All Revenues (from Form B-2)	\$ <u>367,877</u> *(e)

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

PART B**APPLIES TO ALL APPLICANTS FOR OPERATING ASSISTANCE****FORM B-2****TRANSPORTATION-RELATED OPERATING and ADMINISTRATIVE REVENUES****Name of Applicant:** BIG BEND TRANSIT, INC. (Madison County)**State Fiscal period requesting funding for, from** July 1, 2015 **to** June 30, 2016

OPERATING REVENUE CATEGORY	TOTAL REVENUE	REVENUE USED AS FTA MATCH
Passenger Fares for Transit Service (401)	Total= \$36,379	
	Rural =\$36,379 (b)	
Special Transit Fares (402)	\$164,157	
School Bus Service Revenues (403)		
Freight Tariffs (404)		
Charter Service Revenues (405)		
Auxiliary Transportation Revenues (406)		
Non-transportation Revenues (407)		
Total Operating Revenue	\$200,536	\$
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)	203,720	367,877
Federal Cash Grants and Reimbursements (413)	367,877	
Interest Income (414)		
Contributed Services (430)		
Contributed Cash (431)		
Subsidy from Other Sectors of Operations (440)		
Total of Other Revenue	571,597	\$367,877
GRAND TOTAL ALL REVENUE	772,133	\$367,877 (e)

APPLICATION FOR FEDERAL ASSISTANCE

Version 7/03

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

Previous Edition Usable. Authorized for Local Reproduction.

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

Exhibit – A

Current System Description

Big Bend Transit, Inc. is a private non-profit corporation, incorporated in March 1978 whose mission statement is as follows:

To provide safe, reliable, courteous, and affordable transportation to the community while maintaining dignity and respect for our customers. This service will improve the quality of life for our customers by providing access to health care, education, employment, and recreation. We will constantly solicit feedback to improve our service to our customers as they will always be our highest priority.

The business affairs of Big Bend Transit, Inc. (BBT) are conducted by a Board of Directors. The operations of the corporation are directed by a General Manager. BBT employs operations, maintenance, fiscal and administrative personnel to accomplish the objectives of the corporate mission. BBT contracts with qualified local service providers to expand the resources available to accomplish the transportation and transportation related service requirements of the transportation disadvantaged.

BBT has been in business since July 1980. BBT has operated paratransit services in Gadsden County since 1981. BBT was designated as the Community Transportation Coordinator for Gadsden County in 1990 and remains the CTC today. BBT has operated paratransit services in Jefferson County since 1981. BBT was designated as the Community Transportation Coordinator for Jefferson County in 1990 and remains the CTC today. BBT has operated paratransit services in Leon County since 1985. BBT served as the Community Transportation Coordinator for Leon County from 1991 through 1995. BBT has operated paratransit services in Madison County since 1983. BBT was designated as the Community Transportation Coordinator for Madison County in 1990 and remains the CTC today. BBT has operated paratransit services in Taylor County since 1983. BBT was designated as the Community Transportation Coordinator for Taylor County in 1990 and remains the CTC today.

Big Bend Transit, Inc. (BBT) was chartered as a corporation not for profit under the Laws of the State of Florida in March 1978. The corporation was organized primarily to coordinate, consolidate, plan for and/or provide paratransit services for the elderly, handicapped, and other transportation disadvantaged groups in Madison, and Taylor Counties. The business affairs of the corporation are managed by a Board of Directors. BBT employs 62 persons involved in the management and operation of paratransit programs for the transportation disadvantaged. The staff is located in Tallahassee, Perry, and Madison, Florida

BBT has been coordinating multi-agency and general public transportation needs since 1980, accomplishing the provision of transportation services for multi-agency users and riders for varying purposes. BBT has been formally selected for the coordination and operation of paratransit services by local governments and endorsed by the Florida Commission for the Transportation Disadvantaged (CTD) (formerly the Florida Transportation Disadvantaged Commission, formerly the Florida Coordinating Council for the Transportation Disadvantaged).

Shawn Mitchell will function as the Contract Manager and be responsible for the on-going supervision of the program which includes insurance, training and management, and administration of the agencies transportation program. Willie Anne Dickey is, currently the on-site/Transportation Manager for the county of Madison. She will be responsible for the day-to-day operational aspect of the coordinated system including staff supervision, operations control, safety management, and training, record keeping and reporting and functions to ensure a smooth and efficient operation.

Vehicle Maintenance

Maintenance of the BBT fleet is accomplished by BBT maintenance personnel in a BBT operated garage in Tallahassee (Leon County), and by contract with local garages in close proximity to Madison operations offices. Work orders are issued by BBT supervisory personnel for scheduled and corrective maintenance requirements. Transit operators use a prepared checklist to perform daily inspections. When maintenance of a vehicle is required, a replacement vehicle is utilized to insure there is no disruption in service.

Madison County Transportation Disadvantaged Program

BBT has operated paratransit services for the transportation disadvantaged (TD) in Madison County since 1983. In 1990, BBT was recommended for the designation as the Community Transportation Coordinator (CTC) by the Madison County Transportation Disadvantaged Coordinating Board to the North Central Florida Regional Planning Council, and approved by the CTC. BBT has remained the CTC and functions in this capacity currently. The program involves the coordination of transportation for multiple service agencies as well as the general public, and the provision of transportation by BBT and other qualified carriers. In addition to demand response paratransit services, the program includes: 1) fix route, fixed schedule "in-town" shuttle service in Madison, 2) coordination agreement with the Agency for Health Care Administration and Agency for Persons with Disabilities and, 3) commuter vanpool service. Currently the program schedules trips each day with funding from 9 Local and State agencies along with the general public.

The 7 Transportation Operators who will be driving the vehicles have an average of 17 years of experience in the coordinated paratransit industry; this includes 1 driver with a CDL class license. All drivers are required to complete all of the training and testing in accordance with rule Chapter 14-90 FAC and agency specific directives or requirements prior to operating any vehicle unsupervised. Noncompliance with any regulatory or agency specific guideline or requirement may result in the suspension or termination of employment. All employees are required to complete all training tasks detailed on the new hire Orientation Checklist. Each driver (and new hires) shall be given a minimum of 56 hours training by supervisory personnel. Prior to drivers operating any vehicle without supervision, instructional and procedural training will be completed to include at a minimum the following areas:

- SSPP
- SPP
- Transit system safety and operational policies and procedures

- Operational and vehicle inspections
- Equipment familiarization, including safety and emergency equipment, wheelchair lift, and restraining devices
- Basic operations and maneuvering
- Boarding and alighting of passengers
- Defensive driving
- Passenger assistance and securement
- Communication and handling of unsafe conditions, emergencies and security threats
- Application and compliance with applicable federal and state laws and regulations
- Emergency prevention, mitigation, preparedness, response and recovery
- Wheelchair lift

Please see the Annual Operations Report for Madison included with this application.

EXHIBIT A-1 FACTSHEET

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

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

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

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

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

Exhibit – B

Proposed Project Description

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

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

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

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

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

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

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

Types of Service Provided

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

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

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

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

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

Hours, Days and Conditions of Service

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

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

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

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

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

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

Vehicles and Maintenance

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

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

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

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



II.C

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

January 26, 2015

TO: Madison County Transportation Disadvantaged Coordinating Board

FROM: Lynn Godfrey, AICP, Senior Planner

SUBJECT: Rural Area Capital Assistance Program Grant Awards

RECOMMENDATION

For information only. No action required.

BACKGROUND

The Rural Area Capital Assistance Grant Program is administered by the Florida Commission for the Transportation Disadvantaged. Grant funds awarded by this program can be used to address capital transportation needs in rural areas of the State. Eligible applicants are designated Community Transportation Coordinators.

The Board approved Big Bend Transit's Rural Area Capital Assistance Program Grant application at the November 3, 2014 meeting. Attached are the grant awards approved by the Florida Commission for the Transportation Disadvantaged. If you have any questions concerning this matter, please do not hesitate to contact me.

Attachment

t:\lynn\td2015\madison\memos\rcagawards.docx

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.

2014-15 Shirley Conroy Rural Area Capital Equipment Support Grant Summary									
County	Applicant Name	Total Dollar Amount Requested	Total TD Dollar Amount (90%)	Capital Equipment Requested (Prioritized as listed)	Profit or Non-Profit	Staff Suggestion	TD Dollar Amount (90% or REDI)	Urban/Rural System	Additional Notes
Alachua	MV Transportation	\$134,206.00	\$120,785.00	Two 23' 12/2 Ford Cutaway Vehicles (REPLACEMENT) \$67,103 each	For Profit	One Cutaway	\$60,393.00	U	MV has 7 vehicles that are 2003 most of them have over 250,000 miles
Baker	Baker Co COA	\$73,994.00	\$66,595.00	1) One cutaway vehicle (8 passenger/2 wheelchair) with lift, security camera system, MDT and prewiring setup for Trapeze. This is a replacement vehicle. \$73,394.00 2) Two Hewlett Packard Office Jet Pro 8600 Printers with installation fee. \$600.00	Non Profit	cutaway and printers	\$66,595.00	R	Baker Co COA has 3-4 vehicles that are due to be replaced. 1-2005, 2-2006 (one with low mileage), and 1-2007).
Bay	Bay Co BOCC	\$45,019.70	\$40,517.73	CTS Trip Master Enterprise Edition scheduling and routing software with interactive voice response, Mobile Data Terminals (30) and protective hardware (includes software licenses, installation, travel, training, onsite implementation and acceptance)	Local Govt	software	\$40,518.00	U	
Bradford/ Dixie/ Gilchrist/ Lafayette	Suwannee River Economic Council	\$37,600.00	\$33,840.00	CTS Trip Master Enterprise Edition scheduling and routing software with interactive voice response, Mobile Data Terminals (15) and protective hardware (includes software licenses, installation, travel, training, onsite implementation and acceptance)	Non Profit	software and MDTs, etc	\$33,840.00	R	
Calhoun	Calhoun Co Sr Citizens Assoc	\$57,679.88	\$51,911.89	1) One 12 Passenger Van with logo, striping, a/c, running boards, a/c and heat \$22,462.00 (Replacement vehicle) 2) One Ford Flex \$33,136.20 (addition to fleet) 3) Two Dual Angel Trax Camera Surveillance Systems includes shipping & handling \$2,081.68.	Non Profit	12 pass van \$20,216 and 1 dual camera \$1,066	\$21,282.00	R	Replacing a 2007 similar van with 132,464 miles. If we award one vehicle, we may only want to award one dual camera surveillance system.
Clay	Clay Co COA	\$278,550.00	\$250,695.00	Three 23' gas Cutaway Vehicles with lift, two-way radio, mobile data terminal, markings, signage, farebox (2 are replacement vehicles and 1 is addition to fleet). \$92,850 each	Non Profit	1 cutaway	\$83,565.00	R	TRIPS order form reflects \$87,030 per vehicle. Per Drew, additional amount is for radio, MDT, Bike Rack and lettering/signage.
Collier	Collier Co BOCC	\$233,192.00	\$209,872.80	Four MV-1s with wheelchair ramp, two-way radio, intelligent transportation system and markings. \$58,298 each. Addition to fleet.	Govt	1 MV1	\$52,468.00	U	
Columbia/ Hamilton/ Suwannee	Suwannee Valley Transit Authority	\$133,833.62	\$133,833.62	1. Twelve Cameras, cables and hardware \$21,408.00. 2) Installation of cameras (in house) \$492.00 3) Twelve MDTs \$41,184.00 (\$3,432 each) 4) Lenovo ThinkServer TS440 70AQ to replace use of Microsoft Office Suites \$12,040.20 5) MV-1 Diagnostic Unit Kit \$1,095.00 6) 18V Cordless 1/2" Impact Kit (Electric Drill) \$599.95 7) Blackhawk Automotive Telescopic Transmission Jack \$849.99 8) Lincoln Electric Power Wire-Feed Welder \$2,599.99 9) Ingersoll Rand Composite Impact Wrench \$549.99 10) Arcan Hydraulic Shop Press \$599.99 11) Port-A-Cool Portable Direct Drive Variable Speed Fan \$2,499.00 12) Matco Handheld Battery Tester \$772.80 13) 2014 Toyota Venza 4 Door Wagon (gas) \$30,502.33 14) New Engine for Veh #37 on the inventory list \$4,040.00 15) Five Model XV Fareboxes for Fixed Route Vehs \$3,982.50 (REQUESTING WAIVER OF MATCH DUE TO REDI)	Govt	12 cameras & hardware; 3 MDTs (using balance of \$7,707 to purchase up to 3)	\$29,115.00	R	
Flagler	Flagler Co BOCC	\$72,805.00	\$72,805.00	24' Cutaway Vehicle Gas 14/2 with lift and security camera (REPLACEMENT VEHICLE) Requesting waiver of match due to REDI	Govt		\$72,805.00	R	Wanting to replace a 2007 cutaway with over 218,000 miles

2014-15 Shirley Conroy Rural Area Capital Equipment Support Grant Summary									
County	Applicant Name	Total Dollar Amount Requested	Total TD Dollar Amount (90%)	Capital Equipment Requested (Prioritized as listed)	Profit or Non-Profit	Staff Suggestion	TD Dollar Amount (90% or REDI)	Urban/Rural System	Additional Notes
Gadsden/ Madison/ Jefferson/ Taylor	Big Bend Transit	\$112,864.00	\$101,578.00	1) Fleet monitoring software system \$40,715 2) 23' Cutaway vehicle 12 amb/2 w/c w/ lift, security camera for Taylor Co \$72,149 (replacement)	Non Profit	software	\$36,644.00	R	Second priority is to replace a 2006 vehicle with over 123,000 miles.
Glades/Hendry	Good Wheels	\$168,616.00	\$151,754.00	Two 23' Cutaway Vehicles with wheelchair lifts and security cameras (REPLACEMENT) \$84,308 each	For Profit	1 cutaway	\$75,877.00	R	Replacing a 2007 cutaway with 259,675 miles (diesel) and a 2009 cutaway with 203,265 miles (diesel)
Gulf	Gulf ARC	\$46,000.00	\$41,400.00	1) ADA Compliant Lowered Floor Mini Van (Replacement) \$45,000 (Replacement) 2) Software Update for GenSys Deluxe Diagnostic Scan Tool \$1,000	Non Profit	mini van and software upgrade for tool	\$41,400.00	R	Replacing 2008 minivan with 142,329 miles. Increased price from TRIPS sheet \$2,840 for minivan and \$121 for diagnostic tool in case of price increase.
Hernando	Mid-Florida Comm Svcs	\$86,874.00	\$78,187.00	1) 21' Cutaway Vehicle (diesel) with lift, camera security system, and reverse camera and monitoring system (replacement) \$84,314 2) Interior/Exterior signage, first aid/blo haz kit, misc. \$2,560	Non Profit	cutaway, signage and first aide/blo haz kit	\$78,187.00		Replacing a vehicle that was taken out of service this year due because of a "thermal event."
Indian River	Senior Resource Assoc. Inc.	\$7,540.00	\$6,786.00	Phone System Upgrade	Non Profit	phone system upgrade	\$6,786.00		
Jackson	Jtrans	\$115,882.00	\$115,882.00	One Low floor cutaway vehicle, gasoline (10 amb/2 wheelchair), reverse camera (replacement) Requesting waiver of match due to REDI but can meet match reqts if needed	Non Profit	1 cutaway	\$115,882.00	R	Replacing an ambulatory veh (not sure which one)
Lake	Lake Co BOCC	\$164,810.00	\$148,329.00	Two 23' Cutaway Vehicles with wheelchair lifts, security cameras, reverse cameras, markings, (REPLACEMENTS) \$82,405 each	Govt	2 cutaways	\$148,329.00	R	Replacing a 2007 23' cutaway with 269,358 miles and a 26' cutaway (not sure which one)
Levy	Levy Co BOCC	\$79,490.00	\$79,490.00	One 23' Cutaway vehicle with stretcher securement, gasoline, lift, security camera system (replacement). Requesting waiver of match due to REDI but can meet match reqts if needed	Govt	1 cutaway	\$79,490.00	R	Replacing a 2006 cutaway with over 350,000 miles. This vehicle is only being used as a backup.
Liberty	Liberty Co BOCC	\$68,753.00	\$61,878.00	One 23' cutaway vehicle with lift, gasoline (addition to fleet)	Govt	1 cutaway	\$61,878.00	R	Requesting additional vehicle with larger capacity lift (1,000 lb).
Marion	Marion Sr Svcs	\$153,520.00	\$138,168.00	Two 24' cutaway vehicles (10 amb seats, 6 w/c stations) with lifts, security camera systems, reverse camera systems, and other safety equip (replacements) \$76,760 each	Non Profit	2 cutaways	\$138,168.00	R	Veh Inventory list shows 8 cutaways with over 200,000 miles. However, they have marked 2 vehicles with approx 170,000 miles to be replaced.
Nassau	Nassau Co COA	\$149,280.00	\$134,352.00	Two 21' cutaway vehicles (10 amb seats, 3 w/c stations), gasoline, with lifts (replacements) \$74,640 each	Non Profit	1 cutaway	\$67,176.00	R	Replacing a 2007 and 2008 cutaways with over 200,000 miles.
Orange/ Osceola/ Seminole	Central Fla Regl Trans Auth d/b/a LYNX	\$337,132.00	\$303,418.80	1) Two 23' low floor cutaway vehicles with w/c ramp (12 amb with 2 addtl w/c stations) \$154,339 each (addition to fleet) 2) Two Fareboxes with swip card readers includes installation \$14,227 each	Govt		\$0.00	U	
Putnam	Ride Solution	\$142,044.00	\$127,840.00	Three MV-1 vehicles (\$47,348 each) Addition to Fleet Requesting waiver of match due to REDI	Non Profit	1 MV1	\$47,348.00	R	
Wakulla	Wakulla Sr Svcs/ Wakulla Co Trans	\$46,948.00	\$42,253.80	1) One MV-1 vehicle \$46,598 (replacement) 2) Lettering for vehicle \$350	Non Profit	1 MV1	\$42,254.00	R	Replacing a 2006 minivan with 97,899 miles
Total		\$2,746,633.20	\$2,512,172.64				\$1,400,000.00		

Budget for FY1415 \$1,400,000.00
Remaining Funds: \$0.00



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January 26, 2015

TO: Madison County Transportation Disadvantaged 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. Big Bend Transit Operations Reports; and
2. Medicaid Non-Emergency Transportation Program Encounter Data Report.

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

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.

**BIG
BEND
TRANSIT, INC**

MADISON COUNTY RIDERSHIP REPORT

QUARTERLY REPORT

OCTOBER 2014 – DECEMBER 2014

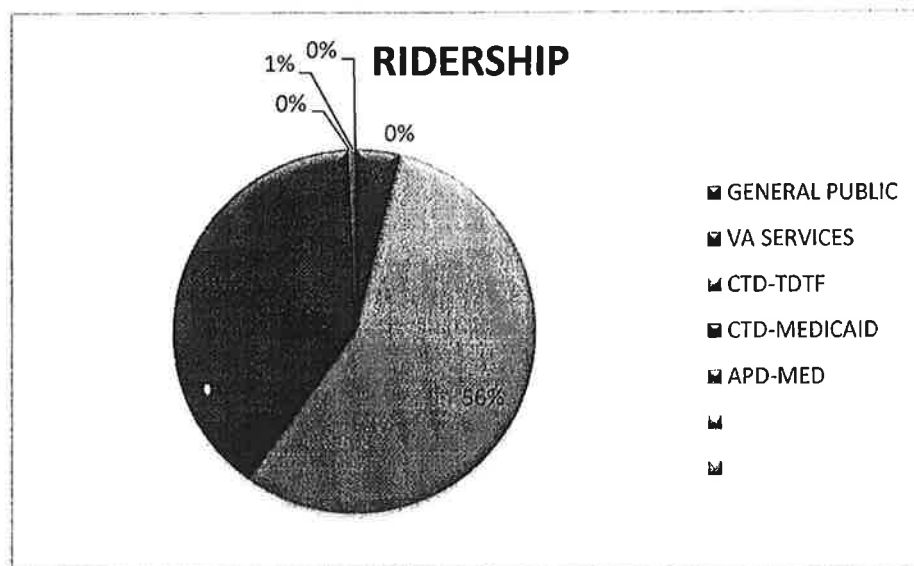
COMMUNITY TRANSPORTATION QUARTERLY REPORT

(OCTOBER 2014 – DECEMBER 2014)

Number of Trips Provided From All Funding Sources

During this reporting period BBT scheduled a total 3,411 trips.

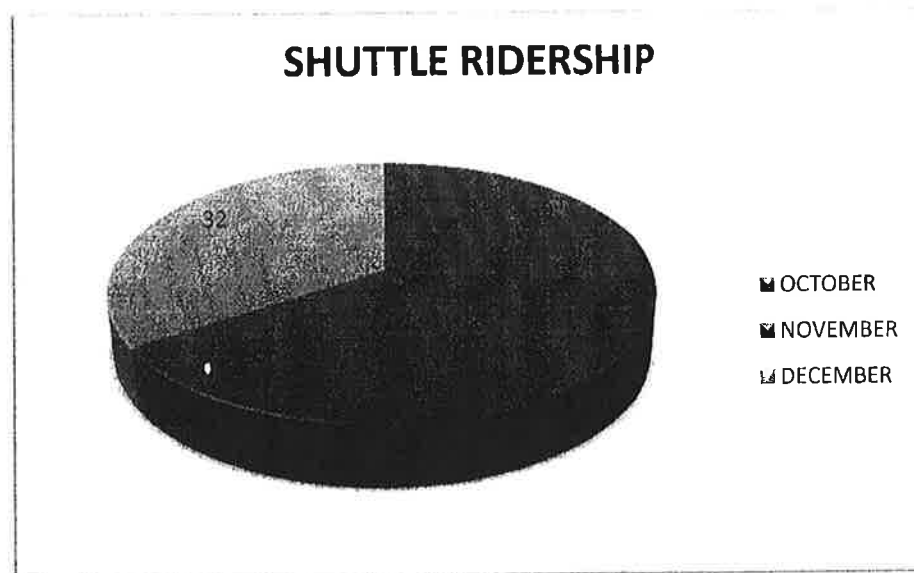
SOURCES	OCTOBER	NOVEMBER	DECEMBER	TOTAL
GENERAL PUBLIC	77	49	61	187
APD	426	311	349	1086
CTD-TDTF	689	549	599	1837
CTD-MEDICAID	8	27	34	69
VA	70	49	55	147
NO SHOWS	11	7	12	30
STRETCHER	0	0	0	0
TOTAL	1281	992	1110	3383



NUMBER OF COMPLAINTS RECEIVED (0)

"IN TOWN SHUTTLE REPORT"

OCTOBER	NOVEMBER	DECEMBER	TOTAL
210	176	200	586

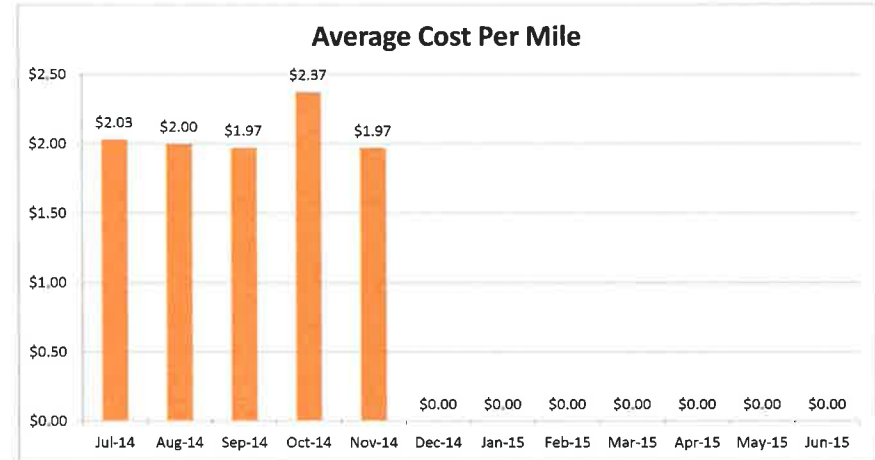
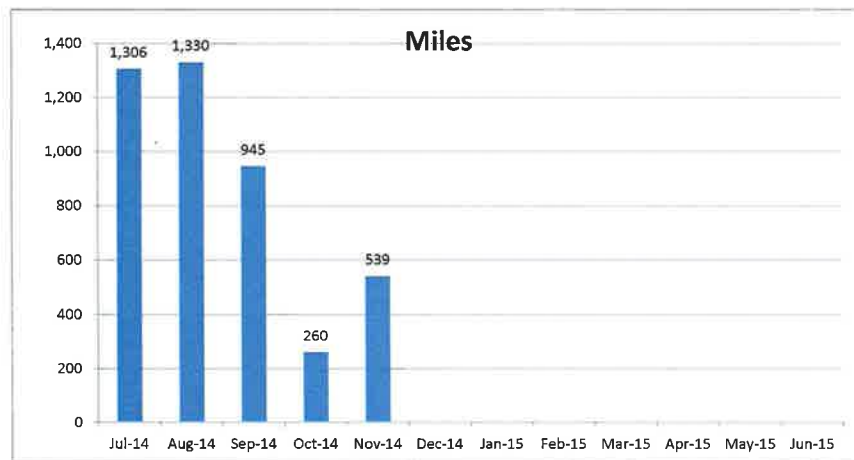
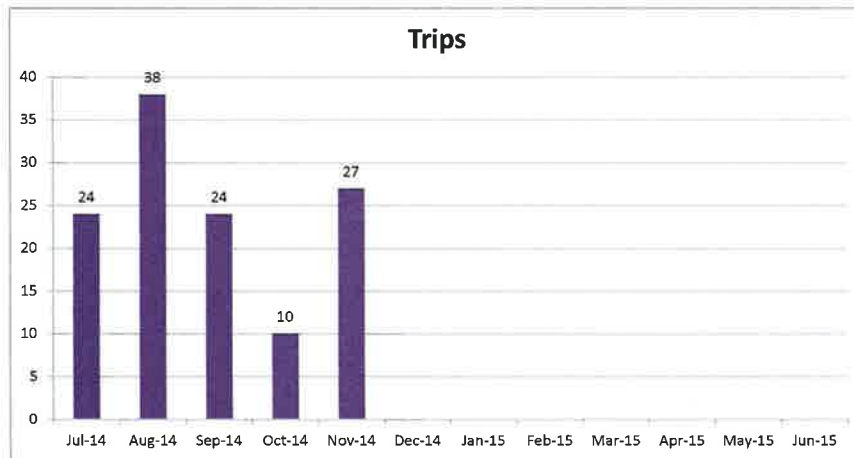


**MADISON COUNTY
UNMET TRANSPORTATION NEEDS
OCTOBER 2014 - DECEMBER 2014**

REASON FOR TRIP DENIAL	NUMBER OF TRIP DENIALS
Lack of Funding	
Trip Purpose	
Out of Service Area Trip	1
Insufficient Advance Notice	
After Hours Trip Request	
Weekend Trip Request	
Other	
TOTALS	1

**BIG
BEND
TRANSIT**

MADISON COUNTY
FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED MEDICAID ENCOUNTER DATA REPORTS
JULY 2014 - JULY 2015



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

ATTENDANCE RECORD

MADISON COUNTY TRANSPORTATION DISADVANTAGED COORDINATING BOARD

MEMBER/ORGANIZATION	NAME	2/3/14	5/5/14	9/8/14	11/3/14
Chair	Commissioner Ronnie Moore	P	P	P	P
Florida Department of Transportation Alternate Member	Sandra Collins Janell Damato	P A	P A	A A	P A
Florida Department of Children and Families Alternate Member	Karen Page (Vacant)	A Bonita Hart	A	A	A
Florida Agency for Health Care Administration Alternate Member	Alana McKay Andrew Singer				
Florida Department of Education Alternate Member	(Vacant) (Vacant)				
Public Education Alternate Member	Gladney Cherry Lori Newman	P	P	P	P
Citizen Advocate Alternate Member	Shanetha Mitchell Pamela Robinson	P A	A A	P A	A A
Citizen Advocate-User Alternate Member	Donna Hagan Cindy Hutto	P A	P A	P A	P A
Elderly Alternate Member	(Vacant) (Vacant)				
Veterans Alternate Member	(Vacant) (Vacant)				
Persons with Disabilities Alternate Member	(Vacant) (Vacant)				
Florida Association for Community Action Alternate Member	Matthew Pearson (Vacant)	P	P	P	P
Florida Department of Elder Affairs Alternate Member	Rosa Richardson Margaret Minter	A	A	P	A
Children at Risk Alternate Member	(Vacant) (Vacant)				
Local Medical Community Alternate Member	Leila C. Rykard (Vacant)	P	A	A	A
Regional Workforce Board Alternate Member	Sheryl Rehberg Anthony Jennings	A	P	P	A P

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."