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

March 5, 2018

TO: Lafayette County Transportation Disadvantaged Coordinating Board

FROM: Lynn Godfrey, AICP, Senior Planner

SUBJECT: Meeting Announcement

The Lafayette County Transportation Disadvantaged Coordinating Board will meet **Monday, March 12, 2018 at 2:00 p.m.** in the meeting room of Suwannee River Economic Council located on State Road 27 in Mayo, Florida. All Board members are encouraged to attend this meeting.

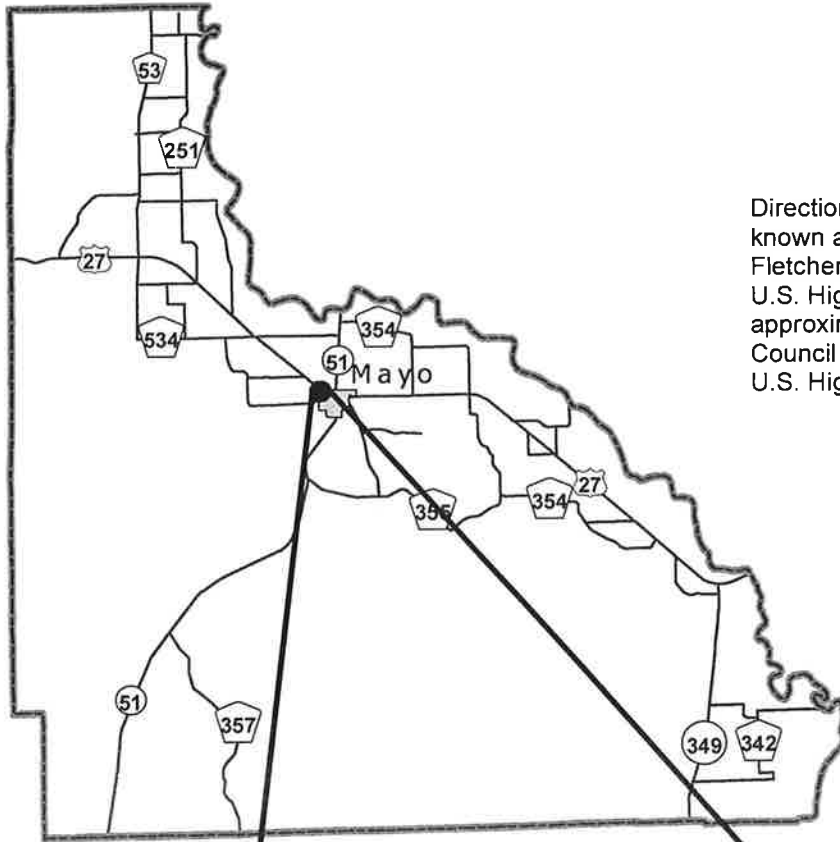
Attached is the meeting agenda and supporting materials. If you have any questions, please do not hesitate to contact me at extension 110.

Attachments

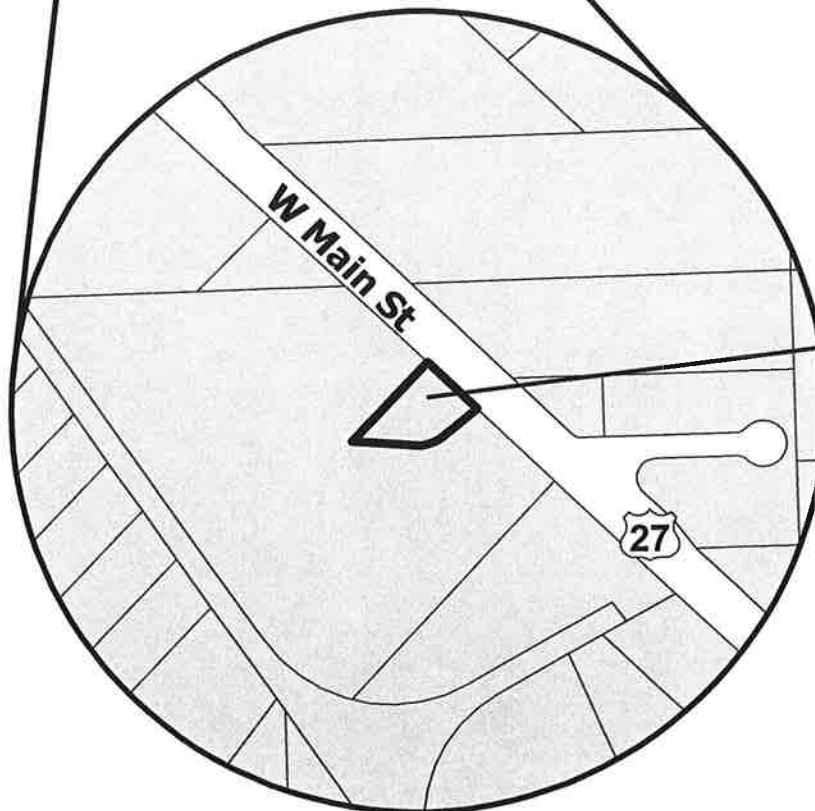
t:\lynn\td2018\lafayette\memos\march.docx

# Suwannee River Economic Council

114 SW Community Circle  
Mayo, FL 32066



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



1 inch = 500 feet

Suwannee River  
Economic Council





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

Meeting Room  
Suwannee River Economic Council  
Mayo, Florida

Monday  
March 12, 2018  
2:00 p.m.

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

**A. Invocation**

**B. Pledge of Allegiance**

**C. Introductions**

**D. Approval of the Meeting Agenda**

**ACTION REQUIRED**

**E. Approval of the November 13, 2017  
Minutes**

**Page 7**

**ACTION REQUIRED**

**II. NEW BUSINESS**

**A. Community Transportation Coordinator  
Designation**

**Page 11**

**ACTION REQUIRED**

The Board needs to recommend the designation of the Lafayette County Community  
Transportation Coordinator

**B. Lafayette County Transportation  
Disadvantaged Service Plan Amendments**

**Page 13**

**ACTION REQUIRED**

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

**C. Suwannee River Economic Council  
Operations Reports**

**Page 53**

**NO ACTION REQUIRED**

### **III. OTHER BUSINESS**

#### **A. Comments**

### **IV. FUTURE MEETING DATES**

- A. June 11, 2018 at 2:00 p.m.**
- B. September 10, 2018 at 2:00 p.m.**
- C. December 10, 2018 at 2:00 p.m.**
- D. March 11, 2019 at 2:00 p.m.**

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

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

**LAFAYETTE COUNTY  
TRANSPORTATION DISADVANTAGED COORDINATING BOARD**

<b>MEMBER/REPRESENTING</b>	<b>ALTERNATE/REPRESENTING</b>
Commissioner Lisa Walker Local Elected Official/Chair	Not Applicable
Sandra Collins, Vice-Chair Florida Department of Transportation Grievance Committee Member	Janell Damato Florida Department of Transportation
Kay Tice Florida Department of Children and Families Grievance Committee Member	Amanda Bryant Florida Department of Children and Families
Vacant Florida Department of Education	Vacant Florida Department of Education
Eva K. Bolton Florida Department of Elder Affairs	Vacant Florida Department of Elder Affairs
Deweese Ogden Florida Agency for Health Care Administration Grievance Committee Member	Pamela Hagley Florida Agency for Health Care Administration
Diane Head Regional Workforce Development Board Grievance Committee Member	Anthony Jennings Regional Workforce Development Board
Vacant Florida Association for Community Action Term ending June 30, 2020	Vacant Florida Association for Community Action Term ending June 30, 2020
Joey Pearson Public Education	Vacant Public Education
Ellis A. Gray, III Veterans 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
Vacant Persons with Disabilities Term ending June 30, 2018	Vacant Persons with Disabilities Term ending June 30, 2018
Vacant Elderly Term ending June 30, 2020	Vacant Elderly Term ending June 30, 2020
Risa Clayton Medical Community Term ending June 30, 2019	Vacant Medical Community Term ending June 30, 2019
Colleen Cody Children at Risk Grievance Committee Member Term ending June 30, 2019	Vacant Children at Risk Term ending June 30, 2019
Vacant 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.



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

Meeting Room  
Suwannee River Economic Council  
Mayo, Florida

Monday  
November 13, 2107  
2:00 p.m.

**VOTING MEMBERS PRESENT**

Commissioner Anthony Adams, Chairman  
Colleen Cody, Children at Risk Representative  
Sandra Collins, Florida Department of Transportation Representative  
Diane Head, Workforce Development Board Representative  
Joey Pearson, Public Education Representative  
Kay Tice, Florida Department of Children and Families Representative

**VOTING MEMBERS ABSENT**

Risa Clayton, Medical Community Representative  
Ellis A. Gray, III, Veterans Representative  
Deweece Ogden, Florida Agency for Health Care Administration Medicaid Representative

**OTHERS PRESENT**

Eva Bolton, Florida Department of Elder Affairs  
Matthew Pearson, Suwannee River Economic Council

**STAFF PRESENT**

Lynn Godfrey, North Central Florida Regional Planning Council

**I. CALL TO ORDER**

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

**A. Invocation**

Matthew Pearson gave the invocation.

**B. Pledge of Allegiance**

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

**C. Introductions**

The Board members introduced themselves to Ms. Eva Bolton who will be appointed to the Board as the Florida Department of Elder Affairs Representative in December.

**D. Approval of the Meeting Agenda**

Ms. Collins asked staff to check the accuracy of the September and November 2018 meeting dates.

**ACTION: Joey Pearson moved to approve the meeting agenda with the noted changes to the 2018 meeting schedule. Kay Tice seconded; motion passed unanimously.**

**E. Approval of the September 25, 2017 Meeting Minutes**

**ACTION: Joey Pearson moved to approve the September 25, 2017 meeting minutes. Diane Head seconded; motion passed unanimously.**

**II. NEW BUSINESS**

**A. Annual Performance Evaluation**

Ms. Lynn Godfrey, North Central Florida Regional Planning Council Senior Planner, stated that the Board needs to review and approve Suwannee River Economic Council's 2016/17 annual performance evaluation.

**ACTION: Sandra Collins moved to approve Suwannee River Economic Council's 2016/17 annual performance evaluation. Diane Head seconded; motion passed unanimously.**

**B. 2016/17 Annual Operations Report**

Mr. Matthew Pearson, Suwannee River Economic Council Executive Director, discussed the 2016/17 Annual Operations Report.

The Board reviewed the 2016/17 Annual Operations Report.

**C. 2017/18 Rural Capital Assistance Grant Program Application**

Mr. Matthew Pearson, Suwannee River Economic Council Executive Director, discussed Suwannee River Economic Council's Rural Area Capital Assistance Grant Program application.



**ACTION:** Kay Tice moved to approve Suwannee River Economic Council's 2017/18 Rural Area Capital Assistance Grant Program application. Joey Pearson seconded; motion passed unanimously.

**D. Community Transportation Coordinator Designation**

Ms. Godfrey stated that Suwannee River Economic Council's designation as the Lafayette County Community Transportation Coordinator will expire June 30, 2018. She said the North Central Florida Regional Planning Council will issue a request for proposals for the Lafayette County Community Transportation Coordinator designation in January 2018. She said the final designation will be made by the Florida Commission for the Transportation effective July 1, 2018.

**E. Suwannee River Economic Council Operations Reports**

Mr. Matthew Pearson, Suwannee River Economic Council Executive Director, discussed the operations reports. He said Lafayette County received additional Transportation Disadvantaged Trust Funds beginning July 1, 2017. He asked the Board members to give him ideas to help spend the additional funds. He said group field trips are an option..

**III. OTHER BUSINESS**

**A. Comments**

Chair Adams announced that the Board of County Commissioners made committee assignments recently and he was not reassigned to the Transportation Disadvantaged Coordinating Board. He said Commissioner Lisa Walker has been recommended to serve as the new Chair. He said it has been a pleasure serving as Chair of the Board and wished Suwannee River Economic Council and the Board success in the future.

The Board thanked Chair Adams for his service on the Board and his support of the Transportation Disadvantaged Program.

**IV. FUTURE MEETING DATES**

Chairman Adams announced that the next meeting of the Board will be held March 12, 2018 at 2:00 p.m.

Lafayette County Transportation Disadvantaged Coordinating Board Meeting Minutes  
November 13, 2017

**ADJOURNMENT**

The meeting adjourned at 2:30 p.m.

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Chair

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Date



March 5, 2018

TO: Lafayette County Transportation Disadvantaged Coordinating Board

FROM: Lynn Godfrey, AICP, Senior Planner

SUBJECT: Lafayette County Community Transportation Coordinator Designation

STAFF RECOMMENDATION:

**Recommend the Florida Commission for the Transportation Disadvantaged designate Suwannee River Economic Council, Inc. as the Lafayette County Community Transportation Coordinator for a five-year period effective July 1, 2018.**

BACKGROUND:

The North Central Florida Regional Planning Council is the Designated Official Planning Agency for the Transportation Disadvantaged Program for Lafayette County. The Florida Commission for the Transportation Disadvantaged requires that the designated official planning agencies conduct the selection process and recommend a Community Transportation Coordinator at the end of each contract period.

Suwannee River Economic Council, Inc. is the designated Community Transportation Coordinator for Lafayette County. Suwannee River Economic Council, Inc.'s Memorandum of Agreement will expire June 30, 2018.

The North Central Florida Regional Planning Council issued Request for Proposals No 2018-01 for Lafayette County Community Transportation Coordinator designation on January 4, 2018. Suwannee River Economic Council, Inc. submitted a proposal in response to the request for proposals.

The North Central Florida Regional Planning Council authorized the Executive Director to appoint a Technical Review Committee to review and score proposals for the Lafayette County Community Transportation Coordinator. The Technical Review Committee reviewed Suwannee River Economic Council, Inc.'s proposal and determined that it is responsive to the request for proposals. Therefore, it is recommended that Suwannee River Economic Council, Inc. be designated the Community Transportation Coordinator for Lafayette County for a five-year period effective July 1, 2018.

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

t:\lynn\td2018\lafayette\memos\rfprecommendation.docx





**II . B**

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March 5, 2018

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

RECOMMENDATION

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

BACKGROUND

Transportation projects selected for funding under the Federal Moving Ahead for Progress in the 21st Century (MAP-21) Act Program must be included in the Coordinated Public Transit-Human Services Transportation Plan. The Lafayette County Transportation Disadvantaged Service Plan serves as the Coordinated Public Transit-Human Services Transportation Plan for Lafayette County. In addition, Florida Administrative Code 41-2.011(6) requires the Board to review all applications for local, state and federal government funded transportation projects planned in Lafayette County.

Attached are draft amendments to the Lafayette County Transportation Disadvantaged Service Plan that meet the federal and state requirements. Also, attached are applications for U.S.C. Section 5311 and 5339 grant funds for Board review.

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

Attachments

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### 3. Barriers to Coordination

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

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

### 4. Needs Assessment

#### United States Code Section 5311 Grant Program

APPLICANT	PROJECT	PROJECT YEAR	AREAS AFFECTED BY PROJECT	ESTIMATED PROJECT COST	PROJECT FUNDING
Suwannee River Economic Council	Provide transportation services to the transportation disadvantaged.	2018/19	Lafayette County	\$101,192.00 \$101,192.00	Federal Transit Administration Suwannee River Economic Council

#### United States Code Section 5339 Grant Program

APPLICANT	PROJECT	PROJECT YEAR	AREAS AFFECTED BY PROJECT	ESTIMATED PROJECT COST	PROJECT FUNDING
Suwannee River Economic Council	Purchase one replacement vehicle.	2018/19	Lafayette County	\$69,219.00	Federal Transit Administration





## Florida Department of Transportation




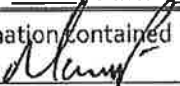
### 49 U.S.C. Section 5311 Capital & Operating Assistance – FFY 2018 Grant Application

Formula Grants for Rural Areas  
CFDA 20.509

**Legal Applicant Name: Suwannee River Economic Council, Inc.**

☐ First Time Applicant ☒ Previous Applicant

# Applicant Information

		<b>49 U.S.C. Section 5311, Formula Grants for Rural Areas:</b> <b>GRANT APPLICATION</b>	
Agency (Applicant) Legal Name: Suwannee River Economic Council, Inc.			
Physical Address (No P.O. Box): 1171 Nobles Ferry Road			
Applicant's County: Suwannee County If Applicant has offices in more than one county, list county where main office is located			
City: Live Oak	State: FL	Zip Code: 32064	Congressional District: Third
Federal Taxpayer ID Number: 59-1101989			
Applicant Fiscal period start and end dates: <u>October 1, 2018</u> to <u>September 30, 2019</u> State Fiscal period from: <u>July 1, 2018 to June 30, 2019</u>			
Applicant's DUNS Number: 0402079040000 Unique 9-Digit number issued by Dun & Bradstreet. May be obtained free of charge at: <a href="http://fedgov.dnb.com/webform">http://fedgov.dnb.com/webform</a>			
Project's Service Area: Lafayette County List the county or counties that will be served by the proposed project.			
Executive Director: Matt Pearson		Grant Contact Person (if different than Executive Director):	
Telephone: 386-362-4115 ext. 223		Telephone:	
Fax: 386-362-4078		Fax:	
E-mail Address: mpearson@suwanneec.net		Email Address:	
Current Vehicle Inventory: 1 Vans _____ Vans/Lifts _____ Sedans or Minivans Enter Number in Fleet 2 Buses/Cutaways _____ Other _____ N/A			
Authorizing Representative certifying to the information contained in this application is true and accurate. Signature (Authorizing Representative) [blue ink]:  Printed Name: Matt Pearson Title: Executive Director Email Address: mpearson@suwanneec.net *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		
<b>* 1. Type of Submission:</b>		
<input type="checkbox"/> Preapplication		
<input checked="" type="checkbox"/> Application		
<input type="checkbox"/> Changed/Corrected Application		
<b>* 2. Type of Application:</b>		
<input checked="" type="checkbox"/> New		
<input type="checkbox"/> Continuation		
<input type="checkbox"/> Revision		
<b>* If Revision, select appropriate letter(s):</b>		
<input type="checkbox"/>		
<b>* Other (Specify):</b>		
<input type="text"/>		
<b>* 3. Date Received:</b>		
N/A		
<b>4. Applicant Identifier:</b>		
N/A		
<b>5a. Federal Entity Identifier:</b>		
N/A		
<b>5b. Federal Award Identifier:</b>		
<input type="text"/>		
<b>State Use Only:</b>		
<b>6. Date Received by State:</b>		
<input type="text"/>		
<b>7. State Application Identifier:</b>		
1001		
<b>B. APPLICANT INFORMATION:</b>		
<b>* a. Legal Name:</b>		
Suwannee River Economic Council, Inc.		
<b>* b. Employer/Taxpayer Identification Number (EIN/TIN):</b>		
59-1101989		
<b>* c. Organizational DUNS:</b>		
0402079040000		
<b>d. Address:</b>		
<b>* Street1:</b>		
1371 Nobles Ferry Road		
<b>Street2:</b>		
<input type="text"/>		
<b>* City:</b>		
Live Oak		
<b>County/Parish:</b>		
<input type="text"/>		
<b>* State:</b>		
FL; Florida		
<b>Province:</b>		
<input type="text"/>		
<b>* Country:</b>		
USA; UNITED STATES		
<b>* Zip / Postal Code:</b>		
32066		
<b>e. Organizational Unit:</b>		
<b>Department Name:</b>		
Administration		
<b>Division Name:</b>		
<input type="text"/>		
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>		
<b>Prefix:</b>		
Mr.		
<b>* First Name:</b>		
Matt		
<b>Middle Name:</b>		
<input type="text"/>		
<b>* Last Name:</b>		
Pearson		
<b>Suffix:</b>		
<input type="text"/>		
<b>Title:</b>		
Executive Director		
<b>Organizational Affiliation:</b>		
<input type="text"/>		
<b>* Telephone Number:</b>		
386-362-4115 ext. 223		
<b>Fax Number:</b>		
386-362-4078		
<b>* Email:</b>		
mpearson@suwanneecouncil.net		

Application for Federal Assistance SF-424

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

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

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

\* 10. Name of Federal Agency:

Federal Transit Administration

11. Catalog of Federal Domestic Assistance Number:

20.509

CFDA Title:

Formula Grants for Rural Areas, Section 5311

\* 12. Funding Opportunity Number:

N/A

\* Title:

N/A

13. Competition Identification Number:

N/A

Title:

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

LAFAYETTE COUNTY

Add Attachment

Delete Attachment

View Attachment

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

Provide Transportation Services for the Transportation Disadvantaged

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

# Application for Federal Assistance SF-424

## 16. Congressional Districts Of:

\* a. Applicant

Third

\* b. Program/Project

Third

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

Add Attachment

Delete Attachment

View Attachment

## 17. Proposed Project:

\* a. Start Date:

10-01-2018

\* b. End Date:

09-30-2019

## 18. Estimated Funding (\$):

\* a. Federal

101191

\* b. Applicant

\* c. State

\* d. Local

101192

\* e. Other

\* f. Program Income

\* g. TOTAL

202383

## \* 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:

Mr.

\* First Name:

Matt

Middle Name:

\* Last Name:

Pearson

Suffix:

\* Title:

Executive Director

\* Telephone Number:

386-362-4115 ext. 223

Fax Number:

386-362-4078

\* Email:

mpearson@suwanneeeco.net

\* Signature of Authorized Representative:

*Matt Pearson*

\* Date Signed:

12-10-2017

## 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).

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

- (b) Please provide information below (Maximum 100 words):

- Organizational structure (attach an organizational chart at the end of this section)
- Total number of employees in organization 105
- Total number of transportation-related employees in the organization 22

Organizational structure: As the Community Transportation Coordinator for five (5) rural counties in North Florida SREC, Inc. operates partial brokerages with all trips provided by SREC, Inc. The exception to this is stretcher services which are contracted to a local government provider. SREC, Inc. provides mainly demand response services and requires 24-hour notice for trip requests. SREC, Inc.'s Executive Director has direct oversight of the Director of Transportation, who in turn manages the Transportation Department. Currently SREC, Inc. employs approximately 22 employees in the Transportation Department across the five service counties.

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

To train drivers SREC, Inc. uses the FDOT approved computer testing and training modules, the online substance abuse training provided by CUTR, and personal hands-on training provided by CTAA PASS certified trainers employed by SREC, Inc. Administrative aspects of the Transportation Department, including but not limited to fleet inventory and maintenance, driver credentialing, insurance tracking, and record keeping are led by the Director of Transportation.

- (d) 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)

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

## (c) 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 ;
- System safety plan;
- Drug-free workplace ; and
- Data collection methods, including how data was collected to complete Exhibit 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 (See Attachment 1, TDSP).
- Staffing: To train drivers SREC, Inc. uses the FDOT approved computer testing and training modules, the online substance abuse training provided by CUTR, and personal hands-on training provided by CTAA PASS certified trainers employed by SREC, Inc.
- Records maintenance: Administrative aspects of the Transportation Department, including but not limited to fleet inventory and maintenance, driver credentialing, insurance tracking, and record keeping are led by the Director of Transportation.
- Vehicle maintenance: All maintenance is performed by private contractors for service. SREC, Inc. has no mechanics on staff. The current SSPP requires safety inspections to be performed every 5,000 miles. The checklist used by the mechanics is a FDOT approved checklist. Annual inspections are performed annually and general maintenance is performed as needed if the driver reports an issue during the required daily inspection or if the vehicle has a mechanical failure.
- Service route and ridership numbers (See Attachment 1, TDSP)
- SSPP: See Attachment 2, Bus Transit System Annual Safety and Security Certification.
- Drug-free workplace: See Attachment 3, Certificate of Compliance for anti-drug and alcohol misuse prevention program.
- Data collection: SREC, Inc. utilizes the Trip Master transit management software for the transportation program. The ParaScope application connects the drivers on the road with the dispatchers in the office, and displays the driver's trip manifest electronically. The trip information is updated in real time, and data such as pickup and dropoff odometers and times are captured immediately.



## 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. *	CTS transit software / tablet system which provides direct data reports.	(a)4167	CTS transit software / tablet system which provides direct data reports.	4167
2 Number of individuals served unduplicated (first ride per fiscal year) PER YEAR. **	CTS transit software / tablet system which provides direct data reports.	(b)309	CTS transit software / tablet system which provides direct data reports.	309
3 Number of vehicles used for this service ACTUAL.	CTS transit software / tablet system which provides direct data reports.	(c)3	CTS transit software / tablet system which provides direct data reports.	3
4 Number of ambulatory seats. AVERAGE PER VEHICLE (Total ambulatory seats divided by total number of fleet vehicles)	CTS transit software / tablet system which provides direct data reports.	(d)8	CTS transit software / tablet system which provides direct data reports.	8

	Calculations (current system)	Current System	Calculations (if grant is awarded)	If Grant is Awarded (Estimates are acceptable)
5 Number of wheelchair positions AVERAGE PER VEHICLE (Total wheelchair positions divided by total number of fleet vehicles)	CTS transit software / tablet system which provides direct data reports.	(e)2	CTS transit software / tablet system which provides direct data reports.	2
6 Vehicle miles traveled, PER YEAR	CTS transit software / tablet system which provides direct data reports.	(f)63,277	CTS transit software / tablet system which provides direct data reports.	63,277
7 Average vehicle miles, PER DAY	CTS transit software / tablet system which provides direct data reports.	(g)211	CTS transit software / tablet system which provides direct data reports.	211
8 Normal vehicle hours in operation, PER DAY	CTS transit software / tablet system which provides direct data reports.	(h)10	CTS transit software / tablet system which provides direct data reports.	10
9 Normal number of days in operation, PER WEEK	CTS transit software / tablet system which provides direct data reports.	6	CTS transit software / tablet system which provides direct data reports.	6
10 Trip length (roundtrip), AVERAGE	CTS transit software / tablet system which provides direct data reports.	52	CTS transit software / tablet system which provides direct data reports.	52

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

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

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

## Form B-1: Proposed Project Description

(a) 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?
- Replace existing equipment?
- Purchase additional vehicles/equipment?

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

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

- (b) If a grant award will be used to maintain services as described in Form A-1, specifically explain how it will be used in the context of total service. Make sure to include information on how the agency will maintain adequate financial, maintenance, and operating records and comply with FTA reporting requirements including information for the Annual Program of Projects Status Reports, Milestone Activity Reports, NTD reporting, DBE reports etc.

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

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

Yes, but services would be drastically reduced.

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

<b>Estimated Revenues</b> <i>See Instruction Manual</i>	<b>Revenue Amount</b> <i>Entire Transportation program</i>	<b>Revenue Used as FTA Match Amount</b> <i>5311 Program Only</i>
Passenger Fares for Transit Service (401)	\$0	0
Special Transit Fares (402)	0	0
School Bus Service Revenues (403)	0	0
Freight Tariffs (404)	0	0
Charter Service Revenues (405)	0	0
Auxiliary Transportation Revenues (406)	0	0
Non-transportation Revenues (407)	0	0
<b>Total Revenue</b>	<b>\$0</b>	<b>0</b>
<b>Other Revenue Categories:</b>		
Taxes Levied directly by the Transit System (408)		
Local Cash Grants and Reimbursements (409)		
Local Special Fare Assistance (410)		
State Cash Grants and Reimbursements (411)	\$129,920	\$129,920
State Special Fare Assistance (412)		
Federal Cash Grants and Reimbursements (413)	\$72,463	\$72,463
Interest Income (414)		
Contributed Services (430)		
Contributed Cash (431)		
Subsidy from Other Sectors of Operations (440)		
<b>Total of Other Revenue</b>	<b>\$202,383</b>	<b>\$202,383</b>
<b>Grand Total All Revenue</b>	<b>\$202,383</b>	<b>\$202,383</b>



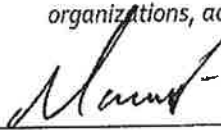
<b>Estimated Expenses</b> <i>See Instruction Manual</i>	<b>Expense Amount</b> <i>Entire Transportation program</i>	<b>FTA Eligible Expense</b> <i>5311 Program Only</i>
Labor (501)	\$74,255	\$74,255
Fringe & Benefits (502)	\$39,400	\$39,400
Services (503)	\$8,471	\$8,471
Materials & Supplies (504)	\$36,678	\$36,678
Vehicle Maintenance (504.01)	\$19,003	\$19,003
Utilities (505)	\$5,941	\$5,941
Insurance (506)	\$12,435	\$12,435
Licenses & Taxes (507)	\$462	\$462
Purchased Transit Service (508)	0	0
Miscellaneous (509)*	\$14,722	\$14,722
Leases & Rentals (512)	0	0
Depreciation (513)	\$4,266	\$4,266
<b>Grand Total All Expenses</b>	<b>\$202,383</b>	<b>\$202,383</b>

<b>Operating Funding Sources</b>			
Sources	Prior Year	Current Year	Next year
State (TD & Dept. of Elder Affairs)	\$146,743	\$129,920	\$129,920
Federal (5311 & Medicaid)	\$76,025	\$72,463	\$72,463

Proof of Local Match	
Source	Amount
Suwannee River Economic Council, Inc.	\$101,192
	\$
	\$
	\$
	\$
Total Local Match -- 50 % of Total Project Cost	\$101,192

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]

Matt Pearson, Executive Director

Typed Name and Title of Authorized Representative

December 10, 2017

Date





# Florida Department of Transportation



## U.S.C. Section 5339 Capital Assistance Application – FFY 2018


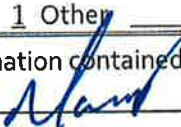
BUS AND BUS FACILITIES FORMULA PROGRAM  
FOR RURAL AREAS  
CFDA 20.526

**Legal Applicant Name: Suwannee River Economic Council, Inc.**

☐ **First Time Applicant**

☒ **Previous Applicant**

# Applicant Information

		<b>49 U.S.C. Section 5339, Bus and Bus Facilities Formula Program for Rural Areas:</b> <b>GRANT APPLICATION</b>	
Agency (Applicant) Legal Name: Suwannee River Economic Council, Inc.			
Physical Address (No P.O. Box): 1171 Nobles Ferry Road			
Applicant's County: Suwannee County If Applicant has offices in more than one county, list county where main office is located			
City: Live Oak	State: FL	Zip Code: 32064	Congressional District: Third
Federal Taxpayer ID Number: 59-1101989			
Applicant Fiscal period start and end dates: October 1, 2018 to September 30, 2019 <i>State Fiscal period from: July 1, 2018 to June 30, 2019</i>			
Applicant's DUNS Number: 0402079040000 <i>Unique 9-Digit number issued by Dun &amp; Bradstreet. May be obtained free of charge at: <a href="http://fedgov.dnb.com/webform">http://fedgov.dnb.com/webform</a></i>			
Project's Service Area: Lafayette County <i>List the county or counties that will be served by the proposed project.</i>			
Executive Director: Matt Pearson		Grant Contact Person (if different than Executive Director):	
Telephone: 386-362-4115 ext. 222		Telephone:	
Fax: 386-362-4078		Fax:	
E-mail Address: mpearson@suwanneec.net		Email Address:	
Current Vehicle Inventory: <u>1</u> Vans <u>    </u> Vans/Lifts <u>    </u> Sedans or Minivans Enter Number in Fleet <u>2</u> Buses/Cutaways <u>1</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: Matt Pearson Title: Executive Director Email Address: mpearson@suwanneec.net *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			

## PART II - FUNDING REQUEST

### Form A-1: Current System Description

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

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

2. Please provide information below (Maximum 100 words):

- Organizational structure (**attach an organizational chart at the end of this section**)
- Total number of employees in the organization 105
- Total number of transportation-related employees in the organization 22

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

To train drivers SREC, Inc. uses the FDOT approved computer testing and training modules, the online substance abuse training provided by CUTR, and personal hands-on training provided by CTAA PASS certified trainers employed by SREC, Inc. Administrative aspects of the Transportation Department, including but not limited to fleet inventory and maintenance, driver credentialing, insurance tracking, and record keeping are led by the Director of Transportation.

4. Fully explain your transportation program:

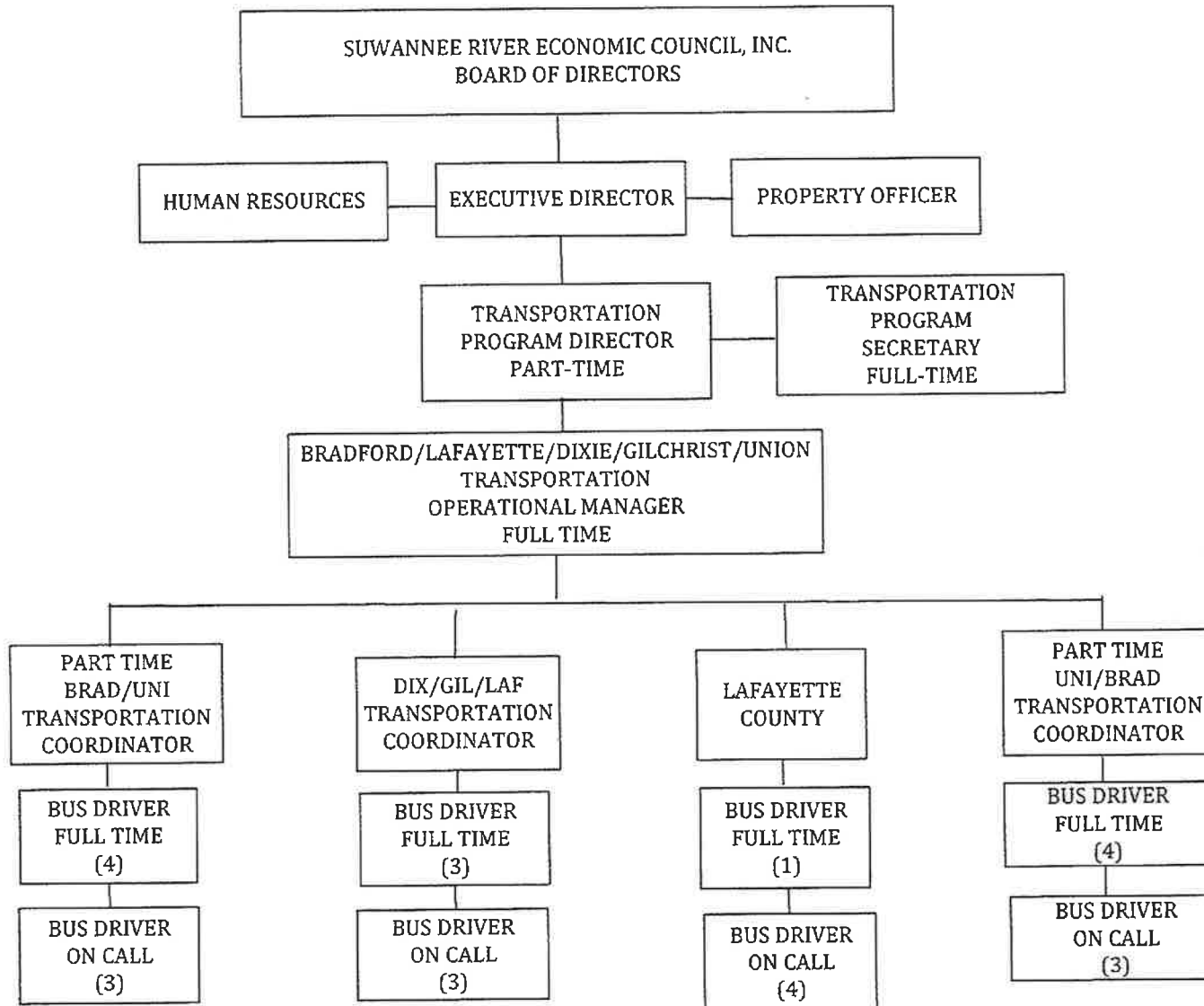
- Service hours, planned service, routes and trip types;
- Staffing—include plan for training on vehicle equipment such as wheelchair lifts, etc.;
- Records maintenance—who, what methods, use of databases, spreadsheets etc.;
- Vehicle maintenance—who, what, when and where. Which services are outsourced (e.g., oil changes)? Include a section on how vehicles are maintained without interruptions in service;
- A detailed description of service routes and ridership numbers
- System safety plan;
- Drug-free workplace ; and
- Data collection methods, including how data was collected to complete Exhibit A-1.

If the applicant is a Community Transportation Coordinator (CTC), **relevant pages** of a Transportation Disadvantaged Service Plan (TDSP) and Annual Operating Report (AOR) containing the above information may be provided here. **Please do not attach entire documents.**

- Organizational structure: As the Community Transportation Coordinator for five (5) rural counties in North Florida SREC, Inc. operates partial brokerages with all trips provided by SREC, Inc. The exception to this is stretcher services which are contracted to a local government provider. SREC, Inc. provides mainly demand response services and requires 24-hour notice for trip requests. SREC, Inc.'s Executive Director has direct oversight of the Director of Transportation, who in turn manages the Transportation Department. Currently SREC, Inc. employs approximately 22 employees in the Transportation Department across the five service counties.
- Service hours, planned service, routes and trip types (See Attachment 1, TDSP).
- Staffing: To train drivers SREC, Inc. uses the FDOT approved computer testing and training modules, the online substance abuse training provided by CUTR, and personal hands-on training provided by CTAA PASS certified trainers employed by SREC, Inc.
- Records maintenance: Administrative aspects of the Transportation Department, including but not limited to fleet inventory and maintenance, driver credentialing, insurance tracking, and record keeping are led by the Director of Transportation.
- Vehicle maintenance: All maintenance is performed by private contractors for service. SREC, Inc. has no mechanics on staff. The current SSPP requires safety inspections to be performed every 5,000 miles. The checklist used by the mechanics is a FDOT approved checklist. Annual inspections are performed annually and general maintenance is performed as needed if the driver reports an issue during the required daily inspection or if the vehicle has a mechanical failure.
- Service route and ridership numbers (See Attachment 1, TDSP)
- SSPP: See Attachment 2, Bus Transit System Annual Safety and Security Certification.
- Drug-free workplace: See Attachment 3, Certificate of Compliant for anti-drug and alcohol misuse prevention program.

- **Data collection:** SREC, Inc. utilizes the Trip Master transit management software for the transportation program. The ParaScope application connects the drivers on the road with the dispatchers in the office, and displays the driver's trip manifest electronically. The trip information is updated in real time, and data such as pickup and dropoff odometers and times are captured immediately.

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



## Form A-2: Fact sheet

*(The information listed should be specific to the Section 5339 funds and not agency wide).*

	CURRENTLY	IF GRANT IS AWARDED
1. Number of one-way passenger trips. <sup>1</sup> <b>PER YEAR (Show Calculations)</b>	4167	4167
2. Number of individuals served unduplicated (first ride per rider per fiscal year) <sup>2</sup> . <b>PER YEAR (Show Calculations)</b>	309	309
3. Number of vehicles used for this service. <b>ACTUAL</b>	3	3
4. Number of ambulatory seats. <b>AVERAGE PER VEHICLE (Show Calculations)</b> (Total ambulatory seats divided by total number of fleet vehicles)	8	8
5. Number of wheelchair positions. <b>AVERAGE PER VEHICLE (Show Calculations)</b> (Total wheelchair positions divided by total number of fleet vehicles)	2	2
6. Vehicle Miles traveled. <b>PER YEAR</b>	63277	63277
7. Average vehicle miles <b>PER DAY</b>	211	211
8. Normal vehicle hours in operation. <b>PER DAY</b>	10	10
9. Normal number of days in operation. <b>PER WEEK</b>	6	6
10. Trip length (roundtrip).	52	52

<sup>1</sup> One way passenger trip is the unit of service provided each time a passenger enters the vehicle, is transported, then exits the vehicle. Each different destination would constitute a passenger trip

<sup>2</sup> The unduplicated riders are for current year and the subsequent year once the grant is awarded

AVERAGE

Form B: Proposed Project Description

1. 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?

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

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



2. If a grant award will be used to **construct bus related facilities**:

- specifically explain how it will be used in the context of total service
- provide any pertinent documents that may be on record, to make a determination on such things as reasonableness of cost, sufficiency of preliminary engineering and design work completed
- provide a full, detailed scope of the project, including but not limited to a project schedule, construction days, method of procurement, etc.

N/A

3. If this grant application is for a **vehicle/equipment**:

- provide a detailed explanation of the need for the vehicle and provide documentation of the need
- describe whether the intent is to replace existing vehicles/equipment or purchase additional vehicles/equipment
- describe how vehicles will be maintained without interruptions in service (who, what, where, and when)
- describe who will drive the vehicle, the number of drivers, and CDL certifications

Current services that will be continued with the award of this grant include transporting residents of Lafayette County to area counties such as Alachua, Leon, Suwannee, and Columbia. Since there are limited medical facilities in this rural area trips to cities as far away as Tallahassee and Gainesville are required. Since Gainesville and Tallahassee both are 65 miles away, riders can normally expect a ride length of almost two hours due to traffic and stops picking up other passengers. Also, current services allow for Kidney Dialysis riders the opportunity for transport to and from their dialysis appointments in neighboring Columbia and Suwannee County. Those passengers are currently transported six (6) days per week. In addition, current services include transporting elderly clients to meal sites for lunch and health education. These trips occur five days per week in Lafayette County. These are some examples of the numerous services provided by SREC, Inc. and its transportation programs.

The grant will be used to add a much-needed, larger vehicle. The grant process is normally 12 – 15 months from when the application is made until the vehicle is delivered. Therefore, the inventory vehicle miles have to be projected 15 months ahead to show the age and mileage of the vehicles.

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

All drivers employed by SREC, Inc. are in full compliance with FDOT regulations. Since all transit vehicles in the SREC, Inc. fleet are unqualified for CDL requirements, none of the drivers are required to carry a CDL. SREC, Inc. currently employs three (1) fulltime driver and four (4) on-call drivers in Lafayette County.

4. If the vehicles and/or equipment are proposed to be used by a lessee or private operator under contract to the applicant, identify the proposed lessee/operator (Include an equitable plan for distribution of vehicles/equipment to lessees and/or private operators).

N/A

## Form C: Financial Capacity – Proposed Budget for Transportation Program

<b>Estimated Revenues</b> <i>See Instruction Manual</i>	<b>Revenue Amount</b> <i>Entire Transportation Program</i>	<b>Revenue Used as</b> <b>FTA Match Amount</b>
Passenger Fares for Transit Service (401)	0	0
Special Transit Fares (402)	0	0
Other (403 – 407) (identify by appropriate code)	0	0
Total Operating Revenue	\$0	0
Other Revenue Categories		
Taxes Levied Directly by the Transit System (408)	0	0
Local Cash Grants and Reimbursements (409)	0	0
Local Special Fare Assistance (410)	0	0
State Cash Grants and Reimbursements (411)	\$129,920	\$129,920
State Special Fare Assistance (412)	0	0
Federal Cash Grants & Reimbursements (413)	\$72,463	\$72,463
Interest Income (414)	0	0
Contributed Services (430)	0	0
Contributed Cash (431)	0	0
Subsidy from Other Sectors of Operations (440)	0	0
Total of Other Revenue	\$202,383	\$202,383
Grand Total All Revenue	\$202,383	\$202,383

<b>Expense Category</b> <i>See Instruction Manual</i>	<b>Expense Amount</b> <i>Entire Transportation Program</i>	<b>FTA Eligible Expense</b> <i>5339 Program Only</i>
Labor (501)	\$74,255	\$74,255
Fringe & Benefits (502)	\$39,400	\$39,400
Services (503)	\$8471	\$8471
Materials and Supplies (504)	\$36,678	\$36,678
Vehicle Maintenance (504.01)	\$19,003	\$19,003
Utilities (505)	\$5941	\$5941
Insurance (506)	\$12,435	\$12,435
Licenses and Taxes (507)	\$462	\$462
Purchased Transit Service (508)	0	0
Miscellaneous (509)	\$1472	\$1472
Leases and Rentals (512)	0	0
Depreciation (513)	\$4266	\$4266
<b>Total Expense</b>	<b>\$202,383</b>	<b>\$202,383</b>

<b>Operating Funding Sources</b>			
<b>Sources</b>	<b>Prior Year</b>	<b>Current Year</b>	<b>Next year</b>
State (TD & Dept. of Elder Affairs)	\$146,743	\$129,920	\$129,920
Federal (5311 & Medicaid)	\$76,025	\$72,463	\$72,463
	\$	\$	\$

## Form D-1: Capital Request Form<sup>3</sup>

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

**All vehicle requests must be supported with a completed sample order form for estimating 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)	Description/ Vehicle Type	Fuel Type	Useful Life (See Application Instructions)	Quantity	Estimated Cost (from Order Form)
E	Small Cutaway 23' Lift 12 Amb. 2 WC	Gas	5 years / 200,000 miles.	1	\$69,219
Sub-total					\$69,219

\*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. add a comma instead of a period? Please list the vehicles in your current fleet that you are intending to replace with the vehicle from your vehicle request.

YEAR	TYPE	MAKE	MILES	VIN	FDOT Control #

### Equipment Request

<sup>3</sup> Applicants must use this form.

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 (See Application Instructions)	Quantity	Estimated Cost

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

\$69219	+	\$0	=	\$69219
Vehicle Subtotal	Plus	Equipment Subtotal	Equals	Total Cost
\$69219	*	0.8	=	\$55,375.20
Total Cost	Multiplied by	80%	Equals	Federal Request Form 424, Block 18 (a)

Application for Federal Assistance SF-424		
<b>* 1. Type of Submission:</b>		
<input type="checkbox"/> Preapplication		
<input checked="" type="checkbox"/> Application		
<input type="checkbox"/> Changed/Corrected Application		
<b>* 2. Type of Application:</b>		
<input checked="" type="checkbox"/> New		
<input type="checkbox"/> Continuation		
<input type="checkbox"/> Revision		
<b>* If Revision, select appropriate letter(s):</b>		
<input type="text"/>		
<b>* Other (Specify):</b>		
<input type="text"/>		
<b>* 3. Date Received:</b>		
N/A		
<b>4. Applicant Identifier:</b>		
N/A		
<b>5a. Federal Entity Identifier:</b>		
N/A		
<b>5b. Federal Award Identifier:</b>		
<input type="text"/>		
<b>State Use Only:</b>		
<b>6. Date Received by State:</b>		
<input type="text"/>		
<b>7. State Application Identifier:</b>		
1001		
<b>8. APPLICANT INFORMATION:</b>		
<b>* a. Legal Name:</b>		
Suwannee River Economic Council, Inc.		
<b>* b. Employer/Taxpayer Identification Number (EIN/TIN):</b>		
59-1101989		
<b>* c. Organizational DUNS:</b>		
040207904000		
<b>d. Address:</b>		
<b>* Street1:</b>		
1171 Nobles Ferry Road		
<b>Street2:</b>		
<input type="text"/>		
<b>* City:</b>		
Live Oak		
<b>County/Parish:</b>		
<input type="text"/>		
<b>* State:</b>		
FL: Florida		
<b>Province:</b>		
<input type="text"/>		
<b>* Country:</b>		
USA: UNITED STATES		
<b>* Zip / Postal Code:</b>		
32064		
<b>e. Organizational Unit:</b>		
<b>Department Name:</b>		
Administration		
<b>Division Name:</b>		
<input type="text"/>		
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>		
<b>Prefix:</b>		
Mr.		
<b>* First Name:</b>		
Matt		
<b>Middle Name:</b>		
<input type="text"/>		
<b>* Last Name:</b>		
Pearson		
<b>Suffix:</b>		
<input type="text"/>		
<b>Title:</b>		
Executive Director		
<b>Organizational Affiliation:</b>		
<input type="text"/>		
<b>* Telephone Number:</b>		
386-362-4115 ext. 223		
<b>Fax Number:</b>		
386-362-4078		
<b>* Email:</b>		
mpearson@suwanneec.net		



**Application for Federal Assistance SF-424**

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

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

**Type of Applicant 2: Select Applicant Type:**

▼

**Type of Applicant 3: Select Applicant Type:**

▼

**\* Other (specify):**

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

Federal Transit Administration

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

20.526

**CFDA Title:**

Bus and Bus Facilities Formula Program

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

N/A

**\* Title:**

N/A

**13. Competition Identification Number:**

N/A

**Title:**

N/A

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

LAZAYETTE COUNTY

Add Attachment

Delete Attachment

View Attachment

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

Provide Transportation Services for the Transportation Disadvantaged

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

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

\* a. Applicant

Third

\* b. Program/Project

Third

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

Add Attachment

Delete Attachment

View Attachment

**17. Proposed Project:**

\* a. Start Date:

10-01-2018

\* b. End Date:

09-30-2019

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

\* a. Federal

69219

\* b. Applicant

\* c. State

\* d. Local

\* e. Other

\* f. Program Income

\* g. TOTAL

**\* 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:

Mr.

\* First Name:

Matt

Middle Name:

\* Last Name:

Pearson

Suffix:

\* Title:

Executive Director

\* Telephone Number:

386-362-4115 ext. 223

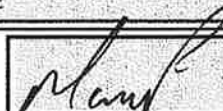
Fax Number:

386-362-4078

\* Email:

mpearson@suwanneeec.net

\* Signature of Authorized Representative:



\* Date Signed:

12-10-2017



## 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
2013	Chevy Cutaway	BUS	D	1GB3G2BG3D1175725	N/A	L02	Y	8+2	None	Transporting elderly, indigent	16,723	71,073	CTD	FCTD	6/24/2013	\$61,531	100%	Lafayette County	Running	2018	N/A	N/A	Active
2014	MOVT	MV-1	D	57WMD1A68EM100938	N/A	L05	RAMP	4+2	None	Transporting elderly, indigent	16,733	27,888	CTD	FCTD	1/29/2016	\$46,598	100%	Lafayette County	Running	2019	N/A	N/A	Active
2015	Chevy Cutaway	G350	D	1GB3G2BGXE1198073	91228	L10	Y	8+2	None	Transporting elderly, indigent	30,824	89,903	FDOT	FDOT	10/17/2014	\$62,074	90%	Lafayette County	Running	2020	N/A	N/A	Active





March 5, 2018

TO: Lafayette County Transportation Disadvantaged Coordinating Board  
FROM: Lynn Godfrey, AICP, Senior Planner  
SUBJECT: Operations Reports

RECOMMENDATION

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

BACKGROUND

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

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

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

Attachments

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**QUARTERLY OPERATING REPORT  
SUWANNEE RIVER ECONOMIC COUNCIL, INC.  
LAFAYETTE COUNTY  
OCTOBER - DECEMBER 2017**

OPERATING DATA	SREC
<b>NUMBER OF INVOICED TRIPS</b>	<b>963</b>
Florida Managed Medical Assistance Program	89
Florida Transportation Disadvantaged Program	752
S.R.E.C. - Title III-B Meal Site	122
<b>TOTAL VEHICLE MILES</b>	<b>14,984</b>
<b>TOTAL REVENUE VEHICLE MILES</b>	<b>13,497</b>
<b>TOTAL DOLLARS INVOICED</b>	<b>\$40,585.15</b>
Florida Managed Medical Assistance Program	\$7,722.20
Transportation Disadvantaged Program	\$31,886.95
S.R.E.C. - Title III-B Meal Site	\$976.00
<b>AVERAGE COST PER TRIP</b>	<b>\$42.14</b>
Florida Managed Medical Assistance Program	<b>\$86.77</b>
Transportation Disadvantaged Program	<b>\$42.40</b>
S.R.E.C. - Title III-B Meal Site	<b>\$8.00</b>
<b>AVERAGE COST PER VEHICLE MILE</b>	<b>\$2.71</b>
<b>AVERAGE COST PER REVENUE VEHICLE MILE</b>	<b>\$3.01</b>
<b>TRIP PURPOSE*</b>	
Medical	841
Employment	0
Education/Training	0
Shopping	0
Meal Site	122
Recreation	0
Other	0
<b>NUMBER OF TRIPS DENIED</b>	<b>0</b>
<b>NUMBER OF SINGLE PASSENGER TRIPS PROVIDED</b>	<b>44</b>
<b>PERCENT OF SINGLE PASSENGER TRIPS</b>	<b>5%</b>
<b>NUMBER OF ACCIDENTS</b>	<b>0</b>
<b>NUMBER OF VEHICLES</b>	<b>4</b>
<b>AVERAGE TRIPS PER VEHICLE</b>	<b>241</b>
<b>AVERAGE MILES PER TRIP</b>	<b>16</b>
<b>NUMBER OF ROADCALLS</b>	<b>0</b>
<b>MILES BETWEEN ROADCALLS</b>	<b>14,984</b>

Source: Suwannee River Economic Council

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

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

**2017-2018 TRIP/EQUIPMENT GRANT SUMMARY  
LAFAYETTE COUNTY**

**CONTRACT AMOUNT:   \$191,862.00**

<b>MONTH/ YEAR</b>	<b>TOTAL DOLLARS SPENT</b>	<b>TRUST FUND (90%)</b>	<b>LOCAL MATCH (10%)</b>	<b>TOTAL AMOUNT REMAINING</b>	<b>NUMBER OF TRIPS</b>	<b>AVERAGE COST PER TRIP</b>
Jul-17	\$9,001.89	\$8,101.70	\$900.19	\$182,860.11	217	\$41.48
Aug-17	\$6,660.43	\$5,994.39	\$666.04	\$176,199.68	256	\$26.02
Sep-17	\$6,526.45	\$5,873.81	\$652.65	\$169,673.23	200	\$32.63
Oct-17	\$9,430.80	\$8,487.72	\$943.08	\$160,242.43	263	\$35.86
Nov-17	\$11,236.34	\$10,112.71	\$1,123.63	\$149,006.09	236	\$47.61
Dec-17	\$11,086.12	\$9,977.51	\$1,108.61	\$137,919.97	253	\$43.82
Jan-18				\$137,919.97		#DIV/0!
Feb-18				\$137,919.97		#DIV/0!
Mar-18				\$137,919.97		#DIV/0!
Apr-18				\$137,919.97		#DIV/0!
May-18				\$137,919.97		#DIV/0!
Jun-18				\$137,919.97		#DIV/0!

Source: Suwannee River Economic Council



**LAFAYETTE COUNTY**  
**SERVICE COMPLAINTS/COMMENDATIONS**  
**OCTOBER 2017 - DECEMBER 2017**

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

Source: Suwannee River Economic Council

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

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

Source: Suwannee River Economic Council

# ATTENDANCE RECORD

## LAFAYETTE COUNTY TRANSPORTATION DISADVANTAGED COORDINATING BOARD

MEMBER/ORGANIZATION	NAME	3/13/17	5/15/17	9/25/17	11/13/17
Chair	Commissioner Lisa Walker				
Florida Department of Transportation	Sandra Collins	P	P	P	P
Alternate Member	Janeil Damato	A	A	A	A
Florida Department of Children and Families	Kay Tice	P	P	A	P
Alternate Member	Amanda Bryant			A	A
Florida Agency for Health Care Administration	Deweese Ogden	A	P	A	A
Alternate Member	Pamela Hagley	A	A	A	A
Florida Department of Education	(Vacant)				
Alternate Member	(Vacant)				
Public Education	Joey Pearson			P	P
Alternate Member	(Vacant)				
Citizen Advocate	(Vacant)				
Alternate Member	Rhoda Pate	A	A	A	A
Citizen Advocate-User	(Vacant)				
Alternate Member	(Vacant)				
Elderly	(Vacant)				
Alternate Member	(Vacant)				
Veterans	Ellis A. Gray, III			A	A
Alternate Member	(Vacant)				
Persons with Disabilities	(Vacant)				
Alternate Member	(Vacant)				
Florida Department of Elder Affairs	Eva K. Bolton				
Alternate Member	(Vacant)				
Children at Risk	Colleen Cody	A	A	P	A
Alternate Member	(Vacant)				
Local Medical Community	Risa Clayton				
Alternate Member	(Vacant)				
Regional Workforce Board	Diane Head	P	P	P	P
Alternate Member	Anthony Jennings	A	P	A	A

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

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

