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December 30, 2015

TO: Dixie County Transportation Disadvantaged Coordinating Board

FROM: Lynn Godfrey, AICP, Senior Planner

SUBJECT: Meeting Announcement

The Dixie County Transportation Disadvantaged Coordinating Board will meet **Thursday, January 7, 2016 at 1:00 p.m.** in the County Commission Meeting Room located in the Dixie County Courthouse at 214 NE Hwy 351, Cross City, Florida. All Board members are encouraged to attend this meeting.

Attached is the meeting agenda and supporting materials. If you have any questions, please do not hesitate to contact me at 1-800-226-0690 extension 110.

Attachment

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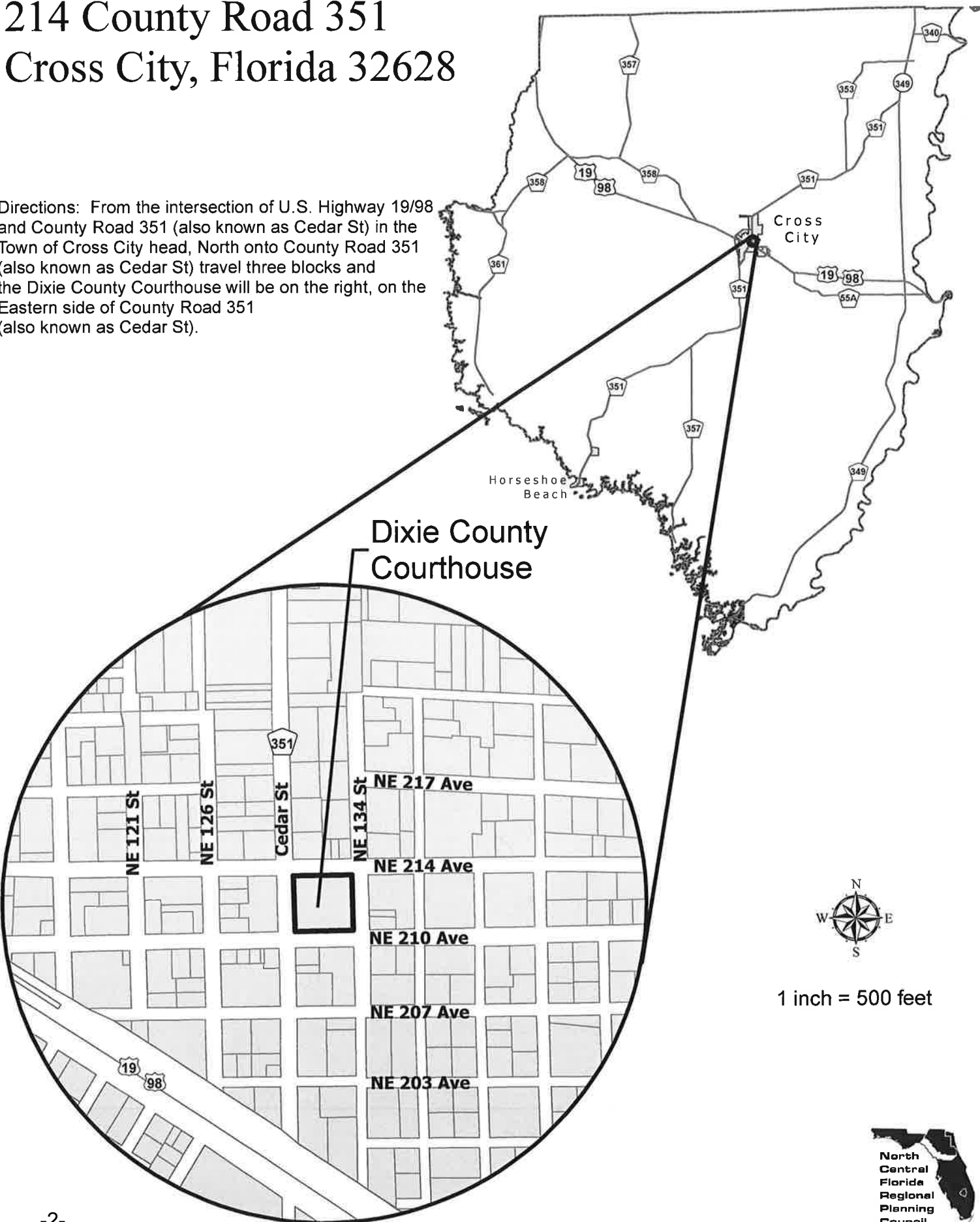
Dedicated to improving the quality of life of the Region's citizens,  
by coordinating growth management, protecting regional resources,  
promoting economic development and providing technical services to local governments.

# Dixie County Courthouse

## 214 County Road 351

### Cross City, Florida 32628

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





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

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

Thursday  
**January 7, 2016**  
1:00 p.m.

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

**A. Invocation**

**B. Pledge of Allegiance**

**C. Introductions**

**D. Approval of the Meeting Agenda**

**ACTION REQUIRED**

**E. Approval of the October 1, 2015  
Minutes**

**Page 7**

**ACTION REQUIRED**

**II. UNFINISHED BUSINESS**

**A. Multi-County Service Area**

**Page 11**

**NO ACTION REQUIRED**

Staff will discuss the status of designating Dixie and Gilchrist Counties as a multi-county Transportation Disadvantaged Program service area

**III. NEW BUSINESS**

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

**Page 13**

**ACTION REQUIRED**

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

- B. Community Transportation Coordinator Designation      Page 49    NO ACTION REQUIRED**

Staff will discuss the process used to designate the Community Transportation Coordinator for Dixie County

- C. Operations Reports      Page 53    NO ACTION REQUIRED**

**IV. OTHER BUSINESS**

**A. Comments**

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

**V. FUTURE MEETING DATES**

- A. April 7, 2016 at 1:00 p.m.**
- B. July 7, 2016 at 1:00 p.m.**
- C. October 6, 2016 at 1:00 p.m.**

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

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

**DIXIE COUNTY  
TRANSPORTATION DISADVANTAGED COORDINATING BOARD**

<b>MEMBER/REPRESENTING</b>	<b>ALTERNATE/REPRESENTING</b>
Commissioner Jason Holifield Local Elected Official/Chair	Not Applicable
Sandra Collins, Vice-Chair Florida Department of Transportation Grievance Committee Member	Janell Damato Florida Department of Transportation
Debbie Andrews Florida Department of Children and Families	Vacant Florida Department of Children and Families
Vacant Florida Department of Education	Jeff Aboumrad Florida Department of Education Grievance Committee Member
Vacant Florida Department of Elder Affairs	Vacant Florida Department of Elder Affairs
Deweece Ogden Florida Agency for Health Care Administration	Vacant Florida Agency for Health Care Administration
Jeannie Carr Regional Workforce Board	Sifoa Nunu Regional Workforce Board
Vacant Florida Association for Community Action Term ending June 30, 2017	Vacant Florida Association for Community Action Term ending June 30, 2017
Tim Alexander Public Education Grievance Committee	Vacant Public Education
Vacant Veterans Term ending June 30, 2017	Vacant Veterans Term ending June 30, 2017
Vacant Citizen Advocate Term ending June 30, 2015	Vacant Citizen Advocate Term ending June 30, 2015
Vacant Citizen Advocate - User Term ending June 30, 2015	Vacant Citizen Advocate - User Term ending June 30, 2015
Vacant Persons with Disabilities Term ending June 30, 2015	Vacant Persons with Disabilities Term ending June 30, 2015
Vacant Elderly Term ending June 30, 2017	Vacant Elderly Term ending June 30, 2017
Vacant Medical Community Term ending June 30, 2016	Vacant Medical Community Term ending June 30, 2016
Tonya Hiers Children at Risk Term ending June 30, 2016	Brooke Ward Children at Risk Term ending June 30, 2016
Vacant Private Transit Term ending June 30, 2016	Vacant Private Transit Term ending June 30, 2016



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

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

Thursday  
October 1 2015  
1:00 p.m.

**VOTING MEMBERS PRESENT**

Commissioner Jason Holifield, Chair  
Jeff Aboumrad, Florida Department of Education Representative  
Sandra Collins, Florida Department of Transportation Representative  
Tonya Hiers, Early Childhood Services Representative  
Deweece Ogden, Florida Agency for Health Care Administration Representative  
Jeannie Carr, Regional Workforce Board Representative

**VOTING MEMBERS ABSENT**

Tim Alexander, Public Education Representative

**OTHERS PRESENT**

Matthew Pearson, Suwannee River Economic Council

**STAFF PRESENT**

Lynn Godfrey, North Central Florida Regional Planning Council

**I. BUSINESS MEETING CALL TO ORDER**

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

**A. Invocation**

Mr. Matthew Pearson gave the invocation.

**B. Pledge of Allegiance**

Chairman Holifield led the Board in reciting the Pledge of Allegiance.

**C. Introductions**

Chairman Holifield asked everyone to introduce themselves.

**D. Approval of the Meeting Agenda**

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

**E. Approval of the July 2, 2015 Meeting Minutes**

**ACTION:** Sandra Collins moved to approve the July 2, 2015 meeting minutes. Jeff Aboumrad seconded; motion passed unanimously.

**II. NEW BUSINESS**

**A. Annual Performance Evaluation**

Ms. Lynn Godfrey, North Central Florida Regional Planning Council Senior Planner, stated that the Board is required to review Suwannee River Economic Council's performance as the Community Transportation Coordinator annually. She said a draft performance evaluation is included in the meeting packet for the Board's review.

The Board reviewed the performance evaluation.

**ACTION:** Tonya Hiers moved to approve Suwannee River Economic Council's annual performance evaluation. Jeff Aboumrad seconded; motion passed unanimously.

**B. Annual Operations Report**

Ms. Godfrey stated that Suwannee River Economic Council is required to submit an annual operations report to the Florida Commission for the Transportation Disadvantaged by September 15 of each year. She said the Dixie County 2014-2015 Annual Operations Report is included in the meeting materials for the Board to review.

The Board reviewed the Annual Operations Report.

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

Ms. Godfrey stated that Suwannee River Economic Council applied for Rural Area Capital Assistance Program Grant funds to purchase a vehicle. She said the Board must review the grant application in order for Suwannee River Economic Council to receive these grant funds.

The Board reviewed the grant application.



**D. Operations Reports**

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

The Board reviewed the operations reports.

**III. OTHER BUSINESS**

**A. Comments**

**1. Members**

Ms. Sandra Collins commended Suwannee River Economic Council for doing an excellent job providing transportation to Dixie County citizens. She also commended Mr. Matthew Pearson for the excellent job he has done since becoming the Executive Director.

**2. Citizens**

There were no citizen comments.

**IV. FUTURE MEETING DATES**

Ms. Godfrey stated that the next meeting of the Board is scheduled for January 7, 2016 at 1:00 p.m.

**ADJOURNMENT**

The meeting adjourned at 1:30 p.m.

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Coordinating Board Chair

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Date





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December 30, 2015

TO: Dixie County Transportation Disadvantaged Coordinating Board

FROM: Lynn Godfrey, AICP, Senior Planner

SUBJECT: Multi-County Designated Service Area and the Establishment of a Multi-County Transportation Disadvantaged Coordinating Board

RECOMMENDATION

**Postpone recommending the designation of Dixie and Gilchrist Counties a multi-county designated service area under Florida's Transportation Disadvantaged Program and the establishment of a multi-county Transportation Disadvantaged Coordinating Board until July 1, 2017.**

BACKGROUND

Due to the designation of the Community Transportation Coordinator for Dixie and Gilchrist Counties beginning July 1, 2016, it is recommended the designation of Gilchrist and Dixie Counties as a multi-county designated service area under Florida's Transportation Disadvantaged Program be postponed until July 1, 2017.

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

t:\lynn\td2016\dixie\memos\combinedpostpone.docx





### **III.A.**

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December 30, 2015

TO: Dixie County Transportation Disadvantaged Coordinating Board

FROM: Lynn Godfrey, AICP, Senior Planner

SUBJECT: Dixie County Transportation Disadvantaged Service Plan Amendments

#### **RECOMMENDATION**

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

#### **BACKGROUND**

Projects selected for funding under Moving Ahead for Progress in the 21st Century (MAP-21) Act programs must be derived from a Coordinated Public Transit-Human Services Transportation Plan. The Plan must be developed through a process that includes representatives of public, private, and nonprofit transportation and human services providers and participation by the public.

In addition, according to the Florida Administrative Code 41-2.011(6):

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

Attached are draft amendments to the Dixie County Transportation Disadvantaged Service Plan that meet the Federal and State requirements. Also, attached are Suwannee River Economic Council's applications for U.S.C. Section 5311 and 5339 grant funds.

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

#### **Attachments**

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### 3. Barriers to Coordination

Medicaid non-emergency transportation services are no longer coordinated through Florida's Coordinated Transportation System in Dixie 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 5311 Grant Program

APPLICANT	PROJECT	PROJECT YEAR	LOCATION	PROJECT COST	FUNDING SOURCE
Suwannee River Economic Council	Provide transportation services for the transportation disadvantaged.	2016/17	Dixie County	\$190,636	Section 5311
				\$190,636	Suwannee River Economic Council

#### United States Code Section 5339 Grant Program

APPLICANT	PROJECT	PROJECT YEAR	LOCATION	PROJECT COST	FUNDING SOURCE
Suwannee River Economic Council	Purchase one replacement vehicle	2016/17	Dixie County	\$55,200	Section 5339
				\$13,800	Florida Department of Transportation

#### Rural Area Capital Assistance Program

APPLICANT	PROJECT	PROJECT YEAR	LOCATION	PROJECT COST	FUNDING SOURCE
Suwannee River Economic Council	Purchase scheduling software upgrade and mobile data terminals.	2014/15	Bradford, Dixie, Gilchrist and Lafayette Counties	\$31,500	Rural Area Capital Assistance Program Grant
				\$3,500	Suwannee River Economic Council





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

**DIXIE COUNTY**

**5311 OPERATING ASSISTANCE APPLICATION**





*Suwannee River Economic Council, Inc.*

*Post Office Box 70*

*Live Oak, Florida 32064*

ADMINISTRATIVE OFFICE - PHONE (386) 362-4115

FAX (386) 362-4078

E-Mail: [mattpearson@suwanneecouncil.net](mailto:mattpearson@suwanneecouncil.net)

**STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION**

**GRANT APPLICATION**

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

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

This Application is submitted on this 10<sup>th</sup> day of December, 2015 with two (2) original resolutions or certified copies of the original resolution authorizing Matt Pearson, Executive Director to sign this Application.

Agency Name: Suwannee River Economic Council, Inc.

By: \_\_\_\_\_

Matt Pearson

Title: Executive Director

Date: \_\_\_\_\_

12/10/15

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**RESOLUTION NUMBER: 092815 - Dixie County**

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

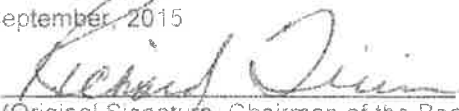
**WHEREAS**, the Applicant desires to and has the fiscal and managerial capability, matching funds and legal authority to apply for and accept grants and make purchases and/or expend funds pursuant to grant awards made by the Florida Department of Transportation as authorized by Chapter 341, Florida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

**NOW, THEREFORE BE IT RESOLVED BY THE APPLICANT:**


1. The above recitals are true and correct and are incorporated herein as if fully set forth in the body of this Resolution.
2. This resolution applies to Federal Program(s) under 49 U.S.C. Section(s) Section 5311.
3. The submission of grant application(s) required supporting documents, certifications and assurances to the Florida Department of Transportation is approved.
4. Matt Pearson, Executive Director or his/her duly appointed successor in title is hereby designated and authorized to on behalf of the Applicant, sign and submit application(s) and all required supporting documents, give all required certifications and assurances, accept grant award(s) from and execute and administer related joint participation agreement(s) with the Florida Department of Transportation, purchase vehicles/equipment and/or expend grant funds pursuant to a grant award, unless and until this authorization is specifically rescinded and written notice thereof is sent by certified mail, return receipt requested, to and received by the Florida Department of Transportation at the following address:  
**Attention: Doreen Joyner-Howard, AICP, District Modal Development Manager, Florida Department of Transportation, 2198 Edison Avenue, MS 2812, Jacksonville, FL 32204-2730.**
5. N/A is also hereby designated and authorized to sign requests for Joint Participation Agreement Time Extensions as my be required.

The foregoing resolution was **DULY PASSED, ADOPTED AND** became **EFFECTIVE** at a duly called and convened meeting of the Applicant held on the 28th day of September, 2015

By:

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

**ATTEST:**

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

# **Application for Federal Assistance SF-424**

**\* 1. Type of Submission:**

- ☐ Preapplication  
☒ Application  
☐ Changed/Corrected Application

**\* 2. Type of Application:**

- ☒ New  
☐ Continuation  
☐ Revision

\* If Revision, select appropriate letter(s):

\* Other (Specify):

\* 3. Date Received:

N/A

4. Applicant Identifier:

N/A

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

**State Use Only:**

6. Date Received by State:

7. State Application Identifier:

**8. APPLICANT INFORMATION:**

\* a. Legal Name:

Suwannee River Economic Council, Inc.

\* b. Employer/Taxpayer Identification Number (EIN/TIN):

59-1101989

\* c. Organizational DUNS:

040207904

**d. Address:**

\* Street1:

1101 Nobles Ferry Rd.

Street2:

\* City:

Live Oak

County/Parish:

\* State:

FL: Florida

Province:

\* Country:

USA: UNITED STATES

\* Zip / Postal Code:

32064

**e. Organizational Unit:**

Department Name:

Administration

Division Name:

**f. Name and contact information of person to be contacted on matters involving this application:**

Prefix:

Mr.

\* First Name:

Matt

Middle Name:

\* Last Name:

Pearson

Suffix:

Title:

Executive Director

Organizational Affiliation:

\* Telephone Number:

386/362-4115 ext. 222

Fax Number:

386/362-4075

\* Email:

mpearson@suwanneec.net

**Application for Federal Assistance SF-424**

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

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

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

**11. Catalog of Federal Domestic Assistance Number:**

CFDA Title:

**\* 12. Funding Opportunity Number:**

\* Title:

**13. Competition Identification Number:**

Title:

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

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

Attach supporting documents as specified in agency instructions.

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

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

**Add Attachment****Delete Attachment****View Attachment****17. Proposed Project:**\* a. Start Date: **10/1/2016**\* b. End Date: **09/30/2017****18. Estimated Funding (\$):**

* a. Federal	<b>190,636</b>
* b. Applicant	
* c. State	
* d. Local	<b>190,636</b>
* e. Other	
* f. Program Income	
* g. TOTAL	<b>381,271</b>

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

- ☒ a. This application was made available to the State under the Executive Order 12372 Process for review on **12/12/2014**
- ☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- ☐ c. Program is not covered by E.O. 12372.

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

If "Yes", provide explanation and attach

**Add Attachment****Delete Attachment****View Attachment**

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

☒ **\*\* I AGREE**

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

**Authorized Representative:**

Prefix: **Mr.** \* First Name: **Matt**

Middle Name:

\* Last Name: **Pearson**

Suffix:

\* Title: **Executive Director**\* Telephone Number: **386/362-4115 ext. 222** Fax Number: **386/362-4076**\* Email: **mpearson@suwanneeec.net**

\* Signature of Authorized Representative:

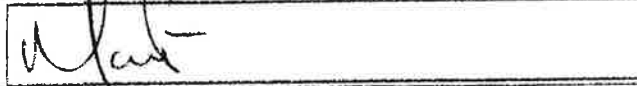
\* Date Signed: **12/13/2015**

Exhibit A  
Current System Description

1. What is a general overview of the organization including its mission, program goals, and objectives?

Suwannee River Economic Council, Inc. is a non-profit organization chartered in 1964 whose purpose is to provide services to low income and elderly citizens to alleviate poverty. SREC, Inc. currently is the state designated transportation provider in five rural North Florida counties including Dixie, Bradford, Gilchrist, Union and Lafayette County. A voluntary Board of Directors governs SREC, Inc. The Board employs an Executive Director who has normal CEO responsibilities with the agency and the many programs it administers. SREC, Inc. has four Program Directors providing direct supervision of the ongoing programs, including Transportation.

2. What is the organizational structure, type of operation, number of employees, and other pertinent organizational information?

As the Community Transportation Coordinator for five rural counties in North Florida, SREC, Inc. operates partial brokerages, with all trips provided by SREC, Inc. The exception to this is stretcher services which are contracted to a local government provider. SREC, Inc. provides mainly demand response services, and requires twenty-four hour notice for trip requests. SREC, Inc's Executive Director has direct oversight of the Director of Transportation, who in turn manages the Transportation Department. Currently, SREC, Inc. employs approximately twenty employees in the Transportation Department across five counties: Dixie County, Gilchrist County, Lafayette County, Bradford County, and Union County.

3. Who is responsible for insurance, training, management, and administration of the agency's transportation program?

SREC, Inc. uses the FDOT approved computer testing and training module to train drivers and staff. Administrative aspects of the Transportation Department, including but not limited to fleet inventory and maintenance, driver credentialing, insurance tracking, and record keeping, are led by the Director of Transportation.

4. Who provides maintenance for the vehicles?

SREC, Inc. uses private contractors to perform all vehicle maintenance, service, and repair.

5. What is the agency's current number of transportation related employees?



Currently, SREC, Inc. employs approximately twenty employees in the Transportation Department across five counties: Dixie County, Gilchrist County, Lafayette County, Bradford County, and Union County.

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

SREC, Inc. currently employs one dispatcher/scheduler and averages four drivers in Dixie / Gilchrist County. All of our drivers meet FDOT credentialing requirements.

7. What is a detailed description of service routes and ridership numbers?

Dixie County is an extremely rural community. Therefore minimal medical facilities are available to residents. The vast majority of medical appointments are made in Gainesville where facilities are more prevalent. Since it is over 60 miles to Gainesville where these appointments are necessary, SREC, Inc. makes two daily trips to Gainesville. There are routes running almost hourly to dialysis and local health care providers for local trips. SREC, Inc. anticipates providing 7,382 trips in the upcoming year for purposes such as medical, nutritional, shopping, and employment. However, due to funding restraints most of the transportation services provided are medically necessary.

## 8.2. EXHIBIT A-1: FACT SHEET

Name of Applicant: Suwannee River Economic Council, Inc.

	CURRENTLY	IF GRANT IS AWARDED
1. Number of one-way passenger trips.* <b>PER YEAR</b>	<b>6,651</b>	<b>6,651</b>
2. Number of individuals served unduplicated (first ride per rider per fiscal year). <b>PER YEAR**</b>	<b>351</b>	<b>351</b>
3. Number of vehicles used for this service. <b>ACTUAL</b>	<b>7</b>	<b>7</b>
4. Number of ambulatory seats. <b>AVERAGE PER VEHICLE</b> (Total ambulatory seats divided by total number of fleet vehicles)	<b>8</b>	<b>8</b>
5. Number of wheelchair positions. <b>AVERAGE PER VEHICLE</b> (Total wheelchair positions divided by total number of fleet vehicles)	<b>2</b>	<b>2</b>
6. Vehicle miles traveled. <b>PER YEAR</b>	<b>119,852</b>	<b>119,852</b>
7. Average vehicle miles <b>PER DAY</b>	<b>384</b>	<b>384</b>
8. Normal vehicle hours in operation. <b>PER DAY</b>	<b>12</b>	<b>12</b>
9. Normal number of days in operation. <b>PER WEEK</b>	<b>6</b>	<b>6</b>
10. Trip length (roundtrip). <b>AVERAGE</b>	<b>33</b>	<b>33</b>

Estimates are acceptable. The information listed should be specific to the Section 5311 funds and not agency wide.

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

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

Exhibit B  
Proposed Project Description

1. Is the project to continue the existing level of services, to expand present service, or to provide new service? How will a grant award be used? If the grant is awarded, will the agency provide more hours? If the grant is awarded, will the agency provide service to a larger geographic area? If the grant is awarded, will the agency provide shorter headways? If the grant is awarded, will the agency provide more trips?

The requested 5311 funding should help maintain the existing levels of service currently being provided by continuing to offset the cost of services by providing necessary operating funding assistance. Due to the rural nature of Dixie County trip lengths are increased due to minimal medical facilities, therefore increase cost. However, with local Governments providing limited local resources and the continued reductions in the State Medicaid allocation, as well as reduction in the Transportation Disadvantaged Trust Funds, the 5311 program funding funds fill the gap and allow for transportation services to be provided in rural areas like Dixie County. Therefore the requested 5311 funding helps offset the cost of the entire transportation system and allows for continued transportation services to be provided to those in need in Dixie County.

2. If a grant award will be used to maintain services as described in Exhibit A, specifically explain how it will be used in the context of total service. Make sure to include information on how the agency will maintain adequate financial, maintenance, and operating records and comply with FTA reporting requirements including information for the Annual Program of Projects Status Reports, Milestone Activity Reports, NTD reporting, DBE reports etc.

Due to the nature of a rural area such as Dixie County and the need for transportation services to travel over 60 miles to medical facilities, multiple daily trips are required to cover these distances while also trying to balance the needs and physical limitations of the passengers whom we serve. It is imperative to operate the transportation services provided by SREC, Inc. as efficiently and economically as possible while maintaining that balance between business and compassion. The funding requested from 5311 funding will enable SREC, Inc. to continue tracking efficiency within the transportation system and maintain detailed recording and reporting throughout the program.

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

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

5. Identify vehicles/equipment being replaced and list them on the "Current Vehicle and Transportation Equipment Inventory" form (see page **Error! Bookmark not defined.**).  
N/A

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

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

N/A

8. Each applicant shall indicate whether they are a government authority or a private non-profit agency, provide a brief description of the project which includes the counties served, whether the applicant employees are represented by a union and if so represented the name and local number of the union.

Suwannee River Economic Council, Inc. is a private non-profit agency. The project will be in Dixie County. Employees are not represented by a union.

9. Fully explain your transportation program

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

SREC, Inc. provides transportation to Dixie County residents six days a week. While the dispatch office operates 8:00 am – 4:30 pm, drivers operate according to client need (medical appointments, etc.). Trips types vary, including but not limited to medical, nutritional, shopping, and employment.

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

SREC, Inc. uses the FDOT approved computer testing and training module to train drivers and staff.

- c. Records maintenance

Administrative aspects of the Transportation Department, including but not limited to fleet inventory and maintenance, driver credentialing, insurance tracking, and record keeping, are led by the Director of Transportation.

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

All maintenance is performed by private contractors for service. SREC, Inc. has no mechanics on staff. The SREC, Inc. current SSPP requires safety inspections to be performed every 5,000 miles. The checklist used by the mechanics is an FDOT approved checklist. Annual Inspections are performed annually and general maintenance is performed as needed if the driver reports an issue during the required daily inspection or if the van has a mechanical failure.

- e. CDL requirements

N/A

- f. System Safety Program Plan (SSPP)

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

g. Drug free work place

SREC, Inc. has an established anti-drug and alcohol misuse prevention program that is implemented in accordance with FDOT regulations. This program is reviewed and updated on a regular basis with the most recent compliance certification this current year.

10. How do you currently fund the operations of your transit program?

Suwannee River Economic Council, Inc. utilizes a combination of funding sources including Section 5311, Commission for the Transportation Disadvantaged, and Medicaid.

11. If this grant is not fully funded, can you still proceed with this program?

Yes, but services would be drastically reduced.

### 9.3. FORM B-1: TRANSPORTATION RELATED OPERATING AND ADMINISTRATIVE EXPENSES

Name of Applicant: Suwannee River Economic Council, Inc.

Name of Transit Program: Dixie County

Applicant Fiscal period start and end dates: July 1, 2016 – June 30, 2017

State Fiscal period from: July 1, 2016 to June 30, 2017

EXPENSE CATEGORY	TOTAL EXPENSE	FTA ELIGIBLE EXPENSE
Labor (501)	125,962	125,962
Fringe and Benefits (502)	66,227	66,227
Services (503)	22,722	22,722
Materials and Supplies (504)	63,826	63,826
Vehicle Maintenance (504.01)	28,399	28,399
Utilities (505)	10,517	10,517
Insurance (506)	15,236	15,236
Licenses and Taxes (507)	2,026	2,026
Purchased Transit Service (508)	17,933	17,933
Miscellaneous (509)	1,574	1,574
Leases and Rentals (512)	22,018	22,018
Depreciation (513)	4,831	4,831
<b>TOTAL</b>	<b>381,271</b>	<b>381,271</b>

#### **SECTION 5311 GRANT REQUEST:**

Total FTA Eligible Expenses (from Form B-1, above) \$381,271 (a)

Rural Passenger Fares (from Form B-2) \$0 (b)

Operating Deficit \$381,271 (c)

[FTA Eligible Expenses (a) minus Rural Passenger Fares (b)] (from Form B-2)

Section 5311 Request \$190,636 (d)

(No more than 50% of Operating Deficit)

Grant Total All Revenues (from Form B-2) \$381,271 \*(e)

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

## 9.5. FORM B-2: TRANSPORTATION-RELATED OPERATING AND ADMINISTRATIVE REVENUES

Name of Applicant: Suwannee River Economic Council, Inc.

Name of Transit Program: Dixie County, FL

Applicant Fiscal period start and end dates: July 1, 2016 – June 30, 2017

State Fiscal period from July 1, 2016 to June 30, 2017

OPERATING REVENUE CATEGORY	TOTAL REVENUE	REVENUE USED AS FTA MATCH
Passenger Fares for Transit Service (401)	<b>Total= \$</b> <b>Rural = \$ 0 (b)</b>	
Special Transit Fares (402)		
School Bus Service Revenues (403)		
Freight Tariffs (404)		
Charter Service Revenues (405)		
Auxiliary Transportation Revenues (406)		
Non-transportation Revenues (407)		
<b>Total Operating Revenue</b>	<b>0</b>	<b>\$</b>
<b>OTHER REVENUE CATEGORY</b>	<b>0</b>	
Taxes Levied directly by the Transit System (408)		
Local Cash Grants and Reimbursements (409)		
Local Special Fare Assistance (410)		
State Cash Grants and Reimbursements (411)	<b>299,772</b>	<b>299,772</b>
State Special Fare Assistance (412)		
Federal Cash Grants and Reimbursements (413)	<b>81,499</b>	<b>81,499</b>
Interest Income (414)		
Contributed Services (430)		
Contributed Cash (431)		
Subsidy from Other Sectors of Operations (440)		
<b>Total of Other Revenue</b>	<b>0</b>	<b>0</b>
<b>GRAND TOTAL ALL REVENUE</b>	<b>381,271</b>	<b>381,271</b>





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

**DIXIE COUNTY**

**5339 CAPITAL ASSISTANCE APPLICATION**





*Suwannee River Economic Council, Inc.*

*Post Office Box 70*

*Live Oak, Florida 32064*

ADMINISTRATIVE OFFICE - PHONE (386) 362-4115

FAX (386) 362-4078

E-Mail: mattpearson@suwanneecouncil.net

STATE OF FLORIDA  
DEPARTMENT OF TRANSPORTATION  
GRANT APPLICATION

Suwannee River Economic Council, Inc. submits this application for the Section 5339 Program Grant and agrees to comply with all assurances and exhibits attached hereto and by this reference made a part thereof, as itemized in the Checklist for Application Completeness.

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

This application is submitted on this 11<sup>th</sup> day of December, 2015, with two (2) original resolutions or certified copies of the original resolution authorizing Matt Pearson, Executive Director to sign this application.

Agency Name: Suwannee River Economic Council, Inc.

By:

Matt Pearson

Title:

Executive Director

Date:

12/10/15

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**RESOLUTION NUMBER: 092815 - Dixie/Gilchrist County**

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

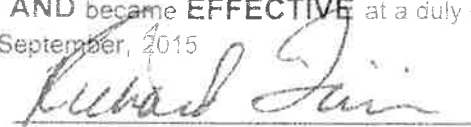
**WHEREAS**, the Applicant desires to and has the fiscal and managerial capability, matching funds and legal authority to apply for and accept grants and make purchases and/or expend funds pursuant to grant awards made by the Florida Department of Transportation as authorized by Chapter 341, Florida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

**NOW, THEREFORE BE IT RESOLVED BY THE APPLICANT:**

1. The above recitals are true and correct and are incorporated herein as if fully set forth in the body of this Resolution
2. This resolution applies to Federal Program(s) under 49 U.S.C. Section(s) Section 5339.
3. The submission of grant application(s) required supporting documents, certifications and assurances to the Florida Department of Transportation is approved.
4. Matt Pearson, Executive Director or his/her duly appointed successor in title is hereby designated and authorized to on behalf of the Applicant, sign and submit application(s) and all required supporting documents, give all required certifications and assurances, accept grant award(s) from and execute and administer related joint participation agreement(s) with the Florida Department of Transportation, purchase vehicles/equipment and/or expend grant funds pursuant to a grant award, unless and until this authorization is specifically rescinded and written notice thereof is sent by certified mail, return receipt requested, to and received by the Florida Department of Transportation at the following address:  
**Attention: Doreen Joyner-Howard, AICP, District Modal Development Manager, Florida Department of Transportation, 2198 Edison Avenue, MS 2812, Jacksonville, FL 32204-2730.**
5. N/A is also hereby designated and authorized to sign requests for Joint Participation Agreement Time Extensions as my be required.

The foregoing resolution was **DULY PASSED, ADOPTED AND became EFFECTIVE** at a duly called and convened meeting of the Applicant held on the 28th day of September, 2015

By

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

**ATTEST:**

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

(Stamp corporate seal here :)

### Application for Federal Assistance SF-424

**\* 1. Type of Submission:**

- ☐ Preapplication  
☒ Application  
☐ Changed/Corrected Application

**\* 2. Type of Application:**

- ☒ New  
☐ Continuation  
☐ Revision

\* If Revision, select appropriate letter(s):

\* Other (Specify):

**\* 3. Date Received:**

N/A

**4. Applicant Identifier:**

N/A

**5a. Federal Entity Identifier:**

N/A

**5b. Federal Award Identifier:****State Use Only:****6. Date Received by State:****7. State Application Identifier:****8. APPLICANT INFORMATION:****\* a. Legal Name:**

Suwannee River Economic Council, Inc.

**\* b. Employer/Taxpayer Identification Number (EIN/TIN):**

59-1101989

**\* c. Organizational DUNS:**

040207904

**d. Address:****\* Street1:**

1101 Nobels Ferry Rd.

**Street2:****\* City:**

Live Oak

**County/Parish:****\* State:**

FL: Florida

**Province:****\* Country:**

USA: UNITED STATES

**\* Zip / Postal Code:**

32064

**e. Organizational Unit:****Department Name:**

Administration

**Division Name:****f. Name and contact information of person to be contacted on matters involving this application:****Prefix:**

Mr.

**\* First Name:**

Matt

**Middle Name:****\* Last Name:**

Pearson

**Suffix:****Title:**

Executive Director

**Organizational Affiliation:****\* Telephone Number:**

386/362-4115 ext. 222

**Fax Number:**

386/362-4078

**\* Email:**

mpearson@suwanneecdc.net

Application for Federal Assistance SF-424

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

M: Nonprofit with 501(c)(3) IRS Status (Other than Institution of Higher Education) ▼

Type of Applicant 2: Select Applicant Type:

▼

Type of Applicant 3: Select Applicant Type:

▼

\* Other (specify):

\* 10. Name of Federal Agency:

Federal Transit Authority

11. Catalog of Federal Domestic Assistance Number:

20-526

CFDA Title:

\* 12. Funding Opportunity Number:

U.S.C. Section 5339

\* Title:

Rural Area Capital Assistance Program

13. Competition Identification Number:

Title:

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

Dixie County, FL

Add Attachment

Delete Attachment

View Attachment

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

Provide Transportation Services for the Transportation Disadvantaged

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

**Application for Federal Assistance SF-424****16. Congressional Districts Of:**

\* a. Applicant

Third

\* b. Program/Project

Third

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

Add Attachment

Delete Attachment

View Attachment

**17. Proposed Project:**

\* a. Start Date: 10/1/2016

\* b. End Date: 09/30/2017

**18. Estimated Funding (\$):**

* a. Federal	55,200.00
* b. Applicant	
* c. State	13,800.00
* d. Local	
* e. Other	
* f. Program Income	
* g. TOTAL	69,000.00

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

- ☒ a. This application was made available to the State under the Executive Order 12372 Process for review on 12/12/2014.
- ☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- ☐ c. Program is not covered by E.O. 12372.

**\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

☐ Yes ☒ No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

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

☒ \*\* I AGREE

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

**Authorized Representative:**

Prefix: Mr. \* First Name: Matt

Middle Name:

\* Last Name: Pearson

Suffix:

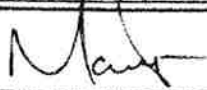
\* Title: Executive Director

\* Telephone Number: 386/362-4115 ext. 222

Fax Number: 386/362-4078

\* Email: mpearson@suwanneeec.net

\* Signature of Authorized Representative



\* Date Signed: 12/10/2016

Exhibit A  
Current System Description

1. What is a general overview of the organization including its mission, program goals, and objectives?

Suwannee River Economic Council, Inc. is a non-profit organization chartered in 1964 whose purpose is to provide services to low income and elderly citizens to alleviate poverty. SREC, Inc. currently is the state designated transportation provider in five rural North Florida counties including Dixie, Bradford, Gilchrist, Union and Lafayette County. A voluntary Board of Directors governs SREC, Inc. The Board employs an Executive Director who has normal CEO responsibilities with the agency and the many programs it administers. SREC, Inc. has four Program Directors providing direct supervision of the ongoing programs, including Transportation.

2. What is the organizational structure, type of operation, number of employees, and other pertinent organizational information?

As the Community Transportation Coordinator for five rural counties in North Florida, SREC, Inc. operates partial brokerages, with all trips provided by SREC, Inc. The exception to this is stretcher services which are contracted to a local government provider. SREC, Inc. provides mainly demand response services, and requires twenty-four hour notice for trip requests. SREC, Inc's Executive Director has direct oversight of the Director of Transportation, who in turn manages the Transportation Department. Currently, SREC, Inc. employs approximately twenty employees in the Transportation Department across five counties: Dixie County, Gilchrist County, Lafayette County, Bradford County, and Union County.

3. Who is responsible for insurance, training, management, and administration of the agency's transportation program?

SREC, Inc. uses the FDOT approved computer testing and training module to train drivers and staff. Administrative aspects of the Transportation Department, including but not limited to fleet inventory and maintenance, driver credentialing, insurance tracking, and record keeping, are led by the Director of Transportation.

4. Who provides maintenance for the vehicles?

SREC, Inc. uses private contractors to perform all vehicle maintenance, service, and repair.

5. What is the agency's current number of transportation related employees?



Currently, SREC, Inc. employs approximately twenty employees in the Transportation Department across five counties: Dixie County, Gilchrist County, Lafayette County, Bradford County, and Union County.

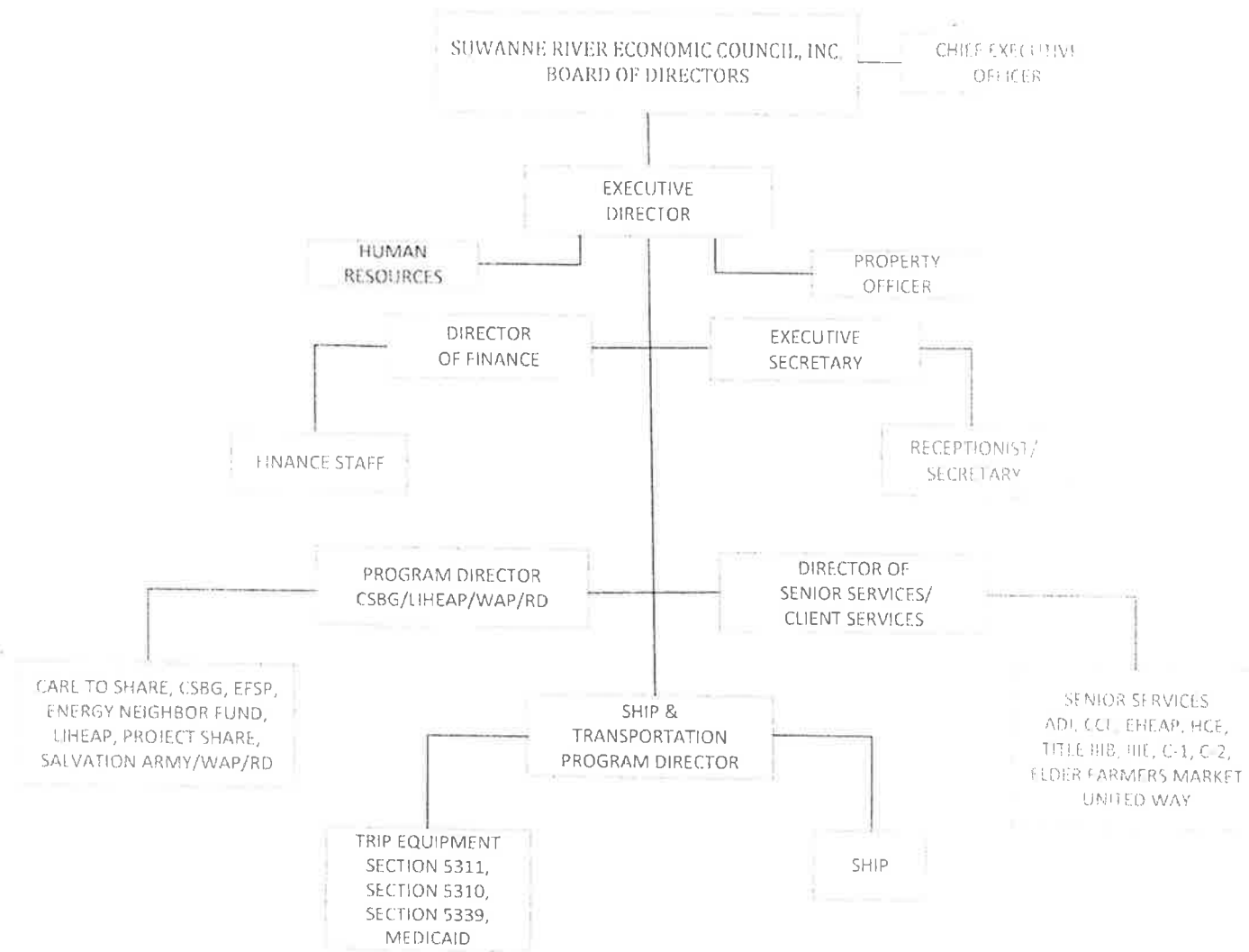
6. Who will drive the vehicle, number of drivers, CDL certifications?

SREC, Inc. currently employs one dispatcher/scheduler and averages four drivers in Dixie / Gilchrist County. All of our drivers meet FDOT credentialing requirements.

7. What is a detailed description of service routes and ridership numbers?

Dixie County is an extremely rural community. Therefore minimal medical facilities are available to residents. The vast majority of medical appointments are made in Gainesville where facilities are more prevalent. Since it is over 60 miles to Gainesville where these appointments are necessary, SREC, Inc. makes two daily trips to Gainesville. There are routes running almost hourly to dialysis and local health care providers for local trips. SREC, Inc. anticipates providing 11,200 trips in the upcoming year for purposes such as medical, nutritional, shopping, and employment. However, due to funding restraints most of the transportation services provided are medically necessary.

**SUWANNEE RIVER ECONOMIC COUNCIL, INC.  
PROGRAM CHART  
ORGANIZATIONAL CHART**



## 8.2.

### 8.2. EXHIBIT A-1: FACTSHEET

(ONLY IF GRANT IS FOR VEHICLES/EQUIPMENT)

Name of Applicant: Suwannee River Economic Council, Inc.

	CURRENTLY	IF GRANT IS AWARDED
1. Number of one-way passenger trips.* <b>PER YEAR</b>	6,651	6,651
2. Number of individuals served unduplicated (first ride per rider per fiscal year). <b>PER YEAR**</b>	351	351
3. Number of vehicles used for this service. <b>ACTUAL</b>	7	7
4. Number of ambulatory seats. <b>AVERAGE PER VEHICLE</b> (Total ambulatory seats divided by total number of fleet vehicles)	8	8
5. Number of wheelchair positions. <b>AVERAGE PER VEHICLE</b> (Total wheelchair positions divided by total number of fleet vehicles)	2	2
6. Vehicle Miles traveled. <b>PER YEAR</b>	119,852	119,852
7. Average vehicle miles <b>PER DAY</b>	384	384
8. Normal vehicle hours in operation. <b>PER DAY</b>	12	12
9. Normal number of days in operation. <b>PER WEEK</b>	6	6
10. Trip length (roundtrip). <b>AVERAGE</b>	39	39

Estimates are acceptable. The information listed should be specific to the Section 5339 funds and not agency wide.

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

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

## **EXHIBIT B**

### **Proposed Project Description**

1. How will a grant award be used? More hours? Larger geographic area? Shorter headways? More trips? Please explain in detail.

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

2. If a grant award will be used to construct bus related facilities specifically explain how it will be used in the context of total service.

Not applicable

3. If this grant application is for a vehicle/equipment, provide detailed explanation of the need for the vehicle and provide evidence of the need.

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

4. If the grant application is for vehicle/equipment, is the intent to replace existing vehicle/equipment or purchase additional vehicles/equipment? Provide details.

The grant will be used to replace existing equipment. The grant process is normally 12 - 15 months from when the application is made until the vehicle is delivered. Therefore, the inventory vehicle miles have to be projected fifteen months ahead to show the age and mileage of the vans.

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

6. If the grant application is for vehicle/equipment describe how vehicles will be maintained without interruptions in service (who, what, where, and when).

All maintenance is performed by private contractors for service. SREC, Inc. has no mechanics on staff. The SREC, Inc. current SSPP requires safety inspections to be performed every 5,000

miles. The checklist used by the mechanics is an FDOT approved checklist. Annual Inspections are performed annually and general maintenance is performed as needed if the driver reports an issue during the required daily inspection or if the van has a mechanical failure.

7. If the grant application is for vehicle/equipment and if vehicles/equipment is proposed to be used by a lessee or private operator under contract to the applicant, identify the proposed lessee/operator.

N/A

8. If the grant application is for vehicle/equipment and you are not a CTC, a coordination contract will need to be part of the application.

N/A

9. How are you providing a service that the CTC cannot?

N/A

10. If the grant application is for bus related facilities, please provide any pertinent documents that may be on record to make a determination on such things as reasonableness of cost...

N/A

11. If the grant application is for bus related facilities, please provide a full, detailed scope of the project...

N/A

## 8.6. FORM C1: TRANSPORTATION-RELATED OPERATING AND ADMINISTRATIVE EXPENSES

Name of Applicant: Suwannee River Economic Council, Inc.

Applicant Fiscal period start and end dates: July 1, 2016 to June 30, 2017

State Fiscal period from July 1, 2016 to June 30, 2017

EXPENSE CATEGORY	EXPENSE \$
Labor (501)	125,962
Fringe and Benefits (502)	66,227
Services (503)	22,722
Materials and Supplies (504)	63,826
Vehicle Maintenance (504.01)	28,399
Utilities (505)	10,517
Insurance (506)	15,236
Licenses and Taxes (507)	2,026
Purchased Transit Service (508)	17,933
Miscellaneous (509)	1,574
Leases and Rentals (512)	22,018
Depreciation (513)	4,831
<b>TOTAL EXPENSE</b>	<b>381,271</b>

## 8.7. FORM C-2: OPERATING AND ADMINISTRATIVE REVENUES

OPERATING REVENUE CATEGORY	REVENUE \$
Passenger Fares for Transit Service (401)	0
Special Transit Fares (402)	
Other (403 – 407) (identify by appropriate code)	
<b>TOTAL OPERATING REVENUE</b>	<b>\$</b>
<b>OTHER REVENUE CATEGORY</b>	
Taxes Levied Directly by the Transit System (408)	
Local Cash Grants and Reimbursements (409)	
Local Special Fare Assistance (410)	22,125
State Cash Grants and Reimbursements (411)	189,423
State Special Fare Assistance (412)	3,251
Federal Cash Grants & Reimbursements (413)	81,499
Interest Income (414)	
Contributed Services (430)	
Contributed Cash (431)	
Subsidy from Other Sectors of Operations (440)	84,973
<b>TOTAL OF OTHER REVENUE</b>	<b>0</b>
<b>GRAND TOTAL ALL REVENUE</b>	<b>381,271</b>

**FORM C-4: CURRENT VEHICLE AND TRANSPORTATION EQUIPMENT INVENTORY (a)  
(ONLY IF GRANT IS FOR VEHICLES/EQUIPMENT)**

Name of Applicant: Suwannee River Economic Council, Inc. Date of Inventory: 11/13/15

Model Yr. (b)	Make/size /type (C)	FDOT control # and VIN (d)	Ramp or lift (specify)	Seats & W/C positions (i.e. 12+2)	Avg. miles/ Yr.	Current Mileage	Vehicle Status (Active/Spare/ Other)	Expected retirement date	Other equipment (e)	Funding source (f)
2005*	Ford Cutaway	99286	w/c Lift	8+2	24,259	242,591	Other	2012		FDOT 5310
2007*	GMC Cutaway	90236	w/c Lift	7+1	13,272	106,177	Other	2014		FDOT 5310
2009*	Chevy Cutaway	1GBJG31K481 232418	w/c Lift	8+2	11,756	144,394	Other	2015		TD-RC
2009*	Ford Cutaway	80201	w/c Lift	12+2	24,792	148,753	Other	2016		FDOT 5311-STIM
2009*	Ford Cutaway	80204	w/c Lift	12+2	30,948	185,685	Other	2016		FDOT 5311-STIM
2009	Ford Cutaway	80202	w/c Lift	12+2	16,797	100,781	Active	2016		FDOT 5311-STIM
2010	Chevy Cutaway	90275	w/c Lift	8+2	21,500	107,498	Active	2017		FDOT 5310
2011	Chevy Cutaway	1GB3G2BG2B 1171025	w/c Lift	8+2	28,534	114,134	Active	2018		TD-RC
2013	Chevy Cutaway	91217	w/c Lift	8+2	35,129	70,257	Active	2020		FDOT 5310
2013	Chevy Cutaway	1GB3G2BG2D 1175641	w/c Lift	8+2	35,674	71,347	Active	2020		TD-RC
2014	Chevy Cutaway	1GB3G2BG6E 1174790	w/c Lift	8+2	43,169	49,547	Active	2021		TD-RC

(a) Applicants must use this form.

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

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

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

# **FORM C-5: CAPITAL REQUEST FORM**

## **VEHICLE REQUEST**

	<b>R or E (a)</b>	<b>Number requested</b>	<b>Description (b) (c)</b>	<b>Estimated Cost</b>
	<b>R</b>	<b>1</b>	<b>23' gasoline bus with wheelchair lift, 12 ambulatory seats, 2 w/c positions</b>	<b>69,000.00</b>
	<b>Sub- total</b>			<b>\$ 69,000.00</b>

## **EQUIPMENT REQUEST (c)**

	<b>Sub- total</b>			<b>\$</b>

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

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

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

**VEHICLE SUBTOTAL \$ 69,000.00 + EQUIPMENT SUBTOTALS \$ 0 = \$ 69,000.00 (x).**

**(x) X 80% = \$ 55,200.00 [The Federal award amount, show this amount on Form 424 in block**

**18(a)]**





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

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

December 30, 2015

TO: Dixie County Transportation Disadvantaged Coordinating Board

FROM: Lynn Godfrey, AICP, Senior Planner

SUBJECT: Community Transportation Coordinator Designation

#### RECOMMENDATION

**For information only. No action required.**

#### BACKGROUND:

The North Central Florida Regional Planning Council is the Designated Official Planning Agency for Dixie County under Florida's Transportation Disadvantaged Program. The Florida Commission for the Transportation Disadvantaged requires the designated official planning agency use a competitive request for proposals selection process to recommend a Community Transportation Coordinator at the end of each contract period.

Suwannee River Economic Council, Inc. is the designated Community Transportation Coordinator for Dixie County. Suwannee River Economic Council Inc.'s Memorandum of Agreement will expire June 30, 2016. Therefore, the Council will use a competitive request for proposals process to recommend a Community Transportation Coordinator for Dixie County.

The North Central Florida Regional Planning Council's Executive Director will appoint a Technical Review Committee of at least three persons who collectively have experience and knowledge of Florida's Transportation Disadvantaged Program. Each Technical Review Committee member will assign points to the proposals using the criteria listed in the request for proposals.

The North Central Florida Regional Planning Council will review the recommendations of the Technical Review Committee and any comments provided by the Local Coordinating Board and forward a recommendation to the Florida Commission for the Transportation Disadvantaged including any terms of designation. The Florida Commission for the Transportation Disadvantaged will make the final designation.

Attached is the proposed request for proposals schedule. If you have any questions concerning this matter, please do not hesitate to contact me.

Attachment

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The following is the anticipated schedule for selection of the firm or agency as the designated Community Transportation Community Transportation Coordinator.

Request for Proposals Advertised	January 4, 2016
Mandatory Pre-Proposal Conference	January 14, 2016 11:00 a.m. - 12:00 p.m. Eastern Standard Time
Proposals Due	February 22, 2016 at 3:00 p.m. Eastern Standard Time
Proposal Opening	February 22, 2016 at 3:05 p.m. Eastern Standard Time
North Central Florida Regional Planning Council Meeting	March 24, 2016
Florida Commission for the Transportation Disadvantaged Final Selection	April 8, 2016
Service Start Up	July 1, 2016





December 30, 2015

TO: Dixie County Transportation Disadvantaged Coordinating Board

FROM: Lynn Godfrey, AICP, Senior Planner

SUBJECT: Operations Reports

RECOMMENDATION

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

BACKGROUND

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

1. July - September 2015 Operations Report;
2. Fiscal Year 2015/16 Transportation Disadvantaged Trust Fund Status Report;
3. July - September 2015 Complaint/Commendation Report; and
4. July - September 2015 Trip Denial Report.

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

**Attachments**

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**QUARTERLY OPERATING REPORT  
DIXIE COUNTY  
JULY - SEPTEMBER 2015**

OPERATING DATA	OPERATOR	
	Suwannee River Economic Council	TOTAL
<b>NUMBER OF INVOICED TRIPS</b>	<b>1,596</b>	<b>1,596</b>
Medicaid HMO	703	703
Title III-B Aging Program	101	101
Transportation Disadvantaged Program	792	792
<b>TOTAL VEHICLE MILES</b>	<b>24,268</b>	<b>27,949</b>
<b>TOTAL REVENUE VEHICLE MILES</b>	<b>15,265</b>	<b>25,993</b>
<b>TOTAL VEHICLE HOURS</b>	<b>1,387</b>	<b>1,530</b>
<b>TOTAL DOLLARS INVOICED</b>	<b>\$107,581.55</b>	<b>\$107,581.55</b>
Medicaid HMO	\$53,786.05	\$53,786.05
Title III-B Aging Program	\$1,459.45	\$1,459.45
Transportation Disadvantaged Program	\$52,336.05	\$52,336.05
<b>AVERAGE COST PER TRIP</b>	<b>\$67.41</b>	<b>\$67.41</b>
Medicaid HMO	\$76.51	\$76.51
Title III-B Aging Program	\$14.45	\$14.45
Transportation Disadvantaged Program	\$66.08	\$66.08
<b>AVG. COST PER VEHICLE MILE</b>	<b>\$4.43</b>	<b>\$3.85</b>
<b>AVG. COST PER REVENUE VEHICLE MILE</b>	<b>\$7.05</b>	<b>\$4.14</b>
<b>AVG. COST PER VEHICLE HOUR</b>	<b>\$77.56</b>	<b>\$70.31</b>
<b>TRIP PURPOSE*</b>	-	-
Medical	1,495	1,495
Employment		0
Education/Training		0
Shopping		0
Meal Site	101	101
Recreation		0
Other		0
<b>NUMBER OF TRIPS DENIED</b>	<b>0</b>	<b>0</b>
<b>NUMBER OF SINGLE PASSENGER TRIPS PROVIDED</b>	<b>87</b>	<b>87</b>
<b>PERCENT OF SINGLE PASSENGER TRIPS</b>	<b>5%</b>	<b>5%</b>
<b>NUMBER OF ACCIDENTS</b>	<b>0</b>	<b>0</b>
<b>NUMBER OF VEHICLES</b>	<b>9</b>	<b>9</b>
<b>AVERAGE TRIPS PER VEHICLE</b>	<b>177</b>	<b>177</b>
<b>AVERAGE MILES PER TRIP</b>	<b>15</b>	<b>18</b>
<b>NUMBER OF ROADCALLS</b>	<b>2</b>	<b>2</b>

**QUARTERLY OPERATING REPORT  
DIXIE COUNTY  
JULY - SEPTEMBER 2014**

OPERATING DATA	TOTAL
<b>NUMBER OF INVOICED TRIPS</b>	<b>1,982</b>
Medicaid FCTD	14
Title III-B Aging Program	170
Transportation Disadvantaged Program	1,028
Medicaid HMO	770
<b>TOTAL VEHICLE MILES</b>	<b>18,646</b>
<b>TOTAL REVENUE VEHICLE MILES</b>	<b>11,837</b>
<b>TOTAL VEHICLE HOURS</b>	<b>1,040</b>
<b>TOTAL DOLLARS INVOICED</b>	<b>\$122,984.10</b>
Medicaid FCTD	\$1,530.34
Title III-B Aging Program	\$1,127.10
Transportation Disadvantaged Program	\$52,321.16
Medicaid HMO	\$68,005.50
<b>AVERAGE COST PER TRIP</b>	<b>\$62.05</b>
Medicaid FCTD	\$109.31
Title III-B Aging Program	\$6.63
Transportation Disadvantaged Program	\$50.90
Medicaid HMO	\$88.32
<b>AVG. COST PER VEHICLE MILE</b>	<b>\$6.60</b>
<b>AVG. COST PER REVENUE VEHICLE MILE</b>	<b>\$10.39</b>
<b>AVG. COST PER VEHICLE HOUR</b>	<b>\$118.25</b>
<b>TRIP PURPOSE*</b>	-
Medical	1,047
Employment	0
Education/Training	0
Shopping	0
Meal Site	170
Recreation	0
Other	0
<b>NUMBER OF TRIPS DENIED</b>	<b>0%</b>
<b>NUMBER OF SINGLE PASSENGER TRIPS PROVIDED</b>	<b>0</b>
<b>PERCENT OF SINGLE PASSENGER TRIPS</b>	<b>4%</b>
<b>NUMBER OF ACCIDENTS</b>	<b>0</b>
<b>NUMBER OF VEHICLES</b>	<b>10</b>

CTC: Suwannee River Economic Council  
 Transportation Disadvantaged Program Service Rates:  
 Ambulatory: \$1.40 per passenger mile  
 Wheelchair: \$2.40 per passenger mile  
 Stretcher: \$5.01 per passenger mile

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

MONTH/YEAR	CONTRACT AMOUNT	TOTAL DOLLARS SPENT	STATE FUNDS SPENT 90%	LOCAL MATCH 10%	TOTAL AMOUNT REMAINING	NUMBER OF TRIPS	AVERAGE COST PER TRIP
Jul-15	\$210,482.00	\$17,540.75	\$15,786.68	\$1,754.08	\$192,941.25	286	\$61.33
Aug-15	-	\$17,367.86	\$15,631.07	\$1,736.79	\$175,573.39	262	\$66.29
Sep-15	-	\$17,447.40	\$15,702.66	\$1,744.74	\$158,125.99	246	\$70.92
Oct-15	-				\$158,125.99		#DIV/0!
Nov-15	-				\$158,125.99		#DIV/0!
Dec-15	-				\$158,125.99		#DIV/0!
Jan-16	-				\$158,125.99		#DIV/0!
Feb-16	-				\$158,125.99		#DIV/0!
Mar-16	-				\$158,125.99		#DIV/0!
Apr-16	-				\$158,125.99		#DIV/0!
May-16	-				\$158,125.99		#DIV/0!
Jun-16	-				\$158,125.99		#DIV/0!
<b>TOTAL</b>	-	<b>\$52,356.01</b>	<b>\$47,120.41</b>	<b>\$5,235.61</b>	-	<b>794</b>	<b>\$65.94</b>

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**DIXIE COUNTY**  
**SERVICE COMPLAINTS/COMMENDATIONS**  
**JULY - SEPTEMBER 2015**

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

**DIXIE COUNTY  
UNMET TRANSPORTATION NEEDS  
JULY - SEPTEMBER 2015**

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

Source: Suwannee River Economic Council

# ATTENDANCE RECORD

## DIXIE COUNTY TRANSPORTATION DISADVANTAGED COORDINATING BOARD

MEMBER/ORGANIZATION	NAME	1-8-15	4-2-15	7-2-15	10-1-15
Chair	Commissioner Jason Holifield	A	Melissa Long	P	P
Florida Department of Transportation	Sandra Collins	P	P	P	P
Alternate Member	Janell Damato	A	A	A	A
Florida Department of Children and Families	Debbie Andrews				A
Alternate Member	(Vacant)				
Florida Agency for Health Care Administration	Deweece Ogden			P	P
Alternate Member	(Vacant)				
Florida Department of Education	Melinda Jordan				A
Alternate Member	Jeffrey Aboumrad	P	P	P	P
Public Education	Tim Alexander	P	A	A	A
Alternate Member	(Vacant)				
Citizen Advocate	(Vacant)				
Alternate Member	(Vacant)				
Citizen Advocate-User	(Vacant)				
Alternate Member	(Vacant)				
Elderly	(Vacant)				
Citizen Advocate	(Vacant)				
Veterans	(Vacant)				
Alternate Member	(Vacant)				
Persons with Disabilities	(Vacant)				
Alternate Rep.	(Vacant)				
Florida Department of Edler Affairs	(Vacant)				
Alternate Member	(Vacant)				
Children at Risk	Tonya Hiers	A	A	P	P
Alternate Member	Brooke Ward	A	A	A	A
Local Medical Community	(Vacant)				
Alternate Member	(Vacant)				
Regional Workforce Board	Jeannie Carr			A	P
Alternate Member	Sifoa Nunu			A	A

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

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

