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April 12, 2018

TO: Levy County Transportation Disadvantaged Coordinating Board

FROM: Lynn Godfrey, AICP, Senior Planner

SUBJECT: Meeting Announcement

The Levy County Transportation Disadvantaged Coordinating Board will meet **Thursday, April 19, 2018 at 10:00 a.m.** or as soon thereafter the public workshop in the Board of County Commissioners' Meeting Room located at 355 S. Court Street in Bronson, Florida. This is an important meeting of the Board. All Board members are encouraged to attend this meeting.

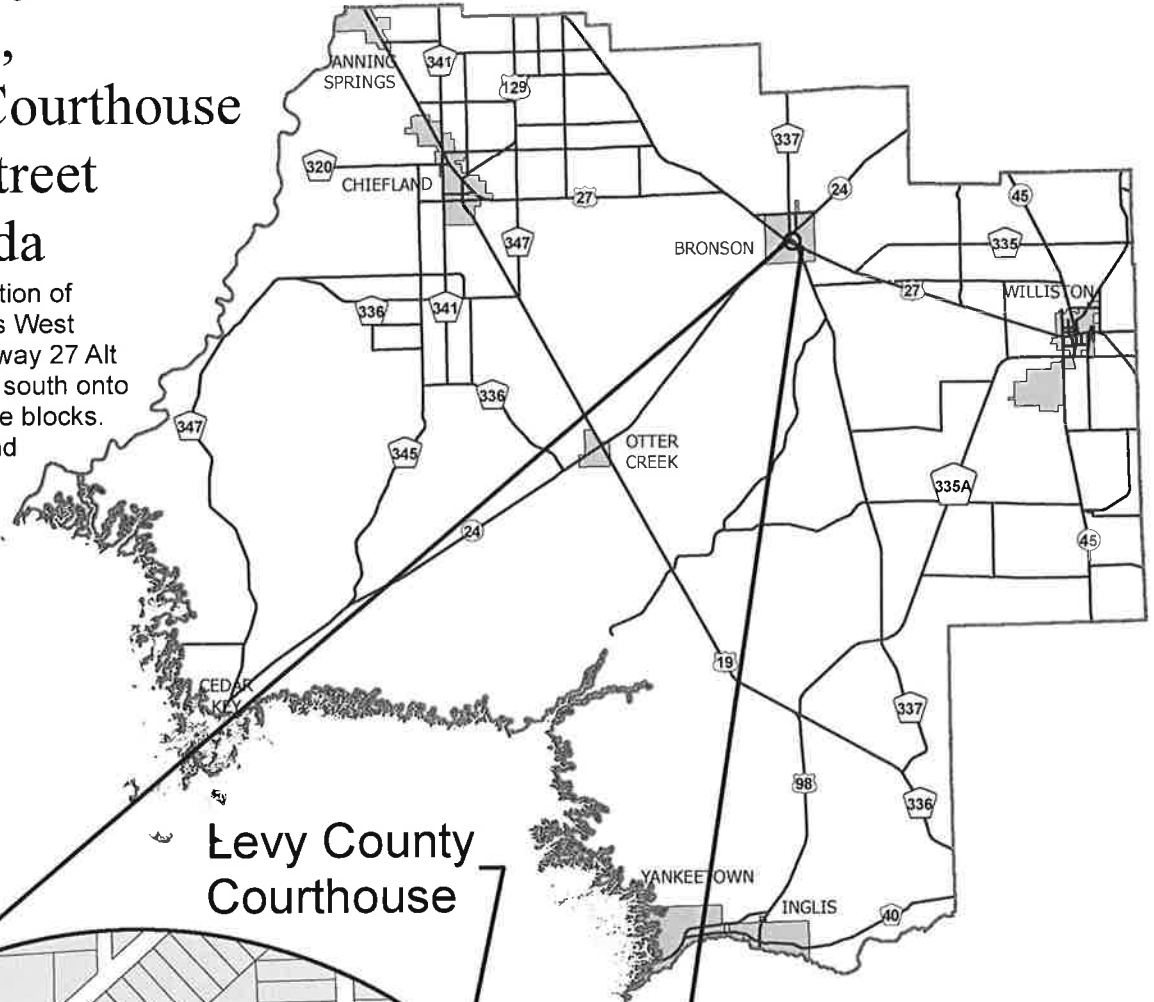
Attached is the meeting agenda and supporting materials. If you have any questions, please do not hesitate to contact me at extension 110.

Attachments

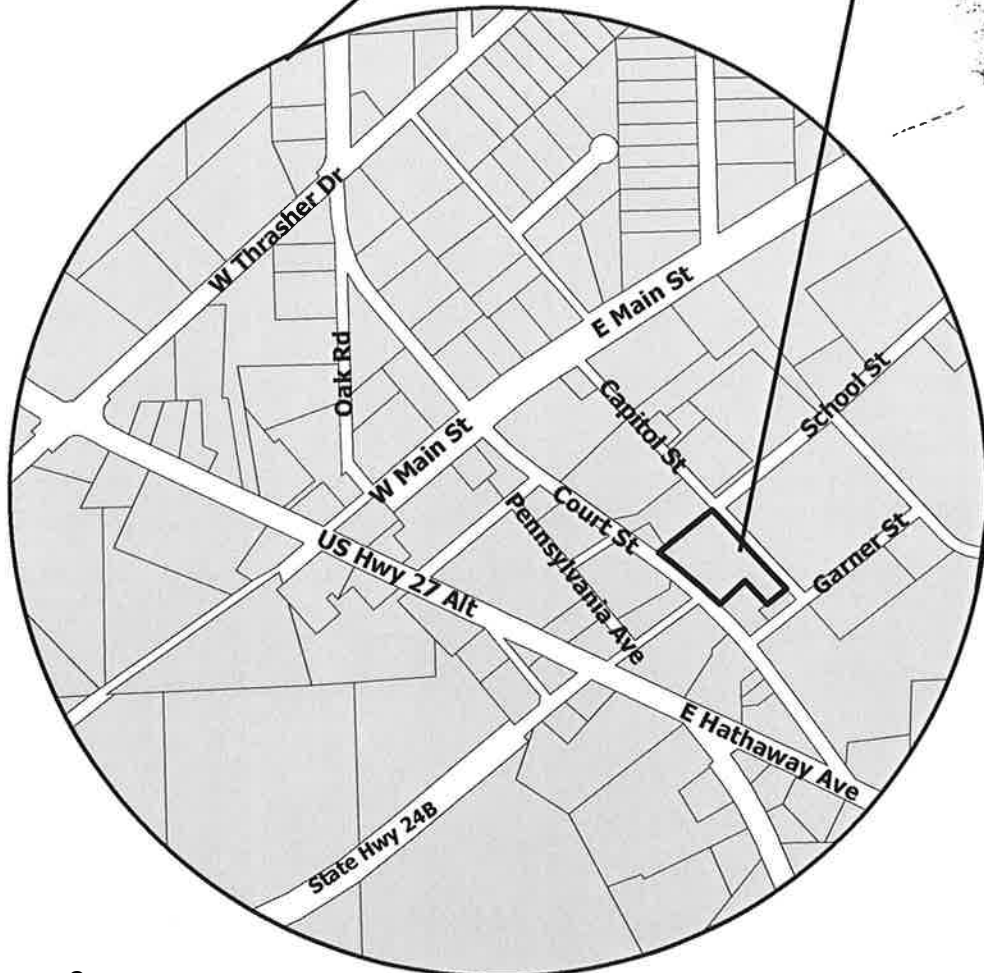
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Board of County Commissioners' Meeting Room, Levy County Courthouse 355 S. Court Street Bronson, Florida

Directions: From the intersection of State Road 24 (also known as West Thrasher Drive) and US Highway 27 Alt in the Town of Bronson, head south onto US Highway 27 Alt about three blocks. Turn left onto Court Street, and the Levy County Courthouse will be on the right.



**Levy County
Courthouse**



1 inch = 667 feet





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

Board of County Commissioners' Meeting Room
355 S. Court Street
Bronson, Florida

Thursday
April 19, 2018
10:00 a.m.

BUSINESS MEETING – CALL TO ORDER

- A. Roll Call**
- B. Public Comments**
- C. Approval of the Meeting Agenda** **ACTION REQUIRED**
- D. Approval of the January 18, 2018 Minutes** **Page 7** **ACTION REQUIRED**

II. UNFINISHED BUSINESS

- A. Americans With Disabilities Act (ADA)** **Page 11** **NO ACTION REQUIRED**

Enclosed is information requested by the Board regarding requirements under the Americans With Disabilities Act

III. NEW BUSINESS

- A. Introduction to Florida's Coordinated Transportation System** **Page 19** **NO ACTION REQUIRED**

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

- B. 2018/19 Levy County Transportation Disadvantaged Service Plan** **Page 51** **ACTION REQUIRED**

The Board needs to approve the 2018/19 Levy County Transportation Disadvantaged Service Plan

- C. **2018/19 Rural Area Capital Assistance Grant Application** **Page 173** **ACTION REQUIRED**

The Board needs to approve Levy County Transit's 2018/19 Rural Area Capital Assistance Grant application

- D. **Levy County Transit Operations Reports** **Page 187** **NO ACTION REQUIRED**

IV. OTHER BUSINESS

- A. **Comments**

V. FUTURE MEETING DATES

- A. **September 20, 2018 at 10:00 a.m.**
- B. **November 15, 2018 at 10:00 a.m.**
- C. **January 17, 2019 at 10:00 a.m.**
- D. **April 18, 2019 at 10:00 a.m.**

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

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

**LEVY COUNTY
TRANSPORTATION DISADVANTAGED COORDINATING BOARD**

MEMBER/REPRESENTING	ALTERNATE/REPRESENTING
Commissioner John Meeks Local Elected Official/Chair	Commissioner Matt Brooks Local Elected Official
Sandra Collins Florida Department of Transportation Grievance/Annual Evaluation Committee Member	Doreen Joyner-Howard Florida Department of Transportation
Vickie Menasco Florida Department of Children and Families Grievance/Annual Evaluation Committee Member	Amy Burton Florida Department of Children and Families
Jeff Aboumrad Florida Department of Education	Peter Shepis Florida Department of Education
Matthew Pearson Florida Department of Elder Affairs Annual Evaluation Committee Member	Vacant Florida Department of Elder Affairs
Dewece Ogden Florida Agency for Health Care Administration Grievance/Annual Evaluation Committee Member	Pamela Hagley Florida Agency for Health Care Administration
Dale French Regional Workforce Board	Kathleen Woodring 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
Bruce Greenlee Public Education Grievance Committee Member	Joseph Wain Public Education
Robert E. Lowyns Veterans Grievance/Annual Evaluation Committee Member Term ending June 30, 2020	Julie E. Rose Veterans Term ending June 30, 2020
Renate M. Cannon, Vice-Chair Citizen Advocate Term ending June 30, 2018	Vacant Citizen Advocate Term ending June 30, 2018
Tammy Jean Ippolito Citizen Advocate - User Term ending June 30, 2018	Vacant Citizen Advocate - User Term ending June 30, 2018
Vacant Persons with Disabilities Annual Evaluation Committee Member 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
Sandra Woodard Children at Risk Term ending June 30, 2019	Brooke Ward 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.

**LEVY COUNTY
TRANSPORTATION DISADVANTAGED COORDINATING BOARD**

MEETING MINUTES

Board of County Commissioners' Meeting Room
355 S. Court Street
Bronson, Florida

Thursday
January 18, 2018
10:00 a.m.

VOTING MEMBERS PRESENT

Renate M. Cannon, Citizen Advocate, Vice-Chair
Sandra Collins, Florida Department of Transportation Representative
Dale French, Regional Workforce Board Representative
Robert Lowyns, Veterans Representative
Vickie Menasco, Florida Department of Children and Families Representative

VOTING MEMBERS ABSENT

Jeff Aboumrad Florida Department of Education Representative
Bruce Greenlee, Public Education Representative
Tammy Ippolito, Citizen Advocate - User
Commissioner John Meeks, Chair
Dewece Ogden, Florida Agency for Health Care Administration
Matthew Pearson, Florida Department of Elder Affairs Representative
Sandra Woodard, Children at Risk Representative

OTHERS PRESENT

Connie Conley, Levy County Transit

STAFF PRESENT

Lynn Godfrey, North Central Florida Regional Planning Council

I. BUSINESS MEETING CALL TO ORDER

Vice-Chair Cannon called the meeting to order at 10:00 a.m.

A. Invocation

Vice-Chair Cannon gave the invocation.

B. Pledge of Allegiance

Vice-Chair Cannon led the Board in reciting the Pledge of Allegiance.

C. Roll Call

The roll was called by Ms. Godfrey and a quorum was declared present.

Ms. Cannon stated that Mr. Greenlee is unable to attend the meetings for medical reasons.

D. Public Comments

There were no comments.

E. Approval of the Meeting Agenda

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

F. Approval of the November 16, 2017 Meeting Minutes

Vice-Chair Cannon asked that the following be added to page 2., II. NEW BUSINESS, A. Annual Performance Evaluation: "Ms. Connie Conley, Levy County Transit Director, said she will try to contact the individual who wrote the letter to the local newspaper to discuss her concerns with Levy County Transit's services."

ACTION: Sandra Collins moved to approve the November 16, 2017 meeting minutes as amended. Vickie Menasco seconded; motion passed unanimously.

II. UNFINISHED BUSINESS

A. Levy County Rider's Guide

Ms. Connie Conley, Levy County Transit Director, distributed and discussed Levy County Transit's new Rider's Guide.

B. Americans With Disabilities Act

Ms. Lynn Godfrey, North Central Florida Regional Planning Council Senior Planner, stated that, at the November 16, 2017 meeting, the Board asked staff to research whether Levy County Transit is allowed to charge higher fares to passengers who use mobility devices. She said that, according to the Code of Federal Regulations, Title 49, Subtitle A, Part 37, Section 37.5(d), an entity shall not impose special charges on individuals with disabilities, including individuals who use wheelchairs.

Ms. Godfrey stated that the information requested by the Board is included in the meeting materials.

Vice-Chair Cannon noted that the Code of Federal Regulations, Title 49, Subtitle A, Part 37, Section 37.5(e), states that an entity shall not require that an individual with disabilities be accompanied by an attendant. She expressed her concerns with this requirement.

Ms. Conley stated that Levy County Transit does not require passengers with disabilities to travel with attendants. She said if Levy County Transit staff have concerns with a passenger's ability to travel by themselves, they will discuss their concerns with the passenger and/or whoever is responsible for that passenger.

The Board asked staff to research whether Levy County Transit can require passengers to travel with attendants if it is for the safety of the passenger, driver and/or other passengers.

III. NEW BUSINESS

A. 2017/18 Levy County Transportation Disadvantaged Service Plan Amendments

Vice-Chair Cannon asked questions regarding Levy County Transit's applications for U.S.C. Section 5311 and 5339 Grant applications.

Ms. Conley discussed the grant projects.

ACTION: Dale French moved to amend the Levy County Transportation Disadvantaged Service Plan to include the 2018/19 U.S.C. Section 5311 and 5339 Grant projects. Vickie Menasco seconded; motion passed unanimously.

B. Levy County Transit Operations Reports

Ms. Conley discussed the operations reports. She stated that the number of trip denials increased because they currently don't have enough drivers.

IV. OTHER BUSINESS

A. Comments

Vice-Chair Cannon asked if Ms. Conley was able to contact the individual who wrote the letter to the local newspaper regarding Levy County Transit's services.

Ms. Conley stated that she is hesitant to contact the person who wrote the letter because they may not be eligible to receive services sponsored by the Transportation Disadvantaged Program.

V. FUTURE MEETING DATES

Vice-Chair Cannon stated that the next meeting of the Board is scheduled for Thursday, April 19, 2018 at 10:00 a.m.

ADJOURNMENT

The meeting was adjourned at 10:50 a.m.

Coordinating Board Chair

Date



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April 12, 2018

TO: Levy County Transportation Disadvantaged Coordinating Board
FROM: Lynn Godfrey, AICP, Senior Planner
SUBJECT: Americans With Disabilities Act

RECOMMENDATION

For information only. No action required.

BACKGROUND

At the January 18, 2018 meeting, the Board asked staff to research whether Levy County Transit can require passengers to travel with attendants if it is for the safety of the passenger, driver and/or other passengers. According to the Code of Federal Regulations, Title 49, Subtitle A, Part 37, Section 37.5(e), a transit entity is prohibited from requiring that an individual with disabilities be accompanied by a personal care attendant.

According to the Code of Federal Regulations, Title 49, Subtitle A, Part 37, Section 37.5(h), an entity may refuse service to someone who engages in violent, seriously disruptive or illegal conduct. An entity could require a personal care attendant as a condition of providing service the entity otherwise has the right to refuse.

Attached is information requested by the Board. If you have any questions concerning this matter, please do not hesitate to contact me at extension 110.

Attachments

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May a transit entity limit how many service animals may accompany a single passenger?

No. Department of Transportation (DOT) Americans with Disabilities Act (ADA) regulations do not limit the number of service animals that may accompany a single individual. As long as an animal meets the definition of a service animal and is kept under the control of the rider, a transportation provider may not refuse to carry the animal. It is possible that an individual might have service animals that are trained to provide different tasks.

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May a transit entity require a paratransit eligible individual who will be traveling with a personal care attendant (PCA) to register their use of a PCA with the transit entity?

Under Department of Transportation (DOT) Americans with Disabilities Act (ADA) regulations at 49 C.F.R. Section 37.125(i), a transit provider may require an individual to indicate whether he or she travels with a personal care attendant (PCA) as part of the initial eligibility process. The transit entity is also permitted to make further inquiries regarding the individual's actual need for a PCA. When making any such inquiries, it is important to note an individual's need for a PCA may be unrelated to the trip itself, and that the passenger may not require the assistance of a PCA while onboard the vehicle. Because of the nature of typical PCA functions, it is most likely that the services provided by a PCA would be required throughout the day at the passenger's destination. All that is required is that the passenger establish that he or she requires a PCA, and for the PCA and the passenger to be traveling together between the same points. If the rider does not indicate the use of a PCA, then any individual accompanying him or her will be regarded simply as a companion.

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May a transit provider require a rider to travel with a personal care attendant (PCA)?

Under Department of Transportation (DOT) Americans with Disabilities Act (ADA) regulations at 49 C.F.R. Section 37.5(e), a transit entity is prohibited from requiring that an individual with disabilities be accompanied by a personal care attendant (PCA). Transit entities are also not required to provide PCA services. This provision must be considered in light of the fact that under 49 C.F.R. 37.5(h), an entity may refuse service to someone who engages in violent, seriously disruptive, or illegal conduct. If an entity may legitimately refuse service to someone, it may condition service to him on actions that would mitigate the problem. The entity could require a PCA as a condition of providing service it otherwise had the right to refuse. However, a transit entity cannot refuse to provide service solely

because an individual's disability results in appearance or involuntary behavior that may offend, annoy, or inconvenience the entity or other persons.

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May personal care attendants (PCAs) ride for free on complementary paratransit and fixed route?

Under Department of Transportation (DOT) Americans with Disabilities Act (ADA) regulations at 49 C.F.R. Section 37.131(c)(3), a personal care attendant (PCA) may not be charged a fare for complementary paratransit service. Under 49 C.F.R. Section 37.123(f)(1)(ii), a companion (i.e., friend or family member) does not count as a PCA unless the companion is actually acting in the capacity of PCA. PCAs may be charged a fare on fixed route. While some transit systems go beyond the minimum requirements of the ADA and allow PCAs to ride for free, there is no requirement that they do so.

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May a transit entity set a minimum age limit for children riding without a parent or guardian?

Yes. A transit system may set a minimum age limit for children riding without a parent or guardian present; this is a local decision. The policy must apply equally to both paratransit and fixed route.

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Paratransit Service

Are paratransit service providers required to provide service beyond the curb?

Under Department of Transportation (DOT) Americans with Disabilities Act (ADA) regulations at 49 C.F.R. Section 37.129(a), complementary paratransit service for ADA paratransit eligible individuals must be "origin-to-destination" service. The goal behind use of this particular language, rather than characterizing the service as "curb-to-curb" or "door-to-door," is to emphasize the obligation of transit providers to ensure that eligible passengers are able to travel from their point of origin to their point of destination. The particular factors involved will determine whether curb-to-curb or door-to-door service will be better for that individual or the location. During the local paratransit planning process, a transit provider may establish either door-to-door or curb-to-curb service as the basic mode of paratransit service. However, a paratransit policy must not be inflexible to the extent that service will not be provided beyond the curb under any circumstance. Paratransit providers must >

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§37.13 Effective date for certain vehicle specifications.

(a) The vehicle lift specifications identified in §§38.23(b)(6), 38.83(b)(6), 38.95(b)(6), and 38.125(b)(6) of this title apply to solicitations for vehicles under this part after January 25, 1992.

(b) The vehicle door height requirements for vehicles over 22 feet identified in §38.25(c) of this title apply to solicitations for vehicles under this part after January 25, 1992.

[56 FR 64215, Dec. 9, 1991]

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§37.15 Interpretations and guidance.

The Secretary of Transportation, Office of the Secretary of Transportation, and Operating Administrations may issue written interpretations of or written guidance concerning this part. Written interpretations and guidance shall be developed through the Department's coordinating mechanism for disability matters, the Disability Law Coordinating Council. Written interpretations and guidance constitute the official position of the Department of Transportation, or any of its operating administrations, only if they are issued over the signature of the Secretary of Transportation or if they contain the following statement: "The General Counsel of the Department of Transportation has reviewed this document and approved it as consistent with the language and intent of 49 CFR parts 27, 37, 38, and/or 39, as applicable."

[76 FR 57935, Sept. 19, 2011]

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§§37.16 [Reserved]

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§37.17 Designation of responsible employee and adoption of complaint procedures.

(a) *Designation of responsible employee.* Each public or private entity subject to this part shall designate at least one person to coordinate its efforts to comply with this part. (b) *Adoption of complaint procedures.* An entity shall adopt procedures that incorporate appropriate due process standards and provide for the prompt and equitable resolution of complaints alleging any action prohibited by this part and 49 CFR parts 27, 38 and 39. The procedures shall meet the following requirements:

(1) The process for filing a complaint, including the name, address, telephone number, and email address of the employee designated under paragraph (a) of this section, must be sufficiently advertised to the public, such as on the entity's Web site;

(2) The procedures must be accessible to and usable by individuals with disabilities;

(3) The entity must promptly communicate its response to the complaint allegations, including its reasons for the response, to the complainant and must ensure that it has documented its response.

[80 FR 13261, Mar. 13, 2015]

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§§37.18-37.19 [Reserved]

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Subpart B—Applicability

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§37.21 Applicability: General.

(a) This part applies to the following entities, whether or not they receive Federal financial assistance from the Department of Transportation:

(1) Any public entity that provides designated public transportation or intercity or commuter rail transportation;

(2) Any private entity that provides specified public transportation; and

(3) Any private entity that is not primarily engaged in the business of transporting people but operates a demand responsive or fixed route system.

(b) For entities receiving Federal financial assistance from the Department of Transportation, compliance with applicable requirements of this part is a condition of compliance with section 504 of the Rehabilitation Act of 1973 and of receiving financial assistance.

(c) Entities to which this part applies also may be subject to ADA regulations of the Department of Justice (28 CFR parts 35 or 36, as applicable). The provisions of this part shall be interpreted in a manner that will make them consistent with applicable Department of Justice regulations. In any case of apparent inconsistency, the provisions of this part shall prevail.

car, or railroad caboose, or other rail rolling stock described in section 242 of title III of the Act.

Wheelchair means a mobility aid belonging to any class of three- or more-wheeled devices, usable indoors, designed or modified for and used by individuals with mobility impairments, whether operated manually or powered.

[56 FR 45621, Sept. 6, 1991, as amended at 58 FR 63101, Nov. 30, 1993; 61 FR 25415, May 21, 1996; 63 FR 51690, Sept. 28, 1998; 76 FR 57935, Sept. 19, 2011; 79 FR 21405, Apr. 16, 2014; 80 FR 13260, Mar. 13, 2015]

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§37.5 Nondiscrimination.

(a) No entity shall discriminate against an individual with a disability in connection with the provision of transportation service.

(b) Notwithstanding the provision of any special transportation service to individuals with disabilities, an entity shall not, on the basis of disability, deny to any individual with a disability the opportunity to use the entity's transportation service for the general public, if the individual is capable of using that service.

(c) An entity shall not require an individual with a disability to use designated priority seats, if the individual does not choose to use these seats.

(d) An entity shall not impose special charges, not authorized by this part, on individuals with disabilities, including individuals who use wheelchairs, for providing services required by this part or otherwise necessary to accommodate them.

(e) An entity shall not require that an individual with disabilities be accompanied by an attendant.

(f) Private entities that are primarily engaged in the business of transporting people and whose operations affect commerce shall not discriminate against any individual on the basis of disability in the full and equal enjoyment of specified transportation services. This obligation includes, with respect to the provision of transportation services, compliance with the requirements of the rules of the Department of Justice concerning eligibility criteria, making reasonable modifications, providing auxiliary aids and services, and removing barriers (28 CFR 36.301-36.306).

(g) An entity shall not refuse to serve an individual with a disability or require anything contrary to this part because its insurance company conditions coverage or rates on the absence of individuals with disabilities or requirements contrary to this part.

(h) It is not discrimination under this part for an entity to refuse to provide service to an individual with disabilities because that individual engages in violent, seriously disruptive, or illegal conduct, or represents a direct threat to the health or safety of others. However, an entity shall not refuse to provide service to an individual with disabilities solely because the individual's disability results in appearance or involuntary behavior that may offend, annoy, or inconvenience employees of the entity or other persons.

(i) *Public and private entity distinctions.*— (1) *Private entity-private transport.* Private entities that are primarily engaged in the business of transporting people and whose operations affect commerce shall not discriminate against any individual on the basis of disability in the full and equal enjoyment of specified transportation services. This obligation includes, with respect to the provision of transportation services, compliance with the requirements of the rules of the Department of Justice concerning eligibility criteria, making reasonable modifications, providing auxiliary aids and services, and removing barriers (28 CFR 36.301-36.306).

(2) *Private entity-public transport.* Private entities that provide specified public transportation shall make reasonable modifications in policies, practices, or procedures, when the modifications are necessary to afford goods, services, facilities, privileges, advantages, or accommodations to individuals with disabilities, unless the entity can demonstrate that making the modifications would fundamentally alter the nature of the goods, services, facilities, privileges, advantages, or accommodations.

(3) *Public entity-public transport.* Public entities that provide designated public transportation shall make reasonable modifications in policies, practices, or procedures when the modifications are necessary to avoid discrimination on the basis of disability or to provide program accessibility to their services, subject to the limitations of §37.169(c)(1)-(3). This requirement applies to the means public entities use to meet their obligations under all provisions of this part.

(4) In choosing among alternatives for meeting nondiscrimination and accessibility requirements with respect to new, altered, or existing facilities, or designated or specified transportation services, public and private entities shall give priority to those methods that offer services, programs, and activities to qualified individuals with disabilities in the most integrated setting appropriate to the needs of individuals with disabilities.

[56 FR 45621, Sept. 6, 1991, as amended at 80 FR 13260, Mar. 13, 2015]

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§37.7 Standards for accessible vehicles.

(a) For purposes of this part, a vehicle shall be considered to be readily accessible to and usable by individuals with disabilities if it meets the requirements of this part and the standards set forth in part 38 of this title.

(b)(1) For purposes of implementing the equivalent facilitation provision in §38.2 of this subtitle, the following parties may submit to the Administrator of the applicable operating administration a request for a determination of equivalent facilitation:

(i) A public or private entity that provides transportation services and is subject to the provisions of subpart D or subpart E

**Massachusetts Bay Transportation Authority (MBTA)
Boston, Massachusetts**

**ADA Complementary Paratransit Service
Compliance Review**

**July 19–27, 2010
Summary of Observations**

**Prepared for
Federal Transit Administration
Office of Civil Rights
Washington, DC**

**Prepared by
Planners Collaborative, Inc.
With
TranSystems Corporation**

Final Report: March 7, 2012

7. Follow up with applicants, guardians, and professionals as appropriate regarding the need for supervision during transport and/or at either end of their trips. Include documentation describing the nature of the need for supervision.
8. In one case, the MBTA imposed a requirement for an individual to always travel with a personal care attendant (PCA). It appears the MBTA based this decision on an overly broad interpretation of an answer by the professional to the question of whether the person could safely travel through crowded or complex MBTA facilities. The MBTA should be sure to clarify an applicant's travel requirements with the applicant, guardian, or professional.

Florida Commission for the



**Transportation
Disadvantaged**

An Introduction to Florida's Coordinated Transportation System

Commission for the Transportation Disadvantaged

April 8, 2016



Transportation Disadvantaged

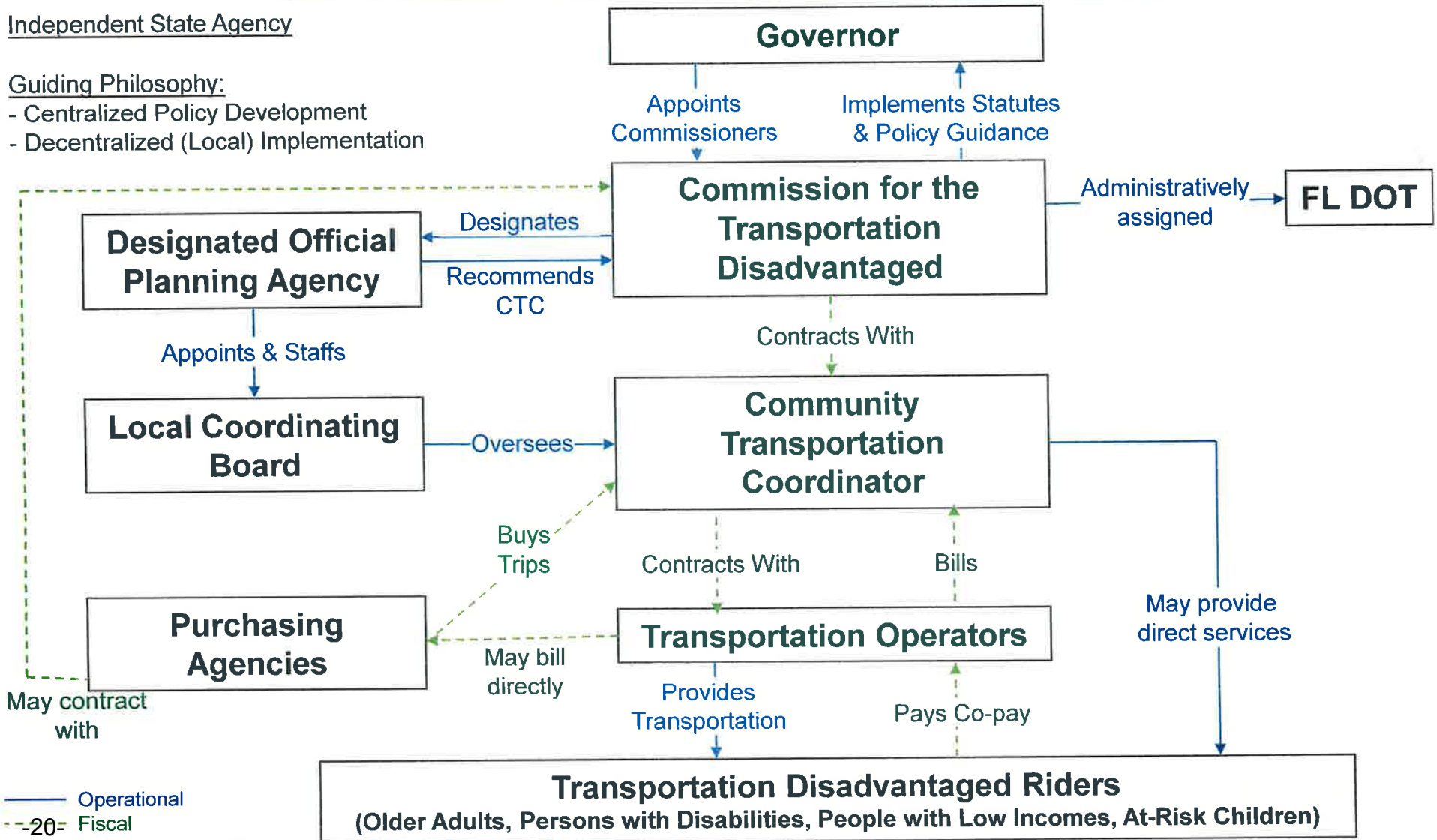
Florida's Coordinated Transportation System Organizational Structure

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



Florida Commission for the



Commission for the Transportation Disadvantaged

Governing Documents

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



Commission for the Transportation Disadvantaged

Purpose (427.013 F.S.):

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

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

Goal (427.013 F.S.):

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



Commission for the Transportation Disadvantaged

Duties

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

Florida Commission for the



Designated Official Planning Agency

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



Designated Official Planning Agency

Planning Agencies are:

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

A Planning Agency may be responsible for multiple services areas.



Designated Official Planning Agency

Duties

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



Designated Official Planning Agency

Duties (Continued)

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



Designated Official Planning Agency

Duties (Continued)

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



Local Coordinating Board

Purpose

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



Local Coordinating Board

Duties

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



Local Coordinating Board

Duties (Continued)

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



Community Transportation Coordinator

Duties

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



Community Transportation Coordinator

Duties (Continued)

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



Purchasing Agency

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

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



Rider

Transportation Disadvantaged Rider Eligibility

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





CTD Eligibility Criteria

Adopted May 22, 1997

At a minimum:

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

Chapter 112, Florida Statutes

Voting Conflicts of Interest

1

Chapter 112, Florida Statutes

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



2

Chapter 112, Florida Statutes

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



3

Chapter 112, Florida Statutes

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



4

Chapter 112, Florida Statutes

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



Select Year: 2017 [Go](#)

The 2017 Florida Statutes

Title X

PUBLIC OFFICERS, EMPLOYEES, AND RECORDS

Chapter 112

PUBLIC OFFICERS AND EMPLOYEES: GENERAL PROVISIONS

[View Entire Chapter](#)

112.3143 Voting conflicts. –

(1) As used in this section:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

FORM 8A MEMORANDUM OF VOTING CONFLICT FOR STATE OFFICERS

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

WHO MUST FILE FORM 8A

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

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

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

ELECTED OFFICERS:

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

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

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

* * * * *

APPOINTED OFFICERS:

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

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

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

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

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

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

DISCLOSURE OF STATE OFFICER'S INTEREST

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

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

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

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

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

Date Filed

Signature

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

Chapter 286, Florida Statutes

Florida Sunshine Law

1

Chapter 286, Florida Statutes

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

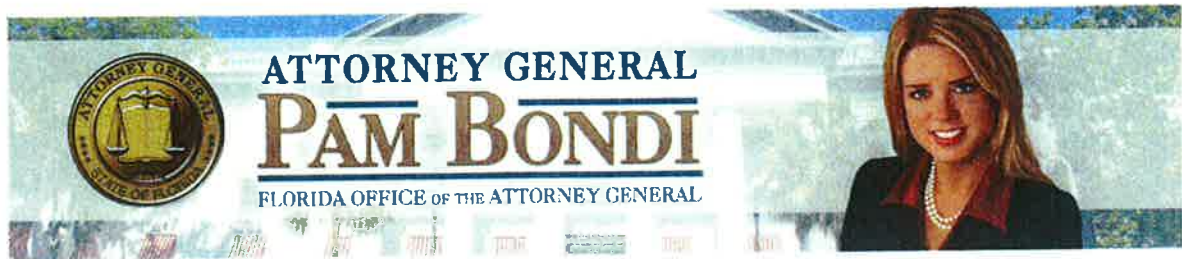


2

Chapter 286, Florida Statutes

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





Open Government - Frequently Asked Questions

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

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

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

- **Does the Sunshine Law apply to members-elect?**
Members-elect of public boards or commissions are covered by the Sunshine law immediately upon their election to public office.
- **What qualifies as a meeting?**
The Sunshine law applies to all discussions or deliberations as well as the formal action taken by a board or commission. The law, in essence, is applicable to any gathering, whether formal or casual, of two or more members of the same board or commission to discuss some matter on which foreseeable action will be taken by the public board or commission. There is no requirement that a quorum be present for a meeting to be covered under the law.
- **Can a public agency hold closed meetings?**
There are a limited number of exemptions which would allow a public agency to close a meeting. These include, but are not limited to, certain discussions with the board's attorney over pending litigation and portions of collective bargaining sessions. In addition, specific portions of meetings of some agencies (usually state agencies) may be closed when those agencies are making probable cause determinations or considering confidential records.
- **Does the law require that a public meeting be audio taped?**
There is no requirement under the Sunshine law that tape recordings be made by a public board or commission, but if they are made, they become public records.
- **Can a city restrict a citizen's right to speak at a meeting?**
Public agencies are allowed to adopt reasonable rules and regulations which ensure the orderly conduct of a public meeting and which require orderly behavior on the part of the public attending. This includes limiting the amount of time an individual can speak and, when a large number of people attend and wish to speak, requesting that a representative of each side of the issue speak rather than every one present.
- **As a private citizen, can I videotape a public meeting?**
A public board may not prohibit a citizen from videotaping a public meeting through the use of nondisruptive video recording devices.
- **Can a board vote by secret ballot?**
The Sunshine law requires that meetings of public boards or commissions be "open to the public at all times." Thus, use of preassigned numbers, codes or secret ballots would violate the law.
- **Can two members of a public board attend social functions together?**
Members of a public board are not prohibited under the Sunshine law from meeting together socially, provided that matters which may come before the board are not discussed at such gatherings.
- **What is a public record?**
The Florida Supreme Court has determined that public records are all materials made or received by an agency in connection with official business which are used to perpetuate, communicate or formalize knowledge. They are not limited to traditional written documents. Tapes, photographs, films and sound recordings are also considered public records subject to inspection unless a statutory exemption exists.
- **Can I request public documents over the telephone and do I have to tell why I want them?**
Nothing in the public records law requires that a request for public records be in writing or in person, although individuals may wish to make their request in writing to ensure they have an accurate record of what they requested. Unless otherwise exempted, a custodian of public records must honor a request for records, whether it is made in person, over the telephone, or in writing, provided the required fees are paid. In addition, nothing in the law requires the requestor to disclose the reason for the request.
- **How much can an agency charge for public documents?**
The law provides that the custodian shall furnish a copy of public records upon payment of the fee prescribed by law. If no fee is prescribed, an agency is normally allowed to charge up to 15 cents per one-sided copy for copies that are 14" x 8 1/2" or less. A charge of up to \$1 per copy may be assessed for a certified copy of a public record. If the nature and volume of the records to be copied requires extensive use of information technology resources or extensive clerical or supervisory assistance, or both, the agency may charge a reasonable service charge based on the actual cost incurred.
- **Does an agency have to explain why it denies access to public records?**
A custodian of a public record who contends that the record or part of a record is exempt from inspection must state the basis for that exemption, including the statutory citation. Additionally, when asked, the custodian must state in writing the reasons for concluding the record is exempt.
- **When does a document sent to a public agency become a public document?**
As soon as a document is received by a public agency, it becomes a public record, unless there is a legislatively created exemption which makes it confidential and not subject to disclosure.
- **Are public employee personnel records considered public records?**
The rule on personnel records is the same as for other public documents ... unless the Legislature has specifically

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

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

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

- **Are arrest records public documents?**

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

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

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

- **What agency can prosecute violators?**

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

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

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

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

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

Florida Toll Free Numbers:

- Fraud Hotline 1-866-966-7226

- Lemon Law 1-800-321-5366



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April 12, 2018

TO: Levy County Transportation Disadvantaged Coordinating Board
FROM: Lynn Godfrey, AICP, Senior Planner
SUBJECT: 2018/19 Levy County Transportation Disadvantaged Service Plan

STAFF RECOMMENDATION

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

BACKGROUND

Chapter 427, Florida Statutes requires Levy County Transit prepare a Transportation Disadvantaged Service Plan in cooperation with the North Central Florida Regional Planning Council for the local Coordinating Board's approval. This plan provides information needed to assess the transportation disadvantaged needs for Levy County. The Service Plan must be submitted to the Florida Commission for the Transportation Disadvantaged annually.

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

Attachment

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

Levy County Transportation Disadvantaged Service Plan

July 1, 2018 - June 30, 2019

Levy County Transportation Disadvantaged
Coordinating Board



2018/19 Levy County Transportation Disadvantaged Service Plan

Approved by the
Levy County
Transportation Disadvantaged Coordinating Board

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

John Meeks, 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



Levy County Transit
970 E. Hathaway Avenue, Suite A
Bronson, FL 32621
352.486.3485

April 19, 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 Levy 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 an independent agency which serves as the policy development and implementing agency for Florida's Transportation Disadvantaged Program. The Florida Commission for the Transportation Disadvantaged reports to the Governor and Legislature.

According to Section 427.013, Florida Statutes, its purpose is to accomplish the coordination of transportation services provided to the transportation disadvantaged. Its responsibilities are set out in Section 427.013, Florida Statutes and include, among others:

- establishing statewide objectives for providing transportation services for the transportation disadvantaged;

- developing policies and procedures for the coordination of local government, federal and state funding for the transportation disadvantaged;
- identifying and eliminating barriers to coordination and accessibility of transportation services to the transportation disadvantaged;
- assisting communities in developing transportation systems designed to serve the transportation disadvantaged;
- assuring that all procedures, guidelines and directives issued by member departments are conducive to the coordination of transportation services;
- assuring that member departments purchase all trips within the coordinated system unless they use a more cost-effective alternative provider and providing, by rule, criteria and procedures for member departments to use if they wish to use an alternative provider;
- developing standards covering coordination, operation, costs and utilization of transportation disadvantaged services, including but not limited to acceptable ranges of trip costs for the various modes and types of transportation services provided and minimum performance standards for the delivery of services;
- approving appointments or terminations of Community Transportation Coordinators;
- making an annual report by January 1 to the Governor, the President of the Senate, and the Speaker of the House of Representatives;
- preparing a statewide five-year transportation disadvantaged plan;
- developing transportation disadvantaged training programs;
- designating an Official Planning Agency in areas where there is no Metropolitan Planning Organization;
- developing an allocation methodology that equitably distributes all transportation funds under the control of the commission to compensate counties, Community Transportation Coordinators, and other entities providing transportation disadvantaged services;
- developing a quality assurance and management review program.

The Florida Commission for the Transportation Disadvantaged consists of seven members, all of whom are appointed by the Governor for a 4-year term. The following conditions apply to the Florida Commission for the Transportation Disadvantaged:

- five of the members must have significant experience in the operation of a business;
- two of the members must have a disability and use the transportation disadvantaged system;
- members of the Florida Commission For The Transportation Disadvantaged must be a resident of the state and a registered voter;
- Each member shall represent the needs of the transportation disadvantaged throughout the state. A member may not subordinate the needs of the transportation disadvantaged in general in order to favor the needs of others residing in a specific location in the state;

- at any given time, at least one member must be at least 65 years of age; and
- within the 5 years immediately before appointment, or during term on the Florida Commission for the Transportation Disadvantaged, have or have had a financial relationship with, or represent or have represented as a lobbyist as defined in s. 11.045, the following:
 - a transportation operator;
 - a Community Transportation Coordinator;
 - a Metropolitan Planning Organization;
 - a Designated Official Planning Agency;
 - a purchaser agency;
 - a Local Coordinating Board;
 - a broker of transportation; or
 - a provider of transportation services.

b. Designated Official Planning Agency

The purpose of the Designated Official Planning Agency is to perform long-range transportation disadvantaged planning and assist the Florida Commission for the Transportation Disadvantaged and the Local Coordinating Board in implementing the Transportation Disadvantaged Program within a designated service area. Pursuant to Chapter 427, Florida Statutes and Rule Chapter 41-2, Florida Administrative Code, the Designated Official Planning Agency is required to:

- Appoint members of the Local Coordinating Board and provide sufficient staff support and resources to enable the Coordinating Board to fulfill its responsibilities.
- Appoint an elected official from Levy County to act as the official chairperson for all Coordinating Board meetings.
- Recommend an entity to serve as the Community Transportation Coordinator.
- Develop and annually update a Coordinated Transportation Development Plan (Transportation Disadvantaged Service Plan) in consultation with the Local Coordinating Board and Community Transportation Coordinator.
- Report to the Florida Commission for the Transportation Disadvantaged by September 15 all local government and direct federal transportation disadvantaged funds expended in its designated service area during the prior state fiscal year.

According to Rules 41-2.002(10) and 41-2.009(1), Florida Administrative Code, Metropolitan Planning Organizations are required to serve as the Designated Official Planning Agency in the areas they cover. Agencies eligible for selection as a Designated Official Planning Agency in areas not covered by a Metropolitan Planning Organization include county or city governments, regional planning councils, Metropolitan Transportation Planning Organizations from other areas, or local planning organizations which are currently performing planning activities in designated service areas.

The Florida Commission for the Transportation Disadvantaged selected the North Central Florida Regional Planning Council to serve as the Designated Official Planning Agency for Levy County's Transportation Disadvantaged Program in June 2015.

c. Local Coordinating Boards

The Designated Official Planning Agency is responsible for appointing a local coordinating board in each county or service area. The purpose of the Local Coordinating Board is to identify local service needs and to provide information, advice, and direction to the Community Transportation Coordinator on the coordination of services to be provided to the transportation disadvantaged. Also, each Coordinating Board is recognized as an advisory body to the Florida Commission for the Transportation Disadvantaged in its designated service area. Pursuant to Chapter 427 and Rule Chapter 41-2, the Local Coordinating Board is required to:

- Review and approve the Community Transportation Coordinator's Memorandum of Agreement and Transportation Disadvantaged Service Plan prior to submission to the Florida Commission for the Transportation Disadvantaged.
- Annually provide the Florida Commission for the Transportation Disadvantaged with an evaluation of the Community Transportation Coordinator's performance.
- Review the Community Transportation Coordinator's Annual Operating Report.
- In cooperation with the Community Transportation Coordinator, review and provide recommendations on all applications for local government, state or federal funds relating to transportation of the transportation disadvantaged in the designated service area to ensure that any expenditures within the designated service area are provided in the most cost-effective and efficient manner.
- Review coordination strategies or service provision to the transportation disadvantaged in the designated service area to seek innovative ways to improve cost-effectiveness, efficiency, safety, working hours, and types of service in an effort to increase ridership to a broader population.
- Appoint a Grievance Committee 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 Local Coordinating Board for improvement of service.
- In coordination with the Community Transportation Coordinator, jointly develop applications for funds that may become available.
- Review and approve the Coordinated Transportation Development Plan (Transportation Disadvantaged Service Plan) for consistency with approved minimum guidelines and the goals and objectives of the Local Coordinating Board.
- Assist the Community Transportation Coordinator in establishing priorities with regard to the recipients of non-sponsored transportation disadvantaged services that are purchased with Transportation Disadvantaged Trust Fund moneys.

The Local Coordinating Board is composed of the following individuals who represent a variety of agencies and interests:

- A local elected official who acts as chairperson;
- a local representative of the Florida Department of Transportation;
- a local representative of the Florida Department of Children and Families;
- a representative of the Public Education Community;

- a person who is recognized by the Veterans Service Office as representing veterans in the county;
- a person who is recognized by the Florida Association for Community Action representing the economically disadvantaged in the county;
- a person over sixty years of age representing the elderly in the county;
- a disabled person representing the disabled in the county;
- two citizen advocate representatives in the county, one of whom must be a user of the system;
- 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, except in cases where the Board is also the Community Transportation Coordinator;
- a local representative of the Florida Department of Elder Affairs;
- an experienced representative of the local private for-profit transportation industry or, in an area where such a representative is not available, a local private nonprofit representative except where said representative is also the Community Transportation Coordinator. In cases where no private for-profit or private non-profit representatives are available in the service area, this position will not exist on the Local Coordinating Board;
- a local representative of the Florida Agency for Health Care Administration;
- a local representative of the Florida Division of Vocational Rehabilitation or the Division of Blind Services, representing the Florida Department of Education;
- a representative of the Regional Workforce Development Board; and
- a representative of the local medical community.

The membership of the Local Coordinating Board shall represent to the maximum degree possible, a cross section of the local community.

Except for the chairperson and agency representatives, the members of the Local Coordinating Board are appointed for three-year staggered terms with the initial membership being appointed equally for one, two, and three years.

d. Community Transportation Coordinator

The Community Transportation Coordinator is responsible for the short-range operational planning, administration, monitoring, coordination, arrangement and delivery of transportation disadvantaged services originating within its designated service area on a full-time basis. A Community Transportation Coordinator can be a public, private nonprofit or private for-profit entity and can provide transportation services, subcontract or broker transportation services or combine the two approaches. Under Rule 41-2.011(2), Florida Administrative Code, a Community Transportation Coordinator is required to subcontract or broker transportation services to transportation operators in situations where it is cost-effective and efficient to do so.

The Community Transportation Coordinator must enter into a Memorandum of Agreement each year with the Florida Commission for the Transportation Disadvantaged. The Memorandum of Agreement recognizes the Community Transportation Coordinator as being responsible for the arrangement of the provision of transportation disadvantaged services for its designated service area. Community Transportation Coordinator responsibilities set out in Chapter 427, Florida Statutes and Rule Chapter 41-2, Florida Administrative Code include:

- being aware of all of the transportation disadvantaged resources available or planned in its designated service area in order to plan, coordinate and implement the most cost-effective transportation disadvantaged transportation system possible under existing conditions in the designated service area;
- collecting operating data and preparing an Annual Operating Report due to the Florida Commission for the Transportation Disadvantaged by September 15 of each year;
- working cooperatively with Region Workforce Boards to assist in the development of innovative transportation services for participants in welfare transitional programs;
- establishing priorities with regard to the recipients of transportation services purchased with Transportation Disadvantaged Trust Fund moneys.

Community Transportation Coordinators may be selected without a competitive acquisition process if the Designated Official Planning Agency determines that approach is in the best interest of the transportation disadvantaged. Public competitive bidding or proposals, however, must be used to the maximum extent feasible to select a Community Transportation Coordinator.

A non-competitive proposal process was used to identify an entity capable of and interested in serving as the Community Transportation Coordinator for Levy County's Transportation Disadvantaged Program. The Levy County Board of County Commissioners adopted a resolution committing itself as the Community Transportation Coordinator in April 2003. The Florida Commission for the Transportation Disadvantaged selected the Levy County Board of County Commissioners to serve as the Levy County Community Transportation Coordinator in July 2003.

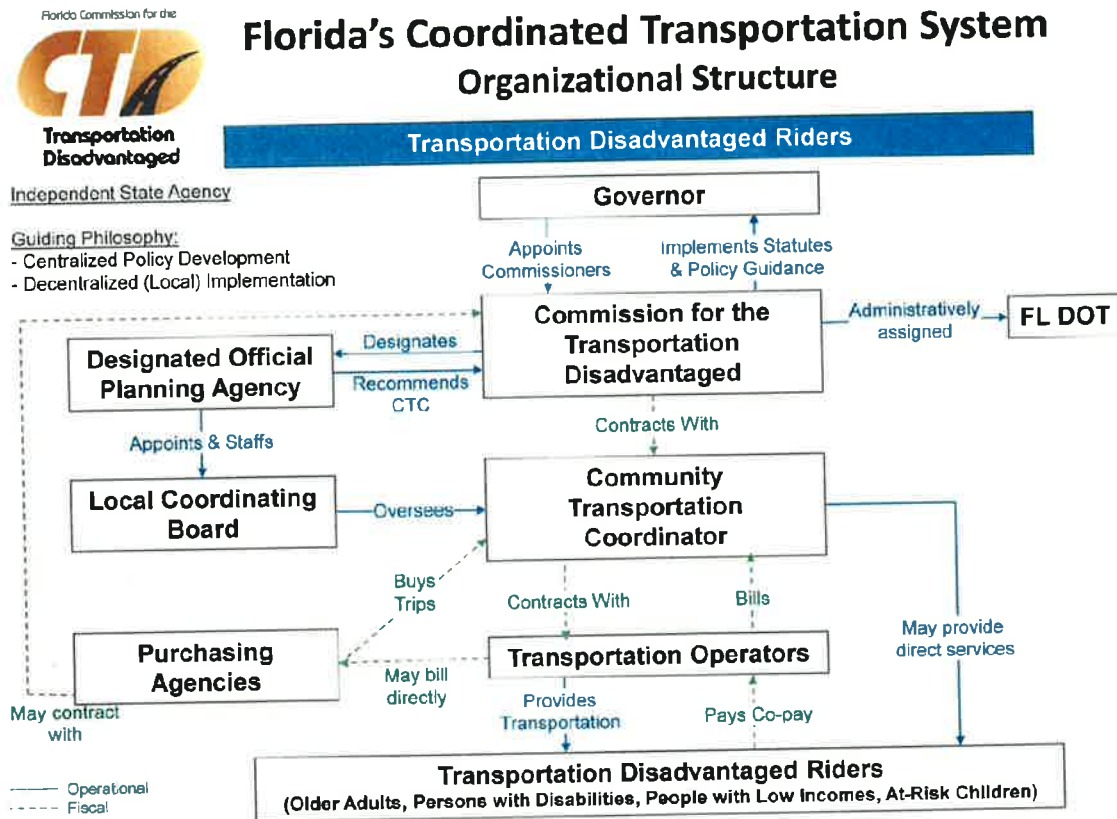
2. Designation Date/History

On August 4, 2003, the Florida Commission for the Transportation Disadvantaged designated the Levy County Board of County Commissioners to serve as the Community Transportation Coordinator for Levy County based, as indicated above, on a non-competitive selection process. Reasons supporting Levy County's designation as the Community Transportation Coordinator included: (1) the county's ability to provide the organizational structure needed to administer and operate the program, (2) the county's existing inventory of vans and plans to acquire additional vehicles for use in the program, and (3) the county's positive established relationships with a number of private nonprofit and for-profit entities providing services to various segments of the county's transportation disadvantaged population.

In 2002, the Levy County Board of County Commissioners created a County Transportation Department, which was formed for the purpose of administrating and operating the county's public transportation program. It conducted business under the name Nature Coast Transit and operated as a partial brokerage system providing transportation services and contracting with other operators to provide transportation services. During the 2008-2009 Fiscal Year, the Nature Coast Transit was renamed to Levy County Transit by the Board of County Commissioners.

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

The 2014 – 2019 Levy County Transportation Disadvantaged Service Plan is consistent to the maximum extent feasible with the Levy County Comprehensive Plan. It should be noted that the County's Comprehensive Plan does not include a Mass Transit Element because the county has a population of less than 50,000 people or any goals, objectives or policies specifically relating to the transportation disadvantaged.

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 2005 5/20-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 Levy County Transportation Disadvantaged Service Plan is consistent, to the maximum extent feasible, with the Florida Commission for the Transportation Disadvantaged 2005 5/20-Year Plan.

e. Metropolitan Planning Organization Long-Range Transportation Plans

Not applicable.

f. Transportation Improvement Program

Not applicable.

5. Public Participation

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

6. Levy County Transportation Disadvantaged Coordinating Board Membership Certification

LEVY 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	John Meeks	Matt Brooks	No Term
Elderly	Vacant	Vacant	6/30/2020
Disabled	Vacant	Vacant	6/30/2018
Citizen Advocate	Renate M. Cannon	Vacant	6/30/2018
Citizen Advocate/User	Tammy Jean Ippolito	Vacant	6/30/2018
Children at Risk	Sandra Woodard	Brooke Ward	6/30/2019
Florida Association for Community Action	Vacant	Vacant	6/30/2020
Public Education	Bruce Greenlee	Joseph Wain	No Term
Florida Department of Transportation	Sandra Collins	Doreen Joyner-Howard	No Term
Florida Department of Children and Families	Vickie Menasco	Amy Burton	No Term
Florida Department of Elder Affairs	Matthew Pearson	Vacant	No Term
Florida Department of Education	Jeff Aboumrad	Peter Shepis	No Term
Florida Agency for Health Care Administration	Deweese Ogden	Pamela Hagley	No Term
Regional Workforce Development Board	Dale French	Kathleen Woodring	No Term
Veteran Services	Robert E. Lowyns	Julie E. Rose	6/30/2020
Local Mass Transit	Not Applicable	Not Applicable	No Term
Private Transportation Industry	Vacant	Vacant	6/30/2019
Local Medical Community	Vacant	Vacant	6/30/2019

B. Service Area Profile and Demographics

1. Levy County Service Area Description

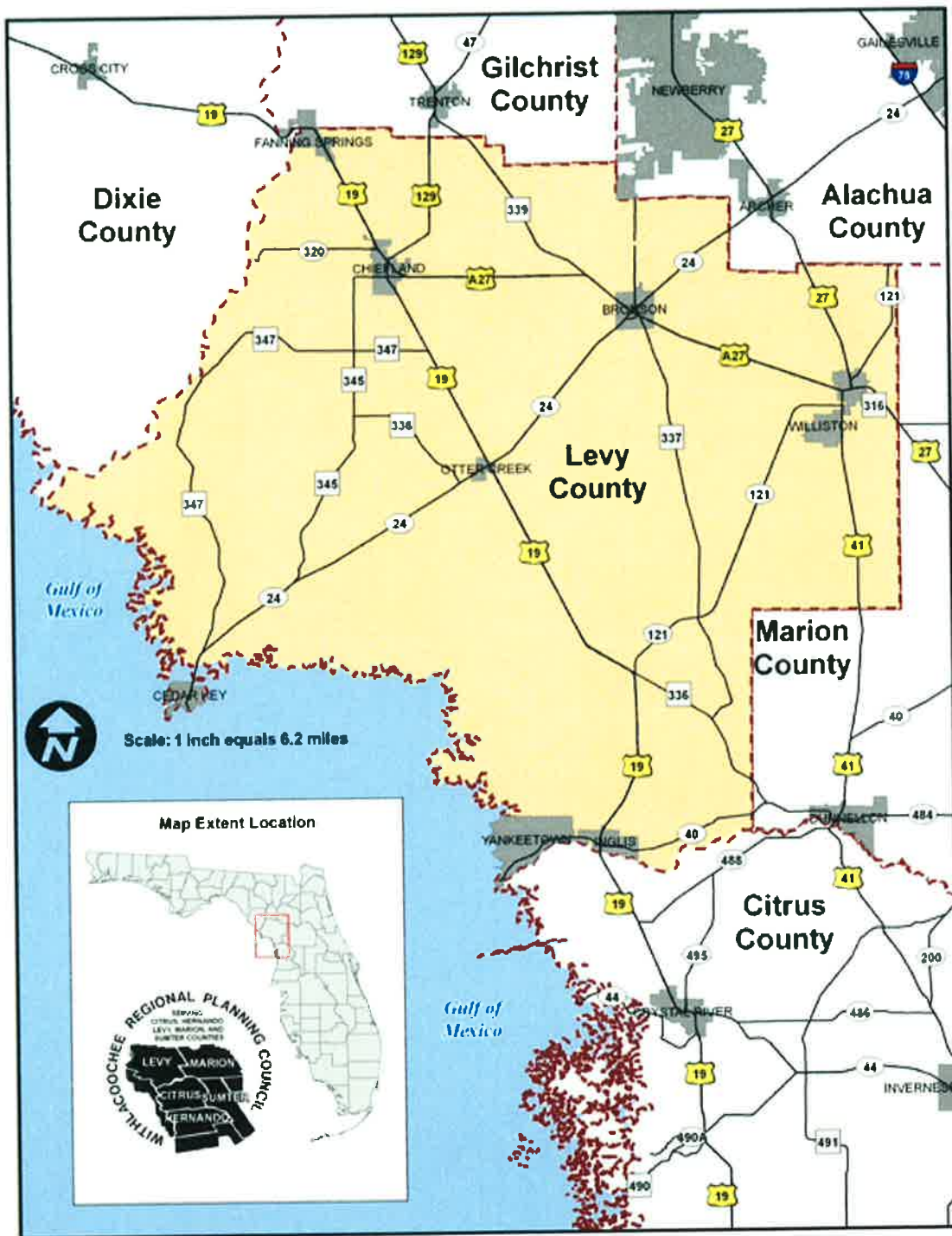
Levy County has a land area of 1,118 square miles and is surrounded by Dixie County, Gilchrist County and Alachua County to the north, Marion County to the east, Citrus County to the south and the Gulf of Mexico to the west. The county has eight incorporated areas including Bronson, Cedar Key, Chiefland, Inglis, Otter Creek, Williston, Yankeetown and a part of Fanning Springs. It also has numerous unincorporated named communities including Fowler's Bluff, Camp Azalea, Rosewood, Gulf Hammock, Morriston, Montbrook and Raleigh. Map 1 shows Levy County's location in relation to the other counties in the state. Map 2 shows the locations of the county's cities, towns and Census Divisions (Cedar Key-Yankeetown, Chiefland and Williston-Bronson).

2. Demographics

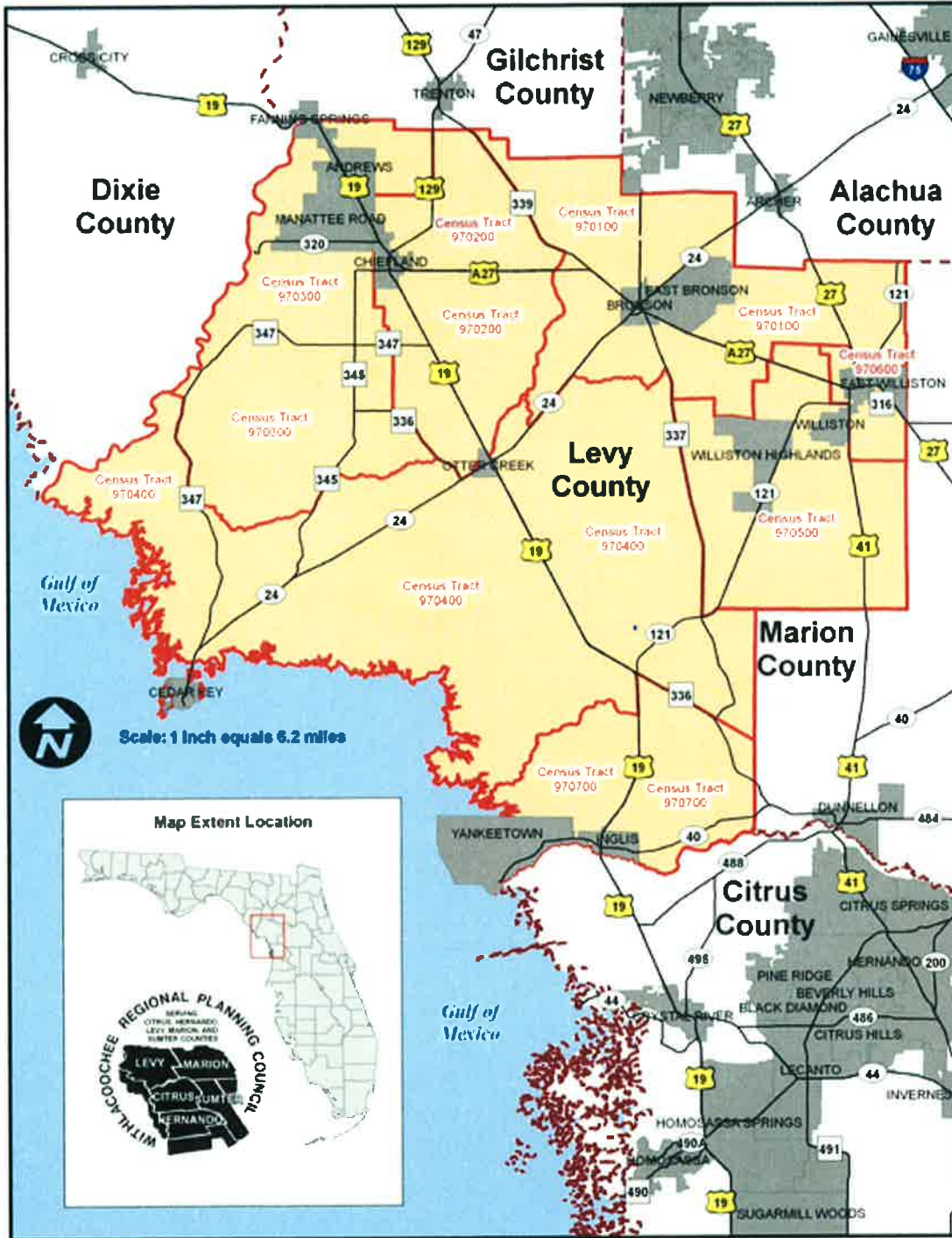
a. Land Use

The purpose of this section is to provide information concerning Levy County's existing land use. This information was obtained from Levy County's Comprehensive Plan. As indicated in the Future Land Use Map (see map 3), the major existing land uses in the County are agriculture, forestry and conservation. Less than 5 percent of the County's land area is in residential use. There are population concentrations in numerous incorporated areas and unincorporated named communities dispersed across the county. The dominant trend in recent years, however, has been sparse development on inexpensive lots out in the county. That trend is expected to continue unless certain population magnets, such as heavy industry, appear. Very little industry has been established anywhere in the county to date.

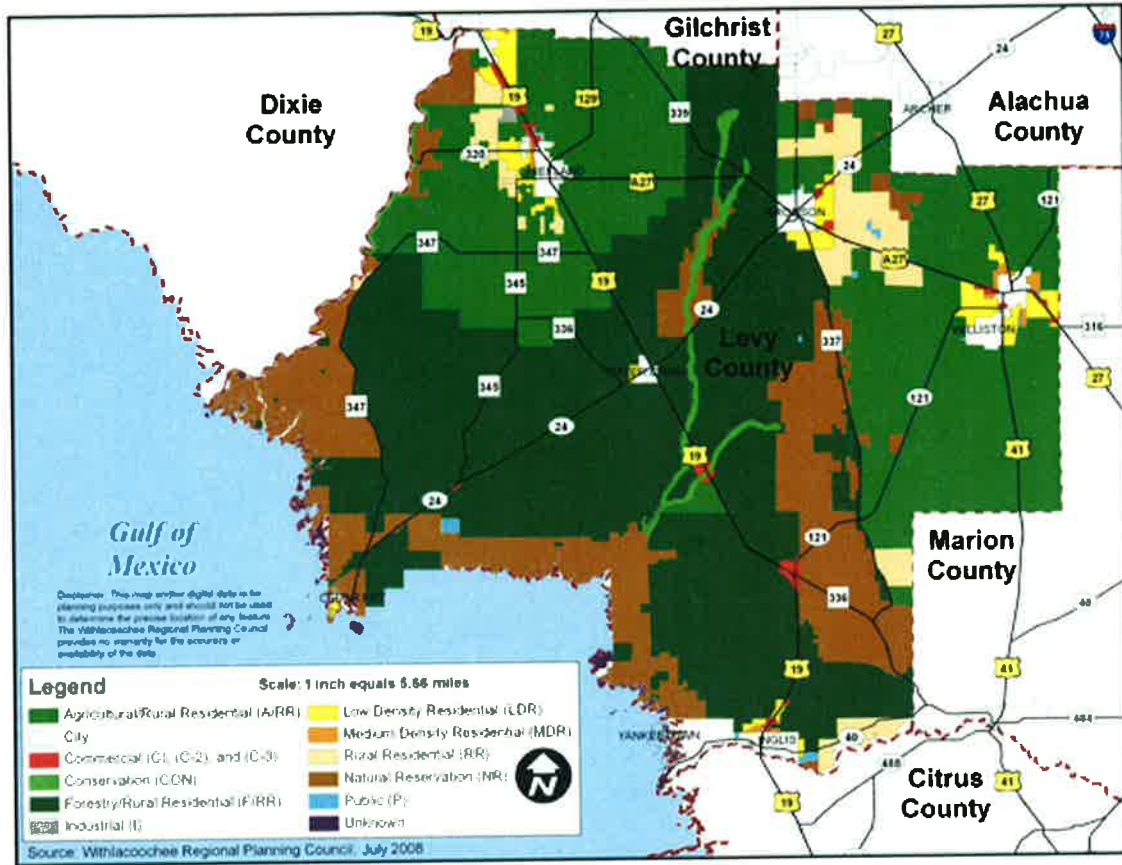
LEVY COUNTY WITHIN THE STATE OF FLORIDA



LEVY COUNTY CENSUS DIVISIONS, CITIES AND CENSUS DESIGNATED PLACE



LEVY COUNTY FUTURE LAND USE



b. Population/Composition

According to the 2010 US Census Bureau, Levy County's 2010 population was 40,801. The Bureau of Economic and Business Research estimates Levy County's 2017 total population as 40,015. Table 1 shows, the population of Levy County.

TABLE 1

**Population Counts and Estimates
Levy County**

AREA	POPULATION COUNT 2010 Census	POPULATION ESTIMATES 2017
Levy County	40,801	40,015
Bronson	1,113	1,142
Cedar Key	702	713
Chiefland	2,245	2,270
Fanning Springs	278	509
Inglis	1,325	1,305
Otter Creek	134	118
Williston	2,768	2,898
Yankee Town	502	502
Unincorporated Area	31,526	31,558

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

c. Population Densities

Table 2 shows with approximately 1,118 square miles of land area, the County population density in 2010 was approximately 36.5 persons per square mile.

TABLE 2

**Population Density
Levy County**

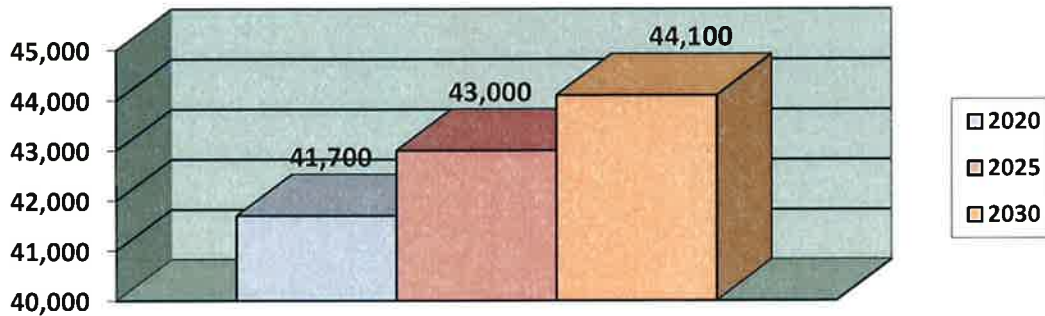
2010 U.S. CENSUS POPULATION	SQUARE MILES	PERSONS PER SQUARE MILE
40,801	1,118	36.5

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 Levy County will have a total population of 41,700 by the year 2020, and by 2030, the total County population will be 44,100. Illustration I shows population projections for 2020, 2025 and 2030.

**ILLUSTRATION I
Population Projections
Levy County**



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
Levy County
2016**

Age Group	Population Estimate
0-4	2,186
5-17	5,858
18-24	3,059
25-54	13,933
55-64	6,545
65-79	7,143
80+	1,829

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

f. Disability and Self Care Limitations

According to the 2010 Bureau of the Census 2012-2016 American Community Survey, 8,307 civilian non-institutionalized Levy County residents have disabilities.

g. Employment

The 2010 Bureau of the Census 2012-2016 American Community Survey estimates that Levy County's labor force (individuals who are able to work but may not be employed) in 2016 was 32,450. The estimated unemployment rate for Levy County was 10 percent.

h. Income

According to the 2010 Bureau of the Census, the per capita income for Levy County in 2016 was \$20,555. The percent of persons below poverty level in 2016 was 21.4%. 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
 Levy County**

Per Capita Income In 2016	Percentage Of Persons Below Poverty Level 2016
\$20,555	21.4%

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 Florida Agency for Health Care Administration, the total number of Medicaid eligibles in 2017 was 9,641. Table 6 shows individuals who received Supplemental Security Income.

TABLE 6
Supplemental Security Income
Levy County
2016

Type Of Assistance	Recipients
Blind or Disabled	1,294
Aged	95

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 Levy County was 15,372 and that the average household size was 2.55. Table 7 presents data on housing units below poverty level.

TABLE 7
Housing Units
Levy County
2016

Housing Units	Percent of Persons Below the Poverty Level	Owner Occupied Housing Unit Rate	Mean Value of Owner Occupied Housing Units
19,773	21.4%	75.1%	\$86,700

Source: 2010 Bureau of the Census Quick Facts

j. Health

There is one assisted living facility located in Levy County, the Good Samaritan Retirement Home. According to Florida Health 2017 Physician Workforce Annual Report, in 2017, there were 15 physicians of medicine and 470 registered, practical and advanced nurses.

k. Transportation

According to the 2010 Census 2012-2016 American Community Survey, an estimated 1,009 households in Levy County had no vehicle available in 2016.

I. Major Trip Generators/Attractors

Trip generators are land uses from which trips originate (e.g., residential developments) while trip attractors are land uses which are destinations (e.g., shopping districts, employment centers, medical offices, educational facilities and recreation sites). Examples of trip attractors located in Levy County include the Wal-Mart Supercenter in Chiefland, the industrial parks in Williston and Chiefland, Regional Hospital in Williston, the satellite campus of Central Florida Community College in Chiefland, Manatee Springs State Park, and the County Courthouse in Bronson. Levy County's ten largest private sector employers include: Wal-Mart Supercenter, Winn-Dixie, Central Florida Electric Co-op, Regional General Hospital Williston, J.E. Whitehurst & Sons, Drummond Community Bank and Capital City Bank.

Although access to retail stores and services in the County is increasing, travel to out-of-county destinations continues to be necessary for many Levy County residents, particularly for employment and medical purposes. Major trip generators/attractors include: Lancaster Correctional in Gilchrist County, Cross City Correctional in Dixie County, Shands Hospital in Alachua County, VA Medical Center in Alachua County, University of Florida in Alachua County, Levy-Union Vocational Technical Center.

Travel to Gainesville continues to be necessary for many County residents, particularly for employment and medical purposes. Approximately 15 percent of Levy 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.

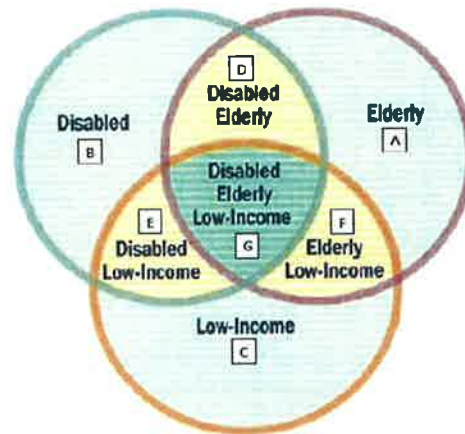
The following tables show general and critical need Transportation Disadvantaged population estimates for Levy County.

CALCULATION OF GENERAL TRANSPORTATION DISADVANTAGED POPULATION

Levy County					Census Data from 2016			
County Pop. By Age	Total Pop by Age	% of Total Pop	Population Below Poverty Level by Age	% of Total Pop Below Poverty Level by Age	Total Population with a Disability by Age	% of Total Pop with a Disability by Age	Total Pop with Disability and Below Poverty Level by Age	% Total Pop with a Disability and Below Poverty Level by Age
< 5 Years of Age	2,011	5.1%	792	2.0%	61	0.7%	0	0.00%
5-17	5,721	14.6%	1,656	4.2%	390	1.0%	72	0.18%
18-34	6,802	17.4%	1,911	4.9%	361	0.9%	183	0.47%
35-64	16,292	41.6%	7,097	5.4%	3,765	9.6%	1,013	2.59%
Total Non Elderly	30,826	78.7%	6,456	16.5%	4,577	11.7%	1,268	3.24%
65-74	5,091	13.0%	299	0.8%	1,920	4.9%	350	0.89%
75+	3,249	8.3%	140	0.4%	1,962	5.0%	147	0.38%
Total Elderly	8,340	21.3%	439	1.1%	3,882	9.9%	497	1.27%
Total	39,166	100%	6,895	17.6%	8,459	21.6%	1,765	4.51%

Double Counts Calculations		
E - Estimate non-elderly/disabled/ low income	From Base Data (I11)	1,268
B - Estimate non-elderly/ disabled/not low income	Subtract I11 from G11	3,309
G - Estimate elderly/disabled/low income	From Base Data (I14)	497
D - Estimate elderly/ disabled/not low income	Subtract I14 from G14	3,385
F - Estimate elderly/not-disabled/low income	Subtract I14 from E14	(58)
A - Estimate elderly/non-disabled/not low income	Subtract sum of J17, J18 and J19 from C14	4,516
C - Estimate low income/not elderly/not disabled	Subtract I11 from E11	5,188
Total - Non-Duplicated		18,105

General TD Population	% of Total	
Non-Duplicated General TD Population Estimate	18,105	46.2%



CALCULATION OF CRITICAL NEED TRANSPORTATION DISADVANTAGED POPULATION

Levy County

Census Data from: **2016**

County Pop. By Age	Total Population with a Disability by Age	% with a Severe Disability by Age	Total Population with a Severe Disability by Age	% of Total Pop with Severe Disability by Age
< 5 Years of Age	61	4.20%	3	0
5-17	390	4.20%	16	0.29%
18-34	361	6.30%	23	0.33%
35-64	3,765	13.84%	521	3.20%
Total Non Elderly	4,577		563	1.83%
65-74	1,920	27.12%	521	10.23%
75+	1,962	46.55%	913	28.11%
Total Elderly	3,882		1,434	17.19%
Total	8,459		1,997	5.10%

% of Severe Disability Below Poverty Level	Total Severe Disability Below Poverty Level
28.60%	161
11.70%	168
	329

Critical Need - Severely Disabled TD Population			
	Not Low Income	Low Income	Totals
Non-Elderly	402	161	563
Elderly	1,266	168	1,434
TOTAL	1,668	329	1,997

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

Low Income & Not Disabled = C + F			
Assumes			
27.2%	xx % without auto access	5,130	
		1,395	
100.0%	xx % without transit access		
		1,395	

Calculation of Daily Trips			
	Daily Trip Rates	Per Person	Total
Total Actual Critical TD Population			
Severely Disabled	1,997	0.049	98
Low Income ND	1,395	1.899	2,650
Totals	3,392		2,748

**CALCULATION OF DAILY TRIPS
FOR THE
CRITICAL NEED TD POPULATION**

2. Paratransit Service Demand Estimation

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

FORECAST OF GENERAL AND CRITICAL NEED TRANSPORTATION DISADVANTAGED POPULATIONS

Levy County

General TD Population Forecast	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
Overlapping Circle Component											
E - Estimate non-elderly/disabled/ low income	1,268	1,275	1,282	1,290	1,297	1,304	1,312	1,319	1,327	1,334	1,342
B - Estimate non-elderly/ disabled/not low income	3,309	3,328	3,347	3,365	3,385	3,404	3,423	3,442	3,462	3,481	3,501
G - Estimate elderly/ disabled/low income	497	500	503	505	508	511	514	517	520	523	526
D - Estimate elderly/ disabled/not low income	3,385	3,404	3,423	3,443	3,462	3,482	3,502	3,521	3,541	3,561	3,581
F - Estimate elderly/non-disabled/low income	58	58	-59	-59	-59	-60	-60	-60	-61	-61	-61
A - Estimate elderly/non-disabled/not low income	4,516	4,542	4,567	4,593	4,619	4,645	4,671	4,698	4,724	4,751	4,778
C - Estimate low income/not elderly/not disabled	5,188	5,217	5,247	5,277	5,306	5,336	5,367	5,397	5,427	5,458	5,489
TOTAL GENERAL TD POPULATION	18,105	18,207	18,310	18,414	18,518	18,623	18,728	18,834	18,941	19,048	19,156
TOTAL POPULATION	39,166	39,388	39,610	39,834	40,060	40,286	40,514	40,743	40,974	41,206	41,439



Levy County

Critical Need TD Population Forecast	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
Total Critical TD Population											
Disabled	1,397	2,208	2,019	2,031	2,042	2,054	2,066	2,077	2,089	2,101	2,113
Low Income Not Disabled No Auto/Transit	1,395	1,403	1,411	1,419	1,427	1,435	1,443	1,452	1,460	1,468	1,476
Total Critical Need TD Population	3,392	3,411	3,431	3,450	3,470	3,489	3,509	3,529	3,549	3,569	3,589
Daily Trips - Critical Need TD Population											
Severely Disabled	98	98	99	100	100	101	101	102	102	103	104
Low Income - Not Disabled - No Access	2,650	2,655	2,630	2,695	2,710	2,726	2,741	2,757	2,772	2,788	2,804
Total Daily Trips Critical Need TD Population	2,748	2,794	2,841	2,889	2,938	2,990	3,043	3,097	3,152	3,208	3,258
Annual Trips	714,384	726,457	738,734	751,219	763,914	777,436	791,196	805,200	819,453	833,957	847,050

3. Barriers to Coordination

Medicaid non-emergency transportation services are no longer coordinated through Florida’s Coordinated Transportation System in Levy 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
Florida Center for the Blind	Purchase one minivan and one sedan	2018/19	Alachua County	\$62,570.00	United States Code Section 5310 Program
			Bradford County		
			Columbia County		
			Dixie County	\$7,822.00	Florida Department of Transportation
			Gilchrist County		
			Levy County		
			Union County	\$7,822.00	Florida Center for the Blind

United States Code Section 5311 Grant Program

APPLICANT	PROJECT	PROJECT YEAR	PROJECT LOCATION	ESTIMATED PROJECT COST	PROJECT FUNDING SOURCE
Levy County Board of County Commissioners	Continuation of existing and public transportation services and increasing service provision.	2018/19	Levy County	\$326,946.00	United States Code Section 5311
				\$326,946.00	Levy County Board of County Commissioners

United States Code Section 5339 Grant Program

APPLICANT	PROJECT	PROJECT YEAR	PROJECT LOCATION	ESTIMATED PROJECT COST	PROJECT FUNDING SOURCE
Levy County Board of County Commissioners	Purchase one replacement vehicle	2018/19	Levy, County	\$76,019.00	United States Code Section 5339

Transportation Disadvantaged Rural Area Capital Assistance Grant Program

APPLICANT	PROJECT	PROJECT YEAR	PROJECT LOCATION	ESTIMATED PROJECT COST	PROJECT FUNDING SOURCE
Levy County Board of County Commissioners	Computer server hardware	2018/19	Levy County	\$3,475.00	Rural Area Capital Assistance Program Grant
	Computer server installation labor			\$1,500.00	
	Computer server battery backup - server			\$320.00	
	Personal Computers (6)			\$3,899.94	
	Personal computer battery backups (6)			\$450.00	
	24" computer monitors (12)			\$1,740.00	
	Personal computer installation labor			\$2,250.00	
	Surface Pro Tablets (2)			\$1,750.00	

Transportation Disadvantaged Trip & Equipment Grant Program

APPLICANT	PROJECT	PROJECT YEAR	PROJECT LOCATION	ESTIMATED PROJECT COST	PROJECT FUNDING SOURCE
Levy County Board of County Commissioners	Provide trips to transportation disadvantaged individuals.	2017/18	Levy County	\$348,817.00	Transportation Disadvantaged Trust Fund Levy County Board of County Commissioners
		2018/19		\$326,707.00	
				\$38,757.00	
				\$36,301.00	

5. Goals and Objectives

GOAL 1 Ensure the availability of transportation services to meet the needs of the transportation disadvantaged.

- Objective 1.1** Identify and monitor demand for transportation services among the transportation disadvantaged.
- Objective 1.2** Provide services to meet as much of the demand for transportation services among the transportation disadvantaged as possible within available resources.
- Objective 1.3** Employ measures, as needed and appropriate, for controlling the rate at which funding available for non-sponsored trips is expended and for targeting funding available for non-sponsored trips to individuals with the greatest need.
- Objective 1.4** Monitor and maximize the availability of local, state and federal government funding for transportation services for the transportation disadvantaged.
- Objective 1.5** Identify and pursue potential sources of additional funding for transportation services and partnership opportunities. Seek, in particular, to stimulate or facilitate the use of private funding to reduce reliance on public subsidies.
- Objective 1.6** Eliminate physical barriers to the use of transportation services by ensuring compliance with the Americans with Disabilities Act.
- Objective 1.7** Monitor land use/development patterns to inform decision-making regarding service delivery and the allocation of resources.
- Objective 1.8** Participate in local, regional and state transportation and comprehensive planning processes to ensure that transportation disadvantaged issues are considered.
- Objective 1.9** Monitor changes in the health care and other service systems used by the transportation disadvantaged to identify potential impacts on the County's coordinated transportation system.

GOAL 2 Ensure that transportation services are provided in the most effective and efficient manner possible.

Objective 2.1 Coordinate transportation resources for the transportation disadvantaged available in or planned for the service area to the maximum extent possible.

Objective 2.2 Maximize the use of existing transportation resources to meet the demand for transportation services among the transportation disadvantaged.

Objective 2.3 Maximize the use of measures that promote effective and efficient service delivery without unduly inconveniencing riders.

Objective 2.4 Pursue coordination efforts with other Community Transportation Coordinators as appropriate for the purposes of reducing costs, increasing transportation services available and facilitating the provision of inter county trips.

GOAL 3 Ensure that quality transportation services are provided.

Objective 3.1 Ensure transportation services are provided in a safe, reliable and courteous manner.

Objective 3.2 Monitor and evaluate the performance of the Community Transportation Coordinator.

Objective 3.3 Provide processes for addressing service complaints and formal grievances on transportation-related matters.

GOAL 4 Ensure program accountability.

Objective 4.1 Comply with the requirements of Chapter 427, Florida Statutes, and Rule Chapter 41-2, Florida Administrative Code.

Objective 4.2 Prepare plans, contracts, reports and other documents required by Chapter 427, Florida Statutes, and Rule Chapter 41-2, Florida Administrative Code.

GOAL 5 Increase public awareness of and involvement in the transportation disadvantaged program.

Objective 5.1 Undertake marketing and outreach activities to increase public awareness of and involvement in Florida's Transportation Disadvantaged Program. Project a consumer-oriented, customer service image.

Objective 5.2 Conduct at least one public hearing a year to allow individuals, agencies, organizations and others a formal opportunity to provide input on matters relating to local transportation services for the transportation disadvantaged.

GOAL 6 Encourage volunteers to participate in the coordinated transportation system.

Objective 6.1 Undertake marketing and outreach activities to increase volunteering opportunities with the county's coordinated transportation system.

Objective 6.2 Conduct at least one public hearing a year to allow individuals an opportunity to provide input on matters relating to volunteering with the County's coordinated transportation system.

GOAL 7 Provide affordable transportation services to low-income persons.

Objective 7.1 Develop transportation services for daily living activities.

Objective 7.2 Research the feasibility of providing deviated fixed route service that provides service within Levy County.

Objective 7.3 Advertise the available transportation services once a year.

GOAL 8 Increase transportation services provided in Levy County.

Objective 8.1 Annually research local, state, and federal funding opportunities to increase services available to the transportation disadvantaged population in Levy County.

Objective 8.2 Annually identify projects that can be funded under the Federal Transit Administration’s grant programs.

6. Implementation Plan

STRATEGIES	RESPONSIBLE PARTY(IES)	DATE
Objective 1.1 Identify the demand for transportation disadvantaged services.		
Update the transportation disadvantaged population forecasts and needs estimation in the Transportation Disadvantaged Service Plan.	Planning Agency	Annually
Report the number of unmet trip requests at each meeting.	Community Transportation Coordinator	Quarterly
Work with agencies that provide services to disadvantaged individuals who may also need assistance with transportation.	Community Transportation Coordinator	Ongoing
Maintain a trip denial log.	Community Transportation Coordinator	Ongoing
Provide the Local Coordinating Board with trip denial reports.	Community Transportation Coordinator	Quarterly

STRATEGIES	RESPONSIBLE PARTY(IES)	DATE
Objective 1.2 Meet the demand for transportation disadvantaged services with available resources.		
Provide or arrange for the delivery of transportation services in accordance with the Transportation Disadvantaged Service Plan.	Community Transportation Coordinator	Ongoing
Identify ways to increase the capacity of the coordinated transportation system to meet existing and future demand for transportation services and implement them as resources permit.	Community Transportation Coordinator	Ongoing
Identify additional transportation service opportunities with private nonprofit transportation operators.	Community Transportation Coordinator	Ongoing

Transportation Disadvantaged Service Plan

Continue to purchase vehicles as resources permit to provide expanded service and allow for timely replacement of vehicles.	Community Transportation Coordinator	Ongoing
Continue planning for the development of a shuttle service serving Levy County.	Local Coordinating Board Community Transportation Coordinator Planning Agency	Ongoing
Work with agencies, organizations, institutions and other entities as appropriate to address particular transportation needs (e.g., transportation to medical facilities for veterans).	Local Coordinating Board Community Transportation Coordinator Planning Agency	Ongoing
Advise appropriate public officials of any road conditions that interfere with or preclude the provision of transportation services.	Community Transportation Coordinator	Ongoing

STRATEGIES	RESPONSIBLE PARTY(IES)	DATE
Objective 1.3 Monitor the expenditure of the Transportation Disadvantaged Program grant funds.		
Implement Transportation Disadvantaged Program trip priorities.	Community Transportation Coordinator	Ongoing
Ensure that Transportation Disadvantaged Program funds are not used to replace existing transportation funding. Encourage agencies to budget for client transportation needs.	Community Transportation Coordinator	As Needed
Use the transportation disadvantaged population forecasts and general trip demand forecasts in the Transportation Disadvantaged Service Plan to assist with targeting funding available for non-sponsored trips.	Local Coordinating Board Community Transportation Coordinator	Ongoing

STRATEGIES	RESPONSIBLE PARTY(IES)	DATE
Objective 1.4: Monitor the expenditure of local and federal government funds for transportation disadvantaged services.		
Report actual expenditures of local government and direct federal transportation disadvantaged funds.	Planning Agency	Annually
Research transportation grants.	Community Transportation Coordinator	Ongoing
Review applications for transportation grants submitted for the service area.	Local Coordinating Board	As Needed
Encourage continued and increased County support for transportation services.	Local Coordinating Board Community Transportation Coordinator	Ongoing

STRATEGIES	RESPONSIBLE PARTY(IES)	DATE
Objective 1.5: Identify additional funding opportunities for transportation services.		
Pursue sources of additional funding for transportation services.	Community Transportation Coordinator	Ongoing
Identify and pursue partnership opportunities involving coordination of needs/services and the pooling of resources.	Community Transportation Coordinator	Ongoing
Increase farebox revenues while recognizing actual or potential negative impacts of fares on access to service.	Local Coordinating Board Community Transportation Coordinator	Ongoing
Within the context of the coordinated transportation system, provide assistance upon request to entities interested in operating vehicles to address particular transportation needs.	Community Transportation Coordinator	Ongoing

STRATEGIES	RESPONSIBLE PARTY(IES)	DATE
Objective 1.6: Comply with the Americans with Disabilities Act (ADA).		
Ensure that all vehicles purchased meet ADA requirements.	Community Transportation Coordinator	Ongoing
Ensure equivalent service is available to individuals with disabilities.	Community Transportation Coordinator	Ongoing
Develop and implement a corrective action plan if a lack of equivalent service is demonstrated.	Community Transportation Coordinator	As Needed
Provide information about available services in accessible formats.	Community Transportation Coordinator	Ongoing
Provide training to employees regarding the special needs of disabled individuals and the operation of specialized equipment.	Community Transportation Coordinator	Ongoing
Seek the advice of ADA experts regarding the requirements and implementation of the ADA as needed and resources permit.	Community Transportation Coordinator	Ongoing

STRATEGIES	RESPONSIBLE PARTY(IES)	DATE
Objective 1.7: Monitor land use/development patterns to inform decision-making regarding service delivery and the allocation of resources.		
Update the demographics section in the Transportation Disadvantaged Service Plan.	Planning Agency	As Needed
Consider land use/development patterns when preparing/ updating the Transportation Disadvantaged Service Plan.	Planning Agency	Annually
Map major trip generators and attractors in the county.	Planning Agency	As Needed
Identify and remain apprised of major developments in Levy County with actual or potential substantial impacts on the coordinated transportation system.	Planning Agency	As Needed

STRATEGIES	RESPONSIBLE PARTY(IES)	DATE
Objective 1.8: Participate in local, regional and state transportation and comprehensive planning processes to ensure that transportation disadvantaged issues are considered.		
Review the comprehensive plans of the cities in the county for coverage of coordinated transportation system mobility issues.	Planning Agency	As Needed
Review local, regional and state plans/regulations affecting the coordinated transportation system.	Planning Agency	As Needed

STRATEGIES	RESPONSIBLE PARTY(IES)	DATE
Objective 1.9: Monitor changes in the health care and other service systems used by the transportation disadvantaged to identify potential impacts on the county's coordinated transportation system.		
Conduct a public workshop as a means of monitoring changes in the health care system and other service systems used by the transportation disadvantaged.	Local Coordinating Board	Annually
Develop and maintain contacts with community boards and other entities involved in the health care system and other service systems used by the transportation disadvantaged.	Community Transportation Coordinator	Ongoing
Address system changes in updates of the Transportation Disadvantaged Service Plan as appropriate.	Community Transportation Coordinator	Annually

STRATEGIES	RESPONSIBLE PARTY(IES)	DATE
Objective 2.1: Coordinate transportation resources for the transportation disadvantaged available in or planned for the service area to the maximum extent possible.		
Be aware of transportation resources for the transportation disadvantaged available in or planned for the service area.	Community Transportation Coordinator	Ongoing
Advise agencies, organizations, institutions and other entities purchasing or providing transportation services for the transportation disadvantaged about the purpose, nature and benefits of coordinated transportation services.	Community Transportation Coordinator	Ongoing
Work with the Regional Workforce Board to meet client transportation needs.	Community Transportation	Ongoing

	Coordinator	
Enter into purchase of service contracts, coordination contracts and transportation operator contracts as appropriate to ensure that transportation disadvantaged funds are used within the coordinated transportation system and transportation services are provided in the most effective and efficient manner possible.	Community Transportation Coordinator	Ongoing

STRATEGIES	RESPONSIBLE PARTY(IES)	DATE
Objective 2.2: Maximize the use of existing transportation resources to meet the demand for transportation services.		
Enter into coordination contracts with agencies/organizations that provide transportation services using transportation disadvantaged funds as needed.	Community Transportation Coordinator	As Needed
Maintain an inventory of other existing transportation operators whose services are or potentially could be used by the transportation disadvantaged.	Community Transportation Coordinator	Ongoing
Utilize the standard coordination/operator contract as needed.	Community Transportation Coordinator	As needed
Review coordination contracts and transportation operator contracts on an annual basis as necessary to determine whether their continuation is the most effective and efficient utilization possible.	Community Transportation Coordinator Local Coordinating Board	As needed
Coordinate with the Levy County School District to facilitate the use of public school vehicles within the coordinated transportation system as appropriate.	Community Transportation Coordinator	As Needed

STRATEGIES	RESPONSIBLE PARTY(IES)	DATE
Objective 2.3: Promote effective and efficient service delivery without undue inconveniencing riders.		
Multi-load vehicles to the maximum extent possible.	Community Transportation Coordinator	Ongoing
Establishing route-oriented services.	Community Transportation Coordinator	As Needed
Accommodate trip requests according to the least expensive service available which meets riders' needs.	Community Transportation Coordinator	Ongoing
Procure transportation services as necessary to provide trips at the lowest possible cost.	Community Transportation Coordinator	Ongoing
Seek ways to increase system productivity through improvements in call intake, trip scheduling/dispatching and other functions.	Community Transportation Coordinator	Ongoing
Identify opportunities to reduce costs.	Community Transportation Coordinator	Ongoing

STRATEGIES	RESPONSIBLE PARTY(IES)	DATE
Objective 2.4: Pursue coordination efforts with other Community Transportation Coordinators as appropriate for the purposes of reducing costs, increasing transportation services available and facilitating the provision of inter-county trips.		
Research opportunities to coordinate with the Citrus County Community Transportation Coordinator.	Community Transportation Coordinator	Ongoing
Develop and maintain contacts with other Community Transportation Coordinators in the region.	Community Transportation Coordinator	Ongoing
Explore coordination opportunities as appropriate at regional meetings.	Community Transportation Coord Community Transportation Coordinator inator	Quarterly
Identify opportunities for inter-county coordination and pursue them and any funding sources available to support them as appropriate.	Community Transportation Coordi Community Transportation Coordinator nator	Ongoing
Consider the results of studies completed on the feasibility of inter county coordinated transportation for the transportation disadvantaged.	Community Transportation Coordinator	As Available

STRATEGIES	RESPONSIBLE PARTY(IES)	DATE
Objective 3.1: Ensure transportation services are provided in a safe, reliable and courteous manner.		
Comply with the service standards in the Transportation Disadvantaged Service Plan and refine and revise them as needed.	Community Transportation Coordinator	Ongoing
Comply with safety and insurance requirements.	Community Transportation Coordinator	Ongoing
Ensure that employees receive training appropriate to their positions regarding the provision of transportation services.	Community Transportation Coordinator	Ongoing
Consider the results of surveys conducted as a part of each annual evaluation of the Community Transportation Coordinator.	Community Transportation Coordinator	Annually
Use surveys or other tools to obtain input from riders, purchasing agencies and others on the reliability and quality of transportation services provided through the coordinated transportation system.	Community Transportation Coordinator	As Needed
STRATEGIES	RESPONSIBLE PARTY(IES)	DATE
Objective 3.2: Monitor and evaluate the performance of the Community Transportation Coordinator.		
Perform an annual evaluation of the Community Transportation Coordinator.	Local Coordinating Board	Annually

Transportation Disadvantaged Service Plan

Cooperate with monitoring and evaluation efforts undertaken by the Florida Commission for the Transportation Disadvantaged.	Local Coordinating Board	Biennially and As Needed
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Objective 3.3: Provide processes for addressing service complaints and formal grievances on transportation-related matters.		
Have a process in place to address service complaints and formal grievances on transportation-related matters in a timely and effective manner.	Community Transportation Coordinator	Ongoing
Maintain records of service complaints and formal grievances received and their disposition.	Community Transportation Coordinator	Ongoing
Provide the Local Coordinating Board with quarterly service complaint/grievance reports.	Community Transportation Coordinator	Ongoing
Ensure that the Local Coordinating Board has a process in place to address formal grievances on transportation-related matters in a timely and effective manner.	Local Coordinating Board	Ongoing

STRATEGIES	RESPONSIBLE PARTY(IES)	DATE
Objective 4.1: Meet the data collection requirements of Chapter 427, Florida Statutes and Rule Chapter 41-2, Florida Administrative Code.		
Collect data needed to prepare annual operating reports.	Community Transportation Coordinator Planning Agency	Quarterly
Ensure the collection and reporting of data meets the record keeping and reporting requirements set by the Florida Commission for the Transportation Disadvantaged.	Community Transportation Coordinator Planning Agency	Annually
Collect data needed to prepare/update the Transportation Disadvantaged Service Plan.	Community Transportation Coordinator Planning Agency	Annually

Objective 4.2: Prepare plans, contracts, reports and other documents required by Chapter 427, Florida Statutes, and Rule Chapter 41-2, Florida Administrative Code, in a timely manner.		
Prepare and submit the Memorandum of Agreement, Transportation Disadvantaged Service Plan, Annual Operating Report and Trip/Equipment Grant applications in a timely manner.	Community Transportation Coordinator Planning Agency	Annually
Prepare and submit the Transportation Disadvantaged Service Plan and Community Transportation Coordinator annual evaluation in a timely manner.	Planning Agency	Annually

STRATEGIES	RESPONSIBLE PARTY(IES)	DATE
Objective 5.1: Undertake marketing and outreach activities to increase public awareness of and involvement in Florida's Coordinated Transportation System.		
Provide opportunities for public comment at all Local Coordinating Board meetings.	Planning Agency	Quarterly
Encourage and utilize marketing assistance from the Florida Commission for the Transportation Disadvantaged and obtain resources to expand marketing efforts.	Community Transportation Coordinator Planning Agency	Ongoing

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Chapter II: Service Plan

A. Operations

The operations element is a profile of the Levy County coordinated transportation system. This element is intended to provide basic information about the daily operations of Levy County Transit and its contracted transportation operators.

1. Types, Hours and Days of Service

a. Hours and Days of Service

Transportation services provided by Levy County Transit are available from 6:00 a.m. to 6:00 p.m. Monday through Friday excluding holidays.

Levy County Association of Retarded Citizens (Florida Agency for Persons with Disabilities)

Weekdays (excluding holidays), door to door subscription service within Levy County to the Levy ARC facility in Otter Creek as coordinated through the Levy ARC and the Florida Department of Children and Families.

Florida's Managed Medical Care Program (Florida Agency for Health Care Administration)

Service is provided by Managed Medical Assistance Plans through a network of Transportation Management Organizations. Levy County Transit does not have contracts in place to provide service to Managed Medical Care Program clients.

Suwannee River Economic Council (Florida Department of Elder Affairs)

Weekdays (excluding holidays) subscription trips to meal sites as coordinated through coordination contractor. Currently two sites are served; Chiefland and Williston two days per week.

Florida Commission for the Transportation Disadvantaged - Transportation Disadvantaged Program

Weekdays (excluding holidays) door to door and curb to curb reservation and demand response trips for Transportation Disadvantaged Program eligible individuals to various destinations in and out of Levy County (ambulatory, wheelchair and stretcher).

Levy County Transit does not restrict the time for morning trips. However, Levy County Transit may request that no appointments be made after 2:00 p.m. in order to allow for multi-loading of passengers.

Levy County Transit does not provide medical assistance during transport or assistance with medical devices such as changing oxygen tanks. Persons requiring specialized medical assistance or emergency medical treatment must contact a local medical transportation provider or 911 for emergency medical service.

b. Holidays

Transportation services will only be provided on the following holidays for passengers travelling to dialysis and chemotherapy appointments who have no other means of transportation.

Veteran's Day
Thanksgiving
Thanksgiving Holiday (day after Thanksgiving)
Christmas Day
Christmas Holiday (day after Christmas)
New Year's Day
Martin Luther King, Jr.'s Birthday
Memorial Day
Independence Day
Labor Day
Good Friday

c. Bariatric Transportation

Levy County Transit 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 be transported.

2. Accessing Services

a. Hours of Operation

Office Hours: Riders are encouraged to make arrangements for reservation for transportation services by calling the Levy County Transit office in Bronson between 7:00 a.m. to 5:00 p.m. Monday through Friday (excluding holidays). Individuals who use the TDD system can reach Levy County Transit through the Florida Relay Service at 1.800.955.8771.

Hours of Operation: Monday through Friday, 6:00 a.m. to 6:00 p.m. (excluding holidays).

Passengers must be ready to be picked-up two (2) hours prior to their scheduled pick up time.

b. Phone Number

352.486.3485.

c. Advance Notification Time

Trip reservations must be made a minimum of three days in advance (not including weekends/holidays).

d. Trip Cancellation Process

Trips must be cancelled by calling the Levy County Transit office between 8:00 a.m. and 4:00 p.m. twenty four hours prior to the date of travel. Monday trip cancellations must be made by 4:00 p.m. the previous Friday. Callers may leave a message in the voice mail box for cancellations in the evenings and on weekends.

e. No-Show Policy

The following trips are considered no-shows:

- When the driver arrives within the passenger's scheduled pickup window and the passenger is not prepared, available or refuses to travel.
- The passenger did not cancel their trip twenty four hours in advance or before the vehicle was in route.
- When a passenger is absent or unavailable for their return trip. Passengers who can provide acceptable and verifiable evidence to Levy County Transit that the missed return trip was due to unavoidable circumstances, the missed trip will not be considered a no-show.
-

Passengers will be charged a \$10.00 fee for each verified no-show. Levy County Transit staff will call passengers to inform them of the no-show policy. Passengers charged with two no shows will be given a verbal warning of possible suspension from service. Passengers charged with three no-shows will be notified in writing that their service will be suspended for a 30-day period. Passengers will also be provided with a copy of the grievance procedures.

Passengers who no-show their initial trip will have all trips scheduled that day cancelled. Passengers who no-show their return trip must call when they are ready to be picked up. A no-show return trip will be rescheduled as a "stand by" trip. All attempts will be made to pick up "stand by" return trips within three hours of receiving the return trip request.

If a passenger can provide acceptable and verifiable evidence to Levy County Transit that their no-show trip was due to unforeseen and unavoidable circumstances, the trip will not be considered a no show.

f. After Hours Service

After hours service is not provided through the Transportation Disadvantaged Program. Calls to the Levy County Transit office between 5:00 p.m. and 7:00 a.m. Monday - Friday, weekends and holidays are received by voice mail. Calls for emergency transportation should be directed to the Levy County Emergency Medical Services office.

g. Passenger Fares

Levy County Transit charges the following passenger fares:

Transportation Disadvantaged Program - Over age 60 \$3.00 per trip, under age 60 \$3.50 per trip.

Florida Department of Transportation U.S.C. Section 5316/17 Program - \$1.00 per trip.

h. Transportation Disadvantaged Program Eligibility

The Levy County Transportation Disadvantaged Coordinating Board established an eligibility determination process for the provision for Transportation Disadvantaged Program sponsored trips. Applications for Transportation Disadvantaged Program eligibility must be requested from Levy County Transit. The eligibility process includes two-steps to substantiate an individual's eligibility.

Step I:

- A. Determine if the applicant has access to an operational vehicle or the ability to operate a vehicle. If the applicant has access to an operational vehicle or the ability to operate a vehicle, they must meet one of the following criteria in order to qualify for Transportation Disadvantaged Program sponsored services:
 1. Applicant needs transportation to and from dialysis or oncology treatments.
 2. Applicant uses a mobility device and is unable to transfer out of the mobility device due to a medical condition and does not have access to a lift-equipped vehicle.
 3. Applicant requires stretcher transportation.

- B. Determine if the applicant is eligible to receive transportation services through an agency program; is unable to purchase transportation; is unable to find transportation from other sources.

Step II:

Applicants meeting all of the above criteria must also satisfy at least one of the following:

- a. Be disabled as defined in the Americans with Disabilities Act of 1990.
- b. Be 60 years of age or older.
- c. Household income meets a maximum of 125% of the current Federal Poverty Guidelines as indicated below. Proof of income is required.

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

Medicaid beneficiaries who are **not** travelling to a Medicaid compensable service may be eligible for Transportation Disadvantaged Program sponsored service.

Levy County Transit

APPLICATION FOR TD NON-SPONSORED TRANSPORTATION SERVICES

The Transportation Disadvantaged Commission was created under Florida Statute 41-2 and allows funding for transportation disadvantaged individuals.

Disadvantaged individuals do not have access to private transportation, public transportation, or paratransit under another funding source and qualify with a minimum of (1) of the listed disability, age, income, or transportation accessibility. . Transportation provided under this funding source is limited to the Levy County Service Area. It provides public transportation in accessible vehicles to limited destinations and is based on availability of funds and requires a mandatory co-payment.

Application must be complete when submitted. Incomplete applications will cause delays in eligibility approval, and will be placed back in the mail for completion. If assistance is needed for completing the application, please call the office at 352-486-3485. Mail or deliver completed application to: Levy County Transit, 970 East Hathaway Avenue, Bronson, Florida 32621

Name: _____
Last First Middle

Physical Address: _____ Apt. # _____

Mailing Address If Different: _____

City: _____ Zip Code: _____

Phone: _____ Cell Phone: _____ TDD: _____
(If applicable)

Social Security #: _____ Date of Birth: _____ Gender: Male Female

Emergency contact: Name: _____ Phone: _____

Directions to home: _____

Do you or a member of your household have a valid driver's license? Yes No

Do you or a member of your household own a vehicle? Yes No

If you own a vehicle are you able to use it for medical and general purposes? Yes No

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A SAFE, COMFORTABLE RIDE WITH COURTEOUS SERVICE

Levy County Transit

Do you live in an ACLF, skilled nursing facility, retirement home, or boarding home that provides transportation? Yes No

Check below how have you traveled to your doctor's office, grocery store, etc., prior to now?

- Automobile by bus by car with friend/family other transit system
 Levy County Transit (diff funding) other- explain _____

Do you currently require mobility aids? If so check the appropriate ones.

- Manual Wheelchair Electric Wheelchair Electric Scooter
 Service Animal Walker Cane Crutches Stretcher
 other- please explain _____

Are you receiving dialysis or oncology treatment outside of home? Yes No

List days of the week: _____ Escort required? Yes No

Facility name and address _____

Physician Name: _____

Current appointment times: from _____ to _____, note that days and times may require adjusting to meet the demands and availability on the system to allow efficient scheduling.

Can you travel without assistance? Yes No

Can you ambulate (walk) without assistance? Yes No

Can you recognize destinations or landmarks? Yes No

Can you provide an address or telephone number upon request? Yes No

Can you ask for, understand and follow directions without assistance? Yes No

Can you maneuver safely in crowded area and buildings with multiple floors? Yes No

Can you handle unexpected situations and changes in your routine? Yes No

Number of persons in household: _____ **Total household income:** _____

List all persons in household start with applicant:

<u>Name</u>	<u>DOB</u>	<u>SS#</u>	<u>Income</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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A SAFE, COMFORTABLE RIDE WITH COURTEOUS SERVICE

Levy County Transit

PLEASE READ PRIOR TO COMPLETING THIS SECTION:

I understand by my signature below, that the purpose of this application is to determine if I am Eligible to travel under (TD) funding and may be asked further information. I certify that I have been truthful in answering all questions and that my answers may be verified, and I have enclosed proof of income for verification.

Signature: _____ **Date** _____

PLEASE READ PRIOR TO COMPLETING THIS SECTION:

If applicant is able to sign their name and only required assistance completing the application, provide the following:

PLEASE READ PRIOR TO COMPLETING THIS SECTION:

Name Phone number Relationship to applicant

Signature

If applicant is unable to complete or sign application, you must complete the section below.
If the applicant is not a minor child of yours, you must enclose evidence of your authority to sign for the applicant (Power of Attorney, Guardianship Papers, etc.)

Name Day Phone: (_____) _____

Evening Phone: (_____) _____

Address

Relationship to applicant: _____ How long: _____

I certify that, to best of my knowledge, the information given is correct.

Signature: _____ Date: _____

(Parent or Legal Guardian of Applicant)

I am the applicant's Legal Guardian and have enclosed the appropriate legal documentation.

Please review application, make sure you have completed all necessary information to the best of your ability and signed the form.

Levy County Transit has the right to refuse transport any time the driver, staff or dispatch deems it necessary for the safety of passengers, the general public, driver, or vehicle.

All services are open to the general public.

The information obtained through this application process is confidential and is only used by Levy County Transit to determine eligibility for services.

For Office use only

Approved _____ Denied _____ Reason for denial: _____ Date _____
Supervisors Initials _____ Trip Limitations: _____ Date Applicant notified: _____ # Children _____
Space type: _____ Escort: _____ PCA: _____ Other _____

pg. 3

A SAFE, COMFORTABLE RIDE WITH COURTEOUS SERVICE

i. Transportation Disadvantaged Program Trip Priorities

In order to provide a consistent, cost effective and efficient operation, Levy County Transit has adopted the following Transportation Disadvantaged Program service policies:

- a) Levy County Transit's overall policy as the designated Community Transportation Coordinator for Levy County is to group trips to the maximum extent possible and to accommodate trip requests with the least expensive service available which meets the passengers' needs.
- b) Levy County Transit will regulate expenditures to ensure a consistent level of service.
- c) Transportation Disadvantaged Program sponsored trips will be prioritized in the following order as funding permits:
 - 1. Life sustaining medical (dialysis, cancer treatment)
 - 2. Medical
 - 3. Nutritional
 - 4. Work
 - 5. Education and/or training
 - 6. Shopping
 - 7. Social/Recreational
- d) Although Levy County Transit does not restrict the time for morning trips (this allows for multi-loading of passengers), Levy County Transit requests that no appointments are made after 2:00 p.m. Levy County Transit must be responsible for economical uses of its resources in accommodating transportation services to county residents.
- e) Inter-county trips are encouraged when required services are available within the County. When this is not the case, Levy County Transit encourages multi-passenger loads to the prioritized destinations out of County shown in Map 4 General Service Area. Historically, these prioritized out of county destinations are the ones most often requested and they generally offer a wide range of services. Therefore, unless approved otherwise by the sponsoring/purchasing agency or within the limits set out below for trips to out of County trips will be to the following prioritized destinations when equivalent service can be obtained at: 1) Gainesville, 2) Crystal River/Dunnellon, 3) Ocala. Levy County Transit may require a rider to justify why she/he should be transported to destinations not in the prioritized order or to a non-prioritized destination.
- f) All or any trip pickup locations must meet Americans with Disabilities Act (ADA) wheelchair ramp specifications (no more than 1" per 1 foot slope) in order for transportation services to be provided.

LEVY COUNTY TRANSIT SERVICE AREA



3. Transportation Operators And Coordination Contractors

If needed during the July 1, 2018 to June 30, 2019 period, Levy County Transit will secure the services of an additional transportation operator(s) through: (1) negotiation or by contract, if possible, if the services are needed on very short notice, or (2) use of competitive selection process as recommended by the Levy County Transportation Disadvantaged Coordinating Board . Newspaper advertisements and mailings of notices to operators on a mailing list maintained by Levy County Transit will be used to notify operators of potential contracting opportunities. If a competitive selection process is used, the Operator Advisory Committee of the Local Coordinating Board, which makes recommendations to the Community Transportation Coordinator, will review operator submittals. The Local Coordinating Board will review and recommend approval or disapproval of transportation operator contracts.

Levy County Transit in cooperation with the Local Coordinating Board will review transportation operator contracts annually to determine whether their continuation is the most cost effective and efficient utilization possible.

Coordination contracts are appropriate for agencies/ organizations that receive transportation disadvantaged funds and are able to demonstrate it is more cost-effective and efficient from a total system perspective for them to provide some or all of their own transportation services. In negotiating each coordination contract, Levy County Transit will consider whether the contract will promote effective utilization of vehicles in the county's coordinated transportation system, comparative costs, the particular needs of the organization involved, and the intangible benefits of having the organization serve as a transportation provider.

All coordination contracts will be submitted to the Local Coordinating Board for review. In addition, Levy County Transit, in cooperation with the Local Coordinating Board will review coordination contracts annually to determine whether their continuation is the most cost-effective and efficient utilization possible.

4. Public Transit Utilization

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

5. School Bus Utilization

There is currently no agreement between Levy County Transit and the Levy County School Board for the provision of transportation services within the coordinated transportation system using school buses. Barriers to the inclusion of the services in the system include among others, lack of air conditioning in school buses and differing safety requirements.

6. Vehicle Inventory

Levy County Transit's vehicle inventory is shown as Appendix C.

7. System Safety Program Plan Certification

Levy County Transit's System Safety Program Plan Certification is shown as Appendix D.

8. Inter-County Services

Levy County Transit will continue coordinating transportation services between Levy and Alachua Counties. Levy County Transit will also continue efforts to identify opportunities for coordinating transportation services on a regional basis and pursue those opportunities as appropriate. Levy County Transit does not have any inter-county agreements with other Community Transportation Coordinators at this time.

9. Natural Disaster/Emergency Preparedness

Coordinated Transportation System Emergency Procedures:

If an emergency, accident, mechanical breakdown, or some other incident causing delay occurs during the provision of service, Levy County Transit requires that the driver involved notify his/her supervisor as soon as possible of the situation (by two-way radio or cellular telephone when possible). Levy County Transit or the operator will then make all reasonable attempts to notify affected riders, agencies, or organizations and provide or arrange for a backup vehicle, if appropriate. Levy County Transit's System Safety Program Plan includes detailed procedures for handling emergencies, accidents, mechanical breakdowns and other delays.

Levy County Emergency Support Function Plan:

Levy County Transit is the primary agency responsible for transportation in Levy County's Emergency Support Function Plan. The Levy County Emergency Support Function Plan provides for the coordination of transportation support to state and local government entities, voluntary organizations and federal agencies requiring transportation capacity to perform disaster assistance missions following a catastrophic hurricane, significant natural disaster or other event. Levy County Transit's primary responsibilities in the event of an emergency include: 1) implement emergency related functions to include prioritization and allocation and /or tasking of all public sector transportation capacity; 2) coordinate the provisions of transportation capacity in support of disaster relief and recovery efforts; 3) act as team leader and point of contact for the Transportation Emergency Support Function (ESF 1) at the Emergency Operations Center (EOC); 4) direct ESF resources and personnel in support of assigned missions; 5) set up fuel supply priority for securing operation supplies during events; and 6) provide transportation as needed for special needs people.

10. Marketing

Community awareness of Levy County’s coordinated transportation system and ridership are promoted through various education and marketing efforts. These efforts include: (1) producing literature (e.g., flyers and posters) and distributing it widely in doctors' offices, county public health clinics, nursing homes and assisted living facilities (ALFs), and at sites such as stores and post offices frequented by the public; 2) meeting with representatives from agencies and organizations which provide transportation services for county residents or work with individuals likely to need assistance with transportation; 3) making presentations before civic, social and other groups; 4) involving the local media (public service announcements, news releases and stories, and advertisements as funding permits); 5) having an information booth at the annual Peanut Festival in Williston and at the Levy County Health Fair; 6) requesting listings in the information pages of the local telephone book; and 7) painting or marking LCT’s vans distinctively to attract attention.

11. Acceptable Alternatives

No transportation alternatives have been approved for use in Levy County under Section 427.016, Florida Statutes, and Rule 41-2.015, Florida Administrative Code.

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:

FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED STANDARDS		
RULE 41-2 FLORIDA ADMINISTRATIVE CODE	RULE REQUIREMENT	LOCAL POLICY
Drug and Alcohol Testing 41-2.006 (4)(a)	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.	The Community Transportation Coordinator shall maintain and implement a drug and alcohol testing program for its safety-sensitive employees meeting the requirements of the following Federal Transit Administration regulations: 49 CFR Part 655, "Prevention of Prohibited Drug Use in Transit Operations," and 49 CFR Part 40, "Procedures for Transportation Workplace Drug and Alcohol Testing Programs".

FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED STANDARDS		
<p>Transport of Escorts and Dependent Children</p> <p>41-2.006 (4)(b)</p>	<p>An escort of a passenger and dependent children are to be transported as locally negotiated and identified in the local Service Plan.</p>	<p>Passengers, who because of age or disability require an escort to ensure their well being, or the well being of others, shall be permitted to travel free of charge as space permits. Dependent children, defined here as children under eighteen (18) years of age, and dependent on their parents/guardian, shall be charged the regular fare for their trips and shall be accompanied by an escort and the escort shall be permitted to travel free of charge as space permits.</p>
<p>Child Restraint Devices</p> <p>41-2.006 (4) (c)</p>	<p>Use of child restraint devices shall be determined locally as to their responsibility and cost of such device in the local Service Plan.</p>	<p>The Community Transportation Coordinator shall comply with all state laws concerning the use of child restraint devices, particularly Section 316.613, F.S., Child Restraint Requirements, covering children five (5) years of age or younger. An appropriate child restraint device shall be provided by a child's caretaker and shall be responsible for securing the device in transit vehicle. The appropriate child restraint device can include a convertible seat in vehicles equipped with such seats.</p>
<p>Passenger Property</p> <p>41-2.006 (4)(d)</p>	<p>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.</p>	<p>Passenger property is the sole responsibility of the passenger with the driver assisting and no thresholds will be crossed. The amount of passenger property allowed is subject to the following conditions due to limited space: (a) no more than two (2) plastic grocery bags or two (2) paper grocery bags per passenger, and (b) no more than one (1) laundry bag per passenger (plastic bag or enclosed in plastic bag).</p>

FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED STANDARDS		
<p>Vehicle Transfer Points</p> <p>41-2.006 (4)(e)</p>	<p>Vehicle transfer points shall provide for the shelter, security, and safety of passengers.</p>	<p>Any vehicle transfer points utilized within the coordinated system shall be located at sites, such as a government building or senior center that can reasonably provide for the shelter, security and safety of passengers. Vehicle transfer points do not include sites where passengers transfer from vehicle to vehicle with no wait.</p>
<p>Local Toll Free Phone Number</p> <p>41-2.006 (4)(f)</p>	<p>A local toll free phone number for complaints or grievances shall be posted inside the vehicle. The local complaint process shall be outlined as a section in the local Service Plan including, advising the dissatisfied person about the Florida Commission for the Transportation Disadvantaged's Helpline as a step within the process as approved by the Local Coordinating Board.</p>	<p>A local phone number for use in reporting complaints or grievances shall be posted in all vehicles in a location visible to the passenger seating area. (All calls made within Levy County are local calls.)</p> <p>The Community Transportation Coordinator shall maintain a provision in its Complaint/Grievance Processes requiring that complainants be advised of the availability of the Florida Commission for the Transportation Disadvantaged Helpline.</p>
<p>Out-of- Service-Area Trips</p> <p>41-2.006 (4)(g)</p>	<p>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.</p>	<p>Out-of-service-area trips include all trips outside of Levy County, Gainesville and Ocala, and are limited to the Community Transportation Coordinator's general service area with medical trips having priority. Out-of-service-area trips are available subject to trip priorities, advance notification requirements/prior scheduling and any purchasing agency restrictions.</p>

FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED STANDARDS		
<p>Vehicle Cleanliness</p> <p>41-2.006 (4)(h)</p>	<p>The interior of all vehicles shall be free from dirt, grime, oil, trash, torn upholstery, damaged or broken seats, protruding metal or other objects or materials which could soil items placed in the vehicle or provide discomfort for the passenger.</p>	<p>The interiors of vehicles shall be cleaned as needed as transportation services are being provided and after each day's service to ensure they remain free of dirt, grime, oil or trash and free of damage such as torn upholstery or hazards such as broken seats that might cause discomfort or injury to a passenger. Also, the exteriors of vehicles shall be cleaned after each day's service.</p>
<p>Billing Requirements</p> <p>41-2.006 (4)(I)</p>	<p>All bills shall be paid within 7 working days to subcontractors, after receipt of said payment by the Community Transportation Coordinator, in accordance with Section 287.0585, FS.</p>	<p>Not applicable.</p>
<p>Passenger Trip Data Base</p> <p>41-2.006 (4)(j)</p>	<p>Passenger/trip data must be maintained by or accessible to the Community Transportation Coordinator on each rider being transported within the coordinated system.</p>	<p>The Community Transportation Coordinator shall maintain a computer data record on each passenger it provides or arranges transportation services for within the coordinated system including, at a minimum, the following information: name, address, phone number (if available), funding source eligibility, any special requirements and trip history. The computer data records shall be backed up with paper records held for a period of five (5) years.</p>

**FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED
STANDARDS**

<p>Adequate Seating 41-2.006 (4)(k)</p>	<p>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.</p>	<p>Adequate seating will be provided for each passenger and no more passengers than the registered passenger seating capacity shall be scheduled or transported in a vehicle at any time.</p>
<p>Driver Identification 41-2.006 (4)(l)</p>	<p>Drivers for paratransit services, including coordination contractors, shall be required to announce and identify themselves by name and company in a manner that is conducive to communications with the specific passenger, upon pickup of each rider, group of riders, or representative, guardian, or associate of the rider, except in situations where the driver regularly transports the rider on a recurring basis. Each driver must have photo identification that is in view of the passenger. Name patches, inscriptions or badges that affix to driver clothing are acceptable. For transit services, the driver photo identification shall be in a conspicuous location in the vehicle.</p>	<p>All drivers shall have photo identification and shall announce and identify themselves by name and agency in a manner conducive to effective communication, except in situations where the driver regularly transports the rider on a recurring basis.</p>

**FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED
STANDARDS**

<p>Passenger Assistance</p> <p>41-2.006 (4)(m)</p>	<p>The paratransit driver shall provide the passenger with boarding assistance, if necessary or requested, to the seating portion of the vehicle. The boarding assistance shall include opening the vehicle door, fastening the seat belt or utilization of wheelchair securement devices, storage of mobility assistive devices, and closing the vehicle door. In 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 a wheelchair up or down more than one step, unless it can be performed safely as determined by the passenger, guardian, and driver.</p>	<p>All drivers shall provide passengers with boarding assistance, if necessary or requested, to the seating portion of the vehicle. That assistance shall include opening the vehicle door, fastening safety belts or wheelchair securement devices, storage of mobility assistive devices, and closing the vehicle door. If necessary and the safety of other passengers will not be endangered, drivers shall open building doors for passengers. Assisted access must be in a dignified manner. Drivers may assist passengers in wheelchairs up or down one step/curb.</p>
<p>Smoking, Eating and Drinking</p> <p>41-2.006 (4)(n)</p>	<p>Smoking or any other form of tobacco use is prohibited in any vehicle. Requirements for drinking and eating on board the vehicle will be addressed in the local Service Plan.</p>	<p>Smoking or any other form of tobacco use is prohibited on all vehicles used within the coordinated system. Eating and drinking on vehicles are not permitted but exceptions are made for passengers who need to eat or drink during their trips for medical reasons.</p>

**FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED
STANDARDS**

<p>Passenger No-Shows</p> <p>41-2.006 (4)(o)</p>	<p>The Community Transportation Coordinator and 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 Service Plan.</p>	<p>The following trips are considered no-shows:</p> <ul style="list-style-type: none"> • When the driver arrives within the passenger's scheduled pickup window and the passenger is not prepared, available or refuses to travel. • The passenger did not cancel their trip twenty four hours in advance or before the vehicle was in route. • <u>When a passenger is absent or unavailable for their return trip. Passengers who can provide acceptable and verifiable evidence to Levy County Transit that the missed return trip was due to unavoidable circumstances, the missed trip will not be considered a no-show.</u> <p>Passengers will be charged a \$10.00 fee for each verified no-show. Levy County Transit staff will call passengers to inform them of the no-show policy. Passengers charged with two no shows will be given a verbal warning of possible suspension from service. Passengers charged with three no-shows will be notified in writing that their service will be suspended for a 30-day period. Passengers will also be provided with a copy of the grievance procedures.</p> <p>Passengers who no-show their initial trip will have all trips scheduled that day cancelled. Passengers who no-show their return trip must call when they are ready to be picked up. A no-show return trip will be rescheduled as a "stand by" trip. All attempts will be made to pick up "stand by" return trips within three hours of receiving the return trip request.</p> <p>If a passenger can provide acceptable and verifiable evidence to Levy County Transit that their no-show trip was due to unforeseen and</p>
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**FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED
STANDARDS**

<p>Two-Way Communications</p> <p>41-2.006 (4)(p)</p>	<p>All vehicles ordered or put into service after adoption of this section of the rule, and providing service within the coordinated system, shall be equipped with two-way communications in good working order and be audible to the driver at all times to the base. All vehicles that are not equipped with two-way communications shall have two years to be in compliance after May 1, 1996.</p>	<p>All vehicles used to provide transportation services within the coordinated transportation system shall be equipped with working two-way communication devices that provide audible communications between the driver and base at all times.</p>
<p>Air Conditioning/ Heating in Vehicles</p> <p>41-2.006 (4)(q)</p>	<p>All vehicles ordered or put into service after adoption of this section of the rule, and providing service within the coordinated system, shall have working air conditioners and heaters. Vehicles that do not have a working air conditioner or heater will be scheduled for repair or replacement as soon as possible. All vehicles that are not equipped with an air conditioner and/or heater shall have two years to be in compliance after May 1, 1996.</p>	<p>All vehicles used to provide transportation services within the coordinated transportation system shall have working air conditioners and heaters. If an air conditioner or heater fails, the vehicle will be scheduled for repair or replacement as soon as possible.</p>
<p>First Aid</p> <p>41-2.006 (4)(r)</p>	<p>First Aid policy shall be determined locally and provided in the local Service Plan.</p>	<p>All Community Transportation Coordinator employees are required to qualify in First Aid within six months of employment and remain qualified in First Aid thereafter.</p>
<p>CPR</p> <p>41-2.006 (4)(s)</p>	<p>Cardiopulmonary Resuscitation policy shall be determined locally and provided in the local Service Plan.</p>	<p>All Community Transportation Coordinator employees are required to qualify in CPR within six months of employment and remain qualified in CPR thereafter.</p>
<p>Driver Criminal Background Screening</p> <p>41-2.006(4)(t)</p>	<p>Driver background screening shall be determined locally, dependent up on purchasing agencies' requirements and provided in the local Transportation Disadvantaged Service Plan.</p>	<p>All drivers in the coordinated system must have a criminal background check with local law enforcement and the Florida Department of Law Enforcement. All drivers must also have a driving records check.</p>

FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED STANDARDS		
Fixed Route Transit Utilization 41-2.006 (4)(u)	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.	Not applicable.
Pick-Up Window Rule 41-2.006 (4)(v)	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.	Passengers must be ready to be picked-up two (2) hours prior to their scheduled pick up time. <u>No-show return trips will be scheduled on a stand-by basis. Levy County Transit will attempt to schedule stand-by return trips within three hours of being requested.</u>
On-Time Performance 41-2.006 (4) (w)	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 Coordinato'r's evaluation of its contracted operators and the local Coordinating Board's evaluation of the Community Transportation Coordinator.	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.
Advance Reservation Requirement 41-2.006 (4) (x)	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.	Trip reservations must be made a minimum of three days in advance (not including weekends/holidays).

FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED STANDARDS		
Safety 41-2.006 (4) (y)	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.	There shall be no more than 1 accident per 100,000 miles during the evaluation period (July 1, 2018-June 30, 2019).
Reliability 41-2.006 (4) (z)	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.	There shall be no more than 5 roadcalls during the evaluation period. (July 1, 2018-June 30, 2019).
Call Hold Time 41-2.006 (4) (aa)	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.

**FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED
 STANDARDS**

<p>Quality of Service 41-2.006 (4) (bb)</p>	<p>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.</p>	<p>Collect and publicly post passenger satisfaction survey ratings. There shall be no more than one complaint per 1,000 trips during the evaluation period (July 1, 2018 - June 30, 2019).</p>
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**FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED
STANDARDS**

<p>Safety Belt Usage</p>	<p>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.</p>	<p>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.</p>
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13. Local Grievance Procedure/Process

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

14. Passenger Code of Conduct

Riders and drivers are required to follow these rules of conduct to ensure everyone's safety:

- Smoking or any form of tobacco is not permitted on vehicles.
- Eating and/or drinking is not permitted on vehicles unless medically necessary.
- Passengers and drivers under the influence of alcohol or illegal drugs will not be tolerated.
- Abusive, threatening, and/or obscene language or similar actions are not permitted.
- Passengers are responsible for exact cash fare or fare ticket change will be provided.
- Operating or tampering with equipment while on board vehicles is prohibited.
- Passengers may use personal listening devices with headphones only.
- Any behavior that is disruptive to the driver or other passengers will not be tolerated.
- Passengers are not permitted to ask drivers for special treatment or make extra stops during transport.
- Passengers are not permitted to exit the vehicle during transport until they have reached their scheduled destination.

15. Community Transportation Coordinator Monitoring Procedures of Subcontractors

Not applicable.

B. Cost/Revenue Allocation and Rate Structure Justification

See Appendix B.

Chapter III: Quality Assurance

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

A. Community Transportation Coordinator Evaluation Process

The Levy County Transportation Disadvantaged Coordinating Board monitors Levy County Transit's performance as the Community Transportation Coordinator for Levy County on an ongoing basis through various means including, among others, receiving a report from Levy County Transit at each of its meetings and using or consulting with individuals who use the services available through Levy County's coordinated transportation system. The Local Coordinating Board's annual evaluation of Levy County Transit will include, at a minimum:

- Completed cost, competition and availability modules from the Florida Commission for the Transportation Disadvantaged's *Evaluation Workbook for Community Transportation Coordinators and Providers in Florida (Revised January 2010)*.
- An assessment of compliance with the Service Standards.
- An assessment of progress made in implementing the strategies and achieving the associated goals and objectives.
- Findings and recommendations, including a recommendation regarding retention of Levy County Transit as the Community Transportation Coordinator for Levy County.

The Local Coordinating Board's annual evaluation of Levy County Transit may also include a survey and other components as agreed upon by Levy County Transit, Planning Agency staff, the Local Coordinating Board and its Evaluation Committee.

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Appendix A: Levy County Transportation Disadvantaged Coordinating Board Grievance Procedures

Transportation Disadvantaged Grievance Procedures

September 21, 2017

Levy County
Transportation Disadvantaged Coordinating Board



Transportation Disadvantaged Grievance Procedures

Approved by the
Levy County
Transportation Disadvantaged Coordinating Board

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



John Meeks, Chair

with Assistance from



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

September 21, 2017

Levy County Transportation Disadvantaged Coordinating Board
Grievance Procedures

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Chapter I: Levy County Transportation Disadvantaged Coordinating Board Grievance Procedures

A. Preamble

The following sets forth the procedures for the Levy 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 Levy 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.

Levy County Transportation Disadvantaged Coordinating Board
Grievance Procedures

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

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

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

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

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

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

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

D. Purpose

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

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

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

E. Membership

- (1) The Chair, subject to approval by the Board, shall appoint three (3) voting members and two (2) alternate 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.

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

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

In cases where a grievance involves the private or personal interests of a member of the Grievance Committee, such member shall be disqualified from hearing such grievance. If a Grievant claims a conflict between the Grievant and a Grievance Committee member, the Grievance Committee member identified as having a conflict shall 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.

Levy County Transportation Disadvantaged Coordinating Board
Grievance Procedures

- (2) The Board must make a written copy of the grievance procedures available to anyone, upon request. All documents pertaining to the grievance process will be made available, upon request, in accessible format. The following procedures are established to provide regular opportunities for grievances to be brought before the Grievance Committee.
- (3) The Community Transportation Coordinator also has a process for addressing service complaints and grievances. Service complaints shall be submitted to the Community Transportation Coordinator for resolution prior to being brought to the Board's Grievance Committee.
- (4) 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:

Levy County Transportation Disadvantaged Coordinating Board
Grievance Committee
2009 N.W. 67th Place
Gainesville, FL 32653-1603
- (5) If requested, the North Central Florida Regional Planning Council staff will provide assistance to individuals in preparing written grievances.
- (6) 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.
- (7) 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.
- (8) 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.
- (9) 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.
- (10) 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.
- (11) The Grievance Committee shall meet to hear the grievance within forty-five (45) calendar days from the date of receipt of the grievance.

Levy County Transportation Disadvantaged Coordinating Board
Grievance Procedures

- (12) 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.
- (13) 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.
- (14) Any party may request a follow-up meeting of the Grievance Committee if one is needed to ensure a fair and complete hearing of a grievance. If a follow-up meeting is requested, it shall be scheduled before the meeting is adjourned. Follow-up meetings will be noticed in the same manner as regular Grievance Committee meetings.
- (15) 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.
- (16) A written report shall also be provided to the Community Transportation Coordinator's Governing Board.
- (17) Utilization of the Board's Grievance Procedures does not preclude individuals from utilizing other processes and forums to pursue their grievances as appropriate.

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:

Levy 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

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

- (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."
- (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 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 the Community Transportation Coordinator to the suspended rider requesting the reconsideration.

Levy County Transportation Disadvantaged Coordinating Board
Grievance Procedures

M. Prohibition Against Retaliation

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

N. Alternative Recourse

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

O. Certification

The undersigned hereby certifies that he/she is the Chair of the Levy 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 Levy County Transportation Disadvantaged Coordinating Board the 21st day of September 2017.



John Meeks, Chair
Levy County Transportation Disadvantaged Coordinating Board

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Appendix B: Cost/Revenue Allocation and Rate Structure Justification



Transportation Disadvantaged Trust Fund Service Rates Form

Community Transportation Coordinator (CTC)	Levy County Transit
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	\$1.87
* Wheel Chair	Passenger Mile	\$3.21
* Stretcher	Passenger Mile	Enter \$ Per Unit
Bus Pass – Daily	Pass	Enter \$ Per Unit
Bus Pass – Weekly	Pass	Enter \$ Per Unit
Bus Pass – Monthly	Pass	Enter \$ Per Unit
Suwannee River Economic Council	Passenger Trip	\$17.57
Levy ARC/Medwaiver Program	Passenger Trip (individual)	\$33.04
Levy ARC/Medwaiver Program	Passenger Trip (group)	\$11.75
Levy ARC/Medwaiver Program	Passenger Trip (wheelchair/group)	\$26.59
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: Levy County Board of County Commissioners/Levy County Transit
County (Service Area): Commissioners/Levy County Transit
Contact Person: Connie Conley
Phone #: 352-486-3485

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: Levy County Board of County Commissioners/Levy County Transit
County: Levy County Board of County Commissioners/Levy County Transit**

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 July 1st of 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	\$ 52,182	\$ 45,000	\$ 45,000	-13.8%	0.0%	Other - Fuel Tax Refunds, Private Pay/Reduced Fare Trips, Misc Revenue (Abandon Check, Refunds), Sales of Surplus and donations.
Medical Co-Pay Received						
Donations/ Contributions						
In-Kind, Contributed Services						
Other	\$ 56,726	\$ 65,265	\$ 65,265	15.1%	0.0%	
Bus Pass Program Revenue						

Local Government

District School Board						\$230,000 Transfer General Fund; \$100,000 Balances/Reserves, Less \$38,539 Est. Uncollectible, Balance of \$291,311.00
Compl ADA Services						
County Cash						
County In-Kind, Contributed Services						
City Cash						
City In-kind, Contributed Services						
Other Cash		\$ 291,311	\$ 291,311		0.0%	
Other In-Kind, Contributed Services						
Bus Pass Program Revenue						

CTD

Non-Spons. Trip Program	\$ 432,516	\$ 348,817	\$ 348,817	-19.4%	0.0%
Non-Spons. Capital Equipment					
Rural Capital Equipment	\$ 81,675	\$ 68,364	\$ 15,385	-16.3%	-77.5%
Other TD (specify in explanation)					
Bus Pass Program Revenue					

USDOT & FDOT

48 USC 5307						5311 - This funding is used as an overall system operating expense
49 USC 5310						
49 USC 5311 (Operating)	\$ 337,951	\$ 225,960	\$ 300,000	-33.1%	32.8%	
49 USC 5311(Capital)						
Block Grant						
Service Development						
Commuter Assistance						
Other DOT (specify in explanation)						
Bus Pass Program Revenue						

AHCA

Medical	\$ 8,620	\$ 5,000	\$ 5,000	-42.0%	0.0%
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	\$ 26,548	\$ 18,000	\$ 15,000	-28.4%	-21.1%
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: Levy County Board of County Commissioners/Levy County Transit
County: Levy County Board of County Commissioners/Levy County Transit

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 July 1st of 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	\$ 70,000	\$ 72,500	\$ 65,000	-7.1%	-10.3%
--	-----------	-----------	-----------	-------	--------

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	\$ 25			-100.0%	
---	-------	--	--	---------	--

Balancing Revenue to Prevent Deficit

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

Balancing Revenue is Short By =	None				
Total Revenues =	\$1,074,313	\$1,141,217	\$1,150,778	6.2%	0.8%

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

Operating Expenditures					
Labor	\$ 435,291	\$ 448,300	\$ 445,000	3.0%	-0.7%
Fringe Benefits	\$ 247,079	\$ 245,220	\$ 205,000	-0.8%	8.1%
Services	\$ 51,878	\$ 119,000	\$ 146,393	129.4%	23.0%
Materials and Supplies	\$ 176,778	\$ 239,553	\$ 260,000	35.5%	8.5%
Utilities	\$ 6,390	\$ 7,000	\$ 7,000	9.6%	0.0%
Casualty and Liability					
Taxes					
Purchased Transportation					
Purchased Bus Pass Expenses					
School Bus Utilization Expenses					
Contracted Transportation Services					
Other					
Miscellaneous	\$ 5,357	\$ 13,510	\$ 12,000	152.2%	-11.2%
Operating Debt Service - Principal & Interest					
Leases and Rentals					
Contrib. to Capital Equip. Replacement Fund					
In-Kind, Contributed Services	\$ -	\$ -	\$ -		
Allocated Indirect					
Capital Expenditures					
Equip. Purchases with Grant Funds	\$ 81,675	\$ 68,634	\$ 15,385	-16.0%	-77.6%
Equip. Purchases with Local Revenue					
Equip. Purchases with Rate Generated Rev.					
Capital Debt Service - Principal & Interest					
ACTUAL YEAR GAIN	\$69,866				
Total Expenditures =	\$1,004,448	\$1,141,217	\$1,160,778	13.8%	0.8%

Budgeted Rate Base Worksheet

Version 1.4

CTC: Levy County Board of County Commissioners/Levy County Transit

County: Levy County Board of County Commissioners/Levy County Transit

- 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

Table with columns for Upcoming Year's BUDGETED Revenues, from July 1st of 2018 to June 30th of 2019. Columns labeled 1 and 2.

Table with columns for Budgeted Revenue, Subsidy Revenue, and Budgeted Rate Excluded from the Rate Base. Columns labeled 3, 4, and 5.

REVENUES (CTC/Operators ONLY)
Local Non-Govt: Farebox, Medicaid Co-Pay Received, Donations/Contributions, In-Kind/Contributed Services, Other, 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, Non-Spons Capital Equipment, Rural Capital Equipment, Other TD, Bus Pass Program Revenue.
USDOT & FDOT: 49 USC 5307, 49 USC 5310, 49 USC 5311 (Operating), 49 USC 5311 (Capital), Block Grant, Service Development, Computer Assistance, Other DOT, Bus Pass Program Revenue.
AHCA: Medical, Other AHCA, Bus Pass Program Revenue.
DCF: Alcohol Drug & Mental Health, Family Safety & Preservation, Comm Care Dis Aging & Adult Serv, Other DCF, Bus Pass Program Revenue.
DOH: Children Medical Services, County Public Health, Other DOH, Bus Pass Program Revenue.
DOE (state): Carl Perkins, Div of Blind Services, Vocational Rehabilitation, Day Care Programs, Other DOE, Bus Pass Program Revenue.
AWI: WAGES/Workforce Board, AWI, Bus Pass Program Revenue.
DOEA: Older Americans Act, Community Care for Elderly, Other DOEA, Bus Pass Program Revenue.
DCA: Community Services, Other DCA, Bus Pass Program Revenue.

Main data table with columns for Budgeted Revenue, Subsidy Revenue, and Budgeted Rate Excluded from the Rate Base. Contains numerical values for each revenue category.

YELLOW are NEVER Generated by Ap

BLUE c Should be funds generated by

GREEN MAY BE Revenue Gen Authorized Rate per l

Fill in that portion of budgeted rev GENERATED through the applica per trip, or combination per trip pl include the amount of funds that a for Transportation Services and n purchases.
If the Farebox Revenues are used Dollars, then identify the appropri Revenue that represents the portio any state or federal grants. This d the only source for Local Match.
Please review all Grant Application containing State and/or Federal fu Requirement levels and allowed s

GOLD
Fill in that portion of Budgeted Rai Column 4 that will come from Fun Source for Purchasing Capital Eq portion of Local Funds earmarked Purchase of Capital Equipment if : by the Funding Source.

Budgeted Rate Base Worksheet

Version 1.4

CTC: Levy County Board of County Commissioners/Levy County Transit

County: Levy County Board of County Commissioners/Levy County Transit

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

2 Complete applicable **GOLD** cells in column and 5

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

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

APD	
Office of Disability Determination	\$ -
Developmental Services	\$ -
Other APD	\$ 66,000
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 =	\$ 1,160,778

\$ -	\$ -	
\$ -	\$ -	
\$ 66,000	\$ -	
\$ -	\$ -	
\$ -	\$ -	
\$ -	\$ -	
\$ -	\$ -	
\$ -	\$ -	
\$ -	\$ -	
\$ 835,393	\$ 315,385	\$ 15,385

EXPENDITURES (CTC/Operators ONLY)	
Operating Expenditures	
Labor	\$ 449,000
Fringe Benefits	\$ 265,000
Services	\$ 148,393
Materials and Supplies	\$ 260,000
Utilities	\$ 7,000
Casualty and Liability	\$ -
Taxes	\$ -
Purchased Transportation	
Purchased Bus Pass Expenses	\$ -
School Bus Utilization Expenses	\$ -
Contracted Transportation Services	\$ -
Other	\$ -
Miscellaneous	\$ 12,000
Operating Debt Service - Principal & Interest	\$ -
Leases and Rentals	\$ -
Contrib to Capital Equip. Replacement Fund	\$ -
In-Kind Contributed Services	\$ -
Allocated Indirect	\$ -
Capital Expenditures	
Equip. Purchases with Grant Funds	\$ 15,385
Equip. Purchases with Local Revenue	\$ -
Equip. Purchases with Rate Generated Rev	\$ -
Capital Debt Service - Principal & Interest	\$ -
	\$ -
Total Expenditures =	\$ 1,160,778
minus EXCLUDED Subsidy Revenue =	\$ 315,385
Budgeted Total Expenditures INCLUDED in Rate Base =	\$ 835,393
Rate Base Adjustment ¹ =	\$ 60,866
Adjusted Expenditures Included In Rate Base =	\$ 905,259

\$ 300,000

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.

¹ The Difference between Expenses and Revenues for Fiscal Year

2016 - 2017

Worksheet for Multiple Service Rates

CTC: **Levy County Board Version 1.4**
County: **Levy County Board of County Commissioners/Levy County Transit**

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?

Ambulatory	Wheelchair	Stretcher	Group
<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
Go to Section II for Ambulatory Service	Go to Section II for Wheelchair Service	STOP! Do NOT Complete Sections II - V 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?

Ambulatory	Wheelchair	Stretcher	Group
<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
Answer # 2 for Ambulatory Service	Answer # 2 for Wheelchair Service	Do Not Complete Section II for Stretcher Service	Do Not Complete Section II for Group Service

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?

<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
Leave Blank	Leave Blank	Do NOT Complete Section II for Stretcher Service	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	Do NOT Complete Section II 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	Do NOT Complete Section II for Stretcher Service	Do NOT Complete Section II for Group Service

Worksheet for Multiple Service Rates

CTC: Levy County Board of County Commissioners/Levy County Transit
 County: Levy County Board of County Commissioners/Levy County Transit

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

SECTION III: Escort Service

1. Do you want to charge all escorts a fee? Yes No
Skip #3 - 4 and Section IV and Go to Section V
2. If you answered Yes to #1, do you want to charge the fee per passenger trip OR per passenger mile?
 Pass Trip Leave Blank Pass Mile
3. If you answered Yes to #1 and completed #2, for how many of the projected Passenger Trips / Passenger Miles will a passenger be accompanied by an escort? Leave Blank
4. How much will you charge each escort? Leave Blank

SECTION IV: Group Service Loading

1. If the message "You Must Complete This Section" appears to the right, what is the projected total number of Group Service Passenger Miles? (otherwise leave blank) Do NOT Complete Section IV
 Loading Rate 0.00 to 1.00
 And what is the projected total number of Group Vehicle Revenue Miles?

SECTION V: Rate Calculations for Multiple Services:

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

		RATES FOR FY: 2018 - 2019				
		Ambul	Wheel Chair	Stretcher	Group	
				Leave Blank	Leave Blank	
Projected Passenger Miles (excluding totally contracted services addressed in Section II) =	441,891	384,403	57,488	+	+	0
Rate per Passenger Mile =		\$1.87	\$3.21	\$0.00	\$0.00	\$0.00
					per passenger	per group
Projected Passenger Trips (excluding totally contracted services addressed in Section II) =	22,686	19,713	2,973	+	+	+
Rate per Passenger Trip =		\$36.49	\$62.55	\$0.00	\$0.00	\$0.00
					per passenger	per group
Combination Trip and Mile Rate						
INPUT the Desired Rate per Trip (but must be <u>less</u> than per trip rate above) =						\$0.00
Rate per Passenger Mile for Balance =		\$1.87	\$3.21	\$0.00	\$0.00	\$0.00
					per passenger	per group

		Rates if No Revenue Funds Were Identified As Subsidy Funds				
		Ambul	Wheel Chair	Stretcher	Group	
				Leave Blank	Leave Blank	
Rate per Passenger Mile =		\$2.53	\$4.33	\$0.00	\$0.00	\$0.00
					per passenger	per group
Rate per Passenger Trip =		\$49.20	\$94.34	\$0.00	\$0.00	\$0.00
					per passenger	per group

Program These Rates Into Your Spreadsheet Using Data

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Appendix C: Vehicle Inventory



11/18/2017

Levy County Transit 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	Chev	4500	D	1GB6G5B6XD1170903	N/A	LCT1	Lift	12 & 2	Cameras	Daily	50000	210579	RCAP	TD Comm	6/19/2013	68,290	0	Levy Co.	Excellent	2017			Active
2014	Ford	E450	D	1FDXE4FS1DDA92970	91220	LCT2	Lift	12 & 2	Cameras	Daily	50000	227528	5310	FDOT	9/27/2013	70,140	10%	Levy Co.	Excellent	2018			Active
2014	Ford	E450	D	1FDXE4FS2EDA83583	N/A	LCT3	Lift	12 & 3	Cameras	Daily	50000	189335	RCAP	TD Comm	6/26/2014	70,949	0	Levy Co.	Excellent	2018			Active
2014	Ford	E450	D	1FDXE4FS4EDB10055	70206	LCT 4	Lift	12 & 4	Cameras	None	50000	178792	5317	FDOT	7/9/2014	73,979	10%	Levy Co.	Excellent	2019			Totaled
2015	Ford	E450	D	1FDXE4FS4EDB00758	91236	LCT 5	Lift	14 & 2	Cameras	Daily	50000	158007	5310	FDOT	3/12/2015	81,085	10%	Levy Co.	Excellent	2020			Active
2015	Ford	E450	D	1FDWE3FL6FDA28090	N/A	LCT 5	Lift	10 & 2	Cameras	Daily	50000	84973	RCAP	TD Comm	7/23/2015	79,380	0	Levy Co.	Excellent	2020			Active
2016	Ford	E450	D	1FDXE4FS0FDA35291	N/A	LCT 7	Lift	14 & 2	Cameras	Daily	50000	82545	RCAP	TD Comm	7/29/2016	74,089	0	Levy Co.	Excellent	2021			Active
2016	Ford	E450	D	1FDXE4FSXGDC55331	91266	LCT8	Lift	12 & 2	Cameras	Daily	50000	75885	5339	FDOT	7/29/2016	84,631	0	Levy Co.	Excellent	2021			Active
2016	Ford	E450	D	1FDXE4FS3GDC57115	N/A	LCT9	Lift	14 & 2	N/A	Daily	50000	25032	RCAP	TD Comm	6/27/2017	81,675	0	Levy Co.	Excellent	2022			Active
2008	Chev	Uplander	E	1GBDV13W88D211562	N/A	LCT 25	Ramp	5 & 1	Cameras	Occasional	16,000	158472	FTA	Levy Co	10/24/2008	35,470	10%	Levy Co.	Good	2012			Active
2010	Ford	E450	D	1FDXE4FL9ADA82423	90274	LCT 29	Lift	12 & 2	Cameras	Daily	50000	355317	5310	Levy Co	3/18/2010	80,353	10%	Levy Co	Good	2015			Active
2010	Dodge	GC	E	2D4RN4DEXAR498479	N/A	LCT 31	Ramp	4 & 1	N/A	Occasional	6500	52009	5309	Levy Co	7/14/2011	39,458	10%	Levy Co.	Good	2015			Active
2006	Chev	C5500	C	1GBE5V1216F417495	N/A	LCT 103	Lift	20 & 3	Cameras	Idle	45000	269327	FTA	Levy Co	3/28/2006	78,949	10%	Levy Co.	Good	2011			Idle
2010	Chev	C4500	C	1GBE4V1G99F413097	80235	LCT 106	Lift	16 & 2	Cameras	Idle	25000	180,266	ARRA	FDOT	2/19/2010	73,210	0	Levy Co.	Good	2019			Idle
2010	Chev	C4500	C	1GBE4V1G89F413057	80238	LCT107	N/A	24	Cameras	Idle	25000	164091	ARRA	FDOT	2/19/2010	71,339	0	Levy Co.	Good	2020			Idle
2010	Chev	C4500	C	1GBE4V1GX9F413111	80237	LCT 108	Lift	16 & 2	N/A	Idle	25000	184503	ARRA	FDOT	2/19/2010	73,210	0	Levy Co	Good	2019			Idle
2010	Chev	C4500	C	1GBE4V1G99F413083	80236	LCT 109	Lift	16 & 2	N/A	Idle	25000	131955	ARRA	FDOT	2/19/2010	73210	0	Levy Co.	Good	2019			Idle
2016	Ford	F550	C	1FDAF5GY8GEA53369	91262	LCT 110	Lift	20 & 2	Cameras	Occasional	12000	9651	5339	FDOT	6/29/2016	107,263	0	Levy Co.	Excellent	2022			Active

Appendix D: Annual Safety and Security Certification



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

Certification Date (Current): 2018

Certification Year: (Previous): 2017

Name and Address of Bus Transit System: **Levy County Board of County Commissioners**

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: *Connie Conley* Date: December 15, 2017
(Individual Responsible for Assurance of Compliance)

Name: Connie Conley Title: Director

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

Name: Levy County Transit

Address: 970 E. Hathaway Avenue, Bronson, FL 32621

Name of Qualified Mechanic who Performed Annual Inspections: Bruce Haney

** 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



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

**Levy 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: 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" value="1001"/>	
8. APPLICANT INFORMATION:		
* a. Legal Name: <input type="text" value="Florida Center for the Blind, Inc."/>		
* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text" value="59-2956392"/>	* c. Organizational DUNS: <input type="text" value="8407486770000"/>	
d. Address:		
* Street1: <input type="text" value="1411 NE 22nd Avenue"/>	Street2: <input type="text"/>	
* City: <input type="text" value="Ocala"/>	County/Parish: <input type="text" value="Marion"/>	
* 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="34470-0000"/>	
e. Organizational Unit:		
Department Name: <input type="text" value="NA"/>	Division Name: <input type="text" value="NA"/>	
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix: <input type="text" value="Mrs."/>	* First Name: <input type="text" value="Anissa"/>	
Middle Name: <input type="text" value="M."/>	* Last Name: <input type="text" value="Brescia"/>	
Suffix: <input type="text"/>	Title: <input type="text" value="President / CEO"/>	
Organizational Affiliation: <input type="text" value="NA"/>		
* Telephone Number: <input type="text" value="(352) 873-4700"/>	Fax Number: <input type="text" value="(352) 873-4751"/>	
* Email: <input type="text" value="ABrescia@flblind.org"/>		

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 impaired 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

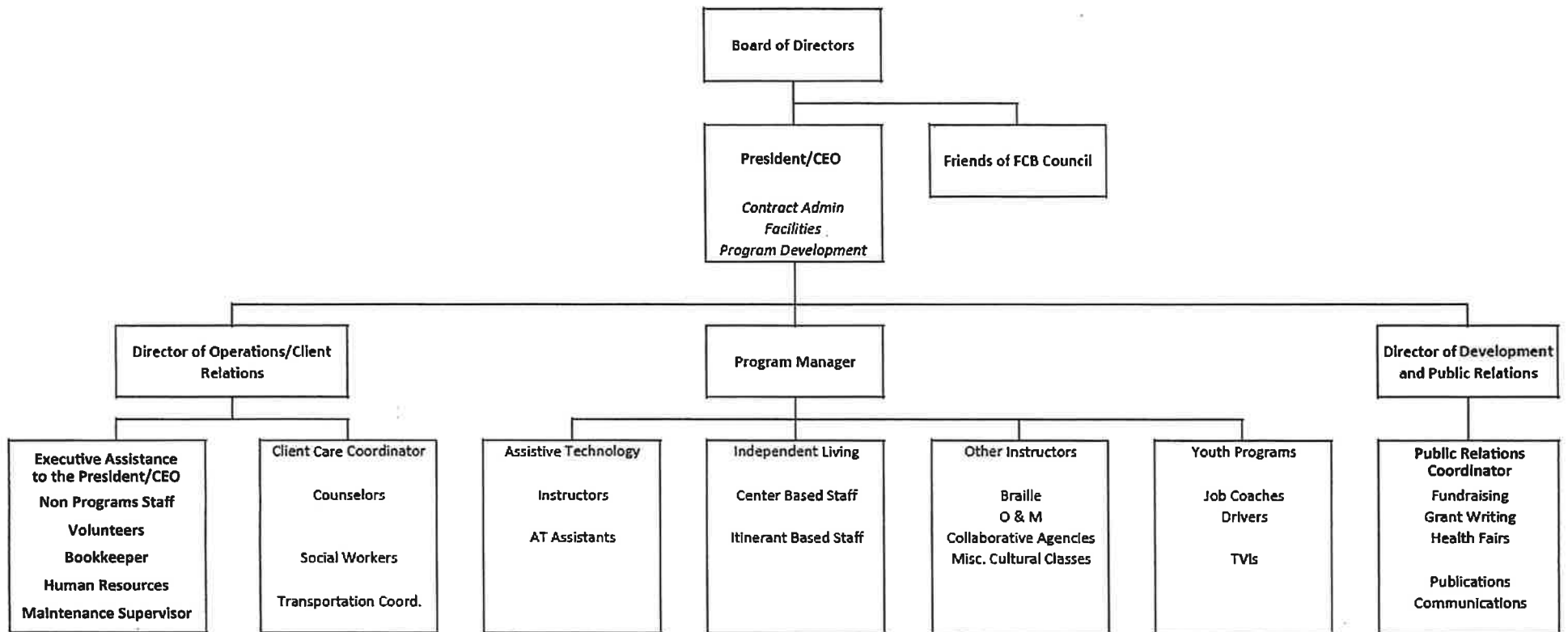
	Calculations (current system)	Current System	Calculations (if grant is awarded)	If Grant is Awarded (Estimates are acceptable)
1	Number of total one-way trips served by the agency PER YEAR (for entire system).* Please include calculations.	Actual 1-way trip count from travel logs, November 2016 to October 31, 2017 2,267	(a) 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. 2,267	(b) 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. 203	(c) 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 Three (3) vehicles	(d) 2 vehicles Urban 1 vehicle Rural Three (3) vehicles	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/wk x 50 weeks per year = 225	4.5 days / week 225 avg. days / yr

	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.	(i)	(i)	
	3 vehicles x 36.5 hrs per week=	109.5 hrs / wk	3 vehicles x 36.5 hrs per week=	109.5 hrs / wk
10	Number of hours of service PER YEAR.	(j)	(j)	
	109.5 x 50 weeks/yr	5,475 hrs / yr	109.5 x 50 weeks/yr	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) <i>M–T:</i> <i>8 am – 5:30 pm</i> <i>Friday: 8 am - Noon</i> <i>Youth Programs:</i> <i>Saturday: once- twice monthly</i> <i>9 am – 2 pm</i> <i>Sunday:</i> <i>Total (WEEK): 42 hrs/wk avg</i>	<i>M–T:</i> <i>8 am – 5:30 pm</i> <i>Friday: 8 am – Noon</i> <i>Youth Programs:</i> <i>Saturday: once- twice monthly</i> <i>9 am – 2 pm</i> <i>Sunday:</i> <i>Total (WEEK):42 hrs/wk avg</i>	

*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



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

April 12, 2018

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

RECOMMENDATION

The Board needs to approve Levy County Transit's application for 2018/19 Rural Area Capital Assistance Program Grant funds.

BACKGROUND

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

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

Attachment

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

Levy County Board of County Commissioners
Levy County Transit

Shirley Conroy Rural Area Capital
Assistance Grant Application
2018-2019



SHIRLEY CONROY RURAL AREA CAPITAL ASSISTANCE GRANT APPLICATION APPLICATION FORM

- 1. DATE SUBMITTED: February 23, 2018
- 2. LEGAL NAME OF APPLICANT: Levy County Board of County Commissioner/Levy County Transit
- 3. FEDERAL IDENTIFICATION NUMBER: 59-60007177
- 4. REGISTERED ADDRESS: P.O. Box 310
CITY AND STATE: Bronson ZIP CODE: 32621
- 5 CONTACT PERSON FOR THIS GRANT: Connie Conley
- 6. PHONE NUMBER: 352-486-3485
- 7. E-MAIL ADDRESS: conley-connie@levycounty.org
- 8. PROJECT LOCATION [County(ies)]: Levy
- 9. PROPOSED START DATE: July 30, 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.

John Meeks/Board Chairman

TYPED NAME OF AUTHORIZED REPRESENTATIVE AND TITLE

SIGNATURE OF AUTHORIZED REPRESENTATIVE

February 20, 2018
DATE

11. **Local Coordinating Board Approval**

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

Levy County Coordinating Board.

COORDINATING BOARD CHAIRPERSON'S SIGNATURE

DATE

APPROVED AS TO FORM AND LEGAL SUFFICIENCY Anne Bast Brown
Anne Bast Brown, County Attorney



SHIRLEY CONROY RURAL AREA CAPITAL ASSISTANCE GRANT APPLICATION PROPOSED PROJECT SCOPE

Describe the Capital Equipment Requested:

The agency is in dire need of updating the infrastructure for computer equipment. The equipment needed begins with the main server for the agency, 1- SUPERMICRO 1U Rackmount server- Xeon E3 V5 3.3Ghz, 16 GB DDR4 ECC RAM, 2 x 2TB Solid State Hard Drive in RAID with Microsoft Server 2016 Essentials, 1 year Hardware Warranty and Rackmount Battery Backup. 6 - NRT Built PC Intel, 8 GB RAM, 240 GB Solid State Hard Drive, DVD-RW Windows 10 Pro, 12 - 24" monitors (dual monitors for each work station), battery backups (for each work station), 2 - Surface Pro 3 Tablets with detachable keyboard. One of the tablets will be used by the director when out of the office and the other to be used by the office manager or scheduler. Labor to build and install new server, workstations, battery backup, migrate domain services, network drives, user profiles, permissions to new server, convert old server into backup target, transfer documents, profiles, printers, install office and configure email to workstations. All the equipment listed above will be replacement for equipment that is basically obsolete and will upgrade all PC's to Windows 10. The server will have the capacity to last 10 years or longer.

Explain Why the Equipment is Needed:

All equipment needing to be replaced was purchased between 2007 - 2014. The server was purchased in 2007 and is the backbone of the infrastructure of the agency. The PC's were purchased between 2007 and 2014. With the age of the server in particular, we stand the chance of losing all information if the server were to stop working. This is not a position that the agency would ever want to be in. Over the years as needed, new hard drives have been replaced and/or cleaned up to increase the speed of all the computers to extend the life and usage of the equipment. Daily there are issues at the workstations that cause delays in the efficiency of completing work. The new computers will upgrade everyone to Windows 10 and be much more efficient.

Identify Local Match Required and Source for Match:

Levy County is a REDI County therefore requesting a waiver of match.

Describe the Procurement Process and Timeline:

July 1, 2018 agreement effective
July 29, 2018 budget amendment, resolution and board approval
July 30, 2018 order equipment
August 30, 2018 equipment installed
September 30, 2018 Invoice TD Commission



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. Supermicro Rackmount Server @ 3475.00 plus Labor to build/install	\$4,975.00
2. Rackmount Battery backup - Server	\$1,500.00
3. NRT Built PC (6) @649.99 each plus Labor to build/install	\$6,149.94
4. Battery Backups (6) @ 75.00 each	\$ 450.00
5. 24" Monitor (12) @ 145.00 each	\$1,740.00
6. Surface Pro Tablet (2) @ 875.00 each	\$1,750.00

Total Project Cost \$15,384.94

Funding Participation

Transportation Disadvantaged Trust Funds	(90%)	15,384.94
Local Match	(10%) *	REDI
Total Project Cost		<u>15,384.94</u>

* 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: John Meeks
Title: Board Chairman
Agency: Levy County Board of County Commissioners
Service Area: Levy

Date: February 20, 2018



QUOTE

Levy County BOCC

Date
Feb 5, 2018

Expiry
Mar 6, 2018

Quote Number
QU-0049

New River Technology LLC
333 SE Lofton Gln
Lake City, FL 32025
UNITED STATES

Transit- Infrastructure Upgrade Project

Description	Quantity	Unit Price	Tax	Amount USD
SUPERMICRO 1U Rackmount Server- Xeon E3 V5 3.3Ghz, 16GB DDR4 ECC Ram, 2 x 2TB Solid State Hard Drive in RAID 1. Microsoft Server 2016 Essentials 1 Year Hardware Warranty	1.00	3,475.00	Tax Exempt	3,475.00
Labor: Install new server and battery backup. Migrate domain services, network drives, user profiles, permissions to new server. Convert old server into backup target. Cleanup server rack.	20.00	75.00	Tax Exempt	1,500.00
1500VA Rackmount Battery backup- for new server	1.00	320.00	Tax Exempt	320.00
NRT Built PC- Intel i3, 8GB RAM, 240GB Solid State Hard Drive, DVD-RW, Windows 10 Pro	6.00	649.99	Tax Exempt	3,899.94
600VA Battery backups- for each new workstation	6.00	75.00	Tax Exempt	450.00
24" monitor- (Dual monitors for each workstation)	12.00	145.00	Tax Exempt	1,740.00
Labor: Install new workstations. Transfer documents, profiles, printers, Install office, configure email. (4 hours per new workstation)	30.00	75.00	Tax Exempt	2,250.00
Surface Pro 3 Tablet with detachable keyboard. Solid state storage	2.00	875.00	Tax Exempt	1,750.00
Subtotal				15,384.94
TOTAL USD				15,384.94

Instrument # 635161
OR BK: 1447 PG: 521-2pg(s)
REC: 2/21/2018 9:26 AM
Danny J. Shipp, Levy County Clerk, Florida
Rec: \$18.50

**RESOLUTION
2018-013**

Deputy Clerk MBASS

**A RESOLUTION OF LEVY COUNTY, FLORIDA,
AUTHORIZING THE FILING OF A SHIRLEY CONROY
RURAL AREA CAPITAL ASSISTANCE PROGRAM GRANT
APPLICATION WITH THE FLORIDA COMMISSION FOR THE
TRANSPORTATION DISADVANTAGED; PROVIDING FOR
APPROVAL OF APPLICATION AND AGREEMENT;
PROVIDING FOR AUTHORIZATION FOR ADMINISTRATIVE
DUTIES; PROVIDING AN EFFECTIVE DATE.**

WHEREAS, the Board of County Commissioners of Levy County, Florida ("the Board") has the authority to file a Shirley Conroy Rural Area Capital Assistance Program Grant application ("Grant Application") and to undertake a transportation disadvantaged service project as authorized by Section 427.0159, Florida Statutes, and Rule 41-2, Florida Administrative Code; and

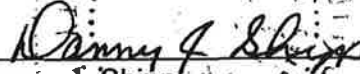
WHEREAS, the Board hereby authorizes the filing of a Grant Application with the Florida Commission for the Transportation Disadvantaged;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD THAT:

1. The Board has the authority to file this Grant Application.
2. The Board hereby authorizes the filing and execution of the Grant Application by the Chair of the Board on behalf of the Board or the Vice-Chair in the Chair's absence, with the Florida Commission for the Transportation Disadvantaged.
3. The Chair serves as the Registered Agent for the Board. The Chair's address is P. O. Box 310, 355 South Court Street, Bronson, Florida, 32621.
4. The Board authorizes the Chair or Vice-Chair of the Board, or either of their designees, to sign any and all agreements or contracts which are required in connection with the Grant Application.
5. The Board authorizes the County Coordinator and/or the Transportation Department Director or either of their designees to sign any and all assurances, reimbursement invoices, warranties, certifications and any other documents which may be required in connection with the Grant Application or subsequent agreements.

DULY PASSED AND ADOPTED this the 20th day of February, 2018.

ATTEST, Clerk of the Circuit Court
and Ex Officio Clerk to the Board



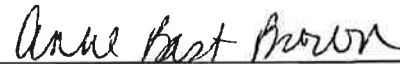
Danny J. Shipp

BOARD OF COUNTY COMMISSIONERS
LEVY COUNTY, FLORIDA



John Meeks, Chairman

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:



Anne Bast Brown, County Attorney

pu

z:\res\shirleyconroy.auhtorize.2018-2019
LR2018-012

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

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

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

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

Total Recommended Funding	\$1,341,693.64
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Available Funding =

\$1,400,000.00

Remaining =

\$58,306.36



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April 12, 2018

TO: Levy County Transportation Disadvantaged Coordinating Board
FROM: Lynn Godfrey, AICP, Senior Planner
SUBJECT: Levy County Transit 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. January - March 2018 Operations Report;
2. January - March 2018 Complaint/Commendation Report; and
3. January - March 2018 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
LEVY COUNTY TRANSIT
LEVY COUNTY
JANUARY - MARCH 2018**

OPERATING DATA	LEVY COUNTY TRANSIT
NUMBER OF INVOICED TRIPS	5,400
Florida Commission for the Transportation Disadvantaged	2,486
Florida Managed Medical Assistance Program	72
Florida Department of Elder Affairs	165
Other	2,677
TOTAL VEHICLE MILES	299,781
TOTAL REVENUE VEHICLE MILES	101,773
TOTAL VEHICLE HOURS	4,338
TOTAL DOLLARS INVOICED	\$125,821.20
Florida Commission for the Transportation Disadvantaged	\$87,201.00
Florida Managed Medical Assistance Program	\$4,376.00
Florida Department of Elder Affairs	\$2,758.49
Other	\$31,485.71
AVERAGE COST PER TRIP	\$23.30
Florida Commission for the Transportation Disadvantaged	\$35.08
Florida Managed Medical Assistance Program	\$60.78
Florida Department of Elder Affairs	\$16.72
Other	\$11.76
AVERAGE COST PER VEHICLE MILE	\$0.42
AVERAGE COST PER REVENUE VEHICLE MILE	\$1.24
AVERAGE COST PER VEHICLE HOUR	\$29.00
TRIP PURPOSE*	
Medical	2,089
Employment	124
Education/Training	2,543
Shopping	126
Meal Site	165
Recreation	111
Other	242
NUMBER OF TRIPS DENIED	15
NUMBER OF SINGLE PASSENGER TRIPS PROVIDED	5,400
PERCENT OF SINGLE PASSENGER TRIPS	100%
NUMBER OF ACCIDENTS	0
NUMBER OF VEHICLES	10
AVERAGE TRIPS PER VEHICLE	540
AVERAGE MILES PER TRIP	56
NUMBER OF ROADCALLS	1
MILES BETWEEN ROADCALLS	101,773

Source: Levy County Transit

**QUARTERLY OPERATING REPORT
LEVY COUNTY TRANSIT
LEVY COUNTY
JANUARY - MARCH 2017**

OPERATING DATA	LEVY COUNTY TRANSIT
NUMBER OF INVOICED TRIPS	6,621
Florida Commission for the Transportation Disadvantaged	4,049
Florida Managed Medical Assistance Program	10
Florida Department of Elder Affairs	382
Other	2,180
TOTAL VEHICLE MILES	144,182
TOTAL REVENUE VEHICLE MILES	126,529
TOTAL VEHICLE HOURS	5,728
TOTAL DOLLARS INVOICED	\$184,234.26
Florida Commission for the Transportation Disadvantaged	\$131,782.00
Florida Managed Medical Assistance Program	\$529.75
Florida Department of Elder Affairs	\$6,711.74
Other	\$45,210.77
AVERAGE COST PER TRIP	\$27.83
Florida Commission for the Transportation Disadvantaged	\$32.55
Florida Managed Medical Assistance Program	\$52.98
Florida Department of Elder Affairs	\$17.57
Other	\$20.74
AVERAGE COST PER VEHICLE MILE	\$1.28
AVERAGE COST PER REVENUE VEHICLE MILE	\$1.46
AVERAGE COST PER VEHICLE HOUR	\$32.16
TRIP PURPOSE*	
Medical	2,354
Employment	351
Education/Training	3,059
Shopping	214
Meal Site	447
Recreation	97
Other	99
NUMBER OF TRIPS DENIED	0
NUMBER OF SINGLE PASSENGER TRIPS PROVIDED	6,621
PERCENT OF SINGLE PASSENGER TRIPS	100%
NUMBER OF ACCIDENTS	0
NUMBER OF VEHICLES	11
AVERAGE TRIPS PER VEHICLE	602
AVERAGE MILES PER TRIP	22
NUMBER OF ROADCALLS	3
MILES BETWEEN ROADCALLS	42,176

**LEVY COUNTY
SERVICE COMPLAINTS/COMMENDATIONS
JANUARY - MARCH 2018**

TYPE OF COMPLAINT	TOTAL	Resolved
Vehicle Condition	0	-
Driver's Behavior	0	-
Client Behavior	0	-
Tardiness - Late pickup	0	-
Tardiness - Late dropoff	0	-
No Show by Operator	0	-
Dispatch/Scheduling	0	-
Service Denial	0	-
Other	1	Yes
TOTALS	0	0
COMMENDATIONS	2	-

Source: Levy County Transit

**LEVY COUNTY
UNMET TRANSPORTATION NEEDS
JANUARY - MARCH 2018**

REASON FOR TRIP DENIAL	NUMBER OF TRIP DENIALS
Lack of Funding	0
Trip Purpose	0
Out of Service Area Trip	0
Insufficient Advance Notice	2
After Hours Trip Request	0
Weekend Trip Request	0
Other (Non-medical/driver short)	13
TOTALS	15

Source: Levy County Transit

ATTENDANCE RECORD

**LEVY COUNTY
TRANSPORTATION DISADVANTAGED
COORDINATING BOARD**

MEMBER/ORGANIZATION	NAME	4/20/2017	9/21/2017	11/16/2017	1/18/2018
Chair	Commissioner John Meeks	P	P	A	A
Alternate Member	Commissioner Matt Brooks		A	A	A
Florida Department of Transportation	Sandra Collins	P	P	P	P
Alternate Member	Doreen Joyner-Howard	A	A	A	A
Florida Department of Children and Families	Vickie Menasco	P	A	P	P
Alternate Member	Amy Burton	A	A	A	A
Florida Department of Education	Jeff Aboumrad	P	P	A	A
Alternate Member	Peter Shepis	A	A	A	A
Florida Department of Elder Affairs	Matthew Pearson	P	A	P	A
Alternate Member	Vacant				
Florida Agency for Health Care Administration	Deweese Ogden	A	A	A	A
Alternate Member	Pamela Hagley	A	A	A	A
Regional Workforce Board	Dale French	P	P	P	P
Alternate Member	Kathleen Woodring	A	A	A	A
Florida Association for Community Action	Vacant				
Alternate Member	Vacant				
Public Education	Bruce Greenlee	P	A	A	A
Alternate Member	Joseph Wain	A	A	A	A
Veterans	Robert E. Lowyns	P	P	P	P
Alternate Member	Julie E. Rose	A	A	A	A
Citizen Advocate	Renate M. Cannon	P	P	P	P
Alternate Member	Vacant				
Citizen Advocate-User	Tammy Jean Ippolito	A	A	A	A
Alternate Member	Vacant				
Persons with Disabilities	Vacant				
Alternate Member	Vacant				
Elderly	Vacant				
Alternate Member	Vacant				
Local Medical Community	Vacant				
Alternate Member	Vacant				
Children at Risk	Sandra Woodard	P	P	A	A
Alternate Member	Brooke Ward	A	A	A	A
Private Transit	Vacant				
Alternate Member	Vacant				

LEGEND KEY: P-Present A-Absent

ATTENDANCE POLICY: According to Section G (10) of the 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."

