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

March 1, 2021

TO: Lafayette County Transportation Disadvantaged Coordinating Board

FROM: Lynn Godfrey, AICP, Senior Planner

SUBJECT: Meeting Announcement

The Lafayette County Transportation Disadvantaged Coordinating Board will meet **Monday, March 8, 2021 at 2:00 p.m.** in the Suwannee River Economic Council, Inc. Senior/Client Services Center located on State Road 27 in Mayo, Florida. All Board members are encouraged to attend this meeting.

The Centers for Disease Control and Prevention social/physical distancing guidelines will be followed in the meeting room. Wearing of face coverings will be required. Meeting participants must stay at least six feet (about two arms' length) from other persons. Due to social distancing requirements, there will be limitations on the number of persons permitted to enter the meeting room and/or building. To keep the meeting room attendance to a maximum of ten persons, the meeting will also be conducted via communications media technology in the following format:

DIAL IN NUMBER: **Toll free 1.888.585.9008**

CONFERENCE CODE: **864 183 272**

**Board members may participate and vote, via communications media technology, however, three Board members must be present to establish a physical quorum and to vote on agenda items that require formal action.**

According to the Centers for Disease Control and Prevention, individuals at the greatest risk for severe illness from COVID-19 are those aged 65 or older. There are also other factors that can increase your risk for severe illness such as having underlying medical conditions. We encourage Board members who may have an increased risk of severe illness from COVID-19 to participate via communications media technology.

We will contact Board members prior to the meeting to ensure a physical quorum will be present and to ensure the meeting room attendance will be below 10.

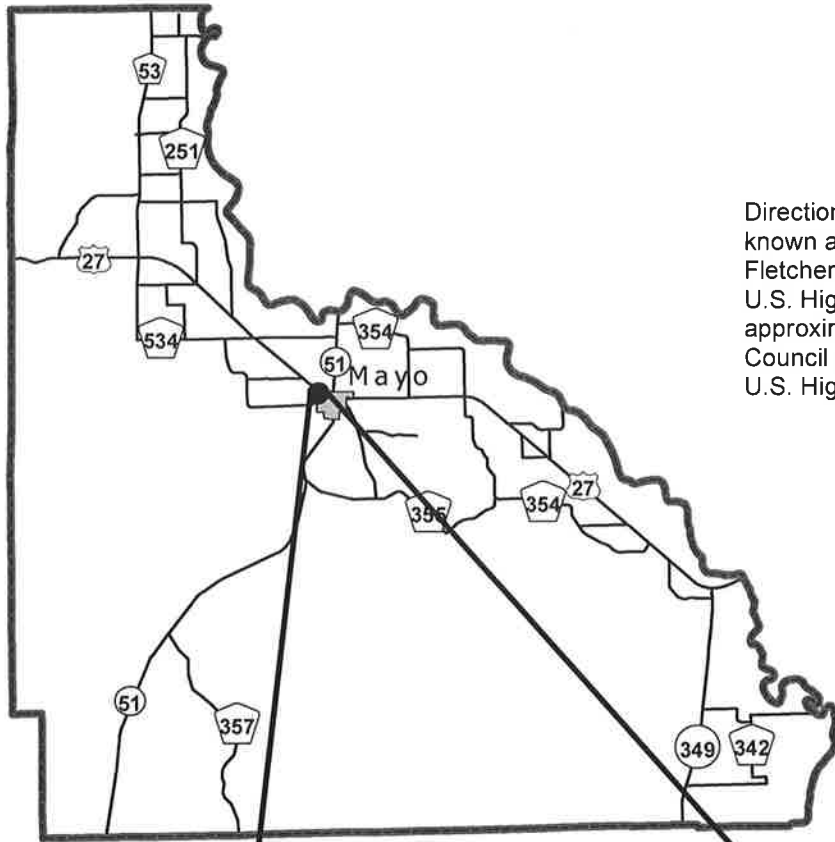
Attached is the meeting agenda and supporting materials. If you have any questions concerning the meeting, please do not hesitate to contact me at 1-800-226-0690 extension 110.

Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this public meeting is asked to advise our office at least **2 business days** before the meeting by contacting 352.955.2200 extension 110. If you are hearing or speech impaired, please contact our office using the Florida Relay Service, 1.800.955.8771 (TDD) or 1.800.955.8770 (Voice).

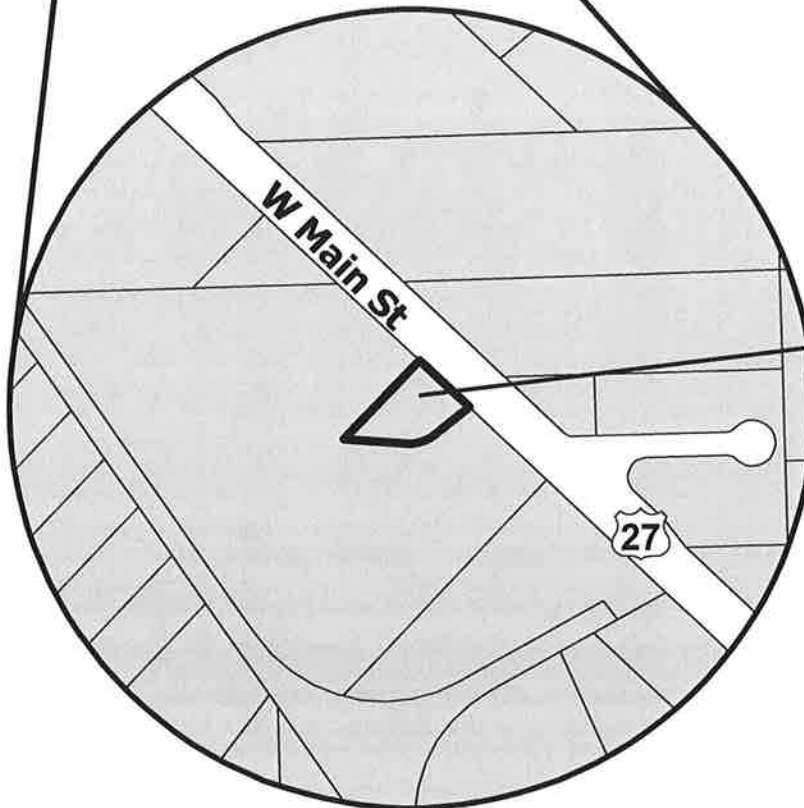
Attachments

# Suwannee River Economic Council

114 SW Community Circle  
Mayo, FL 32066



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



1 inch = 500 feet

Suwannee River  
Economic Council





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**LAFAYETTE COUNTY  
TRANSPORTATION DISADVANTAGED COORDINATING BOARD**

**BUSINESS MEETING ANNOUNCEMENT AND AGENDA**

Meeting Room  
Suwannee River Economic Council, Inc. Senior/Client Services Center  
State Road 27  
Mayo, Florida  
**Dial in Number: Toll free 1.888.585.9008**  
**Conference Code: 864 183 272**

Monday  
March 8, 2021  
2:00 p.m.

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

**A. Invocation**

**B. Pledge of Allegiance**

**C. Introductions**

**D. Approval of the Meeting Agenda**

**ACTION REQUIRED**

**E. Approval of the September 14, 2020  
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. 2019/20 Annual Performance Evaluation**

**Page 49**

**ACTION REQUIRED**

The Board needs to approve Suwannee River Economic Council, Inc.’s 2019/20 annual  
performance evaluation

**C. 2019/20 Annual Operating Report**

**Page 8**

**NO ACTION REQUIRED**

The Board needs to review the 2019/20 Annual Operating Report

- D. 2018/23 Lafayette County Transportation Disadvantaged Service Plan Amendment Page 95 ACTION REQUIRED**

The Board needs to review and approve an amendment to the 2018/23 Lafayette County Transportation Disadvantaged Service Plan

- E. Suwannee River Economic Council, Inc. Page 117 NO ACTION REQUIRED  
Operations Reports**

**III. OTHER BUSINESS**

- A. Comments**

**IV. FUTURE MEETING DATES**

- A. June 14, 2021 at 2:00 p.m.  
B. September 13, 2021 at 2:00 p.m.  
C. December 13, 2021 at 2:00 p.m.  
D. March 14, 2021 at 2:00 p.m.**

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

**LAFAYETTE COUNTY  
TRANSPORTATION DISADVANTAGED COORDINATING BOARD**

<b>MEMBER/REPRESENTING</b>	<b>ALTERNATE/REPRESENTING</b>
Commissioner Lisa Walker Local Elected Official/Chair	Not Applicable
Sandra Collins, Vice-Chair Florida Department of Transportation Grievance Committee Member	Lauren Adams Florida Department of Transportation
Kay Tice Florida Department of Children and Families Grievance Committee Member	Amanda Bryant Florida Department of Children and Families
Bonnie Burgess Florida Department of Education Grievance Committee	Vacant Florida Department of Education
Eva K. Bolton Florida Department of Elder Affairs Grievance Committee	Vacant Florida Department of Elder Affairs
Vacant Florida Agency for Health Care Administration	Vacant Florida Agency for Health Care Administration
Sheryl Dick-Stanford Florida Agency for Persons with Disabilities	Sylvia Bamburg Florida Agency for Persons with Disabilities
Diane Head Regional Workforce Development Board Grievance Committee Member	Anthony Jennings Regional Workforce Development Board
Vacant Florida Association for Community Action Term ending June 30, 2023	Vacant Florida Association for Community Action Term ending June 30, 2023
Joey Pearson Public Education	Vacant Public Education
Vacant Veterans Term ending June 30, 2023	Vacant Veterans Term ending June 30, 2023
Vacant Citizen Advocate Term ending June 30, 2021	Vacant Citizen Advocate Term ending June 30, 2021
Vacant Citizen Advocate - User Term ending June 30, 2021	Vacant Citizen Advocate - User Term ending June 30, 2021
Vacant Persons with Disabilities Term ending June 30, 2021	Vacant Persons with Disabilities Term ending June 30, 2021
Vacant Elderly Term ending June 30, 2023	Vacant Elderly Term ending June 30, 2023
Vacant Medical Community Term ending June 30, 2022	Vacant Medical Community Term ending June 30, 2022
Vacant Children at Risk Term ending June 30, 2022	Vacant Children at Risk Term ending June 30, 2022
Vacant Private Transit Term ending June 30, 2022	Vacant Private Transit Term ending June 30, 2022

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



**LAFAYETTE COUNTY  
TRANSPORTATION DISADVANTAGED COORDINATING BOARD**

**VIRTUAL MEETING MINUTES**

Virtual Business Meeting

Dial in Number: Toll free 1.888.585.9008

Conference Code: 864 183 272

Monday

September 14, 2020

2:00 p.m.

**VOTING MEMBERS PRESENT**

Lauren Adams representing Sandra Collins, Florida Department of Transportation Representative

Bonnie Burgess, Florida Department of Education Representative

Diane Head, Workforce Development Board Representative

Kay Tice, Florida Department of Children and Families Representative

**VOTING MEMBERS ABSENT**

Eva Bolton, Florida Department of Elder Affairs Representative

Helen "Renee" Cooke, Florida Agency for Persons with Disabilities Representative

Joey Pearson, Public Education Representative

Commissioner Lisa Walker, Chair

**OTHERS PRESENT**

Matthew Pearson, Suwannee River Economic Council, Inc.

**STAFF PRESENT**

Lynn Godfrey, North Central Florida Regional Planning Council

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

Ms. Lynn Godfrey, North Central Florida Regional Planning Council Senior Planner, called the meeting to order at 2:00 p.m. She stated that the Chair and Vice-Chair are not present to conduct the meeting.

The Board asked staff to conduct the meeting.

**A. Invocation**

Mr. Matthew Person, Suwannee River Economic Council, Inc. Executive Director, gave the invocation.

**B. Pledge of Allegiance**

Ms. Godfrey led the Board in reciting the Pledge of Allegiance.

**C. Roll Call Attendance**

The roll call was taken by Ms. Godfrey, and, a quorum was declared present.

**D. Approval of the Meeting Agenda**

**ACTION: Kay Tice moved to approve the meeting agenda. Diane Head seconded; motion passed unanimously.**

**E. Approval of the June 8, 2020 Minutes**

**ACTION: Diane Head moved to approve the June 8, 2020 minutes. Kay Tice seconded; motion passed unanimously.**

**II. NEW BUSINESS**

**A. Bylaws**

Ms. Godfrey stated that the Florida Commission for the Transportation Disadvantaged requires the Board to review and approve the Bylaws annually. She said staff is recommending the addition of G. Meetings (12) Public Comment to the Bylaws.

**ACTION: Kay Tice moved to approve the Bylaws as amended. Diane Head seconded; motion passed unanimously.**

**B. Grievance Procedures**

Ms. Godfrey stated that the Florida Commission for the Transportation Disadvantaged requires the Board to review and approve the Grievance Procedures annually. She said staff is recommending the addition of G. Meetings (8) Public Comment to the Grievance Procedures.

**ACTION: Kay Tice moved to approve the Grievance Procedures as amended. Diane Head seconded; motion passed unanimously.**

**C. Trip and Equipment Grant Allocation Methodology**

Ms. Godfrey stated that the Florida Commission for the Transportation Disadvantaged is conducting a study to explore changes to the Trip and Equipment Grant allocation methodology within Rule Chapter 41-2.014 Florida Administrative Code. She said the Executive Summary of the draft final report published by the Florida Commission for the Transportation Disadvantaged is included in the meeting materials. She said more information about the study can be found on the Florida Commission for the Transportation Disadvantaged webpage.



Mr. Pearson stated that the proposed changes to the funding formula may reduce the amount of Trip and Equipment Grant funds allocated to Lafayette County. He said Suwannee River Economic Council, Inc. will continue to provide transportation services in Lafayette County no matter what changes are made to the funding formula.

**D. Suwannee River Economic Council, Inc. Operations Reports**

Mr. Pearson stated that the COVID-19 pandemic drastically reduced the amount of transportation services Suwannee River Economic Council, Inc. has been able to provide. He said during the April – June reporting period, Suwannee River Economic Council, Inc. only provided critical medical transportation. He said they are slowly getting back to normal service levels.

Ms. Godfrey asked if the reduction in service will affect Suwannee River Economic Council, Inc.'s ability to continue receiving Innovation and Service Development Grant funds.

Mr. Pearson said he expects the Florida Commission for the Transportation Disadvantaged to consider the effects of COVID-19 when awarding future grant funds. He also commended the Florida Department of Transportation for providing financial assistance to all of the Community Transportation Coordinators in order to keep transportation systems running.

**III. OTHER BUSINESS**

**A. Comments**

There were no comments.

**IV. FUTURE MEETING DATES**

Ms. Godfrey stated that the next Board meeting will be held December 14, 2020 at 2:00 p.m. She said she does not know at this time whether the meeting will be held virtually or in person.

**ADJOURNMENT**

The meeting adjourned at 2:20 p.m.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Date





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March 1, 2021

TO: Lafayette County Transportation Disadvantaged Coordinating Board

FROM: Lynn Godfrey, AICP, Senior Planner

SUBJECT: Introduction to Florida’s Coordinated Transportation System

RECOMMENDATION

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

BACKGROUND

The Florida Commission for the Transportation Disadvantaged requires Board members to comply with the requirements of Section 112.3143, Florida Statutes and Section 286, Florida Statutes.

Attached are the following documents for the Board’s information:

- An Introduction to Florida’s Coordinated Transportation System;
- Section 112.3143, Florida Statutes concerning voting conflicts of interest; and
- Section 286, Florida Statutes concerning Florida Sunshine Law.

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

Attachments

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# **TD 101 – A Comprehensive Overview of the Transportation Disadvantaged Program**

**Commission for the Transportation Disadvantaged**

**September 17, 2019**



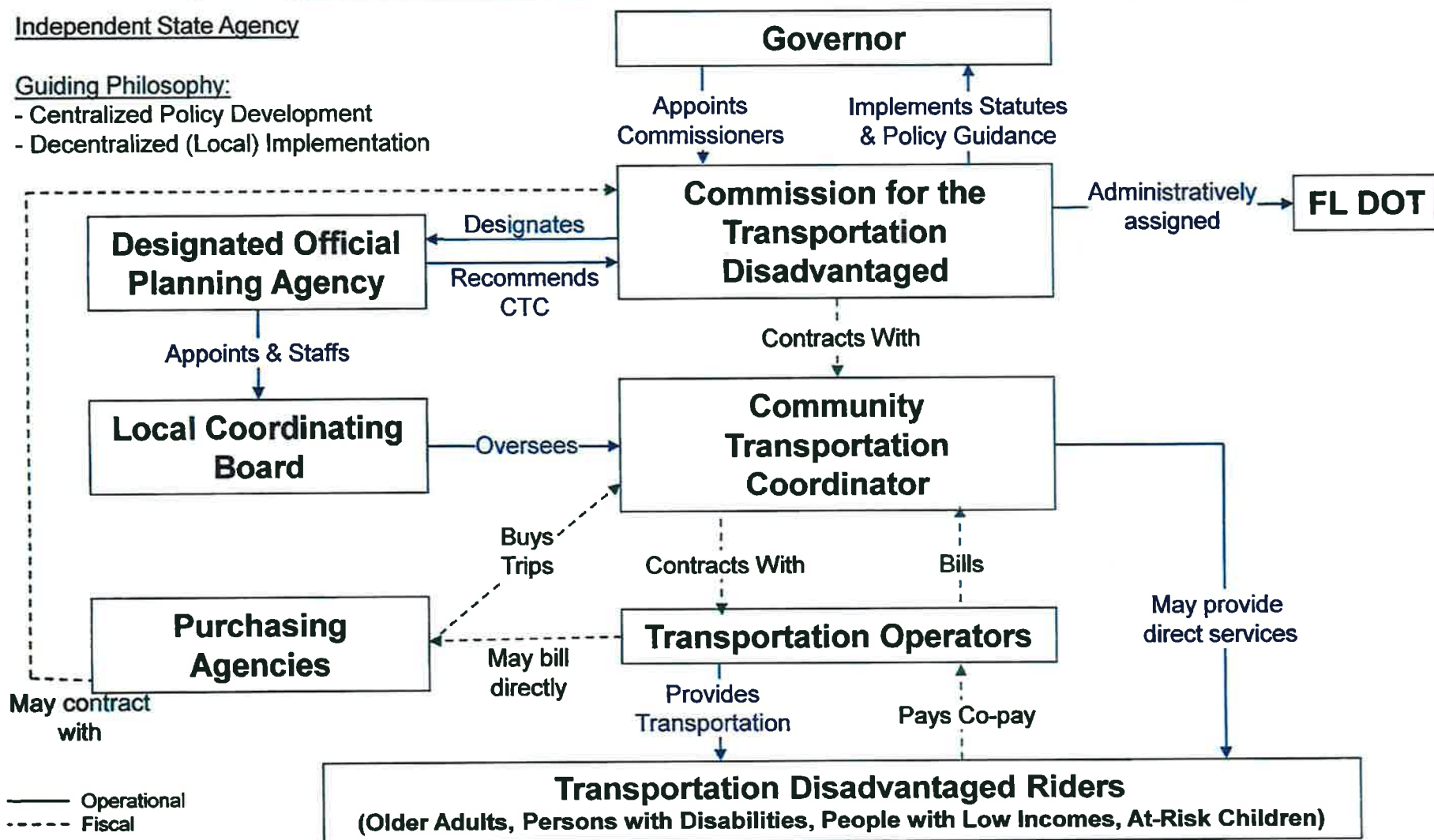
# Florida's Coordinated Transportation System Organizational Structure

## Transportation Disadvantaged Riders

Independent State Agency

Guiding Philosophy:

- Centralized Policy Development
- Decentralized (Local) Implementation



## Who Do We Serve?

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



Florida Commission for the



**Transportation  
Disadvantaged**

## They Could Need A Ride To...



- Medical Services
- Work
- School
- Grocery Store





# 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

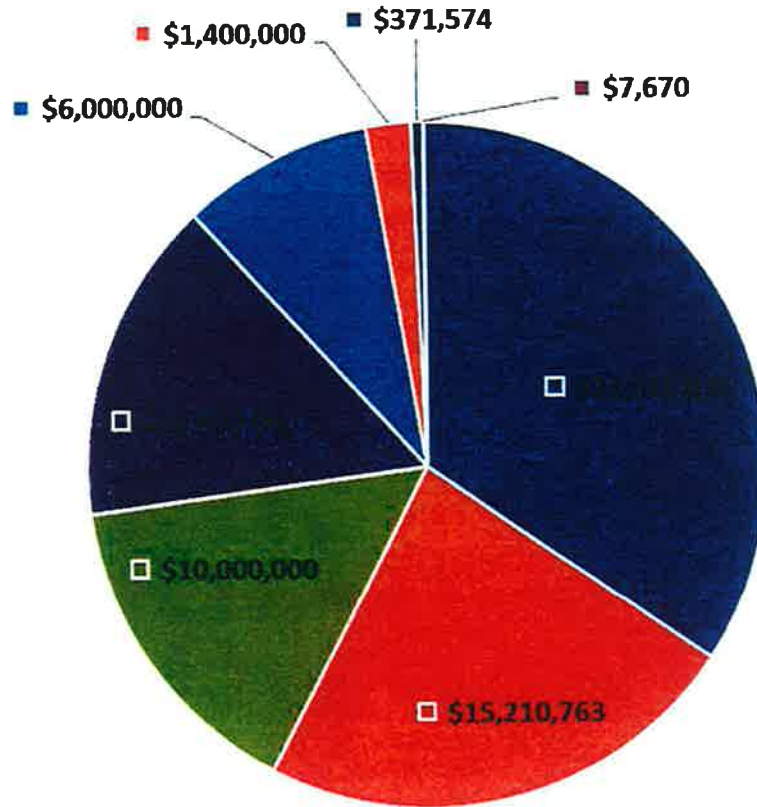
## Duties

- 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.



# Commission Revenues FY 2019-20

## Total Revenues \$65,635,032



- HSMV - Registration Fees (\$1.50)
- Senate Bill - State Transportation Trust
- FDOT Trust Fund
- HSMV - Parking Permit (\$5.00)
- FDOT Public Block Grant (15%)
- Senate Bill - State Transportation Trust
- FDOT Trust Fund - Capital Equipment
- HSMV- Voluntary



## **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 or 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

### Coordinating Board Structure

- Members are appointed by the Planning Agency
  - 1 elected official to serve as Chairperson
  - 1 Vice-Chairperson (elected annually by LCB Members)
  - Additional member groups which compose the LCB
    - FDOT, DCF, DOEA and AHCA
    - Public Education Community
    - Florida Division of Vocational Rehabilitation or Division of Blind Services for DOE, when applicable
    - Veterans Service Office
    - Florida Association for Community Action representative of county's disadvantaged population



## Local Coordinating Board

### Coordinating Board Structure (Continued)

- Additional member groups which compose the LCB (Continued)
  - Elderly (person over 60)
  - Disabled
  - 2 citizen advocate representatives, 1 of whom must use the coordinated transportation system
  - Representative for children at risk
  - Chairperson/designee of local Public Transit System's Board, except in cases where they are also the CTC
  - Private for profit, when available (local private non profit may replace unless CTC)
  - Regional Workforce Development Board
  - Medical community



## 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.



## Community Transportation Coordinator

### Selecting a Community Transportation Coordinator

- Interested organization responds to Planning Agency's request for a Community Transportation Coordinator.
- Planning Agency submits recommendation to the Commission for approval.
- Designation is for 5 years.





# Community Transportation Coordinator

## CTC Agreements with Commission

- Memorandum of Agreement (MOA)
- Trip & Equipment Grant
- Shirley Conroy Grant (Rural Capital Equipment)
- Innovation & Service Development Grant



# Community Transportation Coordinator

## Service Network Types

- Sole Source—provides all services
- Partially Brokered—contracts some services and provides some services
- Fully Brokered—contracts all services



## Purchasing Agency

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

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



## Purchasing Agency

### Duties

- Uses the coordinated transportation system for provision of services to its clients.
- Pays the rates established in the service plan or negotiated statewide contract
- Negotiates with the Commission before procuring transportation disadvantaged services.
- Identifies the specific amount of money they will allocate in their legislative budget request to provide transportation disadvantaged services.



## Purchasing Agency

### Duties (Continued)

- Provides the Commission an accounting of all funds spent as well as the number of trips purchased with agency funds.
- Assists communities in developing coordinated transportation systems designed to serve the transportation disadvantaged.
- Ensures that its rules, procedures, guidelines, and directives are conducive to the coordination of transportation funds & services for the transportation disadvantaged.



## Rider

### Eligibility for Transportation Disadvantaged Trust Fund

- Commission establishes guidelines for Transportation Disadvantaged eligibility
- Local Coordinating Board develops local eligibility policy, based on Chapter 427, Florida Statutes, and Commission Guidelines.



# 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





# Section 112.3143, Florida Statutes

## Voting Conflicts of Interest

1

## Section 112.3143, Florida Statutes

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



2

## Section 112.3143, Florida Statutes

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



3

## Section 112.3143, Florida Statutes

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



4

## Section 112.3143, Florida Statutes

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



# FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE
MAILING ADDRESS	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:
CITY COUNTY	<input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY
DATE ON WHICH VOTE OCCURRED	NAME OF POLITICAL SUBDIVISION:
	MY POSITION IS: <input type="checkbox"/> ELECTIVE <input type="checkbox"/> APPOINTIVE

## WHO MUST FILE FORM 8B

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

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

## INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

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

\* \* \* \* \*

### ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

\* \* \* \* \*

### APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

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

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

**APPOINTED OFFICERS (continued)**

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

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

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

**DISCLOSURE OF LOCAL OFFICER'S INTEREST**

I, \_\_\_\_\_, hereby disclose that on \_\_\_\_\_, 20 \_\_\_\_ :

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

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

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

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

\_\_\_\_\_  
Date Filed

\_\_\_\_\_  
Signature

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



# Section 286, Florida Statutes

## Florida Sunshine Law

1

### Section 286, Florida Statutes

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



2

## Section 286, Florida Statutes

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







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2009 NW 87th Place, Gainesville, FL 32653 • 1 603 • 352 . 955 . 2200

March 1, 2021

TO: Lafayette County Transportation Disadvantaged Coordinating Board  
 FROM: Lynn Godfrey, AICP, Senior Planner  
 SUBJECT: 2019/20 Annual Performance Evaluation

RECOMMENDATION

**Approve the Suwannee River Economic Council, Inc.’s 2019/20 annual performance evaluation.**

BACKGROUND

The Board is required to annually evaluate the transportation services provided by Suwannee River Economic Council, Inc. Attached is Suwannee River Economic Council, Inc.’s draft 2019/20 annual performance evaluation. If you have any questions concerning the attached evaluation, please contact me at extension 110.

Attachment

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# COMMUNITY TRANSPORTATION COORDINATOR EVALUATION WORKBOOK

Florida Commission for the



## Transportation Disadvantaged

Community Transportation Coordinator: Suwannee River Economic Council, Inc.

County: Lafayette

Address: P.O. Box 70, Live Oak, FL 32060

Contact: Matthew Pearson, Executive Director Phone: 386-362-4115

Review period: July 1, 2019 - June 30, 2020



# 2019/20 Community Transportation Coordinator Annual Performance Evaluation

Approved by the

Lafayette 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

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**Lisa Walker, Chair**

with Assistance from



North Central Florida Regional Planning Council  
2009 NW 67th Place  
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March 8, 2021

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## TABLE OF CONTENTS

Findings and Recommendations	1
Entrance Interview	2
General Information	3
Compliance With Chapter 427, Florida Statutes	13
Compliance With Rule 41-2, Florida Administrative Code	16
On-Site Observation of the System	22
Surveys	23
Cost	24
Level of Competition	25
Level of Coordination	26

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## I. FINDINGS AND RECOMMENDATIONS

- A. General Information**  
Areas of Noncompliance: None  
Recommendations: None  
Timeline for Compliance: None
- B. Chapter 427, Florida Statutes**  
Areas of Noncompliance: None  
Recommendations: None  
Timeline for Compliance: None
- C. Rule 41-2, Florida Administrative Code**  
Areas of Noncompliance: None  
Recommendations: None  
Timeline for Compliance: None
- D. On Site Observation**  
Areas of Noncompliance: None  
Recommendations: None  
Timeline for Compliance: None
- E. Surveys**  
Areas of Noncompliance: None  
Recommendations: None  
Timeline for Compliance: None
- F. Cost**  
Areas of Noncompliance: None  
Recommendations: None  
Timeline for Compliance: None
- G. Level of Competition**  
Areas of Noncompliance: None  
Recommendations: None  
Timeline for Compliance: None
- H. Level of Coordination**  
Areas of Noncompliance: None  
Recommendations: None  
Timeline for Compliance: None

## II. ENTRANCE INTERVIEW

1. **Operating Environment:** Rural
2. **Organization Type:** Private Non-Profit
3. **Network Type:** Sole Provider
4. **Subcontracted Operators:** None
5. **Coordination Contractors:** None
6. **Transportation Alternatives:** None
7. **Purchasing Agencies:**
  - Florida Commission for the Transportation Disadvantaged
  - Elder Options
  - LogistiCare
  - Medical Transportation Management
8. **Transportation Disadvantaged Helpline Calls:**

Number of Calls	Resolved Cases	Unresolved Cases
0	0	0

### III. GENERAL INFORMATION

1. **What was the designation date of the Community Transportation Coordinator?**

7/01/18

2. **What is the complaint process?**

Suwannee River Economic Council, Inc.'s complaint process is attached.

3. **Does the community transportation coordinator have a complaint form?**

Yes (attached)

4. **Does the form have a section for resolution of the complaint?**

Yes

5. **Is a summary of complaints given to the Transportation Disadvantaged Board on a regular basis?**

Yes

6. **When is the dissatisfied party referred to the Florida Commission for the Transportation Disadvantaged Helpline?**

If the Transportation Director is unable to resolve a complaint, the complainant will be referred to the Transportation Disadvantaged Helpline.

7. **When a complaint is forwarded from the Transportation Disadvantaged Helpline, is the complaint entered into the local complaint file/process?**

Yes

8. **Does the Community Transportation Coordinator provide written rider/beneficiary information or brochures to inform riders/beneficiaries about transportation disadvantaged services?**

Yes (attached)

9. **Does the rider/ beneficiary information or brochure list the Transportation Disadvantaged Helpline phone number?**

Yes

10. **Does the rider/ beneficiary information or brochure list the complaint procedure?**

Yes

11. **What is the eligibility process for Transportation Disadvantaged sponsored riders?**

Individuals needing transportation assistance from Florida's Transportation Disadvantaged Program must complete an eligibility application (attached).

12. **Does public information state that accessible formats are available upon request?**

Yes

13. **Is public information available in accessible formats upon request?**

Yes

14. **What arrangements are in place to have accessible materials produced upon request?**

- Informational materials are available in large print upon request.
- The Florida Relay (7-1-1) service is available to residents in the State of Florida who are deaf, hard of hearing, deaf/blind or speech disabled that connects them to standard (voice) telephone users.

15. **Is the Florida Relay System phone number provided in informational materials?**

Yes

16. **Does the Community Transportation Coordinator have a contract or agreement with the Regional Workforce Board?**

No

17. **What innovative ideas have been implemented in the coordinated transportation system?**

Suwannee River Economic Council, Inc. was awarded Innovation and Service Development Grant funds to provide transportation for education/training trips.

18. **Are there any areas where coordination can be improved?**

Transportation services purchased with local, state or federal funds should be purchased through Florida's Coordinated Transportation System. Currently, Florida's Managed Medical Care Program provides transportation services to its clients outside of Florida's Coordinated Transportation System.

19. **What barriers are there to the coordinated system?**

Ability to purchase transportation outside of Florida's Coordinated Transportation System.

20. **Are there any areas that the Community Transportation Coordinator feels the Florida Commission for the Transportation Disadvantaged should be aware of or assist with?**

No

21. **What funding agencies does the Florida Commission for the Transportation Disadvantaged need to work closely with in order to facilitate a better coordinated transportation system?**

Florida Agency for Health Care Administration and CareerSource Florida.

22. **How is the Community Transportation Coordinator marketing the voluntary dollar?**

No marketing system in place.

## Complaint Process

All complaints received either written or verbal should be forwarded to the Director of Transportation. This includes complaints that have already been resolved by the dispatcher or driver.

Complaint form (attached) will be completed and resolution of complaint documented.

Complaints are files and kept to ensure proper tracking of complaints.

Complaints will be sent quarterly by County to the NCFPRC for reporting to the Local Coordinating Boards. Complaint totals will be submitted in the Annual Operating Report.

If resolution of complaint cannot be made by the Director of Transportation, the TD Helpline information should be shared with the rider.

# SREC Transportation Complaint Form

Client Name: \_\_\_\_\_

Date: \_\_\_\_\_

Description of Incident:

Complaint Resolution:

Staff Signature: \_\_\_\_\_

Director of Transportation Signature: \_\_\_\_\_



# SUWANNEE RIVER ECONOMIC COUNCIL INC.



[HOME](#)

[PROGRAMS](#)

[SERVICE AREAS](#)

[LOCATIONS](#)

[MEAL SITE LOCATIONS](#)

## LAFAYETTE COUNTY

### CLIENT SENIOR/SERVICE CENTER

114 SW Community Circle

Mayo, Florida

### AGING PROGRAMS

#### ALZHEIMER'S DISEASE INITIATIVE (ADI):

**Funding:** Mid-Florida Area Agency on Aging dba Elder Options, Florida Department of Elder Affairs

**Services:** Respite/Case Management

#### COMMUNITY CARE FOR THE ELDERLY (CCE):

**Funding:** Mid-Florida Area Agency on Aging dba Elder Options, Florida Department of Elder Affairs

**Services:** Case Management, Emergency Alert Response, Homemaker, Home Delivered Meals, Personal Care and Respite.

#### EMERGENCY HOME ENERGY ASSISTANCE PROGRAM (EHEAP):

**Funding:** Mid-Florida Area Agency on Aging dba Elder Options, Florida Department of Elder Affairs

**Services:** Assistance with utility bills, supply blankets, heaters and fans.

#### HOME CARE FOR THE ELDERLY (HCE):

**Funding:** Mid-Florida Area Agency on Aging dba Elder Options, Florida Department of Elder Affairs

**Services:** Case Management, Basic Subsidy, (Caregiver Allowance), Special Subsidy.

#### TITLE III-B, C-1, C-2, III-E:

**Funding:** Older Americans Act, Mid-Florida Area Agency on Aging dba Elder Options, Florida Department of Elder Affairs

**Services:** Chore, Congregate Meal Sites, Health Support, Homemaker, Home Delivered Meals, Intake, Nutrition Education, Outreach, Respite, Screening, Telephone Reassurance, and Transportation.

## **ENERGY ASSISTANCE /EMERGENCY ASSISTANCE /SELF SUFFICIENCY**

### **COMMUNITY SERVICES BLOCK GRANT (CSBG):**

**Funding:** Florida Department of Economic Opportunity

**Services:** Information & Referral; Family Self-Sufficiency; Case Management, Support Services; Application Assistance to other Social Service Agencies.

### **EMERGENCY FOOD & SHELTER PROGRAM (EFSP):**

**Funding:** Emergency Food & Shelter National Board Program/United Way

**Services:** Emergency assistance for food and housing.

### **ENERGY NEIGHBOR FUND (ENF):**

**Funding:** Duke Energy Florida, Inc.

**Services:** Assistance with utilities, heating /cooling.

### **LOW INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP):**

**Funding:** Florida Department of Economic Opportunity

**Services:** Assistance with utility bills and utility crisis resolution.

## **HOUSING**

### **STATE HOUSING INITIATIVES PARTNERSHIP PROGRAM (SHIP):**

**Funding:** State of Florida and Florida Housing Finance Corporation

**Services:** Emergency repairs, Owner Occupied Rehabilitation, down payment and closing costs assistance for Homeownership.

Download SHIP Application

### **WEATHERIZATION PROGRAMS:**

**Funding:** Florida Department of Economic Opportunity

**Services:** Minor home repairs to reduce infiltration of air and energy consumption.

## **TRANSPORTATION**

### **TRANSPORTATION PROGRAMS:**



**Funding:** Florida Department of Transportation, Florida Commission Transportation Disadvantaged, and Agency for Health Care Administration

**Services:** Public Transportation

Transport elderly and disadvantaged to the doctor, medical facilities, meal sites, drug stores and shopping.

For reservations, scheduling, complaints/commendations and/or questions call (800) 597-7599, ext. 3.

Any complaints not resolved can be forwarded to the Director of Transportation at (386) 362-4115, ext. 241.

For Program information or complaints/commendations call TD Helpline at (800) 983-2435.

**Funding:** Medicaid Broker Services

Access2Care

LogistiCare Solutions, LLC

Medical Transportation Management, Inc.

**Services:** Transport Medicaid eligible clients to the doctor, medical facilities, meal sites and shopping.

Any complaints not resolved can be forwarded to the Director of Transportation at (386) 362-4115, ext. 241.

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**TRANSPORTATION DISADVANTAGED PROGRAM  
ELIGIBILITY CERTIFICATION APPLICATION**

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

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

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

State \_\_\_\_\_ **Mail address:** \_\_\_\_\_

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

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Social Security # \_\_\_\_\_ 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 \_\_\_\_\_

**Mail Completed application to: SREC**

**255 SW 9<sup>th</sup> Avenue  
Lake Butler, FL 32054  
Tel # 844-496-0624**

**Or**

**Give to Driver at time of trip**

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.**

Application Processed by: \_\_\_\_\_

Signature: \_\_\_\_\_

Date : \_\_\_\_\_

**Procedures for processing TD applications**

1. **New Ride:** When client calls in for a ride verify through CTS software, to see if new or existing rider of the system. If new send the rider the TD application, by d be completed. The rider CAN receive (1) ride prior to completion of application.



2. **Transportation Application (TD):** All TD riders must complete a transportation application form to determine eligibility and the appropriate means of service. Make sure the application is completed and signed. (If not, completed the application is denied, notify person by phone reason why). If application is denied, rider may file an appeal with Suwannee River Economic Council within 15 working days. (try to make contact with person)
3. **Verification of eligibility:** Once application is returned to office. Dispatcher will run the applicants, Name, Date of Birth and Social Security #, through the Florida Medicaid web portal at <https://sso.flmmis.com>. Determine if TD eligible or Covered Health plan through Broker. If Broker mark health plan at top of intake. Attach the Medicaid Eligibility Verification form to the TD application after printed.
4. **Contact Client :** Call rider and notify of eligibility for which services they are eligible. (TD or one of the health plans, let them know of the other transportation services available to them that we provide).
5. **Medicaid Reform Members:** Riders that are Medicaid Reform need to contact the designated provider on the back of the Medicaid Card or the number below;
  - Logisticare 1-866-779-0565- Health plans Sunshine, United Health Care, Humana
  - MTM-1-855-824-5700 – Staywell and Well Care
  - A2C-1-855-381-3778 - Prestige
6. **CTS Update:** Add client rider information in screen completing screen to include GEO and expiration date to be dated, approved one year from approval date. Complete Approval of application with your, signature and date of completion.
7. **Application processing Time:** SREC dispatcher will notify rider whether 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.
8. **Application File Location:** After completion of the application process, file application in the appropriate County notebook in alphabetical order.
9. **Annually Update:** All TD riders are to complete an application annually by the assigned CTS expiration date on file.

I have read and understand the above procedures.

\_\_\_\_\_ Date \_\_\_\_\_



**IV COMPLIANCE WITH CHAPTER 427, FLORIDA STATUTES**

1. **Are the Community Transportation Coordinator subcontracts uniform?**

Not applicable, no subcontracted operators.

2. **Is the Florida Commission for the Transportation Disadvantaged standard contract utilized?**

Not applicable, no subcontracted operators.

3. **Do the contracts include performance standards for the transportation operators?**

Not applicable, no subcontracted operators.

4. **Do the contracts include the proper language concerning payment to subcontractors?**

Not applicable, no subcontracted operators.

5. **Were the following items submitted on time?**

a) **Annual Operating Report:** Yes

b) **Memorandum of Agreement:** Yes

c) **Transportation Disadvantaged Service Plan:** Yes

d) **Transportation Disadvantaged Trust Fund Grant Application:** Yes

e) **Other grant applications:** Yes

6. **Does the Community Transportation Coordinator monitor its subcontractors and how often is monitoring conducted?**

Not applicable, no subcontracted operators.

7. **Is a written report issued to the operator?**

Not applicable, no subcontracted operators.

8. **What type of monitoring does the Community Transportation Coordinator perform on its coordination contractors and how often is it conducted?**

Not applicable, no coordination contractors.

11. **Are coordination contracts reviewed annually as to the effectiveness and efficiency of the coordination contractor or the renewal of any Coordination Contracts?**

Not applicable, no coordination contractors.

12. **Are there any transportation alternatives?**

No

## IV COMPLIANCE WITH CHAPTER 427, FLORIDA STATUTES

1. **Hours of Service:**

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

2. **Call Intake Hours:**

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

3. **After Hours Reservations/Cancellations:**

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

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

4. **Minimum required notice for reservations:**

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

5. **How far in advance can reservations be place (number of days)?**

14

6. **What type of arrangement does the Community Transportation Coordinator have with the local Regional Workforce Board?**

No agreement with the local Regional Workforce Board.

7. **Has the Community Transportation Coordinator developed any innovative transportation services for the local Regional Workforce Board?**

No

8. **Do the Community Transportation Coordinator and Local Coordinating Board review applications for federal, state and local Transportation Disadvantaged funding?**

Yes

9. **What are the trip priorities for the trips funded with Transportation Disadvantaged Program trips?**

Trips sponsored with Trip & Equipment Grant funds provided through Florida's Transportation Disadvantaged Program will be provided in the following ranking order based on funding availability:

Prescheduled Medical Appointments

- Dialysis appointments
- Cancer Care appointments
- Urgent Care appointments

Prescheduled Medical Appointments as defined by the American Board of Medical Specialties:

- Allergy and Immunology
- Colon & Rectal Surgery
- Dermatology
- Family Medicine
- Neurological Surgery
- Obstetrics & Gynecology
- Ophthalmology
- Orthopaedic Surgery
- Otolaryngology - Head and Neck Surgery
- Pediatrics
- Physical Medicine & Rehabilitation
- Plastic Surgery
- Psychiatry & Neurology
- Radiology
- Surgery
- Thoracic Surgery
- Urology

Other Medical Appointments

- Dental appointments
- Pharmacy

Mental Health Services provided by physicians, nurses who provide mental health services, licensed social workers, chemical dependency counselors, licensed professional counselors and licensed marriage and family counselors.

Nutritional (within Lafayette County)

- Adult congregate meal programs
- Food stamp procurement
- Grocery shopping

Social Service Agency (within Lafayette County)

- Public agency support services
- Senior programs

10. **How are the trip priorities carried out?**

Trip priorities are carried out in accordance with the above priority list established in the Lafayette County Transportation Disadvantaged Service Plan.

## V. COMPLIANCE WITH RULE 41-2 FLORIDA ADMINISTRATIVE CODE

1. **How is the Community Transportation Coordinator using school buses in the coordinated system?**

Suwannee River Economic Council, Inc. does not have a contract with the Lafayette County School Board.

2. **How is the Community Transportation Coordinator using public transportation services in the coordinated system?**

Not applicable, no other public transportation services operating in the service area.

3. **Is there a goal for transferring passengers from paratransit to transit?**

Not applicable, no fixed route public transportation systems operating in the service area.

4. **What are the minimum liability insurance requirements?**

\$200,000/\$300,000

5. **What are the minimum liability insurance requirements in the operator and coordination contracts?**

Not applicable, no subcontracted operators/coordination contractors.

6. **Do the minimum liability insurance requirements exceed \$1 million per incident?**

No

7. **Date of last System Safety Program Plan Compliance Review:**

Internal audits of Suwannee River Economic Council, Inc.'s System Safety Program Plan are conducted annually. The most recent Florida Department of Transportation vehicle monitoring conducted in October 2019. The most recent Florida Department of Transportation triennial review was conducted in October 2018.

8. **Are the contracted operators in compliance with the System Safety Program Plan?**

Not applicable, no subcontracted operators.

9. **Do the Community Transportation Coordinator and its contracted operators (if any) comply with the Federal Transit Administration Anti-Drug and Alcohol Misuse Program (49 CFR Part 40, 655)?**

Yes

10. **Date of last Anti-Drug and Alcohol Misuse Program review:**

The most recent review of the Substance Abuse Policy was conducted by the Center for Urban Transportation Research in October 2018.





**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): 2019**

**Certification Year: (Previous): 2018**

**Name and Address of Bus Transit System: Suwannee River Economic Council, Inc.  
1171 Nobles Ferry Rd.  
POB 70  
Live Oak FL 32064**

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

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

***Blue Ink Signature:  Date: 1/15/2019***  
***(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 Attached***

***Address: See Attached***

***Name of Qualified Mechanic who Performed Annual Inspections: See Attached***

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

<b>Standards</b>	<b>Comments</b>
Local toll free phone number must be posted in all vehicles.	Suwannee River Economic Council, Inc. posts local toll free phone number in all vehicles.
Vehicle Cleanliness	Suwannee River Economic Council, Inc. cleans all vehicles (interior/exterior) at least once a week.
Passenger/Trip Database	Suwannee River Economic Council, Inc. maintains a passenger database.
Adequate seating	Suwannee River Economic Council, Inc. provides adequate seating for all passengers.
Driver Identification	Suwannee River Economic Council, Inc. requires drivers to identify themselves in a manner that is conducive to communications with specific passengers.
Passenger Assistance	Suwannee River Economic Council, Inc. requires drivers to provide passengers with boarding and exiting assistance.
Smoking, Eating and Drinking	Smoking is prohibited in any vehicle. Eating and drinking on board vehicles is not permitted unless medically necessary.
Two-way Communications	All vehicles are equipped with two-way communications.
Air Conditioning/Heating	All vehicles have working air conditioners and heaters.
Billing Requirements	Suwannee River Economic Council, Inc. complies with Section 287.0585, Florida Statutes.
Transport of Escorts and dependent children policy	Suwannee River Economic Council, Inc. requires children under the age of 16 to be accompanied by and escort. Escorts must be provided by the passenger and able to provide necessary assistance to the passenger. Escorts are transported at the rates described in the established rate structure.
Use, Responsibility, and cost of child restraint devices	Suwannee River Economic Council, Inc. requires all passengers under the age of 4 and or 50 pounds to use a child restraint device. Child restraint devices must be provided by the passenger.

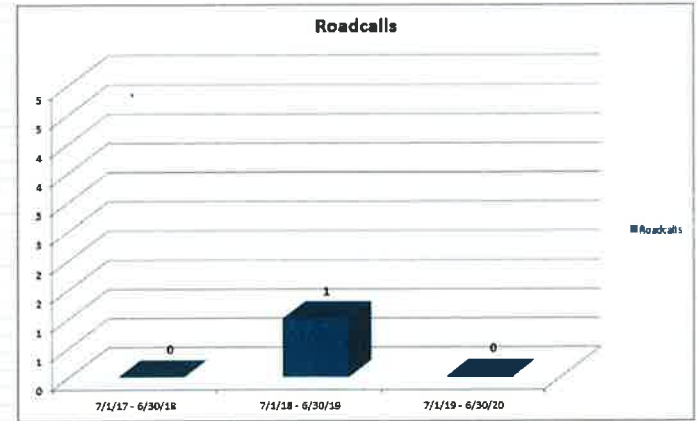
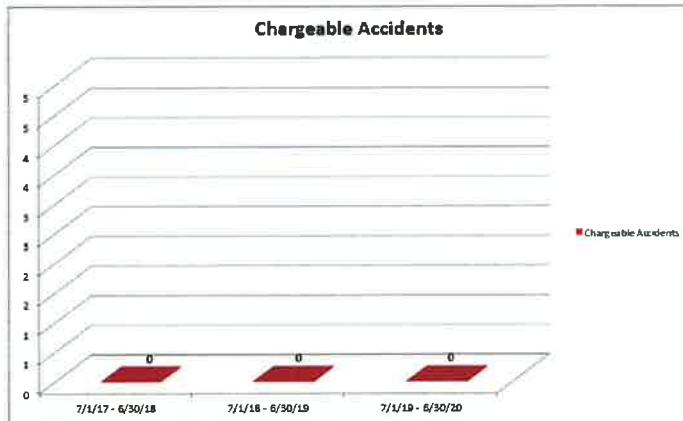
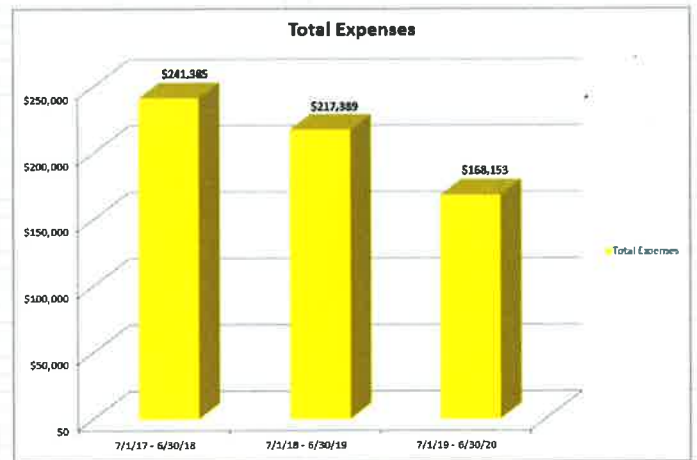
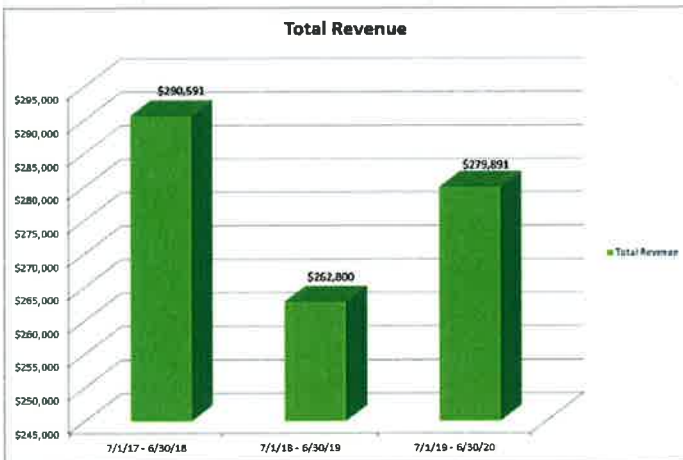
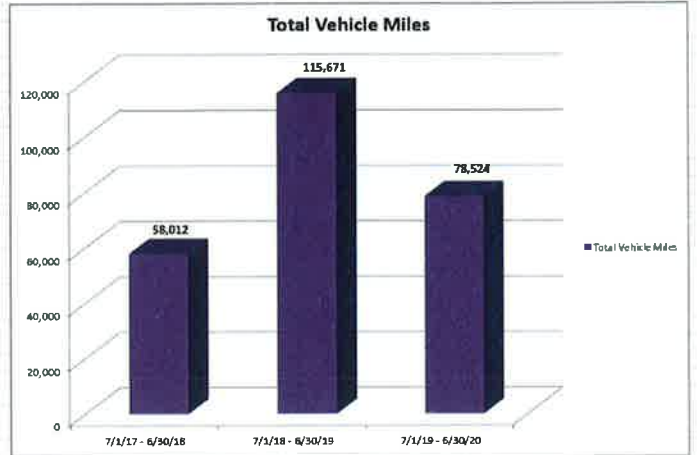
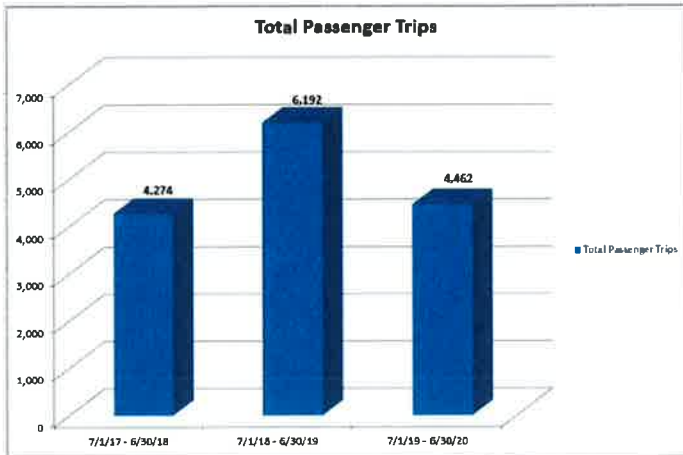
Out-of-Service Area trips	Suwannee River Economic Council, Inc. may require medical provider verification for any out of county transportation.
CPR/1st Aid	Suwannee River Economic Council, Inc. does not require drivers to be trained in CPR. Suwannee River Economic Council, Inc. requires that all vehicles be equipped with biohazard kits as required by State and Federal regulations.
Driver Criminal Background Screening	Suwannee River Economic Council, Inc. conducts motor vehicle registration checks on drivers every six months.
Passenger Property	Suwannee River Economic Council, Inc. allows passengers to have personal property that they can place on their lap or stow under the seat. Passengers must be able to independently carry all items brought on the vehicle.
Advance reservation requirements	Suwannee River Economic Council, Inc. requires trips to be scheduled by 4:00 p.m. the day before service is requested.
Pick-up Window	Passengers shall be picked up 30 minutes before or 30 minutes after their scheduled pick-up time.

Measurable Standards/Goals	Standard/Goal	Is the Community Transportation Coordinator meeting the Standard?
Public Transit Ridership	Not applicable	Not applicable
On-time performance	90%	Yes
Accidents	No more than 1/100,000 miles	Yes
Roadcalls	No more than 5 roadcalls during the evaluation period.	Yes
Complaints	No more than 2/1,000 trips.	Yes
Call-Hold Time	Not applicable	Not applicable

**PERFORMANCE TRENDS - SUWANNEE RIVER ECONOMIC COUNCIL  
LAFAYETTE COUNTY**

MEASURE	Fiscal Year 7/1/17 - 6/30/18	Fiscal Year 7/1/18 - 6/30/19	Fiscal Year 7/1/19 - 6/30/20	Percent Change 2018/19 - 2019/20
Total Passenger Trips	4,274	6,192	4,462	-39%
Total Vehicle Miles	58,012	115,671	78,524	-47%
Average Miles/Trip	14	19	18	-6%
Total Revenue	\$290,591	\$262,800	\$279,891	6%
Total Expenses	\$241,385	\$217,389	\$168,153	-29%
Cost/Vehicle Mile	\$4.16	\$1.88	\$2.14	12%
Vehicles	4	4	5	20%
Chargeable Accidents	0	0	0	#DIV/0!
Chargeable Accidents/100,000 Miles	0	0	0	#DIV/0!
Roadcalls	0	1	0	#DIV/0!
Average Vehicle Miles Between Roadcalls	58,012	115,671	78,524	-47%
Passenger No-Shows	926	1,858	1,089	-71%
Number of Trip Denials	0	0	0	#DIV/0!

Source: Annual Operations Reports



## VI ON-SITE OBSERVATION OF THE SYSTEM

1. **Date of Observation:**

An on-site observation was not conducted due to COVID-19 safety concerns.

2. **Location:**

3. **Number of Passengers picked up/dropped off:**

**Ambulatory:** \_\_\_\_\_

**Non-Ambulatory:** \_\_\_\_\_

4. **Was the driver on time?**

5. **Did the driver provide passenger assistance?**

6. **Was the driver wearing identification?**

7. **Did the driver ensure the passengers were properly secured?**

8. **Was the interior of the vehicle 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?**

9. **Is there a sign posted on the interior of the vehicle with both a local phone number and the Transportation Disadvantaged Program Helpline for comments/complaints/commendations?**

10. **Did the vehicle have working heat and air conditioning?**

11. **Did the vehicle have two-way communications in good working order?**

12. **If used, was the lift in good working order?**

13. **Was there safe and appropriate seating for all passengers?**

14. **Did the driver properly use the lift and secure the passenger?**

## VII PASSENGER SURVEYS

**How often do your ride?**

Daily 7 days/week	1-2 Times/Week	3-5 Times/Week	Other

**Have you been denied transportation services?**

Yes

No

**What is your trip purpose?**

Medical	Education/Training	Employment	Other

**Do you have concerns with your service?**

Yes

No

**What types of concerns do you have?**

Late Trips	Driver Behavior	Availability	Vehicle Condition	Customer Service	Cost



## PURCHASING AGENCY SURVEY

Purchasing Agency: Elder Options

Representative of Purchasing Agency: Kristen Griffis

County: Bradford, Dixie, Gilchrist, Lafayette, Union

1) Does your agency purchase transportation from Suwannee River Economic Council, Inc.?

- Yes
- No

2) What is the primary purpose for purchasing transportation service for your clients?

- Medical
- Employment
- Education/Training/Day Care
- Nutritional
- Life Sustaining/Other - Shopping

3) On average, how often do your clients use Suwannee River Economic Council, Inc.'s transportation services?

- 7 Days/Week
- 1-2 Times/Week
- 3-5 Times/Week
- 1-3 Times/Month
- Less than 1 Time/Month

4) Have you had any problems with Suwannee River Economic Council, Inc.?

- Yes
- No     If no, skip to question 6

5) If you have had problems with Suwannee River Economic Council, Inc., please identify the types of problems:

- Advance notice requirement
- Cost
- Service area limits
- Pick up times not convenient
- Vehicle condition
- Lack of passenger assistance
- Accessibility concerns
- Complaints about drivers
- Complaints about timeliness
- Length of wait for reservations
- Other \_\_\_\_\_

6) Overall, are you satisfied with the transportation services provided by Suwannee River Economic Council, Inc.?

- Yes
- No     If no, why? \_\_\_\_\_

## PURCHASING AGENCY SURVEY

**Purchasing Agency:** Florida Commission for the Transportation Disadvantaged  
**Representative of Purchasing Agency:** Dan Zeruto, Project Manager - Area 3

**1) Does your agency purchase transportation from Suwannee River Economic Council, Inc.?**

- Yes  
 No

**2) What is the primary purpose for purchasing transportation service for your clients?**

- Medical  
 Employment  
 Education/Training/Day Care  
 Nutritional  
 Life Sustaining/Other

**3) On average, how often do your clients use Suwannee River Economic Council, Inc.'s transportation services?**

- 7 Days/Week  
 1-2 Times/Week  
 3-5 Times/Week  
 1-3 Times/Month  
 Less than 1 Time/Month

**4) Have you had any problems with Suwannee River Economic Council, Inc.?**

- Yes  
 No     If no, skip to question 6

**5) If you have had problems with Suwannee River Economic Council, Inc., please identify the types of problems:**

- Advance notice requirement  
 Cost  
 Service area limits  
 Pick up times not convenient  
 Vehicle condition  
 Lack of passenger assistance  
 Accessibility concerns  
 Complaints about drivers  
 Complaints about timeliness  
 Length of wait for reservations  
 Other \_\_\_\_\_

**6) Overall, are you satisfied with the transportation services provided by Suwannee River Economic Council, Inc.?**

- Yes  
 No     If no, why? \_\_\_\_\_



## VIII COST



### CTC Expense Sources

County: Lafayette

CTC Status: Submitted

CTC Organization: Suwannee River Economic Council, Inc.

Fiscal Year: 07/01/2019 - 06/30/2020

CTD Status: Under Review

	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
<b>Expense Sources</b>						
Labor	\$ 66,771	\$ 0	\$ 66,771	\$ 92,498	\$ 0	\$ 92,498
Fringe Benefits	\$ 28,104	\$ 0	\$ 28,104	\$ 38,276	\$ 0	\$ 38,276
Services	\$ 5,538	\$ 0	\$ 5,538	\$ 7,542	\$ 0	\$ 7,542
Materials & Supplies Consumed	\$ 29,722	\$ 0	\$ 29,722	\$ 32,002	\$ 0	\$ 32,002
Utilities	\$ 5,058	\$ 0	\$ 5,058	\$ 7,143	\$ 0	\$ 7,143
Casualty & Liability	\$ 13,703	\$ 0	\$ 13,703	\$ 13,196	\$ 0	\$ 13,196
Taxes	\$ 200	\$ 0	\$ 200	\$ 221	\$ 0	\$ 221
Miscellaneous	\$ 1,166	\$ 0	\$ 1,166	\$ 1,208	\$ 0	\$ 1,208
Interest	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Leases & Rentals	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Capital Purchases	\$ 1,264	\$ 0	\$ 1,264	\$ 4,337	\$ 0	\$ 4,337
Contributed Services	\$ 16,627	\$ 0	\$ 16,627	\$ 20,966	\$ 0	\$ 20,966
Allocated Indirect Expenses	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>Purchased Transportation Services</b>						
Bus Pass	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
School Board (School Bus)	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
Transportation Network Companies (TNC)	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
Taxi	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
Contracted Operator	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
<b>Total - Expense Sources</b>	<b>\$ 168,153</b>	<b>\$ 0</b>	<b>\$ 168,153</b>	<b>\$ 217,389</b>	<b>\$ 0</b>	<b>\$ 217,389</b>

## IX LEVEL OF COMPETITION

**1. Inventory of Transportation Operators in the Service Area**

	Transportation Providers Available	Transportation Providers Contracted in the System.
Private Non-Profit	1	1
Private For-Profit	0	0
Government	0	0
Public Transit Agency	0	0
<b>Total</b>	<b>2</b>	<b>2</b>

2. **How many of the operators are coordination contractors?** 0

3. **Does the Community Transportation Coordinator have a competitive procurement process?**

Yes \_\_\_\_\_

4. **What methods have been used in selection of the transportation operators?**

	Low bid
	Requests for qualifications
	Negotiation only

√	Requests for proposals
	Requests for interested parties

**X LEVEL OF COORDINATION**

**1. Public Information – How is public information distributed about transportation services in the community?**

Suwannee River Economic Council, Inc. distributes brochures in the community.

**2. Eligibility – How is passenger eligibility coordinated for local transportation services?**

Suwannee River Economic Council, Inc. determines passenger eligibility except for passengers using Florida's Managed Medical Care Program.

**3. Call Intake – To what extent is transportation coordinated to ensure that a user can reach a Reservationist on the first call?**

Individuals call Suwannee River Economic Council, Inc. to schedule all trips except trips provided through Florida's Managed Medical Care Program.

**4. Reservations –How is the duplication of a reservation prevented?**

Suwannee River Economic Council, Inc. handles all trip reservations except trip reservations for Florida's Managed Medical Care Program.

**5. Trip Allocation – How is the allocation of trip requests to providers coordinated?**

Suwannee River Economic Council, Inc. handles all trip allocations.

**6. Scheduling – How is the trip assignment to vehicles coordinated?**

Suwannee River Economic Council, Inc. schedules all trips except for trips provided in Florida's Managed Medical Care Program.

**7. General Service Monitoring – How is the overseeing of transportation operators coordinated?**

Not applicable, no subcontracted operators.





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March 1, 2021

TO: Lafayette County Transportation Disadvantaged Coordinating Board  
 FROM: Lynn Godfrey, AICP, Senior Planner  
 SUBJECT: 2019/2020 Annual Operating Report

RECOMMENDATION

**Review Suwannee River Economic Council, Inc’s 2019/2020 Annual Operating Report.**

BACKGROUND

Suwannee River Economic Council, Inc. is required to submit an annual operating report to the Florida Commission for the Transportation Disadvantaged by September 15 of each year. Attached is Suwannee River Economic Council, Inc.’s 2019/2020 Annual Operating Report.

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

Attachment

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# CTC Organization

County: Lafayette

CTC Status: Approved

Fiscal Year: 7/1/2019 - 6/30/2020

CTD Status: Approved

Date Initiated: 9/8/2020

**CTC Organization Name:** Suwannee River Economic Council, Inc.

**Address:** PO Box 70

**City:** Live Oak

**State:** FL

**Zip Code:** 32064

**Organization Type:** Private Non Profit

**Network Type:** Partial Brokerage

**Operating Environment:** Rural

**Transportation Operators:** No

**Number of Transportation Operators:** 0

**Coordination Contractors:** No

**Number of Coordination Contractors:** 0

**Provide Out of County Trips:** Yes

**Local Coordinating Board (LCB) Chairperson:** Commissioner Lisa Walker

**CTC Contact:** Matt Pearson

**CTC Contact Title:** Executive Director

**CTC Contact Email:** mpearson@suwanneec.net

**Phone:** (386) 362-4115

## CTC Certification

I, Matt Pearson, as the authorized Community Transportation Coordinator (CTC) Representative, hereby certify, under the penalties of perjury as stated in Chapter 837.06, F.S., that the information contained in this report is true, accurate, and in accordance with the accompanying instructions.

CTC Representative (signature): \_\_\_\_\_

## LCB Certification

I, Commissioner Lisa Walker, as the Local Coordinating Board Chairperson, hereby, certify in accordance with Rule 41-2.007(7) F.S. that the Local Coordinating Board has reviewed this report and the Planning Agency has received a copy.

LCB Chairperson (signature): \_\_\_\_\_



# CTC Trips

County: Lafayette

CTC Status: Approved

CTC Organization: Suwannee River Economic Council, Inc.

Fiscal Year: 07/01/2019 - 06/30/2020

CTD Status: Approved

	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
<b>Service Type - One Way</b>						
Fixed Route/Fixed Schedule						
Daily Pass Trips	0	N/A	0	0	N/A	0
Weekly Pass Trips	0	N/A	0	0	N/A	0
Monthly Pass Trips	0	N/A	0	0	N/A	0
Deviated Fixed Route Service	0	N/A	0	0	N/A	0
Complementary ADA Service	0	N/A	0	0	N/A	0
Paratransit						
Ambulatory	4,254	0	4,254	5,669	0	5,669
Non-Ambulatory	208	0	208	523	0	523
Stretcher	0	0	0	0	0	0
Transportation Network Companies	0	N/A	0	0	N/A	0
Taxi	0	N/A	0	0	N/A	0
School Board (School Bus)	0	N/A	0	0	N/A	0
Volunteers	0	N/A	0	0	N/A	0
<b>Total - Service Type</b>	<b>4,462</b>	<b>0</b>	<b>4,462</b>	<b>6,192</b>	<b>0</b>	<b>6,192</b>
<b>Contracted Transportation Operator</b>						
How many of the total trips were provided by Contracted Transportation Operators? (If the CTC provides transportation services, do not include the CTC)	0	N/A	0	0	N/A	0
<b>Total - Contracted Transportation Operator Trips</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Revenue Source - One Way</b>						
Agency for Health Care Administration (AHCA)	139	0	139	158	0	158
Agency for Persons with Disabilities (APD)	0	0	0	0	0	0
Comm for the Transportation Disadvantaged (CTD)	3,022	N/A	3,022	5,266	N/A	5,266
Dept of Economic Opportunity (DEO)	0	0	0	0	0	0
Dept of Children and Families (DCF)	0	0	0	0	0	0
Dept of Education (DOE)	0	0	0	0	0	0
Dept of Elder Affairs (DOEA)	1,289	0	1,289	768	0	768
Dept of Health (DOH)	0	0	0	0	0	0
Dept of Juvenile Justice (DJJ)	0	0	0	0	0	0
Dept of Transportation (DOT)	12	0	12	0	0	0
Local Government	0	0	0	0	0	0
Local Non-Government	0	0	0	0	0	0
Other Federal & State Programs	0	0	0	0	0	0
<b>Total - Revenue Source</b>	<b>4,462</b>	<b>0</b>	<b>4,462</b>	<b>6,192</b>	<b>0</b>	<b>6,192</b>





## CTC Trips (cont'd)

County: Lafayette

CTC Status: Approved

CTC Organization: Suwannee River Economic Council, Inc.

Fiscal Year: 07/01/2019 - 06/30/2020

CTD Status: Approved

	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
<b>Passenger Type - One Way</b>						
Older Adults	1,289	0	1,289	2,536	0	2,536
Children At Risk	0	0	0	24	0	24
Persons With Disabilities	208	0	208	523	0	523
Low Income	2,965	0	2,965	3,109	0	3,109
Other	0	0	0	0	0	0
<b>Total - Passenger Type</b>	<b>4,462</b>	<b>0</b>	<b>4,462</b>	<b>6,192</b>	<b>0</b>	<b>6,192</b>
<b>Trip Purpose - One Way</b>						
Medical	661	0	661	1,073	0	1,073
Employment	0	0	0	0	0	0
Education/Training/Daycare	2,011	0	2,011	3,105	0	3,105
Nutritional	1,728	0	1,728	1,755	0	1,755
Life-Sustaining/Other	62	0	62	259	0	259
<b>Total - Trip Purpose</b>	<b>4,462</b>	<b>0</b>	<b>4,462</b>	<b>6,192</b>	<b>0</b>	<b>6,192</b>
<b>Unduplicated Passenger Head Count (UDPHC)</b>						
UDPHC	213	0	213	137	0	137
<b>Total - UDPHC</b>	<b>213</b>	<b>0</b>	<b>213</b>	<b>137</b>	<b>0</b>	<b>137</b>
<b>Unmet &amp; No Shows</b>						
Unmet Trip Requests	0	N/A	0	0	N/A	0
No Shows	1,089	N/A	1,089	1,858	N/A	1,858
<b>Customer Feedback</b>						
Complaints	2	N/A	2	0	N/A	0
Commendations	0	N/A	0	0	N/A	0



# CTC Vehicles & Drivers

County: Lafayette

CTC Status: Approved

CTC Organization: Suwannee River Economic Council, Inc.

Fiscal Year: 07/01/2019 - 06/30/2020

CTD Status: Approved

	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
<b>Vehicle Miles</b>						
Deviated Fixed Route Miles	0	N/A	0	0	N/A	0
Complementary ADA Service Miles	0	N/A	0	0	N/A	0
Paratransit Miles	78,324	0	78,324	115,671	0	115,671
Transportation Network Companies (TNC) Miles	0	N/A	0	0	N/A	0
Taxi Miles	0	N/A	0	0	N/A	0
School Board (School Bus) Miles	0	N/A	0	0	N/A	0
Volunteers Miles	0	N/A	0	0	N/A	0
<b>Total - Vehicle Miles</b>	<b>78,324</b>	<b>0</b>	<b>78,324</b>	<b>115,671</b>	<b>0</b>	<b>115,671</b>
<b>Roadcalls &amp; Accidents</b>						
Roadcalls	0	0	0	1	0	1
Chargeable Accidents	0	0	0	0	0	0
<b>Vehicle Inventory</b>						
Total Number of Vehicles	5	0	5	4	0	4
Number of Wheelchair Accessible Vehicles	5	0	5	4	0	4
<b>Drivers</b>						
Number of Full Time & Part Time Drivers	3	0	3	4	0	4
Number of Volunteer Drivers	0	0	0	0	0	0



# CTC Revenue Sources

County: Lafayette

CTC Status: Approved

CTC Organization: Suwannee River Economic Council, Inc.

Fiscal Year: 07/01/2019 - 06/30/2020

CTD Status: Approved

	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
<b>Revenue Sources</b>						
Agency for Health Care Administration (AHCA)	\$ 8,978	\$ 0	\$ 8,978	\$ 10,335	\$ 0	\$ 10,335
Agency for Persons with Disabilities (APD)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Dept of Economic Opportunity (DEO)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Dept of Children and Families (DCF)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Dept of Education (DOE)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Dept of Elder Affairs (DOEA)	\$ 15,468	\$ 0	\$ 15,468	\$ 8,300	\$ 0	\$ 8,300
Dept of Health (DOH)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Dept of Juvenile Justice (DJJ)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>Commission for the Transportation Disadvantaged (CTD)</b>						
Non-Sponsored Trip Program	\$ 145,579	N/A	\$ 145,579	\$ 188,697	N/A	\$ 188,697
Non-Sponsored Capital Equipment	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
Rural Capital Equipment	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
TD Other	\$ 10,099	N/A	\$ 10,099	\$ 0	N/A	\$ 0
<b>Department of Transportation (DOT)</b>						
49 USC 5307	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
49 USC 5310	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
49 USC 5311	\$ 83,140	\$ 0	\$ 83,140	\$ 34,402	\$ 0	\$ 34,402
49 USC 5311 (f)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Block Grant	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Service Development	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Commuter Assistance Program	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Other DOT	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>Local Government</b>						
School Board (School Bus)	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
County Cash	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
County In-Kind	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
City Cash	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
City In-Kind	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Other Cash	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Other In-Kind	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>Local Non-Government</b>						
Farebox	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Donations/Contributions	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
In-Kind Services	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Other Non-Government	\$ 16,627	\$ 0	\$ 16,627	\$ 21,066	\$ 0	\$ 21,066
<b>Other Federal &amp; State Programs</b>						
Other Federal Programs	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Other State Programs	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>Total - Revenue Sources</b>	<b>\$ 279,891</b>	<b>\$ 0</b>	<b>\$ 279,891</b>	<b>\$ 262,800</b>	<b>\$ 0</b>	<b>\$ 262,800</b>



# CTC Expense Sources

County: Lafayette

CTC Status: Approved

CTC Organization: Suwannee River Economic Council, Inc.

Fiscal Year: 07/01/2019 - 06/30/2020

CTD Status: Approved

Expense Sources	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
<b>Expense Sources</b>						
Labor	\$ 66,771	\$ 0	\$ 66,771	\$ 92,498	\$ 0	\$ 92,498
Fringe Benefits	\$ 28,104	\$ 0	\$ 28,104	\$ 38,276	\$ 0	\$ 38,276
Services	\$ 5,538	\$ 0	\$ 5,538	\$ 7,542	\$ 0	\$ 7,542
Materials & Supplies Consumed	\$ 29,722	\$ 0	\$ 29,722	\$ 32,002	\$ 0	\$ 32,002
Utilities	\$ 5,058	\$ 0	\$ 5,058	\$ 7,143	\$ 0	\$ 7,143
Casualty & Liability	\$ 13,703	\$ 0	\$ 13,703	\$ 13,196	\$ 0	\$ 13,196
Taxes	\$ 200	\$ 0	\$ 200	\$ 221	\$ 0	\$ 221
Miscellaneous	\$ 1,166	\$ 0	\$ 1,166	\$ 1,208	\$ 0	\$ 1,208
Interest	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Leases & Rentals	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Capital Purchases	\$ 1,264	\$ 0	\$ 1,264	\$ 4,337	\$ 0	\$ 4,337
Contributed Services	\$ 16,627	\$ 0	\$ 16,627	\$ 20,966	\$ 0	\$ 20,966
Allocated Indirect Expenses	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>Purchased Transportation Services</b>						
Bus Pass	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
School Board (School Bus)	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
Transportation Network Companies (TNC)	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
Taxi	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
Contracted Operator	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
<b>Total - Expense Sources</b>	<b>\$ 168,153</b>	<b>\$ 0</b>	<b>\$ 168,153</b>	<b>\$ 217,389</b>	<b>\$ 0</b>	<b>\$ 217,389</b>

County: Lafayette  
 CTC: Suwannee River Economic Council, Inc.  
 Contact: Matt Pearson  
 PO Box 70  
 Live Oak, FL 32064  
 386-362-4115  
 Email: mpearson@suwanneec.net

Demographics	Number
Total County Population	0
Unduplicated Head Count	213



Trips By Type of Service	2018	2019	2020	Vehicle Data	2018	2019	2020
Fixed Route (FR)	0	0	0	Vehicle Miles	58,012	115,671	78,324
Deviated FR	0	0	0	Roadcalls	0	1	0
Complementary ADA	0	0	0	Accidents	0	0	0
Paratransit	4,274	6,192	4,462	Vehicles	4	4	5
TNC	0	0	0	Drivers	4	4	3
Taxi	0	0	0				
School Board (School Bus)	0	0	0				
Volunteers	0	0	0				
<b>TOTAL TRIPS</b>	<b>4,274</b>	<b>6,192</b>	<b>4,462</b>				

Passenger Trips By Trip Purpose	2018	2019	2020
Medical	1,306	1,073	661
Employment	0	0	0
Ed/Train/DayCare	770	3,105	2,011
Nutritional	1,836	1,755	1,728
Life-Sustaining/Other	362	259	62
<b>TOTAL TRIPS</b>	<b>4,274</b>	<b>6,192</b>	<b>4,462</b>

Financial and General Data	2018	2019	2020
Expenses	\$241,385	\$217,389	\$168,153
Revenues	\$290,591	\$262,800	\$279,891
Commendations	0	0	0
Complaints	0	0	2
Passenger No-Shows	926	1,858	1,089
Unmet Trip Requests	0	0	0

Passenger Trips By Revenue Source	2018	2019	2020
CTD	3,402	5,266	3,022
AHCA	311	158	139
APD	0	0	0
DOEA	560	768	1,289
DOE	0	0	0
Other	1	0	12
<b>TOTAL TRIPS</b>	<b>4,274</b>	<b>6,192</b>	<b>4,462</b>

Performance Measures	2018	2019	2020
Accidents per 100,000 Miles	0	0	0
Miles between Roadcalls	0	115,671	0
Avg. Trips per Passenger	22.86	45.20	20.95
Cost per Trip	\$56.48	\$35.11	\$37.69
Cost per Paratransit Trip	\$56.48	\$35.11	\$37.69
Cost per Total Mile	\$4.16	\$1.88	\$2.15
Cost per Paratransit Mile	\$4.16	\$1.88	\$2.15

Trips by Provider Type	2018	2019	2020
CTC	4,274	6,192	4,462
Transportation Operator	0	0	0
Coordination Contractor	0	0	0
<b>TOTAL TRIPS</b>	<b>4,274</b>	<b>6,192</b>	<b>4,462</b>





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March 1, 2021

TO: Lafayette County Transportation Disadvantaged Coordinating Board  
FROM: Lynn Godfrey, AICP, Senior Planner  
SUBJECT: 2018/23 Lafayette County Transportation Disadvantaged Service Plan Amendment

RECOMMENDATION

**Approve the 2018/23 Lafayette County Transportation Disadvantaged Service Plan amendment.**

BACKGROUND

Applicants for funding under the following 49 U.S.C. Grant Programs must certify to the Florida Department of Transportation that the grant projects are included in the current Transportation Disadvantaged Service Plan:

- Section 5310 Capital & Operating Assistance
- Section 5311 Capital & Operating Assistance for Rural Areas; and
- Section 5339 Capital Assistance

In addition, Rule 41-2.011(6) of the Florida Administrative Code requires the Board to review applications for local, state and federal government public transportation project funds submitted for use in Lafayette County.

Attached is a draft amendment to the 2018/23 Lafayette County Transportation Disadvantaged Service Plan that meets the Federal and State requirements. Also, attached is Suwannee River Economic Council, Inc.'s application for U.S.C. Section 5311 grant funds.

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

Attachments

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### 3. Barriers to Coordination

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

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

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

- low density, rural population limits the ability to multi-load vehicles;
- out-of-county trips are required due to the limited availability of medical services/facilities; and
- various requirements for agency client transportation services.

### 4. Needs Assessment

**United States Code Section 5311 Grant Program**

<b>APPLICANT</b>	<b>PROJECT</b>	<b>PROJECT YEAR</b>	<b>AREAS AFFECTED BY PROJECT</b>	<b>ESTIMATED PROJECT COST</b>	<b>PROJECT FUNDING</b>
Suwannee River Economic Council, Inc.	Provide transportation services to the transportation disadvantaged.	2021/22	Lafayette County	<del>\$66,728.00</del> <del>\$74,473.00</del>  <del>\$66,728.00</del> <del>\$74,473.00</del>	Federal Transit Administration  Suwannee River Economic Council, Inc.



# Florida Department of Transportation

## Capital & Operating Assistance Application


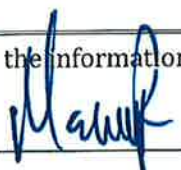
Federal Fiscal Year 2021 / State Fiscal Year 2022



### 49 U.S.C. Section 5311, CFDA 20.509 Formula Grants for Rural Areas

<b>Agency Name:</b>	SUWANNEE RIVER ECONOMIC COUNCIL, INC.
<b>Project Type(s):</b>	<input type="checkbox"/> Capital <input checked="" type="checkbox"/> Operating

# Applicant Information

		49 U.S.C. Section 5311, Formula Grants for Rural Areas: <b style="color: #0056b3;">GRANT APPLICATION</b>			
Agency (Applicant) Legal Name: SUWANNEE RIVER ECONOMIC COUNCIL, INC.			Physical Address (No P.O. Box): 1171 NOBLES FERRY ROAD		
Applicant Status: <input type="checkbox"/> First-time applicant <input checked="" type="checkbox"/> Returning applicant <i>A first-time applicant has not received any funding for the past two grant cycles</i>					
Applicant's County: SUWANNEE COUNTY If Applicant has offices in more than one county, list county where main office is located					
City: LIVE OAK	State: FL	Zip + 4 Code: 32064	Congressional District: THIRD		
Federal Taxpayer ID Number: 59-1101989		Applicant's DUNS Number: 040207904000			
Applicant Fiscal period start and end dates: <u>OCTOBER 1, 2021 to SEPTEMBER 30, 2022</u> <i>State Fiscal period from: July 1, 2020 to June 30, 2021</i>					
Project's Service Area: LAFAYETTE COUNTY <i>List the county or counties that will be served by the proposed project.</i>					
Executive Director: MATT PEARSON			Grant Contact Person (if different than Executive Director):		
Telephone: 386-362-4115 EXT. 223			Telephone:		
Fax: 386-362-4078			Fax:		
E-mail Address: mpearson@suwanneec.net		Email Address:			
Current Vehicle Inventory Enter Number for <b>ENTIRE</b> Fleet in each category:	Sedans:	Vans: 1	MiniVans with Ramp:	Buses(Cutaways) 4	Buses (Medium Duty)
	Other:				N/A
Authorizing Representative certifying to the information contained in this application is true and accurate. Signature (Authorizing Representative)  _____ Printed Name: MATT PEARSON Title: EXECUTIVE DIRECTOR Email Address: mpearson@suwanneec.net *Must attach a Resolution of Authority from your Board (original document) for the person signing ALL documents on behalf of your agency. See Exhibit B					

# PART II - FUNDING REQUEST

## Form A-1: Current System Description

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).

SREC, Inc. is a non-profit organization chartered in 1964 whose purpose is to provide services to low income and elderly citizens to alleviate poverty. SREC, Inc. is currently the State of Florida designated Community Transportation Coordinator in five (5) rural, North Florida counties including Bradford, Dixie, Gilchrist, Lafayette, and Union counties. A voluntary Board of Directors governs SREC, Inc. The Board employs an Executive Director who has normal CEO responsibilities with the agency and the many programs it administers. SREC, Inc. has four (4) Program Directors providing direct supervision of the ongoing programs, including the Transportation Department.

Please provide information below:

Organizational structure (*attach an organizational chart at the end of this section*)

Total number of employees in organization 94

Total number of transportation-related employees in the organization 27

Organizational structure: As the CTC for five (5) rural counties in North Florida SREC, Inc. operates partial brokerages with all trips provided by SREC, Inc. The exception to this is stretcher services which are contracted to a local government provider. SREC, Inc. provides mainly demand response services and requires 24-hour notice for trip requests. SREC, Inc's Executive Director has direct oversight of the Director of Transportation, who in turn manages the Transportation Department. Currently SREC, Inc. employs approximately 27 employees in the Transportation Department across the five (5) service areas.

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

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

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)

SREC, Inc. currently utilizes a combination of funding sources including Section 5311, Commission for the Transportation Disadvantaged, and Medicaid. However, the funding opportunities through both Medicaid and the CTD have greatly diminished recently.

Fully explain your transportation program:

Service hours, planned service, routes and trip types;

Staffing—include plan for training on vehicle equipment such as wheelchair lifts, etc.;

Records maintenance—who, what methods, use of databases, spreadsheets etc.;

Vehicle maintenance—who, what, when and where. Which services are outsourced (e.g., oil changes)? Include a section on how vehicles are maintained without interruptions in service;

System safety plan;

Drug-free workplace; and

Data collection methods, including how data was collected to complete Exhibit A-2.

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

- Service hours, planned service, routes, and trip types: In addition to the information provided in Attachment 1, TDSP, the trip types provided by SREC, Inc. include medical, education/training/day care, nutrition, social, and life-sustaining.
- Staffing: To train drivers SREC, Inc. uses the FDOT approved computer testing and training modules, the online substance abuse training provided by CUTR, and personal, hands-on training provided by CTAA PASS certified trainers employed by SREC, Inc.
- Records maintenance: Administrative aspects of the Transportation Department, including but not limited to fleet inventory and maintenance, driver credentialing, insurance tracking, record keeping, and reporting, are led by the Director of Transportation. SREC, Inc. utilizes the transit software Parascope by CTS.
- Vehicle maintenance: All maintenance is performed by private vendors. SREC, Inc. has no mechanics on staff. The current SSPP requires safety inspections to be performed in a B, B, B, C rotation. The checklist used by vendors is FDOT approved. General maintenance is performed as needed if the driver reports an issue during the required daily inspection or if the vehicle has a mechanical failure.
- Service route and ridership numbers (See Attachment 1, TDSP)
- SSPP: See Attachment 2, Bus Transit System Annual Safety and Security Certification.
- Drug-free workplace: See Attachment 3, Certificate of Compliant for anti-drug and alcohol misuse prevention program.
- Data collection: SREC, Inc. utilized transit software Parascope by CTS Trip Master Enterprise. The application connects the drivers on the road with the dispatchers in the office, and displays the driver's trip manifest electronically. The trip information is updated in real time and data such as pickup and drop-off odometers and times are captured immediately. Additional data collection and reporting through Parascope includes vehicle mileage and fuel consumption.



**Form A-2: Fact Sheet**

	Calculations <sup>1</sup> (current system)	Current System	Calculations <sup>1</sup> (if grant is awarded)	If Grant is Awarded (Estimates are acceptable)
1 Number of total one-way trips served by the agency <b>PER YEAR. *</b>	CTS SOFTWARE	4,462	CTS SOFTWARE	6,192
2 Number of individuals served unduplicated (first ride per fiscal year) <b>PER YEAR. **</b>	CTS SOFTWARE	213	CTS SOFTWARE	213
3 Number of vehicles used for this service <b>ACTUAL.</b>	CTS SOFTWARE	5	CTS SOFTWARE	5
4 Number of ambulatory seats. <b>AVERAGE PER VEHICLE</b> (Total ambulatory seats divided by total number of fleet vehicles)	CTS SOFTWARE	9	CTS SOFTWARE	9

1 If a software program is used to obtain the required data for the fact sheet, please include the source of the data, i.e., Trapeze).

	Calculations (current system)	Current System	Calculations (if grant is awarded)	If Grant is Awarded (Estimates are acceptable)	
5	Number of wheelchair positions <b>AVERAGE PER VEHICLE</b> (Total wheelchair positions divided by total number of fleet vehicles)	CTS SOFTWARE	2	CTS SOFTWARE	2
6	Vehicle miles traveled. <b>PER YEAR</b>	CTS SOFTWARE	78,324	CTS SOFTWARE	115,671
7	Average vehicle miles. <b>PER DAY</b>	CTS SOFTWARE	250	CTS SOFTWARE	370
8	Normal vehicle hours in operation. <b>PER DAY</b>	CTS SOFTWARE	10	CTS SOFTWARE	10
9	Normal number of days in operation. <b>PER WEEK</b>	CTS SOFTWARE	6	CTS SOFTWARE	6
10	Trip length (roundtrip). <b>AVERAGE</b>	CTS SOFTWARE	38	CTS SOFTWARE	38

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

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

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

### **Form A-3: Proposed Project Description**

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

Will it be used to:

- Provide more hours of service?
- Expand service to a larger geographic area?
- Provide shorter headways?
- Provide more trips?
- Replace existing equipment?
- Purchase additional vehicles/equipment?

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

The requested 5311 funding should help maintain the existing levels of service currently being provided by continuing to offset the cost of services with this vital operating funding assistance. Due to the rural nature of Lafayette County trip lengths are increased because of minimal local medical facilities, which in turn creates an increase in the cost of providing those trips. In addition Lafayette County has a high need for trips that are non-medical such as shopping, employment, and job training. However, with local governments providing limited local resources and the extensive reduction in the Transportation Disadvantage Trust Fund, the 5311 program funds fill the gap and allow for transportation services to be provided in rural areas like Lafayette County. Thus, the requested 5311 funding helps offset the cost of the entire transportation system and allows for continued transportation services to be provided to those in need in Lafayette County.

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

Due to the nature of a rural area like Lafayette County and the need for transportation services to travel over 40 miles to medical facilities, multiple daily trips are required to cover these distances while also trying to balance the needs and physical limitations of the passengers whom we serve. It is imperative to operate the transportation services provided by SREC, Inc. as efficiently and economically as possible while maintaining that balance between business and compassion. SREC, Inc. utilizes the transit software program Parascopy from CTS Trip Master Enterprise to electronically and in real time connect the driver on the road with the dispatcher in the office. The program provides data such as pickup and drop-off odometers and times, as well as other important data collection, tracking, and reporting such as vehicle mileage and fuel consumption. Additionally, SREC, Inc. employs a fulltime Transportation Operations Manager and a fully staffed Finance Department. As the reporting regulations in the transportation industry are increasing continually the funding request from Section 5311 will enable SREC, Inc. to continue to operate an efficient transportation program while maintaining a system of detailed recording and reporting in all facets of the transportation operation.

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

If the Section 5311 grant is not fully funded as intended SREC, Inc. would continue to operate, but the amount of services available to the residents of Lafayette County would be drastically reduced at the detriment of those who need this service.

**All Non-CTC Applicants:** Have you met with the CTC and, if so, how are you providing a service they cannot? Provide detailed information supporting this determination. *Applications submitted without the appropriate CTC coordination agreement may be rejected by FDOT. Grant awards will not be made without an appropriate coordination agreement.*

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

**Estimated Transportation Program Operating & Administrative Expenses  
2021 / 2022**

<b>Code</b>	<b>Object Class</b>	<b>Amount</b>
5010	Labor	\$135,771
5015	Fringe Benefits	\$43,405
5020	Services	\$8,693
5030	Materials and Supplies	\$46,572
5040	Utilities	\$8,458
5050	Casualty and Liability Costs	\$17,103
5060	Taxes	\$400
5100	Purchased Transportation	\$0
5090	Miscellaneous	\$487
5230	Capital Leases	\$0
5260	Depreciation	\$57
-	Other	\$0
<b>Grand Total All Expenses</b>		<b>\$260,946</b>

**Estimated Transportation Program Operating & Administrative Revenues**  
*2021 / 2022*

<b>Code</b>	<b>Object Class</b>	<b>Amount</b>
4111	Passenger-Paid Fares	\$0
4112	Organization-Paid Fares	\$0
4310	General Revenues of the Local Government	\$0
4390	Other Local Funds	\$0
4420	State Transportation Fund	\$112,000
4500	Federal Funds	\$0
4610	Contributed Services	\$0
4630	Sales and Disposals of Assets	\$0
-	Other	\$0
<b>Grand Total All Revenues</b>		<b>\$112,000</b>



### Proof of Local Match - Operating Projects

**Operating Project Total:** \$148,946

Match Source	Amount
SREC Local Match	\$74,473
	\$
	\$
	\$
	\$
	\$

**Operating Match Total:** \$74,473  
50% of Operating Project Total

### Proof of Local Match – Capital Projects

**Capital Project Total:** \$

Match Source	Amount
	\$
	\$
	\$
	\$
	\$
	\$

**Capital Match Total:** \$  
10% of Capital Project Total

Application for Federal Assistance SF-424			
* 1. Type of Submission:		* 2. Type of Application:	
<input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		<input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	
		* If Revision, select appropriate letter(s):	
		<input type="text"/> * Other (Specify): <input type="text"/>	
* 3. Date Received:		4. Applicant Identifier:	
N/A		N/A	
5a. Federal Entity Identifier:		5b. Federal Award Identifier:	
N/A			
<b>State Use Only:</b>			
6. Date Received by State:		7. State Application Identifier: 1001	
<b>8. APPLICANT INFORMATION:</b>			
* a. Legal Name: SUWANNEE RIVER ECONOMIC COUNCIL, INC.			
* b. Employer/Taxpayer Identification Number (EIN/TIN):		* c. Organizational DUNS:	
59-1101989		040207904000	
d. Address:			
* Street1:	1171 NOBLES FERRY ROAD		
Street2:			
* City:	LIVE OAK		
County/Parish:			
* State:	FL		
Province:			
* Country:	USA: UNITED STATES		
* Zip / Postal Code:	32064		
e. Organizational Unit:			
Department Name:		Division Name:	
ADMINISTRATION			
f. Name and contact information of person to be contacted on matters involving this application:			
Prefix:	MR.	* First Name:	MATT
Middle Name:			
* Last Name:	PEARSON		
Suffix:			
Title:	EXECUTIVE DIRECTOR		
Organizational Affiliation:			
* Telephone Number:	386-362-4115 EXT. 223	Fax Number:	386-362-4078
* Email:	mpearson@suwanneec.net		

**Application for Federal Assistance SF-424**

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

NONPROFIT WITH 501C3 STATUS (OTHER THAN INSTITUTION OF HIGHER EDUCATION)

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

\* 10. Name of Federal Agency:

FEDERAL TRANSIT ADMINISTRATION

11. Catalog of Federal Domestic Assistance Number:

20.509

CFDA Title:

FORMULA GRANTS FOR RURAL AREAS, SECTION 5311

\* 12. Funding Opportunity Number:

N / A

\* Title:

N / A

13. Competition Identification Number:

N / A

Title:

N / A

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

LAFAYETTE COUNTY

Add Attachment

Delete Attachment

View Attachment

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

PROVIDE TRANSPORTATION SERVICES FOR THE RESIDENTS OF THE COUNTY.

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

**Application for Federal Assistance SF-424**

16. Congressional Districts Of:  
 \* a. Applicant **THIRD** \* b. Program/Project **THIRD**

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

17. Proposed Project:  
 \* a. Start Date: **10/1/2021** \* b. End Date: **9/30/2022**

18. Estimated Funding (\$):

* a. Federal	\$74,473
* b. Applicant	
* c. State	
* d. Local	\$74,473
* e. Other	
* f. Program Income	\$148,946
* g. TOTAL	

\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?  
 a. This application was made available to the State under the Executive Order 12372 Process for review on .  
 b. Program is subject to E.O. 12372 but has not been selected by the State for review.  
 c. Program is not covered by E.O. 12372.

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

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

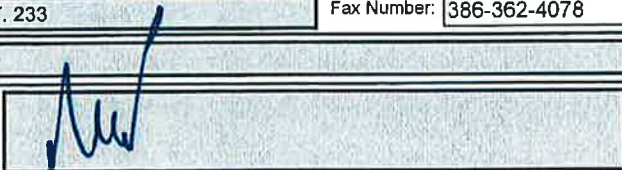
Authorized Representative:

Prefix: **MR.** \* First Name: **MATT**  
 Middle Name:   
 \* Last Name: **PEARSON**  
 Suffix:

\* Title: **EXECUTIVE DIRECTOR**

\* Telephone Number: **386-362-4115 EXT. 233** Fax Number: **386-362-4078**

\* Email: **mpearson@suwanneeec.net**

\* Signature of Authorized Representative:  \* Date Signed:



Serving Alachua  
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Suwannee • Taylor • Union Counties

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2008 NW 67th Place, Gainesville, FL 32653-1603 • 352.955.2200

March 1, 2021

TO: Lafayette County Transportation Disadvantaged Coordinating Board

FROM: Lynn Godfrey, AICP, Senior Planner

SUBJECT: Suwannee River Economic Council, Inc. 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. July - September 2020 and October - December 2020 Operations Reports;
2. 2019/20 Trip & Equipment Grant Report;
3. July - September 2020 and October – December 2020 Complaint/Commendation Reports; and
4. July - September 2020 and October – December 2020 Trip Denial Reports.

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

Attachments

T:\Lynn\TD2021\Lafayette\Memos\statmarch.docx



**QUARTERLY OPERATING REPORT  
SUWANNEE RIVER ECONOMIC COUNCIL, INC.  
LAFAYETTE COUNTY  
JULY - SEPTEMBER 2020**

OPERATING DATA	SREC
<b>NUMBER OF INVOICED TRIPS</b>	<b>226</b>
Florida Managed Medical Assistance Program	50
Florida Transportation Disadvantaged Program	160
Florida Innovation and Service Development Grant Program	0
Florida Department of Elder Affairs Title III-B Meal Site	0
Community Trips	16
<b>TOTAL VEHICLE MILES</b>	<b>15,113</b>
<b>TOTAL DOLLARS INVOICED</b>	<b>\$22,894.78</b>
Florida Managed Medical Assistance Program	\$3,425.86
Florida Transportation Disadvantaged Program	\$19,468.92
Florida Innovation and Service Development Grant Program	\$0.00
Florida Department of Elder Affairs Title III-B Meal Site	\$0.00
Community Trips	\$0.00
<b>AVERAGE COST PER TRIP</b>	<b>\$101.30</b>
Florida Managed Medical Assistance Program	<b>\$68.52</b>
Florida Transportation Disadvantaged Program	<b>\$121.68</b>
Florida Innovation and Service Development Grant Program	<b>#DIV/0!</b>
Florida Department of Elder Affairs Title III-B Meal Site	<b>#DIV/0!</b>
Community Trips	<b>\$0.00</b>
<b>AVERAGE COST PER VEHICLE MILE</b>	<b>\$1.51</b>
<b>TRIP PURPOSE*</b>	
Medical	226
Employment	0
Education/Training	0
Shopping	0
Meal Site	0
Recreation	0
Other	0
<b>CHARGEABLE ACCIDENTS</b>	<b>0</b>
<b>NUMBER OF VEHICLES</b>	<b>5</b>
<b>NUMBER OF ROADCALLS</b>	<b>0</b>

**QUARTERLY OPERATING REPORT  
SUWANNEE RIVER ECONOMIC COUNCIL, INC.  
LAFAYETTE COUNTY  
JULY - SEPTEMBER 2019**

OPERATING DATA	SREC
<b>NUMBER OF INVOICED TRIPS</b>	<b>1,558</b>
Florida Managed Medical Assistance Program	34
Florida Transportation Disadvantaged Program	1,070
S.R.E.C. - Title III-B Meal Site	454
<b>TOTAL VEHICLE MILES</b>	<b>18,078</b>
<b>TOTAL DOLLARS INVOICED</b>	<b>\$77,029.64</b>
Florida Managed Medical Assistance Program	\$3,072.10
Transportation Disadvantaged Program	\$68,509.54
S.R.E.C. - Title III-B Meal Site	\$5,448.00
<b>AVERAGE COST PER TRIP</b>	<b>\$49.44</b>
Florida Managed Medical Assistance Program	<b>\$90.36</b>
Transportation Disadvantaged Program	<b>\$64.03</b>
S.R.E.C. - Title III-B Meal Site	<b>\$12.00</b>
<b>AVERAGE COST PER VEHICLE MILE</b>	<b>\$4.26</b>
<b>TRIP PURPOSE*</b>	
Medical	188
Employment	0
Education/Training	715
Shopping	9
Meal Site	611
Recreation	30
Other	5
<b>CHARGEABLE ACCIDENTS</b>	<b>0</b>
<b>NUMBER OF VEHICLES</b>	<b>4</b>
<b>NUMBER OF ROADCALLS</b>	<b>0</b>

Source: Suwannee River Economic Council, Inc.

**QUARTERLY OPERATING REPORT  
SUWANNEE RIVER ECONOMIC COUNCIL, INC.  
LAFAYETTE COUNTY  
OCTOBER - DECEMBER 2020**

OPERATING DATA	SREC
<b>NUMBER OF INVOICED TRIPS</b>	<b>816</b>
Florida Managed Medical Assistance Program	126
Florida Transportation Disadvantaged Program	179
Florida Innovation and Service Development Grant Program	489
Florida Department of Elder Affairs Title III-B Meal Site	0
Community Trips	22
<b>TOTAL VEHICLE MILES</b>	<b>22,514</b>
<b>TOTAL DOLLARS INVOICED</b>	<b>\$37,829.19</b>
Florida Managed Medical Assistance Program	\$7,222.51
Florida Transportation Disadvantaged Program	\$22,091.30
Florida Innovation and Service Development Grant Program	\$8,515.38
Florida Department of Elder Affairs Title III-B Meal Site	\$0.00
Community Trips	\$0.00
<b>AVERAGE COST PER TRIP</b>	<b>\$46.36</b>
Florida Managed Medical Assistance Program	<b>\$57.32</b>
Florida Transportation Disadvantaged Program	<b>\$123.42</b>
Florida Innovation and Service Development Grant Program	<b>\$17.41</b>
Florida Department of Elder Affairs Title III-B Meal Site	<b>#DIV/0!</b>
Community Trips	<b>\$0.00</b>
<b>AVERAGE COST PER VEHICLE MILE</b>	<b>\$1.68</b>
<b>TRIP PURPOSE*</b>	
Medical	327
Employment	0
Education/Training	489
Shopping	0
Meal Site	0
Recreation	0
Other	0
<b>CHARGEABLE ACCIDENTS</b>	<b>0</b>
<b>NUMBER OF VEHICLES</b>	<b>5</b>
<b>NUMBER OF ROADCALLS</b>	<b>0</b>

**QUARTERLY OPERATING REPORT  
SUWANNEE RIVER ECONOMIC COUNCIL, INC.  
LAFAYETTE COUNTY  
OCTOBER - DECEMBER 2019**

OPERATING DATA	SREC
<b>NUMBER OF INVOICED TRIPS</b>	<b>1,658</b>
Florida Managed Medical Assistance Program	56
Florida Transportation Disadvantaged Program	931
Florida Innovation and Service Development Grant Program	223
S.R.E.C. - Title III-B Meal Site	448
<b>TOTAL VEHICLE MILES</b>	<b>23,438</b>
<b>TOTAL DOLLARS INVOICED</b>	<b>\$73,092.94</b>
Florida Managed Medical Assistance Program	\$3,958.10
Transportation Disadvantaged Program	\$59,950.00
Florida Innovation and Service Development Grant Program	\$3,808.84
S.R.E.C. - Title III-B Meal Site	\$5,376.00
<b>AVERAGE COST PER TRIP</b>	<b>\$44.09</b>
Florida Managed Medical Assistance Program	<b>\$70.68</b>
Transportation Disadvantaged Program	<b>\$64.39</b>
Florida Innovation and Service Development Grant Program	<b>\$17.08</b>
S.R.E.C. - Title III-B Meal Site	<b>\$12.00</b>
<b>AVERAGE COST PER VEHICLE MILE</b>	<b>\$3.12</b>
<b>TRIP PURPOSE*</b>	
Medical	226
Employment	0
Education/Training	828
Shopping	27
Meal Site	573
Recreation	4
Other	0
<b>CHARGEABLE ACCIDENTS</b>	<b>0</b>
<b>NUMBER OF VEHICLES</b>	<b>6</b>
<b>NUMBER OF ROADCALLS</b>	<b>0</b>

Source: Suwannee River Economic Council, Inc.



**2020-2021 TRIP/EQUIPMENT GRANT SUMMARY  
LAFAYETTE COUNTY**

**CONTRACT AMOUNT:     \$181,503.00**

<b>MONTH/ YEAR</b>	<b>TOTAL DOLLARS SPENT</b>	<b>TRUST FUND (90%)</b>	<b>LOCAL MATCH (10%)</b>	<b>TOTAL AMOUNT REMAINING</b>	<b>NUMBER OF TRIPS</b>	<b>AVERAGE COST PER TRIP</b>
<b>Jul-20</b>	<b>\$4,343.40</b>	<b>\$3,909.06</b>	<b>\$434.34</b>	<b>\$177,159.60</b>	<b>36</b>	<b>\$120.65</b>
<b>Aug-20</b>	<b>\$6,404.52</b>	<b>\$5,764.07</b>	<b>\$640.45</b>	<b>\$170,755.08</b>	<b>55</b>	<b>\$116.45</b>
<b>Sep-20</b>	<b>\$8,721.00</b>	<b>\$7,848.90</b>	<b>\$872.10</b>	<b>\$162,034.08</b>	<b>69</b>	<b>\$126.39</b>
<b>Oct-20</b>	<b>\$9,221.84</b>	<b>\$8,299.66</b>	<b>\$922.18</b>	<b>\$152,812.24</b>	<b>67</b>	<b>\$137.64</b>
<b>Nov-20</b>	<b>\$4,839.68</b>	<b>\$4,355.71</b>	<b>\$483.97</b>	<b>\$147,972.56</b>	<b>42</b>	<b>\$115.23</b>
<b>Dec-20</b>	<b>\$8,029.78</b>	<b>\$7,226.80</b>	<b>\$802.98</b>	<b>\$139,942.78</b>	<b>70</b>	<b>\$114.71</b>
<b>Jan-21</b>				<b>\$139,942.78</b>		<b>#DIV/0!</b>
<b>Feb-21</b>				<b>\$139,942.78</b>		<b>#DIV/0!</b>
<b>Mar-21</b>				<b>\$139,942.78</b>		<b>#DIV/0!</b>
<b>Apr-21</b>				<b>\$139,942.78</b>		<b>#DIV/0!</b>
<b>May-21</b>				<b>\$139,942.78</b>		<b>#DIV/0!</b>
<b>Jun-21</b>				<b>\$139,942.78</b>		<b>#DIV/0!</b>

Source: Suwannee River Economic Council, Inc.

**LAFAYETTE COUNTY  
SERVICE COMPLAINTS/COMMENDATIONS  
JULY - SEPTEMBER 2020**

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

Source: Suwannee River Economic Council, Inc.

**LAFAYETTE COUNTY**  
**SERVICE COMPLAINTS/COMMENDATIONS**  
**OCTOBER - DECEMBER 2020**

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

Source: Suwannee River Economic Council, Inc.

**LAFAYETTE COUNTY  
UNMET TRANSPORTATION NEEDS  
JULY - SEPTEMBER 2020**

<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, Inc.

**LAFAYETTE COUNTY  
UNMET TRANSPORTATION NEEDS  
OCTOBER - DECEMBER 2020**

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

Source: Suwannee River Economic Council, Inc.



**ATTENDANCE RECORD**

**LAFAYETTE COUNTY  
TRANSPORTATION DISADVANTAGED  
COORDINATING BOARD**

<b>MEMBER/ORGANIZATION</b>	<b>NAME</b>	<b>9/9/19</b>	<b>11/18/19</b>	<b>6/8/20</b>	<b>9/14/20</b>
Chair	Commissioner Lisa Walker	A	A	A	A
Florida Department of Transportation Alternate Member	Sandra Collins Lauren Adams	P A	A A	P A	A P
Florida Department of Children and Families Alternate Member	Kay Tice Amanda Bryant	P A	P A	P A	P A
Florida Agency for Health Care Administration Alternate Member	(Vacant) (Vacant)				
Florida Department of Education Alternate Member	Bonnie Burgess (Vacant)	P	A	A	P
Florida Department of Elder Affairs Alternate Member	Eva K. Bolton (Vacant)	P	A	P	A
Florida Agency for Persons with Disabilities Alternate Member	Sylvia Bamberg (Vacant)				A
Florida Association for Community Action Alternate Member	(Vacant) (Vacant)				
Public Education Alternate Member	Joey Pearson (Vacant)	A	P	P	A
Citizen Advocate Alternate Member	(Vacant) (Vacant)				
Citizen Advocate-User Alternate Member	(Vacant) (Vacant)				
Elderly Alternate Member	(Vacant) (Vacant)				
Veterans Alternate Member	(Vacant) (Vacant)				
Persons with Disabilities Alternate Member	(Vacant) (Vacant)				
Children at Risk Alternate Member	(Vacant) (Vacant)				
Local Medical Community Alternate Member	(Vacant) (Vacant)				
Regional Workforce Board Alternate Member	Diane Head Anthony Jennings	P A	P A	P A	P A

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

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

