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April 3, 2018

TO: Union County Transportation Disadvantaged Coordinating Board

FROM: Lynn Godfrey, AICP, Senior Planner

SUBJECT: Meeting Announcement

The Union County Transportation Disadvantaged Coordinating Board will meet **Tuesday, April 10, 2018 at 1:15 p.m.** or as soon thereafter the public workshop in the Suwannee River Economic Council Office located at the Union County Transportation Facility, 255 SW 9th Avenue, Lake Butler, Florida. This is an important meeting of the Board. The Board will approve the 2018/19 Union County Transportation Disadvantaged Service Plan. All Board members are encouraged to attend this meeting.

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

Attachments

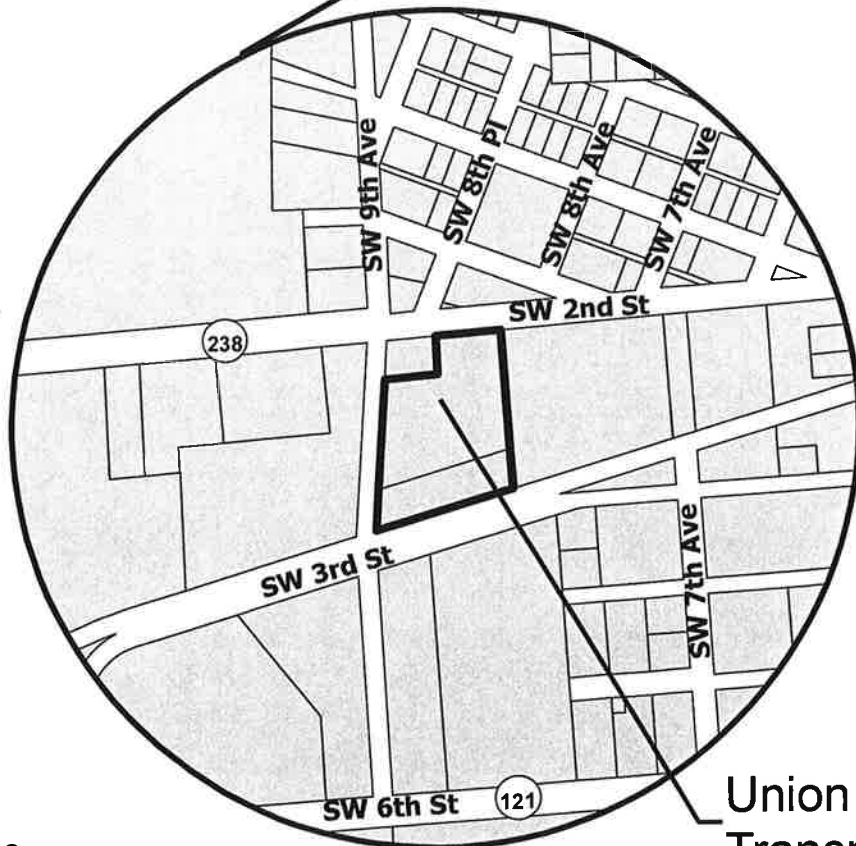
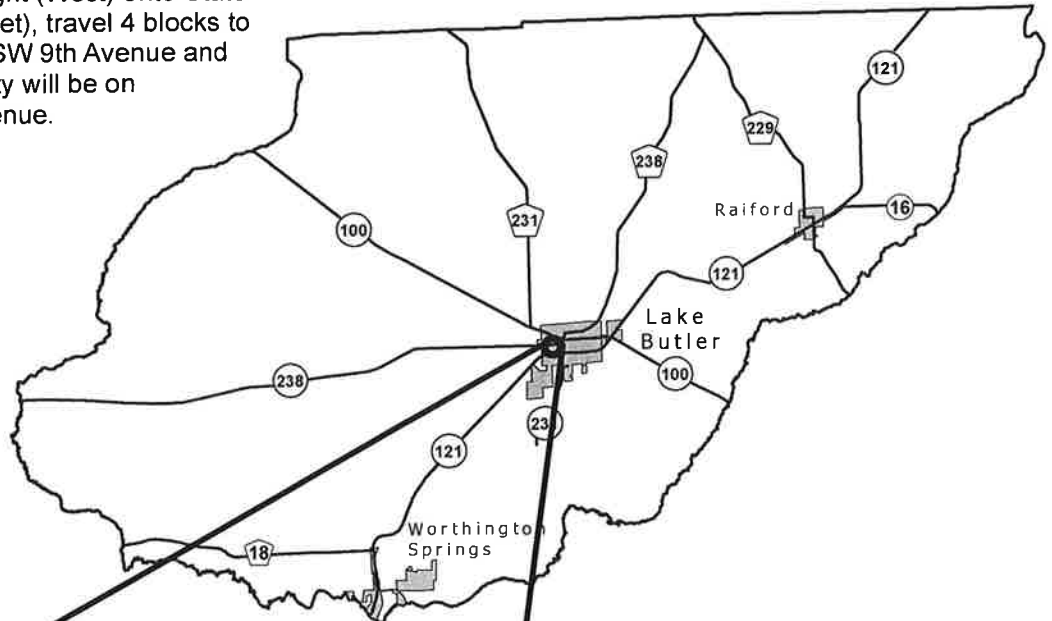
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# Union County Transportation Facility

## 255 SW 9th Avenue

### Lake Butler, Florida 32054

Directions: From the intersection of State Road 100 (also known as Main St) and State Road 238 (also known as 6th Ave) in the City of Lake Butler, head Southwesterly onto State Road 238 (also known as 6th Ave) travel two blocks to State Road 238 (also known as SW 2nd Street), turn right (West) onto State Road 238 (also known as SW 2nd Street), travel 4 blocks to SW 9th Avenue, turn left (South) onto SW 9th Avenue and the Union County Transportation Facility will be on the left, on the East side of SW 9th Avenue.



1 inch = 500 feet

Union County  
Transportation Facility





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**UNION COUNTY  
TRANSPORTATION DISADVANTAGED COORDINATING BOARD**

**MEETING ANNOUNCEMENT AND AGENDA**

Union County Transportation Facility  
255 SW 9th Avenue  
Lake Butler, Florida

Tuesday  
April 10, 2018  
1:15 p.m. or as soon thereafter  
the public workshop

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

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

**II. NEW BUSINESS**

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

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

- B. 2018/19 Union County Transportation Disadvantaged Service Plan Page 35 ACTION REQUIRED**

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

- C. Appoint Grievance Committee Member Page 143 ACTION REQUIRED**

The Chair needs to appoint one member of the Board to serve on the Grievance Committee

- D. Suwannee River Economic Council Operations Reports page 145 NO ACTION REQUIRED**

### **III. OTHER BUSINESS**

#### **Comments**

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

- A. July 10, 2018 at 1:15 p.m.**
- B. October 9, 2018 at 1:15 p.m.**
- C. January 8, 2019 at 1:15 p.m.**
- D. April 9, 2019 at 1:15 p.m.**

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

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

**UNION COUNTY  
TRANSPORTATION DISADVANTAGED COORDINATING BOARD**

<b>MEMBER/REPRESENTING</b>	<b>ALTERNATE/REPRESENTING</b>
Vacant Local Elected Official/Chair	
Sandra Collins, Vice-Chair Florida Department of Transportation Grievance Committee Member	Janell Damato Florida Department of Transportation
Amanda Bryant Florida Department of Children and Families Grievance Committee Member	Frederick Johnson Florida Department of Children and Families
Vacant Florida Department of Education	Jeff Aboumrad Florida Department of Education Grievance Committee Member
Libby Murphy Florida Department of Elder Affairs	Vacant Florida Department of Elder Affairs
Dewece Ogden Florida Agency for Health Care Administration Grievance Committee Member	Pamela Hagley Florida Agency for Health Care Administration
Darlene Strimple Regional Workforce Board	Selvin Cray Regional Workforce Board
Vacant Florida Association for Community Action Term ending June 30, 2020	Vacant Florida Association for Community Action Term ending June 30, 2020
Vacant Public Education	Vacant Public Education
Barbara Fischer Veterans Grievance Committee Member Term ending June 30, 2020	Vacant Veterans Term ending June 30, 2020
Vacant Citizen Advocate Term ending June 30, 2018	Vacant Citizen Advocate Term ending June 30, 2018
Vacant Citizen Advocate - User Term ending June 30, 2018	Vacant Citizen Advocate - User Term ending June 30, 2018
Bill McGill Persons with Disabilities Term ending June 30, 2018	Vacant Persons with Disabilities Term ending June 30, 2018
Vacant Elderly Term ending June 30, 2020	Vacant Elderly Term ending June 30, 2020
Vacant Medical Community Term ending June 30, 2019	Vacant Medical Community Term ending June 30, 2019
Vacant Children at Risk Term ending June 30, 2019	Vacant Children at Risk Term ending June 30, 2019
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.



**UNION COUNTY  
TRANSPORTATION DISADVANTAGED COORDINATING BOARD**

**MEETING MINUTES**

Union County Transportation Facility  
255 SW 9th Avenue  
Lake Butler, Florida

Tuesday  
January 9, 2018  
1:15 p.m.

**VOTING MEMBERS PRESENT**

Jeff Aboumrad, Florida Department of Education Representative  
Sandra Collins, Florida Department of Transportation Representative, Vice-Chair  
Barbara Fischer, Veterans Representative  
Frederick Johnson representing Amanda Bryant, Florida Department of Children and Families Representative  
Bill McGill, Persons with Disabilities Representative  
Libby Murphy, Florida Department of Elder Affairs  
Sifoa Nunu representing Darlene Strimple, Workforce Development Board Representative

**VOTING MEMBERS ABSENT**

Dewece Ogden, Florida Agency for Health Care Administration Representative

**OTHERS PRESENT**

Matthew Pearson, Suwannee River Economic Council

**STAFF PRESENT**

Lynn Godfrey, North Central Florida Regional Planning Council

**I. BUSINESS MEETING CALL TO ORDER**

Due to Chair Kitler's absence, Vice-Chair Collins called the meeting to order at 1:15 p.m.

**A. Introductions**

Vice-Chair Collins asked everyone to introduce themselves.

**B. Approval of the Meeting Agenda**

**ACTION:** Barbara Fischer moved to approve the meeting agenda. Libby Murphy seconded; motion passed unanimously.

**C. Approval of the October 10, 2017 Minutes**

**ACTION:** Barbara Fischer moved to approve the October 10, 2017 meeting minutes. Selvin Cray seconded; motion passed unanimously.

**II. NEW BUSINESS**

**A. 2017/18 Union County Transportation Disadvantaged Service Plan Amendments**

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

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

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

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

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

Ms. Fischer asked why the number of vehicle hours decreased from the same quarter last year.

Mr. Pearson said he would check the accuracy of the vehicle hours reported.

**III. OTHER BUSINESS**

**A. Comments**

Mr. McGill stated that there are very few Board members who are residents of Union County. He asked staff to try to recruit Union County residents to serve on the Board.

Ms. Godfrey stated that the Planning Council has advertised vacant positions in the local newspaper and with flyers. She said she has also reached out to local agencies for nominations. She said the Council will continue to try to recruit members to serve on the Board.



**IV. FUTURE MEETING DATES**

Vice-Chair Collins stated that the next Board meeting is scheduled for April 10, 2018 at 1:15 p.m.

**ADJOURNMENT**

The meeting was adjourned at 1:45 p.m.

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Coordinating Board Chair

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Date



Florida Commission for the



**Transportation  
Disadvantaged**

# **An Introduction to Florida's Coordinated Transportation System**

**Commission for the Transportation Disadvantaged**

**April 8, 2016**



**Transportation Disadvantaged**

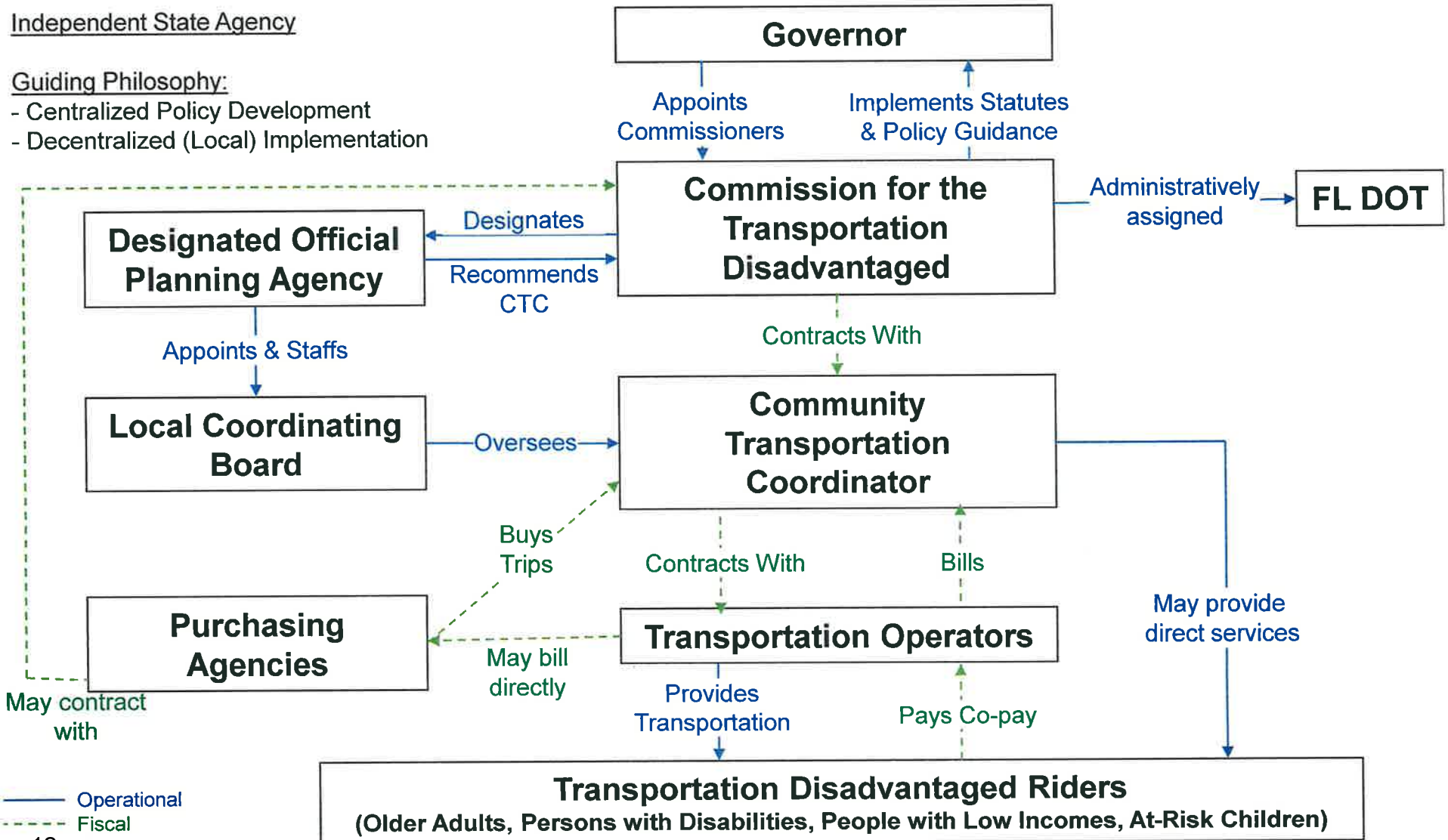
# Florida's Coordinated Transportation System Organizational Structure

## Transportation Disadvantaged Riders

Independent State Agency

Guiding Philosophy:

- Centralized Policy Development
- Decentralized (Local) Implementation



— Operational  
 - - - Fiscal



## 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.



## **Designated Official Planning Agency**

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



## Designated Official Planning Agency

Planning Agencies are:

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

A Planning Agency may be responsible for multiple services areas.



# Designated Official Planning Agency

## Duties

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



# Designated Official Planning Agency

## Duties (Continued)

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



# Designated Official Planning Agency

## Duties (Continued)

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



# Local Coordinating Board

## Purpose

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



## Local Coordinating Board

### Duties

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





## Local Coordinating Board

### Duties (Continued)

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



# Community Transportation Coordinator

## Duties

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



# **Community Transportation Coordinator**

## **Duties (Continued)**

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



## Purchasing Agency

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

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



## Rider

### Transportation Disadvantaged Rider Eligibility

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





# CTD Eligibility Criteria

Adopted May 22, 1997

At a minimum:

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

Select Year: 2017 

## The 2017 Florida Statutes

[Title X](#)

## PUBLIC OFFICERS, EMPLOYEES, AND RECORDS

[Chapter 112](#)

## PUBLIC OFFICERS AND EMPLOYEES: GENERAL PROVISIONS

[View Entire Chapter](#)**112.3143** Voting conflicts.—

(1) As used in this section:

- (a) "Principal by whom retained" means an individual or entity, other than an agency as defined in s. 112.312(2), that for compensation, salary, pay, consideration, or similar thing of value, has permitted or directed another to act for the individual or entity, and includes, but is not limited to, one's client, employer, or the parent, subsidiary, or sibling organization of one's client or employer.
- (b) "Public officer" includes any person elected or appointed to hold office in any agency, including any person serving on an advisory body.
- (c) "Relative" means any father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, or daughter-in-law.
- (d) "Special private gain or loss" means an economic benefit or harm that would inure to the officer, his or her relative, business associate, or principal, unless the measure affects a class that includes the officer, his or her relative, business associate, or principal, in which case, at least the following factors must be considered when determining whether a special private gain or loss exists:
1. The size of the class affected by the vote.
  2. The nature of the interests involved.
  3. The degree to which the interests of all members of the class are affected by the vote.
  4. The degree to which the officer, his or her relative, business associate, or principal receives a greater benefit or harm when compared to other members of the class.

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

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

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

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

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

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

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

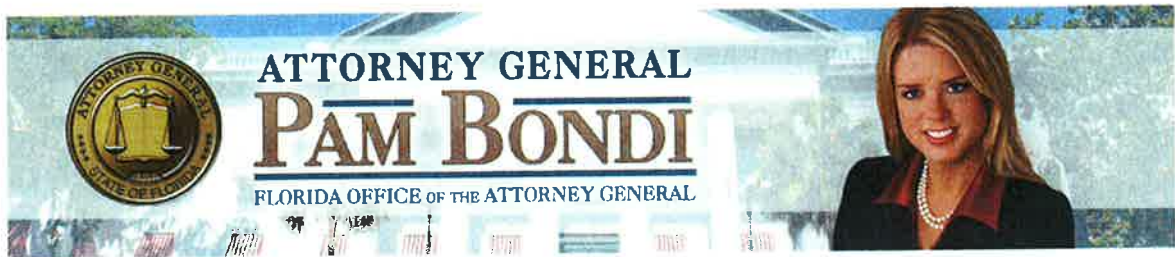
(b) In the event that disclosure has not been made prior to the meeting or that any conflict is unknown prior to the meeting, the disclosure shall be made orally at the meeting when it becomes known that a conflict exists. A written memorandum disclosing the nature of the conflict shall then be filed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

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

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

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

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



## Open Government - Frequently Asked Questions

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

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



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

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

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

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

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

- **Are arrest records public documents?**

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

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

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

- **What agency can prosecute violators?**

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

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

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

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

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

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Florida Toll Free Numbers:

- Fraud Hotline 1-866-966-7226

- Lemon Law 1-800-321-5366



## II . B

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2009 NW 87th Place, Gainesville, FL 32653-1603 • 352.955.2200

April 3, 2018

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

### STAFF RECOMMENDATION

**Approve the 2018/19 Union County Transportation Disadvantaged Service Plan.**

### BACKGROUND

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

Attached is the draft 2018/19 Union 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\union\memos\tdsp.docx



# Union County Transportation Disadvantaged Service Plan

July 1, 2018 - June 30, 2019

Union County Transportation Disadvantaged  
Coordinating Board





# 2018/19 Union County Transportation Disadvantaged Service Plan

Approved by the

Union County  
Transportation Disadvantaged Coordinating Board

2009 NW 67th Place  
Gainesville, FL 32653-1603  
[www.ncfrpc.org/mtpo](http://www.ncfrpc.org/mtpo)  
352.955.2000

---

**Tommy Nettles, Chair**

with Assistance from



North Central Florida Regional Planning Council  
2009 NW 67th Place  
Gainesville, FL 32653-1603  
[www.ncfrpc.org](http://www.ncfrpc.org)  
352.955.2200

and



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

April 10, 2018

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# Chapter I: Development Plan

## A. Introduction to The Service Area

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

### 1. Background of Florida's Transportation Disadvantaged Program

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

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

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

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

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

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

#### a. Florida Commission for the Transportation Disadvantaged

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

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

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

## **b. Designated Official Planning Agency**

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

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

The North Central Florida Regional Planning Council is the Designated Official Planning Agency for Union County. According to Rule 41-2 of the Florida Administrative Code, responsibilities of the Designated Official Planning Agency include:

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

## **c. Local Coordinating Boards**

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

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

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

- An elected official from Union County.
- A representative of the Florida Department of Transportation.
- A representative of the Florida Department of Children and Family Services.
- A representative of the Public Education Community.

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

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

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

#### **d. Community Transportation Coordinator**

The Community Transportation Coordinator is responsible for ensuring that coordinated transportation services are provided to serve the transportation disadvantaged. Suwannee River Economic Council is the designated Community Transportation Coordinator for Union County.

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

- In cooperation with the planning agency, develop and implement a Transportation Disadvantaged Service Plan.
- Execute contracts for service with transportation operators.

- Review all applications for federal, state and local funding (in conjunction with the local coordinating board).
- Prepare an annual operating report.

## 2. Designation Date/History

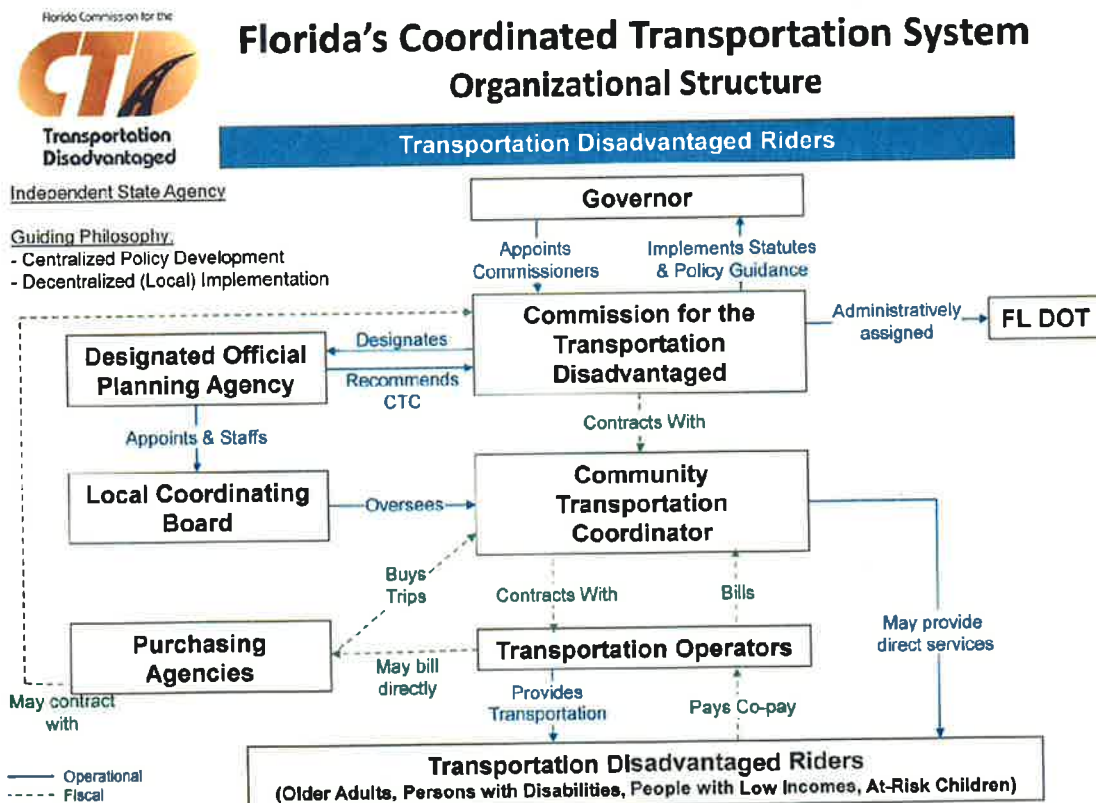
Suwannee River Economic Council is a private non-profit corporation, chartered by the State of Florida in 1966. In 1972, Suwannee River Economic Council began the Suwannee Valley Transit System in Columbia, Hamilton, Suwannee and Lafayette Counties. In 1974, Suwannee Valley Transit Authority was created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

The Florida Commission for the Transportation Disadvantaged designated Suwannee River Economic Council the Community Transportation Coordinator for Union County on July 1, 2016. Suwannee River Economic Council was designated the interim Community Transportation Coordinator through a request for qualifications process.

The North Central Florida Regional Planning Council was designated the official planning agency for Union County in April 1990. The North Central Florida Regional Planning Council was selected through a non-competitive selection process.

## 3. Organization Chart

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



## 4. Consistency Review of Other Plans

### a. Local Government Comprehensive Plans

The local comprehensive planning process involves essentially four basic steps:

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

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

### b. Regional Policy Plans

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

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

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

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

### c. Transit Development Plans

Not applicable.

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

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

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

e. Metropolitan Planning Organization Long-Range Transportation Plans

Not applicable.

f. Transportation Improvement Program

Not applicable.

## 5. Public Participation

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



## 6. Union County Coordinating Board Membership Certification

### UNION 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: \_\_\_\_\_  
 Lorene J. Thomas, Chair

REPRESENTATION	MEMBER	ALTERNATE	TERM ENDING
Local Elected Official/Chair	Tommy Nettles	Vacant	No Term
Elderly	Vacant	Vacant	6/30/2020
Disabled	Bill McGill	Vacant	6/30/2018
Citizen Advocate	Vacant	Vacant	6/30/2018
Citizen Advocate/User	Vacant	Vacant	6/30/2018
Children at Risk	Vacant	Vacant	6/30/2019
Florida Association for Community Action	Vacant	Vacant	6/30/2020
Public Education	Vacant	Vacant	No Term
Florida Department of Transportation	Sandra Collins	Janell Damato	No Term
Florida Department of Children and Families	Amanda Bryant	Frederick Johnson	No Term
Florida Department of Elder Affairs	Libby Murphy	Vacant	No Term
Florida Department of Education	Jeff Aboumrad	Vacant	No Term
Florida Agency for Health Care Administration	Dewece Ogden	Pamela Hagley	No Term
Regional Workforce Development Board	Darlene Strimple	Selvin Cray	No Term
Veteran Services	Barbara Fischer	Vacant	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

## 7. Union County Transportation Coordinating Board Membership

### UNION COUNTY TRANSPORTATION DISADVANTAGED COORDINATING BOARD

MEMBER/REPRESENTING	ALTERNATE/REPRESENTING
Vacant Local Elected Official/Chair	
Sandra Collins, Vice-Chair Florida Department of Transportation Grievance Committee Member	Janell Damato Florida Department of Transportation
Amanda Bryant Florida Department of Children and Families Grievance Committee Member	Frederick Johnson Florida Department of Children and Families
Vacant Florida Department of Education	Jeff Aboumrad Florida Department of Education Grievance Committee Member
Libby Murphy Florida Department of Elder Affairs	Vacant Florida Department of Elder Affairs
Deweese Ogden Florida Agency for Health Care Administration Grievance Committee Member	Pamela Hagley Florida Agency for Health Care Administration
Darlene Strimple Regional Workforce Board	Selvin Cray Regional Workforce Board
Vacant Florida Association for Community Action Term ending June 30, 2020	Vacant Florida Association for Community Action Term ending June 30, 2020
Vacant Public Education	Vacant Public Education
Barbara Fischer Veterans Grievance Committee Member Term ending June 30, 2020	Vacant Veterans Term ending June 30, 2020
Vacant Citizen Advocate Term ending June 30, 2018	Vacant Citizen Advocate Term ending June 30, 2018
Vacant Citizen Advocate - User Term ending June 30, 2018	Vacant Citizen Advocate - User Term ending June 30, 2018
Bill McGill Persons with Disabilities Term ending June 30, 2018	Vacant Persons with Disabilities Term ending June 30, 2018
Vacant Elderly Term ending June 30, 2020	Vacant Elderly Term ending June 30, 2020
Vacant Medical Community Term ending June 30, 2019	Vacant Medical Community Term ending June 30, 2019
Vacant Children at Risk Term ending June 30, 2019	Vacant Children at Risk Term ending June 30, 2019
Vacant Private Transit Term ending June 30, 2019	Vacant Private Transit Term ending June 30, 2019

## **B. Service Area Profile and Demographics**

### **1. Union County Service Area Description**

Union County has a land area of approximately 240 square miles or 155,730 acres. The County is located in the north central portion of the State of Florida and is bordered on the north by Baker County, on the east by Bradford County, on the south by Alachua County and on the west by Columbia County.

### **2. Demographics**

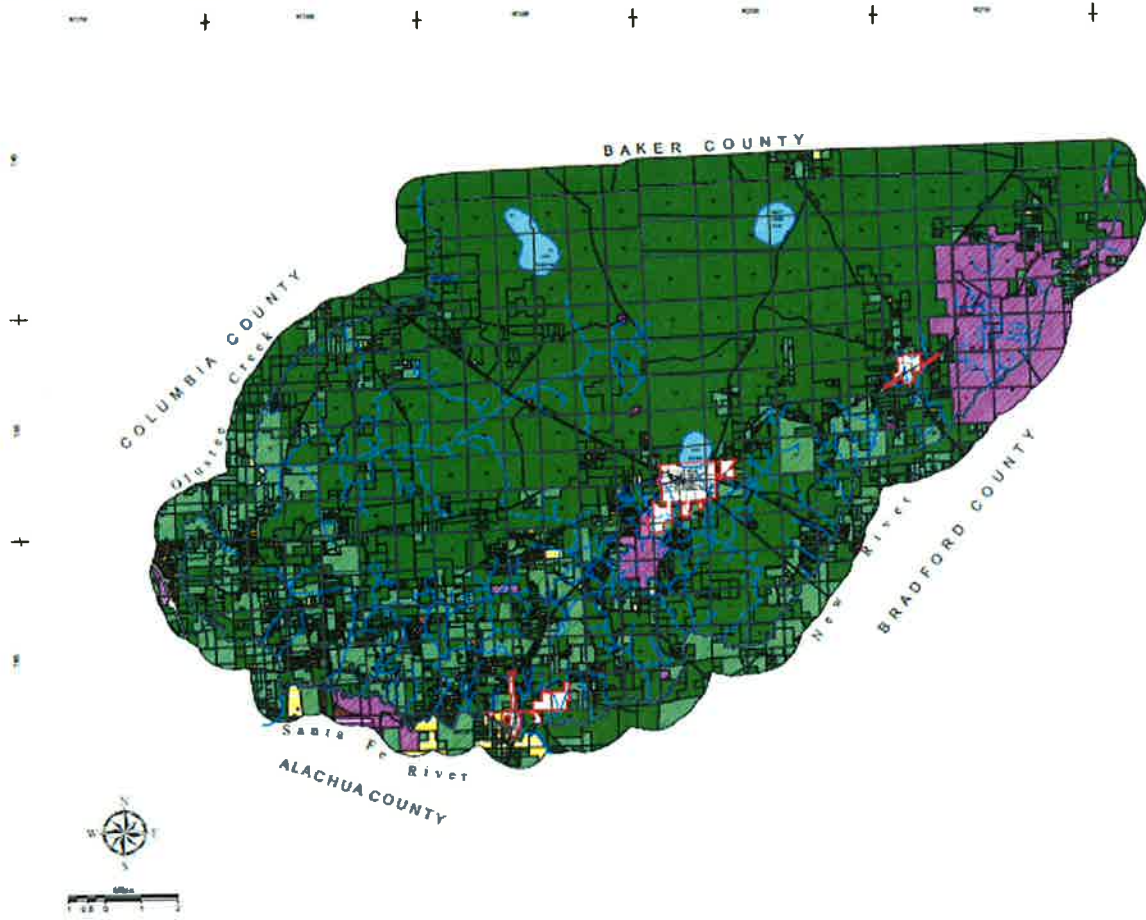
#### **a. Land Use**

The purpose of this section is to provide information concerning Union County's existing land use. This information was obtained from Union County's Comprehensive Plan. The land use for approximately 77 percent of the acreage within the unincorporated area of the County has been designated as agricultural and approximately 2 percent is residential. Union County has four urban development areas surrounding the incorporated municipalities of Lake Butler, Raiford and Worthington Springs, as well as the unincorporated community of Providence.

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

# Union County

Existing Land Use Map 2010



**EXISTING LAND USE MAP CLASSIFICATIONS**

- Commercial
- Agriculture - Forest
- Agriculture - Non-Crop/Pasture
- Forest Land
- Wetlands
- Parks
- Industrial
- Residential - Single-Family (1-2 units per acre)
- Residential - Medium-Density (3-4 units per acre)
- Residential - High-Density (5+ units per acre)
- Community
- Unimproved

**OTHER MAP FEATURES**

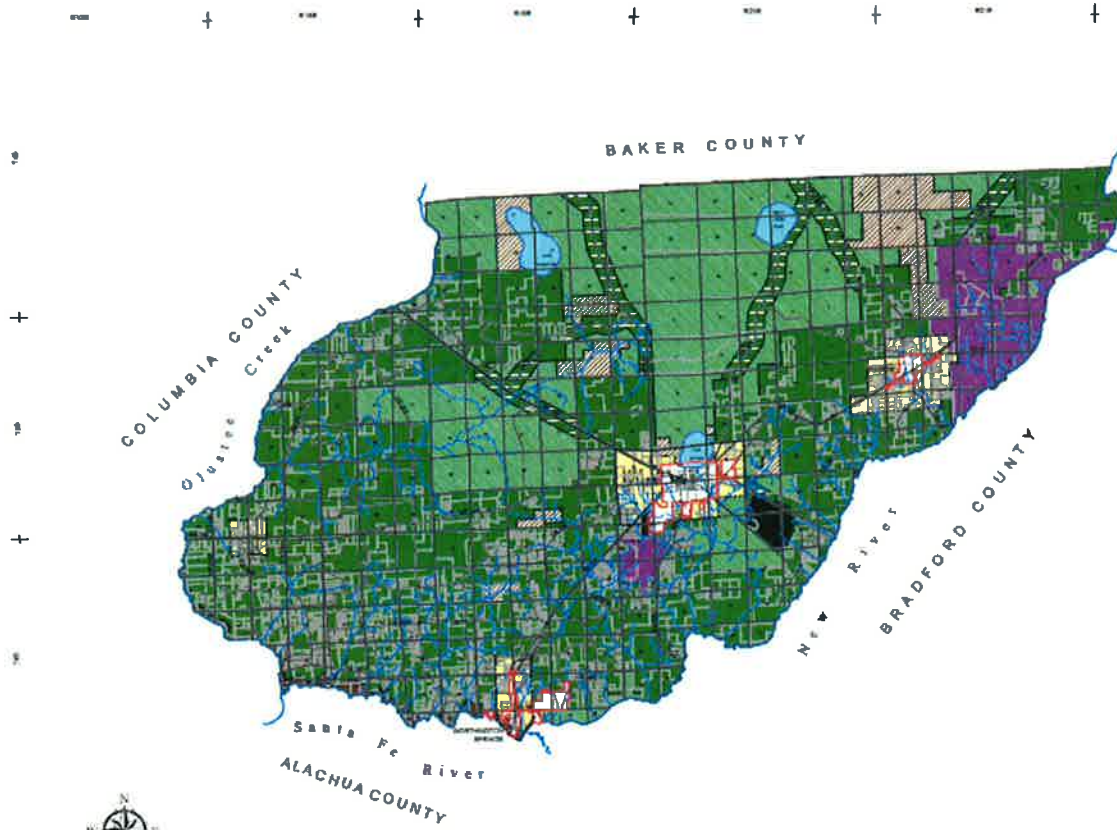
- County Boundary Line
- Interjurisdictional
- Lake
- River or Stream

Source: Union County Planning Department, 2010  
 2010\_03\_20\_10:00:00 AM



# Union County

Future Land Use Plan Map 2016



**FUTURE LAND USE PLAN MAP CLASSIFICATIONS**

- Residential
- Retail
- Recreationally Sensitive Area 1 (1 sq. ft. per 10 acres)
- Recreationally Sensitive Area 2 (1 sq. ft. per 10 acres)
- Recreationally Sensitive Area 3 (1 sq. ft. per 10 acres)
- Agriculture 1 (1 sq. ft. per 10 acres)
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- Agriculture 100 (1 sq. ft. per 10 acres)

**OTHER MAP FEATURES**

- County Boundary/Line
- Interjurisdictional
- Interstate/State/County Road
- Water
- Water in Right

Scale: 1:50,000  
 Date: 10/1/2016

UNION COUNTY  
 FUTURE LAND USE PLAN MAP 2016

UNION COUNTY  
 TRANSPORTATION DISADVANTAGED SERVICE PLAN



## b. Population/Composition

The Bureau of Economic and Business Research estimated Union County's total population in 2017 as 15,947. The Bureau of Economic and Business Research also estimated the population of the City of Lake Butler as 1,818, the Town of Raiford as 258, the Town of Worthington Springs as 322 and the unincorporated area as 13,549.

As Table 1 shows, 82 percent of the County's population is located within the unincorporated areas. Table 2 indicates that Union County's population is not evenly distributed. In 2010, approximately 57 percent of the population lived in the Lake Butler census division which covers 46 percent of the County's land area. Population/land area percentages for the Raiford census division and the Worthington census division are 21.4/26.3 and 22.1/27.2 respectively.

**TABLE 1**  
**POPULATION COUNTS AND ESTIMATES**  
**UNION COUNTY**

AREA	POPULATION COUNT 2010	POPULATION ESTIMATE 2017
Union County	15,535	15,947
City of Lake Butler	1,897	1,818
Town of Raiford	255	258
Town of Worthington Springs	181	322
Unincorporated Area	13,202	13,549

Source: 2010 U.S. Census/Bureau of Economic and Business Research

It is important to note that, according to the Bureau of Economic and Business Research, 5,212 individuals in Union County are inmates and patients residing in federal and state government-operated institutions. They are considered nonresidents of the local area for revenue-sharing purposes. Institutionalized individuals are counted as part of the general population, so they are reflected in statistics on age. However, they are not included in the statistics for income or poverty levels for households.

## c. Population Densities

Table 2 shows the Union County population distribution.

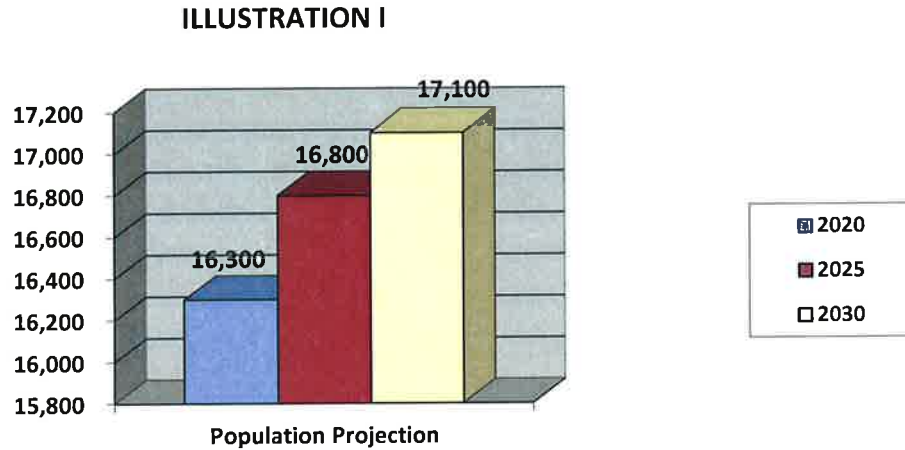
**TABLE 2**  
**POPULATION DISTRIBUTION**  
**UNION COUNTY**

2010 U.S. CENSUS POPULATION	SQUARE MILES	PERSONS PER SQUARE MILE
15,535	243	64

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

d. Population Projections

According to the Bureau of Economic and Business Research, by the year 2020, Union County will have a total population of 16,300 and by the year 2025, the total County population will be 16,800. Illustration I shows population projections for 2020, 2025 and 2030.



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

e. Population Age Distribution

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

**TABLE 3**  
**POPULATION ESTIMATES BY AGE GROUP**  
**UNION COUNTY**  
**2016**

Age Group	Population
0-4	783
5-17	2,096
18-24	1,437
25-54	7,170
55-64	2,364
65-79	1,306
80+	248

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

f. Disability and Self Care Limitations

The 2010 Census Community Survey 2012-2016 reported 1,496 civilian residents of Union County have disabilities.

**g. Employment**

The Bureau of the Census 2012-2016 American Community Survey reports that Union County's labor force (individuals who are able to work but may not be employed) in 2016 was 12,653 with a 31 percent employment rate and a 11 percent unemployment rate.

**h. Income**

The 2010 U.S. Census Bureau estimates the median household income for Union County 2012-2016 was \$37,778. Table 4 characterizes the levels of household income in Union County. Table 5 shows income levels that are currently used to define the federal poverty level.

**TABLE 4**

**HOUSEHOLD INCOME  
UNION COUNTY, 2016**

HOUSEHOLDS	MEDIAN HOUSEHOLD INCOME	PERCENT OF PERSONS BELOW POVERTY LEVEL
3,892	\$37,778	25%

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

**TABLE 5**

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

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

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

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

Table 6 shows income and poverty status data for cities and designated census places.



**TABLE 6**  
**INCOME AND POVERTY STATUS DATA**  
**UNION COUNTY, 2016**

<b>PER CAPITA INCOME</b>	<b>MEDIAN HOUSEHOLD INCOME</b>	<b>PERCENT OF PERSONS BELOW POVERTY LEVEL</b>
\$12,291	\$39,163	26.2%

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

Low-income households often have no mobility choice other than public transportation and thus generally have high potential to use public transportation. According to the Bureau of Economic and Business Research the total number of Union County Medicaid Program recipients in 2017 was 2,705. Table 7 shows individuals who received Supplemental Security Income.

**TABLE 7**  
**PUBLIC ASSISTANCE CASES**  
**UNION COUNTY, 2016**

<b>TYPE OF ASSISTANCE</b>	<b>AVERAGE MONTHLY CASES</b>
Aged Assistance	15
Blind or Disabled	366

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

### i. Housing

The U.S. Census Bureau estimates that in 2016, the total number of households in Union County was 3,892 and that the average household size was 2.57. Table 8 presents data on Union County housing units.

**TABLE 8**  
**HOUSING OCCUPANCY**  
**UNION COUNTY, 2016**

<b>HOUSING UNITS</b>	<b>Owner-Occupied Housing Unit Rate</b>
4,464	67.2%

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

### j. Health

One hospital is located in Union County. According to the Florida Health 2017 Physician Workforce Annual Report, there were 25 licensed doctors of medicine practicing in Union County.

## k. Transportation

According to the 2010 Census 2012-2016 American Community Survey, 270 households had no vehicle available.

## l. Major Trip Generators/Attractors

Major trip generators/attractors include the North Florida Reception Center, local government offices, Lake Butler Hospital, Suwannee River Economic Council's meal site and the Industrial Complex of Raiford.

Travel to Gainesville continues to be necessary for many County residents, particularly for medical and employment purposes.

# 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 Union County.

**CALCULATION OF GENERAL TRANSPORTATION DISADVANTAGED POPULATION**

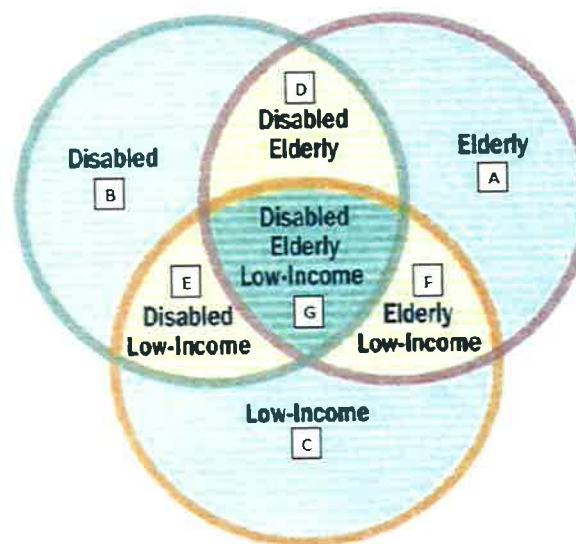
**Union County**

Census Data from: **2016**

County Pop. By Age	Total Pop by Age	% of Total Pop (136,400)	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
<18	2,895	19.1%	985	6.5%	177	6.1%	67	2.30%
18-64	10,331	68.2%	1,020	6.7%	1,570	15.2%	341	3.30%
<b>Total Non Elderly</b>	<b>13,226</b>	<b>87.2%</b>	<b>2,005</b>	<b>13.2%</b>	<b>1,747</b>	<b>13.2%</b>	<b>408</b>	<b>3.08%</b>
65+	1,933	12.8%	227	1.5%	934	48.3%	139	7.20%
<b>Total Elderly</b>	<b>1,933</b>	<b>12.8%</b>	<b>227</b>	<b>1.5%</b>	<b>934</b>	<b>46.3%</b>	<b>139</b>	<b>7.20%</b>
<b>Total</b>	<b>15,159</b>	<b>100%</b>	<b>2,232</b>	<b>14.7%</b>	<b>2,681</b>	<b>17.7%</b>	<b>547</b>	<b>3.61%</b>

<b>Double Counts Calculations</b>		
E - Estimate non-elderly/disabled/ low income	From Base Data (I9)	408
B - Estimate non-elderly/ disabled/not low income	Subtract I9 from G9	1,339
G - Estimate elderly/disabled/low income	From Base Data (I11)	139
D- Estimate elderly/ disabled/not low income	Subtract I11 from G11	794
F - Estimate elderly/non-disabled/low income	Subtract I11 from E11	88
A - Estimate elderly/non-disabled/not low income	Subtract sum of J17, J18 and J19 from C11	912
C - Estimate low income/not elderly/not disabled	Subtract I9 from E9	1,597
<b>Total - Non-Duplicated</b>		<b>5,277</b>

General TD Population	% of Total	
Non-Duplicated General TD Population Estimate	<b>5,277</b>	<b>34.8%</b>



**CALCULATION OF CRITICAL NEED TRANSPORTATION DISADVANTAGED POPULATION**

*Union 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
<18	177	6.10%	67	2.30%
18-64	1,570	15.20%	341	3.30%
<b>Total Non Elderly</b>	<b>1,747</b>	<b>13.21%</b>	<b>408</b>	<b>3.08%</b>
65+	934	48.30%	139	7.20%
<b>Total Elderly</b>	<b>934</b>	<b>48.30%</b>	<b>139</b>	<b>7.20%</b>
<b>Total</b>	<b>2,681</b>	<b>17.68%</b>	<b>547</b>	<b>3.61%</b>

% of Severe Disability Below Poverty Level	Total Severe Disability Below Poverty Level
<b>28.60%</b>	<b>117</b>
<b>11.70%</b>	<b>16</b>
	<b>133</b>

Critical Need - Severely Disabled TD Population			
	Not Low Income	Low Income	Totals
<i>Non-Elderly</i>	291	117	408
<i>Elderly</i>	123	16	139
<b>TOTAL</b>	<b>414</b>	<b>133</b>	<b>547</b>

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

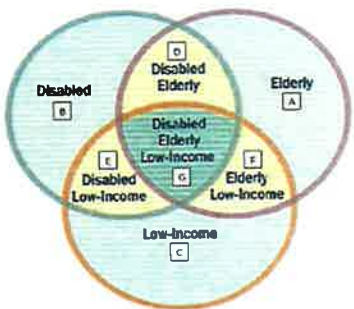
		CALCULATION OF DAILY TRIPS FOR THE CRITICAL NEED TD POPULATION	
		Calculation of Daily Trips	
		Daily Trip Rates Per Person	Total Daily Trips
<b>Low Income &amp; Not Disabled = C + F</b>	<b>1,685</b>		
<i>Assumes</i> 27.2%	xx % without auto access		
	458		
100%	xx % without transit access		
	458		
<b>Total Actual Critical TD Population</b>			
<i>Severely Disabled</i>	547	0.049	27
<i>Low Income ND</i>	458	1.899	871
<b>Totals</b>	<b>1,005</b>		<b>897</b>

## 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

Union County											
General TD Population Forecast	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
<b>Overlapping Circle Component</b>											
E - Estimate non-elderly/disabled/ low income	408	410	412	414	416	418	420	423	425	427	429
B - Estimate non-elderly/ disabled/not low income	1,339	1,346	1,353	1,360	1,367	1,375	1,382	1,389	1,396	1,403	1,411
G - Estimate elderly/disabled/low income	139	140	141	141	142	143	144	144	145	146	147
D - Estimate elderly/ disabled/not low income	794	799	803	807	811	815	820	824	828	832	837
F - Estimate elderly/non-disabled/low income	88	88	89	89	90	90	91	91	92	92	92
A - Estimate elderly/non-disabled/not low income	912	916	921	926	931	935	940	945	950	955	960
C - Estimate low income/not elderly/not disabled	1,597	1,606	1,614	1,623	1,631	1,639	1,648	1,657	1,665	1,674	1,683
<b>TOTAL GENERAL TD POPULATION</b>	<b>5,277</b>	<b>5,305</b>	<b>5,332</b>	<b>5,360</b>	<b>5,388</b>	<b>5,416</b>	<b>5,444</b>	<b>5,472</b>	<b>5,501</b>	<b>5,530</b>	<b>5,558</b>
<b>TOTAL POPULATION</b>	<b>15,159</b>	<b>15,238</b>	<b>15,317</b>	<b>15,397</b>	<b>15,477</b>	<b>15,557</b>	<b>15,638</b>	<b>15,719</b>	<b>15,801</b>	<b>15,883</b>	<b>15,966</b>



Union County											
Critical Need TD Population Forecast	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
<b>Total Critical TD Population</b>											
Disabled	547	550	552	555	558	561	564	567	570	573	576
Low Income Not Disabled No Auto/Transit	458	461	463	466	468	470	473	475	478	480	483
<b>Total Critical Need TD Population</b>	<b>1,005</b>	<b>1,010</b>	<b>1,016</b>	<b>1,021</b>	<b>1,026</b>	<b>1,031</b>	<b>1,037</b>	<b>1,042</b>	<b>1,048</b>	<b>1,053</b>	<b>1,059</b>
<b>Daily Trips - Critical Need TD Population</b>											
Severely Disabled	27	27	27	27	27	27	28	28	28	28	28
Low Income - Not Disabled - No Access	871	875	880	884	889	893	898	903	907	912	917
<b>Total Daily Trips Critical Need TD Population</b>	<b>897</b>	<b>912</b>	<b>928</b>	<b>944</b>	<b>960</b>	<b>976</b>	<b>994</b>	<b>1,011</b>	<b>1,029</b>	<b>1,047</b>	<b>1,064</b>
<b>Annual Trips</b>	<b>233,298</b>	<b>237,241</b>	<b>241,250</b>	<b>245,327</b>	<b>249,473</b>	<b>253,889</b>	<b>258,383</b>	<b>262,956</b>	<b>267,611</b>	<b>272,347</b>	<b>276,623</b>

### 3. Barriers to Coordination

Medicaid non-emergency transportation services are no longer coordinated through Florida's Coordinated Transportation System in Union 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
Suwannee River Economic Council	Operating assistance	2018/19	Union County	\$153,021.00	United States Code Section 5311 Program
				\$153,021.00	Suwannee River Economic Council

**United States Code Section 5339 Grant Program**

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

**Transportation Disadvantaged Rural Area Capital Assistance Program**

APPLICANT	PROJECT	PROJECT YEAR	PROJECT LOCATION	ESTIMATED PROJECT COST	PROJECT FUNDING SOURCE
Suwannee River Economic Council	Purchase one replacement vehicle	2017/18	Union County	\$70,000.00	Rural Area Capital Assistance Program Grant

**Transportation Disadvantaged Trip & Equipment Grant Program**

APPLICANT	PROJECT	PROJECT YEAR	PROJECT LOCATION	ESTIMATED PROJECT COST	PROJECT FUNDING SOURCE
Suwannee River Economic Council	Provide trips to transportation disadvantaged individuals.	2018/19	Union County	<del>\$188,604.00</del>	Transportation Disadvantaged Trust Fund
				<del>\$192,896.00</del>	
				<del>\$20,956.00</del>	
				\$21,433.00	Suwannee River Economic Council

## 5. Goals, Objectives and Strategies

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



- OBJECTIVE:** The Community Transportation Coordinator shall comply with the requirements of the *Americans with Disabilities Act (ADA)* regarding the access to and provision of transportation services.
- Strategy a:** The Community Transportation Coordinator shall eliminate physical barriers preventing the use of transportation services by persons who are elderly and/or disabled.
- Strategy b):** The Community Transportation Coordinator shall train its staff members regarding the utilization of special equipment for persons with disabilities as well as the abilities of persons with disabilities.
- GOAL V:** **The local Coordinating Board shall annually evaluate the Community Transportation Coordinator's performance based on specific criteria.**
- OBJECTIVE:** The local Coordinating Board shall annually evaluate the Community Transportation Coordinator's performance in general and relative to Commission standards as referenced in *Rule 41-2.006 of the Florida Administrative Code*.
- GOAL VI:** **The Community Transportation Coordinator shall utilize the Transportation Disadvantaged Trust Fund allocation in the most cost efficient manner.**
- OBJECTIVE:** The Community Transportation Coordinator shall adhere to a strict budget of Transportation Disadvantaged Trust Funds to ensure that these funds are spent in the most efficient manner.
- Strategy a:** The Community Transportation Coordinator and Local Coordinating Board shall determine the most efficient manner to expend the Transportation Disadvantaged Trust Funds.
- Strategy b:** The Community Transportation Coordinator shall inform the Local Coordinating Board of any difficulties experienced concerning the under expenditure or over expenditure of the Transportation Disadvantaged Trust Funds.
- GOAL VII:** **The Community Transportation Coordinator shall comply with all reporting requirements of the Florida Commission for the Transportation Disadvantaged and the Local Coordinating Board.**
- OBJECTIVE:** The Community Transportation Coordinator shall complete all reports which require Local Coordinating Board review and/or approval.
- Strategy:** The Community Transportation Coordinator shall complete and submit all final reports to the planning agency staff a minimum of two weeks prior to the meeting date to be reviewed and included in the Local Coordinating Board's meeting packet.
- GOAL VIII:** **The Community Transportation Coordinator shall promote cost and service efficiency through efficient routing, scheduling and operation procedures.**

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

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

**GOAL IX:** **The Community Transportation Coordinator shall insure the provision of safe transportation services.**

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

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

## 6. Implementation Plan

STRATEGIES	IMPLEMENTATION DATE
(1) Identify agencies located in Union County receiving local, state and/or federal funds to transport clients or purchase vehicles. (2) Contact the identified agencies to obtain information about the funding they receive. (3) Determine type of contract to execute to coordinate transportation services.	(1) Ongoing (2) Ongoing (3) Ongoing
(1) Discuss transportation needs at local Coordinating Board meetings. (2) Report unmet trip requests.	(1) Quarterly (2) Quarterly
(1) Maximize the use of vehicles without unduly inconveniencing the rider. (2) Work with purchasing agencies and service providers to arrange appointments to group trips. (3) Document the reduction of single passenger trips. (4) Measure total passenger trips per vehicle.	(1) Ongoing (2) Ongoing (3) 2018/19 (4) 2018/19
(1) Ensure that the demand responsive transportation services offered to individuals with disabilities is equivalent to the level and quality of services offered to individuals without disabilities. (2) Provide alternative methods for accessing transportation services for individuals with disabilities. (3) Train staff members regarding the utilization of special equipment for persons with disabilities.	(1) Ongoing (2) Ongoing (3) Ongoing

Evaluate the performance of the Community Transportation Coordinator in general and relative to Florida Commission for the Transportation Disadvantaged standards, completion of service plan elements and Florida Commission for the Transportation Disadvantaged workbook modules.	2018/19
(1) Adhere to a strict budget of Transportation Disadvantaged Trust Funds to insure that the Trust Funds are spent in the most efficient manner. (2) Determine the most efficient manner to expend the Transportation Disadvantaged Trust Funds. (3) Inform the local Coordinating Board of any difficulties experienced concerning the expenditure of the Transportation Disadvantaged Trust Funds.	(1) Ongoing (2) Annually (3) Quarterly
(1) Complete all reports for review and/or approval. (2) Final reports shall be completed and submitted to planning agency staff a minimum of two weeks prior to next local Coordinating Board meeting.	(1) Ongoing (2) Ongoing
(1) Monitor the quality of service. (2) Make recommendations to improve the quality of service. (3) Provide courteous and professional service. (4) Provide sensitivity and courtesy training annually. (5) Collect on-time performance data.	(1) Ongoing (2) Ongoing (3) Ongoing (4) Ongoing (5) Annually
(1) Maintain a data base with pertinent information relative to clients needs and limitations.	(1) Ongoing
The System Safety Program Plan shall meet all established requirements and adhere to Chapter 341, Florida Statutes and Rule 14-90, Florida Administrative Code.	Annually

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# Chapter II: Service Plan

## A. Operations

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

### 1. Types, Hours and Days of Service

Provider	Ambulatory	Wheelchair	Stretcher	Advance Reservation	Subscription	Door to Door
Suwannee River Economic Council	✓	✓	✓	✓	✓	✓

#### a. Bariatric Transportation

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

#### b. Hours and Days of Service

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

#### c. Holidays

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

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

## 2. Accessing Services

### a. Office Hours

Suwannee River Economic Council's office hours are Monday through Friday, 8:00 a.m. to 4:30 p.m.

### b. Phone Number

352.496.0624

### c. Advance Notification Time

Twenty-four hours advance notification must be given for trips provided Tuesday through Friday. Seventy-two hours advance notification must be given for trips provided on Mondays.

### d. Trip Cancellation Process

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

### e. No-Show Policies

Transportation Disadvantaged Program sponsored trips must be canceled a minimum of two hours before the scheduled pick-up time. If trips are not cancelled at least two hours in advance, the passenger will be considered a no-show. Cancellations at the door will be considered no-shows. If an individual is charged with frequent no-shows, they may be temporarily suspended from service.

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

### f. After Hours Service

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

### g. Passenger Fares

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

## h. Transportation Disadvantaged Program Eligibility

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

Suwannee River Economic Council will use the following criteria to determine eligibility:

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

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

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

**EXHIBIT A  
TRANSPORTATION DISADVANTAGED PROGRAM  
ELIGIBILITY CERTIFICATION APPLICATION**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Middle Initial \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_ County \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_

Telephone Number (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Emergency Contact Name \_\_\_\_\_

Relationship \_\_\_\_\_

Telephone Number (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

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

\_\_\_\_\_

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

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

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

No

3. Are you enrolled in any assistance programs:

Managed Medical Care Program (Medicaid)

Aging Program

Other \_\_\_\_\_





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

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

- Yes
- No

6. Is your disability permanent?

- Yes
- No

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

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Powered Wheelchair             | <input type="checkbox"/> Manual Wheelchair | <input type="checkbox"/> Powered Scooter/Cart |
| <input type="checkbox"/> Stretcher                      | <input type="checkbox"/> Walker            | <input type="checkbox"/> Leg Braces           |
| <input type="checkbox"/> Cane                           | <input type="checkbox"/> Respirator        | <input type="checkbox"/> Oxygen CO2           |
| <input type="checkbox"/> Personal Care Attendant/Escort |  | <input type="checkbox"/> Service Animal       |

Other:  
\_\_\_\_\_

**CERTIFICATION AND ACKNOWLEDGEMENT**

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

**APPLICANT SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

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



<b>APPLICATION PROCESSED BY:</b> _____
<b>SIGNATURE</b> _____
<b>DATE</b> _____



i. **Transportation Disadvantaged Program Trip Priorities**

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

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

### **3. Transportation Operators And Coordination Contractors**

Suwannee River Economic Council does not have any operator or coordination contracts.

### **4. Public Transit Utilization**

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

### **5. School Bus Utilization**

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

### **6. Vehicle Inventory**

Suwannee River Economic Council's vehicle inventory is shown as Exhibit C.

### **7. System Safety Program Plan Certification**

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

### **8. Inter-County Services**

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

## 9. Natural Disaster/Emergency Preparedness

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

## 10. Marketing

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

## 11. Acceptable Alternatives

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

## 12. Service Standards

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

### a. Drug and Alcohol Policy

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

**Local Policy:** Suwannee River Economic Council shall comply with this standard.

### b. Transport of Escorts and Dependent Children

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

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

### c. Use, Responsibility and Cost of Child Restraint Devices

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

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

d. Passenger Property

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

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

e. Vehicle Transfer Points

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

**Local Policy:** Suwannee River Economic Council shall comply with this standard.

f. Local Toll Free Phone Number

**Rule 41-2.006 (4) (f), F.A.C.:** A local toll free phone number for complaints or grievances shall be posted inside the vehicle. The Transportation Disadvantaged Helpline phone number (1-800-983-2435) shall also be posted inside all vehicles of the coordinated system. The local complaint process shall be outlined as a section in the local Transportation Disadvantaged Service Plan including, advising the dissatisfied person about the Commission's Ombudsman Program as a step within the process as approved by the local Coordinating Board. All rider information/materials (brochures, user's guides, etc.) Will include the Transportation Disadvantaged Helpline phone number.

**Local Policy:** Suwannee River Economic Council shall comply with this standard.

g. Out-Of-Service Area Trips

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

**Local Policy:** Suwannee River Economic Council may require medical provider certification for any out of county trip.

h. Vehicle Cleanliness

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

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

## i. Billing Requirements

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

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

## j. Passenger/Trip Database

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

**Local Policy:** Suwannee River Economic Council shall comply with this standard.

## k. Adequate Seating

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

**Local Policy:** Suwannee River Economic Council shall comply with this standard.

## l. Driver Identification

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

**Local Policy:** Suwannee River Economic Council shall comply with this standard.

m. Passenger Assistance

**Rule 41-2.006 (4) (m), F.A.C.:** The paratransit driver shall provide the passenger with boarding assistance, if necessary or requested, to the seating portion of the vehicle. The boarding assistance shall include opening the vehicle door, fastening the seat belt or wheelchair securement devices, storage of mobility assistive devices and closing the vehicle door. In the door-through-door paratransit service category, the driver shall be required to open and close doors to buildings, except in situations in which assistance in opening/closing building doors would not be safe for passengers remaining on the vehicle. Assisted access must be in a dignified manner. Drivers may not assist wheelchairs up or down more than one step, unless it can be performed safely as determined by the passenger, guardian and driver.

**Local Policy:** Suwannee River Economic Council shall comply with this standard.

n. Smoking, Eating, and Drinking

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

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

o. Passenger No-Shows

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

**Local Policy** - Suwannee River Economic Council shall attempt to reduce the number of no-shows annually.

p. Two-Way Communications

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

**Local Policy:** Suwannee River Economic Council shall comply with this standard.

q. Air Conditioning/Heating

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

**Local Policy:** Suwannee River Economic Council shall comply with this standard.

r. First Aid

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

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

s. Cardiopulmonary Resuscitation

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

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

t. Driver Criminal Background Screening

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

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

u. Fixed Route Transit Utilization

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

**Local Policy:** Not applicable.

v. Pick-Up Window

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

**Local Policy:** There is a thirty (30) minute pickup window in place for all intra-county trips based on the arrival/departure time of the passenger. The passenger is given a pick-up time at the time of scheduling the ride.



## w. On-Time Performance

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

**Local Policy:** Suwannee River Economic Council shall have a 90 percent on-time performance rate for all completed trips. On-time performance will be measured by random sampling of trips.

## x. Advance Reservation Requirement

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

**Local Policy:** Twenty-four hours advanced notice is required for all trips scheduled within the coordinated system. Monday service requires 72 hours advance notice.

## y. Safety

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

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

## z. Reliability

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

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

## aa. Call-Hold Time

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

This standard is not applicable to this service area.

## bb. Quality of Service

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

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

## cc. Safety Belt Usage

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

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

## 13. Local Grievance Procedure/Process

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

## 14. Passenger Code of Conduct

For everyone's safety, drivers and riders of the system are expected to act in an appropriate manner at all times and abide by the policies of Suwannee River Economic Council.

- Riders shall be ready to board the vehicle within 5 minutes of its arrival.
- Riders shall be prepared to share their ride with other passengers.
- No person may eat, drink or smoke on board any vehicle.
- No passenger may operate or tamper with any equipment on board any vehicle.
- Riders may not have radios, cassette tape players, CD players or other sound generating devices in operation while on board a vehicle, UNLESS it is connected to a headset.
- Disruptive behavior, which results in a distraction to the driver is deemed a safety hazard. Such behavior will not be tolerated and shall be grounds for suspension of transportation privileges.

### a. Verbal Abuse

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

### b. Physical Abuse

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

### c. Substance Abuse

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

### d. Penalties

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

## **Verbal Abuse**

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

## **Physical Abuse**

First offense - Suwannee River Economic Council will issue a written notice of suspension for 90 days by certified mail. The notice will advise the rider that Suwannee River Economic Council intends to suspend his or her riding privileges and the reason for such action.

Second offense – 180 day suspension of services

Third offense - permanently removed from service

## **e. Appeals**

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

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

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

The written request must include the name and address of the person who is requesting the hearing and a statement as to why his or her riding privileges should not be suspended. If the request is not received within ten (10) calendar days from the issue date of the suspension, then the suspension becomes effective ten (10) calendar days from the date of issue. Upon receipt of letter requesting the reconsideration hearing, a hearing shall be held within 10 working days. The North Central Florida Regional Planning Council will advise the person requesting the reconsideration hearing by return correspondence of the date, time and location of the hearing.

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

## **15. Evaluation Process**

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

### **B. Cost/Revenue Allocation and Rate Structure Justification**

See Appendix B.

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## Chapter III: Quality Assurance

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

### A. Community Transportation Coordinator Evaluation Process

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

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# **Appendix A: Union County Transportation Disadvantaged Coordinating Board Grievance Procedures**

# Transportation Disadvantaged Grievance Procedures

July 11, 2017


Union County  
Transportation Disadvantaged Coordinating Board



# Transportation Disadvantaged Grievance Procedures

Approved by the  
Union County  
Transportation Disadvantaged Coordinating Board

2009 NW 67th Place  
Gainesville, FL 32653-1603  
[www.ncfrpc.org/mtpo](http://www.ncfrpc.org/mtpo)  
352.955.2000

  
Woody Kitter, Chair

with Assistance from



North Central Florida Regional Planning Council  
2009 NW 67th Place  
Gainesville, FL 32653-1603  
[www.ncfrpc.org](http://www.ncfrpc.org)  
352.955.2200

July 11, 2017

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## **Chapter I: Union County Transportation Disadvantaged Coordinating Board Grievance Procedures**

### **A. Preamble**

The following sets forth the procedures for the Union 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 Union 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.

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

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

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

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

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

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

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

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

## **D. Purpose**

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

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

## **F. Officers**

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

## **G. Meetings**

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

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

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

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

## **H. Administration**

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

## **I. Duties**

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

## **J. Procedures**

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



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- (2) The Board must make a written copy of the grievance procedures available to anyone, upon request. All documents pertaining to the grievance process will be made available, upon request, in accessible format. The following procedures are established to provide regular opportunities for grievances to be brought before the Grievance Committee.
- (3) Should an interested party wish to file a grievance with the Board, that grievance must be filed in writing within ninety (90) days after the occurrence of the event giving rise to the grievance. The grievance shall be sent to:  
  
Union County Transportation Disadvantaged Coordinating Board  
Grievance Committee  
2009 N.W. 67th Place  
Gainesville, FL 32653-1603
- (4) If requested, the North Central Florida Regional Planning Council staff will provide assistance to individuals in preparing written grievances.
- (5) The grievance should try to demonstrate or establish a clear violation of a specific law, regulation, or contractual arrangement. Copies of pertinent laws and regulations may be obtained from North Central Florida Regional Planning Council staff.
- (6) The grievance shall include:
  - a. the name, address and telephone number of the Complainant;
  - b. a statement of the grounds for the grievance and be supplemented by supporting documentation, made in a clear and concise manner; and
  - c. an explanation by the Complainant of the improvements needed to address the complaint.
- (7) If the Board receives a grievance pertaining to the operation of services by the Community Transportation Coordinator, that grievance shall be forwarded to the Community Transportation Coordinator for a written response. The Community Transportation Coordinator's written response shall be provided to the Grievance Committee at least one week prior to the Grievance Committee meeting to hear such grievance.
- (8) If the Complainant does not want to be contacted by the Community Transportation Coordinator concerning the grievance before the grievance is heard, the Community Transportation Coordinator is prohibited from contacting the Complainant.
- (9) Within fifteen (15) working days following the date of receipt of the formal grievance, North Central Florida Regional Planning Council staff shall advise the Grievance Committee of the grievance to schedule a hearing on the grievance and inform the Complainant of the hearing date.
- (10) The Grievance Committee shall meet to hear the grievance within forty-five (45) calendar days from the date of receipt of the grievance.
- (11) North Central Florida Regional Planning Council staff shall send notice of the Grievance Committee's scheduled hearing in writing to the local newspaper of greatest circulation, the Complainant and other interested parties.

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

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

## **K. Appeals**

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

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

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

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

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

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

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

## **L. Suspension Reconsideration**

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

## **M. Prohibition Against Retaliation**

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

## **N. Alternative Recourse**

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

Union County Transportation Disadvantaged Coordinating Board  
Grievance Procedures

## O. Certification

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



Woody Kitler, Chair  
Union County Transportation Disadvantaged Coordinating Board

t:\ynn\griev\procedures\union\union grievance procedures2017.docx

## **Appendix B: Cost/Revenue Allocation and Rate Structure Justification**



## Preliminary Information Worksheet

Version 1.4

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

Check Applicable Characteristic:

**ORGANIZATIONAL TYPE:**

- Governmental
- Private Non-Profit
- Private For Profit

**NETWORK TYPE:**

- Fully Brokered
- Partially Brokered
- Sole Source

*Once completed, proceed to the Worksheet entitled "Comprehensive Budget"*

**Comprehensive Budget Worksheet**

Version 1.4

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

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

1	July 1st of		Upcoming Year's PROPOSED Budget		5 % Change from Prior Year to Current Year	6 Proposed % Change from Current Year to Upcoming Year	7 Explain Changes in Column 6 That Are > ± 10% and Also > ± \$50,000
	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	From 2018	to June 30th of 2019			

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

<b>Local Non-Govt</b>							
Farebox	\$ -	\$ -	\$ -	\$ -			Actual TE allocation 10% match for 2017-2018
Medicaid Co-Pay Received	\$ -	\$ -	\$ -	\$ -			
Donations/ Contributions	\$ -	\$ -	\$ -	\$ -			
In-Kind, Contributed Services	\$ -	\$ -	\$ -	\$ -			
Other	\$ 3,683	\$ 13,420	\$ 10,478	\$ 10,478	284.4%	-21.0%	
<b>Bus Pass Program Revenue</b>	\$ -	\$ -	\$ -	\$ -			
<b>Local Government</b>							
District School Board	\$ -	\$ -	\$ -	\$ -			
Compl. ADA Services	\$ -	\$ -	\$ -	\$ -			
County Cash	\$ 8,010	\$ 10,478	\$ 10,478	\$ 10,478	30.8%	0.0%	
County In-Kind, Contributed Services	\$ -	\$ -	\$ -	\$ -			
City Cash	\$ -	\$ -	\$ -	\$ -			
City In-kind, Contributed Services	\$ -	\$ -	\$ -	\$ -			
Other Cash	\$ -	\$ -	\$ -	\$ -			
Other In-Kind, Contributed Services	\$ -	\$ -	\$ -	\$ -			
<b>Bus Pass Program Revenue</b>	\$ -	\$ -	\$ -	\$ -			
<b>CTD</b>							
Non-Spons. Trip Program	\$ 106,242	\$ 94,303	\$ 168,604	\$ 168,604	-10.4%	100.0%	Actual TE allocation for 2017-2018 less 10% match
Non-Spons. Capital Equipment	\$ -	\$ -	\$ -	\$ -			
Rural Capital Equipment	\$ -	\$ -	\$ -	\$ -			
Other TD (specify in explanation)	\$ -	\$ -	\$ -	\$ -			
<b>Bus Pass Program Revenue</b>	\$ -	\$ -	\$ -	\$ -			
<b>USDOT &amp; FDOT</b>							
49 USC 5307	\$ -	\$ -	\$ -	\$ -			
49 USC 5310	\$ -	\$ -	\$ -	\$ -			
49 USC 5311 (Operating)	\$ 94,863	\$ 87,185	\$ 85,336	\$ 85,336	-8.1%	-2.1%	
49 USC 5311(Capital)	\$ -	\$ -	\$ -	\$ -			
Block Grant	\$ -	\$ -	\$ -	\$ -			
Service Development	\$ -	\$ -	\$ -	\$ -			
Commuter Assistance	\$ -	\$ -	\$ -	\$ -			
Other DOT (specify in explanation)	\$ -	\$ -	\$ -	\$ -			
<b>Bus Pass Program Revenue</b>	\$ -	\$ -	\$ -	\$ -			
<b>AHCA</b>							
Medicaid	\$ 95,846	\$ 40,250	\$ 43,834	\$ 43,834	-27.9%	8.9%	
Other AHCA (specify in explanation)	\$ -	\$ -	\$ -	\$ -			
<b>Bus Pass Program Revenue</b>	\$ -	\$ -	\$ -	\$ -			
<b>DCF</b>							
Alcohol, Drug & Mental Health	\$ -	\$ -	\$ -	\$ -			
Family Safety & Preservation	\$ -	\$ -	\$ -	\$ -			
Comm. Care Dis./Aging & Adult Serv.	\$ -	\$ -	\$ -	\$ -			
Other DCF (specify in explanation)	\$ -	\$ -	\$ -	\$ -			
<b>Bus Pass Program Revenue</b>	\$ -	\$ -	\$ -	\$ -			
<b>DOH</b>							
Children Medical Services	\$ -	\$ -	\$ -	\$ -			
County Public Health	\$ -	\$ -	\$ -	\$ -			
Other DOH (specify in explanation)	\$ -	\$ -	\$ -	\$ -			
<b>Bus Pass Program Revenue</b>	\$ -	\$ -	\$ -	\$ -			
<b>DOE (state)</b>							
Card Parking	\$ -	\$ -	\$ -	\$ -			
Div of Blind Services	\$ -	\$ -	\$ -	\$ -			
Vocational Rehabilitation	\$ -	\$ -	\$ -	\$ -			
Day Care Programs	\$ -	\$ -	\$ -	\$ -			
Other DOE (specify in explanation)	\$ -	\$ -	\$ -	\$ -			
<b>Bus Pass Program Revenue</b>	\$ -	\$ -	\$ -	\$ -			
<b>AWI</b>							
WAGES/Workforce Board	\$ -	\$ -	\$ -	\$ -			
Other AWI (specify in explanation)	\$ -	\$ -	\$ -	\$ -			
<b>Bus Pass Program Revenue</b>	\$ -	\$ -	\$ -	\$ -			
<b>DOEA</b>							
Older Americans Act	\$ 6,770	\$ 9,550	\$ -	\$ -	41.1%	-100.0%	Anticipated change in meal and services.
Community Care for Elderly	\$ -	\$ -	\$ -	\$ -			
Other DOEA (specify in explanation)	\$ -	\$ -	\$ -	\$ -			
<b>Bus Pass Program Revenue</b>	\$ -	\$ -	\$ -	\$ -			
<b>DCA</b>							
Community Services	\$ -	\$ -	\$ -	\$ -			
Other DCA (specify in explanation)	\$ -	\$ -	\$ -	\$ -			
<b>Bus Pass Admin. Revenue</b>	\$ -	\$ -	\$ -	\$ -			



**Comprehensive Budget Worksheet**

Version 1.4

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

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

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

**APD**

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

**DJJ**

(specify in explanation)	\$ -					
Bus Pass Program Revenue	\$ -					

**Other Fed or State**

XXX	\$ -					
XXX	\$ -					
XXX	\$ -					
Bus Pass Program Revenue	\$ -					

**Other Revenues**

Interest Earnings	\$ -					
XXXX	\$ -					
XXXX	\$ -					
Bus Pass Program Revenue	\$ -					

**Balancing Revenue to Prevent Deficit**

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

Balancing Revenue is Short By =		None	None			
Total Revenues =	\$274,434	\$255,188	\$338,732	-7.0%	32.7%	

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

**Operating Expenditures**

Labor	\$ 121,931	\$ 114,805	\$ 141,100	-5.8%	22.9%	Labor and Fringe Benefits: Anticipated hire of new drivers to cover increase in service demand. Services, Materials, Utilities, Insurance, Taxes: In line with actual numbers for 16/17; under budgeted for previous year. Misc.: small increase anticipated next year. Leases: error on previous year rate model. Allocated indirect: incorrect amount budgeted previous year's rate model.
Fringe Benefits	\$ 72,815	\$ 83,030	\$ 89,592	-26.9%	68.9%	
Services	\$ 14,048	\$ 9,550	\$ 15,895	-32.0%	45.4%	
Materials and Supplies	\$ 94,336	\$ 44,686	\$ 53,993	-17.8%	20.9%	
Utilities	\$ 11,744	\$ 8,475	\$ 11,333	-27.8%	33.7%	
Casualty and Liability	\$ 18,871	\$ 12,888	\$ 17,064	-32.0%	34.5%	
Taxes	\$ 95	\$ 550	\$ 39	478.9%	-92.9%	
Purchased Transportation:						
Purchased Bus Pass Expenses						
School Bus Utilization Expenses						
Contracted Transportation Services						
Other						
Miscellaneous	\$ 1,108	\$ 1,130	\$ 1,278	2.0%	13.1%	
Operating Debt Service - Principal & Interest		\$ 2,850			-100.0%	
Leases and Rentals						
Contrib. to Capital Equip. Replacement Fund						
In-Kind, Contributed Services	\$ -	\$ -	\$ -			
Allocated Indirect	\$ 11,694	\$ 7,410	\$ 10,478	-36.8%	41.4%	

**Capital Expenditures**

Equip. Purchases with Grant Funds					
Equip. Purchases with Local Revenue					
Equip. Purchases with Rate Generated Rev.					
Capital Debt Service - Principal & Interest					

ACTUAL YEAR LOSS	\$31,500				
Total Expenditures =	\$306,042	\$255,188	\$338,732	-16.6%	32.7%





**Worksheet for Program-wide Rates**

CTC: SUWANNEE RIVER Version 1.4  
 County: UNION COUNTY

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

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

PROGRAM-WIDE RATES		Fiscal Year
Total Projected Passenger Miles =	133,500	2018 - 2019
Rate Per Passenger Mile = \$	1.90	
Total Projected Passenger Trips =	4,376	
Rate Per Passenger Trip = \$	57.91	
		Avg. Passenger Trip Length = 30.5 Miles

Rates if No Revenue Funds Were Identified As Subsidy Funds	
Rate Per Passenger Mile = \$	2.54
Rate Per Passenger Trip = \$	77.41

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

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

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

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

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

**Worksheet for Multiple Service Rates**

CTC: SUWANNEE RIV Version 1.4  
County: UNION COUNTY

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

**SECTION I: Services Provided**

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

Ambulatory	Wheelchair	Stretcher	Group
<input checked="" type="radio"/> Yes	<input checked="" type="radio"/> Yes	<input checked="" type="radio"/> Yes	<input type="radio"/> Yes
<input type="radio"/> No	<input type="radio"/> No	<input type="radio"/> No	<input checked="" type="radio"/> No
Go to Section II for Ambulatory Service	Go to Section II for Wheelchair Service	Go to Section II for Stretcher Service	STOP! Do NOT Complete Section 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 type="radio"/> Yes	<input type="radio"/> Yes	<input checked="" type="radio"/> Yes	<input type="radio"/> Yes
<input checked="" type="radio"/> No	<input checked="" type="radio"/> No	<input type="radio"/> No	<input checked="" type="radio"/> No
Skip # 2, 3 & 4 and Go to Section III for Ambulatory Service	Skip # 2, 3 & 4 and Go to Section III for Wheelchair Service	Answer # 2 for Stretcher Service	Do NOT Complete Section II for Group Service

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 type="radio"/> Yes	<input type="radio"/> Yes	<input type="radio"/> Yes
<input checked="" type="radio"/> No	<input checked="" type="radio"/> No	<input checked="" type="radio"/> No	<input checked="" type="radio"/> No

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

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

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

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

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

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

**Worksheet for Multiple Service Rates**

CTC: SUWANNEE RIV Version 1.4  
County: UNION COUNTY

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

**SECTION III: Escort Service**

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

**SECTION IV: Group Service Loading**

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

**SECTION V: Rate Calculations for Multiple Services:**

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

RATES FOR FY: 2018 - 2019					
	Ambul	Wheel Chair	Stretcher	Leave Blank	Group
Projected Passenger Miles (excluding totally contracted services addressed in Section II) =	132,030	1,400	70		0
Rate per Passenger Mile =	\$1.88	\$3.23	\$6.72		\$0.00
				per passenger	per group

	Ambul	Wheel Chair	Stretcher	Leave Blank	Group
Projected Passenger Trips (excluding totally contracted services addressed in Section II) =	4,301	70	5		
Rate per Passenger Trip =	\$57.09	\$97.86	\$203.88		\$0.00
				per passenger	per group


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

Combination Trip and Mile Rate					
	Ambul	Wheel Chair	Stretcher	Leave Blank	Group
INPUT the Desired Rate per Trip (but must be less than per trip rate above) =					\$0.00
Rate per Passenger Mile for Balance =	\$1.88	\$3.23	\$6.72		\$0.00
				per passenger	per group

Rates if No Revenue Funds Were Identified As Subsidy Funds					
	Ambul	Wheel Chair	Stretcher	Leave Blank	Group
Rate per Passenger Mile =	\$2.52	\$4.31	\$8.98		\$0.00
				per passenger	per group
Rate per Passenger Trip =	\$76.31	\$130.82	\$272.54		\$0.00
				per passenger	per group

Program These Rates into Your Medicaid Encounter Data

## Appendix C: Vehicle Inventory

 Suwannee River Economic Council, Inc. Vehicle Inventory																							
Year	Make	Model	Vehicle Type	VIN Number	FDOT Control # (if applicable)	Agency Vehicle #	Ramp or Lift (specify)	# of Seats and W/C Positions	Other Equipment	Use	Average Miles/Yr	Current Mileage	Funding Source	Name of Title Holder	Acquisition Date	Cost	% Federal funding	Location	Condition	Expected Date of Retirement	Date of Disposition (if applicable)	Sale Price (if applicable)	Status
2011	Chevy	Cutaway	D	1G5G2B7B1161526	90296	U02	Y	8+2	None	Transporting elderly, indigent	13,893	86,834	5310	FDOT	7/11/2011	\$63,682	90%	Bradford County	Running	2016	N/A	N/A	
2014	MOVT	MV-1	D	57WMD2A53EM101999	N/A	U03	RAMP	4+2	None	Transporting elderly, indigent	28,527	47,545	CTD	FCTD	1/29/2016	\$44,598	100%	Union County	Running	2019	N/A	N/A	
2010	Ford (No Lift)	E190	D	1FMNE19W8ADA00526	90264	U204	N	8	None	Transporting elderly, indigent	18,515	128,065	FDOT	FDOT				Union County	Running	2015	N/A	N/A	
2012	Ford (No Lift)	E250	D	1FTNE2EL2CDA32368	91201	U205	N	8	None	Transporting elderly, indigent	28,966	149,760	FDOT	FDOT				Union County	Running	2017	N/A	N/A	
2009	Chevy	Bus	D	1G5JG31K691107326	80220	U206	Y	8+2	None	Transporting elderly, indigent	16,191	128,181	FDOT	FDOT				Union County	Running	2017	N/A	N/A	
2012	Ford	E450	D	1FDXE4FL5BDA23977	N/A	U207	Y	10+2	None	Transporting elderly, indigent	21,302	110,059	CTD	CTD				Union County	Running	2017	N/A	N/A	
2015	Ford Turtle Top	Odyssey	D	1FDPE4FS4FDA35293	N/A	U208	Y	12+2	None	Transporting elderly, indigent	44,456	59,274	CTD	FCTD	6/22/2015	\$71,859	98%	Union County	Running	2020	N/A	N/A	



# Appendix D: Safety Compliance Self Certification



**Bus Transit System Annual Safety and Security Certification**

*Certifying Compliance with Rule 14-90, FAC to the  
Florida Department of Transportation (FDOT)*

Certification Date (Current): 2016

Certification Year: (Previous): 2015

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

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

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

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

Name: Matt Pearson Title: Executive Director

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

Name: See Attachment

Name of Qualified Mechanic who Performed Annual Inspections: See Attachment

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

---

# North Central Florida Regional Planning Council

## *Transportation Disadvantaged Service Plan Team*

Scott R. Koons, AICP, Executive Director

\* Lynn Franson-Godfrey, AICP, Senior Planner

\* Primary Responsibility



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

**Union County  
Transportation Disadvantaged Coordinating Board**

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

[www.ncfrpc.org/td](http://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		
<b>* 1. Type of Submission:</b> <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	<b>* 2. Type of Application:</b> <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	<b>* If Revision, select appropriate letter(s):</b> <input type="text"/> <b>* Other (Specify):</b> <input type="text"/>
<b>* 3. Date Received:</b> <input type="text"/>	<b>4. Applicant Identifier:</b> <input type="text" value="Not Applicable"/>	
<b>5a. Federal Entity Identifier:</b> <input type="text" value="Not Applicable"/>	<b>5b. Federal Award Identifier:</b> <input type="text"/>	
<b>State Use Only:</b>		
<b>6. Date Received by State:</b> <input type="text"/>	<b>7. State Application Identifier:</b> <input type="text" value="1001"/>	
<b>8. APPLICANT INFORMATION:</b>		
<b>* a. Legal Name:</b> <input type="text" value="Florida Center for the Blind, Inc."/>		
<b>* b. Employer/Taxpayer Identification Number (EIN/TIN):</b> <input type="text" value="59-2956392"/>	<b>* c. Organizational DUNS:</b> <input type="text" value="8407486770000"/>	
<b>d. Address:</b>		
<b>* Street1:</b> <input type="text" value="1411 NE 22nd Avenue"/>	<input type="text"/>	
<b>Street2:</b> <input type="text"/>	<input type="text"/>	
<b>* City:</b> <input type="text" value="Ocala"/>	<input type="text"/>	
<b>County/Parish:</b> <input type="text" value="Marion"/>	<input type="text"/>	
<b>* State:</b> <input type="text" value="FL: Florida"/>	<input type="text"/>	
<b>Province:</b> <input type="text"/>	<input type="text"/>	
<b>* Country:</b> <input type="text" value="USA: UNITED STATES"/>	<input type="text"/>	
<b>* Zip / Postal Code:</b> <input type="text" value="34470-0000"/>	<input type="text"/>	
<b>e. Organizational Unit:</b>		
<b>Department Name:</b> <input type="text" value="NA"/>	<b>Division Name:</b> <input type="text" value="NA"/>	
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>		
<b>Prefix:</b> <input type="text" value="Mrs."/>	<b>* First Name:</b> <input type="text" value="Anissa"/>	<input type="text"/>
<b>Middle Name:</b> <input type="text" value="M."/>	<input type="text"/>	
<b>* Last Name:</b> <input type="text" value="Brescia"/>	<input type="text"/>	
<b>Suffix:</b> <input type="text"/>	<input type="text"/>	
<b>Title:</b> <input type="text" value="President / CEO"/>		
<b>Organizational Affiliation:</b> <input type="text" value="NA"/>		
<b>* Telephone Number:</b> <input type="text" value="(352) 873-4700"/>	<b>Fax Number:</b> <input type="text" value="(352) 873-4751"/>	
<b>* Email:</b> <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

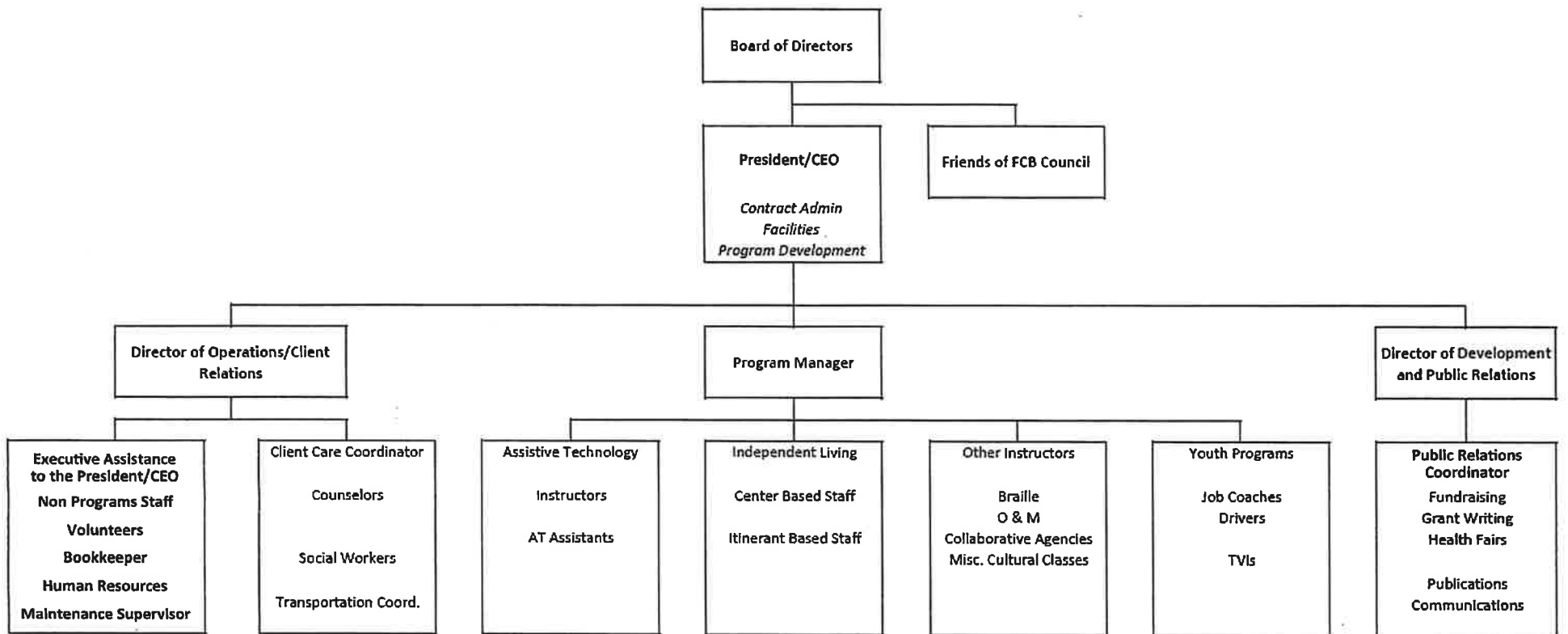
	Calculations (current system)	Current System	Calculations (if grant is awarded)	If Grant is Awarded (Estimates are acceptable)
1	Number of total one-way trips served by the agency PER YEAR (for entire system).* Please include calculations.	Actual 1-way trip count from travel logs, November 2016 to October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

	Calculations (current system)	Current System	Calculations (if grant is awarded)	If Grant is Awarded (Estimates are acceptable)
5	Number of 5310 vehicles used to provide service to seniors and individuals with disabilities eligible for replacement ACTUAL.	(e)  None (o)		One (1)
6	Total fleet vehicle miles traveled to provide service to seniors and individuals with disabilities PER YEAR.	(f)  47,866		55,000
7	Total number of square miles of service coverage.	(g)		
	Marian County (FDOT 5)	1,584.55 Sq. Miles	Marion County only	1,584.55 Sq. Miles
	Alachua, Bradford, Columbia, Dixie, Gilchrist, Levy, and Union (FDOT 2)	4,383.05 Sq. Miles	Alachua, Bradford, Columbia, Dixie, Gilchrist, Levy, and Union (FDOT 2)	4,383.05 Sq. Miles
	Total: Eight (8) County Service Area	5,967.60 Sq. Miles	Total: Eight (8) County Service Area	5,967.60 Sq. Miles
8	Number of days that vehicles are in operation to provide service to seniors and individuals with disabilities AVERAGE PER YEAR.	(h)  4.5 days / week  225 avg. days / yr	4.5 days/wk x 50 weeks per year =  275	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)	(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)	(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) M–T:  8 am – 5:30 pm  Friday: 8 am - Noon  Youth Programs:  Saturday: once- twice monthly  9 am – 2 pm  Sunday:  Total (WEEK): 42 hrs/wk avg	M–T:  8 am – 5:30 pm  Friday: 8 am – Noon  Youth Programs:  Saturday: once- twice monthly  9 am – 2 pm  Sunday:  Total (WEEK):42 hrs/wk avg	

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

## Florida Center for the Blind Organizational Chart





Form B-1: Proposed Project Description

All Applicants

(a) How will the grant funding be used?

Check all that apply:

Vehicle(s) →                       Expansion     Replacement

Equipment

Mobility Management

Preventative Maintenance

Operating →                       Expansion     Continuing Service

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

Urban (UZA)

Small Urban (SUZA)

Rural

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

*Example:*

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

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

<b>UZA</b>		/		=	%UZA service area
<b>SUZA</b>	2,267 trips	/	1,675 (FDOT 5)	=	<b>73.9 %</b>
<b>Rural</b>	2,267 trips	/	592 (FDOT 2)	=	<b>26.1 %</b>
	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)		
<b>Total Revenue</b>	\$	
<b>Other Revenue Categories</b>	_____	_____
Taxes Levied Directly by the Transit System (408)		
Local Cash Grants and Reimbursements (409)		
Local Special Fare Assistance (410)		
State Cash Grants and Reimbursements (411)		
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)		
<b>Total of Other Revenue</b>	\$	
<b>Grand Total All Revenue</b>	\$	

**Form Not Required for Capital Request**

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

<b>Operating Funding Sources</b>			
<b>Sources</b>	<b>Prior Year</b>	<b>Current Year</b>	<b>Next year</b>
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$



**Form Not Required for Capital Request**

Proof of Local Match	
Source	Amount
	\$
	\$
	\$
	\$
	\$
	\$
	\$
<b>Total Local Match – 50 % of Total Project Cost</b>	<b>\$</b>

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**

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

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


<b>Operating Funding Sources</b>			
Sources	Prior Year	Current Year	Next year
\$	\$	\$	\$
<b>Gen Revenue</b>	\$ 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
	\$
	\$
<b>Total Local Match – 10 % of Total Project Cost</b>	<b>\$7,821.30</b>

\*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.



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Signature [blue ink]

Anissa M. Brescia, President / CEO

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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,

A handwritten signature in black ink, appearing to read 'Ken Boggs', is written over a light blue horizontal line.

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

[www.cbcnationalbank.com](http://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
<b>Subtotal</b>					<b>\$ 78,213</b>

\*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



## II . C

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

April 3, 2018

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

### RECOMMENDATION

**The Chair needs to appoint one Board member to the Grievance Committee.**

### BACKGROUND

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

- Amanda Bryant, Florida Department of Children and Families Representative
- Sandra Collins, Florida Department of Transportation Representative
- Dewecee Ogden, Florida Agency for Health Care Administration Representative\
- Barbara Fischer, Veterans Representative

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

t:\lynn\td2018\union\memos\apptgcmember.docx







**II.D**

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April 3, 2018

TO: Union County Transportation Disadvantaged Coordinating Board  
FROM: Lynn Godfrey, AICP, Senior Planner  
SUBJECT: Suwannee River Economic Council - Operations Reports

RECOMMENDATION

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

BACKGROUND

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

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

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

Attachments

t:\lynn\td2018\union\memos\statapr.docx



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

OPERATING DATA	TOTAL
<b>NUMBER OF INVOICED TRIPS</b>	<b>1,082</b>
Florida Transportation Disadvantaged Program	520
Florida Managed Medical Care Program (Medicaid)	403
Aging Program - Title III B	159
<b>TOTAL VEHICLE MILES</b>	<b>37,920</b>
<b>TOTAL DOLLARS INVOICED</b>	<b>\$64,383.23</b>
Florida Transportation Disadvantaged Program	\$42,580.88
Florida Managed Medical Care Program (Medicaid)	\$20,212.35
Aging Program - Title III B	\$1,590.00
<b>AVERAGE COST PER TRIP</b>	<b>\$59.50</b>
Florida Transportation Disadvantaged Program	\$81.89
Florida Managed Medical Care Program (Medicaid)	\$50.15
Aging Program - Title III B	\$10.00
<b>AVERAGE COST PER MILE</b>	<b>\$1.70</b>
<b>TRIP PURPOSE*</b>	
Medical	923
Employment	0
Education/Training	0
Shopping	0
Meal Site	159
Recreation	0
Other	0
<b>NUMBER OF TRIPS DENIED</b>	<b>0</b>
<b>NUMBER OF SINGLE PASSENGER TRIPS PROVIDED</b>	<b>47</b>
<b>PERCENT OF SINGLE PASSENGER TRIPS</b>	<b>4%</b>
<b>NUMBER OF ACCIDENTS</b>	<b>0</b>
<b>AVERAGE TRIPS PER VEHICLE</b>	<b>155</b>
<b>NUMBER OF VEHICLES</b>	<b>7</b>
<b>NUMBER OF ROADCALLS</b>	<b>0</b>

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

OPERATING DATA	TOTAL
<b>NUMBER OF INVOICED TRIPS</b>	<b>1,172</b>
Florida Transportation Disadvantaged Program	481
Florida Managed Medical Care Program (Medicaid)	507
Aging Program - Title III B	184
<b>TOTAL VEHICLE MILES</b>	<b>35,979</b>
<b>TOTAL DOLLARS INVOICED</b>	<b>\$56,823.85</b>
Florida Transportation Disadvantaged Program	\$29,236.20
Florida Managed Medical Care Program (Medicaid)	\$25,747.65
Aging Program - Title III B	\$1,840.00
<b>AVERAGE COST PER TRIP</b>	<b>\$48.48</b>
Florida Transportation Disadvantaged Program	\$60.78
Florida Managed Medical Care Program (Medicaid)	\$50.78
Aging Program - Title III B	\$10.00
<b>AVERAGE COST PER MILE</b>	<b>2</b>
<b>TRIP PURPOSE*</b>	
Medical	988
Employment	0
Education/Training	0
Shopping	0
Meal Site	184
Recreation	0
Other	0
<b>NUMBER OF TRIPS DENIED</b>	<b>0</b>
<b>NUMBER OF SINGLE PASSENGER TRIPS PROVIDED</b>	<b>71</b>
<b>PERCENT OF SINGLE PASSENGER TRIPS</b>	<b>0</b>
<b>NUMBER OF ACCIDENTS</b>	<b>0</b>
<b>AVERAGE TRIPS PER VEHICLE</b>	<b>167</b>
<b>NUMBER OF VEHICLES</b>	<b>7</b>
<b>NUMBER OF ROADCALLS</b>	<b>0</b>

Source: Suwannee River Economic Council

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

Suwannee River Economic Council

Rates:

Ambulatory: \$1.87 per passenger mile

Wheelchair: \$3.21 per passenger mile

Stretcher: \$6.68 per passenger mile

**CONTRACT AMOUNT: \$209,560.00**

MONTH/ YEAR	TOTAL DOLLARS SPENT	TRUST FUND (90%)	LOCAL MATCH (10%)	TOTAL AMOUNT REMAINING	NUMBER OF TRIPS	AVERAGE COST PER TRIP
Jul-17	\$12,374.22	\$11,136.80	\$1,237.42	\$197,185.78	177	\$69.91
Aug-17	\$15,548.64	\$13,993.78	\$1,554.86	\$181,637.14	193	\$80.56
Sep-17	\$10,364.40	\$9,327.96	\$1,036.44	\$171,272.74	148	\$70.03
Oct-17	\$14,366.78	\$12,930.10	\$1,436.68	\$156,905.96	176	\$81.63
Nov-17	\$15,397.05	\$13,857.34	\$1,539.71	\$141,508.91	174	\$88.49
Dec-17	\$12,817.05	\$11,535.34	\$1,281.71	\$128,691.86	170	\$75.39
Jan-18				\$128,691.86		#DIV/0!
Feb-18				\$128,691.86		#DIV/0!
Mar-18				\$128,691.86		#DIV/0!
Apr-18				\$128,691.86		#DIV/0!
May-18				\$128,691.86		#DIV/0!
Jun-18				\$128,691.86		#DIV/0!
<b>Total</b>	<b>\$80,868.14</b>	<b>\$72,781.32</b>	<b>\$8,086.82</b>		<b>1,038</b>	<b>\$77.91</b>

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

<b>TYPE OF COMPLAINT</b>	<b>Suwannee River Economic Council</b>	<b>Resolved</b>
Vehicle Condition	0	-
Driver's Behavior	1	Yes
Client Behavior	0	-
Tardiness - Late pickup	0	-
Tardiness - Late dropoff	0	-
No Show by Operator	0	-
Dispatch/Scheduling	0	-
Service Denial	0	-
Other	0	-
<b>TOTALS</b>	<b>1</b>	<b>-</b>
<b>COMMENDATIONS</b>	<b>0</b>	<b>-</b>

Source: Suwannee River Economic Council

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

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

Source: Suwannee River Economic Council

**ATTENDANCE RECORD**

**UNION COUNTY  
TRANSPORTATION DISADVANTAGED  
COORDINATING BOARD**

<b>MEMBER/ORGANIZATION</b>	<b>NAME</b>	<b>04/11/2017</b>	<b>07/11/2017</b>	<b>10/11/2017</b>	<b>01/09/2018</b>
Chair	Vacant				
Florida Department of Transportation	Sandra Collins	P	P	P	P
Alternate Member	Janell Damato	A	A	A	A
Florida Department of Children and Families	Amanda Bryant	A	A	A	A
Alternate Member	Frederick Johnson	P	P	A	P
Florida Agency for Health Care Administration	Deweese Ogden	P	P	P	A
Alternate Member	Pamela Hagley	A	A	A	A
Florida Department of Education	(Vacant)				
Alternate Member	Jeffrey Aboumrad	P	A	P	P
Public Education	(Vacant)				
Alternate Member	(Vacant)				
Citizen Advocate	(Vacant)				
Alternate Member	(Vacant)				
Citizen Advocate-User	(Vacant)				
Alternate Member	(Vacant)				
Elderly	(Vacant)				
Alternate Member	(Vacant)				
Veterans	Barbara Fischer	P	P	P	P
Alternate Member	(Vacant)				
Persons with Disabilities	Bill McGill	A	P	A	P
Alternate Member	(Vacant)				
Florida Association for Community Action	(Vacant)				
Alternate Member	(Vacant)				
Florida Department of Elder Affairs	Libby Murphy		P	A	P
Alternate Member	Vacant		A	A	A
Children at Risk	(Vacant)				
Alternate Member	(Vacant)				
Regional Workforce Board	Darlene Strimple	A	A	A	A
Alternate Member	Selvin Cray	P	P	P	Sifoa Nunu
Local Medical Community	(Vacant)				
Alternate Member	(Vacant)				

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

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

