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

January 3, 2023

TO: Union County Transportation Disadvantaged Coordinating Board  
FROM: Lynn Godfrey, AICP, Senior Planner  
SUBJECT: Meeting Announcement

The Union County Transportation Disadvantaged Coordinating Board will hold a business meeting **Tuesday, January 10, 2023 at 1:00 p.m.** in the Union County Transportation Facility located at 255 SW 9th Avenue, Lake Butler, Florida. 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**

**\*\*Please note that at least two (2) Board members must be present in person in addition to at least two (2) Board members present via communications media technology to establish a quorum in order to vote on agenda items that require formal action.\*\***

Per the Centers for Disease Control and Prevention guidelines, to reduce the risk of becoming infected with the virus that causes COVID-19 and potentially spreading it to others, fully vaccinated people should wear a mask indoors in public if they are in an area of substantial or high transmission; if someone in their household is immunocompromised or at increased risk for severe disease; or if someone in their household is unvaccinated.

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

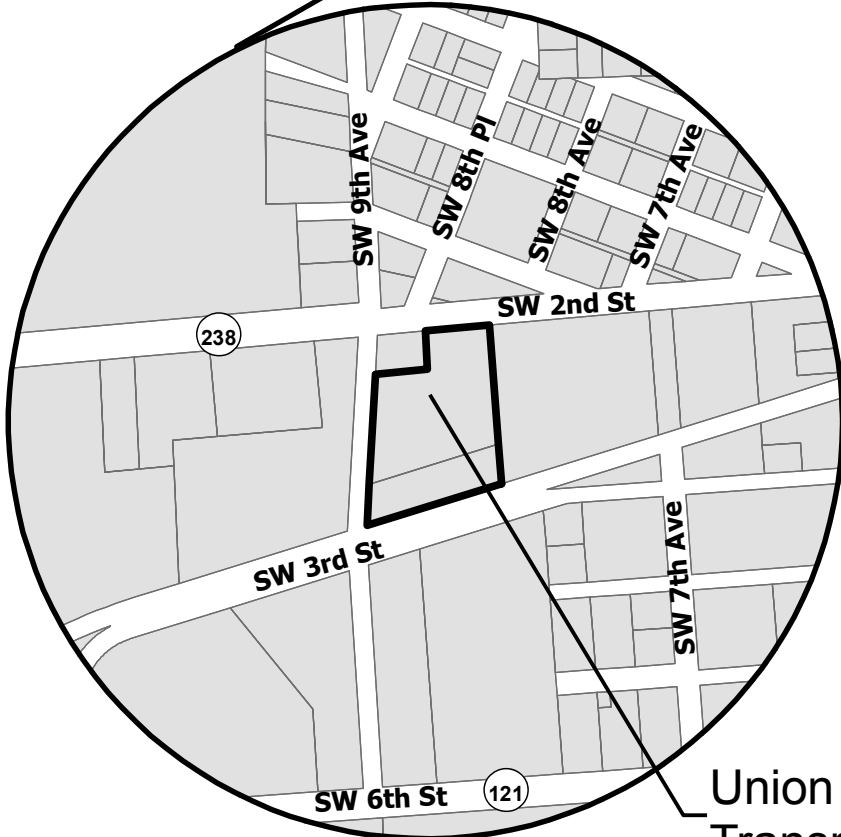
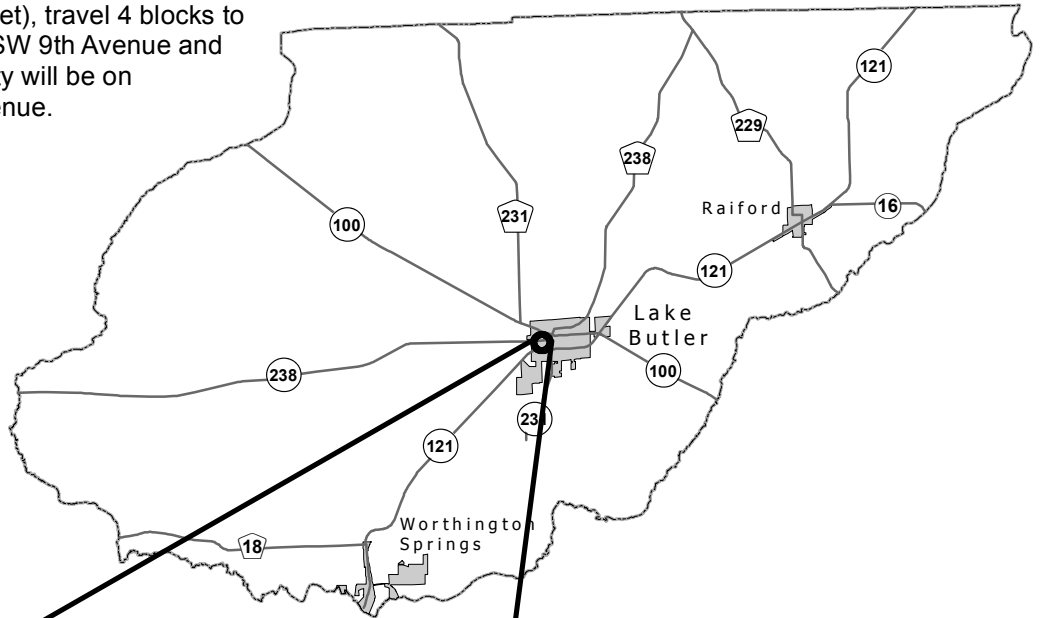
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# Union County Transportation Facility

## 255 SW 9th Avenue

### Lake Butler, Florida 32054

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



1 inch = 500 feet

Union County  
Transportation Facility





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**UNION COUNTY  
TRANSPORTATION DISADVANTAGED COORDINATING BOARD**

**MEETING ANNOUNCEMENT AND AGENDA**

Union County Transportation Facility  
255 SW 9th Avenue  
Lake Butler, Florida  
Dial in Number: Toll free 1.888.585.9008  
Conference Code: 864 183 272

Tuesday  
January 10, 2023  
1:00 p.m.

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

- A. Invocation**
- B. Pledge of Allegiance**
- C. Roll Call**
- D. Approval of the Meeting Agenda                      Page 3                      ACTION REQUIRED**
- E. Approval of the October 11, 2022 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. 2021/26 Union County Transportation Disadvantaged Service Plan Amendment                      Page 37                      ACTION REQUIRED**

The Board needs to review and approve an amendment to the 2021/26 Union County Transportation Disadvantaged Service Plan

- C. Suwannee River Economic Council, Inc. Operations Reports                      Page 49                      NO ACTION REQUIRED**

**III. OTHER BUSINESS**

- A. Comments

**IV. FUTURE MEETING DATES**

- A. April 11, 2023 at 1:00 p.m.
- B. July 11, 2023 at 1:00 p.m.
- C. October 10, 2023 at 1:00 p.m.
- D. January 9, 2024 at 1:00 p.m.

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

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

**UNION COUNTY  
TRANSPORTATION DISADVANTAGED COORDINATING BOARD**

<b>MEMBER/REPRESENTING</b>	<b>ALTERNATE/REPRESENTING</b>
Commissioner Ryan Perez Local Elected Official/Chair	
Geanelly Reveron Florida Department of Transportation	Lauren Adams, Vice-Chair Florida Department of Transportation Grievance Committee Member
Vacant Florida Department of Children and Families	Vacant Florida Department of Children and Families
Vacant Florida Department of Education Grievance Committee Member	Vacant Florida Department of Education
Libby Murphy Florida Department of Elder Affairs Grievance Committee Member	Vacant Florida Department of Elder Affairs
Reeda Harris Florida Agency for Health Care Administration	Pamela Hagley Florida Agency for Health Care Administration
Sheryl Stanford Florida Agency for Persons with Disabilities Grievance Committee Member	Sylvia Bamburg Florida Agency for Persons with Disabilities
Elizabeth Wetherington Regional Workforce Board	Vacant Regional Workforce Board
Vacant Florida Association for Community Action Term ending June 30, 2023	Vacant Florida Association for Community Action Term ending June 30, 2023
Vacant Public Education	Vacant Public Education
Barbara Fischer Veterans Grievance Committee Member Term ending June 30, 2023	Vacant Veterans Term ending June 30, 2023
Vacant Citizen Advocate Term ending June 30, 2024	Vacant Citizen Advocate Term ending June 30, 2021
Vacant Citizen Advocate - User Term ending June 30, 2024	Vacant Citizen Advocate - User Term ending June 30, 2021
Vacant Persons with Disabilities Term ending June 30, 2024	Vacant Persons with Disabilities Term ending June 30, 2021
Vacant Elderly Term ending June 30, 2023	Vacant Elderly Term ending June 30, 2023
John "Dan" Mann Medical Community Term ending June 30, 2025	Vacant Medical Community Term ending June 30, 2025
Vacant Children at Risk Term ending June 30, 2025	Vacant Children at Risk Term ending June 30, 2025
Vacant Private Transit Term ending June 30, 2025	Vacant Private Transit Term ending June 30, 2025

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

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**UNION COUNTY  
TRANSPORTATION DISADVANTAGED COORDINATING BOARD**

**MEETING MINUTES**

Union County Transportation Facility  
255 SW 9th Avenue  
Lake Butler, Florida  
Dial in Number: Toll free 1.888.585.9008  
Conference Code: 864 183 272

Tuesday  
October 11, 2022  
1:00 p.m.

**VOTING MEMBERS PRESENT IN PERSON**

John “Dan” Man, Medical Community Representative  
Libby Murphy, Florida Department of Elder Affairs Representative

**VOTING MEMBERS PRESENT VIA TELECOMMUNICATIONS MEDIA TECHNOLOGY**

Jeff Aboumrad, Florida Department of Education Representative  
Reeda Harris, Florida Agency for Health Care Administration Representative  
Geanelly Reveron, Florida Department of Transportation Representative  
Sheryl Dick-Stanford, Florida Agency for Persons with Disabilities Representative

**ALTERNATE MEMBERS PRESENT VIA TELECOMMUNICATIONS TECHNOLOGY**

Lauren Adams Florida Department of Transportation Representative

**VOTING MEMBERS ABSENT**

Barbara Fischer, Veterans Representative  
Commissioner Ryan Perez, Chair

**OTHERS PRESENT**

Sheryl Hartzog, Suwannee River Economic Council, Inc.

**STAFF PRESENT**

Lynn Godfrey, North Central Florida Regional Planning Council

**I. BUSINESS MEETING CALL TO ORDER**

Vice-Chair Adams called the meeting to order at 1:04 p.m.

**A. Pledge of Allegiance**

Vice-Chair Adams lead those present in the Pledge of Allegiance.

**B. Roll Call**

Vice-Chair Adams asked staff to conduct the roll call.

The roll was called by Ms. Lynn Godfrey, North Central Florida Regional Planning Council Senior Planner, and, a quorum was declared present.

**C. Approval of the Meeting Agenda**

**ACTION: Sheryl Stanford moved to approve the meeting agenda. Geanelly Reveron seconded; motion passed unanimously.**

**D. Approval of the July 12, 2022 Minutes**

**ACTION: Libby Murphy moved to approve the July 12, 2022 minutes. John Man seconded; motion passed unanimously.**

**II. NEW BUSINESS**

**A. 2021/22 Annual Performance Evaluation**

Ms. Godfrey stated that the Board is required to annually evaluate the transportation services provided by Suwannee River Economic Council, Inc. She discussed Suwannee River Economic Council, Inc.'s draft 2021/22 annual performance evaluation.

**ACTION: John Mann moved to approve the 2021/22 Annual Performance Evaluation. Libby Murphy seconded; motion passed unanimously.**

**B. 2021/22 Annual Operating Report**

Ms. Godfrey stated that 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.

Mr. Matthew Pearson, Suwannee Rive Economic Council, Inc. Executive Director, discussed the Annual Operating Report.

**III. OTHER BUSINESS**

**A. Comments**

There were no comments.



**IV. FUTURE MEETING DATES**

Vice-Chair Adams stated that the next meeting of the Board will be held Tuesday, January 10, 2023 at 1:00 p.m.

**ADJOURNMENT**

The meeting was adjourned at 1:20 p.m.

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Coordinating Board Chair

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Date

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January 3, 2023

TO: Union 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

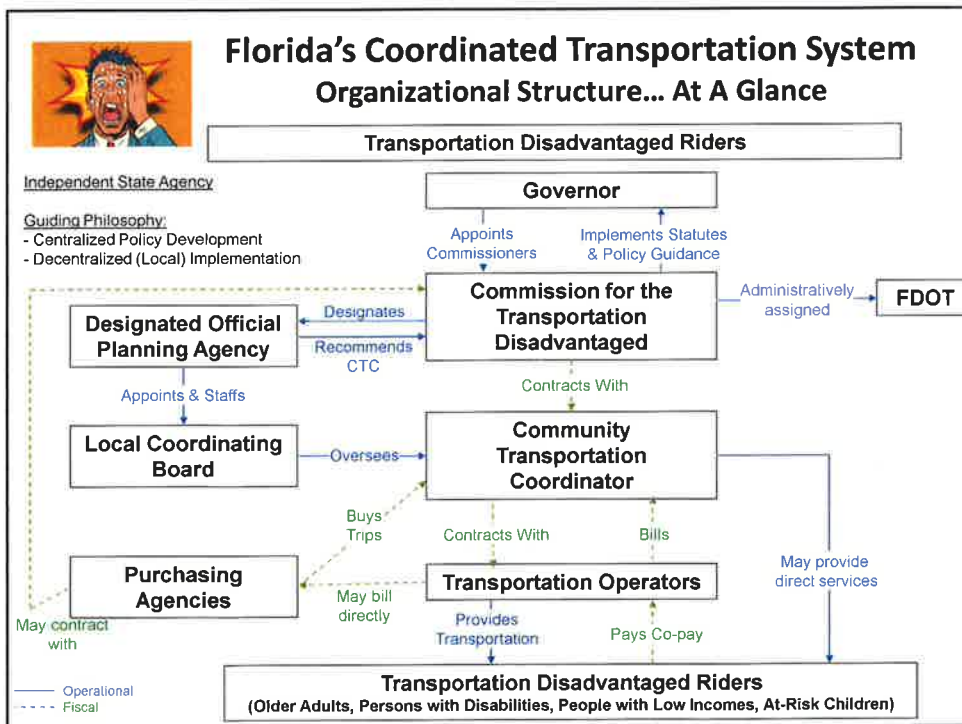
### An Overview of the Transportation Disadvantaged Program



May 23, 2022



1





### Riders Who Are Transportation Disadvantaged

- Older Adults
- Persons with Disabilities
- Persons with Low Income
- Children who are At-Risk



## They Could Need A Ride To...



- Medical Services
- Work or Job-Training
- School or College
- Grocery Store
- Social-Recreation

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## ...And They May Have Limited Transportation Options Available In Their Community:

- Personal or Family Vehicle
- Public Transit
- Government “Sponsored” Transportation (e.g., Medicaid)
- Private On-Demand Services (e.g., taxi, Uber or Lyft, etc.)



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### ***TD Program Foundation***

The Coordinated System was established in 1979.

The Legislature created the Commission and TD Trust Fund in 1989.

The purpose was to deliver the "coordination" of transportation services in each county.

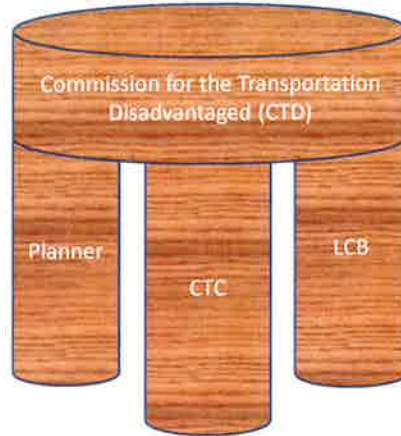
Implemented by three primary entities at local level:

- Community Transportation Coordinator (CTC)
- Designated Official Planning Agency (Planner)
- Local Coordinating Board (LCB)

CTD works with state/local partners (e.g., FDOT) to also purchase trips through coordinated system.

Reimburses CTC for door-to-door (demand-response) trips or bus pass "fare" subsidies.

### The "Three-Legged Stool" of Coordination



## Commission Responsibilities

Florida Commission for the



**Transportation  
Disadvantaged**



### Summary of Responsibilities

- Independent agency, administratively housed in FDOT, with board appointed by Governor.
- Administers the TD Trust Fund and disburses funds through various grant programs.
- Develops policies/procedures governing the coordinated transportation system.
- Approves and contracts with CTCs to deliver CTD-funded services in each county.
- Designates Planning Agency (outside MPO) to help implement program at the local level.

### Governing Documents



Chapter 427, Florida Statutes –  
Legislative Authority

Rule Chapter 41-2, Florida  
Administrative Code –  
Implementing Regulations

## Commission Membership and Duties...

- Seven voting Governor-appointed members:
  - Five business representatives
  - Two users of the system
  - At least one representing seniors (65+ Years Old)
- Eight ex-officio (non-voting) members, representing purchasing agencies.
- Meets at least four times a year, virtually and/or in areas around the state.
- All meetings are governed under the Sunshine Laws – recorded and accessible to the public.

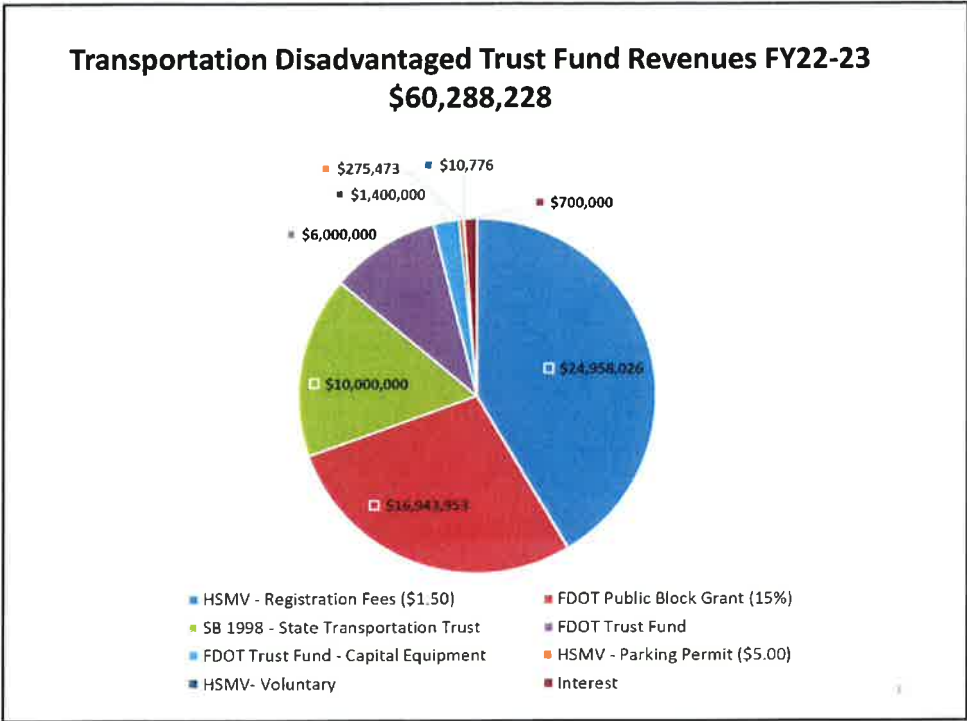


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## ...Commission Duties

- Primary voting responsibilities:
  - Approves the five-year designation of every CTC
  - Administers the TD Trust Fund, which supports all CTD grant programs and operations.
  - Reviews and approves Commission publications, including the Annual Performance Report
  - Develops/approves policies governing coordinated transportation (e.g., rules, procedures, etc.).
- Participates in professional development events, including an annual training workshop.
- Appoints and oversees Executive Director.

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### Grant Programs...

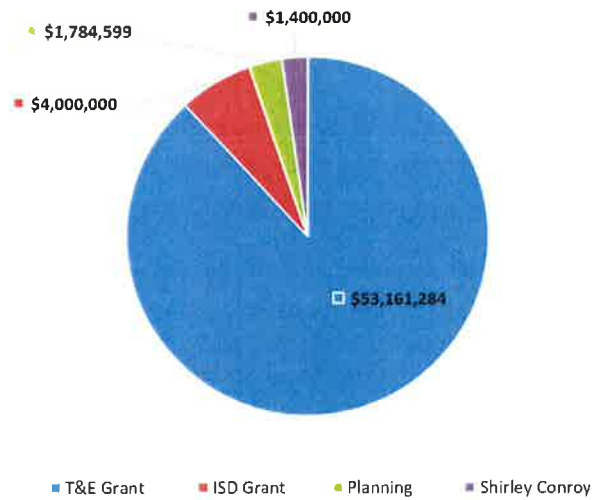
- Trip & Equipment Grant –
  - Annually allocated through a formula, established in rule, to CTCs in all 67 counties
  - Used to purchase trips for eligible riders
  - 25% of funds may be used to purchase equipment
- Planning Grant – Awarded to Planning Agencies to assist with meeting their responsibilities, including staffing the LCB, in each service area.
- Shirley Conroy Grant – Competitively awarded to CTCs for the purchase of capital equipment to meet the needs in rural areas.

### ...Grant Programs

- Innovation and Service Development (ISD) Grant:
  - Appropriated at \$10 million for FY19-20 and 20-21, was repealed by 2021 Legislature.
  - Legislature appropriated \$4 million for FY 2022-23:
    - This year capped projects at \$750,000 for a single service area and \$1.5 million for a multiple (cross-county) service areas.
  - CTD competitively awards funding to CTCs for innovative service projects that support at least one of the following:
    - Increases access to a certain activity or for an underserved population;
    - Promotes more cross-county mobility options; or
    - Reduces barriers to access public transportation hubs and routes, if available in their community.

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### Transportation Disadvantaged Grant Programs FY22-23 \$60,345,883



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## Community Transportation Coordinator



### Summary of Responsibilities

- Coordinates transportation services for a county or multi-county “service area”.
- Provides and/or contracts with transportation companies to deliver trips for TD customers.
- Determines rider eligibility (based on state and local guidelines) and performs cost-management duties.
- Invoices agencies that “purchase” trips for individuals within the TD population.
- Assists LCB in developing the TD Service Plan.
- Submits performance data to CTD, which is compiled within the Annual Performance Report (APR).

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### A CTC Can Be A...

- Public transit system;
- Nonprofit organization (e.g., council on aging);
- Private transportation company; or
- Local government entity.



### And Can...

- Deliver services directly (sole source); or
- Contract with a transportation operator(s) to deliver a portion or all services (broker)

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### CTC Selection/Evaluation Process

- The planning agency facilitates a competitive procurement, requesting proposals from entities interested in serving as the CTC for five years.
- The agency then recommends the entity for approval by the CTD, which is voted on by the Commission.
- The designation allows a CTC to receive CTD grant funding and revenue from other purchasing agencies serving the TD Population.
- CTCs are evaluated on an annual basis by the LCB.

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## Designated Official Planning Agency



## Summary of Responsibilities

- Assists CTC and LCB to implement local TD program.
- Staffs and appoints members to the LCB:
  - Prepares LCB meetings (e.g., agendas, by-laws, grievance procedures, trainings, etc.)
  - Assists LCB in evaluating CTC on annual basis
- Procures and recommends CTC designation.
- Coordinates and conducts transportation planning activities for its service area:
  - Works with CTC/LCB to develop TD Service Plan
  - Reviews Annual Operating Report and submits to the LCB.

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## A Planning Agency Can Be A...

- Metropolitan Planning Organization (MPO)
- County/City Government
- Regional Planning Council
- Local Organizations who are performing planning activities in designated service areas

A planning agency may be responsible for multiple (CTC) service areas.

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## Local Coordinating Board





## Summary of Responsibilities

- Board membership represents local stakeholders and is appointed by planning agency.
- Meets quarterly and provides guidance on local coordination of transportation services.
- Serves as the local advisory body to the Commission.

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## The LCB Members Include...

- A local elected official, who serves as chair;
- Purchasing agencies (FDOT, AHCA, APD, etc.);
- The local education community;
- Vocational Rehabilitation/Blind Services;
- The veterans service office;
- Florida Association for Community Action;
- Riders (persons with disabilities, seniors, persons with low-income children at-risk);
- Transportation provider organizations;
- Medical Community;
- Workforce Development Board



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### LCB Duties...

- Assists in establishing eligibility guidelines and trip priorities.
- Assist with development of TD Service Plan
- Evaluates performance of CTC.
- Identifies and prioritizes local service needs.
- Appoints a grievance committee.
- Reviews and recommends other funding applications.
- Reviews strategies of service provision to the area.
- Evaluates multicounty or regional transportation opportunities.

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### Purchasing Agency / Funding Source



### **Summary of Responsibilities**

- Serves as an Advisory Member to the Commission.
- Voting Members of the LCB.
- Purchases transportation services for the transportation disadvantaged.
- Assists communities to develop transportation systems designed to serve the transportation disadvantaged.
- Ensures its rules, procedures, guidelines, and directives are supportive of the transportation disadvantaged.


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### **Purchasing Agencies / Revenue Sources that support the system..**

An agency that purchases transportation services or provides revenue to provide services for the transportation disadvantaged such as -

- 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
- Local Government Agencies and Organizations

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### ***FY22-23 Priorities***

- Redesign and improve the accuracy of performance reporting to the CTD, Governor, Legislature, and other stakeholders.
- Promote innovative services within the ISD Grant and other collaborative initiatives.
- Improve the quality assurance review process for CTCs and Planning Agencies.
- Continue facilitating educational webinars and trainings that improve stakeholder engagement.
- Launch Project **GROW** – a year-long initiative to support a sustainable workforce in coordinated public transportation.
- Develop a five-year strategic plan to implement long-term improvements to program.

# **Section 112.3143, Florida Statutes**

**Voting Conflicts of  
Interest**

# 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.

# 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.

# 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.



# 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.

# **Section 286, Florida Statutes**

**Florida Sunshine Law**

# 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.

# 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 67th Place, Gainesville, FL 32653-1603 • 352.955.2200

January 3, 2023

TO: Union County Transportation Disadvantaged Coordinating Board  
FROM: Lynn Godfrey, AICP, Senior Planner  
SUBJECT: 2021/26 Union County Transportation Disadvantaged Service Plan Amendment

RECOMMENDATION

**Approve an amendment to the 2021/26 Union County Transportation Disadvantaged Service Plan.**

BACKGROUND

Applicants for funding under the 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. 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 Union County.

Attached is a draft amendment to the 2021/26 Union County Transportation Disadvantaged Service Plan that meets the Federal and State requirements. Also, attached is Suwannee River Economic Council's application for 49 U.S.C. Section 5339 grant program funds.

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

Attachment

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### 3. Barriers to Coordination

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

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

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

- low density, rural population limits the ability to multi-load vehicles while maintaining an acceptable level of service; and
- limited availability of medical services/facilities in Union County requires out-of-county trips.

### 4. Needs Assessment

#### United States Code Section 5339 Grant Program

<u>APPLICANT</u>	<u>PROJECT</u>	<u>PROJECT YEAR</u>	<u>PROJECT LOCATION</u>	<u>ESTIMATED PROJECT COST</u>	<u>FUNDING SOURCE</u>
Suwannee River Economic Council, Inc.	Purchase replacement vehicle.	2023/24	Union County	\$137,600.00  \$ 43,000.00	Federal Transit Administration  Florida Department of Transportation

#### **Transportation Disadvantaged Trip & Equipment Grant Program**

<b>APPLICANT</b>	<b>PROJECT</b>	<b>PROJECT YEAR</b>	<b>PROJECT LOCATION</b>	<b>ESTIMATED PROJECT COST</b>	<b>PROJECT FUNDING SOURCE</b>
Suwannee River Economic Council, Inc.	Provide trips to transportation disadvantaged individuals.	2022/23	Union County	\$137,495.00  \$ 15,277.00	Florida Commission for the Transportation Disadvantaged  Suwannee River Economic Council, Inc.

# Florida Department of Transportation

## Capital Assistance Application

Federal Fiscal Year 2023 / State Fiscal Year 2024



### 49 U.S.C. Section 5339, CFDA 20.526

#### Bus and Bus Facilities Formula

#### Program for Rural Areas

<b>Agency Name:</b>	SUWANNEE RIVER ECONOMIC COUNCIL, INC.
<b>FDOT District:</b>	Two



## Proposed Budget for Transportation Program

### Budget for Year of Anticipated Award

Enable adding rows: +

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Operating & Administrative Expenses			
Instructions	Object Class	Code	Amount
Use drop-down to select	Operators' Salaries and Wages	5011	\$64,904
Use drop-down to select	Operators' Paid Absences	5012	\$7,378
Use drop-down to select	Other Salaries and Wages	5013	\$59,214
Use drop-down to select	Other Paid Absences	5014	\$10,895
Use drop-down to select	Fringe Benefits	5015	\$56,888
Use drop-down to select	Services	5020	\$15,038
Use drop-down to select	Materials and Supplies	5030	\$48,392
Use drop-down to select	Fuel and Lubricants	5031	\$91,607
Use drop-down to select	Tires and Tubes	5032	\$2,430
Use drop-down to select	Utilities	5040	\$13,239
Use drop-down to select	Casualty and Liability Costs	5050	\$41,019
	Taxes	5060	\$478
	Miscellaneous Expenses	5090	\$398
Use drop-down to select	Operating Lease Expenses	5220	\$0
			\$411,880

Operating & Administrative Revenues			
Instructions	Object Class	Code	Amount
Use drop-down to select	State Transportation Fund	4420	\$137,495
Use drop-down to select	Federal Funds	4500	\$274,385
			\$411,880

Current System Description			
Questions:	Response	Maximum Word Count	Word Count
Please provide a brief general overview of the organization type (i.e., government authority, private non-profit, etc.) including:	Suwannee River Economic Council, Inc. (SREC, Inc.) is a non-profit organization governed by a Board of Directors. The Board employs an Executive Director who has normal CEO responsibilities and directly oversees four (4) Program Directors, each of whom provide supervision of the ongoing programs within their prospective departments. The Director of Transportation manages the Transportation Department including the Operations Manager, Dispatchers, and all Drivers. SREC, Inc. is the current State of Florida designated Community Transportation Coordinator (CTC) in five (5) rural, North Florida counties: Bradford, Dixie, Gilchrist, Lafayette, and Union.	100	90
Program mission	It is our mission to embrace a community full of potential and to educate and motivate present and future generations to discover the dream of a comfortable and productive lifestyle.	100	30
Program goals	SREC, Inc. was chartered in 1964 with the purpose of providing a broad range of services including transportation for low income and elderly citizens to alleviate poverty. Our customers embrace the challenge to rise above the perils of poverty and discover within themselves the courage and strength to succeed. To reach these goals SREC, Inc. engages in multiple services including transportation.	100	61
Program objectives	It is our objective to provide residents the opportunity to engage in such activities as mentioned above when they may otherwise not be able to because of transportation limitations. In addition SREC, Inc. provides transportation for residents who are seeking to further their education, gain on-the-job training, or pursue other employment opportunities. Our transportation services provide the County's residents with a means of broadening their mobility in order to achieve a multitude of life sustaining and enhancing possibilities.	100	78
Service, route, and trip types provided	Union County residents must travel over 25 miles to major and specialized medical facilities, creating the need for multiple daily trips to cover these distances while balancing the needs and physical limitation of our passengers. In addition to the nonemergency, medical transportation there is an ever-increasing need for non-medical trips such as shopping, employment, education, and job training.	100	58
Total number of employees in organization	100	-	-
Total number of operators (including volunteer drivers)	19	-	-
Total number of transportation-related employees in the organization	26	-	-

Identify the personnel responsible for the following transportation program functions (Name, Title, Email, Phone):			
Insurance	Matt Pearson, Executive Director	-	-
Training (e.g., wheelchair lift operation, passenger assistance)	Sheryl Hartzog, Operations Manager	-	-
Management	Stephanie Barrington, Transportation Director	-	-
Administration (e.g., records maintenance)	Stephanie Barrington, Transportation Director	-	-
What are the sources of the transportation program's funding for operations (e.g., state, local, federal, private foundations, fares, other program fees)?	The two sources of funding for the transportation program are from State Transportation Funding (Commission for the Transportation Disadvantaged) and Federal Transportation Funding from 5311 and 5339 grant opportunities.	200	29
To what extent does your agency serve minority populations?	All services, including transportation services, are provided to all eligible persons regardless of race, color, religion, sex, special needs, familial status, or national origin.	100	24
Is your agency minority-owned?	SREC, Inc. is a private, non-profit organization governed by a Board of Directors. Therefore, there is no personal ownership.	50	19
Briefly describe your agency's vehicle maintenance program. Which services are outsourced (e.g., oil changes)? How are vehicles are maintained without interruptions in service?	All of our vehicle maintenance program is outsourced to vendors approved through our Procurement Policy. Vehicle maintenance schedules are maintained so that vehicles needing maintenance are staggered across the time of day and day of the week so there is no interruption in service. In addition weekend vehicle maintenance is utilized when possible.	100	53
Service Characteristics			
Service Characteristic	Value	Data Collection/ Calculation Method	Completion Check
<u>Unlinked Passenger Trips (UPT)</u> The number of boardings on public transportation vehicles during the fiscal year. Transit agencies must count passengers each time they board vehicles, no matter how many vehicles they use to travel from their origin to their destination. If a transit vehicle changes routes while passengers are onboard (interlining), transit agencies should not recount the passengers. Employees or contractors on transit agency business are not passengers. For demand response (DR) modes, transit agencies must include personal care attendants and companions in UPT counts as long as they are not employees of the transit agency. This includes attendants and companions that ride fare free.	3,530	CTS Software	COMPLETE
<u>Unduplicated Passengers per Year</u> Unique (non-repeat) passengers served within the reporting year	249	CTS Software	COMPLETE



**Application for Federal Assistance SF-424**

* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): _____ * Other (Specify): _____
--	--	--

* 3. Date Received: _____	4. Applicant Identifier: N/A
------------------------------	---------------------------------

5a. Federal Entity Identifier: N/A	5b. Federal Award Identifier: _____
---------------------------------------	--

**State Use Only:**

6. Date Received by State: _____	7. State Application Identifier: 1001
----------------------------------	---------------------------------------

**8. APPLICANT INFORMATION:**

* a. Legal Name: SUWANNEE RIVER ECONOMIC COUNCIL, INC.	
* b. Employer/Taxpayer Identification Number (EIN/TIN): 59-1101989	* c. UEI: 040207904000

**d. Address:**

* Street1: 1171 NOBLES FERRY ROAD
Street2: _____
* City: LIVE OAK
County/Parish: _____
* State: FL: Florida
Province: _____
* Country: USA: UNITED STATES
* Zip / Postal Code: 320641171

**e. Organizational Unit:**

Department Name: ADMINISTRATION	Division Name: _____
---------------------------------	----------------------

**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:**

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

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

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

FEDERAL TRANSIT ADMINISTRATION

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

20.526

CFDA Title:

BUS AND BUS FACILITIES FORMULA PROGRAM

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

N/A

\* Title:

N/A

**13. Competition Identification Number:**

N/A

Title:

N/A

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

UNION COUNTY

Add Attachment

Delete Attachment

View Attachment

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

CAPITAL PURCHASE OF VEHICLE TO PROVIDE TRANSPORTATION SERVICES.

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

**Application for Federal Assistance SF-424**

**16. Congressional Districts Of:**

\* a. Applicant

\* b. Program/Project

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

**17. Proposed Project:**

\* a. Start Date:

\* b. End Date:

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

* a. Federal	<input type="text" value="172,000.00"/>
* b. Applicant	<input type="text" value=""/>
* c. State	<input type="text" value=""/>
* d. Local	<input type="text" value=""/>
* e. Other	<input type="text" value=""/>
* f. Program Income	<input type="text" value=""/>
* g. TOTAL	<input type="text" value="172,000.00"/>

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

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

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

Yes  No

If "Yes", provide explanation and attach

**21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)**

\*\* I AGREE

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

**Authorized Representative:**

Prefix:  \* First Name:   
Middle Name:   
\* Last Name:   
Suffix:

\* Title:

\* Telephone Number:  Fax Number:

\* Email:

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

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Lafayette • Levy • Madison  
Suwannee • Taylor • Union Counties

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

January 3, 2023

TO: Union 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. Quarterly Operations Report;
2. 2022/23 Trip & Equipment Grant Report;
3. Quarterly Complaint/Commendation Report; and
4. Quarterly Trip Denial Report.

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

Attachments

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**QUARTERLY OPERATING REPORT  
UNION COUNTY  
JULY 2022 - SEPTEMBER 2022**

OPERATING DATA	Suwannee River Economic Council, Inc.
<b>NUMBER OF INVOICED TRIPS</b>	<b>1,173</b>
Trip & Equipment Grant (Transportation Disadvantaged Program)	540
Florida Managed Medical Care Program (Medicaid)	557
Florida Department of Elder Affairs	0
Community Trips	76
<b>TOTAL VEHICLE MILES</b>	<b>26,307</b>
<b>TOTAL DOLLARS INVOICED</b>	<b>\$62,065.99</b>
Trip & Equipment Grant (Transportation Disadvantaged Program)	\$38,733.23
Florida Managed Medical Care Program (Medicaid)	\$23,332.76
Florida Department of Elder Affairs	\$0.00
Community Trips	\$0.00
<b>AVERAGE COST PER TRIP</b>	<b>\$52.91</b>
Trip & Equipment Grant (Transportation Disadvantaged Program)	\$71.73
Florida Managed Medical Care Program (Medicaid)	\$41.89
Florida Department of Elder Affairs	#DIV/0!
Community Trips	\$0.00
<b>AVERAGE COST PER MILE</b>	<b>\$2.36</b>
<b>TRIP PURPOSE*</b>	
Medical	1,147
Employment	0
Education/Training	0
Shopping	22
Meal Site	0
Recreation	0
Other	4
<b>CHARGEABLE ACCIDENTS</b>	<b>0</b>
<b>NUMBER OF VEHICLES</b>	<b>8</b>
<b>NUMBER OF ROADCALLS</b>	<b>0</b>

**QUARTERLY OPERATING REPORT  
UNION COUNTY  
JULY 2021 - SEPTEMBER 2021**

OPERATING DATA	Suwannee River Economic Council, Inc.
<b>NUMBER OF INVOICED TRIPS</b>	<b>850</b>
Trip & Equipment Grant (Transportation Disadvantaged Program)	430
Florida Managed Medical Care Program (Medicaid)	367
Florida Department of Elder Affairs	0
Community Trips	53
<b>TOTAL VEHICLE MILES</b>	<b>23,421</b>
<b>TOTAL DOLLARS INVOICED</b>	<b>\$44,596.69</b>
Trip & Equipment Grant (Transportation Disadvantaged Program)	\$28,576.74
Florida Managed Medical Care Program (Medicaid)	\$16,019.95
Florida Department of Elder Affairs	\$0.00
Community Trips	\$0.00
<b>AVERAGE COST PER TRIP</b>	<b>\$52.47</b>
Trip & Equipment Grant (Transportation Disadvantaged Program)	\$66.46
Florida Managed Medical Care Program (Medicaid)	\$43.65
Florida Department of Elder Affairs	#DIV/0!
Community Trips	\$0.00
<b>AVERAGE COST PER MILE</b>	<b>\$1.90</b>
<b>TRIP PURPOSE*</b>	
Medical	799
Employment	0
Education/Training	14
Shopping	0
Meal Site	16
Recreation	0
Other	21
<b>CHARGEABLE ACCIDENTS</b>	<b>1</b>
<b>NUMBER OF VEHICLES</b>	<b>7</b>
<b>NUMBER OF ROADCALLS</b>	<b>0</b>

Source: Suwannee River Economic Council, Inc.

**TRANSPORTATION DISADVANTAGED PROGRAM  
2022/23 TRIP & EQUIPMENT GRANT SUMMARY  
UNION COUNTY**

<b>MONTH/YEAR</b>	<b>FUNDING ALLOCATION</b>	<b>TOTAL FUNDS SPENT</b>	<b>FUNDS REMAINING</b>	<b>NUMBER OF TRIPS</b>	<b>AVERAGE COST PER TRIP</b>
Jul-22	\$152,772.00	\$11,551.42	\$141,220.58	175	\$66.01
Aug-22	-	\$13,694.78	\$127,525.80	184	\$74.43
Sep-22	-	\$13,487.03	\$114,038.77	181	\$74.51
Oct-22	-		\$114,038.77		#DIV/0!
Nov-22	-		\$114,038.77		#DIV/0!
Dec-22	-		\$114,038.77		#DIV/0!
Jan-23	-		\$114,038.77		#DIV/0!
Feb-23	-		\$114,038.77		#DIV/0!
Mar-23	-		\$114,038.77		#DIV/0!
Apr-23	-		\$114,038.77		#DIV/0!
May-23	-		\$114,038.77		#DIV/0!
Jun-23	-		\$114,038.77		#DIV/0!
<b>TOTAL</b>	-	<b>\$38,733.23</b>	-	<b>540</b>	<b>\$71.73</b>

Source: Suwannee River Economic Council, Inc.

Total Contract Amount: \$ 152,772.00

**UNION COUNTY  
SERVICE COMPLAINTS/COMMENDATIONS  
JULY 2022 - SEPTEMBER 2022**

<b>TYPE OF COMPLAINT</b>	<b>Suwannee River Economic Council, Inc.</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>COMMENDATIONS</b>	<b>0</b>	-

Source: Suwannee River Economic Council, Inc.

**UNION COUNTY  
UNMET TRANSPORTATION NEEDS  
JULY 2022 - SEPTEMBER 2022**

<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**

**UNION COUNTY  
TRANSPORTATION DISADVANTAGED  
COORDINATING BOARD**

<b>MEMBER/ORGANIZATION</b>	<b>NAME</b>	<b>03/08/2022</b>	<b>05/03/2022</b>	<b>07/12/2022</b>	<b>10/11/2022</b>
Chair	Commissioner Ryan Perez	P	A	A	A
Florida Department of Transportation Alternate Member	Geanelly Reveron Lauren Adams	P	A P	P P	P P
Florida Department of Children and Families Alternate Member	(Vacant) (Vacant)				
Florida Agency for Health Care Administration Alternate Member	Reeda Harris Pamela Hagley	P A	P A	A A	P A
Florida Department of Education Alternate Member	Jeffrey Aboumrad (Vacant)	P	P	P	P
Florida Department of Elder Affairs Alternate Member	Libby Murphy (Vacant)	P	P	P	P
Florida Agency for Persons with Disabilities Alternate Member	Sheryl Dick-Stanford Sylvia Bambang	P A	P A	P A	P A
Public Education Alternate Member	(Vacant) (Vacant)				
Citizen Advocate Alternate Member	(Vacant) (Vacant)				
Citizen Advocate-User Alternate Member	(Vacant) (Vacant)				
Elderly Alternate Member	(Vacant) (Vacant)				
Veterans Alternate Member	Barbara Fischer (Vacant)	P	A	P	A
Persons with Disabilities Alternate Member	(Vacant) (Vacant)				
Florida Association for Community Action Alternate Member	(Vacant) (Vacant)				
Children at Risk Alternate Member	(Vacant) (Vacant)				
Regional Workforce Board Alternate Member	Elizabeth Wetherington (Vacant)		A	A	A
Local Medical Community Alternate Member	John "Dan" Mann (Vacant)	P	P	A	P

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."

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