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October 17, 2016

TO: Bradford County Transportation Disadvantaged Coordinating Board
FROM: Lynn Godfrey, AICP, Senior Planner
SUBJECT: Meeting Announcement

The Bradford County Transportation Disadvantaged Coordinating Board will meet **Tuesday, October 25, 2016 at 9:30 a.m.** in the **Andrews Center Conference Room in Santa Fe College located at 209 West Call Street in the City of Starke.** All Board members are encouraged to attend.

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

Attachments

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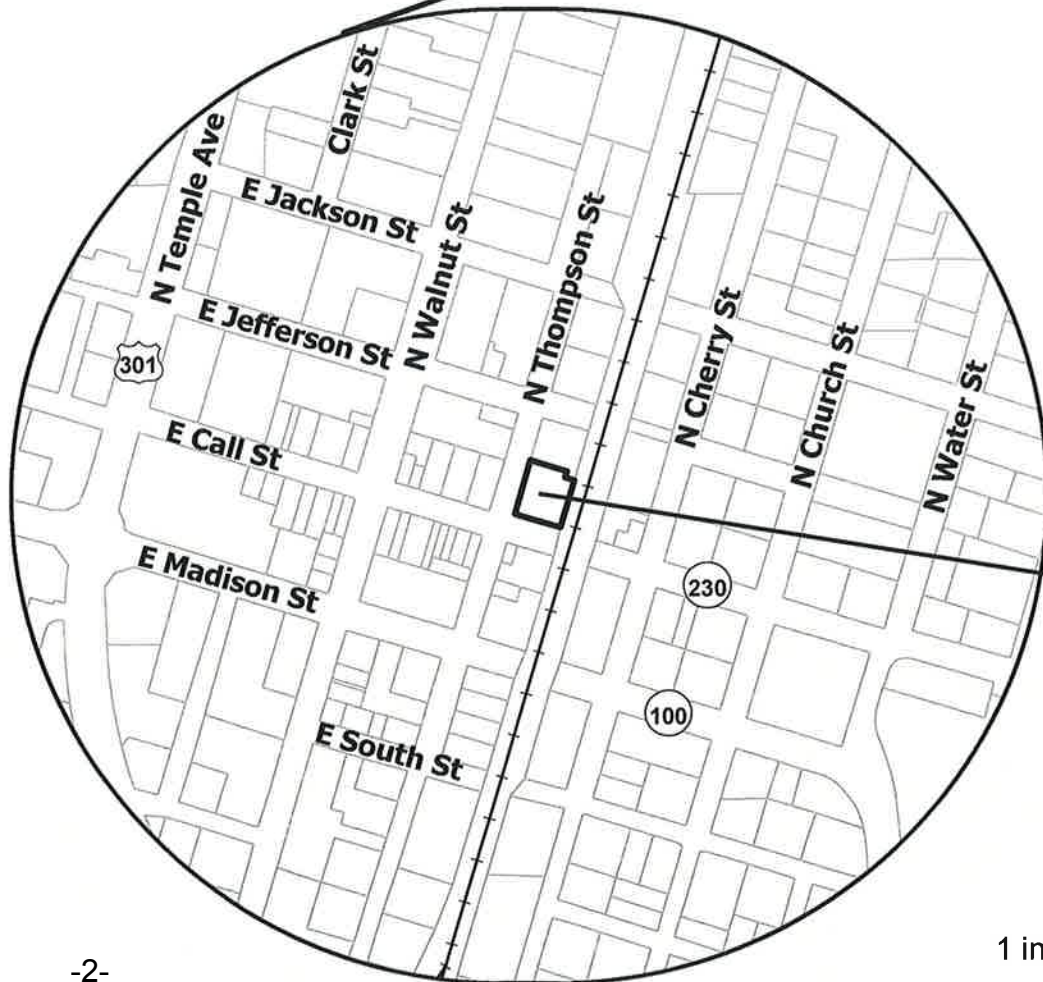
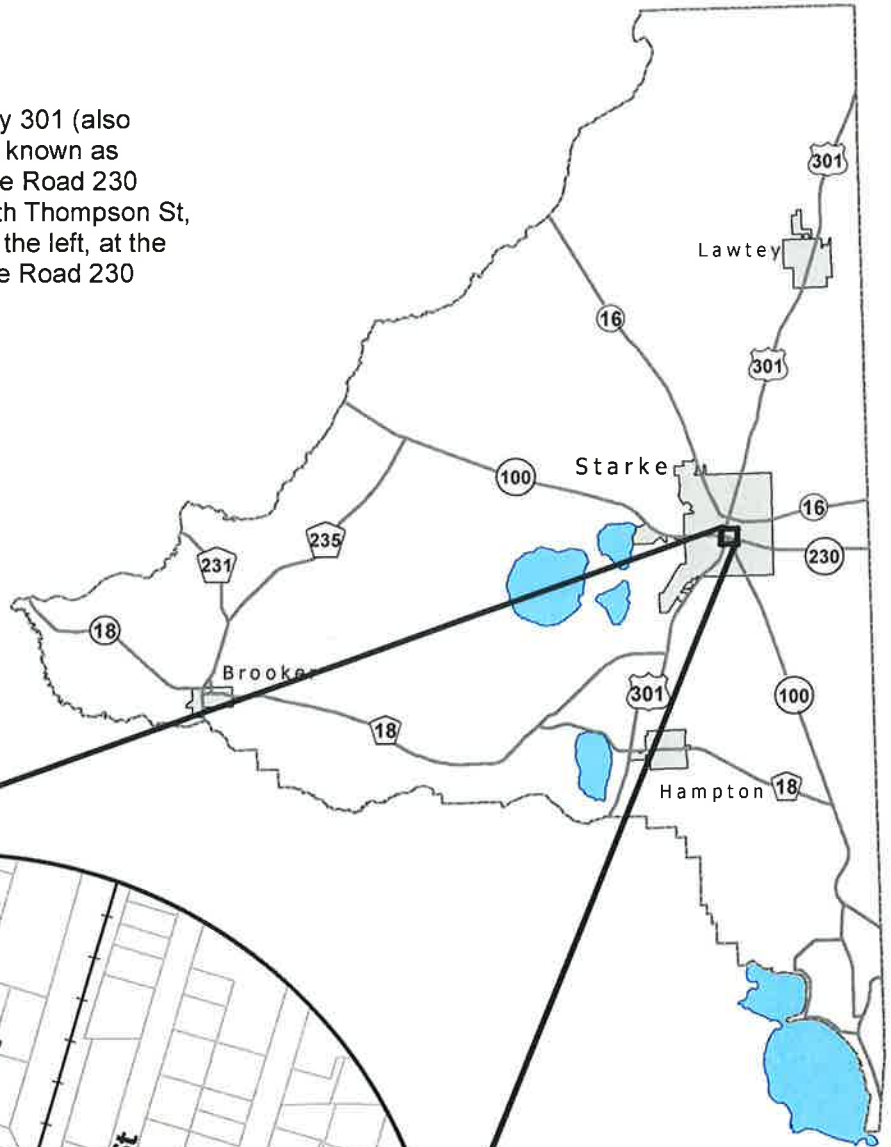
Dedicated to improving the quality of life of the Region's citizens,
by coordinating growth management, protecting regional resources,
promoting economic development and providing technical services to local governments.

Santa Fe College Andrews Center

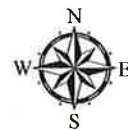
209 W. Call Street

Starke, Florida 32091

Directions: From the intersection of U.S. Highway 301 (also known as Temple Ave) and State Road 230 (also known as Call St) in the City of Starke, head East onto State Road 230 (also known as Call St), travel two blocks to North Thompson St, and Santa Fe College Andrews Center will be on the left, at the Northeast corner of North Thompson St and State Road 230 (also known as Call St).



Santa Fe College
Andrews Center



1 inch = 417 feet





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

Andrews Center Conference Room
Santa Fe College
209 West Call Street
Starke, Florida

Tuesday
October 25, 2016
9:30 a.m.

I. BUSINESS MEETING – CALL TO ORDER

A. Introductions

B. Approval of the Meeting Agenda

ACTION REQUIRED

**C. Approval of the July 12, 2016
Minutes**

Page 7

ACTION REQUIRED

II. NEW BUSINESS

A. Annual Performance Evaluation

Page 11

ACTION REQUIRED

The Board needs to review and approve Suwannee River Economic Council's annual performance evaluation

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

Page 63

ACTION REQUIRED

The Board needs to review and approve Suwannee River Economic Council's 2016/17 Rural Area Capital Assistance Program Grant application

C. 2015/16 Annual Operations Report

Page 73

NO ACTION REQUIRED

The Board needs to review the 2015/16 Annual Operations Report

D. Appoint Grievance Committee Member

Page 93

ACTION REQUIRED

The Chair needs to appoint a member of the Board to the Grievance Committee

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.

E. Mobility Enhancement Grant **Page 95 NO ACTION REQUIRED**

**F. Suwannee River Economic Council
Operations Reports** **Page 105 NO ACTION REQUIRED**

III. OTHER BUSINESS

A. Comments

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

IV. FUTURE MEETING DATES

- A. January 10, 2017 at 9:30 a.m.**
- B. April 11, 2017 at 9:30 a.m.**
- C. July 11, 2017 at 9:30 a.m.**
- D. October 10, 2017 at 9:30 a.m.**

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

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

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**BRADFORD COUNTY
TRANSPORTATION DISADVANTAGED COORDINATING BOARD**

MEMBER/REPRESENTING	ALTERNATE/REPRESENTING
Commissioner Danny Riddick Local Elected Official/Chair	Commissioner Tommy Chastain Local Elected Official
Sandra Collins Florida Department of Transportation Grievance Committee Member	Janell Damato Florida Department of Transportation
Amanda Bryant Florida Department of Children and Families Grievance Committee Member	Jaime Sanchez-Bianchi Florida Department of Children and Families
Jeffrey Aboumrad Florida Department of Education Grievance Committee Member	Vacant Florida Department of Education
Vacant Florida Department of Elder Affairs	Vacant Florida Department of Elder Affairs
Dewecee Ogden Florida Agency for Health Care Administration	Pamela Hagley Florida Agency for Health Care Administration
Linda Tatum Regional Workforce Board	Vacant Regional Workforce Board
Vacant Florida Association for Community Action Term ending June 30, 2017	Vacant Florida Association for Community Action Term ending June 30, 2017
Louette Smith Public Education	Vacant Public Education
Barbara Fischer Veterans Grievance Committee Member Term ending June 30, 2017	Vacant Veterans Term ending June 30, 2017
Vacant Citizen Advocate Term ending June 30, 2018	Vacant Citizen Advocate Term ending June 30, 2018
Vacant Citizen Advocate - User Term ending June 30, 2018	Vacant Citizen Advocate - User Term ending June 30, 2018
Sherry Ruskowski Persons with Disabilities Term ending June 30, 2018	Vacant Persons with Disabilities Term ending June 30, 2018
Vacant Elderly Term ending June 30, 2017	Vacant Elderly Term ending June 30, 2017
Vacant Medical Community Term ending June 30, 2019	Vacant Medical Community Term ending June 30, 2019
Vacant Children at Risk Term ending June 30, 2019	Vacant Children at Risk Term ending June 30, 2019
Steve Futch - Vice -Chair Private Transit Term ending June 30, 2019	Vacant Private Transit Term ending June 30, 2019

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

**BRADFORD COUNTY
TRANSPORTATION DISADVANTAGED COORDINATING BOARD**

MEETING MINUTES

City Commission Meeting Room
209 N. Thompson Street
Starke, Florida

Tuesday
July 12, 2016
9:30 a.m.

VOTING MEMBERS PRESENT

Jeffrey Aboumrad, Florida Department of Education Representative
Sandra Collins, Florida Department of Transportation Representative
Barbara Fischer, Veterans Representative
Dewece Ogden, Florida Agency for Health Care Administration Representative
Sherry Ruskowski, Persons with Disabilities Representative

VOTING MEMBERS ABSENT

Commissioner Danny Riddick, Chair
Amanda Bryant, Florida Department of Children and Families Representative
Steve Futch, Private Transit Representative, Vice-Chair
Louette Smith, Public Education Representative
Linda Tatum, Regional Workforce Development Board Representative

OTHERS PRESENT

Matthew Pearson, Suwannee River Economic Council

STAFF PRESENT

Lynn Godfrey, North Central Florida Regional Planning Council

I. BUSINESS MEETING CALL TO ORDER

Due to Chair Riddick's and Vice-Chair Futch's absence, the Board asked Ms. Lynn Godfrey, North Central Florida Regional Planning Council Senior Planner, to conduct the meeting.

Ms. Godfrey called the meeting to order at 9:31 a.m.

A. Approval of the Meeting Agenda

ACTION: Barbara Fischer moved to approve the meeting agenda. Sherry Ruskowski seconded; motion passed unanimously.

B. Approval of the April 12, 2016 Minutes

ACTION: Barbara Fischer moved to approve the April 12, 2016 meeting minutes. Jeff Aboumrad seconded; motion passed unanimously.

II. NEW BUSINESS

A. Mobility Enhancement Grant

Ms. Godfrey stated that the 2016 Florida Legislature authorized \$1,750,000 of non-recurring funds to be competitively awarded by the Florida Commission for the Transportation Disadvantaged through a Mobility Enhancement Grant Program. She said Suwannee River Economic Council was one of five applicants in the State to be awarded funds from the Florida Commission for the Transportation Disadvantaged. She said Suwannee River Economic Council was awarded \$53,450 to provide on-demand transportation service for local medical, pharmacy and shopping purposes.

Mr. Matthew Pearson, Suwannee River Economic Council Executive Director, discussed the grant project.

The Board congratulated Suwannee River Economic Council on receiving these grant funds.

Ms. Sherry Ruskowski suggested contacting the Chuck Kramer radio program to let people know about the new service.

B. Bradford County Transportation Disadvantaged Service Plan Amendments

Ms. Godfrey discussed recommended amendments to the Bradford County Transportation Disadvantaged Service Plan.

ACTION: Sherry Ruskowski moved to approve the recommended amendments to the Bradford County Transportation Disadvantaged Service Plan. Deweece Ogden seconded; motion passed unanimously.

C. Bylaws

Ms. Godfrey stated that the Florida Commission for the Transportation Disadvantaged requires the Board to review and approve the Bylaws annually. She discussed recommended changes to the Bylaws for the Board to consider.

The Board reviewed the Bylaws.

ACTION: Barbara Fischer moved to approve the Bylaws with the recommended changes. Sandra Collins seconded; motion passed unanimously.

D. Grievance Procedures

Ms. Godfrey stated that the Florida Commission for the Transportation Disadvantaged requires the Board to review and approve the Grievance Procedures annually. She discussed one recommended change to the Grievance Procedures.

The Board reviewed the Grievance Procedures.

ACTION: Deweese Ogden moved to approve the Grievance Procedures as amended. Barbara Fischer seconded; motion passed unanimously.

E. Operations Reports

Ms. Godfrey stated that the operations reports for the first quarter of 2016 are included in the meeting packet for the Board's review. She said there is no action required on this agenda item.

The Board reviewed the operations reports.

III. OTHER BUSINESS

A. Comments

1. Members

There were no member comments.

2. Citizens

Mr. Pearson stated that Suwannee River Economic Council combined the Bradford and Union County reservations and dispatch office. He said Bradford County residents will call the office in Union County to make trip reservations. He said they notified all of the passengers of the change and the phone number is a toll free number.

IV. FUTURE MEETING DATES

Ms. Godfrey stated that the next meeting of the Board will be held Tuesday, October 11, 2016 at 9:30 a.m.

ADJOURNMENT

The meeting adjourned at 10:00 a.m.

Coordinating Board Chair

Date

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October 17, 2016

TO: Bradford County Transportation Disadvantaged Coordinating Board
FROM: Lynn Godfrey, AICP, Senior Planner
SUBJECT: Annual Performance Evaluation

RECOMMENDATION

Approve the Suwannee River Economic Council's annual performance evaluation.

BACKGROUND

The Board is required to annually evaluate the transportation services provided by Suwannee River Economic Council. Attached is Suwannee River Economic Council's draft annual performance evaluation. If you have any questions concerning the attached evaluation, please contact me at extension 110.

Attachment

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

COMMUNITY TRANSPORTATION COORDINATOR EVALUATION WORKBOOK

Florida Commission for the



Transportation Disadvantaged

Community Transportation Coordinator: Suwannee River Economic Council

County: Bradford

Address: P.O. Box 70, Live Oak, FL 32060

Contact: Matthew Pearson, Executive Director Phone: 386-362-4115

Review period: July 1, 2015 - June 30, 2016

Community Transportation Coordinator Annual Performance Evaluation

Approved by the
Bradford County
Transportation Disadvantaged Coordinating Board

2009 NW 67th Place
Gainesville, FL 32653-1603
www.ncfrpc.org/mtpo
352.955.2000

Danny Riddick, Chair

with Assistance from



North Central Florida Regional Planning Council
2009 NW 67th Place
Gainesville, FL 32653-1603
www.ncfrpc.org
352.955.2200

October 25, 2016

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Level of Coordination _____	44

I. FINDINGS AND RECOMMENDATIONS

A. General Information

Areas of Noncompliance: None

Recommendations: None

Timeline for Compliance: None

B. Chapter 427, Florida Statutes

Areas of Noncompliance: None

Recommendations: None

Timeline for Compliance: None

C. Rule 41-2, Florida Administrative Code

Areas of Noncompliance: None

Recommendations: None

Timeline for Compliance: None

D. Bus/Van Ride

Areas of Noncompliance: None

Recommendations: None

Timeline for Compliance: None

E. Surveys

Areas of Noncompliance: None

Recommendations: None

Timeline for Compliance: None

GENERAL QUESTIONS

1. What was the designation date of the Community Transportation Coordinator?
7/01/13
2. What is the complaint process?
See attached complaint process.
3. Does the community transportation coordinator have a complaint form?
√ Yes (attached) No
4. Does the form have a section for resolution of the complaint?
√ Yes No
5. Is a summary of complaints given to the Transportation Disadvantaged Board on a regular basis?
√ Yes No
6. When is the dissatisfied party referred to the Florida Commission for the Transportation Disadvantaged Helpline?
If the Transportation Director is unable to resolve a complaint, the complainant will be referred to the Transportation Disadvantaged Helpline.
7. When a complaint is forwarded from the Transportation Disadvantaged Helpline, is the complaint entered into the local complaint file/process?
√ Yes No
8. Does the Community Transportation Coordinator provide written rider/beneficiary information or brochures to inform riders/beneficiaries about transportation disadvantaged services?
√ Yes (attached) No
9. Does the rider/ beneficiary information or brochure list the Transportation Disadvantaged Helpline phone number?
√ Yes No
10. Does the rider/ beneficiary information or brochure list the complaint procedure?
√ Yes No
11. What is the eligibility process for Transportation Disadvantaged sponsored riders?
Individuals needing transportation assistance from Florida's Transportation Disadvantaged Program must complete an eligibility application (attached).
13. Does the Community Transportation Coordinator have a contract or agreement with the Regional Workforce Board?
 Yes √ No
14. What innovative ideas have you implemented in your coordinated system?
Awarded Mobility Enhancement Grant funds to implement on demand transportation service within the City of Starke.

15. Are there any areas where coordination can be improved?
Transportation services purchased with local, state or federal funds should be purchased through Florida's Transportation Disadvantaged Program including services provided through Florida's Managed Medical Care Program.
16. What barriers are there to the coordinated system?
The ability of agencies to purchase transportation outside of Florida's Coordinated Transportation System.
17. Are there any areas that the Community Transportation Coordinator feels the Florida Commission for the Transportation Disadvantaged should be aware of or assist with?
No
18. What funding agencies does the Florida Commission for the Transportation Disadvantaged need to work closely with in order to facilitate a better coordinated system?
Florida Agency for Health Care Administration and CareerSource Florida.
19. How are you marketing the voluntary dollar?
No marketing system in place.

Complaint Process

All complaints received either written or verbal should be forwarded to the Director of Transportation. This includes complaints that have already been resolved by the dispatcher or driver.

Complaint form (attached) will be completed and resolution of complaint documented.

Complaints are filed and kept to ensure proper tracking of complaints.

Complaints will be sent quarterly by County to the NCFPRC for reporting to the Local Coordinating Boards. Complaint totals will be submitted in the Annual Operating Report.

If resolution of complaint cannot be made by the Director of Transportation, the TD Helpline information should be shared with the rider.

SREC Transportation Complaint Form

Client Name: _____

Date: _____

Description of Incident:

Complaint Resolution:

Staff Signature: _____

Director of Transportation Signature: _____



SUWANNEE RIVER ECONOMIC COUNCIL INC.



HOME

PROGRAMS

SERVICE AREAS

LOCATIONS

MEAL SITE LOCATIONS

BRADFORD COUNTY

CLIENT SENIOR/SERVICE CENTER

1210 Andrews Circle
Starke, FL 32091

AGING PROGRAMS

ALZHEIMER'S DISEASE INITIATIVE (ADI):

Funding: Mid-Florida Area Agency on Aging dba Elder Options, Florida Department of Elder Affairs

Services: Respite/Case Management

COMMUNITY CARE FOR THE ELDERLY (CCE):

Funding: Mid-Florida Area Agency on Aging dba Elder Options, Florida Department of Elder Affairs

Services: Case Management, Emergency Alert Response, Homemaker, Home Delivered Meals, Personal Care and Respite.

EMERGENCY HOME ENERGY ASSISTANCE PROGRAM (EHEAP):

Funding: Mid-Florida Area Agency on Aging dba Elder Options, Florida Department of Elder Affairs

Services: Assistance with utility bills, supply blankets, heaters and fans.

HOME CARE FOR THE ELDERLY (HCE):

Funding: Mid-Florida Area Agency on Aging dba Elder Options, Florida Department of Elder Affairs

Services: Case Management, Basic Subsidy, (Caregiver Allowance), Special Subsidy.

TITLE III-B, C-1, C-2, IIIE:

Funding: Older Americans Act, Mid-Florida Area Agency on Aging dba Elder Options, Florida Department of Elder Affairs

Services: Congregate Meal Sites, Health Support, Homemaker, Home Delivered Meals, Intake, Nutrition Education, Outreach, Respite, Screening, Telephone Reassurance, and Transportation.

ENERGY ASSISTANCE/EMERGENCY ASSISTANCE/SELF SUFFICIENCY

CARE TO SHARE PROGRAM:

Funding: Florida Power & Light

Services: Assist with utilities.

COMMUNITY SERVICES BLOCK GRANT (CSBG):

Funding: Florida Department of Economic Opportunity

Services: Information & Referral; Family Self-Sufficiency; Case Management, Support Services; Application Assistance to other Social Service Agencies.

EMERGENCY FOOD & SHELTER PROGRAM (EFSP):

Funding: Emergency Food & Shelter National Board Program/United Way

Services: Emergency assistance for food and housing.

LOW INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP):

Funding: Florida Department of Economic Opportunity

Services: Assistance with utility bills and utility crisis resolution.

PROJECT SHARE:

Funding: Clay Electric Cooperative

Services: Assistance with utility bills.

SALVATION ARMY:

Funding: Salvation Army

Services: Assistance with utilities, rent/mortgage, food, medication, and temporary housing.

HOUSING

WEATHERIZATION PROGRAMS:

Funding: Florida Department of Economic Opportunity

Services: Minor home repairs to reduce infiltration of air and energy consumption.

TRANSPORTATION

TRANSPORTATION PROGRAMS:

Funding: Florida Department of Transportation, Florida Commission for the Transportation Disadvantaged and Agency for Health Care Administration.

Services: Public Transportation

Transport elderly and disadvantaged to the doctor, medical facilities, meal sites and shopping.

For reservations, scheduling, complaints/commendations and/or questions call (904) 964-6696, extension 25 (800) 824-5308, extension 3.

Any complaints not resolved can be forwarded to the Director of Transportation at (386) 362-4115, extension 241.

For Program information or complaints/commendations call TD Helpline at (800) 983-2435.

Funding: Medicaid Broker Services

Access2Care

LogistiCare Solutions, LLC

Medical Transportation Management, Inc.

Services: Transport Medicaid eligible clients to the doctor, medical facilities, meal sites and shopping.

Any complaints not resolved can be forwarded to the Director of Transportation at (386) 362-4115, extension 241.

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Transportation Disadvantaged BENEFICIARY INTAKE FORM

SECTION 1 – DETERMINATION OF ELIGIBILITY

LAST NAME _____ FIRST NAME _____ MI _____ MEDICAID # _____
 ADDRESS _____ CITY _____ STATE _____ ZIP _____ COUNTY _____
 DOB ____/____/____ SEX ____ SS# _____ TELEPHONE # (____) _____ TDD # (____) _____
 EMERGENCY CONTACT _____ RELATIONSHIP _____ TELEPHONE (____) _____
 OTHERS HOUSEHOLD MEMBERS: NAME RELATIONSHIP AGE DRIV. LIC (Y/N) TYPE OF VEHICLE OWNED
(Please list each member)

SECTION 2 – AVAILABILITY OF SUITABLE MODE OR TRANSPORTATION TO OTHER COMMUNITY LOCATIONS

1. Do you own a car? Yes No
2. Do you have a valid Florida Driver's License? Yes No
3. Could you drive your car to medical appointments? Yes No
4. Does any member of your household have a car? Yes No
5. Do you live in a facility that provides transportation? Yes No

Name of Doctor / Hospital / Facility	Address	Phone
_____	_____	_____
_____	_____	_____

SECTION 3 – AVAILABILITY OF FEDERALLY FUNDED OR PUBLIC TRANSPORTATION

1. Do you live on a bus route? Yes No What is the distance to the nearest bus stop? _____
2. Do you have any limitations that would prevent you from using the bus system now? Yes No
If YES, please describe: _____
3. Are you enrolled in any other programs that will pay for or provide transportation? Yes No
If YES, please describe: _____

SECTION 4 – SPECIAL NEEDS

Please check or list any special needs, services or modes of transportation you require during transportation:

Powered Wheelchair Stretcher Manual Wheelchair Walker
 Cane Respirator Service Animal Personal Care Attendant (PCA)
 Cultural Considerations (Please explain) _____

Other: _____

SECTION 5 – CERTIFICATION AND ACKNOWLEDGEMENT

I understand and affirm that the information provided in this application for CTD Non-Emergency Transportation services is true and correct, to the best of my knowledge, and will be kept confidential and shared only with medical and transportation professionals involved in evaluating and determining my needs and eligibility for transportation. I understand that providing false or misleading information, or making fraudulent claims, or making false statements on behalf of others constitutes a felony under the laws of the State of Florida

APPLICANT SIGNATURE _____ DATE _____

COMPLIANCE WITH CHAPTER 427, FLORIDA STATUTES

1. Are the Community Transportation Coordinator subcontracts uniform?
 Yes No Not applicable.
2. Is the Florida Commission for the Transportation Disadvantaged standard contract utilized?
 Yes No Not applicable.
3. Do the contracts include performance standards for the transportation operators and coordination contractors?
 Yes No Not applicable.
4. Do the contracts include the proper language concerning payment to subcontractors?
 Yes No Not applicable.
5. Were the following items submitted on time?

Annual Operating Report

 Yes No

Memorandum of Agreement

 Yes No

Transportation Disadvantaged Service Plan

 Yes No

Transportation Disadvantaged Trust Fund Grant Application

 Yes No

Other grant applications

 Yes No
6. Does the Community Transportation Coordinator monitor its subcontractors and how often is monitoring conducted?
 Yes No Not applicable
7. Is a written report issued to the operator?
 Yes No Not applicable
8. What type of monitoring does the Community Transportation Coordinator perform on its coordination contractors and how often is it conducted?
Not applicable

Effective: July 1, 2015 – June 30, 2016

STATE OF FLORIDA
COMMISSION FOR THE TRANSPORTATION DISADVANTAGED

STANDARD COORDINATION/OPERATOR CONTRACT

THIS CONTRACT is entered into between the COMMUNITY TRANSPORTATION COORDINATOR, Suwannee River Economic Council, Inc., designated pursuant to Chapter 427, F.S., to serve the transportation disadvantaged for the community that includes the entire area of Bradford and Union counties, and hereinafter referred to as the "Coordinator" and Bradford ARC, dba Sunshine Industries, hereinafter referred to as the "Agency/Operator". The terms and conditions of this Contract are effective July 1, 2015 and will continue through June 30, 2016.

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

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

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

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

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

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

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

NOW, THEREFORE, in consideration of the mutual covenants, promises and

Standard Contract Form

Page 1 of 10

representations herein, the parties agree as follows:

THE AGENCY/OPERATOR SHALL:

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

persons duly authorized by the Coordinator or Commission or this Agreement. The Commission and the Coordinator shall have full access to and the right to examine any of the records and documents during the retention period.

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

- G. Comply with Commission insurance requirements by maintaining at least minimum liability insurance coverage in the amount of \$200,000 for any one person and \$300,000 per occurrence at all times during the existence of this Contract. Upon the execution of this Contract, the Agency/Operator shall add the Coordinator as an additional named insured to all insurance policies covering vehicles transporting the transportation disadvantaged. In the event of any cancellation or changes in the limits of liability in the insurance policy, the insurance agent or broker shall notify the Coordinator. The Agency/Operator shall furnish the Coordinator written verification of the existence of such insurance coverage prior to the execution of this Contract. School board vehicle insurance coverage shall be in accordance with Section 234.03, F.S. and 234.211, F.S. Insurance coverage in excess of \$1 million per occurrence must be approved by the Coordinator and/or the local Coordinating Board before inclusion in this contract or in the justification of rates and fare structures, s. 41-2.006(1), FAC..

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

- I. Protect Civil Rights by:
 - 1. Complying with Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973, as amended. The Agency/Operator gives this assurance in consideration of and for the purpose of obtaining federal grants.

loans, contracts (except contracts of insurance or guaranty), property, discounts, or other federal financial assistance to programs or activities receiving or benefiting from federal financial assistance and agreeing to complete a Civil Rights Compliance Questionnaire if so required by the Coordinator. Agency/Operator shall also assure compliance with:

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

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

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

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

THE COORDINATOR SHALL:

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

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

THE OPERATOR AND COORDINATOR FURTHER AGREE:

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

upon receipt.

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

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

[Signature]

[Signature]

is:

Matt Pearson, Executive Director
Suwannee River Economic Council, Inc.
P.O. Box 70
Live Oak FL 32064

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

Sherry Ruskowski, Executive Director
Bradford ARC dba Sunshine Industries
P.O. Box 509
Starke FL 32091

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

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

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

AGENCY/OPERATOR:

COMMUNITY TRANSPORTATION
COORDINATOR

Bradford ARC dba Sunshine Industries
Sherry Ruskowski, Executive Director

Suwannee River Economic Council
Matt Pearson, Executive Director

Typed Name of Authorized Individual

Typed Name of Authorized Individual

Signature: Sherry Ruskowski

Signature: Matt

Title: EXECUTIVE DIRECTOR

Title: Executive Director

ATTACHMENT I
AGENCY/OPERATOR CONTRACT

SERVICE DESCRIPTION

1. The Agency/Operator will be able to provide:
Ambulatory, Wheelchair

 2. The Agency/Operator will be available to provide transportation :
6:00 AM – 6:00 PM, Monday – Friday
Days Agency/Operator will not be able to provide services:
Holidays and Sundays

 3. Vehicles Agency/Operator will use to transport all passengers:
Vehicle Inventory attached

 4. Vehicle/Equipment Standards:
Functioning air conditions/heating, grab rails, stanchions, first aid kits, fire extinguishers, adequate communication equipment

 5. Driver Requirements:
Current valid license, FDOT physical, working knowledge of Coordinator's SSPP, pre-hire and random drug tests.

 6. Training
Annual driver training is required.
-

7. Agency/Operator' fare structure

\$1.50 per mile when providing services for Coordinator.

8. Billing/Invoicing and Reimbursement procedure for Agency/Operator.

Submit invoice (if any) and reports monthly.

9. Reporting Requirements

Total miles, revenue miles, trips, total drivers, total vehicles, accidents, driver hours, total transportation revenues, total expenses.

ATTACHMENT II

The Commission for the Transportation Disadvantaged
Standards and Performance Requirements

Pursuant to Rule 41-2.006, Florida Administrative Code, the Community Transportation Coordinator and any Transportation Operator/Agency from whom service is purchased or arranged by the Community Transportation Coordinator shall adhere to Commission approved standards. These standards shall include:

- (a) Drug and alcohol testing for safety sensitive job positions within the coordinated system regarding pre-employment, randomization, post-accident, and reasonable suspicion as required by the Federal Highway Administration and the Federal Transit Administration;
- (b) An escort of a passenger and dependent children are to be transported as locally negotiated and identified in the local Transportation Disadvantaged Service Plan;
- (c) Child restraint devices shall be determined locally as to their use, responsibility, and cost of such device in the local Transportation Disadvantaged Service Plan;
- (d) Passenger property that can be carried by the passenger and/or driver in one trip and can be safely be stowed on the vehicle, shall be allowed to be transported with the passenger at no additional charge. Additional requirements may be negotiated for carrying and loading rider property beyond this amount. Passenger property does not include wheelchairs, child seats, stretchers, secured oxygen, personal assistive devices, or intravenous devices;
- (e) Vehicle transfer points shall provide shelter, security, and safety of passengers;
- (f) A local toll free phone number for complaints or grievances shall be posted inside the vehicle. The local complaint process shall be outlined as a section in the local Transportation Disadvantaged Service Plan including, advising the dissatisfied person about the Commission's Ombudsman Program as a step within the process as approved by the local Coordinating Board;
- (g) Out of service area trips shall be provided when determined locally and approved by the local Coordinating Board, except in instances where local ordinances prohibit such trips;
- (h) Interior of all vehicles shall be free from dirt, grime, oil, trash, torn upholstery, damaged or broken seats, protruding metal or other objects or materials which could soil items placed in the vehicle or provide discomfort for the passenger;

- (l) Billing requirements of the Community Transportation Coordinator to subcontractors shall be determined locally by the local Coordinating Board and provided in the local Transportation Disadvantaged Service Plan. All bills shall be paid within 15 calendar days to subcontractors, after receipt of said payment by the Community Transportation Coordinator, except in instances where the Community Transportation Coordinator is a non-governmental entity;
- (j) Passenger/trip data base must be maintained or accessible by the Community Transportation Coordinator on each rider being transported within the system;
- (k) Adequate seating for paratransit services shall be provided to each rider and escort, child, or personal care attendant, and no more passengers than the registered passenger seating capacity shall be scheduled or transported in a vehicle at any time. For transit services provided by transit vehicles, adequate seating or standing space will be provided to each rider and escort, child, or personal care attendant, and no more passengers than the registered passenger seating or standing capacity shall be scheduled or transported in a vehicle at any time;
- (l) Drivers for paratransit services, including coordination contractors, shall be required to announce and identify themselves by name and company in a manner that is conducive to communications with the specific passenger, upon pickup of each rider, group of riders, or representative, guardian, or associate of the rider, except in situations where the driver regularly transports the rider on a recurring basis. Each driver must have photo identification that is in view of the passenger. Name patches, inscriptions or badges that affix to driver clothing are acceptable. For transit services, the driver photo identification shall be in a conspicuous location in the vehicle;
- (m) The paratransit driver shall provide the passenger with boarding assistance, if necessary or requested, to the seating portion of the vehicle. The boarding assistance shall include opening the vehicle door, fastening the seat belt or utilization of wheel chair securement devices, storage of mobility assistive devices, and closing the vehicle door. In certain paratransit service categories, the driver may also be required to open and close doors to buildings, except in situations in which assistance in opening/closing building doors would not be safe for passengers remaining on the vehicle. Assisted access must be in a dignified manner. Drivers may not assist wheelchair up or down more than one step, unless it can be performed safely as determined by the passenger, guardian, and driver;
- (n) All vehicles ordered or put into service after adoption of this section of the Rule, and providing service within the coordinated system, shall be equipped with two-way communications in good working order and be audible to the driver at all times to the base. All vehicles that are not equipped with two-way communications shall

have two years to be in compliance after the adoption date of this section of the Rule;

- (o) All vehicles ordered or put into service after the adoption of this section of the Rule, and providing service within the coordinated system, shall have working air conditioners and heaters in each vehicle. Vehicles that do not have a working air conditioner or heater will be scheduled for repair or replacement as soon as possible. All vehicles that are not equipped with an air conditioner and/or heater shall have two years to be in compliance after the adoption date of this section of the Rule;
- (r) First Aid shall be determined locally and provided in the local Transportation Disadvantaged Service Plan; and
- (s) Cardiopulmonary Resuscitation shall be determined locally and provided in the local Transportation Disadvantaged Service Plan.

LIST OF *OPTIONAL* ADDITIONAL ATTACHMENTS

Coordinator's Memorandum of Agreement, including Transportation Disadvantaged Service Plan (Attachment III)

Coordinator's and Local Coordinating Board's Grievance Procedures (Attachment IV)

Coordinator's Safety System Plan (Attachment V)

Annual Operating Report Instructions/Forms (Attachment VI)

Any Entities Purchasing Transportation's Standards (Attachment VII)

Any Reporting Forms (Quarterly Reports to Local Coordinating Board or Coordinator) (Attachment VIII)

Any Billing/Invoicing Forms (Attachment IX)

Current Coordinator Policies (Attachment X)

CURRENT VEHICLE AND TRANSPORTATION EQUIPMENT INVENTORY (a)

Name of Applicant: The Arc of Bradford County Date of Inventory: 08/28/15

Vehicles to be replaced	Model Yr. (b)	Make/size/type	FDOT control # or VIN (d)	Ramp or lift (specify)	Seats & W:	Avg. miles/Yr.	Current Mileage	Expected retirement date	Other equipment (e)	Funding source (f)
	2003	Ford	FDOT 99269 1FDXF45F13HB36966	Lift	12 + 2	12,019	145,140	N/A	N/A	FDOT
	2005	Ford	FDOT 99295 1FDWE35L35HB24834	Lift	6 + 2	5,733	88,643	N/A	N/A	FDOT
	2006	Chevy	FDOT 90233 1GBJG31U061264670	Lift	8 + 2	11,200	124,913	N/A	N/A	FDOT
	2007	Chevy	FDOT 90241 1GBJG31U371167254	Lift	8 + 2	3,253	82,380	N/A	N/A	FDOT
	2010	Chevy	FDOT 90271 1GB9G5AG4A1143352	Lift	12 + 2	18,430	91,290	N/A	N/A	FDOT
	2011	Ford	FDOT 90291 1FTNE2ELXBDB14203	N/A	9	7,112	23,429	N/A	N/A	FDOT
	2013	Dodge	FDOT 92371 2CC4RDGBG5CR369784	Ramp	5 + 1	10,585	24,837	N/A	N/A	FDOT
	2006	Ford	1FBSS31L56DA35555	N/A	11	23,000	119,948	N/A	N/A	ARC

(a) Applicants must use this form.
 (b) Identify vehicles to be replaced with this or other grant by placing an asterisk (*) next to the model year. In Exhibit B of the application, provide the name of the lessee or contractor, if applicable.
 (c) For example, Ford 22' bus; Dodge converted van.
 (d) Show FDOT control number AND VIN if bought with grant through FDOT. If bought through other funding, list the complete VIN.
 (e) Include computer hardware and software, copiers, printers, mobile radios, communication systems, etc.
 (f) Identify the grant or other funding source used for purchasing the vehicle/equipment.
NOTE: Applicants may add additional lines to the form. Those requesting replacement vehicles, please identify the year the vehicle(s) were purchased.

Contract Extension


Between Agency and Provider

Hereby extends the Standard Coordination Contract between Suwannee River Economic Council, Inc. P.O. Box 70, Live Oak, Florida 32064 and

Coordinator Name Bradford ARC dba Sunshine Industries
1351 South Water Street
Starke, Florida 32091


Until 6/30/17. All conditions remain the same as in original contract.

Extension approval



Sherry Ruskowski, Executive Director
Bradford ARC dba Sunshine Industries

9/29/16
Date



Matt Pearson, Executive Director
Suwannee River Economic Council, Inc.

10/3/16
Date

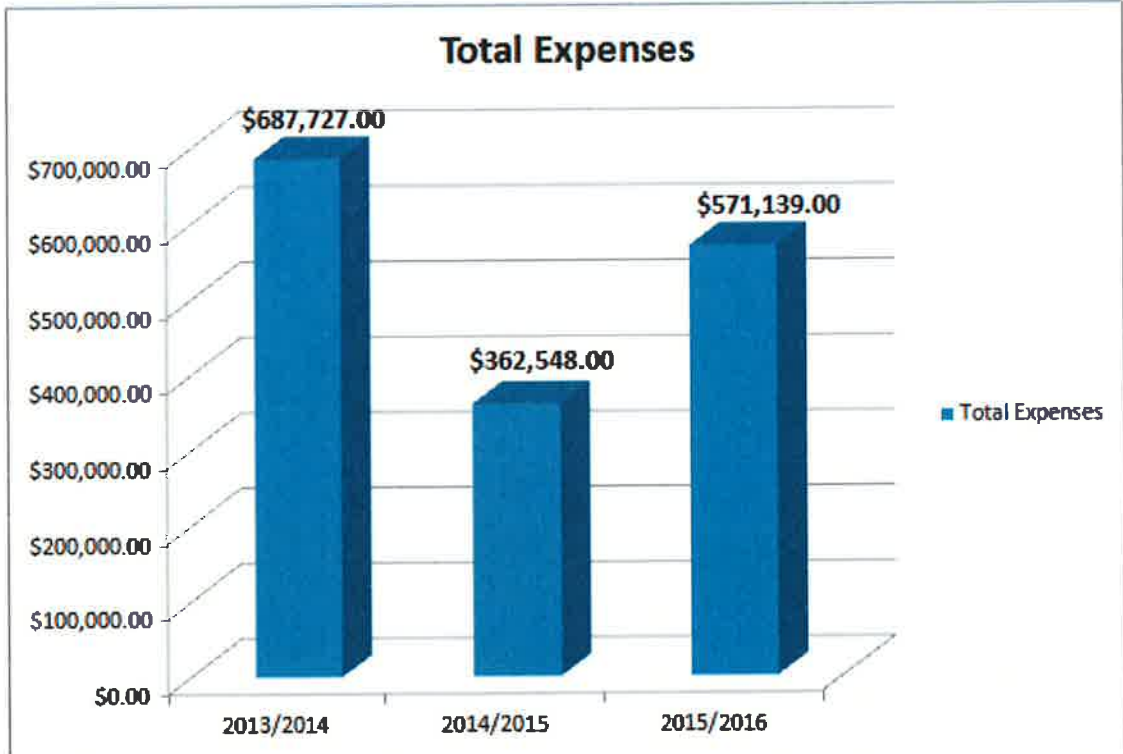
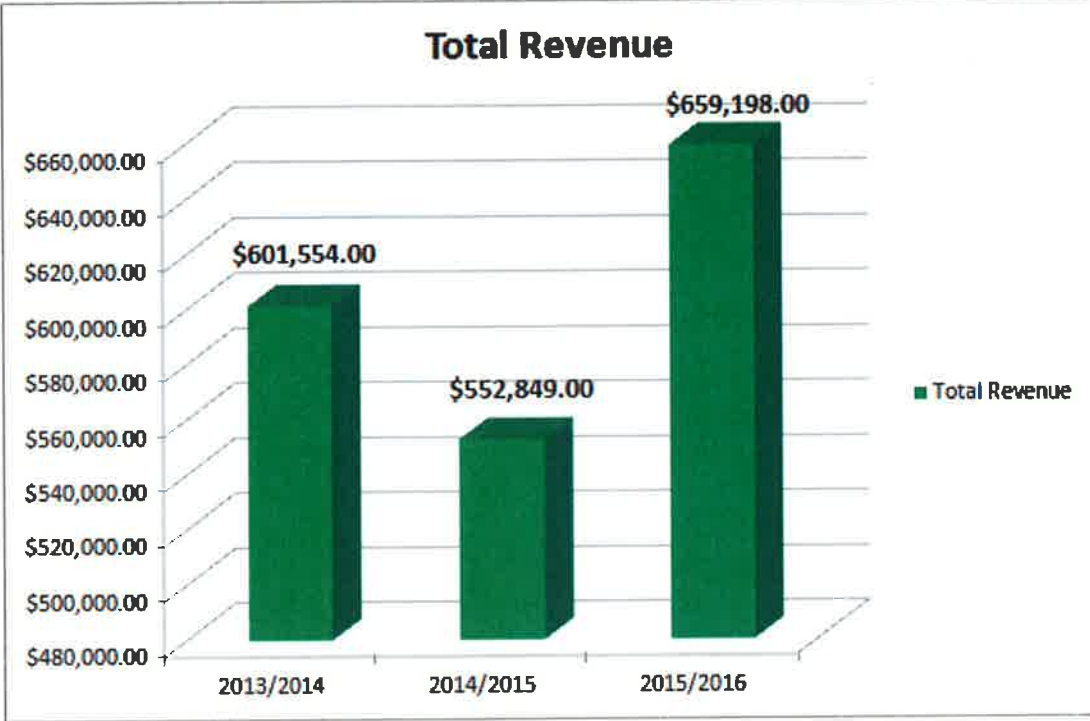
COMPLIANCE WITH RULE 41-2 FLORIDA ADMINISTRATIVE CODE

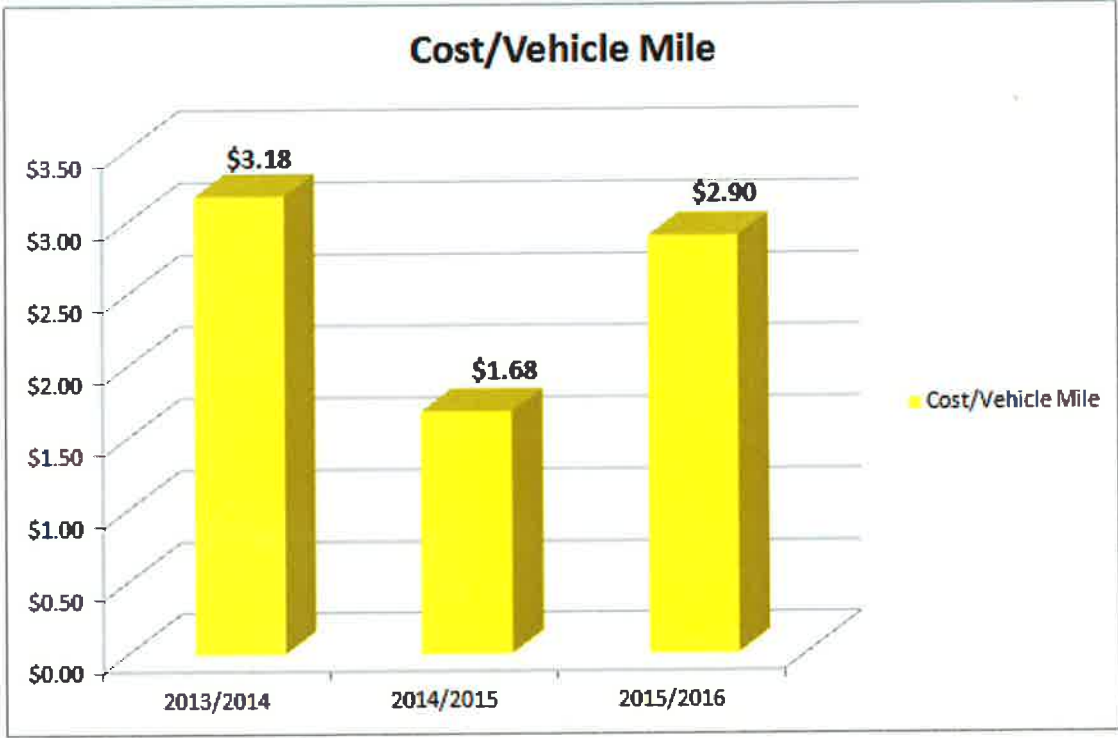
1. How is the Community Transportation Coordinator using school buses in the coordinated system?
Suwannee River Economic Council does not have a contract with the Bradford County School Board to use their vehicles.
2. How is the Community Transportation Coordinator using public transportation services in the coordinated system?
Not applicable
3. Is there a goal for transferring passengers from paratransit to transit?
 Yes No Not applicable
4. What are the minimum liability insurance requirements? \$100,00/\$200,000
5. What are the minimum liability insurance requirements in the operator and coordination contracts? \$100,000/\$200,000
6. Do the minimum liability insurance requirements exceed \$1 million per incident?
 Yes No

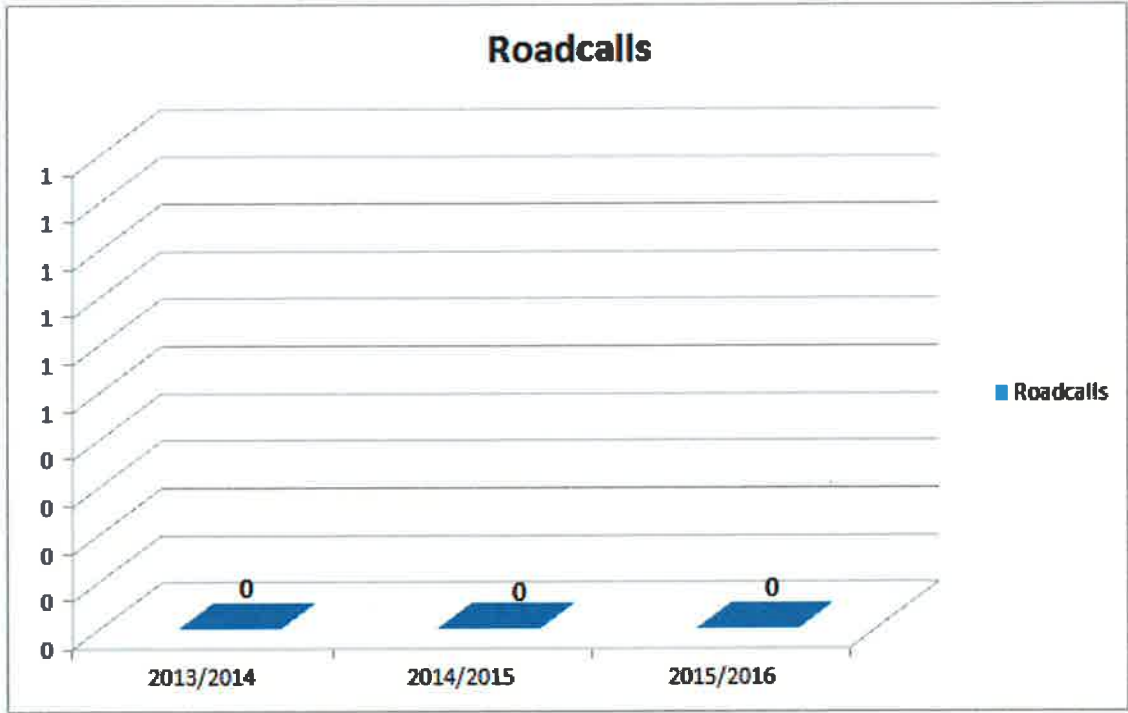
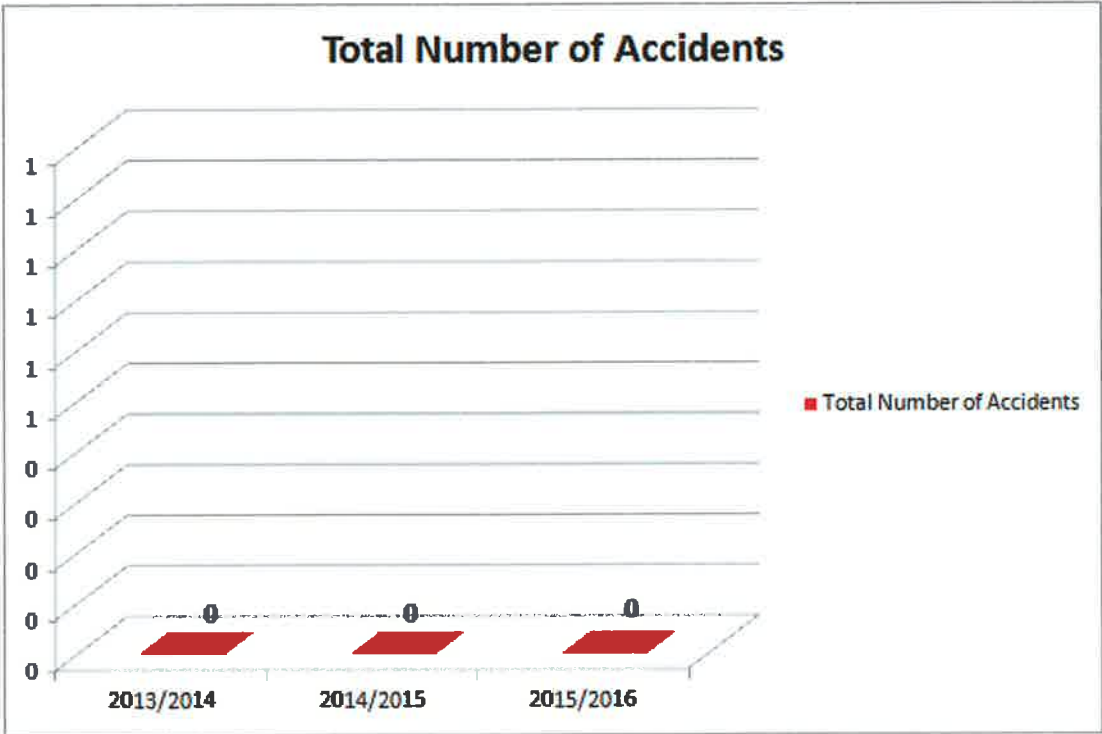
Standards	Comments
Local toll free phone number must be posted in all vehicles.	Suwannee River Economic Council posts local toll free phone number in all vehicles.
Vehicle Cleanliness	Suwannee River Economic Council cleans all vehicles (interior/exterior) at least once a week.
Passenger/Trip Database	Suwannee River Economic Council maintains a passenger database.
Adequate seating	Suwannee River Economic Council provides adequate seating for all passengers.
Driver Identification	Suwannee River Economic Council requires drivers to identify themselves in a manner that is conducive to communications with specific passengers.
Passenger Assistance	Suwannee River Economic Council requires drivers to provide passengers with boarding and exiting assistance.
Smoking, Eating and Drinking	Smoking is prohibited in any vehicle. Eating and drinking on board vehicles is not permitted unless medically necessary.
Two-way Communications	All vehicles are equipped with two-way communications.
Air Conditioning/Heating	All vehicles have working air conditioners and heaters.
Billing Requirements	Suwannee River Economic Council complies with Section 287.0585, Florida Statutes.
Transport of Escorts and dependent children policy	Suwannee River Economic Council requires children under the age of 16 to be accompanied by and escort. Escorts must be provided by the passenger and able to provide necessary assistance to the passenger. Escorts are transported at the rates described in the established rate structure.
Use, Responsibility, and cost of child restraint devices	Suwannee River Economic Council requires all passengers under the age of 4 and or 50 pounds to use a child restrain device. Child restraint devices must be provided by the passenger.

Out-of-Service Area trips	Suwannee River Economic Council may require medical provider verification for any out of county transportation.
CPR/1st Aid	Suwannee River Economic Council does not require drivers to be trained in CPR. Suwannee River Economic Council requires that all vehicles be equipped with biohazard kits as required by State and Federal regulations.
Driver Criminal Background Screening	Suwannee River Economic Council conducts motor vehicle registration checks on drivers every six months.
Passenger Property	Suwannee River Economic Council allows passengers to have personal property that they can place on their lap or stow under the seat. Passengers must be able to independently carry all items brought on the vehicle.
Advance reservation requirements	Suwannee River Economic Council requires trips to be scheduled by 4:00 p.m. the day before service is requested.
Pick-up Window	Passengers shall be picked up 30 minutes before or 30 minutes after their scheduled pick-up time.

Measurable Standards/Goals	Standard/Goal	Is the Community Transportation Coordinator meeting the Standard?
Public Transit Ridership	Not applicable	Not applicable
On-time performance	90%	Yes
Accidents	No more than 1/100,000 miles	Yes
Roadcalls	No more than 5 roadcalls during the evaluation period.	Yes
Complaints	No more than 2/1,000 trips.	Yes
Call-Hold Time	Not applicable	Not applicable







Commission for the Transportation Disadvantaged NET Safety Compliance and Emergency Management Self Certification

THIS CERTIFIES CALENDAR YEAR 2016

DATE: 1/25/2016

SUBCONTRACTED TRANSPORTATION PROVIDER: SUWANNEE RIVER ECONOMIC COUNCIL, INC.

ADDRESS: PO BOX 70, LIVE OAK, FLORIDA, 32064

In accordance with the Medicaid Non-Emergency Transportation Subcontracted Transportation Provider (STP) Contract with the Commission for the Transportation Disadvantaged, the above STP, hereby certifies to the following:

1. The adoption of a System Safety Program Plan and a Security Program Plan (a.k.a. Emergency Management Plan) based on established standards set forth in **Rule Chapter 14.90, F.A.C.** Such plans ensure the continuation of appropriate services during an emergency, including but not limited to localized acts of nature, accidents, and technological and/or attached-related emergencies, both natural and manmade;
2. Compliance with its adopted System Safety Program Plan and Security Program Plan, including:
 - a. Safety inspections of all service vehicles;
 - b. Applicable Drug and Alcohol procedures, including training and monitoring;
 - c. Driver Training and Monitoring.
3. Compliance with requirement of monitoring subcontracted operators;
4. Compliance with maintenance of support documentation for plans, inspections, training and monitoring, and that said documentation is available upon request by an authorized representative of the Commission or the Agency for Health Care Administration.

I understand that providing false information may result in an unfavorable action by the Commission.

Signature:  _____

Name: MATT PEARSON
(Type or Print)

Title: EXECUTIVE DIRECTOR

Rev 1-18-11





Bus Transit System Annual Safety and Security Certification
Certifying Compliance with Rule 14-90, FAC to the
Florida Department of Transportation (FDOT)

Certification Date (Current): 2016

Certification Year: (Previous): 2015

Name and Address of Bus Transit System: Suwannee River Economic Council, Inc.
POB 70
Live Oak FL 32064

The Bus Transit System (Agency) named above hereby certifies the following:

- 1. The Agency has adopted a System Safety Program Plan (SSPP) and a Security Program Plan (SPP) pursuant to the standards set forth in Rule Chapter 14-90, Florida Administrative Code.*
- 2. The Agency is in compliance with its adopted SSPP and SPP.*
- 3. The Agency has performed annual safety inspections on all operational vehicles in accordance with Rule Chapter 14-90, Florida Administrative Code.*
- 4. The Agency has conducted reviews of SSPP and SPP and the plans are up to date.*

Blue Ink Signature: *Matt* Date: *1/6/16*
(Individual Responsible for Assurance of Compliance)

Name: *Matt Pearson* Title: *Executive Director*

Name and address of entity(ies) which has (have) performed bus safety inspections and security assessments:

Name: *See Attachment*

Name of Qualified Mechanic who Performed Annual Inspections: *See Attachment*

Note: Please do not edit or otherwise change this form.

ON-SITE OBSERVATION OF THE SYSTEM

1. Date of Observation: 8/26/2016
2. Location: SREC Transportation Facility to Starke Dialysis Center
3. Number of Passengers picked up/dropped off:
Ambulatory: 1
Non-Ambulatory 0
4. Was the driver on time?
 Yes
 No If no, how many minutes late/early?
5. Did the driver provide passenger assistance?
 Yes
 No
6. Was the driver wearing identification?
 Yes
 No
7. Did the driver ensure the passengers were properly secured?
 Yes
 No
8. Was the interior of the vehicle free of dirt, grime, oil, trash, torn upholstery, damaged or broken seats, protruding metal or other objects or materials which could soil items placed in the vehicle or provide discomfort for the passenger?
 Yes
 No
9. Is there a sign posted on the interior of the vehicle with both a local phone number and the Transportation Disadvantaged Program Helpline for comments/complaints/commendations?
 Yes
 No
10. Did the vehicle have working heat and air conditioning?
 Yes
 No
11. Did the vehicle have two-way communications in good working order?
 Yes
 No
12. If used, was the lift in good working order?
 Yes
 No
 Not Applicable
13. Was there safe and appropriate seating for all passengers?
 Yes
 No
14. Did the driver properly use the lift and secure the passenger?
 Yes
 No
 Not Applicable

PASSENGER SURVEY

1) Where you charged an amount in addition to the passenger fare?

- Yes
- No

2) How often do you use transportation?

- Daily 7 Days/Week
- 1-2 Times/Week
- 3-5 Times/Week
- Other

3) Have you ever been denied transportation services?

- Yes
- No If no, skip to question # 4

A. How many times in the last 6 months have you been denied transportation services?

- None If none, skip to question # 4
- 1-2 Times
- 3-5 Times
- 6-10 Times

B. What was the reason given for refusing you transportation services?

- Ineligible
- Lack of funds
- Destination outside service area
- Space not available
- Other _____

4) What do you normally use the service for?

- Medical
- Education/Training/Day Care
- Employment
- Nutritional
- Life-Sustaining/Other

5) Do you have concerns with your transportation service?

- Yes. If yes, please state or choose problem from below
 - Advance notice
 - Pick up times not convenient
 - Assistance
 - Service Area Limits
 - Drivers - specify
 - Vehicle condition
 - Cost
 - Late pick up-specify time of wait
 - Accessibility
 - Late return pick up - length of wait
 - Reservations - specify length of wait
 - Other _____

No. If no, skip to question # 6

6) On a scale of 1 to 10 (10 being most satisfied) rate the transportation you have been receiving.

10

Additional Comments: None

PASSENGER SURVEY

1) Where you charged an amount in addition to the passenger fare?

- Yes
 No

2) How often do you use transportation?

- Daily 7 Days/Week
 1-2 Times/Week
 3-5 Times/Week
 Other

3) Have you ever been denied transportation services?

- Yes
 No If no, skip to question # 4

A. How many times in the last 6 months have you been denied transportation services?

- None If none, skip to question # 4
 1-2 Times
 3-5 Times
 6-10 Times

B. What was the reason given for refusing you transportation services?

- Ineligible
 Lack of funds
 Destination outside service area
 Space not available
 Other _____

4) What do you normally use the service for?

- Medical
 Education/Training/Day Care
 Employment
 Nutritional
 Life-Sustaining/Other

5) Do you have concerns with your transportation service?

- Yes. If yes, please state or choose problem from below
- | | |
|---|--|
| <input type="checkbox"/> Advance notice | <input type="checkbox"/> Cost |
| <input type="checkbox"/> Pick up times not convenient | <input type="checkbox"/> Late pick up-specify time of wait |
| <input type="checkbox"/> Assistance | <input type="checkbox"/> Accessibility |
| <input type="checkbox"/> Service Area Limits | <input type="checkbox"/> Late return pick up - length of wait |
| <input type="checkbox"/> Drivers - specify | <input type="checkbox"/> Reservations - specify length of wait |
| <input type="checkbox"/> Vehicle condition | <input type="checkbox"/> Other _____ |

No. If no, skip to question # 6

6) On a scale of 1 to 10 (10 being most satisfied) rate the transportation you have been receiving.

10

Additional Comments: None

PASSENGER SURVEY

1) Where you charged an amount in addition to the passenger fare?

- Yes
 No

2) How often do you use transportation?

- Daily 7 Days/Week
 1-2 Times/Week
 3-5 Times/Week
 Other

3) Have you ever been denied transportation services?

- Yes
 No If no, skip to question # 4

A. How many times in the last 6 months have you been denied transportation services?

- None If none, skip to question # 4
 1-2 Times
 3-5 Times
 6-10 Times

B. What was the reason given for refusing you transportation services?

- Ineligible
 Lack of funds
 Destination outside service area
 Space not available
 Other _____

4) What do you normally use the service for?

- Medical
 Education/Training/Day Care
 Employment
 Nutritional
 Life-Sustaining/Other

5) Do you have concerns with your transportation service?

- Yes. If yes, please state or choose problem from below
- | | |
|---|--|
| <input type="checkbox"/> Advance notice | <input type="checkbox"/> Cost |
| <input type="checkbox"/> Pick up times not convenient | <input type="checkbox"/> Late pick up-specify time of wait |
| <input type="checkbox"/> Assistance | <input type="checkbox"/> Accessibility |
| <input type="checkbox"/> Service Area Limits | <input type="checkbox"/> Late return pick up - length of wait |
| <input type="checkbox"/> Drivers - specify | <input type="checkbox"/> Reservations - specify length of wait |
| <input type="checkbox"/> Vehicle condition | <input type="checkbox"/> Other _____ |

No. If no, skip to question # 6

6) On a scale of 1 to 10 (10 being most satisfied) rate the transportation you have been receiving.

10

Additional Comments: None

PASSENGER SURVEY

1) Where you charged an amount in addition to the passenger fare?

- Yes
 No

2) How often do you use transportation?

- Daily 7 Days/Week
 1-2 Times/Week
 3-5 Times/Week
 Other

3) Have you ever been denied transportation services?

- Yes
 No If no, skip to question # 4

A. How many times in the last 6 months have you been denied transportation services?

- None If none, skip to question # 4
 1-2 Times
 3-5 Times
 6-10 Times

B. What was the reason given for refusing you transportation services?

- Ineligible
 Lack of funds
 Destination outside service area
 Space not available
 Other _____

4) What do you normally use the service for?

- Medical
 Education/Training/Day Care
 Employment
 Nutritional
 Life-Sustaining/Other

5) Do you have concerns with your transportation service?

- Yes. If yes, please state or choose problem from below
- | | |
|---|--|
| <input type="checkbox"/> Advance notice | <input type="checkbox"/> Cost |
| <input type="checkbox"/> Pick up times not convenient | <input type="checkbox"/> Late pick up-specify time of wait |
| <input type="checkbox"/> Assistance | <input type="checkbox"/> Accessibility |
| <input type="checkbox"/> Service Area Limits | <input type="checkbox"/> Late return pick up - length of wait |
| <input type="checkbox"/> Drivers - specify | <input type="checkbox"/> Reservations - specify length of wait |
| <input type="checkbox"/> Vehicle condition | <input type="checkbox"/> Other _____ |

No. If no, skip to question # 6

6) On a scale of 1 to 10 (10 being most satisfied) rate the transportation you have been receiving.

10

Additional Comments: None

PASSENGER SURVEY

1) Where you charged an amount in addition to the passenger fare?

- Yes
 No

2) How often do you use transportation?

- Daily 7 Days/Week
 1-2 Times/Week
 3-5 Times/Week
 Other

3) Have you ever been denied transportation services?

- Yes
 No If no, skip to question # 4

A. How many times in the last 6 months have you been denied transportation services?

- None If none, skip to question # 4
 1-2 Times
 3-5 Times
 6-10 Times

B. What was the reason given for refusing you transportation services?

- Ineligible
 Lack of funds
 Destination outside service area
 Space not available
 Other _____

4) What do you normally use the service for?

- Medical
 Education/Training/Day Care
 Employment
 Nutritional
 Life-Sustaining/Other

5) Do you have concerns with your transportation service?

- Yes. If yes, please state or choose problem from below
- | | |
|---|--|
| <input type="checkbox"/> Advance notice | <input type="checkbox"/> Cost |
| <input type="checkbox"/> Pick up times not convenient | <input type="checkbox"/> Late pick up-specify time of wait |
| <input type="checkbox"/> Assistance | <input type="checkbox"/> Accessibility |
| <input type="checkbox"/> Service Area Limits | <input type="checkbox"/> Late return pick up - length of wait |
| <input type="checkbox"/> Drivers - specify | <input type="checkbox"/> Reservations - specify length of wait |
| <input type="checkbox"/> Vehicle condition | <input type="checkbox"/> Other _____ |

No. If no, skip to question # 6

6) On a scale of 1 to 10 (10 being most satisfied) rate the transportation you have been receiving.

10

Additional Comments: None

PASSENGER SURVEY

1) Where you charged an amount in addition to the passenger fare?

- Yes
 No

2) How often do you use transportation?

- Daily 7 Days/Week
 1-2 Times/Week
 3-5 Times/Week
 Other

3) Have you ever been denied transportation services?

- Yes
 No If no, skip to question # 4

A. How many times in the last 6 months have you been denied transportation services?

- None If none, skip to question # 4
 1-2 Times
 3-5 Times
 6-10 Times

B. What was the reason given for refusing you transportation services?

- Ineligible
 Lack of funds
 Destination outside service area
 Space not available
 Other _____

4) What do you normally use the service for?

- Medical
 Education/Training/Day Care
 Employment
 Nutritional
 Life-Sustaining/Other

5) Do you have concerns with your transportation service?

- Yes. If yes, please state or choose problem from below
- | | |
|---|--|
| <input type="checkbox"/> Advance notice | <input type="checkbox"/> Cost |
| <input type="checkbox"/> Pick up times not convenient | <input type="checkbox"/> Late pick up-specify time of wait |
| <input type="checkbox"/> Assistance | <input type="checkbox"/> Accessibility |
| <input type="checkbox"/> Service Area Limits | <input type="checkbox"/> Late return pick up - length of wait |
| <input type="checkbox"/> Drivers - specify | <input type="checkbox"/> Reservations - specify length of wait |
| <input type="checkbox"/> Vehicle condition | <input type="checkbox"/> Other _____ |

No. If no, skip to question # 6

6) On a scale of 1 to 10 (10 being most satisfied) rate the transportation you have been receiving.

10

Additional Comments: None

LEVEL OF COST

**FLCTD
Annual Operations Report
Section VII: Expense Sources**

County: Dixie		Fiscal Year: July 1, 2015 - June 30, 2016	
Status: Submitted to FLCTD			
Section VII: Financial Data			
2. Expense Sources			
Expense Item	Community Transportation Coordinator	Coordination Contractor	TOTAL EXPENSES
Labor (501):	\$89,739.00	\$0.00	\$89,739.00
Fringe Benefits (502):	\$49,499.00	\$0.00	\$49,499.00
Services (503):	\$18,638.00	\$0.00	\$18,638.00
Materials and Supplies Cons. (504):	\$114,177.00	\$0.00	\$114,177.00
Utilities (505):	\$9,688.00	\$0.00	\$9,688.00
Casualty and Liability (506):	\$12,227.00	\$0.00	\$12,227.00
Taxes (507):	\$207.00	\$0.00	\$207.00
Purchased Transportation Services (508)			
Bus Pass Expenses:	\$0.00	\$0.00	\$0.00
School Bus Expenses:	\$0.00	\$0.00	\$0.00
Other:	\$1,575.00	\$0.00	\$1,575.00
Miscellaneous (509):	\$1,803.00	\$0.00	\$1,803.00
Interest (511):	\$0.00	\$0.00	\$0.00
Leases and Rentals (512):	\$0.00	\$0.00	\$0.00
Annual Depreciation (513):	\$6,136.00	\$0.00	\$6,136.00
Contributed Services (530):	\$21,048.00	\$0.00	\$21,048.00
Allocated Indirect Expenses:	\$0.00	\$0.00	\$0.00
GRAND TOTAL:	\$324,737.00	\$0.00	\$324,737.00

LEVEL OF COMPETITION

1. Inventory of Transportation Operators in the Service Area

	Transportation Providers Available	Transportation Providers Contracted in the System.
Private Non-Profit	3	2
Private For-Profit	0	0
Government	0	0
Public Transit Agency	0	0
Total	3	2

2. How many of the operators are coordination contractors? 1

3. Does the Community Transportation Coordinator have a competitive procurement process?
 Yes
 No

4. What methods have been used in selection of the transportation operators?

<input type="checkbox"/>	Low bid
<input type="checkbox"/>	Requests for qualifications
<input type="checkbox"/>	Negotiation only

<input checked="" type="checkbox"/>	Requests for proposals
<input type="checkbox"/>	Requests for interested parties
<input type="checkbox"/>	



LEVEL OF COORDINATION

1. **Public Information** – How is public information distributed about transportation services in the community?

Suwannee River Economic Council distributes brochures in the community.

2. **Eligibility** – How is passenger eligibility coordinated for local transportation services?

Suwannee River Economic Council determines passenger eligibility except for passengers using Florida's Managed Medical Care Program.

3. **Call Intake** – To what extent is transportation coordinated to ensure that a user can reach a Reservationist on the first call?

Individuals call Suwannee River Economic Council to schedule all trips except trips provided through Florida's Managed Medical Care Program.

4. **Reservations** – How is the duplication of a reservation prevented?

Suwannee River Economic Council handles all trip reservations except trip reservations for Florida's Managed Medical Care Program.

5. **Trip Allocation** – How is the allocation of trip requests to providers coordinated?

Suwannee River Economic Council handles all trip allocations.

6. **Scheduling** – How is the trip assignment to vehicles coordinated?

Suwannee River Economic Council schedules all trips except for trips provided in Florida's Managed Medical Care Program.

7. **General Service Monitoring** – How is the overseeing of transportation operators coordinated?

Suwannee River Economic Council monitors transportation operators under contract with Suwannee River Economic Council.



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Columbia • Dixie • Gilchrist
Hamilton • Lafayette • Levy • Madison
Marion • Suwannee • Taylor • Union Counties

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October 17, 2016

TO: Bradford County Transportation Disadvantaged Coordinating Board
FROM: Lynn Godfrey, AICP, Senior Planner
SUBJECT: Rural Area Capital Assistance Program Grant Application

RECOMMENDATION

The Board needs to approve Suwannee River Economic Council's application for Rural Area Capital Assistance Program Grant funds.

BACKGROUND

The Rural Area Capital Assistance 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.

Attached is Suwannee River Economic Council's Rural Area Capital Assistance Program Grant application. If you have any questions concerning this matter, please do not hesitate to contact me.

Attachment

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EXHIBIT A

Commission for the Transportation Disadvantaged
Grant Application Form for
the Shirley Conroy Rural Area
Capital Assistance Program Grant

1. DATE SUBMITTED: August 1, 2016
2. LEGAL NAME OF APPLICANT: Suwannee River Economic Council Inc.
3. FEDERAL IDENTIFICATION NUMBER: 59-1101989
4. REMITTANCE ADDRESS: PO Box 70
5. CITY AND STATE: Live Oak, FL ZIP CODE: 32064
6. CONTACT PERSON FOR THIS GRANT: Matt Pearson, Executive Director
7. PHONE NUMBER: 386/362-4115 ext. 223 FAX NUMBER: 386/362-4078
8. E-MAIL ADDRESS: mpearson@suwanneeec.net
9. PROJECT LOCATION [County(ies)]: Bradford
10. PROPOSED START DATE: February 1, 2017 ENDING DATE: June 30, 2018
11. ESTIMATED PROJECT FUNDING REQUESTED:
Grant Funds \$ 48,000.00
Local \$ REDI
TOTAL \$ 48,000.00

12. I hereby certify that this document has been duly authorized by the governing body of the applicant, and the applicant intends to complete the project, and to comply with any attached assurances if the assistance is awarded.

Matt Pearson, Executive Director

TYPED NAME OF AUTHORIZED REPRESENTATIVE AND TITLE

Matt
SIGNATURE OF AUTHORIZED REPRESENTATIVE

August 1, 2016

DATE

13. Local Coordinating Board Approval

I hereby certify that this grant has been reviewed in its entirety by the

Bradford County Coordinating Board.

COORDINATING BOARD CHAIRPERSON'S SIGNATURE

DATE

EXHIBIT B

PROPOSED PROJECT FUNDING

I. Project Description and Cost – Include a copy of the TRIPS vehicle order form used to determine price or quote received for other capital equipment to document cost.

Capital equipment - **Prioritize based on need.**
If vehicle, specify type of vehicle and fuel type
(gas, diesel, alternative)

1.MV1; gas	\$48,000.00
2.	\$
3.	\$

Total Project Cost \$48,000.00

II. Funding Participation

A. Transportation Disadvantaged Trust Funds	(90%) * \$48,000.00
B. Local Match	(10%) * \$REDI
C. Total Project Cost	\$48,000.00

* If REDI, include 100% of the total project cost on the Transportation Disadvantaged Trust Funds line and "REDI" on the Local Match line.

EXHIBIT C

SCOPE

Who:

Suwannee River Economic Council, Inc. currently provides transportation services to the disadvantaged in Bradford County. Over 12,000 trips are expected to be performed in the upcoming year. Many of these riders have no other means of transportation to and from medical facilities. In most cases it is over 70 miles to the nearest medical facility from these rural areas. Many of these riders are elderly and in need of life sustaining treatments. Approval of this grant will ensure the quality of service these people receive will be at a level that is deserved.

What:

SREC, Inc. will use this grant to purchase a smaller MV-1 vehicle for a more efficient and economical mode of transportation when the trip has fewer passengers. Therefore, enhancing the service that so many in Bradford County depend on for the sustaining of life.

Where:

Services will be provided for residents in Bradford County's routes that will take clients to Gainesville, Jacksonville, and other areas that have medical facilities for medical treatment.

When:

SREC, Inc. predicts that the services provided by this grant can begin by February 1, 2017. This will allow time for the new vehicle to be purchased.

How:

This service will be a continuation of the services that are already being provided and therefore should not cause any interruptions of services. The new vehicle that will be obtained through this grant will only enhance the quality of service and ensure the continuation of these services. We are requesting REDI qualification for the local match requirement as Bradford County is located in the North Central region of the Rural Area of Opportunity.

Why:

SREC, Inc. recognizes the need for higher quality yet more efficient transportation service in Bradford County. SREC, Inc. also recognizes that it operates in an extremely rural area with few paved roads and great distances to travel to the nearest medical facilities. Therefore, the needs to continually replace vans is very important to the continued success of the transportation program in Bradford County.

Status of 2014/2015 and 2015/2016 Grants:

SREC, Inc. was not awarded a grant for Bradford County in 2015-2016. In 2014-2015 we purchased the "Trip Master Enterprise Edition" transportation software by CTS which included a software upgrade and Data Terminals for our drivers. The new system is installed and working, and has already improved the efficiency of daily operations as well as enhanced the service we provide to our passengers in Bradford County.

EXHIBIT F

CURRENT VEHICLE INVENTORY FORM

Name of CTC: Suwannee River Economic Council, Inc.

Model Year	Chassis Make And Model	VIN (17-digits)	Maximum Ambulatory/ Maximum Wheelchair Passengers	Average Vehicle Miles Per Year	Current Mileage As Of (Date)	Anticipated Retire Year	Source Funded By
2009	Ford Cutaway	1FDFE45S79DA88334	12+2	9,753	68,273 7/20/16	2014	FDOT 5311-STIM
2010	Ford Van	1FTNE2ELXADA75692	ST+2	5,756	34,535 7/20/16	2015	FDOT 5310
2009	Chevy Cutaway	1GBJG31K781231943	8+1	15,409	102,865 7/20/16	2018	TD-RC
2010	Chevy Cutaway	1GBJG31K791172605	8+1	11,847	71,081 7/20/16	2018	FDOT 5310
2012	Chevy Cutaway	1GB3G2BG4B1172032	8+2	22,736	90,944 7/20/16	2018	FDOT 5310
2011	Chevy Cutaway	1GB3G2BG4B1171589	8+2	10,206	51,031 7/20/16	2020	TD-RC
2013	Chevy Cutaway	1GB3G2BG0D1175402	8+2	24,778	74,334 7/20/16	2020	FDOT 5310
2015	Chevy Cutaway	1GB3G2BG0E1198468	8+2	25,106	50,211 7/20/16	2020	FDOT 5310
2016	Ford Cutaway	1FDFE4FS0FDA35288	12+2	1,064	1,064 7/20/16	2021	FDOT 5339

NOTE: Identify the Vehicle(s) that would be replaced with this or other grants by placing * next to the model year.

2016-17 Shirley Conroy Rural Area Capital Assistance Program Grant Summary

County(ies)	Applicant Name	Agency Type / % Rural Population (2010 Census)	Capital Equipment Requested (Prioritized as listed)	Total Project Cost (100%)	TD Dollar Amount (90% or 100% REDI)	Required Match (10% or 0% REDI)	Staff Notes	Funding	Contingency Funding	Committee Recommended Projects to Fund
Alachua	MV Contract Transportation, Inc.	For Profit 21.2%	1. 23 tablets to be used as mobile data terminals (23 x \$1,086.95 = \$25,000)	\$25,000.00	\$22,500.00	\$2,500.00		\$22,500.00		Fund as requested.
Baker	Baker County Council on Aging, Inc.	Non-Profit 59.5%	1. Two computers with 23-inch monitors (2 x \$747.49 = \$1,494.98) 2. Computer with 40-inch monitor (\$1,010) 3. Three mobile data terminals (3 x \$2,640.31 = \$7,920.93) 4. Post accident investigation software (\$516.95) 5. Twenty rechargeable flashlights (20 x \$98.85 = \$1,977) 6. Laptop (\$699.99) 7. 50-inch television with wall mount (\$674.99)	\$14,294.84	\$14,294.84	\$0.00	Requests REDI match waiver. Last year received \$31,140 in maintenance equipment.		\$10,425.91	Contingency funding of priorities 1, 2, and 3 projects.
Bradford	Suwannee River Economic Council, Inc.	Non-Profit 75.5%	1. One wheelchair accessible expansion vehicle (MV1) (\$50,400)	\$50,400.00	\$50,400.00	\$0.00	Requests REDI match waiver.	\$50,400.00		Fund as requested.
Calhoun	Calhoun County Senior Citizens Association, Inc.	Non-Profit 67.5%	1. One expansion wheelchair accessible mini-van (\$48,139)	\$48,139.00	\$43,325.00	\$4,814.00	Received one vehicle last year (\$63,179).	\$43,325.00		Fund as requested.
Clay	Clay County Council on Aging, Inc.	Non-Profit 15.0%	1. Three replacement vehicles (3 x \$82,982 = \$248,946) 2. Three computers (3 x \$1,051 = \$3,153)	\$252,099.00	\$226,889.10	\$25,209.90	Last year received \$55,808 for two small vehicles.	\$77,521.50		Fund one vehicle and three computers.
Collier	Collier County Board of County Commissioners	Government 8.5%	1. Real time call notification service (\$58,000) 2. Web/mobile customer service application (\$65,040)	\$123,040.00	\$110,736.00	\$12,304.00			\$52,200.00	Contingency funding for priority 1 project.
Columbia/Hamilton/Suwannee	Suwannee Valley Transit Authority	Government 69.3%	1. One replacement vehicle (\$81,901) 2. One replacement mini-van (\$23,100)	\$105,001.00	\$105,001.00	\$0.00	Replacing 2006 and 2007 model vehicles. Unknown current mileages. Last year received \$101,683 for one minivan and one vehicle. Requests REDI match waiver.	\$105,001.00		Fund as requested.
Dixie/Gilchrist	Suwannee River Economic Council, Inc.	Non-Profit 80.5%	1. One wheelchair accessible replacement vehicle (MV1) (\$50,400)	\$50,400.00	\$50,400.00	\$0.00	Replacing a 2010 vehicle with 126,231 miles. Last year received \$65,000 for one vehicle. Requests REDI match waiver.	\$50,400.00		Fund as requested.

2016-17 Shirley Conroy Rural Area Capital Assistance Program Grant Summary										
County(ies)	Applicant Name	Agency Type / % Rural Population (2010 Census)	Capital Equipment Requested (Prioritized as listed)	Total Project Cost (100%)	TD Dollar Amount (90% or 100% REDI)	Required Match (10% or 0% REDI)	Staff Notes	Funding	Contingency Funding	Committee Recommended Projects to Fund
Franklin	Gulf County Association for Retarded Citizens, Inc.	Non-Profit 68.0%	1. One replacement wheelchair accessible minivan (\$47,557)	\$47,557.00	\$47,557.00	\$0.00	Requests REDI match waiver.	\$47,557.00		Fund as requested.
Gulf	Gulf County Association for Retarded Citizens, Inc.	Non-Profit 77.1%	1. One replacement wheelchair accessible minivan (\$47,557) 2. One replacement minivan (\$22,007)	\$69,564.00	\$69,564.00	\$0.00	Replacing a 2009 mini-van (140,000 miles) and a 2008 mini-van (150,000+). Last year received \$18,125 for one sedan. Requests REDI match waiver.	\$69,564.00		Fund as requested.
Hardee/ Highlands/ Okeechobee	MV Contract Transportation, Inc.	For Profit 29.2%	1. One replacement wheelchair accessible minivan (\$49,952.70)	\$49,952.70	\$44,957.43	\$4,995.27	Replacing a 2007 mini-van with 243,000 miles. Last year received \$119,742 for two vehicles.	\$44,957.43		Fund as requested.
Hendry/ Glades	Good Wheels, Inc.	Non-Profit 46.0%	1. One replacement vehicle (\$74,320) 2. One replacement vehicle (\$74,320) 3. One expansion vehicle (\$74,320)	\$222,906.00	\$222,906.00	\$0.00	Replacement vehicles: 2007 - 331,723 miles; 2007 - 416,274 miles. Received two vehicles last year (\$141,562). Requests REDI match waiver.	\$222,906.00		Fund two replacement vehicles.
Hernando	Mid Florida Community Services, Inc.	Non-Profit 19.4%	1. Two replacement vehicles (2 x \$99,000 = \$198,000)	\$198,000.00	\$178,200.00	\$19,800.00	Replacing a 2006 vehicle (176,830 miles) and a 2008 vehicle (189,029 miles). Last year received \$62,465 for one vehicle.	\$89,100.00		Fund one vehicle.
Holmes/ Walton/ Washington	Tri-County Community Council, Inc.	Non-Profit 71.6%	1. Two expansion vehicles (2 x \$102,726.75 = \$205,453.50)	\$205,453.50	\$205,453.50	\$0.00	Requests REDI match waiver.	\$102,726.75		Fund one vehicle.
Jackson	Jackson County Transportation	Non-Profit 75.4%	1. One expansion vehicle (\$72,937.20)	\$72,937.20	\$72,937.20	\$0.00	Last year received \$65,664 for one vehicle. Requests REDI match waiver.		\$72,937.20	Contingency fund one vehicle.
Lake	Lake County Board of County Commissioners	Government 19.3%	1. Two replacement vehicles (2 x \$72,718 = \$145,436)	\$145,436.00	\$130,892.40	\$14,543.60	Replacing two 2009 vehicles (242,436 miles and 210,426 miles).	\$130,892.40		Fund as requested.
Levy	Levy County Board of County Commissioners	Government 92.0%	1. One replacement vehicle (\$77,879)	\$77,879.00	\$77,879.00	\$0.00	Replacing a 2009 vehicle with 335,492 miles. Last year received \$73,259 for one vehicle. Requests REDI match waiver.	\$77,879.00		Fund as requested.
Liberty	Liberty County Board of County Commissioners	Government 100.0%	1. One expansion vehicle (\$70,898)	\$70,898.00	\$63,808.20	\$7,089.80	Last year received \$40,743 for one mini-van.		\$63,808.20	Contingency fund one vehicle.

2016-17 Shirley Conroy Rural Area Capital Assistance Program Grant Summary										
County(ies)	Applicant Name	Agency Type / % Rural Population (2010 Census)	Capital Equipment Requested (Prioritized as listed)	Total Project Cost (100%)	TD Dollar Amount (90% or 100% REDI)	Required Match (10% or 0% REDI)	Staff Notes	Funding	Contingency Funding	Committee Recommended Projects to Fund
Marion	Marion Senior Services, Inc.	Non-Profit 31.0%	1. Hybrid mobile digital video recording system (\$63,087.98) 2. Two vehicles (2 x \$80,329.20 = \$160,658.40) 3. Three computers (3 x \$1,200 = \$3,600)	\$227,346.38	\$204,611.74	\$22,734.64	Both vehicles would be replacement. (#45 - 2007 - 314,421 miles; #46 - 2007 - 206,650 miles)	\$56,779.18	\$72,296.28	Fund video system. Contingency fund one replacement vehicle.
Monroe	Guidance Care Center, Inc.	Non-Profit 8.7%	1. Fourteen onboard vehicle cameras (\$735 x 14 = \$10,520) 2. Installation of onboard vehicle cameras (2 hours x 14 vehicles x \$98/hour = \$2,744)	\$13,264.00	\$11,938.00	\$1,326.00		\$11,938.00		Fund as requested.
Nassau	Nassau County Council on Aging, Inc.	Non-Profit 48.1%	1. One replacement vehicle (\$93,948) 2. Fifteen vehicle camera systems (15 x \$2,508.46 = \$37,626.85)	\$131,575.00	\$131,575.00	\$0.00	Requests REDI match waiver.	\$131,575.00		Fund as requested.
Okaloosa	Okaloosa County Board of County Commissioners	Government 12.1%	1. Five expansion wheelchair accessible vans/small vehicles (\$70,821 x 5 = \$354,105) 2. Graphics (\$3,000 x 5 = \$15,000)	\$369,105.00	\$332,194.50	\$36,910.50		\$63,730.80		Fund one vehicle, without a wrap.
Polk	Lakeland Area Mass Transit District	Government 13.5%	1. One replacement vehicle (\$122,224)	\$122,224.00	\$110,001.00	\$12,223.00	Receiving vehicles through trip and equipment grant.			Do not fund.
St. Lucie	St. Lucie County Board of County Commissioners	Government 3.4%	1. Simpli Transport Scheduling and Dispatch Software (\$4,800.00) 2. Administrative Support from Software Company (\$500.00) 3. Marketing (\$200.00)	\$5,500.00	\$4,950.00	\$550.00	Applied for by the CTC (county government) for the benefit of the county's Veterans Services Division.			Do not fund.
					\$2,532,970.91	\$165,000.71		\$1,398,753.06	\$271,667.59	

Available Funding = \$1,400,000.00

Remaining Balance = \$1,246.94



II . C .
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October 17, 2016

TO: Bradford County Transportation Disadvantaged Coordinating Board
FROM: Lynn Godfrey, AICP, Senior Planner
SUBJECT: 2015-2016 Annual Operations Report

RECOMMENDATION

Review the 2015/2016 Annual Operations Report.

BACKGROUND

Suwannee River Economic Council is required to submit an annual operations report to the Florida Commission for the Transportation Disadvantaged by September 15 of each year. Attached is the Fiscal Year 2015-2016 Annual Operations Report for Bradford County.

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

Attachment

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FLCTD
Annual Operations Report
Section I: Face Sheet

County: Bradford	Fiscal Year: July 1, 2015 - June 30, 2016
Status: Submitted to FLCTD	
Report Date:	08/31/2016
Period Covered:	July 1, 2015 - June 30, 2016
Coordinator's Name:	Suwannee River Economic Council, Inc.
Address:	P.O. Box 70
City:	Live Oak
Zip Code:	32064
Service Area:	Bradford
Contact Person:	Matt Pearson
Title:	Executive Director
Phone:	(386) 362 - 4115
Fax:	(386) 362 - 4078
Email:	mattpearson@suwanneec.net
Network Type:	Partial Brokerage
Organization Type:	Private Non-Profit
CTC Certification:	
I, Matt Pearson, as the authorized Community Transportation Coordinator (CTC) Representative, hereby certify, under the penalties of perjury as stated in Chapter 837.06, F.S., that the information contained in this report is true, accurate, and in accordance with the accompanying instructions.	
CTC Representative (signature)	

LCB Statement:	
I, _____, as the local Coordinating Board Chairperson, hereby, certify in accordance with Rule 41-2.007(7) F.S. that the local Coordinating Board has reviewed this report and the Planning Agency has received a copy.	
LCB Signature	

FLCTD
Annual Operations Report
Section II: General Info

County: **Bradford**

Fiscal Year: **July 1, 2015 - June 30, 2016**

Status: **Submitted to FLCTD**

Section II: Coordinated System General Information

1. Provider Listing (include the CTC, if the CTC provides transportation services)

Number of Private Non-Profits: 2

Number of Private For-Profits: 0

Public Entities:

School Board: 0

Municipality: 0

County: 0

Transit Authority: 0

Other: 0

Total: 2

2. How many of the providers listed in 1 are coordination contractors?

1

FLCTD

Annual Operations Report

Section III: Passenger Trip Info

County: Bradford		Fiscal Year: July 1, 2015 - June 30, 2016	
Status: Submitted to FLCTD			
Section III: Passenger Trip Information			
1a. One-Way Passenger Trips			
Type of Service	Service Area		
Fixed Route/Fixed Schedule	Within	Outside	Total
Daily Trip Tickets	0	0	0
Weekly Passes	0	0	0
Monthly Passes	0	0	0
Deviated Fixed Route Service			
	0	0	0
Paratransit			
Ambulatory	17050	4492	21542
Non-Ambulatory	1738	299	2037
Stretcher	103	0	103
Other Services			
School Board Trips	0	0	0
Total Trips	18891	4791	23682
1b. How many of the total trips were provided by contracted transportation providers (do not include the CTC, if the CTC provides transportation services)?			0
1c. How many of the total trips were provided by coordination contractors?			13611
2. One-Way Trips by Funding Source			
Agency for Health Care Administration			3891
Agency for Persons with Disabilities			13611
Agency for Workforce Innovation			0
Commission for the Transportation Disadvantaged			4856
Department of Children and Families			0
Department of Community Affairs			0
Department of Education			0
Department of Elder Affairs			1324
Department of Health			0

Department of Juvenile Justice	0
Florida Department of Transportation	0
Local Government	0
Local Non-Government	0
Other Federal Programs	0
Total:	23682
3. One-Way Trips by Passenger Type	
Was this information obtained by sampling?	
Elderly	
Low Income:	4498
Disabled:	384
Low Income and Disabled:	419
Other:	0
Children	
Low Income:	439
Disabled:	102
Low Income and Disabled:	0
Other:	0
Other	
Low Income:	5541
Disabled:	643
Low Income and Disabled:	11656
Other:	0
Total:	23682
4. One-Way Passenger Trips - by Purpose	
Was this information obtained by sampling?	yes
Medical Purpose	8140
Employment Purpose	0
Education/Training/Daycare Purpose	13988
Nutritional Purpose	1324
Life-Sustaining/Other Purpose	230
Total:	23682
5. Unduplicated Passenger Head Count	
5a. Paratransit/Deviated Fixed Route/ School Brd	523

5b. Fixed Route	0
Total:	523
6. Number of Unmet Trip Requests	
	24
Unmet Trip Requests by Type of Trip	
Unmet Medical	0
Unmet Employment	0
Unmet Education/Training/Daycare	0
Unmet Nutritional	0
Unmet Life-Sustaining/Other	24
Reason Trip was Denied (Optional)	
Lack of Funding:	0
Lack of Vehicle Availability:	0
Lack of Driver Availability:	0
Other:	0
7.) Number of Passenger No-shows	
	171
Passenger No-Shows by Funding Source (optional)	
CTD:	0
AHCA:	0
AWI:	0
DCF:	0
APD:	0
DOE:	0
DOEA:	0
Other:	0
8. Complaints	
Complaints by Service	2
Complaints by Policy	0
Complaints by Vehicle	0
Complaints by Other	0
Complaint Total:	2
9. Commendations	
Commendations by CTC	0

Commendations by Transportation Providers	0
Commendations by Coordination Contractors	0
Total Commendations:	0

FLCTD
Annual Operations Report
Section IV: Vehicle Info

County: Bradford		Fiscal Year: July 1, 2015 - June 30, 2016	
Status: Submitted to FLCTD			
Section IV: Vehicle Information			
1. Mileage Information			
	Vehicle Miles		Revenue Miles
CTC:	109344		88569
Transportation Providers:	0		0
Coordination Contractors:	87672		82061
School Bus Utilization Agreement:	0		0
Total:	197016		170630
2. Roadcalls			
	0		
3. Accidents			
	Chargeable		Non-Chargeable
Total Accidents Person Only:	0		0
Total Accidents Vehicle Only:	0		0
Total Accidents Person & Vehicle:	0		0
Total Accidents:	0		0
Grand Total:	0		
4. Total Number of Vehicles			
	12		
	Count		Percentage
a. Total vehicles that are wheelchair accessible:	11		91.00%
b. Total vehicles that are stretcher equipped:	1		8.00%

FLCTD
Annual Operations Report
Section V: Employee Info

County: Bradford		Fiscal Year: July 1, 2015 - June 30, 2016	
Status: Submitted to FLCTD			
Section V: Employee Information			
1. CTC and Transportation Provider Employee Information			
			Hours
Full-Time Drivers	3		7993
Part-Time Drivers	1		1259
Volunteer Drivers	0		0
Total Hours:			9252
Maintenance Employees	0		
Dispatchers	1		
Schedulers	0		
Call Intake/Reserv./Cust. Serv.	0		
Other Operations Employees	0		
			Hours
Other Volunteers	0		0
Administrative Support	1		
Management Employees	1		
Total	7		
2. Coordination Contractors Employee Information			
			Hours
Full-Time Drivers	3		7110
Part-Time Drivers	3		3325
Volunteer Drivers	0		0
Total Hours:			10435
Maintenance Employees	0		
Dispatchers	0		
Schedulers	0		
Call Intake/Reserv./Cust. Serv.	0		

Other Operations Employees	0	
		Hours
Other Volunteers	0	0
Administrative Support	0	
Management Employees	0	
Total	6	
		TOTAL HOURS: 19687

FLCTD
Annual Operations Report
Section VI: Revenue Sources

County: Bradford		Fiscal Year: July 1, 2015 - June 30, 2016	
Status: Submitted to FLCTD			
Section VI: Financial Data			
1. Detailed Revenue and Trips Provided by Funding Source			
Revenue Source	CTC and Transportation Providers	Coordination Contractors	TOTAL REVENUES
Agency for Health Care Administration			
Medicaid Non-Emergency	\$86,681.00	\$0.00	\$86,681.00
Medicaid Non-Emergency (under fixed fee service with AHCA)	\$0.00	\$0.00	\$0.00
Agency for Persons with Disabilities			
Comm Care for Dis Adults/Aging & Adult Services	\$0.00	\$0.00	\$0.00
Developmental Services	\$0.00	\$163,596.00	\$163,596.00
Other (specify)	\$0.00	\$0.00	\$0.00
Agency for Workforce Innovation			
WAGES/Workforce Board	\$0.00	\$0.00	\$0.00
Other (specify)	\$0.00	\$0.00	\$0.00
Commission for the Transportation Disadvantaged			
Non-Sponsored Trip Program	\$119,844.00	\$0.00	\$119,844.00
Non-Sponsored Cap. Equip.	\$0.00	\$0.00	\$0.00
Rural Capital Equip.	\$0.00	\$0.00	\$0.00
TD Other (specify)	\$0.00	\$0.00	\$0.00
Department of Children and Families			
Alcohol, Drug Abuse & Mental Health Program	\$0.00	\$0.00	\$0.00
Family Safety & Preservation	\$0.00	\$0.00	\$0.00
Other (specify)	\$0.00	\$0.00	\$0.00
Department of Community Affairs			
Community Services	\$0.00	\$0.00	\$0.00
Other (specify)	\$0.00	\$0.00	\$0.00
Department of Education			
Carl Perkins Vocational Ed. Act	\$0.00	\$0.00	\$0.00
Division of Blind Services	\$0.00	\$0.00	\$0.00

Vocational Rehabilitation	\$0.00	\$0.00	\$0.00
Day Care Programs	\$0.00	\$0.00	\$0.00
Other (specify)	\$0.00	\$0.00	\$0.00
Department of Elder Affairs			
Older Americans Act	\$20,336.00	\$0.00	\$20,336.00
Community Care for the Elderly	\$0.00	\$0.00	\$0.00
Other (specify)	\$0.00	\$0.00	\$0.00
Department of Health			
Children's Medical Services	\$0.00	\$0.00	\$0.00
Office of Disability Deter.	\$0.00	\$0.00	\$0.00
County Public Health Unit	\$0.00	\$0.00	\$0.00
Other (specify)	\$0.00	\$0.00	\$0.00
Department of Juvenile Justice			
(specify)	\$0.00	\$0.00	\$0.00
Department of Transportation			
49 USC 5307 (Section 9)	\$0.00	\$0.00	\$0.00
49 USC 5310 (Section 16)	\$0.00	\$0.00	\$0.00
49 USC 5311 (Section 18)	\$153,611.00	\$0.00	\$153,611.00
490USC 5311(f) (Section 18i)	\$0.00	\$0.00	\$0.00
Block Grant	\$0.00	\$0.00	\$0.00
Service Development	\$0.00	\$0.00	\$0.00
Commuter Assistance Program	\$0.00	\$0.00	\$0.00
Other DOT (Specify)49 USC 5339 sec. 16	\$70,000.00	\$29,955.00	\$99,955.00
Local Government			
School Board Service	\$0.00	\$0.00	\$0.00
Complementary ADA Service	\$0.00	\$0.00	\$0.00
County Cash	\$0.00	\$0.00	\$0.00
County In-Kind	\$0.00	\$0.00	\$0.00
City Cash	\$0.00	\$0.00	\$0.00
City In-Kind	\$0.00	\$0.00	\$0.00
Other Cash (specify)	\$0.00	\$0.00	\$0.00
Other In-Kind (specify)	\$0.00	\$0.00	\$0.00
Local Non-Government			
Farebox	\$0.00	\$0.00	\$0.00
Donations, Contributions	\$0.00	\$0.00	\$0.00
In-Kind Services	\$0.00	\$0.00	\$0.00
Other Non-Government	\$15,175.00	\$0.00	\$15,175.00
Other Federal or State Programs			

(specify)	\$0.00	\$0.00	\$0.00
(specify)	\$0.00	\$0.00	\$0.00
(specify)	\$0.00	\$0.00	\$0.00
GRAND TOTAL:			
	\$465,647.00	\$193,551.00	\$659,198.00

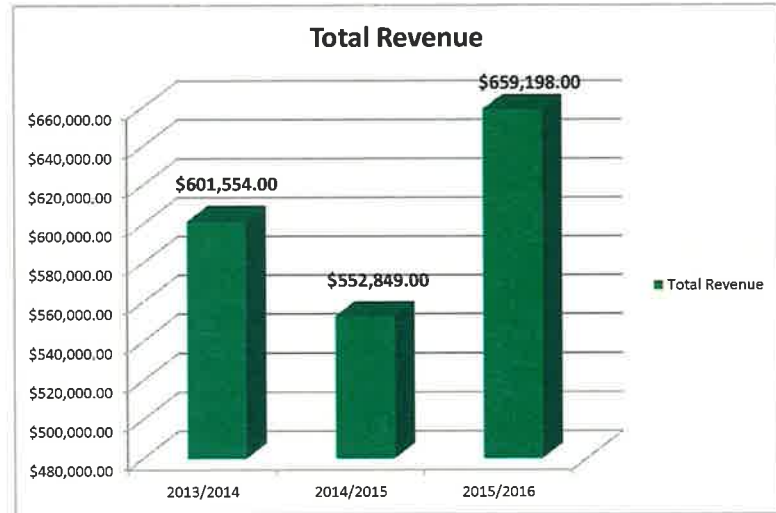
FLCTD
Annual Operations Report
Section VII: Expense Sources

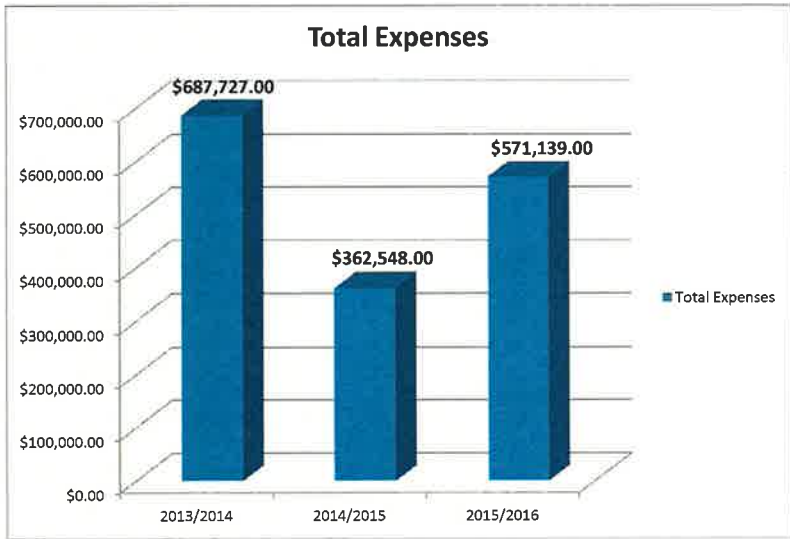
County: Bradford		Fiscal Year: July 1, 2015 - June 30, 2016	
Status: Submitted to FLCTD			
Section VII: Financial Data			
2. Expense Sources			
Expense Item	Community Transportation Coordinator	Coordination Contractor	TOTAL EXPENSES
Labor (501):	\$176,160.00	\$24,079.00	\$200,239.00
Fringe Benefits (502):	\$82,345.00	\$7,127.00	\$89,472.00
Services (503):	\$22,866.00	\$0.00	\$22,866.00
Materials and Supplies Cons. (504):	\$114,152.00	\$27,431.00	\$141,583.00
Utilities (505):	\$13,980.00	\$0.00	\$13,980.00
Casualty and Liability (506):	\$20,634.00	\$21,014.00	\$41,648.00
Taxes (507):	\$145.00	\$450.00	\$595.00
Purchased Transportation Services (508)			
Bus Pass Expenses:	\$0.00	\$0.00	\$0.00
School Bus Expenses:	\$0.00	\$0.00	\$0.00
Other:	\$0.00	\$0.00	\$0.00
Miscellaneous (509):	\$1,796.00	\$0.00	\$1,796.00
Interest (511):	\$0.00	\$0.00	\$0.00
Leases and Rentals (512):	\$13,515.00	\$0.00	\$13,515.00
Annual Depreciation (513):	\$13,316.00	\$18,813.00	\$32,129.00
Contributed Services (530):	\$13,316.00	\$0.00	\$13,316.00
Allocated Indirect Expenses:	\$0.00	\$0.00	\$0.00
GRAND TOTAL:	\$472,225.00	\$98,914.00	\$571,139.00

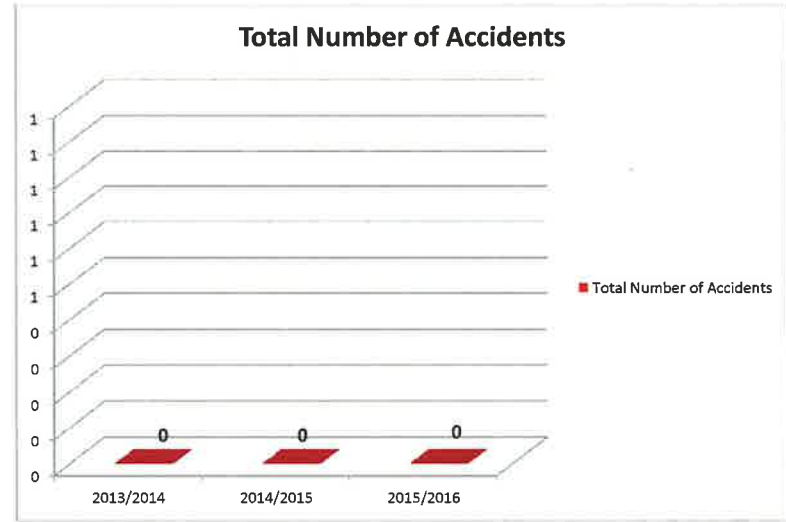
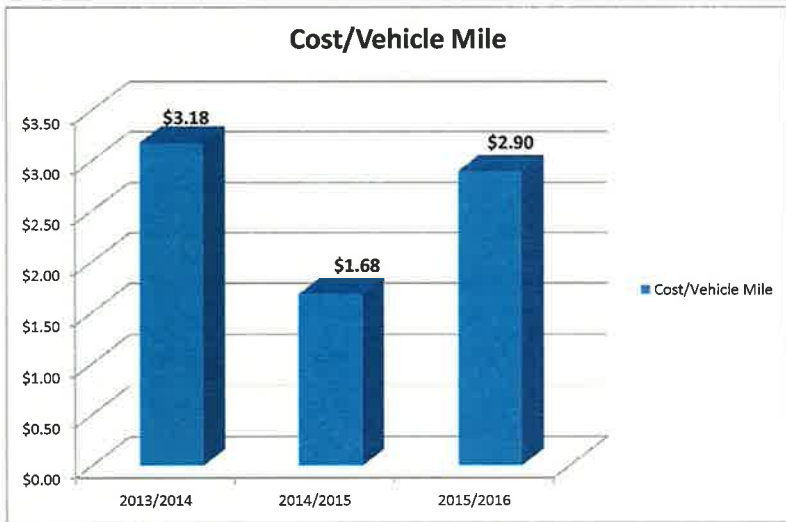
**PERFORMANCE TRENDS
BRADFORD COUNTY**

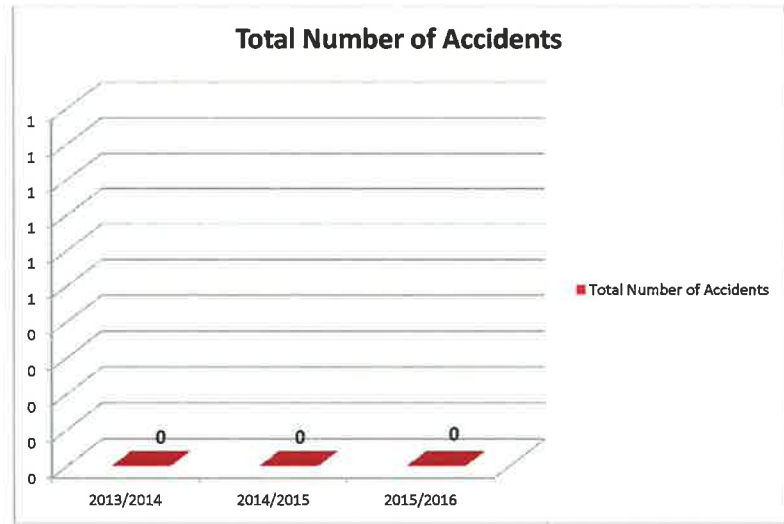
PERFORMANCE STANDARD	PERFORMANCE MEASURE	Fiscal Year 2013/2014	Fiscal Year 2014/2015	Fiscal Year 2015/2016	Percent Change (2014/2015 - 2015/2016)
TOTAL SERVICE	Total Passenger Trips	22,203	22,752	23,682	4%
	Ambulatory Trips	19,916	20,696	21,542	4%
	Non-ambulatory trips	2,185	1,957	2,037	4%
	Stretcher Trips	102	99	103	4%
	Total Revenue Vehicle Miles	185,186	185,365	170,630	-9%
	Total Vehicle Miles	216,187	215,244	197,016	-9%
	Total Driver Hours	10,040	10,365	9,252	-12%
SERVICE EFFECTIVENESS	Passenger Trips/Revenue Vehicle Mile	0.12	0.12	0.14	12%
	Miles Per Trip	10	9	8	-14%
	Passenger Trips/Vehicle Mile	0.10	0.11	0.12	12%
	Passenger Trips/Driver Hour	2.2	2.2	2.6	14%
COST EFFECTIVENESS & EFFICIENCY	Total Revenue	\$601,554.00	\$552,849.00	\$659,198.00	16%
	Total Expenses	\$687,727.00	\$362,548.00	\$571,139.00	37%
	Cost/Passenger Trip	\$30.97	\$15.93	\$24.12	34%
	Cost/Revenue Vehicle Mile	\$3.71	\$1.96	\$3.35	42%
	Cost/Vehicle Mile	\$3.18	\$1.68	\$2.90	42%
	Cost/ Vehicle	\$49,123.36	\$25,896.29	\$47,594.92	46%
	Cost/Driver Hour	\$68.50	\$34.98	\$61.73	43%
VEHICLE UTILIZATION	Total Vehicles	14	14	12	-17%
	Passenger Trips/Vehicles	1,586	1,625	1,974	18%
	Total Vehicle Miles/Vehicle	15,442	15,375	16,418	6%
	Total Revenue Vehicle Miles/Vehicle	13,228	13,240	14,219	7%
SAFETY	Total Number of Accidents	0	0	0	#DIV/0!
	Accidents/100,000 Miles	0	0	0	#DIV/0!
SERVICE AVAILABILITY	Average Miles Between Roadcalls	216,187	215,244	197,016	-9%
	Roadcalls	0	0	0	#DIV/0!
	Number of Unmet Trip Requests	21	23	24	4%
	Passenger No-Shows	174	164	171	4%

* Source: Annual Operations Reports.











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October 17, 2016

TO: Bradford County Transportation Disadvantaged Coordinating Board
FROM: Lynn Godfrey, AICP, Senior Planner
SUBJECT: Appoint Grievance Committee Member

RECOMMENDATION

The Chair needs to appoint one Board member to the Grievance Committee.

BACKGROUND

Chapter I.E. of the Board's Grievance Procedures requires the Chair to appoint five (5) voting members to the Grievance Committee. The following Board members were appointed to serve on the Grievance Committee:

- Jeff Aboumrad, Florida Department of Education Representative
- Amanda Bryant, Florida Department of Children and Families Representative
- Sandra Collins, Florida Department of Transportation Representative
- Barbara Fischer, Veterans Representative

The Chair needs to appoint one Board member to serve on the Grievance Committee.

Please do not hesitate to contact me if you have any questions concerning this matter.

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October 17, 2016

TO: Bradford County Transportation Disadvantaged Coordinating Board
FROM: Lynn Godfrey, AICP, Senior Planner
SUBJECT: Mobility Enhancement Grant

RECOMMENDATION

For information only. No action required.

BACKGROUND

Suwannee River Economic Council was one of five applicants in the State to be awarded Mobility Enhancement Grant funds from the Florida Commission for the Transportation Disadvantaged. Suwannee River Economic Council was awarded \$53,450 to provide on-demand transportation service for local medical, pharmacy and shopping purposes.

Attached is information about the grant project. If you have any questions concerning this matter, please contact me at extension 110.

Attachment

t:\lynn\td2016\bradford\memos\meg2.docx

Bradford County Mobility Enhancement Grant Project

Matthew Pearson, Suwannee River Economic Council Executive Director

Voice: 386.362.4115

mattpearson@suwanneec.net

www.suwanneec.net

September 9, 2016



Bradford County Mobility Enhancement Grant Project

- Enhance existing transportation services
- Improve access to healthcare and shopping



Bradford County Mobility Enhancement Grant Project

Existing Transportation Services:

- Door to Door prescheduled trip reservation service
- Trip purpose limited to non-emergency medical
- Primary trip destinations: Cities of Gainesville and Jacksonville
- Communities in Schools Program client transportation for employment and training purposes
- ARC of Bradford County client transportation



Bradford County Mobility Enhancement Grant Project

Purpose:

- Supplement the existing transportation services by providing on-demand service within the City of Starke.
- Trips provided for local medical, pharmacy and shopping purposes.



Bradford County Mobility Enhancement Grant Project

- CVS Pharmacy
- Walgreens Pharmacy
- Walmart Supercenter
- Shands Starke Regional Medical Center
- Bradford Senior Center
- Starke Multi-Purpose Senior Center
- Winn Dixie



Bradford County Mobility Enhancement Project

New Service!

Suncoast River Economic Council

- Available to residents who live inside the Starke city limits
- **FREE!** There is no charge to the passenger
- Must be Transportation Disadvantaged/qualified
- Hours of operation 9:00 am – 5:00 pm Monday-Friday
- Same day service – no appointment needed
- Begins July 1, 2016
- Available drop-off sites in Starke are:
 - CVS Pharmacy
 - Walgreens Pharmacy
 - Walmart
 - Shands Starke Regional Medical Center
 - Bradford Senior Center
 - Starke Multipurpose Senior Center
 - Winn Dixie

1-844-496-0624

Bradford County Mobility Enhancement Grant Project

SREC van can help residents in need run errands

By MARR J. CRAWFORD
Staff Writer

A grant-funded pilot project is allowing Suwannee River Economic Council to help the transportation disadvantaged get where they need to go.

According to SREC's executive director, Matt Perdue, existing programs run by the county or other agencies have helped the disabled, elderly or poor get to medical appointments, work or job training.

This project is designed to fill a service gap, helping those groups get to the grocery store, pharmacies or Walmart to run errands. The service will also transport seniors in and from the county or SREC's senior center. "This is sort of a niche," Perdue said. "There's an unmet need of people needing to go back and forth to grocery shopping, pharmacies, senior centers — things like that. It's more for daily needs."

The service is restricted to transportation disadvantaged individuals living inside the city limits

of Starke. That means they have a disability under laws income restrictions that prohibit having other forms of transportation.

One thing that makes the service unique is that there is not a fixed route, so riders won't be waiting long periods at stops as if they were waiting for a bus. Instead, they would call to be picked up, similar to using a taxi or ride-sharing service.

Perdue said the grant would support the project through June of next year, by which time they hope to have proven there is a high enough demand to justify future funding.

Hours of operation are 9 a.m. to 5 p.m. Monday through Friday. Available drop-off sites include CVS Pharmacy, Walgreens Pharmacy, Walmart, Starke State Regional Medical Center, Bradford County Senior Center, Starke Multiple-Purpose Senior Center and Wynn Dicks.

In order to arrange a pickup, call 1-844-426-0634.



Suwannee River Economic Council, as part of a pilot project, will now take those who need transportation shopping.

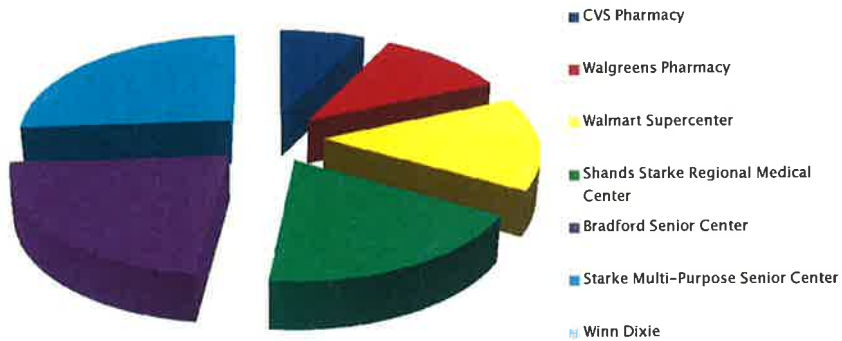
Bradford County Mobility Enhancement Project

- Passengers must call Suwannee River Economic Council at least 30 minutes in advance to request a trip.
- Trip must be to one of the approved destinations.
- Trips are available Monday through Friday 9:00 a.m. to 5:00 p.m.
- Trips provided on an availability basis with goal of providing 210 trips per month.



Bradford County Mobility Enhancement Grant Project

Trips



Bradford County Mobility Enhancement Project

- If the service is successful based on ridership, Suwannee River Economic Council will approach the private business locations for financial support to continue the service.
- Suwannee River Economic Council will determine whether it is necessary to request funding from the City of Starke.





Suwannee River Economic Council

P.O. Box 70
Live Oak, FL 32064
386.362.4115
www.suwanneec.net

SREC van can help residents in need run errands

BY MARK J. CRAWFORD
Telegraph Editor

A grant-funded pilot project is allowing Suwannee River Economic Council to help the transportation disadvantaged get where they need to go.

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In order to arrange a pickup, call 1-844-496-0624..



Suwannee River Economic Council, as part of a pilot project, will now take those who need transportation shopping.



October 17, 2016

TO: Bradford County Transportation Disadvantaged Coordinating Board
FROM: Lynn Godfrey, AICP, Senior Planner
SUBJECT: Suwannee River Economic Council - 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. April - June 2016 Operations Report;
2. Fiscal Year 2015/16 Transportation Disadvantaged Trust Fund Status Report;
3. Fiscal Year 2016/17 Transportation Disadvantaged Trust Fund Status Report;
4. April - June 2016 Complaint/Commendation Report; and
5. April - June 2016 Trip Denial Report.

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

Attachments

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**QUARTERLY OPERATING REPORT
BRADFORD COUNTY
APRIL - JUNE 2016**

OPERATING DATA	SREC	ARC of Bradford	TOTAL
NUMBER OF INVOICED TRIPS	2,451	3,887	6,338
Aging Program - Title III-B	371	0	371
Transportation Disadvantaged Program	1,205	0	1,205
Florida Agency for Persons with Disabilities	0	3,887	3,887
Florida Managed Medical Care Program (Medicaid)	875	0	875
Mobility Enhancement Grant	0	0	0
TOTAL VEHICLE MILES	26,611	26,252	52,863
TOTAL REVENUE VEHICLE MILES	19,426		19,426
TOTAL VEHICLE HOURS	2,034	1,204	3,238
TOTAL DOLLARS INVOICED	\$64,340.75	\$38,904.54	\$103,245
Aging Program - Title III-B	\$5,698.56	\$0.00	\$5,699
Transportation Disadvantaged Program	\$33,291.64	\$0.00	\$33,292
Florida Agency for Persons with Disabilities	\$0.00	\$38,904.54	\$38,905
Florida Managed Medical Care Program (Medicaid)	\$25,350.55	\$0.00	\$25,351
Mobility Enhancement Grant	\$0.00	\$0.00	\$0
AVERAGE COST PER TRIP	\$26.25	\$10.01	\$16.29
Aging Program - Title III-B	\$15.36	#DIV/0!	\$15.36
Transportation Disadvantaged Program	\$27.63	#DIV/0!	\$27.63
Florida Agency for Persons with Disabilities	#DIV/0!	\$10.01	\$10.01
Florida Managed Medical Care Program (Medicaid)	\$28.97	#DIV/0!	\$28.97
Mobility Enhancement Grant			
AVERAGE COST PER MILE	\$2.42	\$1.48	\$1.95
AVERAGE COST PER REVENUE VEHICLE MILE	\$3.31	#DIV/0!	\$5.31
AVERAGE COST PER HOUR	\$31.63	\$32.31	\$31.89
TRIP PURPOSE*	-	-	-
Medical	2,080	100	2,180
Employment	0	0	0
Education/Training	0	0	0
Fixed	0	2,775	2,775
Inclusion	0	128	128
Shopping	0	0	0
Meal Site	371	0	371
Recreation	0	0	0
Other	0	884	884
NUMBER OF TRIPS DENIED	0	0	0
NUMBER OF SINGLE PASSENGER TRIPS PROVIDED	265	0	265
PERCENT OF SINGLE PASSENGER TRIPS	11%	0%	4%
NUMBER OF ACCIDENTS	0	0	0
NUMBER OF VEHICLES	8	10	18
AVERAGE TRIPS PER VEHICLE	306	389	352
AVERAGE MILES PER TRIP	11	7	8
NUMBER OF ROADCALLS	1	0	1

**QUARTERLY OPERATING REPORT
BRADFORD COUNTY
APRIL - JUNE 2015**

OPERATING DATA	TOTAL
NUMBER OF INVOICED TRIPS	5,953
Aging Program - Title III-B	422
Transportation Disadvantaged Program	1,247
Florida Agency for Persons with Disabilities	3,537
Florida Managed Medical Care Program (Medicaid)	747
TOTAL VEHICLE MILES	47,849
TOTAL REVENUE VEHICLE MILES	19,149
TOTAL VEHICLE HOURS	3,125
TOTAL DOLLARS INVOICED	91,746
Aging Program - Title III-B	6,482
Transportation Disadvantaged Program	\$31,504.00
Florida Agency for Persons with Disabilities	\$38,778.00
Florida Managed Medical Care Program (Medicaid)	\$14,982.00
AVERAGE COST PER TRIP	\$15.41
Aging Program - Title III-B	#REF!
Transportation Disadvantaged Program	\$74.66
Florida Agency for Persons with Disabilities	\$31.10
Florida Managed Medical Care Program (Medicaid)	\$4.24
AVERAGE COST PER MILE	\$1.92
AVERAGE COST PER REVENUE VEHICLE MILE	\$4.79
AVERAGE COST PER HOUR	\$29.36
TRIP PURPOSE*	-
Medical	\$2,161.00
Employment	\$0.00
Education/Training	\$0.00
Fixed	\$2,848.00
Inclusion	\$130.00
Shopping	0
Meal Site	422
Recreation	0
Other	150
NUMBER OF TRIPS DENIED	0
NUMBER OF SINGLE PASSENGER TRIPS PROVIDED	282
PERCENT OF SINGLE PASSENGER TRIPS	0
NUMBER OF ACCIDENTS	0
NUMBER OF VEHICLES	18
AVERAGE TRIPS PER VEHICLE	331
AVERAGE MILES PER TRIP	8
NUMBER OF ROADCALLS	1

CTC: Suwannee River Economic Council

Rates Charged to TD Trust Fund:

Ambulatory: \$1.83 per passenger mile

Wheelchair: \$3.14 per passenger mile

Stretcher: \$6.55 per passenger mile

**2015-2016 TRANSPORTATION DISADVANTAGED TRUST FUND SUMMARY
BRADFORD COUNTY**

MONTH/YEAR	ALLOCATION	STATE FUNDS SPENT	STATE FUNDS REMAINING	NUMBER OF TRIPS	AVERAGE COST PER TRIP
Jul-15	\$119,844.00	\$9,985.72	\$109,858.28	466	\$21.43
Aug-15	-	\$9,987.12	\$99,871.16	421	\$23.72
Sep-15	-	\$9,987.57	\$89,883.59	394	\$25.35
Oct-15	-	\$9,986.89	\$79,896.70	405	\$24.66
Nov-15	-	\$9,987.51	\$69,909.19	385	\$25.94
Dec-15	-	\$9,985.81	\$59,923.38	399	\$25.03
Jan-16	-	\$9,987.61	\$49,935.77	381	\$26.21
Feb-16	-	\$9,987.17	\$39,948.60	373	\$26.78
Mar-16	-	\$9,986.45	\$29,962.15	429	\$23.28
Apr-16	-	\$9,986.66	\$19,975.49	364	\$27.44
May-16	-	\$9,988.16	\$9,987.33	426	\$23.45
Jun-16	-	\$9,987.65	-\$0.32	419	\$23.84
TOTAL	-	\$119,844.32	-	4,862	\$24.65

**BRADFORD COUNTY
 QUARTERLY SUMMARY OF SERVICE COMPLAINTS/COMMENDATIONS
 APRIL - JUNE 2016**

TYPE OF COMPLAINT	Suwannee River Economic Council	Resolved
Vehicle Condition	0	-
Driver's Behavior	0	-
Client Behavior	0	-
Tardiness - Late pickup	0	-
Tardiness - Late dropoff	0	-
No Show by Operator	0	-
Dispatch/Scheduling	0	-
Service Denial	0	-
Other	0	-
TOTALS	0	-
COMMENDATIONS	0	-

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**BRADFORD COUNTY
UNMET TRANSPORTATION NEEDS
APRIL - JUNE 2016**

REASON FOR TRIP DENIAL	NUMBER OF TRIP DENIALS
Lack of Funding	0
Trip Purpose	0
Out of Service Area Trip	0
Insufficient Advance Notice	0
After Hours Trip Request	0
Weekend Trip Request	0
Other	0
TOTALS	0

**ATTENDANCE RECORD
BRADFORD COUNTY
TRANSPORTATION DISADVANTAGED
COORDINATING BOARD**

MEMBER/ORGANIZATION	NAME	10/13/15	1/12/16	4/12/16	7/12/16
Chair	Commissioner Danny Riddick	P	P	P	A
Alternate Chairperson	Commissioner Tommy Chastain	A	A	A	A
Florida Department of Transportation	Sandra Collins	P	P	P	P
Alternate Member	Janell Damato	A	A	A	A
Florida Department of Children and Families	Amanda Bryant	P	A	P	A
Alternate Member	Jaime Sanchez-Biachi	A	A	A	A
Agency for Health Care Administration	Deweese Ogden	P	P	P	P
Alternate Member	Pamela Hagley	P	A	A	A
Florida Department of Education	Jeffrey Aboumrad	P	P	P	P
Alternate Member	Melinda Jordan				
Public Education	Louette Smith				A
Alternate Member	(Vacant)				
Citizen Advocate	(Vacant)				
Alternate Member	(Vacant)				
Citizen Advocate-User	(Vacant)				
Alternate Member	(Vacant)				
Elderly	(Vacant)				
Alternate Member	(Vacant)				
Veterans	Barbara Fischer	P	P	P	P
Alternate Member	(Vacant)				
Persons with Disabilities	Sherry Ruszkowski	P	A	P	P
Alternate Member	(Vacant)				
Florida Association for Community Action	(Vacant)				
Alternate Member	(Vacant)				
Florida Department of Elder Affairs	(Vacant)				
Alternate Member	(Vacant)				
Children at Risk	(Vacant)				
Alternate Member	(Vacant)				
Private Transit	Steve Futch	A	P	P	A
Alternate Member	(Vacant)				
Regional Workforce Board	Linda Tatum	A	A	A	A
Alternate Member	(Vacant)				

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

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

