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April 3, 2018

TO: Bradford County Transportation Disadvantaged Coordinating Board

FROM: Lynn Godfrey, AICP, Senior Planner

SUBJECT: Meeting Announcement

The Bradford County Transportation Disadvantaged Coordinating Board will meet **Tuesday, April 10, 2018 at 9:30 a.m. or as soon thereafter the public workshop** in the **Andrews Center Conference Room in Santa Fe College located at 209 West Call Street in the City of Starke**. This is an important meeting of the Board. The Board needs to approve the 2018/19 Bradford County Transportation Disadvantaged Service Plan. 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

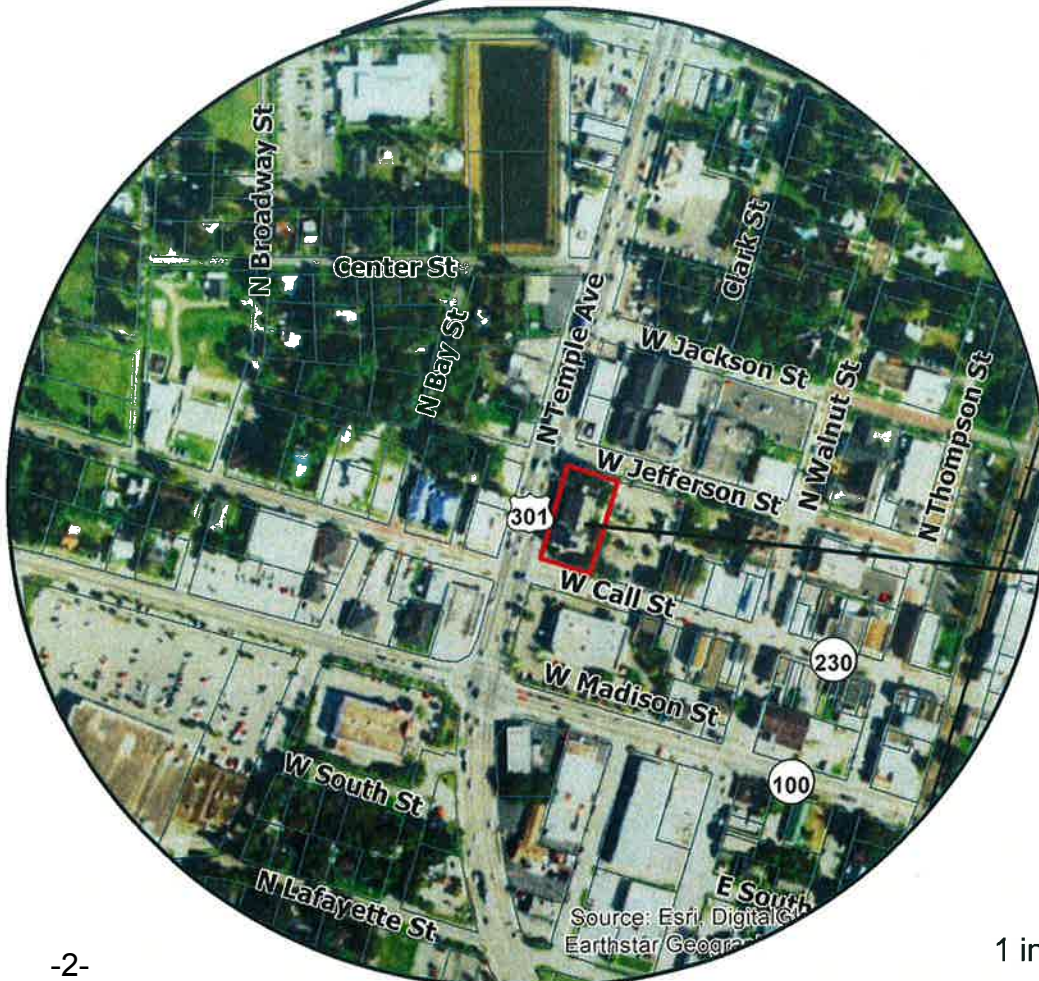
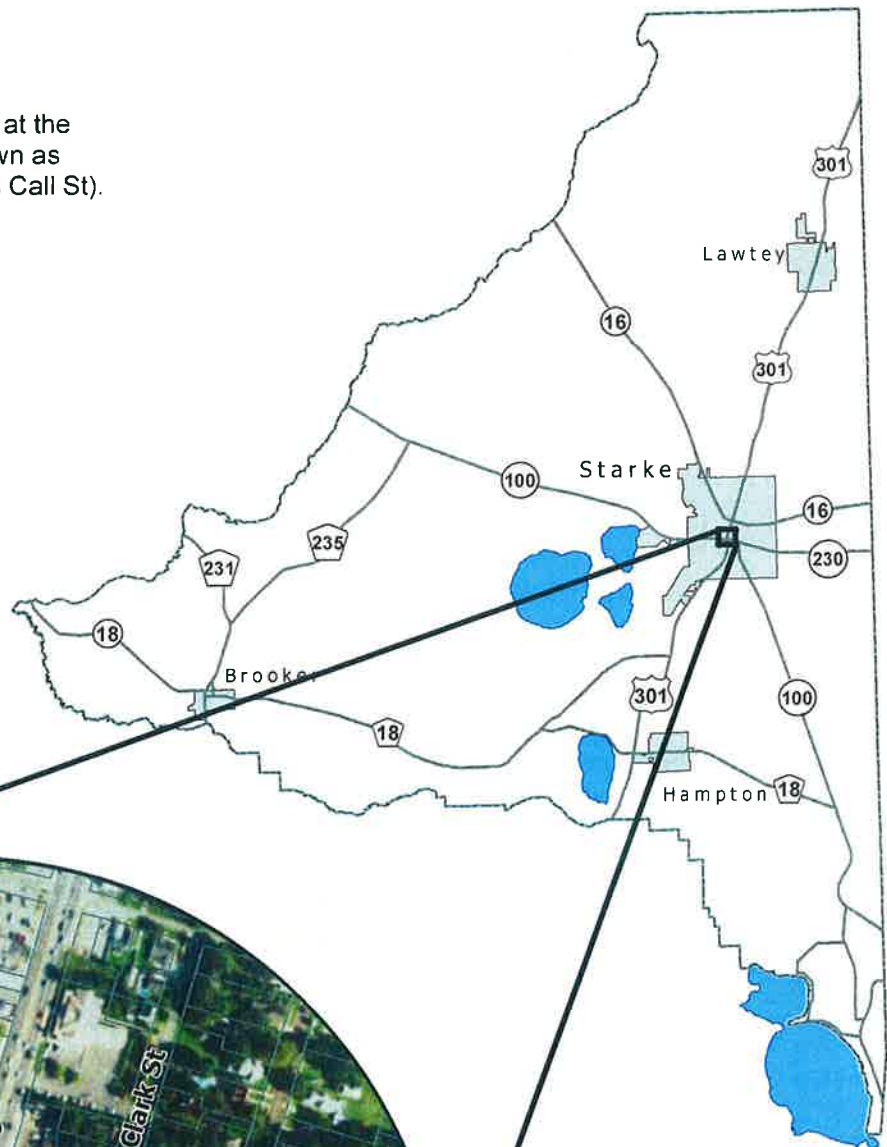
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Santa Fe College Andrews Center

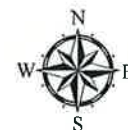
209 West Call Street

Starke, Florida 32091

Directions: Santa Fe College Andrews Center is at the Northeast corner of U.S. Highway 301 (also known as Temple Ave) and State Road 230 (also known as Call St).



Santa Fe College
Andrews Center



1 inch = 417 feet





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

Andrews Center Conference Room
Santa Fe College
209 West Call Street
Starke, Florida

Tuesday
April 10, 2018
9:30 a.m. or soon thereafter
the public workshop

I. BUSINESS MEETING – CALL TO ORDER

- | | | | |
|-----------|--|---------------|------------------------|
| A. | Approval of the Meeting Agenda | | ACTION REQUIRED |
| B. | Approval of the January 9, 2018 Minutes | Page 7 | ACTION REQUIRED |

II. UNFINISHED BUSINESS

- | | | | |
|---|---|----------------|------------------------|
| A. | Community Transportation Coordinator Designation | Page 11 | ACTION REQUIRED |
|
<u>Staff will report on the designation of the Bradford County Community Transportation Coordinator</u> | | | |

III. NEW BUSINESS

- | | | | |
|--|--|----------------|---------------------------|
| A. | Introduction to Florida's Coordinated Transportation System | Page 13 | NO ACTION REQUIRED |
|
<u>Staff will discuss Florida's Coordinated Transportation System and Section 112.3143, Florida Statutes concerning voting conflicts of interest</u> | | | |
| B. | 2018/19 Bradford County Transportation Disadvantaged Service Plan | Page 37 | ACTION REQUIRED |
|
<u>The Board needs to approve the 2018/19 Bradford County Transportation Disadvantaged Service Plan</u> | | | |

- C. 2018/19 Mobility Enhancement Grant Application Page 185 ACTION REQUIRED**

The Board needs to approve Suwannee River Economic Council's 2018/19 Mobility Enhancement Grant application

- D. 2018/19 Rural Area Capital Assistance Grant Application Page 191 ACTION REQUIRED**

The Board needs to approve Suwannee River Economic Council's 2018/19 Rural Area Capital Assistance Grant application

- E. Suwannee River Economic Council Operations Reports Page 199 NO ACTION REQUIRED**

IV. OTHER BUSINESS

- A. Comments**

V. FUTURE MEETING DATES

- A. July 10, 2018 at 9:30 a.m.**
- B. October 9, 2018 at 9:30 a.m.**
- C. January 8, 2019 at 9:30 a.m.**
- D. April 9, 2019 at 9:30 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.

**BRADFORD COUNTY
TRANSPORTATION DISADVANTAGED COORDINATING BOARD**

MEMBER/REPRESENTING	ALTERNATE/REPRESENTING
Commissioner Danny Riddick Local Elected Official/Chair	Commissioner Tommy Chastain Local Elected Official
Sandra Collins Florida Department of Transportation Grievance Committee Member	Janell Damato Florida Department of Transportation
Vacant Florida Department of Children and Families Grievance Committee Member	Nakiesha Thompson Florida Department of Children and Families
Jeffrey Aboumrad Florida Department of Education Grievance Committee Member	Vacant Florida Department of Education
Libby Murphy Florida Department of Elder Affairs	James P. Mitzel Florida Department of Elder Affairs
Deweece Ogden Florida Agency for Health Care Administration Grievance Committee Member	Pamela Hagley Florida Agency for Health Care Administration
Vacant Regional Workforce Board	Vacant Regional Workforce Board
Vacant Florida Association for Community Action Term ending June 30, 2020	Vacant Florida Association for Community Action Term ending June 30, 2020
Vacant Public Education	Vacant Public Education
Barbara Fischer Veterans Grievance Committee Member Term ending June 30, 2020	Vacant Veterans Term ending June 30, 2020
Vacant Citizen Advocate 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
Sherry Ruszkowski 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
Steve Futch - Vice -Chair Private Transit Term ending June 30, 2019	Vacant Private Transit Term ending June 30, 2019

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

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

Andrews Center Conference Room
Santa Fe College
209 West Call Street
Starke, Florida

Tuesday
January 9, 2018
9:30 a.m.

VOTING MEMBERS PRESENT

Commissioner Danny Riddick, Chair
Jeff Aboumrad, Florida Department of Education Representative
Sandra Collins, Florida Department of Transportation Representative
Barbara Fischer, Veterans Representative
Libby Murphy, Florida Department of Elder Affairs

VOTING MEMBERS ABSENT

Steve Futch, Private Transit Representative, Vice-Chair
Dewece Ogden, Florida Agency for Health Care Administration Representative
Sherry Ruskowski, Persons with Disabilities Representative

OTHERS PRESENT

Matthew Pearson, Suwannee River Economic Council
Shannon Rowe, CISTO

STAFF PRESENT

Lynn Godfrey, North Central Florida Regional Planning Council

I. BUSINESS MEETING CALL TO ORDER

Chair Riddick called the meeting to order at 9:30 a.m.

A. Introductions

Chair Riddick asked everyone to introduce themselves.

B. Approval of the Meeting Agenda

ACTION: Barbara Fischer moved to approve the meeting agenda. Sandra Collins seconded; motion passed unanimously.

C. Approval of the October 10, 2017 Minutes

ACTION: Jeff Aboumrad moved to approve the October 10, 2017 meeting minutes. Sandra Collins seconded; motion passed unanimously.

II. NEW BUSINESS

A. Community Transportation Coordinator Designation

Ms. Lynn Godfrey, North Central Florida Regional Planning Council Senior Planner, stated that the North Central Florida Regional Planning Council is required to conduct a competitive selection process for the designation of the Community Transportation Coordinator for Bradford County at the end of each contract period.

Ms. Godfrey said Suwannee River Economic Council, Inc.'s Memorandum of Agreement will expire June 30, 2018. Therefore, she said the Planning Council issued a Request for Proposals on November 2, 2017. She said Suwannee River Economic Council, Inc. and Transitions Commute Solutions, LLC submitted proposals in response to the request for proposals.

Ms. Godfrey stated that the Transitions Commute Solutions, LLC proposal did not include a current financial statement prepared by a licensed certified public accountant. Therefore, she said staff is recommending that the Florida Commission for the Transportation Disadvantaged reject the Transitions Commute Solutions, LLC proposal as being nonresponsive to the request for proposals.

Ms. Godfrey stated that Suwannee River Economic Council's proposal was responsive to the request for proposals.

The Board discussed the request for proposals process.

ACTION: Barbara Fischer moved to recommend the Florida Commission for the Transportation Disadvantaged designate Suwannee River Economic Council, Inc. the Community Transportation Coordinator for Bradford County for a five year period effective July 1, 2018. Sandra Collins seconded; motion passed unanimously.

B. 2017/18 Bradford County Transportation Disadvantaged Service Plan Amendments

Ms. Godfrey stated that Suwannee River Economic Council has applied for U.S.C. Section 5311 and 5339 grant funds. She explained that these grant projects must be included in the Bradford County Transportation Disadvantaged Service Plan in order to be approved for funding. She said the proposed amendments to the Service Plan will include these grant projects in the Service Plan. She said the grant applications have also been provided for the Board's review.

Mr. Matthew Pearson, Suwannee River Economic Council Executive Director, discussed the grant projects.

ACTION: Barbara Fischer moved to amend the Bradford County Transportation Disadvantaged Service Plan to include the 2018/19 U.S.C. Section 5311 and 5339 Grant projects. Jeff Aboumrad seconded; motion passed unanimously.

C. Suwannee River Economic Council Operations Reports

Mr. Matthew Pearson, Suwannee River Economic Council Executive Director, discussed the operations reports. He also discussed the success of the Mobility Enhancement Grant service within the City of Starke. He explained that the 2017/18 Mobility Enhancement Grant project was expanded to serve the areas outside of the City of Starke. He said they haven't had many requests for transportation service from residents outside of the City of Starke. He said they will continue to advertise the availability of this service, however, if they are unable to increase ridership in the outlying areas, the project will most likely not be funded this year.

III. OTHER BUSINESS

A. Comments

There were no comments.

IV. FUTURE MEETING DATES

Chair Riddick stated that the next meeting of the Board will be held Tuesday, April 10, 2017 at 9:30 a.m.

ADJOURNMENT

The meeting adjourned at 10:10 a.m.

Coordinating Board Chair

Date

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April 3, 2018

TO: Bradford County Transportation Disadvantaged Coordinating Board
FROM: Lynn Godfrey, AICP, Senior Planner
SUBJECT: Bradford County Community Transportation Coordinator Designation

STAFF RECOMMENDATION:

No action required. For information only.

BACKGROUND:

The North Central Florida Regional Planning Council issued Request for Proposals No. 2017-02 for Bradford County Community Transportation Coordinator designation on November 2, 2017. The following firms submitted proposals in response to the request for proposals: Suwannee River Economic Council, Inc. and Transitions Commute Solutions, LLC.

As required by Rule 41-2.010 (4)(c) of the Florida Administrative Code, Request for Proposals No. 2017-02 specified that proposals must include a current financial statement prepared by a licensed certified public accountant. Request for Proposals No. 2017-02 further specified that proposals without a current financial statement prepared by a licensed certified public accountant would be rejected without further consideration.

The Transitions Commute Solutions, LLC proposal did not include a current financial statement prepared by a licensed certified public accountant. Thus, the North Central Florida Regional Planning Council recommended the rejection of the Transitions Commute Solutions, LLC proposal as being nonresponsive to Request for Proposals No. 2017-02.

The Council authorized the Executive Director to appoint a Technical Review Committee to review and score proposals for the Bradford County Community Transportation Coordinator. The Technical Review Committee reviewed Suwannee River Economic Council, Inc.'s proposal and determined that it is responsive to Request for Proposals No. 2017-02. The North Central Florida Regional Planning Council recommended that the Florida Commission for the Transportation Disadvantaged designate Suwannee River Economic Council, Inc. the Community Transportation Coordinator for Bradford County for a five-year period effective July 1, 2018.

The Florida Commission for the Transportation Disadvantaged will make the final designation at its April 11, 2018 meeting.

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

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An Introduction to Florida's Coordinated Transportation System

Commission for the Transportation Disadvantaged

April 8, 2016



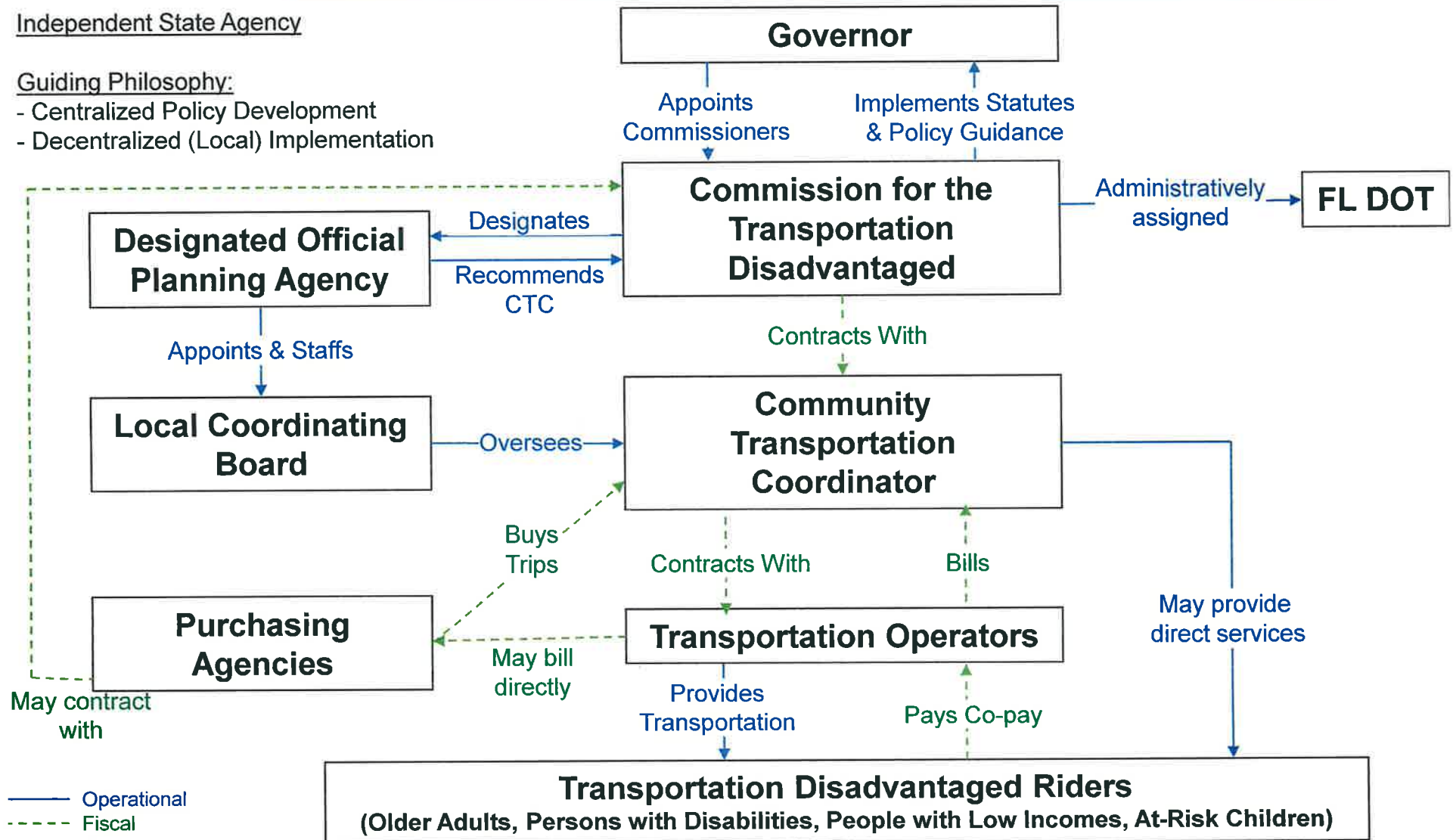
Florida's Coordinated Transportation System Organizational Structure

Transportation Disadvantaged Riders

Independent State Agency

Guiding Philosophy:

- Centralized Policy Development
- Decentralized (Local) Implementation





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



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.



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

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.

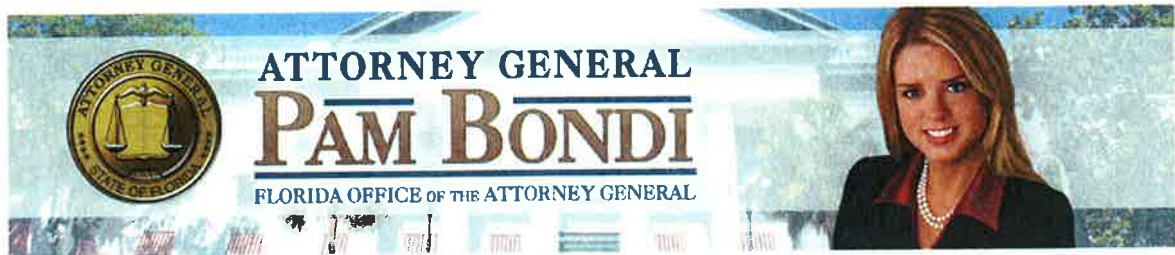
(b) In the event that disclosure has not been made prior to the meeting or that any conflict is unknown prior to the meeting, the disclosure shall be made orally at the meeting when it becomes known that a conflict exists. A written memorandum disclosing the nature of the conflict shall then be filed 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.



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



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April 3, 2018

TO: Bradford County Transportation Disadvantaged Coordinating Board

FROM: Lynn Godfrey, AICP, Senior Planner

SUBJECT: 2018/19 Bradford County Transportation Disadvantaged Service Plan

STAFF RECOMMENDATION

Approve the 2018/19 Bradford County Transportation Disadvantaged Service Plan.

BACKGROUND

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

Attached is the draft 2018/19 Bradford County Transportation Disadvantaged Service Plan. If you have any questions concerning the Plan, please do not hesitate to contact me at extension 110.

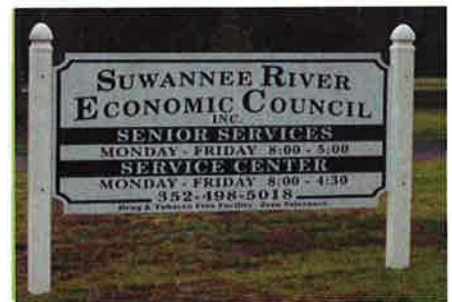
Attachment

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Bradford County Transportation Disadvantaged Service Plan

July 1, 2018 - June 30, 2019

Bradford County Transportation Disadvantaged
Coordinating Board



2018/19 Bradford County Transportation Disadvantaged Service Plan

Approved by the
Bradford County
Transportation Disadvantaged Coordinating Board

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

Danny Riddick, Chair

with Assistance from



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

and



Suwannee River Economic Council
P.O. Box 70
Live Oak, FL 32060
386.362.4115

April 10, 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 Bradford 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 North Central Florida Regional Planning Council is the Designated Official Planning Agency for Bradford 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 Bradford 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 Elderly 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. Suwannee River Economic Council is the designated Community Transportation Coordinator for Bradford County.

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

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

2. Designation Date/History

Suwannee River Economic Council is a private non-profit corporation, chartered by the State of Florida in 1966. In 1972, Suwannee River Economic Council began the Suwannee Valley Transit System in Columbia, Hamilton, Suwannee and Lafayette Counties. In 1974, Suwannee Valley Transit Authority was created to serve Columbia, Hamilton and Suwannee Counties. Suwannee River Economic Council continues to operate as the Community Transportation Coordinator for Lafayette County.

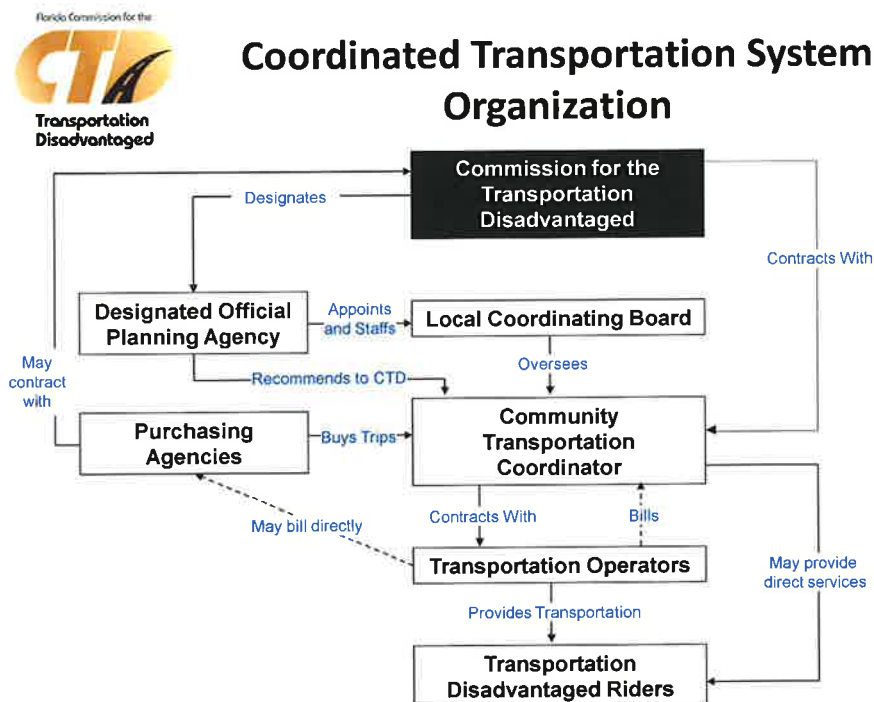
The North Central Florida Regional Planning Council recommended Suwannee River Economic Council as the designated Community Transportation Coordinator in 1991. The Florida Commission for the Transportation Disadvantaged approved Suwannee River Economic Council's designation as the Community Transportation Coordinator for Bradford County on January 9, 1992. Suwannee River Economic Council was selected as the Community Transportation Coordinator through a request for proposals process.

In 2016, the North Central Florida Regional Planning Council recommended that Suwannee River Economic Council be re-designated the Community Transportation Coordinator for Bradford County. The Florida Commission for the Transportation Disadvantaged designated Suwannee River Economic Council as the Bradford County Community Transportation Coordinator effective July 1, 2016.

The North Central Florida Regional Planning Council was designated the official planning agency for Bradford 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 Bradford 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

Not applicable.

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

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

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

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

Not applicable.

f. **Transportation Improvement Program**

Not applicable.

5. Public Participation

The Bradford 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 Bradford County Transportation Disadvantaged Service Plan. The Transportation Disadvantaged Service Plan is developed through input of the Bradford County Transportation Disadvantaged Board whose membership includes citizens and human service providers.

6. Bradford County Transportation Disadvantaged Coordinating Board Membership Certification

BRADFORD COUNTY TRANSPORTATION DISADVANTAGED COORDINATING BOARD MEMBERSHIP CERTIFICATION

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

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

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

Signature:  Date: 3/22/18
Lorene J. Thomas, Chair

REPRESENTATION	MEMBER	ALTERNATE	TERM ENDING
Local Elected Official/Chair	Daniel Riddick		No Term
Elderly	Vacant	Vacant	6/30/2020
Disabled	Sherry Ruszkowski	Vacant	6/30/2018
Citizen Advocate	Vacant	Vacant	6/30/2018
Citizen Advocate/User	Vacant	Vacant	6/30/2018
Children at Risk	Vacant	Vacant	6/30/2019
Florida Association for Community Action	Vacant	Vacant	6/30/2020
Public Education	Vacant	Vacant	No Term
Florida Department of Transportation	Sandra Collins	Janell Damato	No Term
Florida Department of Children and Families	Nakeisha Thompson	Vacant	No Term
Florida Department of Elder Affairs	Libby Murphy	Vacant	No Term
Florida Department of Education	Jeffrey Aboumrad	Vacant	No Term
Florida Agency for Health Care Administration	Deweece Ogden	Pamela Hagley	No Term
Regional Workforce Development Board	Vacant	Vacant	No Term
Veteran Services	Barbara Fischer	Vacant	6/30/2020
Local Mass Transit	Not Applicable	Not Applicable	No Term
Private Transportation Industry	Steve Futch	Vacant	6/30/2019
Local Medical Community	Vacant	Vacant	6/30/2019

7. Bradford County Transportation Disadvantaged Coordinating Board Membership

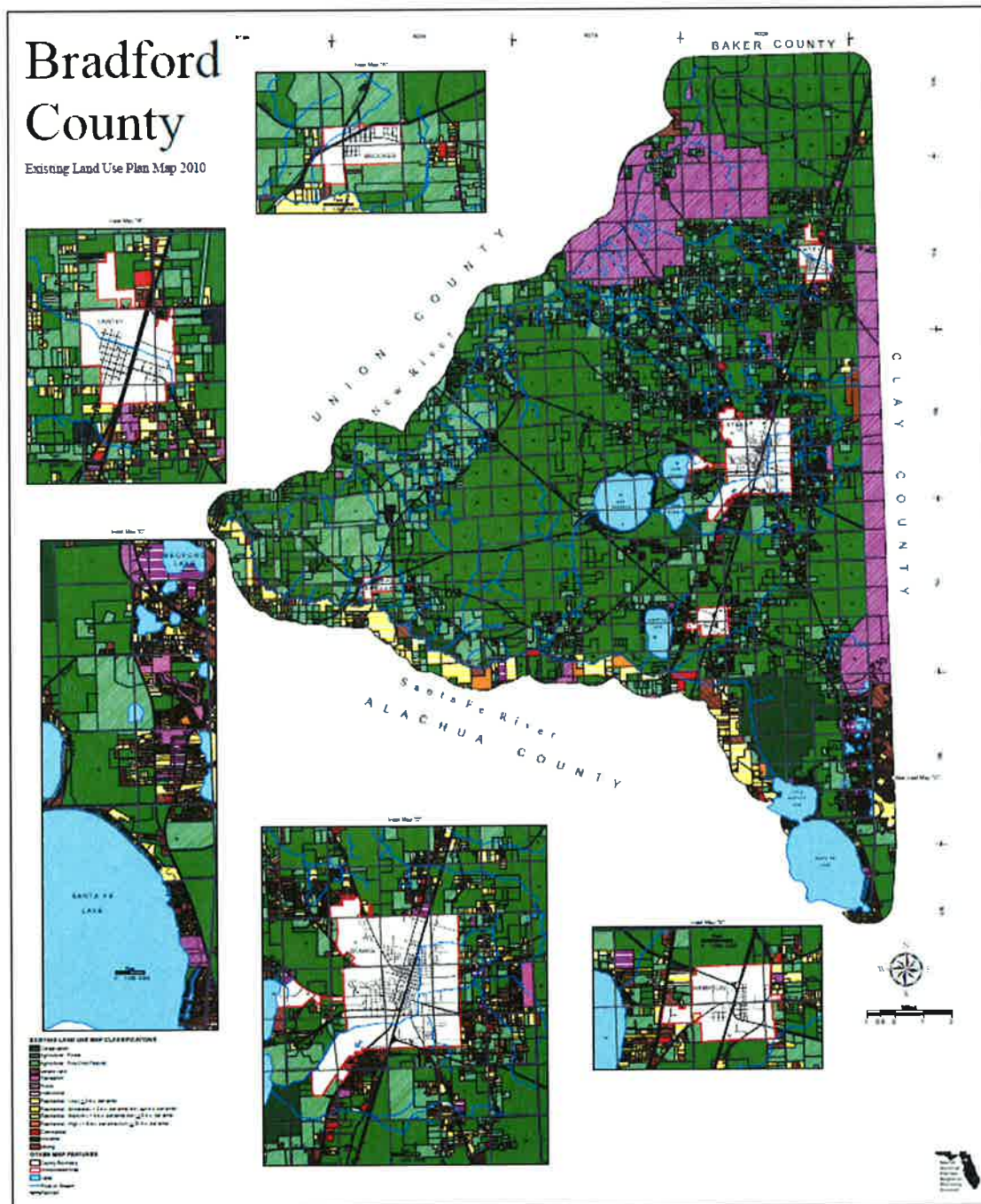
**BRADFORD COUNTY
TRANSPORTATION DISADVANTAGED COORDINATING BOARD**

MEMBER/REPRESENTING	ALTERNATE/REPRESENTING
Commissioner Danny Riddick Local Elected Official/Chair	Commissioner Tommy Chastain Local Elected Official
Sandra Collins Florida Department of Transportation Grievance Committee Member	Janell Damato Florida Department of Transportation
Vacant Florida Department of Children and Families Grievance Committee Member	Nakiesha Thompson Florida Department of Children and Families
Jeffrey Aboumrad Florida Department of Education Grievance Committee Member	Vacant Florida Department of Education
Libby Murphy Florida Department of Elder Affairs	James P. Mitzel Florida Department of Elder Affairs
Deweese Ogden Florida Agency for Health Care Administration Grievance Committee Member	Pamela Hagley Florida Agency for Health Care Administration
Vacant Regional Workforce Board	Vacant Regional Workforce Board
Vacant Florida Association for Community Action Term ending June 30, 2020	Vacant Florida Association for Community Action Term ending June 30, 2020
Vacant Public Education	Vacant Public Education
Barbara Fischer Veterans Grievance Committee Member Term ending June 30, 2020	Vacant Veterans Term ending June 30, 2020
Vacant Citizen Advocate 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
Sherry Ruszkowski 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
Steve Futch - Vice -Chair Private Transit Term ending June 30, 2019	Vacant Private Transit Term ending June 30, 2019

B. Service Area Profile and Demographics

1. Bradford County Service Area Description

Bradford County has a land area of approximately 293 square miles. The County is located in the north central portion of the State of Florida and is bordered on the north by Baker County, on the east by Clay County, on the south by Alachua County and a small piece of Putnam County and on the west by Union County.



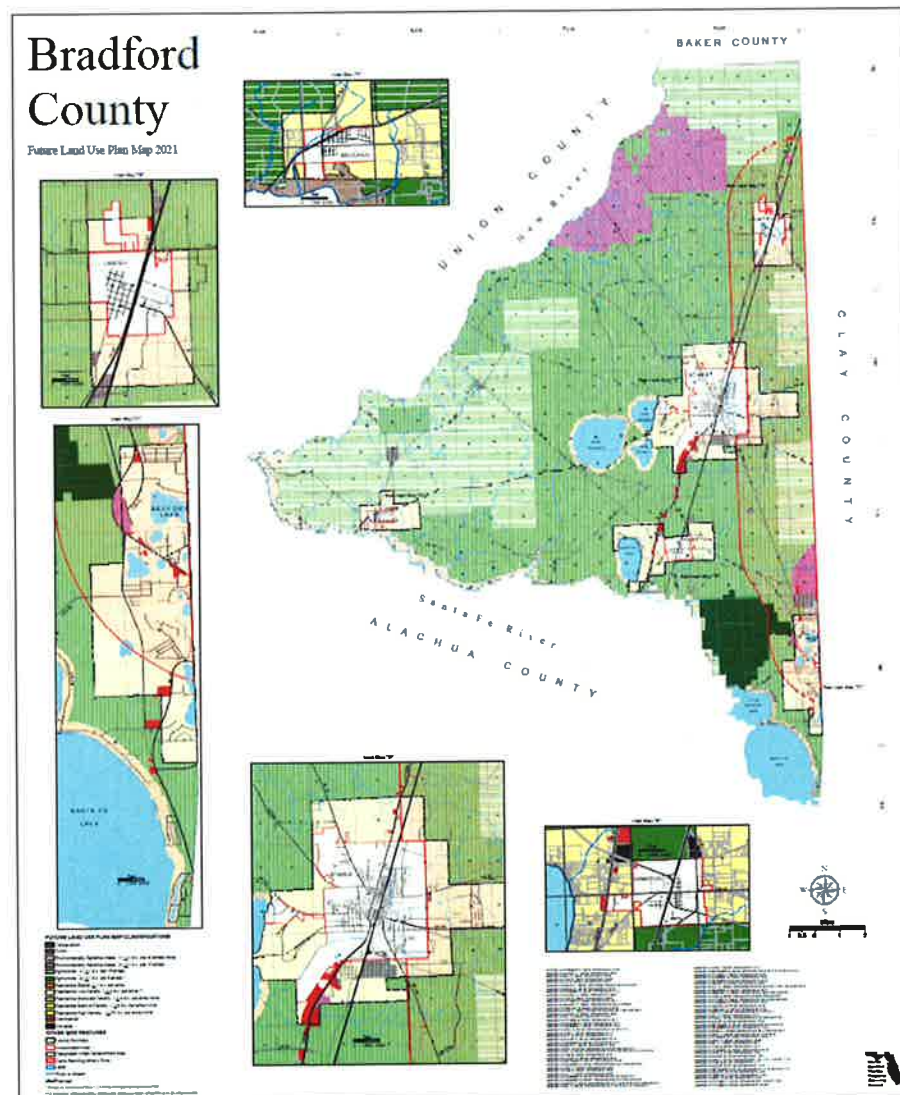
2. Demographics

a. Land Use

The purpose of this section is to provide information concerning Bradford County's existing land use. This information was obtained from Bradford County's Comprehensive Plan.

The land use for approximately 86 percent of the acreage within the unincorporated area of the County has been designated as agricultural and approximately 4 percent is residential.

Within the unincorporated areas of the County, four types of growth have occurred. The first type of land use pattern is concentrated within existing public facility service areas immediately surrounding the municipal urban areas. The second form of development concentrates within and around the unincorporated market centers. The third type of land use pattern is the development of residential lots along the Santa Fe River within the County. This type of rural residential development has occurred in varying degrees with lot sizes ranging from one-half acre to 10 acre lots. The fourth pattern is radial growth along major roadways throughout the County.



b. Population/Composition

According to the 2010 US Census Bureau, Bradford County's 2010 population was 27,310. The Bureau of Economic and Business Research estimated Bradford County's 2017 total population as 27,642. The Bureau of Economic Research also estimated the population of the City of Starke as 5,520, the Town of Brooker as 324, the City of Hampton as 477, the City of Lawtey as 7123 and the unincorporated area as 20,598. As Table 1 shows, 74 percent of the County's population is located within the unincorporated areas.

TABLE 1
Population Counts and Estimates
Bradford County

AREA	POPULATION COUNT 2010 Census	POPULATION ESTIMATES 2017
Bradford County	28,520	27,642
Town of Brooker	338	324
City of Hampton	500	477
City of Lawtey	730	723
City of Starke	5,449	5,520
Unincorporated Area	21,503	20,598

Sources: 2010 Bureau of the Census/Bureau of Economic and Business Research, University of Florida

It is important to note that, according to the Bureau of Economic and Business Research, 2,969 individuals in Bradford County 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 294 square miles of land area, the County population density in 2010 was approximately 97 persons per square mile.

Table 2 shows that the City of Starke is the most densely populated area in Bradford County, with 839 persons per square mile. The Brooker census division, which has the lowest population density within the County, has only 15 persons per square mile.

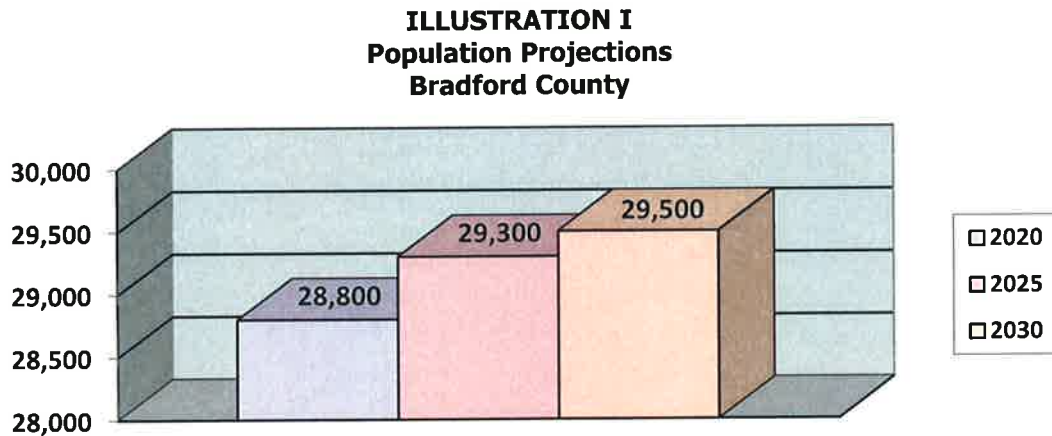
TABLE 2
Population Density
Bradford County

2010 U.S. CENSUS POPULATION	SQUARE MILES	PERSONS PER SQUARE MILE
28,520	294	97

Source: U.S. Census Bureau: 2010 State and County Quick Facts

d. Population Projections

According to the Bureau of Economic and Business Research, it is estimated that Bradford County will have a total population of 28,800 by the year 2020, and by 2025, the total County population will be 29,300. Illustration I shows population projections for 2020, 2025 and 2030.



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

e. Population Age Distribution

Population age distribution is useful in determining mobility needs which transit might meet. The elderly typically are less likely to have access to a vehicle and thus are more dependent on the transit system for their travel needs. Table 3 shows estimates of the County's population by age group. The 25-44 year-old age group is the largest age group within the County. The 65 and over population is the smallest age group within the County, comprising 13 percent of the population.

**TABLE 3
Population Estimates By Age Group
Bradford County
2016**

Age Group	Population
0-4	1,580
5-17	3,970
18-24	2,886
25-54	11,066
55-64	3,716
65-79	3,614
80+	1,206

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

f. Disability and Self Care Limitations

According to the 2010 Bureau of the Census, it is estimated that in 2016, 4,649 civilian residents who are 5 years of age and over who are not institutionalized, had disabilities.

g. Employment

The 2010 Bureau of the Census estimates that Bradford County's labor force (individuals who are able to work but may not be employed) in 2016 was 22,192 with 46 percent of people employed. The estimated unemployment rate for Bradford County was 11 percent.

h. Income

According to the 2010 Bureau of the Census, the per capita income for Bradford County in 2016 was \$19,852. The percent of persons below poverty level in 2016 was 18.6%. Table 4 shows per capita income and the percentage of persons below poverty level. Table 5 shows income levels that are currently used to define the federal poverty level. Low-income households often have no mobility choice other than public transportation and thus generally have high potential for transit use.

TABLE 4
Income and Poverty Status
Bradford County

Per Capita Income In 2016	Percentage Of Persons Below Poverty Level 2016
\$19,852	18.6%

Source: Bureau of the Census 2010, State and 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

According to the Bureau of Economic and Business Research, the total number of Medicaid recipients as of December 31, 2017 was 6,116.

Table 6 shows individuals who received Supplemental Security Income.

TABLE 6
Supplemental Security Income
Bradford County
2016

Type Of Assistance	Recipients
Aged Assistance	47
Aid to the Blind & Disabled	792

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

i. Housing

The 2010 Bureau of the Census estimates that in 2016, the total number of households in Bradford County was 8,704 and that the average household size was 2.71. Table 7 presents data on housing units below poverty level.

TABLE 7
Housing Units
Bradford County
2016

Housing Units	Percent of Families Below the Poverty Level	Owner Occupied Housing Unit Rate	Median Value of Owner Occupied Housing Units
10,828	18.6%	73%	\$92,000

Source: 2010 Bureau of the Census Quick Facts

j. Health

One hospital and two nursing homes are located in Bradford County. According to the 2017 Physician Workforce Annual Report, in 2017, there were 25 physicians of medicine practicing in Bradford County.

k. Transportation

According to the 2010 Census 2012-2016 American Community Survey, an estimated 790 households in Bradford County had no vehicle available in 2016.

I. Major Trip Generators/Attractors

Major trip generators/attractors include: Bradford-Union Vocational Technical Center, Shands Hospital at Starke, local government offices, Florida State Prison, Suwannee River Economic Council's Starke office, Sunshine Industries and Windsor Manor and Whispering Pines nursing homes.

Travel to Gainesville continues to be necessary for many County residents, particularly for employment and medical purposes. Approximately 15 percent of Bradford County's employed residents work in Alachua County.

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 severe physical limitations or low incomes, are unable to transport themselves or purchase transportation and are dependent upon others to obtain access to health care, employment, education, shopping, social activities, or other life sustaining activities.

The following tables show general and critical need Transportation Disadvantaged population estimates and forecasts for Bradford County.

TABLE 8
General Transportation Disadvantaged Population

CALCULATION OF GENERAL TRANSPORTATION DISADVANTAGED POPULATION

Bradford County					Census Data from 2013			
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	1,565	6.5%	364	1.5%	0	0.0%	0	0.00%
5-17	3,789	15.8%	665	2.8%	144	0.6%	131	0.55%
18-34	4,683	19.5%	804	3.3%	335	1.4%	98	0.41%
35-64	9,609	40.0%	2,097	8.7%	1,897	7.9%	709	2.95%
Total Non Elderly	19,646	81.8%	3,930	16.4%	2,376	9.9%	938	3.90%
65-74	2,303	9.6%	76	0.3%	1,311	5.5%	322	1.34%
75+	2,078	8.6%	144	0.6%	2,078	8.6%	114	0.47%
Total Elderly	4,381	18.2%	220	0.9%	3,389	14.1%	436	1.81%
Total	24,027	100%	4,150	17.3%	5,765	24.0%	1,374	5.72%

Double Counts Calculations		
E - Estimate non-elderly/disabled/ low income	From Base Data (I11)	938
B - Estimate non-elderly/ disabled/not low income	Subtract I11 from G11	1,438
G - Estimate elderly/disabled/low income	From Base Data (I14)	436
D - Estimate elderly/ disabled/not low income	Subtract I14 from G14	2,953
F - Estimate elderly/non-disabled/low income	Subtract I14 from E14	(216)
A - Estimate elderly/non-disabled/not low income	Subtract sum of I17, I18 and I19 from C14	1,208
C - Estimate low income/not elderly/not disabled	Subtract I11 from E11	2,992
Total - Non-Duplicated		9,749

General TD Population		% of Total
Non-Duplicated General TD Population Estimate	9,749	40.6%

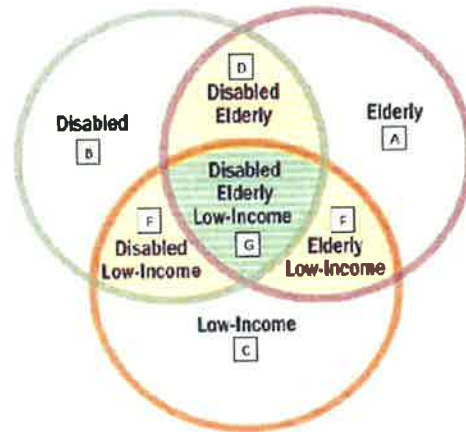
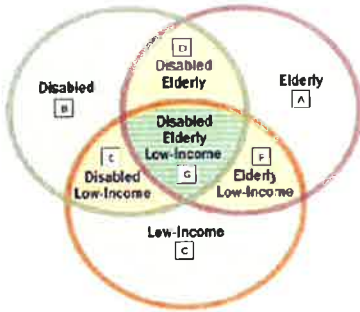


TABLE 9
Forecast of General and Critical Need
Transportation Disadvantaged Populations

FORECAST OF GENERAL AND CRITICAL NEED TRANSPORTATION DISADVANTAGED POPULATIONS

Bradford County											
General TD Population Forecast	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
<i>Overlapping Circle Component</i>											
E - Estimate non-elderly/disabled/ low income	938	941	945	948	951	954	958	961	964	968	971
B - Estimate non-elderly/ disabled/not low income	1,438	1,443	1,448	1,453	1,458	1,463	1,458	1,473	1,478	1,484	1,489
G - Estimate elderly/disabled/ ow income	436	438	439	441	442	444	445	447	448	450	451
D - Estimate elderly/ disabled/ not low income	2,953	2,963	2,974	2,984	2,994	3,005	3,015	3,026	3,036	3,047	3,057
F - Estimate elderly/not-disabled/low income	-216	-217	-218	-219	-219	220	221	221	-222	-223	-224
A - Estimate elderly/non-disabled/not low income	1,208	1,212	1,216	1,221	1,225	1,229	1,233	1,238	1,242	1,246	1,251
C - Estimate low income/not elderly/not disabled	2,992	3,002	3,013	3,023	3,034	3,044	3,055	3,065	3,076	3,087	3,098
TOTAL GENERAL TD POPULATION	9,749	9,783	9,817	9,851	9,885	9,919	9,954	9,988	10,023	10,058	10,093
TOTAL POPULATION	24,027	24,110	24,194	24,278	24,362	24,447	24,532	24,617	24,703	24,788	24,874



Bradford County											
Critical Need TD Population Forecast	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Total Critical TD Population											
<i>Disabled</i>	1,513	1,518	1,524	1,529	1,535	1,541	1,546	1,552	1,558	1,564	1,569
<i>Low Income Not Disabled No Auto/Transit</i>	755	758	750	763	766	758	771	774	776	779	782
Total Critical Need TD Population	2,368	2,376	2,384	2,392	2,401	2,409	2,417	2,426	2,434	2,443	2,451
Daily Trips - Critical Need TD Population											
<i>Severely Disabled</i>	79	79	80	80	80	80	81	81	81	82	82
<i>Low Income - Not Disabled - No Access</i>	1,434	1,439	1,444	1,449	1,454	1,459	1,464	1,469	1,474	1,479	1,484
Total Daily Trips Critical Need TD Population	1,513	1,538	1,564	1,591	1,618	1,646	1,676	1,705	1,735	1,766	1,794
Annual Trips	393,353	400,001	406,761	413,635	420,626	428,071	435,647	443,358	451,206	459,192	466,401

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.

TABLE 9

Critical Need Transportation Disadvantaged Population

CALCULATION OF CRITICAL NEED TRANSPORTATION DISADVANTAGED POPULATION

Bradford County					Census Data from: 2013	
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	% of Severe Disability Below Poverty Level	Total Severe Disability Below Poverty Level
< 5 Years of Age	0	4.20%	-	-		
5-17	144	4.20%	6	0.16%		
18-34	335	5.30%	21	0.45%		
35-64	1,897	13.84%	263	2.73%		
Total Non Elderly	2,376		290	1.47%	28.60%	83
65-74	1,311	27.12%	356	15.44%		
75+	2,078	46.55%	967	46.55%		
Total Elderly	3,389		1,323	30.20%	11.70%	155
Total	5,765		1,613	6.71%		238

Critical Need - Severely Disabled TD Population			
	Not Low Income	Low Income	Totals
Non-Elderly	207	83	290
Elderly	1,168	155	1,323
TOTAL	1,375	238	1,613

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

<u>Low Income & Not Disabled = C + F</u>		CALCULATION OF DAILY TRIPS FOR THE CRITICAL NEED TD POPULATION	
Assumes			
27.2%	2,776		
xx % without auto access	755		
100.0%	755		
xx % without transit access	755		
		Calculation of Daily Trips	
Total Actual Critical TD Population		Daily Trip Rates Per Person	Total Daily Trips
Severely Disabled	1,613	0.049	79
Low Income ND	755	1.899	1,434
Totals	2,368		1,513

3. Barriers to Coordination

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

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

Other barriers to the coordination of transportation services in Levy County include the following:

- low density, rural population limiting ability to group trips while maintaining an acceptable level of service;
- limited availability of medical services/facilities in county necessitating out-of-county trips;
- differing agency requirements for client transportation services (e.g., maximum allowable "ready to go" window); and
- cost, insurance and safety standard concerns relating to the use of public school vehicles do not meet safety standards and are difficult to insure on a temporary basis.

4. Needs Assessment

United States Code Section 5310 Capital Grant Program

APPLICANT	PROJECT	PROJECT YEAR	PROJECT LOCATION	ESTIMATED PROJECT COST	PROJECT FUNDING SOURCE
The ARC of Bradford County	Enhanced mobility of seniors and individuals with disabilities.	2018/19	Baker County Bradford County Union County	\$46,752.00	United States Code Section 5310
				\$5,844.00	Florida Department of Transportation
				\$5,844.00	The ARC of Bradford County

Bradford County
Transportation Disadvantaged Service Plan

<u>Florida Center for the Blind</u>	<u>Purchase one minivan and one sedan</u>	<u>2018/19</u>	<u>Alachua County</u> <u>Bradford County</u> <u>Columbia County</u> <u>Dixie County</u> <u>Gilchrist County</u> <u>Levy County</u> <u>Union County</u>	<u>\$62,570.00</u> <u>\$7,822.00</u> <u>\$7,822.00</u>	<u>U.S.C. Section 5310 Program</u> <u>Florida Department of Transportation</u> <u>Florida Center for the Blind</u>
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United States Code Section 5311 Grant Program

APPLICANT	PROJECT	PROJECT YEAR	LOCATION	ESTIMATED COST	FUNDING SOURCE
Suwannee River Economic Council	Provide transportation services for the transportation disadvantaged.	2018/19	Bradford County	\$217,637.00	United States Code Section 5311
				\$217,638.00	Suwannee River Economic Council

United States Code Section 5339 Grant Program

APPLICANT	PROJECT	PROJECT YEAR	LOCATION	ESTIMATED COST	FUNDING SOURCE
Suwannee River Economic Council	Purchase one replacement vehicle	2018/19	Bradford County	\$55,375.00	United States Code Section 5339
				\$13,844.00	Florida Department of Transportation

Rural Area Capital Assistance Program

APPLICANT	PROJECT	PROJECT YEAR	LOCATION	ESTIMATED COST	FUNDING SOURCE
<u>Suwannee River Economic Council</u>	<u>Purchase one replacement vehicle</u>	<u>2018/19</u>	<u>Bradford County</u>	<u>\$70,889.00</u>	<u>Rural Area Capital Assistance Program Grant</u>

Transportation Disadvantaged Program - Trip & Equipment Grant

APPLICANT	PROJECT	PROJECT YEAR	LOCATION	ESTIMATED COST	FUNDING SOURCE
Suwannee River Economic Council	Provide trips to transportation disadvantaged individuals.	2018/19	Bradford County	<u>\$224,383.00</u>	Transportation Disadvantaged Trust Fund
				<u>\$236,904.00</u>	
				<u>\$24,932.00</u>	Suwannee River Economic Council
				<u>\$26,322.00</u>	

Transportation Disadvantaged Program - Mobility Enhancement Grant

APPLICANT	PROJECT	PROJECT YEAR	LOCATION	ESTIMATED COST	FUNDING SOURCE
Suwannee River Economic Council	Provide on-demand service for local medical, pharmacy and shopping purposes.	2018/19	Bradford County City of Starke	\$53,866.00	Transportation Disadvantaged Trust Fund
				\$5,985.00	Suwannee River Economic Council

5. Goals, Objectives and Strategies

GOAL I: Coordinate transportation disadvantaged services funded with local, state and/or federal government funds.

OBJECTIVE: Identify agencies that receive local, state and/or federal government public transportation funds that are not coordinated through the Community Transportation Coordinator.

Strategy a: Identify agencies in Bradford 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 Bradford 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: The Community Transportation Coordinator shall 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:** **The Community Transportation Coordinator shall 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:** **The Community Transportation Coordinator shall ensure that the 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:** **The local Coordinating Board shall 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:** **The Community Transportation Coordinator shall 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:** **The Community Transportation Coordinator shall 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 prior to the meeting date to be reviewed and included in the Local Coordinating Board's meeting packet.
- GOAL IX:** **The Community Transportation Coordinator shall maintain 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:** **The Community Transportation Coordinator shall provide courteous and professional service.**
- Strategy:** Reservationists and other office staff shall receive sensitivity and courtesy training annually.
- GOAL X:** **The Community Transportation Coordinator shall 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:** **The Community Transportation Coordinator shall 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 14-90, Florida Administrative Code*.

6. Implementation Plan

STRATEGIES	IMPLEMENTATION DATE
(1) Identify agencies located in Bradford 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) 2018 (4) 2018
(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
(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

The operations element is a profile of the Bradford County coordinated transportation system. This element is intended to provide basic information about the daily operations of Suwannee River Economic Council and its contracted transportation operators.

1. Types, Hours and Days of Service

Ambulatory	Wheelchair	Stretcher	Advance Reservation	Subscription	On Demand	Door to Door
✓	✓	✓	✓	✓	✓	✓

a. Bariatric Transportation

Suwannee River Economic Council will transport all "common wheelchairs. A common wheelchair is defined as a device which does not exceed 30 inches in width and 48 inches in length measured two inches above the ground and does not weigh more than 600 pounds when occupied. Wheelchairs that exceed these dimensions and weight may not to be transported.

b. Hours and Days of Service

Transportation Disadvantaged Program: Monday through Friday, 6:00 a.m. to 6:00 p.m. excluding holidays (see below).

Mobility Enhancement Grant Program On-Demand City of Starke: Mondays, Wednesdays, Fridays 9:00 a.m. to 5:00 p.m. excluding holidays.

Mobility Enhancement Grant Program On-Demand North and West Sides of Bradford County: Tuesdays, 9:00 a.m. to 5:00 p.m. excluding holidays.

Mobility Enhancement Grant Program On-Demand Southside of Bradford County: Thursdays 9:00 a.m. to 5:00 p.m. excluding holidays.

c. Holidays

Transportation Disadvantaged Program and Mobility Enhancement Grant Program On-Demand sponsored service will not be provided on the following observed holidays.

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

2. Accessing Services

a. Hours of Operation

Office Hours: Monday through Friday, 8:00 a.m. to 4:30 p.m.

b. Phone Numbers

386.496.0624
1.844.496.0624

c. Advance Notification Time

Transportation Disadvantaged Program: Trips must be scheduled twenty-four hours in advance for service needed Tuesday through Friday. Trips must be scheduled seventy-two hours in advance for service needed on Mondays.

Mobility Enhancement Grant Program On-Demand City of Starke: Trips must be scheduled at least 30 minutes in advance.

Mobility Enhancement Grant Program On-Demand Bradford County: Trips must be requested at least 60 minutes in advance.

d. Trip Cancellation Process

Trip cancellations should be made to Suwannee River Economic Council with 24-hour advance notification. Trips must be canceled a minimum of two hours before the scheduled pick-up time.

e. No-Show Policy

If trips are not cancelled at least two hours in advance, the passenger will be considered a no-show. Cancellations at the door will be considered no-shows. However, a no-show will not be credited to a rider if the cancellation is received before the vehicle is dispatched.

If an individual is charged with frequent no-shows, they may be temporarily suspended from service. A no-show will not be credited to a rider if the cancellation is received before the vehicle is dispatched.

On the first "no-show," the driver will leave a "no-show" notice on the client's door. On the second "no-show" occurrence, a letter of warning will be sent from the Community Transportation Coordinator. If a third infraction occurs within 60 days, the Community Transportation Coordinator will send a letter notifying the client that they have been suspended from service for a 30 day period. When the client is again reinstated to the program, and if three (3) infractions occur within 60 days, the suspension will be 45 days. When the client is again reinstated to the program and if three (3) infractions occur within 60 days, the suspension will be 60 days.

f. After Hours Service

After hours service is not provided through the Transportation Disadvantaged Program.

g. Passenger Fares

Suwannee River Economic Council will not charge fares to passengers sponsored by Florida's Transportation Disadvantaged Program.

h. Transportation Disadvantaged Program and Mobility Enhancement Grant Program Eligibility

Individuals must apply for Transportation Disadvantaged Program eligibility certification for their transportation to be sponsored by Florida's Transportation Disadvantaged Program and Mobility Enhancement Grant Program. Recertification will be conducted annually. Recertification is not required of individuals who have permanent disabilities. The Transportation Disadvantaged Program Eligibility Certification Application is shown as Exhibit A.

Suwannee River Economic Council 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.

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

Suwannee River Economic Council will notify Transportation Disadvantaged Program applicants of eligibility approval or denial within 15 working days after receipt of application. Applicants determined to be ineligible for Transportation Disadvantaged Program sponsored services may file appeals with Suwannee River Economic Council.

EXHIBIT A
TRANSPORTATION DISADVANTAGED PROGRAM
ELIGIBILITY CERTIFICATION APPLICATION

Last Name _____ First Name _____

Middle Initial _____

Street Address _____ City _____

State _____

Zip Code _____ County _____

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

Telephone Number (____) _____-_____

Emergency Contact Name _____

Relationship _____

Telephone Number (____) _____-_____

1. How many people reside in your household Including parents, caregivers, relatives or others involved in your living functions?

2. Does your household have an operational vehicle(s)?

☐ Yes (a) Are you or another household member able to operate the vehicle(s)? ☐ Yes ☐ No

(b) Can you afford to operate the vehicle(s)? ☐ Yes ☐ No

☐ No

3. Are you enrolled in any assistance programs:

☐ Managed Medical Care Program (Medicaid)

☐ Aging Program

☐ Other _____



4. What other means of transportation are available for you to use?

5. Do you have a physical or mental disability as outlined in the Americans With Disabilities Act of 1990?

☐ Yes

☐ No

6. Is your disability permanent?

☐ Yes

☐ No

Please check or list any special needs, services or modes of transportation you require:

☐ Powered Wheelchair

☐ Manual Wheelchair

☐ Powered Scooter/Cart

☐ Stretcher

☐ Walker

☐ Leg Braces

☐ Cane

☐ Respirator

☐ Oxygen CO2

☐ Personal Care Attendant/Escort

☐ Service Animal

Other:

CERTIFICATION AND ACKNOWLEDGEMENT

I understand and affirm that the information provided in this application will be used to determine if I am eligible for non-emergency transportation services sponsored by Florida's Transportation Disadvantaged Program. I understand that the information contained in this application is confidential and will be shared only with professionals involved in evaluating and determining eligibility for transportation services provided under Florida's Transportation Disadvantaged Program. I certify that, to the best of my knowledge, the information in this application is true, correct, complete and made in good faith and any material omissions, falsifications, misstatements or misrepresentations in the above information could disqualify me from receiving services under Florida's Transportation Disadvantaged Program.

APPLICANT SIGNATURE _____

DATE _____

Suwannee River Economic Council will notify you whether your application has been approved or denied within 15 business days. If your application is denied, you may file an appeal with Suwannee River Economic Council within 15 working days.



APPLICATION PROCESSED BY: _____

SIGNATURE _____

DATE _____



i. Transportation Disadvantaged Program Trip Priorities

Transportation Disadvantaged Program: Suwannee River Economic Council in cooperation with the local Coordinating Board has established the following Transportation Disadvantaged Program trip priorities:

- Life Sustaining Medical Trips
- General Medical Trips
- Employment Trips
- Essential Business Trips
- Education/Training Trips
- Nutrition/Mealsite Trips
- Recreational/Social Trips

Mobility Enhancement Program City of Starke: This service is provided to Transportation Disadvantaged Program eligible passengers on an availability basis. On-demand service is provided to the following locations within the City of Starke:

- CVS Pharmacy - 209 S. Temple Avenue
- Walgreens Pharmacy - 205 W. Madison Street
- Walmart Supercenter - 14500 US Hwy 301
- Shands Starke Regional Medical Center - 922 E. Call Street
- Bradford Senior Center - 403 Georgia Street
- Starke Multi-Purpose Senior Center - 550 W. Georgia Street

3. Transportation Operators And Coordination Contractors

Suwannee River Economic Council's coordination contract with the Bradford ARC is shown as Appendix C.

4. Public Transit Utilization

Not applicable. There is no fixed route, public transit system operating in Bradford County.

5. School Bus Utilization

Currently, there is no need to use school buses at this time. If Suwannee River Economic Council determines a need to use school buses in the future, the Bradford County School Board will be contacted for assistance.

6. Vehicle Inventory

Suwannee River Economic Council's vehicle inventory is shown as Appendix D.

7. System Safety Program Plan Certification

Suwannee River Economic Council's System Safety Program Plan Certification is shown as Exhibit E.

8. Inter-County Services

Suwannee River Economic Council does not have any inter-county agreements with other Community Transportation Coordinators at this time.

9. Natural Disaster/Emergency Preparedness

The Bradford County Emergency Management Department does not have a formal agreement with Suwannee River Economic Council to provide transportation during natural disasters.

10. Marketing

Currently, there are no efforts to market the availability of transportation services sponsored by Transportation Disadvantaged Trust Funds due to the limited availability of these funds.

11. Acceptable Alternatives

There have been no acceptable alternatives for the provision of transportation service identified in Bradford County.

12. Service Standards

The Community Transportation Coordinator and any transportation operator from whom service is purchased or arranged by the Community Transportation Coordinator shall adhere to Florida Commission for the Transportation Disadvantaged approved standards. These standards include:

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.

Suwannee River Economic Council shall comply with this standard.

b. Transport of Escorts and Dependent Children

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

Local Policy: Children under age 16 will be required to be accompanied by an escort. Escorts must be provided by the passenger. Escorts must be able to provide the necessary assistance to the passenger. Escorts will be transported at the regular rate.

c. Use, Responsibility and Cost of Child Restraint Devices

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

Local Policy: All passengers under the age of 4 and/or under 50 pounds will be required to use a child restraint device. This device will be provided by the passenger.

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: Passengers shall be allowed to have two pieces of personal property which they can place in their lap or stow under the seat. Passengers must be able to independently carry all items brought onto the vehicle.

e. Vehicle Transfer Points

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

The Community Transportation Coordinator 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 Transportation Disadvantaged Helpline phone number (1-800-983-2435) shall also be posted inside all vehicles of the coordinated system. The local complaint process shall be outlined as a section in the local Transportation Disadvantaged Service Plan including, advising the dissatisfied person about the Commission's Ombudsman Program as a step within the process as approved by the local Coordinating Board. All rider information/materials (brochures, user's guides, etc.) Will include the Transportation Disadvantaged Helpline phone number.

The Community Transportation Coordinator 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 local Coordinating Board, except in instances where local ordinances prohibit such trips.

Local Policy: The Community Transportation Coordinator may require medical provider certification for any out of county trip.

h. Vehicle Cleanliness

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

Local Policy: All vehicles shall be cleaned (interior and exterior) on a regular schedule (minimum once a week).

i. Billing Requirements

Rule 41-2.006 (4) (I), F.A.C. Billing requirements of the Community Transportation Coordinator to subcontractors shall be determined locally by the local Coordinating Board and provided in the local Transportation Disadvantaged Service Plan. All bills shall be paid within seven (7) calendar days to subcontractors, after receipt of said payment by the Community Transportation Coordinator, in accordance with Section 287.0585, Florida Statutes.

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

j. Passenger/Trip Database

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

The Community Transportation Coordinator 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.

The Community Transportation Coordinator shall comply with this standard.

I. Driver Identification

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

Local Policy: The Community Transportation Coordinator shall comply with this standard.

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, fastening the seat belt or wheelchair securement devices, storage of mobility assistive devices and closing the vehicle door. In the door-through-door paratransit service category, the driver shall be required to open and close doors to buildings, except in situations in which assistance in opening/closing building doors would not be safe for passengers remaining on the vehicle. Assisted access must be in a dignified manner. Drivers may not assist wheelchairs up or down more than one step, unless it can be performed safely as determined by the passenger, guardian and driver.

Local Policy: The Community Transportation Coordinator shall comply with this standard.

n. Smoking, Eating, and Drinking

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

Local Policy: Eating and drinking on board the vehicle will not be allowed. Stops may be made to accommodate the needs of the passengers at the discretion of the driver.

o. Passenger No-Shows

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

Local Policy - The Community Transportation Coordinator shall attempt to reduce the number of no-shows annually.

p. Two-Way Communications

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

The Community Transportation Coordinator shall comply with this standard.

q. Air Conditioning/Heating

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

The Community Transportation Coordinator shall comply with this standard.

r. First Aid

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

Local Policy: All vehicles will be equipped with first aid kits and bio-hazard kits as required by state and federal regulations.

s. Cardiopulmonary Resuscitation

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

Local Policy: Drivers are not required to be trained in cardiopulmonary resuscitation.

t. Driver Criminal Background Screening

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

Local Policy: Level II background screenings are required for all employees. The Level II background screening includes Florida Department of Elder Affairs and Florida Law Enforcement criminal history checks. All drivers are fingerprinted and results are submitted to the Florida Department of Elder Affairs and Florida Department of Children and Families. Driver screenings updated every five years.

u. Fixed Route Transit Utilization

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

Local Policy: Not applicable.

v. Pick-Up Window

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

Local Policy:

Transportation Disadvantaged Program: Thirty (30) minute pickup window based on the pick-up time given to the passenger at the time of scheduling their ride.

Mobility Enhancement Program On-Demand Service City of Starke: Passengers will be picked-up within 30 minutes from the time they schedule their trip.

~~**Mobility Enhancement Program On-Demand Bradford County:** Passengers will be picked-up within 60 minutes from the time they schedule their trip.~~

w. On-Time Performance

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

Local Policy: The Community Transportation Coordinator will have a 90 percent on-time performance rate for all completed trips. On-time performance will be measured by random sampling of trips.

x. Advance Reservation Requirement

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

Local Policy:

Transportation Disadvantaged Program: Trips must be scheduled twenty-four hours in advance for service needed Tuesday through Friday. Trips must be scheduled seventy-two hours in advance for service needed on Mondays.

Mobility Enhancement Grant Program On-Demand City of Starke: Trips must be scheduled at least 30 minutes in advance.

~~**Mobility Enhancement Grant Program On-Demand Bradford County:** Trips must be requested at least 60 minutes in advance.~~

y. Safety

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

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

z. Reliability

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

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

aa. Call-Hold Time

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

This standard is not applicable to this service area.

bb. Quality of Service

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

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

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.

13. Local Grievance Procedure/Process

The Transportation Disadvantaged Program Grievance Procedures are shown in Appendix A.

14. Passenger 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 Suwannee River Economic Council.

- 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 on board any vehicle.
- 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 it is 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.

a. 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.

b. 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.

c. 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.

d. Penalties

The following penalties shall apply to service sponsored by Florida's Transportation Disadvantaged Program. Service suspension for Medicaid NET sponsored passengers must follow the Medicaid Program guidelines.

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 - Suwannee River Economic Council will issue a written notice of suspension for 90 days by certified mail. The notice will advise the rider that Suwannee River Economic Council 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

e. 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 Bradford 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:

Suwannee River Economic Council
P.O. Box 70
Live Oak, FL 32060

and

Transportation Disadvantaged Program
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 Bradford 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 Suwannee River Economic Council to the person requesting the hearing.

15. Evaluation Process

Suwannee River Economic Council in cooperation with the local Coordinating Board will determine whether agencies, from a total system approach, can perform more effectively and more efficiently their own transportation.

B. Cost/Revenue Allocation and Rate Structure Justification

See Appendix B.

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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: Bradford County Transportation Disadvantaged Coordinating Board Grievance Procedures

Transportation Disadvantaged Grievance Procedures

July 11, 2017

Bradford County
Transportation Disadvantaged Coordinating Board



Transportation Disadvantaged Grievance Procedures

Approved by the
Bradford County
Transportation Disadvantaged Coordinating Board

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



Danny Riddick, Chair

with Assistance from



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

July 11, 2017

Bradford County Transportation Disadvantaged Coordinating Board
Grievance Procedures

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Chapter I: Bradford County Transportation Disadvantaged Coordinating Board Grievance Procedures

A. Preamble

The following sets forth the procedures for the Bradford 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 Bradford County Transportation Disadvantaged Coordinating Board, herein after referred to as the Board, is a public body appointed by the North Central Florida Regional Planning Council serving as the Designated Official Planning Agency as authorized by Section 427.015, Florida Statutes.

C. Definitions

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

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

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

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

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

Bradford County Transportation Disadvantaged Coordinating Board
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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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- (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 Bradford 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 may 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 for any appropriate purpose by 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.

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

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

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

H. Administration

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

I. Duties

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

J. Procedures

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

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- (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:

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

Bradford County Transportation Disadvantaged Coordinating Board
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- (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:

Bradford 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."

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- (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 North Central Florida Regional Planning Council will advise the person requesting the reconsideration hearing by return correspondence of the date, time and location of the hearing.
- (4) The 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 requesting the reconsideration.

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.

Bradford County Transportation Disadvantaged Coordinating Board
Grievance Procedures

O. Certification

The undersigned hereby certifies that he/she is the Chair of the Bradford 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 Bradford County Transportation Disadvantaged Coordinating Board the 11th day of July 2017.



Danny Riddick, Chair
Bradford County Transportation Disadvantaged Coordinating Board

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Bradford County Transportation Disadvantaged Coordinating Board

Grievance Procedures Team

Scott R. Koons, AICP, Executive Director

- * Lynn Franson-Godfrey, AICP, Senior Planner

- * Primary Responsibility



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

Bradford County
Transportation Disadvantaged Coordinating Board

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

www.ncfrpc.org/td

Appendix B: Cost/Revenue Allocation and Rate Structure Justification



Transportation Disadvantaged Trust Fund Service Rates Form

Community Transportation Coordinator (CTC)	Suwannee River Economic Council
Service Rate Effective Date	7/1/2018

Grant Agreement Service Rates		
Type of Service Transportation Mode	Unit of Measure	Cost Per Unit
* Ambulatory	Passenger Mile	\$2.01
* Wheel Chair	Passenger Mile	\$3.45
* Stretcher	Passenger Mile	\$7.19
Bus Pass – Daily	Pass	Enter \$ Per Unit
Bus Pass – Weekly	Pass	Enter \$ Per Unit
Bus Pass – Monthly	Pass	Enter \$ Per Unit
On Demand Service (Mobility Enhancement Project)	Passenger Trip	\$23.75
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
Additional Service Transportation Mode	Enter Unit of Measure	Enter \$ Per Unit

Preliminary Information Worksheet

Version 1.4

CTC Name: SUWANNEE RIVER ECONOMIC
COUNCIL, INC.
County (Service Area): BRADFORD COUNTY
Contact Person: MATT PEARSON
Phone # 386-362-4115 EXT. 223

Check Applicable Characteristic:

ORGANIZATIONAL TYPE:

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

NETWORK TYPE:

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

Comprehensive Budget Worksheet

Version 1.4

CTC: SUWANNEE RIVER ECONOMIC COUNCIL, INC.
County: BRADFORD COUNTY

1. Complete applicable GREEN cells in columns 2, 3, 4, and 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	Proposed % Change from Current Year to Upcoming Year	Confirm whether revenues are collected as a system subsidy VS a purchase of service at a unit price. Explain Changes in Column 6 That Are > ± 10% and Also > ± \$50,000
1	2	3	4	5	6	7
REVENUES (CTC/Operators ONLY / Do NOT include coordination contractors!)						
Local Non-Govt						
Farebox	\$ -					Reinvestment of \$12,908 in 2017/2018 and \$12,809 in 2018/2019
Medicaid Co-Pay Received	\$ -					
Donations/ Contributions	\$ -					
In-Kind, Contributed Services	\$ -					
Other	\$ 20,950	\$ 35,107	\$ 37,841	87.8%	7.6%	
Bus Pass Program Revenue						
Local Government						
District School Board	\$ -					
Compl. ADA Services	\$ -					
County Cash	\$ -					
County In-Kind, Contributed Services	\$ -					
City Cash	\$ -					
City In-Kind, Contributed Services	\$ -					
Other Cash	\$ -					
Other In-Kind, Contributed Services	\$ -					
Bus Pass Program Revenue	\$ -					
CTD						
Non-Spons. Trip Program	\$ 141,126	\$ 119,844	\$ 224,284	-15.1%	87.2%	Tri-B Trip Program = actual grant amount from previous year.
Non-Spons. Capital Equipment	\$ -					Other TD = Mobility Enhancement Grant
Rural Capital Equipment	\$ 47,878			-100.0%		
Other TD (specify in explanation)	\$ 47,817			-100.0%		
Bus Pass Program Revenue	\$ -					
USDOT & FDOT						
49 USC 5307	\$ -					
49 USC 5310	\$ -					
49 USC 5311 (Operating)	\$ 152,734	\$ 148,695	\$ 142,414	-2.0%	-4.9%	
49 USC 5311(Capital)	\$ -					
Block Grant	\$ -					
Service Development	\$ -					
Commuter Assistance	\$ -					
Other DOT (specify in explanation)	\$ -					
Bus Pass Program Revenue	\$ -					
AHCA						
Medicaid	\$ 137,683	\$ 80,693	\$ 92,797	-41.5%	15.0%	Anticipated increase from previous year's budget.
Other AHCA (specify in explanation)	\$ -					
Bus Pass Program Revenue	\$ -					
DCF						
Alcohol, Drug & Mental Health	\$ -					
Family Safety & Preservation	\$ -					
Comm. Care Dis./Aging & Adult Serv.	\$ -					
Other DCF (specify in explanation)	\$ -					
Bus Pass Program Revenue	\$ -					
DOH						
Children Medical Services	\$ -					
County Public Health	\$ -					
Other DOH (specify in explanation)	\$ -					
Bus Pass Program Revenue	\$ -					
DOE (state)						
Carl Perkins	\$ -					
Div of Blind Services	\$ -					
Vocational Rehabilitation	\$ -					
Day Care Programs	\$ -					
Other DOE (specify in explanation)	\$ -					
Bus Pass Program Revenue	\$ -					
AWI						
WAGES/Workforce Board	\$ -					
Other AWI (specify in explanation)	\$ -					
Bus Pass Program Revenue	\$ -					
DOEA						
Older Americans Act	\$ 16,432	\$ 22,376	\$ 20,160	-21.4%	-9.8%	
Community Care for Elderly	\$ -					
Other DOEA (specify in explanation)	\$ -					
Bus Pass Program Revenue	\$ -					
DCA						
Community Services	\$ -					
Other DCA (specify in explanation)	\$ -					
Bus Pass Admin. Revenue	\$ -					

Comprehensive Budget Worksheet

Version 1.4

CTC: SUWANNEE RIVER ECONOMIC COUNCIL, INC.
County: BRADFORD COUNTY

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

	Prior Year's ACTUALS from July 1st of 2018 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 2 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

XXX	\$	-				
XXX	\$	-				
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	None			
Total Revenues =	\$588,330	\$407,775	\$517,616	-28.0%	26.9%	

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

Operating Expenditures

Labor	\$	216,627	\$	178,034	\$	219,419	-18.5%	24.6%
Fringe Benefits	\$	116,888	\$	90,754	\$	118,679	-22.4%	30.8%
Services	\$	21,804	\$	22,888	\$	26,029	6.4%	13.2%
Materials and Supplies	\$	60,808	\$	49,284	\$	65,023	-19.0%	34.0%
Utilities	\$	18,152	\$	14,235	\$	18,811	-21.6%	32.8%
Casualty and Liability	\$	22,839	\$	23,910	\$	26,130	4.7%	9.5%
Taxes	\$	143	\$	205	\$	204	84.3%	-13.2%
Purchased Transportation:								
Purchased Bus Pass Expenses	\$	-						
School Bus Utilization Expenses	\$	-						
Contracted Transportation Services	\$	-	\$	1,825				-100.0%
Other	\$	-						
Miscellaneous	\$	1,407	\$	1,365	\$	2,896	-3.0%	112.3%
Operating Debt Service - Principal & Interest	\$	-						
Leases and Rentals	\$	14,167	\$	13,850	\$	14,341	-1.8%	3.5%
Contrib. to Capital Equip. Replacement Fund	\$	20,900					-100.0%	
In-Kind, Contributed Services	\$	-	\$	-	\$	-		
Allocated Indirect			\$	13,316	\$	24,932		87.2%

Budgeted amounts from previous year were under estimated. Budgeted amt for this Rate Model are in line with actual expenditures from 18/17.
Taxes: Small decrease from previous budget year.
Misc: Anticipated increase due to increase in travel expenses.
Allocated indirect, Local Match from grant amount.

Capital Expenditures

Equip. Purchases with Grant Funds	\$	47,578					-100.0%	
Equip. Purchases with Local Revenue								
Equip. Purchases with Rate Generated Rev.								
Capital Debt Service - Principal & Interest								

ACTUAL YEAR GAIN	\$25,818							
Total Expenditures =	\$540,612	\$407,774	\$517,616	-24.6%	26.9%			

Budgeted Rate Base Worksheet

Version 1.4

CTC: SUWANNEE RIVER ECONOMIC COUNCIL, INC.

County: BRADFORD 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

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

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

REVENUES (CTC/Operators ONLY)

Local Non-Govt

Farebox	\$	
Medicaid Co Pay Received	\$	
Donations/Contributions	\$	
In-Kind Contributed Services	\$	
Other	\$	37,841
Burn Pass Program Revenue	\$	

Local Government

District School Board	\$
Compil ADA Services	\$
County Cash	\$
County In-Kind Contributed Services	\$
City Cash	\$
City In-Kind Contributed Services	\$
Other Cash	\$
Other In-Kind Contributed Services	\$
Buss Pass Program Revenue	\$

CTD

Non Spons. Trip Program	\$	224,384
Non-Spons. Capital Equipment	\$	-
Rural Capital Equipment	\$	-
Other TD	\$	-
Buss Pass Program Revenue	\$	-

USDOT & FDOT

49 USC 5307	\$	-
49 USC 5310	\$	-
49 USC 5311 (Operating)	\$	142,414
49 USC 5311 (Capital)	\$	-
Block Grant	\$	-
Service Development	\$	-
Communal Assistance	\$	-
Other DOT	\$	-
Bus Pass Program Revenue	\$	-

AHCA

Moscaid	\$	92,797
Other AHCA	\$	-
Bus Pass Program Revenue	\$	-

DCF

Alcohol Drug & Mental Health	\$	*
Family Safety & Preservation	\$	*
Comm. Care Ds / Aging & Adult Serv	\$	*
Other DCF	\$	*
Bus Pass Program Revenue	\$	*

DOH

Children Medical Services	\$	0
County Public Health	\$	0
Other DPH	\$	0
Bus Pass Program Revenue	\$	0

DOE (slate)

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

AWI

WAGES-Workforce Board	\$	8
AWI	\$	8
Bus Pass Program Revenue	\$	0

DOEA

Order Americans Act	\$ 20,160
Community Care for Elderly	\$ -
Other DOE	\$ -
Burs Pass Program Revenue	\$ -

DCA

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

[illegible]

are_NEV

Should be

local match req

 $\frac{M_1}{A}$

Fill in that portion of the form for **GENERATED** per trip, or co include the ar for Transport: purchases.

If the Farebox Dollars, then i
Dollars, then i
Revenue that
any state or fe
the only sourc

Please review
containing Sta
Requirement

Fill in that portion of
Column 4 that
Source for Purchase of
portion of Local
Purchase of Capital
by the Funding

Budgeted Rate Base Worksheet

Version 1.4

CTC: SUWANNEE RIVER ECONOMIC COUNCIL, INC.

County: BRADFORD 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

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

APD		
Office of Disability Determination	\$	*
Developmental Services	\$	*
Other A/D	\$	*
Bus Pass Program Revenue	\$	*
DJJ		
DJJ	\$	*
Bus Pass Program Revenue	\$	*
Other Fed or State		
xxx	\$	*
xxx	\$	*
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	\$	*
Total Revenues =	\$	517,616

[illegible]

EXPENDITURES (CTC/Operators ONLY)		
Operating Expenditures		
Labor	\$	219,419
Fringe Benefits	\$	115,079
Services	\$	26,029
Materials and Supplies	\$	56,023
Utilities	\$	18,911
Casualty and Liability	\$	26,180
Taxes	\$	204
Purchased Transportation		
Purchased Bus Pass Expenses	\$	"
School Bus Utilization Expenses	\$	"
Contracted Transportation Services	\$	"
Other	\$	"
Miscellaneous	\$	2,898
Operating Debt Service - Principal & Interest	\$	"
Leases and Rentals	\$	14,341
Contrib. to Capital Equip. Replacement Fund	\$	"
In-Kind, Contracted Services	\$	"
Allocated Indirect	\$	24,932
Capital Expenditures		
Equip. Purchases with Grant Funds	\$	"
Equip. Purchases with Local Revenue	\$	"
Equip. Purchases with Rate Generated Rev	\$	"
Capital Debt Service - Principal & Interest	\$	"
	\$	"
<hr/>		
Total Expenditures =	\$	517,616
<i>minus EXCLUDED Subsidy Revenue =</i>	<i>\$</i>	<i>155,323</i>
Budgeted Total Expenditures INCLUDED in		
Rate Base =	\$	362,293
Rate Base Adjustment¹ =		
Adjusted Expenditures Included in Rate		
Base = \$		362,293

\$ 155,323

Amount of
~~Budgeted~~
Operating Rate
Subsidy Revenue

¹ Rate Base Adjustment Cell

If necessary and justified, this cell is where you could optionally adjust proposed service rates up or down to adjust for program revenue (or unapproved profit), or losses from the Actual period shown at the bottom of the Comprehensive Budget Sheet. This is not the only acceptable location or method of reconciling for excess gains or losses. If allowed by the respective funding sources, excess gains may also be adjusted by providing system subsidy revenue or by the purchase of additional trips in a period following the Actual period. If such an adjustment has been made, provide notation in the respective explanation area of the Comprehensive Budget tab.

Worksheet for Program-wide Rates

CTC: SUWANNEE RIVER Version 1.4
County: BRADFORD 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 Projected Passenger Miles = 171,200

Rate Per Passenger Mile = \$ 2.12

Total Projected Passenger Trips = 10,288

Rate Per Passenger Trip = \$ 35.22

Fiscal Year

2018 - 2019

Avg. Passenger Trip Length = 16.6 Miles

Rates If No Revenue Funds Were Identified As Subsidy Funds

Rate Per Passenger Mile = \$ 3.02

Rate Per Passenger Trip = \$ 50.31

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

Vehicle Miles

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

Vehicle Revenue Miles (VRM)

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

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

Passenger Miles (PM)

The cumulative sum of the distances ridden by each passenger.

Worksheet for Multiple Service Rates

CTC: SUWANNEE RIV Version 1.4
County: BRADFORD 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

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"/>
<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"/>

Ambulatory	Wheelchair	Stretcher	Group
Yes	Yes	Yes	Yes
No	No	No	No
Skip # 2, 3 & 4 and Go to Section III for Ambulatory Service	Skip # 2, 3 & 4 and Go to Section III for Wheelchair Service	Answer # 2 for Stretcher Service	Do NOT Complete Section II for Group Service
Yes	Yes	Yes	Yes
No	No	No	No

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
Leave Blank	Leave Blank	Leave Blank	Do NOT Complete Section II for Group Service

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

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: SUWANNEE R/V Version 1.4
County: BRADFORD 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 to certain questions and sections based on previous answers

SECTION III: Escort Service

1. Do you want to charge all escorts a fee?
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?
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?
4. How much will you charge each escort?

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)
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

Projected Passenger Miles (excluding totally contracted services addressed in Section II) = 171,200 =
Rate per Passenger Mile =

Projected Passenger Trips (excluding totally contracted services addressed in Section II) = 10,288 =
Rate per Passenger Trip =

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

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

RATES FOR FY: 2018 - 2019					
Ambul	Wheel Chair	Stretcher	Leave Blank	Group	
159,411	11,589	200		0	
\$2.01	\$3.45	\$7.19	\$0.00	\$0.00	
			per passenger	per group	

Ambul	Wheel Chair	Stretcher	Leave Blank	Group	
8,639	1,641	8			
\$31.56	\$54.10	\$112.70	\$0.00	\$0.00	
			per passenger	per group	

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

Rate per Passenger Mile =

Rate per Passenger Trip =

Rates if No Revenue Funds Were Identified As Subsidy Funds					
Ambul	Wheel Chair	Stretcher	Leave Blank	Group	
\$2.88	\$4.93	\$10.27	\$0.00	\$0.00	
			per passenger	per group	

Ambul	Wheel Chair	Stretcher	Leave Blank	Group	
\$45.09	\$77.29	\$161.02	\$0.00	\$0.00	
			per passenger	per group	

Appendix C: Service Provider Contract

Contract Extension


Between Agency and Provider

Hereby extends the Standard Coordination Contract between Suwannee River Economic Council, Inc. P.O. Box 70, Live Oak, Florida 32064 and

Coordinator Name Bradford ARC dba Sunshine Industries
1351 South Water Street
Starke, Florida 32091

Until 6/30/18. All conditions remain the same as in original contract.

Extension approval


Sherry Ruskowski, Executive Director
Bradford ARC dba Sunshine Industries

6/12/17
Date


Matt Pearson, Executive Director
Suwannee River Economic Council, Inc.

6/15/17
Date

Effective: July 1, 2015 – June 30, 2016

STATE OF FLORIDA
COMMISSION FOR THE TRANSPORTATION DISADVANTAGED
STANDARD COORDINATION/OPERATOR CONTRACT

THIS CONTRACT is entered into between the COMMUNITY TRANSPORTATION COORDINATOR, Suwannee River Economic Council, Inc., designated pursuant to Chapter 427, F.S., to serve the transportation disadvantaged for the community that includes the entire area of Bradford and Union counties, and hereinafter referred to as the "Coordinator" and Bradford ARC, dba Sunshine Industries, hereinafter referred to as the "Agency/Operator". The terms and conditions of this Contract are effective July 1, 2015 and will continue through June 30, 2016.

WHEREAS, the Coordinator is required, under Rule 41-2, F.A.C., Contractual Arrangements, to provide and/or enter into where cost effective and efficient; to enter into subcontract(s) or to broker transportation services to transportation operators; and

WHEREAS, transportation disadvantaged funds includes any local government, state or federal funds that are for the transportation of transportation disadvantaged; and

WHEREAS, the Coordinator desires to contract with the Agency/Operator for the provision of transportation services for the transportation disadvantaged; and

WHEREAS, the Coordinator believes it to be in the public interest to provide such transportation services through the Agency/Operator for the residents of the service area who are clients of the Agency/Operator; and

WHEREAS, the Agency/Operator will provide the Coordinator the opportunity to develop a proposal for any new transportation services needed; and

WHEREAS, the Agency/Operator, in an effort to coordinate available resources, will make available transportation services to the Coordinator.

WHEREAS, this Contract allows for the provisions of transportation services be provided by the Agency/Operator, in accordance with Chapter 427, F.S., Rule 41-2, F.A.C., and the most current Community Transportation Coordinator policies.

NOW, THEREFORE, in consideration of the mutual covenants, promises and

Standard Coordination/Operator Contract
Form

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representations herein, the parties agree as follows:

THE AGENCY/OPERATOR SHALL:

- A. Provide services and vehicles according to the conditions specified in Attachment I.
- B. Coordinate available resources and make available transportation services to the Coordinator. Such services shall be provided in accordance with Attachment I.
- C. Submit to the Coordinator Annual Operating Report data 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 for the Transportation Disadvantaged, hereinafter Commission, and according to the instructions for the forms.
- D. 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. Agencies/Operators 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. Maintaining and filing with the Coordinator such progress, fiscal, inventory and other reports as the Coordinator may require during the period of this contract.
 - 3. By reserving to the Coordinator, the right to conduct finance and compliance audits at any time. Such audits conducted by the Coordinator will be at the expense of the Coordinator.
- E. 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 the five (5) years, the records shall be retained until resolution of the audit findings. The Agency/Operator shall assure that these records shall be subject to inspection, review, or audit at all reasonable times by

persons duly authorized by the Coordinator or Commission or this Agreement. The Commission and the Coordinator shall have full access to and the right to examine any of the records and documents during the retention period.

F. Comply with Safety Requirements by:

1. Complying with Section 341.061, F.S., and Rule 14-90, F.A.C., concerning System Safety or complying with Chapter 234.051, F.S., regarding school bus safety requirements for those services provided through a school board;
2. Assuring compliance with local, state, and federal laws, and Commission policies relating to drug testing, and;
3. Complying with Coordinator's System Safety Program Plan (SSPP) for designated service area.

G. 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 Contract. Upon the execution of this Contract, the Agency/Operator shall add the Coordinator 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 Coordinator. The Agency/Operator shall furnish the Coordinator written verification of the existence of such insurance coverage prior to the execution of this Contract. School board vehicle insurance coverage shall be in accordance with Section 234.03, F.S. and 234.211, F.S. Insurance coverage in excess of \$1 million per occurrence must be approved by the Coordinator and/or the local Coordinating Board before inclusion in this contract or in the justification of rates and fare structures, s. 41-2.006(1), FAC..

H. 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, including but not limited to 45 CFR, Part 205.50, except upon order of a court of competent jurisdiction, written consent of the recipient, or his/her responsible parent or guardian when authorized by law.

I. Protect Civil Rights by:

1. Complying with Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973, as amended. The Agency/Operator 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 required by the Coordinator. Agency/Operator shall also assure compliance with:

- a. Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d et seq., which prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving or benefiting from federal financial assistance.
 - b. Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794, which prohibits discrimination on the basis of disability in programs and activities receiving or benefiting from federal financial assistance.
 - c. Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681 et seq., which prohibits discrimination on the basis of sex in education programs and activities receiving or benefiting from federal financial assistance.
 - d. The Age Discrimination Act of 1975, as amended, 42 U.S.C. 6101 et seq., which prohibits discrimination on the basis of age in programs or activities receiving or benefiting from federal financial assistance.
 - e. The Omnibus Budget Reconciliation Act of 1981, P.L. 97-35, which prohibits discrimination on the basis of sex and religion in programs and activities receiving or benefiting from federal financial assistance.
 - f. All regulations, guidelines, and standards lawfully adopted under the above statutes.
 - g. The Americans with Disabilities Act of 1990, as it may be amended from time to time.
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 Agency/Operator, its successors, subcontractors, transferees, and assignees for the period during which such assistance is provided. Assuring that operators, subcontractors, subgrantees, 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 Agency/Operator agrees that the Coordinator 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.

- J. Agency/Operator's obligation to indemnify, defend, and pay for the defense or at the Coordinator's option, to participate and associate with the Coordinator in the defense and trial of any claim and any related settlement negotiations, shall be triggered by the Coordinator's notice of claim for indemnification to the Agency/Operator. Agency/Operator's inability to evaluate liability or its evaluation of liability shall not excuse the Agency/Operator's duty to defend and indemnify within seven days after such notice by the Coordinator is given by registered mail. Only an adjudication or judgement after the highest appeal is exhausted specifically finding the Coordinator solely negligent shall excuse performance of this provision by the Agency/Operator. Agency/Operator shall pay all costs and fees related to this obligation and its enforcement by the Coordinator. The Coordinator's failure to notify Agency/Operator of a claim shall not release Agency/Operator of the above duty to defend.
- K. Comply with all standards and performance requirements of the:
 - 1. The Commission for the Transportation Disadvantaged (Attachment II);
 - 2. The local Coordinating Board approved Transportation Disadvantaged Service Plan and;
 - 3. Any entities that purchase service.Failure to meet the requirements or obligations set forth in this Contract, and performance requirements established and monitored by the 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 Coordinator.
- L. Provide Corrective Action. A corrective action notice is a written notice to the Agency/Operator that the Agency/Operator is in breach of certain provisions of this Contract and that correction is required. Any corrective action notice will specify a reasonable time for corrective action to be completed. The Agency/Operator agrees to implement the Corrective Action specified in the notice and provide written documentation to substantiate the implementation of the Corrective Action.

- M. All contracts, subcontracts, coordination contracts will be reviewed annually by the Coordinator and local Coordinating Board for conformance with the requirements of this Contract.
- N. Return to the Coordinator any overpayments due to unearned funds or funds disallowed pursuant to the terms of this Contract that were disbursed to the Agency/Operator by the Coordinator. The Agency/Operator shall return any overpayment within thirty (30) calendar days after either discovery by the Agency/Operator, or notification of the Agency/Operator by the Coordinator or entity purchasing transportation, whichever is earlier. In the event that the Coordinator first discovers an overpayment has been made, the Coordinator will notify the Agency/Operator by letter of such a finding. Should repayment not be made in a timely manner, the Coordinator or purchasing entity will charge interest after thirty (30) calendar days after the date of notification or discovery, or the Coordinator will deduct said amount from future invoices.
- O. In performing this Contract, the Agency/Operator shall not discriminate against any employee or applicant for employment because of race, age, disability, creed, color, sex or national origin. Such action shall include, but not be limited to, the following: employment upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Agency/Operator shall insert the foregoing provision modified only to show the particular contractual relationship in all its contracts in connection with the development of operation of the Contract, except contracts for the standard commercial supplies or raw materials, and shall require all such contractors to insert a similar provision in subcontracts relating to the performance of this Contract, except subcontracts for standard commercial supplies or raw materials. The Agency/Operator shall post, in conspicuous places available to employees and applicants for employment for Project work, notices setting forth the provisions of the nondiscrimination clause.
- P. By execution of this Contract, the Agency/Operator represents that it has not paid and, also, agrees not to pay, any bonus or commission for the purpose of obtaining an approval of its application for the financing hereunder. Funds disbursed to the Agency/Operator under this Contract shall not be expended for the purpose of lobbying the Legislature, the judicial branch, or a state agency.

THE COORDINATOR SHALL:

- A. Recognize the Agency/Operator as described in Chapter 427, F.S., and Rule 41-2, F.A.C.

Standard Coordination/Operator Contract
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- B. Insure that entities with transportation disadvantaged funds will purchase transportation disadvantaged services through the coordinated system.
- C. At a minimum, annually monitor the Agency/Operator for insurance, safety and reporting requirements, pursuant to Chapter 427, F.S., and Rule 41-2, F.A.C. The information contained in the Annual Operating Report must be collected, at a minimum, quarterly from the Agency/Operator.

THE OPERATOR AND COORDINATOR FURTHER AGREE:

- A. Nothing in the Contract shall require the Coordinator 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 provision of the Contract is found by a court of law to violate any applicable state law, the purchasing entity will at once notify the Coordinator in writing in order that appropriate changes and modification may be made by the Coordinator and the Agency/Operator to the end that the Agency/Operator may proceed as soon as possible with the provision of transportation services.
- B. If any part or provision of this Contract is held invalid, the remainder of this Contract shall be binding on the parties hereto.
- C. Termination Conditions:
 - 1. Termination at Will - This Contract 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 due to Lack of Designation - In the event that the Coordinator so designated by the local Coordinating Board and approved by the Commission, loses its designation, this contract is terminated immediately upon notification to the Agency/Operator. Notice shall be delivered by certified mail, return receipt requested, or in person, with proof of delivery. Notice shall be effective upon receipt.
 - 3. Termination due to Disapproval of Memorandum of Agreement - In the event that the Commission does not accept and approve any contracted transportation rates listed within the Memorandum of Agreement, this Contract is terminated immediately upon notification to the Agency/Operator. Notice shall be delivered by certified mail, return receipt requested, or in person, with proof of delivery. Notice shall be effective

upon receipt.

4. Termination due to Lack of Funds - In the event funds to finance this contract become unavailable, the Coordinator may terminate the contract with no less than twenty-four (24) hours written notice to the Agency/Operator. Notice shall be delivered by certified mail, return receipt requested, or in person, with proof of delivery. Notice shall be effective upon receipt. The Coordinator shall be the final authority as to the availability of funds.
 5. Termination for Breach - Unless the Agency/Operator's breach is waived by the Coordinator in writing, the Coordinator may, by written notice to the Agency/Operator, terminate this Contract upon no less than twenty-four (24) hours notice. Notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery. Waiver by the Coordinator of breach of any provision of this Contract 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 Contract, and shall not act as a waiver or estoppel to enforcement of any provision of this Contract. The provisions herein do not limit the Coordinator's right to remedies at law or to damages.
 6. Upon receipt of a notice of termination of this Contract for any reason, the Agency/Operator shall cease service and prepare all final reports and documents required by the terms of this Contract. A final invoice shall be sent to the Coordinator within thirty (30) days after the termination of this Contract.
- D. Renegotiations or Modifications of this Contract shall only be valid when they have been reduced to writing, duly approved by the Coordinator, and signed by both parties hereto.
- E. Agency/Operator shall assign no portion of this Contract without the prior written consent of the Coordinator.
- F. This Contract is the entire agreement between the parties.
- G. Attachments I and II are an integral part of the Contract and are hereby incorporated by reference into this Contract. All subsequent attachments are of an optional nature.
- H. Notice and Contact:

The name and address of the contract manager for the Coordinator for this Contract

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Form

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is:

Matt Pearson, Executive Director
Suwannee River Economic Council, Inc.
P.O. Box 70
Live Oak FL 32064

The representative/position of the Agency/Operator responsible for administration of the program under this contract is :

Sherry Ruszkowski, Executive Director
Bradford ARC dba Sunshine Industries
P.O. Box 509
Starke FL 32091

In the event that different representatives are designated by either party after execution of this Contract, 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 Contract.

This contract and its attachments contain all the terms and conditions agreed upon by the parties hereto.

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

AGENCY/OPERATOR:

COMMUNITY TRANSPORTATION
COORDINATOR

Bradford ARC dba Sunshine Industries
Sherry Ruszkowski, Executive Director

Suwannee River Economic Council
Matt Pearson, Executive Director

Typed Name of Authorized Individual

Typed Name of Authorized Individual

Signature: Sherry Ruszkowski

Signature: Matt Pearson

Title: EXECUTIVE DIRECTOR

Title: Executive Director

ATTACHMENT I
AGENCY/OPERATOR CONTRACT

SERVICE DESCRIPTION

1. The Agency/Operator will be able to provide:
Ambulatory, Wheelchair
2. The Agency/Operator will be available to provide transportation :
6:00 AM – 6:00 PM, Monday – Friday
Days Agency/Operator will not be able to provide services:
Holidays and Sundays
3. Vehicles Agency/Operator will use to transport all passengers:
Vehicle Inventory attached
4. Vehicle/Equipment Standards:
Functioning air conditions/heating, grab rails, stanchions, first aid kits, fire extinguishers, adequate communication equipment
5. Driver Requirements:
Current valid license, FDOT physical, working knowledge of Coordinator's SSPP, pre-hire and random drug tests.
6. Training
Annual driver training is required.

7. Agency/Operator' fare structure

\$1.50 per mile when providing services for Coordinator.

8. Billing/Invoicing and Reimbursement procedure for Agency/Operator.

Submit invoice (if any) and reports monthly.

9. Reporting Requirements

Total miles, revenue miles, trips, total drivers, total vehicles, accidents, driver hours, total transportation revenues, total expenses.

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Appendix D: Vehicle Inventory



Suwannee River Economic Council, Inc.

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
2010	Ford Van	E250-Van	D	1FTNE2ELXADA75692	90273	B06	N	2	None	Transporting elderly, indigent	8,540	61,205	5310	FDOT	8/18/2010	\$30,871	90%	Bradford County	Running	2015	N/A	N/A	
2010	Chevy Cutaway	CG33503	D	1G8JG31K791172605	90276	B10	Y	8+1	None	Transporting elderly, indigent	11,537	82,680	5310	FDOT	8/24/2010	\$63,662	90%	Bradford County	Running	2015	N/A	N/A	
2012	Chevy Cutaway	G350	D	1GB3G2BG4B1172032	91204	B12	Y	8+2	None	Transporting elderly, indigent	21,267	127,602	5310	FDOT	5/7/2012	\$65,497	90%	Bradford County	Running	2017	N/A	N/A	
2011	Chevy Cutaway	EXP G3500	D	1GB3G2BG4B1171589	N/A	B13	Y	8+2	None	Transporting elderly, indigent	14,643	76,875	CTD	CTD	6/14/2012	\$51,531	100%	Bradford County	Running	2016	N/A	N/A	
2013	Chevy Cutaway	BUS	D	1GB3G2BG0D1175402	91216	B15	Y	8+2	None	Transporting elderly, indigent	28,959	114,574	5310	FDOT	5/24/2013	\$51,531	90%	Bradford County	Running	2018	N/A	N/A	
2015	Chevy Cutaway	G350	D	1GB3G2BG0E1198458	91229	B16	Y	8+2	None	Transporting elderly, indigent	34,588	100,883	5310	FDOT	11/3/2014	\$62,074	90%	Bradford County	Running	2020	N/A	N/A	
2015	Ford Turtle Top	Odyssey	D	1FDFE4FS0FDA35288	91261	B17	Y	12+2	None	Transporting elderly, indigent	25,890	36,677	5339	FDOT	6/9/2016	\$71,859	100%	Bradford County	Running	2020	N/A	N/A	
2016	MOVT	MY-1	D	57WMD2C62GM100049	N/A	B18	N	4+2	None	Transporting elderly, indigent	7,536	5,025	CTD	FCTD	3/8/2017	\$47,578	100%	Bradford County	Running	2021	N/A	N/A	

Appendix E: 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)*

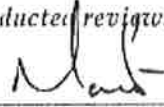
Certification Date (Current): 2016

Certification Year: (Previous): 2015

Name and Address of Bus Transit System: Suwannee River Economic Council, Inc.
POB 70
Live Oak FL 32064

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

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

Blue Ink Signature:  Date: 1/6/16
(Individual Responsible for Assurance of Compliance)

Name: Matt Pearson Title: Executive Director

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

Name: See Attachment

Name of Qualified Mechanic who Performed Annual Inspections: See Attachment

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

North Central Florida Regional Planning Council

Transportation Disadvantaged Service Plan Team

Scott R. Koons, AICP, Executive Director

* Lynn Franson-Godfrey, AICP, Senior Planner

* Primary Responsibility
** Secondary Responsibility



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

Bradford County Transportation Disadvantaged Coordinating Board

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

www.ncfrpc.org/td

Florida Department of Transportation



49 U.S.C. Section 5310

Capital & Operating Assistance – FFY 2018

Grant Application

Formula Grants for the Enhanced Mobility of
Seniors and Individuals with Disabilities

CFDA 20.513

Legal Applicant Name: The Arc of Bradford County

☐ First Time Applicant ☒ Previous Applicant



Project Type and Service Area of this Application (check all that apply):

☐ Large Urban Service Area

☐ Small Urban Service Area

☒ Rural Service Area

Applicant Information

		49 U.S.C. Section 5310, Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities: GRANT APPLICATION	
Agency (Applicant) Legal Name: The Arc of Bradford County			
Physical Address (No P.O. Box): 1351 South Water Street			
Applicant's County: Bradford If Applicant has offices in more than one county, list county where main office is located			
City: Starke	State: FL	Zip + 4 Code: 32091	Congressional District: 3
Federal Taxpayer ID Number: 59-1696581			
Applicant Fiscal period start and end dates: July 1, 2018 to June 30, 2019 State Fiscal period from: July 1, 2018 to June 30, 2019			
Applicant's DUNS Number: 0841797040000 Unique 9-Digit number issued by Dun & Bradstreet. May be obtained free of charge at: http://fedgov.dnb.com/webform			
Project's Service Area: Bradford, Union and Baker Counties List the county or counties that will be served by the proposed project.			
Executive Director: Sherry Ruszkowski		Grant Contact Person (if different than Executive Director):	
Telephone: (904) 964-7699		Telephone:	
Fax: (904) 964-7215		Fax:	
E-mail Address: sherry@arcbradford.org		Email Address:	
Current Vehicle Inventory: <u>1</u> Vans <u> </u> Vans/Lifts <u>1</u> Sedans or Minivans Enter Number in Fleet <u>4</u> Buses/Cutaways <u> </u> Other <u> </u> N/A			
Authorizing Representative certifying to the information contained in this application is true and accurate. Signature (Authorizing Representative) [blue ink]:  Printed Name: <u>Sherry Ruszkowski</u> Title: <u>Executive Director</u> Email Address: <u>sherry@arcbradford.org</u> *Must attach a Resolution of Authority from your Board (original document) for the person signing all documents on behalf of your agency. See Exhibit B			

Application for Federal Assistance SF-424		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		
* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision		
* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>		
* 3. Date Received: <input type="text"/>		4. Applicant Identifier: <input type="text"/>
5a. Federal Entity Identifier: <input type="text"/>		5b. Federal Award Identifier: <input type="text"/>
State Use Only:		
6. Date Received by State: <input type="text"/>		7. State Application Identifier: <input type="text"/>
8. APPLICANT INFORMATION:		
* a. Legal Name: <input type="text" value="The Arc of Bradford County"/>		
* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text" value="59-1696581"/>		* c. Organizational DUNS: <input type="text" value="0841797040000"/>
d. Address:		
* Street1: <input type="text" value="1351 South Water Street"/>		
Street2: <input type="text"/>		
* City: <input type="text" value="Starke"/>		
County/Parish: <input type="text"/>		
* State: <input type="text" value="FL: Florida"/>		
Province: <input type="text"/>		
* Country: <input type="text" value="USA: UNITED STATES"/>		
* Zip / Postal Code: <input type="text" value="32091-4506"/>		
e. Organizational Unit:		
Department Name: <input type="text"/>		Division Name: <input type="text"/>
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix: <input type="text"/>		* First Name: <input type="text" value="Sherry"/>
Middle Name: <input type="text"/>		
* Last Name: <input type="text" value="Ruszkowski"/>		
Suffix: <input type="text"/>		
Title: <input type="text" value="Executive Director"/>		
Organizational Affiliation: <input type="text"/>		
* Telephone Number: <input type="text" value="(904) 964-7699"/>		Fax Number: <input type="text" value="(904) 964-7215"/>
* Email: <input type="text" value="sherry@arcbradford.org"/>		

Application for Federal Assistance SF-424

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

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

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

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

Federal Transit Administration

11. Catalog of Federal Domestic Assistance Number:

20.513

CFDA Title:

Enhanced Mobility of Seniors and Individuals with Disabilities

*** 12. Funding Opportunity Number:**

* Title:

13. Competition Identification Number:

Title:

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

BRADFORD, UNION AND BAKER COUNTIES

Add Attachment

Delete Attachment

View Attachment

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

Capital Purchase of Vehicle

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

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

* a. Applicant

3

* b. Program/Project

3

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

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date:

07/01/2018

* b. End Date:

06/30/2019

18. Estimated Funding (\$):

* a. Federal

46,752.00

* b. Applicant

5,844.00

* c. State

5,844.00

* d. Local

* e. Other

* f. Program Income

* g. TOTAL

58,440.00

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

a. This application was made available to the State under the Executive Order 12372 Process for review on

☐

b. Program is subject to E.O. 12372 but has not been selected by the State for review.

☒

c. Program is not covered by E.O. 12372.

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

Yes

☒

No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

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

☒

** I AGREE

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

Authorized Representative:

Prefix:

* First Name:

Sherry

Middle Name:

* Last Name:

Ruszkowski

Suffix:

* Title:

Executive Director

* Telephone Number:

(904) 964-7699

Fax Number:

(904) 964-7215

* Email:

sherry@arcbradford.org

* Signature of Authorized Representative:



* Date Signed:

12/11/2017

PART III - FUNDING REQUEST

Form A-1: Current System Description

- (a) Please provide a brief general overview of the organization type (i.e., government authority, private non-profit, etc.) including its mission, program goals, and objectives (Maximum 300 words).

The Arc of Bradford County is a 501©3 private non-profit corporation providing an array of services specifically targeting individuals with physical, intellectual/developmental disabilities in Bradford, Union, Clay and Baker Counties. The Arc's mission is to promote and protect the human rights of people with intellectual and developmental disabilities to actively support their full inclusion and participation in their local communities.

Goals:

1. To ensure that adults with I/DD have the opportunity to lead lives of their own choosing, free from poverty, to be employed, to reside in community, and to live independently with ready access to whatever services and supports they need.
2. To ensure that people with I/DD have the opportunity to participate in civic activities, volunteerism and community service, religion, arts, culture and recreation alongside their peers without disabilities.
3. To ensure that members of the public value, respect and accept people with I/DD as equal members of society.

- (b) Please provide information below:

- Organizational structure (**attach an organizational chart at the end of this section**)
- Total number of employees in the organization 41
- Total number of transportation-related employees in the organization 20

- (c) Who is responsible for insurance, training, management, and administration of the agency's transportation

The Arc of Bradford County currently provides transportation services in Bradford and Union Counties through a coordination contract with Suwannee River Economic Council. The Arc is responsible for insurance, employee training, management and administration of its transportation programs. All employees are required to provide a MVR, a pre-employment drug screening and must have received clearance from our insurance carrier prior to being assigned driving responsibilities. All drivers are subject to random drug testing thereafter. Each employee must complete and pass required transportation training (computer based) and road test before being approved to drive.

programs? (Maximum 100 words)

- (d) How are the operations of the transportation program currently funded? What are the sources of the funding (e.g., state, local, federal, private foundations, fares, other program fees)? (Maximum 200 words)

The Arc of Bradford County receives reimbursement for transportation services from the Agency for Persons with Disabilities. This funding is providing through the Medicaid Waiver (federal). Clients may or may not have adequate funding to cover all the trips provided by The Arc due to budgetary reductions. Therefore, if The Arc does not transport them, they also lose funding for the services the clients receive while at The Arc.

- (e) How does your agency ensure that passengers are eligible recipients of 5310-funded transportation service? (Maximum 200 words)

The Arc of Bradford County receives referrals from The Agency for Persons with Disabilities who screens and determines eligibility for services. All of these individuals served have at least one or more qualifying disabilities. The Arc also maintains data bases where we are able to identify those in services that are seniors. The Arc transportation services are provided only for individuals with disabilities and seniors. We do not provide transportation for the general public.

- (f) To what extent does your agency serve minority populations? Is your agency minority-owned? (Maximum 200 words)

Our agency is not minority owned. Our transportation services are specifically provided for our program participants (elderly and disabled).

- (g) Who drives the vehicles used for 5310-funded transportation services? Arc staff who have been cleared and trained to drive DOT vehicles.

- How many drivers do you have? 20
 - Do your drivers have CDL certifications if required for the types of vehicles used? N/A
-

(h) Fully explain your transportation program:

- Service hours, planned service, routes and trip types;
- Staffing—include plan for training on vehicle equipment such as wheelchair lifts, etc.;
- Records maintenance—who, what methods, use of databases, spreadsheets etc.;
- Vehicle maintenance—who, what, when and where. Which services are outsourced (e.g., oil changes)? Include a section on how vehicles are maintained without interruptions in service (refer to TOP if applicable);
- System safety plan (refer to TOP if applicable);
- Drug-free workplace (refer to TOP if applicable); and
- Data collection methods, including how data was collected to complete Form A-2.

Note: If the applicant is a CTC, relevant pages of a TDSP and AOR containing the above information may be provided. Please do not attach entire documents.

Service Hours, planned service, routes and trip types:

The Arc of Bradford County provides transportation services Monday through Friday from 7:30 a.m. to 9:00 a.m. and again from 3:00 p.m. to 4:30 p.m. for individuals who participate in the work training and day services. This service is offered for residents in Bradford, Union and Baker counties. We also serve residents in Clay county however Clay Transit provides transportation services in their area. The Arc of Bradford County has coordination contracts/agreements with the local CTC's in Bradford, Union and Baker Counties.

The Arc also owns and operates three group homes. Each home is assigned a vehicle as a means of transportation for the residents. The Arc utilizes these vehicles for medical appointments, community outings and for transporting residents to and from their home to The Arc day services.

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

The Arc of Bradford County provides a variety of training for employees who are assigned driving responsibilities. Each driver must be able to complete and pass a DOT physical, pre-employment drug screening, FDOT approved computer based transportation training as well as a road test certification which includes training on the operation of wheelchair lifts and safety precautions.

Records Maintenance – who, what methods, use of databases, spreadsheets, etc.:

Drivers are required to complete daily pre and post trip inspections on all vehicles. From these inspection reports, staff are required to submit a maintenance work order for any item identified during the inspection as a safety concern(s) or routine maintenance need.

Vehicle Maintenance – who, what, when and where. Which services are outsourced? Include a section on how vehicles are maintained without interruptions in service.

Robin Garvey, Operations Manager for The Arc is responsible for scheduling routine maintenance however, all maintenance is provided by certified mechanics in the local area. The Arc has no mechanics on staff. Vehicles are scheduled in "A", "B" and "C" inspections. These inspections are scheduled at 6,000 mile intervals following the sequence: "A", "B", "A", "C" according to the The Arc's TOP. Most routine maintenance is scheduled when the vehicles are not in use each day. At times, maintenance occurs on the weekends so as not to interrupt transportation services. Mileage, riders and type of trips are recorded daily. Monthly data is submitted to the local CTC and is incorporated in their reporting.

System Safety Plan:

The Arc of Bradford County management is responsible for maintaining a coordinated safety system in order to identify and prevent unsafe acts and conditions that present a potential danger or threat to public safety. The Arc of Bradford County has developed and adopted a TOP that complies with established safety standards. The TOP documents all policies, functions, responsibilities of the agency necessary to achieve a high degree of safety systems and applies to all areas of the transportation system, including maintenance, operations and safety.

Drug Free Workplace:

The Arc of Bradford County's Substance Abuse Policy is included in the TOP. This policy implements a drug and alcohol testing program for all safety-sensitive employees. Each employee is provided with a copy of the policy.

Data Collection methods, including how data was collected to complete Form A-2:

The Arc has an existing data collection system whereby monthly reports are generated and submitted to the local CTC. Data is collected daily and includes mileage, riders and types of trip. At the end of the month, administrative staff compile the data into reports which were used in completing the Form A-2.

Form A-2: Fact Sheet

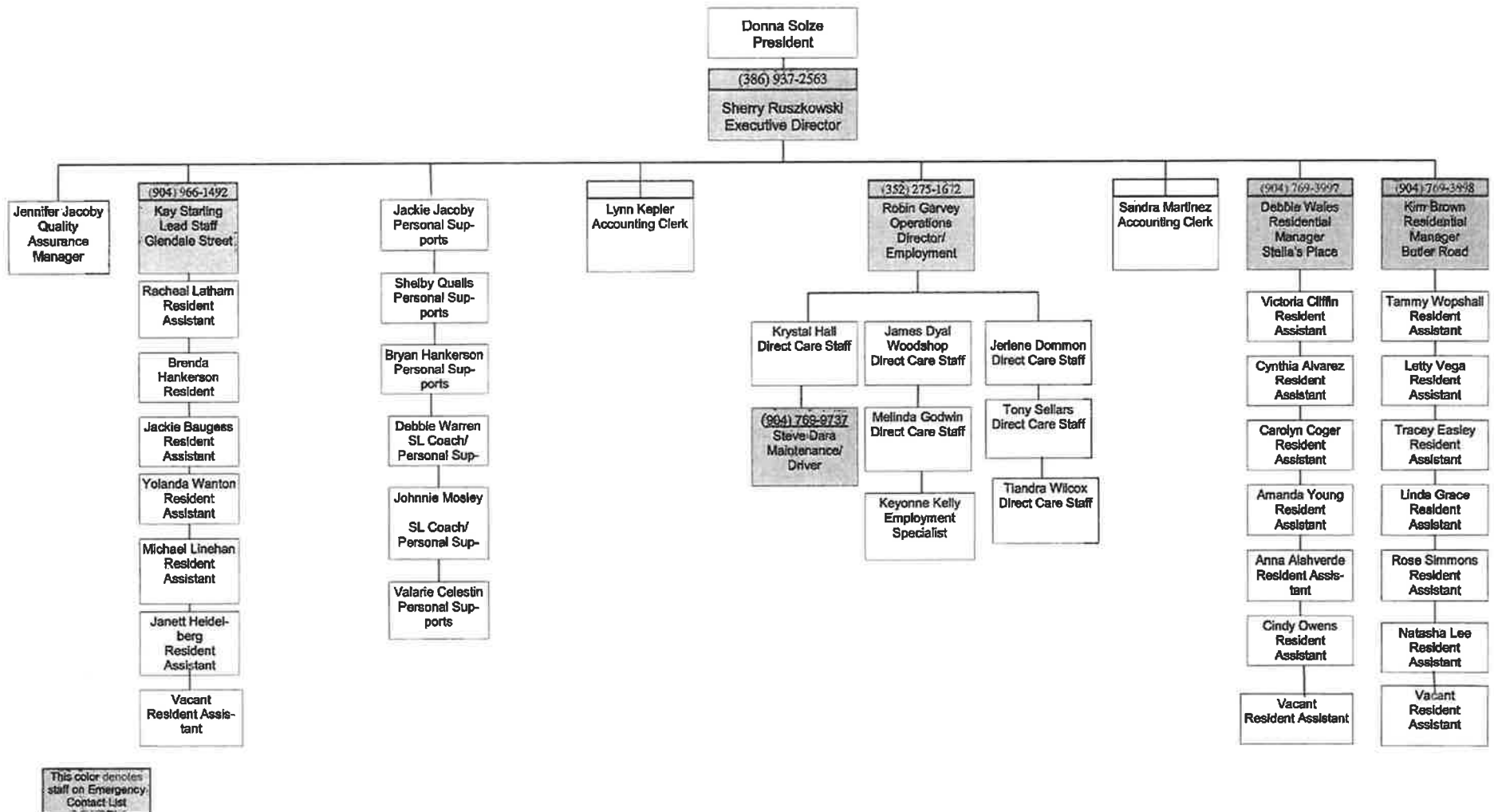
	Calculations (current system)	Current System	Calculations (if grant is awarded)	If Grant is Awarded (Estimates are acceptable)
1	Number of total one-way trips served by the agency PER YEAR (for entire system). Please include calculations.	44 clients x 2 locations x 7 days per week x 52 weeks per year (a) 32,032		32,032
2	Number of one-way trips provided to seniors and individuals with disabilities PER YEAR .*	44 clients x 2 locations x 7 days per week x 52 weeks per year (b) 32,032		32,032
3	Number of individual senior and disabled clients (unduplicated) PER YEAR .	(c) 44		44
4	Total number of vehicles used to provide service to seniors and individuals with disabilities ACTUAL .	(d) 7		8

	Calculations (current system)	Current System	Calculations (if grant is awarded)	If Grant is Awarded (Estimates are acceptable)
5	Number of 5310 vehicles used to provide service to seniors and individuals with disabilities eligible for replacement ACTUAL.	(e) 5		8
6	Total fleet vehicle miles traveled to provide service to seniors and individuals with disabilities PER YEAR.	6489 monthly average miles x 12 months = 77,872	(f) 77,872	77,872
7	Total number of square miles of service coverage.	(g)		
8	Number of days that vehicles are in operation to provide service to seniors and individuals with disabilities AVERAGE PER YEAR.	(i) 365		365

	Calculations (current system)	Current System	Calculations (if grant is awarded)	If Grant is Awarded (Estimates are acceptable)
9	Number of hours of service AVERAGE PER DAY.	10 hours x 5 days/week = 50 (i) 50		50
10	Number of hours of service PER YEAR.	966.18 monthly average hours x 12 months = 11594.12	(j) 11,594	11,594
11	Posted hours of normal operation agency provides service to seniors and individuals with disabilities PER WEEK (This does not include non-scheduled emergency availability).	(k) M-F: 7A-5P Saturday: 0 Sunday: 0 Total (WEEK): 50		M-F: 7A-5P Saturday: 0 Sunday: 0 Total (WEEK): 50
12				

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

The Arc of Bradford County, Inc. Organizational Chart 2017- 2018



Form B-1: Proposed Project Description

All Applicants

(a) How will the grant funding be used?

Check all that apply:

<input checked="" type="checkbox"/> Vehicle(s) →	<input type="checkbox"/> Expansion	<input checked="" type="checkbox"/> Replacement
<hr/>		
<input type="checkbox"/> Equipment		
<hr/>		
<input type="checkbox"/> Mobility Management		
<hr/>		
<input type="checkbox"/> Preventative Maintenance		
<hr/>		
<input type="checkbox"/> Operating →	<input type="checkbox"/> Expansion	<input type="checkbox"/> Continuing Service

(b) In which geographic area(s) will the requested grant funds be used to provide service?

- ☐ Urban (UZA)
- ☐ Small Urban (SUZA)
- ☒ Rural

Complete the service area percentages for the geographic areas where the requested grant funds will be used to provide service

Example:

If your agency makes 500 trips per year and 100 of those trips are urban then:

*100 UZA trips/ 500 total trips = .2 * 100 = 20% UZA service area*

UZA	/	.	=	%UZA service area	
SUZA	/		=	%Small Urban service area	
Rural	32,032	/	32,032	= 100	%Rural service area
Number of trips, revenue service hours, or revenue service miles within specified geographic area	Divided by	Total number of trips, revenue service hours, or revenue service miles	Equals	Percentage of service within specified geographic area	

Calculate the funding split for the geographic areas where the requested grant funds will be used to provide service.

UZA		X		=	\$
SUZA		X		=	\$
Rural	58,440	X	1	=	\$ 58,440
Total amount requested		Multiplied by	Percentage of service within specified geographic area	Equals	Funding split

NOTE: When invoicing for operating projects, you must use the above funding split on your invoice summary forms.

Once you have determined the funding split between UZA, SUZA and Rural, you will need to calculate the match amount.

NOTE: Operating Assistance (50% Federal and 50% Local):

UZA		X	.5 Federal & .5 Local	=	\$	\$
SUZA		X	.5 Federal & .5 Local	=	\$	\$
Rural		X	.5 Federal & .5 Local	=	\$	\$
Funding Split		Multiplied by	.5 Federal & .5 Local	Equals	Federal	Local

NOTE: Capital Assistance (80% Federal, 10% State and 10% Local):

UZA		X	.8 Federal & .1 State & .1 Local	=	\$	\$	\$
SUZA		X	.8 Federal & .1 State & .1 Local	=	\$	\$	\$
Rural	58,440	X	.8 Federal & .1 State & .1 Local	=	\$46,752	\$5,844	\$5,844
Funding Split		Multiplied by	.8 Federal & .1 State & .1 Local	Equals	Federal	State	Local

(c) **How will the grant funding improve your agency's transportation service? Provide detail.**

Will it be used to:

- Provide more hours of service?
- Expand service to a larger geographic area?
- Provide shorter headways?
- Provide more trips?

Also, highlight the challenges or difficulties that your agency will overcome if awarded these funds.

The grant funding would allow The Arc to purchase a very much needed vehicle to replace a 2003 bus which had to be pulled from service due to extraordinary maintenance costs. The vehicle had not reached the mileage requirement for useful life but our agency could not afford to keep it in service any longer. We had tried to keep this bus in service just as a "spare" vehicle to use in case maintenance was needed on the other vehicles but it became such a financial drain, we had to pull it from service. Since pulling this vehicle from service, it has become necessary for the buses to run two staggered routes if one of the buses is in the shop.

The Arc is interested in using grant funds to purchase smaller more economical vehicles as opposed to the larger buses. We make frequent routine trips for medical services to the Gainesville, Lake City and Palatka areas. We feel the smaller transit vehicles would be more cost efficient than using the larger buses for these types of trips.

Because we provide transportation services in very rural areas. Small vehicles may not sustain the type of damages larger buses do. The larger buses travel on unpaved roads and have to go through areas with large trees covering the roads which has caused damages from tree limbs. Roads are frequently washed out and need to be graded by local officials, which does not always occur quickly. All of these conditions have a major impact on the useful life of our vehicles.

(d) If this grant is not fully funded, can you still proceed with your transportation program? Explain.

Yes, however, it will greatly impact our transportation services and times for riders.

(e) **New agencies only:** Have you met with the CTC and, if so, how are you providing a service they cannot? Provide detailed information supporting this requirement.

N/A

Applications submitted without the appropriate CTC coordination agreement may be rejected by FDOT. Grant awards will not be made without an appropriate coordination agreement. This coordination agreement must be enforced the entire time of grant (vehicle life or operating JPA expiration).

Form C-1: Financial Capacity – Proposed Budget for Transportation Program

Estimated Revenues <i>See Instruction Manual for definitions</i>	Revenue Amount <i>Entire Transportation program</i>	Revenue Used as FTA Match <i>5310 Program Only</i>
Passenger Fares for Transit Service (401)		
Special Transit Fares (402)	145,764.00	145,764.00
School Bus Service Revenues (403)		
Freight Tariffs (404)		
Charter Service Revenues (405)		
Auxiliary Transportation Revenues (406)		
Non-transportation Revenues (407)		
Total Revenue	145,764.00	145,764.00
Other Revenue Categories		
Taxes Levied directly by the Transit System (408)		
Local Cash Grants and Reimbursements (409)		
Local Special Fare Assistance (410)		
State Cash Grants and Reimbursements (411)		
State Special Fare Assistance (412)		
Federal Cash Grants and Reimbursements (413)		
Interest Income (414)		
Contributed Services (430)		
Contributed Cash (431)		
Subsidy from Other Sectors of Operations (440)		
Total of Other Revenue	\$0	\$
Grand Total All Revenue	\$145,764.00	\$ 145,764.00

Estimated Expenses <i>See Instruction Manual for definitions</i>	Expense Amount <i>Entire Transportation program</i>	FTA Eligible Expense <i>5310 Program Only</i>
Labor (501)	29,214.00	
Fringe & Benefits (502)	9,903.00	
Services (503)	2,630.00	
Materials & Supplies (504)		
Vehicle Maintenance (504.01)	38,000.00	
Utilities (505)	84.00	
Insurance (506)	39,426.00	
Licenses & Taxes (507)	126.00	
Purchased Transit Service (508)		
Miscellaneous (509)*		
Leases & Rentals (512)		
Depreciation (513)	5,091.00	
Grand Total All Expenses	\$124,474.00	\$

Operating Funding Sources			
Sources	Prior Year	Current Year	Next year
Medicaid Waiver	\$ 1,335,183	\$ 1,269,069	\$ 1,300,000
County Commissioners	\$ 20,000	\$ 20,000	\$ 20,000
Sunshine Industries	\$ 169,994	\$ 165,000	\$ 170,00
	\$	\$	\$
	\$	\$	\$

Proof of Local Match

Source	Amount
Community State Bank – Now Account	\$ 88,613.06
Community State Bank – Board Account	\$ 9,390.06
	\$
	\$
	\$
	\$
Total Local Match – 10 % of Total Project Cost	\$ 98,003.12

*Note: Add more rows if needed.

Attach documentation of match funds directly after this page. Proof may consist of, but not be limited to:

- Transportation Disadvantaged (TD) allocation,
- Written statements from county commissions, state agencies, city managers, mayors, town councils, organizations, accounting firms and financial institutions.



Signature [blue ink]

Sherry

Ruskowski,

Executive

Director

Typed Name and Title of Authorized Representative

12/11/17

Date

Equipment Request

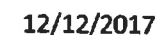
If item requested is after-market, it is recommended to gather and retain at least two estimates for the equipment requested. Purchases must be approved at the local level and follow the [Procurement Guidelines](#).

Description*	Useful Life <i>(See Application Instructions)</i>	Quantity	Estimated Cost
N/A			
Subtotal			\$0

* List the number of items and provide a brief description (i.e. two-way radio or stereo radio, computer hardware/software, etc.)

Diagram illustrating the calculation of the Federal Request Form 424, Block 18 (a) value:

- Vehicle Subtotal (\$58,440.00) + Equipment Subtotal (\$0) = Total Cost (\$58,440.00)
- Total Cost (\$58,440.00) * 80% = Federal Request Form 424, Block 18 (a) (\$46,752.00)

[illegible]

Florida Department of Transportation



49 U.S.C. Section 5310

Capital & Operating Assistance – FFY 2018

Grant Application

Formula Grants for the Enhanced Mobility of
Seniors and Individuals with Disabilities

CFDA 20.513

Legal Applicant Name: Florida Center for the Blind, Inc.

☒ **First Time Applicant** ☐ **Previous Applicant**

Project Type and Service Area of this Application (check all that apply):

☐ **Large Urban Service Area**

☐ **Small Urban Service Area**

☒ **Rural Service Area**

Application for Federal Assistance SF-424		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		
* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision		
* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>		
* 3. Date Received: <input type="text"/>		4. Applicant Identifier: <input type="text"/>
5a. Federal Entity Identifier: <input type="text"/>		5b. Federal Award Identifier: <input type="text"/>
State Use Only:		
6. Date Received by State: <input type="text"/>		7. State Application Identifier: <input type="text"/>
8. APPLICANT INFORMATION:		
* a. Legal Name: <input type="text"/>		
* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text"/>		* c. Organizational DUNS: <input type="text"/>
d. Address:		
* Street1: <input type="text"/>		
Street2: <input type="text"/>		
* City: <input type="text"/>		
County/Parish: <input type="text"/>		
* State: <input type="text"/>		
Province: <input type="text"/>		
* Country: <input type="text"/>		
* Zip / Postal Code: <input type="text"/>		
e. Organizational Unit:		
Department Name: <input type="text"/>		Division Name: <input type="text"/>
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix: <input type="text"/>		* First Name: <input type="text"/>
Middle Name: <input type="text"/>		
* Last Name: <input type="text"/>		
Suffix: <input type="text"/>		
Title: <input type="text"/>		
Organizational Affiliation: <input type="text"/>		
* Telephone Number: <input type="text"/>		Fax Number: <input type="text"/>
* Email: <input type="text"/>		

Application for Federal Assistance SF-424

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

N: Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education)

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

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

Federal Transit Administration

11. Catalog of Federal Domestic Assistance Number:

20.513

CFDA Title:

Section 5310

*** 12. Funding Opportunity Number:**

Not Applicable

* Title:

Enhanced Mobility of Seniors and Individuals with Disabilities Program

13. Competition Identification Number:

Not Applicable

Title:

Not Applicable

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

Add Attachment

Delete Attachment

View Attachment

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

Capital request to improve fleet with purchase of two (2) vehicles: 1) mini-van equipped with slide out WC ramp (R) and one (1) sedan (E) to better serve seven county rural area and be ADA compliant.

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

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

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

17. Proposed Project:* a. Start Date: * b. End Date: **18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="62,570.40"/>
* b. Applicant	<input type="text" value="7,821.30"/>
* c. State	<input type="text" value="7,821.30"/>
* d. Local	<input type="text" value=""/>
* e. Other	<input type="text" value=""/>
* f. Program Income	<input type="text" value=""/>
* g. TOTAL	<input type="text" value="78,213.00"/>

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

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

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

If "Yes", provide explanation and attach

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

☒ ** I AGREE

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

Authorized Representative:

Prefix: * First Name:

Middle Name:

* Last Name:

Suffix:

* Title: * Telephone Number: Fax Number: * Email:

* Signature of Authorized Representative:



* Date Signed:

PART III - FUNDING REQUEST

Form A-1: Current System Description

- (a) Please provide a brief general overview of the organization type (i.e., government authority, private non-profit, etc.) including its mission, program goals, and objectives (Maximum 300 words).

Florida Center for the Blind, Inc. (FCB) is a 501-c-3 private non-profit organization. The mission of FCB is to instruct individuals with visual impairments in the use of those compensatory skills and aids that will enable them to live safely, productively, independently and interdependently. Our services, including transportation, are provided to all blind and/or visually impaired residents of Marion, Alachua, Bradford, Columbia, Dixie, Gilchrist, Levy and Union counties. Our transportation services are not provided within the context of a fixed route system as our client schedules, along with the instructor schedules, dictate when the transportation is required. Every client's needs are different. One client may receive services one week in their home, one week at the grocery store, and one week at the agency. Every client's services plan is individualized; therefore, their services are individualized and based on their personal and professional needs. The Florida Center for the Blind currently serves an average of 200 individuals living with blindness each year. Nearly 74% of those clients need services outside of the agency. As such nearly 148 individuals are in need of services that require the routine use of agency vehicles in order for them to receive vision rehabilitation services. (NOTE: because the organization's service area is served by two (2) FDOT districts, this grant will focus on Alachua, Bradford, Columbia, Dixie, Gilchrist, Levy and Union county services only).

- (b) Please provide information below:

- Organizational structure (**attach an organizational chart at the end of this section**)
- Total number of employees in the organization 14
- Total number of transportation-related employees in the organization 7

- (c) Who is responsible for insurance, training, management, and administration of the agency's transportation programs? (Maximum 100 words)

The Florida Center for the Blind's transportation program is administered by the President/CEO (financials, insurance, vehicle utilization documentation), the Transportation Coordinator is responsible for training, and administration, and the agency's Maintenance Supervisor manages the inspection and maintenance program.

- (d) How are the operations of the transportation program currently funded? What are the sources of the funding (e.g., state, local, federal, private foundations, fares, other program fees)? (Maximum 200 words)

The Florida Center for the Blind, Inc. is funded through contracts with the state of Florida Division of Blind Services, Marion County School District ESE Department, private and foundation grants, along with gifts, donations, and fund raisers. No insurance or third party revenue sources pay for our services. These revenues are used to fund transportation services in support of the program activities of the organization.

- (e) How does your agency ensure that passengers are eligible recipients of 5310-funded transportation service? (Maximum 200 words)

All our clients are considered disabled due to visual impairments. This disability alone makes them eligible recipients for the 5310 program. Many of our clients are also children and/or elderly. Also, many of our clients are also income eligible. None of our clients are able to drive due to their visual disability. They rely greatly on family and public transportation.

- (f) To what extent does your agency serve minority populations? Is your agency minority-owned? (Maximum 200 words)

Our agency is a private non-profit organization governed by a volunteer Board of Directors. We are not minority owned. We are charged by the Florida Division of Blind Services to serve the rehabilitative needs of all blind and visually impaired persons residing in our eight county service area. No visually impaired person is denied services due to race, ethnicity, age, gender, or income.

- (g) Who drives the vehicles used for 5310-funded transportation services?

- How many drivers do you have? We employ two (2) part-time drivers and five (5) of our sighted professional staff drive or assist our visually imparied professional staff in the performance of their job duties.
- Do your drivers have CDL certifications if required for the types of vehicles used? NA

Our vehicles are sedans and vans and do not require CDL certification to operate.

(h) **Fully explain your transportation program:**

- Service hours, planned service, routes and trip types;
- Staffing--include plan for training on vehicle equipment such as wheelchair lifts, etc.;
- Records maintenance--who, what methods, use of databases, spreadsheets etc.;
- Vehicle maintenance--who, what, when and where. Which services are outsourced (e.g., oil changes)? Include a section on how vehicles are maintained without interruptions in service (refer to TOP if applicable);
- System safety plan (refer to TOP if applicable);
- Drug-free workplace (refer to TOP if applicable); and
- Data collection methods, including how data was collected to complete Form A-2.

Note: If the applicant is a CTC, relevant pages of a TDSP and AOR containing the above information may be provided. Please do not attach entire documents.

The Florida Center for the Blind, Inc. is a 501 (C) (3), non-profit agency that provides vision rehabilitation services to individuals from birth to end of life living in an eight (8) county area of north central Florida. The agency was incorporated in 1989. The mission of the Florida Center for the Blind of North Central Florida (FCB) is to instruct individuals with visual impairments in the use of those compensatory skills and aids that will enable them to live safely, productively, independently and interdependently. A total of 14 staff members are employed by the organization. The position of the President/CEO is administrative. One (1) other position is dedicated to maintenance and upkeep of the physical plant and vehicle maintenance along with part-time driving duties. And, one additional (1) part-time driver. The professional staff number twelve (12); four (4) of which have responsibilities split between client services and administration (President/CEO, Director of Development, Public Relations Coordinator, Executive Assistant to the President/CEO), while the remaining seven (7) are dedicated strictly to instruction and education of the clients we serve. All sighted staff also provide transportation services to clients who are enrolled in our services when public transportation is not available. Three (3) of our staff members are not able to drive due to blindness/visual impairments. They are assisted by sighted staff members or organizational volunteers who provide transportation for these visually impaired staff members when services are provided outside of the agency. We also utilize volunteers in various staff capacities including as drivers for staff and clients. The agency is open Monday through Thursday 8:00 am to 5:30 pm, Friday 8:00am to noon, two Saturdays a month, and some Sundays. Our rehabilitative services are provided to residents of Marion, Alachua, Bradford, Columbia, Dixie, Gilchrist, Levy and Union counties. Our transportation services are not provided within the context of a fixed route system as our client schedules along with the instructor schedules dictate when the transportation is required. Every client's need is different. One client may receive services one week in their home, one week at the grocery store, and one week at the agency. Every client's service plan is individualized; therefore, their services are individualized and based on their personal and professional needs. The Florida Center for the Blind currently serves an average of 200 individuals living with blindness each year. Nearly 74 % of those clients need services outside of the agency. As such nearly 148 individuals are in need of services that require the routine use of agency vehicles in order for them to receive vision rehabilitation services in their home, at work, school or other locations in their community.

(Note: Organization Chart is attached after Form A-2 Fact Sheet)

Form A-2: Fact Sheet

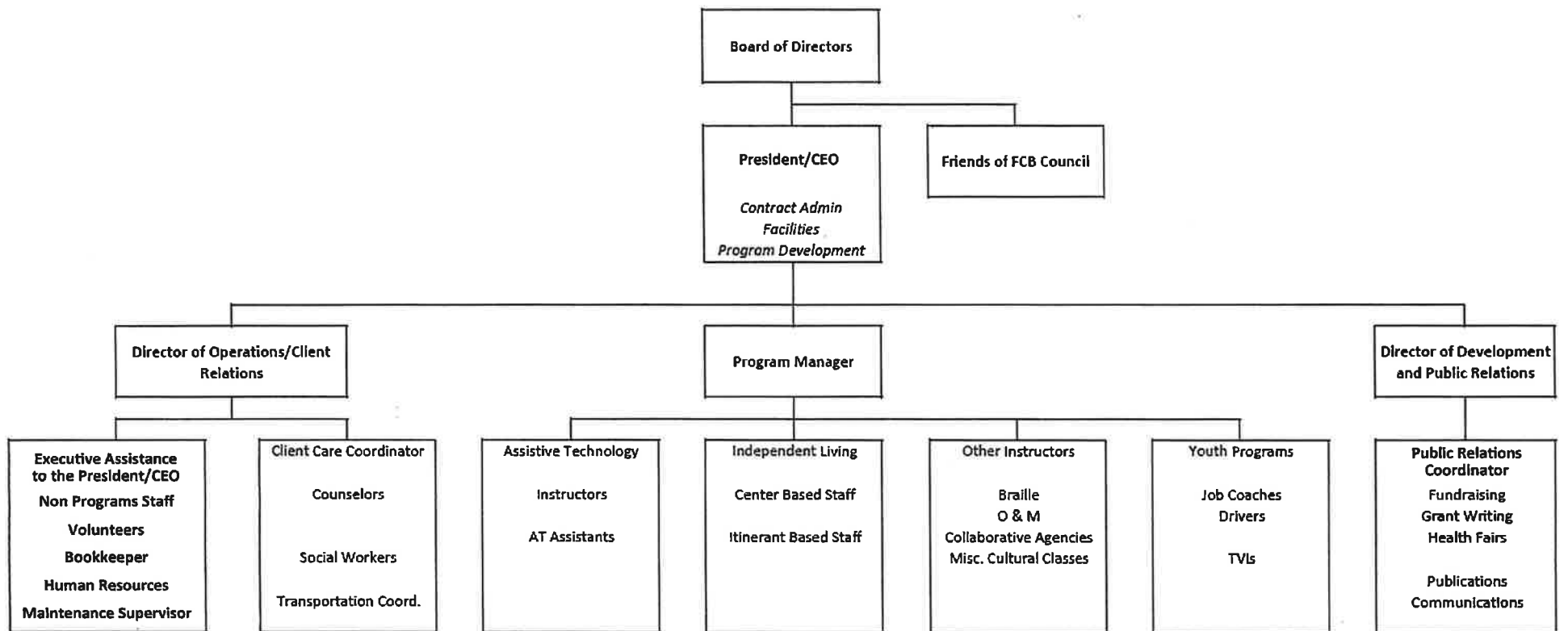
	Calculations (current system)	Current System	Calculations (if grant is awarded)	If Grant is Awarded (Estimates are acceptable)
1 Number of total one-way trips served by the agency PER YEAR (for entire system).* Please include calculations.	Actual 1-way trip count from travel logs, November 2016 to October 31, 2017	(a) 2,267	Same calculation rounded up to indicate some growth in program utilization by residents in rural areas.	2,500
2 Number of one-way trips provided to seniors and individuals with disabilities PER YEAR.*	All our clients qualify as disabled.	(b) 2,267	All our clients qualify as disabled.	2,500
3 Number of individual senior and disabled clients (unduplicated) PER YEAR.	Number of clients derived From current active case list.	(c) 203	Number of clients derived From current active case list.	225
4 Total number of vehicles used to provide service to seniors and individuals with disabilities ACTUAL.	2 vehicles Urban 1 vehicle Rural	(d) Three (3) vehicles	2 vehicles Urban 1 vehicle Rural	Three (3) vehicles

	Calculations (current system)	Current System	Calculations (if grant is awarded)	If Grant is Awarded (Estimates are acceptable)
5	Number of 5310 vehicles used to provide service to seniors and individuals with disabilities eligible for replacement ACTUAL.	(e) None (o)		One (1)
6	Total fleet vehicle miles traveled to provide service to seniors and individuals with disabilities PER YEAR.	(f) 47,866		55,000
7	Total number of square miles of service coverage.	(g)		
	Marian County (FDOT 5)	1,584.55 Sq. Miles	Marion County only	1,584.55 Sq. Miles
	Alachua, Bradford, Columbia, Dixie, Gilchrist, Levy, and Union (FDOT 2)	4,383.05 Sq. Miles	Alachua, Bradford, Columbia, Dixie, Gilchrist, Levy, and Union (FDOT 2)	4,383.05 Sq. Miles
	Total: Eight (8) County Service Area	5,967.60 Sq. Miles	Total: Eight (8) County Service Area	5,967.60 Sq. Miles
8	Number of days that vehicles are in operation to provide service to seniors and individuals with disabilities AVERAGE PER YEAR.	(h) 4.5 days / week 225 avg. days / yr		4.5 days / week 225 avg. days / yr
	4.5 days/wk x 50 weeks per year = 225		4.5 days/wk x 50 weeks per year = 225	

	Calculations (current system)	Current System	Calculations (if grant is awarded)	If Grant is Awarded (Estimates are acceptable)
9 Number of hours of service AVERAGE PER DAY.	3 vehicles x 36.5 hrs per week=	(i) 109.5 hrs / wk	3 vehicles x 36.5 hrs per week=	(i) 109.5 hrs / wk
10 Number of hours of service PER YEAR.	109.5 x 50 weeks/yr	(j) 5,475 hrs / yr	109.5 x 50 weeks/yr	(j) 5,475 hrs / yr
11 Posted hours of normal operation agency provides service to seniors and individuals with disabilities PER WEEK (This does not include non-scheduled emergency availability).		(k) M-T: 8 am – 5:30 pm Friday: 8 am - Noon Youth Programs: Saturday: once- twice monthly 9 am – 2 pm Sunday: Total (WEEK): 42 hrs/wk avg		M-T: 8 am – 5:30 pm Friday: 8 am – Noon Youth Programs: Saturday: once- twice monthly 9 am – 2 pm Sunday: Total (WEEK):42 hrs/wk avg

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

Florida Center for the Blind Organizational Chart



Form B-1: Proposed Project Description

All Applicants

(a) How will the grant funding be used?

Check all that apply:

☒ Vehicle(s) →☒ Expansion☒ Replacement☐ Equipment☐ Mobility Management☐ Preventative Maintenance☐ Operating →☐ Expansion☐ Continuing Service

(b) In which geographic area(s) will the requested grant funds be used to provide service?

☐ Urban (UZA)☐ Small Urban (SUZA)☒ Rural

Complete the service area percentages for the geographic areas where the requested grant funds will be used to provide service

Example:

If your agency makes 500 trips per year and 100 of those trips are urban then:

*100 UZA trips/ 500 total trips = .2 * 100 = 20% UZA service area*

UZA					%UZA service area
SUZA	2,267 trips	/	1,675 (FDOT 5)	=	73.9 %
Rural	2,267 trips	/	592 (FDOT 2)	=	26.1 %
Number of trips, revenue service hours, or revenue service miles within specified geographic area		Divided by	Total number of trips, revenue service hours, or revenue service miles	Equals	Percentage of service within specified geographic area

Calculate the funding split for the geographic areas where the requested grant funds will be used to provide service.

UZA		X			\$
SUZA		X			\$
Rural	78,213.00	X	100%	=	\$ 78,213
Total amount requested		Multiplied by	Percentage of service within specified geographic area	Equals	Funding split

NOTE: When invoicing for operating projects, you must use the above funding split on your invoice summary forms.

Once you have determined the funding split between UZA, SUZA and Rural, you will need to calculate the match amount.

NOTE: Operating Assistance (50% Federal and 50% Local):

UZA		X	.5 Federal & .5 Local	=	\$	\$
SUZA		X	.5 Federal & .5 Local	=	\$	\$
Rural		X	.5 Federal & .5 Local	=	\$	\$
Funding Split		Multiplied by	.5 Federal & .5 Local	Equals	Federal	Local

NOTE: Capital Assistance (80% Federal, 10% State and 10% Local):

UZA		X	.8 Federal & .1 State & .1 Local	=	\$	\$	\$
SUZA		X	.8 Federal & .1 State & .1 Local	=	\$	\$	\$
Rural	78,213.00	X	.8 Federal & .1 State & .1 Local	=	\$62,570.40	\$7,821.30	\$7,821.30
Funding Split		Multiplied by	.8 Federal & .1 State & .1 Local	Equals	Federal	State	Local

(c) How will the grant funding improve your agency's transportation service? Provide detail.

Will it be used to:

- Provide more hours of service?
- Expand service to a larger geographic area?
- Provide shorter headways?
- Provide more trips?

Also, highlight the challenges or difficulties that your agency will overcome if awarded these funds.

This grant, if awarded in full, will provide two (2) vehicles, a Ford Fusion Hybrid sedan and a Dodge Caravan WC ramp equipped mini-van. The sedan will be a fuel efficient replacement for an older mini-van that is the primary service vehicle for the seven county rural area of FDOT District 2. Due to its rough condition, we will dispose of the Chrysler mini-van as soon as it is replaced. Currently, the Florida Center for the Blind provides rehabilitative services to the blind and visually impaired residents of Marion, Alachua, Bradford, Columbia, Dixie, Gilchrist, Levy, and Union counties. Marion is in FDOT District 5 and all seven other counties are located within the service area of FDOT District 2. As such, we will be restricting the use of all vehicles acquired through the 5310 program to the FDOT area for which they are acquired. Since this new vehicle is a replacement vehicle, the amount of services provided (number of trips, miles, passengers, etc.) is not expected to change greatly.

The other requested vehicle is a mini-van equipped with a wheelchair ramp. We feel we need a ramp equipped vehicle to better serve disabled persons in the rural counties. This requested WC ramp equipped vehicle would be an expansion vehicle to enable our agency to be ADA compliant in FDOT District 2. Both of these new vehicles will be designated for use only in the rural counties (FDOT 2).

Aside from slightly higher auto insurance rates to cover a more expensive asset, it is difficult to say what challenges our agency will have to overcome if awarded funds for the two new vehicles. Certainly the savings from less repairs and maybe better gas mileage should be sufficient to offset the increase in insurance expense for several years.

- (d) If this grant is not fully funded, can you still proceed with your transportation program? Explain.

Yes. Services are currently being provided with existing vehicles and current funding. However, transportation is a key component of providing our rehabilitative and educational services. We have no choice but to continue providing transportation as best we can using the vehicles we have or can obtain. We seek your assistance because the 5310 grant program addresses the transportation needs of non-profit organizations like ours. Not only can we acquire new vehicles which are safer and less expensive to operate than the older ones we currently have, we can also apply for operational assistance which would enable us to reallocate resources required for transportation to fund the program services which are our primary interest and purpose.

- (e) **New agencies only:** Have you met with the CTC and, if so, how are you providing a service they cannot? Provide detailed information supporting this requirement.

No. At this time we only have a CTC agreement with Marion County which is part of FDOT 5. It has been determined that our transportation services are needed for the disabled persons we serve. We will need to reach agreement with the several CTC organizations serving Alachua, Bradford, Columbia, Dixie, Gilchrist, Levy and Union Counties. We hope to have that task completed by the end of December.

Applications submitted without the appropriate CTC coordination agreement may be rejected by FDOT. Grant awards will not be made without an appropriate coordination agreement. This coordination agreement must be enforced the entire time of grant (vehicle life or operating JPA expiration).

Operating Requests Only Not Required, Capital Application

- (a) Please specify year of activity for operating assistance (typically current or immediate prior year).
-

Capital Requests Only

- (a) If this capital request includes equipment, please describe the purpose of the request.
- (b) If you are requesting a vehicle that requires a driver with a CDL:
- Who will drive the vehicle?
 - How will you ensure that your driver(s) maintain CDL certification?
- (c) If the requested vehicles or equipment will be used by a lessee or private operator under contract to the applicant agency, identify the proposed lessee/operator.
- Include an equitable plan for distribution of vehicles/equipment to lessees and/or private operators.

- a) NA. This request is for a vehicle and not equipment.
- b) NA. We are not requesting a vehicle that requires a CDL.
- c) NA. We will not be leasing our vehicle.

Preventive Maintenance Requests Only**(Not Required, this request is not for Maintenance)**

Note: Applicants applying for preventative maintenance costs must have a District-approved Preventative Maintenance (PM) Plan and a cost allocation plan if maintenance activities are performed in-house.

- (a) Please specify Period of Performance (should not exceed one (1) year – must be for preceding or current year)
- (b) Please include a list of general PM activities to take place with the funding
- (c) Please list useful life for purchase of any items over \$5,000

NA. We are requesting capital outlay funding to purchase a vehicle. We are not requesting funding for maintenance at this time.

Form Not Required for Capital Request

Form B-2: Financial Capacity – Proposed Budget for Transportation Program

Estimated Revenues <i>(See Instruction Manual)</i>	Revenue Amount <i>Entire Transportation program (See Instruction Manual)</i>	Revenue Used as FTA Match Amount <i>5310 Program Only (See Instruction Manual)</i>
Passenger Fares for Transit Service (401)	\$	
Special Transit Fares (402)		
School Bus Service Revenues (403)		
Freight Tariffs (404)		
Charter Service Revenues (405)		
Auxiliary Transportation Revenues (406)		
Non-transportation Revenues (407)		
Total Revenue	\$	
Other Revenue Categories		
Taxes Levied Directly by the Transit System (408)		
Local Cash Grants and Reimbursements (409)		
Local Special Fare Assistance (410)		
State Cash Grants and Reimbursements (411)		
State Special Fare Assistance (412)		
Federal Cash Grants and Reimbursements (413)		
Interest Income (414)		
Contributed Services (430)		
Contributed Cash (431)		
Subsidy from Other Sectors of Operations (440)		
Total of Other Revenue	\$	
Grand Total All Revenue	\$	

Form Not Required for Capital Request

Estimated Expenses <i>See Instruction Manual</i>	Expense Amount <i>Entire Transportation program</i>	FTA Eligible Expense <i>5310 Program Only</i>
Labor (501)		
Fringe & Benefits (502)		
Services (503)		
Materials & Supplies (504)		
Vehicle Maintenance (504.01)		
Utilities (505)		
Insurance (506)		
Licenses & Taxes (507)		
Purchased Transit Service (508)		
Miscellaneous (509)*		
Leases & Rentals (512)		
Depreciation (513)		
Grand Total All Expenses	\$	

Operating Funding Sources			
Sources	Prior Year	Current Year	Next year
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$

Form Not Required for Capital Request

Proof of Local Match	
Source	Amount
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total Local Match – 50 % of Total Project Cost	\$

Attach documentation of match funds directly after this page. Proof may consist of, but not be limited to:

- Transportation Disadvantaged (TD) allocation,
- Written statements from county commissions, state agencies, city managers, mayors, town councils, organizations, accounting firms and financial institutions.

Signature [blue ink]

Typed Name and Title of Authorized Representative

Date

Form C-1: Financial Capacity – Proposed Budget for Transportation Program

Estimated Revenues <i>See Instruction Manual for definitions</i>	Revenue Amount <i>Entire Transportation program</i>	Revenue Used as FTA Match <i>5310 Program Only</i>
Passenger Fares for Transit Service (401)		
Special Transit Fares (402)		
School Bus Service Revenues (403)		
Freight Tariffs (404)		
Charter Service Revenues (405)		
Auxiliary Transportation Revenues (406)		
Non-transportation Revenues (407)		
Total Revenue		
Other Revenue Categories	-0-	\$ -0-
Taxes Levied directly by the Transit System (408)		
Local Cash Grants and Reimbursements (409)		
Local Special Fare Assistance (410)		
State Cash Grants and Reimbursements (411)		
State Special Fare Assistance (412)		
Federal Cash Grants and Reimbursements (413)		
Interest Income (414)		
Contributed Services (430)		
Contributed Cash (431)		
Subsidy from Other Sectors of Operations (440)		
"General Revenues"	48,794	48,794
Total of Other Revenue	\$ 48,794	\$ 48,794
Grand Total All Revenue		

Estimated Expenses <i>See Instruction Manual for definitions</i>	Expense Amount <i>Entire Transportation program</i>	FTA Eligible Expense <i>5310 Program Only</i>
Labor (501)	17,300	17,300
Fringe & Benefits (502)	2,249	2,249
Services (503)	0	0
Materials & Supplies (504)	10,750	10,750
Vehicle Maintenance (504.01)	4,500	4,500
Utilities (505)	0	0
Insurance (506)	12,595	12,595
Licenses & Taxes (507)	150	150
Purchased Transit Service (508)	100	100
Miscellaneous (509)*	1,150	1,150
Leases & Rentals (512)	0	0
Depreciation (513)	0	0
Grand Total All Expenses	\$ 48,794	\$ 48,794

Operating Funding Sources			
Sources	Prior Year	Current Year	Next year
	\$	\$	\$
Gen Revenue	\$ 48,794	\$ 48,794	\$ 48,794
	\$ -0-	\$ -0-	\$ -0-
	\$	\$	\$
	\$ 48,794	\$ 48,794	\$ 48,794

Proof of Local Match	
Source	Amount
	\$
General Revenues Mini-Van with ramp	\$ 5,079.70
	\$
General Revenues 4 door Sedan	\$2,741.60
	\$
	\$
Total Local Match – 10 % of Total Project Cost	\$7,821.30

*Note: Add more rows if needed.

Attach documentation of match funds directly after this page. Proof may consist of, but not be limited to:

- Transportation Disadvantaged (TD) allocation,
- Written statements from county commissions, state agencies, city managers, mayors, town councils, organizations, accounting firms and financial institutions.


Signature [blue ink]

Anissa M. Brescia, President / CEO
Typed Name and Title of Authorized Representative

December 13, 2017

Date



December 14, 2017

Sandra Collins, CPM
Programs Coordinator
D2 FL Dept. of Transportation
1109 S. Marion Avenue – MS 2018
Lake City, FL 32025-5874

RE: Section 5310 Grant

Dear Ms. Collins:

We understand that the Florida Center for the Blind is applying for an FDOT Section 5310 grant to purchase up to two vehicles with a maximum total value of \$78,213.00. If awarded the full amount, the Center has informed us that they would need to pay their share equal to 10% or a maximum total value of \$7,821.30. The purpose of this letter is to verify that Florida Center for the Blind has on deposit, cash accounts that exceed the amount as identified in their commitment of \$7,821.30. Should you have any questions, please feel free to contact me directly, at the numbers below.

Sincerely,

Ken Boggs
Vice President, Commercial Lender
NMLS # 1436962
CBC National Bank
910 SW 1st Ave
Ocala, FL 34471

www.cbcnationalbank.com
352-732-6616 Office
352-236-6483 Direct
352-789-4390 Cell

Form C-2: Capital Request Form

To identify vehicle type and estimate cost visit <http://tripsflorida.org/>

All vehicle requests must be supported with a completed sample order form in order to generate a more accurate estimation of the vehicle cost. The order form can be obtained from <http://www.tripsflorida.org/contracts.html>

1. Select Desired Vehicle (Cutaway, Minibus etc.)
2. Choose Vendor (use drop down arrow next to vendor name to see information)
3. Select Order Packet
4. Complete Exhibit A (Order Form)

The Auto and Light Truck contract can be found at [The Florida Department of Management Services \(DMS\) website](#).

Vehicle Request

Replacement (R) or Expansion (E)	Fuel Type	Useful Life (See Application Instructions)	Description/ Vehicle Type	Quantity	Estimated Cost (from Order Form)
(E)	Gas	5 years	Mini-van with manual ramp, 2 WC positions, 5 seats	1	\$ 50,797
(R)	Gas	5 years	4 Door Sedan 4 seats + driver	1	\$ 27,416
Subtotal					\$ 78,213

*Under Description/Vehicle Type, include the length and type vehicle, lift or ramp, number of seats and wheelchair positions. For example, 22' gasoline bus with lift, 12 ambulatory seats, and 2 wheelchair positions. **Any bus options that are part of purchasing the bus itself should be part of the vehicle request and NOT separated out under equipment.**

Replacement Vehicles (R)

If the capital request includes replacement vehicles, please list the vehicles in your current fleet that you are intending to replace with the vehicle from your vehicle request. Please list by order of priority.

YEAR	TYPE	MAKE	MILES	VIN	FDOT Control #
2010	Mini-van	Chrysler Town & Country	144,446	2A4RR5D18AR198633	NA



April 3, 2018

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

STAFF RECOMMENDATION

Approve Suwannee River Economic Council'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 Suwannee River Economic Council's application for Fiscal Year 2018/19 Mobility Enhancement Grant funds. If awarded, these funds will be used to continue providing on-demand transportation services in the City of Starke.

Attachment

t:\lynn\td2018\bradford\memos\megapplication.docx

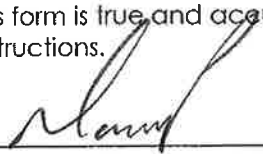


Transportation Disadvantaged Mobility Enhancement Grant Application

Legal Name of Applicant	Suwannee River Economic Council, Inc.		
Federal Employer Identification Number	59-1101989		
Registered Address	POB 70		
City and State	Live Oak FL	Zip Code	32064
Contact Person for this Grant	Matt Pearson	Phone Number	3863624115
E-Mail Address [Required]	mpearson@suwanneec.net		
Project Location [County(ies)]	Bradford	Proposed Project Start Date	7/1/2018

Fiscal Year Budget Allocation	
Grant Amount – State Allocation [90%]	\$53,866
Grant Amount – Local Match [10%]	\$5,985
Total Project Amount	*\$59,851.00

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

3/2/18

 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:

The purpose of this project is to improve access to health care, social activities, pharmacies, and shopping for older adults, persons with disabilities, and persons with low income inside the City of Starke, FL. SREC, Inc. is the Community Transportation Coordinator for Bradford County, and provides door-to-door, pre-scheduled trip reservation services through Florida's Transportation for the Disadvantaged program. However, these trips are limited for purposes other than non-emergency medical due to the funding limitations and the demand for out-of-county, non-emergency, medical transportation needs.

SREC, Inc. has been awarded the Mobility Enhancement Grant in this area since fiscal year 2016/2017, and has proven the effectiveness and success of the program. Therefore, SREC, Inc. strives to continue this on-demand service provided through the 2018/2019 Mobility Enhancement Grant.

Same day trips are to be provided under this program, Monday - Friday. Trip origins and destinations must be within the City of Starke. Passengers must call SREC, Inc. at least 30 minutes in advance to request a trip, and trips will be provided on an availability basis. Specific pick up and drop off locations are as follows:

CVS Pharmacy - 209 S. Temple Avenue
Walgreens Pharmacy - 205 W. Madison Street
Walmart Supercenter - 14500 US Highway 301
Shands Atarke Regional Medical Center - 922 E. Call Street
Bradford Senior Center - 403 Georgia Street
Starke Multi-purpose Senior Center - 550 W. Georgia Street
Bradford County Courthouse - 945 N. Temple Avenue

Project Timeframe:

The project will begin July 1, 2018. Since SREC, Inc. is currently providing this service, there will be no disruption in service to the citizens of the City of Starke. The timeline of the program will be July 1, 2018 - June 30, 2019.

Project Performance Measures:

SREC, Inc. will measure the ridership and on-time performance on a monthly basis. SREC, Inc. anticipates the number of trips to be provided from this service in 2018/2019 will equal or exceed the previous two years' performance.

In addition, a client survey will be utilized to measure customer satisfaction.

Project Funding:

SREC, Inc. anticipates the following project costs on an annual basis:

Driver	\$36,000
Fuel	\$10,500
Communication	\$1,200
Insurance	\$1,850
Advertising	\$3,000
Maintenance	\$1,860
Administration	\$5,441

Total Estimated Annual Cost	\$59,851
-----------------------------	----------

Reimbursement for operating expenses will be invoiced to the CTD monthly based on \$23.75 per trip. SREC, Inc. anticipates providing approximately 210 trips per month. The source of matching funds will be SREC, Inc.



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: 3/2/19
Name: Matt Pearson
Title: Executive Director



April 3, 2018

TO: Bradford County Transportation Disadvantaged Coordinating Board

FROM: Lynn Godfrey, AICP, Senior Planner

SUBJECT: Rural Area Capital Assistance Program Grant Application

RECOMMENDATION

Approve Suwannee River Economic Council's application for 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 Suwannee River Economic Council's 2018/19 Rural Area Capital Assistance Program Grant application. If awarded, these grant funds will be used to purchase one replacement vehicle.

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

Attachment

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



**SHIRLEY CONROY RURAL AREA CAPITAL
ASSISTANCE GRANT APPLICATION
APPLICATION FORM**

1. DATE SUBMITTED: 2/23/2018
2. LEGAL NAME OF APPLICANT: Suwannee River Economic Council, Inc.
3. FEDERAL IDENTIFICATION NUMBER: 59-1101989
4. REGISTERED ADDRESS: 1171 Nobles Ferry Road
CITY AND STATE: Live Oak FL ZIP CODE: 32064
5. CONTACT PERSON FOR THIS GRANT: Matt Pearson, Executive Director
6. PHONE NUMBER: 386-362-4115 ext. 223
7. E-MAIL ADDRESS: mpearson@suwanneec.net
8. PROJECT LOCATION [County(ies)]: Bradford County
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.

Matt Pearson, Executive Director

TYPED NAME OF AUTHORIZED REPRESENTATIVE AND TITLE

SIGNATURE OF AUTHORIZED REPRESENTATIVE

2/23/2018

DATE

11. Local Coordinating Board Approval

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

Bradford 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:

SREC, Inc. will use this grant to purchase a large 14-passenger vehicle to accommodate the ever-increasing number of passengers requiring longer-distance trips. The vehicle of interest is a 23-foot Ford E450, gas engine, 12 ambulatory seats, 2 wheelchair positions, and 2 walker securements. Thus, enhancing the services currently provided to the many Bradford County residents who depend upon this service for the sustaining of life. The newly purchased vehicle will replace an existing 2012 10-passenger vehicle that currently is not in service due to the need for a new transmission at an estimated cost of \$3,600.00. This vehicle currently has 131,890 miles with an anticipated mileage of 153,872 upon the arrival of a new vehicle should the repairs be required.

Explain Why the Equipment is Needed:

SREC, Inc. currently provides transportation services to the transportation disadvantaged in Bradford County, and over 22,000 trips are expected to be performed in the upcoming year. Many of these riders have no other means of transportation to and from medical facilities, some of which are over 50 miles away. Passengers are currently requiring medical transportation to Gainesville, Jacksonville, Lake City, and other areas great distances away.

SREC, Inc. recognizes the need for higher quality yet more efficient transportation services in Bradford County and that operations are carried out in an extremely rural area with few paved roads and great distances to travel to the nearest medical facility. Therefore, the need to continually replace vehicles is very important to the continued success of the transportation program in Bradford County.

Identify Local Match Required and Source for Match:

SREC, Inc. is requesting REDI qualification for the local match requirement as Bradford County is located in the North Central Region of the Rural Area of Opportunity.

Describe the Procurement Process and Timeline:

The vehicle will be procured from the Florida Department of Transportation Transit Research Inspection Procurement Services. The TRIPS order form is included herein.

The anticipated timeline for completion is as follows:

July 1, 2018 = Agreement effective date

August 1, 2018 = Vehicle ordered

December 15, 2018 = Vehicle delivery

January 15, 2019 = Final invoice to CTD



SHIRLEY CONROY RURAL AREA CAPITAL ASSISTANCE GRANT APPLICATION PROPOSED PROJECT FUNDING

Project Description and Estimated Cost:

- Capital equipment - **Prioritize based on need.**
- If vehicle, specify type of vehicle.
- Include a copy of the TRIPS vehicle order form used to determine price or quote received for other capital equipment to document cost.

1.	Ford E450 6.8L Gas	\$70,889
2.		\$
3.		\$
4.		\$
5.		\$
6.		\$

Total Project Cost \$70,889.00

Funding Participation

Transportation Disadvantaged Trust Funds	(90%)	70,889.00
Local Match	(10%) *	REDI
Total Project Cost		70,889.00

* If REDI, include 100% of the total project cost on the Transportation Disadvantaged Trust Funds line and "REDI" on the Local Match line.



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: _____
Name: Matt Pearson
Title: Executive Director
Agency: Suwannee River Economic Council, Inc.
Service Area: Bradford County

Date: 2/23/2018



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

NAME OF CTC: Suwannee River Economic Council, Inc.

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
2009	Ford Cutaway E450	1FDFE45S79 DA88334	12+2	7,610	68,494		5311
2010	Ford Van E250-Van	1FTNE2ELXA DA75692	2	7,651	61,205		5310
2010	Chevy Cutaway CG33503	1GBJG31K79 1172605	8+1	11,007	88,059		5310
2012*	Chevy Cutaway G350	1GB3G2BG4 B1172032	8+2	21,982	131,890	2019	5310
2011	Chevy Cutaway EXP G3500	1GB3G2BG4 B1171589	8+2	11,507	80,550		CTD
2013	Chevy Cutaway BUS	1GB3G2BG0 D1175402	8+2	23,745	118,723		5310

2015	Chevy Cutaway G350	1GB3G2BG0 E1198468	8+2	35,547	106,640		5310
2015	Ford Turtle Top Odyssey	1FDFF4FS0F DA35288	12+2	14,358	43,073		5339
2016	MOVT MV-1	57WMD2C62 GM100049	4+2	2,513	5,025		CTD

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



April 3, 2018

TO: Bradford County Transportation Disadvantaged Coordinating Board

FROM: Lynn Godfrey, AICP, Senior Planner

SUBJECT: Suwannee River Economic Council - Operations Reports

RECOMMENDATION

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

BACKGROUND

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

1. October - December 2017 Operations Report;
2. Fiscal Year 2017/18 Transportation Disadvantaged Trust Fund Status Report;
4. October - December 2017 Complaint/Commendation Report; and
5. October - December 2017 Trip Denial Report.

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

Attachments

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**QUARTERLY OPERATING REPORT
BRADFORD COUNTY
OCTOBER - DECEMBER 2017**

OPERATING DATA	SREC	ARC of Bradford	TOTAL
NUMBER OF INVOICED TRIPS	3,712	2,641	6,353
Aging Program - Title III-B	330	0	330
Transportation Disadvantaged Program	1,730	0	1,730
Florida Agency for Persons with Disabilities	0	2,641	2,641
Florida Managed Medical Care Program (Medicaid)	1,138	0	1,138
Mobility Enhancement Grant	514	0	514
TOTAL VEHICLE MILES	36,548	19,700	56,248
TOTAL REVENUE VEHICLE MILES	30,831	0	30,831
TOTAL DOLLARS INVOICED	\$106,329.18	\$31,704.27	\$138,033
Aging Program - Title III-B	\$5,068.80	\$0.00	\$5,069
Transportation Disadvantaged Program	\$57,029.63	\$0.00	\$57,030
Florida Agency for Persons with Disabilities	\$0.00	\$31,704.27	\$31,704
Florida Managed Medical Care Program (Medicaid)	\$32,023.25	\$0.00	\$32,023
Mobility Enhancement Grant	\$12,207.50	\$0.00	\$12,208
AVERAGE COST PER TRIP	\$28.64	\$12.00	\$21.73
Aging Program - Title III-B	\$15.36	#DIV/0!	\$15.36
Transportation Disadvantaged Program	\$32.97	#DIV/0!	\$32.97
Florida Agency for Persons with Disabilities	\$0.00	\$12.00	\$12.00
Florida Managed Medical Care Program (Medicaid)	\$28.14	#DIV/0!	\$28.14
Mobility Enhancement Grant	\$23.75	#DIV/0!	\$23.75
AVERAGE COST PER MILE	\$2.91	\$1.61	\$2.45
AVERAGE COST PER REVENUE VEHICLE MILE	\$3.45	#DIV/0!	\$4.48
TRIP PURPOSE*	-	-	-
Medical	2,868	75	2,943
Employment	0	0	0
Education/Training	0	0	0
Fixed	0	1,790	1,790
Inclusion	0	140	140
Shopping	0	0	0
Meal Site	514	0	514
Recreation	330	0	330
Other		636	636
NUMBER OF TRIPS DENIED	0	0	0
NUMBER OF SINGLE PASSENGER TRIPS PROVIDED	129	0	129
PERCENT OF SINGLE PASSENGER TRIPS	3%	0%	2%
NUMBER OF ACCIDENTS	0	0	0
NUMBER OF VEHICLES	8	10	18
AVERAGE TRIPS PER VEHICLE	464	264	353
AVERAGE MILES PER TRIP	10	7	9
NUMBER OF ROADCALLS	2	0	2

**QUARTERLY OPERATING REPORT
BRADFORD COUNTY
OCTOBER - DECEMBER 2016**

OPERATING DATA	TOTAL
NUMBER OF INVOICED TRIPS	6,480
Aging Program - Title III-B	303
Transportation Disadvantaged Program	1,384
Florida Agency for Persons with Disabilities	2,877
Florida Managed Medical Care Program (Medicaid)	1,239
Mobility Enhancement Grant	677
TOTAL VEHICLE MILES	67,777
TOTAL REVENUE VEHICLE MILES	43,314
TOTAL VEHICLE HOURS	4,012
TOTAL DOLLARS INVOICED	\$148,005.00
Aging Program - Title III-B	\$4,654.00
Transportation Disadvantaged Program	\$42,285.00
Florida Agency for Persons with Disabilities	\$32,779.00
Florida Managed Medical Care Program (Medicaid)	\$52,330.00
Mobility Enhancement Grant	\$15,957.00
AVERAGE COST PER TRIP	\$22.84
Aging Program - Title III-B	\$15.36
Transportation Disadvantaged Program	\$30.55
Florida Agency for Persons with Disabilities	\$11.39
Florida Managed Medical Care Program (Medicaid)	\$42.24
Mobility Enhancement Grant	
AVERAGE COST PER MILE	\$2.18
AVERAGE COST PER REVENUE VEHICLE MILE	\$3.42
AVERAGE COST PER HOUR	37
TRIP PURPOSE*	-
Medical	2,710
Employment	0
Education/Training	0
Fixed	1,902
Inclusion	113
Shopping	677
Meal Site	303
Recreation	0
Other	775
NUMBER OF TRIPS DENIED	0
NUMBER OF SINGLE PASSENGER TRIPS PROVIDED	290
PERCENT OF SINGLE PASSENGER TRIPS	0
NUMBER OF ACCIDENTS	0
NUMBER OF VEHICLES	18
AVERAGE TRIPS PER VEHICLE	360

Suwannee River Economic Council

Rates:

Ambulatory: \$1.81 per passenger mile

Wheelchair: \$3.10 per passenger mile

Stretcher: \$6.45 per passenger mile

**2017-2018 TRANSPORTATION DISADVANTAGED TRUST FUND SUMMARY
BRADFORD COUNTY**

MONTH/YEAR	ALLOCATION	STATE FUNDS SPENT	STATE FUNDS REMAINING	NUMBER OF TRIPS	AVERAGE COST PER TRIP
Jul-17	\$249,316.00	\$20,783.08	\$228,532.92	691	\$30.08
Aug-17	-	\$26,135.67	\$202,397.25	719	\$36.35
Sep-17	-	\$14,663.65	\$187,733.60	499	\$29.39
Oct-17	-	\$19,060.96	\$168,672.64	635	\$30.02
Nov-17	-	\$20,824.18	\$147,848.46	580	\$35.90
Dec-17	-	\$17,144.49	\$130,703.97	515	\$33.29
Jan-18	-		\$130,703.97		#DIV/0!
Feb-18	-		\$130,703.97		#DIV/0!
Mar-18	-		\$130,703.97		#DIV/0!
Apr-18	-		\$130,703.97		#DIV/0!
May-18	-		\$130,703.97		#DIV/0!
Jun-18	-	-	#VALUE!	-	-
TOTAL	-	\$118,612.03	-	3,639	\$32.59

Source: Suwannee River Economic Council

BRADFORD COUNTY
QUARTERLY SUMMARY OF SERVICE COMPLAINTS/COMMENDATIONS
OCTOBER - DECEMBER 2017

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

Source: Suwannee River Economic Council

**BRADFORD COUNTY
UNMET TRANSPORTATION NEEDS
OCTOBER - DECEMBER 2017**

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

Source: Suwannee River Economic Council

**ATTENDANCE RECORD
BRADFORD COUNTY
TRANSPORTATION DISADVANTAGED
COORDINATING BOARD**

MEMBER/ORGANIZATION	NAME	4/11/17	7/11/17	10/11/17	1/9/18
Chair	Commissioner Danny Riddick	A	A	P	P
Alternate Chairperson	Commissioner Tommy Chastain	A	A	A	A
Florida Department of Transportation	Sandra Collins	P	P	P	P
Alternate Member	Janell Damato	A	A	A	A
Florida Department of Children and Families	(Vacant)				
Alternate Member	Nakiesha Thompson	A	A	A	A
Agency for Health Care Administration	Deweece Ogden	P	P	P	A
Alternate Member	Pamela Hagley	A	A	A	A
Florida Department of Education	Jeffrey Aboumrad	P	A	P	P
Alternate Member					
Public Education	(Vacant)				
Alternate Member	(Vacant)				
Citizen Advocate	(Vacant)				
Alternate Member	(Vacant)				
Citizen Advocate-User	(Vacant)				
Alternate Member	(Vacant)				
Elderly	(Vacant)				
Alternate Member	(Vacant)				
Veterans	Barbara Fischer	P	P	P	P
Alternate Member	(Vacant)				
Persons with Disabilities	Sherry Ruskowski	P	P	A	A
Alternate Member	(Vacant)				
Florida Association for Community Action	(Vacant)				
Alternate Member	(Vacant)				
Florida Department of Elder Affairs	Libby Murphy		P	A	P
Alternate Member	(Vacant)				
Children at Risk	(Vacant)				
Alternate Member	(Vacant)				
Private Transit	Steve Futch	A	A	P	A
Alternate Member	(Vacant)				
Regional Workforce Board	(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 North Central Florida Regional Planning Council shall review and consider rescinding the appointment of any voting member of the Board who fails to attend three consecutive meetings."

