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

May 2, 2018

TO: Alachua County Transportation Disadvantaged Coordinating Board

FROM: Lynn Godfrey, AICP, Senior Planner

SUBJECT: Meeting Announcement

The Alachua County Transportation Disadvantaged Coordinating Board will meet May 9, 2018 at 10:00 a.m. or as soon thereafter the public workshop in the Jack Durrance Auditorium located in the Alachua County Administration Building 12 S.E. 1st Street, City of Gainesville. This is an important meeting of the Board. All Board members are encouraged to attend this meeting.

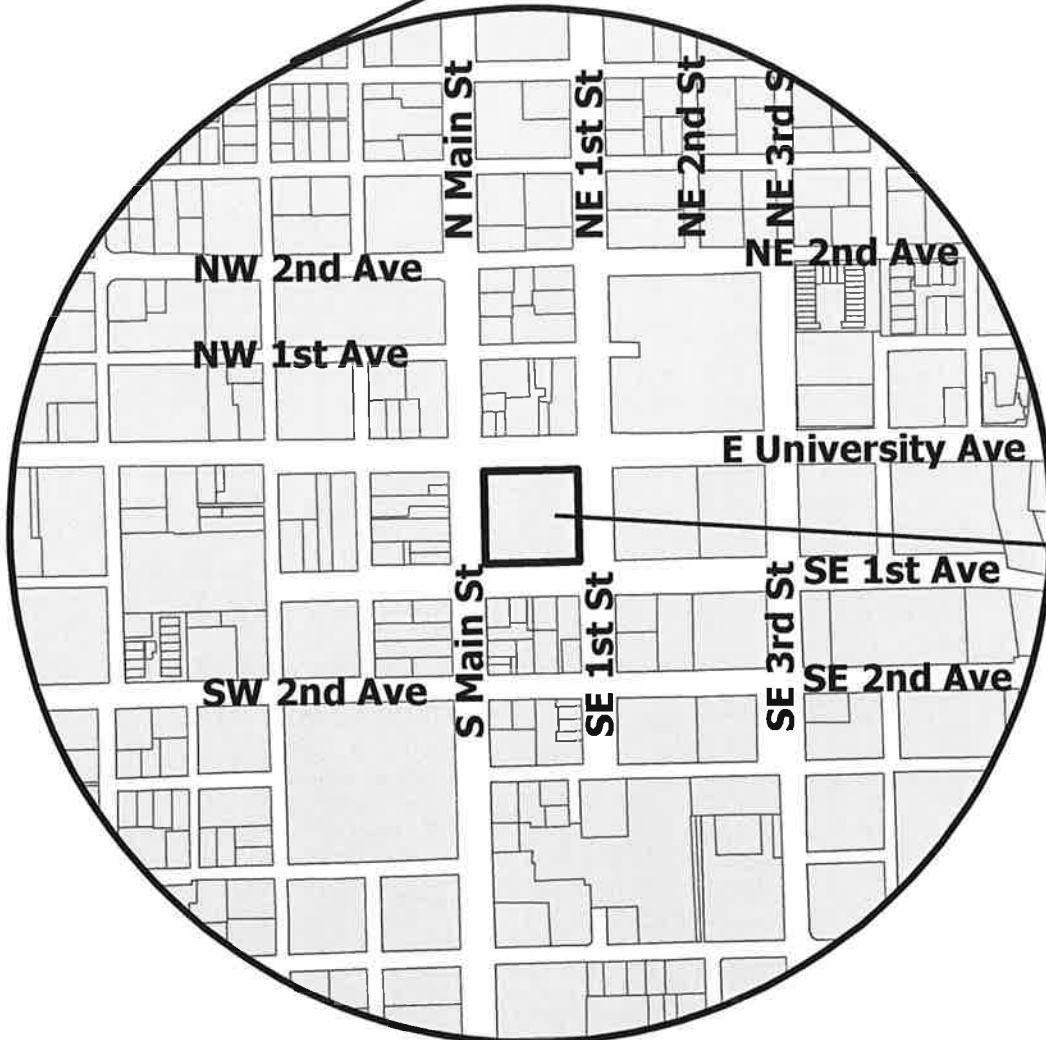
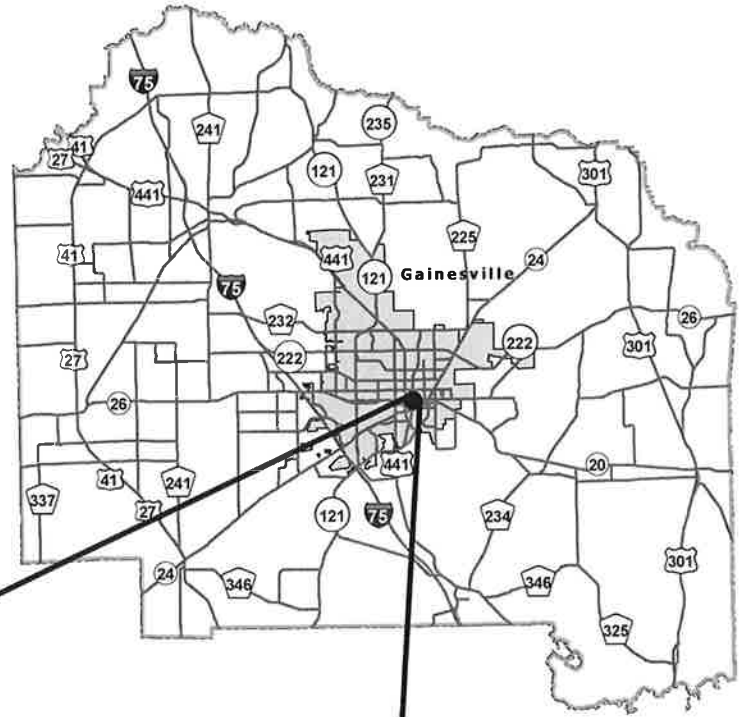
Attached is the meeting agenda and supporting materials. If you have any questions, please do not hesitate to contact me at extension 110.

Attachments

Alachua County Administration Building

12 Southeast 1st Street
Gainesville, FL 32601

Directions: From the intersection (exit 387) of Interstate 75 and State Road 26 (also known as University Avenue) turn East onto State Road 26 (also known as University Avenue), travel approximately 5.5 miles, turn right (South) onto SE 1st St and the Alachua County Administration Building will be on the right, on the Western side of SE 1st St.



1 inch = 500 feet

Alachua County
Administration
Building





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**ALACHUA COUNTY
TRANSPORTATION DISADVANTAGED COORDINATING BOARD**

MEETING ANNOUNCEMENT AND AGENDA

Jack Durrance Auditorium
Alachua County Admin. Bldg.
12 S.E. 1st Street
Gainesville, Florida

Wednesday
May 9, 2018
10:00 a.m. or as soon
thereafter the public workshop

I. BUSINESS MEETING – CALL TO ORDER

- | | | | |
|-----------|--|---------------|------------------------|
| A. | Approval of the Meeting Agenda | | ACTION REQUIRED |
| B. | Approval of the February 14, 2018 Minutes | Page 7 | ACTION REQUIRED |

II. NEW BUSINESS

- | | | | |
|-----------|--|----------------|---------------------------|
| A. | Introduction to Florida’s Coordinated Transportation System | Page 11 | NO ACTION REQUIRED |
|-----------|--|----------------|---------------------------|

Staff will discuss Florida’s Coordinated Transportation System and Section 112.3143, Florida Statutes concerning voting conflicts of interest

- | | | | |
|-----------|--|----------------|------------------------|
| B. | 2018/23 Memorandum of Agreement | Page 43 | ACTION REQUIRED |
|-----------|--|----------------|------------------------|

The Board needs to review and approve the 2018/23 Memorandum of Agreement

- | | | | |
|-----------|--|----------------|------------------------|
| C. | 2018/19 Transportation Disadvantaged Program Service Rates/Trip & Equipment Grant Application | Page 53 | ACTION REQUIRED |
|-----------|--|----------------|------------------------|

The Board needs to approve MV Transportation’s 2018/19 Transportation Disadvantaged Program service rates

- | | | | |
|-----------|---|----------------|------------------------|
| D. | 2015/18 Alachua County Transportation Disadvantaged Service Plan - Annual Update | Page 65 | ACTION REQUIRED |
|-----------|---|----------------|------------------------|

The Board needs to approve the 2015/18 Alachua County Transportation Disadvantaged Service Plan - Annual Update

- E. 2018/19 Mobility Enhancement Grant Application Page 149 NO ACTION REQUIRED**

The Board needs to review MV Transportation's 2018/19 Mobility Enhancement Grant application

- F. 2018/19 Rural Area Capital Assistance Grant Application Page 159 ACTION REQUIRED**

The Board needs to approve MV Transportation's 2018/19 Rural Area Capital Assistance Grant application

- G. Appoint Grievance Committee Members Page 171 ACTION REQUIRED**

The Chair needs to appoint two members of the Board to serve on the Grievance Committee

- H. MV Transportation Operations Reports Page 173 NO ACTION REQUIRED**

MV Transportation staff will present service operation highlights

III. OTHER BUSINESS

- A. Comments**

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

IV. FUTURE MEETING DATES

- A. September 12, 2018 at 10:00 a.m.**
- B. November 14, 2018 at 10:00 a.m.**
- C. February 13, 2019 at 10:00 a.m.**
- D. May 8, 2019 at 10:00 a.m.**

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

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



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- A. Approval of the Meeting Agenda** **ACTION REQUIRED**
- B. Approval of the February 14, 2018 Minutes** **ACTION REQUIRED**

II. NEW BUSINESS

- A. Introduction to Florida’s Coordinated Transportation System** **NO ACTION REQUIRED**

Staff will discuss Florida’s Coordinated Transportation System and Section 112.3143, Florida Statutes concerning voting conflicts of interest

- B. 2018/23 Memorandum of Agreement** **ACTION REQUIRED**

The Board needs to review and approve the 2018/23 Memorandum of Agreement

- C. 2018/19 Transportation Disadvantaged Program Service Rates/Trip & Equipment Grant Application** **ACTION REQUIRED**

The Board needs to approve MV Transportation’s 2018/19 Transportation Disadvantaged Program service rates

- D. 2015/18 Alachua County Transportation Disadvantaged Service Plan - Annual Update** **ACTION REQUIRED**

The Board needs to approve the 2015/18 Alachua County Transportation Disadvantaged Service Plan - Annual Update

- E. 2018/19 Mobility Enhancement Grant Application NO ACTION REQUIRED**

The Board needs to review MV Transportation's 2018/19 Mobility Enhancement Grant application

- F. 2018/19 Rural Area Capital Assistance Grant Application ACTION REQUIRED**

The Board needs to approve MV Transportation's 2018/19 Rural Area Capital Assistance Grant application

- G. Appoint Grievance Committee Members ACTION REQUIRED**

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**ALACHUA COUNTY
TRANSPORTATION DISADVANTAGED COORDINATING BOARD**

MEMBER/REPRESENTING	ALTERNATE/REPRESENTING
Commissioner Adrian Hayes-Santos Local Elected Official/Chair Grievance Committee Member	
Janell Damato Florida Department of Transportation	Sandra Collins Florida Department of Transportation
John Wisker Florida Department of Children and Families	Louella Teague Florida Department of Children and Families
Vacant Florida Department of Education	Jeffrey Aboumrad Florida Department of Education
Jeff Lee - Vice- Chair Florida Department of Elder Affairs Grievance Committee Member	Vacant Florida Department of Elder Affairs
Dewece Ogden Florida Agency for Health Care Administration	Pamela Hagley Florida Agency for Health Care Administration
Vacant Regional Workforce Board	Vacant Regional Workforce Board
Charles J. Harris Central Florida Community Action Agency (Term ending June 30, 2020)	Tiffany McKenzie Central Florida Community Action Agency (Term ending June 30, 2020)
Vacant Public Education	Vacant Public Education
Albert H. Linden, Jr. Veterans (Term ending June 30, 2020)	Vacant Veterans (Term ending June 30, 2020)
James East 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)
Vacant Elderly (Term ending June 30, 2020)	Vacant Elderly (Term ending June 30, 2020)
Vacant Medical Community (Term ending June 30, 2019)	Vacant Medical Community (Term ending June 30, 2019)
Vacant Children at Risk (Term ending June 30, 2019)	Vacant Children at Risk (Term ending June 30, 2019)
Jesus Gomez Mass Transit	Mildred Crawford Mass Transit
Vacant Private Transportation Industry (Term ending June 30, 2019)	Vacant Private Transportation Industry (Term ending June 30, 2019)

Note: Unless specified, members and alternates serve at the pleasure of the Metropolitan Transportation Planning Organization.

**ALACHUA COUNTY
TRANSPORTATION DISADVANTAGED COORDINATING BOARD**

MEETING MINUTES

Jack Durrance Auditorium
Alachua County Administration Bldg.
Gainesville, Florida

Wednesday
February 14, 2018
10:00 a.m.

VOTING MEMBERS PRESENT

Commissioner Adrian Hayes-Santos, Chair
Jeff Aboumrad, Florida Department of Education Representative
Millie Crawford representing Jesus Gomez, Mass Transit Representative
Janell Damato, Florida Department of Transportation Representative
Charles J. Harris, Central Florida Community Action Agency Representative
Albert H. Linden, Jr., Veterans Representative
Dewece Ogden, Florida Agency for Health Care Administration- Medicaid

VOTING MEMBERS ABSENT

James East, Citizen Advocate
Jeff Lee, Florida Department of Elder Affairs Representative, Vice-Chair
John Wisker, Florida Department of Children and Families
Earther Wright, Citizen Advocate

OTHERS PRESENT

Ed Griffin, General Manager, MV Transportation, Inc.
Doreen Joyner-Howard, Florida Department of Transportation
Megan Lang, Alachua County Foster Grandparent Program

STAFF PRESENT

Lynn Godfrey, Metropolitan Transportation Planning Organization

I. BUSINESS MEETING CALL TO ORDER

Chair Hayes-Santos called the meeting to order at 10:00 a.m.

A. Introductions

Chair Hayes-Santos asked everyone to introduce themselves.

B. Approval of the Meeting Agenda

ACTION: Albert Linden moved to approve the meeting agenda. Millie Crawford seconded; motion passed unanimously.

C. Approval of the November 8, 2017 Minutes

ACTION: Charles Harris moved to approve the November 8, 2017 meeting minutes. Millie Crawford seconded; motion passed unanimously.

II. NEW BUSINESS

A. Community Transportation Coordinator Designation

Ms. Lynn Godfrey, Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area Senior Planner, stated that the Florida Commission for the Transportation Disadvantaged requires the Metropolitan Transportation Planning Organization to conduct the selection process and recommend a Community Transportation Coordinator for Alachua County at the end of each contract period.

Ms. Godfrey stated that MV Transportation's Memorandum of Agreement will expire June 30, 2018. She said the Metropolitan Transportation Planning Organization issued a Request for Proposals and received on proposal from MV Transportation.

Ms. Godfrey said the Board needs to make a recommendation to the Metropolitan Transportation Planning Organization for the designation of the Alachua County Community Transportation Coordinator. She said staff recommends that the Board recommend MV Transportation be designated the Community Transportation Coordinator for Alachua County for a five-year period effective July 1, 2018.

Chair Hayes-Santos asked why only proposal was received.

Ms. Godfrey stated that, in the past, the Metropolitan Transportation Planning Organization has received more than one proposal for the Community Transportation Coordinator designation. She said after statewide Medicaid Program reform, and the Medicaid non-emergency transportation program was no longer part of Florida's coordinated transportation system, there isn't as much interest in the Community Transportation Coordinator designation.

Mr. Ed Griffin, MV Transportation General Manager, also explained that, if an existing Community Transportation Coordinator has been in place for several years and is doing a good job, most companies are not willing to waste resources preparing and submitting a proposal.

ACTION: Albert Linden moved to recommend the Florida Commission for the Transportation Disadvantaged designate MV Transportation, Inc the Alachua County Community Transportation Coordinator for a five year period beginning July 1, 2018. Millie Crawford seconded; motion passed unanimously.

B. Alachua County Transportation Disadvantaged Service Plan Amendments

Ms. Godfrey stated that in order for Federal Transit Administration and Florida Department of Transportation grant projects to be funded, they must be included in the Alachua County Transportation Disadvantaged Service Plan. She said staff has included proposed transportation grant projects as amendments to the Service Plan. She said the grant applications have also been provided for the Board's review.

ACTION: Albert Linden moved to include the proposed transportation projects in the Alachua County Transportation Disadvantaged Service Plan. Millie Crawford seconded; motion passed unanimously.

C. MV Transportation Presentation/Operations Reports

Mr. Griffin discussed the following activities of MV Transportation:

- Melvin Brown - Katherine McClory Award recipient
- Annie Lee-Welch - Annual Katherine McClory Award recipient
- Bonnie Mack, Employee Spotlight
- ViewPoint Business Intelligence
- Intersection and Pedestrian Safety Month
- 2018/19 Rural Capital Assistance Grant Program
- 2018/19 Mobility Enhancement Grant Program
- Future monitoring

Chair Hayes-Santos stated that in 2019, the City of Gainesville Regional Transit System will start providing on-demand service to take people to fixed route bus stops.

Millie Crawford stated that this service will be called RTS Connect and will be funded with local and state funds.

III. OTHER BUSINESS

A. Members

Millie Crawford said Ms. Jesse Pete was not feeling well and could not attend the meeting, however, she wanted the Board to know MV Transportation is doing an excellent job. She also commended Marsha Rivera, Bonnie Mack, reservationists and schedulers for doing an outstanding job.

B. Citizens

Ms. Godfrey stated that Mr. East wanted the Board to know he was unable to attend the meeting because he was attending the Transportation Disadvantaged Legislative Day in Tallahassee.

Mr. Griffin stated that MV Transportation took a group of rider advocates to Transportation Disadvantaged Legislative Day to meet with legislators.

IV. FUTURE MEETING DATES

Chair Hayes-Santos stated that the next Board meeting will be held May 9, 2018 at 10:00 a.m.

ADJOURNMENT

The meeting adjourned at 11:00 a.m.

Chair

Date

Florida Commission for the



**Transportation
Disadvantaged**

An Introduction to Florida's Coordinated Transportation System

Commission for the Transportation Disadvantaged

April 8, 2016

II . A



Transportation Disadvantaged

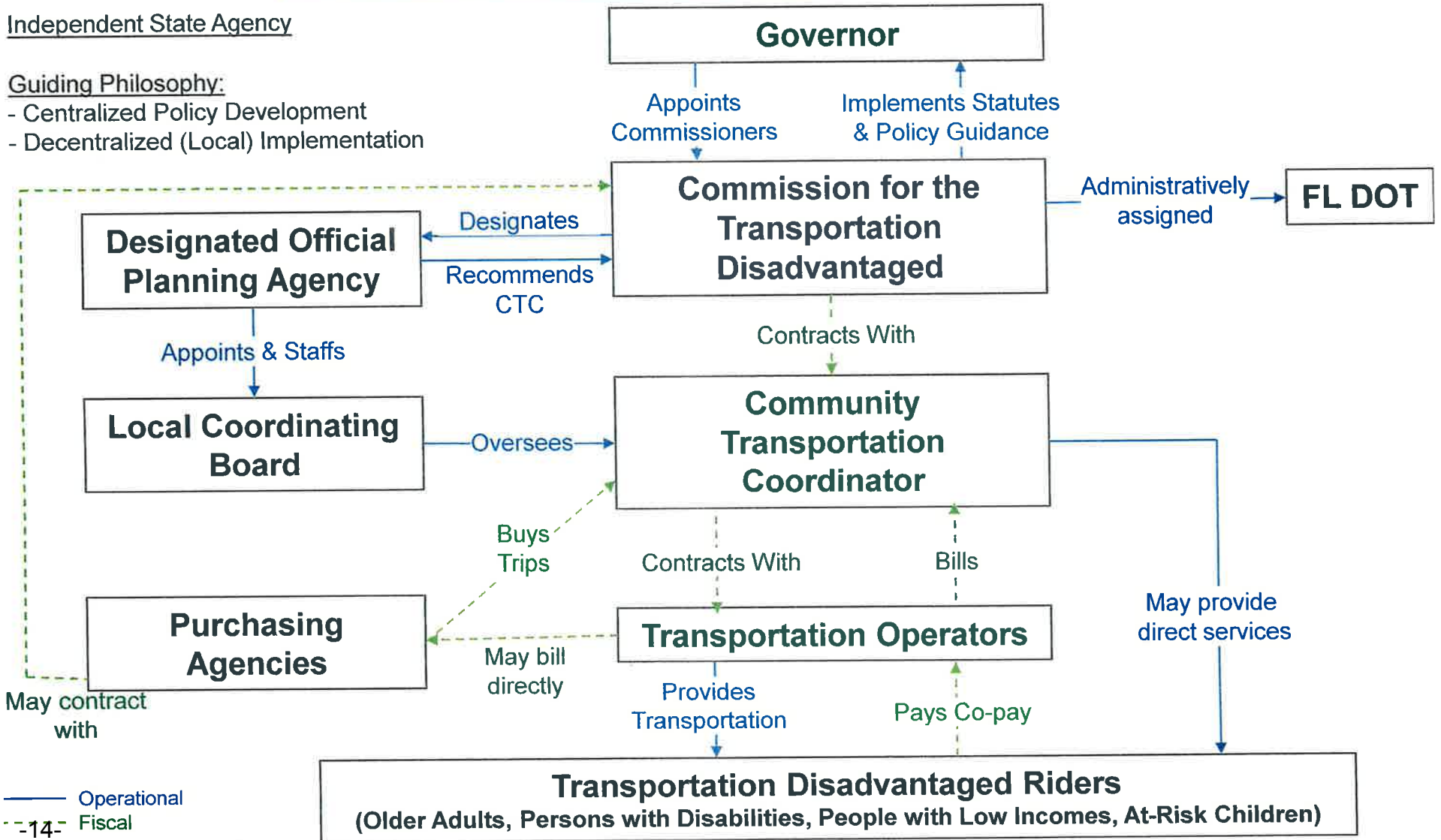
Florida's Coordinated Transportation System Organizational Structure

Transportation Disadvantaged Riders

Independent State Agency

Guiding Philosophy:

- Centralized Policy Development
- Decentralized (Local) Implementation





**Transportation
Disadvantaged**

Who Do We Serve?

- Older Adults
- Persons with Disabilities
- People with Low Income
- At-Risk Children





They Could Need A Ride To...



- Medical Services
- Work
- School
- Grocery Store



Florida Commission for the



Commission for the Transportation Disadvantaged

Governing Documents

- Chapter 427.013, Florida Statutes
- Rule 41-2.003, Florida Administrative Code



Commission for the Transportation Disadvantaged

Purpose (427.013 F.S.):

Accomplish the **coordination** of transportation services provided to the transportation disadvantaged.

Coordination Defined: Arrangement for the provision of transportation services to the transportation disadvantaged in a manner that is cost-effective, efficient, and reduces fragmentation and duplication of services

Goal (427.013 F.S.):

To assure the cost-effective provision of transportation by qualified CTCs or transportation operators.



Commission for the Transportation Disadvantaged

Duties

- Develops policies and procedures for the coordination of transportation services for the Transportation Disadvantaged.
- Designates the planning agency in areas outside the purview of an MPO.
- Approves the appointment of CTCs.
- Contract with CTCs/STPs.

Florida Commission for the



Designated Official Planning Agency

The Planning Agency assists the Commission at the local level in accomplishing the coordination of transportation services to the transportation disadvantaged.



Designated Official Planning Agency

Planning Agencies are:

- Metropolitan Planning Organizations;
- County/City Governments;
- Regional Planning Councils; or
- Local Planning Organizations who are performing planning activities in designated service areas.

A Planning Agency may be responsible for multiple services areas.



Designated Official Planning Agency

Duties

- Appoints members to the Local Coordinating Board
- Provides staff to the Local Coordinating Board
 - Quarterly Meetings (Meeting Schedule, Agendas, Minutes, By-Laws, Grievance Procedures, Training)
 - Annual Public Hearing



Designated Official Planning Agency

Duties (Continued)

- Recommends to the Commission a Community Transportation Coordinator (CTC)
 - Competitive Procurement Process
(Local Procurement Process/(Chapter 287, F.S.)
 - Memorandum of Agreement between the Commission and CTC
 - CTC designation is for five years
- Evaluates the CTC (Planner & LCB) annually



Designated Official Planning Agency

Duties (Continued)

- Reviews annually the Annual Operating Report prepared by the CTC and submits it to the Local Coordinating Board for approval.
- In coordination with the CTC and the Local Coordinating Board, develops a Transportation Disadvantaged Service Plan (TDSP)



Local Coordinating Board

Purpose

- Identify local service needs
- Provide information, advice and direction to the CTC on the coordination of services to be provided through the Coordinated Transportation System
- Serve as an advisory body to the Commission regarding a particular service area



Local Coordinating Board

Duties

- Assists CTC in establishing eligibility guidelines and trip priorities
- Evaluates CTC annually
- Reviews and approve Transportation Disadvantaged Service Plan (TDSP) and Memorandum of Agreement (MOA)
- Appoints Grievance Committee to process and investigate complaints



Local Coordinating Board

Duties (Continued)

- Meets at least quarterly
- Reviews and recommends other funding applications
- Reviews strategies of service provision to the area
- Evaluates multicounty or regional transportation opportunities



Community Transportation Coordinator

Duties

- Plans, administers, monitors, coordinates, arranges and delivers coordinated Transportation Disadvantaged services originating in their designated service area
 - Operates centralized call center
 - Determines transportation eligibility
 - Schedules trips
 - Performs gatekeeping duties
 - Invoices purchasing agencies



Community Transportation Coordinator

Duties (Continued)

- Develops a Transportation Disadvantaged Service Plan with Local Coordinating Board.
- Prepares and submits Annual Operating Report
- Recommends eligibility guidelines and trip prioritization to the Local Coordinating Board for non-sponsored trips.



Purchasing Agency

Purchasing Agency: An agency that purchases transportation services for the transportation disadvantaged.

- Agency for Health Care Administration
- Agency for Persons with Disabilities
- Agency for Workforce Innovation
- Department of Children and Families
- Department of Community Affairs
- Department of Education
- Department of Elder Affairs
- Department of Health
- Department of Juvenile Justice
- Florida Department of Transportation



Rider

Transportation Disadvantaged Rider Eligibility

Those persons who cannot obtain their own transportation due to their age, disability or income.





CTD Eligibility Criteria

Adopted May 22, 1997

At a minimum:

- No other funding available
- No other means of transportation is available
- Cannot utilize public transit
- Physical or mental disability
- Age
- Income status is a specified percent of the poverty level
- No self-declarations allowed
- Ability to pay

Chapter 112, Florida Statutes

Voting Conflicts of Interest

1

Chapter 112, Florida Statutes

- Public officer includes any person serving on an advisory body.
- Board members are considered public officers.
- Board members may not vote on any matter that would be to their special private gain or loss.



2

Chapter 112, Florida Statutes

- Board members shall make every reasonable effort to disclose the nature of their interest as a public record in a memorandum filed with staff.
- The memorandum shall be incorporated in the meeting minutes.



3

Chapter 112, Florida Statutes

- Board members shall, prior to a vote being taken, publicly state the nature of their interest in the matter from which they are abstaining from voting.
- Within 15 days after the vote occurs, Board members shall disclose the nature of their interest as a public record in a memorandum filed with staff.



4

Chapter 112, Florida Statutes

- No Board member shall participate in any matter which would be to the Board member's special private gain or loss without first disclosing the nature of their interest in the matter.
- In the event that disclosure has not been made prior to the meeting or that any conflict is unknown prior to the meeting, the disclosure shall be made orally at the meeting when it becomes known that a conflict exists.
- A written memorandum disclosing the nature of the conflict shall be filed within 15 days after the oral disclosure.



Select Year: 2017 [Go](#)

The 2017 Florida Statutes

[Title X](#)

PUBLIC OFFICERS, EMPLOYEES, AND RECORDS

[Chapter 112](#)

PUBLIC OFFICERS AND EMPLOYEES: GENERAL PROVISIONS

[View Entire Chapter](#)

112.3143 Voting conflicts.—

(1) As used in this section:

(a) "Principal by whom retained" means an individual or entity, other than an agency as defined in s. 112.312(2), that for compensation, salary, pay, consideration, or similar thing of value, has permitted or directed another to act for the individual or entity, and includes, but is not limited to, one's client, employer, or the parent, subsidiary, or sibling organization of one's client or employer.

(b) "Public officer" includes any person elected or appointed to hold office in any agency, including any person serving on an advisory body.

(c) "Relative" means any father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, or daughter-in-law.

(d) "Special private gain or loss" means an economic benefit or harm that would inure to the officer, his or her relative, business associate, or principal, unless the measure affects a class that includes the officer, his or her relative, business associate, or principal, in which case, at least the following factors must be considered when determining whether a special private gain or loss exists:

1. The size of the class affected by the vote.
2. The nature of the interests involved.
3. The degree to which the interests of all members of the class are affected by the vote.
4. The degree to which the officer, his or her relative, business associate, or principal receives a greater benefit or harm when compared to other members of the class.

The degree to which there is uncertainty at the time of the vote as to whether there would be any economic benefit or harm to the public officer, his or her relative, business associate, or principal and, if so, the nature or degree of the economic benefit or harm must also be considered.

(2)(a) A state public officer may not vote on any matter that the officer knows would inure to his or her special private gain or loss. Any state public officer who abstains from voting in an official capacity upon any measure that the officer knows would inure to the officer's special private gain or loss, or who votes in an official capacity on a measure that he or she knows would inure to the special private gain or loss of any principal by whom the officer is retained or to the parent organization or subsidiary of a corporate principal by which the officer is retained other than an agency as defined in s. 112.312(2); or which the officer knows would inure to the special private gain or loss of a relative or business associate of the public officer, shall make every reasonable effort to disclose the nature of his or her interest as a public record in a memorandum filed with the person responsible for recording the minutes of the meeting, who shall incorporate the memorandum in the minutes. If it is not possible for the state public officer to file a memorandum before the vote, the memorandum must be filed with the person responsible for recording the minutes of the meeting no later than 15 days after the vote.

(b) A member of the Legislature may satisfy the disclosure requirements of this section by filing a disclosure form created pursuant to the rules of the member's respective house if the member discloses the information required by this subsection.

(3)(a) No county, municipal, or other local public officer shall vote in an official capacity upon any measure which would inure to his or her special private gain or loss; which he or she knows would inure to the special private gain or loss of any principal by whom he or she is retained or to the parent organization or subsidiary of a corporate principal by which he or she is retained, other than an agency as defined in s. 112.312(2); or which he or she knows would inure to the special private gain or loss of a relative or business associate of the public officer. Such public officer shall, prior to the vote being taken, publicly state to the assembly the nature of the officer's interest in the matter from which he or she is abstaining from voting and, within 15 days after the vote occurs, disclose the nature of his or her interest as a public record in a memorandum filed with the person responsible for recording the minutes of the meeting, who shall incorporate the memorandum in the minutes.

(b) However, a commissioner of a community redevelopment agency created or designated pursuant to s. 163.356 or s. 163.357, or an officer of an independent special tax district elected on a one-acre, one-vote basis, is not prohibited from voting, when voting in said capacity.

(4) No appointed public officer shall participate in any matter which would inure to the officer's special private gain or loss; which the officer knows would inure to the special private gain or loss of any principal by whom he or she is retained or to the parent organization or subsidiary of a corporate principal by which he or she is retained; or which he or she knows would inure to the special private gain or loss of a relative or business associate of the public officer, without first disclosing the nature of his or her interest in the matter.

(a) Such disclosure, indicating the nature of the conflict, shall be made in a written memorandum filed with the person responsible for recording the minutes of the meeting, prior to the meeting in which consideration of the matter will take place, and shall be incorporated into the minutes. Any such memorandum shall become a public record upon filing, shall immediately be provided to the other members of the agency, and shall be read publicly at the next meeting held subsequent to the filing of this written memorandum.

(b) In the event that disclosure has not been made prior to the meeting or that any conflict is unknown prior to the meeting, the disclosure shall be made orally at the meeting when it becomes known that a conflict exists. A written memorandum disclosing the nature of the conflict shall then be filed within 15 days after the oral disclosure with the person responsible for recording the minutes of the meeting and shall be incorporated into the minutes of the meeting at which the oral disclosure was made. Any such memorandum shall become a public record upon filing, shall immediately be provided to the other members of the agency, and shall be read publicly at the next meeting held subsequent to the filing of this written memorandum.

(c) For purposes of this subsection, the term "participate" means any attempt to influence the decision by oral or written communication, whether made by the officer or at the officer's direction.

(5) If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

(6) Whenever a public officer or former public officer is being considered for appointment or reappointment to public office, the appointing body shall consider the number and nature of the memoranda of conflict previously filed under this section by said officer.

History.—s. 6, ch. 75-208; s. 2, ch. 84-318; s. 1, ch. 84-357; s. 2, ch. 86-148; s. 5, ch. 91-85; s. 3, ch. 94-277; s. 1408, ch. 95-147; s. 43, ch. 99-2; s. 6, ch. 2013-36.

FORM 8A MEMORANDUM OF VOTING CONFLICT FOR STATE OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE
MAILING ADDRESS	NAME OF STATE AGENCY
CITY COUNTY	MY POSITION IS: <input type="checkbox"/> ELECTIVE <input type="checkbox"/> APPOINTIVE
DATE ON WHICH VOTE OCCURRED	

WHO MUST FILE FORM 8A

This form is for use by any person serving at the State level of government on an appointed or elected board, council, commission, authority, committee, or as a member of the Legislature. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

ELECTED OFFICERS:

As a person holding elective state office, you may not vote on a matter that you know would inure to your special private gain or loss. However, you may vote on other matters, including measures that would inure to the special private gain or loss of a principal by whom you are retained (including the parent or subsidiary or sibling organization of a principal by which you are retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. If you vote on such a measure or if you abstain from voting on a measure that would affect you, you must make every reasonable effort to disclose the nature of your interest as a public record in a memorandum filed with the person responsible for recording the minutes of the meeting, who shall incorporate the memorandum in the minutes. If it is not possible for you to file a memorandum before the vote, the memorandum must be filed with the person responsible for recording the minutes of the meeting no later than 15 days after the vote.

For purposes of this law, a "relative" includes only your father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with you as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

A member of the Legislature may satisfy the disclosure requirements of this section by filing a disclosure form created pursuant to the rules of the member's respective house if the member discloses the information required by this subsection, or by use of Form 8A.

* * * * *

APPOINTED OFFICERS:

As a person holding appointive state office, you are subject to the abstention and disclosure requirements stated above for Elected Officers. You also must disclose the nature of the conflict before voting or before making any attempt to influence the decision by oral or written communication, whether made by you or at your direction.

For purposes of this law, a "relative" includes only your father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with you as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes.
- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION OR VOTE AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF STATE OFFICER'S INTEREST

I, _____, hereby disclose that on _____, 20 ____ :

(a) A measure came or will come before my agency which (check one or more)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, _____;
- inured to the special gain or loss of my relative, _____;
- inured to the special gain or loss of _____, by whom I am retained; or
- inured to the special gain or loss of _____, which is the parent, subsidiary, or sibling organization of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

Date Filed

Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

Chapter 286, Florida Statutes

Florida Sunshine Law

1

Chapter 286, Florida Statutes

- Board meetings must be open to the public.
- Reasonable notice of Board meetings must be given.
- Minutes of Board meetings must be taken.

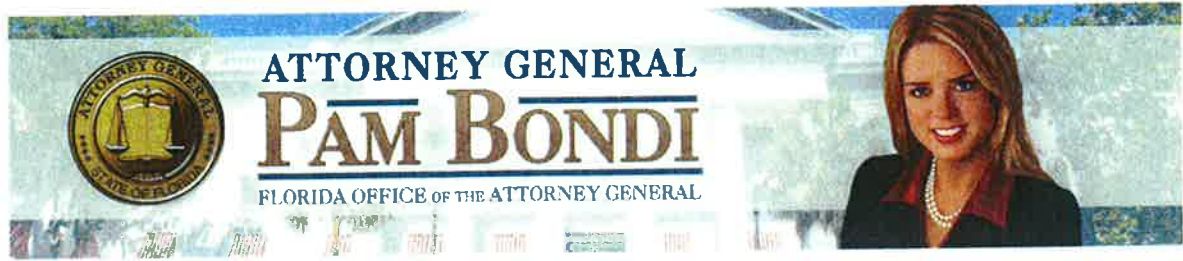


2

Chapter 286, Florida Statutes

- Applies to any board or commission of any state agency or authority or of any agency or authority of any county, municipal corporation or political subdivision.
- A meeting is considered any gathering of two or more Board members to discuss any matter which will come before the Board for action.





Open Government - Frequently Asked Questions

The following questions and answers are intended to be used as a reference only -- interested parties should refer to the Florida Statutes and applicable case law before drawing legal conclusions.

- What is the Sunshine Law?
 - What are the requirements of the Sunshine law?
 - What agencies are covered under the Sunshine Law?
 - Are federal agencies covered by the Sunshine Law?
 - Does the Sunshine Law apply to the Legislature?
 - Does the Sunshine Law apply to members-elect?
 - What qualifies as a meeting?
 - Can a public agency hold closed meetings?
 - Does the law require that a public meeting be audio taped?
 - Can a city restrict a citizen's right to speak at a meeting?
 - As a private citizen, can I videotape a public meeting?
 - Can a board vote by secret ballot?
 - Can two members of a public board attend social functions together?
 - What is a public record?
 - Can I request public documents over the telephone and do I have to tell why I want them?
 - How much can an agency charge for public documents?
 - Does an agency have to explain why it denies access to public records?
 - When does a document sent to a public agency become a public document?
 - Are public employee personnel records considered public records?
 - Can an agency refuse to allow public records to be inspected or copied if requested to do so by the maker or sender of the documents?
 - Are arrest records public documents?
 - Is an agency required to give out information from public records or produce public records in a particular form as requested by an individual?
 - What agency can prosecute violators?
 - What is the difference between the Sunshine Amendment and the Sunshine Law?
 - How can I find out more about the open meetings and public records laws?
-
- **What is the Sunshine Law?**
Florida's Government-in-the-Sunshine law provides a right of access to governmental proceedings at both the state and local levels. It applies to any gathering of two or more members of the same board to discuss some matter which will foresee ably come before that board for action. There is also a constitutionally guaranteed right of access. Virtually all state and local collegial public bodies are covered by the open meetings requirements with the exception of the judiciary and the state Legislature which has its own constitutional provision relating to access.
 - **What are the requirements of the Sunshine law?**
The Sunshine law requires that 1) meetings of boards or commissions must be open to the public; 2) reasonable notice of such meetings must be given, and 3) minutes of the meeting must be taken.
 - **What agencies are covered under the Sunshine Law?**
The Government-in-the-Sunshine Law applies to "any board or commission of any state agency or authority or of any agency or authority of any county, municipal corporation or political subdivision." Thus, it applies to public collegial bodies within the state at both the local as well as state level. It applies equally to elected or appointed boards or commissions.
 - **Are federal agencies covered by the Sunshine Law?**
Federal agencies operating in the state do not come under Florida's Sunshine law.
 - **Does the Sunshine Law apply to the Legislature?**

Florida's Constitution provides that meetings of the Legislature be open and noticed except those specifically exempted by the Legislature or specifically closed by the Constitution. Each house is responsible through its rules of procedures for interpreting, implementing and enforcing these provisions. Information on the rules governing openness in the Legislature can be obtained from the respective houses.

- **Does the Sunshine Law apply to members-elect?**

Members-elect of public boards or commissions are covered by the Sunshine law immediately upon their election to public office.

- **What qualifies as a meeting?**

The Sunshine law applies to all discussions or deliberations as well as the formal action taken by a board or commission. The law, in essence, is applicable to any gathering, whether formal or casual, of two or more members of the same board or commission to discuss some matter on which foreseeable action will be taken by the public board or commission. There is no requirement that a quorum be present for a meeting to be covered under the law.

- **Can a public agency hold closed meetings?**

There are a limited number of exemptions which would allow a public agency to close a meeting. These include, but are not limited to, certain discussions with the board's attorney over pending litigation and portions of collective bargaining sessions. In addition, specific portions of meetings of some agencies (usually state agencies) may be closed when those agencies are making probable cause determinations or considering confidential records.

- **Does the law require that a public meeting be audio taped?**

There is no requirement under the Sunshine law that tape recordings be made by a public board or commission, but if they are made, they become public records.

- **Can a city restrict a citizen's right to speak at a meeting?**

Public agencies are allowed to adopt reasonable rules and regulations which ensure the orderly conduct of a public meeting and which require orderly behavior on the part of the public attending. This includes limiting the amount of time an individual can speak and, when a large number of people attend and wish to speak, requesting that a representative of each side of the issue speak rather than every one present.

- **As a private citizen, can I videotape a public meeting?**

A public board may not prohibit a citizen from videotaping a public meeting through the use of nondisruptive video recording devices.

- **Can a board vote by secret ballot?**

The Sunshine law requires that meetings of public boards or commissions be "open to the public at all times." Thus, use of preassigned numbers, codes or secret ballots would violate the law.

- **Can two members of a public board attend social functions together?**

Members of a public board are not prohibited under the Sunshine law from meeting together socially, provided that matters which may come before the board are not discussed at such gatherings.

- **What is a public record?**

The Florida Supreme Court has determined that public records are all materials made or received by an agency in connection with official business which are used to perpetuate, communicate or formalize knowledge. They are not limited to traditional written documents. Tapes, photographs, films and sound recordings are also considered public records subject to inspection unless a statutory exemption exists.

- **Can I request public documents over the telephone and do I have to tell why I want them?**

Nothing in the public records law requires that a request for public records be in writing or in person, although individuals may wish to make their request in writing to ensure they have an accurate record of what they requested. Unless otherwise exempted, a custodian of public records must honor a request for records, whether it is made in person, over the telephone, or in writing, provided the required fees are paid. In addition, nothing in the law requires the requestor to disclose the reason for the request.

- **How much can an agency charge for public documents?**

The law provides that the custodian shall furnish a copy of public records upon payment of the fee prescribed by law. If no fee is prescribed, an agency is normally allowed to charge up to 15 cents per one-sided copy for copies that are 14" x 8 1/2" or less. A charge of up to \$1 per copy may be assessed for a certified copy of a public record. If the nature and volume of the records to be copied requires extensive use of information technology resources or extensive clerical or supervisory assistance, or both, the agency may charge a reasonable service charge based on the actual cost incurred.

- **Does an agency have to explain why it denies access to public records?**

A custodian of a public record who contends that the record or part of a record is exempt from inspection must state the basis for that exemption, including the statutory citation. Additionally, when asked, the custodian must state in writing the reasons for concluding the record is exempt.

- **When does a document sent to a public agency become a public document?**

As soon as a document is received by a public agency, it becomes a public record, unless there is a legislatively created exemption which makes it confidential and not subject to disclosure.

- **Are public employee personnel records considered public records?**

The rule on personnel records is the same as for other public documents ... unless the Legislature has specifically

exempted an agency's personnel records or authorized the agency to adopt rules limiting public access to the records, personnel records are open to public inspection. There are, however, numerous statutory exemptions that apply to personnel records.

- **Can an agency refuse to allow public records to be inspected or copied if requested to do so by the maker or sender of the documents?**

No. To allow the maker or sender of documents to dictate the circumstances under which documents are deemed confidential would permit private parties instead of the Legislature to determine which public records are public and which are not.

- **Are arrest records public documents?**

Arrest reports prepared by a law enforcement agency after the arrest of a subject are generally considered to be open for public inspection. At the same time, however, certain information such as the identity of a sexual battery victim is exempt.

- **Is an agency required to give out information from public records or produce public records in a particular form as requested by an individual?**

The Sunshine Law provides for a right of access to inspect and copy existing public records. It does not mandate that the custodian give out information from the records nor does it mandate that an agency create new records to accommodate a request for information.

- **What agency can prosecute violators?**

The local state attorney has the statutory authority to prosecute alleged criminal violations of the open meetings and public records law. Certain civil remedies are also available.

- **What is the difference between the Sunshine Amendment and the Sunshine Law?**

The Sunshine Amendment was added to Florida's Constitution in 1976 and provides for full and public disclosure of the financial interests of all public officers, candidates and employees. The Sunshine Law provides for open meetings for governmental boards

- **How can I find out more about the open meetings and public records laws?**

Probably the most comprehensive guide to understanding the requirements and exemptions to Florida's open government laws is the Government-in-the-Sunshine manual compiled by the Attorney General's Office. The manual is updated each year and is available for purchase through the First Amendment Foundation in Tallahassee. For information on obtaining a copy, contact the **First Amendment Foundation at (850) 224-4555**.

Florida Toll Free Numbers:

- Fraud Hotline 1-866-966-7226

- Lemon Law 1-800-321-5366



May 2, 2018

TO: Alachua County Transportation Disadvantaged Coordinating Board

FROM: Lynn Godfrey, AICP, Senior Planner

SUBJECT: 2018-2023 Memorandum of Agreement

STAFF RECOMMENDATION

Approve the 2018-2023 Memorandum of Agreement between the Florida Commission for the Transportation Disadvantaged and MV Transportation, Inc.

BACKGROUND

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

Attached is the 2018/23 Memorandum of Agreement between the Florida Commission for the Transportation Disadvantaged and MV Transportation, Inc. The Memorandum of Agreement designates MV Transportation, Inc. the Community Transportation Coordinator for Alachua County. This Memorandum of Agreement is effective July 1, 2018 through June 30, 2023.

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

Attachment

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Contract # TD1826

Effective: 7/1/2018 to 6/30/2023

STATE OF FLORIDA
COMMISSION FOR THE TRANSPORTATION DISADVANTAGED
MEMORANDUM OF AGREEMENT

This Memorandum of Agreement is between the COMMISSION FOR THE TRANSPORTATION DISADVANTAGED, hereby referred to as the "Commission," and MV Contract Transportation, Inc., 5910 N. Central Expressway, Suite 1145, Dallas, TX 75206, the COMMUNITY TRANSPORTATION COORDINATOR, designated pursuant to Chapter 427, F.S., to serve the transportation disadvantaged for the community that includes the entire area of Alachua county(ies), and hereafter referred to as the "Coordinator."

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

The Parties Agree:

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

E. Accomplish this Project by:

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

F. Comply with Audit and Record Keeping Requirements by:

1. Utilizing the Commission recognized Chart of Accounts defined in the *Transportation Accounting Consortium Model Uniform Accounting System for Rural and Specialized Transportation Providers* (uniform accounting system) for all transportation disadvantaged accounting and reporting purposes. Community Transportation Coordinators with existing and equivalent accounting systems are not required to adopt the Chart of Accounts in lieu of their existing Chart of Accounts but shall prepare all reports, invoices, and fiscal documents relating to the transportation disadvantaged functions and activities using the chart of accounts and accounting definitions as outlined in the above referenced manual.

2. Assuming the responsibility of invoicing for any transportation services arranged, unless otherwise stipulated by a purchase of service contract or coordination contract.
 3. Maintaining and filing with the Commission, local Coordinating Board, and all purchasing agencies/entities such progress, fiscal, inventory, and other reports as those entities may require during the period of this Agreement.
 4. Providing copies of finance and compliance audits to the Commission and local Coordinating Board as requested by the Commission or local Coordinating Board.
- G. Retain all financial records, supporting documents, statistical records, and any other documents pertinent to this Agreement for a period of five (5) years after termination of this Agreement. If an audit has been initiated and audit findings have not been resolved at the end of five (5) years, the records shall be retained until resolution of the audit findings. The Coordinator shall assure that these records shall be subject to inspection, review, or audit at all reasonable times by persons duly authorized by the Commission or this Agreement. They shall have full access to and the right to examine any of the said records and documents during the retention period.
- H. Comply with Safety Requirements by:
1. Complying with Section 341.061, F.S., and Rule 14-90, FAC, concerning System Safety; or complying with Chapter 234.051, F.S., regarding school bus safety requirements for those services provided through a school board; and
 2. Assuring compliance with local, state, and federal laws, and Commission policies relating to drug testing. Conduct drug and alcohol testing for safety sensitive job positions within the coordinated system regarding pre-employment, randomization, post-accident, and reasonable suspicion as required by the Federal Highway Administration and the Federal Transit Administration.
- I. Comply with Commission insurance requirements by maintaining at least minimum liability insurance coverage in the amount of \$200,000 for any one person and \$300,000 per occurrence at all times during the existence of this Agreement for all transportation services purchased or provided for the transportation disadvantaged through the Community Transportation Coordinator. Upon the execution of this Agreement, the Coordinator shall add the Commission as an additional **named insured** to all insurance policies covering vehicles transporting the transportation disadvantaged. In the event of any cancellation or changes in the limits of liability in the insurance policy, the insurance agent or broker shall notify the Commission. The Coordinator shall insure that contracting transportation operators and coordination contractors also maintain the same minimum liability insurance, or an equal governmental insurance program. Insurance coverage in excess of \$1 million per occurrence must be approved by the Commission and the local Coordinating Board before inclusion in the Transportation Disadvantaged Service Plan or in the justification of rates and fare structures. Such coverage may be provided by a self-insurance program established and operating under the laws of the State of Florida and written verification of insurance protection in accordance with Section 768.28, Florida Statutes, shall be provided to the Commission upon request.

- J. Safeguard information by not using or disclosing any information concerning a user of services under this Agreement for any purpose not in conformity with the local, state and federal regulations (45 CFR, Part 205.50), except upon order of a court, written consent of the recipient, or his/her responsible parent or guardian when authorized by law.
- K. Protect Civil Rights by:
1. Complying with state and federal laws including but not limited to laws regarding discrimination on the basis of sex, race, religion, age, disability, sexual orientation, or national origin. The Coordinator gives this assurance in consideration of and for the purpose of obtaining federal grants, loans, contracts (except contracts of insurance or guaranty), property, discounts, or other federal financial assistance to programs or activities receiving or benefiting from federal financial assistance and agreeing to complete a Civil Rights Compliance Questionnaire if so requested by the Commission.
 2. Agreeing that compliance with this assurance constitutes a condition of continued receipt of or benefit from federal financial assistance, and that it is binding upon the Coordinator, its successors, subcontractors, transferee, and assignees for the period during which such assistance is provided. Assure that all operators, subcontractors, subgrantee, or others with whom the Coordinator arranges to provide services or benefits to participants or employees in connection with any of its programs and activities are not discriminating against those participants or employees in violation of the above statutes, regulations, guidelines, and standards. In the event of failure to comply, the Coordinator agrees that the Commission may, at its discretion, seek a court order requiring compliance with the terms of this assurance or seek other appropriate judicial or administrative relief, to include assistance being terminated and further assistance being denied.
- L. To the extent allowed by Section 768.28, Florida Statutes, and only to the monetary and other limitations contained therein, indemnify and hold harmless the Commission and all of the Commission's members, officers, agents, and employees; purchasing agency/entity officers, agents, and employees; and the local, state, and federal governments from any claim, loss, damage, cost, charge or expense arising out of any act, action, neglect or omission by the Coordinator during the performance of this Agreement, whether direct or indirect, and whether to any person or property to which the Commission or said parties may be subject, except that neither the Coordinator nor any of its sub-contractors will be liable under this section for damages arising out of injury or damage to persons or property directly caused or resulting from the sole negligence of the Commission or any of its members, officers, agents or employees; purchasing agency/entity, officers, agents, and employees; and local, state, or federal governments. Nothing herein is intended to serve as a waiver of sovereign immunity by any agency/entity or Coordinator to which sovereign immunity may be applicable. Nothing herein shall be construed as consent by a state agency/entity or political subdivision of the State of Florida or the federal government to be sued by third parties in any matter arising out of any Agreement or contract. Notwithstanding the foregoing, pursuant to Section 768.28, Florida Statutes, no agency or subdivision of the state shall be required to indemnify, insure, or assume any liability for the Commission's negligence.

- M. Comply with standards and performance requirements of the Commission, the local Coordinating Board approved Transportation Disadvantaged Service Plan, and any purchase of service contracting agencies/entities. Failure to meet the requirements or obligations set forth in this MOA, and performance requirements established and monitored by the local Coordinating Board in the approved Transportation Disadvantaged Service Plan, shall be due cause for non-payment of reimbursement invoices until such deficiencies have been addressed or corrected to the satisfaction of the Commission.
- N. Comply with subcontracting requirements by executing or negotiating contracts for transportation services with Transportation Operators and Coordination Contractors, and assuring that the conditions of such contracts are maintained. The requirements of Part 1, Paragraph E.5. through M are to be included in all contracts, subcontracts, coordination contracts, and assignments made by the Coordinator for services under this Agreement. Said contracts, subcontracts, coordination contracts, and assignments will be reviewed and approved annually by the Coordinator and local Coordinating Board for conformance with the requirements of this Agreement.
- O. Comply with the following requirements concerning drivers and vehicles:
1. Drivers for paratransit services, including coordination contractors, shall be required to announce and identify themselves by name and company in a manner that is conducive to communications with the specific passenger, upon pickup of each rider, group of riders, or representative, guardian, or associate of the rider, except in situations where the driver regularly transports the rider on a recurring basis. Each driver must have photo identification that is in view of the passenger. Name patches, inscriptions or badges that affix to driver clothing are acceptable. For transit services, the driver photo identification shall be in a conspicuous location in the vehicle.
 2. The paratransit driver shall provide the passenger with boarding assistance, if necessary or requested, to the seating portion of the vehicle. The boarding assistance shall include opening the vehicle door, fastening the seat belt or utilization of wheelchair securement devices, storage of mobility assistive devices, and closing the vehicle door. In certain paratransit service categories, the driver may also be required to open and close doors to buildings, except in situations in which assistance in opening/closing building doors would not be safe for passengers remaining on the vehicle. Assisted access must be in a dignified manner. Drivers may not assist wheelchair up or down more than one step, unless it can be performed safely as determined by the passenger, guardian, and driver.
 3. All vehicles shall be equipped with two-way communications in good working order and be audible to the driver at all times to the base.
 4. All vehicles providing service within the coordinated system, shall have working air conditioners and heaters in each vehicle. Vehicles that do not have a working air conditioner or heater will be scheduled for repair or replacement as soon as possible.

P. Comply with other requirements as follows:

1. Transport an escort of a passenger and dependent children as locally negotiated and identified in the local Transportation Disadvantaged Service Plan.
2. Determine locally in the Transportation Disadvantaged Service Plan, the use, responsibility, and cost of child restraint devices.
3. Transport with the passenger at no additional charge, passenger property that can be carried by the passenger and/or driver in one trip and can be safely stowed on the vehicle. Additional requirements may be negotiated for carrying and loading rider property beyond this amount. Passenger property does not include wheelchairs, child seats, stretchers, secured oxygen, personal assistive devices, or intravenous devices.
4. Provide shelter, security, and safety of passengers at vehicle transfer points.
5. Post a local or other toll-free number for complaints or grievances inside each vehicle. The local complaint process shall be outlined as a section in the local Transportation Disadvantaged Service Plan including advising the dissatisfied person about the Commission's Ombudsman Program as a step within the process as approved by the local Coordinating Board.
6. Provide out-of-service-area trips, when determined locally and approved by the local Coordinating Board, except in instances where local ordinances prohibit such trips.
7. Keep interior of all vehicles free from dirt, grime, oil, trash, torn upholstery, damaged or broken seats, protruding metal or other objects or materials which could soil items placed in the vehicle or provide discomfort for the passenger.
8. Determine locally by the local Coordinating Board and provide in the local Transportation Disadvantaged Service Plan the billing requirements of the Community Transportation Coordinator. All bills shall be paid to subcontractors within 7 calendar days after receipt of said payment by the Coordinator, in accordance with Section 287.0585, Florida Statutes.
9. Maintain or have access to a passenger/trip database on each rider being transported within the system.
10. Provide each rider and escort, child, or personal care attendant adequate seating for paratransit services. No more passengers than the registered passenger seating capacity shall be scheduled or transported in a vehicle at any time. For transit services provided by transit vehicles, adequate seating or standing space will be provided to each rider and escort, child, or personal care attendant, and no more passengers than the registered passenger seating or standing capacity shall be scheduled or transported in a vehicle at any time.
11. First Aid shall be determined locally and provided in the local Transportation Disadvantaged Service Plan.

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

II. The Commission Shall:

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

III. The Coordinator and the Commission Further Agree:

- A. Nothing in this Agreement shall require the Commission to observe or enforce compliance with any provision thereof, perform any other act or do any other thing in contravention of any applicable state law. If any of the provisions of this Agreement is found by a court of law to violate any applicable state law, the purchasing agency/entity will at once notify the Commission in writing in order that appropriate changes and modifications may be made by the Commission and the Coordinator to the end that the Coordinator may proceed as soon as possible with the provision of transportation services.
- B. If any part or provision of this Agreement is held invalid, the remainder of this Agreement shall be binding on the parties hereto.
- C. Termination Conditions:
 - 1. Termination at Will - This Agreement may be terminated by either party upon no less than thirty (30) days notice, without cause. Said notice shall be delivered by certified mail, return receipt required, or in person with proof of delivery.
 - 2. Termination for Breach - Unless the Coordinator's breach is waived by the Commission in writing, the Commission may, by written notice to the Coordinator, terminate this Agreement upon no less than twenty-four (24) hours notice. Said notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery. Waiver by the Commission of breach of any provision of this Agreement shall not be deemed to be a waiver of any other breach and shall not be construed to be a modification of the terms of this Agreement, and shall not act as a waiver or estoppel to enforcement of any provision of this Agreement. The provisions herein do not limit the Commission's right to remedies at law or to damages.
- D. This agreement will expire unless an extension is granted to the Coordinator in writing by the Commission, in accordance with Chapter 287, Florida Statutes.
- E. Renegotiations or Modifications of this Agreement shall only be valid when they have been reduced to writing, duly approved by the Commission, and signed by both parties hereto.

F. Notice and Contact:

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

NAME and TITLE: _____
DEPARTMENT: _____
MAILING ADDRESS: _____

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

This document has been reviewed in its entirety and approved by the local Coordinating Board at its official meeting held on May 9, 2018.

Coordinating Board Chairperson

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

COMMUNITY TRANSPORTATION
COORDINATOR:

STATE OF FLORIDA, COMMISSION FOR
THE TRANSPORTATION DISADVANTAGED:

MV Contract Transportation, Inc.
Agency Name

Steve Holmes
Printed Name of Authorized Individual

Printed Name of Authorized Individual

Signature: _____

Signature: _____

Title: Executive Director

Title: _____



II . C

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May 2, 2018

TO: Alachua County Transportation Disadvantaged Coordinating Board

FROM: Lynn Godfrey, AICP, Senior Planner

SUBJECT: Fiscal Year 2018/19 Transportation Disadvantaged Service Rates/Trip & Equipment Grant Application

STAFF RECOMMENDATION

Approve MV Transportation's Fiscal Year 2018/19 Transportation Disadvantaged Program service rates.

BACKGROUND

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

Attached are MV Transportation's Fiscal Year 2018/19 Transportation Disadvantaged Program service rates and Trip & Equipment Grant application. The Board needs to review and approve the Fiscal Year 2018/19 service rates.

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

Attachments

t:\lynn\td2018\alachua\memos\ratecalcmod.docx



Transportation Disadvantaged Trip & Equipment Grant Service Rates Form

Applicant	MV Contract Transportation, Inc.
Project Location [County(ies)]	Alachua
Service Rate Effective Date	July 1, 2018

Grant Agreement Service Rates		
Type of Service Transportation Mode	Unit of Measure (Trip or Passenger Mile)	Cost Per Unit
* Ambulatory	Trip	35.06
* Wheel Chair	Trip	60.10
* Stretcher	Trip	125.20
Bus Pass – Daily	Pass	
Bus Pass – Weekly	Pass	
Bus Pass – Monthly	Pass	20.50

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

Comprehensive Budget Worksheet

Version 1.4

CTC: MV Transportation, Inc.
County: Alachua County

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

1	July 1st of	Current Year's APPROVED Budget, as amended	Upcoming Year's PROPOSED Budget	5	Proposed % Change from Current Year to Upcoming Year	7
	2016 to June 30th of 2017	from July 1st of 2017 to June 30th of 2018	from 2018 to June 30th of 2019			
						Confirm whether revenues are collected as a system subsidy VS a purchase of service at a unit price. Explain Changes in Column 6 That Are > ± 10% and Also > ± \$50,000

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

Local Non-Govt

Farebox	\$ 127,924	\$ 115,315	\$ 120,500	-9.9%	4.5%	Fare Box \$73,700 TD 10% Local Match plus \$46,800 projected fare box Other \$8,100 is the profit that will be made on the bus passes. \$975 monthly profit X 12 months = \$8,100
Medicaid Co-Pay Received						
Donations/ Contributions						
In-Kind, Contributed Services						
Other		\$ 13,359	\$ 8,100		-39.4%	
Bus Pass Program Revenue						

Local Government

District School Board						Other Cash - This is the 10% match paid by the City of Gainesville for the Grace Marketplace Bus Pass Program.
Compl. ADA Services						
County Cash	\$ 200,155	\$ 199,710	\$ 197,895	-1.7%	0.6%	
County In-Kind, Contributed Services						
City Cash	\$ 1,415,391	\$ 1,415,640	\$ 1,460,300	0.0%	3.2%	
City In-kind, Contributed Services						
Other Cash	\$ 2,792	\$ 6,150	\$ 6,150	120.2%	0.0%	
Bus Pass Program Revenue						

CTD

Non-Spons. Trip Program	\$ 742,334	\$ 641,601	\$ 666,564	-13.8%	3.9%	Rural Capital Equipment - Two ADA compliant minivans (addition to fleet) Bus Pass Program Revenue - Grace Marketplace Bus Pass Program - 80% paid by the CTD.
Non-Spons. Capital Equipment						
Rural Capital Equipment	\$ 8,998	\$ 65,045	\$ 83,695	822.9%	28.7%	
Other TD (specify in explanation)		\$ 47,333			-100.0%	
Bus Pass Program Revenue	\$ 41,429	\$ 55,350	\$ 55,350	33.6%	0.0%	

USDOT & FDOT

49 USC 5307						Other DOT - 5310 grant
49 USC 5310						
49 USC 5311 (Operating)	\$ 63,323	\$ 50,000	\$ 50,000	-21.0%	0.0%	
49 USC 5311(Capital)						
Block Grant						
Service Development						
Commuter Assistance						
Other DOT (specify in explanation)	\$ 50,975	\$ 50,000	\$ 60,000	-1.9%	20.0%	
Bus Pass Program Revenue						

AHCA

Medicaid						MTM contract
Other AHCA (specify in explanation)	\$ 102,989	\$ 72,000	\$ 54,000	-30.1%	-25.0%	
Bus Pass Program Revenue						

DCF

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

DOH

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

DOE (state)

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

AWI

WAGES/Workforce Board					
Other AWI (specify in explanation)					
Bus Pass Program Revenue					

DOEA

Older Americans Act						Elder Care - for purchase at unit price.
Community Care for Elderly						
Other DOEA (specify in explanation)	\$ 24,924	\$ 20,000	\$ 22,500	-19.6%	12.5%	
Bus Pass Program Revenue						

DCA

Community Services					
Other DCA (specify in explanation)					
Bus Pass Admin. Revenue					

Comprehensive Budget Worksheet

Version 1.4

CTC: MV Transportation, Inc.
County: Alachua County

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

July 1st of	Prior Year's ACTUALS from July 1st of 2016 to June 30th of 2017	Current Year's APPROVED Budget, as amended from July 1st of 2017 to June 30th of 2018	Upcoming Year's PROPOSED Budget from 2018 to June 30th of 2019	% Change from Prior Year to Current Year	Proposed % Change from Current Year to Upcoming Year	Confirm whether revenues are collected as a system subsidy VS a purchase of service at a unit price. Explain Changes in Column 6 That Are > ± 10% and Also > ± \$50,000
1	2	3	4	5	6	7

APD

Office of Disability Determination						
Developmental Services						
Other APD (specify in explanation)						
Bus Pass Program Revenue						

DJJ

(specify in explanation)						
Bus Pass Program Revenue						

Other Fed or State

Santa Fe Upward Bound Program	\$ 67,150	\$ 4,700	\$ 10,788	-93.0%	129.5%	Santa Fe Upward Bound Program = \$4,788 Santa Fe Extra Program - 6 weeks from July to August = \$6,000 Alachua County EOC (Emergency Management) - For emergency related transportation services.
Alachua County EOC			\$ 4,500			
xxx						
Bus Pass Program Revenue						

Other Revenues

Interest Earnings						
xxxx						
xxxx						
Bus Pass Program Revenue						

Balancing Revenue to Prevent Deficit

Actual or Planned Use of Cash Reserve						
---------------------------------------	--	--	--	--	--	--

Balancing Revenue is Short By = **None**

Total Revenues =	\$2,848,384	\$2,753,203	\$2,800,342	-3.3%	1.7%
------------------	-------------	-------------	-------------	-------	------

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

	2017	2018	2019	% Change 17-18	% Change 18-19	
Operating Expenditures						
Labor	\$ 1,455,033	\$ 1,487,648	\$ 1,495,012	2.2%	0.5%	Labor - projected rate increase for drivers and staff effective July 2018.
Fringe Benefits	\$ 27,949	\$ 26,090	\$ 28,167	-6.7%	8.0%	Materials & Supplies - expected increase due to maintenance items that need to be ordered as: laptop for maintenance scanner, battery charging and testing
Services	\$ 121,585	\$ 106,130	\$ 109,490	-12.7%	3.2%	Purchased system & digital radios.
Materials and Supplies	\$ 445,045	\$ 463,089	\$ 467,492	4.1%	1.0%	Transportation - this is for the purchase of bus passes for the Grace Marketplace Bus pass Program.
Utilities	\$ 61,874	\$ 53,475	\$ 58,195	-13.6%	8.8%	Leases and Rentals - this includes an increase in rent due to building improvements that will made during the FY 2018-19.
Casualty and Liability	\$ 286,233	\$ 183,782	\$ 187,655	-35.8%	2.1%	Equip. Purchases with Grant Funds - Two ADA compliant minivans @ \$46,497 each.
Taxes	\$ 3,085	\$ 5,040	\$ 4,135	63.4%	-18.0%	
Purchased Transportation:						
Purchased Bus Pass Expenses	\$ 41,429	\$ 55,350	\$ 55,350	33.6%	0.0%	
School Bus Utilization Expenses						
Contracted Transportation Services						
Other						
Miscellaneous	\$ 12,241	\$ 11,244	\$ 12,418	-8.1%	10.4%	
Operating Debt Service - Principal & Interest	\$ 24,125	\$ 24,897	\$ 24,232	3.2%	-2.7%	
Leases and Rentals	\$ 116,887	\$ 116,873	\$ 127,663	0.0%	9.2%	
Contrib. to Capital Equip. Replacement Fund						
In-Kind. Contributed Services	\$ -	\$ -	\$ -			
Allocated Indirect	\$ 128,049	\$ 124,625	\$ 125,877	-2.7%	1.0%	
Capital Expenditures						
Equip. Purchases with Grant Funds	\$ 10,570	\$ 71,340	\$ 92,994	574.9%	30.4%	
Equip. Purchases with Local Revenue						
Equip. Purchases with Rate Generated Rev.						
Capital Debt Service - Principal & Interest						
PROFIT	\$ 114,279	\$ 23,620	\$ 11,662	-79.3%	-50.6%	
	(\$0)					
Total Expenditures =	\$2,848,384	\$2,753,203	\$2,800,342	-3.3%	1.7%	

Budgeted Rate Base Worksheet

Version 1.4

CTC: MV Transportation, Inc.

County: Alachua County

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

	Upcoming Year's BUDGETED Revenues
	from
	July 1st of
	2018
	to
	June 30th of
1	2019
1	2

What amount of the Budgeted Revenue in col. 2 will be generated at the rate per unit determined by this spreadsheet, OR used as local match for these type revenues?	Budgeted Rate Subsidy Revenue Excluded from the Rate Base	What amount of the Subsidy Revenue in col. 4 will come from funds to purchase equipment, OR will be used as match for the purchase of equipment?
3	4	5

REVENUES (CTC/Operators ONLY)	
Local Non-Govt	
Farebox	\$ 120,500
Medicaid Co-Pay Received	\$ -
Donations/ Contributions	\$ -
In-Kind, Contributed Services	\$ -
Other	\$ 8,100
Bus Pass Program Revenue	\$ -
Local Government	
District School Board	\$ -
Compl. ADA Services	\$ -
County Cash	\$ 197,895
County In-Kind, Contributed Services	\$ -
City Cash	\$ 1,460,300
City In-kind, Contributed Services	\$ -
Other Cash	\$ 6,150
Other In-Kind, Contributed Services	\$ -
Bus Pass Program Revenue	\$ -
CTD	
Non-Spons. Trip Program	\$ 666,564
Non-Spons. Capital Equipment	\$ -
Rural Capital Equipment	\$ 83,695
Other TD	\$ -
Bus Pass Program Revenue	\$ 55,350
USDOT & FDOT	
49 USC 5307	\$ -
49 USC 5310	\$ -
49 USC 5311 (Operating)	\$ 50,000
49 USC 5311(Capital)	\$ -
Block Grant	\$ -
Service Development	\$ -
Commuter Assistance	\$ -
Other DOT	\$ 60,000
Bus Pass Program Revenue	\$ -
AHCA	
Medicaid	\$ -
Other AHCA	\$ 54,000
Bus Pass Program Revenue	\$ -
DCF	
Alcoh. Drug & Mental Health	\$ -
Family Safety & Preservation	\$ -
Comm. Care Dis /Aging & Adult Serv.	\$ -
Other DCF	\$ -
Bus Pass Program Revenue	\$ -
DOH	
Children Medical Services	\$ -
County Public Health	\$ -
Other DOH	\$ -
Bus Pass Program Revenue	\$ -
DOE (state)	
Carl Perkins	\$ -
Div of Blind Services	\$ -
Vocational Rehabilitation	\$ -
Day Care Programs	\$ -
Other DOE	\$ -
Bus Pass Program Revenue	\$ -
AWI	
WAGES/Workforce Board	\$ -
AWI	\$ -
Bus Pass Program Revenue	\$ -
DOEA	
Older Americans Act	\$ -
Community Care for Elderly	\$ -
Other DOEA	\$ 22,500
Bus Pass Program Revenue	\$ -
DCA	
Community Services	\$ -
Other DCA	\$ -
Bus Pass Program Revenue	\$ -

\$ 73,700	\$ 46,800	
\$ -	\$ -	
\$ -	\$ -	
\$ -	\$ -	
\$ -	\$ 8,100	
\$ -	\$ -	
\$ -	\$ -	
\$ -	\$ -	
\$ -	\$ -	
\$ -	\$ 6,150	
\$ -	\$ -	
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\$ 666,564	\$ -	
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\$ -	\$ 83,695	
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\$ 50,000	\$ -	
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\$ 60,000	\$ -	
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\$ 22,500	\$ -	
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\$ -	\$ -	

local match
\$ 74.0
\$ 9.2

Worksheet for Program-wide Rates

CTC: MV Transportation Version 1.4
 County: Alachua County

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

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

PROGRAM-WIDE RATES	
Total <u>Projected</u> Passenger Miles =	880,351
Rate Per Passenger Mile = \$ 2.94	
Total <u>Projected</u> Passenger Trips =	67,964
Rate Per Passenger Trip = \$ 38.10	

Fiscal Year
 2018 - 2019

Avg. Passenger Trip Length = 13.0 Miles
--

Rates if No Revenue Funds Were Identified As Subsidy Funds	
Rate Per Passenger Mile = \$ 3.12	
Rate Per Passenger Trip = \$ 40.39	

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

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

Vehicle Revenue Miles (VRM)
 The miles that vehicles are scheduled to or actually travel while in revenue service. Vehicle revenue miles exclude:

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

Passenger Miles (PM)
 The cumulative sum of the distances ridden by each passenger.

Worksheet for Multiple Service Rates

CTC: MV Transportat Version 1.4
 County: Alachua County

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

SECTION I: Services Provided

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------

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

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------

Ambulatory	Wheelchair	Stretcher	Group
Yes	Yes	Yes	Yes
No	No	No	No
Go to Section II for Ambulatory Service	Go to Section II for Wheelchair Service	Go to Section II for Stretcher Service	STOP! Do NOT Complete Sections II - V for Group Service

SECTION II: Contracted Services

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

<input type="checkbox"/>

<input type="checkbox"/>

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

Ambulatory	Wheelchair	Stretcher	Group
Yes	Yes	Yes	Yes
No	No	No	No
Answer # 2 for Ambulatory Service	Answer # 2 for Wheelchair Service	Answer # 2 for Stretcher Service	Do Not Complete Section II for Group Service

Yes	Yes	Yes	Yes
No	No	No	No

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

Ambulatory	Wheelchair	Stretcher	Group
Leave Blank	Leave Blank	Leave Blank	Do NOT Complete Section II for Group Service

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

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

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

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

Worksheet for Multiple Service Rates

CTC: MV Transportat Version 1.4
County: Alachua County

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

SECTION III: Escort Service

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

Yes
No
Skip #2 - 4 and Section IV and Go to Section V

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

Pass Trip Leave Blank
Pass Mile

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

4. How much will you charge each escort?..... Leave Blank

SECTION IV: Group Service Loading

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

Do NOT Complete Section IV
Loading Rate 0.00 to 1.00

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

SECTION V: Rate Calculations for Multiple Services:

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

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

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

		RATES FOR FY: 2018 - 2019				
		Ambul	Wheel Chair	Stretcher	Leave Blank	Group
Projected Passenger Miles (excluding totally contracted services addressed in Section II) =	880,351	774,905	105,268	177	0	0
Rate per Passenger Mile =		\$2.71	\$4.64	\$9.67	\$0.00	\$0.00
					per passenger	per group
Projected Passenger Trips (excluding totally contracted services addressed in Section II) =	67,964	59,725	8,229	10	0	0
Rate per Passenger Trip =		\$35.06	\$60.10	\$125.20	\$0.00	\$0.00
					per passenger	per group
Combination Trip and Mile Rate						
2. If you answered # 1 above and want a COMBINED Rate per Trip PLUS a per Mile add-on for 1 or more services,...		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
...INPUT the Desired Rate per Trip (but must be less than per trip rate above) =		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Rate per Passenger Mile for Balance =		\$2.71	\$4.64	\$9.67	\$0.00	\$0.00
					per passenger	per group

		Rates if No Revenue Funds Were Identified As Subsidy Funds			
		Ambul	Wheel Chair	Stretcher	Group
Rate per Passenger Mile =		\$2.87	\$4.92	\$10.25	\$0.00
					per passenger per group
Rate per Passenger Trip =		\$37.16	\$63.70	\$132.72	\$0.00
					per passenger per group

Program These Rates Into Your Medicaid Encounter Data



Transportation Disadvantaged Trust Fund Service Rates Form

Community Transportation Coordinator (CTC)	MV Transportation, Inc.
Service Rate Effective Date	7/1/2017

Grant Agreement Service Rates		
Type of Service Transportation Mode	Unit of Measure	Cost Per Unit
* Ambulatory	Trip	\$34.04
* Wheel Chair	Trip	\$58.35
* Stretcher	Trip	\$121.55
Bus Pass – Daily	Pass	Enter \$ Per Unit
Bus Pass – Weekly	Pass	Enter \$ Per Unit
Bus Pass – Monthly	Pass	Enter \$ Per Unit
Bus Pass - Mobility Enhancement Grant Project	Pass	\$20.50
Additional Service Transportation Mode	Enter Unit of Measure	Enter \$ Per Unit
Additional Service Transportation Mode	Enter Unit of Measure	Enter \$ Per Unit
Additional Service Transportation Mode	Enter Unit of Measure	Enter \$ Per Unit
Additional Service Transportation Mode	Enter Unit of Measure	Enter \$ Per Unit
Additional Service Transportation Mode	Enter Unit of Measure.	Enter \$ Per Unit
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Additional Service Transportation Mode	Enter Unit of Measure	Enter \$ Per Unit
Additional Service Transportation Mode	Enter Unit of Measure	Enter \$ Per Unit
Additional Service Transportation Mode	Enter Unit of Measure	Enter \$ Per Unit
Additional Service Transportation Mode	Enter Unit of Measure	Enter \$ Per Unit

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



Transportation Disadvantaged Trip & Equipment Grant Application Form

Legal Name	MV Contract Transportation, Inc.		
Federal Employer Identification Number	11-3706363		
Registered Address	3713 SW 42 nd . Ave., SUite 3		
City and State	Gainesville, FL	Zip Code	32608
Contact Person for this Grant	Edward I Griffin	Phone Number Format 111-111-1111	352-375-2784
E-Mail Address [Required]	egriffin@mvtransit.com		
Project Location [County(ies)]	Alachua	Proposed Project Start Date	July 1, 2018

Budget Allocation	
Grant Amount – State Allocation [90%]	\$610,651.00
Grant Amount – Local Match [10%]	\$67,850.00
Grant Amount – Proviso [90%]	\$86,695.00
Grant Amount – Proviso Match [10%]	\$9,633.00
Voluntary Dollar Amount	\$73.00
Local Match for Voluntary Dollars [In Kind]	\$8.00
Total Project Amount	\$774,910.00

Capital Equipment Request	
Description of Capital Equipment	\$ Amount
	\$0.00
	\$0.00
	\$0.00


Local Coordinating Board Review IS Required if Requesting Capital Equipment

If the purchase of capital equipment is included in this Application Form, the application has been reviewed by the ____ Local Coordinating Board.

Signature of Local Coordinating Board Chairperson

Date

I, the authorized Grant Recipient Representative, hereby certify that the information contained in this form is true and accurate and is submitted in accordance with the 2017-18 Program Manual and Application for the Trip & Equipment Grant.



Signature of Grant Recipient Representative

4-30-18

Date



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Dixie • Gilchrist • Hamilton
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Suwannee • Taylor • Union Counties

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

May 2, 2018

TO: Alachua County Transportation Disadvantaged Coordinating Board
FROM: Lynn Godfrey, AICP, Senior Planner
SUBJECT: 2015/18 Alachua County Transportation Disadvantaged Service Plan - Annual Update

STAFF RECOMMENDATION

Approve the 2015/18 Alachua County Transportation Disadvantaged Service Plan annual update.

BACKGROUND

Chapter 427, Florida Statutes requires MV Transportation, Inc. prepare a Transportation Disadvantaged Service Plan in cooperation with the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area for the local Coordinating Board's approval. This plan provides information needed by the local Coordinating Board to continually review and assess transportation disadvantaged needs for Alachua County. The Service Plan must be submitted to the Florida Commission for the Transportation Disadvantaged annually.

Attached is the draft 2015/18 Alachua County Transportation Disadvantaged Service Plan annual update. If you have any questions concerning the Plan, please do not hesitate to contact me at extension 110.

Attachment

t:\lynn\td2018\alachua\memos\tdsp.docx

Alachua County Transportation Disadvantaged Service Plan - Annual Update

July 1, 2013 - June 30, 2018

Alachua County Transportation Disadvantaged
Coordinating Board



2013/18 Alachua County Transportation Disadvantaged Service Plan - Annual Update

Approved by the

Alachua County
Transportation Disadvantaged Coordinating Board

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

Adrian Hayes-Santos, Chair

with Assistance from

Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area



2009 NW 67th Place
Gainesville, FL 32653-1603
www.ncfrpc.org
352.955.2200

and



MV Transportation, Inc.
3713 SW 42nd Avenue
Gainesville, FL 32608
352.375.2784

May 9, 2018

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Chapter I: Development Plan

A. Introduction to The Service Area

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

1. Background of Florida's Transportation Disadvantaged Program

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

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

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

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

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

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

a. Florida Commission for the Transportation Disadvantaged

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

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

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

b. Designated Official Planning Agency

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

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

The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area is the Designated Official Planning Agency for Alachua County. According to Rule 41-2 of the Florida Administrative Code, responsibilities of the Designated Official Planning Agency include:

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

c. Local Coordinating Boards

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

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

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

- An elected official from Alachua County.
- A representative of the Florida Department of Transportation.
- A representative of the Florida Department of Children and Family Services.
- A representative of the Public Education Community.
- A representative of the Florida Department of Education.
- A person recommended by the local Veterans Service Office representing veterans of the county.

- A person who is recognized by the Florida Association for Community Action as representing the economically disadvantaged.
- A person over age sixty representing the elderly.
- A person with a disability representing the disabled.
- Two citizen advocate representatives in the county; one who must be a person who uses the transportation services of the system as their primary means of transportation.
- A local representative for children at risk.
- In areas where they exist, the Chairperson or designee of the local mass transit or public transit system's Board.
- A representative of the Florida Department of Elder Affairs.
- An experienced representative of the local private for profit transportation industry.
- A representative of the Florida Agency for Health Care Administration.
- A representative of the Regional Workforce Development Board.
- A representative of the local medical community.

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

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

d. Community Transportation Coordinator

The Community Transportation Coordinator is responsible for ensuring that coordinated transportation services are provided to serve the transportation disadvantaged. MV Transportation, Inc. is the designated Community Transportation Coordinator for Alachua County.

MV Transportation, Inc. may provide all or a portion of transportation service in a designated service area. MV Transportation, Inc. may subcontract or broker services if it is cost effective and efficient. The following are some responsibilities of MV Transportation, Inc.:

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

2. Designation Date/History

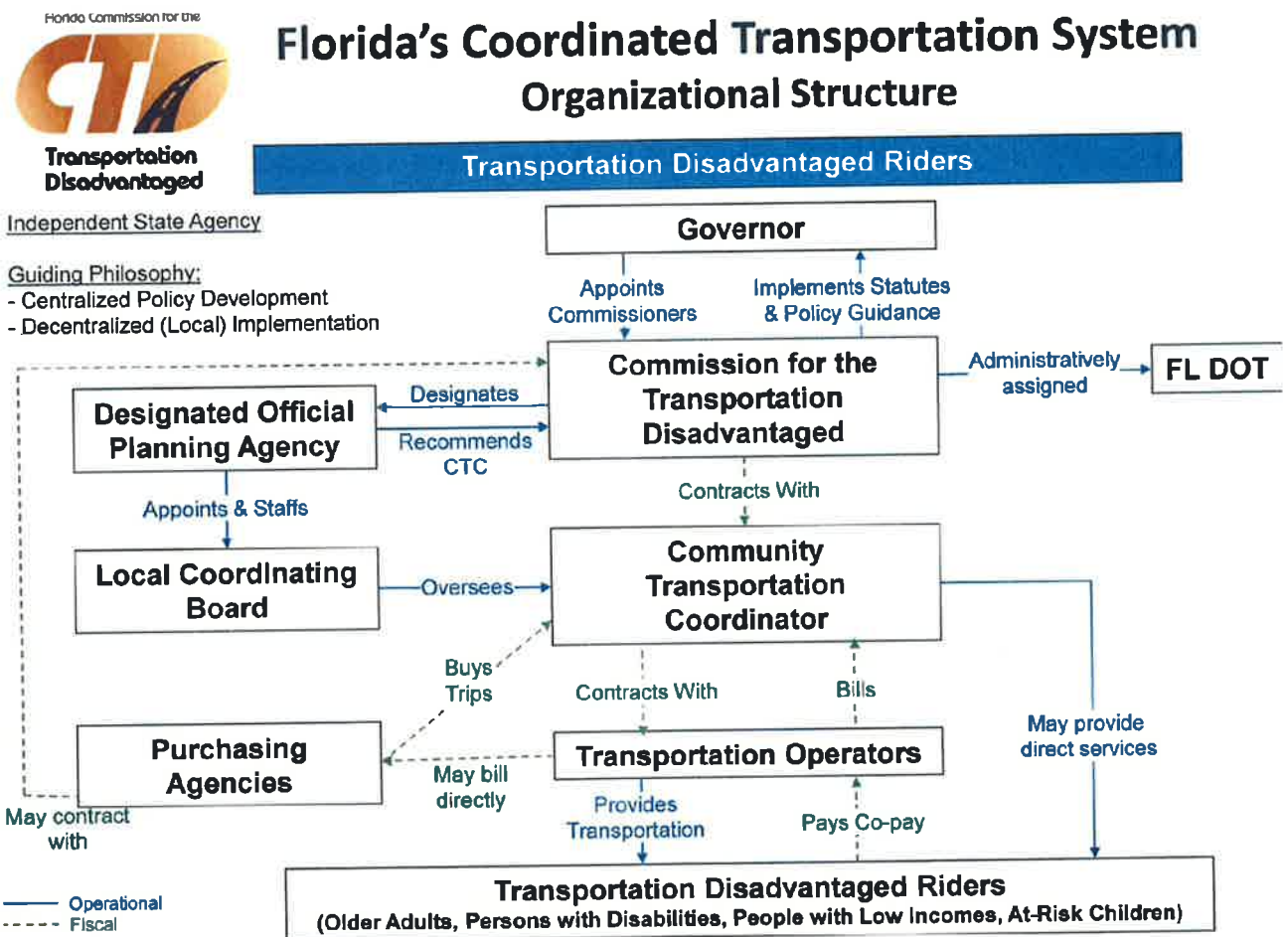
MV Transportation, Inc. was designated the Community Transportation Coordinator for Alachua County by the Florida Commission for the Transportation Disadvantaged July 1, 2013. MV Transportation was selected the Community Transportation Coordinator for Alachua County through a competitive selection process.

MV Transportation is a private for-profit entity. MV Transportation centrally coordinates rides and provides direct transportation service.

The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area was designated the official planning agency for Alachua County in April 1990. The Council was selected through a non-competitive selection process.

3. Organization Chart

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



4. Consistency Review of Other Plans

a. Local Government Comprehensive Plans

The local comprehensive planning process involves essentially four basic steps:

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

The Transportation Disadvantaged Service Plan is consistent, to the maximum extent feasible, with the Alachua County Comprehensive Plan.

b. Regional Policy Plans

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

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

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

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

c. Transit Development Plans

The Regional Transit System Transit Development Plan discusses the existing transit system, coordination with related plans and policies, transit service needs and a proposed transit service plan. The Transportation Disadvantaged Service Plan is consistent, to the maximum extent feasible, with the Regional Transit System Transit Development Plan.

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

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

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

e. **Metropolitan Planning Organization Long-Range
Transportation Plan**

The Year 2040 Long Range Transportation Plan includes two main elements: an adopted Needs Plan and an adopted Cost Feasible Plan. The Year 2040 Needs Plan charts a strategic direction for how the region will achieve important mobility and accessibility goals over the next 25 years. The Year 2040 Cost Feasible Plan identifies priority transportation projects and their associated costs. The costs can be funded using projected revenues from a variety of federal, state and local sources over the planning horizon.

The Transportation Disadvantaged Service Plan is consistent, to the maximum extent feasible, with the Year 2040 Long Range Transportation Plan for the Gainesville Urbanized Area.

f. **Transportation Improvement Program**

The purpose of the Transportation Improvement Program is to identify all transportation projects within the Gainesville Metropolitan Area to be funded by Alachua County, the City of Gainesville, the Florida Department of Transportation, the University of Florida, the Federal Highway Administration (Title 23 United States Code) and the Federal Transit Administration (Federal Transit Act). The Transportation Improvement Program identifies all regionally significant transportation projects for which Federal Highway Administration or Federal Transit Administration approval is required whether or not the projects are to be funded with Title 23 United States Code or Federal Transit Act funds.

The Transportation Disadvantaged Service Plan is consistent, to the maximum extent feasible with the Transportation Improvement Program.

5. **Public Participation**

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

6. Alachua County Transportation Disadvantaged Coordinating Board Membership Certification

ALACHUA COUNTY TRANSPORTATION DISADVANTAGED COORDINATING BOARD MEMBERSHIP CERTIFICATION

Name: Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area
 Address: 2009 N.W. 67th Place
Gainesville, Florida 32653-1603

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

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

Signature: _____


Harvey Budd, Chair

Date: 4/23/18

REPRESENTATION	MEMBER	ALTERNATE	TERM ENDING
Local Elected Official/Chair	Adrian Hayes-Santos		No Term
Elderly	Vacant	Vacant	6/30/2020
Disabled	Vacant	Vacant	6/30/2018
Citizen Advocate	James East	Vacant	6/30/2018
Citizen Advocate/User	Earther Wright	Vacant	6/30/2018
Children at Risk	Vacant	Vacant	6/30/2019
Florida Association for Community Action	Charles J. Harris	Tiffany McKenzie	6/30/2020
Public Education	James H. Speer, Jr.	Vacant	No Term
Florida Department of Transportation	Janell Damato	Sandra Collins	No Term
Florida Department of Children and Families	John Wisker	Louella Teague	No Term
Florida Department of Elder Affairs	Jeff Lee	Vacant	No Term
Florida Department of Education	Jeffrey Aboumrad	Vacant	No Term
Florida Agency for Health Care Administration	Dewece Ogden	Pamela Hagley	No Term
Regional Workforce Development Board	Vacant	Vacant	No Term
Veteran Services	Albert Linden, Jr.	Vacant	6/30/2020
Local Mass Transit	Jesus Gomez	Mildred Crawford	No Term
Transportation Industry	Vacant	Vacant	6/30/2019
Local Medical Community	Vacant	Vacant	6/30/2019

7. Alachua County Transportation Disadvantaged Coordinating Board Membership

ALACHUA COUNTY TRANSPORTATION DISADVANTAGED COORDINATING BOARD

MEMBER/REPRESENTING	ALTERNATE/REPRESENTING
Commissioner Adrian Hayes-Santos Local Elected Official/Chair Grievance Committee Member	
Janell Damato Florida Department of Transportation	Sandra Collins Florida Department of Transportation
John Wisker Florida Department of Children and Families	Louella Teague Florida Department of Children and Families
Vacant Florida Department of Education	Jeffrey Aboumrad Florida Department of Education
Jeff Lee - Vice- Chair Florida Department of Elder Affairs Grievance Committee Member	Vacant Florida Department of Elder Affairs
Deweese Ogden Florida Agency for Health Care Administration	Pamela Hagley Florida Agency for Health Care Administration
Vacant Regional Workforce Board	Vacant Regional Workforce Board
Charles J. Harris Central Florida Community Action Agency (Term ending June 30, 2020)	Tiffany McKenzie Central Florida Community Action Agency (Term ending June 30, 2020)
Vacant Public Education	Vacant Public Education
Albert H. Linden, Jr. Veterans (Term ending June 30, 2020)	Vacant Veterans (Term ending June 30, 2020)
James East 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)
Vacant Elderly (Term ending June 30, 2020)	Vacant Elderly (Term ending June 30, 2020)
Vacant Medical Community (Term ending June 30, 2019)	Vacant Medical Community (Term ending June 30, 2019)
Vacant Children at Risk (Term ending June 30, 2019)	Vacant Children at Risk (Term ending June 30, 2019)
Jesus Gomez Mass Transit	Mildred Crawford Mass Transit
Vacant Private Transportation Industry (Term ending June 30, 2019)	Vacant Private Transportation Industry (Term ending June 30, 2019)

B. Service Area Profile and Demographics

1. Alachua County Service Area Description

Alachua County is located in North Central Florida, 85 miles south of the Georgia state line, 50 miles from the Gulf of Mexico, and 67 miles from the Atlantic Ocean. Alachua County encompasses 977 square miles which includes approximately 874 square miles of land area. Alachua County has 9 municipalities within its borders, including: Archer, Alachua, Gainesville (county seat), Hawthorne, High Springs, LaCrosse, Micanopy, Newberry, and Waldo.

According to the Evaluation and Appraisal Report on the Alachua County Comprehensive Plan 2001-2020, there is a large amount of publicly owned land in Alachua County because of the presence of the University of Florida and other healthcare and government institutions. Seven of the top ten employers in the County are public institutions, including the top three: University of Florida, Shands Hospital, and the Veterans Affairs Medical Center (Alachua County Property Appraiser, 2008). Alachua County serves as the primary regional employment center, accounting for approximately 65% of all employment in the eleven county North Central Florida Region (State of Florida Agency for Workforce Innovation, Labor Market Statistics, "Quarterly Census of Employment and Wages", Sept. 2008).

2. Demographics

a. Land Use

The 2011-2030 Future Land Use Element of the Alachua County Comprehensive Plan establishes policies and standards for the proper distribution and development of varying land uses in the county. Transportation is essential to the development of these land uses as it provides a means of interaction among these areas. The 2011-2030 Future Land Use Element of the Alachua County Comprehensive Plan encourages the orderly, harmonious, and judicious use of land, consistent with the following guiding principles:

Principle 1 - promote sustainable land development that provides for a balance of economic opportunity, social equity including environmental justice, and protection of the natural environment.

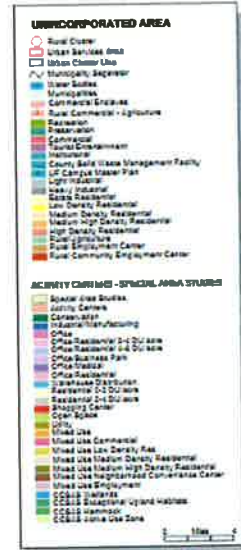
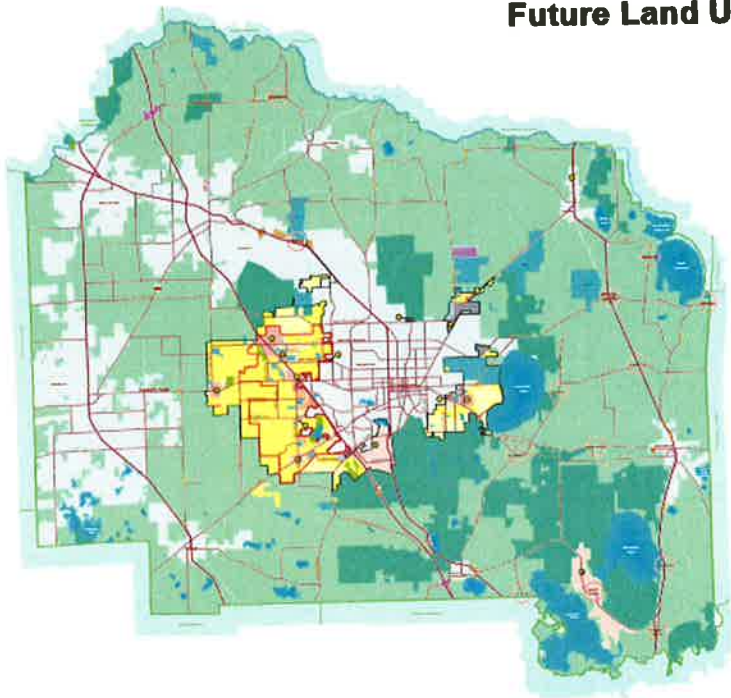
Principle 2 - Base new development upon the provision of necessary services and infrastructure. Focus urban development in a clearly defined area and strengthen the separation of rural and urban uses.

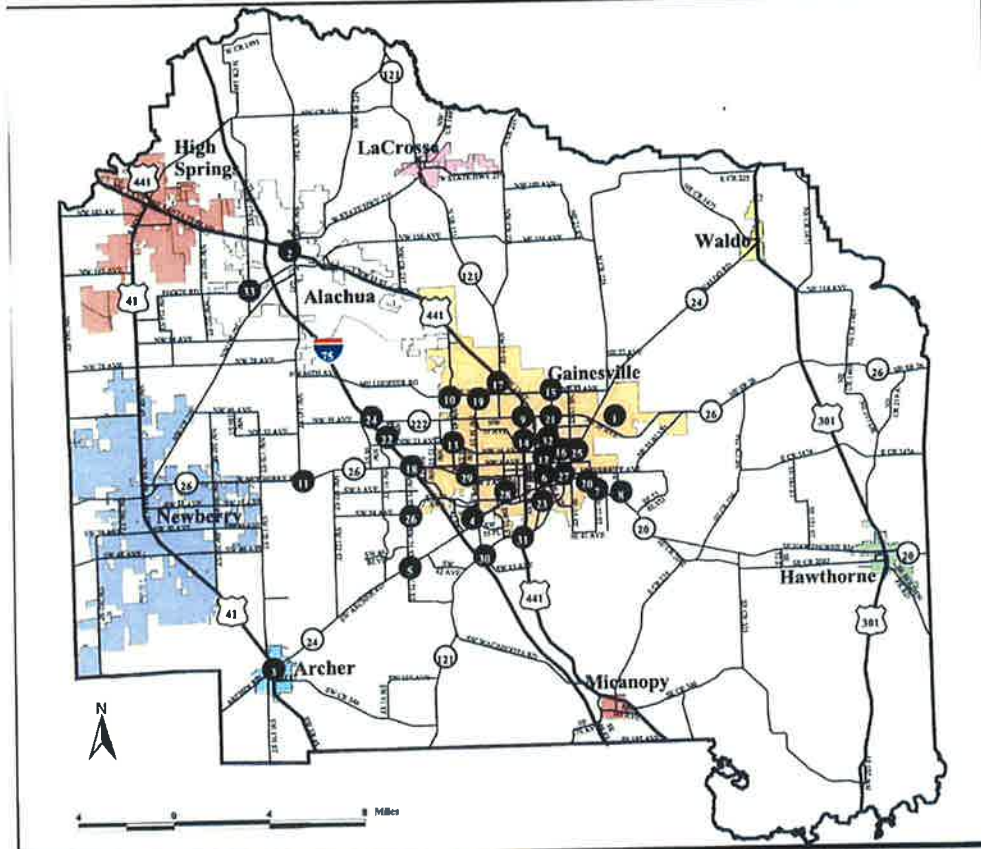
Principle 3 - Recognize residential neighborhoods as a collective asset for all residents of the County.

Principle 4 - Create and promote cohesive communities that provide for a full range and mix of land uses.

FUTURE LAND USE MAP 2030 - ALACHUA COUNTY, FLORIDA

Future Land Use - Unincorporated Area





Transportation Mobility Element 2000-2020
Existing & Projected Major Trip Generators and Attractors

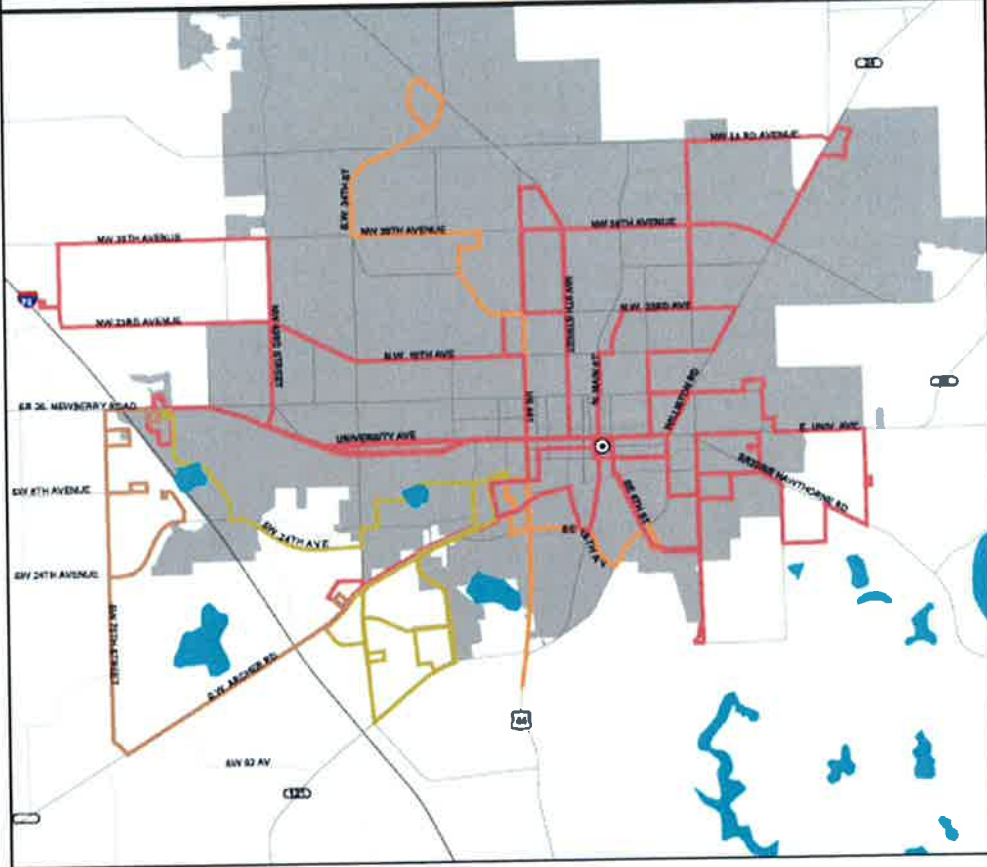
Legend

- Major Trip Generators & Attractors

- 1 Airport
- 2 Alachua Park-n-ride
- 3 Archer Park-n-ride
- 4 Archer Rd / 34th Street Activity Center
- 5 Archer Rd / Tower Rd Activity Center
- 6 Downtown Gainesville
- 7 Eastgate Activity Center
- 8 East Side Activity Center
- 9 Exchange Center/NW 11 St @ NW 39th Av
- 10 Hunter's Crossing Shopping Center
- 11 Jonesville Activity Center
- 12 Main St Shopping Center
- 13 Millheppner Activity Center
- 14 NW 13th St Activity Center
- 15 North Main Activity Center
- 16 Northgate Shopping Center
- 17 Northwood Village Activity Center
- 18 Oaks Mall Activity Center
- 19 Ridgeway Village Activity Center
- 20 SE Hawthorne Rd @ SE 27th St
- 21 SR 227/39th Av @ N Main St
- 22 Santa Fe C. C. Activity Center
- 23 South Main St @ SW 16th Av
- 24 Springhills Activity Center
- 25 Teachale (Sunland Center)
- 26 Tower Rd/SW 24th Ave Activity Center
- 27 University Av @ Waldo Rd
- 28 University of Florida/Shands/VA Hospital
- 29 Westgate Regency Shopping Center
- 30 Williston I-75 Activity Center
- 31 SW Williston Rd / SW 13th St Activity Center
- 32 Winn Dixie/Big Lots Shopping Center
- 33 Alachua West / Dollar General

NOTES:
 Sources: City of Gainesville Draft Transportation Element, 01/25/2001, Figure 1; MTPD for GUA Year 2020 Livable Community Reinvestment Cost Feasible Plan, 12/14/2000; Alachua County Future Land Use Element Activity Centers
 DATE PREPARED: 01-26-2002, revised 02-26-2002

PREPARED AT:
 Alachua County
 Public Works Department
 PO Box 1188, Gainesville, FL 32602-1188
 (352) 374-5245



**ALACHUA COUNTY/
CITY OF GAINESVILLE
RTS ROUTES**

Legend

- ⊙ RTB Downtown Bus Plaza

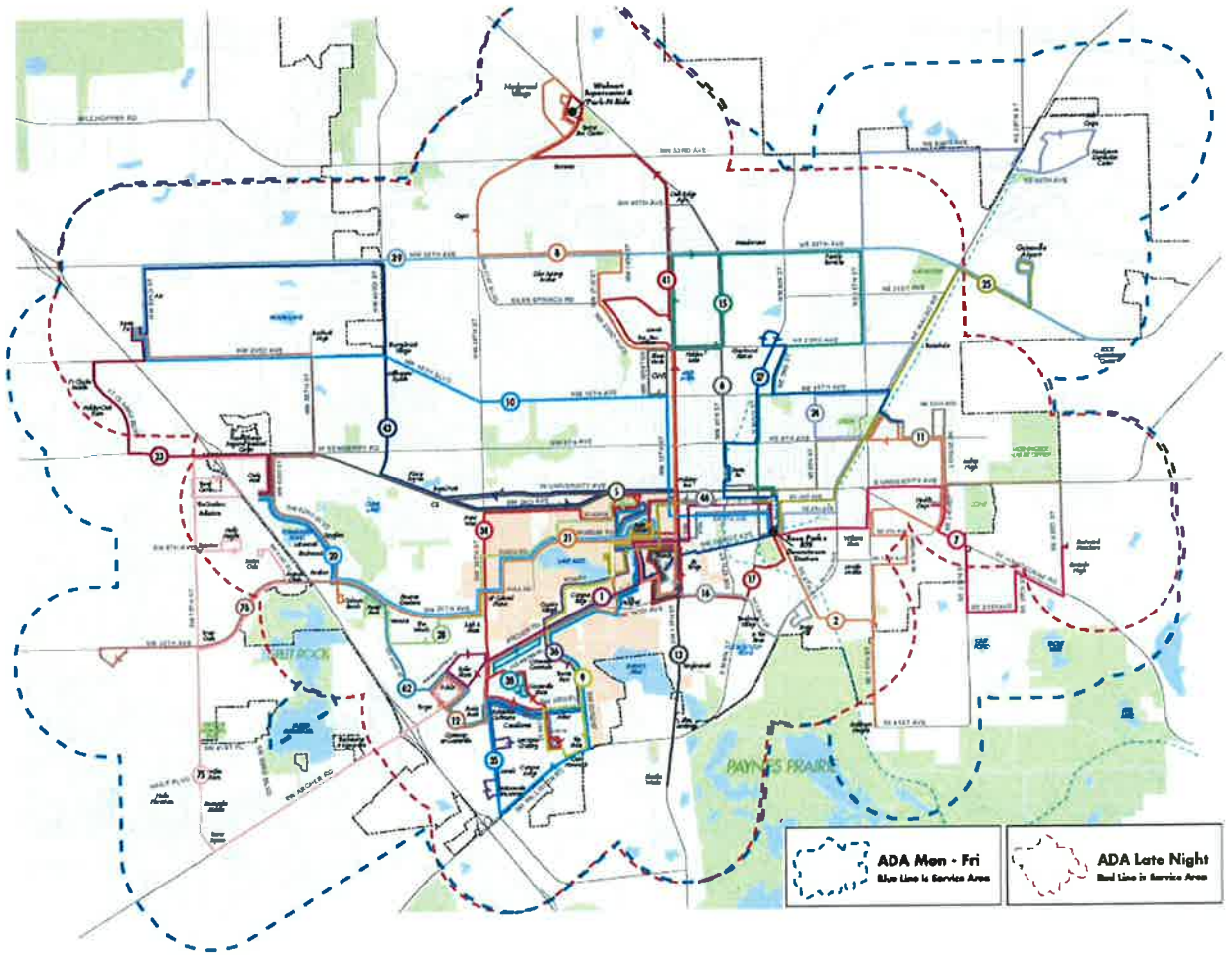
RTS Routes, classed by Hubs

- Orange line: Oak's Mall
- Red line: Shands
- Yellow line: Downtown Plaza
- Green line: Reitz Union

- Red shield: Interstate
- White shield: US Route
- Black outline: County or State Road
- Blue area: Open Water
- Grey area: City of Gainesville

NOTES:
 Routes information provided by Ochsman's RTS and does not include certain only routes, weekend routes, or "Latter Day" routes.
 Date of Production: 5-17-2002

PREPARED AT:
 Alachua County
 Department of Growth Management
 16 000 2nd Avenue
 Gainesville, FL 32601
 (352) 374-8249
 http://www.transportation.alachua.fl.gov/rtb.php



b. Population/Composition

The Bureau of Economic and Business Research estimates Alachua County's total population in 2017 as 260,003. Table 1 shows the population of the cities and towns in Alachua County.

TABLE 1
POPULATION COUNTS AND ESTIMATES
ALACHUA COUNTY

AREA	POPULATION COUNT 2010	POPULATION ESTIMATE 2017
Alachua County	247,336	260,003
City of Alachua	9,059	9,936
City of Archer	1,118	1,165
City of Gainesville	124,476	129,816
City of Hawthorne	1,417	1,412
City of High Springs	5,350	6,023
Town of LaCrosse	360	374
Town of Micanopy	600	605
City of Newberry	4,950	5,907
City of Waldo	1,015	955
Unincorporated Area	98,991	103,810

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

TABLE 2
POPULATION DISTRIBUTION IN CENSUS
DIVISIONS, CITIES AND TOWNS
ALACHUA COUNTY

U.S. CENSUS POPULATION	PERSONS 65 YEARS AND OVER, PERCENT	PERSONS PER SQUARE MILE
247,336	12.5%	282.7

Source: US Bureau of the Census, State & County QuickFacts

According to the Bureau of Economic and Business Research, 1,256 individuals are inmates and patients residing in federal and state government-operated institutions. They are considered nonresidents of the local area for revenue-sharing purposes. Institutionalized individuals are counted as part of the general population, so they are reflected in statistics on age. However, they are not included in the statistics for income or poverty levels for households.

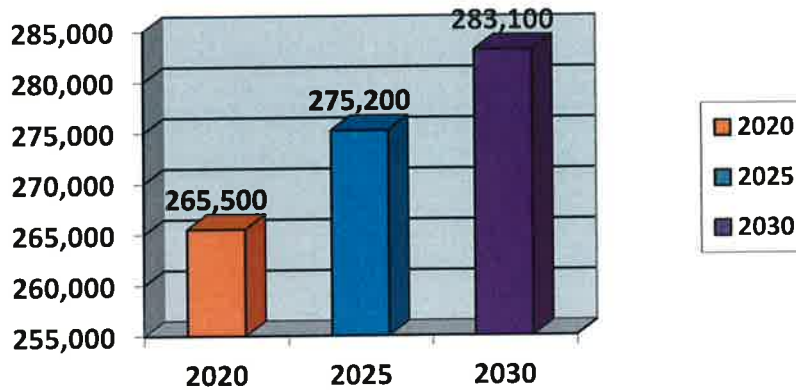
c. Population Densities

With approximately 875 square miles of land area, the County population density in 2010 was approximately 282.7 persons per square mile.

d. Population Projections

According to the Bureau of Economic and Business Research, Alachua County will have a total population of 265,500 by the Year 2020. Illustration I shows population projections for 2020, 2025 and 2030.

ILLUSTRATION I



e. Population Age Distribution

Population age distribution is useful in determining mobility needs which might be met by transit. The elderly typically are less likely to have access to a vehicle and thus are more dependent on the transit system for their travel needs. Table 3 shows estimates of the County's population by age group.

TABLE 3

**POPULATION ESTIMATES BY AGE GROUP
ALACHUA COUNTY**

AGE GROUP	2016 POPULATION ESTIMATES
0-4	12,963
5-17	32,270
18-24	57,422
25-54	91,653
55-64	28,740
65-79	25,739
80 +	8,275

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

f. Disability and Self Care Limitations

According to the Bureau of the Census 2012-2016 American Community Survey 5-Year Estimates, Alachua County had a disabled population of 26,647. The population under 18 years of age with a disability was 1,532. The population 18 to 64 years of age with a disability was 14,344. The population 65 years and over with a disability was 10,771.

g. Employment

According to the Bureau of the Census 2012-2016 American Community Survey, Alachua County's estimated labor force (individuals who are able to work but may not be employed) in 2016 was 215,536 with 125,464. The unemployment rate for Alachua County in 2016 was 7 percent.

h. Income

According to the 2010 Bureau of the Census, Alachua County's median household income in 2016 was \$44,702. Table 4 characterizes the levels of household income in Alachua County. Table 5 shows income levels that are currently used to define the federal poverty level.

TABLE 4

**HOUSEHOLD INCOME
ALACHUA COUNTY**

2016 PER CAPITAL MONEY INCOME	2016 MEDIAN HOUSEHOLD INCOME	2016 PERSONS BELOW POVERTY LEVEL PERCENT
\$25,758	\$44,702	22.3%

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

TABLE 5

**2018 Poverty Guidelines For The 48 Contiguous States
And The District of Columbia**

Persons In Family/Household	2018 Poverty Guideline
1	\$12,140
2	\$16,460
3	\$20,780
4	\$25,100
5	\$29,420
6	\$33,740
7	\$38,060
8	\$42,380

* For families/households with more than 8 persons, add \$5,230 for each additional person.

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

The Florida Agency for Health Care Administration reported the number of Medicaid eligibles in 2017 was 41,715. Table 6 shows individuals who received Supplemental Security Income.

TABLE 7

**PUBLIC ASSISTANCE: AVERAGE MONTHLY
CASES BY TYPE OF ASSISTANCE
ALACHUA COUNTY, 2016**

TYPE OF ASSISTANCE	AVERAGE MONTHLY CASES
Aged Assistance	510
Aid to the Blind and Disabled	5,956

Source: Social Security Administration, Master Beneficiary Record and Supplemental Security Record

i. Housing

The 2010 Bureau of the Census reported the total number of households in Alachua County was 96,336 and that the average household size was 2.49.

Table 8 presents data on housing units. The Gainesville census division contains approximately 73 percent of the County's housing units.

TABLE 8

**DISTRIBUTION OF HOUSING UNITS
ALACHUA COUNTY**

HOUSING UNITS	OWNER OCCUPIED HOUSING UNIT RATE	MEDIAN VALUE OF OWNER-OCCUPIED HOUSING UNITS	HOUSEHOLDS
115,541	53.7%	\$165,700	96,336

Source: 2010 Bureau of the Census, State and County Quick Facts

j. Health

According to the Florida Health 2017 Physician Workforce Annual Report, there were 1,429 physicians of medicine practicing in Alachua County.

k. Transportation

According to the Bureau of the Census 2012-2016 American Community Survey 5-Year Estimates, 8,047 occupied housing units in Alachua County had no vehicle available.

l. Major Trip Generators/Attractors

The Alachua County Comprehensive Plan designates twenty-eight areas as either major trip generators or attractors. Nineteen of these areas have been designated by the City of Gainesville as activity centers, five by the City as industrial concentrations and four have been identified by Alachua County as urban activity centers.

C. Service Analysis

1. General and Critical Need Transportation Disadvantaged Populations

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

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

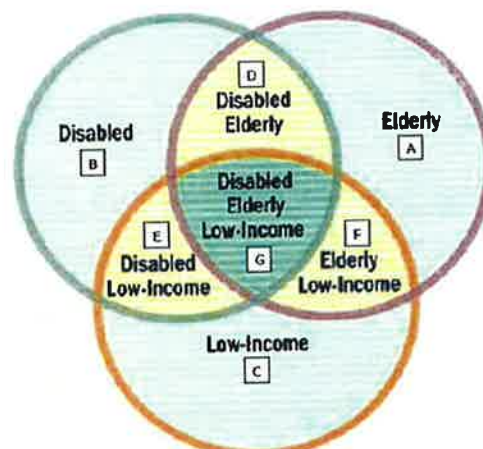
The following table shows general and critical need Transportation Disadvantaged population estimates for Alachua County.

CALCULATION OF GENERAL TRANSPORTATION DISADVANTAGED POPULATION

Alachua County					Census Data from 2016			
County Pop. By Age	Total Pop by Age	% of Total Pop	Population Below Poverty Level by Age	% of Total Pop Below Poverty Level by Age	Total Population with a Disability by Age	% of Total Pop with a Disability by Age	Total Pop with Disability and Below Poverty Level by Age	% Total Pop with a Disability and Below Poverty Level by Age
< 5 Years of Age	14,148	5.7%	2,157	0.9%	0	0.0%	0	0.00%
5-17	32,860	13.3%	8,720	3.5%	1,634	0.7%	881	0.36%
18-34	83,256	33.6%	32,605	13.2%	5,003	2.0%	2,720	1.10%
35-64	84,050	33.9%	12,904	5.2%	13,647	5.5%	4,290	1.73%
Total Non Elderly	214,314	86.5%	56,386	22.7%	20,284	8.2%	7,891	3.18%
65-74	20,220	8.2%	1,069	0.4%	4,417	1.8%	494	0.20%
75+	13,354	5.4%	760	0.3%	7,097	2.9%	550	0.22%
Total Elderly	33,574	13.5%	1,829	0.7%	11,514	4.6%	1,044	0.42%
Total	247,888	100%	58,215	23.5%	31,798	12.8%	8,935	3.60%

Double Counts Calculations		
E - Estimate non-elderly/disabled/ low income	From Base Data (I11)	7,891
B - Estimate non-elderly/ disabled/not low income	Subtract I11 from G11	12,393
G - Estimate elderly/disabled/low income	From Base Data (I14)	1,044
D - Estimate elderly/ disabled/not low income	Subtract I14 from G14	10,470
F - Estimate elderly/non-disabled/low income	Subtract I14 from E14	785
A - Estimate elderly/non-disabled/not low income	Subtract sum of J17, J18 and J19 from C14	21,275
C - Estimate low income/not elderly/not disabled	Subtract I11 from E11	48,495
Total - Non-Duplicated		102,353

General TD Population	% of Total	
Non-Duplicated General TD Population Estimate	102,353	41.3%



CALCULATION OF CRITICAL NEED TRANSPORTATION DISADVANTAGED POPULATION

Alachua County

Census Data from: **2016**

County Pop. By Age	Total Population with a Disability by Age	% with a Severe Disability by Age	Total Population with a Severe Disability by Age	% of Total Pop with Severe Disability by Age
< 5 Years of Age	0	4.20%	-	-
5-17	1,634	4.20%	69	0.21%
18-34	5,003	6.30%	315	0.38%
35-64	13,647	13.84%	1,889	2.25%
Total Non Elderly	20,284		2,273	1.06%
65-74	4,117	27.12%	1,198	5.92%
75+	7,097	46.55%	3,304	24.74%
Total Elderly	11,514		4,502	13.41%
Total	31,798		6,774	2.73%

% of Severe Disability Below Poverty Level	Total Severe Disability Below Poverty Level
28.60%	650
11.70%	527
11.70%	527
11.70%	527

Critical Need - Severely Disabled TD Population			
	Not Low Income	Low Income	Totals
Non-Elderly	1,623	650	2,273
Elderly	3,975	527	4,502
TOTAL	5,597	1,177	6,774

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

Assumes		Calculation of Daily Trips	
27.2%	49,280	CALCULATION OF DAILY TRIPS FOR THE CRITICAL NEED TD POPULATION	
XX % without auto access	13,404		
50.0%	6,702		
Low Income & Not Disabled = C + F		Calculation of Daily Trips	
		Daily Trip Rates	Total
Total Actual Critical TD Population		Per Person	Daily Trips
Severely Disabled	6,774	0.049	332
Low Income ND	###	1.899	12,727
Totals	13,476		13,059

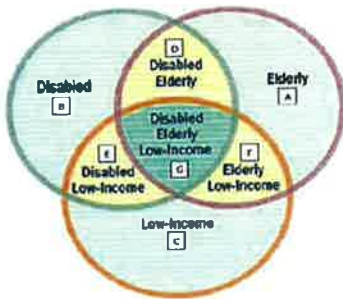
2. Paratransit Service Demand Estimation

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

FORECAST OF GENERAL AND CRITICAL NEED TRANSPORTATION DISADVANTAGED POPULATIONS

Alachua County

General TD Population Forecast	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
Overlapping Circle Component											
E - Estimate non-elderly/disabled/ low income	7,891	7,949	8,007	8,065	8,124	8,184	8,243	8,304	8,364	8,425	8,487
B - Estimate non-elderly/ disabled/not low income	12,393	12,484	12,575	12,667	12,759	12,852	12,946	13,041	13,136	13,232	13,329
G - Estimate elderly/disabled/ low income	1,044	1,052	1,059	1,067	1,075	1,083	1,091	1,099	1,107	1,115	1,123
D - Estimate elderly/ disabled/not low income	10,470	10,547	10,624	10,701	10,779	10,858	10,937	11,017	11,098	11,179	11,261
F - Estimate elderly/ non-disabled/low income	785	791	797	802	808	814	820	826	832	838	844
A - Estimate elderly/ non-disabled/ not low income	21,275	21,430	21,587	21,745	21,904	22,064	22,225	22,387	22,551	22,716	22,882
C - Estimate low income/ not elderly/ not disabled	48,495	48,849	49,206	49,566	49,928	50,293	50,660	51,031	51,403	51,779	52,157
TOTAL GENERAL TD POPULATION	102,353	103,101	103,854	104,613	105,378	106,147	106,923	107,704	108,491	109,284	110,083
TOTAL POPULATION	747,888	749,699	751,524	753,362	755,213	757,078	758,956	760,849	762,755	764,674	766,608



Alachua County

Critical Need TD Population Forecast	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
Total Critical TD Population											
Disabled	6,774	6,824	6,873	6,924	6,974	7,025	7,077	7,128	7,180	7,233	7,286
Low Income Not Disabled No Auto/Transit	6,702	6,751	6,800	6,850	6,900	6,951	7,001	7,052	7,104	7,156	7,208
Total Critical Need TD Population	13,476	13,575	13,674	13,774	13,874	13,976	14,078	14,181	14,284	14,389	14,494
Daily Trips - Critical Need TD Population											
Severely Disabled	332	334	337	339	342	344	347	349	352	354	357
Low Income - Not Disabled - No Access	12,777	12,870	12,914	13,008	13,103	13,195	13,296	13,393	13,491	13,589	13,688
Total Daily Trips Critical Need TD Population	13,059	13,280	13,504	13,733	13,965	14,212	14,463	14,719	14,980	15,245	15,464
Annual Trips	4,766,601	4,847,157	4,929,074	5,012,375	5,097,084	5,187,302	5,279,118	5,372,558	5,467,652	5,564,430	5,651,791

3. Barriers to Coordination

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

PROJECT	PROJECT YEAR	AREAS AFFECTED BY PROJECT	ESTIMATED COST	FUNDING SOURCE
Purchase one replacement vehicle and 5 wheelchair securement systems.	2018/19	City of Gainesville Alachua County	\$102,000.00	U.S.C. Section 5310 Program
			\$12,750.00	Florida Department of Transportation
			\$12,750.00	City of Gainesville
Provide demand response trips for elderly and disabled residing in the Gainesville urban area.	2018/19	City of Gainesville Alachua County	\$25,000.00	U.S.C. Section 5310 Program
			\$25,000.00	City of Gainesville
Purchase one minivan and one sedan.	2018/19	Alachua County Bradford County Columbia County Dixie County Gilchrist County Levy County Union County	\$62,570.00	U.S.C. Section 5310 Program
			\$7,822.00	Florida Department of Transportation
			\$7,822.00	Florida Center for the Blind

United States Code Section 5311 Program

PROJECT	PROJECT YEAR	AREAS AFFECTED BY PROJECT	ESTIMATED COST	FUNDING SOURCE
<u>Purchase demand response trips</u>	<u>2018/19</u>	<u>City of Gainesville</u> <u>Alachua County</u>	<u>\$25,000.00</u> <u>\$25,000.00</u>	<u>U.S.C. Section 5311</u> <u>City of Gainesville</u>

Rural Area Capital Equipment Support Grant

PROJECT	PROJECT YEAR	AREAS AFFECTED BY PROJECT	ESTIMATED COST	FUNDING SOURCE
<u>Purchase two replacement vehicles</u>	<u>2018/19</u>	<u>Alachua County</u>	<u>\$83,694.60</u> <u>\$9,299.40</u>	<u>Rural Area Capital Equipment Support Grant</u> <u>MV Transportation, Inc.</u>

Transportation Disadvantaged Trust Fund Grant

PROJECT	PROJECT YEAR	AREAS AFFECTED BY PROJECT	ESTIMATED COST	FUNDING SOURCE
Provide trips to transportation disadvantaged individuals.	<u>2017/18</u> <u>2018/19</u>	Alachua County	<u>\$666,564.00</u> <u>\$650,486.00</u> <u>\$74,062.00</u> <u>\$72,277.00</u>	Transportation Disadvantaged Trust Fund Grant MV Transportation, Inc.

Transportation Disadvantaged Program - Mobility Enhancement Grant

PROJECT	PROJECT YEAR	AREAS AFFECTED BY PROJECT	ESTIMATED COST	FUNDING SOURCE
Partner with the City of Gainesville through its Grace Marketplace (homeless shelter) to provide reduced fare bus passes for the homeless clients they serve.	<u>2017/18</u> <u>2018/19</u>	City of Gainesville	<u>\$55,350.00</u> <u>\$49,815.00</u> <u>\$6,150.00</u> <u>\$5,535.00</u>	Transportation Disadvantaged Program Mobility Enhancement Grant Funds City of Gainesville

5. Goals, Objectives and Strategies

- GOAL I:** **Coordinate transportation disadvantaged services that are funded with local, state and/or federal government funds.**
- OBJECTIVE:** Identify agencies that receive local, state and/or federal government transportation funds that are not coordinated through the Community Transportation Coordinator.
- Strategy a:** Identify agencies in Alachua County that receive local, state and/or federal funds to transport clients or purchase vehicles.
- Strategy b:** Contact agencies to obtain information about coordination opportunities.
- Strategy 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 in Alachua County.**
- OBJECTIVE:** Identify unmet transportation needs and discuss ways to meet these needs at each local Coordinating Board meeting.
- Strategy:** The Community Transportation Coordinator shall report quarterly the number and types of transportation services that are requested which it is unable to provide.
- GOAL III:** **Provide transportation services that are consumer oriented and effectively coordinate trips.**
- OBJECTIVE:** Provide transportation services that maximize the use of all vehicles to eliminate duplication of service without unduly inconveniencing the rider.
- Strategy a:** The Community Transportation Coordinator shall report on a quarterly basis the number of single passenger trips provided.
- Strategy b:** The Community Transportation Coordinator shall work with purchasing agencies and service providers (doctors' offices, hospitals, etc.) to arrange appointments to group trips.
- Strategy c:** The Community Transportation Coordinator shall document the reduction of single passenger trips.
- Strategy d:** The local Coordinating Board shall measure the total passenger trips per vehicles quarterly.
- GOAL IV:** **Develop creative ways to provide additional trips.**
- OBJECTIVE:** Identify additional funding opportunities to provide transportation.

- Strategy:** Using information concerning unmet needs, the Community Transportation Coordinator shall determine the level of demand and cost of providing additional service.
- GOAL V:** **Ensure demand responsive transportation services offered to individuals with disabilities is equivalent to the level and quality of transportation services offered to individuals without disabilities.**
- OBJECTIVE:** The Community Transportation Coordinator shall comply with the requirements of the *Americans with Disabilities Act (ADA)* regarding the access to and provision of transportation services.
- Strategy a:** The Community Transportation Coordinator shall eliminate physical barriers preventing the use of transportation services by persons who are elderly and/or disabled.
- Strategy b):** The Community Transportation Coordinator shall train its staff members regarding the utilization of special equipment for persons with disabilities as well as the abilities of persons with disabilities.
- GOAL VI:** **Annually evaluate the Community Transportation Coordinator's performance based on specific criteria.**
- OBJECTIVE:** The local Coordinating Board shall annually evaluate the Community Transportation Coordinator's performance in general and relative to Commission standards as referenced in *Rule 41-2.006 of the Florida Administrative Code*.
- GOAL VII:** **Utilize the Transportation Disadvantaged Trust Fund allocation in the most cost efficient manner.**
- OBJECTIVE:** The Community Transportation Coordinator shall adhere to a strict budget of Transportation Disadvantaged Trust Funds to ensure that these funds are spent in the most efficient manner.
- Strategy a:** The Community Transportation Coordinator and Local Coordinating Board shall determine the most efficient manner to expend the Transportation Disadvantaged Trust Funds.
- Strategy b:** The Community Transportation Coordinator shall inform the Local Coordinating Board of any difficulties experienced concerning the under expenditure or over expenditure of the Transportation Disadvantaged Trust Funds.
- GOAL VIII:** **Comply with all reporting requirements of the Florida Commission for the Transportation Disadvantaged and the Local Coordinating Board.**
- OBJECTIVE:** The Community Transportation Coordinator shall complete all reports which require Local Coordinating Board review and/or approval.
- Strategy:** The Community Transportation Coordinator shall complete and submit all final reports to the planning agency staff a minimum of two weeks prior to the meeting date to be reviewed and included in the Local Coordinating Board's meeting packet.

GOAL IX: Improve the quality of service.

OBJECTIVE: The local Coordinating Board shall monitor the quality of service provided by the Community Transportation Coordinator.

Strategy: The Community Transportation Coordinator shall report complaints to the Local Coordinating Board.

OBJECTIVE: Provide courteous and professional service.

Strategy: Reservationists and other office staff shall receive sensitivity and courtesy training annually.

GOAL X: Promote cost and service efficiency through efficient routing, scheduling and operation procedures.

OBJECTIVE: The local Coordinating Board shall encourage the Community Transportation Coordinator to provide the greatest number of trips using the most cost effective methods possible.

Strategy: The Community Transportation Coordinator shall maintain a database with pertinent information relative to clients' needs and limitations.

GOAL XI: Insure the provision of safe transportation services.

OBJECTIVE: The Community Transportation Coordinator shall insure the safety and well being of passengers through inspection and maintenance of all vehicles in the coordinated system and driver training.

Strategy: The System Safety Program Plan shall meet all established requirements and adhere to *Chapter 341 Florida Statutes* and *Rule and 14-90, Florida Administrative Code*.

6. Implementation Plan

STRATEGIES	IMPLEMENTATION DATE
(1) Identify agencies located in Alachua County receiving local, state and/or federal funds to transport clients or purchase vehicles. (2) Contact the identified agencies to obtain information about the funding they receive. (3) Determine type of contract to execute to coordinate transportation services.	(1) Ongoing (2) Ongoing (3) Ongoing
(1) Discuss transportation needs at local Coordinating Board meetings. (2) Report unmet trip requests.	(1) Quarterly (2) Quarterly
(1) Maximize the use of vehicles without unduly inconveniencing the rider. (2) Work with purchasing agencies and service providers to arrange appointments to group trips. (3) Document the reduction of single passenger trips. (4) Measure total passenger trips per vehicle.	(1) Ongoing (2) Ongoing (3) Ongoing (4) Ongoing

(1) Identify additional funding opportunities to provide trips. (2) Report the types of funding opportunities that may be available for additional trips.	(1) Ongoing (2) Ongoing (3) Ongoing
(1) Ensure that the demand responsive transportation services offered to individuals with disabilities is equivalent to the level and quality of services offered to individuals without disabilities. (2) Provide alternative methods for accessing transportation services for individuals with disabilities. (3) Train staff members regarding the utilization of special equipment for persons with disabilities.	(1) Ongoing (2) Ongoing (3) Ongoing
Evaluate the performance of the Community Transportation Coordinator in general and relative to Florida Commission for the Transportation Disadvantaged standards, completion of service plan elements and Florida Commission for the Transportation Disadvantaged workbook modules.	2018/19
(1) Adhere to a strict budget of Transportation Disadvantaged Trust Funds to insure that the Trust Funds are spent in the most efficient manner. (2) Determine the most efficient manner to expend the Transportation Disadvantaged Trust Funds. (3) Inform the local Coordinating Board of any difficulties experienced concerning the expenditure of the Transportation Disadvantaged Trust Funds.	(1) Ongoing (2) Annually (3) Quarterly
(1) Complete all reports for review and/or approval. (2) Final reports shall be completed and submitted to planning agency staff a minimum of two weeks prior to next local Coordinating Board meeting.	(1) Ongoing (2) Ongoing
(1) Monitor the quality of service. (2) Make recommendations to improve the quality of service. (3) Provide courteous and professional service. (4) Provide sensitivity and courtesy training annually. (5) Collect on-time performance data.	(1) Ongoing (2) Ongoing (3) Ongoing (4) Ongoing (5) Annually
(1) Maintain a data base with pertinent information relative to clients needs and limitations.	(1) Ongoing
The System Safety Program Plan shall meet all established requirements and adhere to Chapter 341, Florida Statutes and Rule 14-90, Florida Administrative Code.	Annually

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Chapter II: Service Plan

A. OPERATIONS ELEMENT

The operations element is a profile of the Alachua County coordinated transportation system. This element is intended to provide basic information about the daily operations of MV Transportation, Inc.

1. Types, Days and Hours Of Service

a. Types of Service

- Ambulatory
- Wheelchair
- Non-Emergency Stretcher
- Demand Responsive
- Door to Door
- Curb to Curb
- Subscription Service

Subscription (standing order) service is defined as a regular and recurring service in which schedules are prearranged to meet the travel needs of riders who sign up for the service in advance. The service is characterized by the fact that the same passengers are picked up at the same location and time and are transported to the same location and then returned to the point of origin in the same manner. Due to the complexities of scheduling, changes to subscriptions can occur no more than once per month. Changes more frequently than that will necessitate scheduling each trip request through the demand-response process.

Non-emergency stretcher service sponsored with Transportation Disadvantaged Trust Funds will be limited to 36 trips per Fiscal Year.

2. Office Hours

Office Hours: Monday through Friday, 8:00 a.m. to 5:00 p.m. excluding holidays (see below).

Reservation Hours: Monday through Saturday from 8:00 a.m. to 5:00 p.m. excluding holidays (see below). Reservations for ADA service sponsored by the City of Gainesville (**ONLY**) are also taken on Sundays from 9:00 a.m. to 5:00 p.m.

Customer Service: Monday through Saturday, 8:00 a.m. to 5:00 p.m. for all services and Sundays from 9:00 a.m. to 5:00 p.m. for ADA service (**ONLY**).

b. Hours of Operation

Transportation Disadvantaged Program Sponsored Service - Monday through Friday, 6:00 a.m. to 8:30 p.m. Saturdays 6:00 a.m. -7:00 p.m. Excluding holidays (see below).

ADA Sponsored Trips – The parameters of this service are outlined in a service plan prepared by the City of Gainesville Regional Transit System (RTS). It is available upon request.

Florida’s Managed Medical Care Program Sponsored Service - The standards and parameters of this service when provided by MV Transportation mirror both Transportation Disadvantaged Program and ADA sponsored services. Managed Medical Care Program trips are currently sponsored by Transportation Brokers Access 2 Care and MTM. These companies are contracted with Managed Medical Care Providers to coordinate medical transportation needs, and contract with MV Transportation, Inc. to directly provide transportation within their coordinated system.

c. Holidays

ADA Sponsored Trips – ADA services are provided under contract by MV Transportation, Inc. Observed holidays are outlined in a service plan prepared by the City of Gainesville Regional Transit System. The Plan is available upon request. ADA services will be provided on the same days and during the same hours as the fixed-route service. ADA service is complementary to the fixed-route service.

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

- Thanksgiving Day
- Christmas Day
- New Year’s Day

Transportation Disadvantaged Program service may be provided on the following holidays based on overall service demands:

- Veteran’s Day
- Martin Luther King, Jr.’s Birthday
- Memorial Day
- Independence Day
- Labor Day

If funds are available, the Transportation Disadvantaged Program will sponsor ADA trips when the City of Gainesville is not providing ADA service due to the Regional Transit System fixed route service not operating. City of Gainesville residents who do not qualify for ADA service may apply for Transportation Disadvantaged Program eligibility.

3. **Travel Times**

Gainesville City Limits - maximum ride time one hour.

Outside City Limits (within Alachua County) - maximum ride time 90 minutes.

4. **Dialysis Scheduled Routes**

The purpose of the dialysis scheduled routes is to provide predictable and regular vehicle arrivals at the dialysis centers for return trips and to maximize vehicle multi-loading utilization. MV Transportation, Inc. has worked with the various dialysis units to develop days and times for the return trip shuttles. At the present time, scheduled routes are in place at Shands Kidney Center and Gainesville Kidney Center West.

Trips to the designated dialysis units are handled like any other paratransit trip. Return trips from the designated dialysis units are assigned to scheduled routes. The time the scheduled route will arrive at the designated unit is coordinated between MV Transportation, Inc. and the dialysis unit. The schedule of vehicle arrival times may vary by day of week and by unit depending on the volume and schedules at each unit.

Dialysis patients who are unable to board the last scheduled vehicle for the day will be made a will call. A "will-call" is given when a passenger is not ready at their requested pick-up time (return time) from their location. As a courtesy, MV Transportation, Inc. will dispatch vehicle back to their pick-up location within two hours of the initial time a "will-call" was given. Travel times for regular service shall apply to the dialysis shuttle service.

5. **Mobility Enhancement Grant Bus Pass Program**

MV Transportation, Inc. in partnership with the City of Gainesville and GRACE Marketplace provides bus passes to residents of GRACE Marketplace. GRACE Marketplace staff verify residents' income and disability status. GRACE Marketplace staff distribute the bus passes to eligible residents.

6. **Accessing Services**

Advance Notification Time - Trips must be scheduled through MV Transportation, Inc. by 5:00 p.m. the day before transportation is needed. MV Transportation, Inc. may accommodate same day service requests for all sponsored trips on a space available basis and when scheduling permits.

Scheduling Consecutive Trips on the Same Day- Consecutive same day trips must be scheduled a minimum of 90 minutes apart.

Trip Cancellation Process - Trip cancellations must be made to MV Transportation, Inc. at least two hours before the opening of the pick-up window. For example: If a passenger has an 8:00 a.m. appointment time and their pick-up window opens at 7:00 a.m., they must call MV Transportation, Inc. to cancel their ride before 5:00 a.m.

Changing Trip Schedule - Passengers must call MV Transportation, Inc. by 5:00 p.m. the day before their travel to change a scheduled trip.

7. **No-Show Policy**

A "no-show" is recorded after the transportation vehicle has arrived on time and has waited five minutes for the passenger. If the passenger is not there or has elected not to take the trip it will be considered a "no-show." If the passenger does not call to cancel a ride within two hours of time of service it will be considered a "no-show."

If a rider has two or more no-shows in a 60 day period they may be suspended from service. If a driver arrives to pick a passenger up and they are not there, and waits five minutes or do not take the trip the driver will hang a no-show notice on the door. MV Transportation, Inc. is not responsible for rescheduling same day trips that are determined no-shows.

Will Call Definition/Policy - A "will-call" is given when a passenger is not ready at their requested pick-up time (return time) from their location. As a courtesy, MV Transportation, Inc. will dispatch a vehicle back to their pick-up location within two hours of the time the passenger informs MV Transportation, Inc. that they are ready for pickup. MV Transportation, Inc. will only send one vehicle as courtesy. MV Transportation, Inc. will not be responsible for the passenger's return ride if they miss both their return ride and courtesy "will call" ride.

8. **Safety**

Transportation service shall be denied if the passenger represents a danger to the safety of the driver, other passengers or to themselves. If a passenger represents a danger, an incident report is completed by the driver. Passengers and agency/facility personnel (if appropriate) will be interviewed and MV Transportation, Inc. will investigate the incident report. Based on the incident report, a warning letter will be issued to the passenger. If the passenger's behavior continues, service may be suspended. In lieu of suspension the passenger might be offered travel with a PCA if their behavior is the result of a medical condition, which makes them unable to control their behavior.

9. **Bariatric Transportation**

Transportation Disadvantaged Program: MV Transportation, Inc. is required to transport all wheelchairs. A wheelchair is defined as a device which does not exceed 30 inches in width and 48 inches in length measured two inches above the ground and does not weigh more than 600 pounds when occupied. Wheelchairs that exceed these dimensions and weight do not have to be transported. In addition, mobility devices referred to as "Geri Chairs" cannot be accommodated.

ADA: U.S. Department of Transportation Code of Federal Regulations, Section 37.165(b)(1): Wheelchair/occupant combinations that are larger or heavier than those to which the design standards for vehicles and equipment of 49 CFR part 38 refer, the entity may decline to carry a wheelchair/occupant if the combined weight exceeds that of the lift specifications or if the carriage of the wheelchair is demonstrated to be inconsistent with legitimate safety requirements.

10. **Transportation Disadvantaged Program Eligibility**

Individuals must apply for Transportation Disadvantaged Program eligibility for their transportation to be sponsored by the Florida Commission for the Transportation Disadvantaged.

MV Transportation will use the following criteria to determine eligibility:

1. Determine if the applicant is unable to transport themselves because they do not have an operational vehicle or the ability to operate a vehicle.
2. Determine if the applicant is sponsored by any agency for transportation services; is unable to purchase transportation; is unable to find transportation from other sources.

Eligible individuals are required to apply for recertification annually. The Transportation Disadvantaged Program Eligibility Certification Application is shown as Exhibit A.

MV Transportation, Inc. will provide applicants with written notification of eligibility approval or denial within 15 working days after receipt of application. Appeals may be filed with the Alachua County Transportation Disadvantaged Board Grievance Committee.

Individuals applying for recertification who have permanent disabilities may request a permanent disability certification form from the Center for Independent Living. This form may be used in lieu of the medical certification requirement.

Individuals who are not travelling to a Medicaid Managed Medical Assistance Program compensable service may be eligible for Transportation Disadvantaged Program sponsored service.

EXHIBIT A



3713 SW 42nd Avenue-Suite #3
Gainesville, FL 32608
352-375-2784 Phone
352-378-6117 Fax

APPLICATION FOR TRANSPORTATION DISADVANTAGED TRUST FUND SERVICES

MV Transportation is the Community Transportation Coordinator (CTC) for Alachua County. The information contained in this application will only be used by MV to determine your eligibility for Transportation Disadvantaged Trust Fund (TD) services. TD eligibility is determined by a documented disability that prevents you from using or accessing fixed-route bus services, an income based test and documentation that you cannot purchase or secure transportation through other means. Income tests are based on Federal Poverty Levels and a tiered system. Guidelines are available upon request. Eligibility for this program must be renewed annually. For those recertifying with a permanent disability, a certification from the Center for Independent Living (CIL) can be used in lieu of a doctor statement.

Date: ____/____/____ Medicaid#: _____ Social Security#: ____/____/____

Last Name: _____ First Name: _____ MI: _____

Home Address: _____ Apt: _____

City: _____ State: _____ Zip Code: _____

Home Phone: (____) _____-_____ Work: _____ TDD: _____

Date of Birth: ____/____/____ Age: _____ Male: ____ Female: ____

Emergency Contact: _____ Phone: (____) _____-_____

1. Do you receive food stamps? ____ YES ____ NO
2. Do you receive Medicaid? ____ YES ____ NO
3. How many family members are in your household? _____
4. What is your annual income? _____ (Provide pay stubs, tax forms or other documentation to support claim)
5. What is your total family household income? _____
6. Do you live in an ACLF: nursing home, retirement home or boarding home: ____ YES ____ NO
 - a. Does the facility have a vehicle? ____ YES ____ NO
 - b. Have you ever been transported by this facility? ____ YES ____ NO
7. Do you have relatives or friends residing in the same City or County where you live? ____ YES ____ NO
 - a. Would this person transport you if you asked? ____ YES ____ NO
 - b. Have you been transported before to activities/ appts. by friends or family? ____ YES ____ NO
 - c. Do you know someone who would transport you if you paid for gas? ____ Yes ____ NO
8. Do you own an operable vehicle? ____ YES ____ NO
 - a. Can this vehicle be used to transport you? ____ YES ____ NO

If No, please explain: _____

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9. Do you use the fixed route bus system? ____ YES ____ NO (If YES) how many times per week? ____ Per month? ____
10. Have you ever used the fixed route bus system? ____ YES ____ NO
11. Would you use the fixed route bus system if you were given a bus pass or ticket? ____ YES ____ NO
12. Why did you stop using the fixed route bus system? _____
13. Is this condition temporary? ____ YES ____ NO If Yes, expected duration of your disability? ____ Weeks
14. How does your disability prevent you from using the fixed route bus system? _____
15. Are there any other transportation needs of which we should be aware including cultural competency? ____ YES ____ NO
- Please explain: _____

The following information will be used to ensure that an appropriate vehicle is used to provide transportation.

1. Do you use any of the following mobility aids? (Check all that apply)
- a. Manual Wheelchair ____
 - b. Power Wheelchair ____
 - c. Power Scooter ____
 - d. Cane ____
 - e. Crutches ____
 - f. Walker ____
 - g. Service Animal ____ What kind? _____
2. Please answer the following questions:
- a. Can you travel without assistance a distance of: 200ft ____ ¼ Mile ____ ¾ ____
 - b. Can you climb a 12 inch step? ____ YES ____ NO (Do you need assistance?) ____ YES ____ NO
 - c. Can you wait outside without support for ten minutes? ____ YES ____ NO
 - d. Can you give an address and telephone number upon request? ____ YES ____ NO
 - e. Can you recognize a destination or landmark? ____ YES ____ NO
 - f. Can you understand and follow directions? ____ YES ____ NO
 - g. Can you handle unexpected situations or changes in your routine? ____ YES ____ NO
 - h. Can you safely and effectively travel through crowded or complex facilities? ____ YES ____ NO

I hereby certify that the information submitted above is true and correct. Purposely providing inaccurate information is a violation of State law and may result in legal action.

Date: ____ / ____ / ____

Signature: _____

Print Name: _____

Process Date: ____ / ____ / ____ Preparer (Print Name): _____ Initials: _____

Phone : (____) _____ - _____

**Mail or Fax to: MV Transportation
3713 SW 42nd Avenue-Suite #3
Gainesville, FL 32608
Phone (352) 375-2784 Fax (352) 378-6117**

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11. **Transportation Disadvantaged Trust Fund Trip Priorities**

In ranking order:

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

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

12. **Passenger Fares**

- Transportation Disadvantaged Program: \$3.00 per trip, \$2.00 per trip for passengers travelling to dialysis appointments.
- ADA Paratransit Service: \$3.00 per trip
- U.S.C. Section 5311 Program: \$3.00 per trip
- U.S.C. Section 5310 Program: \$3.00 per trip

13. **Contracting Process/Criteria**

MV Transportation, Inc. will provide all of the transportation services directly.

14. **Fixed Route Utilization**

As of July 31, 2012 MV Transportation, Inc. no longer utilized the Bus Pass Program due to funding limitations. MV Transportation, Inc. opens and closes the program depending on service needs and funding availability.

15. **Vehicle Inventory**

MV Transportation, Inc.'s vehicle inventory is shown as Appendix C.

16. System Safety Program Plan Certification

MV Transportation Inc.'s System Safety Program Plan Certification is shown as Appendix D.

17. Intercounty Services

MV Transportation, Inc. does not currently have any formal agreements with Community Transportation Coordinators in other counties.

18. Emergency Preparedness And Response

Alachua County Emergency Management is responsible for evacuating special needs registrants. MV Transportation, Inc. is under contract to provide service under their direction.

19. Educational Efforts/Marketing

Education programs for program recipients, agencies, facilities and medical providers are available upon request. MV Transportation, Inc. participates in a bi-monthly forum with dialysis clinics in the area to discuss policy, service and other issues. MV also sponsors a Passenger Advisory Committee (PAC) to discuss policy and service issues and enlists this group to educate passengers on the service and provide feedback on driver performance. This group meets bi-monthly and also provides training to drivers on passenger assistance,

20. Acceptable Alternatives

There have been no acceptable alternatives identified for the provision of transportation service in Alachua County. The Florida Agency for People for Disabilities (APD) operates outside of Florida's coordinated transportation system. MV Transportation, Inc. is waiting on guidance from the Florida Commission for the Transportation Disadvantaged regarding the process used to determine acceptable alternatives.

21. Service Standards

a. Drug And Alcohol Policy

Rule 41-2.006 (4) (a), F.A.C. Drug and alcohol testing for safety sensitive job positions within the coordinated system regarding pre-employment, randomization, post-accident, and reasonable suspicion as required by the Federal Highway Administration and the Federal Transit Administration.

Local Policy: MV Transportation, Inc. shall comply with all requirements of the Federal Transportation Administration (FTA) (and the Florida Department of Transportation) regarding the testing of safety sensitive employees for drug and alcohol use.

b. Transport Of Escorts And Dependent Children

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

Local Policy: Escorts will be transported when prearranged at the time of the reservation. Escorts shall pay the same fare as the authorized passenger. Any ADA rider who has been authorized through the Center for Independent Living (under contract with the City of Gainesville for Eligibility Screening) as a Personal Care Attendant (PCA) may have the PCA travel at no charge. Both escorts and personal care attendants will be transported from the same origin to the same destination as the authorized passenger. Children under age of 16 will be required to be accompanied by an escort.

c. Use, Responsibility And Cost Of Child Restraint Devices

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

Local Policy: The provision of federally approved child restraint devices is the sole responsibility of the parent/guardian/caregiver of the child/infant being transported. MV Transportation, Inc. will not provide these devices.

d. Passenger Property

Rule 41-2.006 (4) (d), F.A.C. Passenger property that can be carried by the passenger and/or driver in one trip and can be safely stowed on the vehicle, shall be allowed to be transported with the passenger at no additional charge. Additional requirements may be negotiated for carrying and loading rider property beyond this amount. Passenger property does not include wheelchairs, child seats, stretchers, secured oxygen, personal assistive devices, or intravenous devices.

Local Policy: Passenger property that can be carried by the passenger and/or personal care attendant in one trip and can be safely stowed on the vehicle, shall be allowed to be transported with the passenger at no additional charge. Drivers may assist passengers with up to two (2) bags of personal property upon request. MV Transportation, Inc. drivers are not personally or financially responsible for damaged or broken property. Only one (1) folding shopping cart per client will be allowed on the vehicle. The driver is responsible for the handling and stowing of the shopping cart. Personal property shall not exceed 25 pounds. Passenger property does not include wheelchairs, child seats, stretchers, secured oxygen, personal assistive devices, or intravenous devices. Passenger property in excess of this policy will not be transported.

e. Vehicle Transfer Points

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

Local Policy: MV Transportation, Inc. shall comply with this standard.

f. Local Toll Free Phone Number

Rule 41-2.006 (4) (f), F.A.C. A local toll free phone number for complaints or grievances shall be posted inside the vehicle. The local complaint process shall be outlined as a section in the local Service Plan including, advising the dissatisfied person about the Commission's Ombudsman Program as a step within the process as approved by the Transportation Disadvantaged Board.

Local Policy: MV Transportation, Inc. shall comply with this standard.

g. Out-Of-Service Area Trips

Rule 41-2.006 (4) (g), F.A.C. Out of service area trips shall be provided when determined locally and approved by the Transportation Disadvantaged Board, except in instances where local ordinances prohibit such trips.

Local Policy: MV Transportation, Inc. will make the determination of the necessity of out-of-area service and reserves the right to transport on dates and times that facilitate multi-loading of passengers. No out-of-service area trips will be provided under the Transportation Disadvantaged Program.

h. Vehicle Cleanliness

Rule 41-2.006 (4) (h), F.A.C. Interior of all vehicles shall be free of dirt, sand, grime, oil, trash, torn upholstery, damaged or broken seats, protruding metal or other objects or materials which could soil items placed in the vehicle or provide discomfort for the passenger.

Local Policy: Vehicle exteriors shall be cleaned (scrubbed) once per week. Vehicle interiors shall be swept and cleaned up each day and thoroughly cleaned (scrubbed) once per week. Passenger compartment shall be clean and free of vermin, insects or pests.

i. Billing Requirements

Chapter 287.0585 Florida Statutes - Late payments by contractors to subcontractors and suppliers; penalty.-- (1) When a contractor receives from a state agency any payment for contractual services, commodities, supplies, or construction contracts, except those construction contracts subject to the provisions of chapter 339, the contractor shall pay such moneys received to each subcontractor and supplier in proportion to the percentage of work completed by each subcontractor and supplier at the time of receipt of the payment. If the contractor receives less than full payment, then the contractor shall be required to disburse only the funds received on a pro rata basis with the contractor, subcontractors, and suppliers, each receiving a prorated portion based on the amount due on the payment. If the contractor without reasonable cause fails to make payments required by this section to subcontractors and suppliers within 7 working days after the receipt by the contractor of full or partial payment, the contractor shall pay to the subcontractors and suppliers a penalty in the amount of one-half of 1 percent of the amount due, per day, from the expiration of the period allowed herein for payment. Such penalty shall be in addition to actual payments owed and shall not exceed 15 percent of the outstanding balance due. In addition to other fines or penalties, a person found not in compliance with any provision of this subsection may be ordered by the court to make restitution for attorney's fees and all related costs to the aggrieved party or the Department of Legal Affairs when it provides legal assistance pursuant to this section. The Department of Legal Affairs may provide legal assistance to subcontractors or vendors in proceedings brought against contractors under the provisions of this section.

(2) This section shall not apply when the contract between the contractor and subcontractors or sub-vendors provides otherwise.

History.--s. 5, ch. 85-104; s. 2, ch. 89-200; s. 9, ch. 91-162.

Local Policy: MV Transportation, Inc. shall comply with this standard.

j. Passenger/Trip Database

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

Local Policy: MV Transportation, Inc. shall comply with this standard.

k. Adequate Seating

Rule 41-2.006 (4) (k), F.A.C. Adequate seating for paratransit services shall be provided to each rider and escort, child or personal care attendant, and no more passengers than the registered passenger seating capacity shall be scheduled or transported in a vehicle at any time. For transit services provided by transit vehicles, adequate seating or standing space will be provided to each rider and escort, child, or personal care attendant, and no more passengers than the registered passenger seating or standing capacity shall be scheduled or transported in a vehicle at any time.

Local Policy: MV Transportation, Inc. shall comply with this standard.

1. **Driver Identification**

Rule 41-2.006 (4) (l), F.A.C. Drivers for paratransit services, including coordination contractors, shall be required to announce and identify themselves by name and company in a manner that is conducive to communications with specific passengers, upon pickup of each rider, group of riders, or representative, guardian, or associate of the rider, except in situations where the driver regularly transports the rider on a recurring basis. Each driver must have photo identification that is in view of the passenger. Name patches, inscriptions or badges that affix to driver clothing are acceptable.

Local Policy: MV Transportation, Inc. shall comply with this standard. Drivers will be required to wear a photo ID name tag and standard recognizable safety vests with the company logo.

m. **Passenger Assistance**

Rule 41-2.006 (4) (m), F.A.C. The paratransit driver shall provide the passenger with boarding assistance, if necessary or requested, to the seating portion of the vehicle. The boarding assistance shall include opening the vehicle door, helping manual wheelchairs onto the lift and securing for lift into the vehicles, fastening the seat belt or wheelchair securement devices, storage of mobility assistive devices and closing the door. Assisted access must be in a dignified manner. Drivers may not assist wheelchairs up or down more than one step, unless it can be performed safely as determined by the passenger, guardian and driver.

Local Policy: MV Transportation, Inc. shall comply with this standard.

n. **Smoking, Eating, And Drinking**

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

Local Policy: Smoking, eating and drinking is prohibited in any vehicle. This notification signage shall be placed in each vehicle. Exceptions may be made for medically necessary consumption of food.

o. **Passenger No-Shows**

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

Local Policy:

ADA sponsored passengers will need to refer to the ADA service guide. TD passengers may be suspended from service for fifteen days after two no-shows within a 60 day period. A no-show is recorded after the vehicle has arrived within the pick-up window and the driver has waited five minutes for the passenger. When a driver arrives to pick up a passenger and they are not there or do not take the trip, the driver will hang a no-show notice on the door. If a driver is waiting for a passenger returning from a dialysis appointment, the driver may wait for the passenger more than 5 minutes (upon passenger or agency request) as long as the wait time does not jeopardize the return drop off time of other passengers on the vehicle.

If the driver is late for the scheduled appointment (drop-off) time and the rider finds alternative transportation, the rider will not be charged for a no-show.

Written notification shall be provided to the passenger prior to the suspension of service. Passengers may appeal any suspension of service.

No-Show definition:

- i. Trip cancellation is not received at least two hours before the passenger's pick-up window opens.
- ii. Rider not ready within the pick-up window.

p. **Two-Way Communications**

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

Local Policy: MV Transportation, Inc. shall comply with this standard. All vehicles in the system have radio devices and Mobile Data Terminals (MDTs).

q. **Air Conditioning/Heating**

Rule 41-2.006 (4) (q), F.A.C. All vehicles ordered or put into service after adoption of this section of the Rule, and providing service within the coordinated system, shall have working air conditioners and heaters in each vehicle. Vehicles that do not have a working air conditioner or heater will be scheduled for repair or replacement as soon as possible.

Local Policy: Each vehicle shall have air conditioning and heating systems adequate for the climate conditions of the area and maintained in good working order.

r. **Driver Criminal Background Screening**

Local Policy: MV Transportation, Inc. conducts a thorough criminal records/background check that meets or exceeds requirements of all participating funding agencies.

s. **Contract Monitoring**

Local Policy: MV Transportation, Inc. shall monitor all aspects of service provision, including, but not limited to: compliance with Chapter 14-90, Florida Statutes, System Safety Program Plan, contract service standards, on-street observations, driver and vehicle file reviews and vehicle inspections.

t. **Pick-Up Window**

Local Policies:

Trips within the City of Gainesville limits: Transportation Disadvantaged Program sponsored passengers must be ready one hour before their appointment time. For example: Passenger has a 8:00 a.m. appt. time passenger must be ready at 7:00 a.m.

Trips to or from areas outside of the Gainesville City limits within Alachua County: Transportation Disadvantaged Program sponsored passengers must be ready 1 ½ hours before their appointment time. For example: Passenger has an 8:00 a.m. appointment time, passenger must be ready at 6:30 a.m. These trips are not provided under the ADA service sponsored by the City of Gainesville.

Trips to or from areas outside of Alachua County: These trips are not provided under the ADA service sponsored by the City of Gainesville nor the Transportation Disadvantaged Program.

Florida's Managed Medical Care Program requires Managed Medical Assistance Plans to provide transportation to their enrollees who have no other means of transportation available. Medicaid Managed Care Program sponsored transportation services are governed by Managed Medical Assistance Plans. These plans provide transportation services directly through their own network of transportation providers.

Return Trips: Passengers shall be picked up 0-30 minutes after their scheduled pick-up time. For example: Rider has a 5:00 p.m. return pick-up time, driver should arrive between 5:00 p.m. and 5:30 p.m.

Dialysis Return Trips: If a driver is waiting for a passenger returning from a dialysis appointment, the driver may wait for the passenger more than 5 minutes (upon passenger or agency request) as long as the wait time does not jeopardize the return drop off time of other passengers on the vehicle.

Will Call Trips: A "will-call" is given when a passenger is not ready at their requested pick-up time (return time) from their location. As a courtesy, MV Transportation, Inc. will dispatch a vehicle back to their pick-up location within two hours of the time the passenger notifies MV Transportation, Inc. they are ready for the return trip. MV Transportation, Inc. will only send one vehicle as courtesy. MV Transportation, Inc. will not be responsible for the passenger's return ride if they miss both their return ride and courtesy "will call" ride.

u. Advance Reservation Requirement

Local Policy: Trips must be scheduled through MV Transportation, Inc. by 5:00 p.m. the day before transportation is needed for most funding agencies. MV Transportation, Inc. shall accept reservations up to 14 days in advance.

v. On-Time Performance

Local Policy: The Community Transportation Coordinator shall have a 90 percent on-time performance rate for all completed trips. Trips are considered on-time when a passenger is picked up and dropped off within their pick-up window as defined above.

w. Accidents

Local Policy: Preventable accidents should not exceed 1.4 accidents per 100,000 miles.

x. Roadcalls

Local Policy: Road calls should not exceed 7 per 100,000 miles.

y. Call Hold Time

Local Policy: Reservations line shall not exceed an average on-hold time of 2 minutes for calls received.

z. Quality of Service

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

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

aa. Complaints

Local Policy: Three certified valid complaints per 1,000 trips will be the maximum allowable number of complaints for the evaluation period.

bb. Use Of Mass Transit

Local Policy: The use of mass transit will be determined by the Community Transportation Coordinator and the Alachua County Transportation Disadvantaged Coordinating Board based on funding availability for bus passes. MV Transportation, Inc. discontinued the Transportation Disadvantaged Bus Pass Program as of July 31, 2012 due to funding limitations.

MV Transportation, Inc. provides a limited number of monthly bus passes to residents of GRACE Marketplace through the Florida Commission for the Transportation Disadvantaged Mobility Enhancement Grant Program and the City of Gainesville. The continuation of this program is based on continued funding availability.

cc. Safety Belt Usage

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

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

22. Local Grievance Procedure/Process

The Alachua County Transportation Disadvantaged Coordinating Board Grievance Procedures are shown in Appendix A.

23. Client Code Of Conduct

For everyone's safety, drivers and riders of the system are expected to act in an appropriate manner at all times and abide by the policies of MV Transportation, Inc.

- Riders shall be ready to board the vehicle within 5 minutes of its arrival.
- Riders shall be prepared to share their ride with other passengers.
- No person may eat, drink or smoke onboard any vehicle.
- No passenger may refuse to pay the approved passenger fare. Passengers who refuse to pay the passenger fare will not be transported. However, per ADA guidelines, ADA passengers will not be denied service on returns rides if they do not have the fare.
- No passenger may operate or tamper with any equipment on board any vehicle.
- Riders may not have radios, cassette tape players, CD players or other sound generating devices in operation while on board a vehicle, UNLESS they are connected to a headset.
- Disruptive behavior, which results in a distraction to the driver is deemed a safety hazard. Such behavior will not be tolerated and shall be grounds for suspension of transportation privileges.

Verbal Abuse

Verbal abuse by a rider against staff, drivers or other clients will not be tolerated. Verbal abuse includes but is not limited to use of profanity, obscene gestures, yelling or screaming. Riders who verbally abuse staff, drivers or other clients may be suspended from service.

Physical Abuse

Physical abuse of either a rider to another rider or rider to a driver will not be tolerated. Physical abuse includes but is not limited to grabbing, hitting or touching. Such abuse shall be deemed as assault. In such cases, the local police shall be notified, and the rider shall be issued a notice of suspension from service.

Substance Abuse

No passenger who is under the influence of alcohol or illegal drugs will be transported. If a passenger is scheduled to be returned home and they are under the influence, they will be required to find alternative means of transportation. If a pattern of such behavior exists, a suspension of transportation privileges shall be invoked.

Penalties

Verbal Abuse

- First offense – written warning
- Second offense – one week suspension of services
- Third offense – 30 day suspension of services
- Fourth offense – 90 day suspension of services
- Fifth offense – permanently removed from service

Physical Abuse

- First offense - MV Transportation, Inc. will issue a written notice of suspension for 90 days by certified mail. The notice will advise the rider that MV Transportation, Inc. intends to suspend his or her riding privileges and the reason for such action.
- Second offense – 180 day suspension of services
- Third offense - permanently removed from service

Appeals

A rider has ten (10) calendar days from the date of issuance of suspension notice to request a reconsideration hearing on the suspension. If a reconsideration hearing is requested, the hearing will be held by the Alachua County Transportation Disadvantaged Coordinating Board Grievance Committee if the suspension involves transportation provided under Florida's Transportation Disadvantaged Program. All requests for reconsideration must be in writing and delivered to:

MV Transportation, Inc.
3713 SW 42nd Avenue, Suite 3
Gainesville, FL 32608

and

Transportation Disadvantaged Program
Transportation Disadvantaged Coordinating Board Grievance Committee
2009 N.W. 67 Place, Suite A
Gainesville, Florida 32653-1603

The written request must include the name and address of the person who is requesting the hearing and a statement as to why his or her riding privileges should not be suspended. If the request is not received within ten (10) calendar days from the issue date of the suspension, then the suspension becomes effective ten (10) calendar days from the date of issue.

Upon receipt of letter requesting the reconsideration hearing, a hearing shall be held within 10 working days. The North Central Florida Regional Planning Council will advise the person requesting the reconsideration hearing by return correspondence of the date, time and location of the hearing.

The person will be given the opportunity to present the reasons why they believe the suspension should not take place. The Alachua County Transportation Disadvantaged Coordinating Board Grievance Committee will make a recommendation whether or not to uphold the suspension. A written statement of the recommendation shall be forwarded to the person requesting the hearing within two (2) working days after the hearing by the Grievance Committee. A written statement of the decision whether or not to uphold the suspension shall be forwarded by certified mail within two (2) working days by MV Transportation, Inc. to the person requesting the hearing.

24. **Community Transportation Coordinator Monitoring Procedures Of Operators**

Not applicable.

25. **Cost/Revenue Allocation And Rate Structure Justification**

MV Transportation's rate structure is shown in Appendix B.

Chapter III: Quality Assurance

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

A. Community Transportation Coordinator Evaluation Process

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

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Appendix A: Alachua County Transportation Disadvantaged Coordinating Board Grievance Procedures

Grievance Procedures

November 8, 2017

Alachua County
Transportation Disadvantaged Coordinating Board



Transportation Disadvantaged Grievance Procedures

Approved by the
Alachua County
Transportation Disadvantaged Coordinating Board

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


Adrian Hayes-Santos, Chair

with Assistance from



Metropolitan Transportation Planning Organization
for the Gainesville Urbanized Area
2009 NW 67th Place
Gainesville, FL 32653-1603
www.ncfrpc.org
352.955.2200

November 8, 2017

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Chapter I: Alachua County Transportation Disadvantaged Coordinating Board Grievance Procedures

A. Preamble

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

B. Agency Description

The Alachua County Transportation Disadvantaged Coordinating Board, herein after referred to as the Board, is a public body appointed by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area serving as the Designated Official Planning Agency as authorized by Section 427.015, Florida Statutes.

C. Definitions

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

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

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

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

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

Alachua County Transportation Disadvantaged Coordinating Board
Grievance Procedures

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

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

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

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

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

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

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

D. Purpose

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

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Grievance Procedures

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

E. Membership

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

F. Officers

- (1) The Grievance Committee shall elect a Chair and Vice-Chair.

G. Meetings

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

Alachua County Transportation Disadvantaged Coordinating Board
Grievance Procedures

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

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

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

H. Administration

- (1) **Staff Support.** The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area shall provide the Grievance Committee with sufficient staff support and resources to enable the Grievance Committee to fulfill their responsibilities.
- (2) **Minutes.** The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area is responsible for maintaining an official set of minutes for each Grievance Committee meeting.

I. Duties

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

J. Procedures

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

**Alachua County Transportation Disadvantaged Coordinating Board
Grievance Procedures**

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

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

Alachua County Transportation Disadvantaged Coordinating Board
Grievance Procedures

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

K. Appeals

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

Alachua County Transportation Disadvantaged Coordinating Board
2009 N.W. 67th Place
Gainesville, FL 32653-1603

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

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

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

Alachua County Transportation Disadvantaged Coordinating Board
Grievance Procedures

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

L. Suspension Reconsideration

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

M. Prohibition Against Retaliation

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

N. Alternative Recourse

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

O. Certification

The undersigned hereby certifies that he/she is the Chair of the Alachua County Transportation Disadvantaged Coordinating Board and that the foregoing is a full, true and correct copy of the Grievance Procedures of this Board as adopted by the Alachua County Transportation Disadvantaged Coordinating Board the 8th day of November 2017.



Adrian Hayes-Santos, Chair
Alachua County Transportation Disadvantaged Coordinating Board

Appendix B: Cost/Revenue Allocation and Rate Structure Justification



Transportation Disadvantaged Trust Fund Service Rates Form

Community Transportation Coordinator (CTC)	MV Transportation, Inc.
Service Rate Effective Date	7/1/2018

Grant Agreement Service Rates		
Type of Service Transportation Mode	Unit of Measure	Cost Per Unit
* Ambulatory	Trip	\$35.06
* Wheel Chair	Trip	\$60.10
* Stretcher	Trip	\$125.20
Bus Pass – Daily	Pass	Enter \$ Per Unit
Bus Pass – Weekly	Pass	Enter \$ Per Unit
Bus Pass – Monthly	Pass	Enter \$ Per Unit
Bus Pass - Mobility Enhancement Grant Project	Pass	\$20.50
Additional Service Transportation Mode	Enter Unit of Measure	Enter \$ Per Unit
Additional Service Transportation Mode	Enter Unit of Measure	Enter \$ Per Unit
Additional Service Transportation Mode	Enter Unit of Measure	Enter \$ Per Unit
Additional Service Transportation Mode	Enter Unit of Measure	Enter \$ Per Unit
Additional Service Transportation Mode	Enter Unit of Measure	Enter \$ Per Unit
Additional Service Transportation Mode	Enter Unit of Measure	Enter \$ Per Unit
Additional Service Transportation Mode	Enter Unit of Measure	Enter \$ Per Unit
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Additional Service Transportation Mode	Enter Unit of Measure	Enter \$ Per Unit
Additional Service Transportation Mode	Enter Unit of Measure	Enter \$ Per Unit
Additional Service Transportation Mode	Enter Unit of Measure	Enter \$ Per Unit
Additional Service Transportation Mode	Enter Unit of Measure	Enter \$ Per Unit

Comprehensive Budget Worksheet

Version 1.4

CTC: MV Transportation, Inc.
County: Alachua County

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

July 1st of 2016 to June 30th of 2017	Current Year's APPROVED Budget, as amended from July 1st of 2017 to June 30th of 2018	Upcoming Year's PROPOSED Budget from 2018 to June 30th of 2019	% Change from Prior Year to Current Year	Proposed % Change from Current Year to Upcoming Year	Confirm whether revenues are collected as a system subsidy VS a purchase of service at a unit price. Explain Changes in Column 8 That Are > ± 10% and Also > ± \$50,000	
1	2	3	4	5	6	7

REVENUES (CTC/Operators ONLY / Do NOT include coordination contractors!)						
Local Non-Govt						
Farebox:	\$ 127,924	\$ 115,315	\$ 120,500	-9.9%	4.5%	Fare Box \$73,700 TD 10% Local Match plus \$46,800 projected fare box is the profit that will be made on the bus passes \$675 monthly profit X 12 months = \$8,100
Medicaid Co-Pay Received						
Donations/ Contributions						
In-Kind, Contributed Services						
Other		\$ 13,350	\$ 8,100		-39.4%	
Bus Pass Program Revenue						
Local Government						
District School Board						Other Cash - This is the 10% match paid by the City of Gainesville for the Grace Marketplace Bus Pass Program
Compl. ADA Services						
County Cash	\$ 200,155	\$ 198,710	\$ 197,895	-1.7%	0.6%	
County In-Kind, Contributed Services						
City Cash	\$ 1,415,391	\$ 1,415,640	\$ 1,460,300	0.0%	3.2%	
City In-kind, Contributed Services						
Other Cash	\$ 2,792	\$ 6,150	\$ 6,150	120.2%	0.0%	
Other In-Kind, Contributed Services						
Bus Pass Program Revenue						
CTD						
Non-Spons. Trip Program	\$ 742,334	\$ 641,601	\$ 666,564	-13.6%	3.9%	Rural Capital Equipment - Two ADA compliant minivans (addition to fleet) Bus Pass Program Revenue - Grace Marketplace Bus Pass Program - 80% paid by the CTD.
Non-Spons. Capital Equipment						
Rural Capital Equipment	\$ 8,998	\$ 65,045	\$ 83,655	822.9%	28.7%	
Other TD (specify in explanation)		\$ 47,333			-100.0%	
Bus Pass Program Revenue	\$ 41,429	\$ 55,350	\$ 55,350	33.6%	0.0%	
USDOT & FDOT						
48 USC 5307						Other DOT - 5310 grant.
49 USC 5310						
49 USC 5311 (Operating)	\$ 63,323	\$ 50,000	\$ 50,000	-21.0%	0.0%	
49 USC 5311(Capital)						
Block Grant						
Service Development						
Commuter Assistance						
Other DOT (specify in explanation)	\$ 50,975	\$ 50,000	\$ 60,000	-1.9%	20.0%	
Bus Pass Program Revenue						
AHCA						
Medicaid						MTM contract
Other AHCA (specify in explanation)	\$ 102,989	\$ 72,000	\$ 54,000	-30.1%	-25.0%	
Bus Pass Program Revenue						
DCF						
Alcohol, Drug & Mental Health						
Family Safety & Preservation						
Comm. Care Dis./Aging & Adult Serv.						
Other DCF (specify in explanation)						
Bus Pass Program Revenue						
DOH						
Children Medical Services						
County Public Health						
Other DOH (specify in explanation)						
Bus Pass Program Revenue						
DOE (state)						
Carl Perkins						
Div of Blind Services						
Vocational Rehabilitation						
Day Care Programs						
Other DOE (specify in explanation)						
Bus Pass Program Revenue						
AWI						
WAGES/Workforce Board						
Other AWI (specify in explanation)						
Bus Pass Program Revenue						
DOEA						
Older Americans Act						Elder Care - for purchase at unit price.
Community Care for Elderly						
Other DOEA (specify in explanation)	\$ 24,924	\$ 20,000	\$ 22,500	-19.8%	12.5%	
Bus Pass Program Revenue						
DCA						
Community Services						
Other DCA (specify in explanation)						
Bus Pass Admin. Revenue						

Comprehensive Budget Worksheet

Version 1.4

CTC: MV Transportation, Inc.
County: Alachua County

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

1	July 1st of		2		5	6	7
	Prior Year's ACTUALS from July 1st of 2016 to June 30th of 2017	Current Year's APPROVED Budget, as amended from July 1st of 2017 to June 30th of 2018	Upcoming Year's PROPOSED Budget from 2018 to June 30th of 2019	% Change from Prior Year to Current Year			
							Confirm whether revenues are collected as a system subsidy VS a purchase of service at a unit price. Explain Changes in Column 6 That Are > ± 10% and Also > ± \$50,000

APD

Office of Disability Determination						
Developmental Services						
Other APD (specify in explanation)						
Bus Pass Program Revenue						

DJJ

(specify in explanation)						
Bus Pass Program Revenue						

Other Fed or State

Santa Fe Upward Bound Program	\$ 67,150	\$ 4,700	\$ 10,788	-93.0%	129.5%	Santa Fe Upward Bound Program = \$4,788 Santa Fe Extra Program - 6 weeks from July to August = \$6,000 Alachua County EOC (Emergency Management) - For emergency related transportation services.
Alachua County EOC			\$ 4,500			
xxx						
Bus Pass Program Revenue						

Other Revenues

Interest Earnings						
xxxx						
xxxx						
Bus Pass Program Revenue						

Balancing Revenue to Prevent Deficit

Actual or Planned Use of Cash Reserve						
---------------------------------------	--	--	--	--	--	--

Balancing Revenue is Short By =		None	\$ 0		
Total Revenues =	\$2,848,384	\$2,753,203	\$2,800,342	-3.3%	1.7%

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

	2018	2019	2020	% Change 18-19	% Change 19-20	
Operating Expenditures						
Labor	\$ 1,455,033	\$ 1,487,648	\$ 1,495,012	2.2%	0.5%	Labor - projected rate increase for drivers and staff effective July 2018
Fringe Benefits	\$ 27,949	\$ 26,090	\$ 28,167	-6.7%	8.0%	Materials & Supplies - expected increase due to maintenance items that need to be ordered as: laptop for maintenance scanner, battery charging and testing
Services	\$ 121,585	\$ 106,130	\$ 109,490	-12.7%	3.2%	system & digital radios. Purchased
Materials and Supplies	\$ 445,045	\$ 463,089	\$ 467,492	4.1%	1.0%	Transportation - this is for the purchase of bus passes for the Grace Marketplace Bus pass Program.
Utilities	\$ 61,874	\$ 53,475	\$ 58,195	-13.6%	8.8%	Leases and Rentals - this includes an increase in rent due to building improvements that will made during the FY 2018-19
Casualty and Liability	\$ 286,233	\$ 183,782	\$ 187,655	-35.8%	2.1%	Equip. Purchases with Grant Funds - Two ADA compliant minivans @ \$46,497 each.
Taxes	\$ 3,085	\$ 5,040	\$ 4,135	63.4%	-18.0%	
Purchased Transportation:						
Purchased Bus Pass Expenses	\$ 41,429	\$ 55,350	\$ 55,350	33.6%	0.0%	
School Bus Utilization Expenses						
Contracted Transportation Services						
Other	\$ 12,241	\$ 11,244	\$ 12,418	-8.1%	10.4%	
Miscellaneous	\$ 24,125	\$ 24,897	\$ 24,232	3.2%	-2.7%	
Operating Debt Service - Principal & Interest	\$ 116,887	\$ 116,873	\$ 127,663	0.0%	9.2%	
Leases and Rentals						
Contrib. to Capital Equip. Replacement Fund						
In-Kind, Contributed Services	\$ -	\$ -	\$ -			
Allocated Indirect	\$ 128,049	\$ 124,625	\$ 125,877	-2.7%	1.0%	
Capital Expenditures						
Equip. Purchases with Grant Funds	\$ 10,570	\$ 71,340	\$ 92,994	574.9%	30.4%	
Equip. Purchases with Local Revenue						
Equip. Purchases with Rate Generated Rev.						
Capital Debt Service - Principal & Interest						
PROFIT	\$ 114,279	\$ 23,620	\$ 11,662	-79.3%	-50.6%	
	(50)					
Total Expenditures =	\$2,848,384	\$2,753,203	\$2,800,342	-3.3%	1.7%	

Budgeted Rate Base Worksheet

Version 1.4

CTC: MV Transportation, Inc.
County: Alachua County

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

	Upcoming Year's BUDGETED Revenues
	from
	July 1st of
	2018
	to
	June 30th of
	2019
1	2

What amount of the Budgeted Revenue in col 2 will be generated at the rate per unit determined by this spreadsheet, OR used as local match for these type revenues?	Budgeted Rate Subsidy Revenue Excluded from the Rate Base	What amount of the Subsidy Revenue in col. 4 will come from funds to purchase equipment, OR will be used as match for the purchase of equipment?
3	4	5

REVENUES (CTC/Operators ONLY)

Local Non-Govt

Farebox	\$	120,500
Medicaid Co-Pay Received	\$	-
Donations/ Contributions	\$	-
In-Kind, Contributed Services	\$	-
Other	\$	8,100
Bus Pass Program Revenue	\$	-

Local Government

District School Board	\$	-
Compl. ADA Services	\$	-
County Cash	\$	197,895
County In-Kind, Contributed Services	\$	-
City Cash	\$	1,460,300
City In-kind, Contributed Services	\$	-
Other Cash	\$	6,150
Other In-Kind, Contributed Services	\$	-
Bus Pass Program Revenue	\$	-

CTD

Non-Spons. Trip Program	\$	666,564
Non-Spons. Capital Equipment	\$	-
Rural Capital Equipment	\$	83,695
Other TD	\$	-
Bus Pass Program Revenue	\$	55,350

USDOT & FDOT

49 USC 5307	\$	-
49 USC 5310	\$	-
49 USC 5311 (Operating)	\$	50,000
49 USC 5311(Capital)	\$	-
Block Grant	\$	-
Service Development	\$	-
Commuter Assistance	\$	-
Other DOT	\$	60,000
Bus Pass Program Revenue	\$	-

AHCA

Medicaid	\$	-
Other AHCA	\$	54,000
Bus Pass Program Revenue	\$	-

DCF

Alcoh, Drug & Mental Health	\$	-
Family Safety & Preservation	\$	-
Comm. Care Dis./Aging & Adult Serv.	\$	-
Other DCF	\$	-
Bus Pass Program Revenue	\$	-

DOH

Children Medical Services	\$	-
County Public Health	\$	-
Other DOH	\$	-
Bus Pass Program Revenue	\$	-

DOE (state)

Carl Perkins	\$	-
Div of Blind Services	\$	-
Vocational Rehabilitation	\$	-
Day Care Programs	\$	-
Other DOE	\$	-
Bus Pass Program Revenue	\$	-

AWI

WAGES/Workforce Board	\$	-
AWI	\$	-
Bus Pass Program Revenue	\$	-

DOEA

Older Americans Act	\$	-
Community Care for Elderly	\$	-
Other DOEA	\$	22,500
Bus Pass Program Revenue	\$	-

DCA

Community Services	\$	-
Other DCA	\$	-
Bus Pass Program Revenue	\$	-

\$	73,700	\$	46,800	
\$	-	\$	-	
\$	-	\$	-	
\$	-	\$	8,100	
\$	-	\$	-	
\$	-	\$	-	
\$	197,895	\$	-	
\$	-	\$	-	
\$	1,460,300	\$	-	
\$	-	\$	-	
\$	-	\$	6,150	
\$	-	\$	-	
\$	-	\$	-	
\$	666,564	\$	-	
\$	-	\$	-	
\$	-	\$	83,695	
\$	-	\$	-	
\$	-	\$	55,350	
\$	-	\$	-	
\$	-	\$	-	
\$	50,000	\$	-	
\$	-	\$	-	
\$	-	\$	-	
\$	60,000	\$	-	
\$	-	\$	-	
\$	54,000	\$	-	
\$	-	\$	-	
\$	-	\$	-	
\$	-	\$	-	
\$	-	\$	-	
\$	-	\$	-	
\$	-	\$	-	
\$	-	\$	-	
\$	-	\$	-	
\$	-	\$	-	
\$	-	\$	-	
\$	-	\$	-	
\$	22,500	\$	-	
\$	-	\$	-	
\$	-	\$	-	
\$	-	\$	-	

local match
\$ 74.0
\$ 9.2
\$
\$

Worksheet for Program-wide Rates

CTC: MV Transportation Version 1.4
County: Alachua County

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

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

PROGRAM-WIDE RATES		Fiscal Year
Total <u>Projected</u> Passenger Miles =	880,351	2018 - 2019
Rate Per Passenger Mile = \$ 2.94		
Total <u>Projected</u> Passenger Trips =	67,964	
Rate Per Passenger Trip = \$ 38.10		
		Avg. Passenger Trip Length = 13.0 Miles
Rates If No Revenue Funds Were Identified As Subsidy Funds		
Rate Per Passenger Mile = \$ 3.12		
Rate Per Passenger Trip = \$ 40.39		

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

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

Vehicle Revenue Miles (VRM)
The miles that vehicles are scheduled to or actually travel while in revenue service. Vehicle revenue miles exclude:

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

Passenger Miles (PM)
The cumulative sum of the distances ridden by each passenger.

Worksheet for Multiple Service Rates

CTC: MV Transportat Version 1.4
 County: Alachua County

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

SECTION I: Services Provided

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------

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

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------

Ambulatory	Wheelchair	Stretcher	Group
Yes	Yes	Yes	Yes
No	No	No	No
Go to Section II for Ambulatory Service	Go to Section II for Wheelchair Service	Go to Section II for Stretcher Service	STOP! Do NOT Complete Sections II - V for Group Service

SECTION II: Contracted Services

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

<input type="checkbox"/>

<input type="checkbox"/>

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

Ambulatory	Wheelchair	Stretcher	Group
Yes	Yes	Yes	Yes
No	No	No	No
Answer # 2 for Ambulatory Service	Answer # 2 for Wheelchair Service	Answer # 2 for Stretcher Service	Do Not Complete Section II for Group Service

Yes	Yes	Yes	Yes
No	No	No	No

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

Leave Blank	Leave Blank	Leave Blank	Do NOT Complete Section II for Group Service
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Ambulatory	Wheelchair	Stretcher	Group
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Go to Section III for Ambulatory Service	Go to Section III for Wheelchair Service	Go to Section III for Stretcher Service	Do NOT Complete Section II for Group Service

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

Combination Trip and Mile Rate			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Leave Blank and Go to Section III for Ambulatory Service	Leave Blank and Go to Section III for Wheelchair Service	Leave Blank and Go to Section III for Stretcher Service	Do NOT Complete Section II for Group Service

Worksheet for Multiple Service Rates

CTC: MV Transportat Version 1.4
County: Alachua County

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

SECTION III: Escort Service

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

Yes
No
Skip #2 - 4 and Section IV and Go to Section V

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

Pass Trip Leave Blank
Pass Mile

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

4. How much will you charge each escort?..... Leave Blank

SECTION IV: Group Service Loading

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

Do NOT Complete Section IV

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

Loading Rate 0.00 to 1.00

SECTION V: Rate Calculations for Multiple Services:

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

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

		RATES FOR FY: 2018 - 2019				
		Ambul	Wheel Chair	Stretcher	Leave Blank	Group
Projected Passenger Miles (excluding totally contracted services addressed in Section II) =	880,351	774,906	105,268	177	0	
Rate per Passenger Mile =		\$2.71	\$4.64	\$9.67	\$0.00	\$0.00
					per passenger	per group
Projected Passenger Trips (excluding totally contracted services addressed in Section II) =	67,964	59,725	8,229	10	0	
Rate per Passenger Trip =		\$35.06	\$60.10	\$125.20	\$0.00	\$0.00
					per passenger	per group
2. If you answered # 1 above and want a COMBINED Rate per Trip PLUS a per Mile add-on for 1 or more services....						
		Combination Trip and Mile Rate				
		Ambul	Wheel Chair	Stretcher	Leave Blank	Group
... INPUT the Desired Rate per Trip (but must be less than per trip rate above) =						\$0.00
Rate per Passenger Mile for Balance =		\$2.71	\$4.64	\$9.67	\$0.00	\$0.00
					per passenger	per group

		Rates if No Revenue Funds Were Identified As Subsidy Funds				
		Ambul	Wheel Chair	Stretcher	Leave Blank	Group
Rate per Passenger Mile =		\$2.87	\$4.92	\$10.25	\$0.00	\$0.00
					per passenger	per group
Rate per Passenger Trip =		\$37.16	\$63.70	\$132.72	\$0.00	\$0.00
					per passenger	per group

Program These Rates Into Your Medicaid Encounter Data

Appendix C: Vehicle Inventory

Form C-3: Current Vehicle and Transportation Equipment Inventory Form

Name of Applicant: Regional Transit System

9-Jan-18

Vehicle Inventory

Applicants MUST attach the District Two, Vehicle Inventory List in the format below. Use an asterisk or highlight the vehicle(s) you would like to replace.



Date of Inventory 1/9/18

Agency Name
Vehicle Inventory

Year	Make	Model	Vehicle Type	VIN Number	FDOT Control # (if applicable)	Agency Vehicle #	Ramp or Lift (specify)	# of Seats and W/C Positions	Other Equipment	Use	Average Miles/Yr	Current Mileage	Funding Source	Name of Title Holder	Acquisition Date	Cost	% Federal funding	Location	Condition	Expected Date of Retirement	Date of Disposition (if applicable)	Sale Price (if applicable)	Status	
2011	Goshen	ZF	D	1FDFE4FS5CDA02721	9237	3716	Lift	8/2	Tablet	Partransit	34,709	242,966	5311	FDOT	1/23/2012	\$ 62,474	100%	MV	Running	1/23/2017			Active	
2014	Champion	Crusader	D	1GB3G2B62E1120192	70207	3884	Lift	8/2	Tablet	Partransit	52,482	209,927	5317	FDOT	11/27/2013	\$ 62,264	80%	MV	Running	11/27/2018			Active	
2014	Champion	Crusader	D	1GB3G2B67E1197754	91278	3948	Lift	8/2	Tablet	Partransit	47,447	189,786	5317	FDOT	8/13/2014	\$ 62,074	80%	MV	Running	8/13/2019			Active	
2015	Champion	Crusader	D	1GB3G2B67E1197799	91227	3962	Lift	8/2	Tablet	Partransit	52,434	157,301	5310	FDOT	8/13/2014	\$ 62,074	80%	MV	Running	8/13/2019			Active	
2015	Ford	Glaval	D	1FDFE4F67GDC03286	91244	4039	Lift	12/2	Tablet	Partransit	39,306	117,919	5310	FDOT	9/1/2015	\$ 67,103	80%	MV	Running	9/1/2020			Active	
2015	Champion	Crusader	D	1GB3G2B67F1135322	70226	3880	Lift	8/2	Tablet	Partransit	34,829	104,488	5339	FDOT	3/15/2015	\$ 62,094	100%	MV	Running	3/15/2020			Active	
2015	Champion	Crusader	D	1GB3G2B61F1137115	70227	3991	Lift	8/2	Tablet	Partransit	42,078	126,235	5339	FDOT	3/15/2015	\$ 62,094	100%	MV	Running	3/15/2020			Active	
2015	Champion	Crusader	D	1GB3G2B60F1136571	70228	3992	Lift	8/2	Tablet	Partransit	51,367	154,100	5339	FDOT	3/15/2015	\$ 62,094	100%	MV	Running	3/15/2020			Active	
2015	Champion	Crusader	D	1GB3G2B67F1135112	70229	3993	Lift	8/2	Tablet	Partransit	37,022	111,067	5339	FDOT	3/15/2015	\$ 62,094	100%	MV	Running	3/15/2020			Active	
2016	Ford	Glaval	D	1FDFE4FS6GDC03268	91245	4040	Lift	12/2	Tablet	Partransit	58,308	112,616	5310	FDOT	9/1/2015	\$ 67,103	80%	MV	Running	9/1/2020			Active	
2016	Ford	Glaval	D	1FDFE4FS3GDC03264	91246	4041	Lift	12/2	Tablet	Partransit	58,551	113,101	5310	FDOT	9/1/2015	\$ 67,103	80%	MV	Running	9/1/2020			Active	
2016	Ford	Glaval	D	1FDFE4FS6GDC03274	91247	4042	Lift	12/2	Tablet	Partransit	60,413	120,825	5310	FDOT	9/1/2015	\$ 67,103	80%	MV	Running	9/1/2020			Active	
2016	Ford	E-450	D	1FDFE4FS6GDC25862	91242	4082	Lift	112/2	Tablet	Partransit	33,138	66,276	5339	FDOT	4/13/2016	\$ 67,103	100%	MV	Running	4/13/2021			Active	
2016	Ford	Glaval	D	1FDFE4FS4GDC25867	91271	4063	Lift	12/2	Tablet	Partransit	33,268	66,536	5339	FDOT	3/2/2016	\$ 67,103	100%	MV	Running	3/2/2021			Active	
2016	Ford	Glaval	D	1FDFE4FS6GDC26972	91277	4094	Lift	12/2	Tablet	Partransit	38,274	76,548	5338	FDOT	3/2/2016	\$ 67,103	100%	MV	Running	3/2/2021			Active	
2016	Ford	Glaval	D	1FDFE4FSXGDC25973	91276	4065	Lift	12/2	Tablet	Partransit	34,392	68,783	5339	FDOT	3/2/2016	\$ 67,103	100%	MV	Running	3/2/2021			Active	
2016	Ford	Glaval	D	1FDFE4FS0GDC25965	91275	4066	Lift	12/2	Tablet	Partransit	35,206	70,412	5339	FDOT	3/2/2016	\$ 67,103	100%	MV	Running	3/2/2021			Active	
2016	Ford	Glaval	D	1FDFE4FS6GDC25971	91274	4067	Lift	12/2	Tablet	Partransit	41,020	82,039	5339	FDOT	3/2/2016	\$ 67,103	100%	MV	Running	3/2/2021			Active	
2016	Ford	Glaval	D	1FDFE4FS9GDC25964	91278	4068	Lift	12/2	Tablet	Partransit	43,420	86,840	5339	FDOT	3/2/2016	\$ 67,103	100%	MV	Running	3/2/2021			Active	
2017	Ford	Glaval	D	1FDFE4FS8HDC01284	91289	4158	Lift	12/2	Tablet	Partransit	55,854	55,854	5310	FDOT	9/19/2016	\$ 71,019	80%	MV	Running	9/19/2021			Active	
2016	MOVT	MN-1	E	5WMMD2C68GM100520	91296	4207	Ramp	3/2	Computer		2,204	4,408	5310	FDOT	5/23/2017	\$ 47,498	80%	RTS	Running	5/23/2021			Active	
2009	FORD	E-350	Braun	1FTSS34L13HB72939		300	Lift	8 & 2	Tablet	Demand Response		307,905	Private	MV			0%	Gainesville		TBD			INACTIVE	
2009	Ford	E350	Braun	1FTSS34L53HA67675		214	Lift	7 & 2	Tablet	Demand Response		288,781	Private	MV			0%	Gainesville		TBD			INACTIVE	
2009	Ford	Crown Vic	Ford	2FAFP72V78X143263		110	N/A	5	Tablet	Demand Response		151,851	Private	MV			0%	Gainesville		TBD			INACTIVE	
2010	Ford	E-350	Turtle top	1FDEE3FL4ADA25709		70	Lift	8 & 2	Tablet	Demand Response		179,779	Private	MV			0%	Gainesville	Running	TBD			ACTIVE	
2010	Ford	E-450	Turtle top	1FDEE3FL2ADA25708		73	Lift	8 & 2	Tablet	Demand Response		181,321	Private	MV			0%	Gainesville	Running	TBD			ACTIVE	
2010	Chevy	3500	Champion	1GBJG31K091174115	80.230	3217	Lift	8 & 2	Tablet	Demand Response		41,226	288,596	ARRA	Alachua			100%	Gainesville	Running	2017			ACTIVE
2010	Chevy	3500	Champion	1GBJG31K491171525	80.223	3215	Lift	8 & 2	Tablet	Demand Response		36,583	256,081	ARRA	Alachua			100%	Gainesville	Running	2017			ACTIVE

Year	Make	Model	Vehicle Type	VIN Number	FDOT Control # (if applicable)	Agency Vehicle #	Ramp or Lift (specify)	# of Seats and W/C Positions	Other Equipment	Use	Average Miles/Yr	Current Mileage	Funding Source	Name of Title Holder	Acquisition Date	Cost	% Federal Funding	Location	Condition	Expected Date of Retirement	Date of Disposition (if applicable)	Sale Price (if applicable)	Status
2012	Ford	E450	Ford	1FDFE4FS9DDA92974		3721	Lift	12 & 2	Tablet	Demand Response		173,959	Private	MV			0%	Gainesville	Running	2017			ACTIVE
2012	Ford	E450	Champion	1FDFE4FS6CDB04660		3720	Lift	12 & 2	Tablet	Demand Response		178,706	Private	MV			0%	Gainesville	Running	2017			ACTIVE
2013	Ford	Fusion	Sedan	1FADP3F27DL278072		1505	N/A	4	Tablet	Demand Response		70660	Private	MV			0%	Gainesville	Running	TBD			ACTIVE
2014	Ford	Braun	Goshen	1FDFE4FS1EDA9173V8		3770	Lift	12 & 2	Tablet	Demand Response		118,494	Private	MV			0%	Gainesville	Running	2019			ACTIVE
2015	FORD	E-450	GLAVAL	1FDFE4FS1FDA34960		3722	Lift	12 & 2	Tablet	Demand Response		72042	Private	MV			0%	Gainesville	Running	2020			ACTIVE
2015	FORD	E-450	GLAVAL	1FDFE4FS3FDA34961		3723	Lift	12 & 2	Tablet	Demand Response		79,775	Private	MV			0%	Gainesville	Running	2020			ACTIVE
2000	Gillig	Phantom	40' Transit Bus	15GGD2115Y1071313		4	Lift	43 & 2	Fare box, cameras,	Fixed Route		647,100	FTA	RTS				Gainesville		2012			ACTIVE
2000	Gillig	Phantom	35' Transit Bus	15GGD211XY1071328		19	Lift	32 & 2	Fare box, cameras,	Fixed Route		657,646	FTA	RTS				Gainesville		2012			ACTIVE
2001	Gillig	Phantom	35' Transit Bus	15GGB211511071341		102	Lift	32 & 2	Fare box, cameras,	Fixed Route		673,038	FTA	RTS				Gainesville		2013			ACTIVE
2001	Gillig	Phantom	35' Transit Bus	15GGB211011071344		105	Lift	32 & 2	Fare box, cameras,	Fixed Route		687,774	FTA	RTS				Gainesville		2013			ACTIVE
2001	Gillig	Phantom	35' Transit Bus	15GGB211211071992		107	Lift	32 & 2	Fare box, cameras,	Fixed Route		641,607	FTA	RTS				Gainesville		2013			ACTIVE
2001	Gillig	Phantom	35' Transit Bus	15GGD211411071346		108	Lift	32 & 2	Fare box, cameras,	Fixed Route		661,196	FTA	RTS				Gainesville		2013			ACTIVE
2001	Gillig	Phantom	35' Transit Bus	15GGB211811071348		110	Lift	32 & 2	Fare box, cameras,	Fixed Route		685,329	FTA	RTS				Gainesville		2013			ACTIVE
2001	Gillig	Phantom	35' Transit Bus	15GGB211X11071349		111	Lift	32 & 2	Fare box, cameras,	Fixed Route		704,642	FTA	RTS				Gainesville		2013			ACTIVE
2001	Gillig	Phantom	35' Transit Bus	15GGB211311071354		116	Lift	32 & 2	Fare box, cameras,	Fixed Route		722,413	FTA	RTS				Gainesville		2013			ACTIVE
2001	Gillig	Phantom	35' Transit Bus	15GGB211211071355		117	Lift	32 & 2	Fare box, cameras,	Fixed Route		678,716	FTA	RTS				Gainesville		2013			ACTIVE
2001	Gillig	Phantom	35' Transit Bus	15GGB211011071358		120	Lift	32 & 2	Fare box, cameras,	Fixed Route		667,917	FTA	RTS				Gainesville		2013			ACTIVE
2001	Nova	82DN	40' Transit Bus	4RKENTLA21R835267		502	Lift	44 & 2	Fare box, cameras,	Fixed Route		488,083	FTA	RTS				Gainesville		2013			ACTIVE
2001	Nova	82DN	40' Transit Bus	4RKENTLA41R835268		503	Lift	44 & 2	Fare box, cameras,	Fixed Route		479,753	FTA	RTS				Gainesville		2013			ACTIVE
2001	Nova	82DN	40' Transit Bus	4RKENTLA41R835271		506	Lift	44 & 2	Fare box, cameras,	Fixed Route		488,915	FTA	RTS				Gainesville		2013			ACTIVE
2001	Nova	82DN	40' Transit Bus	4RKENTLA61R835272		507	Lift	44 & 2	Fare box, cameras,	Fixed Route		499,948	FTA	RTS				Gainesville		2013			ACTIVE
2001	Nova	82DN	40' Transit Bus	4RKENTLA81R835273		508	Lift	44 & 2	Fare box, cameras,	Fixed Route		495,413	FTA	RTS				Gainesville		2013			ACTIVE
2001	Nova	82DN	40' Transit Bus	4RKENTLA11R835275		510	Lift	44 & 2	Fare box, cameras,	Fixed Route		461,796	FTA	RTS				Gainesville		2013			ACTIVE
2001	Nova	82DN	40' Transit Bus	4RKENTLA31R835276		511	Lift	44 & 2	Fare box, cameras,	Fixed Route		493,375	FTA	RTS				Gainesville		2013			ACTIVE
2001	Nova	82DN	40' Transit Bus	4RKENTLA51R835277		512	Lift	44 & 2	Fare box, cameras,	Fixed Route		467,711	FTA	RTS				Gainesville		2013			ACTIVE
2001	Nova	82DN	40' Transit Bus	4RKENTLA71R835278		513	Lift	44 & 2	Fare box, cameras,	Fixed Route		484,754	FTA	RTS				Gainesville		2013			ACTIVE
2001	Nova	82DN	40' Transit Bus	4RKENTLA91R835279		514	Lift	44 & 2	Fare box, cameras,	Fixed Route		490,876	FTA	RTS				Gainesville		2013			ACTIVE
2001	Nova	82DN	40' Transit Bus	4RKENTLA51R835280		515	Lift	44 & 2	Fare box, cameras,	Fixed Route		472,504	FTA	RTS				Gainesville		2013			ACTIVE
2001	Gillig	Phantom	40' Transit Bus	15GCD201611089440		540	Lift	43 & 2	Fare box, cameras,	Fixed Route		673,411	FTA	RTS				Gainesville		2013			ACTIVE
2001	Gillig	Phantom	40' Transit Bus	15GCD201X11089442		541	Lift	43 & 2	Fare box, cameras,	Fixed Route		654,555	FTA	RTS				Gainesville		2013			ACTIVE
2001	Gillig	Phantom	40' Transit Bus	15GCD201X11089444		542	Lift	43 & 2	Fare box, cameras,	Fixed Route		632,254	FTA	RTS				Gainesville		2013			ACTIVE
2001	Gillig	Phantom	40' Transit Bus	15GCD201111089445		543	Lift	43 & 2	Fare box, cameras,	Fixed Route		584,956	FTA	RTS				Gainesville		2013			ACTIVE
2001	Gillig	Phantom	40' Transit Bus	15GCD201311089446		544	Lift	43 & 2	Fare box, cameras,	Fixed Route		574,829	FTA	RTS				Gainesville		2013			ACTIVE
2001	Gillig	Phantom	40' Transit Bus	15GCD201511089447		545	Lift	43 & 2	Fare box, cameras,	Fixed Route		581,557	FTA	RTS				Gainesville		2013			ACTIVE
2001	Gillig	Phantom	40' Transit Bus	15GCD201711089448		546	Lift	43 & 2	Fare box, cameras,	Fixed Route		609,157	FTA	RTS				Gainesville		2013			ACTIVE
2001	Gillig	Phantom	40' Transit Bus	15GCD201311110910		547	Lift	43 & 2	Fare box, cameras,	Fixed Route		644,126	FTA	RTS				Gainesville		2013			ACTIVE

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Appendix D: Bus Transit System Annual Safety and Security Certification



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

Certification Date (Current): 2018

Certification Year: (Previous): 2017

Name and Address of Bus Transit System: MV Contract Transportation, Alachua County
Community Transportation Coordinator (CTC), 3713 SW 42nd Ave., Suite 3, Gainesville, FL
32608

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

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

Blue Ink Signature: *Edward I. Griffin* **Date:** 01-02-2018
(Individual Responsible for Assurance of Compliance)

Name: Edward I. Griffin **Title:** General Manager

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

Name: MV Contract Transportation

Address: 3713 SW 42nd Ave., Suite 3, Gainesville, FL 32608

Name of Qualified Mechanic who Performed Annual Inspections: Allen Brooks, ASE
Certified Technician

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

Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area

Transportation Disadvantaged Service Plan Team

Scott R. Koons, AICP, Executive Director

* Lynn Franson-Godfrey, AICP, Senior Planner

* Primary Responsibility
** Secondary Responsibility



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**Alachua County
Transportation Disadvantaged Coordinating Board**

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May 2, 2018

TO: Alachua County Transportation Disadvantaged Coordinating Board
FROM: Lynn Godfrey, AICP, Senior Planner
SUBJECT: 2018/19 Mobility Enhancement Grant Application

STAFF RECOMMENDATION

Review MV Transportation, Inc.'s 2018/19 Mobility Enhancement Grant application.

BACKGROUND

The Florida Legislature authorized the Florida Commission for the Transportation Disadvantaged to competitively award funds to Community Transportation Coordinators through a Mobility Enhancement Grant Program. Eligible projects must accomplish the following:

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

Attached is MV Transportation, Inc.'s application for Fiscal Year 2018/19 Mobility Enhancement Grant funds. If awarded, these funds will be used to provide reduced fare bus passes to the homeless population residing in Gainesville.

Attachment

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Transportation Disadvantaged Mobility Enhancement Grant Application

Legal Name of Applicant	MV Contract Transportation, Inc.		
Federal Employer Identification Number	11-3706363		
Registered Address	3713 SW 42 nd Ave., Suite 3		
City and State	Gainesville, FL	Zip Code	32608
Contact Person for this Grant	Edward Griffin	Phone Number	352-375-2784
E-Mail Address [Required]	egriffin@mvtransit.com		
Project Location [County(ies)]	Alachua	Proposed Project Start Date	7/1/2018

Fiscal Year Budget Allocation	
Grant Amount – State Allocation [90%]	\$49,815
Grant Amount – Local Match [10%]	\$5535
Total Project Amount	*\$55,350.00

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

Signature of Grant Recipient Representative

3/27/18

Date

Total Project Amount. Once each line item is complete above, right click on the "0" and select the "update field" option from the drop down box. This will automatically calculate the Total Project Amount.



MOBILITY ENHANCEMENT GRANT PROJECT SCOPE

(Please refer to the Program Manual for specific guidance)

Project Description:

As in the previous two grants, the project will assist transportation disadvantaged homeless individuals in Alachua County to obtain transportation in order to access multiple services, including: permanent housing, health care, prescriptions, job opportunities, training and employment. There have been many success stories over the last two years, but a key lesson learned is that we need to continue to assist those that have made the transition to permanent housing. Bus passes provided through this program are critically important to people without housing as they piece together the resources needed to regain permanent housing. However, continuing to provide access to transportation once people have exited homeless is vital. Most case plans call for newly housed individuals to supplement limited income by maintaining a connection to a variety of community resources, including soup kitchens, social service agencies, medical and psychiatric services, and mainstream benefits. Our goal is to ensure these individuals have transportation to access these services.

The Alachua County Coalition for the Homeless & Hungry, Inc. (ACCHH) operates GRACE Marketplace, a one-stop assistance center and low-barrier emergency shelter in Northeast Gainesville. GRACE is supported by the City of Gainesville and Alachua County, and also receives funding from the U.S. Department of Housing and Urban Development (HUD). The number one goal for each of these entities related to homelessness is to help people obtain permanent housing as quickly as possible. The United States Department of Housing and Urban Development (HUD) is emphasizing Rapid Rehousing (RRH) and Housing First as the best practice model to address homelessness in the United States. Rapid Rehousing rapidly connects families and individuals experiencing homelessness to permanent housing through a tailored package of assistance and targeted supportive services including transportation. Rapid Rehousing models were implemented in 2009 and they were found to be highly successful and cost effective in addressing homelessness and therefore it was identified as the best practice model in the United States.

The Florida State Housing Initiative Partnership Program (SHIP) provides programs and services to local government as incentives to create partnership that provides affordable housing. The SHIP Program also allows funding to be used to support Rapid Rehousing to prevent homelessness. The City of Gainesville and the Alachua County Board of County Commission have jointly allocated \$220,000 to support Rapid Rehousing and

Rental Assistance to prevent Homelessness. In addition, ACCHH operates additional RRH programs funded by the state and federal governments.

The Bus Pass program sponsored in great part through the Commission for the Transportation Disadvantaged (CTD) Mobility Enhancement Grant (MEG) is essential in getting homeless residents participating in the Rapid Rehousing program to medical services, employment services, grocery stores and other services to prevent them from becoming homeless. Without these bus passes, many of the homeless in our community could not get the essential services necessary for them to remain in their home.

GRACE Marketplace is a member of the North Central Florida Continuum of Care, a community-wide coalition of homeless service agencies who have set the goal of moving individuals into housing within 30 days of becoming homeless. Therefore, bus passes are essential to individuals in their search for housing, medical services, employment training and job placement, and other services necessary to find housing and to end homelessness.

Although the Transportation Disadvantaged Service Plan (TDSP) for Alachua County allows for the distribution of a very limited amount of bus passes, the demand for paratransit services through the Transportation Disadvantaged Trust Fund (TDTF) exhausts these resources and therefore a separate funding stream through the Mobility Enhancement Grant is necessary to meet this important need in our community.

Project Timeframe:

July 1, 2018 – June 30, 2019

Project Performance Measures:

1. Transitioned to Permanent Housing
2. Maintained Permanent Housing
3. Secured employment
4. Quarterly Survey of satisfaction of bus pass recipients and how it has improved access to necessary services.

Project Funding:

As with the previous grant for this project, the City of Gainesville will provide the 10% required match. Bus passes will be billed to the CTD based on a rate of \$17.50 per pass paid to the Regional Transit System (RTS) and an administrative fee of \$3.00 for MV administrative costs for a total of \$20.50 per pass. 225 passes will be distributed monthly for an annual total of 2700 passes and total project cost of \$55,350.



MOBILITY ENHANCEMENT GRANT STANDARD ASSURANCES

The recipient hereby assures and certifies that:

- (1) The recipient has the requisite fiscal, managerial, and legal capacity to carry out the Transportation Disadvantaged Program and to receive and disburse State funds.
- (2) 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.
- (3) The recipient is aware that the approved project must be complete by June 30, 2019, which means services must be provided by that date or reimbursement will not be approved.
- (4) Mobility Enhancement Grant funds will not be used to supplant or replace existing federal, state, or local government funds.
- (5) The recipient understands that an approved written eligibility application and eligibility support documentation is required and is to be maintained for each rider who receives a trip or bus pass funded through this grant. Such documentation shall be made available upon request by CTD staff or its designee.
- (6) Capital equipment purchased through this grant shall comply with the recipient's competitive procurement requirements or Chapter 287 or Chapter 427, Florida Statutes. Such equipment must be received by the recipient no later than June 30, 2019.

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

Signature:  Date: 3/27/18

Name: Gary Richardson

Title: Co-Interim CFO

**SAMPLE
AUTHORIZING RESOLUTION
(ON APPLICANT LETTERHEAD)**

A RESOLUTION of the _____ (Applicant), 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 _____ to file and execute the application on behalf of the _____ with the Florida Commission for the Transportation Disadvantaged.
3. The BOARD's Registered Agent in Florida is _____. The Registered Agent's address is: _____
4. The BOARD authorizes _____ to sign any and all agreements or contracts which are required in connection with the application.
5. The BOARD authorizes _____ 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 _____ DAY OF _____, 2018

BOARD OF _____

Typed name of Chairperson

Signature of Chairperson

ATTEST:

Signature _____



MV CONTRACT TRANSPORTATION, INC.

SECRETARY'S CERTIFICATE

March 20, 2018

The undersigned, being the Secretary of MV Contract Transportation, Inc. (the "Company"), hereby certifies, in her capacity as the Secretary of the Company, the following:

- Gary Richardson has been duly appointed as Interim Co-Chief Financial Officer of the Company and that he is empowered to execute contracts for and on behalf the Company.

IN WITNESS WHEREOF, the undersigned has executed this Secretary's Certificate to be effective as of the date set forth above.


Emily Somerville, Secretary

Gainesville.
Citizen centered
People empowered

**City of
Gainesville**
Office of the City Manager
PO Box 490, Station 6
Gainesville, Florida 32627
352 334 5010

March 23, 2018

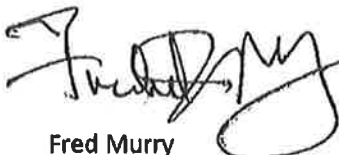
To Whom It May Concern:

The City of Gainesville would like to take this opportunity to thank MV Contract Transportation, the Alachua County Community Transportation Coordinator (CTC), and the Commission for the Transportation Disadvantaged (CTD) for partnering with the City to provide monthly bus passes to residents of GRACE Marketplace and Dignity Village Homeless Project, the primary homeless shelters in Alachua County, through the Mobility Enhancement Grant (MEG). These grant funds have made a significant impact on the ability of the homeless to reclaim their dignity by allowing them to obtain transportation to go to employment, job training and vital health care appointments, thereby enabling them to obtain housing and again become productive members of the community.

The bus pass grant is critical to the success of this important program and therefore the City of Gainesville would again like to partner with the CTC and MV Contract Transportation to apply for the Mobility Enhancement Grant for Gainesville's homeless residents. This letter is to confirm the City Commission has authorized staff to enter into a partnership with the Alachua County Community Transportation Coordinator (CTC), MV Contract Transportation, for a grant application in the amount of \$55,350. The Gainesville City Commission approved the matching funding for this grant as a part of the 2017/2018 Budget, and included in the agenda is authorization of the 10% cash match requirement in the amount of \$ \$5535.00. The City is currently transferring its cash matching funds to the Gainesville Regional Transit System, which is the lead agency on this project for the City.

The City of Gainesville is committed to the success of this grant and we would like to thank the Alachua County Community Transportation Coordinator for its assistance in applying for the grant. If you need additional information about the grant, please do not hesitate to contact me.

Sincerely,



Fred Murry
Assistant City Manager

***How can I
empower you?***

CITYOFGAINESVILLE.ORG

March 27th, 2018

MV Transportation
3713 SW 42nd Ave
Gainesville, FL 32608

RE: Transportation Disadvantaged Grant Application 2018

To Whom It May Concern:

It is with great pleasure I write to express our full support of your 2018 Transportation Disadvantaged grant application, and the request for funds submitted by MV Transportation in support of this program.

GRACE is a one-stop assistance center for homeless men and women in Northeast Gainesville, providing emergency shelter (113 beds), supportive services, drop-in services, and meals to over 300 individuals each month. We look forward to collaborating with your organization to provide additional transportation options to the most vulnerable members of our community to improve access to employment services. We would not be able to provide the level of services we provide without the support of this crucial program.

We look forward to seeing this important program continue in our community. If you have any questions, or need further information, please contact me by e-mail at swells@gracemarketplace.org or by phone at 352-792-0800 x125.

Sincerely,

A handwritten signature in black ink, appearing to read 'Shaunita Wells', written in a cursive style.

Shaunita Wells, Director of Shelter Services
GRACE Marketplace
Alachua County Coalition for the Homeless & Hungry, Inc.



II . F .

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Bradford • Columbia
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2009 NW 67th Place, Gainesville, FL 32653 - 1603 • 352 . 955 . 2200

May 2, 2018

TO: Alachua County Transportation Disadvantaged Coordinating Board
FROM: Lynn Godfrey, AICP, Senior Planner
SUBJECT: 2018/19 Rural Area Capital Assistance Program Grant Application

RECOMMENDATION

Approve MV Transportation, Inc.'s application for 2018/19 Rural Area Capital Assistance Program Grant funds.

BACKGROUND

The Rural Area Capital Assistance Program is administered by the Florida Commission for the Transportation Disadvantaged. Grant funds awarded by this program can be used to address capital transportation needs in rural areas of the State. Eligible applicants are designated Community Transportation Coordinators.

Attached is MV Transportation, Inc's application for 2018/19 Rural Area Capital Assistance Program Grant funding. If you have any questions concerning this matter, please do not hesitate to contact me.

Attachment

t:\lynn\td2018\alachua\memos\racag.docx



SHIRLEY CONROY RURAL AREA CAPITAL ASSISTANCE GRANT APPLICATION APPLICATION FORM

1. DATE SUBMITTED: 02-28-2018
2. LEGAL NAME OF APPLICANT: MV Contract Transportation, Inc.
3. FEDERAL IDENTIFICATION NUMBER: 11-3706363
4. REGISTERED ADDRESS: 3713 SW 42nd Ave., Suite 3
CITY AND STATE: Gainesville, FL ZIP CODE: 32608
- 5 CONTACT PERSON FOR THIS GRANT: Edward I Griffin
6. PHONE NUMBER: 352-375-2784
7. E-MAIL ADDRESS: egriffin@mvtransit.com
8. PROJECT LOCATION [County(ies)]: Alachua
9. PROPOSED START DATE: July 1, 2018 ENDING DATE: June 30, 2019

10. 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.

TYPED NAME OF AUTHORIZED REPRESENTATIVE AND TITLE

SIGNATURE OF AUTHORIZED REPRESENTATIVE

DATE

11. **Local Coordinating Board Approval**

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

_____ County Coordinating Board.

COORDINATING BOARD CHAIRPERSON'S SIGNATURE

DATE



SHIRLEY CONROY RURAL AREA CAPITAL ASSISTANCE GRANT APPLICATION PROPOSED PROJECT SCOPE

Describe the Capital Equipment Requested:

We are applying for two (2) ADA Compliant Lowered Floor Minivans, Dodge Grand Caravan SE. Acquiring two of these vehicles is only a slightly higher price than one body on chassis accessible van. We are looking to diversify our fleet to realize cost savings in fuel and maintenance. To fully realize maintenance savings it is in our best interest to have two vehicles of this type for economies in parts, and then build on this portion of our fleet as savings are realized.

Explain Why the Equipment is Needed:

The diversification of our fleet in the Alachua County Community Transportation System is something that we have considered for some time, and we applaud the Commission for the Transportation Disadvantaged (CTD) in making this a priority. About 45% of our service is in rural areas, and the 55% "urban" service area is served with Body on Chassis 12 ambulatory 2 wheelchair position vehicles, with many provided by our client the City of Gainesville Regional Transit System (see attached fleet listing). MV has supplemented the fleet, the latest infusion from our excess fleet inventory, with the same configuration. We also received a vehicle last year from this grant with the same configuration. The number of vehicles in our fleet has diminished over the last 2-3 years, and with vehicles out for repair and regular service, we have had days when we struggle to meet service demands with vehicle availability. We currently have 31 vehicles with the anticipated delivery of last year's grant vehicle, and our ideal number is 36 considering spare ratio and vehicles out of service. Two of the vehicles are 2010 turtle top vehicles that are in fair condition but used only in emergency situations.

We have identified two crucial areas of our rural service area where smaller vehicles would provide for cost savings and efficiencies without causing capacity issues or compromise multi-loading opportunities. The first area is High Springs/ Alachua, where we have a standing route that serves passengers going to the Alachua Dialysis Center and does not necessitate more than one wheelchair position or several passenger capacity. Throughout the day, this vehicle serves passengers from that general rural area, often providing trips to medical facilities in Gainesville before returning to the rural area. This route begins with standing orders with a 23.2 mile deadhead before first pickup. We have attached a redacted manifest to illustrate the route as well as a route detail that provides for daily mileage. The average miles traveled daily for this route is 175 miles. With the larger vehicle, our average miles per gallon (MPG) is 8 MPG based on our internal records. The minivan vehicles should average 20 MPG based on information provided by FDOT. Based on daily mileage of 175 miles, the savings in fuel (based on a conservative estimate of \$2.50 per gallon) is \$32.81 daily. If this is extrapolated out for 260 days (weekday service only) the annual fuel savings are \$8,530.60 for this route. There are additional cost savings that would be realized in lower maintenance costs (repairs, tires, etc.) that would add to these savings.

The second rural route serves the Hawthorne area, which is in the rural Northeast corner of the county. This standing route serves county residents that are coming into the Gainesville

area for the Foster Grandparents program for the opening service manifest. Throughout the day, this vehicle continues to serve passengers from that general rural area, often providing trips to medical facilities in Gainesville before returning to the rural area. This route begins with standing orders with a 21 mile deadhead before first pickup. Again, we have attached a redacted manifest to illustrate the route as well as a route detail that provides for daily mileage. The average miles traveled daily for this route is 180 miles. With the larger vehicle, our average miles per gallon (MPG) is 8 MPG based on our internal records. These vehicles should average 20 MPG based on information provided by FDOT. Based on daily mileage, the savings in fuel (based on a conservative estimate of \$2.50 per gallon) is \$33.75 daily. If this is extrapolated out for 260 days (weekday service only) the annual fuel savings are \$8,775.00 for this route. Again, there are additional cost savings that would be realized in lower maintenance costs (preventative maintenance, repairs, tires, etc.) that would add to these savings.

With the addition of these two vehicles, we would realize a total savings annually in fuel alone of \$17,305.60. This figure would be greater based on decreased maintenance costs as well. These savings can help us contain rates for Transportation Disadvantaged (TD) services. The addition of these vehicles to our fleet will allow us to ensure we have adequate vehicles to meet pull out daily, and also allow our larger vehicles to accommodate group and multiload trips in rural areas. As we mentioned earlier, when we are able to analyze the total benefit of fleet diversification, we will expand the number of smaller vehicles if we can continue to meet productivity and multi-loading goals.

Identify Local Match Required and Source for Match:

MV Transportation provides the match for all vehicles procured through the CTD Rural Capital Assistance Grant. For this grant application, the total match amount is \$9,395.40, which will be amortized through the life of the vehicles.

Describe the Procurement Process and Timeline:

As a large national company, MV Transportation has a centralized procurement department which manages our strategic relationships with suppliers. Our vehicle purchases are processed through this team to ensure compliance to the terms of the grant. We will purchase these vehicles according to the guidelines of the Florida Department of Transportation (FDOT) Transit Research Inspection Procurement Services (TRIPS) program, where we have purchased several vehicles and established relationships with vendors. Once awarded funds MV will place a PO with the designated vendor, the timeline for receipt of vehicles will be 90-120 days from PO.

Note: This section has changed from previous grant years' applications. Please refer to the Program Manual for guidance on what information to include here.



SHIRLEY CONROY RURAL AREA CAPITAL ASSISTANCE GRANT APPLICATION STANDARD ASSURANCES

The recipient hereby assures and certifies that:

1. The recipient has the requisite fiscal, managerial, and legal capacity to carry out the Transportation Disadvantaged Program and to receive and disburse State funds.
2. The recipient intends to accomplish all tasks as identified in this grant application.
3. The recipient is aware that the Shirley Conroy Rural Area Capital Assistance Program Grant is a reimbursement grant. Reimbursement of funds will be approved for payment upon receipt of a properly completed invoice with supporting documentation such as the vendor's invoice preferably reflecting a zero balance due or a copy of the cancelled check along with the vendor's invoice. If this project consists of a vehicle purchase, the application for title reflecting the Commission as the first lienholder is also required.
4. The recipient is aware that the approved project must be complete by June 30, 2019, which means the equipment must be received by the recipient by that date or reimbursement will not be approved.
5. Transportation Disadvantaged Trust Funds will not be used to supplant or replace existing federal, state, or local government funds.
6. 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 the agreement period for which the grant application is filed.

Signature: _____ Date: _____
Name: _____
Title: _____
Agency: _____
Service Area: _____



**SHIRLEY CONROY RURAL AREA CAPITAL ASSISTANCE GRANT APPLICATION
CURRENT VEHICLE INVENTORY**

NAME OF CTC: Alachua - FDOT FLEET Spreadsheet Provided

Model Year	Chassis Make and Model	Vehicle Identification Number (17 Digits)	Maximum Ambulatory/ Wheelchair Passenger Seating	Average Vehicle Miles Per Year	Current Mileage as of (Date)	Anticipated Retirement Year	Source of Funding

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

2018-19 Shirley Conroy Rural Area Capital Assistance Program Grant Summary

County(ies)	Applicant Name	Agency Type / % Rural Population (2010 Census)	Capital Equipment Requested (Prioritized as listed)	Total Project Cost (100%)	TD Dollar Amount (90% or 100% REDI)	Required Match (10% or 0% REDI)	Committee Recommendations	Recommended Funding Amounts
Alachua	MV Contract Transportation, Inc.	For Profit 21.2%	Two ADA-compliant minivans (addition to fleet) - \$46,497 each	\$92,994.00	\$83,694.60	\$9,299.40	Fund as requested	\$83,694.60
Baker	Baker County Council on Aging, Inc.	Non-Profit 59.5%	1) Updated Fire Suppression kits for 4 vehicles - \$4,225 each = \$16,900 2) One 14,000lb alignment lift - \$3,999.50 Requesting REDI match waiver	\$19,999.50	\$19,999.50	\$0.00	Fund Fire Suppression Kits	\$16,900.00
Bay	Bay County BOCC	Government 12%	One Cutaway Veh 14 ambulatory/2 wheelchair positions (replacement) \$79,051: 2) Two-Way Radio - Analog & P25 Trunking plus installation \$3,112	\$82,163.00	\$73,946.70	\$8,216.30	Fund as requested	\$73,946.70
Bradford	Suwannee River Economic Council, Inc.	Non-Profit 75.5%	One 23' cutaway veh; 14 passenger/2 wheelchair positions (replacement). Requesting REDI match waiver.	\$70,889.00	\$70,889.00	\$0.00	Fund as requested	\$70,889.00
Calhoun	Calhoun County Senior Citizens Association, Inc.	Non-Profit 67.5%	One 24' cutaway veh 12 ambulatory/two wheelchair positions (replacement)	\$79,265.00	\$7,926.50	\$71,338.50	Do not fund.	\$0.00
Collier	Collier County Board of County Commissioners	Government 8.5%	One 12 passenger cutaway veh with lift. (Replacement). Requesting REDI match waiver due to Immokalee.	\$83,493.00	\$83,493.00	\$0.00	Fund but match will be required.	\$75,144.00
Columbia/ Hamilton/ Suwannee	Suwannee Valley Transit Authority	Government 69.3%	One 24' cutaway veh; 14 passenger/2 wheelchair positions (replacement) - Requesting REDI match waiver	\$88,383.00	\$88,383.00	\$0.00	Fund as requested	\$88,383.00

DeSoto	MV Contract Transportation, Inc.	For Profit 46.2%	One ADA Compliant Mini Van (Replacement)	\$43,892.00	\$39,502.80	\$4,389.20	Fund as requested	\$39,502.80
Dixie	Suwannee River Economic Council, Inc.	Non-Profit 77%	One 23' cutaway veh; 14 passenger/2 wheelchair positions (replacement). Requesting REDI match waiver.	\$70,889.00	\$70,889.00	\$0.00	Fund as requested	\$70,889.00
Escambia	Escambia County BOCC	Government 8.3%	1) Two 22' MiniBus Vehs w/ 2 wheelchair positions at \$67,103 each - addition to fleet 2) Radio Dispatch System (two mobile radios) includes intallation \$1001 each.	\$136,208.20	\$122,587.38	\$13,620.82	Fund one vehicle and radio system \$68,104	\$60,494.00
Gulf	Gulf County Association for Retarded Citizens, Inc.	Non-Profit 77.1%	Two Ford 5-7 passenger vans (replacement) - \$22,812 each. Requesting REDI match waiver	\$45,624.00	\$45,624.00	\$0.00	Fund as requested	\$45,624.00
Hardee/ Highlands/ Okeechobee	MV Contract Transportation, Inc.	For Profit 29.2%	Two ADA compliant minivans (replacement) - \$43,892 each	\$87,784.00	\$79,005.60	\$8,778.40	Fund as requested	\$79,005.60
Hendry/ Glades	Good Wheels, Inc.	Non-Profit 46.0%	1) Two cutaway vehicles (replacement) @ \$77,168 each; 2) Two vans (replacement) @ \$50,134 each 3) One cutaway vehicle (addition to fleet) \$77,168; Requesting REDI waiver of match	\$331,772.00	\$331,772.00	\$0.00	Fund one cutaway and two vans	\$177,436.00
Hernando	Mid Florida Community Services, Inc.	Non-Profit 19.4%	1) Trans Scheduling Software which includes automated scheduling; automated vehicle location, Interactive voice response, mapping, reporting & billing, reservation mangement, rider ticketing, and vehicle maintenance module (includes licenses, setup/installation and training) - \$34,109 2) 1 Year of Software Monthly Maintenance & Support \$16,500	\$50,609.00	\$45,548.10	\$5,060.90	Fund CTS scheduliing software	\$30,698.00
Jackson	Jackson County Transportation	Non-Profit 75.4%	Two 11 ambulatory passenger vans (replacement) \$56,654 each. Requesting REDI match waiver	\$113,308.00	\$113,308.00	\$0.00	Fund one vehicle	\$56,654.00

Lake	Lake County BOCC	Government 19.3%	1) One 23' cutaway vehicle with 3 wheelchair positions (replacement) \$85,761 2) One ADA Compliant Dodge Carvan - minivan (replacement) \$50,082	\$135,843.00	\$122,259.00	\$13,584.00	Fund as requested	\$122,259.00
Levy	Levy County Board of County Commissioners	Government 92.0%	1) New server, battery backup, plus labor to migrate files to from old to new \$5,295 2) 6 Desktop computers plus battery backups - \$6,599.94 (includes labor to set up) 3) 12 24" monitors - \$1,740 4) 2 Tablets - \$1,750	\$15,384.94	\$15,384.94	\$0.00	Fund as requested	\$15,384.94
Marion	Marion Senior Services, Inc.	Non-Profit 31.0%	Two 24' vehs 12 ambulatory/2 wheelchair positions (replacement) - \$87,908 each	\$175,816.00	\$158,234.40	\$17,581.60	Fund one vehicle	\$79,117.00
Monroe	Guidance/Care Center, Inc.	Non-Profit 8.7%	One Sedan (civic) - replacement	\$19,879.00	\$17,891.00	\$1,988.00	Do not fund.	\$0.00
Nassau	Nassau County Council on Aging, Inc.	Non-Profit 48.1%	One 26' cutaway 14 amb / 3 wheelchair positions (replacement). Requesting REDI waiver of match.	\$89,529.00	\$89,529.00	\$0.00	Fund as requested	\$89,529.00
Okaloosa	Okaloosa County Board of County Commissioners	Government 12.1%	Two 24' cutaway veh 14 ambulatory/2 wheelchair positions (addition) @ \$98,334 each	\$196,668.00	\$177,001.00	\$19,667.00	Do not fund.	\$0.00
Putnam	Ride Solution, Inc.	Non-Profit 56.2%	One 26' cutaway 14 amb / 2 wheelchair passengers (replacement). Requesting REDI match waiver.	\$88,955.00	\$0.00	\$88,955.00	Do not fund.	\$0.00
Wakulla	Wakulla Senior Citizens Center, Inc.	Non-Profit 61.7%	1) One 21' Turtle top vehicle w/ 8 foldaway seats/3 wheelchair positions - \$73,492 (addition to fleet) 2) Security Camera System for fleet area and parking area \$3,358	\$76,850.00	\$69,165.00	\$7,685.00	Fund one vehicle.	\$66,143.00
Total Recommended Funding								\$1,341,693.64

Available Funding =

\$1,400,000.00

Remaining =

\$58,306.36



May 2, 2018

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

RECOMMENDATION

The Chair needs to appoint two Board members to the Grievance Committee.

BACKGROUND

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

- Commissioner Adrian Hayes-Santos, Chair
- Jeff Lee, Florida Department of Elder Affairs Representative
- James East, Citizen Advocate Representative

The Chair needs to appoint two Board members to serve on the Grievance Committee. Please do not hesitate to contact me if you have any questions concerning this matter.



May 2, 2018

TO: Alachua County Transportation Disadvantaged Coordinating Board
FROM: Lynn Godfrey, AICP, Senior Planner
SUBJECT: MV Transportation, Inc. Operations Reports

RECOMMENDATION

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

BACKGROUND

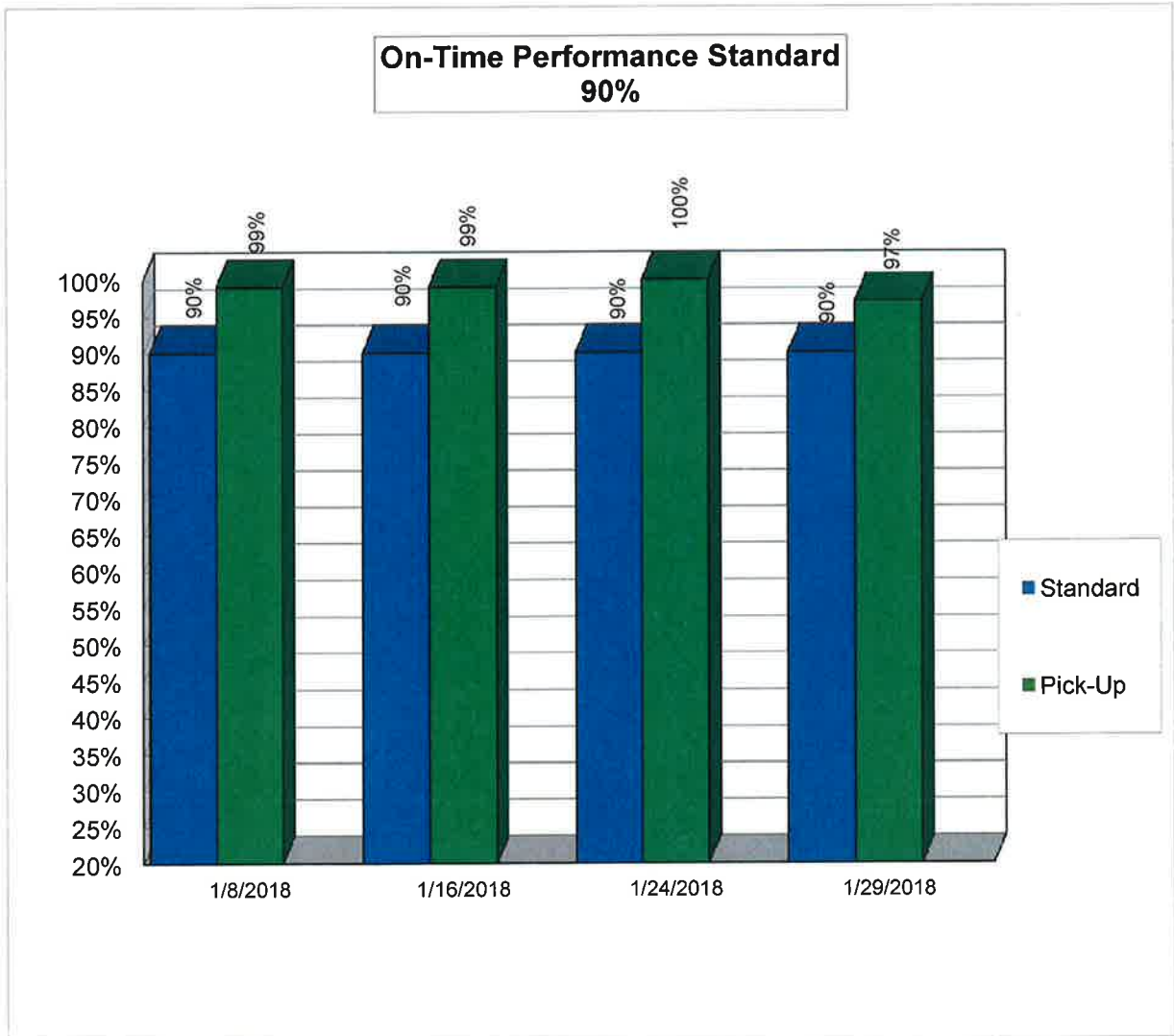
Attached are the following reports:

1. Alachua County Transportation Disadvantaged Service Plan Standards Report:
 - On-time performance
 - Complaints
 - Call hold time
 - Accidents
 - Roadcalls
2. MV Transportation Operations Reports July 2017 - March 2018;
3. Transportation Disadvantaged Program Status Report; and
4. Unmet Transportation Needs Report.

Attachments

t:\lynn\td2018\alachua\memos\opsreportsmay.docx

**TRANSPORTATION DISADVANTAGED
SERVICE PLAN STANDARDS
ALACHUA COUNTY, JANUARY 2018**

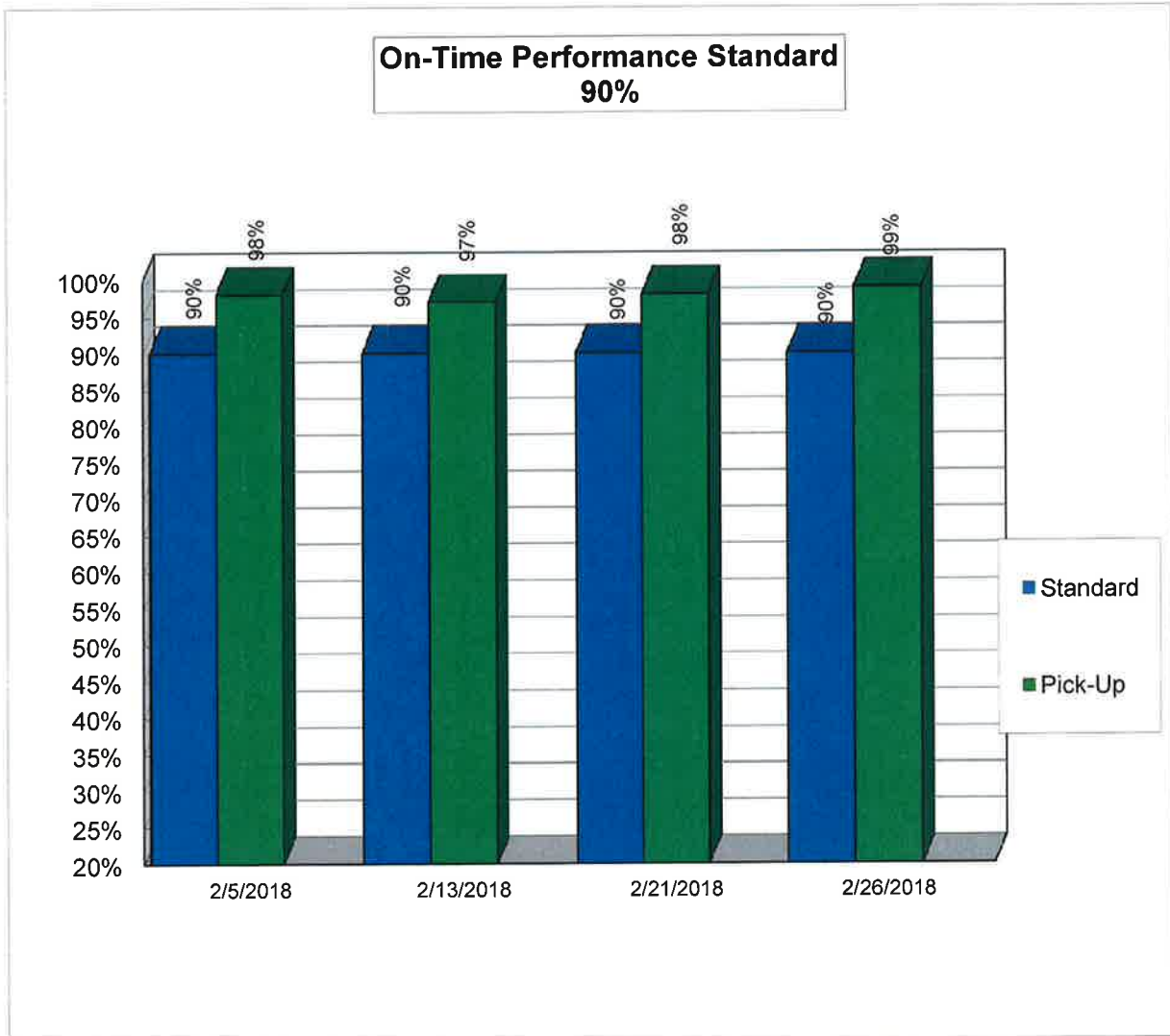


Early/Late Report - Monthly
Div 65 Gainesville, FL

Statistics by iWeb (c) 2006 MV Transportation, Inc. - Last Queried: 02/09/18 02:50:35 PAC

January 2018 (Early Win: 31 Late Win: 61)																		
Date	DoW	Trips	Stop Types					Total				Sub Categories						
			NoShow	CAD	NS (Lt)	NS (Dw)	Miss	Stops	OnTime	Late	OTP%	Late31+	Early	0to15	16to30	31to60	61to90	91+
01/01/18	Mon	19	3	0	0	0	0	22	22	0	100.00%	0	3	0	0	0	0	0
01/02/18	Tue	248	21	0	0	0	0	269	266	3	98.88%	0	34	2	1	0	0	0
01/03/18	Wed	269	17	0	0	0	0	286	285	1	99.65%	0	16	0	1	0	0	0
01/04/18	Thu	230	3	0	0	0	0	233	231	2	99.14%	0	18	2	0	0	0	0
01/05/18	Fri	427	2	0	0	0	0	429	403	26	93.94%	23	50	1	2	0	5	18
01/07/18	Sun	53	5	0	0	0	0	58	54	4	93.10%	0	3	2	2	0	0	0
01/08/18	Mon	385	17	0	0	0	0	402	397	5	98.76%	2	30	2	1	2	0	0
01/09/18	Tue	385	19	0	0	0	0	404	400	4	99.01%	1	44	3	0	1	0	0
01/10/18	Wed	440	12	0	0	0	0	452	444	8	98.23%	1	49	6	1	0	1	0
01/11/18	Thu	344	23	0	0	0	0	367	365	2	99.46%	0	42	0	2	0	0	0
01/12/18	Fri	355	13	0	0	0	0	368	368	0	100.00%	0	50	0	0	0	0	0
01/13/18	Sat	127	11	0	0	0	0	141	139	2	98.58%	0	16	2	0	0	0	0
01/14/18	Sun	51	0	0	0	0	0	51	51	0	100.00%	0	5	0	0	0	0	0
01/15/18	Mon	166	12	0	0	0	0	178	176	2	98.88%	0	22	2	0	0	0	0
01/16/18	Tue	341	14	0	0	0	0	355	351	4	98.87%	0	41	1	3	0	0	0
01/17/18	Wed	467	14	0	0	0	0	481	466	15	96.88%	4	38	11	0	2	2	0
01/18/18	Thu	385	18	0	0	0	0	403	402	1	99.75%	0	44	0	1	0	0	0
01/19/18	Fri	380	20	0	0	0	0	400	398	2	99.50%	0	55	2	0	0	0	0
01/20/18	Sat	136	11	0	0	0	0	147	147	0	100.00%	0	19	0	0	0	0	0
01/21/18	Sun	63	2	0	0	0	0	65	61	4	93.85%	0	3	0	4	0	0	0
01/22/18	Mon	340	19	0	0	0	0	359	355	4	98.89%	0	42	1	3	0	0	0
01/23/18	Tue	393	19	0	0	0	0	411	403	8	98.05%	1	42	5	2	1	0	0
01/24/18	Wed	403	19	0	0	0	0	422	420	2	99.53%	0	50	2	0	0	0	0
01/25/18	Thu	344	17	0	0	0	0	361	358	3	99.17%	0	43	0	3	0	0	0
01/26/18	Fri	362	16	0	0	0	0	378	375	3	99.21%	0	57	3	0	0	0	0
01/27/18	Sat	96	3	0	0	0	0	99	97	2	97.98%	0	13	2	0	0	0	0
01/28/18	Sun	54	3	0	0	0	0	57	54	3	94.74%	0	7	3	0	0	0	0
01/29/18	Mon	353	19	0	0	0	0	372	360	12	96.77%	0	38	10	2	0	0	0
01/30/18	Tue	376	20	0	0	0	0	396	394	2	99.49%	0	34	1	1	0	0	0
01/31/18	Wed	395	20	0	0	0	0	415	409	6	98.55%	0	52	4	2	0	0	0
Total:		8,387	394	0	0	0	0	8,781	8,651	130	98.52%	32	1,000	67	31	6	8	18

TRANSPORTATION DISADVANTAGED
SERVICE PLAN STANDARDS
ALACHUA COUNTY, FEBRUARY 2018

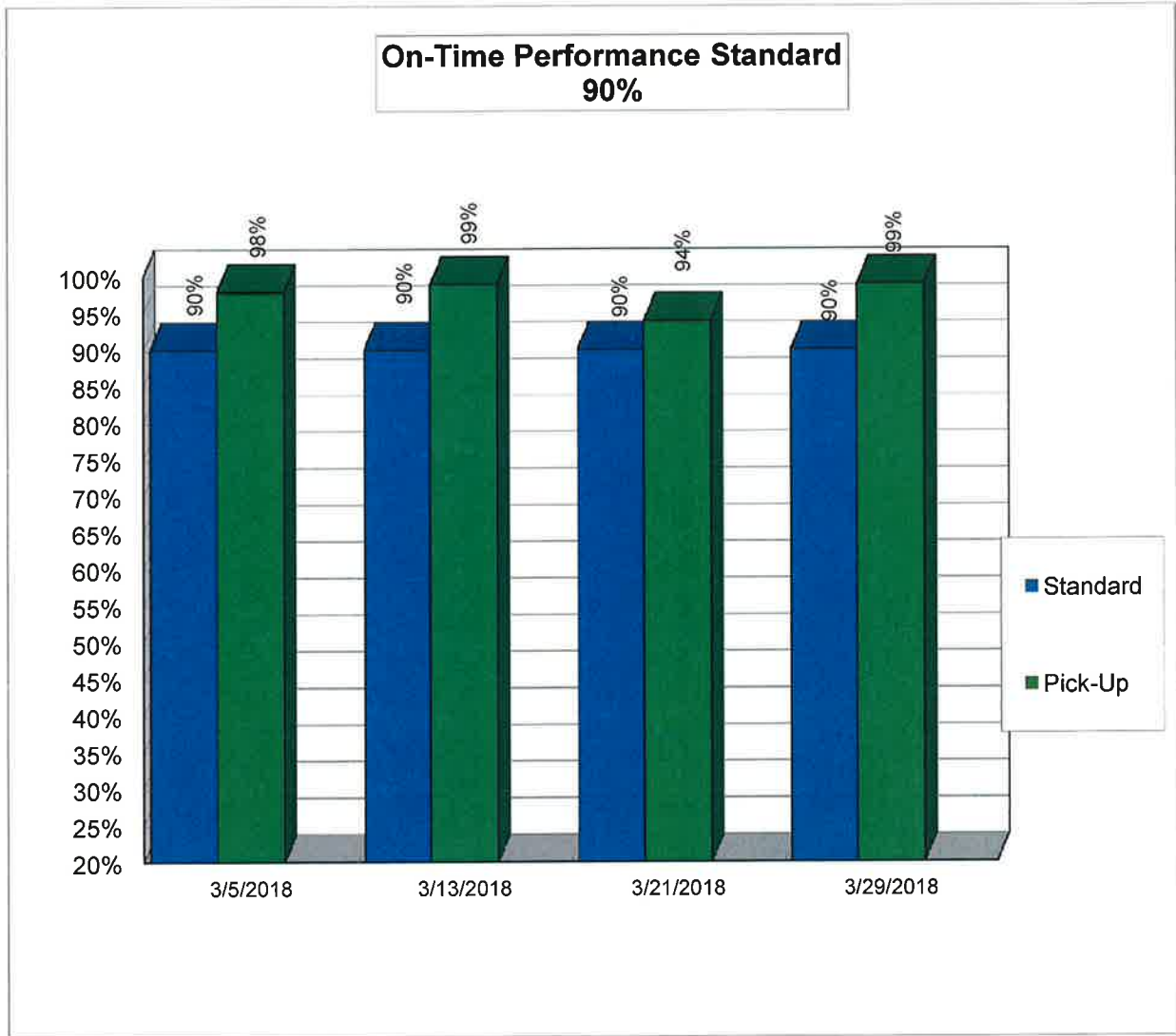


Early/Late Report - Monthly
Div 65 Gainesville, FL

Statistics by iWeb (c) 2006 MV Transportation, Inc. - Last Queried: 03/02/18 02:50:36 PAC

February 2018 (Early Win: 31 Late Win: 61)																		
Date	DoW	Trips	Stop Types				Miss	Total				Sub Categories						
			NoShow	CAD	NS (Lt)	NS (Dw)		Stops	OnTime	Late	OTP%	Late31+	Early	0to15	16to30	31to60	61to90	91+
02/01/18	Thu	334	20	0	0	0	0	354	345	9	97.46%	4	32	5	0	0	2	2
02/02/18	Fri	361	16	0	0	0	0	377	371	6	98.41%	0	35	5	1	0	0	0
02/03/18	Sat	140	4	0	0	0	0	144	144	0	100.00%	0	24	0	0	0	0	0
02/04/18	Sun	54	1	0	0	0	0	55	49	6	89.09%	1	1	2	3	1	0	0
02/05/18	Mon	364	21	0	0	0	0	385	377	8	97.92%	2	34	3	3	1	0	1
02/06/18	Tue	422	13	0	0	0	0	435	430	5	98.85%	1	45	4	0	1	0	0
02/07/18	Wed	377	16	0	0	0	0	393	389	4	98.98%	0	44	3	1	0	0	0
02/08/18	Thu	363	26	0	0	0	0	391	377	14	96.42%	5	36	7	2	4	0	1
02/09/18	Fri	360	17	0	0	0	0	377	374	3	99.20%	0	51	1	2	0	0	0
02/10/18	Sat	144	9	0	0	0	0	153	153	0	100.00%	0	20	0	0	0	0	0
02/11/18	Sun	48	6	0	0	0	0	54	49	5	90.74%	3	0	0	2	3	0	0
02/12/18	Mon	373	17	0	0	0	0	390	385	5	98.72%	2	35	3	0	2	0	0
02/13/18	Tue	422	39	0	0	0	0	461	448	13	97.18%	3	44	8	2	3	0	0
02/14/18	Wed	420	22	0	0	0	0	442	437	5	98.87%	0	51	3	2	0	0	0
02/15/18	Thu	410	28	0	0	0	0	439	433	6	98.63%	1	28	4	1	1	0	0
02/16/18	Fri	365	24	0	0	0	0	389	384	5	98.71%	0	36	3	2	0	0	0
02/17/18	Sat	127	13	0	0	0	0	140	139	1	99.29%	0	22	1	0	0	0	0
02/18/18	Sun	61	2	0	0	0	0	63	60	3	95.24%	0	3	1	2	0	0	0
02/19/18	Mon	279	14	0	0	0	0	293	293	0	100.00%	0	36	0	0	0	0	0
02/20/18	Tue	406	19	0	0	0	0	425	423	2	99.53%	0	47	0	2	0	0	0
02/21/18	Wed	435	20	0	0	0	0	464	457	7	98.49%	0	34	4	3	0	0	0
02/22/18	Thu	329	15	0	0	0	0	344	342	2	99.42%	0	37	1	1	0	0	0
02/23/18	Fri	400	13	0	0	0	0	413	408	5	98.79%	1	35	4	0	1	0	0
02/24/18	Sat	115	6	0	0	0	0	121	117	4	96.69%	0	19	3	1	0	0	0
02/25/18	Sun	37	3	0	0	0	0	40	35	5	87.50%	1	0	4	0	1	0	0
02/26/18	Mon	386	23	0	0	0	0	409	403	6	98.53%	0	43	5	1	0	0	0
02/27/18	Tue	396	21	0	0	0	0	417	412	5	98.80%	0	40	3	2	0	0	0
02/28/18	Wed	472	14	0	0	0	0	486	480	6	98.77%	0	54	3	3	0	0	0
Total:		8,400	454	0	0	0	0	8,854	8,714	140	98.42%	24	922	80	36	18	2	4

**TRANSPORTATION DISADVANTAGED
SERVICE PLAN (TDSP) STANDARDS
ALACHUA COUNTY, MARCH 2018**



Early/Late Report - Monthly
Div 65 Gainesville, FL

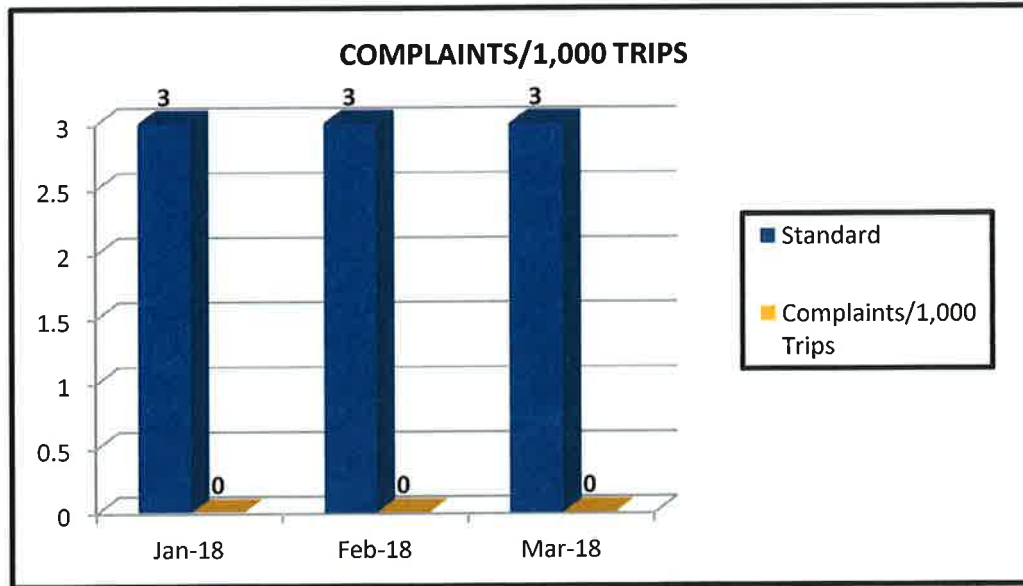
Statistics by iWeb (c) 2006 MV Transportation, Inc. - Last Queried: 04/02/18 02:50:35 PAC

March 2018 (Early Win: 31 Late Win: 61)																		
Date	DoW	Trips	Stop Types					Total				Sub Categories						
			NoShow	CAD	NS (Lt)	NS (Dw)	Miss	Stops	OnTime	Late	OTP%	Late31+	Early	0to15	16to30	31to60	61to90	91+
03/01/18	Thu	382	32	0	0	0	0	414	397	17	95.89%	3	34	7	7	1	0	2
03/02/18	Fri	371	25	0	0	0	0	396	384	12	96.97%	3	50	5	4	1	2	0
03/03/18	Sat	185	10	0	0	0	0	195	192	3	98.46%	0	16	1	2	0	0	0
03/04/18	Sun	64	7	0	0	0	0	71	62	9	87.32%	2	2	2	4	2	0	0
03/05/18	Mon	387	17	0	0	0	0	384	378	6	98.44%	0	35	4	2	0	0	0
03/06/18	Tue	387	20	0	0	0	0	407	406	1	99.75%	1	39	0	0	1	0	0
03/07/18	Wed	460	19	0	0	0	0	479	477	2	99.58%	0	45	1	1	0	0	0
03/08/18	Thu	377	28	0	0	0	0	405	396	9	97.78%	2	40	4	2	2	0	0
03/09/18	Fri	419	22	0	0	0	0	441	441	0	100.00%	0	45	0	0	0	0	0
03/10/18	Sat	129	7	0	0	0	0	136	134	2	98.53%	0	22	2	0	0	0	0
03/11/18	Sun	46	3	0	0	0	0	49	48	1	97.96%	0	1	1	0	0	0	0
03/12/18	Mon	368	24	0	0	0	0	392	387	5	98.72%	1	23	4	0	1	0	0
03/13/18	Tue	396	23	0	0	0	0	419	416	3	99.28%	1	28	2	0	1	0	0
03/14/18	Wed	414	17	0	0	0	0	431	426	5	98.84%	3	45	1	1	2	0	0
03/15/18	Thu	379	20	0	0	0	0	409	405	4	99.02%	3	39	0	1	2	0	0
03/16/18	Fri	387	32	0	0	0	0	400	397	3	99.25%	0	42	2	1	0	0	0
03/17/18	Sat	124	14	0	0	0	0	138	134	4	97.10%	1	19	2	0	1	0	0
03/18/18	Sun	39	2	0	0	0	0	41	33	8	80.49%	3	1	4	1	2	0	1
03/19/18	Mon	322	20	0	0	0	0	342	335	7	97.95%	3	29	4	0	2	0	0
03/20/18	Tue	351	19	0	0	0	0	370	356	14	96.22%	2	27	12	0	0	0	2
03/21/18	Wed	457	32	0	0	0	0	490	462	28	94.29%	7	37	13	2	2	4	0
03/22/18	Thu	354	24	0	0	0	0	378	375	3	99.21%	0	40	3	0	0	0	0
03/23/18	Fri	379	19	0	0	0	0	395	387	8	97.97%	0	47	4	4	0	0	0
03/24/18	Sat	127	1	0	0	0	0	128	128	0	100.00%	0	14	0	0	0	0	0
03/25/18	Sun	53	2	0	0	0	0	55	55	0	100.00%	0	2	0	0	0	0	0
03/26/18	Mon	318	21	0	0	0	0	339	338	1	99.71%	0	45	1	0	0	0	0
03/27/18	Tue	348	14	0	0	0	0	362	362	0	100.00%	0	47	0	0	0	0	0
03/28/18	Wed	348	18	0	0	0	0	367	364	3	99.18%	0	45	2	1	0	0	0
03/29/18	Thu	304	22	0	0	0	0	326	325	1	99.69%	0	25	0	1	0	0	0
03/30/18	Fri	277	14	0	0	0	0	291	288	3	98.97%	1	35	1	1	1	0	0
03/31/18	Sat	127	7	0	0	0	0	134	126	8	94.03%	1	16	2	5	1	0	0
Total:		9,039	545	0	0	0	0	9,584	9,414	170	98.23%	37	978	86	47	26	6	5

TRANSPORTATION DISADVANTAGED SERVICE PLAN STANDARDS

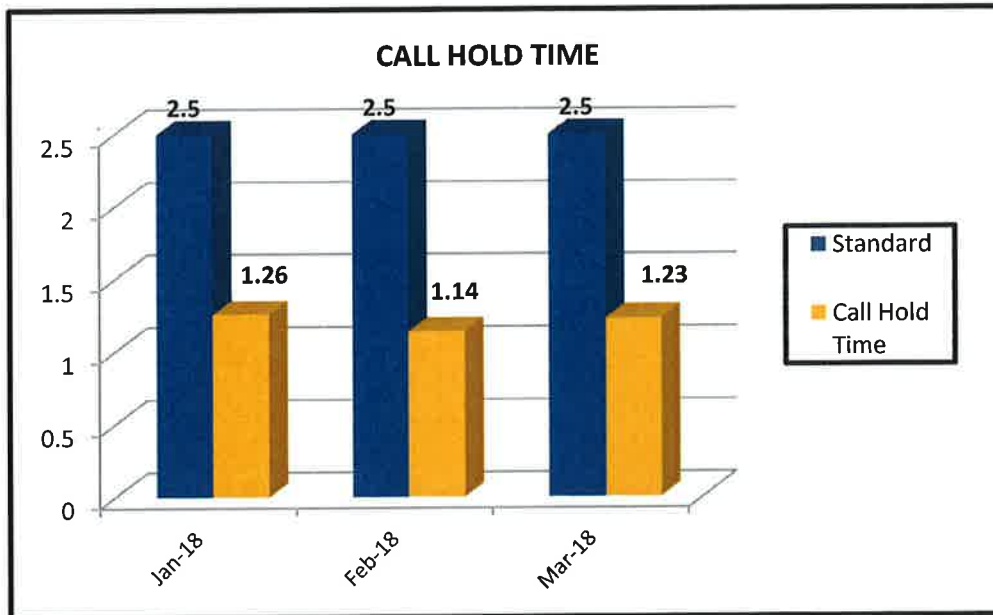
ALACHUA COUNTY, JANUARY - MARCH 2018

MONTH	STANDARD	COMPLAINTS/1,000 TRIPS
Jan-18	3	0
Feb-18	3	0
Mar-18	3	0



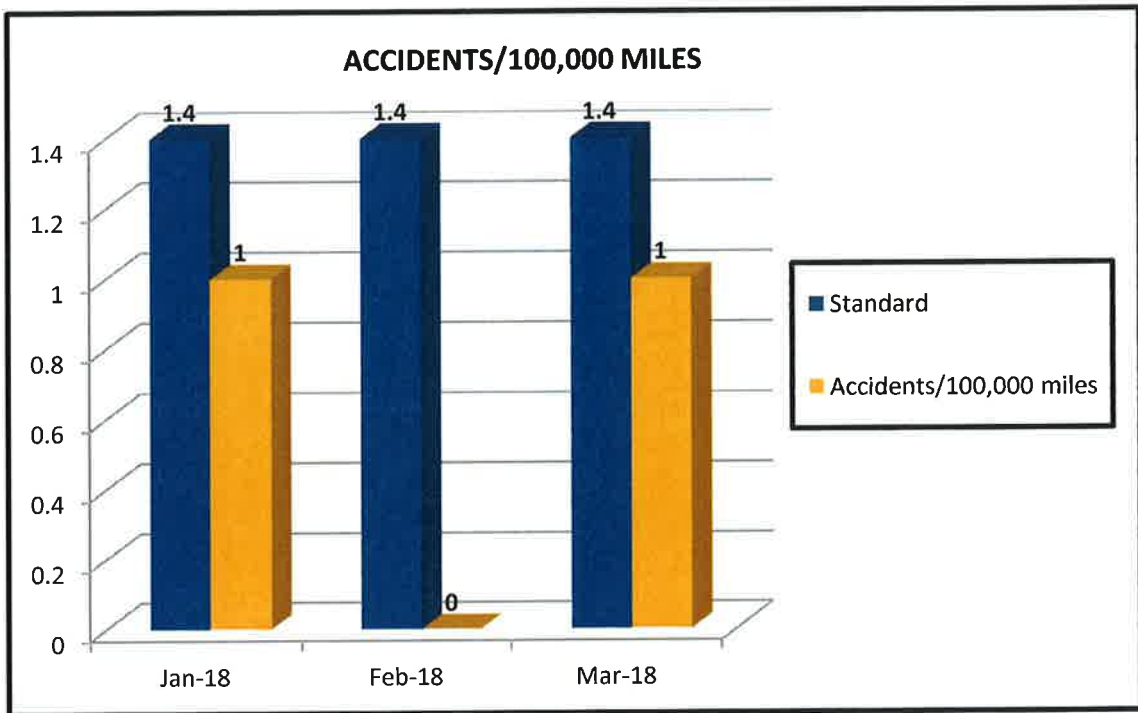
**TRANSPORTATION DISADVANTAGED
SERVICE PLAN STANDARDS
ALACHUA COUNTY, JANUARY - MARCH 2018**

MONTH	STANDARD	CALL HOLD TIME
Jan-18	2.5	1.26
Feb-18	2.5	1.14
Mar-18	2.5	1.23



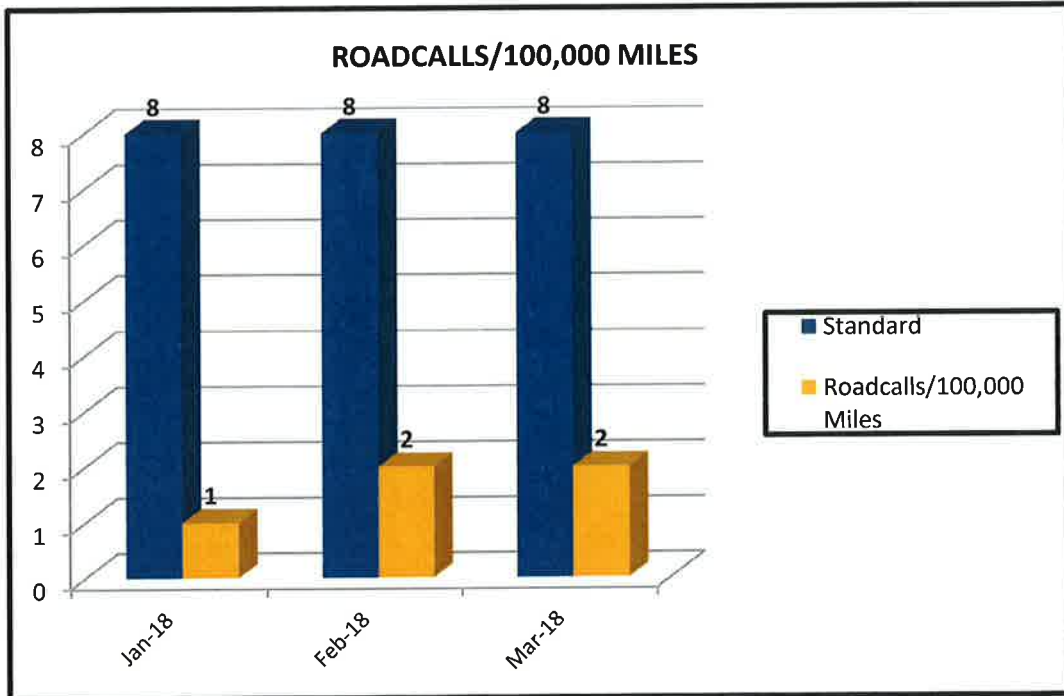
**TRANSPORTATION DISADVANTAGED
SERVICE PLAN STANDARDS
ALACHUA COUNTY JANUARY - MARCH 2018**

MONTH	STANDARD	PREVENTABLE ACCIDENTS/100,000 MILES
Jan-18	1.4	1
Feb-18	1.4	0
Mar-18	1.4	1



**TRANSPORTATION DISADVANTAGED
SERVICE PLAN STANDARDS
ALACHUA COUNTY, JANUARY - MARCH 2018**

MONTH	STANDARD	ROADCALLS/100,000 MILES
Jan-18	8	1
Feb-18	8	2
Mar-18	8	2



2017-2018 OPERATING DATA	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18
Total No Trips Invoiced	6,944	7,794	6,519	7,729	7,431	6,723	7,414	7,377	7,882
HMO Medicaid (MTM)	149	147	136	143	149	122	122	101	122
Transportation Disadvantaged Program	1472	1,555	1,467	1,553	1,554	1,483	1,565	1,541	1,583
Mobility Enhancement Grant Program - Bus Passes	250	175	210	229	229	243	234	245	247
City of Gainesville ADA Service	4306	4,842	4,044	4,850	4,662	4,230	4,695	4,593	5,116
Florida Department of Transportation 5311	296	294	0	0	0	0	0	0	0
Florida Department of Transportation 5310	333	382	270	394	296	240	286	346	293
Alachua County	98	366	363	521	505	367	476	522	488
Elder Care	40	33	29	39	36	38	36	29	33
Total Vehicle Miles	90,357	93,817	83,223	92,923	94,553	89,705	82,759	93,555	101,856
Total Vehicle Hours	5,678	6,204	5,496	6,056	5,873	5,515	5,903	5,823	6,403
Average Miles per Trip	13	12	13	12	13	13	11	13	13
Number of Passenger No Shows	287	352	280	333	293	280	278	300	362
Number Trips Denied	0	0	0	21	1	1	0	0	0
Preventable Accidents	0	1	1	0	2	0	1	0	1
RoadCalls	2	4	2	1	4	1	3	2	2
Commendations	6	3	7	7	8	11	7	5	12
Complaints	2	3	1	2	3	2	1	2	2
Telephone Calls	9,463	10,699	9,196	9,943	10,142	9,179	11,015	3,405*	10,493
Average Call On-Hold Time	1.10	1.06	0.59	1.16	1.26	1.03	1.21	1.14	1.23

* Phone system was down for several weeks.

**ALACHUA COUNTY TRANSPORTATION DISADVANTAGED TRUST FUND SUMMARY REPORT
FY 2017/2018**

MONTH/YEAR	STATE FUNDS	MONTHLY STATE ALLOCATION	LOCAL MATCH	LOCAL MATCH SPENT	TOTAL DOLLARS SPENT	TRUST FUND (90%)	TD FUNDS REMAINING	NUMBER OF TRIPS	AVERAGE COST PER TRIP
Jul-17	\$666,564.00	\$55,602.00	\$5,560.20	\$6,117.57	\$61,775.68	\$55,658.11	\$610,905.89	1,472	\$41.97
Aug-17	-	\$55,542.00	\$5,554.20	\$6,107.61	\$61,076.05	\$54,968.44	\$555,937.45	1,555	\$39.28
Sep-17	-	\$55,542.00	\$5,554.20	\$6,172.70	\$61,727.03	\$55,554.33	\$500,383.12	1,467	\$42.08
Oct-17	-	\$55,542.00	\$5,554.20	\$6,224.78	\$62,247.78	\$56,023.00	\$444,360.12	1,553	\$40.08
Nov-17	-	\$55,542.00	\$5,554.20	\$6,113.93	\$61,139.25	\$55,025.32	\$389,334.80	1,554	\$39.34
Dec-17	-	\$55,542.00	\$5,554.20	\$6,166.39	\$61,663.92	\$55,497.53	\$333,837.27	1,483	\$41.58
Jan-18	-	\$55,542.00	\$5,554.20	\$6,238.89	\$62,388.85	\$56,149.96	\$277,687.31	1,565	\$39.87
Feb-18	-	\$55,542.00	\$5,554.20	\$6,106.14	\$61,061.38	\$54,955.24	\$222,732.07	1,541	\$39.62
Mar-18	-	\$55,542.00	\$5,554.20	\$6,232.09	\$62,320.89	\$56,088.80	\$166,643.27	1,583	\$39.37
Apr-18	-	\$55,542.00	\$5,554.20			\$0.00	\$166,643.27		#DIV/0!
May-18	-	\$55,542.00	\$5,554.20			\$0.00	\$166,643.27		#DIV/0!
Jun-18	-	\$55,542.00	\$5,554.20			\$0.00	\$166,643.27		#DIV/0!
TOTAL	-	\$666,564.00	\$66,656.40	\$55,480.10	\$555,400.83	\$499,920.73	\$166,643.27	13,773	\$40.33

TD PROGRAM STATUS REPORT	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	18-Mar
TD Applications Approved	26	38	34	28	25	31	35	35	35
TD Applications Denied	2	1	1	0	1	1	0	0	1
Bus Pass Applications Received	0	0	0	0	0	0	0	0	0
Number of Bus Passes sponsored by the TDTF	0	0	0	0	0	0	0	0	0
Applicants at or below 100% of the Federal Poverty Level	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Number of TD Trips that can be Provided Daily	54	54	54	54	54	54	54	55	54
Average Number of TD Trips Performed Daily	65	68	60	66	63	57	61	71	62
Total Number of TD Trips Provided during the Month	1,472	1,555	1,467	1,553	1,554	1,483	1,565	1,541	1583
TD Trip Priorities Used (Yes or No)	No	No	No	No	No	No	No	No	No
Number of Dialysis Saturday Trips Provided	86	72	112	77	75	60	34	45	54
Number of Other Saturday Trips Provided	39	28	32	23	23	59	42	56	78
Number of Non-Emergency Stretcher Trips Provided (Not sponsored by Medicaid)	0	0	0	0	0	0	0	0	0

**ALACHUA COUNTY
UNMET TRANSPORTATION NEEDS
JANUARY_2018**

REASON FOR TRIP DENIAL	NUMBER OF TRIP DENIALS
Lack of Funding	0
Able to transport yourself	0
TD Application was denied due to not meeting the income criteria. Applicant's income exceeded the limit.	0
Out of County Trip Request	0
Other	0
TOTALS	0

**ALACHUA COUNTY
UNMET TRANSPORTATION NEEDS
FEBRUARY_2018**

REASON FOR TRIP DENIAL	NUMBER OF TRIP DENIALS
Lack of Funding	0
Able to transport yourself	0
TD Application was denied due to not meeting the income criteria. Applicant's income exceeded the limit.	0
Out of County Trip Request	0
Other	0
TOTALS	0

**ALACHUA COUNTY
UNMET TRANSPORTATION NEEDS
MARCH_2018**

REASON FOR TRIP DENIAL	NUMBER OF TRIP DENIALS
Lack of Funding	0
Able to transport yourself	0
TD Application was denied due to applicant entering false information in order to obtain transportation services.	1
Out of County Trip Request	0
Other	0
TOTALS	1

ATTENDANCE RECORD

**ALACHUA COUNTY
TRANSPORTATION DISADVANTAGED
COORDINATING BOARD**

MEMBER/ORGANIZATION	NAME	5/24/17	9/27/17	11/8/17	2/14/18
Chair	Commissioner Adrian Hayes-Santos	P	P	A	P
Florida Department of Transportation	Janell Damato	P	A	P	P
Alternate Member	Sandra Collins	A	P	A	A
Florida Department of Children and Families	John Wisker	A	A	P	A
Alternate Member	Louella Teague	A	A	A	A
Agency for Health Care Administration	Deweese Ogden	P	A	P	P
Alternate Member	Pamela Hagley	A	A	A	A
Florida Department of Education	Vacant				
Alternate Member	Jeff Aboumrad	P	A	P	P
Public Education	Vacant				
Alternate Member	Vacant				
Citizen Advocate	James East	P	P	A	A
Alternate Member	Vacant				
Citizen Advocate-User	Vacant				
Alternate Member	Vacant				
Elderly	Vacant				
Alternate Member	Vacant				
Veterans	Albert H. Linden, Jr.	P	A	A	P
Alternate Member	Vacant				
Persons with Disabilities	Vacant				
Alternate Member	Vacant				
Central Florida Community Action Agency	Charles J. Harris	P	P	P	P
Alternate Member	Tiffany McKenzie			A	A
Florida Department of Elder Affairs	Jeff Lee	P	P	P	A
Alternate Member	Vacant				
Children at Risk	Vacant				
Alternate Member	Vacant				
Mass Transit	Jesus Gomez	A	A	A	A
Alternate Member	Mildred Crawford	P	P	P	P
Regional Workforce Board	Vacant				
Alternate Member	Vacant				
Private Transit Industry	Vacant				
Alternate Member	Vacant				

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

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

