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March 6, 2017

TO: Lafayette County Transportation Disadvantaged Coordinating Board

FROM: Lynn Godfrey, AICP, Senior Planner

SUBJECT: Meeting Announcement

The Lafayette County Transportation Disadvantaged Coordinating Board will meet **Monday, March 13, 2017 at 2:00 p.m.** in the meeting room of Suwannee River Economic Council located on State Road 27 in Mayo, Florida. All Board members are encouraged to attend this meeting.

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

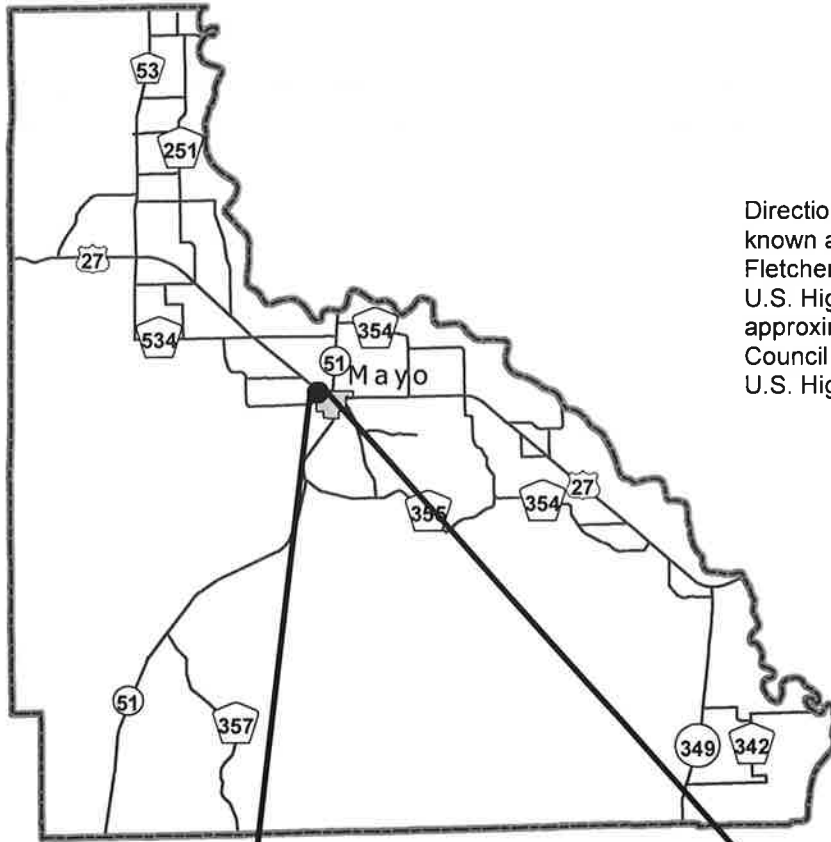
Attachments

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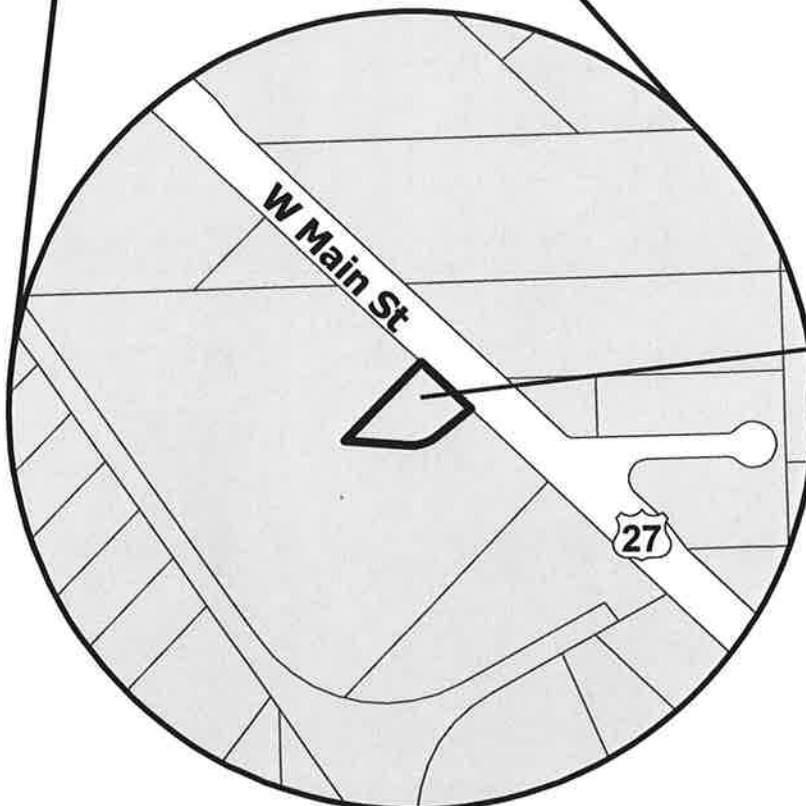
Dedicated to improving the quality of life of the Region's citizens,
by coordinating growth management, protecting regional resources,
promoting economic development and providing technical services to local governments.

Suwannee River Economic Council

114 SW Community Circle
Mayo, FL 32066



Directions: From the intersection U.S. Highway 27 (also known as Main Street) and State Road 51 (also known as Fletcher Avenue) in the Town of Mayo, turn West onto U.S. Highway 27 (also known as Main Street), travel approximately 0.5 miles and the Suwannee River Economic Council will be on the left, on the Southwestern side of U.S. Highway 27 (also known as Main Street).



1 inch = 500 feet

Suwannee River
Economic Council





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LAFAYETTE COUNTY

TRANSPORTATION DISADVANTAGED COORDINATING BOARD

MEETING ANNOUNCEMENT AND AGENDA

Meeting Room
Suwannee River Economic Council
Mayo, Florida

Monday
March 13, 2017
2:00 p.m.

I. BUSINESS MEETING – CALL TO ORDER

A. Invocation

B. Pledge of Allegiance

C. Introductions

D. Approval of the Meeting Agenda

ACTION REQUIRED

E. Approval of the November 21, 2016
Minutes

Page 7

ACTION REQUIRED

II. NEW BUSINESS

A. Suwannee River Economic Council
2015/16 Compliance Monitoring Report

Page 11

NO ACTION REQUIRED

The Board needs to review Suwannee River Economic Council's 2015/16 Compliance Monitoring Report

B. Lafayette County Transportation
Disadvantaged Service Plan Amendment

Page 25

ACTION REQUIRED

The Board needs to review and approve an amendment to the Lafayette County Transportation Disadvantaged Service Plan

C. Suwannee River Economic Council
Operations Reports

Page 45

NO ACTION REQUIRED

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.

III. OTHER BUSINESS

A. Comments

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

IV. FUTURE MEETING DATES

- A. May 15, 2017 at 2:00 p.m.**
- B. September 18, 2017 at 2:00 p.m.**
- C. November 13, 2017 at 2:00 p.m.**

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

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

**LAFAYETTE COUNTY
TRANSPORTATION DISADVANTAGED COORDINATING BOARD**

MEMBER/REPRESENTING	ALTERNATE/REPRESENTING
Commissioner Anthony Adams Local Elected Official/Chair	Not Applicable
Sandra Collins Florida Department of Transportation	Janell Damato Florida Department of Transportation
Kay Tice Florida Department of Children and Families Grievance Committee Member	Amanda Bryant Florida Department of Children and Families
Vacant Florida Department of Education	Vacant Florida Department of Education
Vacant Florida Department of Elder Affairs	Vacant Florida Department of Elder Affairs
Deweece Ogden Florida Agency for Health Care Administration	Pamela Hagley Florida Agency for Health Care Administration
Diane Head Regional Workforce Development Board Grievance Committee Member	Anthony Jennings Regional Workforce Development Board
Ricky Lyons Florida Association for Community Action Term ending June 30, 2017	Vacant Florida Association for Community Action Term ending June 30, 2017
Vacant Public Education	Vacant Public Education
Vacant Veterans Term ending June 30, 2017	Vacant Veterans Term ending June 30, 2017
Cindy Morgan Citizen Advocate Grievance Committee Member Term ending June 30, 2018	Vacant Citizen Advocate Term ending June 30, 2018
Vacant Citizen Advocate - User Term ending June 30, 2018	Vacant Citizen Advocate - User Term ending June 30, 2018
Vacant Persons with Disabilities Term ending June 30, 2018	Vacant Persons with Disabilities Term ending June 30, 2018
Martha Humphries Elderly Grievance Committee Member Term ending June 30, 2017	Vacant Elderly Term ending June 30, 2017
Ginger Calhoun Medical Community Grievance Committee Member Term ending June 30, 2019	Vacant Medical Community Term ending June 30, 2016
Colleen Cody Children at Risk Term ending June 30, 2019	Vacant Children at Risk Term ending June 30, 2016
Vacant Private Transit Term ending June 30, 2019	Vacant Private Transit Term ending June 30, 2016

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

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

Meeting Room
Suwannee River Economic Council
Mayo, Florida

Monday
November 21, 2016
2:00 p.m.

VOTING MEMBERS PRESENT

Commissioner Anthony Adams, Chairman
Ginger Calhoun, Medical Community Representative
Colleen Cody, Children at Risk Representative
Sheryl Rehberg, Workforce Development Board Representative
Kay Tice, Florida Department of Children and Families Representative

VOTING MEMBERS ABSENT

Sandra Collins, Florida Department of Transportation Representative
Martha Humphries, Elderly Representative
Ricky Lyons, Florida Association of Community Action
Cindy Morgan, Citizen Advocate
Deweece Ogden, Florida Agency for Health Care Administration Medicaid Representative

OTHERS PRESENT

Matthew Pearson, Suwannee River Economic Council

STAFF PRESENT

Lynn Godfrey, North Central Florida Regional Planning Council

I. CALL TO ORDER

Chairman Adams called the meeting to order at 2:00 p.m.

A. Invocation

Matthew Pearson gave the invocation.

B. Pledge of Allegiance

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

C. Introductions

There were no introductions.

D. Approval of the Meeting Agenda

ACTION: Sheryl Rehberg moved to approve the meeting agenda. Colleen Cody seconded; motion passed unanimously.

E. Approval of the September 19, 2016 Meeting Minutes

ACTION: Colleen Cody moved to approve the September 19, 2016 meeting minutes. Sheryl Rehberg seconded; motion passed unanimously.

II. NEW BUSINESS

A. Annual Performance Evaluation

Ms. Lynn Godfrey, North Central Florida Regional Planning Council Senior Planner, stated that the Board is required to annually evaluate Suwannee River Economic Council's performance as the Community Transportation Coordinator for Lafayette County. She discussed Suwannee River Economic Council's draft annual performance evaluation.

Colleen Cody noted a typo on the title page of the evaluation

ACTION: Sheryl Rehberg moved to approve Suwannee River Economic Council's annual performance evaluation. Kay Tice seconded; motion passed unanimously.

B. 2015/16 Annual Operations Report

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

The Board reviewed the Annual Operations Report.

Mr. Matthew Pearson, Suwannee River Economic Council Executive Director, discussed the average cost per trip and how the purchase of vehicles affects those figures. The Board asked staff to note in future reports when vehicles are purchased.

C. Appoint Grievance Committee Members

Chair Adams appointed Ginger Calhoun and Sheryl Rehberg's replacement, Ms. Diane Head, to the Grievance Committee.

D. Suwannee River Economic Council Operations Reports

Mr. Matthew Pearson, Suwannee River Economic Council Executive Director, discussed the operations reports.

III. OTHER BUSINESS

A. Comments

1. Members

There were no member comments.

2. Citizens

There were no citizen comments.

IV. FUTURE MEETING DATES

Chairman Adams announced that the next meeting of the Board will be held March 20, 2017.

Colleen Cody asked if the Board could schedule future meetings on the second Monday of the month.

The Board agreed to schedule future meetings on the second Monday of the month.

ADJOURNMENT

The meeting adjourned at 2:40 p.m.

Chair

Date



March 6, 2017

TO: Lafayette County Transportation Disadvantaged Coordinating Board

FROM: Lynn Godfrey, AICP, Senior Planner

SUBJECT: Suwannee River Economic Council
2015/16 Compliance Monitoring Report

RECOMMENDATION

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

BACKGROUND

The Florida Commission for the Transportation Disadvantaged contracted with Thomas Howell Ferguson, P.A. to conduct compliance consulting services of Suwannee River Economic Council as the Lafayette County Community Transportation Coordinator. The review period was July 1, 2015 through June 30, 2016. Attached is the 2015-16 Compliance Monitoring Report.

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

Attachment

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**Independent Accountants' Report on
Compliance Consulting Services**

**Suwannee River Economic Council
Lafayette County Community Transportation Coordinator**

2015-16 Compliance Monitoring Report

 **Thomas Howell
Ferguson P.A.**
Certified Public Accountants

**Compliance Consulting Services
Suwannee River Economic Council
Lafayette County Community Transportation Coordinator
2015-16 Compliance Monitoring Report**

Contents

Independent Accountants' Report	1
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Schedule of Findings	3
Suggestions Letter	4

October 10, 2016

Florida Commission for the Transportation Disadvantaged
Tallahassee, Florida

Suwannee River Economic Council
Lafayette County Community Transportation Coordinator
Live Oak, Florida

We have performed specific compliance consulting services as enumerated in FCTD's 2015-16 monitoring tool. These services were contracted by the Florida Commission for the Transportation Disadvantaged (FCTD) to comply with its programmatic oversight and monitoring responsibilities related to:

- *Florida Statutes Chapter 427*
- *Florida Administrative Code Rule 41.2*
- *Florida Administrative Code Rule 14.90*
- *The Transportation Disadvantaged Service Plan (TDSP)*
- *The System Safety Program Plan (SSPP)*
- *The FCTD Memorandum of Agreement (MOA)*

These consulting services were conducted in accordance with the Statements on Standards for Consulting Services established by the American Institute of Certified Public Accountants. The sufficiency of the consulting services is solely the responsibility of FCTD. Consequently, we make no representations regarding the sufficiency of the consulting services performed, either for the purpose for which this report has been requested or for any other purpose.

On October 10, 2016, we visited Suwannee River Economic Council, the Lafayette County Community Transportation Coordinator (CTC) and performed compliance consulting services as summarized in FCTD's 2015-16 compliance monitoring tool for the period of July 1, 2015 through June 30, 2016. The procedures performed and our related findings begin on page 2 of this report.

We were not engaged to and did not conduct an examination, the objective of which would be the expression of an opinion on the Suwannee River Economic Council, Lafayette County Community Transportation Coordinator's compliance with the statutes, plans, and agreements identified above. Accordingly, we do not express such an opinion.

This report is intended solely for the information and use of FCTD, the CTC governing board and management, and is not intended to be and should not be used by anyone other than these specified parties.



Thomas Howell Ferguson P.A.
Tallahassee, Florida

**Suwannee River Economic Council
Lafayette County Community Transportation Coordinator
2015-16 Compliance Monitoring Report**

Schedule of Findings

Organization Environment: Rural
Organization Type: Private nonprofit
Network Type: Partial brokerage

Findings

We performed specific compliance consulting services based on the detailed testing tasks identified in the FCTD's 2015-16 monitoring tool. Our procedures were performed using firm and professional standards. A summary of the testing categories used during this engagement and the related monitoring results are provided as follows:

Monitoring Results/Issues	Prior Year Findings - Resolved	Prior Year Findings - Unresolved	Current Year Findings
General Information	-	-	-
Florida Statutes Chapter 427	-	-	-
Florida Administrative Code Rule 41-2	-	-	-
Florida Administrative Code Rule 14-90	-	-	-
Internal Control Survey	-	-	-
Financial Activity Analysis	-	-	-
TD Rate Calculation	-	-	-
Rider, Contractor, and Purchasing Agent Surveys	-	-	-
TOTAL	-	-	-

Detailed information about any findings is provided in the following Schedule of Findings. If the CTC has current year findings, it must submit a Corrective Action Plan response to FCTD within 30 days of receipt of this report. If you have questions about the Corrective Action Plan process, please contact your FCTD Regional Area Program Manager.

Suggestions

Other matters or circumstances may have been noted by us as we completed the indicated monitoring tasks. Detailed information about these observations and our related suggestions is provided in the Suggestions Letter. The suggestions resulting from our site visit are summarized as follows:

Suggestion #1 - AOR and Rate Model Procedures

Suggestion #2 -Rider Eligibly, Management approval of applications, and updated eligibility criteria.

This correspondence is intended solely for the information and use of the FCTD, CTC management, and the CTC's governing board and is not intended to be and should not be used by anyone other than these specified parties.

**Suwannee River Economic Council
Lafayette County Community Transportation Coordinator
2015-16 Compliance Monitoring Report**

Schedule of Findings

Findings

We performed specific compliance consulting services based on the detailed testing tasks list in FCTD's 2015-16 monitoring tool which is available on the Commission's website. The monitoring procedures performed included sufficient tests of details of transactions, file inspections, and inquiries (1) to determine the status of recommendations from the prior year monitoring visit(s) and (2) to adequately support the current year findings and recommendations. Detailed information for these items is disclosed in the following section of this report.

Prior Year Findings

No findings were noted in the prior monitoring period.

Current Year Findings – Monitoring Period = July 1, 2015 through June 30, 2016

No findings were noted in the current monitoring period.

Suggestions Letter

October 10, 2016

Florida Commission for the Transportation Disadvantaged
Tallahassee, Florida

Suwannee River Economic Council
Lafayette County Community Transportation Coordinator
Live Oak, Florida

In planning and performing the specific compliance consulting services for Suwannee River Economic Council, Lafayette County Community Transportation Coordinator (CTC) for the period July 1, 2015 through June 30, 2016, we considered the CTC's program activities, its operating model, and disclosed internal controls in order to complete the tasks identified in FCTD's monitoring tool and not to provide assurance on the entity's internal control.

However, during this monitoring engagement, we became aware of certain matters that are opportunities for strengthening internal control and/or operating efficiency. In our report dated October 10, 2016, we reported on Suwannee River Economic Council, the Lafayette County Community Transportation Coordinator's instances of noncompliance with the types of compliance requirements that could have a significant effect on the state programs monitored by FCTD. This letter does not affect that report.

We recommend FCTD review the status of these comments during the next monitoring cycle. We have discussed these comments and suggestions with the CTC Executive Director, Matt Pearson. We would be pleased to discuss these comments, which are described below, in further detail at your convenience, to perform any additional study of these matters, or to assist you with implementation of the recommendations.

Suggestions from 2015-16 Onsite Monitoring Visit

Suggestion #1 - AOR and Rate Model Procedures

Our monitoring procedures included the inspection of the CTC's documentation supporting the passenger trips, passenger miles, and revenue and expense amounts included on the AOR and the Rate Model. For each of the items we selected to trace, the CTC was able to provide documentation supporting data entered on the AOR and the Rate Model. However, written procedures describing the process used to prepare the AOR and Rate Model do exist however they need to be updated to ensure consistency and accuracy in the preparation of the AOR and Rate Model. The written procedures should address which position with the CTC will be responsible for preparing the AOR and Rate Model, which position will be responsible for reviewing the completed AOR and Rate Model, what documentation will be maintained to support the amounts reported and how that documentation should be maintained.

Management's response:

Mr. Pearson agreed that a procedure would be beneficial to the CTC for the preparation of the AOR and Rate Model, and would be preparing one.

Suggestions from 2015-16 Onsite Monitoring Visit (continued)

Suggestion #2 - Rider eligibly, Management approval of applications, and updated eligibility criteria

Our monitoring procedures included the inspection of rider eligibility forms and the eligibility criteria established with the TDSP. Although the CTC had established criteria, it was not clear when certifying whether a rider was eligible for TD services. Also, some applications were approved by management and some were not. Through inquiry with the CTC, it was also noted that there is no recertification process to determine whether a rider's eligibility criteria has changed from year to year.

To ensure that the riders are eligible for transportation funded by TD, we recommend that the CTC update their eligibility criteria to ensure that the rider is eligible. We also recommend that the CTC require that the applicant provide supporting documentation for the criteria that they are claiming. We also recommend that the CTC review all applications and approve or deny them based on the eligibility criteria and sign and date the application. It is also recommends that the CTC establish a recertification process to ensure that the rider's situation has not changed and they remain eligible for TD funds rides.

Management's response:

Mr. Pearson understood the suggestion and would work to update and put new procedures in place.



Thomas Howell Ferguson P.A.
Tallahassee, Florida

Suwannee River Economic Council, Inc.

2015-2016 Compliance Monitoring
Commission for the Transportation Disadvantaged

Lafayette County
October 2016
Corrective Action Plan

SUGGESTION #1 – AOR and Rate Model Procedures

1. Written procedures used to prepare the AOR and Rate Model need to be updated to ensure consistency and accuracy in the preparation of the AOR and Rate Model.
2. Written procedures should address:
 - a) Which position with the CTC will be responsible for preparing the AOR and Rate Model;
 - b) Which position will be responsible for reviewing the complete documents;
 - c) What documentation will be maintained to support the amounts reported;
 - d) How that documentation should be maintained.

*Corrective Action Plan: Written procedures for the Rate Model are attached (see Attachment #1).
Written procedures for the Annual Operations Report are attached (see Attachment #2).*

SUGGESTION #2 – Eligibility criteria and Management Approval of Applications

1. The CTC should update their eligibility criteria to require supporting documentation from the riders to support their application and eligibility.
2. The CTC management personnel responsible for reviewing rider application should clearly indicate their approval or denial of eligibility, and sign and date the application.
3. The CTC should establish a recertification process to ensure the rider's situation has not changed and they remain eligible for TD funded rides.

Corrective Action Plan: The Dispatchers have been advised to send all TD Intake Applications to the Transportation administration office for final approval and documentation. The Director of Transportation will oversee the verification of the TD applicant's eligibility for final approval.

A recertification process has been established to ensure a TD rider's eligibility status is current. TD riders will be required to update their application annually.

Attachment #1

Rate Model Procedures

Rate Model Procedures

Director of Transportation

- A. Documents needed for Rate Model Input:
 - 1. Prior year's AOR revenue, expenses, and trips*
 - 2. Prior year's passenger miles traveled
 - 3. Prior year's total trips, wheelchair trips, stretcher trips
 - 4. Rate Model form from CTD with accompanying instructions
 - 5. Budget for upcoming year (see C below)
 - 6. Information about policy changes and/or service changes that will affect cost, revenues or trips
- B. Finance Director and Transportation Director will work together to gather the information to be considered in preparation of the Rate Model:
 - 1. Prior year's revenues
 - 2. Prior year's expenses
 - 3. Subsidy revenue sources (5311 for example)
 - 4. Local donations will be considered
 - 5. Future program growth
 - 6. Future program reductions (trip needs and request)
 - 7. Possible changes to the Transportation program
- C. Finance Director will prepare a budget for the upcoming year with input from the Transportation Director:
 - 1. Estimate passenger miles to be traveled during the upcoming year for the following groups (based on previous year's report data as submitted to and approved by the Local Coordinating Transportation Board for each County):
 - a. Ambulatory
 - b. Wheelchair
 - c. Stretcher
 - 2. Estimate number of trips to be performed during the upcoming year for the following groups (based on previous year's report data as submitted to and approved by the Local Coordinating Transportation Board for each County):
 - a. Ambulatory
 - b. Wheelchair
 - c. Stretcher
- D. Using information gathered in B and C above, enter information into Rate Model form. A separate Rate Model is prepared for each County.
- E. Retain backup documentation for future information.
- F. Once finalized and approved by Executive Director, submit to CTD for approval.
- G. When final approval has been received from CTD print copies of Rate Model for SREC records.

* Finance uses Aliba MIP Fund Accounting system to prepare the AOR. In the accounting system the accountant selects: Reports; Financial Statements; Statement of Revenue and Expenses; TRS Annual. The report is prepared by the accountants and reviewed by the Director of Finance.

Attachment #2

Annual Operations Report Procedures

Transportation Annual Operations Report Procedures

DIXIE, GILCHRIST, LAFAYETTE COUNTIES

Director of Transportation

1. When the AOR instruction packet is received via email from the CTD, access the County's report data base and print blank copies of the report for working copies.
2. Send blank forms of the Revenues section and Expenses section to Finance Department. Finance uses Aliba MIP Fund Accounting system to prepare the AOR. In the accounting system the accountant selects: Reports; Financial Statements; Statement of Revenue and Expenses; TRS Annual. The report is prepared by the accountants and reviewed by the Director of Finance.
3. Using the monthly and quarterly reports data from the previous year as submitted to and approved by the Local Coordinating Transportation Board, coordinate with Transportation Program Assistant in compiling said data into yearly totals in all other sections of the AOR report form.
4. Follow detailed report instructions received from the CTD and complete the report using the data collected from 2 and 3 above. Using the previous year's AOR, compare the current working report's numbers to insure a measure of accuracy and consistency.
5. Add justifications for +/- 10% changes as necessary. CTD report form will prompt the user when a justification is required.
6. Review preliminary AOR with Executive Director. Make changes / adjustments as needed.
7. Once finalized and approved by Executive Director, submit AOR to CTD via the website.
Print finalized report for SREC records.



March 6, 2017

TO: Lafayette County Transportation Disadvantaged Coordinating Board
FROM: Lynn Godfrey, AICP, Senior Planner
SUBJECT: Lafayette County Transportation Disadvantaged Service Plan Amendment

RECOMMENDATION

Approve the Lafayette County Transportation Disadvantaged Service Plan amendment.

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 is a draft amendment to the Lafayette County Transportation Disadvantaged Service Plan that meets the Federal and State requirements. Also, attached is Suwannee River Economic Council's application for U.S.C. Section 5311 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 Lafayette County. In May 2014, the Florida Agency for Health Care Administration implemented Florida's Managed Medical Care Program. The Managed Medical Care Program requires Managed Medical Assistance Plans to provide transportation to their enrollees who have no other means of transportation available.

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

4. Needs Assessment

United States Code Section 5311 Grant Program

PROJECT	PROJECT YEAR	AREAS AFFECTED BY PROJECT	ESTIMATED COST	FUNDING SOURCE
Provide transportation services to the transportation disadvantaged.	2017/18	Lafayette County	\$126,414 \$126,414	Federal Transit Administration Suwannee River Economic Council

Transportation Disadvantaged Trust Fund Grant

PROJECT	PROJECT YEAR	AREAS AFFECTED BY PROJECT	ESTIMATED COST	FUNDING SOURCE
Provide trips to transportation disadvantaged individuals.	2016/17	Lafayette County	\$157,648 \$17,517	Transportation Disadvantaged Trust Fund Suwannee River Economic Council

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

LAFAYETTE COUNTY

5311 OPERATING ASSISTANCE APPLICATION



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

Administrative Office - Phone (386) 362-4115

Fax (386) 362-4078

E-Mail: mattpearson@suwanneec.org

Website: www.srecinc.org

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

GRANT APPLICATION

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

Suwannee River Economic Council, Inc. further agrees, to the extent provided by law (in case of a government agency in accordance with Sections 129.07 and 768.28, Florida Statutes) to indemnify, defend and hold harmless the 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.

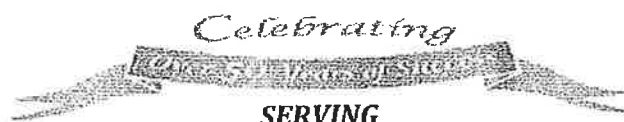
This Application is submitted on this 1st day of December, 2016 with two (2) original resolutions or certified copies of the original resolution authorizing Matt Pearson, Executive Director to sign this Application.

Suwannee River Economic Council, Inc.

By Matt Pearson

Date 12/1/2016

Title: Executive Director



BRADFORD-COLUMBIA-DIXIE-GILCHRIST-HAMILTON-LAFAYETTE-LEVY-MADISON-PUTNAM-SUWANNEE-TAYLOR-UNION

"This institution is an equal opportunity provider and employer."

Funded in part through a grant by the State of Florida Department of Elder Affairs

RESOLUTION NUMBER: 092616 - Lafayette County

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


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

NOW, THEREFORE BE IT RESOLVED BY THE APPLICANT:

1. The above recitals are true and correct and are incorporated herein as if fully set forth in the body of this Resolution.
2. This resolution applies to Federal Program(s) under 49 U.S.C. Section(s) Section 5311.
3. The submission of grant application(s) required supporting documents, certifications and assurances to the Florida Department of Transportation is approved.
4. Matt Pearson, Executive Director or his/her duly appointed successor in title is hereby designated and authorized to on behalf of the Applicant, sign and submit application(s) and all required supporting documents, give all required certifications and assurances, accept grant award(s) from and execute and administer related joint participation agreement(s) with the Florida Department of Transportation, purchase vehicles/equipment and/or expend grant funds pursuant to a grant award, unless and until this authorization is specifically rescinded and written notice thereof is sent by certified mail, return receipt requested, to and received by the Florida Department of Transportation at the following address:
Attention: Doreen Joyner-Howard, AICP, District Modal Development Manager, Florida Department of Transportation, 2198 Edison Avenue, MS 2812, Jacksonville, FL 32204-2730.
5. N/A is also hereby designated and authorized to sign requests for Joint Participation Agreement Time Extensions as 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 26th day of September, 2016

By:


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

ATTEST:


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

(Stamp corporate seal here :)

Application for Federal Assistance Form 424

Application for Federal Assistance SF-424		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision
* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>		
3. Date Received: N/A	4. Applicant Identifier: N/A	
5a. Federal Entity Identifier: N/A		5b. Federal Award Identifier: <input type="text"/>
State Use Only:		
6. Date Received by State: <input type="text"/>		7. State Application Identifier: <input type="text"/>
8. APPLICANT INFORMATION:		
* a. Legal Name: Suwannee River Economic Council Inc.		
* b. Employer/Taxpayer Identification Number (EIN/TIN): 59-1101989		* c. Organizational DUNS: 0402079040000
d. Address:		
* Street1: 1171 Nobles Ferry Rd.		
Street2: <input type="text"/>		
* City: Live Oak		
County/Parish: <input type="text"/>		
* State: Florida <input checked="" type="checkbox"/>		
Province: <input type="text"/>		
* Country: USA: UNITED STATES <input checked="" type="checkbox"/>		
* Zip / Postal Code: 32064		
e. Organizational Unit:		
Department Name: Administration		Division Name: <input type="text"/>
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix: Mr. <input checked="" type="checkbox"/>	* First Name: Matt	
Middle Name: <input type="text"/>		
* Last Name: Pearson		
Suffix: <input type="text"/>		
Title: Executive Director		
Organizational Affiliation: <input type="text"/>		
* Telephone Number: 386.362.4115 x 223		Fax Number: 386.362.4078
* Email: mpearson@suwanneec.net		

Application for Federal Assistance SF-424

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

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

Type of Applicant 2: Select Applicant Type:

▼

Type of Applicant 3: Select Applicant Type:

▼

*** Other (specify):**

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

Federal Transit Administration

11. Catalog of Federal Domestic Assistance Number:

20-509

CFDA Title:

*** 12. Funding Opportunity Number:**

U.S.C Section 5311

*** Title:**

Formula Grants for Rural Area Program

13. Competition Identification Number:

Title:

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

Lafayette County

Add Attachment

Delete Attachment

View Attachment

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

Provide Transportation Services for the Transportation Disadvantaged.

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424**16. Congressional Districts Of:*** a. Applicant * 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="126414"/>
* b. Applicant	<input type="text" value="0"/>
* c. State	<input type="text" value="0"/>
* d. Local	<input type="text" value="126414"/>
* e. Other	<input type="text" value="0"/>
* f. Program Income	<input type="text" value="0"/>
* g. TOTAL	<input type="text" value="252828"/>

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

2. What is the organizational structure, type of operation, number of employees, and other pertinent organizational information? Include an organizational chart that shows the positions that are involved in the transit department.

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

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

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

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

SREC, Inc. uses private contractors to perform all vehicle maintenance, service, and repair. Preventative maintenance is accomplished through the 5,000 mile inspections which are done by private contractors as stated above.

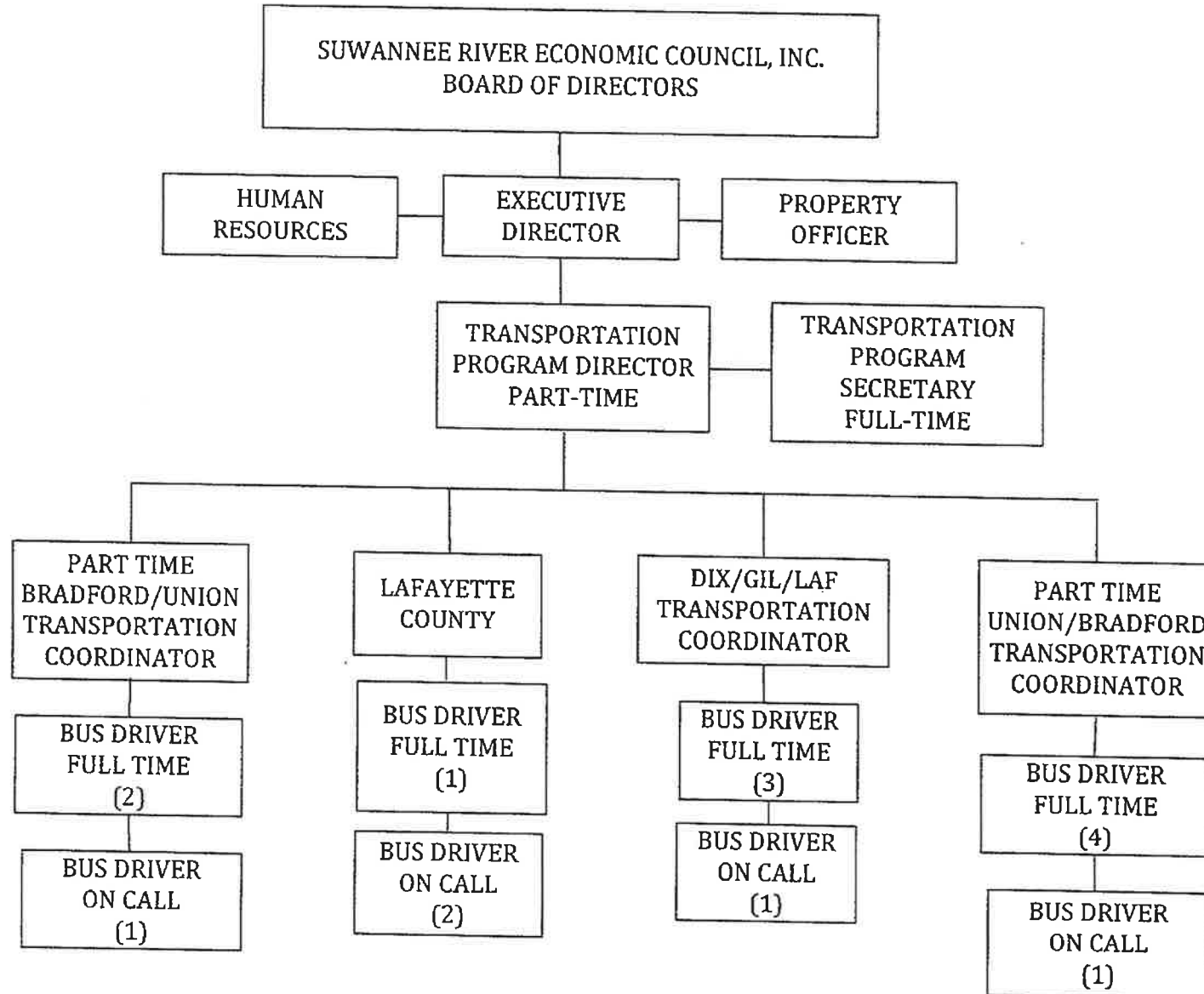
5. What is the agency's current number of transportation related employees?

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

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

Currently, in Lafayette County, SREC, Inc. averages three drivers using three vans for daily services. SREC, Inc. anticipates providing 4,175 trips in the upcoming year year for purposes such as medical, nutritional, shopping, and employment. However, due to funding restraints most of the transportation services provided are medically necessary. Trip purposes include medical, nutritional, shopping, and employment. A planned trip schedule for out of County trips is in place to allow for increased ridership on long trips. Currently, the schedule allows for trips to Gainesville and Lake City twice each week. Trips to Live Oak are scheduled on Mondays, Wednesdays and Fridays. Trips to Perry and Tallahassee are scheduled for Wednesdays. Local trips are performed daily in and around Lafayette County.

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



1.6. EXHIBIT A-1: FACT SHEET

Name of Applicant: Suwannee River Economic Council, Inc.

	CURRENTLY	IF GRANT IS AWARDED
1. Number of one-way passenger trips.* PER YEAR	4170	4170
2. Number of individuals served unduplicated (first ride per rider per fiscal year). PER YEAR**	323	323
3. Number of vehicles used for this service. ACTUAL	3	3
4. Number of ambulatory seats. AVERAGE PER VEHICLE (Total ambulatory seats divided by total number of fleet vehicles)	8	8
5. Number of wheelchair positions. AVERAGE PER VEHICLE (Total wheelchair positions divided by total number of fleet vehicles)	2	2
6. Vehicle miles traveled. PER YEAR	88750	88750
7. Average vehicle miles PER DAY	320	320
8. Normal vehicle hours in operation. PER DAY	8	8
9. Normal number of days in operation. PER WEEK	6	6
10. Trip length (roundtrip). AVERAGE	45	45

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

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

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

Exhibit B
Proposed Project Description

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

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

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

Due to the nature of a rural area such as Lafayette County and the need for transportation services to travel between 40 and 65 miles to medical facilities, multiple daily trips are required to cover these distances while also trying to balance the needs and physical limitations of the passengers whom we serve. It is imperative to operate the transportation services provided by SREC, Inc. as efficiently and economically as possible while maintaining that balance between business and compassion. The funding requested from 5311 funding will enable SREC, Inc. to continue tracking efficiency within the transportation system and maintain detailed recording and reporting throughout the program.

3. Give a detailed explanation of the need for the vehicle and provide evidence of the need.
N/A
4. Will a grant award be used to replace existing equipment or purchase additional vehicles/equipment? Provide details.
N/A
5. Identify vehicles/equipment being replaced and list them on the "**Current Vehicle and Transportation Equipment Inventory**" form (see page **Error! Bookmark not defined.**).
N/A
6. If vehicles and/or equipment are proposed to be used by a lessee...
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 River Economic Council, Inc. is a private non-profit agency. The project will be in Lafayette County. Employees are not represented by a union.

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

N/A

9. Fully explain your transportation program

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

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

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

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

- c. Records maintenance

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

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

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

- e. CDL requirements

N/A

- f. System Safety Program Plan (SSPP)

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

g. Drug free work place

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

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

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

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

Yes, but services would be drastically reduced.

12. New agencies only:

N/A

1.8. FORM B-1: TRANSIT-RELATED OPERATING AND ADMINISTRATIVE EXPENSES

Name of Applicant: Suwannee River Economic Council, Inc.

Name of Transit Program: Lafayette County, FL

Applicant Fiscal period start and end dates: July 1, 2017 to June 30, 2018

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

EXPENSE CATEGORY	TOTAL EXPENSE	FTA ELIGIBLE EXPENSE
Labor (501)	\$88268	\$88268
Fringe and Benefits (502)	49979	49979
Services (503)	13489	13489
Materials and Supplies (504)	26748	26748
Vehicle Maintenance (504.01)	28177	28177
Utilities (505)	11912	11912
Insurance (506)	14786	14786
Licenses and Taxes (507)	646	646
Purchased Transit Service (508)	0	0
Miscellaneous (509)	1402	1402
Leases and Rentals (512)	13303	13303
Depreciation (513)	4118	4118
TOTAL	\$252828	\$252828 (a)

SECTION 5311 GRANT REQUEST:

Total FTA Eligible Expenses (from Form B-1, above) \$252828 (a)

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

Operating Deficit \$252828 (c)

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

Section 5311 Request \$ 126414 (d)

(No more than 50% of Operating Deficit)

Grant Total All Revenues (from Form B-2) \$252828 *(e)

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

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

Name of Applicant: Suwannee River Economic Council, Inc.

Name of Transit Program: Lafayette County, FL

Applicant Fiscal period start and end dates: July 1, 2017 to June 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= \$ Rural=\$ 0 (b)	
Special Transit Fares (402)		
School Bus Service Revenues (403)		
Freight Tariffs (404)		
Charter Service Revenues (405)		
Auxiliary Transportation Revenues (406)		
Non-transportation Revenues (407)		
Total Operating Revenue		
OTHER REVENUE CATEGORY		
Taxes Levied directly by the Transit System (408)		
Local Cash Grants and Reimbursements (409)		
Local Special Fare Assistance (410)		
State Cash Grants and Reimbursements (411)	187990	187990
State Special Fare Assistance (412)		
Federal Cash Grants and Reimbursements (413)	64838	64838
Interest Income (414)		
Contributed Services (430)		
Contributed Cash (431)		
Subsidy from Other Sectors of Operations (440)		
Total of Other Revenue	\$252828	\$252828
GRAND TOTAL ALL REVENUE	\$252828	\$252828 (e)



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

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

March 6, 2017

TO: Lafayette County Transportation Disadvantaged Coordinating Board

FROM: Lynn Godfrey, AICP, Senior Planner

SUBJECT: Operations Reports

RECOMMENDATION

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

BACKGROUND

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

1. Suwannee River Economic Council Operations Report October - December 2016;
2. Fiscal Year 2016/17 Transportation Disadvantaged Trust Fund Status Report;
3. Suwannee River Economic Council Complaint/Commendation Report October - December 2016; and
4. Suwannee River Economic Council Trip Denial Report October - December 2016.

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

Attachments

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**QUARTERLY OPERATING REPORT
SUWANNEE RIVER ECONOMIC COUNCIL, INC.
LAFAYETTE COUNTY
OCTOBER - DECEMBER 2016**

OPERATING DATA	SREC
NUMBER OF INVOICED TRIPS	1,031
Florida Managed Medical Assistance Program	131
Florida Transportation Disadvantaged Program	772
S.R.E.C. - Title III-B Meal Site	128
TOTAL VEHICLE MILES	15,708
TOTAL REVENUE VEHICLE MILES	13,029
TOTAL VEHICLE HOURS	955
TOTAL DOLLARS INVOICED	\$44,021.49
Florida Managed Medical Assistance Program	\$9,959.10
Transportation Disadvantaged Program	\$33,038.39
S.R.E.C. - Title III-B Meal Site	\$1,024.00
AVERAGE COST PER TRIP	\$42.70
Florida Managed Medical Assistance Program	\$76.02
Transportation Disadvantaged Program	\$42.80
S.R.E.C. - Title III-B Meal Site	\$8.00
AVERAGE COST PER VEHICLE MILE	\$2.80
AVERAGE COST PER REVENUE VEHICLE MILE	\$3.38
AVERAGE COST PER VEHICLE HOUR	\$46.10
TRIP PURPOSE*	
Medical	903
Employment	0
Education/Training	0
Shopping	0
Meal Site	128
Recreation	0
Other	0
NUMBER OF TRIPS DENIED	0
NUMBER OF SINGLE PASSENGER TRIPS PROVIDED	51
PERCENT OF SINGLE PASSENGER TRIPS	5%
NUMBER OF ACCIDENTS	0
NUMBER OF VEHICLES	3
AVERAGE TRIPS PER VEHICLE	344
AVERAGE MILES PER TRIP	15
NUMBER OF ROADCALLS	0
MILES BETWEEN ROADCALLS	15,708

**QUARTERLY OPERATING REPORT
SUWANNEE RIVER ECONOMIC COUNCIL, INC.
LAFAYETTE COUNTY
OCTOBER - DECEMBER 2015**

OPERATING DATA	SREC
NUMBER OF INVOICED TRIPS	867
Florida Managed Medical Assistance Program	40
Florida Transportation Disadvantaged Program	691
S.R.E.C. - Title III-B Meal Site	136
TOTAL VEHICLE MILES	14,612
TOTAL REVENUE VEHICLE MILES	10,716
TOTAL VEHICLE HOURS	511
TOTAL DOLLARS INVOICED	\$42,434.46
Florida Managed Medical Assistance Program	\$2,518.90
Transportation Disadvantaged Program	\$38,827.56
S.R.E.C. - Title III-B Meal Site	\$1,088.00
AVERAGE COST PER TRIP	\$48.94
Florida Managed Medical Assistance Program	\$62.97
Transportation Disadvantaged Program	\$56.19
S.R.E.C. - Title III-B Meal Site	\$8.00
AVERAGE COST PER VEHICLE MILE	\$2.90
AVERAGE COST PER REVENUE VEHICLE MILE	\$3.96
AVERAGE COST PER VEHICLE HOUR	\$83.04
TRIP PURPOSE*	
Medical	731
Employment	0
Education/Training	0
Shopping	0
Meal Site	136
Recreation	0
Other	0
NUMBER OF TRIPS DENIED	0
NUMBER OF SINGLE PASSENGER TRIPS PROVIDED	53
PERCENT OF SINGLE PASSENGER TRIPS	6%
NUMBER OF ACCIDENTS	0
NUMBER OF VEHICLES	3
AVERAGE TRIPS PER VEHICLE	289
AVERAGE MILES PER TRIP	17
NUMBER OF ROADCALLS	1
MILES BETWEEN ROADCALLS	14,612

Source: Suwannee River Economic Council

**2016-2017 TRIP/EQUIPMENT GRANT SUMMARY
LAFAYETTE COUNTY**

CONTRACT AMOUNT: \$175,165.00

MONTH/ YEAR	TOTAL DOLLARS SPENT	TRUST FUND (90%)	LOCAL MATCH (10%)	TOTAL AMOUNT REMAINING	NUMBER OF TRIPS	AVERAGE COST PER TRIP
Jul-16	\$14,599.24	\$13,139.32	\$1,459.92	\$160,565.76	322	\$45.34
Aug-16	\$14,596.65	\$13,136.98	\$1,459.67	\$145,969.11	278	\$52.51
Sep-16	\$14,598.33	\$13,138.50	\$1,459.83	\$131,370.78	332	\$43.97
Oct-16	\$12,667.63	\$11,400.87	\$1,266.76	\$118,703.15	292	\$43.38
Nov-16	\$10,234.13	\$9,210.72	\$1,023.41	\$108,469.02	230	\$44.50
Dec-16	\$10,136.63	\$9,122.97	\$1,013.66	\$98,332.39	250	\$40.55
Jan-17				\$98,332.39		#DIV/0!
Feb-17				\$98,332.39		#DIV/0!
Mar-17				\$98,332.39		#DIV/0!
Apr-17				\$98,332.39		#DIV/0!
May-17				\$98,332.39		#DIV/0!
Jun-17				\$98,332.39		#DIV/0!

LAFAYETTE COUNTY
SERVICE COMPLAINTS/COMMENDATIONS
OCTOBER - DECEMBER 2016

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

Source: Suwannee River Economic Council

**LAFAYETTE COUNTY
UNMET TRANSPORTATION NEEDS
OCTOBER - DECEMBER 2016**

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

Source: Suwannee River Economic Council

ATTENDANCE RECORD

LAFAYETTE COUNTY TRANSPORTATION DISADVANTAGED COORDINATING BOARD

MEMBER/ORGANIZATION	NAME	3/28/16	5/23/16	9/19/16	11/21/16
Chair	Commissioner Anthony Adams	P	P	P	P
Florida Department of Transportation	Sandra Collins	P	P	P	A
Alternate Member	Janell Damato	A	A	A	A
Florida Department of Children and Families	Kay Tice	A	P	A	P
Alternate Member	(Vacant)				
Florida Agency for Health Care Administration	Deweece Ogden	P	A	A	A
Alternate Member	Pamela Hagley	A	A	A	A
Florida Department of Education	(Vacant)				
Alternate Member	(Vacant)				
Public Education	(Vacant)				
Alternate Member	(Vacant)				
Citizen Advocate	Cindy Morgan	A	A	A	A
Alternate Member	Rhoda Pate	A	A	A	A
Citizen Advocate-User	(Vacant)				
Alternate Member	(Vacant)				
Elderly	Martha Humphries	A	A	P	A
Alternate Member	(Vacant)				
Veterans	(Vacant)				
Alternate Member	(Vacant)				
Persons with Disabilities	(Vacant)				
Alternate Member	(Vacant)				
Florida Department of Elder Affairs	Ricky Lyons	A	A	A	A
Alternate Member	(Vacant)				
Children at Risk	Colleen Cody	P	P	P	P
Alternate Member	(Vacant)				
Local Medical Community	Ginger Calhoun	P	P	A	P
Alternate Member	(Vacant)				
Regional Workforce Board	Diane Head				
Alternate Member	Anthony Jennings	P	P	P	A

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

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

