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February 8, 2017

TO: Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board

FROM: Lynn Godfrey, AICP, Senior Planner

SUBJECT: Meeting Announcement

The Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board will hold a regular business meeting February 15, 2017 at 10:00 a.m. in the **Conference Room** in the **Columbia County Extension Office located at 971 West Duval Street, Suite 170, in Lake City, Florida (location map attached)**. All Board members are encouraged to attend this meeting.

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

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

Attachments

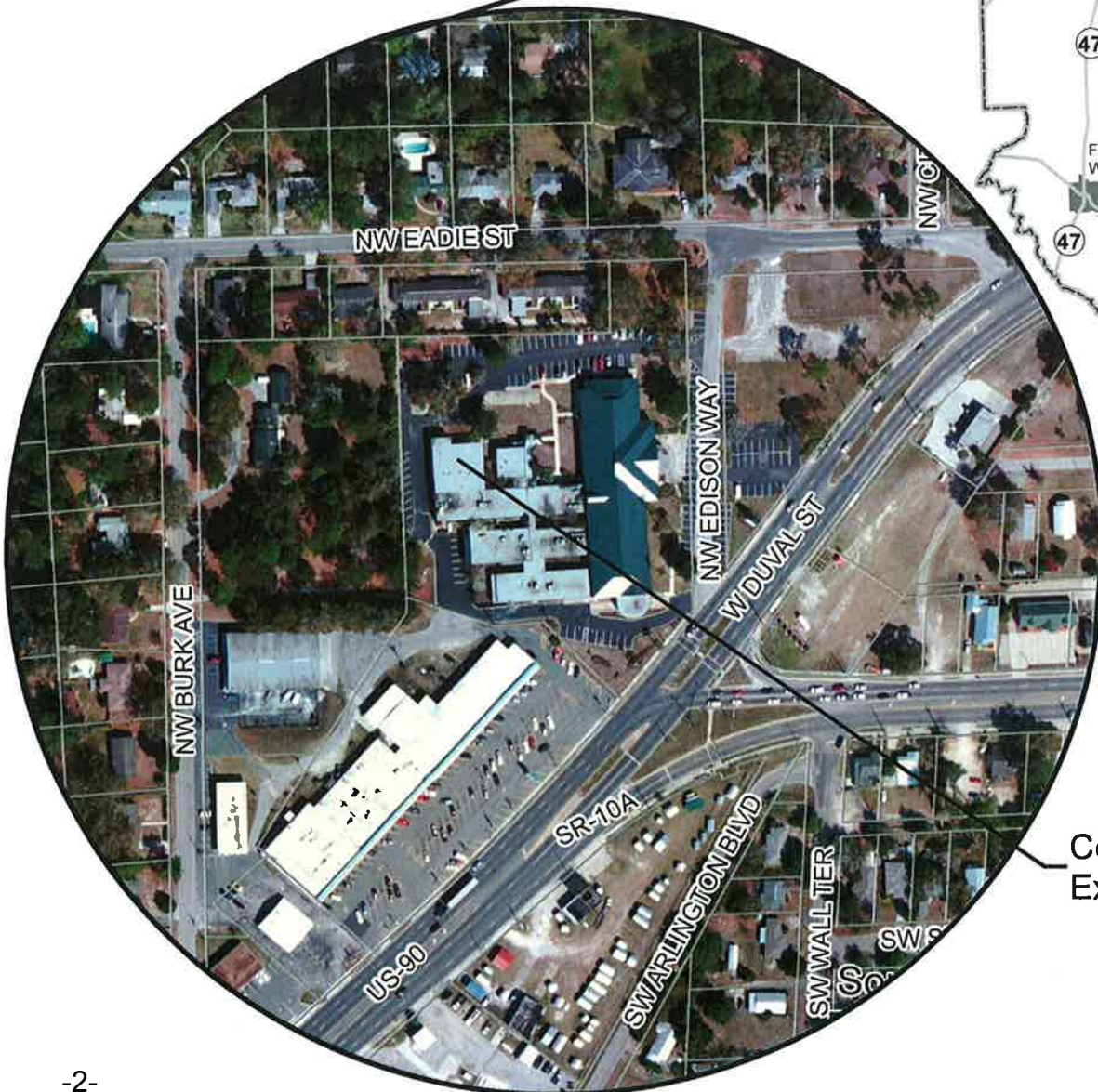
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Dedicated to improving the quality of life of the Region's citizens,  
by coordinating growth management, protecting regional resources,  
promoting economic development and providing technical services to local governments.

# Columbia County Extension Office

971 W. Duval Street, Suite 170  
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 2.4 miles, turn left (North) to enter parking area for "The Duval Place" professional office suites. The Extension Office parking and office entrance is on the right side of the complex, toward the rear.



1 inch = 250 feet

Columbia County  
Extension Office





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**COLUMBIA, HAMILTON AND SUWANNEE  
 TRANSPORTATION DISADVANTAGED COORDINATING BOARD  
 MEETING ANNOUNCEMENT AND AGENDA**

**Conference Room  
 Columbia County Extension Office  
 Lake City, Florida**

**Wednesday  
 February 15, 2017  
 10:00 a.m.**

**I. Business Meeting – Call To Order**

**A. Invocation**

**B. Pledge of Allegiance**

**II. Consent Agenda**

**ACTION REQUIRED**

**A. Approval of the Meeting Agenda Page 3**

**B. Approval of the November 16, 2016  
 Minutes Page 7**

**III. Comments and Concerns**

**A. Members**

**B. Citizens**

**IV. General Business**

**A. New Business**

**1. Columbia, Hamilton and Suwannee Transportation Disadvantaged Service Plan Amendments (Lynn Godfrey) Page 11 ACTION REQUIRED**

**2. Suwannee Valley Transit Authority Operations Reports (Larry Sessions) Page 97 NO ACTION REQUIRED**

- 3. Transportation Disadvantaged Program Planning Funds (Lynn Godfrey) Page 107 NO ACTION REQUIRED**

**B. Other Business**

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

**C. Future Meeting Dates**

- 1. May 17, 2017 at 10:00 a.m. in Live Oak, Florida**
- 2. August 9, 2017 at 10:00 a.m. in Jasper, Florida**
- 3. November 15, 2017 at 10:00 a.m. in Lake City, 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.

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

| <b>MEMBER/REPRESENTING</b>   | <b>ALTERNATE/REPRESENTING</b>   |
|--|---|
| Commissioner Beth Burnam - Chair<br>Hamilton County Elected Official   | Not Applicable  |
| Commissioner Bucky Nash<br>Columbia County Elected Official<br>Grievance Committee Chair                               | Not Applicable  |
| Commissioner Don Hale<br>Suwannee County Elected Official  | Not Applicable  |
| Sandra Collins<br>Florida Department of Transportation<br>Grievance Committee Member                                   | Janell Damato<br>Florida Department of Transportation                           |
| Kay Tice<br>Florida Department of Children and Families  | Jaime Sanchez-Bianchi<br>Florida Department of Children and Families            |
| Jeff Aboumrad<br>Florida Department of Education   | Allison Gill<br>Florida Department of Education                                 |
| Bruce Evans<br>Florida Department of Elder Affairs   | Dwight Law<br>Florida Department of Elder Affairs                               |
| Dewece Ogden<br>Florida Agency for Health Care Administration<br>Grievance Committee Member                            | Pamela Hagley<br>Florida Agency for Health Care Administration                  |
| Diane Head<br>Regional Workforce Board   | Vacant<br>Regional Workforce Board  |
| Matthew Pearson<br>Florida Association for Community Action<br>Term ending June 30, 2017<br>Grievance Committee Member | Vacant<br>Florida Association for Community Action<br>Term ending June 30, 2017 |
| Daniel Taylor<br>Public Education  | Vacant<br>Public Education  |
| Bo Beauchemin<br>Veterans<br>Term ending June 30, 2017   | Ellis A. Gray, III<br>Veterans<br>Term ending June 30, 2017                     |
| Vacant<br>Citizen Advocate<br>Term ending June 30, 2018  | Louie Goodin<br>Citizen Advocate<br>Term ending June 30, 2018                   |
| Richard Bryant<br>Citizen Advocate - User<br>Term ending June 30, 2018   | Vacant<br>Citizen Advocate - User<br>Term ending June 30, 2018                  |
| Ralph Kitchens<br>Persons with Disabilities<br>Term ending June 30, 2018<br>Grievance Committee Member                 | Denise Morgan<br>Persons with Disabilities<br>Term ending June 30, 2018         |
| LJ Two Spirits Johnson<br>Elderly<br>Term ending June 30, 2017   | Vacant<br>Elderly<br>Term ending June 30, 2017                                  |
| Sandra Buck-Camp<br>Medical Community<br>Term ending June 30, 2019   | Vacant<br>Medical Community<br>Term ending June 30, 2016                        |
| Colleen Cody<br>Children at Risk<br>Term ending June 30, 2019  | Audre J. Washington<br>Children at Risk<br>Term ending June 30, 2016            |
| Vacant<br>Private Transit<br>Term ending June 30, 2019   | Vacant<br>Private Transit<br>Term ending June 30, 2016                          |

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



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

**MEETING MINUTES**

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

Wednesday  
November 16, 2016  
10:00 a.m.

**VOTING MEMBERS PRESENT**

Commissioner Beth Burnam, Hamilton County Local Elected Official, Chair  
Bo Beauchemin, Veterans Representative  
Richard Bryant, Citizen Advocate-User  
Sandra Buck-Camp, Medical Community Representative  
Colleen Cody, Children at Risk Representative  
Dwight Law representing Bruce Evans, Florida Department of Elder Affairs Representative  
LJ Two Spirits Johnson, Elderly Representative  
Dewecee Ogden, Florida Agency for Health Care Administration Representative  
Commissioner Bucky Nash, Columbia County Local Elected Official  
Matthew Pearson, Florida Association for Community Action Representative  
Sheryl Rehberg, Workforce Development Board Representative  
Kay Tice, Florida Department of Children and Families Representative

**VOTING MEMBERS ABSENT**

Jeff Aboumrad, Florida Department of Education Representative  
Sandra Collins, Florida Department of Transportation Representative  
Ralph Kitchens, Persons with Disabilities Representative  
Daniel Taylor, Public Education Representative

**OTHERS PRESENT**

Teresa Fortner, Suwannee Valley Transit Authority  
Larry Sessions, Suwannee Valley Transit Authority  
Felonzie Raggins, Suwannee Valley Transit Authority

**STAFF PRESENT**

Lynn Godfrey, North Central Florida Regional Planning Council

**I. Business Meeting Call To Order**

Chair Burnam called the business meeting to order at 10:00 a.m.

**A. Invocation**

Commissioner Nash gave the invocation.

**B. Pledge of Allegiance**

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

**II. Consent Agenda**

**A. Approval of the Meeting Agenda**

**ACTION: Colleen Cody moved to approve the meeting agenda. Matthew Pearson seconded; motion passed unanimously.**

**B. Approval of the September 7, 2016 Minutes**

**ACTION: Sandra Buck-Camp moved to approve the September 7, 2016 minutes. Matthew Pearson seconded; motion passed unanimously.**

**III. Comments and Concerns**

Sandra Buck-Camp stated that she requested the North Central Florida Regional Planning Council staff provide her with cost information for staffing the Columbia, Hamilton and Suwannee County Transportation Disadvantaged Coordinating Boards prior to the designation of the multi-county service area. She also said she requested cost information for staffing the Board after the designation of the multi-county service area and formation of one Board. She asked staff to provide her with that information by December 31, 2016.

LJ Two Spirits Johnson stated that the Suwannee Valley Transit Authority Board of Directors approved a policy at their last meeting regarding safety belt usage. He said he is concerned the new policy is in conflict with Florida Statutes requirements.

Ms. Teresa Fortner, Suwannee Valley Transit Authority, stated that the new policy requires drivers to ask passengers to sign waivers if they do not wear their safety belts. She said the new policy is not in conflict with Chapter 316.614 (4), Florida Statutes.

Chair Burnam said she will ask the Suwannee Valley Transit Authority General Council to make sure the new policy is not in conflict with Chapter 316.614 (4), Florida Statutes.



**IV. General Business**

**A. New Business**

**1. Suwannee Valley Transit Authority Annual Performance Evaluation**

Ms. Lynn Godfrey, North Central Florida Regional Planning Council Senior Planner, stated that the Board is required to evaluate Suwannee Valley Transit Authority's performance as the Community Transportation Coordinator for Columbia, Hamilton and Suwannee Counties annually. She said Suwannee Valley Transit Authority's draft performance evaluation has been provided for the Board's review.

**ACTION: Sandra Buck-Camp moved to approve Suwannee Valley Transit Authority's annual performance evaluation. Richard Bryant seconded; motion passed unanimously.**

**2. 2015/16 Annual Operations Reports**

Ms. Godfrey stated that Suwannee Valley Transit Authority is required to submit annual operations reports for Columbia, Hamilton and Suwannee Counties to the Florida Commission for the Transportation Disadvantaged by September 15 of each year. She said the 2015/16 reports have been provided to the Board for review.

The Board reviewed the operations reports.

**3. Suwannee Valley Transit Authority Operations Reports**

Mr. Sessions discussed Suwannee Valley Transit Authority's operations reports.

**B. Other Business**

**1. Board Members**

Matthew Pearson expressed his concerns with individual Board members tasking staff with assignments outside of Board meetings. He said the Board should discuss staff assignments and act as a body.

Bo Beauchemin said he is glad to see Suwannee Valley Transit Authority continue to improve.

Sheryl Rehberg said she supports the concerns Mr. Pearson has about staff assignments.

Richard Bryant said Suwannee Valley Transit Authority's service continues to improve. He also expressed his concerns about the safety belt waiver.

LJ Two Spirits Johnson said he thinks Suwannee Valley Transit Authority employees should have a code of conduct and that is should be provided upon request.

Chair Burnam thanked Commissioner Bashaw for his service on the Board. She also asked staff to place Ms. Buck-Camp's request for cost information on the next meeting agenda.

**2. Citizens**

There were no citizen comments.

**3. Staff**

There were no staff comments.

**C. Future Meeting Dates**

Chair Burnam announced the next meeting will be held February 15, 2017 at 10:00 a.m. in Lake City, Florida.

**ADJOURNMENT**

The meeting adjourned at 11:00 a.m.

\_\_\_\_\_  
Commissioner Beth Burnam, Chair  
Columbia, Hamilton and Suwannee  
Transportation Disadvantaged Coordinating Board

\_\_\_\_\_  
Date



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February 8, 2017

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

RECOMMENDATION

**Approve the Columbia, Hamilton and Suwannee 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 Columbia, Hamilton and Suwannee Transportation Disadvantaged Service Plan that meet the Federal and State requirements. Also, attached are Suwannee Valley Transit Authority’s applications for transportation 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 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                       |
|-----------------------------------|---|--------------|---|--------------|--------------------------------------|
| Suwannee Valley Transit Authority | Purchase one vehicle, computer server with software and electric gates. | 2017/18      | Columbia County<br>Hamilton County<br>Suwannee County | \$97,144.00  | United States Code Section 5310      |
|                                   |   |              |   | \$12,143.00  | Florida Department of Transportation |
|                                   |   |              |   | \$12,143.00  | 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 | 2017/18      | Columbia County           | \$229,274.50 | United States Code Section 5311   |
|                                   |                           |              |                           | \$229,274.50 | Suwannee Valley Transit Authority |
| Suwannee Valley Transit Authority | Transportation Operations | 2017/18      | Hamilton County           | \$46,704.50  | United States Code Section 5311   |
|                                   |                           |              |                           | \$46,704.50  | Suwannee Valley Transit Authority |
| Suwannee Valley Transit Authority | Transportation Operations | 2017/18      | Suwannee County           | \$148,603.00 | United States Code Section 5311   |
|                                   |                           |              |                           | \$148,603.00 | Suwannee Valley Transit Authority |

**United States Code Section 5339 Grant Program**

| <b>Applicant</b>                  | <b>Project</b>                    | <b>Project Year</b> | <b>Areas Affected By Project</b>                      | <b>Project Cost</b> | <b>Funding Source</b>                |
|-----------------------------------|-----------------------------------|---------------------|---|---------------------|--------------------------------------|
| Suwannee Valley Transit Authority | Purchase one replacement vehicle. | 2017/18             | Columbia County<br>Hamilton County<br>Suwannee County | \$71,248.00         | United States Code Section 5339      |
|                                   |                                   |                     |   | \$17,143.00         | Florida Department of Transportation |

**Rural Capital Equipment Support Grant**

| <b>Applicant</b>                  | <b>Project</b>                     | <b>Project Year</b> | <b>Areas Affected By Project</b>                      | <b>Project Cost</b> | <b>Funding Source</b>                      |
|-----------------------------------|------------------------------------|---------------------|---|---------------------|--|
| Suwannee Valley Transit Authority | Purchase two replacement vehicles. | 2016/17             | Columbia County<br>Hamilton County<br>Suwannee County | \$105,001.00        | Rural Area Capital Equipment Support Grant |

**Transportation Disadvantaged Program/Trip & Equipment Grant**

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

**Transportation Disadvantaged Program/Mobility Enhancement Grant**

| Applicant                            | Project   | Project Year | Areas Affected<br>By Project | Project Cost | Funding Source   |
|--------------------------------------|---|--------------|------------------------------|--------------|--|
| Suwannee Valley<br>Transit Authority | Provide "on-demand" same day service to eligible passengers within the City of Lake City for medical, pharmacy and shopping purposes. | 2016/17      | Columbia<br>County/Lake City | \$33,564     | Florida Commission for the Transportation Disadvantaged - Mobility Enhancement Grant |

## 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.





**SUWANNEE VALLEY TRANSIT AUTHORITY**

**1907 VOYLES STREET**

**LIVE OAK, FLORIDA 32064**

**(386) 362-5332**

**1-800-258-7267**

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

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

Suwannee Valley Transit Authority 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 FDOT and all of its officers, agents and employees from any claim, loss, damage, cost, charge, or expense arising out of the non-compliance by the Agency, its officers, agents or employees, with any of the assurances stated in this Application.

This Application is submitted on this 9<sup>th</sup> day of December, 20 16 with two (2) original resolutions or certified copies of the original resolution authorizing Larry Sessions, Administrator to sign this Application.

Suwannee Valley Transit Authority

By  Date 12/9/16

Title Administrator



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

**RESOLUTION NUMBER: 2016-015**

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

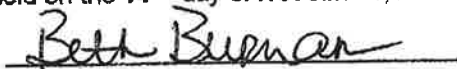
**WHEREAS**, the Applicant desires to and has the fiscal and managerial capability, matching funds and legal authority to apply for and accept grants and make purchases and/or expend funds pursuant to grant awards made by the Florida Department of Transportation as authorized by Chapter 341, Florida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

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

1. The above recitals are true and correct and are incorporated herein as if fully set forth in the body of this Resolution.
2. This resolution applies to Federal Program(s) under 49 U.S.C. Section(s) 5310.
3. The submission of grant application(s) required supporting documents, certifications and assurances to the Florida Department of Transportation is approved.
4. **Larry Sessions, Administrator**, or his/her duly appointed successor in title is hereby designated and authorized to on behalf of the Applicant, sign and submit application(s) and all required supporting documents, give all required certifications and assurances, accept grant award(s) from and execute and administer related joint participation agreement(s) with the Florida Department of Transportation, purchase vehicles/equipment and/or expend grant funds pursuant to a grant award, unless and until this authorization is specifically rescinded and written notice thereof is sent by certified mail, return receipt requested, to and received by the Florida Department of Transportation at the following address: **Attention: Doreen Joyner-Howard, AICP, District Modal Development Manager, Florida Department of Transportation, 2198 Edison Avenue, MS 2806, Jacksonville, FL 32204-2730.**
5. **Larry Sessions, Administrator**, is also hereby designated and authorized to sign requests for Joint Participation Agreement Time Extensions as may be required.

The foregoing resolution was **DULY PASSED, ADOPTED AND** became **EFFECTIVE** at a duly called and convened meeting of the Applicant held on the **14<sup>th</sup>** day of **November**, 2016.

By:



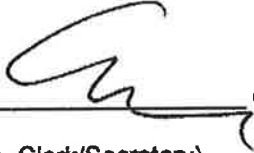
(Original Signature, Chairman of the Board)

**Beth Burnam, Chairman**



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

**ATTEST:**



(Stamp corporate seal here :)

(Original Signature, Clerk/Secretary)

***Eric Musgrove, Secretary***



| Application for Federal Assistance SF-424  |  |  |
|--|--|--|
| * 1. Type of Submission:<br><input type="checkbox"/> Preapplication<br><input checked="" type="checkbox"/> Application<br><input type="checkbox"/> Changed/Corrected Application | * 2. Type of Application:<br><input checked="" type="checkbox"/> New<br><input type="checkbox"/> Continuation<br><input type="checkbox"/> Revision | * If Revision, select appropriate letter(s):<br><input type="text"/><br>* Other (Specify):<br><input type="text"/> |
| * 3. Date Received:<br><input type="text"/>  | 4. Applicant Identifier:<br><input type="text"/> Not Applicable  |  |
| 5a. Federal Entity Identifier:<br><input type="text"/> Not Applicable  | 5b. Federal Award Identifier:<br><input type="text"/>  |  |
| <b>State Use Only:</b>   |  |  |
| 6. Date Received by State: <input type="text"/>  | 7. State Application Identifier: <input type="text"/> 1001   |  |
| <b>8. APPLICANT INFORMATION:</b>   |  |  |
| * a. Legal Name: <input type="text"/> Suwannee Valley Transit Authority  |  |  |
| * b. Employer/Taxpayer Identification Number (EIN/TIN):<br><input type="text"/> 59-1684116   | * c. Organizational DUNS:<br><input type="text"/> 0831930600000  |  |
| <b>d. Address:</b>   |  |  |
| * Street1: <input type="text"/> 1907 Voyles Street   | <input type="text"/>   |  |
| Street2: <input type="text"/>  | <input type="text"/>   |  |
| * City: <input type="text"/> Live Oak  | <input type="text"/>   |  |
| County/Parish: <input type="text"/> Suwannee   | <input type="text"/>   |  |
| * State: <input type="text"/> FL: Florida  | <input type="text"/>   |  |
| Province: <input type="text"/>   | <input type="text"/>   |  |
| * Country: <input type="text"/> USA: UNITED STATES   | <input type="text"/>   |  |
| * Zip / Postal Code: <input type="text"/> 32061  | <input type="text"/>   |  |
| <b>e. Organizational Unit:</b>   |  |  |
| Department Name: <input type="text"/> Transportation   | Division Name: <input type="text"/> Administration   |  |
| <b>f. Name and contact information of person to be contacted on matters involving this application:</b>  |  |  |
| Prefix: <input type="text"/> Mr.   | * First Name: <input type="text"/> Larry   |  |
| Middle Name: <input type="text"/>  | <input type="text"/>   |  |
| * Last Name: <input type="text"/> Sessions   | <input type="text"/>   |  |
| Suffix: <input type="text"/>   | <input type="text"/>   |  |
| Title: <input type="text"/> Administrator  |  |  |
| Organizational Affiliation:<br><input type="text"/> Appointed by Board of Directors  |  |  |
| * Telephone Number: <input type="text"/> 386-362-5332  | Fax Number: <input type="text"/> 386-219-0157  |  |
| * Email: <input type="text"/> felonzie.raggins@ridesvta.com  |  |  |

**Application for Federal Assistance SF-424**

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

D: Special District Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

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

Federal Transit Administration

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

20.512

CFDA Title:

Section 5310

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

\* Title:

ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES PROGRAM

**13. Competition Identification Number:**

Not Applicable

Title:

Not Applicable

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

Columbia Hamilton

Add Attachment

Delete Attachment

View Attachment

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

Capital Assistance

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

\* b. Program/Project

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

Add Attachment

Delete Attachments

View Attachment

**17. Proposed Project:**

\* a. Start Date:

\* b. End Date:

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

|                     |   |
|---------------------|---|
| * a. Federal        | <input type="text" value="97,144.00"/>  |
| * b. Applicant      | <input type="text"/>                    |
| * c. State          | <input type="text" value="12,143.00"/>  |
| * d. Local          | <input type="text" value="12,143.00"/>  |
| * e. Other          | <input type="text"/>                    |
| * f. Program Income | <input type="text"/>                    |
| * g. TOTAL          | <input type="text" value="121,430.00"/> |

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

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

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

Yes  No

If "Yes", provide explanation and attach

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:  \* First Name:   
Middle Name:   
\* Last Name:   
Suffix:

\* Title:

\* Telephone Number:  Fax Number:

\* Email:

\* Signature of Authorized Representative: 

\* Date Signed:

## 1.2. EXHIBIT A: CURRENT SYSTEM DESCRIPTION

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

Suwannee Valley Transit Authority (SVTA) is the smallest of Florida's public transit agencies but that does not dim our goal of being a well-run, customer-service oriented organization. SVTA's experience as the state designated transportation provider spans more than forty (40) years in and for the region of Columbia, Hamilton, and Suwannee Counties (and formerly Lafayette). The Agency was formed by an inter-local agreement in 1976 and is organized under the Florida Statutes as a Special District. The Agency is led by a board of elected officials from each of its counties.

2. What is the organizational structure, type of operation, number of employees, and other pertinent organizational information? Is the organization a government authority or a private non-profit agency? Include an organizational chart that shows the positions that are involved in the transit department i.e. fleet manager, vehicle maintenance. The organizational chart may be placed after this exhibit.

SVTA is a rural public transportation agency. Suwannee Valley Transit Authority is governed by a Board of Directors that includes two County Commissioners from the Columbia, Hamilton, and Suwannee County Board of County Commissions. The two County Commissioners that serve on the SVTA Board are appointed by the Chairman of the Board from each county. The Board selects an Administrator to oversee day to day operations that currently include thirty-six (36) positions. That Administrator selects and supervises the staff. Seven of these positions report directly to the Administrator. Three of these positions supervise other employees. The flow chart is as follows:

Administrator

Administrative Assistant

Billing Manager

Maintenance Supervisor – Supervises and Trains three (3) positions.

Driver Supervisor – Supervises and Trains Twenty-one (21) professional bus operators.

Finance Staff – Two Deputy Finance Managers

Communications Manager – Supervises and Trains two reservationists/office clerks and two dispatchers.

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

The Administrator for SVTA is ultimately responsible for these functions that are part of daily

operations for SVTA. The above breakdown on organizational structure explains how these functions are handled by employees other than the Administrator.

4. Who provides maintenance for the vehicles? Is it outsourced? What type of Preventative Maintenance work does the agency do on-site?

SVTA has a fully capable Maintenance Department as shown in the organizational chart above. If Maintenance issues come up that these four employees cannot handle, the Maintenance Supervisor makes a decision concerning companies that maintenance work will be outsourced to. The Preventative Maintenance work done on-site includes pre-and post trip inspections done by the drivers and reported to maintenance staff, oil changes, tire rotation and fluid checks.

5. What is the agency's current number of transportation related employees? All thirty-six (36) positions of SVTA are Transportation related.
6. What is a detailed description of service routes and ridership numbers?

SVTA served a total of 643 people for the State of Florida Fiscal Year ended on June 30, 2016 and was reported in the most recent AOR report. We had 40,894 one-way passenger trips and 429,604 vehicle miles completed during this period. Services included ambulatory and wheelchair within and outside of the three-county service area. Routes are currently standardized by type of service. One daily route to Gainesville assists clients in the region traveling for medical and other appointments.



### 1.3. EXHIBIT A-1: FACT SHEET

Name of Applicant: Suwannee Valley Transit Authority

|   | <b>CURRENTLY</b>   | <b>IF GRANT IS AWARDED</b><br>(Estimates are acceptable.)                  |
|---|--|--|
| 1. Number of total one-way trips served by the agency <b>PER YEAR</b> (for entire system)* Please include calculations.   | 40,894   | 40,894   |
| 2. Number of one-way trips provided to seniors and individuals with disabilities <b>PER YEAR*</b>   | 34,004   | 34,004   |
| 3. Number of individual senior and disabled clients (unduplicated) <b>PER YEAR</b>  | 643  | 643  |
| 4. Total number of vehicles used to provide service to seniors and individuals with disabilities <b>ACTUAL</b>  | 31   | 31   |
| 5. Number of 5310 vehicles used to provide service to seniors and individuals with disabilities eligible for replacement <b>ACTUAL (Refer to Vehicle Life Span chart)</b>               | 2  | 2  |
| 6. Total fleet vehicle miles traveled to provide service to seniors and individuals with disabilities <b>PER YEAR</b>   | 429,604  | 429,604  |
| 7. Number of days that vehicles are in operation to provide service to seniors and individuals with disabilities <b>AVERAGE PER WEEK</b>  | 6  | 6  |
| 8. Posted hours of normal operation agency provides service to seniors and individuals with disabilities <b>PER WEEK</b> . (This does not include non-scheduled emergency availability) | M – F: 6AM – 5PM<br>Saturday: 6AM – 5PM<br>Sunday: N/A<br>Total (WEEK): 66 | M – F: 6AM – 5PM<br>Saturday: 6AM – 5PM<br>Sunday: N/A<br>Total (WEEK): 66 |

\* 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.

#### 1.4. EXHIBIT B: PROPOSED PROJECT DESCRIPTION

1. How will the grant funding be used? Will more hours of service will be provided? Will it expand service to a larger geographic area? Will this funding provide shorter headways? How many more trips will be provided? Please explain in detail. If this capital request is not for a vehicle, please describe the purpose of the request.

Suwannee Valley Transit Authority (SVTA) works very hard to meet the demand for transportation in Columbia, Hamilton and Suwannee Counties. We do not want to turn down any trips especially for the Elderly and Disabled citizens that use the service. In order to meet the demand of Columbia, Hamilton, and Suwannee Counties for transportation, our agency must continually look for ways to improve the way that we operate. We can improve on our current system by making improvements to the administration building and grounds and by obtaining newer vehicles. With these improvements and purchases, we plan to serve more citizens of Columbia, Hamilton, and Suwannee than we have in the past. Our goal is for our trips and unduplicated riders to increase while we keep costs and miles down.

In order for the administration of SVTA to run smoothly, we must keep our operations building functional. Our current administration headquarters are located in Suwannee County in a building donated by FDOT in September 1987. We have not replaced the air conditioning and heating unit for the building since that time. After many repairs and repair costs, we have been informed that we are in need of a new unit. We cannot afford to purchase this equipment without the help of a grant. Another improvement to the buildings and ground would be electric gates. The yard where we keep our vehicles at our headquarters is fully gated but the gates are manual. This means the driver has to exit the vehicle and take the time to unlock the gates before they can drive through. Electric gates would be a lot safer because the driver would be able to open and close the gates without getting out of the vehicle. This would be much safer for the drivers when they are at the headquarters before daylight or after dark. We do not like having to leave the yard open before it is light out.

SVTA has made excellent gains in the quality of service we provide because we have been able to replace vehicles through the grant process. This allows our costs of repairs to go down which gives us more cash flow to focus on providing trips. It decreases our breakdowns which ensures that we will be able to get our riders to their appointments on time and safely. We are asking for a 24-foot gasoline cutaway to help us continue in the direction of improving our fleet.

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.

In the area of total service, the replacement of an aging fleet and equipment upgrades will save the agency dollars on repair and maintenance bills and efficiency issues. It would also add to the safety of our clients, employees, and fleet.

3. Give a detailed explanation of the need for the vehicle and provide evidence of the need. If this capital request is not for a vehicle, please describe the need for this request.

As stated in question 1 of this exhibit, the agency does not want to turn down trips because our vehicles are broken down or our operations are inhibited by needed repairs and up keep. We

would save money on repairs and ensure that our operations were efficient and sufficient to meet the demands of transportation of our clients by receiving these grant awards.

4. Will a grant award be used to replace existing equipment or purchase additional vehicles/equipment? Provide details. The grants will be used to replace existing equipment as outline in question 1.
5. Identify vehicles/equipment being replaced and list them on the “Current Vehicle and Transportation Equipment Inventory” form. See vehicle inventory sheets.
6. If vehicles/equipment are proposed to be used by a lessee or private operator under contract to the applicant, identify the proposed lessee/operator. N/A
  - a. Include an equitable plan for distribution of vehicles/equipment to lessees and/or private operators. N/A
7. Provide a brief description of the project which includes the counties served, whether the applicant shall service minority populations and whether the applicant is minority-owned. SVTA is a government agency that serves the populations of Columbia, Hamilton, and Suwannee including minorities.
8. Agencies receiving Section 5310 funds must collect both quantitative and qualitative data (detailed in the Threshold Criteria section on page 7) to capture overarching program information as part of the Section 5310 annual report. Please outline how your agency will collect the quantitative and qualitative data required as a Section 5310 sub-recipient. For example, what will the time frame be/how will it be incorporated into program operations? What tools will be used to collect the data? The agency currently uses Trapeze software in its day to day operations to track the number of trips, miles, etc that it does when transporting the elderly and disabled. Reports that track the necessary program performance measures can be pulled from the Trapeze system as often as needed.
9. Fully explain Your Transportation Program:
  - a. Service hours, planned service, routes and trip types  
Suwannee Valley Transit Authority provides door-to-door, curb-to-curb, shared-ride, flex route services as needed for ambulatory and wheel chair passengers. Transportation services are arranged on a subscription on-demand, and advance reservation basis. General public transportation service is available Monday through Saturday from 6 AM to 5 PM excluding holidays. The agency observes all federal holidays. Agency sponsored transportation service is provided according to contractual arrangements.
  - b. Staffing – include plan for training on vehicle equipment such as wheelchair lifts, etc. Suwannee Valley Transit Authority employs thirty-seven (37) employees including the Administrator. New drivers are trained on the proper procedures and how to use the equipment before the Driver Supervisor allows them to have a route. Additional training sessions in policies and procedures are done once a quarter on Saturdays.
  - c. Records maintenance– who, what methods, use of databases, spreadsheets etc. Suwannee Valley Transit Authority follows the Florida Statutes and Florida Administrative Code for all public records regardless of media or format. Records are maintained for at least seven years. Larry Sessions is designated as the Records Management Liaison Officer for the Agency.

- d. Vehicle maintenance – who, what, when and where. Include a section on how vehicles will be maintained without interruptions in service. SVTA has a fully capable Maintenance Department as shown in the organizational chart. If Maintenance issues come up that these employees cannot handle, the Maintenance Supervisor makes a decision concerning companies that maintenance work will be outsourced to.
- e. CDL requirements. It is not a requirement that a driver have a CDL license when they are hired. Drivers are assigned vehicles and trips based on their capabilities and license.
- f. Transportation Operating Procedure (TOP)

The Agency has adopted a SSPP and SPP pursuant to the standards set forth in Rule Chapter 14-90, Florida Administrative Code. The Agency is in compliance with its adopted SSPP and SPP and both manuals are up to date. The Agency has performed annual safety inspections on all operational vehicles in accordance with Rule Chapter 14-90, Florida Administrative Code. Merrill Wayne Blevins is the qualified mechanic that has authorized the annual inspections.

- g. Drug free work place

It is the policy of Suwannee Valley Transit Authority to create a workplace environment free from the adverse effects of drug and alcohol abuse or misuse. Suwannee Valley Transit Authority prohibits the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances. All Suwannee Valley Transit Authority employees are drug tested prior to employment and on a random basis.

- 10. How do you fund your transit program? What are your funding sources for transit – state/local/federal/ private foundations? SVTA is funded through local participation from Columbia, Hamilton, and Suwannee Counties, Transportation Disadvantaged Service funds, Section 5311 Operating Funds, Federal Medicaid Funds from Access2Care, and charges for providing transportation services. See our revenue report in exhibit C-2 for a complete breakdown.
- 11. If your agency does not receive its entire capital request, can you still proceed with your transit program? We will be able to proceed with our transit program, but we will have added expenses due to repairs, maintenance and possible disruptions in operations.
- 12. Who will drive the vehicle, number of drivers, CDL certifications? SVTA employs a Driver Supervisor that has twenty-one (21) professional bus operators that report to him. Eighteen (18) of those professional bus operators have CDL licenses. In addition to these twenty-two (22) drivers, we have the Administrator and a dispatcher that are qualified to drive for us. They both have their CDL license. This equates to a total of twenty-four (24) eligible drivers with twenty (20) of those drivers having a CDL license and four (4) of those drivers having a regular Class E license.
- 13. **Current recipients:** Is your CTC agreement current? If not, why not? Yes. A copy is attached.
- 14. **New agencies only:** Have you met with the CTC and, if so, how are you providing a service they cannot? Provide detailed information supporting this requirement. N/A.

***Applications submitted without the appropriate coordination agreement may be rejected by FDOT. Grant awards will not be made without an appropriate coordination agreement.***

**1.5. FORM C-1: TRANSIT-RELATED OPERATING AND ADMINISTRATIVE EXPENSES**

Name of Applicant: Suwannee Valley Transit Authority

Name of Transit Program: Section 5310

Applicant Fiscal period start and end dates: October 1, 2017 to September 30, 2018

State Fiscal period from: July 1, 2017 to June 30, 2018

| EXPENSE CATEGORY                | EXPENSE \$         |
|---------------------------------|--------------------|
| Labor (501)                     | \$1,067,810        |
| Fringe and Benefits (502)       | \$333,975          |
| Services (503)                  | \$80,401           |
| Materials and Supplies (504)    | \$16,256           |
| Vehicle Maintenance (504.01)    | \$130,598          |
| Utilities (505)                 | \$30,918           |
| Insurance (506)                 | \$53,918           |
| Licenses and Taxes (507)        | \$525              |
| Purchased Transit Service (508) | \$0                |
| Miscellaneous (509)             | \$5,250            |
| Leases and Rentals (512)        | \$3,150            |
| Depreciation (513)              | \$502,651          |
| <b>TOTAL EXPENSE</b>            | <b>\$2,225,452</b> |

**1.6. FORM C-2: TRANSIT-RELATED OPERATING AND ADMINISTRATIVE REVENUES**

Name of Applicant: Suwannee Valley Transit Authority

Name of Transit Program: Section 5310

Applicant Fiscal period start and end dates: October 1, 2017 to September 30, 2018

State Fiscal period from: July 1, 2017 to June 30, 2018

| OPERATING REVENUE CATEGORY                        | REVENUE \$         |
|---|--------------------|
| Passenger Fares for Transit Service (401)         | \$24,476           |
| Special Transit Fares (402)                       | \$0                |
| Other (403 – 407) (identify by appropriate code)  | \$72,469           |
| <b>TOTAL OPERATING REVENUE</b>                    | <b>\$96,945</b>    |
| OTHER REVENUE CATEGORY                            |                    |
| Taxes Levied Directly by the Transit System (408) | None Levied        |
| Local Cash Grants and Reimbursements (409)        | \$110,089          |
| Local Special Fare Assistance (410)               | \$0                |
| State Cash Grants and Reimbursements (411)        | \$844,059          |
| State Special Fare Assistance (412)               | \$0                |
| Federal Cash Grants & Reimbursements (413)        | \$6,647            |
| Interest Income (414)                             | \$7                |
| Contributed Services (430)                        | \$0                |
| Contributed Cash (431)                            | \$0                |
| Subsidy from Other Sectors of Operations (440)    | \$0                |
| <b>TOTAL OF OTHER REVENUE</b>                     | <b>\$960,802</b>   |
| <b>GRAND TOTAL ALL REVENUE</b>                    | <b>\$1,057,747</b> |

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

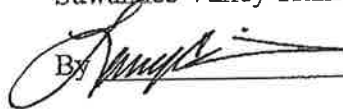
**STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION**  
**GRANT APPLICATION**

Suwannee Valley Transit Authority 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 Valley Transit Authority 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 FDOT 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 9th day of December, 2016 with two (2) original resolutions or certified copies of the original resolution authorizing Larry Sessions, Administrator to sign this Application.

Suwannee Valley Transit Authority

By  Date December 9, 2016

Title Administrator



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

**RESOLUTION NUMBER: 2016-016**

**THIS RESOLUTION** of the **Suwannee Valley Transit Authority** (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).

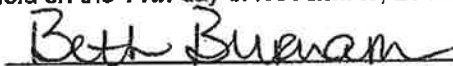
**WHEREAS**, the Applicant desires to and has the fiscal and managerial capability, matching funds and legal authority to apply for and accept grants and make purchases and/or expend funds pursuant to grant awards made by the Florida Department of Transportation as authorized by Chapter 341, Florida 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) 5311.
3. The submission of grant application(s) required supporting documents, certifications and assurances to the Florida Department of Transportation is approved.
4. **Larry Sessions, Administrator**, or his/her duly appointed successor in title is hereby designated and authorized to on behalf of the Applicant, sign and submit application(s) and all required supporting documents, give all required certifications and assurances, accept grant award(s) from and execute and administer related joint participation agreement(s) with the Florida Department of Transportation, purchase vehicles/equipment and/or expend grant funds pursuant to a grant award, unless and until this authorization is specifically rescinded and written notice thereof is sent by certified mail, return receipt requested, to and received by the Florida Department of Transportation at the following address: **Attention: Doreen Joyner-Howard, AICP, District Modal Development Manager, Florida Department of Transportation, 2198 Edison Avenue, MS 2806, Jacksonville, FL 32204-2730.**
5. **Larry Sessions, Administrator**, is also hereby designated and authorized to sign requests for Joint Participation Agreement Time Extensions as may be required.

The foregoing resolution was **DULY PASSED, ADOPTED AND** became **EFFECTIVE** at a duly called and convened meeting of the Applicant held on the **14th** day of **November**, 2016.

By:



(Original Signature, Chairman of the Board)


**Beth Burnam, Chairman**





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

**ATTEST:**

\_\_\_\_\_  (Stamp corporate seal here :)

(Original Signature, Clerk/Secretary)

**Eric Musgrove, Secretary**



**Application for Federal Assistance SF-424**

|   |   |  |
|---|---|--|
| <b>* 1. Type of Submission:</b><br><input type="checkbox"/> Preapplication<br><input checked="" type="checkbox"/> Application<br><input type="checkbox"/> Changed/Corrected Application | <b>* 2. Type of Application:</b><br><input checked="" type="checkbox"/> New<br><input type="checkbox"/> Continuation<br><input type="checkbox"/> Revision | <b>* If Revision, select appropriate letter(s):</b><br>_____<br><b>* Other (Specify):</b><br>_____ |
|---|---|--|

|                                     |   |
|-------------------------------------|---|
| <b>* 3. Date Received:</b><br>_____ | <b>4. Applicant Identifier:</b><br>Not Applicable |
|-------------------------------------|---|

|   |   |
|---|---|
| <b>5a. Federal Entity Identifier:</b><br>Not Applicable | <b>5b. Federal Award Identifier:</b><br>_____ |
|---|---|

**State Use Only:**

|   |  |
|---|--|
| <b>6. Date Received by State:</b> _____ | <b>7. State Application Identifier:</b> 1001 |
|---|--|

**8. APPLICANT INFORMATION:**

|   |
|---|
| <b>* a. Legal Name:</b> Suwannee Valley Transit Authority |
|---|

|  |   |
|--|---|
| <b>* b. Employer/Taxpayer Identification Number (EIN/TIN):</b><br>59-1684116 | <b>* c. Organizational DUNS:</b><br>0831930600000 |
|--|---|

**d. Address:**

|                                      |
|--------------------------------------|
| <b>* Street1:</b> 1907 Voyles Street |
| <b>Street2:</b> _____                |
| <b>* City:</b> Live Oak              |
| <b>County/Parish:</b> Suwannee       |
| <b>* State:</b> FL: Florida          |
| <b>Province:</b> _____               |
| <b>* Country:</b> USA: UNITED STATES |
| <b>* Zip / Postal Code:</b> 32064    |

**e. Organizational Unit:**

|  |                                      |
|--|--------------------------------------|
| <b>Department Name:</b> Transportation | <b>Division Name:</b> Administration |
|--|--------------------------------------|

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

|                              |                            |
|------------------------------|----------------------------|
| <b>Prefix:</b> Mr.           | <b>* First Name:</b> Larry |
| <b>Middle Name:</b> _____    |                            |
| <b>* Last Name:</b> Sessions |                            |
| <b>Suffix:</b> _____         |                            |

**Title:** Administrator

**Organizational Affiliation:** Appointed by Board of Directors

|   |                                 |
|---|---------------------------------|
| <b>* Telephone Number:</b> 386-362-5332 | <b>Fax Number:</b> 386-219-0157 |
|---|---------------------------------|

**\* Email:** larry.sessions@ridesvta.com

**Application for Federal Assistance SF-424**

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

D: Special District Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

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

Federal Transit Administration

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

CFDA 20.509

CFDA Title:

Section 5311

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

\* Title:

Formula Grants for Rural Areas

**13. Competition Identification Number:**

Not Applicable

Title:

Not Applicable

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

Columbia

Add Attachment

Delete Attachment

View Attachment

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

Operating Assistance

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

\* b. Program/Project

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

Add Attachment

Delete Attachment

View Attachment

**17. Proposed Project:**

\* a. Start Date:

\* b. End Date:

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

|                     |   |
|---------------------|---|
| * a. Federal        | <input type="text" value="229,274.50"/> |
| * b. Applicant      | <input type="text"/>                    |
| * c. State          | <input type="text"/>                    |
| * d. Local          | <input type="text" value="229,274.50"/> |
| * e. Other          | <input type="text"/>                    |
| * f. Program Income | <input type="text"/>                    |
| * g. TOTAL          | <input type="text" value="458,549.00"/> |

**\* 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
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Prefix:  \* First Name:

Middle Name:

\* Last Name:

Suffix:

\* Title:

\* Telephone Number:  Fax Number:

\* Email:

\* Signature of Authorized Representative: 

\* Date Signed:

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4. Who provides maintenance for the vehicles? Is it outsourced? What type of Preventative Maintenance work does the agency do on-site?

SVTA has a fully capable Maintenance Department as shown in the organizational chart above. If Maintenance issues come up that these four employees cannot handle, the Maintenance Supervisor makes a decision concerning companies that maintenance work will be outsourced to. The Preventative

Maintenance work done on-site includes pre-and post-trip inspections done by the drivers and reported to maintenance staff, oil changes, tire rotation and fluid checks.

5. What is the agency's current number of transportation related employees? All thirty-six (36) positions of SVTA are Transportation related.
6. What is a detailed description of service routes and ridership numbers?

SVTA served a total of 347 people in Columbia County for the State of Florida Fiscal Year ended on June 30, 2016 and was reported in the most recent AOR report. We had 22,083 one-way passenger trips and 231,986 vehicle miles completed during this period. Services included ambulatory and wheelchair within and outside of the three-county service area. Routes are currently standardized by type of service. One daily route to Gainesville assists clients in the region traveling for medical and other appointments.

### 1.3. EXHIBIT A-1: FACT SHEET

Name of Applicant: Suwannee Valley Transit Authority -Columbia

|   | CURRENTLY   | IF GRANT IS AWARDED |
|---|-------------|---------------------|
| 1. Number of one-way passenger trips.*<br><b>PER YEAR</b>   | 22,083      | 22,083              |
| 2. Number of individuals served unduplicated<br>(first ride per rider per fiscal year).<br><b>PER YEAR**</b>                                  | 347         | 347                 |
| 3. Number of vehicles used for this<br>service. <b>ACTUAL</b>   | 19          | 19                  |
| 4. Number of ambulatory seats.<br><b>AVERAGE PER VEHICLE</b><br>(Total ambulatory seats divided by total<br>number of fleet vehicles)         | 231         | 231                 |
| 5. Number of wheelchair positions.<br><b>AVERAGE PER VEHICLE</b><br>(Total wheelchair positions divided by total<br>number of fleet vehicles) | 26          | 26                  |
| 6. Vehicle miles traveled.<br><b>PER YEAR</b>   | 231,986     | 231,986             |
| 7. Average vehicle miles<br><b>PER DAY</b>  | 744         | 744                 |
| 8. Normal vehicle hours in operation.<br><b>PER DAY</b>   | 45          | 45                  |
| 9. Normal number of days in operation.<br><b>PER WEEK</b>   | 6           | 6                   |
| 10. Trip length (roundtrip).<br><b>AVERAGE</b>  | 16.42 Miles | 16.42 Miles         |

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

## 1.4. 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?

With this project, the Agency hopes to be able to provide even more trips to the residents of Columbia County. We hope to continue to meet the demand for transportation trips and that demand is growing every day. The Agency is the current CTC for Columbia County. The 5311 grant funds supplement the operations of the Agency and helps to ensure that riders will not be turned away when they call Suwannee Valley Transit Authority for assistance. The Agency relies heavily on 5311 grant funds in its operations.

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.

This 5311 grant will be used to fund the total services of Suwannee Valley Transit Authority. The grant will pay half the salaries of the employees of the Agency, pay half of the utility bills to maintain the building and operations, and pay half the expense of parts and supplies needed to maintain the vehicles. The Agency utilizes QuickBooks for the accounting maintenance. The agency utilizes Trapeze to maintain records on trips and riders, etc. Maintenance records are available for pre-and post trip inspections, repairs, and maintenance done on vehicles, etc. These systems allow us to report on the Annual Program of Projects Status Reports, Milestone Activity Reports, NTD Reports, and DBE Reports.

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

This grant is for operating assistance only.

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

This grant is for operating assistance only.

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

This grant is for operating assistance only.

6. 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

- a. Include an equitable plan for distribution of vehicles/equipment to lessees/operator. N/A

7. 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 Valley Transit Authority is a public, government entity formed by an inter-local agreement between Columbia, Hamilton, and Suwannee Counties. We are considered a special district. This 5311 operating grant will help provide trips to the citizens of Columbia through its funding of 50% of the operations of the agency. The employees of Suwannee Valley Transit Authority are not represented by a union.

8. Who will drive the vehicle, number of drivers, CDL certifications? (if capital assistance is requested)

This grant is for operating assistance only.

9. Fully explain your transportation program

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

Suwannee Valley Transit Authority provides door-to-door, curb-to-curb, shared-ride, flex route services as needed for ambulatory and wheel chair passengers. Transportation services are arranged on a subscription on-demand and advance reservation basis. General public transportation service is available Monday through Saturday from 6 AM to 5 PM excluding holidays. The agency observes all federal holidays. Agency sponsored transportation service is provided according to contractual arrangements.

- b. Staffing – include plan for training on vehicle equipment such as wheelchair lifts, etc. Suwannee Valley Transit Authority employs thirty-seven (37) employees including the Administrator. New drivers are trained on the proper procedures and how to use the equipment before the Driver Supervisor allows them to have a route. Additional training sessions in policies and procedures are done once a quarter on Saturdays.

- c. Records maintenance

Suwannee Valley Transit Authority follows the Florida Statutes and Florida Administrative Code for public records regardless of media or format. Records are maintained for at least seven years. Larry Sessions is designated as the Records Management Liaison Officer for the Agency.

- d. Vehicle maintenance – who, what, when and where. Include a section on how vehicles will be maintained without interruptions in service.

Suwannee Valley Transit Authority has a fully capable Maintenance Department as shown in the organizational chart. If Maintenance issues come up that these employees cannot handle, the Maintenance Supervisor makes a decision concerning companies that maintenance work will be outsourced to.

- e. CDL requirements

It is not a requirement that a driver have a CDL license when they are hired. Drivers are assigned vehicles and trips based on their capabilities and license.

- f. System Safety Program Plan (SSPP)

The Agency has adopted a SSPP and SPP pursuant to the standards set forth in Rule Chapter 14-90, Florida Administrative Code. The Agency is in compliance with its adopted SSPP and SPP and both manuals are up to date. The Agency has performed annual safety inspections on all operational vehicles in accordance with Rule Chapter 14-90, Florida Administrative Code. Merrill Wayne Blevins is the qualified mechanic that has authorized the annual inspections.

g. Drug free work place

It is the policy of Suwannee Valley Transit Authority to create a workplace environment free from the adverse effects of drug and alcohol abuse or misuse. Suwannee Valley Transit Authority prohibits the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances. All Suwannee Valley Transit Authority employees are drug tested prior to employment and on a random basis.

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

Suwannee Valley Transit Authority is funded by various revenue sources for performing trips. These Agencies include but are not limited to: Contractual agreements with Third Parties, Farebox, Medicaid, Agencies for Persons with Disabilities, Transportation Disadvantaged Commission, Department of Revenue, Columbia County Commissioners, Hamilton County Commissioners, Suwannee County Commissioners, Department of Health, Vocational Rehab, and Well Florida Council, Inc. In addition, we have been fortunate enough to be awarded 5311 Grant Operational Funds.

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

If this grant is not fully funded, our Agency will not be able to perform at our current level. Our two largest funding sources are the 5311 Grant and Transportation Disadvantaged Funds. We work very hard not to turn away passengers that are in need of a ride. Unfortunately, the Agency would have to start turning away passengers without these funds.

12. Fully explain your transportation program. Please see Question 9

- a. Service hours, planned service, routes and trip types
- b. Staffing – include plan for training on vehicle equipment such as wheelchair lifts, etc.
- c. Records maintenance
- d. Vehicle maintenance – who, what, when and where. Include a section on how vehicles will be maintained without interruptions in service.
- e. CDL requirements
- f. System Safety Program Plan (SSPP)
- g. Drug free work place

13. **New agencies only:** Have you met with the CTC and, if so, how are you providing a service that they cannot? Provide detailed information supporting this requirement. N/A

***Applications submitted without the appropriate coordination agreement may be rejected by FDOT. Grant awards will not be made without an appropriate coordination agreement.***

**FORM B-1: TRANSIT-RELATED OPERATING AND ADMINISTRATIVE EXPENSES**

Name of Applicant: Suwannee Valley Transit Authority - Columbia

Name of Transit Program: 5311 Operating

Applicant Fiscal period start and end dates: October 1, 2017 to September 30, 2018

State Fiscal period from: July 1, 2017 to June 30, 2018

| <b>EXPENSE CATEGORY</b>         | <b>TOTAL EXPENSE</b> | <b>FTA ELIGIBLE EXPENSE</b> |
|---------------------------------|----------------------|-----------------------------|
| Labor (501)                     | \$576,617            | \$576,617                   |
| Fringe and Benefits (502)       | \$180,347            | \$180,347                   |
| Services (503)                  | \$43,417             | \$43,417                    |
| Materials and Supplies (504)    | \$8,778              | \$8,778                     |
| Vehicle Maintenance (504.01)    | \$70,523             | \$70,523                    |
| Utilities (505)                 | \$16,696             | \$16,696                    |
| Insurance (506)                 | \$29,116             | \$29,116                    |
| Licenses and Taxes (507)        | \$284                | \$284                       |
| Purchased Transit Service (508) | \$0                  | \$0                         |
| Miscellaneous (509)             | \$2,835              | \$2,835                     |
| Leases and Rentals (512)        | \$1,701              | \$1,701                     |
| Depreciation (513)              | \$271,432            |                             |
| <b>TOTAL</b>                    | \$1,201,746          | \$930,314 (a)               |

**SECTION 5311 GRANT REQUEST:**

|  |                       |
|--|-----------------------|
| <b>Total FTA Eligible Expenses (from Form B-1, above)</b>                          | <b>\$930,314 (a)</b>  |
| <b>Rural Passenger Fares (from Form B-2)</b>                                       | <b>\$ 13,217 (b)</b>  |
| <b>Operating Deficit</b>   | <b>\$917,097 (c)</b>  |
| <b>[FTA Eligible Expenses (a) minus Rural Passenger Fares (b)] (from Form B-2)</b> |                       |
| <b>Section 5311 Request</b>  | <b>\$ 458,549 (d)</b> |
| <b>(No more than 50% of Operating Deficit)</b>                                     |                       |
| <b>Grant Total All Revenues (from Form B-2)</b>                                    | <b>\$569,368 *(e)</b> |

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

## 1.6. FORM B-2: TRANSIT-RELATED OPERATING AND ADMINISTRATIVE REVENUES

Name of Applicant: Suwannee Valley Transit Authority

Name of Transit Program: 5311 Operating

Applicant Fiscal period start and end dates: October 1, 2017 to September 30, 2018

State Fiscal period from July 1, 2017 to June 30, 2018

| OPERATING REVENUE CATEGORY                        | TOTAL REVENUE                     | REVENUE USED AS FTA MATCH |
|---|-----------------------------------|---------------------------|
| Passenger Fares for Transit Service (401)         | Total= \$<br>Rural = \$13,217 (b) |                           |
| Special Transit Fares (402)                       | \$0                               | \$0                       |
| School Bus Service Revenues (403)                 | \$0                               |                           |
| Freight Tariffs (404)                             | \$0                               | \$0                       |
| Charter Service Revenues (405)                    | \$35,377                          |                           |
| Auxiliary Transportation Revenues (406)           | \$3,756                           | \$3,756                   |
| Non-transportation Revenues (407)                 | \$0                               | \$0                       |
| <b>Total Operating Revenue</b>                    | <b>\$52,350</b>                   | <b>\$52,350</b>           |
| OTHER REVENUE CATEGORY                            |                                   |                           |
| Taxes Levied directly by the Transit System (408) | None Levied                       | None Levied               |
| Local Cash Grants and Reimbursements (409)        | \$57,633                          | \$57,633                  |
| Local Special Fare Assistance (410)               | \$0                               | \$0                       |
| State Cash Grants and Reimbursements (411)        | \$455,792                         | \$455,792                 |
| State Special Fare Assistance (412)               | \$0                               | \$0                       |
| Federal Cash Grants and Reimbursements (413)      | \$3,589                           | \$3,589                   |
| Interest Income (414)                             | \$4                               | \$4                       |
| Contributed Services (430)                        | \$0                               | \$0                       |
| Contributed Cash (431)                            | \$0                               | \$0                       |
| Subsidy from Other Sectors of Operations (440)    | \$0                               | \$0                       |
| <b>Total of Other Revenue</b>                     | <b>\$517,018</b>                  | <b>\$517,018</b>          |
| <b>GRAND TOTAL ALL REVENUE</b>                    | <b>\$569,368</b>                  | <b>\$ 569,368 (c)</b>     |

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

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

Suwannee Valley Transit Authority 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 Valley Transit Authority 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 FDOT 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 9th day of December, 2016 with two (2) original resolutions or certified copies of the original resolution authorizing Larry Sessions, Administrator to sign this Application.

Suwannee Valley Transit Authority

By 

Date December 9, 2016

Title Administrator



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

**RESOLUTION NUMBER: 2016-016**

**THIS RESOLUTION** of the **Suwannee Valley Transit Authority** (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) 5311.**
3. **The submission of grant application(s) required supporting documents, certifications and assurances to the Florida Department of Transportation is approved.**
4. **Larry Sessions, Administrator**, or his/her duly appointed successor in title is hereby designated and authorized to on behalf of the Applicant, sign and submit application(s) and all required supporting documents, give all required certifications and assurances, accept grant award(s) from and execute and administer related joint participation agreement(s) with the Florida Department of Transportation, purchase vehicles/equipment and/or expend grant funds pursuant to a grant award, unless and until this authorization is specifically rescinded and written notice thereof is sent by certified mail, return receipt requested, to and received by the Florida Department of Transportation at the following address: **Attention: Doreen Joyner-Howard, AICP, District Modal Development Manager, Florida Department of Transportation, 2198 Edison Avenue, MS 2806, Jacksonville, FL 32204-2730.**
5. **Larry Sessions, Administrator**, is also hereby designated and authorized to sign requests for Joint Participation Agreement Time Extensions as may be required.

The foregoing resolution was **DULY PASSED, ADOPTED AND** became **EFFECTIVE** at a duly called and convened meeting of the Applicant held on the **14th** day of **November**, 2016.

By: Beth Burnam

(Original Signature, Chairman of the Board)

**Beth Burnam, Chairman**



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

**ATTEST:**



\_\_\_\_\_  
(Stamp corporate seal here :)

(Original Signature, Clerk/Secretary)

**Eric Musgrove, Secretary**



**Application for Federal Assistance SF-424**

|   |   |  |
|---|---|--|
| <b>* 1. Type of Submission:</b><br><input type="checkbox"/> Preapplication<br><input checked="" type="checkbox"/> Application<br><input type="checkbox"/> Changed/Corrected Application | <b>* 2. Type of Application:</b><br><input checked="" type="checkbox"/> New<br><input type="checkbox"/> Continuation<br><input type="checkbox"/> Revision | <b>* If Revision, select appropriate letter(s):</b><br>_____<br><b>* Other (Specify):</b><br>_____ |
|---|---|--|

|  |   |
|--|---|
| <b>* 3. Date Received:</b><br>██████████ | <b>4. Applicant Identifier:</b><br>Not Applicable |
|--|---|

|   |   |
|---|---|
| <b>5a. Federal Entity Identifier:</b><br>Not Applicable | <b>5b. Federal Award Identifier:</b><br>_____ |
|---|---|

**State Use Only:**

|   |  |
|---|--|
| <b>6. Date Received by State:</b> _____ | <b>7. State Application Identifier:</b> 1001 |
|---|--|

**8. APPLICANT INFORMATION:**

|   |  |
|---|--|
| <b>* a. Legal Name:</b> Suwannee Valley Transit Authority                 |  |
| <b>* b. Employer/Taxpayer Identification Number (EIN/TIN):</b> 59-1684116 | <b>* c. Organizational DUNS:</b> 0831930600000 |

**d. Address:**

|  |
|--|
| <b>* Street1:</b> 1907 Voyles Street         |
| <b>Street2:</b> _____                        |
| <b>* City:</b> Live Oak                      |
| <b>County/Parish:</b> Suwannee               |
| <b>* State:</b> FL: Florida                  |
| <b>Province:</b> _____                       |
| <b>* Country:</b> USA: UNITED STATES         |
| <b>* Zip / Postal Code:</b> ██████████ 32064 |

**e. Organizational Unit:**

|  |                                      |
|--|--------------------------------------|
| <b>Department Name:</b> Transportation | <b>Division Name:</b> Administration |
|--|--------------------------------------|

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

|  |                                 |
|--|---------------------------------|
| <b>Prefix:</b> Mr.   | <b>* First Name:</b> Larry      |
| <b>Middle Name:</b> _____  |                                 |
| <b>* Last Name:</b> Sessions                                       |                                 |
| <b>Suffix:</b> _____   |                                 |
| <b>Title:</b> Administrator  |                                 |
| <b>Organizational Affiliation:</b> Appointed by Board of Directors |                                 |
| <b>* Telephone Number:</b> 386-362-5332                            | <b>Fax Number:</b> 386-219-0157 |
| <b>* Email:</b> larry.sessions@ridesvta.com                        |                                 |



**Application for Federal Assistance SF-424**

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

D: Special District Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

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

Federal Transit Administration

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

CFDA 20.509

CFDA Title:

Section 5311

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

\* Title:

Formula Grants for Rural Areas

**13. Competition Identification Number:**

Not Applicable

Title:

Not Applicable

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

Hamilton County

Add Attachments

Delete Attachments

View Attachments

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

Operating Assistance

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

\* b. Program/Project

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

Add Attachment

Delete Attachment

View Attachment

**17. Proposed Project:**

\* a. Start Date:

\* b. End Date:

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

|                     |  |
|---------------------|--|
| * a. Federal        | <input type="text" value="46,704.50"/> |
| * b. Applicant      | <input type="text"/>                   |
| * c. State          | <input type="text"/>                   |
| * d. Local          | <input type="text" value="46,704.50"/> |
| * e. Other          | <input type="text"/>                   |
| * f. Program Income | <input type="text"/>                   |
| * g. TOTAL          | <input type="text" value="93,409.00"/> |

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

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

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

Yes  No

If "Yes", provide explanation and attach

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.

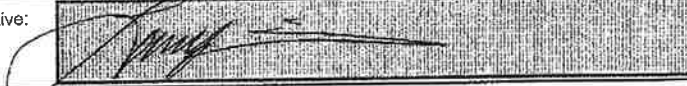
**Authorized Representative:**

Prefix:  \* First Name:   
Middle Name:   
\* Last Name:   
Suffix:

\* Title:

\* Telephone Number:  Fax Number:

\* Email:

\* Signature of Authorized Representative: 

\* Date Signed:

## 1.2. EXHIBIT A: CURRENT SYSTEM DESCRIPTION

1. What is a general overview of the organization including its mission, program goals and objectives? Suwannee Valley Transit Authority (SVTA) is the smallest of Florida's public transit agencies but that does not dim our goal of being a well-run, customer-service oriented organization. SVTA's experience as the state designated transportation provider spans more than forty (40) years in and for the region of Columbia, Hamilton, and Suwannee Counties (and formerly Lafayette). The Agency was formed by an inter-local agreement in 1976 and is organized under the Florida Statutes as a Special District. The Agency is led by a board of elected officials from each of its counties.
2. What is the organizational structure, type of operation, number of employees, and other pertinent organizational information? Is the organization a government authority or a private non-profit agency? Include an organizational chart that shows the positions that are involved in the transit department i.e. fleet manager, vehicle maintenance. The organizational chart may be placed after this exhibit.

SVTA is a rural public transportation agency. Suwannee Valley Transit Authority is governed by a Board of Directors that includes two County Commissioners from the Columbia, Hamilton, and Suwannee County Boards of County Commissions. The two County Commissioners that serve on the SVTA Board are appointed by the Chairman of the Board from each county. The Board selects an Administrator to oversee day to day operations that currently include thirty-six (36) positions. That Administrator selects and supervises the staff. Seven of these positions report directly to the Administrator. Three of these positions supervise other employees. The flow chart is as follows:

Administrator:

Administrative Assistant

Billing Manager

Maintenance Supervisor – Supervises and Trains three (3) positions.

Driver Supervisor – Supervises and Trains Twenty-one (21) professional bus operators.

Finance Staff – Two Deputy Finance Managers

Communications Manager – Supervises and Trains two reservationists/office clerks and two dispatchers.

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

The Administrator for SVTA is ultimately responsible for these functions that are part of daily operations for SVTA. The above breakdown on organizational structure explains how these functions are handled by employees other than the Administrator.

4. Who provides maintenance for the vehicles? Is it outsourced? What type of Preventative Maintenance work does the agency do on-site?

SVTA has a fully capable Maintenance Department as shown in the organizational chart above. If Maintenance issues come up that these four employees cannot handle, the Maintenance Supervisor makes a decision concerning companies that maintenance work will be outsourced to. The Preventative

Maintenance work done on-site includes pre-and post-trip inspections done by the drivers and reported to maintenance staff, oil changes, tire rotation and fluid checks.

5. What is the agency's current number of transportation related employees? All thirty-six (36) positions of SVTA are Transportation related.
6. What is a detailed description of service routes and ridership numbers?

SVTA served a total of 71 people in Hamilton County for the State of Florida Fiscal Year ended on June 30, 2016 and was reported in the most recent AOR report. We had 4,501 one-way passenger trips and 47,257 vehicle miles completed during this period. Services included ambulatory and wheelchair within and outside of the three-county service area. Routes are currently standardized by type of service. One daily route to Gainesville assists clients in the region traveling for medical and other appointments.

### 1.3. EXHIBIT A-1: FACT SHEET

Name of Applicant: Suwannee Valley Transit Authority -Hamilton

|   | CURRENTLY   | IF GRANT IS AWARDED |
|---|-------------|---------------------|
| 1. Number of one-way passenger trips.*<br><b>PER YEAR</b>   | 4,501       | 4,501               |
| 2. Number of individuals served unduplicated<br>(first ride per rider per fiscal year).<br><b>PER YEAR**</b>                                  | 71          | 71                  |
| 3. Number of vehicles used for this<br>service. <b>ACTUAL</b>   | 3           | 3                   |
| 4. Number of ambulatory seats.<br><b>AVERAGE PER VEHICLE</b><br>(Total ambulatory seats divided by total<br>number of fleet vehicles)         | 47          | 47                  |
| 5. Number of wheelchair positions.<br><b>AVERAGE PER VEHICLE</b><br>(Total wheelchair positions divided by total<br>number of fleet vehicles) | 6           | 6                   |
| 6. Vehicle miles traveled.<br><b>PER YEAR</b>   | 47,257      | 47,257              |
| 7. Average vehicle miles<br><b>PER DAY</b>  | 151         | 151                 |
| 8. Normal vehicle hours in operation.<br><b>PER DAY</b>   | 9           | 9                   |
| 9. Normal number of days in operation.<br><b>PER WEEK</b>   | 6           | 6                   |
| 10. Trip length (roundtrip).<br><b>AVERAGE</b>  | 16.42 Miles | 16.42 Miles         |

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

## 1.4. 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?

With this project, the Agency hopes to be able to provide even more trips to the residents of Hamilton County. We hope to continue to meet the demand for transportation trips and that demand is growing every day. The Agency is the current CTC for Hamilton County. The 5311 grant funds supplement the operations of the Agency and helps to ensure that riders will not be turned away when they call Suwannee Valley Transit Authority for assistance. The Agency relies heavily on 5311 grant funds in its operations.

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.

This 5311 grant will be used to fund the total services of Suwannee Valley Transit Authority. The grant will pay half the salaries of the employees of the Agency, pay half of the utility bills to maintain the building and operations, and pay half the expense of parts and supplies needed to maintain the vehicles. The Agency utilizes QuickBooks for the accounting maintenance. The agency utilizes Trapeze to maintain records on trips and riders, etc. Maintenance records are available for pre-and post trip inspections, repairs, and maintenance done on vehicles, etc. These systems allow us to report on the Annual Program of Projects Status Reports, Milestone Activity Reports, NTD Reports, and DBE Reports.

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

This grant is for operating assistance only.

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

This grant is for operating assistance only.

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

This grant is for operating assistance only.

6. 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

- a. Include an equitable plan for distribution of vehicles/equipment to lessees/operator. N/A

7. 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 Valley Transit Authority is a public, government entity formed by an inter-local agreement between Columbia, Hamilton, and Suwannee Counties. We are considered a special district. This 5311 operating grant will help provide trips to the citizens of Columbia through its funding of 50% of the operations of the agency. The employees of Suwannee Valley Transit Authority are not represented by a union.

8. Who will drive the vehicle, number of drivers, CDL certifications? (if capital assistance is requested)

This grant is for operating assistance only.

9. Fully explain your transportation program

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

Suwannee Valley Transit Authority provides door-to-door, curb-to-curb, shared-ride, flex route services as needed for ambulatory and wheel chair passengers. Transportation services are arranged on a subscription on-demand and advance reservation basis. General public transportation service is available Monday through Saturday from 6 AM to 5 PM excluding holidays. The agency observes all federal holidays. Agency sponsored transportation service is provided according to contractual arrangements.

- b. Staffing – include plan for training on vehicle equipment such as wheelchair lifts, etc. Suwannee Valley Transit Authority employs thirty-seven (37) employees including the Administrator. New drivers are trained on the proper procedures and how to use the equipment before the Driver Supervisor allows them to have a route. Additional training sessions in policies and procedures are done once a quarter on Saturdays.

- c. Records maintenance

Suwannee Valley Transit Authority follows the Florida Statutes and Florida Administrative Code for public records regardless of media or format. Records are maintained for at least seven years. Larry Sessions is designated as the Records Management Liaison Officer for the Agency.

- d. Vehicle maintenance – who, what, when and where. Include a section on how vehicles will be maintained without interruptions in service.

Suwannee Valley Transit Authority has a fully capable Maintenance Department as shown in the organizational chart. If Maintenance issues come up that these employees cannot handle, the Maintenance Supervisor makes a decision concerning companies that maintenance work will be outsourced to.

- e. CDL requirements

It is not a requirement that a driver have a CDL license when they are hired. Drivers are assigned vehicles and trips based on their capabilities and license.

- f. System Safety Program Plan (SSPP)

The Agency has adopted a SSPP and SPP pursuant to the standards set forth in Rule Chapter 14-90, Florida Administrative Code. The Agency is in compliance with its adopted SSPP and SPP and both manuals are up to date. The Agency has performed annual safety inspections on all operational vehicles in accordance with Rule Chapter 14-90, Florida Administrative Code. Merrill Wayne Blevins is the qualified mechanic that has authorized the annual inspections.

g. Drug free work place

It is the policy of Suwannee Valley Transit Authority to create a workplace environment free from the adverse effects of drug and alcohol abuse or misuse. Suwannee Valley Transit Authority prohibits the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances. All Suwannee Valley Transit Authority employees are drug tested prior to employment and on a random basis.

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

Suwannee Valley Transit Authority is funded by various revenue sources for performing trips. These Agencies include but are not limited to: Contractual agreements with Third Parties, Farebox, Medicaid, Agencies for Persons with Disabilities, Transportation Disadvantaged Commission, Department of Revenue, Columbia County Commissioners, Hamilton County Commissioners, Suwannee County Commissioners, Department of Health, Vocational Rehab, and Well Florida Council, Inc. In addition, we have been fortunate enough to be awarded 5311 Grant Operational Funds.

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

If this grant is not fully funded, our Agency will not be able to perform at our current level. Our two largest funding sources are the 5311 Grant and Transportation Disadvantaged Funds. We work very hard not to turn away passengers that are in need of a ride. Unfortunately, the Agency would have to start turning away passengers without these funds.

12. Fully explain your transportation program. Please see Question 9

- a. Service hours, planned service, routes and trip types
- b. Staffing – include plan for training on vehicle equipment such as wheelchair lifts, etc.
- c. Records maintenance
- d. Vehicle maintenance – who, what, when and where. Include a section on how vehicles will be maintained without interruptions in service.
- e. CDL requirements
- f. System Safety Program Plan (SSPP)
- g. Drug free work place

13. **New agencies only:** Have you met with the CTC and, if so, how are you providing a service that they cannot? Provide detailed information supporting this requirement. N/A

***Applications submitted without the appropriate coordination agreement may be rejected by FDOT. Grant awards will not be made without an appropriate coordination agreement.***



**FORM B-1: TRANSIT-RELATED OPERATING AND ADMINISTRATIVE EXPENSES**

Name of Applicant: Suwannee Valley Transit Authority - Hamilton

Name of Transit Program: 5311 Operating

Applicant Fiscal period start and end dates: October 1, 2017 to September 30, 2018

State Fiscal period from: July 1, 2017 to June 30, 2018

| <b>EXPENSE CATEGORY</b>         | <b>TOTAL EXPENSE</b> | <b>FTA ELIGIBLE EXPENSE</b> |
|---------------------------------|----------------------|-----------------------------|
| Labor (501)                     | \$117,459            | \$117,459                   |
| Fringe and Benefits (502)       | \$36,737             | \$36,737                    |
| Services (503)                  | \$8,844              | \$8,844                     |
| Materials and Supplies (504)    | \$1,788              | \$1,788                     |
| Vehicle Maintenance (504.01)    | \$14,366             | \$14,366                    |
| Utilities (505)                 | \$3,401              | \$3,401                     |
| Insurance (506)                 | \$5,931              | \$5,931                     |
| Licenses and Taxes (507)        | \$58                 | \$58                        |
| Purchased Transit Service (508) | \$0                  | \$0                         |
| Miscellaneous (509)             | \$578                | \$578                       |
| Leases and Rentals (512)        | \$347                | \$347                       |
| Depreciation (513)              | \$55,292             |                             |
| <b>TOTAL</b>                    | \$244,801            | \$189,509 (a)               |

**SECTION 5311 GRANT REQUEST:**

**Total FTA Eligible Expenses (from Form B-1, above)** \$189,509 (a)

**Rural Passenger Fares (from Form B-2)** \$ 2,692 (b)

**Operating Deficit** \$186,817 (c)

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

**Section 5311 Request** \$ 93,409 (d)

**(No more than 50% of Operating Deficit)**

**Grant Total All Revenues (from Form B-2)** \$117,125 \*(e)

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

## 1.5. FORM B-2: TRANSIT-RELATED OPERATING AND ADMINISTRATIVE REVENUES

Name of Applicant: Suwannee Valley Transit Authority

Name of Transit Program: 5311 Operating

Applicant Fiscal period start and end dates: October 1, 2017 to September 30, 2018

State Fiscal period from July 1, 2017 to June 30, 2018

| OPERATING REVENUE CATEGORY                        | TOTAL REVENUE                    | REVENUE USED AS FTA MATCH |
|---|----------------------------------|---------------------------|
| Passenger Fares for Transit Service (401)         | Total= \$<br>Rural = \$2,692 (b) |                           |
| Special Transit Fares (402)                       | \$0                              | \$0                       |
| School Bus Service Revenues (403)                 | \$0                              |                           |
| Freight Tariffs (404)                             | \$0                              | \$0                       |
| Charter Service Revenues (405)                    | \$7,206                          |                           |
| Auxiliary Transportation Revenues (406)           | \$765                            | \$756                     |
| Non-transportation Revenues (407)                 | \$0                              | \$0                       |
| <b>Total Operating Revenue</b>                    | <b>\$10,663</b>                  | <b>\$10,663</b>           |
| OTHER REVENUE CATEGORY                            |                                  |                           |
| Taxes Levied directly by the Transit System (408) | None Levied                      | None Levied               |
| Local Cash Grants and Reimbursements (409)        | \$12,884                         | \$12,884                  |
| Local Special Fare Assistance (410)               | \$0                              | \$0                       |
| State Cash Grants and Reimbursements (411)        | \$92,846                         | \$92,846                  |
| State Special Fare Assistance (412)               | \$0                              | \$0                       |
| Federal Cash Grants and Reimbursements (413)      | \$731                            | \$731                     |
| Interest Income (414)                             | \$1                              | \$1                       |
| Contributed Services (430)                        | \$0                              | \$0                       |
| Contributed Cash (431)                            | \$0                              | \$0                       |
| Subsidy from Other Sectors of Operations (440)    | \$0                              | \$0                       |
| <b>Total of Other Revenue</b>                     | <b>\$106,462</b>                 | <b>\$106,462</b>          |
| <b>GRAND TOTAL ALL REVENUE</b>                    | <b>\$117,125</b>                 | <b>\$117,125 (e)</b>      |

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

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

Suwannee Valley Transit Authority 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 Valley Transit Authority 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 FDOT 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 9th day of December, 2016 with two (2) original resolutions or certified copies of the original resolution authorizing Larry Sessions, Administrator to sign this Application.

Suwannee Valley Transit Authority

By  Date December 9, 2016

Title Administrator



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

**RESOLUTION NUMBER: 2016-016**

**THIS RESOLUTION** of the **Suwannee Valley Transit Authority** (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) 5311.
3. The submission of grant application(s) required supporting documents, certifications and assurances to the Florida Department of Transportation is approved.
4. **Larry Sessions, Administrator**, or his/her duly appointed successor in title is hereby designated and authorized to on behalf of the Applicant, sign and submit application(s) and all required supporting documents, give all required certifications and assurances, accept grant award(s) from and execute and administer related joint participation agreement(s) with the Florida Department of Transportation, purchase vehicles/equipment and/or expend grant funds pursuant to a grant award, unless and until this authorization is specifically rescinded and written notice thereof is sent by certified mail, return receipt requested, to and received by the Florida Department of Transportation at the following address: **Attention: Doreen Joyner-Howard, AICP, District Modal Development Manager, Florida Department of Transportation, 2198 Edison Avenue, MS 2806, Jacksonville, FL 32204-2730.**
5. **Larry Sessions, Administrator**, is also hereby designated and authorized to sign requests for Joint Participation Agreement Time Extensions as may be required.

The foregoing resolution was **DULY PASSED, ADOPTED AND** became **EFFECTIVE** at a duly called and convened meeting of the Applicant held on the **14th** day of **November**, 2016.

By:



(Original Signature, Chairman of the Board)

**Beth Burnam, Chairman**



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

**ATTEST:**



\_\_\_\_\_  
(Stamp corporate seal here :)

(Original Signature, Clerk/Secretary)

**Eric Musgrove, Secretary**



**Application for Federal Assistance SF-424**

|   |   |  |
|---|---|--|
| <b>* 1. Type of Submission:</b><br><input type="checkbox"/> Preapplication<br><input checked="" type="checkbox"/> Application<br><input type="checkbox"/> Changed/Corrected Application | <b>* 2. Type of Application:</b><br><input checked="" type="checkbox"/> New<br><input type="checkbox"/> Continuation<br><input type="checkbox"/> Revision | <b>* If Revision, select appropriate letter(s):</b><br>_____<br><b>* Other (Specify):</b><br>_____ |
|---|---|--|

|                                     |   |
|-------------------------------------|---|
| <b>* 3. Date Received:</b><br>_____ | <b>4. Applicant Identifier:</b><br>Not Applicable |
|-------------------------------------|---|

|   |   |
|---|---|
| <b>5a. Federal Entity Identifier:</b><br>Not Applicable | <b>5b. Federal Award Identifier:</b><br>_____ |
|---|---|

**State Use Only:**

|   |  |
|---|--|
| <b>6. Date Received by State:</b> _____ | <b>7. State Application Identifier:</b> 1001 |
|---|--|

**8. APPLICANT INFORMATION:**

**\* a. Legal Name:** Suwannee Valley Transit Authority

|  |  |
|--|--|
| <b>* b. Employer/Taxpayer Identification Number (EIN/TIN):</b><br>59-1684116 | <b>* c. Organizational DUNS:</b><br>083193060000 |
|--|--|

**d. Address:**

**\* Street1:** 1907 Voyles Street  
**Street2:** \_\_\_\_\_  
**\* City:** Live Oak  
**County/Parish:** Suwannee  
**\* State:** FL: Florida  
**Province:** \_\_\_\_\_  
**\* Country:** USA: UNITED STATES  
**\* Zip / Postal Code:** 32064

**e. Organizational Unit:**

|   |   |
|---|---|
| <b>Department Name:</b><br>Transportation | <b>Division Name:</b><br>Administration |
|---|---|

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

**Prefix:** Mr. **\* First Name:** Larry  
**Middle Name:** \_\_\_\_\_  
**\* Last Name:** Sessions  
**Suffix:** \_\_\_\_\_

**Title:** Administrator

**Organizational Affiliation:**  
Appointed by Board of Directors

**\* Telephone Number:** 386-362-5332 **Fax Number:** 386-219-0157

**\* Email:** larry.sessions@ridesvta.com

**Application for Federal Assistance SF-424**

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

D: Special District Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

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

Federal Transit Administration

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

CFDA 20.509

CFDA Title:

Section 5311

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

\* Title:

Formula Grants for Rural Areas

**13. Competition Identification Number:**

Not Applicable

Title:

Not Applicable

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

Swannee County

Add Attachment

Delete Attachment

View Attachment

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

Operating Assistance

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

\* b. Program/Project

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

**17. Proposed Project:**

\* a. Start Date:

\* b. End Date:

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

|                     |   |
|---------------------|---|
| * a. Federal        | <input type="text" value="148,603.00"/> |
| * b. Applicant      | <input type="text"/>                    |
| * c. State          | <input type="text"/>                    |
| * d. Local          | <input type="text" value="148,603.00"/> |
| * e. Other          | <input type="text"/>                    |
| * f. Program Income | <input type="text"/>                    |
| * g. TOTAL          | <input type="text" value="297,206.00"/> |

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

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

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

- Yes
- No

If "Yes", provide explanation and attach

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

\*\* I AGREE

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

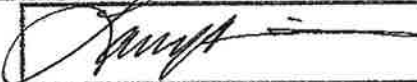
**Authorized Representative:**

Prefix:  \* First Name:   
 Middle Name:   
 \* Last Name:   
 Suffix:

\* Title:

\* Telephone Number:  Fax Number:

\* Email:

\* Signature of Authorized Representative: 

\* Date Signed:



## 1.2. EXHIBIT A: CURRENT SYSTEM DESCRIPTION

1. What is a general overview of the organization including its mission, program goals and objectives?  
Suwannee Valley Transit Authority (SVTA) is the smallest of Florida's public transit agencies but that does not dim our goal of being a well-run, customer-service oriented organization. SVTA's experience as the state designated transportation provider spans more than forty (40) years in and for the region of Columbia, Hamilton, and Suwannee Counties (and formerly Lafayette). The Agency was formed by an inter-local agreement in 1976 and is organized under the Florida Statutes as a Special District. The Agency is led by a board of elected officials from each of its counties.
2. What is the organizational structure, type of operation, number of employees, and other pertinent organizational information? Is the organization a government authority or a private non-profit agency? Include an organizational chart that shows the positions that are involved in the transit department i.e. fleet manager, vehicle maintenance. The organizational chart may be placed after this exhibit.

SVTA is a rural public transportation agency. Suwannee Valley Transit Authority is governed by a Board of Directors that includes two County Commissioners from the Columbia, Hamilton, and Suwannee County Boards of County Commissions. The two County Commissioners that serve on the SVTA Board are appointed by the Chairman of the Board from each county. The Board selects an Administrator to oversee day to day operations that currently include thirty-six (36) positions. That Administrator selects and supervises the staff. Seven of these positions report directly to the Administrator. Three of these positions supervise other employees. The flow chart is as follows:

Administrator:

Administrative Assistant

Billing Manager

Maintenance Supervisor – Supervises and Trains three (3) positions.

Driver Supervisor – Supervises and Trains Twenty-one (21) professional bus operators.

Finance Staff – Two Deputy Finance Managers

Communications Manager – Supervises and Trains two reservationists/office clerks and two dispatchers.

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

The Administrator for SVTA is ultimately responsible for these functions that are part of daily operations for SVTA. The above breakdown on organizational structure explains how these functions are handled by employees other than the Administrator.

4. Who provides maintenance for the vehicles? Is it outsourced? What type of Preventative Maintenance work does the agency do on-site?

SVTA has a fully capable Maintenance Department as shown in the organizational chart above. If Maintenance issues come up that these four employees cannot handle, the Maintenance Supervisor makes a decision concerning companies that maintenance work will be outsourced to. The Preventative

Maintenance work done on-site includes pre-and post-trip inspections done by the drivers and reported to maintenance staff, oil changes, tire rotation and fluid checks.

5. What is the agency's current number of transportation related employees? All thirty-six (36) positions of SVTA are Transportation related.
6. What is a detailed description of service routes and ridership numbers?

SVTA served a total of 225 people in Suwannee County for the State of Florida Fiscal Year ended on June 30, 2016 and was reported in the most recent AOR report. We had 14,313 one-way passenger trips and 150,361 vehicle miles completed during this period. Services included ambulatory and wheelchair within and outside of the three-county service area. Routes are currently standardized by type of service. One daily route to Gainesville assists clients in the region traveling for medical and other appointments.

### 1.3. EXHIBIT A-1: FACT SHEET

Name of Applicant: Suwannee Valley Transit Authority -Suwannee

|   | <b>CURRENTLY</b>   | <b>IF GRANT IS AWARDED</b> |
|---|--------------------|----------------------------|
| 1. Number of one-way passenger trips.*<br><b>PER YEAR</b>   | <b>14,313</b>      | <b>14,313</b>              |
| 2. Number of individuals served unduplicated<br>(first ride per rider per fiscal year).<br><b>PER YEAR**</b>                                  | <b>225</b>         | <b>225</b>                 |
| 3. Number of vehicles used for this<br>service. <b>ACTUAL</b>   | <b>9</b>           | <b>9</b>                   |
| 4. Number of ambulatory seats,<br><b>AVERAGE PER VEHICLE</b><br>(Total ambulatory seats divided by total<br>number of fleet vehicles)         | <b>149</b>         | <b>149</b>                 |
| 5. Number of wheelchair positions.<br><b>AVERAGE PER VEHICLE</b><br>(Total wheelchair positions divided by total<br>number of fleet vehicles) | <b>17</b>          | <b>17</b>                  |
| 6. Vehicle miles traveled.<br><b>PER YEAR</b>   | <b>150,361</b>     | <b>150,361</b>             |
| 7. Average vehicle miles<br><b>PER DAY</b>  | <b>482</b>         | <b>482</b>                 |
| 8. Normal vehicle hours in operation.<br><b>PER DAY</b>   | <b>30</b>          | <b>30</b>                  |
| 9. Normal number of days in operation.<br><b>PER WEEK</b>   | <b>6</b>           | <b>6</b>                   |
| 10. Trip length (roundtrip).<br><b>AVERAGE</b>  | <b>16.42 Miles</b> | <b>16.42 Miles</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

## 1.4. EXHIBIT B: PROPOSED PROJECT DESCRIPTION

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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.

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

This grant is for operating assistance only.

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

This grant is for operating assistance only.

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

This grant is for operating assistance only.

6. 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

a. Include an equitable plan for distribution of vehicles/equipment to lessees/operator. N/A

7. 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 Valley Transit Authority is a public, government entity formed by an inter-local agreement between Columbia, Hamilton, and Suwannee Counties. We are considered a special district. This 5311 operating grant will help provide trips to the citizens of Columbia through its funding of 50% of the operations of the agency. The employees of Suwannee Valley Transit Authority are not represented by a union.

8. Who will drive the vehicle, number of drivers, CDL certifications? (if capital assistance is requested)

This grant is for operating assistance only.

9. Fully explain your transportation program

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

Suwannee Valley Transit Authority provides door-to-door, curb-to-curb, shared-ride, flex route services as needed for ambulatory and wheel chair passengers. Transportation services are arranged on a subscription on-demand and advance reservation basis. General public transportation service is available Monday through Saturday from 6 AM to 5 PM excluding holidays. The agency observes all federal holidays. Agency sponsored transportation service is provided according to contractual arrangements.

- b. Staffing – include plan for training on vehicle equipment such as wheelchair lifts, etc. Suwannee Valley Transit Authority employs thirty-seven (37) employees including the Administrator. New drivers are trained on the proper procedures and how to use the equipment before the Driver Supervisor allows them to have a route. Additional training sessions in policies and procedures are done once a quarter on Saturdays.

- c. Records maintenance

Suwannee Valley Transit Authority follows the Florida Statutes and Florida Administrative Code for public records regardless of media or format. Records are maintained for at least seven years. Larry Sessions is designated as the Records Management Liaison Officer for the Agency.

- d. Vehicle maintenance – who, what, when and where. Include a section on how vehicles will be maintained without interruptions in service.

Suwannee Valley Transit Authority has a fully capable Maintenance Department as shown in the organizational chart. If Maintenance issues come up that these employees cannot handle, the Maintenance Supervisor makes a decision concerning companies that maintenance work will be outsourced to.

- e. CDL requirements

It is not a requirement that a driver have a CDL license when they are hired. Drivers are assigned vehicles and trips based on their capabilities and license.

- f. System Safety Program Plan (SSPP)

The Agency has adopted a SSPP and SPP pursuant to the standards set forth in Rule Chapter 14-90, Florida Administrative Code. The Agency is in compliance with its adopted SSPP and SPP and both manuals are up to date. The Agency has performed annual safety inspections on all operational vehicles in accordance with Rule Chapter 14-90, Florida Administrative Code. Merrill Wayne Blevins is the qualified mechanic that has authorized the annual inspections.

g. Drug free work place

It is the policy of Suwannee Valley Transit Authority to create a workplace environment free from the adverse effects of drug and alcohol abuse or misuse. Suwannee Valley Transit Authority prohibits the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances. All Suwannee Valley Transit Authority employees are drug tested prior to employment and on a random basis.

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

Suwannee Valley Transit Authority is funded by various revenue sources for performing trips. These Agencies include but are not limited to: Contractual agreements with Third Parties, Farebox, Medicaid, Agencies for Persons with Disabilities, Transportation Disadvantaged Commission, Department of Revenue, Columbia County Commissioners, Hamilton County Commissioners, Suwannee County Commissioners, Department of Health, Vocational Rehab, and Well Florida Council, Inc. In addition, we have been fortunate enough to be awarded 5311 Grant Operational Funds.

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

If this grant is not fully funded, our Agency will not be able to perform at our current level. Our two largest funding sources are the 5311 Grant and Transportation Disadvantaged Funds. We work very hard not to turn away passengers that are in need of a ride. Unfortunately, the Agency would have to start turning away passengers without these funds.

12. Fully explain your transportation program. Please see Question 9

- a. Service hours, planned service, routes and trip types
- b. Staffing – include plan for training on vehicle equipment such as wheelchair lifts, etc.
- c. Records maintenance
- d. Vehicle maintenance – who, what, when and where. Include a section on how vehicles will be maintained without interruptions in service.
- e. CDL requirements
- f. System Safety Program Plan (SSPP)
- g. Drug free work place

13. **New agencies only:** Have you met with the CTC and, if so, how are you providing a service that they cannot? Provide detailed information supporting this requirement. N/A

*Applications submitted without the appropriate coordination agreement may be rejected by FDOT. Grant awards will not be made without an appropriate coordination agreement.'*

**FORM B-1: TRANSIT-RELATED OPERATING AND ADMINISTRATIVE EXPENSES**

Name of Applicant: Suwannee Valley Transit Authority - Suwannee

Name of Transit Program: 5311 Operating

Applicant Fiscal period start and end dates: October 1, 2017 to September 30, 2018

State Fiscal period from: July 1, 2017 to June 30, 2018

| EXPENSE CATEGORY                | TOTAL EXPENSE    | FTA ELIGIBLE EXPENSE |
|---------------------------------|------------------|----------------------|
| Labor (501)                     | \$373,734        | \$373,734            |
| Fringe and Benefits (502)       | \$116,891        | \$116,891            |
| Services (503)                  | \$28,140         | \$28,140             |
| Materials and Supplies (504)    | \$5,690          | \$5,690              |
| Vehicle Maintenance (504.01)    | \$45,709         | \$45,709             |
| Utilities (505)                 | \$10,821         | \$10,821             |
| Insurance (506)                 | \$18,871         | \$18,871             |
| Licenses and Taxes (507)        | \$183            | \$183                |
| Purchased Transit Service (508) | \$0              | \$0                  |
| Miscellaneous (509)             | \$1,837          | \$1,837              |
| Leases and Rentals (512)        | \$1,102          | \$1,102              |
| Depreciation (513)              | \$175,927        |                      |
| <b>TOTAL</b>                    | <b>\$778,905</b> | <b>\$602,978 (a)</b> |

**SECTION 5311 GRANT REQUEST:**

Total FTA Eligible Expenses (from Form B-1, above) **\$602,978 (a)**  
 Rural Passenger Fares (from Form B-2) **\$ 8,567 (b)**  
 Operating Deficit **\$594,411 (c)**  
 [FTA Eligible Expenses (a) minus Rural Passenger Fares (b)] (from Form B-2)  
 Section 5311 Request **\$ 297,206 (d)**  
 (No more than 50% of Operating Deficit)  
 Grant Total All Revenues (from Form B-2) **\$371,254\*(e)**

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

## 1.5. FORM B-2: TRANSIT-RELATED OPERATING AND ADMINISTRATIVE REVENUES

Name of Applicant: Suwannee Valley Transit Authority

Name of Transit Program: 5311 Operating

Applicant Fiscal period start and end dates: October 1, 2017 to September 30, 2018

State Fiscal period from July 1, 2017 to June 30, 2018

| OPERATING REVENUE CATEGORY                        | TOTAL REVENUE                   | REVENUE USED AS FTA MATCH |
|---|---------------------------------|---------------------------|
| Passenger Fares for Transit Service (401)         | Total= \$<br>Rural =\$8,567 (b) |                           |
| Special Transit Fares (402)                       | \$0                             | \$0                       |
| School Bus Service Revenues (403)                 | \$0                             |                           |
| Freight Tariffs (404)                             | \$0                             | \$0                       |
| Charter Service Revenues (405)                    | \$22,931                        |                           |
| Auxiliary Transportation Revenues (406)           | \$2,434                         | \$2,434                   |
| Non-transportation Revenues (407)                 | \$0                             | \$0                       |
| <b>Total Operating Revenue</b>                    | <b>\$33,932</b>                 | <b>\$33,932</b>           |
| OTHER REVENUE CATEGORY                            |                                 |                           |
| Taxes Levied directly by the Transit System (408) | None Levied                     | None Levied               |
| Local Cash Grants and Reimbursements (409)        | \$39,572                        | \$39,572                  |
| Local Special Fare Assistance (410)               | \$0                             | \$0                       |
| State Cash Grants and Reimbursements (411)        | \$295,421                       | \$295,421                 |
| State Special Fare Assistance (412)               | \$0                             | \$0                       |
| Federal Cash Grants and Reimbursements (413)      | \$2,327                         | \$2,327                   |
| Interest Income (414)                             | \$2                             | \$2                       |
| Contributed Services (430)                        | \$0                             | \$0                       |
| Contributed Cash (431)                            | \$0                             | \$0                       |
| Subsidy from Other Sectors of Operations (440)    | \$0                             | \$0                       |
| <b>Total of Other Revenue</b>                     | <b>\$337,322</b>                | <b>\$337,322</b>          |
| <b>GRAND TOTAL ALL REVENUE</b>                    | <b>\$371,254</b>                | <b>\$ 371,254 (e)</b>     |



***SUWANNEE VALLEY TRANSIT AUTHORITY***

1907 Voyles Street  
Live Oak, Florida 32064  
(386) 362-5332  
1-800-258-7267

**STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION**

**GRANT APPLICATION**

Suwannee Valley Transit Authority 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 Valley Transit Authority 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 9<sup>th</sup> day of December, 2016 with two (2) original resolutions or certified copies of the original resolution authorizing Larry Sessions, Administrator, to sign this Application.

Suwannee Valley Transit Authority

By  Date December 9, 2016

Title Administrator



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

**RESOLUTION NUMBER: 2016-017**

**THIS RESOLUTION** of the Suwannee Valley Transit Authority (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) 5339.
3. The submission of grant application(s) required supporting documents, certifications and assurances to the Florida Department of Transportation is approved.
4. **Larry Sessions, Administrator**, or his/her duly appointed successor in title is hereby designated and authorized to on behalf of the Applicant, sign and submit application(s) and all required supporting documents, give all required certifications and assurances, accept grant award(s) from and execute and administer related joint participation agreement(s) with the Florida Department of Transportation, purchase vehicles/equipment and/or expend grant funds pursuant to a grant award, unless and until this authorization is specifically rescinded and written notice thereof is sent by certified mail, return receipt requested, to and received by the Florida Department of Transportation at the following address: **Attention: Doreen Joyner-Howard, AICP, District Modal Development Manager, Florida Department of Transportation, 2198 Edison Avenue, MS 2806, Jacksonville, FL 32204-2730.**
5. **Larry Sessions, Administrator**, is also hereby designated and authorized to sign requests for Joint Participation Agreement Time Extensions as may be required.

The foregoing resolution was **DULY PASSED, ADOPTED AND** became **EFFECTIVE** at a duly called and convened meeting of the Applicant held on the 14<sup>th</sup> day of **November**, 2016.

By: Beth Burnam  
(Original Signature, Chairman of the Board)

**Beth Burnam, Chairman**



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

**ATTEST:**



(Stamp corporate seal here :)

(Original Signature, Clerk/Secretary)

**Eric Musgrove, Secretary**



| Application for Federal Assistance SF-424   |  |   |
|---|--|---|
| <b>* 1. Type of Submission:</b><br><input type="checkbox"/> Preapplication<br><input checked="" type="checkbox"/> Application<br><input type="checkbox"/> Changed/Corrected Application |  |   |
| <b>* 2. Type of Application:</b><br><input checked="" type="checkbox"/> New<br><input type="checkbox"/> Continuation<br><input type="checkbox"/> Revision                               |  |   |
| <b>* If Revision, select appropriate letter(s):</b><br>[ ]<br><b>* Other (Specify):</b><br>[ ]  |  |   |
| <b>* 3. Date Received:</b><br>[ ]   |  | <b>4. Applicant Identifier:</b><br>Not Applicable |
| <b>5a. Federal Entity Identifier:</b><br>Not Applicable   |  | <b>5b. Federal Award Identifier:</b><br>[ ]       |
| <b>State Use Only:</b>  |  |   |
| <b>6. Date Received by State:</b> [ ]   |  | <b>7. State Application Identifier:</b> 1001      |
| <b>8. APPLICANT INFORMATION:</b>  |  |   |
| <b>* a. Legal Name:</b> Suwannee Valley Transit Authority   |  |   |
| <b>* b. Employer/Taxpayer Identification Number (EIN/TIN):</b><br>59-1684116  |  | <b>* c. Organizational DUNS:</b><br>0831930600000 |
| <b>d. Address:</b>  |  |   |
| <b>* Street1:</b> 1907 Voyles Street  |  |   |
| <b>Street2:</b> [ ]   |  |   |
| <b>* City:</b> Live Oak   |  |   |
| <b>County/Parish:</b> Suwannee  |  |   |
| <b>* State:</b> FL: Florida   |  |   |
| <b>Province:</b> [ ]  |  |   |
| <b>* Country:</b> USA: UNITED STATES  |  |   |
| <b>* Zip / Postal Code:</b> [ ]   |  |   |
| <b>e. Organizational Unit:</b>  |  |   |
| <b>Department Name:</b><br>Transportation   |  | <b>Division Name:</b><br>Administration           |
| <b>f. Name and contact information of person to be contacted on matters involving this application:</b>   |  |   |
| <b>Prefix:</b> Mr.  |  | <b>* First Name:</b> Larry                        |
| <b>Middle Name:</b> [ ]   |  |   |
| <b>* Last Name:</b> Sessions  |  |   |
| <b>Suffix:</b> [ ]  |  |   |
| <b>Title:</b> Administrator   |  |   |
| <b>Organizational Affiliation:</b><br>Appointed by Board of Directors   |  |   |
| <b>* Telephone Number:</b> 386-362-5332   |  | <b>Fax Number:</b> 386-219-0157                   |
| <b>* Email:</b> felonzie.raggins@ridesvta.com   |  |   |

**Application for Federal Assistance SF-424**

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

D: Special District Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

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

Federal Transit Administration

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

CFDA 20.526

CFDA Title:

Section 5339

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

\* Title:

Bus & Bus Facilities Program

**13. Competition Identification Number:**

Not Applicable

Title:

Not Applicable

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

Columbia Hamilton  
Shelburne

Add Attachment

Delete Attachment

View Attachment

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

Capital Assistance

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

\* b. Program/Project

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

**17. Proposed Project:**

\* a. Start Date:

\* b. End Date:

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

|                     |  |
|---------------------|--|
| * a. Federal        | <input type="text" value="71,248.00"/> |
| * b. Applicant      | <input type="text"/>                   |
| * c. State          | <input type="text" value="17,812.00"/> |
| * d. Local          | <input type="text"/>                   |
| * e. Other          | <input type="text"/>                   |
| * f. Program Income | <input type="text"/>                   |
| * g. TOTAL          | <input type="text" value="89,060.00"/> |

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

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

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

Yes  No

If "Yes", provide explanation and attach

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

\*\* I AGREE

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

**Authorized Representative:**

Prefix:  \* First Name:   
Middle Name:   
\* Last Name:   
Suffix:

\* Title:

\* Telephone Number:  Fax Number:

\* Email:

\* Signature of Authorized Representative: 

\* Date Signed:

## EXHIBIT A: CURRENT SYSTEM DESCRIPTION

1. What is a general overview of the organization including its mission, program goals and objectives? Suwannee Valley Transit Authority (SVTA) is the smallest of Florida's public transit agencies but that does not dim our goal of being a well-run, customer-service oriented organization. SVTA's experience as the state designated transportation provider spans more than forty (40) years in and for the region of Columbia, Hamilton, and Suwannee Counties (and formerly Lafayette). The Agency was formed by an inter-local agreement in 1976 and is organized under the Florida Statutes as a Special District. The Agency is led by a board of elected officials from each of its counties.
2. What is the organizational structure, type of operation, number of employees, and other pertinent organizational information? Is the organization a government authority or a private non-profit agency? Include an organizational chart that shows the positions that are involved in the transit department i.e. fleet manager, vehicle maintenance. The organizational chart may be placed after this exhibit.

SVTA is a rural public transportation agency. Suwannee Valley Transit Authority is governed by a Board of Directors that includes two County Commissioners from the Columbia, Hamilton, and Suwannee County Boards of County Commissions. The two County Commissioners that serve on the SVTA Board are appointed by the Chairman of the Board from each county. The Board selects an Administrator to oversee day to day operations that currently include thirty-six (36) positions. That Administrator selects and supervises the staff. Seven of these positions report directly to the Administrator. Three of these positions supervise other employees. The flow chart is as follows:

Administrator:

Administrative Assistant

Billing Manager

Maintenance Supervisor – Supervises and Trains three (3) positions.

Driver Supervisor – Supervises and Trains Twenty-one (21) professional bus operators.

Finance Staff – Two Deputy Finance Managers

Communications Manager – Supervises and Trains two reservationists/office clerks and two dispatchers.

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

The Administrator for SVTA is ultimately responsible for these functions that are part of daily operations for SVTA. The above breakdown on organizational structure explains how these functions are handled by employees other than the Administrator.

4. Who provides maintenance for the vehicles? Is it outsourced? What type of Preventative Maintenance work does the agency do on-site?

SVTA has a fully capable Maintenance Department as shown in the organizational chart above. If Maintenance issues come up that these four employees cannot handle, the Maintenance Supervisor makes a decision concerning companies that maintenance work will be outsourced to. The

Preventative Maintenance work done on-site includes pre-and post trip inspections done by the drivers and reported to maintenance staff, oil changes, tire rotation and fluid checks.

5. What is the agency's current number of transportation related employees? All thirty-six (36) positions of SVTA are Transportation related.
6. What is a detailed description of service routes and ridership numbers?

SVTA served a total of 643 people for the State of Florida Fiscal Year ended on June 30, 2016 and was reported in the most recent AOR report. We had 40,894 one-way passenger trips and 429,604 vehicle miles completed during this period. Services included ambulatory and wheelchair within and outside of the three-county service area. Routes are currently standardized by type of service. One daily route to Gainesville assists clients in the region traveling for medical and other appointments.



### 1.1. EXHIBIT A-1: FACT SHEET

Name of Applicant: Suwannee Valley Transit Authority

|  | CURRENTLY | IF GRANT IS AWARDED |
|--|-----------|---------------------|
| 1. Number of one-way passenger trips.*<br><b>PER YEAR</b>  | 40,894    | 40,894              |
| 2. Number of individuals served unduplicated (first ride per rider per fiscal year).<br><b>PER YEAR**</b>                                  | 643       | 643                 |
| 3. Number of vehicles used for this service. <b>ACTUAL</b>   | 31        | 31                  |
| 4. Number of ambulatory seats.<br><b>AVERAGE PER VEHICLE</b><br>(Total ambulatory seats divided by total number of fleet vehicles)         | 427       | 427                 |
| 5. Number of wheelchair positions.<br><b>AVERAGE PER VEHICLE</b><br>(Total wheelchair positions divided by total number of fleet vehicles) | 48        | 48                  |
| 6. Vehicle Miles traveled.<br><b>PER YEAR</b>  | 429,604   | 429,604             |
| 7. Average vehicle miles<br><b>PER DAY</b>   | 1,377     | 1,377               |
| 8. Normal vehicle hours in operation.<br><b>PER DAY</b>  | 84        | 84                  |
| 9. Normal number of days in operation. <b>PER WEEK</b>   | 6         | 6                   |
| 10. Trip length (roundtrip).<br><b>AVERAGE</b>   | 17 miles  | 17 miles            |

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

## 1.2. 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 Valley Transit Authority was very fortunate to have received 5339 FY 2015 and FY 2016 to help replace its aging fleet. We work hard to meet the demand for transportation in Columbia, Hamilton, and Suwannee Counties. We know that we cannot meet the demand if our fleet is so old that we suffer more break downs than we are in service. We have made great strides in upgrading our fleet. As you can see from our inventory list, there is still a need for the 24 foot cutaways. Receiving a 5339 grant to replace a cutaway is ideal because we get a new vehicle and 100% of the cost reimbursed. Grants are the only way that we can afford to upgrade the fleet.

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

As stated in question 1 of this exhibit, the agency does not want to turn down trips because our vehicles are breaking down. We would save money on repairs and maintenance of vehicles and ensure that our vehicles were reliable by replacing the aging fleet of cutaways.

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

This grant would be to replace a cutaway that is over the useful life recommended by FDOT. An asterisk has been placed on the current vehicle inventory sheet next to the vehicle that will be replaced using this grant.

5. Identify any vehicles/equipment being replaced and list them on the “**Current Vehicle and Transportation Equipment Inventory**” form. See Current Vehicle Inventory Form.
6. If the grant application is for a vehicle/equipment, describe how vehicles will be maintained without interruptions in service (who, what, where, and when).

Suwannee Valley Transit Authority has a fully capable Maintenance Department as shown in the organizational chart. If Maintenance issues come up that these four employees cannot handle, the Maintenance Supervisor makes a decision concerning companies that maintenance work will be outsourced to.

7. If the grant application is for a vehicle/equipment and if the 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
  - a. Include an equitable plan for distribution of vehicles/equipment to lessees and/or private operators. N/A
8. How are you providing a service that the CTC cannot? Provide detailed information supporting this requirement. N/A
9. Who will drive the vehicle, number of drivers, CDL certifications? SVTA employs a Driver Supervisor that has twenty-one (21) professional bus operators that report to him. Eighteen (18)

of those professional bus operators have CDL licenses. In addition to these twenty-two (22) drivers, we have the Administrator and a dispatcher that are qualified to drive for us. They both have their CDL licenses. This equates to a total of twenty-four (24) eligible drivers with twenty (20) of those drivers having a CDL license and four (4) of those drivers having a regular Class E license.

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, sufficiency of preliminary engineering and design work completed. N/A
11. If the grant application is for bus related facilities, please provide a full, detailed scope of the project, including but not limited to a project schedule, construction days, method of procurement, etc, N/A

**Note:** If the grant application is for bus related facilities, the project activities must be sufficiently described to assist the reviewer in determining eligibility under this program.



**State of Florida**  
**Commission for the Transportation Disadvantaged**  
**Commission Business Meeting**

**MEETING DATE:** November 8, 2016

**AGENDA ITEM:**

V. 2016 Mobility Enhancement Grant Recommendations – Second Round

**BACKGROUND INFORMATION:**

The Legislature authorized the Commission to competitively award \$1,750,000 of non-recurring funds to Community Transportation Coordinators (CTCs) to support projects that:

- 1) enhance the access of older adults, persons with disabilities, and low income individuals to healthcare, shopping, education, employment, etc.;
- 2) assist in the development, improvement, and use of transportation systems in non-urbanized areas;
- 3) promote the efficient coordination of services;
- 4) support inter-city bus transportation; or
- 5) encourage private transportation provider participation.

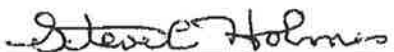
Five projects were awarded during the first round of applications and services began as early as July 1, 2016 for a total of \$693,265. The Commission approved a second application period for projects that would begin January 1, 2017. Grant Applications for a second round of projects were emailed to eligible applicants on June 13, 2016, with a deadline of October 11, 2016. The Mobility Enhancement Grant Subcommittee met on October 27, 2016. In attendance were Commissioner Marion Hart, Agency Advisors, Kayla Castello (DOT) James Finch (DEO) (via conference call), and Sheri Powers, Bill Hearndon, John Irvine, Ivan Maldonado, from Commission staff. Ten applications were submitted totaling approximately \$1.1 million in grant funds. The committee reviewed all 10 proposed project requests and recommended two projects for funding. The Mobility Enhancement Grant Summary is attached.

**ATTACHMENTS:**

2016-17 Mobility Enhancement Grant Summary – Second Round

**EXECUTIVE DIRECTOR RECOMMENDATION/MOTION:**

Recommend the Commission approve the FY 2016-17 Mobility Enhancement Grant Subcommittee Recommendations – Second Round.



Steve Holmes

Executive Director

Date: November 8, 2016

## Second Round 2016-17 Mobility Enhancement Grant Summary

| County                       | Community Transportation Coordinator                     | Project Description  | Committee Comments   | Requested Total Project Cost (100%) | Requested TD Dollar Amount (90%) | Recommended Funding |
|------------------------------|--|--|--|-------------------------------------|----------------------------------|---------------------|
| Columbia                     | Suwannee Valley Transit Authority                        | The agency proposes a six month pilot in which "on-demand" same day service will be provided to TD users within the City of Lake City for medical, pharmacy and shopping. Trips will be provided based on availability and serve both ambulatory and wheelchair riders. Riders will need to call at least 30 minutes in advance.   | Utilization of existing resources, gravitating towards existing MEG projects. Disallow vehicle wrap and marketing expenses to provide additional trips. Additional performance measures are needed to include customer satisfaction. | \$33,564.60                         | \$30,208.14                      | \$30,208.14         |
| Orange, Osceola and Seminole | Central Florida Regional Transportation Authority (LYNX) | Funding is requested to implement a pilot taxi voucher program in which selected TD riders would utilize taxi service to/from designated Dialysis centers in each county. The pilot is intended to reduce the wait time of Dialysis patients to access transportation to and from treatment which may be extremely exhausting.   | Proposal well written.<br><br>Reduce the pilot sample and project funding by half.   | \$237,600.00                        | \$213,840.00                     | \$106,920.00        |
| Brevard                      | Brevard County BOCC                                      | Space Coast Transit provides transportation to TD riders through the Space Coast Center for Independent Living Inc., which operates the "Need a Ride" program. Since this program only has 2 vehicles and the demand is great, customers needing transportation services may experience a 2 to 3 week waiting period. Funding is requested to cover the operational expenses of additional vehicles for the "Need a Ride" program. | Not enough detail in proposal.   | \$129,558.00                        | \$116,602.00                     | \$0.00              |

| County       | Community Transportation Coordinator | Project Description  | Committee Comments   | Requested Total Project Cost (100%) | Requested TD Dollar Amount (90%) | Recommended Funding |
|--------------|--------------------------------------|--|--|-------------------------------------|----------------------------------|---------------------|
| Brevard      | Brevard County BOCC                  | <p>The applicant is considering eliminating the use of single trip fixed route passes in exchange for all day passes. Funding is requested to purchase day passes to provide one time assistance to human services agencies as the agency transitions from the use of single ride to all day passes.</p> <p>Additional funding is requested to purchase monthly and 10 ride bus passes to be given to the South Brevard Women's Center.</p>  | Could do with existing resources.  | \$40,125.00                         | \$36,112.50                      | \$0.00              |
| Indian River | Senior Resource Association Inc.     | <p>The proposed project is two-tiered:</p> <p>1. "Transportation Disadvantaged Same Day Program" – Is a six month pilot project in which same day transportation for urgent medical trips are provided to frequently visited health care facilities based on available services. TD users will need to schedule trips at least 1 hour in advance.</p> <p>2. "Transportation Service Gap Employment Program" – Is a six month pilot project, in which transportation for employment will be provided to TD riders who work outside the current CTC hours of service. Service will be provided on an availability basis.</p> | <p>Would employers consider this service "reliable transportation?"</p> <p>Lack of documentation of need.</p> <p>Agency indicated that they would move forward with or without MEG funding.</p> <p>Need of driver resources.</p> | \$25,276.00                         | \$22,748.40                      | \$0.00              |

| County   | Community Transportation Coordinator             | Project Description  | Committee Comments   | Requested Total Project Cost (100%) | Requested TD Dollar Amount (90%) | Recommended Funding |
|--|--|--|--|-------------------------------------|----------------------------------|---------------------|
| Manatee  | Manatee County BOCC/ Manatee County Area Transit | Funding is requested to increase the frequency of route 6, from its existing 60 minute frequency to every 30 minutes. Route 6 is a core route that operates along the Cortez corridor, an urbanized area where riders have access to employment, health care and shopping centers including the DeSoto Square Mall. The agency is also requesting funding to create a 31 day unlimited bus pass.   | Operational expenses specifically cannot be funded with this grant.                                      | \$217,718.00                        | \$184,000.00                     | \$0.00              |
| Monroe   | Guidance/Care Center Inc.                        | The agency provides fixed scheduled paratransit services between the upper and lower Keys. The scheduled services operate with a split shift with no service between 8:30 am and 2:30 pm. The agency's proposed project will add an additional service to both shifts to provide transportation in between the split shifts.   | No documentation to support need for the additional service.<br><br>Extremely high administrative costs. | \$51,438.84                         | \$46,294.56                      | \$0.00              |
| Putnam, Baker, Clay, Columbia, Duval, Hamilton, Nassau, St. John and Suwannee Counties | Ride Solutions Inc.                              | In the proposed project, Ride Solutions will develop software and hardware to integrate the computer systems of Medicaid HMOs, transportation brokers and transportation providers to increase the wellness of rural residents. To accomplish this, they will work together with medical and dialysis centers, HMOs, brokers and transportation providers. They will host a summit and workshops to gather input to develop solutions. Will market public transportation and provide free bus passes to encourage its use. | Not eligible under this grant.   | \$330,000.00                        | \$297,000.00                     | \$0.00              |



| County       | Community Transportation Coordinator           | Project Description   | Committee Comments   | Requested Total Project Cost (100%) | Requested TD Dollar Amount (90%) | Recommended Funding |
|--------------|--|---|--|-------------------------------------|----------------------------------|---------------------|
| St. Lucie    | St. Lucie County Board of County Commissioners | The current single trip fare for fixed route service in St. Lucie County is \$2.00. It is believed that this cost may deter TD citizens from using the fixed route system, as they may not be able to afford the current fare. Funding is requested for a pilot project in which customers would be able to ride the entire system (demand response and fixed route) fare free. This will gauge how many potential TD users would use the system if the fare was more affordable. The intent of this pilot is to attract more TD riders to the system, to increase ridership and meet any existing transportation gaps. | Agency has already completed a one-month study. They would like to do a longer study to see the impact on ridership and cost of fare collection.<br><br>Agency could benefit from more time to develop grant application scope.                              | \$66,666.00                         | \$60,000.00                      | \$0.00              |
| Volusia      | Votran   | A six month pilot project is proposed in which Votran Gold riders will be able to ride fare free on the existing fixed route system. Travel training will be provided to assist users as they learn how to maneuver the various routes.   | There would continue to be a cost of providing paratransit feeder service.<br><br>Difficulty coordinating transfers between modes.<br><br>Cost saving to agency, not to TD. Unclear how project services would be charged and reimbursed in grant per rider. | \$45,500.00                         | \$40,950.00                      | \$0.00              |
| <b>Total</b> |  |   |  | <b>\$1,177,446.44</b>               | <b>\$1,047,755.60</b>            | <b>\$137,128.14</b> |

|                        |                |
|------------------------|----------------|
| Approved Budget        | \$1,750,000.00 |
| Awarded 1st Round      | \$693,265.00   |
| Available Budget       | \$1,056,735.00 |
| Remaining after MEG II | \$919,606.86   |

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

October 6, 2016

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

RE: New Mobility Enhancement Grant Application

Dear Bill:

We were told by John Irvine that there would be consideration for a second round on the Mobility Enhancement Grant to cover the time period January 1, 2017 through June 30, 2017 and that grant applications were due on October 11, 2016. Suwannee Valley Transit Authority would like to be considered for a project for this grant. Enclosed is our completed grant application. The Resolution will be executed at our next Board Meeting on November 14, 2016 and will be forwarded to your agency at that time.

If there are any questions, feel free to contact us at (386) 362-5332 extension 6324. Thank you in advance for your help in this matter.

Sincerely,

  
Felonzie P. Raggins  
Deputy Finance Manager

Enclosure



## EXHIBIT A

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

1. DATE SUBMITTED: October 11, 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
10. PROPOSED START DATE: January 1, 2016 ENDING DATE: June 30, 2017
11. ESTIMATED PROJECT FUNDING REQUESTED:  
Grant Funds \$30,208.14 90%  
Local Match \$3,356.46 10%  
**TOTAL \$33,564.60 100%**

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

October 11, 2016

DATE

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

## EXHIBIT B

### SCOPE

#### **Project Description:**

**Current Service Description:** Suwannee Valley Transit Authority is currently the CTC for Columbia County, Florida.

**Type of Service:** Suwannee Valley Transit Authority proposes to supplement the existing transportation disadvantaged services by providing an “on-demand” service within the City of Lake City (Columbia County, Florida) utilizing a Dodge Mini-Van. On-demand services will be provided for local medical, pharmacy and shopping purposes. Suwannee Valley Transit Authority will determine TD eligibility. Passengers must request transportation at least 30 minutes in advance and same-day service will be provided on an availability basis. Riders will be picked up and/or dropped off at designated stops within the City of Lake City which includes Shands at Lake Shore, Lake City Medical Center, Walmart, Walgreens, CVS, Publix, Winn Dixie, Columbia Senior Center, Career Source Florida Crown, Columbia County Courthouse, Orthopedic Institute, Harvey’s and Save A Lot. The fare will be \$1.00 for each trip. The services will be provided Monday through Friday from 8AM to 5PM. Suwannee Valley Transit Authority will operate this service as a 6-month pilot project.

**Advertising/Marketing:** Suwannee Valley Transit Authority plans to wrap the mini-van that will be used for this service so that the mini-van advertises the service. We will also advertise in the Lake City Reporter, pass out flyers during the normal TD route, and advertise on the local radio.

**Project Timeframe:** This project will begin on January 1, 2017 and run through June 30, 2017.

**Project Performance Measures:** SVTA will document the number of trips made and clients transported and report to the Florida Commission for the Transportation Disadvantaged every month during the project period.

#### **Project Funding:**

#### **Estimated Annual Expenses**

|                     |                   |
|---------------------|-------------------|
| Driver Cost         | \$18,873.79       |
| Fuel                | \$5,199.48        |
| Communication       | \$1,200.00        |
| Insurance           | \$925.00          |
| Advertising         | \$3,500.00        |
| Maintenance         | \$815.00          |
| Administrative Cost | <u>\$3,051.33</u> |
| Total Annual Cost   | \$33,564.60       |

Reimbursement for operating expenses will be invoiced to the CTD monthly, based on an average trip rate. Suwannee Valley Transit Authority estimates 12 trips per day (130 working days) for 1,560 trips for the 6-month period. Reimbursement will be \$21.52 per trip.

**EXHIBIT C  
AUTHORIZING RESOLUTION  
2016-012**

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 14<sup>th</sup> DAY OF November, 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

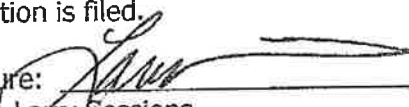
## EXHIBIT D

### 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: October 11, 2016

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

# SVTA EXPRESS

WE'LL GET  
YOU THERE



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For more information call:  
Suwannee Valley Transit Authority  
386-362-5332 Option 1  
[www.ridesvta.com](http://www.ridesvta.com)  
[larry.sessions@ridesvta.com](mailto:larry.sessions@ridesvta.com)





## IV.A.2.



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February 8, 2017

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 October - December 2016;
2. Fiscal Year 2016/17 Transportation Disadvantaged Trust Fund Status Report;
3. Commendation/Complaint Reports; and
4. Unmet Transportation Needs Report.

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

### Attachments

t:\lynn\td2017\chs\memos\statfeb.docx

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



SVTA QUARTERLY OPERATING REPORT  
COLUMBIA HAMILTON SUWANNEE  
OCTOBER NOVEMBER DECEMBER 2016

JAN (CK)

| OPERATING DATA            | OPERATOR |          |          |   |   |   |   |          | TOTAL        |
|---------------------------|----------|----------|----------|---|---|---|---|----------|--------------|
|                           | OCTOBER  | NOVEMBER | DECEMBER |   |   |   |   |          |              |
| TOTAL TRIPS               | 2,835    | 2,761    | 2,668    | 0 | 0 | 0 | 0 | 0        | 8,264        |
| Arc of N FL               | 505      | 467      | 375      | 0 | 0 | 0 | 0 | 0        | 1,347        |
| TD Trust Fund             | 2,075    | 2,105    | 2,147    | 0 | 0 | 0 | 0 | 0        | 6,327        |
| Vocational Rehabilitation | 4        | 0        | 2        | 0 | 0 | 0 | 0 | 0        | 6            |
| Disability Determination  | 0        | 0        | 0        | 0 | 0 | 0 | 0 | 0        | 0            |
| Ryan White                | 2        | 2        | 2        | 0 | 0 | 0 | 0 | 0        | 6            |
| Acess 2 Care              | 25       | 26       | 28       | 0 | 0 | 0 | 0 | 0        | 79           |
| Other                     | 224      | 161      | 114      | 0 | 0 | 0 | 0 | 0        | 499          |
|                           |          |          |          |   |   |   |   | VERIFIED | 8,264        |
| TOTAL DOLLARS INVOICED    | 65,000   | 67,823   | 55,028   | 0 | 0 | 0 | 0 | 0        | \$187,850.56 |
| Arc of N FL               | 5,640    | 5,496    | 4,309    | 0 | 0 | 0 | 0 | 0        | \$15,445.27  |
| TD Trust Fund             | 57,821   | 61,442   | 49,606   | 0 | 0 | 0 | 0 | 0        | \$168,868.94 |
| Vocational Rehabilitation | 660      | 0        | 320      | 0 | 0 | 0 | 0 | 0        | \$980.00     |
| Disability Determination  | 0        | 0        | 0        | 0 | 0 | 0 | 0 | 0        | \$0.00       |
| Ryan White                | 65       | 65       | 65       | 0 | 0 | 0 | 0 | 0        | \$195.60     |
| Acess 2 Care              | 814      | 820      | 727      | 0 | 0 | 0 | 0 | 0        | \$2,360.75   |
| Other                     | 0        | 0        | 0        | 0 | 0 | 0 | 0 | 0        | \$0.00       |
|                           |          |          |          |   |   |   |   | VERIFIED | \$187,850.56 |
| TRIP PURPOSE              |          |          |          |   |   |   |   |          |              |
| Church                    | 0        | 0        | 12       |   |   |   |   |          | 12           |
| Day Treatment             | 25       | 22       | 25       | 0 | 0 | 0 | 0 | 0        | 72           |
| Dialysis                  | 864      | 862      | 897      | 0 | 0 | 0 | 0 | 0        | 2,623        |
| Education/Training        | 734      | 700      | 593      | 0 | 0 | 0 | 0 | 0        | 2,027        |
| Event                     | 0        | 0        | 38       |   |   |   |   |          | 38           |
| Medical/Life Sustaining   | 526      | 543      | 494      | 0 | 0 | 0 | 0 | 0        | 1,563        |
| Nutrition                 | 348      | 249      | 223      | 0 | 0 | 0 | 0 | 0        | 820          |
| Other                     | 30       | 51       | 37       | 0 | 0 | 0 | 0 | 0        | 118          |
| Pharmacy                  | 11       | 10       | 22       | 0 | 0 | 0 | 0 | 0        | 43           |
| School                    | 33       | 36       | 6        | 0 | 0 | 0 | 0 | 0        | 75           |
| Shopping                  | 193      | 139      | 214      | 0 | 0 | 0 | 0 | 0        | 546          |
| Social                    | 17       | 101      | 51       | 0 | 0 | 0 | 0 | 0        | 169          |
| Social Services           | 21       | 12       | 10       |   |   |   |   |          | 43           |
| Substance Abuse Treatment | 4        | 6        | 6        |   |   |   |   |          | 16           |
| Volunteer                 | 28       | 30       | 30       | 0 | 0 | 0 | 0 | 0        | 88           |
| Work                      | 1        | 0        | 10       | 0 | 0 | 0 | 0 | 0        | 11           |
|                           | 2,835    | 2,761    | 2,668    |   |   |   |   | verified | 8,155        |
| NUMBER OF TRIPS DENIED    |          | 0        | 0        | 0 | 0 | 0 | 0 | 0        | 0            |

|                              |  |
|------------------------------|--|
| EMPLOYEE NAME/#              | Debbie Omans #150  |
| COMMENDATION #               | 2016_15  |
| DATE OF COMMENDATION         | 11/1/2016  |
| TIME OF COMMENDATION         | 10:00 AM   |
| DRIVER NAME                  | [REDACTED]   |
| COMMENDATION MADE BY         | [REDACTED]   |
| CONTACT #                    |  |
| DRIVER'S COUNTY OF RESIDENCE | Suwannee   |
| COMMENDATION TAKEN BY        | Teresa (in person)   |
| COMMENDATION                 | Mrs. [REDACTED] complimented Debbie on always being so kind and good to Mr. [REDACTED].  |
| EMPLOYEE NAME/#              | Jeff Waters #132   |
| COMMENDATION #               | 2016_16  |
| DATE OF COMMENDATION         | 12/19/2016   |
| TIME OF COMMENDATION         | 2:30 PM  |
| DRIVER NAME                  | [REDACTED]   |
| COMMENDATION MADE BY         | self   |
| CONTACT #                    |  |
| DRIVER'S COUNTY OF RESIDENCE | Suwannee   |
| COMMENDATION TAKEN BY        | Jeff J. (note sent by driver)  |
| COMMENDATION                 | Rider wanted to commend Jeff #132 for his professionalism and empathy to her as well as other riders. She stated that he goes above and beyond the call of duty. |
| EMPLOYEE NAME/#              |  |
| COMMENDATION #               |  |
| DATE OF COMMENDATION         |  |
| TIME OF COMMENDATION         |  |
| DRIVER NAME                  |  |
| COMMENDATION MADE BY         |  |
| CONTACT #                    |  |
| DRIVER'S COUNTY OF RESIDENCE |  |
| COMMENDATION TAKEN BY        |  |
| COMMENDATION                 |  |

|                            |  |
|----------------------------|--|
| <b>COMPLAINT #</b>         | 2016_14  |
| <b>DATE OF COMPLAINT</b>   | 11/3/2016  |
| <b>TIME OF COMPLAINT</b>   | 14:00  |
| <b>COMPLAINANT'S NAME</b>  | ██████████, Gateway Surgical Center Lake City  |
| <b>COMPLAINT'S POC</b>     | 386-██████████   |
| <b>COMPLAINT'S ISSUE</b>   | ██████████ said that she spoke with both reservation takers regarding an issue with an appointment for ██████████ on 11-11-2016. She stated that both were rude, she had called 3 different times and was put on an indefinite hold 2 of the times. (Note: I (Sarai) had already spoken to ██████████ on 10-28-16 regarding this trip and advised her that we could probably work her in but the schedule was not loaded yet and would call her when I could give her more detail) |
| <b>SVTA'S ACTION TAKEN</b> |  |
| <b>RESOLUTION</b>          |  |

|                            |   |
|----------------------------|---|
| <b>COMPLAINT #</b>         | 2016_15   |
| <b>DATE OF COMPLAINT</b>   | 12/14/2016  |
| <b>TIME OF COMPLAINT</b>   | 8:53am  |
| <b>COMPLAINANT'S NAME</b>  | Wished to remain anonymous  |
| <b>COMPLAINT'S POC</b>     | (386) ██████████  |
| <b>COMPLAINT'S ISSUE</b>   | While traveling on I-75S, he stated a SVTA vehicle passed him, speeding. The vehicle exited on Newberry Exit (#26). It was a female driver. He did not provide a vehicle #. |
| <b>SVTA'S ACTION TAKEN</b> | Caller did not wish to receive a call back.   |
| <b>RESOLUTION</b>          |   |

|                            |  |
|----------------------------|--|
| <b>COMPLAINT #</b>         |  |
| <b>DATE OF COMPLAINT</b>   |  |
| <b>TIME OF COMPLAINT</b>   |  |
| <b>COMPLAINANT'S NAME</b>  |  |
| <b>COMPLAINT'S POC</b>     |  |
| <b>COMPLAINT'S ISSUE</b>   |  |
| <b>SVTA'S ACTION TAKEN</b> |  |
| <b>RESOLUTION</b>          |  |

| OCTOBER 2016 |            |             |  |
|--------------|------------|-------------|--|
| DATE         | PICK UP    | DESTINATION | DENIAL REASON                                      |
| 10/04/16     | LAKE CITY  | GAINESVILLE | ROUTE FULL   |
| 10/04/16     | FORT WHITE | BRANFORD    | ROUTES FULL, NO DRIVER AVAILABLE                   |
| 10/07/16     | FORT WHITE | BRANFORD    | ROUTES FULL, NO DRIVER AVAILABLE                   |
| 10/21/16     | LAKE CITY  | LAKE CITY   | NO DRIVER AVAILABLE FOR REQUESTED APPOINTMENT TIME |
| 10/26/16     | FORT WHITE | LAKE CITY   | NEXT DAY REQUEST, ROUTES FULL                      |
| 10/28/16     | LAKE CITY  | LAKE CITY   | SAME DAY REQUEST, ROUTES FULL                      |

| NOVEMBER 2016 |           |             |  |
|---------------|-----------|-------------|--|
| DATE          | PICK UP   | DESTINATION | DENIAL REASON  |
| 11/01/16      | LIVE OAK  | LIVE OAK    | NEXT DAY REQUEST, ROUTE FULL                                   |
| 11/01/16      | LAKE CITY | LAKE CITY   | ROUTE FULL, NO DRIVER AVAILABLE FOR REQUESTED APPOINTMENT TIME |
| 11/07/16      | LAKE CITY | LIVE OAK    | NO DRIVER AVAILABLE FOR REQUESTED APPOINTMENT TIME             |
| 11/09/16      | LAKE CITY | LAKE CITY   | NO DRIVER AVAILABLE FOR REQUESTED APPOINTMENT TIME             |

| DECEMBER |           |             |                               |
|----------|-----------|-------------|-------------------------------|
| DATE     | PICK UP   | DESTINATION | DENIAL REASON                 |
| 12/12/16 | LAKE CITY | LAKE CITY   | NEXT DAY REQUEST, ROUTES FULL |
| 12/12/16 | LAKE CITY | LAKE CITY   | NEXT DAY REQUEST, ROUTES FULL |
| 12/29/16 | JENNINGS  | LAKE CITY   | NEXT DAY REQUEST, ROUTES FULL |



SK  
LPG



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Week of Sun., January 22-28, 2017

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Section C

DAVE SAYS



**Dave Ramsey**  
CEO of Ramsey Solutions

## To be unclear is to be unkind

Dear Dave,

My friend and I are roommates, and we've always had an agreement that we split each of the bills fifty-fifty. We both work and have decent jobs, but for the last couple of months she's been really late in paying her half of the bills. She says she's broke. I don't want to be mean, but how can I approach her about this situation?

Alice

Dear Alice,

I understand that you don't want to be mean to

DAVE continued on 6C

# SVTA Express up and running

New van serves all of Lake City, for any purpose.

By **KATRINA POGGIO**  
kpoggio@lakecityreporter.com

Public transportation isn't a common phrase in this part of Florida, but that's something Suwannee Valley Transit Authority Administrator Larry Sessions is out to change.

"In Lake City, 'public transportation' doesn't roll off people's lips," Sessions said. "It's all, 'well, I've got to figure out a way to get there.' Nobody thinks about using public transportation to get them somewhere."

Last week Sessions launched the Suwannee Valley Transit Authority Express, a van that transports up to six people within the city limits for \$8 a ride.

Focused more on everyday use purposes, SVTA Express is an extension of the SVTA van service that usually takes people to doctor's appointments. With SVTA Express, transportation disadvantaged people



KATRINA POGGIO/Lake City Reporter

Suwannee Valley Transit Authority Administrator Larry Sessions launched the SVTA Express last week. The new service — which accommodates all, medical need or not — is available in Lake City from 8 a.m. to 5 p.m. Monday through Friday.

— or anyone else — can call to get a ride to the grocery store, friend's house or even out to lunch.

From 8 a.m. to 5 p.m.,

Monday through Friday, locals can call the service on a first come, first service basis to make an appointment for their ride.

"I really feel like there's a lot of people here that need transportation but don't know how to get transportation," Sessions said.

Sessions said he can see millennials using the service to get around town

SVTA continued on 3C



of a wind-swept and forbidding environment.

"I'm looking forward to building relationships with my crew," said mission commander James Bevington, a space scientist. "I fully anticipate coming out with five new best friends."

They will have no physical contact with people in the outside world and will work with a 20-minute delay in communications with their support crew — the time it would take for an email to reach Earth from Mars.

squabbled so badly that by the time they emerged two years later, some of them weren't speaking to each other.

The University of Hawaii operates the dome, called Hawaii Space Exploration Analog and Simulation, or HI-SEAS, and NASA has dedicated more than \$2 million to the various stages of the project.

Scientists previously lived in the dome for two other long-term NASA-funded stays — one of them lasting a year, the other eight

## SVTA

*Continued From 1C*

because of the convenience, or simply if they don't have their license yet.

The bright green and white van will be clearly visible on the street and Sessions envisions it catching on quickly.

Eventually he wants to

add more vans to the service and split the town depending on the need, that way the vans are readily available for people on different sides of the area.

The service is limited to Lake City for now.

"This right here is to fill a need of public transportation in Lake City," Sessions said. "And then as the need gets bigger I'll expand it."

# Get Connected



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## Lake City Reporter



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February 8, 2017

TO: Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board  
 FROM: Lynn Godfrey, AICP, Senior Planner  
 SUBJECT: Transportation Disadvantaged Program Planning Funds

RECOMMENDATION

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

BACKGROUND

At its November 16, 2017 meeting, the Board requested staff to provide cost information for staffing the Columbia, Hamilton and Suwannee County Transportation Disadvantaged Coordinating Boards prior to and after the designation of the multi-county service area.

Planning related grant funds are to be used by designated official planning agencies to assist the Florida Commission for the Transportation Disadvantaged in their responsibilities at the local level including support to the local coordinating boards.

The Florida Commission for the Transportation Disadvantaged distributes 25 percent of the planning funds based on the percentage of population each county has relative to the total State population. The remaining 75 percent of the planning funds are divided into shares equal to the number of counties throughout the State. As the official planning agency designated by the Florida Commission for the Transportation Disadvantaged, the North Central Florida Regional Planning Council receives the planning fund allocations for Columbia, Hamilton and Suwannee Counties.

Attached are the following:

- Planning fund allocations for organizing and providing staff support and related resources to the local coordinating boards for Fiscal Year 2012/13 as determined by the Florida Commission for the Transportation Disadvantaged as required by Rule 41-2.014, Florida Administrative Code prior to the designation of the multi-county service area; and
- Planning fund allocations for organizing and providing staff support and related resources to the local coordinating boards for Fiscal Years 2013/14, 2014/15, 2015/16 and 2016/17 after the designation of the multi-county service area.

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

Attachment

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**FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED  
 PLANNING GRANT - STAFF SUPPORT  
 FOR LOCAL COORDINATING BOARD MEETINGS**

| <b>COUNTY</b> | <b>FY 2012/13</b>  | <b>FY 2013/14</b>  | <b>FY 2014/15</b>  | <b>FY 2015/16</b>  | <b>FY 2016/17</b>  |
|---------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| Columbia      | \$7,360.80         | \$8,096.80         | \$8,084.80         | \$8,084.80         | \$8,066.80         |
| Hamilton      | \$6,934.00         | \$7,627.60         | \$7,623.20         | \$7,623.20         | \$7,614.00         |
| Suwannee      | \$7,150.40         | \$7,865.60         | \$7,874.00         | \$7,874.00         | \$7,866.00         |
| <b>TOTAL</b>  | <b>\$21,445.20</b> | <b>\$23,590.00</b> | <b>\$23,582.00</b> | <b>\$23,582.00</b> | <b>\$23,546.80</b> |

**ATTENDANCE RECORD**

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

| <b>MEMBER/ORGANIZATION</b>                    | <b>NAME</b>              | <b>2/17/16</b> | <b>6/15/16</b> | <b>9/7/16</b> | <b>11/16/16</b> |
|---|--------------------------|----------------|----------------|---------------|-----------------|
| Chair   | Commissioner Beth Burnam | P              | P              | P             | P               |
| Columbia County Elected Official              | Commissioner Bucky Nash  | P              | P              | P             | P               |
| Suwannee County Elected Official              | Commissioner Don Hale    |                |                |               |                 |
| Florida Department of Transportation          | Sandra Collins           | A              | P              | A             | A               |
| Alternate Member                              | Janell Damato            | A              | A              | A             | A               |
| Florida Department of Children and Families   | Kay Tice                 | A              | A              | P             | P               |
| Alternate Member                              | Jaime Sanchez-Bianchi    | A              | A              | A             | A               |
| Florida Agency for Health Care Administration | Deweese Ogden            | A              | P              | P             | A               |
| Alternate Member                              | Pamela Hagley            | A              | A              | A             | A               |
| Florida Department of Education               | Jeffrey Aboumrad         | A              | P              | P             | A               |
| Alternate Member                              | Allison Gill             | A              | A              | P             | P               |
| Public Education                              | Daniel Taylor            | P              | P              | P             | A               |
| Alternate Member                              | Vacant                   |                |                |               |                 |
| Florida Department of Elder Affairs           | Bruce Evans              | A              | A              | P             | A               |
| Alternate Member                              | Dwight Law               | P              | P              | A             | P               |
| Citizen Advocate                              | Vacant                   |                |                |               |                 |
| Alternate Member                              | Louie Goodin             | A              | A              | A             | A               |
| Citizen Advocate - User                       | Richard Bryant           | P              | P              | P             | P               |
| Alternate Member                              | Vacant                   |                |                |               |                 |
| Elderly                                       | LJ Two Spirits Johnson   | P              | P              | P             | P               |
| Alternate Member                              | Vacant                   |                |                |               |                 |
| Veterans                                      | Bo Beauchemin            | P              | P              | P             | P               |
| Alternate Member                              | Ellis Gray, III          | A              | A              | A             | A               |
| Persons with Disabilities                     | Ralph P. Kitchens Jr.    | P              | P              | P             | A               |
| Alternate Member                              | Denise Morgan            |                | P              | A             | A               |
| 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              | P              | A             | A               |
| Private Transit                               | Vacant                   |                |                |               |                 |
| Alternate Member                              | Vacant                   |                |                |               |                 |
| Regional Workforce Board                      | Diane Head               |                |                | P             |                 |
| Alternate Member                              | Vacant                   |                |                |               |                 |
| 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.

