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June 6, 2016

TO: Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board

FROM: Lynn Godfrey, AICP, Senior Planner

SUBJECT: Public Hearing and Business Meeting Announcement

The Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board will hold its annual public hearing for the purpose of receiving input regarding unmet transportation needs or any other areas that relate to the local transportation services provided under Florida's Transportation Disadvantaged Program for Columbia, Hamilton and Suwannee Counties. The public hearing will be held **June 15, 2016 at 10:00 a.m. in the Santa Fe Room in the Florida Department of Transportation Lake City Operations Center located at 710 Northwest Lake Jeffery Road, Lake City, Florida (location map attached).**

The Board will hold its regular business meeting immediately following the close of the public hearing at the same location. This is an important meeting of the Board. 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.

Please contact Suwannee Valley Transit Authority at 386.362.5332 if you need transportation to and from the meeting.

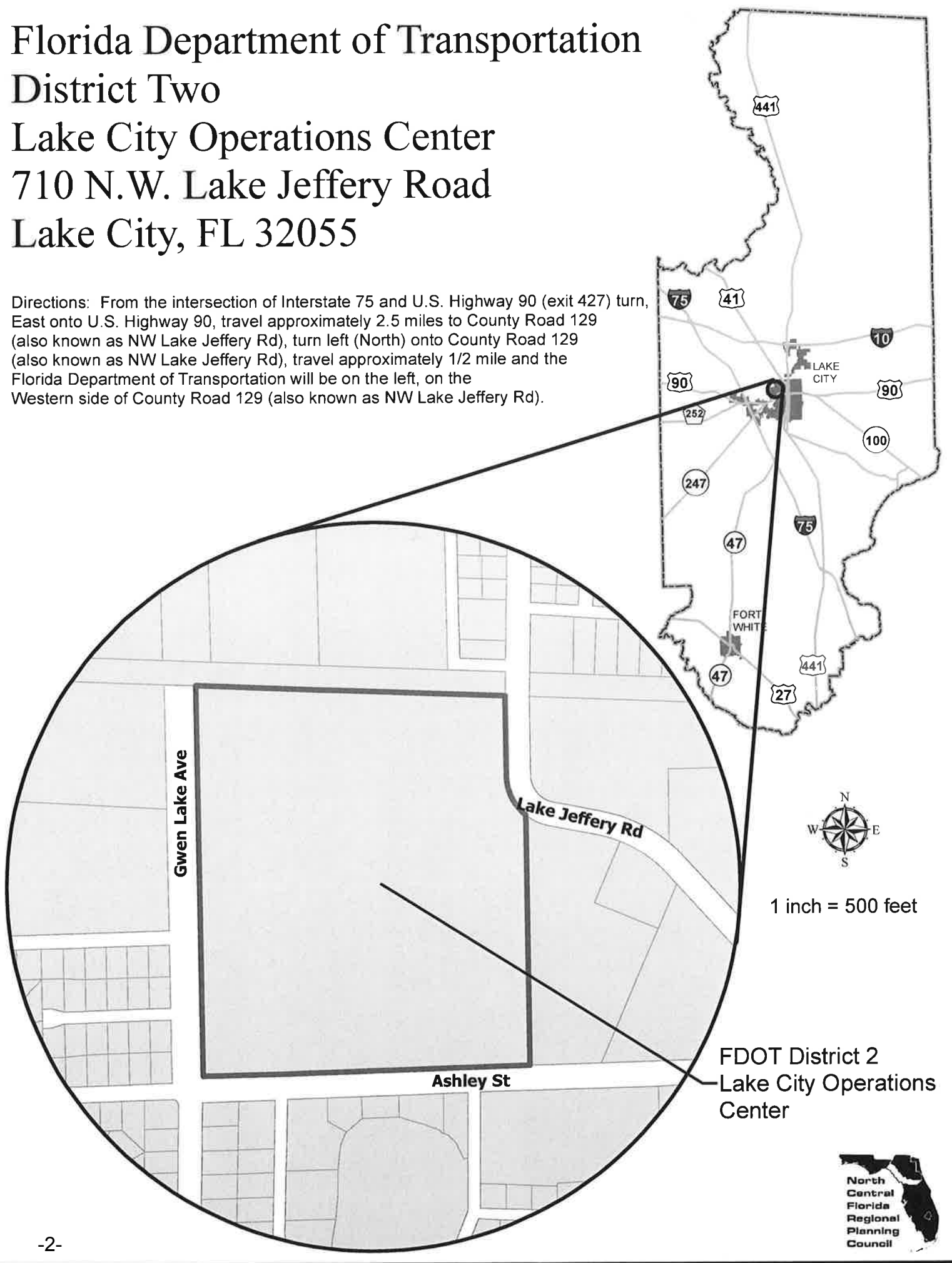
Attachments

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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.

Florida Department of Transportation District Two Lake City Operations Center 710 N.W. Lake Jeffery Road Lake City, FL 32055

Directions: From the intersection of Interstate 75 and U.S. Highway 90 (exit 427) turn East onto U.S. Highway 90, travel approximately 2.5 miles to County Road 129 (also known as NW Lake Jeffery Rd), turn left (North) onto County Road 129 (also known as NW Lake Jeffery Rd), travel approximately 1/2 mile and the Florida Department of Transportation will be on the left, on the Western side of County Road 129 (also known as NW Lake Jeffery Rd).





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**COLUMBIA, HAMILTON AND SUWANNEE
TRANSPORTATION DISADVANTAGED COORDINATING BOARD**

**PUBLIC HEARING
ANNOUNCEMENT AND AGENDA**

**Suwannee/Santa Fe Meeting Room
Florida Department of Transportation Lake City Operations Center
710 NW Lake Jeffery Road
Lake City, Florida**

**Wednesday
June 15, 2016
10:00 a.m.**

- I. Public Hearing – Call To Order**
 - A. Invocation**
 - B. Pledge of Allegiance**
 - C. Introductions**
 - D. Receive public testimony regarding unmet transportation needs or any other areas that relate to the local transportation services provided under Florida's Transportation Disadvantaged Program for Columbia, Hamilton and Suwannee Counties.**
 - E. Close Public Hearing**



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**COLUMBIA, HAMILTON AND SUWANNEE
TRANSPORTATION DISADVANTAGED COORDINATING BOARD**

**BUSINESS MEETING
ANNOUNCEMENT AND AGENDA**

**Suwannee/Santa Fe Meeting Room
Florida Department of Transportation
Lake City Operations Center
710 NW Lake Jeffery Road
Lake City, Florida**

**Wednesday
June 15, 2016
Immediately following the
close of the public hearing**

I. Business Meeting – Call To Order

II. Consent Agenda

ACTION REQUIRED

- A. Approval of the Meeting Agenda Page 5**
- B. Approval of the February 16, 2016 Page 9
Minutes**

III. General Business

A. New Business

- 1. 2016/17 Columbia, Hamilton and Page 15 ACTION REQUIRED
Suwannee Transportation
Disadvantaged Service Plan
(Lynn Godfrey)**
- 2. Fiscal Year 2016/17 Transportation Page 113 ACTION REQUIRED
Disadvantaged Program Rate
Calculation Model and Service Rates
(Larry Sessions)**
- 3. Memorandum of Agreement Page 131 ACTION REQUIRED
(Lynn Godfrey)**
- 4. 2016 Florida Legislative Session Page 141 NO ACTION REQUIRED
(Lynn Godfrey)**

**5. Operations Reports
(Larry Sessions)**

Page 159 NO ACTION REQUIRED

B. Other Business

- 1. Board Members**
- 2. Staff**

C. Future Meeting Dates

- 1. August 10, 2016 at 10:00 a.m. in Live Oak, Florida**
- 2. November 16, 2016 at 10:00 a.m. in Jasper, Florida**
- 3. February 15, 2017 at 10:00 a.m. in Lake City, Florida**
- 4. May 17, 2017 at 10:00 a.m. in Live Oak, Florida**

If you have any questions concerning the enclosed materials, please do not hesitate to contact Lynn Godfrey, Senior Planner, at 1.800.226.0690, extension 110.

**COLUMBIA, HAMILTON AND SUWANNEE
TRANSPORTATION DISADVANTAGED COORDINATING BOARD**

| MEMBER/REPRESENTING | ALTERNATE/REPRESENTING |
|--|---|
| Commissioner Jason Bashaw Local Elected Official/Chair | Not Applicable |
| Commissioner Beth Burnam - Vice-Chair Local Elected Official | Not Applicable |
| Commissioner Bucky Nash Local Elected Official Grievance Committee Chair | Not Applicable |
| Sandra Collins Florida Department of Transportation Grievance Committee Member | Janell Damato Florida Department of Transportation |
| Kay Tice Florida Department of Children and Families | Jaime Sanchez-Bianchi Florida Department of Children and Families |
| Jeff Aboumrad Florida Department of Education | Allison Gill Florida Department of Education |
| Bruce Evans Florida Department of Elder Affairs | Dwight Law Florida Department of Elder Affairs |
| Deweece Ogden Florida Agency for Health Care Administration Grievance Committee Member | Pamela Hagley Florida Agency for Health Care Administration |
| Sheryl Rehberg Regional Workforce Board | Jeannie Carr Regional Workforce Board |
| Matthew Pearson Florida Association for Community Action Term ending June 30, 2017 Grievance Committee Member | Vacant Florida Association for Community Action Term ending June 30, 2017 |
| Daniel Taylor Public Education | Vacant Public Education |
| Bo Beauchemin Veterans Term ending June 30, 2017 | Ellis A. Gray, III Veterans Term ending June 30, 2017 |
| Sandra Pauwels Citizen Advocate Term ending June 30, 2018 | Louie Goodin Citizen Advocate Term ending June 30, 2018 |
| Richard Bryant Citizen Advocate - User Term ending June 30, 2018 | LJ Two Spirits Johnson Citizen Advocate - User Term ending June 30, 2018 |
| Ralph Kitchens Persons with Disabilities Term ending June 30, 2018 Grievance Committee Member | Denise Morgan Persons with Disabilities Term ending June 30, 2018 |
| Vacant Elderly Term ending June 30, 2017 | Vacant Elderly Term ending June 30, 2017 |
| Sandra Buck-Camp Medical Community Term ending June 30, 2016 | Vacant Medical Community Term ending June 30, 2016 |
| Colleen Cody Children at Risk Term ending June 30, 2016 | Audre J. Washington Children at Risk Term ending June 30, 2016 |
| Vacant Private Transit Term ending June 30, 2016 | Vacant Private Transit Term ending June 30, 2016 |

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

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**COLUMBIA, HAMILTON AND SUWANNEE
TRANSPORTATION DISADVANTAGED COORDINATING BOARD**

MEETING MINUTES

Tourism and Economic Development Conference Room
Hamilton County Courthouse Annex
Jasper, Florida

Wednesday
February 17, 2016
10:00 a.m.

VOTING MEMBERS PRESENT

Commissioner Bucky Nash, Chairman
Commissioner Jason Bashaw, Suwannee County Local Elected Official
Bo Beauchemin, Veterans Representative
Richard Bryant, Citizen Advocate-User
Sandra Buck-Camp, Medical Community Representative
Commissioner Beth Burnam, Hamilton County Local Elected Official
Dwight Law representing Bruce Evans, Florida Department of Elder Affairs Representative
Ralph Kitchens, Persons with Disabilities Representative
Matthew Pearson, Florida Association for Community Action Representative
Sheryl Rehberg, Workforce Development Board Representative
Daniel Taylor, Public Education Representative

VOTING MEMBERS ABSENT

Jeff Aboumrad, Florida Department of Education Representative
Reverend Charles Burke, Elderly Representative
Colleen Cody, Children at Risk Representative
Sandra Collins, Florida Department of Transportation Representative
Sandra Pauwels, Citizen Advocate
Kay Tice, Florida Department of Children and Families Representative
Deweece Ogden, Florida Agency for Health Care Administration Representative

ALTERNATE MEMBERS PRESENT

LJ Two Spirits Johnson, Citizen Advocate-User

OTHERS PRESENT

Teresa Fortner, Suwannee Valley Transit Authority
John Irvine, Florida Commission for the Transportation Disadvantaged
Stew Lilker, Columbia County Observer
Larry Sessions, Suwannee Valley Transit Authority
Dan Zeruto, Florida Commission for the Transportation Disadvantaged

STAFF PRESENT

Lynn Godfrey, North Central Florida Regional Planning Council

I. Business Meeting Call To Order

Chairman Bashaw called the meeting to order at 10:00 a.m.

A. Invocation

Mr. Matthew Pearson gave the invocation.

B. Pledge of Allegiance

Chair Bashaw led the Board in reciting the Pledge of Allegiance.

II. Consent Agenda

ACTION: Sandra Buck-Camp moved to approve the consent agenda. Commissioner Beth Burnam seconded; motion passed unanimously.

III. Comments and Concerns

A. Members

Mr. LJ Two Spirits Johnson discussed his concerns with the North Central Florida Regional Planning Council appointing him the alternate Citizen Advocate-User Representative.

The Board informed Mr. Johnson that this was not an issue for the Board to take action on.

Mr. Johnson said he will file a grievance regarding his appointment.

Mr. Johnson thanked Suwannee Valley Transit Authority for the service they provide to community events.

B. Citizens

Mr. Stew Lilker asked if the North Central Florida Regional Planning Council advertises for the positions whose terms of appointment are expiring.

Ms. Godfrey said the Council advertised the positions whose terms are expiring as well as vacant positions.

IV. General Business

A. Unfinished Business

1. Columbia County Transportation Disadvantaged Coordinating Board Resolution 2013-1

Ms. Lynn Godfrey, North Central Florida Regional Planning Council Senior Planner, stated that, at the November 18, 2015 meeting, Commissioner Nash asked staff to research issues raised by Mr. Ralph Kitchens and Ms. Sandra Buck-Camp regarding the adoption of Resolution 2013-1 by the Columbia County Transportation Disadvantaged Coordinating Board. She said documentation regarding this issue is included in the meeting packet.

2. Community Transportation Coordinator Designation

Ms. Godfrey stated that Suwannee Valley Transit Authority's Memorandum of Agreement with the Florida Commission for the Transportation Disadvantaged will expire June 30, 2016. She said, at its December 10, 2015 meeting, the North Central Florida Regional Planning Council recommended using the non-competitive selection process to designate the Community Transportation Coordinator for Columbia, Hamilton and Suwannee Counties. She said the Florida Commission for the Transportation Disadvantaged is scheduled to designate the Community Transportation Coordinator at its April 8, 2016 meeting.

B. New Business

1. Amend Bylaws

Ms. Godfrey stated that, at the November 18, 2015 meeting, the Board discussed amending the Bylaws concerning the appointment of the Chair. She said staff drafted a proposed amendment to the Bylaws for the Board to consider.

The Board reviewed and discussed the proposed amendments.

ACTION: Sandra Buck-Camp moved to amend the Bylaws to appoint the Local Elected Official who is not serving as Chair or Vice-Chair as the Grievance Committee Chair. Ralph Kitchens seconded;

The Board discussed the motion on the floor.

ACTION: Sandra Buck-Camp withdrew the motion; Ralph Kitchens withdrew the second.

ACTION: Sandra Buck-Camp moved to amend the Bylaws to appoint the Local Elected Official not serving as Chair or Vice-Chair as Chair of the Grievance Committee. In the event the Local Elected Official does not wish to serve as Chair of the Grievance Committee, the Vice-Chair shall serve as Chair of the Grievance Committee.

Matthew Pearson called the question; motion passed unanimously.

2. Columbia, Hamilton and Suwannee Transportation Disadvantaged Service Plan Amendments

Ms. Godfrey stated that, stated that transportation projects selected for Federal Transit Administration funding must be included in the Columbia, Hamilton and Suwannee Transportation Disadvantaged Service Plan. She said Suwannee Valley Transit Authority applied for U.S.C. Section 5310, 5311 and 5339 Grant funds. She said draft amendments to include these projects have been made to the Columbia, Hamilton and Suwannee Transportation Disadvantaged Service Plan.

The Board reviewed the Service Plan amendments.

ACTION: Matthew Pearson moved to amend the Columbia, Hamilton and Suwannee Transportation Disadvantaged Service Plan to include the U.S.C. Section 5310, 5311 and 5339 Grant projects. Ralph Kitchens seconded; motion passed unanimously.

3. Suwannee Valley Transit Authority Operations Reports

Mr. Larry Sessions, Suwannee Valley Transit Authority Administrator, discussed the operations reports. He said ridership has increased in the past eight months and Suwannee Valley Transit Authority is in need of additional vehicles.

Mr. Ralph Kitchens expressed his concerns that the majority of unmet trips were requested by Columbia County residents.

Mr. Sessions explained that most denied trips are rescheduled for another day, so, essentially they are not denied.

LJ Two Spirits Johnson discussed his concerns with Suwannee Valley Transit Authority not providing urgent care transportation.

Mr. Sessions stated that Suwannee Valley Transit Authority is not required to provide urgent care transportation under the Transportation Disadvantaged Program.

Ms. Godfrey stated that legislation has been filed that may provide additional transportation funding opportunities.

Sheryl Rehberg stated that the proposed language to increase the Transportation Disadvantaged Trust Fund is included in the Appropriations Bill.

C. Other Business

1. Board Members

Commissioner Nash stated that, if a grievance is filed, he will schedule the Grievance Committee meeting immediately following the May 18, 2016 Board meeting.

Sheryl Rehberg thanked staff.

2. Citizens

There were no comments.

3. Staff

There were no comments.

D. Future Meeting Dates

Chair Bashaw announced the next meeting will be held May 18, 2016 at 10:00 a.m. in Lake City, Florida.

ADJOURNMENT

The meeting adjourned at 12:00 p.m.

Commissioner Jason Bashaw, Chair
Columbia, Hamilton and Suwannee
Transportation Disadvantaged Coordinating Board

Date

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June 6, 2016

TO: Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board
FROM: Lynn Godfrey, AICP, Senior Planner
SUBJECT: 2016/17 Columbia, Hamilton and Suwannee Transportation Disadvantaged Service Plan

STAFF RECOMMENDATION

Approve the 2016/17 Columbia, Hamilton and Suwannee County Transportation Disadvantaged Service Plan.

BACKGROUND

Chapter 427, Florida Statutes requires Suwannee Valley Transit Authority prepare a Transportation Disadvantaged Service Plan in cooperation with the North Central Florida Regional Planning Council for the local Coordinating Board's approval. This plan provides information needed by the local Coordinating Board to continually review and assess transportation disadvantaged needs for the service area. The Service Plan must be submitted to the Florida Commission for the Transportation Disadvantaged annually.

Attached is the draft 2016/17 Columbia, Hamilton and Suwannee Transportation Disadvantaged Service Plan. If you have any questions concerning the Plan, please do not hesitate to contact me at extension 110.

Attachment

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Columbia, Hamilton and Suwannee Transportation Disadvantaged Service Plan

July 1, 2016 - June 30, 2017

Columbia, Hamilton and Suwannee
Transportation Disadvantaged Coordinating Board



2016/17 Columbia, Hamilton and Suwannee Transportation Disadvantaged Service Plan

Approved by the
Columbia, Hamilton and Suwannee
Transportation Disadvantaged Coordinating Board

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

Jason Bashaw, Chair

with Assistance from



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

and



Suwannee Valley Transit Authority
1907 Voyles Street
Live Oak, FL 32064-4975
386.362.5332

June 15, 2016

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Appendices

Appendix A: Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board
Grievance ProceduresA-1

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Chapter I: Development Plan

A. Introduction to The Service Area

The purpose of this section is to provide information about the organization and development of Florida's Transportation Disadvantaged Program in Columbia, Hamilton and Suwannee Counties. This Plan shall serve as the Coordinated Public Transit-Human Services Transportation Plan under the federal Moving Ahead for Progress in the 21st Century Act (MAP-21).

1. Background of Florida's Transportation Disadvantaged Program

Florida's Transportation Disadvantaged Program began in 1979 with the adoption of Chapter 427, Florida Statutes. The Florida Legislature adopted this legislation to provide transportation disadvantaged services in a coordinated fashion.

The transportation disadvantaged are defined in Chapter 427, Florida Statutes, as:

"those persons who because of physical or mental disability, income status, age are unable to transport themselves or purchase transportation and are, therefore, dependent on others to obtain access to health care, employment, education, shopping, social activities, or other life-sustaining activities or children who are handicapped or high-risk or at-risk as defined in s. 411.202, Florida Statutes."

In 1989, the Florida Legislature reviewed Chapter 427, Florida Statutes according to the State's Regulatory Sunset Act (Section 11.61, Florida Statutes). During this legislative review, the Legislature decided to reenact Chapter 427, Florida Statutes with several revisions.

In 1990, Rule 41-2 of the Florida Administrative Code was adopted to implement the provisions of Chapter 427, Florida Statutes. In addition, Rule 41-2 of the Florida Administrative Code assigns the Florida Commission for the Transportation Disadvantaged with the responsibility to accomplish the coordination of transportation services provided to the transportation disadvantaged.

The following sections discuss each of the major components of the Transportation Disadvantaged Program.

a. Florida Commission for the Transportation Disadvantaged

The Florida Commission for the Transportation Disadvantaged is independent and reports to the Governor and the Legislature. Chapter 427, Florida Statutes states that:

"the purpose of the Commission is to accomplish the coordination of transportation services to the transportation disadvantaged."

The Governor appoints seven members to the Florida Commission for the Transportation Disadvantaged. Five of the members must have significant experience in the operation of a business and two of the members must have a disability and use the transportation disadvantaged system. The Chair is appointed by the Governor and Vice-Chair is elected annually from the membership of the Florida Commission for the Transportation Disadvantaged.

b. Designated Official Planning Agency

The Designated Official Planning Agency is responsible for transportation disadvantaged planning in a given area. In the urbanized areas of the state, the planning agencies are metropolitan planning organizations. In the rural areas of the state, organizations which are eligible to be planning agencies are:

- county or city governments
- regional planning councils
- metropolitan planning organizations
- local planning organizations who are currently performing planning activities in the service area

The North Central Florida Regional Planning Council is the Designated Official Planning Agency for Columbia, Hamilton and Suwannee Counties. According to Rule 41-2 of the Florida Administrative Code, responsibilities of the Designated Official Planning Agency include:

- Appointment of members to the local coordinating boards.
- Provision of staff support to the local coordinating boards.
- Recommendation to the Florida Commission for the Transportation Disadvantaged regarding the initial selection or re-designation of the Community Transportation Coordinator.

c. Local Coordinating Boards

The Designated Official Planning Agency is responsible for appointing a local coordinating board in each county. The purpose of the coordinating board is to provide advice and direction to the Community Transportation Coordinator concerning the coordination of transportation services.

According to Rule 41-2 of the Florida Administrative Code, the Designated Official Planning Agency appoints an elected official, to serve as the official chairperson for all local coordinating board meetings. The Board shall elect a Vice-Chair. The Vice-Chair shall be one of the elected officials from Columbia, Hamilton or Suwannee Counties.

In addition to the Chair, the following agencies or other groups serve on the local coordinating boards as voting members:

- An elected official from each county of the multi-county service area.
- A representative of the Florida Department of Transportation.
- A representative of the Florida Department of Children and Families.
- A representative of the Public Education Community.
- A representative of the Florida Department of Education.
- A person who is recognized by the Florida Department of Veterans Affairs as representing veterans.
- A person who is recognized by the President of the Florida Association for Community Action as representing the economically disadvantaged.
- A person over age 60 representing the elderly.
- A person with a disability representing the disabled.
- A general citizen advocate.
- A citizen advocate who is a user of transportation disadvantaged services.
- A representative of the State Coordinating Council for Early Childhood Services.
- The Chairperson or designee of the local mass transit or public transit system's Board.
- A representative of the Florida Department of Elder Affairs.
- An experienced representative of the local private for profit transportation industry.
- A representative of the Florida Agency for Health Care Administration Medicaid Program.
- A representative of a Regional Workforce Development Board.
- A representative of the local medical community.

The following are some of the duties of the local coordinating board:

- Approving the Transportation Disadvantaged Service Plan.
- Annually evaluating the Community Transportation Coordinator's performance.
- Reviewing all applications for local, state and federal transportation disadvantaged funds.

d. Community Transportation Coordinator

The Community Transportation Coordinator is responsible for ensuring that coordinated transportation services are provided to serve the transportation disadvantaged. Suwannee Valley Transit Authority is the designated Community Transportation Coordinator for Columbia, Hamilton and Suwannee Counties.

Suwannee Valley Transit Authority may provide all or a portion of transportation service in a designated service area. Suwannee Valley Transit Authority may subcontract or broker services if it is cost effective and efficient. The following are some responsibilities of Suwannee Valley Transit Authority:

- In cooperation with the planning agency, develop and implement a Transportation Disadvantaged Service Plan.
- Execute contracts for service with transportation operators.
- Review all applications for federal, state and local funding (in conjunction with the local coordinating board).
- Prepare an annual operating report.

2. Designation Date/History

Suwannee Valley Transit Authority is a public governmental entity providing transportation services for the transportation disadvantaged in Columbia, Hamilton and Suwannee Counties. In 1972, Suwannee Valley Transit Authority began the Suwannee Valley Transit System in Columbia, Hamilton, Suwannee and Lafayette Counties. In 1974, Suwannee Valley Transit Authority was created to serve Columbia, Hamilton and Suwannee Counties.

A Board of Directors manages the administrative operations of Suwannee Valley Transit Authority. Suwannee Valley Transit Authority's Board of Directors is composed of two County Commissioners from each County in the service area, a Florida Department of Transportation representative and an ex-officio member from Suwannee River Economic Council, Inc.

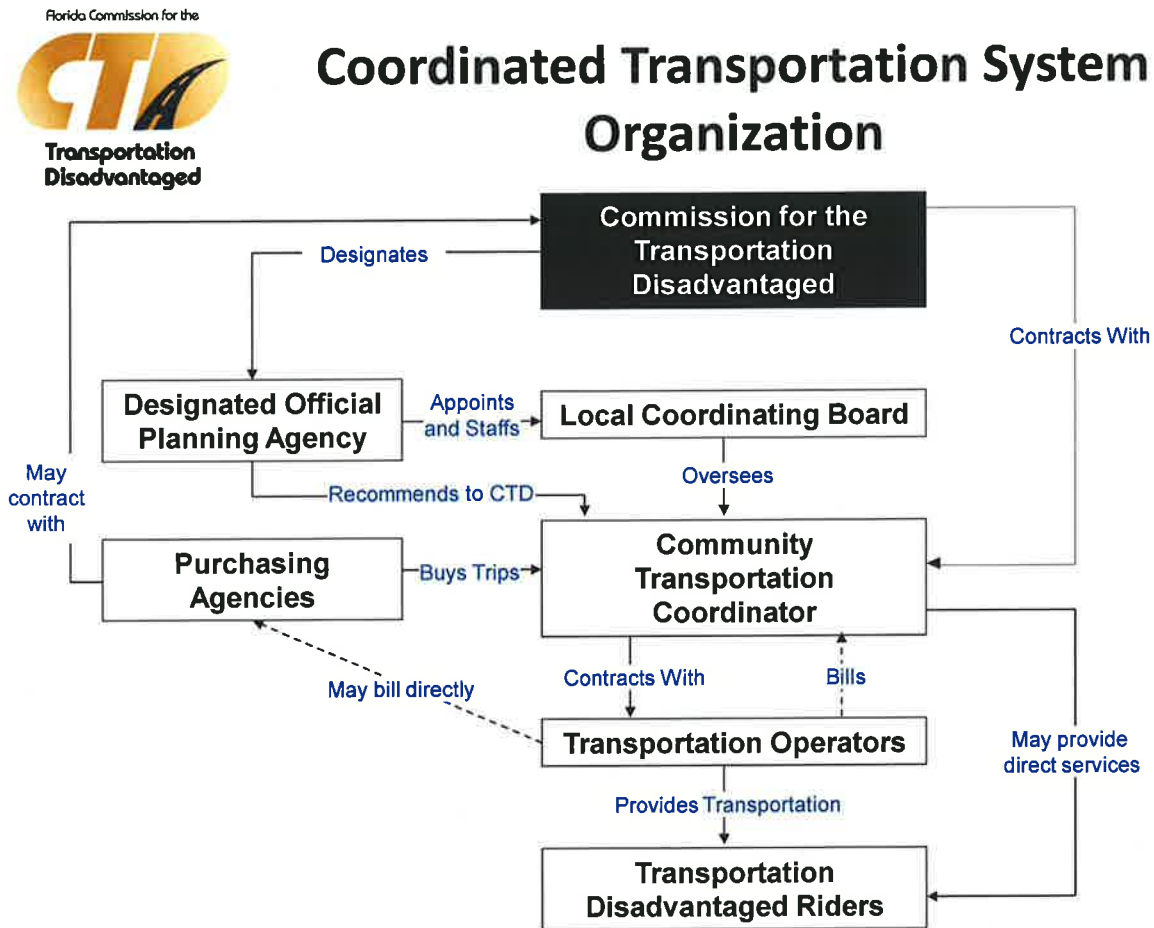
Suwannee Valley Transit Authority's Administrator directs the operation of the transit system. Suwannee Valley Transit Authority also employs maintenance, operational and fiscal personnel.

Suwannee Valley Transit Authority was designated the Community Transportation Coordinator for Columbia, Hamilton and Suwannee Counties by the Florida Commission for the Transportation Disadvantaged in 1990. Suwannee Valley Transit Authority was selected as the Community Transportation Coordinator through a non-competitive selection process. The Florida Commission for the Transportation Disadvantaged re-designated Suwannee Valley Transit Authority as the Community Transportation Coordinator for a five-year period through a non-competitive selection process in 2016.

The North Central Florida Regional Planning Council was Designated the Official Planning Agency for Columbia, Hamilton and Suwannee Counties in April 1990. The Council was selected through a non-competitive selection process.

3. Organization Chart

The following chart identifies the partners involved in Florida's Transportation Disadvantaged Program.



4. Consistency Review of Other Plans

a. Local Government Comprehensive Plans

The local comprehensive planning process involves essentially four basic steps:

1. the collection and analysis of pertinent data concerning the physical and socio-economic characteristics of the study area;
2. the formulation of goals for future growth and development;
3. the development of objectives and policies guided by the goals which are the essence of the Comprehensive Plan;
4. the implementation of the Comprehensive Plan.

The Transportation Disadvantaged Service Plan is consistent, to the maximum extent feasible, with the Comprehensive Plans of Columbia, Hamilton and Suwannee Counties.

b. Regional Policy Plans

The North Central Florida Strategic Regional Policy Plan adopted in October 2011 by the North Central Florida Regional Planning Council is a long-range guide for the physical, economic and social development of a planning region which identifies regional goals and policies. The plan serves as a basis for the review of the resources and facilities found in local government comprehensive plans originating in the region. Public transit is addressed in Section V of the plan. Regional Goal 5.6. is to reduce the unmet general trip demand of the north central Florida transportation disadvantaged population.

The following policies are included in the Strategic Regional Policy Plan to reduce unmet trip demand:

- **Policy 5.6.1.** Improve mobility options for low-income, elderly and disabled citizens.
- **Policy 5.6.2.** Increase funding for coordinated transportation systems for the transportation disabled.
- **Policy 5.6.3.** The Council and/or the Metropolitan Transportation Organization for the Gainesville Urbanized Area should provide technical assistance to designated north central Florida local transportation coordinating boards and community transportation coordinators.

The Transportation Disadvantaged Service Plan is consistent, to the maximum extent feasible, with the Strategic Regional Policy Plan.

c. Transit Development Plans

Not applicable.

**d. Florida Commission for the Transportation Disadvantaged
5-Year/20-Year Plan**

The Florida Commission for the Transportation Disadvantaged 5-Year/20-Year Plan establishes goals, objectives and a plan of action for the Florida Commission for the Transportation Disadvantaged. The plan presents forecasts of demand for transportation disadvantaged services, the cost of meeting the forecasted demand, forecasts of future funding for transportation disadvantaged services and approaches to balancing the supply and demand for these services. The plan also provides forecasts of the transportation disadvantaged population, demand for trips, number of trips supplied, unmet demand for trips and operating expenses.

The Transportation Disadvantaged Service Plan is consistent, to the maximum extent feasible, with the Florida Commission for the Transportation Disadvantaged 5-Year/20-Year Plan.

e. Metropolitan Planning Organization Long-Range Transportation Plans

Not applicable.

f. Transportation Improvement Program

Not applicable.

5. Public Participation

The Columbia, Hamilton and Suwannee Transportation Disadvantaged Board includes representatives of public, private and non-profit transportation and human services providers as well as the public to participate in the development and update of the Columbia, Hamilton and Suwannee Transportation Disadvantaged Service Plan. The Transportation Disadvantaged Service Plan is developed through input of the Columbia, Hamilton and Suwannee Transportation Disadvantaged Board whose membership includes citizens and human service providers.

6. Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board Membership Certification

COLUMBIA, HAMILTON AND SUWANNEE TRANSPORTATION DISADVANTAGED COORDINATING BOARD MEMBERSHIP CERTIFICATION

Name: North Central Florida Regional Planning Council
Address: 2009 N.W. 67th Place
Gainesville, Florida 32653-1603

The Designated Official Planning Agency named above hereby certifies to the following:

1. The membership of the Local Coordinating Board, established pursuant to Rule 41-2.012(3), Florida Administrative Code, does in fact represent the appropriate parties as identified in the following list; and
2. The membership represents, to the maximum extent feasible, a cross section of the local community.

Signature: _____

Daniel Riddick, Chair

Date: _____

3-24-16

| REPRESENTATION | MEMBER | ALTERNATE | TERM ENDING |
|---|------------------------|-----------------------|-------------|
| Local Elected Official Suwannee County/Chair | Jason Bashaw | Not Applicable | No Term |
| Local Elected Official Hamilton County | Beth Burnam | Not Applicable | No Term |
| Local Elected Official Columbia County | Bucky Nash | Not Applicable | No Term |
| Elderly | Reverend Charles Burke | Vacant | 6/30/2017 |
| Disabled | Ralph Kitchens | Vacant | 6/30/2018 |
| Citizen Advocate | Sandra Pauwels | Louie Goodin | 6/30/2018 |
| Citizen Advocate/User | Richard Bryant | LJ Johnson | 6/30/2018 |
| Children at Risk | Colleen Cody | Audre J. Washington | 6/30/2019 |
| Florida Association for Community Action | Matthew Pearson | Vacant | 6/30/2017 |
| Public Education | Daniel Taylor | Vacant | No Term |
| Florida Department of Transportation | Sandra Collins | Janell Damato | No Term |
| Florida Department of Children and Families | Kay Tice | Jaime Sanchez-Bianchi | No Term |
| Florida Department of Elder Affairs | Bruce Evans | Dwight Law | No Term |
| Florida Department of Education | Jeff Aboumrad | Allison Gill | No Term |
| Florida Agency for Health Care Administration | Deweese Ogden | Pamela Hagley | No Term |
| Regional Workforce Development Board | Sheryl Reliberg | Jeannie Carr | No Term |
| Veteran Services | Bo Beauchemin | Ellis A. Gray, III | 6/30/2017 |
| Local Mass Transit | Not Applicable | Not Applicable | No Term |
| Private Transportation Industry | Vacant | Vacant | 6/30/2019 |
| Local Medical Community | Sandra Buck Camp | Vacant | 6/30/2019 |

7. Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board Membership

Members, and their respective alternates, of Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board are identified below.

| MEMBER/REPRESENTING | ALTERNATE/REPRESENTING |
|--|---|
| Commissioner Jason Bashaw Local Elected Official/Chair | Not Applicable |
| Commissioner Beth Burnam - Vice-Chair Local Elected Official | Not Applicable |
| Commissioner Bucky Nash Local Elected Official Grievance Committee Chair | Not Applicable |
| Sandra Collins Florida Department of Transportation Grievance Committee Member | Janell Damato Florida Department of Transportation |
| Kay Tice Florida Department of Children and Families | Jaime Sanchez-Bianchi Florida Department of Children and Families |
| Jeff Aboumrad Florida Department of Education | Allison Gill Florida Department of Education |
| Bruce Evans Florida Department of Elder Affairs | Dwight Law Florida Department of Elder Affairs |
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| Richard Bryant Citizen Advocate - User Term ending June 30, 2018 | LJ Johnson Citizen Advocate - User Term ending June 30, 2018 |
| Ralph Kitchens Persons with Disabilities Term ending June 30, 2018 Grievance Committee Member | Vacant Persons with Disabilities Term ending June 30, 2018 |
| Reverend Charles Burke Elderly Term ending June 30, 2017 | Vacant Elderly Term ending June 30, 2017 |
| Sandra Buck-Camp Medical Community Term ending June 30, 2016 | Vacant Medical Community Term ending June 30, 2016 |
| Colleen Cody Children at Risk Term ending June 30, 2016 | Audre J. Washington Children at Risk Term ending June 30, 2016 |
| Vacant Private Transit Term ending June 30, 2016 | Vacant Private Transit Term ending June 30, 2016 |

Service Area Profile and Demographics

1. Service Area Description

The unincorporated area of Columbia County is approximately 786 square miles or 503,040 acres in area. Columbia County is located in the north central portion of the state of Florida and is bordered on the north by the state of Georgia, on the east by Baker and Union Counties, on the south by Alachua and Gilchrist Counties and on the west by Hamilton and Suwannee Counties.. The Santa Fe River forms a boundary on the south and the Suwannee River forms a boundary on the northwest border of Columbia County.

The unincorporated area of Hamilton County is approximately 500 square miles or 318,180 acres in area. Hamilton County is located in the north central portion of the state of Florida and is bordered on the north by the state of Georgia with Lowndes and Echols Counties; on the east by Columbia County, on the south by Suwannee County and on the west by Madison County as shown on the following location map. The Withlacoochee River forms a boundary on the west and the Suwannee River forms a boundary on the eastern and southern borders of the County.

The unincorporated area of Suwannee County is approximately 650.0 square miles or 418,120 acres in area. Suwannee County is located in the north central portion of the state of Florida and is bordered on the north by Hamilton County; on the east by Columbia County, on the south by Gilchrist and Lafayette Counties and on the west by Madison County. The Suwannee River forms a boundary on the west side and the Ichetucknee and Santa Fe Rivers form a boundary on the south side.

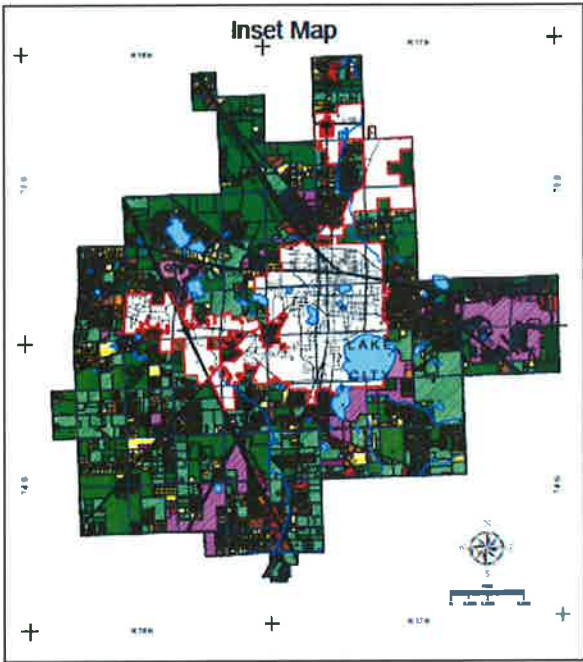
2. Demographics

a. Land Use

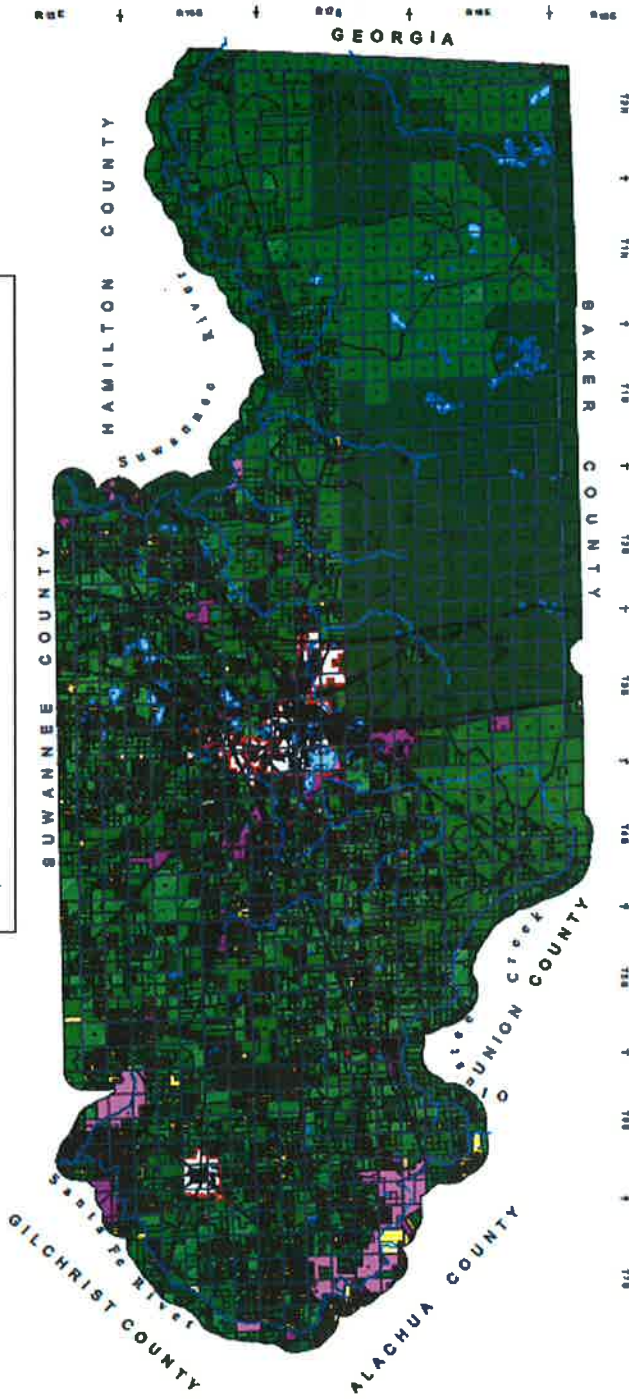
The purpose of this section is to provide information concerning existing land use in Columbia, Hamilton and Suwannee Counties. This information was obtained from the Comprehensive Plans for Columbia, Hamilton and Suwannee Counties.

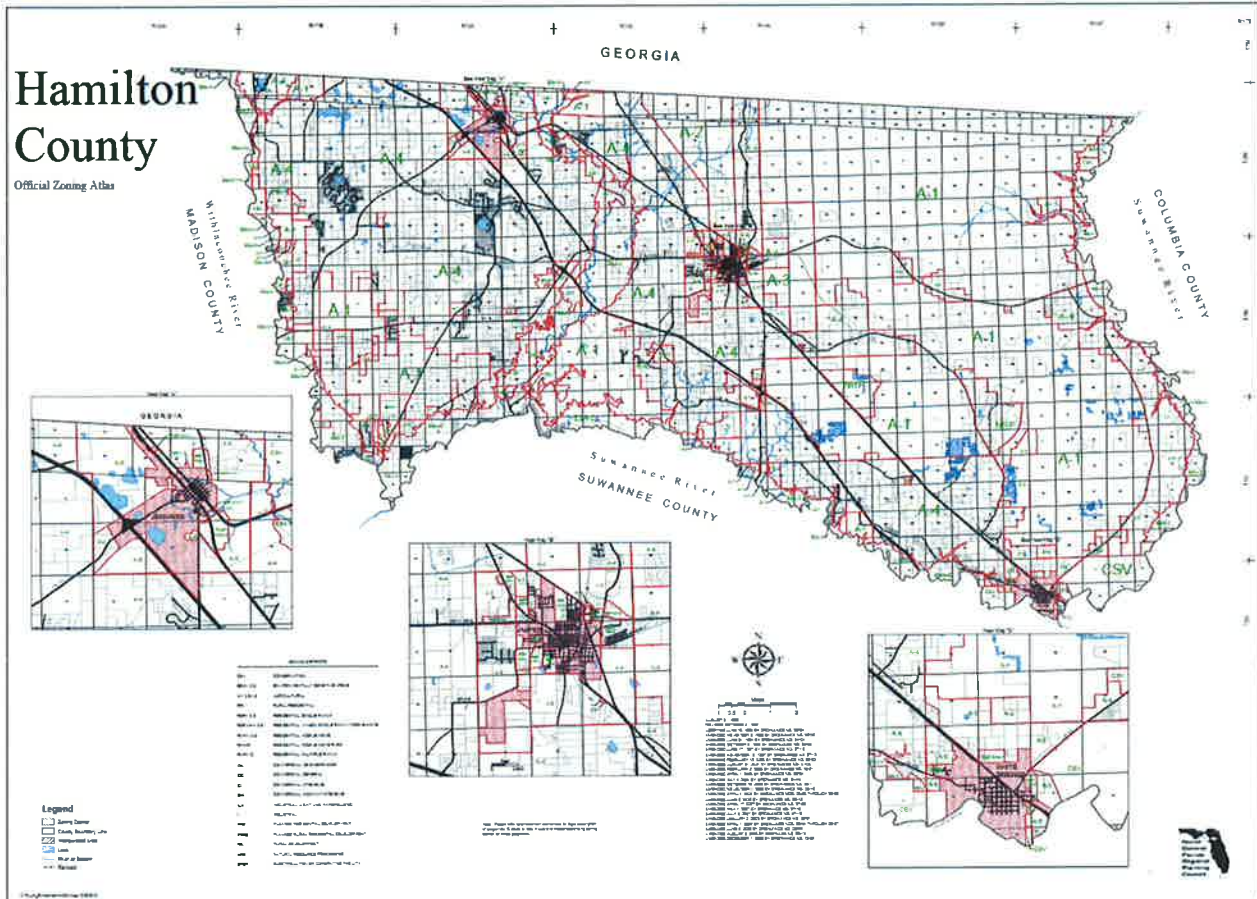
Columbia County

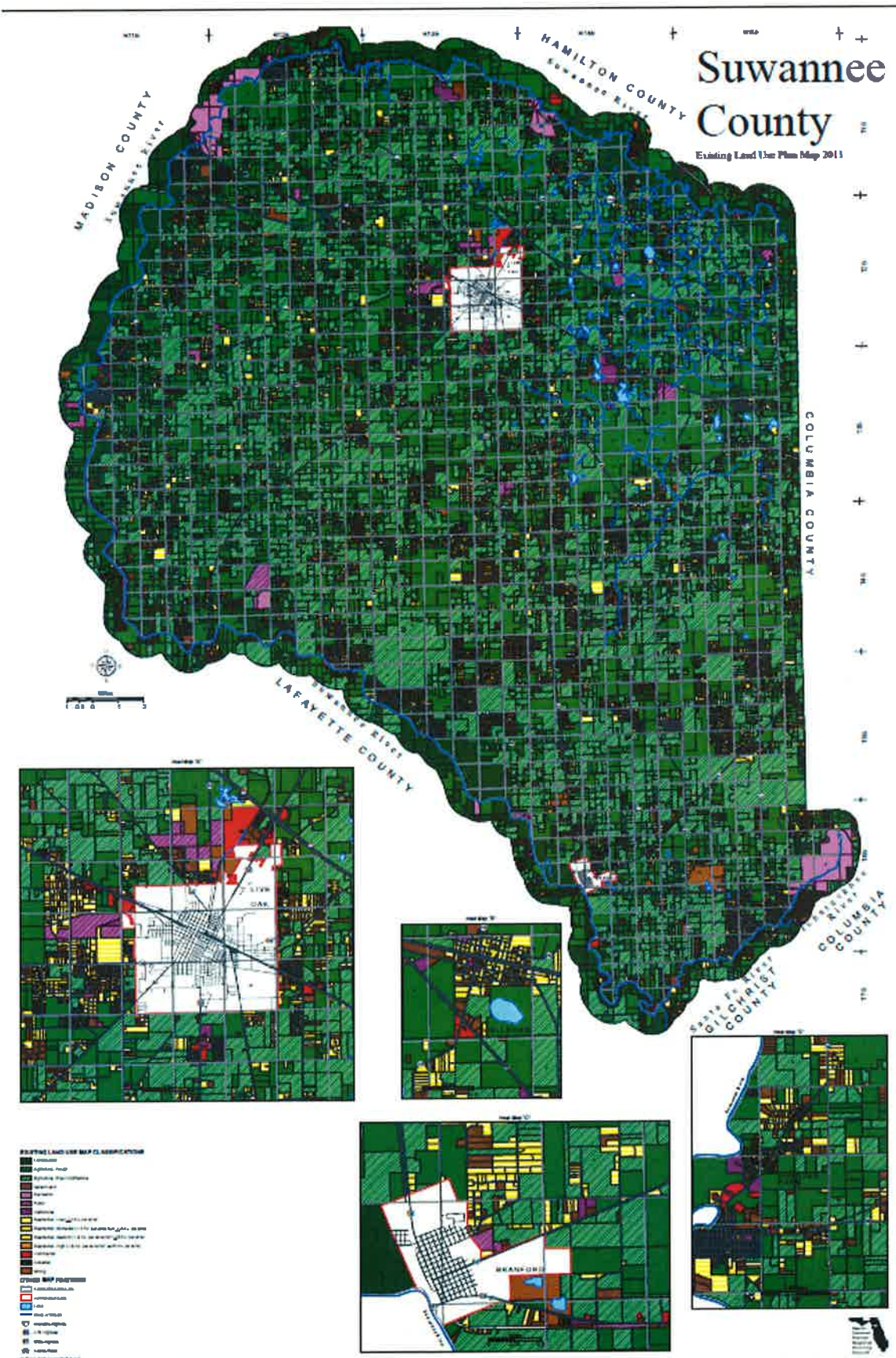
Existing Land Use Map 2010

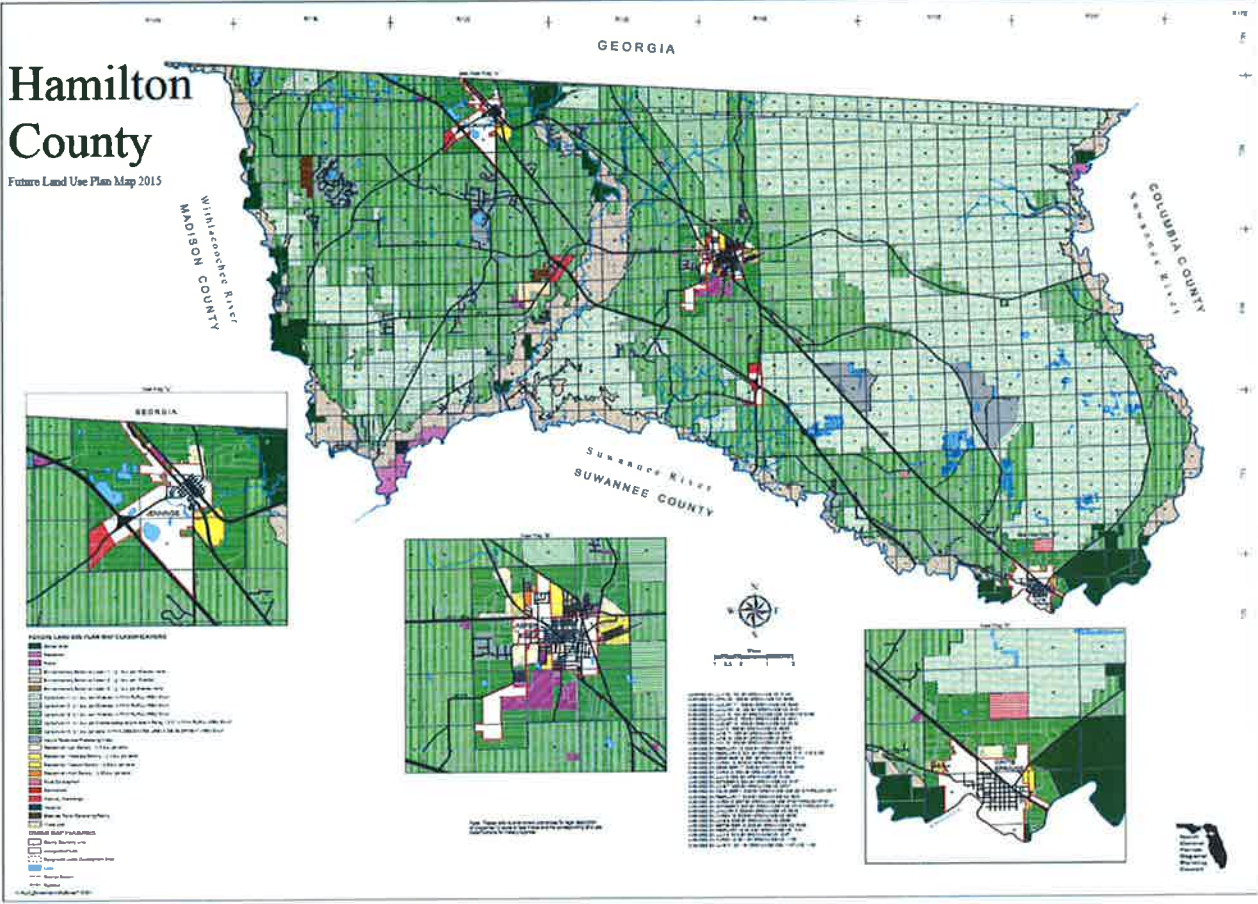


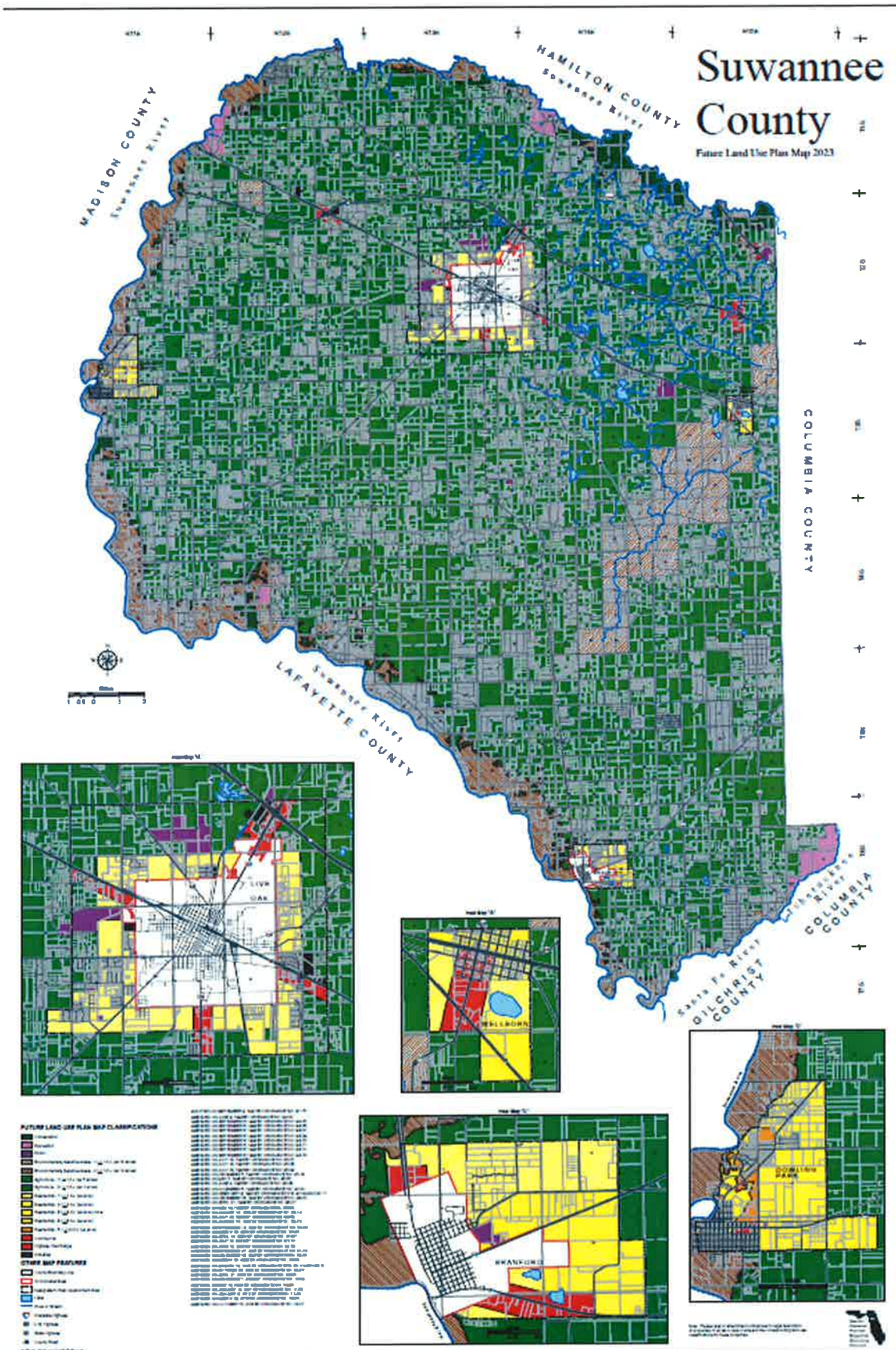
- EXISTING LAND USE MAP CLASSIFICATIONS**
- Conservation
 - Agriculture - Forest
 - Agriculture - Row Crop/Pasture
 - Wetland
 - Residential
 - Public
 - Industrial
 - Residential - Low (≤ 2 d.u. per acre)
 - Residential - Medium (> 2 d.u. per acre but ≤ 4 d.u. per acre)
 - Residential - Medium-High (> 4 d.u. per acre but ≤ 8 d.u. per acre)
 - Residential - High (> 8 d.u. per acre but ≤ 20 d.u. per acre)
 - Commercial
 - Unimproved
- OTHER MAP FEATURES**
- County Boundary Line
 - Incorporated Area
 - Water
 - Road or Stream
 - Boundary
- Source: County Property Appraiser 2010











b. Population/Composition

According to the Bureau of Economic and Business Research, Columbia County's estimated total population in 2015 was 68,163. The Bureau of Economic and Business Research estimates the population of the City of Lake City as 12,000, the Town of Fort White as 560, and the unincorporated area as 55,603. As Table 1 shows, 81 percent of the County's population is located within unincorporated areas.

According to Bureau of Economic and Business Research, Hamilton County's estimated total population in 2015 was 14,630. The Bureau of Economic and Business Research estimated the population of the City of Jasper as 3,083, the Town of Jennings as 871, the Town of White Springs as 763 and unincorporated area as 9,913.

According to the Bureau of Economic and Business Research, Suwannee County's estimated total population in 2015 was 44,452. The Bureau of Economic and Business Research estimated the population of the City of Live Oak as 6,853 the Town of Branford as 687 and unincorporated area as 36,912.

Table 1
Population Counts and Estimates
Columbia County

| Area | Population Estimates 2015 |
|---------------------|----------------------------------|
| Columbia County | 68,163 |
| Town of Fort White | 560 |
| City of Lake City | 12,000 |
| Unincorporated Area | 55,603 |

Source: Bureau of Economic and Business Research, University of Florida.

Table 2
Population Counts and Estimates
Hamilton County

| Area | Population Estimates 2015 |
|-----------------------|----------------------------------|
| Hamilton County | 14,630 |
| City of Jasper | 3,083 |
| Town of Jennings | 871 |
| Town of White Springs | 763 |
| Unincorporated Area | 9,913 |

Source: Bureau of Economic and Business Research, University of Florida.

Table 3

**Population Count
Suwannee County**

| Area | Population Estimates 2015 |
|---------------------|----------------------------------|
| Suwannee County | 44,452 |
| Town of Branford | 687 |
| City of Live Oak | 6,853 |
| Unincorporated Area | 36,912 |

Source: Bureau of Economic and Business Research, University of Florida.

According to the Bureau of Economic and Business Research, there were 4,126 inmates and patients residing in federal and state government-operated institutions in Columbia County. There were 2,489 inmates and patients residing in federal and state government-operated institutions in Hamilton County. There were 2,920 inmates and patients residing in federal and state government operated institutions in Suwannee County. They are considered nonresidents of the local area for revenue-sharing purposes. Institutionalized individuals are counted as part of the general population, so they are reflected in statistics on age. However, they are not included in the statistics for income or poverty levels for households.

i. **Population Densities**

Table 4 shows population density for Columbia, Hamilton and Suwannee Counties.

Table 4

**Population Density
Columbia, Hamilton and Suwannee Counties**

| County | 2015 Population Estimate | Square Miles | Persons per Square Mile |
|---------------|---------------------------------|---------------------|--------------------------------|
| Columbia | 68,163 | 797 | 84.7 |
| Hamilton | 14,630 | 514 | 28.8 |
| Suwannee | 44,452 | 688 | 60.3 |

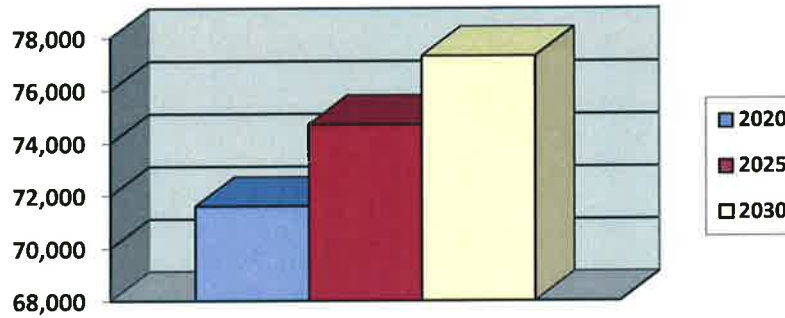
Source: 2010 U.S. Bureau of the Census, State & County Quick Facts.

ii. **Population Projections**

Illustrations I, II and III show population projections for 2015, 2020 and 2025.

Illustration I

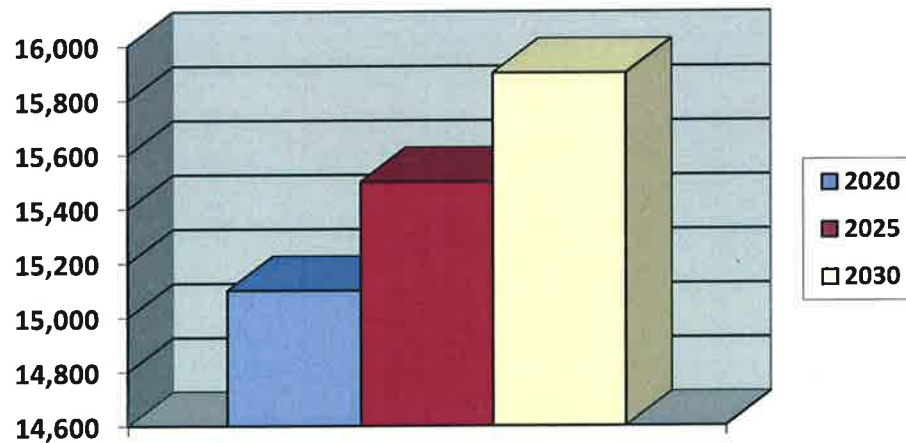
**Population Projections
Columbia County**



Source: Bureau of Economic and Business Research University of Florida

Illustration II

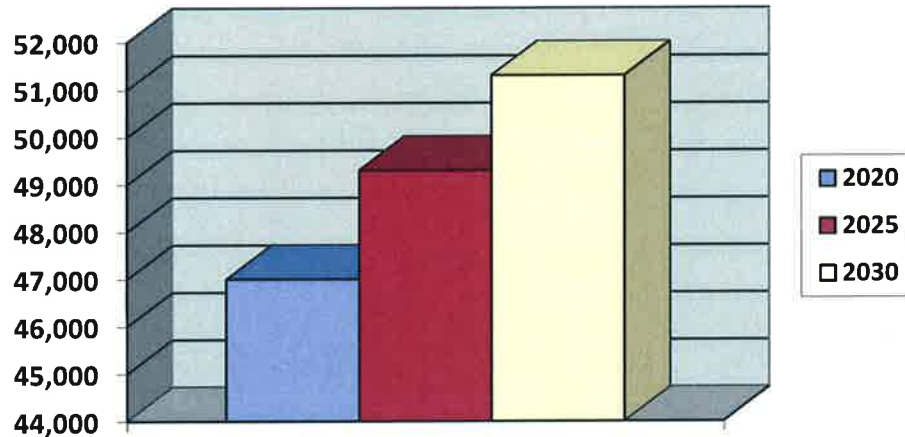
**Population Projections
Hamilton County**



Source: Bureau of Economic and Business Research, University of Florida

Illustration III

Population Projections Suwannee County



Source: Bureau of Economic and Business Research, University of Florida

iii. Population Age Distribution

Population age distribution is useful in determining mobility needs which transit might meet. The elderly typically are less likely to have access to a vehicle and thus are more dependent on the transit system for their travel needs. Table 5 shows estimates of Columbia County's population by age group. The 25-54 year-old age group is the largest age group within Columbia County. The 65 years and older population comprises approximately 11 percent of the population.

Table 6 shows estimates of Hamilton County's population by age group. The 25-54 year-old age group is the largest age group within Hamilton County. The 65 years and older population is the smallest age group within the Hamilton County, comprising approximately 8 percent of the population.

Table 7 shows estimates of Suwannee County's population by age group. The 25-54 year-old age group is the largest age group within Suwannee County. The 65 years and older population is the smallest age group within Suwannee County, comprising approximately 13 percent of the population.

Table 5
Population Estimates by Age Group
Columbia County, 2014

| Age Group | Population |
|------------------|-------------------|
| 0-4 | 4,232 |
| 5-17 | 10,555 |
| 18-24 | 6,615 |
| 25-54 | 25,574 |
| 55-64 | 9,468 |
| 65-79 | 8,756 |
| 80+ | 2,769 |

Source: Bureau of Economic and Business Research, University of Florida

Table 6
Population Estimates by Age Group
Hamilton County, 2014

| Age Group | Population |
|------------------|-------------------|
| 0-4 | 769 |
| 5-17 | 2,079 |
| 18-24 | 1,708 |
| 25-54 | 5,479 |
| 55-64 | 2,037 |
| 65-79 | 1,787 |
| 80+ | 492 |

Source: Bureau of Economic and Business Research, University of Florida

Table 7
Population Estimates by Age Group
Suwannee County, 2014

| Age Group | Population |
|------------------|-------------------|
| 0-4 | 2,534 |
| 5-17 | 6,865 |
| 18-24 | 3,814 |
| 25-54 | 16,426 |
| 55-64 | 5,887 |
| 65-79 | 6,398 |
| 80+ | 2,244 |

Source: 2011 Florida Statistical Abstract Table 1.34.

c. Disability

According to the 2010-2014 American Community Survey 5-Year Estimates, Columbia County had an estimated disabled population of 11,326 in 2014. The population under 18 years of age with a disability was 705. The population 18 to 64 years of age with a disability was 5,983. The population 65 years and over with a disability was 4,638.

According to the 2010-2014 American Community Survey 5-Year Estimates, Hamilton County had an estimated disabled population of 2,678 in 2014. The population under 18 years of age with a disability was 90. The population 18 to 64 years of age with a disability was 1,419. The population 65 years and over with a disability was 1,159.

According to the 2010-2014 American Community Survey 5-Year Estimates, Suwannee County had an estimated disabled population of 7,324. The population under 18 years of age with a disability was 525. The population 18 to 64 years of age with a disability was 3,642. The population 65 years and over with a disability was 3,156.

d. Employment

According to the Bureau of Economic and Business Research, the Columbia County monthly labor force (individuals who are able to work but may not be employed) in 2015 was 28,876 with 27,533 people employed and 1,343 unemployed. The monthly unemployment rate for Columbia County was 4.7 percent.

According to the Bureau of Economic and Business Research, the Hamilton County monthly labor force (individuals who are able to work but may not be employed) in 2015 was 4,617 with 4,361 people employed and 256 unemployed. The monthly unemployment rate for Hamilton County was 5.5 percent.

According to Bureau of Economic and Business Research, the Suwannee County monthly labor force (individuals who are able to work but may not be employed) in 2015 was 17,229 with 16,383 people employed and 846 unemployed. The monthly unemployment rate for Suwannee County was 4.9 percent.

e. Income

Table 8 shows income and poverty status data for Columbia, Hamilton and Suwannee Counties. Table 9 shows income levels that are currently used to define the federal poverty level. Low-income households often have no mobility choice other than public transportation and thus generally have high potential for transit use.

Table 8

**Income and Poverty Status Data
Columbia, Hamilton and Suwannee Counties**

| County | Median Household Income 2014 | Percent of Persons With Incomes Below Poverty Level 2014 |
|---------------|---|---|
| Columbia | \$39,194 | 21.7% |
| Hamilton | \$35,629 | 31.7% |
| Suwannee | \$37,879 | 24% |

Source: U.S. Bureau of the Census, Census 2010, State & County Quick Facts.

Table 9

**2016 Poverty Guidelines For The 48 Contiguous States
And The District of Columbia**

| PERSONS IN FAMILY/HOUSEHOLD | POVERTY GUIDELINE |
|------------------------------------|--------------------------|
| 1 | \$11,880 |
| 2 | \$16,020 |
| 3 | \$20,160 |
| 4 | \$24,300 |
| 5 | \$28,440 |
| 6 | \$32,580 |
| 7 | \$36,730 |
| 8 | \$40,890 |

* For families/households with more than 8 persons, add \$4,160 for each additional person.

Source: U.S. Department of Health and Human Services, Office of the Assistant Secretary for Planning and Evaluation

Table 10

**Supplemental Security Income Recipients
Columbia, Hamilton and Suwannee Counties
2014**

| County | Aged Assistance | Blind and Disabled | Medicaid Recipients |
|---------------|------------------------|---------------------------|----------------------------|
| Columbia | 126 | 2,507 | 17,567 |
| Hamilton | 47 | 583 | 3,896 |
| Suwannee | 104 | 1,331 | 11,571 |

Source: Bureau of Economic and Business Research, University of Florida

f. Housing

Table 11 presents data on housing units for Columbia, Hamilton and Suwannee Counties.

Table 11
Housing
Columbia, Hamilton and Suwannee Counties

| County | Housing Units 2014 | Median Value of Owner-Occupied Housing Units 2014 | Households 2014 | Persons per Household 2014 |
|---------------|---------------------------|--|------------------------|-----------------------------------|
| Columbia | 28,309 | \$106,600 | 23,714 | 2.67 |
| Hamilton | 5,704 | \$73,500 | 4,704 | 2.37 |
| Suwannee | 18,848 | \$93,800 | 15,583 | 2.69 |

Source: U.S. Bureau of the Census, Census 2010, State & County Quick Facts.

g. Health

There are three hospitals located in Columbia County. According to the Bureau of Economic and Business Research, there are 84 licensed doctors of medicine and 1,249 licensed registered and practical nurses.

There are no hospitals located Hamilton County. There are four licensed doctors of medicine and 140 advanced registered nurse practitioners, registered and practical nurses.

There is one hospital located Suwannee County. According to the Bureau of Economic and Business Research, there are 12 doctors of medicine and 659 registered and practical nurses.

h. Transportation

According to the 2010-2014 American Community Survey 5-Year Estimates, 1,417 occupied housing units in Columbia County had no vehicles available. 351 occupied housing units in Hamilton County had no vehicles available. 1,069 occupied housing units in Suwannee County had no vehicles available.

i. Major Trip Generators/Attractors

Being a rural area, there are a limited number of trip generators in Columbia, Hamilton and Suwannee Counties. Trips are distributed from the outlying areas to and from county seats for business, shopping and recreational activities. Major trip generators/attractors in Columbia County include: Florida Gateway College, the Veterans Affairs Medical Center, Shands at Lake Shore Hospital, Lake City Medical Center, and the Lake City Mall. Major trip generators/attractors for Hamilton County include: Hamilton Correctional Institution, Hamilton County Council on Aging Meal Site and PCS Phosphate. Major trip generators/attractors for Suwannee County include: Suwannee Health Care Center, Suwannee River Economic Council, Inc.'s meal site, Advent Christian Village, Pilgrim's Pride, Comprehensive Community Services and Florida Sheriff's Boys Ranch.

B. Service Analysis

1. General and Critical Need Transportation Disadvantaged Population Estimates

The National Center for Transit Research Center for Urban Transportation Research developed a methodology for estimating the general and critical need Transportation Disadvantaged population based on the most current U.S. Census Bureau demographic and socio-economic data available. The general Transportation Disadvantaged population includes the estimates of all disabled, elderly, low income persons and children who are 'high-risk' or 'at-risk.'

The critical need Transportation Disadvantaged population includes individuals who, due to sever physical limitations or low incomes, are unable to transport themselves or purchase transportation and are dependent upon others to obtain access to health care, employment, education, shopping, social activities, or other life sustaining activities.

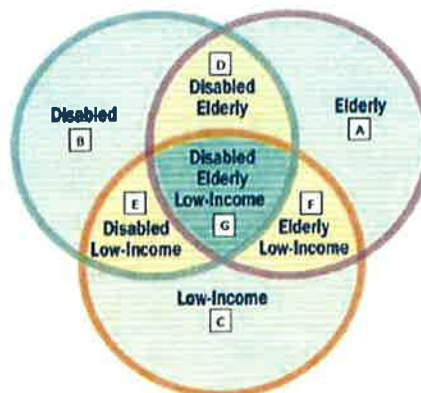
The following tables show general and critical need Transportation Disadvantaged population estimates for Columbia, Hamilton and Suwannee Counties.

CALCULATION OF GENERAL TRANSPORTATION DISADVANTAGED POPULATION

| Columbia County | | | | | Census Data from 2014 | | | |
|--------------------------|------------------|----------------|---------------------------------------|---|---|---|--|--|
| County Pop. By Age | Total Pop by Age | % of Total Pop | Population Below Poverty Level by Age | % of Total Pop Below Poverty Level by Age | Total Population with a Disability by Age | % of Total Pop with a Disability by Age | Total Pop with Disability and Below Poverty Level by Age | % Total Pop with a Disability and Below Poverty Level by Age |
| < 5 Years of Age | 3,516 | 5.6% | 1,413 | 2.3% | 0 | 0.0% | 0 | 0.00% |
| 5-17 | 10,725 | 17.2% | 2,919 | 4.7% | 591 | 0.9% | 304 | 0.49% |
| 18-34 | 11,510 | 18.5% | 2,698 | 4.3% | 819 | 1.3% | 189 | 0.30% |
| 35-64 | 25,251 | 40.5% | 2,886 | 4.6% | 5,176 | 8.3% | 1,439 | 2.31% |
| Total Non Elderly | 51,002 | 81.8% | 9,916 | 15.9% | 6,586 | 10.6% | 1,932 | 3.10% |
| 65-74 | 6,885 | 11.0% | 447 | 0.7% | 2,633 | 4.2% | 620 | 0.99% |
| 75+ | 4,483 | 7.2% | 272 | 0.4% | 2,694 | 4.3% | 436 | 0.70% |
| Total Elderly | 11,368 | 18.2% | 719 | 1.2% | 5,327 | 8.5% | 1,056 | 1.69% |
| Total | 62,370 | 100% | 10,635 | 17.1% | 11,913 | 19.1% | 2,988 | 4.79% |

| Double Counts Calculations | | |
|---|---|---------------|
| E - Estimate non-elderly/disabled/ low income | From Base Data (I11) | 1,932 |
| B - Estimate non-elderly/ disabled/not low income | Subtract I11 from G11 | 4,654 |
| G - Estimate elderly/disabled/low income | From Base Data (I14) | 1,056 |
| D - Estimate elderly/ disabled/not low income | Subtract I14 from G14 | 4,271 |
| F - Estimate elderly/non-disabled/low income | Subtract I14 from E14 | (337) |
| A - Estimate elderly/non-disabled/not low income | Subtract sum of J17, J18 and J19 from C14 | 6,378 |
| C - Estimate low income/not elderly/not disabled | Subtract I11 from E11 | 7,984 |
| Total - Non-Duplicated | | 25,938 |

| General TD Population | | % of Total |
|---|---------------|-------------------|
| Non-Duplicated General TD Population Estimate | 25,938 | 41.6% |

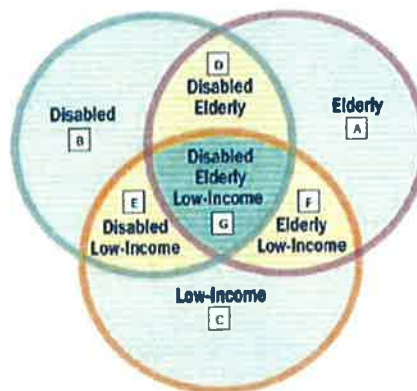


CALCULATION OF GENERAL TRANSPORTATION DISADVANTAGED POPULATION

| Suwannee County | | | | | Census Data from 2014 | | | |
|---------------------------|-------------------------|-----------------------|--|--|--|--|---|---|
| County Pop. By Age | Total Pop by Age | % of Total Pop | Population Below Poverty Level by Age | % of Total Pop Below Poverty Level by Age | Total Population with a Disability by Age | % of Total Pop with a Disability by Age | Total Pop with Disability and Below Poverty Level by Age | % Total Pop with a Disability and Below Poverty Level by Age |
| < 5 Years of Age | 2,438 | 5.8% | 1,255 | 3.0% | 0 | 0.0% | 0 | 0.00% |
| 5-17 | 6,784 | 16.2% | 2,334 | 5.6% | 632 | 1.5% | 344 | 0.82% |
| 18-34 | 8,208 | 19.6% | 2,416 | 5.8% | 689 | 1.6% | 449 | 1.07% |
| 35-64 | 16,806 | 40.2% | 2,251 | 5.4% | 3,267 | 7.8% | 864 | 2.06% |
| Total Non Elderly | 34,236 | 81.8% | 8,256 | 19.7% | 4,588 | 11.0% | 1,657 | 3.96% |
| 65-74 | 4,404 | 10.5% | 462 | 1.1% | 1,605 | 3.8% | 276 | 0.66% |
| 75+ | 3,209 | 7.7% | 138 | 0.3% | 1,481 | 3.5% | 233 | 0.56% |
| Total Elderly | 7,613 | 18.2% | 600 | 1.4% | 3,086 | 7.4% | 509 | 1.22% |
| Total | 41,849 | 100% | 8,856 | 21.2% | 7,674 | 18.3% | 2,166 | 5.18% |

| Double Counts Calculations | | |
|---|---|---------------|
| E - Estimate non-elderly/disabled/ low income | From Base Data (I11) | 1,657 |
| B - Estimate non-elderly/ disabled/not low income | Subtract I11 from G11 | 2,931 |
| G - Estimate elderly/disabled/low income | From Base Data (I14) | 509 |
| D - Estimate elderly/ disabled/not low income | Subtract I14 from G14 | 2,577 |
| F - Estimate elderly/non-disabled/low income | Subtract I14 from E14 | 91 |
| A - Estimate elderly/non-disabled/not low income | Subtract sum of J17, J18 and J19 from C14 | 4,436 |
| C - Estimate low income/not elderly/not disabled | Subtract I11 from E11 | 6,599 |
| Total - Non-Duplicated | | 18,800 |

| General TD Population | | % of Total |
|---|---------------|-------------------|
| Non-Duplicated General TD Population Estimate | 18,800 | 44.9% |

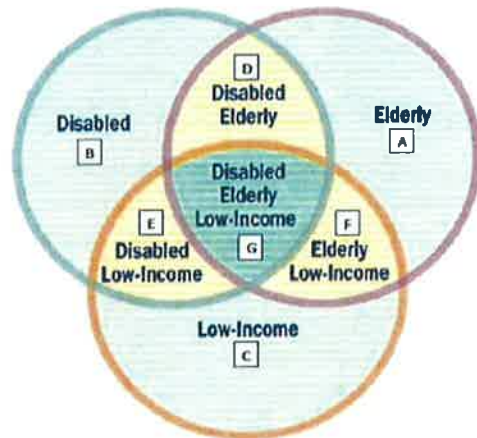


CALCULATION OF GENERAL TRANSPORTATION DISADVANTAGED POPULATION

| Hamilton County | | | | | Census Data from 2014 | | | |
|---------------------------|-------------------------|-----------------------|--|--|--|--|---|---|
| County Pop. By Age | Total Pop by Age | % of Total Pop | Population Below Poverty Level by Age | % of Total Pop Below Poverty Level by Age | Total Population with a Disability by Age | % of Total Pop with a Disability by Age | Total Pop with Disability and Below Poverty Level by Age | % Total Pop with a Disability and Below Poverty Level by Age |
| <18 | 2,693 | 18.6% | 1,126 | 7.8% | 186 | 6.9% | 43 | 1.60% |
| 18-64 | 9,685 | 67.0% | 1,699 | 11.7% | 1,840 | 19.0% | 542 | 5.60% |
| Total Non Elderly | 12,378 | 85.6% | 2,825 | 19.5% | 2,026 | 16.4% | 585 | 4.73% |
| 65+ | 2,088 | 14.4% | 351 | 2.4% | 923 | 44.2% | 171 | 8.20% |
| Total Elderly | 2,088 | 14.4% | 351 | 2.4% | 923 | 46.3% | 171 | 8.20% |
| Total | 14,466 | 100% | 3,176 | 22.0% | 2,949 | 20.4% | 757 | 5.23% |

| Double Counts Calculations | | |
|---|---|--------------|
| E - Estimate non-elderly/disabled/ low income | From Base Data (I9) | 585 |
| B - Estimate non-elderly/ disabled/not low income | Subtract I9 from G9 | 1,441 |
| G - Estimate elderly/disabled/low income | From Base Data (I11) | 171 |
| D- Estimate elderly/ disabled/not low income | Subtract I11 from G11 | 752 |
| F - Estimate elderly/non-disabled/low income | Subtract I11 from E11 | 180 |
| A - Estimate elderly/non-disabled/not low income | Subtract sum of J17, J18 and J19 from C11 | 985 |
| C - Estimate low income/not elderly/not disabled | Subtract I9 from E9 | 2,240 |
| Total - Non-Duplicated | | 6,354 |

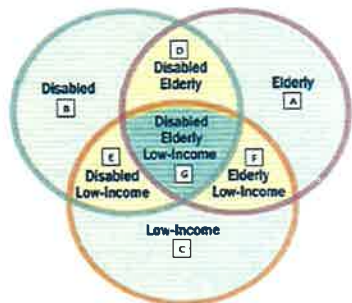
| General TD Population | % of Total | |
|---|-------------------|--------------|
| Non-Duplicated General TD Population Estimate | 6,354 | 43.9% |



FORECAST OF GENERAL AND CRITICAL NEED TRANSPORTATION DISADVANTAGED POPULATIONS

Columbia County

| General TD Population Forecast | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 |
|---|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| Overlapping Circle Component | | | | | | | | | | | |
| E - Estimate non-elderly/disabled/ low income | 1,932 | 1,951 | 1,971 | 1,991 | 2,011 | 2,031 | 2,052 | 2,073 | 2,093 | 2,115 | 2,136 |
| B - Estimate non-elderly/ disabled/not low income | 4,654 | 4,701 | 4,748 | 4,796 | 4,845 | 4,893 | 4,943 | 4,993 | 5,043 | 5,094 | 5,145 |
| G - Estimate elderly/disabled/low income | 1,056 | 1,067 | 1,077 | 1,088 | 1,099 | 1,110 | 1,122 | 1,133 | 1,144 | 1,156 | 1,167 |
| D - Estimate elderly/ disabled/not low income | 4,271 | 4,314 | 4,358 | 4,402 | 4,446 | 4,491 | 4,536 | 4,582 | 4,628 | 4,675 | 4,722 |
| F - Estimate elderly/non-disabled/low income | -337 | -340 | -344 | -347 | -351 | -354 | -358 | -362 | -365 | -369 | -373 |
| A - Estimate elderly/non-disabled/not low income | 6,378 | 6,442 | 6,507 | 6,573 | 6,639 | 6,706 | 6,774 | 6,842 | 6,911 | 6,981 | 7,051 |
| C - Estimate low income/not elderly/not disabled | 7,984 | 8,065 | 8,146 | 8,228 | 8,311 | 8,395 | 8,479 | 8,565 | 8,651 | 8,739 | 8,827 |
| TOTAL GENERAL TD POPULATION | 25,938 | 26,200 | 26,464 | 26,731 | 27,000 | 27,273 | 27,548 | 27,825 | 28,106 | 28,389 | 28,676 |
| TOTAL POPULATION | 62,370 | 62,999 | 63,634 | 64,276 | 64,924 | 65,579 | 66,240 | 66,908 | 67,583 | 68,265 | 68,953 |



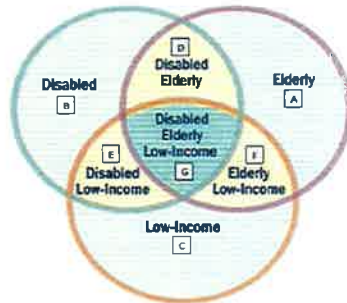
Columbia County

| Critical Need TD Population Forecast | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 |
|--|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| Total Critical TD Population | | | | | | | | | | | |
| Disabled | 2,761 | 2,789 | 2,817 | 2,845 | 2,874 | 2,903 | 2,932 | 2,962 | 2,992 | 3,022 | 3,052 |
| Low Income Not Disabled No Auto/Transit | 2,080 | 2,101 | 2,122 | 2,144 | 2,165 | 2,187 | 2,209 | 2,231 | 2,254 | 2,277 | 2,300 |
| Total Critical Need TD Population | 4,841 | 4,890 | 4,939 | 4,989 | 5,039 | 5,090 | 5,141 | 5,193 | 5,246 | 5,298 | 5,352 |
| Daily Trips - Critical Need TD Population | | | | | | | | | | | |
| Severely Disabled | 135 | 137 | 138 | 139 | 141 | 142 | 144 | 145 | 147 | 148 | 150 |
| Low Income - Not Disabled - No Access | 3,950 | 3,990 | 4,030 | 4,071 | 4,112 | 4,153 | 4,195 | 4,237 | 4,280 | 4,323 | 4,367 |
| Total Daily Trips Critical Need TD Population | 4,085 | 4,154 | 4,224 | 4,296 | 4,368 | 4,446 | 4,524 | 4,605 | 4,686 | 4,769 | 4,844 |
| Annual Trips | 1,491,088 | 1,516,288 | 1,541,913 | 1,567,971 | 1,594,470 | 1,622,692 | 1,651,414 | 1,680,644 | 1,710,391 | 1,740,665 | 1,767,994 |

FORECAST OF GENERAL AND CRITICAL NEED TRANSPORTATION DISADVANTAGED POPULATIONS

Hamilton County

| General TD Population Forecast | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 |
|---|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| Overlapping Circle Component | | | | | | | | | | | |
| E - Estimate non-elderly/disabled/ low income | 585 | 589 | 593 | 597 | 601 | 604 | 608 | 612 | 616 | 620 | 624 |
| B - Estimate non-elderly/ disabled/not low income | 1,441 | 1,450 | 1,459 | 1,468 | 1,478 | 1,487 | 1,497 | 1,507 | 1,516 | 1,526 | 1,536 |
| G - Estimate elderly/disabled/low income | 171 | 172 | 173 | 175 | 176 | 177 | 178 | 179 | 180 | 181 | 183 |
| D - Estimate elderly/ disabled/not low income | 752 | 757 | 761 | 766 | 771 | 776 | 781 | 786 | 791 | 796 | 801 |
| F - Estimate elderly/non-disabled/low income | 180 | 181 | 182 | 183 | 184 | 186 | 187 | 188 | 189 | 190 | 192 |
| A - Estimate elderly/non-disabled/not low income | 985 | 992 | 998 | 1,004 | 1,011 | 1,017 | 1,024 | 1,030 | 1,037 | 1,044 | 1,050 |
| C - Estimate low income/not elderly/not disabled | 2,240 | 2,254 | 2,268 | 2,283 | 2,298 | 2,312 | 2,327 | 2,342 | 2,357 | 2,372 | 2,388 |
| TOTAL GENERAL TD POPULATION | 6,354 | 6,394 | 6,435 | 6,477 | 6,518 | 6,560 | 6,602 | 6,645 | 6,688 | 6,731 | 6,774 |
| TOTAL POPULATION | 14,466 | 14,559 | 14,652 | 14,747 | 14,841 | 14,937 | 15,033 | 15,129 | 15,227 | 15,324 | 15,423 |



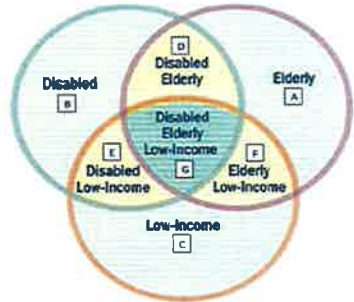
Hamilton County

| Critical Need TD Population Forecast | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 |
|--|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| Total Critical TD Population | | | | | | | | | | | |
| Disabled | 757 | 762 | 766 | 771 | 776 | 781 | 786 | 791 | 796 | 802 | 807 |
| Low Income Not Disabled No Auto/Transit | 658 | 662 | 667 | 671 | 675 | 679 | 684 | 688 | 693 | 697 | 702 |
| Total Critical Need TD Population | 1,415 | 1,424 | 1,433 | 1,442 | 1,451 | 1,461 | 1,470 | 1,480 | 1,489 | 1,499 | 1,508 |
| Daily Trips - Critical Need TD Population | | | | | | | | | | | |
| Severely Disabled | 37 | 37 | 38 | 38 | 38 | 38 | 39 | 39 | 39 | 39 | 40 |
| Low Income - Not Disabled - No Access | 1,250 | 1,258 | 1,266 | 1,274 | 1,282 | 1,290 | 1,299 | 1,307 | 1,315 | 1,324 | 1,332 |
| Total Daily Trips Critical Need TD Population | 1,287 | 1,308 | 1,331 | 1,353 | 1,376 | 1,400 | 1,425 | 1,450 | 1,476 | 1,502 | 1,526 |
| Annual Trips | 469,657 | 477,594 | 485,665 | 493,873 | 502,220 | 511,109 | 520,156 | 529,362 | 538,732 | 548,268 | 556,875 |

FORECAST OF GENERAL AND CRITICAL NEED TRANSPORTATION DISADVANTAGED POPULATIONS

Suwannee County

| General TD Population Forecast | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 |
|---|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| Overlapping Circle Component | | | | | | | | | | | |
| E - Estimate non-elderly/disabled/ low income | 1,657 | 1,676 | 1,695 | 1,715 | 1,734 | 1,754 | 1,774 | 1,795 | 1,815 | 1,836 | 1,857 |
| B - Estimate non-elderly/ disabled/not low income | 2,931 | 2,965 | 2,999 | 3,033 | 3,068 | 3,103 | 3,138 | 3,174 | 3,211 | 3,248 | 3,285 |
| G - Estimate elderly/ disabled/low income | 509 | 515 | 521 | 527 | 533 | 539 | 545 | 551 | 558 | 564 | 570 |
| D - Estimate elderly/ disabled/not low income | 2,577 | 2,607 | 2,636 | 2,667 | 2,697 | 2,728 | 2,759 | 2,791 | 2,823 | 2,855 | 2,888 |
| F - Estimate elderly/non-disabled/low income | 91 | 92 | 93 | 94 | 95 | 96 | 97 | 99 | 100 | 101 | 102 |
| A - Estimate elderly/non-disabled/not low income | 4,436 | 4,487 | 4,538 | 4,590 | 4,643 | 4,696 | 4,750 | 4,804 | 4,860 | 4,915 | 4,972 |
| C - Estimate low income/not elderly/not disabled | 6,599 | 6,675 | 6,751 | 6,829 | 6,907 | 6,986 | 7,066 | 7,147 | 7,229 | 7,312 | 7,396 |
| TOTAL GENERAL TD POPULATION | 18,800 | 19,016 | 19,234 | 19,454 | 19,677 | 19,903 | 20,131 | 20,362 | 20,595 | 20,831 | 21,070 |
| TOTAL POPULATION | 41,849 | 42,329 | 42,814 | 43,305 | 43,801 | 44,303 | 44,811 | 45,325 | 45,845 | 46,370 | 46,902 |



Suwannee County

| Critical Need TD Population Forecast | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 |
|--|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| Total Critical TD Population | | | | | | | | | | | |
| Disabled | 1,647 | 1,666 | 1,685 | 1,704 | 1,724 | 1,743 | 1,763 | 1,784 | 1,804 | 1,825 | 1,846 |
| Low Income Not Disabled No Auto/Transit | 1,820 | 1,841 | 1,862 | 1,883 | 1,905 | 1,926 | 1,948 | 1,971 | 1,993 | 2,016 | 2,039 |
| Total Critical Need TD Population | 3,466 | 3,506 | 3,546 | 3,587 | 3,628 | 3,670 | 3,712 | 3,754 | 3,797 | 3,841 | 3,885 |
| Daily Trips - Critical Need TD Population | | | | | | | | | | | |
| Severely Disabled | 81 | 82 | 83 | 83 | 84 | 85 | 86 | 87 | 88 | 89 | 90 |
| Low Income - Not Disabled - No Access | 3,456 | 3,495 | 3,535 | 3,576 | 3,617 | 3,658 | 3,700 | 3,743 | 3,786 | 3,829 | 3,873 |
| Total Daily Trips Critical Need TD Population | 3,536 | 3,596 | 3,657 | 3,719 | 3,781 | 3,848 | 3,916 | 3,986 | 4,056 | 4,128 | 4,193 |
| Annual Trips | 1,290,737 | 1,312,550 | 1,334,732 | 1,357,289 | 1,380,227 | 1,404,657 | 1,429,520 | 1,454,822 | 1,480,573 | 1,506,779 | 1,530,435 |

2. Paratransit Service Demand Estimation

The National Center for Transit Research Center for Urban Transportation Research developed a paratransit service demand estimation tool based on the most current U.S. Census Bureau demographic and socio-economic data available. The following table shows trip demand for the critical Transportation Disadvantaged population.

CALCULATION OF CRITICAL NEED TRANSPORTATION DISADVANTAGED POPULATION

Columbia County

Census Data from: 2014

| County Pop. By Age | Total Population with a Disability by Age | % with a Severe Disability by Age | Total Population with a Severe Disability by Age | % of Total Pop with Severe Disability by Age |
|--------------------------|---|-----------------------------------|--|--|
| < 5 Years of Age | 0 | 4.20% | - | - |
| 5-17 | 591 | 4.20% | 25 | 0.23% |
| 18-34 | 819 | 6.30% | 52 | 0.45% |
| 35-64 | 5,176 | 13.84% | 716 | 2.84% |
| Total Non Elderly | 6,586 | | 793 | 1.55% |
| 65-74 | 2,633 | 27.12% | 714 | 10.37% |
| 75+ | 2,694 | 46.55% | 1,254 | 27.97% |
| Total Elderly | 5,327 | | 1,968 | 17.31% |
| Total | 11,913 | | 2,761 | 4.43% |

| % of Severe Disability Below Poverty Level | Total Severe Disability Below Poverty Level |
|--|---|
| | |
| | |
| | |
| | |
| 28.60% | 227 |
| | |
| | |
| 11.70% | 230 |
| | 457 |

| Critical Need - Severely Disabled TD Population | | | |
|---|----------------|------------|--------------|
| | Not Low Income | Low Income | Totals |
| <i>Non-Elderly</i> | 566 | 227 | 793 |
| <i>Elderly</i> | 1,738 | 230 | 1,968 |
| TOTAL | 2,304 | 457 | 2,761 |

| TRIP RATES USED | |
|-----------------------------------|-------|
| Low Income Non Disabled Trip Rate | |
| Total | 2.400 |
| <u>Less</u> | |
| Transit | 0.389 |
| School Bus | 0.063 |
| Special Transit | 0.049 |
| | 1.899 |
| Severely Disabled Trip Rate | |
| Special Transit | 0.049 |

| Low Income & Not Disabled = C + F | | CALCULATION OF DAILY TRIPS FOR THE CRITICAL NEED TD POPULATION | |
|--|--------------|---|-------------------|
| <i>Assumes</i> | 7,647 | Calculation of Daily Trips | |
| 41.2% | | | |
| xx % without auto access | 2,080 | | |
| 100.0% | 2,080 | | |
| xx % without transit access | | | |
| | | | |
| Total Actual Critical TD Population | | Daily Trip Rates | |
| | | Per Person | Total Daily Trips |
| <i>Severely Disabled</i> | 2,761 | 0.049 | 135 |
| <i>Low Income ND</i> | ### | 1.899 | 3,950 |
| Totals | 4,841 | | 4,085 |

CALCULATION OF CRITICAL NEED TRANSPORTATION DISADVANTAGED POPULATION

Hamilton County

Census Data from: 2014

| County Pop. By Age | Total Population with a Disability by Age | % with a Severe Disability by Age | Total Population with a Severe Disability by Age | % of Total Pop with Severe Disability by Age |
|--------------------------|---|-----------------------------------|--|--|
| <18 | 186 | 6.90% | 43 | 1.60% |
| 18-64 | 1,840 | 19.00% | 542 | 5.60% |
| Total Non Elderly | 2,026 | 16.37% | 585 | 4.73% |
| 65+ | 923 | 44.20% | 171 | 8.20% |
| Total Elderly | 923 | 44.20% | 171 | 8.20% |
| Total | 2,949 | 20.38% | 757 | 5.23% |

| % of Severe Disability Below Poverty Level | Total Severe Disability Below Poverty Level |
|--|---|
| | |
| | |
| 28.60% | 167 |
| | |
| 11.70% | 20 |
| | 187 |

Critical Need - Severely Disabled TD Population

| | Not Low Income | Low Income | Totals |
|--------------------|----------------|------------|------------|
| <i>Non-Elderly</i> | 418 | 167 | 585 |
| <i>Elderly</i> | 151 | 20 | 171 |
| TOTAL | 569 | 187 | 757 |

| TRIP RATES USED | |
|--|-------|
| <i>Low Income Non Disabled Trip Rate</i> | |
| Total | 2.400 |
| <i>Less</i> | |
| Transit | 0.389 |
| School Bus | 0.063 |
| Special Transit | 0.049 |
| | 1.899 |
| <i>Severely Disabled Trip Rate</i> | |
| Special Transit | 0.049 |

Low Income & Not Disabled = C + F

| | |
|----------------|-----------------------------|
| <i>Assumes</i> | 2,419 |
| 27.2% | xx % without auto access |
| | 658 |
| 100% | xx % without transit access |
| | 658 |

CALCULATION OF DAILY TRIPS
FOR THE
CRITICAL NEED TD POPULATION

| | | Calculation of Daily Trips | |
|-------------------------------------|--------------|-----------------------------|-------------------|
| Total Actual Critical TD Population | | Daily Trip Rates Per Person | Total Daily Trips |
| <i>Severely Disabled</i> | 757 | 0.049 | 37 |
| <i>Low Income ND</i> | 658 | 1.899 | 1,250 |
| Totals | 1,415 | | 1,287 |

CALCULATION OF CRITICAL NEED TRANSPORTATION DISADVANTAGED POPULATION

Suwannee County

Census Data from: 2014

| County Pop. By Age | Total Population with a Disability by Age | % with a Severe Disability by Age | Total Population with a Severe Disability by Age | % of Total Pop with Severe Disability by Age |
|--------------------------|---|-----------------------------------|--|--|
| < 5 Years of Age | 0 | 4.20% | - | - |
| 5-17 | 632 | 4.20% | 27 | 0.39% |
| 18-34 | 689 | 6.30% | 43 | 0.53% |
| 35-64 | 3,267 | 13.84% | 452 | 2.69% |
| Total Non Elderly | 4,588 | | 522 | 1.53% |
| 65-74 | 1,605 | 27.12% | 435 | 9.88% |
| 75+ | 1,481 | 46.55% | 689 | 21.48% |
| Total Elderly | 3,086 | | 1,125 | 14.77% |
| Total | 7,674 | | 1,647 | 3.94% |

| % of Severe Disability Below Poverty Level | Total Severe Disability Below Poverty Level |
|--|---|
| | |
| | |
| | |
| | |
| 28.60% | 149 |
| | |
| | |
| 11.70% | 132 |
| | |
| | 281 |

Critical Need - Severely Disabled TD Population

| | Not Low Income | Low Income | Totals |
|--------------------|----------------|------------|--------------|
| Non-Elderly | 373 | 149 | 522 |
| Elderly | 993 | 132 | 1,125 |
| TOTAL | 1,366 | 281 | 1,647 |

TRIP RATES USED

Low Income Non Disabled Trip Rate

| | |
|-----------------|--------------|
| Total | 2.400 |
| LESS | |
| Transit | 0.389 |
| School Bus | 0.063 |
| Special Transit | 0.049 |
| | 1.899 |

Severely Disabled Trip Rate

| | |
|-----------------|-------|
| Special Transit | 0.049 |
|-----------------|-------|

Low Income & Not Disabled = C + F

Assumes
27.2%

100.0%

| | |
|-----------------------------|-------|
| xx % without auto access | 6,690 |
| | 1,820 |
| xx % without transit access | 1,820 |

CALCULATION OF DAILY TRIPS
FOR THE
CRITICAL NEED TD POPULATION

| Total Actual Critical TD Population | | Calculation of Daily Trips | |
|-------------------------------------|--------------|-----------------------------|-------------------|
| | | Daily Trip Rates Per Person | Total Daily Trips |
| Severely Disabled | 1,647 | 0.049 | 81 |
| Low Income ND | ### | 1.899 | 3,456 |
| Totals | 3,466 | | 3,536 |

3. Barriers to Coordination

Medicaid non-emergency transportation services are no longer coordinated through Florida's Coordinated Transportation System in Bradford County. In May 2014, the Florida Agency for Health Care Administration implemented Florida's Managed Medical Care Program. The Managed Medical Care Program requires Managed Medical Assistance Plans to provide transportation to their enrollees who have no other means of transportation available.

The Managed Medical Assistance Plans provide transportation services directly through their own network of transportation providers. According Chapter 2 of the Florida Agency for Health Care Administration Transportation Coverage, Limitations and Reimbursement Handbook, July 1997, "Medicaid is required by Chapter 427, Florida Statutes to purchase transportation services through the designated Community Transportation Coordinator, unless those services are not cost effective or the Community Transportation Coordinator does not coordinate Medicaid transportation services."

4. Needs Assessment

United States Code Section 5310 Grant Program

| Applicant | Project | Project Year | Areas Affected By Project | Project Cost | Funding Source |
|-----------------------------------|---|---------------------|---|---------------------|--------------------------------------|
| ARC of North Florida, Inc. | Purchase one vehicle. | 2015/16 | Hamilton County Suwannee County | \$35,761.60 | United States Code. Section 5310 |
| | | | | \$4,470.20 | Florida Department of Transportation |
| | | | | \$4,470.20 | ARC of North Florida, Inc. |
| Columbia County Senior Services | Purchase two replacement vehicles. | 2015/16 | Columbia County | \$119,473.60 | United States Code Section 5310 |
| | | | | \$14,934.20 | Florida Department of Transportation |
| | | | | \$14,934.20 | Columbia County Senior Services |
| Suwannee Valley Transit Authority | Purchase one vehicle, computer server with software and electric gates. | 2016/17 | Columbia County Hamilton County Suwannee County | \$85,244.00 | United States Code Section 5310 |
| | | | | \$10,655.50 | Florida Department of Transportation |
| | | | | \$10,655.50 | Suwannee Valley Transit Authority |

United States Code Section 5311 Grant Program

| Applicant | Project | Project Year | Areas Affected By Project | Project Cost | Funding Source |
|--------------------------------------|------------------------------|---------------------|--------------------------------------|---------------------|--------------------------------------|
| Suwannee Valley Transit Authority | Transportation Operations | 2016/17 | Columbia County | \$210,970.50 | United States Code Section 5311 |
| | | | | \$210,970.50 | Suwannee Valley Transit Authority |
| Suwannee Valley Transit Authority | Transportation Operations | 2016/17 | Hamilton County | \$42,975.50 | United States Code Section 5311 |
| | | | | \$42,975.50 | Suwannee Valley Transit Authority |
| Suwannee Valley Transit Authority | Transportation Operations | 2016/17 | Suwannee County | \$136,740 | United States Code Section 5311 |
| | | | | \$136,740 | Suwannee Valley Transit Authority |

United States Code Section 5339 Grant Program

| Applicant | Project | Project Year | Areas Affected By Project | Project Cost | Funding Source |
|--------------------------------------|---|---------------------|---|---------------------|---|
| Suwannee Valley Transit Authority | Purchase one replacement vehicle. | 2016/17 | Columbia County Hamilton County Suwannee County | \$63,515.00 | United States Code Section 5339 |
| | | | | \$15,879.00 | Florida Department of Transportation |
| The ARC of North Florida, Inc. | Purchase 7 passenger van. | 2015/16 | Suwannee County | \$27,677 | United States Code. Section 5339 |

Rural Capital Equipment Support Grant

| Applicant | Project | Project Year | Areas Affected By Project | Project Cost | Funding Source |
|--------------------------------------|---|---------------------|---|---------------------|--|
| Suwannee Valley Transit Authority | Purchase two replacement vehicles and computer hardare. | 2015/16 | Columbia County Hamilton County Suwannee County | \$110,414.63 | Rural Area Capital Equipment Support Grant |

Transportation Disadvantaged Program/Trip & Equipment Grant

| Applicant | Project | Project Year | Areas Affected By Project | Project Cost | Funding Source |
|--|---|----------------|---------------------------|------------------|--|
| <u>Suwannee Valley Transit Authority</u> | <u>Provide trips to transportation disadvantaged individuals.</u> | <u>2016/17</u> | <u>Columbia County</u> | <u>\$340,574</u> | <u>Transportation Disadvantaged Trust Fund</u> |
| | | | | <u>\$37,841</u> | <u>Suwannee Valley Transit Authority</u> |
| | | | <u>Hamilton County</u> | <u>\$154,336</u> | <u>Transportation Disadvantaged Trust Fund</u> |
| | | | | <u>\$17,149</u> | <u>Suwannee Valley Transit Authority</u> |
| | | | <u>Suwannee County</u> | <u>\$267,240</u> | <u>Transportation Disadvantaged Trust Fund</u> |
| | | | | <u>\$29,693</u> | <u>Suwannee Valley Transit Authority</u> |

Transportation Disadvantaged Program/Mobility Enhancement Grant

| Applicant | Project | Project Year | Areas Affected By Project | Project Cost | Funding Source |
|--|---|----------------|--|---------------------|--|
| <u>Suwannee Valley Transit Authority</u> | <u>Transport students to North Florida Community College and Florida Gateway College.</u> | <u>2016/17</u> | <u>Columbia County</u> | <u>\$213,717.31</u> | <u>Transportation Disadvantaged Trust Fund</u> |
| | | | <u>Hamilton County</u> <u>Suwannee County</u> | <u>\$23,746.37</u> | <u>Suwannee Valley Transit Authority</u> |

5. Goals, Objectives and Strategies

GOAL I: Coordinate transportation services provided to disadvantaged individuals that are funded with local, state and federal government funds.

OBJECTIVE: Identify agencies that receive local, state and/or federal government transportation funds that are not coordinated through Suwannee Valley Transit Authority. Inform each non-coordinated agency about Chapter 427, Florida Statutes.

Strategy 1(a): Identify agencies located in Columbia, Hamilton and Suwannee Counties that are receiving local, state and/or federal funds to transport clients or to purchase vehicles.

- Strategy 1(b):** Contact the identified agencies to obtain information about the amount of funding they receive, the types of vehicles that they operate, the hours that the vehicles are operated, etc.
- Strategy 1(c):** Determine whether a purchase of service contract, coordination contract or subcontract should be executed with the identified agencies to coordinate the transportation services that are being provided.
- GOAL II:** **Identify unmet transportation needs of the residents of Columbia, Hamilton and Suwannee Counties.**
- OBJECTIVE:** Report to the local Coordinating Board the unmet transportation needs of the residents of Columbia, Hamilton and Suwannee Counties.
- Strategy 2(a):** Report quarterly the number and types of transportation services that are requested which it is unable to provide.
- Strategy 2(b):** Report any identified unmet needs in the service area.
- GOAL III:** **Provide transportation services that are consumer oriented and effectively group riders.**
- OBJECTIVE:** Provide transportation services that maximize the use of all vehicles to eliminate duplication of service without unduly inconveniencing the rider.
- Strategy 3(a):** Report on a quarterly basis the number of single passenger trips provided by county.
- Strategy 3(b):** Encourage passengers to arrange their appointment times in order to group trips.
- Strategy 3(c):** Attempt to reduce the number of single passenger trips.
- Strategy 3(d):** Measure the total passenger trips per vehicles quarterly by county.
- GOAL IV:** **Eliminate physical barriers to the use of transportation services by persons who are elderly and/or disabled.**
- OBJECTIVE:** Comply with the requirements of the Americans with Disabilities Act regarding the access to and provision of transportation services.
- Strategy 4(a):** Train its staff members regarding the utilization of special equipment for the disabled as well as the abilities of persons with disabilities.
- Strategy 4(c):** Ensure the demand responsive transportation services offered to individuals with disabilities is equivalent to the level and quality of services offered to individuals without disabilities.
- GOAL V:** **Evaluate Suwannee Valley Transit Authority's performance based on specific criteria.**

- OBJECTIVE:** Annually use the most recent Florida Commission for the Transportation Disadvantaged Evaluation Workbook to evaluate Suwannee Valley Transit Authority's performance.
- GOAL VI:** **Utilize the Transportation Disadvantaged Trust Fund allocation in the most cost effective and efficient manner.**
- OBJECTIVE:** Adhere to a strict budget of Transportation Disadvantaged Trust Funds and shall follow the local Coordinating Board's trip priorities to ensure that these funds are spent in the most efficient manner.
- Strategy 6(a):** Determine the most efficient manner to spend the Transportation Disadvantaged Trust Funds.
- Strategy 6(b):** Inform the local Coordinating Board of any difficulties experienced concerning the under expenditure or over expenditure of the Transportation Disadvantaged Trust Funds.
- GOAL VII:** **Comply with all reporting requirements of the Florida Commission for the Transportation Disadvantaged and the local Coordinating Board.**
- OBJECTIVE:** Complete all reports in a timely manner which require local Coordinating Board review and/or approval.
- Strategy 7(a):** Complete and submit reports to the Designated Official Planning Agency staff a minimum of two weeks prior to the meeting date to be reviewed and included in the local Coordinating Board's meeting packet.
- Strategy 7(b):** Continue to require all subcontractors and coordination contractors to report quarterly operating data by County.
- GOAL VIII:** **Maintain/improve the quality of service.**
- OBJECTIVE:** Monitor the quality of service provided by Suwannee Valley Transit Authority.
- Strategy 8(a):** Monitor the quality of service based on input from riders, purchasers and operators.
- Strategy 8(b):** Make recommendations to Suwannee Valley Transit Authority to improve the quality of service.
- OBJECTIVE IX:** **Provide courteous and professional service.**
- Strategy:** Provide sensitivity and courtesy training to staff annually.
- GOAL X:** **Ensure the provision of safe transportation services.**
- OBJECTIVE:** Ensure the safety and well being of passengers through inspection and maintenance of all vehicles in the coordinated system and drivers.
- Strategy 10(a):** Comply with its System Safety Program Plan. The System Safety Program Plan shall meet all established requirements and adhere to Chapter 341, Florida Statutes and Chapter 14-90, Florida Administrative Code.

- Strategy 10(b):** Certify to the local Coordinating Board annually that it has monitored its subcontractors to ensure their compliance with Chapter 14-90, Florida Administrative Code.
- Strategy 10(c):** Train all drivers in the coordinated system annually.
- GOAL XI:** **Comply with Federal Transit Administration substance abuse testing requirements.**
- Strategy 11(a):** Certify compliance with substance abuse testing requirements.
- GOAL XII:** **Promote cost and service efficiency through efficient routing, scheduling and operation procedures.**
- OBJECTIVE:** Encourage the provision of the greatest number of trips using the most cost effective methods possible.
- Strategy 12(a):** Maintain a data base with pertinent information relative to clients needs and limitations.
- GOAL XIII:** **Improve efficiency and effectiveness of the coordinated transportation system.**
- OBJECTIVE:** Attempt to improve efficiency and effectiveness areas identified in the annual performance evaluation.

6. Implementation Plan

| Strategies | Implementation Date |
|--|--|
| (1) Identify agencies receiving local, state and/or federal funds to transport clients or purchase vehicles. (2) Contact the identified agencies to obtain information about the funding they receive. | (1) Annually (2) Annually |
| (1) Identify agencies that receive local, state and/or federal funds that do not include transportation services in their budgets. (2) Review applications for funding to encourage the inclusion of transportation services in agency budgets. | (1) Ongoing (2) As necessary |
| (1) Discuss transportation needs at local Coordinating Board meetings. (2) Report unmet trip requests. (3) Ask for additional local funding to help meet the growing demand for transportation disadvantaged services in Columbia, Hamilton and Suwannee Counties. | (1) Quarterly (2) Quarterly (3) Ongoing |
| (1) Maximize the use of vehicles without unduly inconveniencing the rider. (2) Report the number of single passenger trips provided by county. (3) Encourage passengers to arrange appointments to group trips. (4) Attempt to reduce the number of single passenger trips. (5) Measure total passenger trips per vehicle by county. | (1) Ongoing (2) Quarterly (3) Quarterly (4) Annually (5) Quarterly |

| Strategies | Implementation Date |
|---|---|
| (1) Provide alternative methods for accessing transportation services for individuals with disabilities. (2) Make use of special equipment for, and the abilities of, persons with disabilities. (3) Ensure that the transportation services offered to individuals with disabilities is equivalent to the level and quality of services offered to persons without disabilities. | (1) Ongoing (2) Ongoing (3) Ongoing |
| (1) Evaluate the performance of Suwannee Valley Transit Authority in general and relative to Commission standards, completion of service plan elements and Florida Commission for the Transportation Disadvantaged workbook modules. | (1) Annually |
| (1) Adhere to a budget of Transportation Disadvantaged Trust Funds to ensure that these funds are spent in the most efficient manner. (2) Determine the most efficient manner to expend the Transportation Disadvantaged Trust Funds. (3) Inform the local Coordinating Board of any difficulties experienced concerning the expenditure of the Transportation Disadvantaged Trust Funds. | (1) Annually (2) Annually (3) Quarterly |
| (1) Complete all reports for review and/or approval in a timely manner. (2) Final reports shall be completed and submitted to Designated Official Planning Agency staff a minimum of two weeks prior to next local Coordinating Board meeting. (3) Continue to require all subcontractors and coordination contractors to report quarterly operating data by county. | (1) Ongoing (2) Ongoing (3) Quarterly |
| (1) Address all written grievances in a timely manner according to the Grievance Procedures. (2) Document all grievances and the grievance process. (3) Report service complaints on a quarterly basis. | (1) Ongoing (2) Ongoing (3) Quarterly |
| (1) Provide courteous and professional service. (2) Provide sensitivity and courtesy training. | (1) Ongoing (2) Annually |
| (1) Encourage the provision of the greatest number of trips using the most cost effective methods possible. (2) Maintain a data base with pertinent information relative to clients needs and limitations. | (1) Ongoing (2) Ongoing |
| (1) The System Safety Program Plan shall meet all established requirements and adhere to Section 341, Florida Statutes and Chapter 14-90, Florida Administrative Code. (2) Certify that Suwannee Valley Transit Authority complies with its System Safety Program Plan and that subcontractors have been monitored for their compliance with Chapter 14-90, Florida Administrative Code. | (1) Annually (2) Annually |

Chapter II: Service Plan

A. Operations

The operations element is a profile of the coordinated transportation system and provides basic information about Suwannee Valley Transit Authority's daily operations.

Suwannee Valley Transit Authority is a governmental organization created in 1974 as a regional public transportation authority by an inter-local agreement between Columbia, Hamilton and Suwannee County governments. The Florida Commission for the Transportation Disadvantaged designated Suwannee Valley Transit Authority the Community Transportation Coordinator for Columbia, Hamilton and Suwannee Counties pursuant to Chapter 427 Florida Statutes in 1990. As the Community Transportation Coordinator, Suwannee Valley Transit Authority is responsible for coordinating the provision of transportation services to the transportation disadvantaged in Columbia, Hamilton and Suwannee Counties. Suwannee Valley Transit Authority was re-designated the Community Transportation Coordinator through June 30, 2016. The Florida Commission for the Transportation Disadvantaged designated Columbia, Hamilton and Suwannee Counties as a combined service area under Florida's Transportation Disadvantaged Program July 1, 2013.

1. Types, Hours and Days of Service

a. Types of Service

Suwannee Valley Transit Authority provides door-to-door, curb-to-curb, shared-ride, flex route services as needed for ambulatory (walking) and wheelchair passengers. Transportation services are arranged on a subscription, on-demand, and advance reservation basis. There are currently no fixed route transportation services available in the service area. Except for specialty contract services, Suwannee Valley Transit Authority transportation is a shared ride service. Suwannee Valley Transit Authority reserves the right to request riders make reasonable adjustments to their desired transport times in order to most effectively coordinate trips.

Suwannee Valley Transit Authority is required to transport all "common wheelchairs. A common wheelchair is defined as a device which does not exceed 30 inches in width and 48 inches in length measured two inches above the ground and does not weigh more than 600 pounds when occupied. Wheelchairs that exceed these dimensions and weight may not be transported. Passengers who cannot propel their wheelchair independently must have an escort. Suwannee Valley Transit Authority will only transport wheelchairs that can be safely secured using the standard 4-point tie down wheelchair restraint devices. Passengers must be able to transfer from to a bus seat for all non-standard wheelchairs (such as a scooter). All wheelchair passengers must use seat/lap belts and shoulder harnesses.

b. Hours and Days of Service

Transportation Disadvantaged Program sponsored_service is provided Monday through Saturday from 6:00 a.m. to 5:00 p.m. excluding holidays.

General Public service is available Monday through Friday from 6:00 a.m. to 5:00 p.m. excluding holidays.

Agency sponsored transportation service is provided according to contractual arrangements.

c. Holidays

Transportation Disadvantaged Program sponsored service will not be provided on the following observed holidays:

Veteran's Day
Thanksgiving Day
Christmas Day
New Year's Day
Martin Luther King, Jr.'s Birthday
Memorial Day
Independence Day
Labor Day

2. Accessing Services

a. Reservations

Trip reservations can be made by calling 386. 362.5332 Monday through Friday from 8:00 a.m. to 5:00 p.m. excluding the following holidays: New Year's day, Martin Luther King's Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving and day after, Christmas Eve (observed) & and Christmas Day (observed).

Transportation services for agency sponsored passengers are scheduled and canceled pursuant to contractual arrangements.

When making a reservation, passengers should have the following information available: date, time and pickup/drop off location of appointment; name of service provider, telephone numbers, and points of contact.

b. Advance Notification

Transportation Disadvantaged Program and General Public trip reservations must be made before 3:00 p.m. three (3) days before the day of transport. For example, reservations must be made no later than the prior Wednesday by 3:00 p.m. for service needed on Monday, unless the Wednesday is a holiday, in which case the reservation must be made on Tuesday by 3:00 p.m.

Suwannee Valley Transit Authority can grant an exception to the three day rule if the rider presents good cause. Good cause is substantiated by factors such as, but not limited to, any of the following:

- Urgent Care, (with Doctor's note);
- Post-surgical and/or medical follow-up care specified by a health care provider to occur in fewer than three workdays;
- Imminent availability of an appointment with a specialist when the next available appointment would require a delay of two weeks or more; or
- The result of administrative or technical delay requiring an appointment to be rescheduled.

Agency sponsored trip requests will be taken according to contractual arrangements.

c. Trip Cancellation Process

Trips must be cancelled 24 hours in advance of the scheduled pickup time. Passengers who do not cancel their transportation 24 hours in advance and refuse transportation once the driver arrives at the point of pick up will be considered a no-show. Same-day cancellations count as no-shows unless the rider was unable to cancel the trip 24 hours in advance.

d. No-Show Policy

Drivers shall wait five minutes after the scheduled pick-up time for passengers to board the vehicle. Drivers picking up patients returning from dialysis appointments may wait more than 5 minutes upon request as long as the wait time does not jeopardize the return drop off time of other passengers on the vehicle. After the driver has waited five minutes, the driver will place a no-show hanger on the doorknob. After three (3) no-shows within 60 days, the passenger is subject to a service termination for 30 days. After the passenger is reinstated to the program, if three (3) more infractions occur within 60 days, the suspension period will be 45 days. If the client is reinstated to the program and three (3) more infractions occur within 60 days, the suspension will be 90 days.

If the passenger provides acceptable, verifiable evidence that the no-show was due to unforeseen and unavoidable circumstances, the missed trip will not be counted as a no-show. Suwannee Valley Transit Authority will not issue a no-show to a passenger if the vehicle sent to transport the passenger will not accommodate the passenger's ability to board the vehicle.

Passengers may only be removed from suspension by their sponsoring agency. Suwannee Valley Transit Authority will determine passenger suspensions for passengers transported under the Florida's Transportation Disadvantaged Program. If a passenger feels that he/she has been unfairly suspended, they may file a grievance with the Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board.

e. After Hours Service

After hours service is provided if required by contractual agreement. Emergency phone and beeper numbers are listed below.

| | |
|--------------------|--|
| Telephone: | (386) 362-5332, normal business hours (386) 688-1514, after hours emergency (386) 688-0547, after hours emergency |
| Answering Machine: | (386) 362-5332, after hours, weekends, holidays |
| Facsimile: | (386) 364-7834 or (386) 219-0157, 24 hours/seven days per week |

f. Passenger Fares

Transportation Disadvantaged Program: \$1.00 per one-way trip

General Public: \$3.00 for each 10 mile segment or portion thereof, one way

Other sponsoring agencies: Determined by contractual agreement.

g. Transportation Disadvantaged Program Eligibility

Service provided under Florida's Transportation Disadvantaged Program is funded by the Transportation Disadvantaged Trust Fund. The purpose of the Transportation Disadvantaged Program is to provide transportation services to individuals who because of physical or mental disability, income status, or age are unable to transport themselves or to purchase transportation and are, therefore, dependent upon others to obtain access to health care, employment, education, shopping, social activities, or other life-sustaining activities as defined in s. 411.202. The following criteria will be used to determine Transportation Disadvantaged Program eligibility:

- Unable to obtain transportation: Individual does not have an operational vehicle in the household; or the ability to operate a vehicle; or the ability to obtain transportation from other sources.
- Unable to transport themselves: Individual is not sponsored by any agency or organization for their transportation needs or have the ability to operate a vehicle.

Individuals must apply for Transportation Disadvantaged Program eligibility for their transportation to be sponsored by the Florida Commission for the Transportation Disadvantaged. Eligibility shall be for one year. Suwannee Valley Transit Authority shall notify subscription riders 30 days in advance of their eligibility expiration date and need for renewal.

Eligibility may be revoked if it is determined an individual's eligibility status has changed. Transportation Disadvantaged Program eligibility applications are provided upon request. Suwannee Valley Transit Authority will provide one trip for new passengers who have not yet applied for eligibility but need transportation service immediately (urgent care, or urgent onset care appointment), Suwannee Valley Transit Authority will provide one trip while eligibility is being determined.

Suwannee Valley Transit Authority's Transportation Disadvantaged Program eligibility application is shown below.

SUWANNEE VALLEY TRANSIT AUTHORITY
TRANSPORTATION DISADVANTAGED ASSESSMENT SCREENING FORM: 2015

SECTION 1-PERSONAL INFORMATION

LAST NAME: _____ FIRST NAME: _____ MI: _____
PHYSICAL ADDRESS: _____ CITY: _____ ZIP CODE: _____
MAILING ADDRESS: _____ CITY: _____ ZIP CODE: _____
SUBDIVISION NAME: _____ HOME TELEPHONE #: _____
WORK #: _____ CELL PHONE #: _____ EMAIL ADDRESS: _____
MEDICAID# _____ DATE OF BIRTH: _____ GENDER (M/F): _____
SOCIAL SECURITY #: _____ ARE YOU A VETERAN? ___Yes___ No
EMERGENCY CONTACT: _____ RELATIONSHIP: _____
HOME TELEPHONE #: _____ WORK #: _____ CELL #: _____

HOUSEHOLD MEMBERS

Please list ALL household members, include yourself. You may use the back of the form or attach a separate sheet of paper if additional space is needed.

| <u>NAME</u> | <u>AGE</u> | <u>RELATIONSHIP</u> |
|-------------|------------|---------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

SECTION 2-AVAILABILITY OF OTHER TRANSPORTATION

1. What type of vehicle do you own? Year: _____ Make: _____ Model: _____ N/A: _____
2. Is there a reason why you cannot drive your car? ___Yes___ No___ If yes please tell us if the reason is medical or is it because you are having vehicle trouble. _____
3. Does any other member of your household own a vehicle? ___Yes___ No
4. Could anyone in your household, family or friends transport you to your appointments? YES: _____ NO: _____ If no, please explain why not? _____
5. How are you currently being transported to your appointments? _____
6. Are you aware that you are required to pay a co-payment of \$1 each way for this program and that if you do not pay, you cannot ride? YES: _____ NO: _____
7. Are you enrolled in any other programs that will pay for or provide you with transportation services? ___Yes___ No
If yes please provide the name _____

SECTION 3-COMMON DESTINATIONS

Please list all hospitals, doctors, medical facilities, employment, educational or any other locations that you visit on a regular basis. Please use the back of the form if you need additional space or attach a separate sheet of paper.

| <u>DESTINATION</u> | <u>ADDRESS</u> | <u># VISITS PER MONTH</u> |
|--------------------|----------------|---------------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

*I understand there is a 3 bag limit when going grocery shopping. If you do not follow this rule we will not transport you to the grocery store. Initial Here _____

SECTION 4-SPECIAL NEEDS

Please check or list any special needs you may require during transportation:

Escort: _____ Powered Wheelchair: _____ Manual Wheelchair: _____ Walker: _____ Cane: _____
 Stretcher: _____ Respirator: _____ Service Animal: _____ Other: _____

Do you have any other needs/conditions that we need to be aware of in order to transport you safely? Yes No
 If yes, please explain _____

SECTION 5-INCOME AND EXPENSES

Monthly Income:

Job Income \$ _____ SSI \$ _____ Retirement Income \$ _____ Food Stamps \$ _____
 TANF (Cash Assistance) \$ _____ Other \$ _____

Total Household Income \$ _____

Monthly Expenses:

Mortgage/Rent \$ _____ Utilities \$ _____ Vehicle Payment \$ _____ Groceries \$ _____ Cable \$ _____
 Telephone \$ _____ Cell Phone \$ _____ Medical \$ _____ Pharmacy \$ _____
 Home Insurance \$ _____ Car Insurance \$ _____ Fuel \$ _____ Other \$ _____

Total Monthly Household Expenses \$ _____

SECTION 6-CERTIFICATION AND ACKNOWLEDGEMENT

I understand and affirm that the information provided in this application for Non-Emergency Transportation (NET) 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 for transportation to and from eligible services as well as appointments. 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. SVTA will prosecute offenders and/or pursue civil action to recover costs incurred from false claims or criminal acts. **NOTE: Transportation is wholly dependent on available TD funds each day.**

APPLICANT SIGNATURE: _____

DATE: _____

PLEASE MAKE SURE THIS FORM IS FILLED OUT COMPLETELY AND SIGNED. AN INCOMPLETE APPLICATION WILL BE REJECTED

Please mail this form to:
Suwannee Valley Translt Authority
1907 Voyles St, SW
Live Oak, FL 32064
(386) 362-5332

PLEASE ALLOW 7 BUSINESS DAYS TO PROCESS YOUR APPLICATION. PLEASE CALL SUWANNEE VALLEY TRANSIT AUTHORITY AT 386-362-5332 OR 1-800-258-7267 TO SEE IF YOU QUALIFY AND TO SCHEDULE TRANSPORTATION SERVICES.

THE TRANSPORTATION DISADVANTAGED APPLICATION WILL BE RENEWED ON AN ANNUAL BASIS.

OFFICIAL USE ONLY

DO NOT WRITE IN THIS SPACE

New Application: ____ Recertification: ____ TD: ____ Other: ____

Approved Date: ____ Denied Date: ____ Reason for Denial: ____

Worker: ____ Date: ____ Supervisor: ____ Date: ____

h. Transportation Disadvantaged Program Trip Priorities

Due to limited funding allocated to Columbia, Hamilton and Suwannee Counties through the Transportation Disadvantaged Trust Fund, Suwannee Valley Transit Authority may be required to prioritize Transportation Disadvantaged Program sponsored trip requests. Prioritization of trip requests shall consider: cost effectiveness and efficiency, trip purpose, unmet needs, and available resources.

Suwannee Valley Transit Authority in cooperation with the Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board established the following trip priorities for the use of the Transportation Disadvantaged Trust Funds in ranking order:

- 1) Vital Care - Medical (Dialysis and Cancer Care)
- 2) Other Medical
- 3) Employment
- 4) Grocery shopping
- 5) Educational
- 6) Social service agency trips
- 7) Shopping
- 8) Recreation and other

Suwannee Valley Transit Authority shall notify Transportation Disadvantaged Program eligible individuals and other interested persons/agencies of the implementation of the Transportation Disadvantaged trip priorities due to Transportation Disadvantaged Trust Fund availability. Suwannee Valley Transit Authority shall notify eligible individuals of the types of trips that are available for sponsorship under the Transportation Disadvantaged Program.

3. Public Transit Utilization

Suwannee Valley Transit Authority provides a deviated fixed route service between the Live Oak, Lake City and Gainesville communities. Passengers are placed on these routes as much as possible.

4. School Bus Utilization

Suwannee Valley Transit Authority has not identified a need for joint use agreements with the Columbia, Hamilton or Suwannee County School Districts.

5. Vehicle Inventory

Suwannee Valley Transit Authority's vehicle inventory is shown below.

| Fleet # | Date of Acq. (M/Y) | Make | Model | Usage Status: X= down R=retired | NTD Veh Type | Vehicle Length | Engine | VIN # | FDOT Control Number | Tag | Lift/ Ramp/ St /NA | W/C Cap. | W/C Jump Seat | Seats lost per W/C | Insurance | Fuel Type / Cap. | Insurance | Other Equipment (Excess Inventory) | Source Funded By | Passes Title? | Category | FDOT Suggested Max Mileage | FDOT Max Age (years) | Current Vehicle Age | Current Vehicle Mileage |
|---------|--------------------|----------|----------|---------------------------------|--------------|----------------|---------|---------------------|---------------------|---------|--------------------|----------|---------------|--------------------|-----------|------------------|---------------|------------------------------------|---------------------|---------------|-------------|----------------------------|----------------------|---------------------|-------------------------|
| 2 | 2008 | Ford | Truck | | TK | 18 | 5.4 | 1FTNF20578EC08564 | NA | TA8373 | NA | 0 | 0 | 0 | 1 | Gas 35 | PK2FL10614401 | NA | S Conroy Cap | Yes | Category II | 200,000 | 5 | 8 Yrs. 0 Mos. | 113,483 |
| 5 | 2003 | Thomas | Trolley | | CJ | 33 | 31268 | 1Y023082331130870 | 166 | 73231 | lift | 2 | 2 | 3 | 32 | Diesel 100 | PK2FL10614401 | C-T | FDOT 5310 | Yes | Category I | 200,000 | 5 | 13 Yrs. 0 Mos. | 67,779 |
| 10 | 2012 | Ford | ES50 | | CJ | 27.5 | 6.7 | 1FDGF5GYCEB97504 | NA | YS45654 | lift | 2 | 0 | 0 | 16 | Gas 40 | PK2FL10614401 | C-T | S Conroy Cap | No | Category I | 200,000 | | 4 Yrs. 0 Mos. | 132,527 |
| 14 | 2011 | Chevy | GMT-610 | | CJ | 21 | 6.0 | 1GB3G2B2B1174734 | NA | YK332 | lift | 2 | 0 | 0 | 8 | Gas 35 | PK2FL10614401 | C-T | S Conroy Cap | No | Category II | 200,000 | 5 | 5 Yrs. 0 Mos. | 182,713 |
| 15 | 2009 | Chevy | Goshen | | CJ | 21 | 6.0 | 1GBJG311X01232570 | NA | TB6062 | lift | 2 | 0 | 0 | 8 | Gas 35 | PK2FL10614401 | C-T | S Conroy Cap | No | Category II | 150,000 | 5 | 7 Yrs. 0 Mos. | 213,211 |
| 17 | 2009 | Chevy | 3500 | | CJ | 21 | 6.0 | 1GBJG311K291107996 | 80206 | XK6918 | lift | 2 | 3 | 2 | 9 | Gas 35 | PK2FL10614401 | C-T | Lensed, ARRA 5311 C | No | Category II | 150,000 | 5 | 7 Yrs. 0 Mos. | 182,781 |
| 18 | 2013 | Ford | ES50 | | CJ | 27.5 | 6.7 | 1FDGF5GY2DEB00406 | 91214 | YG390 | lift | 2 | 0 | 0 | 16 | Diesel 30 | PK2FL10614401 | C-T | FDOT 5310 | No | Category I | 200,000 | 7 | 3 Yrs. 0 Mos. | 122,901 |
| 1020 | 2010 | Dodge | Mini-Van | | MV | 16.3 | 3.3 | 2BARN46XKAR455096 | 80254 | TB7326 | ramp | 1 | 2 | 2 | 7 | Gas 20 | PK2FL10614401 | C-T | FTA-ARRA 5311 C | No | Category II | 200,000 | 5 | 5 Yrs. 7 Mos. | 159,106 |
| 1122 | 2011 | Champion | Bus | | BU | 33 | 158-6.7 | 4U2AB00T04CAT7710 | 80252 | TC4288 | lift | 2 | 3 | 2 | 29 | Diesel 100 | PK2FL10614401 | C | FTA-ARRA 5311 C | No | Category I | 200,000 | 5 | 3 Yrs. 0 Mos. | 25,183 |
| 1123 | 2011 | Champion | Bus | | BU | 33 | 158-6.7 | 4U2AB00T21CAT7711 | 80251 | TC4287 | lift | 2 | 3 | 2 | 29 | Diesel 100 | PK2FL10614401 | C-T | FTA-ARRA 5311 C | No | Category I | 200,000 | 5 | 5 Yrs. 0 Mos. | 39,801 |
| 1124 | 2011 | Champion | Bus | | BU | 33 | 158-6.7 | 4U2AB00T44CAT7712 | 80250 | TC4289 | lift | 2 | 3 | 2 | 29 | Diesel 100 | PK2FL10614401 | C | FTA-ARRA 5311 C | No | Category I | 200,000 | 5 | 5 Yrs. 0 Mos. | 25,558 |
| 25 | 2001 | Bl Bird | Bus | | BU | 26 | 158-5.9 | 1BAGBCPA4202851 | 52 | YN249 | lift | 2 | 0 | 0 | 24 | Diesel 85 | PK2FL10614401 | C | FDOT 5310 | Yes | Category I | 250,000 | 7 | 14 Yrs. 11 Mos. | 335,964 |
| 1028 | 2010 | Eldorado | Bus | | CJ | 32 | 158-6.7 | 1N9MNA63AC084275 | 80241 | TB7889 | ramp | 2 | 2 | 3 | 31 | Diesel 100 | PK2FL10614401 | C-T | FTA-ARRA 5311 C | No | Category I | 350,000 | 10 | 6 Yrs. 0 Mos. | 102,622 |
| 1029 | 2010 | Eldorado | Bus | | BU | 32 | 158-6.7 | 1N9MNA63AC084276 | 80242 | TB7890 | ramp | 2 | 2 | 3 | 31 | Diesel 100 | PK2FL10614401 | C-T | FTA-ARRA 5311 C | No | Category I | 350,000 | 10 | 6 Yrs. 0 Mos. | 38,412 |
| 1030 | 2010 | Eldorado | Bus | | BU | 32 | 158-6.7 | 1N9MNA63AC084277 | 80243 | TB7891 | ramp | 2 | 2 | 3 | 31 | Diesel 100 | PK2FL10614401 | C-T | FTA-ARRA 5311 C | No | Category I | 350,000 | 10 | 6 Yrs. 0 Mos. | 66,920 |
| 1031 | 2010 | Eldorado | Bus | | BU | 32 | 158-6.7 | 1N9MNA63AC084278 | 80248 | TB7896 | ramp | 2 | 2 | 3 | 31 | Diesel 100 | PK2FL10614401 | C-T | FTA-ARRA 5311 C | No | Category I | 350,000 | 10 | 6 Yrs. 0 Mos. | 59,829 |
| 32 | 2009 | Ford | E150 | | YN | 18 | 4.6 | 1FMNE11W9DAB7961 | 90262 | XS2320 | NA | 0 | 0 | 0 | 7 | Gas 20 | PK2FL10614401 | C-T | FDOT 5310 | No | Category II | 100,000 | 4 | 6 Yrs. 9 Mos. | 170,538 |
| 33 | 2006 | Ford | E350 | | CJ | 21 | 6.8 | 1FDWE35S160A62172 | NA | YH252 | lift | 3 | 4 | 3 | 10 | Gas 40 | PK2FL10614401 | C-T | Donation - JTA | Yes | Category II | 150,000 | 5 | 10 Yrs. 0 Mos. | 375,531 |
| 34 | 2007 | Chevy | 3500 | | CJ | 21 | 6.0 | 1GBJG311X371245999 | NA | 38669 | lift | 3 | 4 | 3 | 10 | Gas 35 | PK2FL10614401 | C-T | Donation - JTA | Yes | Category II | 150,000 | 5 | 8 Yrs. 5 Mos. | 486,323 |
| 35 | 2007 | Chevy | 3500 | | CJ | 21 | 6.0 | 1GBJG311X371245712 | NA | 38667 | lift | 3 | 4 | 3 | 10 | Gas 35 | PK2FL10614401 | C-T | Donation - JTA | Yes | Category II | 150,000 | 5 | 8 Yrs. 7 Mos. | 411,809 |
| 39 | 2006 | Chevy | 4500 | | CJ | 23 | 6.6 | 1GBF4V1226F427195 | NA | 38663 | lift | 5 | 7 | 2 | 14 | Diesel 40 | PK2FL10614401 | C-T | Donation - JTA | Yes | Category I | 150,000 | 5 | 9 Yrs. 9 Mos. | 384,813 |
| 41 | 2006 | Chevy | 4500 | | CJ | 23 | 6.6 | 1GBF4V1237F404364 | NA | 38668 | lift | 5 | 7 | 2 | 14 | Diesel 40 | PK2FL10614401 | C-T | Donation - JTA | Yes | Category I | 150,000 | 5 | 9 Yrs. 9 Mos. | 414,524 |
| 42 | 2006 | Chevy | 4500 | | CJ | 23 | 6.6 | 1GBF4V1256F477322 | NA | YH253 | lift | 5 | 7 | 2 | 14 | Diesel 40 | PK2FL10614401 | C-T | Donation - JTA | Yes | Category I | 150,000 | 5 | 9 Yrs. 9 Mos. | 396,020 |
| 43 | 2012 | VPG | MV1 | | MV | 17 | 4.6 | 5Z3MF1A61CM100614 | 91322 | YH626 | ramp | 1 | 1 | 1 | 4 | Gas 24 | PK2FL10614401 | C-T | FDOT 5310 | No | Category II | 200,000 | 4 | 1 Yr. | 61,055 |
| 44 | 2012 | VPG | MV1 | | MV | 17 | 4.6 | 5Z3MF1A63CM100596 | 91223 | YH627 | ramp | 1 | 1 | 1 | 4 | Gas 24 | PK2FL10614401 | C-T | FDOT 5310 | No | Category II | 200,000 | 4 | 1 Yr. | 67,666 |
| 45 | 2014 | VPG | MV1 | | MV | 17 | 4.6 | 5YHWM1J1A62CM100942 | 91239 | YH630 | ramp | 1 | 1 | 1 | 4 | Gas 24 | PK2FL10614401 | C-T | FDOT 5310 | No | Category II | 200,000 | 4 | 1 Yr. | 23,163 |
| 46 | 2015 | Ford | E450 | | CJ | 23 | 6.8 V10 | 1FDW3FLPDA28053 | NA | Y1024 | lift | 2 | 3 | 3 | 9 | GAS 55 | PK2FL10614401 | C-T | TD FUNO | No | Category II | 150,000 | 4 | 1 Yr. | 23,505 |
| | | | | | | | | | | | | | | | | | | | | | | | | | 2/18/16 |

R Indicate B Buses In Need Of Repair

7-Vehicles

UR Indicates 1 Buses Under Repair

1-Vehicles

Indicates Buses In Good Running Condition

18 vehicles Minus 1 Truck

Indicates pulled from service "For Sale"

26 vehicles including

1-PU Truck

1-Trolley 7-Full Size Buses

1-Corolla

1-Subaru

1-Mini Van

1-Other

6. System Safety Program Plan Certification



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 Valley Transit Authority
1907 Voyles Street, SW
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:  Date: 12/31/15
(Individual Responsible for Assurance of Compliance)

Name: Larry Sessions Title: Administrator

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

Name: Suwannee Valley Transit Authority

Address: 1907 Voyles Street, SW Live Oak, FL 32064

Name of Qualified Mechanic who Performed Annual Inspections: Merrill Wayne Blevins

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

7. Inter-County Services

Suwannee Valley Transit Authority has informal agreements with surrounding County Community Transportation Coordinators to coordinate out of county trips when feasible. Suwannee Valley Transit Authority also has an agreement with Alachua County which allows Suwannee Valley Transit Authority to transport residents of Columbia, Hamilton and Suwannee Counties to medical facilities located in Alachua County.

8. Natural Disaster/Emergency Preparedness

Suwannee Valley Transit Authority is the primary transportation provider identified in the Columbia, Suwannee and Hamilton County Emergency Management Plans. During any emergency declared by the county or state, Suwannee Valley Transit Authority will suspend all non-emergency medical transport if possible, and devote its entire service to the County/State Emergency Operations Center.

For those riders dependent on Suwannee Valley Transit Authority for his/her transportation (such as for dialysis) the beneficiary must register with his/her county's Emergency Operations Department.

Suwannee Valley Transit Authority has prepared and trained with each county's EOD to respond to the needs of the area. In the event of a schedule change caused by emergencies such as natural disaster, tornadoes, hurricane or flooding, Suwannee Valley Transit Authority will notify each contracting agency so that they may notify their programs and customers. Suwannee Valley Transit Authority will notify all scheduled riders of the changes to include cancellation of their reservation if transport is considered hazardous. In the event of a natural disaster, Suwannee Valley Transit Authority will provide service as directed by Suwannee County EOD for transporting citizens to shelters and/or evacuation. Suwannee Valley Transit Authority is set up to be operated out of Suwannee Valley Transit Authority's facilities to coordinate with EOD operations during the time of emergency evacuations.

All Suwannee Valley Transit Authority vehicles are equipped with push-to-talk for immediate communication with the base dispatcher. Every driver has instructions to contact the transportation office during work hours, or a member of the management team after work hours, weekends and holidays if an emergency occurs. When the office receives information concerning breakdowns, delays or accidents, the purchasing agency whose customers are involved will be notified as quickly as possible. The responsible contact person will assist agency personnel to help resolve problems. Suwannee Valley Transit Authority Safety System Program Plan contains additional emergency and security procedures.

If an accident occurs, the law enforcement agency for that area will be notified and a relief vehicle will be dispatched to ensure that passenger delays are kept to a minimum. Suwannee Valley Transit Authority will notify the sponsoring agency of the delay as soon as possible. Emergency Medical Services will be called in the event of injury.

In the event of a breakdown a relief vehicle and mechanic (with service truck) will be dispatched to ensure the passengers are as close to schedule as possible. Suwannee Valley Transit Authority will call the destination to ensure the passengers will be seen when the passenger is going to be more than 15 minutes late for their appointment time.

9. Marketing

Suwannee Valley Transit Authority utilizes various media forums to inform the public about transportation services available through Suwannee Valley Transit Authority. The information is disseminated through brochures, public service announcements in local publications, public speaking engagements various community leadership organizations, interagency affiliations and attendance at County Commission meetings. Because most of the transportation services provided by Suwannee Valley Transit Authority are for government funded social service programs, marketing efforts are largely aimed toward social service programs.

Due to limited funding received through the Transportation Disadvantaged Trust Fund, there are currently no efforts to market the availability of service under Florida's Transportation Disadvantaged Program. As new funding sources or programs become available, announcements will be made through various methods as appropriate to the population being targeted by such funding.

10. Acceptable Alternatives

Not applicable.

11. Service Standards

In accordance with Rule 41-2 of the Florida Administrative Code, the following is a list of the uniform service standards and criteria applicable to each service area and applicable to services provided under Florida's Transportation Disadvantaged Program and for individually funded trips to the general public. Suwannee Valley Transit Authority may expand or otherwise define the criteria for these standards according to their specific local situation. These standards are jointly developed and agreed between Suwannee Valley Transit Authority and the Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board. Standards for other sponsoring agencies may vary depending on the details of each purchase of service contract.

i. Drug and Alcohol Policy

Rule 41-2.006 (4) (a), F.A.C.: 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.

Local Policy: Suwannee Valley Transit Authority shall comply with Suwannee Valley Transit Authority's Substance Abuse Policy and drug and alcohol testing program.

j. Transport of Escorts and Dependent Children

Rule 41-2.006 (4) (b), F.A.C.: An escort of a passenger and dependent children are to be transported as locally negotiated and identified in the local Service Plan.

Local Policy: Children 14 and under will be required to be accompanied by an escort that is over 18 years old. Parents are responsible for their child's behavior while riding on a Suwannee Valley Transit Authority vehicle. Any passenger that is not able to be self-sufficient (maneuver about on their own; maintain control of bodily functions; provide hygiene care for oneself) must have an escort present at all times while riding on Suwannee Valley Transit Authority vehicles. Escorts must be able to provide the necessary assistance to the passenger in the event of any need. Escorts must remain with the passenger while on a Suwannee Valley Transit Authority vehicle and aid the passenger as required. Escorts will be transported at the regular co-pay rate. Suwannee Valley Transit Authority does not provide escorts.

k. Use, Responsibility and Cost of Child Restraint Devices

Rule 41-2.006 (4) (c), F.A.C.: Use of child restraint devices shall be determined locally as to their responsibility, and cost of such device in the local Transportation Disadvantaged Service Plan.

Local Policy: All passengers under the age of 4 and/or under 50 pounds will be required to use an approved child restraint device, or otherwise be in compliance with state regulations at the time. This device shall be provided by the child's escort, and it must be clean and sanitized.

l. Passenger Property

Rule 41-2.006 (4) (d), F.A.C.: Passenger property that can be carried by the passenger and/or driver in one trip and can be safely 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.

Local Policy: Passengers are allowed to have personal property which they can place in their lap or stow under the seat. The size of personal property is restricted to what can be held by the passenger or stowed in an area not to interfere with other passengers or becomes a safety hazard. No animals, with the exception of service animals, will be transported. All oxygen must be portable, self-administered and secured. Drivers cannot assist with oxygen needs. Suwannee Valley Transit Authority is not responsible for lost items or items left on Suwannee Valley Transit Authority vehicles.

m. Vehicle Transfer Points

Rule 41-2.006 (4) (e), F.A.C.: Vehicle transfer points shall provide shelter, security and safety of passengers.

Local Policy: Suwannee Valley Transit Authority shall comply with this standard.

n. Local Toll Free Phone Number

Rule 41-2.006 (4) (f), F.A.C.: A local toll free phone number for complaints or grievances shall be posted inside the vehicle. The Transportation Disadvantaged Helpline phone number (1-800-983-2435) shall also be posted inside all vehicles of the coordinated system. 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. All rider information/materials (brochures, user's guides, etc.) will include the Transportation Disadvantaged Helpline phone number.

Local Policy: Suwannee Valley Transit Authority shall comply with this standard.

o. Out-Of-Service Area Trips

Rule 41-2.006 (4) (g), F.A.C.: 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.

Local Policy: Suwannee Valley Transit Authority will identify appropriate in-county service providers whenever possible. Suwannee Valley Transit Authority will require medical provider certification for any out of county trip and make efforts to assist the rider and/or his physician in securing appointments within the region.

p. Vehicle Cleanliness

Rule 41-2.006 (4) (h), F.A.C.: Interior of all vehicles shall be 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.

Local Policy: The interior and exterior of all vehicles operating in the coordinated transportation system shall be cleaned at least once a week.

q. Billing Requirements

Rule 41-2.006 (4) (i), F.A.C.: 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 seven (7) calendar days to subcontractors, after receipt of said payment by the Community Transportation Coordinator, in accordance with Section 287.0585, Florida Statutes.

Local Policy: If Suwannee Valley Transit Authority without reasonable cause fails to make payments to subcontractors and suppliers within seven (7) working days after receipt by Suwannee Valley Transit Authority of full or partial payment, Suwannee Valley Transit Authority shall pay to the subcontractors and suppliers a penalty in the amount of one-half of one percent of the amount due, per day, from the expiration of the period allowed herein for payment. (F.S. 2000/ Ch 287/Part I/287.0585 Late payments by contractors to subcontractors and suppliers; penalty.)

r. Passenger/Trip Database

Rule 41-2.006 (4) (j), F.A.C.: Passenger/trip data base must be maintained or accessible by the Community Transportation Coordinator on each rider being transported within the system.

Suwannee Valley Transit Authority shall comply with this standard using software the Florida Commission for the Transportation Disadvantaged has found to be acceptable. Should a passenger need to inquire telephonically about their trip, they must provide the confirmation number to the trip coordinator for the purpose of proper positive identification per Health Insurance Portability and Accountability Action of 1996 regulations.

s. Adequate Seating

Rule 41-2.006 (4) (k), F.A.C.: 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.

Local Policy: Suwannee Valley Transit Authority shall comply with this standard.

t. Driver Identification

Rule 41-2.006 (4) (l), F.A.C.: 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 specific passengers, 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.

Local Policy: Suwannee Valley Transit Authority and subcontracted operators shall comply with this standard. Suwannee Valley Transit Authority's drivers shall wear a uniform, with name tag, and Suwannee Valley Transit Authority identification badge.

u. Passenger Assistance

Rule 41-2.006 (4) (m), F.A.C.: 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 wheelchair securement devices, storage of mobility assistive devices and closing the vehicle door. In the door-through-door paratransit service category, the driver shall 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 wheelchairs up or down more than one step, unless it can be performed safely as determined by the passenger, guardian and driver.

Local Policy: Suwannee Valley Transit Authority and subcontracted operators shall comply with this standard. Suwannee Valley Transit Authority drivers will not enter into any residence, medical facility, or any other building ~~except when providing stretcher service~~. The passenger is expected to maneuver themselves when using a wheelchair or other mobility device. Suwannee Valley Transit Authority will guide passengers who use mobility devices, but will not operate or push or maneuver such devices.

v. Smoking, Eating, and Drinking

Rule 41-2.006 (4) (n), F.A.C.: Smoking is prohibited in any vehicle. Requirements for drinking and eating on board the vehicle will be addressed in the local Transportation Disadvantaged Service Plan.

Local Policy: Eating and drinking on board vehicles is prohibited unless medically necessary (as with dialysis riders) or for trips that have extended wait or travel times. Stops for food, smoke breaks, drinks, or errands are not permitted by either Suwannee Valley Transit Authority or its' subcontracted operators.

Passengers must be prepared for extended pickup, drop-off, or on-board travel times. Passengers are responsible for having provisions readily available in case of extended wait or travel times. Provisions include but are not limited to food, water, medications, sanitary items, and other supplements needed during wait times.

w. Passenger No-Shows

Rule 41-2.006 (4) (o), F.A.C.: The Community Transportation Coordinator and the local Coordinating Board shall jointly develop a policy on passenger no shows. Assessing fines to passengers for no shows is acceptable but such policy and process shall be identified in the local Transportation Disadvantaged Service Plan.

Local Policy - For each no-show where the driver is on location, the driver will place a no-show card (a bright yellow door knob hanger) on the doorknob, around the door, gate, or entrance area. After three (3) no-shows within 60 days, the passenger is subject to a service termination for 30 days. After the passenger is reinstated to the program, if three (3) more infractions occur within 60 days, the suspension period will be 45 days. If the client is reinstated to the program and three (3) more infractions occur within 60 days, the suspension will be 90 days.

If the passenger provides acceptable, verifiable evidence that the no-show was due to unforeseen and unavoidable circumstances, the missed trip will not be counted as a no-show. Suwannee Valley Transit Authority will not issue a no-show to a passenger if the vehicle sent to transport the passenger will not accommodate the passenger's ability to board the vehicle.

Passengers may only be removed from suspension by their sponsoring agency. Suwannee Valley Transit Authority will determine passenger suspensions for passengers transported under the Florida's Transportation Disadvantaged Program. If a passenger feels that he/she has been unfairly suspended, they may file an appeal through the Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board Grievance Procedures.

x. Two-Way Communications

Rule 41-2.006 (4) (p), F.A.C.: All vehicles providing service within the coordinated system shall be equipped with two-way communications in good working order and audible to the driver at all times to the base.

Local Policy: Suwannee Valley Transit Authority shall comply with this standard. Two way communications means either an analog/digital two way FM radio system or a 'true hands free' cell phone system.

y. Air Conditioning/Heating

Rule 41-2.006 (4) (q), F.A.C.: All vehicles 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.

Local Policy: All Suwannee Valley Transit Authority shall comply with Rule 14-90, Florida Administrative Code and the Suwannee Valley Transit Authority's System Safety Program Plan regarding vehicle air conditioning and heating.

z. First Aid

Rule 41-2.006 (4) (r), F.A.C.: First Aid policy shall be determined locally and provided in the local Transportation Disadvantaged Service Plan.

Local Policy: All vehicles operating in the coordinated system will be equipped with first aid kits and bio-hazard ("spill") kits as required by state and federal regulations. These first aid kits must be approved by Suwannee Valley Transit Authority. Suwannee Valley Transit Authority is contracted with the Suwannee County Fire Department for the agency's first aid kit program. It is Suwannee Valley Transit Authority's goal for all Suwannee Valley Transit Authority drivers to be certified in First Aid by a recognized first aid training program within 6 months of employment.

aa. Cardiopulmonary Resuscitation

Rule 41-2.006 (4) (s), F.A.C.: Cardiopulmonary resuscitation policy shall be determined locally and provided in the local Transportation Disadvantaged Service Plan.

Local Policy: Suwannee Valley Transit Authority drivers are required to be trained in cardiopulmonary resuscitation. Suwannee Valley Transit Authority is contracted with the Suwannee County Fire Department for CPR/First Aid training. All Suwannee Valley Transit Authority drivers shall maintain a current Cardiopulmonary Resuscitation/First Aid certificate

bb. Driver Criminal Background Screening

Rule 41-2.006 (4) (t), F.A.C.: Driver background screening shall be determined locally, dependent up on purchasing agencies' requirements and provided in the local Transportation Disadvantaged Service Plan.

Local Policy: All drivers in the coordinated system must have a criminal background check with local law enforcement and the Florida Department of Law Enforcement prior to hire. Suwannee Valley Transit Authority and its subcontractors will check the Motor Vehicle Report of each driver prior to hire, and on a routine and systematic basis.

cc. Fixed Route Transit Utilization

Rule 41-2.006 (4) (u), F.A.C.: In areas where fixed route transportation is available, the Community Transportation Coordinator should jointly establish with the local Coordinating Board a percentage of total trips that will be placed on the fixed route system.

Local Policy: Not applicable.

dd. Pick-Up Window

Rule 41-2.006 (4) (v), F.A.C.: The Community Transportation Coordinator should establish and address the passenger pick-up windows in the local Transportation Disadvantaged Service Plan. This policy should also be communicated to ~~contracted operators~~, drivers, purchasing agencies and passengers.

Local Policies:

Passengers shall be picked up two hours before or one hour after their scheduled pick-up time. Passengers will be given pick-up times when they make their trip reservations.

Return Trips: Passengers will be picked up 0-60 minutes after their scheduled return pick-up time. For example: 5:00 p.m. return pick-up time, driver should arrive between 5:00 p.m. and 6:00 p.m. Passengers who do not schedule return trip pickup times, will be given a return pick-up time of 90 minutes after the scheduled drop off time.

Will Call Return Pick-Up: A "will-call" return pick-up will be offered when a passenger is not ready at their requested return trip pick-up time. As a courtesy, Suwannee Valley Transit Authority will dispatch a vehicle back to their return trip pick-up location within two hours of the time the "will-call" request was made.

ee. On-Time Performance

Rule 41-2.006 (4) (w), F.A.C.: The Community Transportation Coordinator and local Coordinating Board should jointly establish and address the percentage of trips that will be on-time in the local Transportation Disadvantaged Service Plan. This performance measure should be communicated to contracted operators, drivers, purchasing agencies and passengers. This measure should also be included as part of the Community Transportation Coordinator's evaluation of its contracted operators and the local Coordinating Board's evaluation of the Community Transportation Coordinator.

Local Policy: Suwannee Valley Transit Authority shall have a 90 percent on-time performance rate for all completed trips.

ff. Advance Reservation Requirement

Rule 41-2.006 (4) (x), F.A.C.: The Community Transportation Coordinator should establish and address in the local Transportation Disadvantaged Service Plan a minimum 24 hour advanced notification time to obtain services. This policy should be communicated to contracted operators, purchasing agencies and passengers.

Local Policy: Trips must be scheduled three (3) weekdays in advance of the day of appointment.

gg. Safety

Rule 41-2.006 (4) (y), F.A.C.: The Community Transportation Coordinator and the local Coordinating Board should jointly establish and address in the local service plan a performance measure to evaluate the safety of the coordinated system. This measure should be used in the Community Transportation Coordinator's evaluation of the contracted operators and the local Coordinating Board's evaluation of the Community Transportation Coordinator.

Local Policy: There shall be no more than 1 accident per 100,000 miles during the evaluation period.

hh. Reliability

Rule 41-2.006 (4) (z), F.A.C.: The Community Transportation Coordinator and the local Coordinating Board should jointly establish and address in the local service plan a performance measure to evaluate the reliability of the vehicles utilized in the coordinated system. This measure should be used in the Community Transportation Coordinator's evaluation of the contracted operators and the local Coordinating Board's evaluation of the Community Transportation Coordinator.

Local Policy: There shall be no more than 5 roadcalls during the evaluation period.

ii. Call-Hold Time

Rule 41-2.006 (4) (aa), F.A.C.: This performance measure can be used to address the accessibility of the service. The Community Transportation Coordinator and the local Coordinating Board should jointly determine if a standard for a call hold time is needed in the coordinated system and address this in the local service plan. If determined to be necessary, this standard should be included in the local Coordinating Board's evaluation of the Community Transportation Coordinator.

Local Policy: Suwannee Valley Transit Authority's phone system is not sophisticated enough to accurately measure call hold time at this time.

jj. Quality of Service

Rule 41-2.006 (4) (bb), F.A.C.: The Community Transportation Coordinator and the local Coordinating Board should jointly establish and address in the local service plan a performance measure to evaluate the quality of service provided within the coordinated system. The measure should be used in the Community Transportation Coordinator's evaluation of contracted operators and the local Coordinating Board's evaluation of the Community Transportation Coordinator.

Local Policy: Collect and publicly post passenger satisfaction survey ratings. There shall be no more than one complaint per 1,000 trips during the evaluation period.

kk. Safety Belt Usage

Chapter 316.614 (4), Florida Statutes: It is unlawful for any person: (a) To operate a motor vehicle in this state unless each passenger and the operator of the vehicle under the age of 18 years are restrained by a safety belt or by a child restraint device pursuant to s. 316.613, if applicable; or (b) To operate a motor vehicle in this state unless the person is restrained by a safety belt. (5) It is unlawful for any person 18 years of age or older to be a passenger in the front seat of a motor vehicle unless such person is restrained by a safety belt when the vehicle is in motion. (6)(a) Neither a person who is certified by a physician as having a medical condition that causes the use of a safety belt to be inappropriate or dangerous nor an employee of a newspaper home delivery service while in the course of his or her employment delivering newspapers on home delivery routes is required to be restrained by a safety belt.

Local Policy: Passengers whose transportation is sponsored by Florida's Transportation Disadvantaged Program shall wear a safety belt while being transported unless they are certified by a physician as having a medical condition that causes the use of a safety belt to be inappropriate or dangerous.

12. Local Grievance Procedure/Process

a. Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board Grievance Procedures

The Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board Grievance Procedures are shown in Appendix A.

b. Suwannee Valley Transit Authority Complaint And Grievance Procedure

Service Complaints

Service complaints may include but are not limited to:

- Late trips (late pickup, drop-off or missed appointment)
- No-show by transportation operator
- No-show by client
- Client behavior
- Driver behavior
- Passenger discomfort
- Service denial

Filing Complaints

Service complaints must be submitted in writing within 15 calendar days following the date of occurrence. Complaint forms may be requested by contacting the Suwannee Valley Transit Authority administrative offices. Complaints may be submitted to Suwannee Valley Transit Authority by mail, FAX, or email. Verbal complaints or compliments may be called into Suwannee Valley Transit Authority at (386) 362-5332 during normal business hours.

Suwannee Valley Transit Authority will maintain a log documenting complaints. Suwannee Valley Transit Authority will conduct a review of each complaint, and based on evidence collected, note for the record if the complaint is found by Suwannee Valley Transit Authority to be valid or if the complaint is unfounded or not valid. Suwannee Valley Transit Authority will provide the Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board a summary of all complaints received and actions taken.

Upon receiving a written complaint, Suwannee Valley Transit Authority will make reasonable efforts to contact the complainant no later than the end of the next business day. Suwannee Valley Transit Authority will contact all parties involved to obtain statements, research the complaint and gather all relevant evidence that may be available, review and evaluate the evidence, formulate a decision and a recommendation and issue a report.

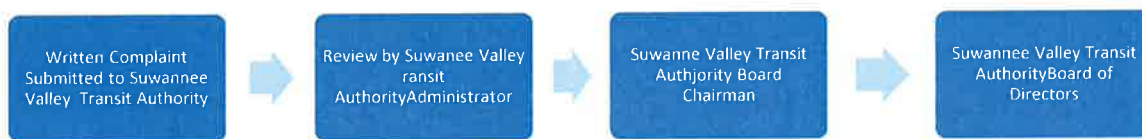
Suwannee Valley Transit Authority will respond to the complainant within thirty (30) calendar days after receiving the complaint.

Suwannee Valley Transit Authority will provide any findings, an explanation of the facts that lead to Suwannee Valley Transit Authority's decision and, if applicable, information as to what actions were taken to bring about a resolution to the complainant. Based on the findings, if appropriate, Suwannee Valley Transit Authority will review its policies and procedures to see if adjustments are justified.

Suwannee Valley Transit Authority will maintain a complaint log for written complaints. All documents pertaining to the grievance process will be made available, upon request, in a format accessible to persons with disabilities.

Filing Grievances

Additionally, where appropriate, an interested party may also file a grievance with Suwannee Valley Transit Authority's Board of Directors. The only matters subject to consideration as a grievance are those which have unsatisfactorily been processed as written complaints.



Complaint/Grievance Form

Page 1 of _____
by:

Date Received

Section I: Complainant/Grievant

Name:

Physical Address:

Mailing Address (if different):

Contact Phone #:

Email:

Section II: Person and Organization the Complaint/Grievance is about

Organization:

Person(s):

Telephone number (if known):

Section III: Complaint/Grievance

Explain as clear as possible what your complaint/grievance is. Describe all persons who were involved. Include the name and contact information of the person(s) involved (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back of this form or attach other relevant information.

Date of Problem, Complaint or Grievance (Day, Month, Year): _____

My complaint/grievance is:

Under the penalties of perjury, I hereby certify the above statements to be true. Signature and date required below.

Signature

Date

Please submit this form in person, or mail to the address below:

Suwannee Valley Transit Authority
1907 Voyles St., SW
Live Oak, Florida, 32064

13. Passenger Code of Conduct



Suwannee Valley Transit Authority

Code of Conduct

Passengers are required to follow these rules of conduct to insure the safety, welfare and comfort of other riders, drivers, Suwannee Valley Transit Authority employees, the Suwannee Valley Transit Authority organization, and the public at large:

1. Use of tobacco, alcohol, or illegal drugs is not permitted on vehicles or Suwannee Valley Transit Authority facilities, including covered transit sheltered areas. Riders who appear to be overly under the influence of alcohol or drugs will not be permitted to board vehicles or participate in Suwannee Valley Transit Authority sponsored events.
2. Eating & drinking are not permitted on vehicles unless medically necessary and in an approved properly working drink holder.
3. Abusive, threatening, vulgar, obscene, harassing, degrading, bullying or racially charged language, actions or discourtesy of any kind is not allowed, and will not be tolerated. Patrons may not create a hostile scene.
4. Rider is responsible for applicable co-payment or fare and must have exact change.
5. Rider must not engage the driver in conversation or distract the driver in any way.
6. Rider must use earphones when using personal listening devices. Volume on the ear phones shall be kept at a level which does not disturb other passengers or the driver.
7. Rider may not ask driver to make special stops during transport.
8. Rider is responsible for all personal items. SVTA is not responsible for missing or lost items or misplaced property.
9. Riders must use seat belts if available and wheelchairs must be properly secured and fastened before Suwannee Valley Transit Authority vehicle can move. It is the rider's responsibility to buckle up.
10. Wheelchairs and walking devices must be in good repair.
11. Riders who need special assistance must have an escort. The escort must be over 18 and must be available at all times during the trip to aid the rider as needed.

12. Appropriate clothing (including shirt and shoes) is required.
13. No throwing of items.
14. No vandalism or graffiti of Suwannee Valley Transit Authority vehicles or property.
15. Congregating or loitering on a Suwannee Valley Transit Authority vehicle, transit shelter or other passenger facility in any way that causes an inconvenience to other passengers is prohibited.
16. No rider shall interfere with the safe operation of any Suwannee Valley Transit Authority vehicle and will at all times respect the instructions of the driver in regard to the vehicle's operation. Operating or tampering with any equipment is prohibited.
17. Riders must remain seated or secure themselves by provided handholds until the vehicle comes to a complete stop.
18. Conversations between riders or on cell phones shall be kept at a reasonable volume on Suwannee Valley Transit Authority vehicles or at transit shelters or other passenger facilities.
19. Possession of weapons or flammable materials is prohibited on a Suwannee Valley Transit Authority vehicle or at a Suwannee Valley Transit Authority transit shelter or event location.
20. Animals are not allowed unless it is a trained service animal for a disabled rider.
21. Passengers are prohibited from lying down or otherwise occupying more than one seat on board a vehicle, or on bus benches, or seats located at any bus stops, facilities, transit areas, buildings or any other Suwannee Valley Transit Authority properties.
22. Passengers may not bring objects on board a vehicle which block an aisle, or occupies a seat, if doing so causes a danger or displaces other passengers.
23. Passengers are prohibited from extending an object or portions of one's body through a window of a Suwannee Valley Transit Authority vehicle.
24. Panhandling, sales, or soliciting activities are prohibited on board a Suwannee Valley Transit Authority vehicle or at a Suwannee Valley Transit Authority shelter or other facility.
25. Infant strollers and similar articles must be folded prior to boarding a Suwannee Valley Transit Authority vehicle.
26. Children under 14 years of age must be accompanied by an adult or guardian 18 years of age or older. Exceptions are allowed if pregnant.

Penalties

Persons who violate the Code of Conduct are subject to penalties, up to and including suspension of services and restriction of access to services, facilities or meetings. This includes court actions to enforce such restrictions. A range of penalties may be used to address non-compliance with the Code of Conduct. Non-compliance with the Code of Conduct may include one or any combination of the following:

1. Verbal warning by transit driver or Suwannee Valley Transit Authority supervisor to correct non-compliance.
2. The offender may be put off the transit vehicle. If a passenger is put off a transit vehicle, the passenger is suspended from riding privileges on any Suwannee Valley Transit Authority vehicle and from use of any Suwannee Valley Transit Authority transit shelter or other passenger facility for the remainder of the day. Anytime a passenger is put off a Suwannee Valley Transit Authority vehicle, their fare is forfeited.
3. The offender may be suspended from all use of the Suwannee Valley Transit Authority transit system for a determined period of time. A suspended passenger is suspended from riding privileges on any vehicle and from use of any Suwannee Valley Transit Authority transit shelter or other Suwannee Valley Transit Authority facility for the duration of the suspension period. If a suspended passenger seen on another Suwannee Valley Transit Authority vehicle or at a Suwannee Valley Transit Authority facility during the suspension period, the passenger will be trespassing and law enforcement will be contacted.
4. When a passenger returns from a suspension, the returning passenger's behavior will be closely monitored. If another incident of noncompliance with the Code of Conduct occurs, the passenger may be suspended for an additional period of time and/or have all Suwannee Valley Transit Authority transit privileges permanently terminated.
5. A passenger's transit privileges may be permanently terminated for repeat offenses or for one major offense, including but not limited to physical threats, violence or disruptive behavior which presents a threat to the safety and welfare of a Suwannee Valley Transit Authority employee, other riders, the public at large, or the Suwannee Valley Transit Authority organization.

14. Evaluation Process

Suwannee Valley Transit Authority does not have any subcontracted providers.

B. Cost/Revenue Allocation and Rate Structure Justification



Transportation Disadvantaged Trust Fund Service Rates Form

| | |
|---|-----------------------------------|
| Community Transportation Coordinator (CTC) | Suwannee Valley Transit Authority |
| Service Rate Effective Date | 7/1/2016 |

| Grant Agreement Service Rates | | |
|--|------------------------|-------------------|
| Type of Service Transportation Mode | Unit of Measure | Cost Per Unit |
| * Ambulatory | Passenger Mile | \$2.00 |
| * Wheel Chair | Passenger Mile | \$3.43 |
| * Stretcher | Select Unit of Measure | Enter \$ Per Unit |
| Bus Pass – Daily | Pass | Enter \$ Per Unit |
| Bus Pass – Weekly | Pass | Enter \$ Per Unit |
| Bus Pass – Monthly | Pass | Enter \$ Per Unit |
| Additional Service Transportation Mode | Enter Unit of Measure | Enter \$ Per Unit |
| Additional Service Transportation Mode | Enter Unit of Measure | Enter \$ Per Unit |
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| Additional Service Transportation Mode | Enter Unit of Measure | Enter \$ Per Unit |

*** Ambulatory, Wheel Chair and Stretcher** must all use the same Unit of Measure either **Trip or Passenger Mile**;
Cannot mix, all must be the same regardless of Transportation Mode.

Preliminary Information Worksheet

Version 1.4

CTC Name: Suwannee Valley Transit Authority
County (Service Area): Columbia, Hamilton, Suwannee
Contact Person: Larry Sessions
Phone # 386-362-5332 extension 6321

Check Applicable Characteristic:

ORGANIZATIONAL TYPE:

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

NETWORK TYPE:

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

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

**Columbia, Hamilton and Suwannee
Transportation Disadvantaged Service Plan**

Comprehensive Budget Worksheet

Version 1.4

**CTC: Suwannee Valley Transit Authority
County: Columbia, Hamilton, Suwannee**

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

| | Prior Year's ACTUALS from Oct 1st of 2014 to Sept 30th of 2015 | Current Year's APPROVED Budget, as amended from Oct 1st of 2015 to Sept 30th of 2016 | Upcoming Year's PROPOSED Budget from Oct 1st of 2016 to Sept 30th of 2017 | % Change from Prior Year to Current Year | Proposed % Change from Current Year to Upcoming Year | Confirm whether revenues are collected as a system subsidy VS a purchase of service at a unit price. Explain Changes in Column 6 That Are > ± 10% and Also > ± \$50,000 |
|---|---|---|---|--|--|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |

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

Local Non-Govt

| | | | | | |
|-------------------------------|-----------|-----------|-----------|---------|------|
| Farebox | \$ 21,258 | \$ 41,630 | \$ 43,712 | 95.8% | 5.0% |
| Medicaid Co-Pay Received | \$ - | \$ - | \$ - | | |
| Donations/ Contributions | \$ 125 | \$ - | \$ - | -100.0% | |
| In-Kind, Contributed Services | \$ - | \$ - | \$ - | | |
| Other | \$ - | \$ - | \$ - | | |
| Bus Pass Program Revenue | \$ - | \$ - | \$ - | | |

Local Government

| | | | | | |
|--------------------------------------|------------|-----------|-----------|--------|-------|
| District School Board | \$ - | \$ - | \$ - | | |
| Compl. ADA Services | \$ - | \$ - | \$ - | | |
| County Cash | \$ 141,848 | \$ 52,448 | \$ 78,948 | -83.0% | 48.7% |
| County In-Kind, Contributed Services | \$ - | \$ - | \$ - | | |
| City Cash | \$ - | \$ - | \$ - | | |
| City In-Kind, Contributed Services | \$ - | \$ - | \$ - | | |
| Other Cash | \$ - | \$ - | \$ - | | |
| Other In-Kind, Contributed Services | \$ - | \$ - | \$ - | | |
| Bus Pass Program Revenue | \$ - | \$ - | \$ - | | |

CTD

| | | | | | |
|-----------------------------------|------------|------------|------------|--------|---------|
| Non-Spons. Trip Program | \$ 667,977 | \$ 746,660 | \$ 718,958 | 11.5% | -3.7% |
| Non-Spons. Capital Equipment | \$ 74,784 | \$ 74,784 | \$ - | 0.0% | -100.0% |
| Rural Capital Equipment | \$ 21,408 | \$ 120,044 | \$ 79,394 | 460.7% | -33.9% |
| Other TD (specify in explanation) | \$ - | \$ - | \$ 90,000 | | |
| Bus Pass Program Revenue | \$ - | \$ - | \$ - | | |

Other TD - Mobility Enhancement Grant/High School Students in Dual Enrollment to Florida Gateway College. \$100,000.00 budget.

USDOT & FDOT

| | | | | | |
|------------------------------------|------------|------------|------------|--------|---------|
| 49 USC 5307 | \$ - | \$ - | \$ - | | |
| 49 USC 5310 | \$ 47,448 | \$ 15,687 | \$ 106,555 | -66.9% | 579.3% |
| 49 USC 5311 (Operating) | \$ 548,187 | \$ 621,499 | \$ 694,604 | 13.4% | 11.8% |
| 49 USC 5311(Capital) | \$ - | \$ - | \$ - | | |
| Block Grant | \$ - | \$ - | \$ - | | |
| Service Development | \$ - | \$ - | \$ - | | |
| Commuter Assistance | \$ 11,996 | \$ 105,362 | \$ - | 778.3% | -100.0% |
| Other DOT (specify in explanation) | \$ - | \$ 74,784 | \$ 79,394 | | 6.2% |
| Bus Pass Program Revenue | \$ - | \$ - | \$ - | | |

5339 Grant for Culaway Bus is the other DOT grant that was applied for in FY 2016.

AHCA

| | | | | | |
|-------------------------------------|-----------|-----------|-----------|--------|------|
| Medicaid | \$ 95,932 | \$ 15,000 | \$ 15,000 | -84.4% | 0.0% |
| Other AHCA (specify in explanation) | \$ - | \$ - | \$ - | | |
| Bus Pass Program Revenue | \$ - | \$ - | \$ - | | |

DCF

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

DOH

| | | | | | |
|------------------------------------|------|------|------|--|--|
| Children Medical Services | \$ - | \$ - | \$ - | | |
| County Public Health | \$ - | \$ - | \$ - | | |
| Other DOH (specify in explanation) | \$ - | \$ - | \$ - | | |
| Bus Pass Program Revenue | \$ - | \$ - | \$ - | | |

DOE (state)

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

AWI

| | | | | | |
|------------------------------------|------|------|------|--|--|
| WAGES/Workforce Board | \$ - | \$ - | \$ - | | |
| Other AWI (specify in explanation) | \$ - | \$ - | \$ - | | |
| Bus Pass Program Revenue | \$ - | \$ - | \$ - | | |

DOEA

| | | | | | |
|-------------------------------------|------|-----------|-----------|--|------|
| Older Americans Act | \$ - | \$ 15,288 | \$ 15,288 | | 0.0% |
| Community Care for Elderly | \$ - | \$ - | \$ - | | |
| Other DOEA (specify in explanation) | \$ - | \$ - | \$ - | | |
| Bus Pass Program Revenue | \$ - | \$ - | \$ - | | |

DCA

| | | | | | |
|------------------------------------|------|------|------|--|--|
| Community Services | \$ - | \$ - | \$ - | | |
| Other DCA (specify in explanation) | \$ - | \$ - | \$ - | | |
| Bus Pass Admin. Revenue | \$ - | \$ - | \$ - | | |

**Columbia, Hamilton and Suwannee
Transportation Disadvantaged Service Plan**

Comprehensive Budget Worksheet

Version 1.4

CTC: Suwannee Valley Transit Authority
County: Columbia, Hamilton, and Suwannee

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

| | Prior Year's ACTUALS from Oct 1st of 2014 to Sept 30th of 2015 | Current Year's APPROVED Budget, as amended from Oct 1st of 2015 to Sept 30th of 2016 | Upcoming Year's PROPOSED Budget from Oct 1st of 2016 to Sept 30th of 2017 | % Change from Prior Year to Current Year | Proposed % Change from Current Year to Upcoming Year | Confirm whether revenues are collected as a system subsidy VS a purchase of service at a unit price. Explain Changes in Column 6 That Are > ± 10% and Also > ± \$50,000 |
|---|---|---|---|--|--|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |

APD

| | | | | | | |
|------------------------------------|-----------|-----------|-----------|--------|------|--|
| Office of Disability Determination | \$ - | \$ - | \$ - | | | |
| Developmental Services | \$ 58,335 | \$ 43,541 | \$ 45,718 | -25.4% | 5.0% | |
| Other APD (specify in explanation) | \$ - | \$ - | \$ - | | | |
| Bus Pass Program Revenue | \$ - | \$ - | \$ - | | | |

DJI

| | | | | | | |
|--------------------------|------|------|------|--|--|--|
| (specify in explanation) | \$ - | \$ - | \$ - | | | |
| Bus Pass Program Revenue | \$ - | \$ - | \$ - | | | |

Other Fed or State

| | | | | | | |
|--------------------------|-----------|-----------|-----------|-------|------|--|
| FL Department of Revenue | \$ 17,682 | \$ 17,544 | \$ 18,421 | -0.8% | 5.0% | |
| XXX | \$ - | \$ - | \$ - | | | |
| XXX | \$ - | \$ - | \$ - | | | |
| Bus Pass Program Revenue | \$ - | \$ - | \$ - | | | |

Other Revenues

| | | | | | | |
|--|-----------|-----------|-----------|--------|--------|--|
| Interest Earnings | \$ 8 | \$ 7 | \$ 7 | -15.7% | 5.0% | |
| Third Party Transportation/Advertising | \$ 35,808 | \$ 62,728 | \$ 34,384 | 76.2% | -45.2% | |
| Misc. & Leasing Revenue | \$ 6,118 | \$ 3,757 | \$ 4,020 | -38.6% | 7.0% | |
| Bus Pass Program Revenue | \$ - | \$ - | \$ - | | | |

Balancing Revenue to Prevent Deficit

| | | | | | | |
|---------------------------------------|-----------|--|--|--|--|--|
| Actual or Planned Use of Cash Reserve | \$ 44,305 | | | | | |
|---------------------------------------|-----------|--|--|--|--|--|

Balancing Revenue is Short By =

| | | | | | | |
|------------------|-------------|-------------|-------------|-------|------|--|
| Total Revenues = | \$1,793,018 | \$2,010,662 | \$2,022,381 | 12.1% | 0.6% | |
|------------------|-------------|-------------|-------------|-------|------|--|

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

Operating Expenditures

| | | | | | | |
|------------------------|------------|------------|------------|--------|------|--|
| Labor | \$ 887,960 | \$ 970,425 | \$ 979,633 | 9.3% | 0.9% | |
| Fringe Benefits | \$ 310,940 | \$ 377,200 | \$ 380,780 | 21.3% | 0.9% | |
| Services | \$ 73,829 | \$ 89,966 | \$ 94,484 | 21.9% | 5.0% | |
| Materials and Supplies | \$ 207,616 | \$ 157,994 | \$ 165,894 | -23.9% | 5.0% | |
| Utilities | \$ 33,980 | \$ 27,555 | \$ 28,933 | -18.9% | 5.0% | |
| Casualty and Liability | \$ 139,738 | \$ 98,724 | \$ 103,660 | -29.4% | 5.0% | |
| Taxes | \$ 159 | \$ 500 | \$ 625 | 215.4% | 5.0% | |

Purchased Transportation:

| | | | | | | |
|---|----------|----------|----------|---------|------|--|
| Purchased Bus Pass Expenses | \$ - | \$ - | \$ - | | | |
| School Bus Utilization Expenses | \$ - | \$ - | \$ - | | | |
| Contracted Transportation Services | \$ 9,985 | \$ - | \$ - | -100.0% | | |
| Other | \$ - | \$ - | \$ - | | | |
| Miscellaneous | \$ 3,441 | \$ 3,000 | \$ 3,150 | -12.8% | 5.0% | |
| Operating Debt Service - Principal & Interest | \$ - | \$ - | \$ - | | | |
| Leases and Rentals | \$ 3,118 | \$ - | \$ - | -100.0% | | |
| Contrib. to Capital Equip. Replacement Fund | \$ - | \$ - | \$ - | | | |
| In-Kind, Contributed Services | \$ - | \$ - | \$ - | | | |
| Allocated Indirect | \$ - | \$ - | \$ - | | | |

Capital Expenditures

| | | | | | | |
|---|------------|------------|------------|--------|-------|--|
| Equip. Purchases with Grant Funds | \$ 110,009 | \$ 276,251 | \$ 254,898 | 151.1% | -7.6% | |
| Equip. Purchases with Local Revenue | \$ 12,223 | \$ 9,047 | \$ 10,658 | -26.0% | 17.8% | |
| Equip. Purchases with Rate Generated Rev. | \$ - | \$ - | \$ - | | | |
| Capital Debt Service - Principal & Interest | \$ - | \$ - | \$ - | | | |

| | | | | | | |
|----------------------|-------------|-------------|-------------|-------|------|--|
| Total Expenditures = | \$1,793,017 | \$2,010,662 | \$2,022,382 | 12.1% | 0.6% | |
|----------------------|-------------|-------------|-------------|-------|------|--|

See NOTES Below.

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

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

-92-

Worksheet for Program-wide Rates

CTC: Suwannee Valley T Version 1.4
County: Columbia, Hamilton, Suwannee

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

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

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

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

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

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

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

PROGRAM-WIDE RATES

Total Projected Passenger Miles = 451,698

Rate Per Passenger Mile = \$ 2.09

Total Projected Passenger Trips = 35,367

Rate Per Passenger Trip = \$ 26.67

Fiscal Year

2016 - 2017

Avg. Passenger Trip Length = 12.8 Miles

Rates If No Revenue Funds Were Identified As Subsidy Funds

Rate Per Passenger Mile = \$ 4.48

Rate Per Passenger Trip = \$ 57.18

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

Vehicle Miles

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

Vehicle Revenue Miles (VRM)

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

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

Passenger Miles (PM)

The cumulative sum of the distances ridden by each passenger.

Worksheet for Multiple Service Rates

CTC: Suwannee Valley Version 1.4
County: Columbia, Hamilton, Suwannee

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

SECTION I: Services Provided

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

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

SECTION II: Contracted Services

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

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

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

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

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

| Ambulatory | Wheelchair | Stretcher | Group |
|------------|------------|-----------|-------|
| | | | |

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

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

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

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

Worksheet for Multiple Service Rates

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

CTC: Suwannee Valley Version 1.4
County: Columbia, Hamilton, Suwannee

SECTION III: Escort Service

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

☐ Yes
☒ No

Skip #2, #3 and
Section IV and
Go to Section V

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

☒ Pass Trip
☐ Pass Mile

Leave Blank

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

Leave Blank

4. How much will you charge each escort?

Leave Blank

SECTION IV: Group Service Loading

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

Do NOT
Complete
Section IV

..... And what is the projected total number of Group Vehicle Revenue Miles?

Loading Rate
\$6.00 to 1.00

SECTION V: Rate Calculations for Multiple Services:

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

Projected Passenger Miles (excluding totally contracted services addressed in Section II) = 451,698

Rate per Passenger Mile =

| RATES FOR FY: 2016 - 2017 | | | | |
|---------------------------|-------------|-------------|-------------|-------------------------|
| Ambul | Wheel Chair | Stretcher | Group | |
| 424,597 | 27,101 | Leave Blank | Leave Blank | 0 |
| \$2.00 | \$3.43 | \$0.00 | \$0.00 | \$0.00 |
| | | | | per passenger per group |

Projected Passenger Trips (excluding totally contracted services addressed in Section II) = 35,367

Rate per Passenger Trip =

| Ambul | Wheel Chair | Stretcher | Group | |
|---------|-------------|-------------|-------------|-------------------------|
| 33,245 | 2,122 | Leave Blank | Leave Blank | |
| \$25.56 | \$43.85 | \$0.00 | \$0.00 | \$0.00 |
| | | | | per passenger per group |

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

...INPUT the Desired Rate per Trip (but must be less than per trip rate above) =

Rate per Passenger Mile for Balance =

| Combination Trip and Mile Rate | | | | |
|--------------------------------|-------------|-------------|-------------|-------------------------|
| Ambul | Wheel Chair | Stretcher | Group | |
| | | Leave Blank | Leave Blank | \$0.00 |
| \$2.00 | \$3.43 | \$0.00 | \$0.00 | \$0.00 |
| | | | | per passenger per group |

Rate per Passenger Mile =

| Rates if No Revenue Funds Were Identified As Subsidy Funds | | | | |
|--|-------------|-----------|--------|-------------------------|
| Ambul | Wheel Chair | Stretcher | Group | |
| \$4.29 | \$7.36 | \$0.00 | \$0.00 | \$0.00 |
| | | | | per passenger per group |
| Ambul | Wheel Chair | Stretcher | Group | |
| \$54.83 | \$94.00 | \$0.00 | \$0.00 | \$0.00 |
| | | | | per passenger per group |

Program Users Must Add Tax, Medicare, Medicaid, etc.

Chapter III: Quality Assurance

This section contains the steps the local Coordinating Board will take to monitor and evaluate the services provided by or coordinated through the Community Transportation Coordinator, based on the Florida Commission for the Transportation Disadvantaged standards and the locally established service standards.

C. Community Transportation Coordinator Evaluation Process

The local Coordinating Board will evaluate the Community Transportation Coordinator's performance on an annual basis using the Commission for the Transportation Disadvantaged Quality Assurance Program Evaluation/Local Coordinating Board, Community Transportation Coordinator Evaluation Workbook. This evaluation workbook was created to provide a formal process for evaluating the performance of the Coordinator (and its operators). The Commission requires worksheets regarding Cost, Competition and Coordination be completed during this review.

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Appendix A: Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board Grievance Procedures

Transportation Disadvantaged Grievance Procedures

August 12, 2015

Columbia, Hamilton and Suwannee
Transportation Disadvantaged Coordinating Board



Transportation Disadvantaged Grievance Procedures

Approved by the
Columbia, Hamilton and Suwannee
Transportation Disadvantaged Coordinating Board

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

Bucky Nash, Chair

with Assistance from



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

August 12, 2015

Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board
Grievance Procedures

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Chapter I: Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board Grievance Procedures

A. Preamble

The following sets forth the procedures for the Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board to address grievances from agencies, users, potential users, sub-contractors, and other interested parties concerning Florida's Coordinated Transportation System.

B. Agency Description

The Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board, herein after referred to as the Board, is a public body appointed by the North Central Florida Regional Planning Council serving as the Designated Official Planning Agency as authorized by Section 427.015, Florida Statutes.

C. Definitions

Transportation disadvantaged means those persons who because of physical or mental disability, income status, or age are unable to transport themselves or to purchase transportation and are, therefore, dependent upon others to obtain access to health care, employment, education, shopping, social activities, or other life-sustaining activities, or children who are handicapped or high-risk or at-risk as defined in Section 411.202, Florida Statutes.

Agency means an official, officer, commission, authority, council, committee, department, division, bureau, board, section, or any other unit or entity of the state or of a city, town, municipality, county, or other local governing body or a private nonprofit transportation service-providing agency.

Community Transportation Coordinator means a transportation entity recommended by a metropolitan planning organization, or by the appropriate designated official planning agency as provided for in Section 427.011, Florida Statutes in an area outside the purview of a metropolitan planning organization, to ensure that coordinated transportation services are provided to the transportation disadvantaged population in a designated service area.

Coordinating Board means an advisory entity in each designated service area composed of representatives appointed by the metropolitan planning organization or designated official planning agency, to provide assistance to the community transportation coordinator relative to the coordination of transportation services.

Coordination means the arrangement for the provision of transportation services to the transportation disadvantaged in a manner that is cost-effective, efficient and reduces fragmentation and duplication of services.

**Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board
Grievance Procedures**

Designated Official Planning Agency means the official body or agency designated by the Commission to fulfill the functions of transportation disadvantaged planning in areas not covered by a Metropolitan Planning Organization. The Metropolitan Planning Organization shall serve as the designated official planning agency in areas covered by such organizations.

Designated Service Area means a geographical area recommended by a designated official planning agency, subject to approval by the Florida Commission for the Transportation Disadvantaged, which defines the community where coordinated transportation services will be provided to the transportation disadvantaged.

Florida's Coordinated Transportation System means a transportation system responsible for coordination and service provisions for the transportation disadvantaged as outlined in Chapter 427, Florida Statutes.

Grievance means a written complaint to document any concerns regarding the operation or administration of services provided by Florida's Coordinated Transportation System by the Community Transportation Coordinator, subcontracted transportation operators, the Designated Official Planning Agency, or the Board. A grievance may also be a service complaint that has been left unresolved for more than 45 days.

Memorandum of Agreement is the state contract for transportation disadvantaged services purchased with federal, state or local government transportation disadvantaged funds. This agreement is between the Florida Commission for the Transportation Disadvantaged and the Community Transportation Coordinator and recognizes the Community Transportation Coordinator as being responsible for the arrangement of the provision of transportation disadvantaged services for a designated service area.

Service complaint means routine incidents that occur on a daily basis, are reported to the driver or dispatcher, or to other individuals involved with the daily operations, and are resolved within the course of a reasonable time period suitable to the complainant. All service complaints shall be recorded and a summary of complaints should be provided by the Community Transportation Coordinator on a quarterly basis, to the Board.

Transportation Disadvantaged Service Plan means an annually updated plan jointly developed by the Designated Official Planning Agency and the Community Transportation Coordinator which contains a development plan, service plan and quality assurance components. The plan shall be approved and used by the local Coordinating Board to evaluate the Community Transportation Coordinator.

D. Purpose

- (1) The Board shall appoint a Grievance Committee to serve as a mediator to process, and investigate complaints from agencies, users, potential users of the system and the Community Transportation Coordinator in the designated service area, and make recommendations to the Board for the improvement of service.
- (2) The Board shall establish procedures to provide regular opportunities for issues to be brought before the Grievance Committee and to address them in a timely manner. Members appointed to the Grievance Committee shall be voting members of the Board.

**Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board
Grievance Procedures**

- (3) The Grievance Committee and the Board shall have the authority to hear and advise on grievances. When an entity makes a determination of the rights, duties, privileges, benefits, or legal relationships of a specified person or persons, it is exercising "adjudicative" or "determinative" powers. Deciding a grievance between two independent parties may fall within these parameters, depending on the nature of the grievance. Chapter 427, Florida Statutes grants no adjudicative powers to anyone.

E. Membership

- (1) The Chair, subject to approval by the Board, shall appoint five (5) voting members to a Grievance Committee. The membership of the Grievance Committee shall include broad geographic representation from members of the local Coordinating Board representing the counties in the service area.
- (2) Term limits on the Grievance Committee may coincide with term limits on the Board.

F. Officers

- (1) Chair. The Chair shall be one of the local elected officials from Columbia, Hamilton or Suwannee Counties who is not serving as Chair or Vice-Chair of the Board. In the event the local elected official not serving as Chair or Vice-Chair of the Board does not wish to serve as Chair of the Grievance Committee, the Vice-Chair shall serve as Chair of the Grievance Committee. The Grievance Committee shall elect a Vice-Chair.

G. Meetings

- (1) The Grievance Committee may meet as often as necessary to fulfill their responsibilities. The Grievance Committee may meet following Board meetings to hear complaints. All meetings will function under the "Government in the Sunshine Law." All meetings will provide opportunity for public comments on the agenda.
- (2) Notice of Meetings. Notices and tentative agendas shall be provided to the Florida Commission for the Transportation, Committee members and other interested parties at least two weeks prior to the meeting. Meeting notices shall include the date, time, location, general nature/subject of the meeting, a contact person and phone number to call for additional information and to request accessible formats.
- (3) Quorum. At all meetings of the Grievance Committee, the presence in person of a majority of the voting members shall be necessary and sufficient to constitute a quorum for the transaction of business. In the absence of a quorum, those present may, without notice other than by announcement at the meeting, recess the meeting from time to time, until a quorum shall be present. At any such recessed meeting, any business may be transacted which might have been transacted at the meeting as originally called.
- (4) Voting. A majority vote is required for actions by the Grievance Committee. As required by Section 286.012, Florida Statutes, all Grievance Committee members, including the Chair, must vote on all official actions taken by the Grievance Committee except when there appears to be a possible conflict of interest with a member or members of the Grievance Committee.

**Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board
Grievance Procedures**

- (5) **Conflict of Interest.** In accordance with Chapter 112 (Part III), Florida Statutes, "No county, municipal, or other public office shall vote in an official capacity upon any measure which would inure to his or her special private gain or loss, or which the officer know would inure to the special private gain or loss of a principal by whom he or she is retained, of the parent organization or subsidiary of a corporate principal which he or she is retained, of a relative or of a business associate. The officer must publicly announce the nature of his or her interest before the vote and must file a memorandum of voting conflict on Ethics Commission Form 8B with the meeting's recording officer within 15 days after the vote occurs disclosing the nature of his or her interest in the matter."

In cases where a grievance involves the private or personal interests of a member of the Grievance Committee, such member shall be disqualified from hearing such grievance. If a Grievant claims a conflict between the Grievant and a Grievance Committee member, the Grievance Committee member identified as having a conflict shall recuse themselves from hearing the grievance. No member of the Grievance Committee shall appear before the Grievance Committee as an agent or attorney for any person.

- (6) **Proxy Voting.** Proxy voting is not permitted.
- (7) **Parliamentary Procedures.** The Grievance Committee will conduct business using parliamentary procedures according to Robert's Rules of Order, except when in conflict with these Grievance Procedures.

H. Administration

- (1) **Staff Support.** The North Central Florida Regional Planning Council shall provide the Grievance Committee with sufficient staff support and resources to enable the Grievance Committee to fulfill their responsibilities.
- (2) **Minutes.** The North Central Florida Regional Planning Council is responsible for maintaining an official set of minutes for each Grievance Committee meeting.

I. Duties

The Grievance Committee shall make recommendations to the Board, the Community Transportation Coordinator, and/or to the Florida Commission for the Transportation Disadvantaged for improvement of service.

J. Procedures

- (1) The grievance procedures shall be open to addressing concerns by any person or agency including but not limited to: purchasing agencies, users, potential users, private-for-profit operators, private-nonprofit operators, Community Transportation Coordinators, Designated Official Planning Agencies, elected officials, and drivers. The grievant, in their formal complaint, should demonstrate or establish their concerns as clearly as possible.

**Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board
Grievance Procedures**

- (2) The Board must make a written copy of the grievance procedures available to anyone, upon request. All documents pertaining to the grievance process will be made available, upon request, in accessible format. The following procedures are established to provide regular opportunities for grievances to be brought before the Grievance Committee.
- (3) Should an interested party wish to file a grievance with the Board, that grievance must be filed in writing within ninety (90) days after the occurrence of the event giving rise to the grievance. The grievance shall be sent to:

Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board
Grievance Committee
2009 N.W. 67th Place
Gainesville, FL 32653-1603
- (4) If requested, the North Central Florida Regional Planning Council staff will provide assistance to individuals in preparing written grievances.
- (5) The grievance should try to demonstrate or establish a clear violation of a specific law, regulation, or contractual arrangement. Copies of pertinent laws and regulations may be obtained from North Central Florida Regional Planning Council staff.
- (6) The grievance shall include:
 - a. the name, address and telephone number of the Complainant;
 - b. a statement of the grounds for the grievance and be supplemented by supporting documentation, made in a clear and concise manner; and
 - c. an explanation by the Complainant of the improvements needed to address the complaint.
- (7) If the Board receives a grievance pertaining to the operation of services by the Community Transportation Coordinator, that grievance shall be forwarded to the Community Transportation Coordinator for a written response. The Community Transportation Coordinator's written response shall be provided to the Grievance Committee at least one week prior to the Grievance Committee meeting to hear such grievance.
- (8) If the Complainant does not want to be contacted by the Community Transportation Coordinator concerning the grievance before the grievance is heard, the Community Transportation Coordinator is prohibited from contacting the Complainant.
- (9) Within fifteen (15) working days following the date of receipt of the formal grievance, North Central Florida Regional Planning Council staff shall advise the Grievance Committee of the grievance to schedule a hearing on the grievance and inform the Complainant of the hearing date.
- (10) The Grievance Committee shall meet to hear the grievance within forty-five (45) calendar days from the date of receipt of the grievance.
- (11) North Central Florida Regional Planning Council staff shall send notice of the Grievance Committee's scheduled hearing in writing to the local newspaper of greatest circulation, the Complainant and other interested parties.

**Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board
Grievance Procedures**

- (12) All involved parties have a right to present their views to the Grievance Committee, either orally or in writing. In addition, all parties may present evidence. The Community Transportation Coordinator shall provide transportation to and from Grievance Committee meetings at no charge to complainants who cannot transport themselves to the meetings.
- (13) A written report and any recommendations of the Grievance Committee shall be provided to the Board. A copy of this report shall be provided to the concerned parties within ten (10) working days after the hearing on the grievance and no more than sixty (60) calendar days from the date of receipt of the formal grievance. The Grievance Committee's recommendation will stand unless the recommendation is changed by the Board.
- (14) A written report shall also be provided to the Community Transportation Coordinator's Governing Board.

K. Appeals

- (1) Appeals of recommendations by the Grievance Committee to the Board shall be made within twenty (20) working days from the date when the Grievance Committee makes a recommendation regarding a grievance. The appeal shall be mailed to:

Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board
2009 N.W. 67th Place
Gainesville, FL 32653-1603

- (2) The Complainant will be notified in writing of the date, time and place of the Board meeting where the appeal will be heard. This written notice will be mailed at least ten (10) calendar days in advance of the meeting.
- (3) The Board will meet to hear the appeal and render its recommendation within thirty (30) calendar days of the date the appeal was filed. A written copy of the recommendation will be mailed to all parties involved within ten (10) calendar days of the date of the recommendation.
- (4) Should a Complainant remain dissatisfied with the Board's decision, he or she may contact the Florida Commission for the Transportation Disadvantaged at the following address:

Florida Commission for the Transportation Disadvantaged
605 Suwannee Street, MS-49
Tallahassee, FL 32399-0450

- (5) The Florida Commission for the Transportation Disadvantaged also has an Ombudsman Program to assist individuals with complaints. The toll-free Ombudsman Hotline is 1-800-983-2435. Chapter 427, Florida Statutes does not expressly confer the power or authority for the Florida Commission for the Transportation Disadvantaged to "hear and determine" a grievance between two (2) third parties. The Florida Commission for the Transportation Disadvantaged may choose to listen to grievances and it can investigate them from a fact-finding perspective. It cannot be the "judge" or "arbiter" of the grievance in the sense of determining that one party's version of the facts is right and the other is wrong, and order the wrong party to somehow compensate the right party. On the other hand, the grievance may bring to light a problem within "the system."

**Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board
Grievance Procedures**

- (6) If the grievance showed that one (1) of the parties with whom the Florida Commission for the Transportation Disadvantaged contracts was acting so aberrantly as to not be in compliance with its contract, the Florida Commission for the Transportation Disadvantaged could exercise whatever contractual rights it has to correct the problem.
- (7) The Florida Commission for the Transportation Disadvantaged may take part in the grievance process, if it wants to, for purposes of listening to the grieving parties and gathering the facts of the matter. It may not decide the grievance, where doing so would amount to an exercise of adjudicative powers.

L. Suspension Reconsideration

- (1) If a rider has been issued a notice of suspension by the Community Transportation Coordinator, they have ten (10) calendar days from the date of issuance of suspension notice to request a reconsideration hearing on the suspension. If a reconsideration hearing is requested, the hearing will be held by the Grievance Committee if the suspension involves transportation provided under Florida's Transportation Disadvantaged Program.
- (2) The written request must include the name, address and telephone number of the person who is requesting the hearing and a statement as to why his or her riding privileges should not be suspended. If the request is not received within ten (10) calendar days from the issue date of the suspension, then the suspension becomes effective ten (10) calendar days from the date of issue.
- (3) Upon receipt of letter requesting the reconsideration hearing, a hearing shall be held within ten (10) working days. The North Central Florida Regional Planning Council will advise the person requesting the reconsideration hearing by return correspondence of the date, time and location of the hearing.
- (4) The person will be given the opportunity to present the reasons why they believe the suspension should not take place. The Grievance Committee will make a recommendation whether or not to uphold the suspension. A written statement of the recommendation shall be forwarded to the person requesting the hearing within two (2) working days after the hearing by the Grievance Committee. A written statement of the decision whether or not to uphold the suspension shall be forwarded by certified mail within two (2) working days by the Community Transportation Coordinator to the person requesting the hearing.

M. Prohibition Against Retaliation

The Community Transportation Coordinator shall not take any punitive action against an individual who files a grievance. No individual shall be denied Transportation Disadvantaged Program services because such individual has filed a grievance related to Florida's Transportation Disadvantaged Program or has testified or is about to testify in any such proceeding or investigation related to Florida's Transportation Disadvantaged Program.

N. Alternative Recourse

Apart from these grievance processes, aggrieved parties with proper standing, may also have recourse through Chapter 120, Florida Statutes, administrative hearings process or the judicial court system.

O. Certification

The undersigned hereby certifies that he/she is the Chair of the Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board and that the foregoing is a full, true and correct copy of the Grievance Procedures of this Board as adopted by the Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board the 12th day of August 2015.

Bucky Nash, Chair
Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board

t:\lynn\griev\procedures\chs\2015chs grievance procedures.docx

North Central Florida Regional Planning Council

Transportation Disadvantaged Service Plan Team

Scott R. Koons, AICP, Executive Director

* Lynn Franson-Godfrey, AICP, Senior Planner

* Primary Responsibility
** Secondary Responsibility



Use the QR Reader App
on your smart phone to
visit our website!

Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board

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

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June 6, 2016

TO: Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board

FROM: Lynn Godfrey, AICP, Senior Planner

SUBJECT: Fiscal Year 2016/17 Transportation Disadvantaged Program Rate Calculation Model and Service Rates

STAFF RECOMMENDATION

Approve Suwannee Valley Transit Authority's Fiscal Year 2016/17 Transportation Disadvantaged Program Rate Calculation Model and Service Rates.

BACKGROUND

The Transportation Disadvantaged Program Trip and Equipment Grant Agreement must include the service rates charged for Transportation Disadvantaged Program sponsored trips. The Transportation Disadvantaged Program Rate Calculation Model must be completed and submitted to the Florida Commission for the Transportation Disadvantaged to support the proposed service rates. The Transportation Disadvantaged Program Rate Calculation Model is required to be reviewed and approved by the local Transportation Disadvantaged Coordinating Board.

Attached are Suwannee Valley Transit Authority's Transportation Disadvantaged Program Rate Calculation Model and Fiscal Year 2016/17 service rates. The Board needs to review and approve the Rate Calculation Model and service rates.

If you have any questions concerning the attached Rate Calculation Model or service rates, please contact me at extension 110.

Attachments

t:\lynn\td2016\colhamsuw\memos\ratecalcmod.docx



Transportation Disadvantaged Trust Fund Service Rates Form

| | |
|---|-----------------------------------|
| Community Transportation Coordinator (CTC) | Suwannee Valley Transit Authority |
| Service Rate Effective Date | 7/1/2016 |

| Grant Agreement Service Rates | | |
|--|------------------------|-------------------|
| Type of Service Transportation Mode | Unit of Measure | Cost Per Unit |
| * Ambulatory | Passenger Mile | \$2.00 |
| * Wheel Chair | Passenger Mile | \$3.43 |
| * Stretcher | Select Unit of Measure | Enter \$ Per Unit |
| Bus Pass – Daily | Pass | Enter \$ Per Unit |
| Bus Pass – Weekly | Pass | Enter \$ Per Unit |
| Bus Pass – Monthly | Pass | Enter \$ Per Unit |
| Additional Service Transportation Mode | Enter Unit of Measure | Enter \$ Per Unit |
| Additional Service Transportation Mode | Enter Unit of Measure | Enter \$ Per Unit |
| Additional Service Transportation Mode | Enter Unit of Measure | Enter \$ Per Unit |
| Additional Service Transportation Mode | Enter Unit of Measure | Enter \$ Per Unit |
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| Additional Service Transportation Mode | Enter Unit of Measure | Enter \$ Per Unit |
| Additional Service Transportation Mode | Enter Unit of Measure | Enter \$ Per Unit |
| Additional Service Transportation Mode | Enter Unit of Measure | Enter \$ Per Unit |

*** Ambulatory, Wheel Chair and Stretcher** must all use the same Unit of Measure either **Trip or Passenger Mile**;
Cannot mix, all must be the same regardless of Transportation Mode.

Preliminary Information Worksheet

Version 1.4

CTC Name: Suwannee Valley Transit Authority
County (Service Area): Columbia, Hamilton, Suwannee
Contact Person: Larry Sessions
Phone # 386-362-5332 extension 6321

Check Applicable Characteristic:

ORGANIZATIONAL TYPE:

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

NETWORK TYPE:

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

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

**Columbia, Hamilton and Suwannee
Transportation Disadvantaged Service Plan**

Comprehensive Budget Worksheet

Version 1.4

**CTC: Suwannee Valley Transit Authority
County: Columbia, Hamilton, Suwannee**

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

| | Prior Year's ACTUALS from Oct 1st of 2014 to Sept 30th of 2015 | Current Year's APPROVED Budget, as amended from Oct 1st of 2015 to Sept 30th of 2016 | Upcoming Year's PROPOSED Budget from Oct 1st of 2016 to Sept 30th of 2017 | % Change from Prior Year to Current Year | Proposed % Change from Current Year to Upcoming Year | Confirm whether revenues are collected as a system subsidy VS a purchase of service at a unit price. Explain Changes in Column 6 That Are > ± 10% and Also > ± \$50,000 |
|---|---|---|---|--|--|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |

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

Local Non-Govt

| | | | | | | |
|---------------------------------|-------------|-------------|-------------|---------|------|--|
| Farebox | \$ 21,258 | \$ 41,630 | \$ 43,712 | 95.8% | 5.0% | |
| Medicaid Co-Pay Received | \$ - | \$ - | \$ - | | | |
| Donations/ Contributions | \$ 125 | \$ - | \$ - | -100.0% | | |
| In-Kind, Contributed Services | \$ - | \$ - | \$ - | | | |
| Other | \$ - | \$ - | \$ - | | | |
| Bus Pass Program Revenue | \$ - | \$ - | \$ - | | | |

Local Government

| | | | | | | |
|--------------------------------------|-------------|-------------|-------------|--------|-------|--|
| District School Board | \$ - | \$ - | \$ - | | | |
| Compl. ADA Services | \$ - | \$ - | \$ - | | | |
| County Cash | \$ 141,848 | \$ 52,448 | \$ 78,948 | -63.0% | 46.7% | |
| County In-Kind, Contributed Services | \$ - | \$ - | \$ - | | | |
| City Cash | \$ - | \$ - | \$ - | | | |
| City In-Kind, Contributed Services | \$ - | \$ - | \$ - | | | |
| Other Cash | \$ - | \$ - | \$ - | | | |
| Other In-Kind, Contributed Services | \$ - | \$ - | \$ - | | | |
| Bus Pass Program Revenue | \$ - | \$ - | \$ - | | | |

CTD

| | | | | | | |
|-----------------------------------|-------------|-------------|-------------|--------|---------|--|
| Non-Spons. Trip Program | \$ 667,977 | \$ 746,560 | \$ 718,956 | 11.8% | -3.7% | Other TD - Mobility Enhancement Grant/High School Students in Dual Enrollment to Florida Gateway College. \$100,000.00 budget. |
| Non-Spons. Capital Equipment | \$ 74,784 | \$ 74,784 | \$ - | 0.0% | -100.0% | |
| Rural Capital Equipment | \$ 21,408 | \$ 120,044 | \$ 79,394 | 460.7% | -33.5% | |
| Other TD (specify in explanation) | \$ - | \$ - | \$ 90,000 | | | |
| Bus Pass Program Revenue | \$ - | \$ - | \$ - | | | |

USDOT & FDOT

| | | | | | | |
|------------------------------------|-------------|-------------|-------------|--------|---------|--|
| 49 USC 5307 | \$ - | \$ - | \$ - | | | 5339 Grant for Outaway Bus is the other DOT grant that was applied for in FY 2016. |
| 49 USC 5310 | \$ 47,448 | \$ 15,687 | \$ 108,555 | -66.9% | 579.3% | |
| 49 USC 5311 (Operating) | \$ 548,187 | \$ 621,499 | \$ 694,604 | 13.4% | 11.8% | |
| 49 USC 5311 (Capital) | \$ - | \$ - | \$ - | | | |
| Block Grant | \$ - | \$ - | \$ - | | | |
| Service Development | \$ - | \$ - | \$ - | | | |
| Commuter Assistance | \$ 11,996 | \$ 105,362 | \$ - | 778.3% | -100.0% | |
| Other DOT (specify in explanation) | \$ - | \$ 74,784 | \$ 79,394 | | 6.2% | |
| Bus Pass Program Revenue | \$ - | \$ - | \$ - | | | |

AHCA

| | | | | | | |
|-------------------------------------|-------------|-------------|-------------|--------|------|--|
| Medicaid | \$ 95,932 | \$ 15,000 | \$ 15,000 | -84.4% | 0.0% | |
| Other AHCA (specify in explanation) | \$ - | \$ - | \$ - | | | |
| Bus Pass Program Revenue | \$ - | \$ - | \$ - | | | |

DCF

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

DOH

| | | | | | | |
|------------------------------------|-------------|-------------|-------------|--|--|--|
| Children Medical Services | \$ - | \$ - | \$ - | | | |
| County Public Health | \$ - | \$ - | \$ - | | | |
| Other DOH (specify in explanation) | \$ - | \$ - | \$ - | | | |
| Bus Pass Program Revenue | \$ - | \$ - | \$ - | | | |

DOE (state)

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

AWI

| | | | | | | |
|------------------------------------|-------------|-------------|-------------|--|--|--|
| WAGES/Workforce Board | \$ - | \$ - | \$ - | | | |
| Other AWI (specify in explanation) | \$ - | \$ - | \$ - | | | |
| Bus Pass Program Revenue | \$ - | \$ - | \$ - | | | |

DOEA

| | | | | | | |
|-------------------------------------|-------------|-------------|-------------|--|------|--|
| Older Americans Act | \$ - | \$ 15,288 | \$ 15,288 | | 0.0% | |
| Community Care for Elderly | \$ - | \$ - | \$ - | | | |
| Other DOEA (specify in explanation) | \$ - | \$ - | \$ - | | | |
| Bus Pass Program Revenue | \$ - | \$ - | \$ - | | | |

DCA

| | | | | | | |
|------------------------------------|-------------|-------------|-------------|--|--|--|
| Community Services | \$ - | \$ - | \$ - | | | |
| Other DCA (specify in explanation) | \$ - | \$ - | \$ - | | | |
| Bus Pass Admin. Revenue | \$ - | \$ - | \$ - | | | |

**Columbia, Hamilton and Suwannee
Transportation Disadvantaged Service Plan**

Comprehensive Budget Worksheet

Version 1.4

CTC: Suwannee Valley Transit Authority
County: Columbia, Hamilton, Suwannee

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

| | Prior Year's ACTUALS from Oct 1st of 2014 to Sept 30th of 2015 | Current Year's APPROVED Budget, as amended from Oct 1st of 2015 to Sept 30th of 2016 | Upcoming Year's PROPOSED Budget from Oct 1st of 2016 to Sept 30th of 2017 | % Change from Prior Year to Current Year | Proposed % Change from Current Year to Upcoming Year | Confirm whether revenues are collected as a system subsidy VS a purchase of service at a unit price. Explain Changes in Column 6 That Are > ± 10% and Also > ± \$50,000 |
|---|---|---|---|--|--|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |

APD

| | | | | | | |
|------------------------------------|-----------|-----------|-----------|--------|------|--|
| Office of Disability Determination | \$ - | \$ - | \$ - | | | |
| Developmental Services | \$ 58,335 | \$ 43,541 | \$ 45,718 | -25.4% | 5.0% | |
| Other APD (specify in explanation) | \$ - | \$ - | \$ - | | | |
| Bus Pass Program Revenue | \$ - | \$ - | \$ - | | | |

DJJ

| | | | | | | |
|--------------------------|------|------|------|--|--|--|
| (specify in explanation) | \$ - | \$ - | \$ - | | | |
| Bus Pass Program Revenue | \$ - | \$ - | \$ - | | | |

Other Fed or State

| | | | | | | |
|--------------------------|-----------|-----------|-----------|-------|------|--|
| FL Department of Revenue | \$ 17,602 | \$ 17,544 | \$ 18,421 | -0.8% | 5.0% | |
| xxx | \$ - | \$ - | \$ - | | | |
| xxx | \$ - | \$ - | \$ - | | | |
| Bus Pass Program Revenue | \$ - | \$ - | \$ - | | | |

Other Revenues

| | | | | | | |
|--|-----------|-----------|-----------|--------|-------|--|
| Interest Earnings | \$ 8 | \$ 7 | \$ 7 | -15.7% | 5.0% | |
| Third Party Transportation/Advertising | \$ 35,856 | \$ 62,728 | \$ 34,364 | 76.2% | 45.2% | |
| Misc. & Leasing Revenue | \$ 6,118 | \$ 3,757 | \$ 4,020 | -39.6% | 7.0% | |
| Bus Pass Program Revenue | \$ - | \$ - | \$ - | | | |

Balancing Revenue to Prevent Deficit

| | | | | | | |
|---------------------------------------|-----------|--|--|--|--|--|
| Actual or Planned Use of Cash Reserve | \$ 44,306 | | | | | |
|---------------------------------------|-----------|--|--|--|--|--|

Balancing Revenue is Short By =

| | | | | | | |
|------------------|-------------|-------------|-------------|-------|------|--|
| Total Revenues = | \$1,793,018 | \$2,010,662 | \$2,022,381 | 12.1% | 0.6% | |
|------------------|-------------|-------------|-------------|-------|------|--|

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

Operating Expenditures

| | | | | | | |
|---|------------|------------|------------|---------|------|--|
| Labor | \$ 887,980 | \$ 970,425 | \$ 579,633 | 9.3% | 0.9% | |
| Fringe Benefits | \$ 310,340 | \$ 377,200 | \$ 280,780 | 21.3% | 0.9% | |
| Services | \$ 73,829 | \$ 89,968 | \$ 94,454 | 21.9% | 5.0% | |
| Materials and Supplies | \$ 207,616 | \$ 167,984 | \$ 165,894 | -23.9% | 5.0% | |
| Utilities | \$ 33,980 | \$ 27,555 | \$ 28,933 | -18.9% | 5.0% | |
| Casualty and Liability | \$ 139,738 | \$ 98,724 | \$ 103,680 | -29.4% | 5.0% | |
| Taxes | \$ 159 | \$ 500 | \$ 525 | 215.4% | 5.0% | |
| Purchased Transportation: | | | | | | |
| Purchased Bus Pass Expenses | \$ - | \$ - | \$ - | | | |
| School Bus Utilization Expenses | \$ - | \$ - | \$ - | | | |
| Contracted Transportation Services | \$ 9,995 | \$ - | \$ - | -100.0% | | |
| Other | \$ - | \$ - | \$ - | | | |
| Miscellaneous | \$ 3,441 | \$ 3,000 | \$ 3,150 | -12.8% | 5.0% | |
| Operating Debt Service - Principal & Interest | \$ - | \$ - | \$ - | | | |
| Leases and Rentals | \$ 3,118 | \$ - | \$ - | -100.0% | | |
| Contrib. to Capital Equip. Replacement Fund | \$ - | \$ - | \$ - | | | |
| In-Kind, Contributed Services | \$ - | \$ - | \$ - | | | |
| Allocated Indirect | \$ - | \$ - | \$ - | | | |

Capital Expenditures

| | | | | | | |
|---|------------|------------|------------|--------|-------|--|
| Equip. Purchases with Grant Funds | \$ 110,009 | \$ 276,251 | \$ 254,688 | 151.1% | -7.8% | |
| Equip. Purchases with Local Revenue | \$ 12,223 | \$ 9,647 | \$ 10,656 | -26.0% | 17.8% | |
| Equip. Purchases with Rate Generated Rev. | \$ - | \$ - | \$ - | | | |
| Capital Debt Service - Principal & Interest | \$ - | \$ - | \$ - | | | |

| | | | | | | |
|----------------------|-------------|-------------|-------------|-------|------|--|
| Total Expenditures = | \$1,763,017 | \$2,010,662 | \$2,022,382 | 12.1% | 0.6% | |
|----------------------|-------------|-------------|-------------|-------|------|--|

See NOTES Below.

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

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

Budgeted Rate Base Worksheet

Version 1.4

CTC: Suwannee Valley Transit Authority
County: Columbia, Hamilton, Suwannee

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

| Upcoming Year's BUDGETED Revenues | What amount of the Budgeted Revenue in col. 2 will be generated at the rate per unit determined by the spreadsheet OR used as local match for these type revenues? | Budgeted Rate Subsidy Revenue EXCLUDED from the Rate Base | What amount of the Subsidy Revenue in col. 4 will come from funds to purchase equipment, OR will be used as match for the purchase of equipment? |
|---|--|--|---|
| 1 | 2 | 3 | 4 |
| REVENUES (CTC/Operators ONLY) | | | |
| Local Non-Govt | | | |
| Farebox | \$ 43,712 | \$ 43,712 | \$ (1) |
| Medicaid Co-Pay Received | \$ - | \$ - | \$ - |
| Donations/Contributions | \$ - | \$ - | \$ - |
| In-Kind, Contributed Services | \$ - | \$ - | \$ - |
| Other | \$ - | \$ - | \$ - |
| Bus Pass Program Revenue | \$ - | \$ - | \$ - |
| Local Government | | | |
| District School Board | \$ - | \$ - | \$ - |
| County ADA Services | \$ - | \$ - | \$ - |
| County Cash | \$ 76,948 | \$ 66,292 | \$ 10,656 |
| County In-Kind, Contributed Services | \$ - | \$ - | \$ - |
| City Cash | \$ - | \$ - | \$ - |
| City In-Kind, Contributed Services | \$ - | \$ - | \$ - |
| Other Cash | \$ - | \$ - | \$ - |
| Other In-Kind, Contributed Services | \$ - | \$ - | \$ - |
| Bus Pass Program Revenue | \$ - | \$ - | \$ - |
| CTD | | | |
| Non-Spons. Trip Program | \$ 718,956 | \$ 718,956 | \$ - |
| Non-Spons. Capital Equipment | \$ - | \$ - | \$ - |
| Rural Capital Equipment | \$ 79,394 | \$ - | \$ 79,394 |
| Other TD | \$ 90,000 | \$ - | \$ 90,000 |
| Bus Pass Program Revenue | \$ - | \$ - | \$ - |
| USDOT & FDOT | | | |
| 49 USC 5307 | \$ - | \$ - | \$ - |
| 49 USC 5310 | \$ 106,555 | \$ - | \$ 106,555 |
| 49 USC 5311 (Operating) | \$ 694,604 | \$ - | \$ 694,604 |
| 49 USC 5311 (Capital) | \$ - | \$ - | \$ - |
| Block Grant | \$ - | \$ - | \$ - |
| Service Development | \$ - | \$ - | \$ - |
| Computer Assistance | \$ - | \$ - | \$ - |
| Other DOT | \$ 79,394 | \$ - | \$ 79,394 |
| Bus Pass Program Revenue | \$ - | \$ - | \$ - |
| AHCA | | | |
| Medicaid | \$ 15,000 | \$ 15,000 | \$ - |
| Other AHCA | \$ - | \$ - | \$ - |
| Bus Pass Program Revenue | \$ - | \$ - | \$ - |
| DCF | | | |
| Alcohol, Drug & Mental Health | \$ - | \$ - | \$ - |
| Family Safety & Preservation | \$ - | \$ - | \$ - |
| Comm. Care Dis Aging & Adult Serv | \$ - | \$ - | \$ - |
| Other DCF | \$ - | \$ - | \$ - |
| Bus Pass Program Revenue | \$ - | \$ - | \$ - |
| DOH | | | |
| Children Medical Services | \$ - | \$ - | \$ - |
| County Public Health | \$ - | \$ - | \$ - |
| Other DOH | \$ - | \$ - | \$ - |
| Bus Pass Program Revenue | \$ - | \$ - | \$ - |
| DOE (state) | | | |
| Carl Perkins | \$ - | \$ - | \$ - |
| Div of Blind Services | \$ - | \$ - | \$ - |
| Vocational Rehabilitation | \$ - | \$ - | \$ - |
| Day Care Programs | \$ - | \$ - | \$ - |
| Other DOE | \$ - | \$ - | \$ - |
| Bus Pass Program Revenue | \$ - | \$ - | \$ - |
| AWI | | | |
| WAGES/Workforce Board | \$ - | \$ - | \$ - |
| AWI | \$ - | \$ - | \$ - |
| Bus Pass Program Revenue | \$ - | \$ - | \$ - |
| DOEA | | | |
| Older Americans Act | \$ 15,288 | \$ 15,288 | \$ - |
| Community Care for Elderly | \$ - | \$ - | \$ - |
| Other DOEA | \$ - | \$ - | \$ - |
| Bus Pass Program Revenue | \$ - | \$ - | \$ - |
| DCA | | | |
| Community Services | \$ - | \$ - | \$ - |
| Other DCA | \$ - | \$ - | \$ - |
| Bus Pass Program Revenue | \$ - | \$ - | \$ - |

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

**BLUE cells
Should be funds generated by rates in this spreadsheet**

local match req

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

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

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

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

GOLD cells

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

Worksheet for Program-wide Rates

CTC: Suwannee Valley T Version 1.4
County: Columbia, Hamilton, Suwannee

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

- Do **NOT** include trips or miles related to Coordination Contractors!
- Do **NOT** include School Board trips or miles UNLESS.....
- INCLUDE** all ONE-WAY passenger trips and passenger miles related to services you purchased from your transportation operators!
- Do **NOT** include trips or miles for services provided to the general public/private pay UNLESS..
- Do **NOT** include escort activity as passenger trips or passenger miles unless charged the full rate for service!
- Do **NOT** include fixed route bus program trips or passenger miles!

| PROGRAM-WIDE RATES | | Fiscal Year |
|-------------------------------------|--------------|--|
| Total Projected Passenger Miles = | 451,698 | 2016 - 2017 |
| Rate Per Passenger Mile = \$ | 2.09 | |
| Total Projected Passenger Trips = | 35,367 | |
| Rate Per Passenger Trip = \$ | 26.67 | Avg. Passenger Trip Length = 12.8 Miles |

| Rates If No Revenue Funds Were Identified As Subsidy Funds | |
|--|--------------|
| Rate Per Passenger Mile = \$ | 4.48 |
| Rate Per Passenger Trip = \$ | 57.18 |

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

Vehicle Miles

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

Vehicle Revenue Miles (VRM)

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

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

Passenger Miles (PM)

The cumulative sum of the distances ridden by each passenger.

Worksheet for Multiple Service Rates

CTC: Suwannee Valley Version 1.4
County: Columbia, Hamilton, Suwannee

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

SECTION I: Services Provided

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

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

SECTION II: Contracted Services

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

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

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

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

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

| Ambulatory | Wheelchair | Stretcher | Group |
|-------------|-------------|-----------|-------|
| Leave Blank | Leave Blank | | |
| | | | |

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

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

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

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

Worksheet for Multiple Service Rates

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

CTC: Suwannee Valley Version 1.4
County: Columbia, Hamilton, Suwannee

SECTION III: Escort Service

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

☐ Yes
☒ No

Skip #2 - 4 and
Section IV and
Go to Section V

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

per passenger mile?

☒ Pass Trip
☐ Pass Mile

Leave Blank

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

Leave Blank

4. How much will you charge each escort?

Leave Blank

SECTION IV: Group Service Loading

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

Do NOT
Complete
Section IV

..... And what is the projected total number of Group Vehicle Revenue Miles?

Loading Rate
0.00 to 1.00

SECTION V: Rate Calculations for Multiple Services:

1. Input Projected Passenger Miles and Passenger Trips for each Service in the GREEN cells and the Rates for each Service will be calculated automatically

* Miles and Trips you input must sum to the total for all Services entered on the "Program-wide Rates" Worksheet, MINUS miles
and trips for contracted services IF the rates were calculated in the Section II above

* Be sure to leave the service BLANK if you answered NO in Section I or YES to question #2 in Section II

Projected Passenger Miles (excluding totally contracted services addressed in Section II) = 451,898

Rate per Passenger Mile =

| RATES FOR FY: 2016 - 2017 | | | | |
|---------------------------|-------------|-------------|---------------|-----------|
| Ambul | Wheel Chair | Stretcher | Group | |
| 424,597 | 27,101 | Leave Blank | Leave Blank | 0 |
| \$2.00 | \$3.43 | \$0.00 | \$0.00 | \$0.00 |
| | | | per passenger | per group |

Projected Passenger Trips (excluding totally contracted services addressed in Section II) = 35,387

Rate per Passenger Trip =

| Ambul | Wheel Chair | Stretcher | Group | |
|---------|-------------|-------------|---------------|-----------|
| 33,245 | 2,122 | Leave Blank | Leave Blank | |
| \$25.58 | \$43.56 | \$0.00 | \$0.00 | \$0.00 |
| | | | per passenger | per group |

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

INPUT the Desired Rate per Trip (but must be less than per trip rate above) =

Rate per Passenger Mile for Balance =

| Combination Trip and Mile Rate | | | | |
|--------------------------------|-------------|-------------|---------------|-----------|
| Ambul | Wheel Chair | Stretcher | Group | |
| | | Leave Blank | Leave Blank | \$0.00 |
| \$2.00 | \$3.43 | \$0.00 | \$0.00 | \$0.00 |
| | | | per passenger | per group |

Rate per Passenger Mile =

| Rates if No Revenue Funds Were Identified As Subsidy Funds | | | | |
|--|-------------|-----------|---------------|-----------|
| Ambul | Wheel Chair | Stretcher | Group | |
| \$4.29 | \$7.36 | \$0.00 | \$0.00 | \$0.00 |
| | | | per passenger | per group |

Rate per Passenger Trip =

| Ambul | Wheel Chair | Stretcher | Group | |
|---------|-------------|-----------|---------------|-----------|
| \$54.83 | \$94.00 | \$0.00 | \$0.00 | \$0.00 |
| | | | per passenger | per group |

Program These Rates Use Your 2016-2017 Worksheet Data



Transportation Disadvantaged Trip & Equipment Grant Application Form

| | | | |
|---|-----------------------------------|-------------------------------------|---------------------|
| Grant Recipient Legal Name | Suwannee Valley Transit Authority | | |
| Federal Employer Identification Number | 59-1684116 | | |
| Registered Address | 1907 Voyles Street, SW | | |
| City and State | Live Oak, FL | Zip Code | 32064 |
| Contact Person for this Grant | Larry Sessions, Administrator | Phone Number Format 111-111-1111 | 386-362-5332 X 6321 |
| E-Mail Address [Required] | larry.sessions@ridesvta.com | Fax Number Format 111-111-1111 | 386-219-0157 |
| Project Location [County(ies)] | Columbia, Hamilton, Suwannee | Proposed Project Start Date | 7/1/2016 |
| Fiscal Year Budget Allocation | | | |
| Planning Funds Transferred from Planning Agency | | | Enter \$ Amount |
| Grant Amount – State Allocation [90%] | | | \$688,289.00 |
| Grant Amount – Local Match [10%] | | | \$76,477.00 |
| Grant Amount – Proviso [90%] | | | \$73,862.00 |
| Grant Amount – Proviso Match [10%] | | | \$8,207.00 |
| Voluntary Dollar Amount | | | \$16.00 |
| Local Match for Voluntary Dollars [In Kind] | | | \$1.00 |
| Total Project Amount | | | \$846,852.00 |

| Anticipated Capital Equipment Request | |
|---|-----------------|
| Description of Capital Equipment | \$ Amount |
| Enter Capital Equipment Description | Enter \$ Amount |
| Enter Capital Equipment Description | Enter \$ Amount |
| Enter Capital Equipment Description | Enter \$ Amount |
| Total Capital Equipment Request Amount | \$ 0.00 |

If Requesting Capital Equipment Local Coordinating Board Review IS Required

This Application Form requesting the purchase of capital equipment has been review by the North Central Florida Regional Planning Countil Local Coordinating Board

Signature of Local Coordinating Board Chairperson

Enter Date
Date

I, Larry Sessions , as the authorized Grant Recipient Representative, hereby certify that the information contained in this form is true and accurate and is submitted in accordance with the grant application instructions.

Signature of Grant Recipient Representative

5/11/2016
Date



Transportation Disadvantaged Trust Fund Service Rates Form

| | |
|---|-----------------------------------|
| Community Transportation Coordinator (CTC) | Suwannee Valley Transit Authority |
| Service Rate Effective Date | 7/1/2016 |

| Grant Agreement Service Rates | | |
|--|------------------------|--------------------------|
| Type of Service Transportation Mode | Unit of Measure | Cost Per Unit |
| * Ambulatory | Passenger Mile | \$2.00 |
| * Wheel Chair | Passenger Mile | \$3.43 |
| * Stretcher | Select Unit of Measure | N/A |
| Bus Pass – Daily | Pass | Enter \$ Per Unit |
| Bus Pass – Weekly | Pass | Enter \$ Per Unit |
| Bus Pass – Monthly | Pass | Enter \$ Per Unit |
| Additional Service Transportation Mode | Enter Unit of Measure | Enter \$ Per Unit |
| Additional Service Transportation Mode | Enter Unit of Measure | Enter \$ Per Unit |
| Additional Service Transportation Mode | Enter Unit of Measure | Enter \$ Per Unit |
| Additional Service Transportation Mode | Enter Unit of Measure | Enter \$ Per Unit |
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| Additional Service Transportation Mode | Enter Unit of Measure | Enter \$ Per Unit |
| Additional Service Transportation Mode | Enter Unit of Measure | Enter \$ Per Unit |
| Additional Service Transportation Mode | Enter Unit of Measure | Enter \$ Per Unit |
| Additional Service Transportation Mode | Enter Unit of Measure | Enter \$ Per Unit |

*** Ambulatory, Wheel Chair and Stretcher** must all use the same Unit of Measure either *Trip or Passenger Mile*;
Cannot mix, all must be the same regardless of Transportation Mode.



Transportation Disadvantaged Planning Grant Funds Request Form

To request unused Planning Allocation from the Designated Official Planning Agency of the CTC's service area, complete this form and submit to the Commission. Requested funds shall be used during this Grant Cycle.

| | | | |
|-------------|---|--|---------------------|
| Date | 5/11/2016 | | |
| To | Florida Commission for the Transportation Disadvantaged | CTD Area Project Manager | John Irvine |
| From | Larry Sessions | Phone <small>Format 111-111-1111</small> | 386-362-5332 X 6321 |
| CTC | Suwannee Valley Transit Authority | County | Columbia |

Only One County Per Form

| Planning Fund Allocation Transferred to Trip & Equipment Grant <i>[Funds must have 10% Local Match]</i> | |
|---|-----------------|
| State | Enter \$ Amount |
| Local | Enter \$ Amount |



Transportation Disadvantaged Planning Grant Funds Request Form

To request unused Planning Allocation from the Designated Official Planning Agency of the CTC's service area, complete this form and submit to the Commission. Requested funds shall be used during this Grant Cycle.

| | | | |
|-------------|---|--|---------------------|
| Date | 5/11/2016 | | |
| To | Florida Commission for the Transportation Disadvantaged | CTD Area Project Manager | John Irvine |
| From | Larry Sessions | Phone <small>Format 111-111-1111</small> | 386-362-5332 X 6321 |
| CTC | Suwannee Valley Transit Authority | County | Hamilton |

Only One County Per Form

| Planning Fund Allocation Transferred to Trip & Equipment Grant <i>[Funds must have 10% Local Match]</i> | |
|---|-----------------|
| State | Enter \$ Amount |
| Local | Enter \$ Amount |



Transportation Disadvantaged Planning Grant Funds Request Form

To request unused Planning Allocation from the Designated Official Planning Agency of the CTC's service area, complete this form and submit to the Commission. Requested funds shall be used during this Grant Cycle.

| | | | |
|-------------|---|--|---------------------|
| Date | 5/11/2016 | | |
| To | Florida Commission for the Transportation Disadvantaged | CTD Area Project Manager | John Irvine |
| From | Larry Sessions | Phone <small>Format 111-111-1111</small> | 386-362-5332 X 6321 |
| CTC | Suwannee Valley Transit Authority | County | Suwannee |

Only One County Per Form

| Planning Fund Allocation Transferred to Trip & Equipment Grant <i>[Funds must have 10% Local Match]</i> | |
|---|-----------------|
| State | Enter \$ Amount |
| Local | Enter \$ Amount |

SUWANNEE VALLEY TRANSIT AUTHORITY
1907 VOYLES STREET
LIVE OAK, FL 32064
(386) 362-5332
1-800-258-7267

RESOLUTION

2016-006 Trip and Equipment Grant 2016-2017

A RESOLUTION of the BOARD OF DIRECTORS of the Suwannee Valley Transit Authority (Recipient), hereinafter BOARD is eligible to receive a Transportation Disadvantaged Trust Fund Grant and to undertake a transportation disadvantaged service project as authorized by Section 427.0159, Florida Statutes, and Rule 41-2, Florida Administrative Code.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD THAT:

1. The BOARD has the authority to enter into this grant agreement.
2. The BOARD authorizes Larry Sessions to execute the grant agreement on behalf of the Suwannee Valley Transit Authority with the Florida Commission for the Transportation Disadvantaged.
3. The BOARD'S Registered Agent in Florida is Larry Sessions
The Registered Agents Address is: 1907 Voyles Street, Live Oak, FL 32064.
4. The BOARD authorizes Larry Sessions to sign any and all agreements or contracts which are required in connection with the grant agreement.
5. The BOARD authorizes Larry Sessions to sign any and all assurances, reimbursement invoices, warranties, certifications and any other documents which may be required in connection with the agreement or subsequent agreements.

DULY PASSED AND ADOPTED THIS 10TH DAY OF May, 2016
BOARD OF Suwannee Valley Transit Authority

Beth Burnam

Name of Chairperson

Beth Burnam

Signature of Chairperson

ATTEST:

Signature





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

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

June 6, 2016

TO: Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board
FROM: Lynn Godfrey, AICP, Senior Planner
SUBJECT: 2016-2021 Memorandum of Agreement

STAFF RECOMMENDATION

Approve the 2016-2021 Memorandum of Agreement between the Florida Commission for the Transportation Disadvantaged and Suwannee Valley Transit Authority.

BACKGROUND

The Memorandum of Agreement is a binding contract between the Florida Commission for the Transportation Disadvantaged and a designated Community Transportation Coordinator. The Memorandum of Agreement recognizes the Community Transportation Coordinator as a State contract vendor for a designated service area.

Attached is the Memorandum of Agreement between the Florida Commission for the Transportation Disadvantaged and Suwannee Valley Transit Authority. The Memorandum of Agreement designates Suwannee Valley Transit Authority the Community Transportation Coordinator for Columbia, Hamilton and Suwannee Counties. This Memorandum of Agreement is effective July 1, 2016 through June 30, 2021. The Board is required to approve the Memorandum of Agreement.

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

Attachment

t:\lynn\td2016\colhamsuw\memos\moa.docx

Contract # TD1621

Effective: 7/01/2016 to 6/30/2021

STATE OF FLORIDA
COMMISSION FOR THE TRANSPORTATION DISADVANTAGED
MEMORANDUM OF AGREEMENT

This Memorandum of Agreement is between the COMMISSION FOR THE TRANSPORTATION DISADVANTAGED, hereby referred to as the "Commission," and Suwannee Valley Transit Authority, 1907 Voyles Street, Live Oak, FL 32060, the COMMUNITY TRANSPORTATION COORDINATOR, designated pursuant to Chapter 427, F.S., to serve the transportation disadvantaged for the community that includes the entire area of Columbia, Hamilton, Suwannee county(ies), and hereafter referred to as the "Coordinator."

This Agreement is made in consideration of the mutual benefits to both parties; said consideration acknowledged hereto by the parties as good and valuable consideration.

The Parties Agree:

- I. The Coordinator Shall:
 - A. Become and remain totally apprised of all of the Transportation Disadvantaged resources available or planned in their designated service area. This knowledge will be used to plan, coordinate, and implement the most cost effective transportation disadvantaged transit system possible under the economic and other conditions that exist in the designated service area.
 - B. Plan and work with Community Transportation Coordinators in adjacent and other areas of the state to coordinate the provision of community trips that might be handled at a lower overall cost to the community by another Coordinator. This includes honoring any Commission-approved statewide certification program that allows for intercounty transportation opportunities.
 - C. Arrange for all services in accordance with Chapter 427, Florida Statutes, and Rule 41-2, FAC, and as further required by the Commission and the local Coordinating Board approved Transportation Disadvantaged Service Plan.
 - D. Return any acquired profits or surplus funds originating through the course of business as the Coordinator that are beyond the amounts(s) specifically identified and approved in the accompanying Transportation Disadvantaged Service Plan. Such profits or funds shall be returned to the Coordinator's transportation system or to any subsequent Coordinator, as a total transportation system subsidy, to be applied to the immediate following operational year. The Coordinator will include similar language in all coordination contracts to assure that transportation disadvantaged related revenues are put back into transportation disadvantaged services.

E. Accomplish this Project by:

1. Developing a Transportation Disadvantaged Service Plan for approval by the local Coordinating Board and the Commission. Coordinators who are newly designated to a particular service area shall submit a local Coordinating Board approved Transportation Disadvantaged Service Plan, within 120 calendar days following the execution of the Coordinator's initial memorandum of agreement with the Commission, for approval by the Commission. All subsequent Transportation Disadvantaged Service Plans shall be submitted and approved with the corresponding memorandum of agreement. The approved Transportation Disadvantaged Service Plan will be implemented and monitored to provide for community-wide transportation services for purchase by non-sponsored transportation disadvantaged persons, contracting social service agencies, and other entities that use local, state, or federal government funds for the purchase of transportation for the transportation disadvantaged.
2. Maximizing the use of available public school transportation resources and public fixed route or fixed schedule transit services and assuring that private or public transit, paratransit operators, and school boards have been afforded a fair opportunity to participate to the maximum extent feasible in the planning process and in the development of the provisions of the Transportation Disadvantaged Service Plan for the transportation disadvantaged.
3. Providing or arranging 24-hour, 7-day per week transportation disadvantaged service as required in the designated service area by any Federal, State or Local Government agency sponsoring such services. The provision of said services shall be furnished in accordance with the prior notification requirements identified in the local Coordinating Board and Commission approved Transportation Disadvantaged Service Plan.
4. Complying with all local, state, and federal laws and regulations that apply to the provision of transportation disadvantaged services.
5. Submitting to the Commission an Annual Operating Report 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 and according to the instructions of said forms.

F. 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. Community Transportation Coordinators 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. Assuming the responsibility of invoicing for any transportation services arranged, unless otherwise stipulated by a purchase of service contract or coordination contract.
 3. Maintaining and filing with the Commission, local Coordinating Board, and all purchasing agencies/entities such progress, fiscal, inventory, and other reports as those entities may require during the period of this Agreement.
 4. Providing copies of finance and compliance audits to the Commission and local Coordinating Board as requested by the Commission or local Coordinating Board.
- G. 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 five (5) years, the records shall be retained until resolution of the audit findings. The Coordinator shall assure that these records shall be subject to inspection, review, or audit at all reasonable times by persons duly authorized by the Commission or this Agreement. They shall have full access to and the right to examine any of the said records and documents during the retention period.
- H. Comply with Safety Requirements by:
1. Complying with Section 341.061, F.S., and Rule 14-90, FAC, concerning System Safety; or complying with Chapter 234.051, F.S., regarding school bus safety requirements for those services provided through a school board; and
 2. Assuring compliance with local, state, and federal laws, and Commission policies relating to drug testing. Conduct 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.
- I. 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 Agreement for all transportation services purchased or provided for the transportation disadvantaged through the Community Transportation Coordinator. Upon the execution of this Agreement, the Coordinator shall add the Commission 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 Commission. The Coordinator shall insure that contracting transportation operators and coordination contractors also maintain the same minimum liability insurance, or an equal governmental insurance program. Insurance coverage in excess of \$1 million per occurrence must be approved by the Commission and the local Coordinating Board before inclusion in the Transportation Disadvantaged Service Plan or in the justification of rates and fare structures. Such coverage may be provided by a self-insurance program established and operating under the laws of the State of Florida and written verification of insurance protection in accordance with Section 768.28, Florida Statutes, shall be provided to the Commission upon request.

- J. 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 (45 CFR, Part 205.50), except upon order of a court, written consent of the recipient, or his/her responsible parent or guardian when authorized by law.
- K. Protect Civil Rights by:
1. Complying with state and federal laws including but not limited to laws regarding discrimination on the basis of sex, race, religion, age, disability, sexual orientation, or national origin. The Coordinator 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 requested by the Commission.
 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 Coordinator, its successors, subcontractors, transferee, and assignees for the period during which such assistance is provided. Assure that all operators, subcontractors, subgrantee, 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 Coordinator agrees that the Commission 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.
- L. To the extent allowed by Section 768.28, Florida Statutes, and only to the monetary and other limitations contained therein, indemnify and hold harmless the Commission and all of the Commission's members, officers, agents, and employees; purchasing agency/entity officers, agents, and employees; and the local, state, and federal governments from any claim, loss, damage, cost, charge or expense arising out of any act, action, neglect or omission by the Coordinator during the performance of this Agreement, whether direct or indirect, and whether to any person or property to which the Commission or said parties may be subject, except that neither the Coordinator nor any of its sub-contractors will be liable under this section for damages arising out of injury or damage to persons or property directly caused or resulting from the sole negligence of the Commission or any of its members, officers, agents or employees; purchasing agency/entity, officers, agents, and employees; and local, state, or federal governments. Nothing herein is intended to serve as a waiver of sovereign immunity by any agency/entity or Coordinator to which sovereign immunity may be applicable. Nothing herein shall be construed as consent by a state agency/entity or political subdivision of the State of Florida or the federal government to be sued by third parties in any matter arising out of any Agreement or contract. Notwithstanding the foregoing, pursuant to Section 768.28, Florida Statutes, no agency or subdivision of the state shall be required to indemnify, insure, or assume any liability for the Commission's negligence.

- M. Comply with standards and performance requirements of the Commission, the local Coordinating Board approved Transportation Disadvantaged Service Plan, and any purchase of service contracting agencies/entities. Failure to meet the requirements or obligations set forth in this MOA, and performance requirements established and monitored by the local 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 Commission.
- N. Comply with subcontracting requirements by executing or negotiating contracts for transportation services with Transportation Operators and Coordination Contractors, and assuring that the conditions of such contracts are maintained. The requirements of Part 1, Paragraph E.5. through M are to be included in all contracts, subcontracts, coordination contracts, and assignments made by the Coordinator for services under this Agreement. Said contracts, subcontracts, coordination contracts, and assignments will be reviewed and approved annually by the Coordinator and local Coordinating Board for conformance with the requirements of this Agreement.
- O. Comply with the following requirements concerning drivers and vehicles:
1. 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.
 2. 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 wheelchair 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.
 3. All vehicles shall be equipped with two-way communications in good working order and be audible to the driver at all times to the base.
 4. All vehicles 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.

P. Comply with other requirements as follows:

1. Transport an escort of a passenger and dependent children as locally negotiated and identified in the local Transportation Disadvantaged Service Plan.
2. Determine locally in the Transportation Disadvantaged Service Plan, the use, responsibility, and cost of child restraint devices.
3. Transport with the passenger at no additional charge, passenger property that can be carried by the passenger and/or driver in one trip and can be safely stowed on the vehicle. 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.
4. Provide shelter, security, and safety of passengers at vehicle transfer points.
5. Post a local or other toll-free number for complaints or grievances inside each 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.
6. Provide out-of-service-area trips, when determined locally and approved by the local Coordinating Board, except in instances where local ordinances prohibit such trips.
7. Keep interior of all vehicles 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.
8. Determine locally by the local Coordinating Board and provide in the local Transportation Disadvantaged Service Plan the billing requirements of the Community Transportation Coordinator. All bills shall be paid to subcontractors within 7 calendar days after receipt of said payment by the Coordinator, in accordance with Section 287.0585, Florida Statutes.
9. Maintain or have access to a passenger/trip database on each rider being transported within the system.
10. Provide each rider and escort, child, or personal care attendant adequate seating for paratransit services. 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.
11. First Aid shall be determined locally and provided in the local Transportation Disadvantaged Service Plan.

12. Cardiopulmonary Resuscitation shall be determined locally and provided in the local Transportation Disadvantaged Service Plan.

II. The Commission Shall:

- A. Recognize the Coordinator as the entity described in Section 427.011(5), Florida Statutes, and Rule 41-2.002(4), F.A.C.
- B. Attempt to insure that all entities with transportation disadvantaged funds will purchase transportation disadvantaged services through the Coordinator's system.

III. The Coordinator and the Commission Further Agree:

- A. Nothing in this Agreement shall require the Commission 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 of the provisions of this Agreement is found by a court of law to violate any applicable state law, the purchasing agency/entity will at once notify the Commission in writing in order that appropriate changes and modifications may be made by the Commission and the Coordinator to the end that the Coordinator may proceed as soon as possible with the provision of transportation services.
- B. If any part or provision of this Agreement is held invalid, the remainder of this Agreement shall be binding on the parties hereto.
- C. Termination Conditions:
 1. Termination at Will - This Agreement 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 for Breach - Unless the Coordinator's breach is waived by the Commission in writing, the Commission may, by written notice to the Coordinator, terminate this Agreement upon no less than twenty-four (24) hours notice. Said notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery. Waiver by the Commission of breach of any provision of this Agreement 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 Agreement, and shall not act as a waiver or estoppel to enforcement of any provision of this Agreement. The provisions herein do not limit the Commission's right to remedies at law or to damages.
- D. This agreement will expire unless an extension is granted to the Coordinator in writing by the Commission, in accordance with Chapter 287, Florida Statutes.
- E. Renegotiations or Modifications of this Agreement shall only be valid when they have been reduced to writing, duly approved by the Commission, and signed by both parties hereto.

F. Notice and Contact:

The name and address of the contract manager for the Commission for this Agreement is: **Executive Director, 605 Suwannee Street, MS-49, Tallahassee, FL 32399-0450**. The representative/position of the Coordinator responsible for administration of the program under this Agreement is: Larry Sessions, 1907 Voyles Street, Live Oak, FL 32060.

In the event that either party designates different representatives after execution of this Agreement, 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 Agreement.

This document has been reviewed in its entirety and approved by the local Coordinating Board at its official meeting held on _____.

Coordinating Board Chairperson

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

COMMUNITY TRANSPORTATION
COORDINATOR:

STATE OF FLORIDA, COMMISSION FOR
THE TRANSPORTATION DISADVANTAGED:

Suwannee Valley Transit Authority
Agency Name

Steven Holmes
Printed Name of Authorized Individual

Printed Name of Authorized Individual

Signature: _____

Signature: _____

Title: Executive Director

Title: _____



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June 6, 2016

TO: Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board
FROM: Lynn Godfrey, AICP, Senior Planner
SUBJECT: 2016 Florida Legislative Session

RECOMMENDATION

No action required. For information only.

BACKGROUND

Attached is information regarding the 2016 Florida legislative session and changes to Florida's Transportation Disadvantaged Program. If you have any questions concerning the attached information, please contact me at extension 110.

Attachment

t:\ynn\td2016\colhamsuw\memos\legsession.docx

The 2016 Florida Legislative Session came to a close March 11, 2016. The Florida Legislature authorized **\$55,211,227** in the Grants and Aids Category for Fiscal Year 2016-17. This is an increase of \$177,523 from the base budget, plus a reinvestment of \$4,250,000 of non-recurring funds that were reverted from Fiscal Year 2015-16.

The Florida Legislature directed the Florida Commission for the Transportation Disadvantaged to use the additional \$4,250,000 in the following three specific ways:

Allocation Methodology Study

- **\$200,000** will be used to contract with an independent consultant to research Florida's historic funding of transportation disadvantaged services, the formulas used for distribution of state funds, and the allocation of funding specifically as it relates to urban and rural counties throughout the state. The study will also explore funding formulas and practices of similar services provided in other states.

Direct allocation to "rural" counties

- **\$2,300,000** will be allocated to Community Transportation Coordinators who are not direct recipients of U.S.C. Section 5307 funding. Funds are to be used to provide transportation services for persons with disabilities, older adults, and people with low incomes so they may access health care, employment, education and other life-sustaining activities. Funds will be distributed among Community Transportation Coordinators based upon the Transportation Disadvantaged Trust Fund allocation methodology.

Mobility Enhancement Grant

- **\$1,750,000** will be used to award competitive grants to Community Transportation Coordinators to support transportation projects that: (1) enhance the access of older adults, persons with disabilities, and persons with low income individuals to health care, shopping, education, employment, public services, and recreation; (2) assist in the development, improvement, and use of transportation systems in non-urbanized areas; (3) promote the efficient coordination of services; (4) support intercity bus transportation; and (5) encourage private transportation provider participation. All Community Transportation Coordinators are eligible to apply for this Mobility Enhancement Grant.

The Florida Legislature also directed each Community Transportation Coordinator to develop and implement performance measures which, at a minimum, address timing of advanced scheduling requests; on-time passenger pickup; improved routing to minimize passenger wait times; error rates for passenger pick-up and drop-off; and collection and public posting of passenger satisfaction survey ratings.

By September 30, 2016, each Community Transportation Coordinator must provide information to the Florida Department of Transportation detailing the adopted performance measures and the methods used for evaluating performance. The Florida Department of Transportation shall provide a report to the chairs of the legislative appropriations committees by December 15, 2016 specifying which entities submitted, or failed to submit, the required information as well as an evaluation of the efficacy of the performance measures and recommendations as to best practices that could be implemented on a statewide basis.

FY2016-17 Transportation Disadvantaged Trip and Equipment Grant Allocations

| County | Trip & Equipment Grant | | | Voluntary Dollar | | | Proviso Funding | | | 2016-17 Total Funds |
|---------------|------------------------|----------------------|---------------------|------------------|----------------------|-----------------|--------------------|----------------------|--------------------|------------------------|
| | 2016-17 Allocation | Local Match (10%) | Total Funds | Funding | Local Match (10%) | Total Funds | Funding | Local Match (10%) | Total Funds | |
| Alachua | \$645,455 | \$71,717 | \$717,172 | \$99 | \$11 | \$110 | \$96,785 | \$10,754 | \$107,539 | \$824,821 |
| Baker | \$207,703 | \$23,078 | \$230,781 | \$13 | \$1 | \$14 | \$27,701 | \$3,078 | \$30,778 | \$261,574 |
| Bay | \$448,087 | \$49,787 | \$497,874 | \$19 | \$2 | \$21 | \$69,995 | \$7,777 | \$77,772 | \$575,667 |
| Bradford | \$123,750 | \$13,750 | \$137,500 | \$4 | \$0 | \$4 | \$17,372 | \$1,930 | \$19,303 | \$156,808 |
| Brevard | \$1,649,325 | \$183,258 | \$1,832,584 | \$199 | \$22 | \$221 | \$0 | \$0 | \$0 | \$1,832,805 |
| Broward | \$3,803,488 | \$422,610 | \$4,226,098 | \$938 | \$104 | \$1,042 | \$0 | \$0 | \$0 | \$4,227,140 |
| Calhoun | \$186,480 | \$20,720 | \$207,200 | \$2 | \$0 | \$2 | \$18,572 | \$2,064 | \$20,636 | \$227,838 |
| Charlotte | \$368,643 | \$40,960 | \$409,604 | \$40 | \$4 | \$44 | \$0 | \$0 | \$0 | \$409,648 |
| Citrus | \$438,503 | \$48,723 | \$487,226 | \$25 | \$3 | \$28 | \$0 | \$0 | \$0 | \$487,253 |
| Clay | \$423,658 | \$47,073 | \$470,731 | \$84 | \$9 | \$93 | \$84,883 | \$9,431 | \$94,315 | \$565,139 |
| Collier | \$824,391 | \$91,599 | \$915,990 | \$73 | \$8 | \$81 | \$0 | \$0 | \$0 | \$916,071 |
| Columbia | \$307,093 | \$34,121 | \$341,215 | \$13 | \$1 | \$14 | \$33,481 | \$3,720 | \$37,201 | \$378,431 |
| DeSoto | \$217,447 | \$24,161 | \$241,608 | \$82 | \$9 | \$91 | \$19,872 | \$2,208 | \$22,080 | \$263,778 |
| Dixie | \$191,638 | \$21,293 | \$212,931 | \$0 | \$0 | \$0 | \$18,247 | \$2,027 | \$20,275 | \$233,206 |
| Duval | \$1,596,367 | \$177,374 | \$1,773,742 | \$563 | \$63 | \$625 | \$0 | \$0 | \$0 | \$1,774,367 |
| Escambia | \$666,815 | \$74,091 | \$740,906 | \$251 | \$28 | \$279 | \$0 | \$0 | \$0 | \$741,184 |
| Flagler | \$297,747 | \$33,083 | \$330,830 | \$31 | \$3 | \$35 | \$56,417 | \$6,269 | \$62,685 | \$393,550 |
| Franklin | \$172,155 | \$19,128 | \$191,284 | \$1 | \$0 | \$1 | \$17,439 | \$1,938 | \$19,377 | \$210,661 |
| Gadsden | \$362,045 | \$40,227 | \$402,272 | \$22 | \$2 | \$24 | \$50,790 | \$5,643 | \$56,433 | \$458,730 |
| Gilchrist | \$109,563 | \$12,174 | \$121,736 | \$1 | \$0 | \$1 | \$10,761 | \$1,196 | \$11,957 | \$133,695 |
| Glades | \$196,454 | \$21,828 | \$218,282 | \$0 | \$0 | \$0 | \$19,319 | \$2,147 | \$21,465 | \$239,747 |
| Gulf | \$181,973 | \$20,219 | \$202,192 | \$0 | \$0 | \$0 | \$22,426 | \$2,492 | \$24,917 | \$227,110 |
| Hamilton | \$141,461 | \$15,718 | \$157,179 | \$0 | \$0 | \$0 | \$12,875 | \$1,431 | \$14,306 | \$171,485 |
| Hardee | \$238,768 | \$26,530 | \$265,298 | \$5 | \$1 | \$6 | \$25,547 | \$2,839 | \$28,386 | \$293,689 |
| Hendry | \$330,679 | \$36,742 | \$367,421 | \$23 | \$3 | \$26 | \$33,579 | \$3,731 | \$37,310 | \$404,756 |
| Hernando | \$333,687 | \$37,076 | \$370,763 | \$41 | \$5 | \$46 | \$61,947 | \$6,883 | \$68,830 | \$439,639 |
| Highlands | \$454,538 | \$50,504 | \$505,042 | \$4 | \$0 | \$4 | \$65,262 | \$7,251 | \$72,513 | \$577,560 |
| Hillsborough | \$1,913,361 | \$212,596 | \$2,125,956 | \$263 | \$29 | \$292 | \$389,932 | \$43,326 | \$433,258 | \$2,559,506 |
| Holmes | \$196,010 | \$21,779 | \$217,789 | \$0 | \$0 | \$0 | \$25,206 | \$2,801 | \$28,006 | \$245,795 |
| Indian River | \$320,605 | \$35,623 | \$356,228 | \$37 | \$4 | \$41 | \$47,435 | \$5,271 | \$52,706 | \$408,975 |
| Jackson | \$424,614 | \$47,179 | \$471,794 | \$34 | \$4 | \$38 | \$46,527 | \$5,170 | \$51,697 | \$523,529 |
| Jefferson | \$176,278 | \$19,586 | \$195,864 | \$1 | \$0 | \$1 | \$19,387 | \$2,154 | \$21,541 | \$217,407 |
| Lafayette | \$144,401 | \$16,045 | \$160,445 | \$0 | \$0 | \$0 | \$13,247 | \$1,472 | \$14,719 | \$175,164 |
| Lake | \$731,924 | \$81,325 | \$813,249 | \$131 | \$15 | \$146 | \$0 | \$0 | \$0 | \$813,395 |
| Lee | \$780,132 | \$86,681 | \$866,813 | \$687 | \$76 | \$764 | \$132,435 | \$14,715 | \$147,150 | \$1,014,726 |
| Leon | \$548,095 | \$60,899 | \$608,994 | \$125 | \$14 | \$139 | \$0 | \$0 | \$0 | \$609,133 |
| Levy | \$377,234 | \$41,915 | \$419,149 | \$13 | \$1 | \$14 | \$49,365 | \$5,485 | \$54,849 | \$474,013 |
| Liberty | \$254,253 | \$28,250 | \$282,504 | \$0 | \$0 | \$0 | \$30,196 | \$3,355 | \$33,551 | \$316,055 |
| Madison | \$221,318 | \$24,591 | \$245,909 | \$0 | \$0 | \$0 | \$25,759 | \$2,862 | \$28,622 | \$274,531 |
| Manatee | \$641,686 | \$71,298 | \$712,985 | \$105 | \$12 | \$117 | \$0 | \$0 | \$0 | \$713,102 |
| Marion | \$816,142 | \$90,682 | \$906,824 | \$150 | \$17 | \$167 | \$117,718 | \$13,080 | \$130,798 | \$1,037,789 |
| Martin | \$322,839 | \$35,871 | \$358,710 | \$75 | \$8 | \$83 | \$56,515 | \$6,279 | \$62,794 | \$421,587 |
| Miami-Dade | \$5,880,968 | \$653,441 | \$6,534,409 | \$1,751 | \$195 | \$1,945 | \$0 | \$0 | \$0 | \$6,536,354 |
| Monroe | \$370,001 | \$41,111 | \$411,112 | \$39 | \$4 | \$43 | \$56,164 | \$6,240 | \$62,404 | \$473,560 |
| Nassau | \$294,880 | \$32,764 | \$327,644 | \$33 | \$4 | \$37 | \$39,919 | \$4,435 | \$44,355 | \$372,035 |
| Okaloosa | \$508,984 | \$56,554 | \$565,538 | \$46 | \$5 | \$51 | \$0 | \$0 | \$0 | \$565,589 |
| Okeechobee | \$228,062 | \$25,340 | \$253,402 | \$1 | \$0 | \$1 | \$24,584 | \$2,732 | \$27,316 | \$280,719 |
| Orange | \$2,430,586 | \$270,065 | \$2,700,651 | \$746 | \$83 | \$829 | \$0 | \$0 | \$0 | \$2,701,480 |
| Osceola | \$1,065,436 | \$118,382 | \$1,183,818 | \$20 | \$2 | \$22 | \$0 | \$0 | \$0 | \$1,183,840 |
| Palm Beach | \$2,940,922 | \$326,769 | \$3,267,691 | \$1,122 | \$125 | \$1,247 | \$0 | \$0 | \$0 | \$3,268,938 |
| Pasco | \$682,933 | \$75,881 | \$758,815 | \$158 | \$18 | \$176 | \$0 | \$0 | \$0 | \$758,991 |
| Pinellas | \$2,860,807 | \$317,867 | \$3,178,674 | \$554 | \$62 | \$615 | \$0 | \$0 | \$0 | \$3,179,289 |
| Polk | \$1,240,365 | \$137,818 | \$1,378,183 | \$189 | \$21 | \$210 | \$0 | \$0 | \$0 | \$1,378,393 |
| Putnam | \$408,024 | \$45,336 | \$453,360 | \$10 | \$1 | \$11 | \$69,020 | \$7,669 | \$76,689 | \$530,060 |
| Saint Johns | \$508,428 | \$56,492 | \$564,920 | \$143 | \$16 | \$159 | \$125,493 | \$13,944 | \$139,437 | \$704,516 |
| Saint Lucie | \$546,475 | \$60,719 | \$607,194 | \$109 | \$12 | \$121 | \$0 | \$0 | \$0 | \$607,316 |
| Santa Rosa | \$395,107 | \$43,901 | \$439,008 | \$24 | \$3 | \$27 | \$48,026 | \$5,336 | \$53,362 | \$492,396 |
| Sarasota | \$1,040,583 | \$115,620 | \$1,156,203 | \$311 | \$35 | \$346 | \$0 | \$0 | \$0 | \$1,156,549 |
| Seminole | \$767,011 | \$85,223 | \$852,235 | \$170 | \$19 | \$189 | \$0 | \$0 | \$0 | \$852,424 |
| Sumter | \$291,815 | \$32,424 | \$324,239 | \$9 | \$1 | \$10 | \$51,334 | \$5,704 | \$57,038 | \$381,286 |
| Suwannee | \$239,734 | \$26,637 | \$266,371 | \$3 | \$0 | \$3 | \$27,506 | \$3,056 | \$30,562 | \$296,936 |
| Taylor | \$295,709 | \$32,857 | \$328,566 | \$3 | \$0 | \$3 | \$31,046 | \$3,450 | \$34,496 | \$363,065 |
| Union | \$94,211 | \$10,468 | \$104,678 | \$1 | \$0 | \$1 | \$11,030 | \$1,226 | \$12,256 | \$116,936 |
| Volusia | \$1,190,144 | \$132,238 | \$1,322,382 | \$109 | \$12 | \$121 | \$0 | \$0 | \$0 | \$1,322,503 |
| Wakulla | \$196,662 | \$21,851 | \$218,513 | \$5 | \$1 | \$6 | \$23,433 | \$2,604 | \$26,036 | \$244,555 |
| Walton | \$389,950 | \$43,328 | \$433,278 | \$6 | \$1 | \$7 | \$49,376 | \$5,486 | \$54,862 | \$488,147 |
| Washington | \$222,770 | \$24,752 | \$247,522 | \$0 | \$0 | \$0 | \$26,076 | \$2,897 | \$28,973 | \$276,496 |
| TOTALS | \$47,877,371 | \$5,319,708 | \$53,197,079 | \$9,716 | \$1,080 | \$10,796 | \$2,300,000 | \$255,556 | \$2,555,556 | \$55,763,430 |

Rev. 04/08/2016

EXHIBIT A

Commission for the Transportation Disadvantaged Grant Application Form for the Mobility Enhancement Grant

1. DATE SUBMITTED: May 16, 2016
2. LEGAL NAME OF APPLICANT: Suwannee Valley Transit Authority
3. FEDERAL IDENTIFICATION NUMBER: 59-1684116
4. REMITTANCE ADDRESS: 1907 Voyles Street
5. CITY AND STATE: Live Oak, FL ZIP CODE: 32064
6. CONTACT PERSON FOR THIS GRANT: Larry Sessions
7. PHONE NUMBER: (386) 362-5332 extension 6321 FAX NUMBER: (386) 219-0157
8. E-MAIL ADDRESS: Felonzie.raggins@ridesvta.com
9. PROJECT LOCATION [County(ies)]: Columbia, Hamilton, Suwannee
10. PROPOSED START DATE: July 1, 2016 ENDING DATE: June 30, 2017
11. ESTIMATED PROJECT FUNDING REQUESTED:
Grant Funds \$**213,717.31** 90%
Local Match \$**23,746.37** 0%
TOTAL \$237,463.68 100%

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.

Larry Sessions, Administrator

TYPED NAME OF AUTHORIZED REPRESENTATIVE AND TITLE



SIGNATURE OF AUTHORIZED REPRESENTATIVE

May 16, 2016

DATE

Mobility Enhancement Grant Program Manual 9
Form Rev. April 8, 2016

EXHIBIT B

SCOPE

Project Description: Suwannee Valley Transit Authority (SVTA) proposes to transport dual enrollment students (enrolled in high school and taking college courses) to North Florida Community College and Florida Gateway College. The agency has identified a real need for transportation for dual enrollment students in Columbia, Hamilton, and Suwannee Counties. SVTA serves as the Community Transportation Coordinator for these counties. SVTA will pick up students at the Busy Bee in Live Oak, Florida and Hitchcock's Groceries in Jasper, Florida and transport them to North Florida Community College. SVTA will pick up students in Fort White and Branford and transport them to Florida Gateway College. We expect to pick up 47 students in Live Oak, Florida and 20 students in Jasper, Florida and transport them to North Florida Community College. We expect to pick up 10 students in Branford and 20 students in Fort White and transport them to Florida Gateway College.

Project Timeframe: This project will cover 2 semesters of college classes. The state fiscal year of July 2016 through June 2017 will be sufficient to cover the fall and spring semesters of college for the upcoming year.

Project Performance Measures: SVTA will keep a count of students transported and miles traveled and report to the Florida Commission for the Transportation Disadvantaged every month during the project period. Also reported will be the expenses associated with the month reported. These expenses will be calculated by multiplying the miles traveled by SVTA's certified rate per mile for the cost of doing business for the 2016-2017 fiscal year that is accepted by the Florida Department of Transportation.

Project Funding:

160 days – 2 Semesters of College

Live Oak FL to North Florida Community College = 71.8 miles per day (See Map) @ 160 days = 11,488 miles per project

Jasper FL to North Florida Community College = 96.4 miles per day (See Map) @ 160 days = 15,424 miles per project

Fort White to Florida Gateway College = 124.4 miles per day (See Map) @ 160 days = 19,904 miles per project

Branford to Florida Gateway College = 111.8 miles per day (See Map) @ 160 days = 17,888 miles per project

Total miles traveled per project = 64,704 miles @ \$3.67 per mile (Official Rate Certified to the Florida Department of Transportation as the official cost of doing business for SVTA for the 2016-2017 fiscal year) = \$237,463.68

\$213,717.31 – 90% Funded by the Florida Commission for the Transportation Disadvantaged

\$23,746.37 – 10% Funded by Local Match

Each Year Columbia County Allocates \$24,492.00, Hamilton County Allocates \$12,884.00, and Suwannee County Allocates \$39,572.00 to SVTA during the budget process. These funds will be used to help match the 10% requirement under this grant application. SVTA will also use fare box and special trip revenue as match for this grant.

SUWANNEE VALLEY TRANSIT AUTHORITY
1907 VOYLES STREET
LIVE OAK, FL 32064
(386) 362-5332
1-800-258-7267

Certificate of Cost Allocation Plan

This is to certify that I have reviewed the cost allocation which figures a rate per mile for cost of doing business for Suwannee Valley Transit Authority by taking total costs for October 1, 2014 through September 30, 2015 and dividing by the total miles reported in Trapeze for the same time period and to the best of my knowledge and belief:

- (1) All costs totaling \$2,139,747.83 and all miles totaling 581,470 included in this proposal December 31, 2015 to establish cost allocations or billings for Fiscal Year 2015-2016 5310 and 5311 Grants are allowable in accordance with the requirements of this Part and the Federal award(s) to which they apply. Unallowable costs have been adjusted for in allocating costs as indicated in SVTA's proposed cost allocation plan.
- (2) All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the Federal awards to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have been claimed as direct costs. Similar types of costs have been accounted for consistently.

Signature: _____

Name of Official: Larry Sessions

Title: Administrator

Date of Execution: 12/31/2015



9:10 AM

10/15

Annual Basis

Suwannee Valley Transit Authority

Profit & Loss

October 2014 through September 2015

Oct '14 - Sep 15

Ordinary Income/Expense

Income

| | |
|--|------------|
| 0180000 - Revenues - Other | 33,455.63 |
| 0280005 - SVTA Farebox | 21,258.08 |
| 0381040 - Federal - Medicaid | 95,931.88 |
| 0502060 - Developmental Services | 58,335.27 |
| 0683050 - Bank Interest | 8.30 |
| 0783080 - Operating - TD Commission | 667,976.81 |
| 0785015 - Capital - TD Commission | 67,305.60 |
| 0984080 - Local Government Participation | 141,848.00 |
| 1064200 - Misc. and Leasing Revenue | 6,118.47 |
| 1184201 - Motor Fuel Tax Refund | 17,682.35 |
| 1285000 - 6311 - Operating | 548,186.93 |
| 1486040 - Shirley Conroy - Operating | 21,408.00 |
| 1685000 - Commuter Assistance Grant | 11,996.46 |
| 1780140 - Donations | 125.00 |
| 1884201 - Advertising Revenue | 2,150.00 |
| 80000 - Revenues | 0.00 |
| 81040 - Medicaid - Federal | 0.00 |
| 82060 - Development Services | 0.00 |
| 83080 - TD Commission-Operating | 0.00 |
| 84200 - Misc & Leasing Revenue | 0.00 |
| 84201 - Motor Fuel Use Tax Refund | 0.00 |

Total Income

1,693,786.78

Gross Profit

1,693,786.78

Expense

| | |
|---|------------|
| 0391540 - Shop Supplies - Medicaid | 9.97 |
| 0391550 - Janitorial Supplies - Medicaid | 0.00 |
| 0392030 - Medicaid Expenses - Medicaid | 9,985.30 |
| 0395503 - Dues - Medicaid | 0.00 |
| 0396020 - Postage Expense - Medicaid | 98.76 |
| 0397530 - Penalties & Interest - Medicaid | 74.14 |
| 0786010 - Payroll Fee - TD | 273.75 |
| 0790000 - Transportation Wages - TD | 209,928.49 |
| 0790010 - Operations Wages - TD | 50,231.40 |
| 0790015 - Shop Wages - TD | 49,367.28 |
| 0790025 - Transportation Fringes - TD | -23,898.19 |
| 0790030 - Operations Retirement - TD | 15,228.26 |
| 0790040 - Operations Group Ins - TD | 57,863.37 |
| 0790060 - Uniforms - TD | 5,729.16 |
| 079043 - Training - TD | 584.00 |
| 0790510 - Gas Expense - TD | 69,403.67 |
| 0790520 - Diesel Expense - TD | 16,551.04 |
| 0791010 - Tires & Tubes Expense - TD | 1,556.67 |
| 0791020 - Parts - TD | 5,132.35 |
| 0791030 - Property Taxes and Vehicle Tags | 158.55 |
| 0791520 - Repairs & Maintenance - TD | 3,727.21 |
| 0791530 - Lubricants - TD | 1,205.07 |
| 0791540 - Shop Supplies - TD | 3,758.69 |
| 0791550 - Janitorial Supplies - TD | 932.31 |
| 0795010 - Administration Wages - TD | 210,310.62 |
| 0795020 - Admin FICA - TD | 14,556.58 |
| 0795030 - Admin Retirement - TD | 10,306.25 |
| 0795040 - Admin Group Ins - TD | 20,749.72 |
| 0795501 - Ads & Subscriptions - TD | 247.18 |
| 0795503 - Dues - TD | 250.00 |
| 0796010 - Office Supplies - TD | 3,344.07 |
| 0796020 - Postage Expense - TD | 1,478.00 |
| 0796510 - Office Maintenance - TD | 308.00 |
| 0796511 - Pest Control - TD | 108.00 |
| 0796520 - Computer Maint - TD | 14,385.92 |
| 0797010 - Insurance - TD | 92,968.23 |
| 0797021 - Office Lines - TD | 4,562.01 |
| 0797022 - Cell Phones - TD | 6,114.90 |
| 0797040 - Professional Services Gen - TD | 51,641.73 |

9:10 AM

12/15/15

al Basis

Suwannee Valley Transit Authority
Profit & Loss
 October 2014 through September 2015

| | Oct '14 - Sep 15 |
|---|------------------|
| 0797043 • Drug Screening & Prehire - TD | 775.00 |
| 0797050 • Travel - TD | 3,066.74 |
| 0797061 • Electricity - TD | 7,550.70 |
| 0797062 • Water & Sewage - TD | 1,990.17 |
| 0797070 • Equipment Rental - TD | 3,117.69 |
| 0797510 • Miscellaneous - Change | 31.00 |
| 0797511 • Miscellaneous | 42.00 |
| 0797530 • Penalties & Interest - TD | 3,293.88 |
| 1290000 • Transportation Wages - 5311 | 146,609.46 |
| 1290010 • Operations Wages - 5311 | 38,505.01 |
| 1290015 • Shop Wages - 5311 | 31,490.16 |
| 1290025 • Transportation Fringes - 5311 | 13,507.56 |
| 1290030 • Operations Retirement - 5311 | 21,284.77 |
| 1290040 • Operations Group Ins - 5311 | 85,853.98 |
| 1290510 • Gas Expense - 5311 | 44,511.93 |
| 1290520 • Diesel Expense - 5311 | 13,600.55 |
| 1291010 • Tires & Tubes Expense - 5311 | 1,556.67 |
| 1291020 • Parts - 5311 | 2,008.07 |
| 1291520 • Repairs & Maintenance - 5311 | 1,283.86 |
| 1291530 • Lubricants - 5311 | 905.20 |
| 1291540 • Shop Supplies - 5311 | 1,778.41 |
| 1291550 • Janitorial Supplies - 5311 | 8.99 |
| 1295010 • Administration Wages - 5311 | 151,537.89 |
| 1295020 • Admin FICA - 5311 | 13,270.62 |
| 1295030 • Admin Retirement - 5311 | 14,426.83 |
| 1295040 • Admin Group Ins - 5311 | 67,789.80 |
| 1295503 • Dues - 5311 | 0.00 |
| 1296010 • Office Supplies - 5311 | 1,475.81 |
| 1296020 • Postage Expense - 5311 | 488.93 |
| 1296520 • Computer Maint - 5311 | 6,614.75 |
| 1297010 • Insurance - 5311 | 13,081.75 |
| 1297021 • Office Lines - 5311 | 2,142.96 |
| 1297022 • Cell Phones - 5311 | 4,357.66 |
| 1297061 • Electricity - 5311 | 5,403.75 |
| 1297062 • Water & Sewage - 5311 | 1,557.42 |
| 1491525 • Vehicle Operating Expense | 21,578.51 |
| 1891540 • Advertising Shop Supplies | 1,065.91 |
| 61050 • Fed/FICA Expenses | 0.00 |
| 66000 • Payroll Expenses | 0.00 |
| 66010 • Payroll Fees | 0.00 |
| 90010 • Operations Wages | 0.00 |
| 90000 • Transportation Wages | 0.00 |
| 90015 • Shop Wages | 0.00 |
| 90010 • Operations Wages - Other | 0.00 |
| Total 90010 • Operations Wages | 0.00 |
| 90025 • Transportation Fringes | 0.00 |
| 90030 • Operations Retirement | 0.00 |
| 90025 • Transportation Fringes - Other | 0.00 |
| Total 90025 • Transportation Fringes | 0.00 |
| 92030 • Medicaid Expenses | 0.00 |
| 95010 • Administration Wages | 0.00 |
| 95025 • Admin Fringes | 0.00 |
| 95030 • Admin Retirement | 0.00 |
| 95025 • Admin Fringes - Other | 0.00 |
| Total 95025 • Admin Fringes | 0.00 |
| Total Expense | 1,637,096.85 |
| Net Ordinary Income | 56,689.93 |
| Net Income | 56,689.93 |

1,637,096.85 + 502,450.98 / 58,470 =
 2,139,547.83

DD_Felonzie Raggins@RideSVTA.com

From: becky@powellandjonescpa.com
Sent: Monday, January 11, 2016 7:31 AM
To: DD_Felonzie Raggins@RideSVTA.com
Subject: Depreciation Expense

Good morning!

Ms. Dee Dee, we aren't finished with the draft financial statements, but the depreciation expense Caleb charged when doing fixed assets was \$502,650.98. I hope this helps! Have a great day! If you need to call me, I'll be working until noon today and all day tomorrow and can be reached on my cellphone 386-288-9723.

Thank you!

Becky Touchtone, M.S.A.
1359 S.W. Main Blvd.
Lake City, Florida 32025
(386) 755-4200, ext. 11
(386) 719-5504 fax

Becky@powellandjonescpa.com

POWELL & JONES, CPA's

This message may contain confidential and/or proprietary information, and is intended for the person/entity to whom it was originally addressed. Any use by others is strictly prohibited.

| MONTH-YR | TRIPS | PASS MILES |
|----------|-------|------------|
| Oct-14 | 2755 | 58,221.00 |
| Nov-14 | 2222 | 44,672.00 |
| Dec-14 | 2432 | 52,686.00 |
| TOTALS | 7409 | 155,579.00 |

| MONTH-YR | TRIPS | PASS MILES |
|----------|-------|------------|
| Jan-15 | 2498 | 52,368.00 |
| Feb-15 | 2490 | 46,227.00 |
| Mar-15 | 2651 | 46,257.00 |
| TOTALS | 7639 | 144,852.00 |

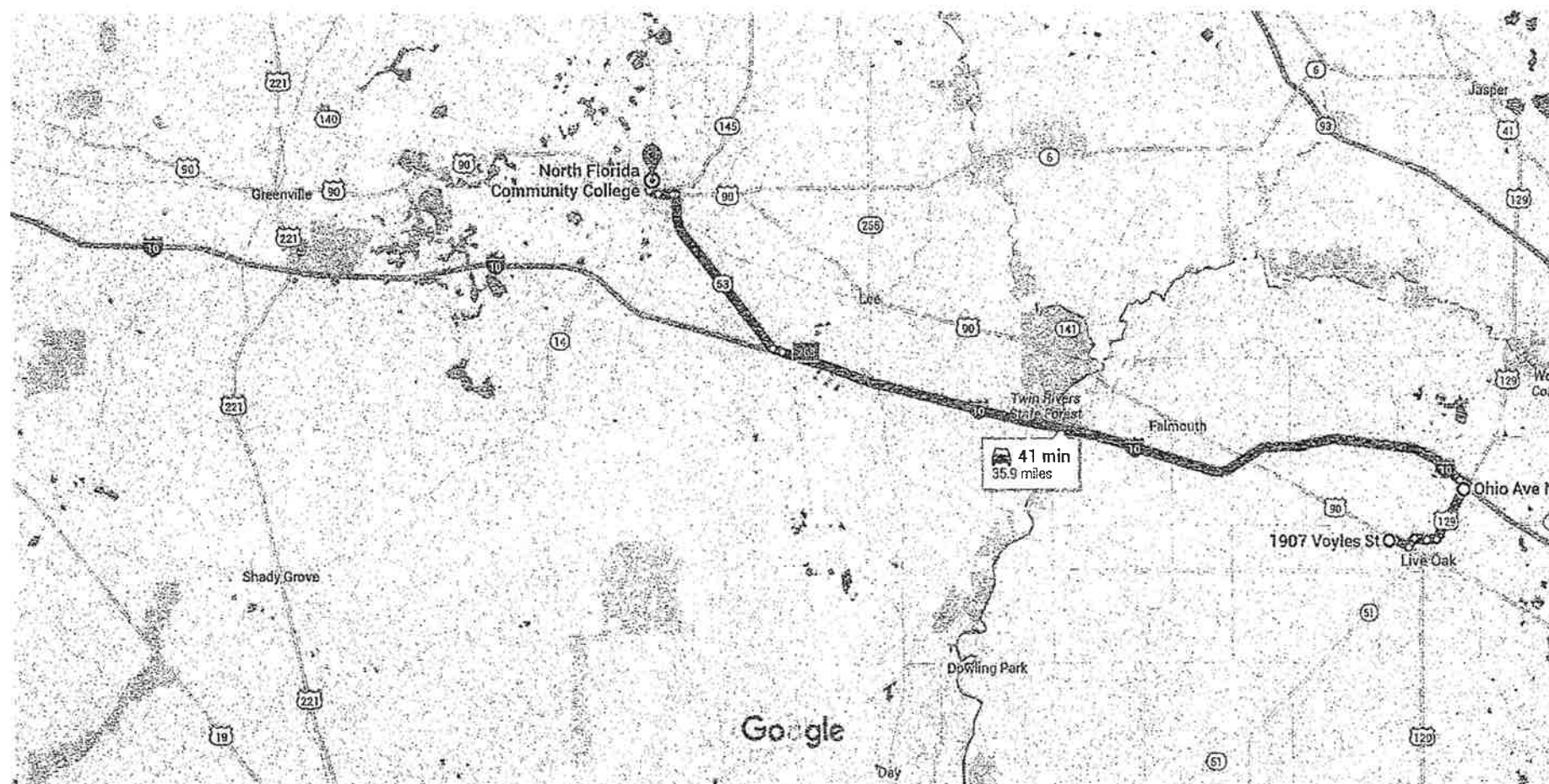
| MONTH-YR | TRIPS | PASS MILES |
|----------|-------|------------|
| Apr-15 | 2722 | 52,735.00 |
| May-15 | 2392 | 43,095.00 |
| Jun-15 | 2722 | 47,444.00 |
| TOTALS | 7836 | 143,274.00 |

| MONTH-YR | TRIPS | PASS MILES |
|----------|-------|------------|
| Jul-15 | 2652 | 47,830.00 |
| Aug-15 | 2752 | 44,969.00 |
| Sep-15 | 2871 | 44,966.00 |
| TOTALS | 8275 | 137,765.00 |

581,470 miles Grand Total

Google Maps 1907 Voyles St, Live Oak, FL 32064 to North Florida Community College

Drive 35.9 miles, 41 min



Map data ©2016 Google 2 mi



via Ohio Ave N
41 min without traffic

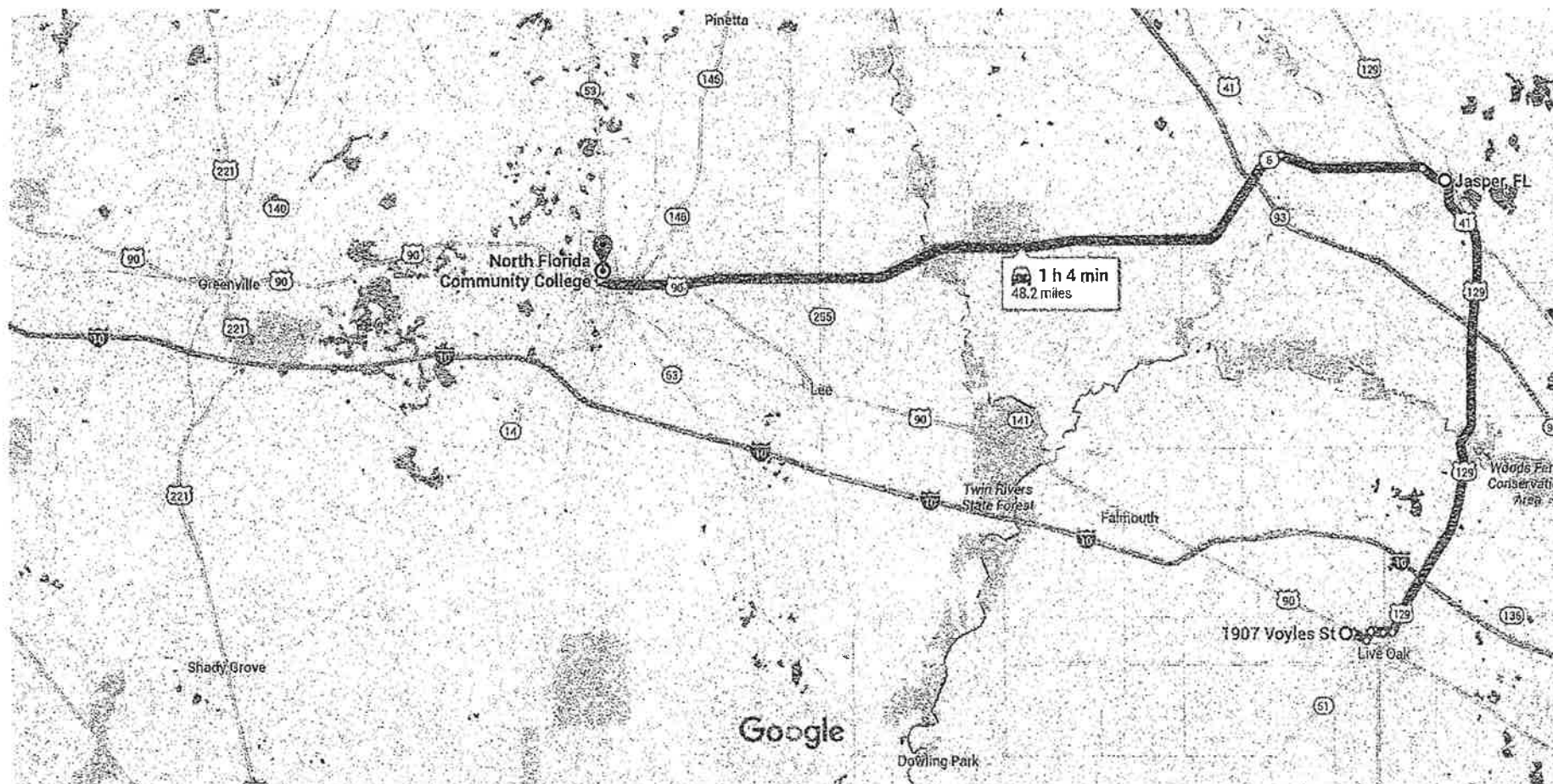
41 min
35.9 miles

Google Maps

Google Maps

1907 Voyles St, Live Oak, FL 32064 to North Florida Community College

Drive 48.2 miles, 1 h 4 min



Map data ©2016 Google 2 mi



via US-129 N

1 h 4 min without traffic

1 h 4 min

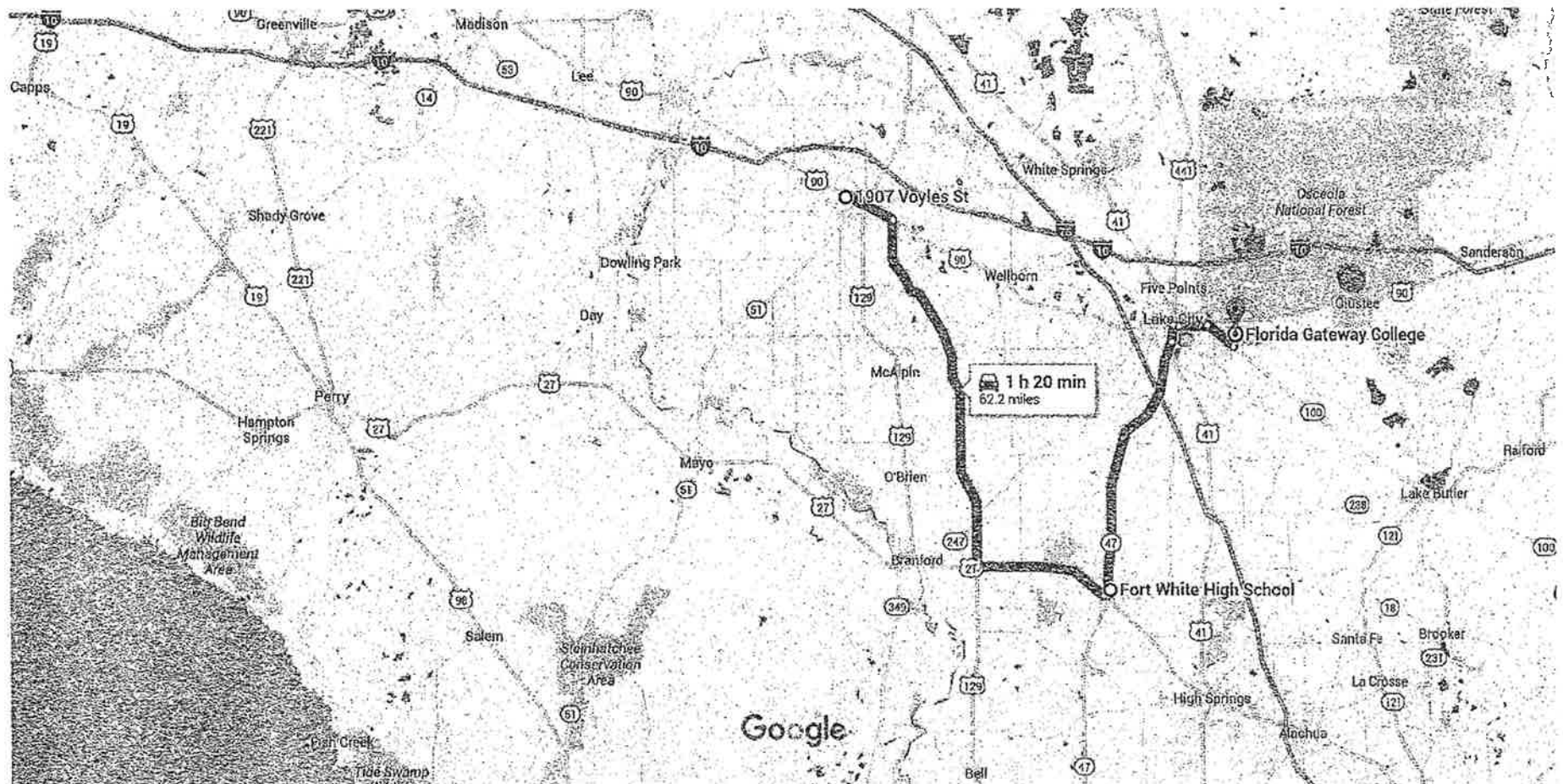
48.2 miles

Google Maps

Google Maps

1907 Voyles St, Live Oak, FL 32064 to Florida Gateway College

Drive 62.2 miles, 1 h 20 min



Map data ©2016 Google, INEGI 5 mi



via Co Rd 49

1 h 20 min without traffic

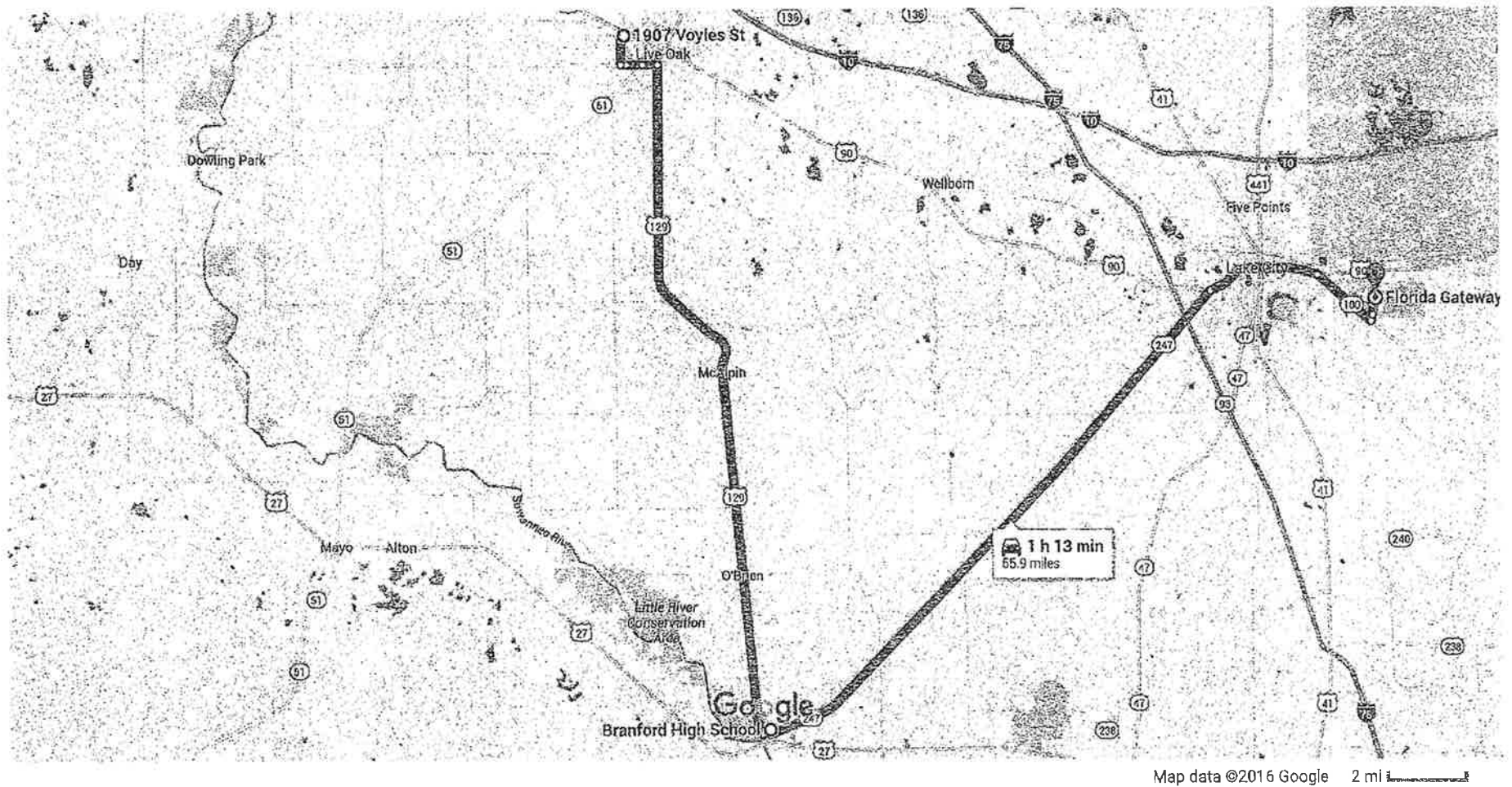
1 h 20 min

62.2 miles

Google Maps

Google Maps 1907 Voyles St, Live Oak, FL 32064 to Florida Gateway College

Drive 55.9 miles, 1 h 13 min



via US-129 S

1 h 13 min without traffic

1 h 13 min

55.9 miles

EXHIBIT C
AUTHORIZING RESOLUTION
2016-005

A RESOLUTION of the Suwannee Valley Transit Authority, hereinafter BOARD, hereby authorizes the filing of a Mobility Enhancement Grant Application with the Florida Commission for the Transportation Disadvantaged.

WHEREAS, this BOARD has the authority to file this Grant Application and to undertake a transportation disadvantaged service project as authorized by Section 427.0159, Florida Statutes, and Rule 41-2, Florida Administrative Code.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD THAT:

1. The BOARD has the authority to file this grant application.
2. The BOARD authorizes Larry Sessions to file and execute the application on behalf of the Suwannee Valley Transit Authority with the Florida Commission for the Transportation Disadvantaged.
- 3, The BOARD'S Registered Agent in Florida is Larry Sessions, Administrator.
4. The BOARD authorizes Larry Sessions to sign any and all agreements or contracts which are required in connection with the application.
5. The BOARD authorizes Larry Sessions to sign any and all assurances, warranties, certifications and any other documents which may be required in connection with the application or subsequent agreements.

DULY PASSED AND ADOPTED THIS 10th DAY OF May, 2016

BOARD OF Suwannee Valley Transit Authority

Beth Burnam

Typed name of Chairperson

Beth Burnam

Signature of Chairperson

ATTEST:

Signature



Mobility Enhancement Grant Program Manual 11
Form Rev. April 8, 2016

EXHIBIT D

STANDARD ASSURANCES

The recipient hereby assures and certifies that:

- (1) The recipient will comply with the federal, state, and local statutes, regulations, executive orders, and administrative requirements which relate to discrimination on the basis of race, color, creed, religion, sex, age, and handicap with respect to employment, service provision, and procurement.
- (2) Public and private for-profit, transit and paratransit operators have been or will be afforded a fair and timely opportunity by the local recipient to participate to the maximum extent feasible in the planning and provision of the proposed transportation planning services.
- (3) The recipient has the requisite fiscal, managerial, and legal capacity to carry out the Transportation Disadvantaged Program and to receive and disburse State funds.
- (4) The recipient intends to accomplish all tasks as identified in this grant application.
- (5) The recipient is aware that the Mobility Enhancement Grant is a reimbursement grant. Reimbursement of funds will be approved for payment upon receipt of a properly completed invoice with supporting documentation.
- (6) The recipient is aware that the approved project must be complete by June 30, 2017, which means services must be provided by that date or reimbursement will not be approved.
- (7) Mobility Enhancement Grant funds will not be used to supplant or replace existing federal, state, or local government funds.
- (8) Vehicles shall meet or exceed the applicable criteria set forth in the Florida Department of Transportation's Guidelines for Acquiring Vehicles on file with the Commission on July 1, 2016, or criteria set forth by any other federal, state, or local government agency.
- (9) Capital equipment purchased through this grant shall comply with the recipient's competitive procurement requirements or Chapter 287 and Chapter 427, Florida Statutes.

This certification is valid for no longer than the agreement period for which the grant application is filed.

Signature: _____

Name: Larry Sessions

Title: Administrator

Date: May 16, 2016

Mobility Enhancement Grant Program Manual 11
Form Rev. April 8, 2016



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

June 6, 2016

TO: Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board
FROM: Lynn Godfrey, AICP, Senior Planner
SUBJECT: Suwannee Valley Transit Authority Operations Reports

RECOMMENDATION

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

BACKGROUND

Attached are the following reports:

1. Suwannee Valley Transit Authority Operations Report January - March 2016;
2. Fiscal Year 2015/16 Transportation Disadvantaged Trust Fund Status Report;
3. Commendation/Complaint Report; and
4. Unmet Transportation Needs Report.

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

Attachments

t:\lynn\td2016\colhamsuw\memos\statjune.docx

QUARTERLY OPERATING REPORT
COLUMBIA HAMILTON SUWANNEE
JAN FEB MARCH 2016

JAN (CK)

| OPERATING DATA | OPERATOR | | | | | | | | | | TOTAL |
|---------------------------|-----------------|------------------|------------|---|---|---|---|---|----------|---|--------------|
| | SVTA JANUARY | SVTA FEBRUARY | SVTA MARCH | | | | | | | | |
| TOTAL TRIPS | 2,695 | 2,888 | 2,889 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 8,472 |
| Arc of N FL | 441 | 544 | 607 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1,592 |
| TD Trust Fund | 2,085 | 2,177 | 2,088 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 6,350 |
| Vocational Rehabilitation | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Disability Determination | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Ryan White | 2 | 2 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 8 |
| Acess 2 Care | 24 | 20 | 19 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 63 |
| Other | 143 | 145 | 169 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 457 |
| | | | | | | | | | VERIFIED | | 8,472 |
| TOTAL DOLLARS INVOICED | 65,311 | 64,168 | 64,932 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | \$194,410.61 |
| Arc of N FL | 4,627 | 6,446 | 7,229 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | \$18,301.54 |
| TD Trust Fund | 59,862 | 57,009 | 56,887 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | \$173,758.17 |
| Vocational Rehabilitation | 0 | 0 | 100 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | \$100.00 |
| Disability Determination | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | \$0.00 |
| Ryan White | 65 | 65 | 130 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | \$260.80 |
| Acess 2 Care | 757 | 648 | 586 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | \$1,990.10 |
| Other | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | \$0.00 |
| | | | | | | | | | VERIFIED | | \$194,410.61 |
| TRIP PURPOSE | - | - | - | - | - | - | - | - | - | - | - |
| Adult Daycare | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Day Treatment | 28 | 29 | 32 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 89 |
| Dialysis | 702 | 688 | 665 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2,055 |
| Education/Training | 671 | 779 | 888 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2,338 |
| Medical/Life Sustaining | 806 | 835 | 715 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2,356 |
| Nutrition | 238 | 261 | 258 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 757 |
| Other | 52 | 58 | 91 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 201 |
| Pharmacy | 14 | 20 | 14 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 48 |
| School | 87 | 33 | 32 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 152 |
| Shopping | 0 | 91 | 103 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 194 |
| Social | 70 | 67 | 66 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 203 |
| Volunteer | 12 | 9 | 15 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 36 |
| Work | 15 | 18 | 10 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 43 |
| | 2,695 | 2,888 | 2,889 | | | | | | verified | | 8,472 |
| NUMBER OF TRIPS DENIED | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

**FUNDS REPORT BY COUNTY
JANUARY FEBRUARY MARCH 2016**

| COLUMBIA | AMOUNT BILLED TO CTD | | HAMILTON | AMOUNT BILLED TO CTD | | SUWANNEE | AMOUNT BILLED TO CTD |
|----------------------------|-----------------------------|--|----------------------------|-----------------------------|--|----------------------------|-----------------------------|
| | | | | | | | |
| | | | | | | | |
| JANUARY 2016 | | | JANUARY 2016 | | | JANUARY 2016 | |
| AMBULATORY | \$17,705.36 | | AMBULATORY | \$13,051.25 | | AMBULATORY | \$18,343.07 |
| WC | \$7,641.95 | | WC | \$0.00 | | WC | \$9,154.41 |
| TOTAL BILLED TO CTD | \$25,347.31 | | TOTAL BILLED TO CTD | \$13,051.25 | | TOTAL BILLED TO CTD | \$27,497.48 |
| | | | | | | | |
| FEBRUARY 2016 | | | FEBRUARY 2016 | | | FEBRUARY 2016 | |
| AMBULATORY | \$15,794.13 | | AMBULATORY | \$12,758.83 | | AMBULATORY | \$18,917.57 |
| WC | \$7,513.66 | | WC | \$0.00 | | WC | \$8,359.56 |
| TOTAL BILLED TO CTD | \$23,307.79 | | TOTAL BILLED TO CTD | \$12,758.83 | | TOTAL BILLED TO CTD | \$27,277.13 |
| | | | | | | | |
| MARCH 2016 | | | MARCH 2016 | | | MARCH 2016 | |
| AMBULATORY | \$16,893.22 | | AMBULATORY | \$10,792.68 | | AMBULATORY | \$17,232.49 |
| WC | \$8,950.11 | | WC | \$0.00 | | WC | \$10,427.14 |
| TOTAL BILLED TO CTD | \$25,843.33 | | TOTAL BILLED TO CTD | \$10,792.68 | | TOTAL BILLED TO CTD | \$27,659.63 |
| | | | | | | | |
| TOTAL BILLED TO CTD | \$74,498.43 | | TOTAL BILLED TO CTD | \$36,602.76 | | TOTAL BILLED TO CTD | \$82,434.24 |

***THIS REPORTS REFLECTS ONLY WHAT WAS BILLED TO CTD. IT DOES NOT SHOW THE ACTUAL AMOUNT RECEIVED FROM CTD
OR THE ACTUAL REMAINING BALANCE OF THE NON SPONSORED GRANT.

| COMMENDATIONS | |
|-----------------------------|--|
| EMPLOYEE NAME/# | Multiple |
| COMMENDATION # | 2016_01 |
| DATE OF COMMENDATION | 2/22/2016 |
| TIME OF COMMENDATION | 10.08am |
| RIDER NAME | [REDACTED] |
| COMMENDATION MADE BY | self |
| CONTACT # | [REDACTED] |
| RIDER'S COUNTY OF RESIDENCE | Columbia |
| COMMENDATION TAKEN BY | Karen |
| COMMENDATION | Company is a blessing to her family. She has cancer and if it weren't for our transportation services, she would not have been able to get to the doctor and may not have known she had cancer. Our staff is very nice and professional when answering the phone. And, the drivers work well together. |
| | |
| EMPLOYEE NAME/# | Harvey #134 |
| COMMENDATION # | 2016_02 |
| DATE OF COMMENDATION | 2//11/16 |
| TIME OF COMMENDATION | |
| RIDER NAME | [REDACTED] |
| COMMENDATION MADE BY | [REDACTED] |
| CONTACT # | [REDACTED] |
| RIDER'S COUNTY OF RESIDENCE | Columbia |
| COMMENDATION TAKEN BY | Dispatch (Chris) |
| COMMENDATION | First time rider. She called in to report that Mr. Harvey was a great driver. |
| | |
| EMPLOYEE NAME/# | Multiple |
| COMMENDATION # | 2016_03 |
| DATE OF COMMENDATION | 3/4/2016 |
| TIME OF COMMENDATION | |
| RIDER NAME | [REDACTED] |
| COMMENDATION MADE BY | self |
| CONTACT # | [REDACTED] |
| RIDER'S COUNTY OF RESIDENCE | Columbia |
| COMMENDATION TAKEN BY | Dispatch (Billy) |
| COMMENDATION | Called in to give drivers #122, 139, 131, 150 & 123 compliments. |
| | |
| COMMENDATION # | 2016_04 |
| DATE OF COMMENDATION | <i>We had a TD exhibit for Senior Day at the Capitol yesterday. It was a well-attended event and the weather was incredible.</i> |
| RIDER NAME | [REDACTED] from Live Oak stopped by our booth and once she found out who we are and what we did, she was very complimentary of Suwannee Valley Transit Authority and the service you all provide to her. |

| | |
|------------------------------------|--|
| COMMENDATION MADE BY | LYNN GODFREY NFRPC VIA FCTD I wanted to share our appreciation for the good work you all doing in your community. |
| RIDER'S COUNTY OF RESIDENCE | SUWANNEE |
| COMMENDATION TAKEN BY | CTD STAFF |
| COMMENDATION | <p>██████████ from Live Oak stopped by our booth and once she found out who we are and what we did, she was very complimentary of Suwannee Valley Transit Authority and the service you all provide to her. She says the whole team at SVTA are very nice and helpful. She was especially complimentary of the driver who often transports her, Pat Prescott. She said that Pat has excellent customer service skills. She is very patient and kind. A good driver and is always on time. ██████████ is extremely happy with the service she receives from SVTA.</p> |
| | <p>██████████, another SVTA rider from Live Oak visited our booth and he too had only the highest compliments for the service he receives from SVTA.</p> |
| | Please share this email with your team! |
| | |
| | |
| | |

COMPLAINTS

| | |
|----------------------------|--|
| COMPLAINT # | 2016-01 |
| DATE OF COMPLAINT | 1/15/2016 |
| TIME OF COMPLAINT | 1:45P |
| COMPLAINANT'S NAME | [REDACTED] |
| COMPLAINT'S POC | [REDACTED] |
| COMPLAINT'S ISSUE | our vehicle #34 was driving carelessly and pulled in front of a vehicle |
| SVTA'S ACTION TAKEN | Pulled video from vehicle. It did not show any careless driving on driver's part. |
| RESOLUTION | However, she will be required to take a Defensive Driving refresher course and test. |
| | |
| COMPLAINT # | 2016-02 |
| DATE OF COMPLAINT | 1/20/2016 |
| TIME OF COMPLAINT | 1:48P |
| COMPLAINANT'S NAME | Janelle Damato (FDOT) for [REDACTED] - Columbia County |
| COMPLAINT'S POC | [REDACTED] |
| COMPLAINT'S ISSUE | She stated that she did not know the driver was there to pick her up for her 11:00a pick up time. The driver waited 15 minutes and then left. Ms. R called at 12:00 wanting to know where her ride was and asked that we come back to pick her up. We did not have a driver available to go back. She called FDOT to complain. |
| SVTA'S ACTION TAKEN | Complainant is a habitual no-show. She is never ready on time and either the driver must wait 20 + minutes or we have to go back later. This causes our drivers to get behind with their schedules and very likely makes other riders late to their appointments. |
| RESOLUTION | We called Davita to be sure they would still see her. They stated that if we could have her there by 3:00p, they would leave her on the machine for 2 hours and have her ready to be picked up at 5:00p. We agreed to bring her in on that stipulation. We called Davita again at 3:32p to reiterate that we must pick her up a 5:00p. I called Ms. R back and told her to be watching for the vehicle. I explained to Ms. R that we could not continue to come if she was not ready when we get there. We did take her to Davita, however, she did not get off the machine until after 5:30, for a drop off time at her home at 6:05p. This put our driver on overtime and long hours for that day. SVTA has sent a certified letter of concern to Ms. R explaining the rules and the need for her to be ready on time. |
| | |
| COMPLAINT # | 2016_03 |
| DATE OF COMPLAINT | 1/27/2016 |
| TIME OF COMPLAINT | 8:40am |
| COMPLAINANT'S NAME | [REDACTED] - Columbia County |
| COMPLAINT'S POC | [REDACTED] |
| COMPLAINT'S ISSUE | Rider fell into floor of vehicle on Monday, Jan 25. Did not report incident until Wednesday, Jan 27. |
| SVTA'S ACTION TAKEN | Spoke with the rider. She admitted that she had unfastened her seat belt before the vehicle stopped. When the driver turned into the driveway at White Foundation, in Lake City, the rider slipped from her seat and fell into the floor. |

RESOLUTION

SVTA is pulling the video to try and see exactly what happened. Administrator did stress the importance to the rider regarding keeping her seatbelt on until the vehicle has come to a complete stop.

**UNMET NEEDS
JANUARY FEBRUARY MARCH 2016**

| UNMET NEEDS | JANUARY 2016 | | |
|-------------|----------------|-----------------------------|-----------------------------------|
| DATE | PICK UP | DESTINATION | DENIAL REASON |
| 1/11/2016 | HOME-LAKE CITY | COURTHOUSE-LAKE CITY | LAST MINUTE REQUEST SCHEDULE FULL |
| 1/19/2016 | HOME-LAKE CITY | DOCTOR'S OFFICE-LAKE CITY | LAST MINUTE REQUEST SCHEDULE FULL |
| 1/20/2016 | HOME-LIVE OAK | DOCTOR'S OFFICE-GAINESVILLE | ROUTE FULL |
| 1/20/2016 | HOME-FT. WHITE | DOCTOR'S OFFICE-BRANFORD | APPOINTMENT TIME TOO LATE |
| 1/20/2016 | HOME-LIVE OAK | DOCTORS OFFICE-LAKE CITY | ROUTE FULL |
| 1/27/2016 | HOME-LAKE CITY | DOCTOR'S OFFICE-GAINESVILLE | ROUTE FULL |
| 1/28/2016 | HOME-LIVE OAK | DOCTOR'S OFFICE-LAKE CITY | APPOINTMENT TIME TOO EARLY |

| UNMET NEEDS | FEBRUARY 2016 | | |
|-------------|----------------|-----------------------------|--|
| DATE | PICK UP | DESTINATION | DENIAL REASON |
| 2/3/2016 | HOME-LAKE CITY | GROCERY STORE, LAKE CITY | NO DRIVER AVAILABLE FOR REQUESTED TIME |
| 2/9/2016 | HOME-LIVE OAK | DOCTOR'S OFFICE-LAKE CITY | ROUTE FULL |
| 2/9/2016 | HOME-LIVE OAK | DOCTOR'S OFFICE-LAKE CITY | ROUTE FULL |
| 2/11/2016 | HOME-LAKE CITY | DOCTOR'S OFFICE-LAKE CITY | LAST MINUTE REQUEST SCHEDULE FULL |
| 2/11/2016 | HOME-LAKE CITY | DOCTOR'S OFFICE-GAINESVILLE | ROUTE FULL |
| 2/18/2016 | HOME-LIVE OAK | DOCTOR'S OFFICE-ALACHUA | ROUTE FULL |

| UNMET NEEDS | MARCH 2016 | | |
|-------------|----------------|---------------------------|---|
| DATE | PICK UP | DESTINATION | DENIAL REASON |
| 3/11/2016 | HOME-LAKE CITY | DOCTOR'S OFFICE-LAKE CITY | NO TD FUNDING THIS DAY |
| 3/15/2016 | HOME-JASPER | DOCTOR'S OFFICE-LAKE CITY | ROUTE FULL |
| 3/21/2016 | HOSPITAL-OCALA | HOME-FT. WHITE | OUT OF SERVICE AREA/NO DRIVER AVAILABLE |
| 3/22/2016 | HOME-LIVE OAK | DOCTOR'S OFFICE-LAKE CITY | LAST MINUTE REQUEST SCHEDULE FULL |

ATTENDANCE RECORD

COLUMBIA, HAMILTON AND SUWANNEE TRANSPORTATION DISADVANTAGED COORDINATING BOARD

| MEMBER/ORGANIZATION | NAME | 6/17/15 | 8/12/15 | 11/18/15 | 2/17/16 |
|---|---------------------------|---------|---------|----------|---------|
| Chair | Commissioner Jason Bashaw | | P | P | P |
| Hamilton County Elected Official | Commissioner Beth Burnam | A | P | P | P |
| Columbia County Elected Official | Commissioner Bucky Nash | P | P | P | P |
| Florida Department of Transportation | Sandra Collins | P | P | A | A |
| Alternate Member | Janell Damato | A | A | A | A |
| Florida Department of Children and Families | Kay Tice | A | A | P | A |
| Alternate Member | Jaime Sanchez-Bianchi | P | P | A | A |
| Florida Agency for Health Care Administration | Deweece Ogden | | P | P | A |
| Alternate Member | Pamela Hagley | | A | A | A |
| Florida Department of Education | Jeffrey Aboumrad | P | P | A | A |
| Alternate Member | Allison Gill | A | A | P | A |
| Public Education | Daniel Taylor | | | P | P |
| Alternate Member | Vacant | | | | |
| Florida Department of Elder Affairs | Bruce Evans | A | A | P | A |
| Alternate Member | Dwight Law | P | P | P | P |
| Citizen Advocate | Sandra Pauwels | | P | A | A |
| Alternate Member | Louie Goodin | A | A | A | A |
| Citizen Advocate - User | Richard Bryant | | A | P | P |
| Alternate Member | LJ Two Spirits Johnson | P | P | P | P |
| Elderly | Vacant | | | | |
| Alternate Member | Vacant | | | | |
| Veterans | Bo Beauchemin | | P | P | P |
| Alternate Member | Ellis Gray, III | A | A | A | A |
| Persons with Disabilities | Ralph P. Kitchens Jr. | P | P | P | P |
| Alternate Member | Denise Morgan | | | | |
| Florida Association of Community Action | Matthew Pearson | P | P | P | P |
| Alternate Member | Vacant | | | | |
| Children at Risk | Colleen Cody | P | A | P | P |
| Alternate Member | Audre J. Washington | A | A | A | A |
| Private Transit | Vacant | | | | |
| Alternate Member | Vacant | | | | |
| Regional Workforce Board | Sheryl Rehberg | A | A | A | A |
| Alternate Member | Jeannie Carr | P | P | A | A |
| Medical Community | Sandra Buck-Camp | P | P | P | P |
| Alternate Member | Vacant | | | | |

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

ATTENDANCE POLICY: 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.

