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February 4, 2015

TO: Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board

FROM: Lynn Godfrey, AICP, Senior Planner

SUBJECT: Meeting Announcement

The Columbia, Hamilton and Suwannee County Transportation Disadvantaged Coordinating Board will meet Wednesday, February 11, 2015 at 10:00 a.m. in the **Library Meeting Room of the Suwannee River Regional Library located at 1848 Ohio Avenue South, Live Oak, Florida (location map attached).**

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

**Please contact Suwannee Valley Transit Authority at 386.362.5332 if you need transportation to and from the meeting.**

#### Attachments

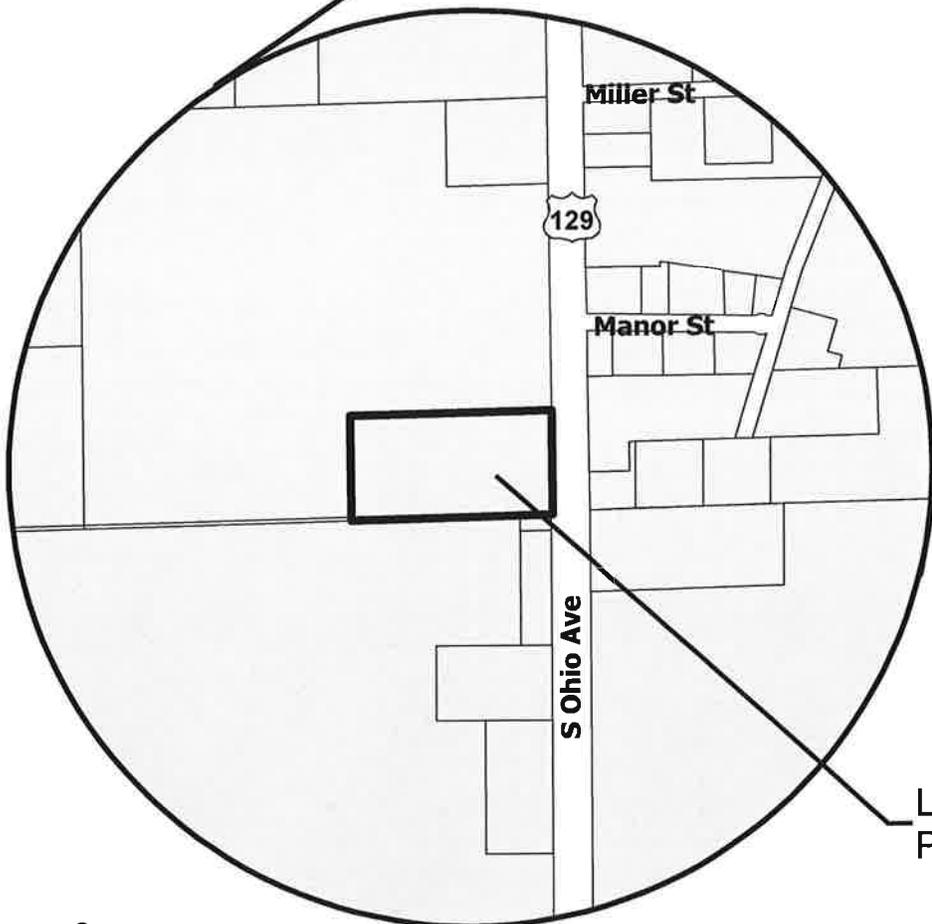
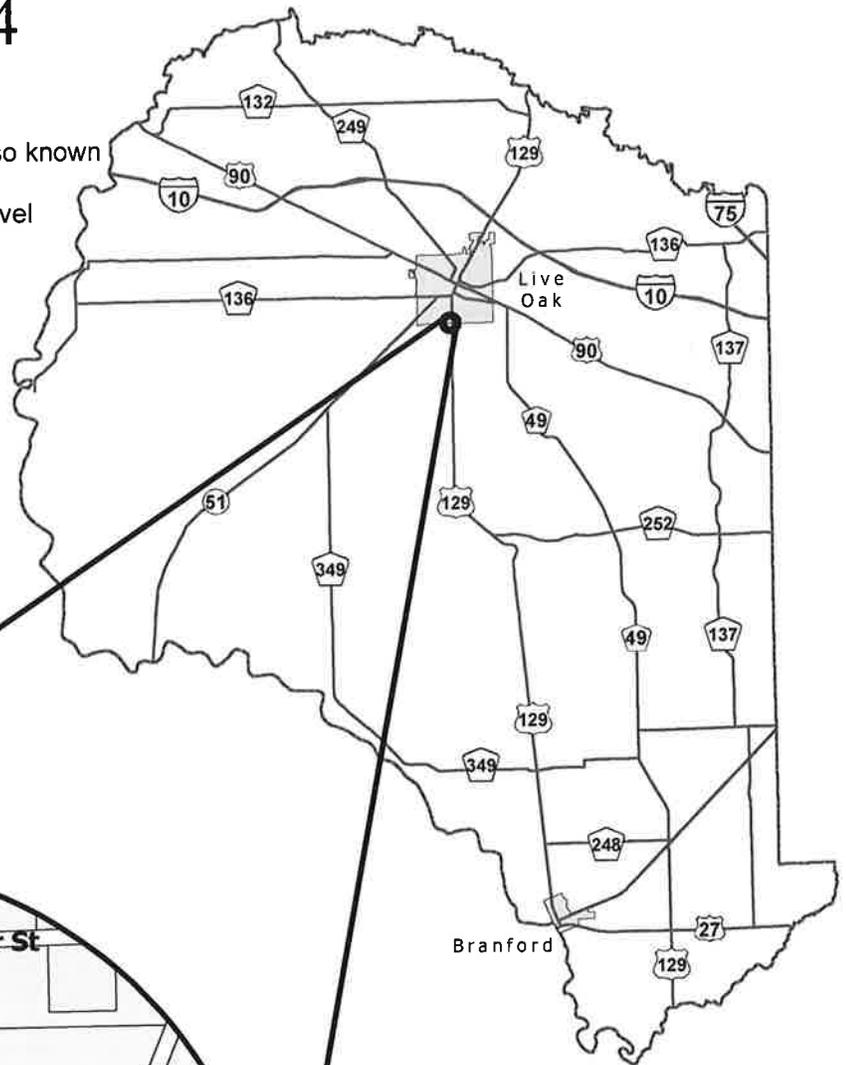
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Dedicated to improving the quality of life of the Region's citizens,  
by coordinating growth management, protecting regional resources,  
promoting economic development and providing technical services to local governments.

# Live Oak Public Library

1848 South Ohio Ave  
Live Oak, Florida 32064

Directions: From the intersection of U.S. Highway 90 (also known as Howard St) and U.S. Highway 129 (also known as Ohio Ave) in the City of Live Oak, head South onto U.S. Highway 129 (also known as South Ohio Ave) travel approximately 1.5 miles and the Live Oak Public Library will be on the right, on the Western side of U.S. Highway 129 (also known as South Ohio Ave).



1 inch = 600 feet

Live Oak  
Public Library





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**COLUMBIA, HAMILTON AND SUWANNEE  
TRANSPORTATION DISADVANTAGED COORDINATING BOARD  
MEETING ANNOUNCEMENT AND AGENDA**

**Library Meeting Room  
Suwannee River Regional Library  
1848 Ohio Avenue South  
Live Oak, Florida**

**Wednesday  
February 11, 2015  
10:00 a.m.**

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

**A. Introductions**

**B. Approval of the Meeting Agenda**

**ACTION REQUIRED**

**C. Approval of the November 12, 2014 Minutes**

**ACTION REQUIRED**

**II. NEW BUSINESS**

**A. Columbia, Hamilton and Suwannee Transportation  
Disadvantaged Service Plan Amendments**

**ACTION REQUIRED  
Page 13**

The Board needs to review and approve amendments to the Columbia, Hamilton and Suwannee County Transportation Disadvantaged Service Plan

**B. Rural Area Capital Assistance Program  
Grant Awards**

**NO ACTION REQUIRED  
Page 127**

Enclosed is information concerning the Rural Area Capital Assistance Program Grant awards

**C. Operations Reports**

**NO ACTION REQUIRED  
Page 131**

### **III. OTHER BUSINESS**

#### **A. Comments**

- 1. Members**
- 2. Citizens**

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

1. June 17, 2015 at 10:00 a.m. at the Institute of Food and Agricultural Sciences Hamilton County Extension Office, Jasper, Florida
2. August 12, 2015 at 10:00 a.m. at the Florida Department of Transportation, Lake City, Florida
3. November 18, 2015 at 10:00 a.m. at the Live Oak Public Library, Live Oak, Florida

If you have any questions concerning the enclosed materials, please do not hesitate to contact Lynn Godfrey, Senior Planner, at 1.800.226.0690, extension 110.

**COLUMBIA, HAMILTON AND SUWANNEE  
TRANSPORTATION DISADVANTAGED COORDINATING BOARD**

MEMBER/REPRESENTING	ALTERNATE/REPRESENTING
Commissioner Bucky Nash Local Elected Official/Chair Grievance Committee Member	Not Applicable
Commissioner Beth Burnam - Vice-Chair Local Elected Official	Not Applicable
Commissioner Larry Sessions Local Elected Official	Not Applicable
Sandra Collins Florida Department of Transportation Grievance Committee Member	Janell Damato Florida Department of Transportation
Kay Tice Florida Department of Children and Families	Jaime Sanchez-Bianchi Florida Department of Children and Families
Jeff Aboumrad Florida Department of Education	Allison Gill Florida Department of Education
Bruce Evans Florida Department of Elder Affairs	Dwight Law Florida Department of Elder Affairs
Alana McKay Florida Agency for Health Care Administration Grievance Committee Member	Andrew Singer Florida Agency for Health Care Administration
Sheryl Rehberg Regional Workforce Board	Jeannie Carr Regional Workforce Board
Matthew Pearson Florida Association for Community Action Term ending June 30, 2017 Grievance Committee Member	Vacant Florida Association for Community Action Term ending June 30, 2017
Keith Hatcher Public Education	Vacant Public Education
Ellis A. Gray, III Veterans Term ending June 30, 2017	Vacant Veterans Term ending June 30, 2017
Jeanne d'Eauede Citizen Advocate Term ending June 30, 2015	Louie Goodin Citizen Advocate Term ending June 30, 2015
LJ Johnson Citizen Advocate - User Term ending June 30, 2015	Vacant Citizen Advocate - User Term ending June 30, 2015
Ralph Kitchens Persons with Disabilities Term ending June 30, 2015 Grievance Committee Member	Vacant Persons with Disabilities Term ending June 30, 2015
Reverend Charles Burke Elderly Term ending June 30, 2017	Sandra Buck-Camp Elderly Term ending June 30, 2017
Vacant Medical Community Term ending June 30, 2016	Vacant Medical Community Term ending June 30, 2016
Colleen Cody Children at Risk Term ending June 30, 2016	Audre J. Washington Children at Risk Term ending June 30, 2016
Vacant Private Transit Term ending June 30, 2016	Vacant Private Transit Term ending June 30, 2016

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



**COLUMBIA, HAMILTON AND SUWANNEE  
TRANSPORTATION DISADVANTAGED COORDINATING BOARD**

**MEETING MINUTES**

Santa Fe/Suwannee Meeting Room  
Florida Department of Transportation  
Lake City Operations Center  
710 N.W. Lake Jeffery Road  
Live Oak, Florida

Wednesday  
November 12, 2014  
10:00 a.m.

**VOTING MEMBERS PRESENT**

Commissioner Bucky Nash, Chairman  
Jeff Aboumrad, Florida Department of Education  
Reverend Charles Burke, Elderly Representative  
Commissioner Beth Burnam, Hamilton County Local Elected Official  
Sandra Collins, Florida Department of Transportation  
Jeanne d'Eauede, Citizen Advocate  
Dwight Law representing Bruce Evans, Florida Department of Elder Affairs  
Keith Hatcher, Public Education Representative  
LJ Johnson, Citizen Advocate-User  
Ralph Kitchens, Persons with Disabilities Representative  
Alana McKay, Florida Agency for Health Care Administration – Medicaid  
Matthew Pearson, Florida Association for Community Action Representative  
Sheryl Rehberg, Workforce Development Board  
Jaime Sanchez-Bianchi representing Kay Tice, Florida Department of Children and Families

**VOTING MEMBERS ABSENT**

Commissioner Jason Bashaw, Suwannee County Local Elected Official  
Colleen Cody, Children at Risk Representative  
Clay Lambert, Veterans Representative

**ALTERNATE MEMBERS PRESENT**

Sandra Buck-Camp, Elderly Representative  
Jeannie Carr, Workforce Development Board

**OTHERS PRESENT**

Cinca Foster, Suwannee Valley Transit Authority  
Ken Kaemmer, Suwannee Valley Transit Authority  
Sarai King, Suwannee Valley Transit Authority  
Stew Lilker, Columbia County Observer  
Sheri Powers, Florida Commission for the Transportation Disadvantaged  
Shantel Prats, Career Source Florida Crown

Felonzie Raggins, Suwannee Valley Transit Authority

**STAFF PRESENT**

Lynn Godfrey, North Central Florida Regional Planning Council

**I. BUSINESS MEETING CALL TO ORDER**

Chairman Nash called the meeting to order at 10:10 a.m.

**A. Introductions**

Ms. Lynn Godfrey, North Central Florida Regional Planning Council Senior Planner, conducted a roll call of members present.

**B. Approval of the Meeting Agenda**

**ACTION: Reverend Charles Burke moved to approve the meeting agenda. LJ Johnson seconded; motion passed unanimously.**

**C. Approval of the August 13, 2014 Meeting Minutes**

**ACTION: LJ Johnson moved to approve the August 13, 2014 minutes. Sheryl Rehberg seconded; motion passed unanimously.**

**II. UNFINISHED BUSINESS**

**A. 2014/15 Columbia, Hamilton and Suwannee Transportation Disadvantaged Service Plan Operations Element**

Ms. Lynn Franson-Godfrey, North Central Florida Regional Planning Council Senior Planner, stated that the Board needs to review and approve the Operations Element of the Columbia, Hamilton and Suwannee Transportation Disadvantaged Service Plan. She explained that the Operations Element of the Transportation Disadvantaged Service Plan is developed by Suwannee Valley Transit Authority and provides a profile of the transportation system and basic information about daily operations.

The Board reviewed the Operations Element of the Columbia, Hamilton and Suwannee Transportation Disadvantaged Service Plan.

**ACTION: LJ Johnson moved to approve the Operations Element of the Columbia, Hamilton and Suwannee Transportation Disadvantaged Service Plan with noted corrections. Reverend Charles Burke seconded; motion passed unanimously.**

**B. Bylaws**

Ms. Godfrey stated that Chairman Nash asked staff to draft language regarding the Chair's term of appointment for inclusion in the Bylaws at the last Board meeting. She also said the Board requested staff to audio record all Board meetings. She said these draft amendments to the Board's Bylaws are included in the meeting packet for review and approval.

LJ Johnson asked which Board members sit on the Medicaid Expedited Appeals Committee.

**ACTION: Ralph Kitchens moved to have the members of the Grievance Committee serve on the Medicaid Expedited Appeals Committee. LJ Johnson seconded; motion passed unanimously.**

**ACTION: LJ Johnson moved to approve the Bylaws as amended. Revered Charles Burke seconded; motion passed unanimously.**

**III. NEW BUSINESS**

**A. Community Transportation Coordinator Annual Performance Evaluation**

Ms. Godfrey stated that the Board is required to annually evaluate the transportation services provided by Suwannee Valley Transit Authority. She said the draft evaluation is included in the meeting packet for the Board's review.

The Board reviewed Suwannee Valley Transit Authority's annual performance evaluation.

LJ Johnson noted corrections to the performance evaluation.

**ACTION: Keith Hatcher moved to approve noted corrections to the evaluation. LJ Johnson seconded; motion passed unanimously.**

**ACTION: Jeanne d'Eauede moved to approve Suwannee Valley Transit Authority's annual performance evaluation with the noted corrections. Matthew Pearson seconded; motion passed unanimously.**

**B. Rural Area Capital Assistance Program Grant Application**

Ms. Godfrey stated that Suwannee Valley Transit Authority has applied for Rural Area Capital Assistance Program Grant funds. She said the Board must approve Suwannee Valley Transit Authority's grant application in order to receive these grant funds.

The Board reviewed the grant application.

**ACTION: Jeanne d'Eauede moved to approve Suwannee Valley Transit Authority's Rural Area Capital Assistance Program Grant application. Sheryl Rehberg seconded; motion passed 13 to 1.**

**C. 2013/2014 Annual Operations Report**

Ms. Godfrey stated that Suwannee Valley Transit Authority is required to submit an Annual Operations Report to the Florida Commission for the Transportation Disadvantaged by September 15 of each year. She said Suwannee Valley Transit Authority's 2013/14 Annual Operations Report is included in the meeting packet for the Board's review.

The Board reviewed the Annual Operations Report.

**D. Operations Reports**

Ms. Fortner discussed the operations reports.

**IV. OTHER BUSINESS**

**A. Comments**

- 1. Members**
- 2. Citizens**

Mr. Stew Lilker, Columbia County Observer, said Suwannee Valley Transit Authority's evaluation noted that Suwannee Valley Transit Authority has a website. He said he has been unable to find a website for Suwannee Valley Transit Authority.

Ms. Jeanne d'Eauede said the address for the website is [www.ridesvta.com/](http://www.ridesvta.com/).

Mr. Lilker suggesting changing the website address in order to make it easier for people to find it.

LJ Johnson suggested posting the Suwannee Valley Transit Authority website address on the vehicles.

Chairman Nash and Vice-Chair Burnam said they will discuss this issue with the Suwannee Valley Transit Authority Board of Directors at its next meeting.

**ADJOURNMENT**

The meeting adjourned at 11:00 a.m.

\_\_\_\_\_  
Commissioner Bucky Nash, Chair  
Columbia, Hamilton and Suwannee  
Transportation Disadvantaged Coordinating Board

\_\_\_\_\_  
Date





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February 4, 2015

**TO:** Columbia, Hamilton and Suwannee County Transportation Disadvantaged Coordinating Board

**FROM:** Lynn Godfrey, AICP, Senior Planner

**SUBJECT:** Columbia, Hamilton and Suwannee Transportation Disadvantaged Service Plan Amendments

RECOMMENDATION

**Approve the Columbia, Hamilton and Suwannee Transportation Disadvantaged Service Plan amendments.**

BACKGROUND

Projects selected for funding under Moving Ahead for Progress in the 21st Century (MAP-21) Act programs must be derived from a Coordinated Public Transit-Human Services Transportation Plan. The Plan must be developed through a process that includes representatives of public, private, and nonprofit transportation and human services providers and participation by the public.

In addition, according to the Florida Administrative Code 41-2.011(6):

“In cooperation with the local Coordinating Board, the Community Transportation Coordinator shall review all applications for local government, federal and state transportation disadvantaged funds submitted from or planned for use in their designated service area.”

Attached are draft amendments to the Columbia, Hamilton and Suwannee Transportation Disadvantaged Service Plan that meet the Federal and State requirements. Also, attached are applications for U.S.C. Section 5310, 5311 and 5339 grant funds.

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

**Attachments**

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Dedicated to improving the quality of life of the Region's citizens,  
by coordinating growth management, protecting regional resources,  
promoting economic development and providing technical services to local governments.



### 3. Barriers to Coordination

Lack of agency knowledge of Chapter 427, Florida Statutes and its requirements is a barrier to coordination. More education of Florida's Transportation Disadvantaged Program and benefits of the coordinated transportation system is needed for agencies that provide transportation to their clients. The Florida Commission for the Transportation Disadvantaged could assist in this effort by requesting that State agencies that purchase transportation services for their clients educate their district and local offices of Florida's Transportation Disadvantaged Program.

Increasing Florida's Transportation Disadvantaged Program requirements is a potential barrier to coordination because increasing requirements add to the cost of transportation services. If transportation services can be purchased at a lesser cost outside of the coordinated system, agencies may choose to do so.

### 4. Needs Assessment

#### United States Code Section 5310 Grant Program

<b>Project</b>	<b>Project Year</b>	<b>Areas Affected By Project</b>	<b>Project Cost</b>	<b>Funding Source</b>
<u>Purchase vehicle</u>	<u>2015/16</u>	<u>Hamilton County</u> <u>Suwannee County</u>	<u>\$35,761.60</u> <u>\$4,470.20</u> <u>\$4,470.20</u>	<u>United States Code, Section 5310</u> <u>Florida Department of Transportation</u> <u>ARC of North Florida, Inc.</u>
<u>Purchase two replacement vehicles</u>	<u>2015/16</u>	<u>Columbia County</u>	<u>\$119,473.60</u> <u>\$14,934.20</u> <u>\$14,934.20</u>	<u>United States Code Section 5310</u> <u>Florida Department of Transportation</u> <u>Columbia County Senior Services</u>
<u>Purchase one vehicle and electric gates</u>	<u>2015/16</u>	<u>Columbia County</u> <u>Hamilton County</u> <u>Suwannee County</u>	<u>\$64,931.04</u> <u>\$8,116.38</u> <u>\$8,116.38</u>	<u>United States Code Section 5310</u> <u>Florida Department of Transportation</u> <u>Suwannee Valley Transit Authority</u>

**United States Code Section 5311 Grant Program**

Project	Project Year	Areas Affected By Project	Estimated Cost	Funding Source
<u>Transportation Operations</u>	<u>2015/16</u>	<u>Columbia County</u>	<u>\$255,673.50</u>	<u>United States Code Section 5311</u>
			<u>\$255,673.50</u>	<u>Suwannee Valley Transit Authority</u>
<u>Transportation Operations</u>	<u>2015/16</u>	<u>Hamilton County</u>	<u>\$61,168.50</u>	<u>United States Code Section 5311</u>
			<u>\$61,168.50</u>	<u>Suwannee Valley Transit Authority</u>
<u>Transportation Operations</u>	<u>2015/16</u>	<u>Suwannee County</u>	<u>\$157,330.50</u>	<u>United States Code Section 5311</u>
			<u>\$157,330.50</u>	<u>Suwannee Valley Transit Authority</u>

**United States Code Section 5339 Grant Program**

PROJECT	PROJECT YEAR	Areas Affected By Project	ESTIMATED COST	FUNDING SOURCE
<u>Purchase three replacement vehicles and remove/repave parking lot</u>	<u>2015/16</u>	<u>Columbia County Hamilton County Suwannee County</u>	<u>\$255,309.76</u>	<u>United States Code Section 5339</u>
			<u>\$63,827.44</u>	<u>Florida Department of Transportation</u>

**Rural Capital Equipment Support Grant**

Project	Project Year	Areas Affected By Project	Estimated Cost	Funding Source
Operating Equipment	2014/15	Columbia County Hamilton County Suwannee County	\$133,833.62	Rural Area Capital Equipment Support Grant

**Transportation Disadvantaged Trust Fund Grant**

<b>Project</b>	<b>Project Year</b>	<b>Areas Affected By Project</b>	<b>Grant Allocation</b>	<b>Funding Source</b>
Provide trips to transportation disadvantaged individuals	2014/15	Columbia County	\$327,536	Transportation Disadvantaged Trust Fund
			\$36,393	Suwannee Valley Transit Authority
		Hamilton County	\$154,208	Transportation Disadvantaged Trust Fund
			\$17,134	Suwannee Valley Transit Authority
		Suwannee County	\$237,221	Transportation Disadvantaged Trust Fund
	\$26,358	Suwannee Valley Transit Authority		

## 5. Goals, Objectives and Strategies

**GOAL I:** Suwannee Valley Transit Authority shall coordinate transportation services provided to disadvantaged individuals that are funded with local, state and federal government funds.

**OBJECTIVE:** Suwannee Valley Transit Authority shall identify agencies that receive local, state and/or federal government transportation funds that are not coordinated through Suwannee Valley Transit Authority. Suwannee Valley Transit Authority shall inform each non-coordinated agency about Chapter 427, Florida Statutes.

**Strategy 1(a):** Suwannee Valley Transit Authority shall identify agencies located in Columbia, Hamilton and Suwannee Counties that are receiving local, state and/or federal funds to transport clients or to purchase vehicles.

**Strategy 1(b):** Suwannee Valley Transit Authority shall contact the identified agencies to obtain information about the amount of funding they receive, the types of vehicles that they operate, the hours that the vehicles are operated, etc.

**Strategy 1(c):** Suwannee Valley Transit Authority shall determine whether a purchase of service contract, coordination contract or subcontract should be executed with the identified agencies to coordinate the transportation services that are being provided.



**SUWANNEE VALLEY TRANSIT AUTHORITY**  
**1907 VOYLES STREET**  
**LIVE OAK, FL 32064**  
**(386) 362-5332**  
**1-800-258-7267**  
**FAX: (386) 219-0157**

**STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION**  
**GRANT APPLICATION**

Suwannee Valley Transit Authority submits this Application for the Section 5311 Program Grant and agrees to comply with all assurances and exhibits attached hereto and by this reference made a part thereof, as itemized in the Checklist for Application Completeness.

Suwannee Valley Transit Authority further agrees, to the extent provided by law (in case of a government agency in accordance with Sections 129.07 and 768.28, Florida Statutes) to indemnify, defend and hold harmless the Department and all of its officers, agents and employees from any claim, loss, damage, cost, charge, or expense out of the non-compliance by the Agency, its officers, agents or employees, with any of the assurances stated in this Application.

This Application is submitted on this 3<sup>rd</sup> day of December, 2014 with two (2) original resolutions or certified copies of the original resolution authorizing Teresa Fortner, SVTA Administrator, to sign this Application.

Suwannee Valley Transit Authority

By Teresa Fortner Date 12/3/14

Administrator, SVTA





**RESOLUTION NUMBER: 2015-Section 5311 Operating**

**THIS RESOLUTION** of the Suwannee Valley Transit Authority Board (hereinafter the "Applicant") authorizes the below named designee on behalf of the Applicant, to sign and submit grant application(s) required supporting documents, certifications and assurances to the Florida Department of Transportation, to accept grant award(s) from and to execute and administer related joint participation agreement(s) with the Florida Department of Transportation, and to purchase vehicles and/or equipment and/or expend grant funds pursuant to grant award(s).

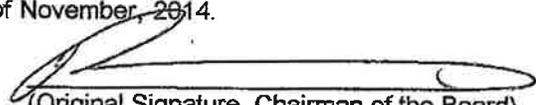
**WHEREAS**, the Applicant desires to and has the fiscal and managerial capability, matching funds and legal authority to apply for and accept grants and make purchases and/or expend funds pursuant to grant awards made by the Florida Department of Transportation as authorized by Chapter 341, Florida Statutes and/or by the Federal Transit Administration Act of 1964, as amended, including but not limited to 49 U.S.C Sections 5310 and 5311, where applicable.

**NOW, THEREFORE BE IT RESOLVED BY THE APPLICANT:**

1. The above recitals are true and correct and are incorporated herein as if fully set forth in the body of this Resolution.
2. This resolution applies to Federal Program(s) under 49 U.S.C. Section(s) 5311.
3. The submission of grant application(s) required supporting documents, certifications and assurances to the Florida Department of Transportation is approved.
4. Teresa Fortner, Administrator, or his/her duly appointed successor in title is hereby designated and authorized to on behalf of the Applicant, sign and submit application(s) and all required supporting documents, give all required certifications and assurances, accept grant award(s) from and execute and administer related joint participation agreement(s) with the Florida Department of Transportation, purchase vehicles/equipment and/or expend grant funds pursuant to a grant award, unless and until this authorization is specifically rescinded and written notice thereof is sent by certified mail, return receipt requested, to and received by the Florida Department of Transportation at the following address: **Attention: Doreen Joyner-Howard, AICP, District Modal Development Manager, Florida Department of Transportation, 2198 Edison Avenue, MS 2806, Jacksonville, FL 32204-2730.**
5. Teresa Fortner, Administrator, is also hereby designated and authorized to sign requests for Joint Participation Agreement Time Extensions as may be required.

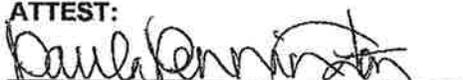
The foregoing resolution was **DULY PASSED, ADOPTED AND** became **EFFECTIVE** at a duly called and convened meeting of the Applicant held on the 10th day of November, 2014.

By:



(Original Signature, Chairman of the Board)  
Ronald Williams, Chairman

**ATTEST:**



(Original Signature, Clerk/Secretary)  
Paula Pennington, Secretary

(Stamp corporate seal here :)

**PART B**

**APPLIES TO ALL APPLICANTS FOR OPERATING ASSISTANCE**

**FORM B-1  
TRANSPORTATION-RELATED OPERATING and ADMINISTRATIVE  
EXPENSES**

**Name of Applicant: Suwannee Valley Transit Authority – Columbia County**

**State Fiscal period requesting funding for, from July 1, 2015 to June 30, 2016**

<b>EXPENSE CATEGORY</b>	<b>TOTAL EXPENSE</b>	<b>FTA ELIGIBLE EXPENSE</b>
Labor (501)	\$ 515,944	\$ 515,944
Fringe and Benefits (502)	\$ 194,039	\$ 194,039
Services (503)	\$ 49,113	\$ 49,113
Materials and Supplies (504)	\$ 135,677	\$ 135,677
Vehicle Maintenance (504.01)	\$ 10,569	\$ 10,569
Utilities (505)	\$ 17,714	\$ 17,714
Insurance (506)	\$ 55,895	\$ 55,895
Licenses and Taxes (507)	\$ 1,079	\$ 1,079
Purchased Transit Service (508)	\$ 0	\$ 0
Miscellaneous (509)	\$ 51,002	\$ 51,002
Leases and Rentals (512)	\$ 1,618	\$ 1,618
Depreciation (513)	\$ 288,240	
<b>TOTAL</b>	<b>\$ 1,320,890</b>	<b>\$ 1,032,650 (a)</b>

**SECTION 5311 GRANT REQUEST**

Total FTA Eligible Expenses (from Form B-1, above)	\$ <u>1,032,650</u> (a)
Rural Passenger Fares (from Form B-2)	\$ <u>9,957</u> (b)
Operating Deficit [FTA Eligible Expenses (a) minus Rural Passenger Fares (b)]	\$ <u>1,022,693</u> (c)
Section 5311 Request (No more than 50% of Operating Deficit)	\$ <u>511,347</u> (d)
Grant Total All Revenues (from Form B-2)	\$ <u>470,296*</u> (e)

**Note: If Grand Total Revenues (e) exceeds FTA Eligible Expenses (a), reduce the Section 5311 Request (d) by that amount.**

**PART B**

**APPLIES TO ALL APPLICANTS FOR OPERATING ASSISTANCE**

**FORM B-2**

**TRANSPORTATION-RELATED OPERATING and ADMINISTRATIVE REVENUES**

**Name of Applicant: Suwannee Valley Transit Authority – Columbia County**

**State Fiscal period requesting funding for, from July 1, 2015 to June 30, 2016**

<b>OPERATING REVENUE CATEGORY</b>	<b>TOTAL REVENUE</b>	<b>REVENUE USED AS FTA MATCH</b>
Passenger Fares for Transit Service (401)	<b>Total= \$ 9,957</b> <b>Rural =\$ 9,957 (b)</b>	
Special Transit Fares (402)	\$0	\$0
School Bus Service Revenues (403)	\$0	
Freight Tariffs (404)	\$0	\$0
Charter Service Revenues (405)	\$ 14,635	
Auxiliary Transportation Revenues (406)	\$ 567	\$ 567
Non-transportation Revenues (407)	\$0	\$0
<b>Total Operating Revenue</b>	<b>\$ 25,159</b>	<b>\$ 567</b>
<b>OTHER REVENUE CATEGORY</b>		
Taxes Levied directly by the Transit System (408)	<b>None Levied</b>	<b>None Levied</b>
Local Cash Grants and Reimbursements (409)	\$ 24,492	\$24,492
Local Special Fare Assistance (410)	\$0	\$0
State Cash Grants and Reimbursements (411)	\$ 437,291	\$ 437,291
State Special Fare Assistance (412)	\$0	\$0
Federal Cash Grants and Reimbursements (413)	\$ 7,933	\$ 7,933
Interest Income (414)	\$ 13	\$ 13
Contributed Services (430)	\$0	\$0
Contributed Cash (431)	\$0	\$0
Subsidy from Other Sectors of Operations (440)	\$0	\$0
<b>Total of Other Revenue</b>	<b>\$469,729</b>	<b>\$ 469,729</b>
<b>GRAND TOTAL ALL REVENUE</b>	<b>\$ 494,888</b>	<b>\$ 470,296 (e)</b>

Application for Federal Assistance SF-424		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>
* 3. Date Received: <input type="text"/>	4. Applicant Identifier: <input type="text" value="Not Applicable"/>	
5a. Federal Entity Identifier: <input type="text" value="Not Applicable"/>	5b. Federal Award Identifier: <input type="text"/>	
<b>State Use Only:</b>		
6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text" value="1001"/>	
<b>B. APPLICANT INFORMATION:</b>		
* a. Legal Name: <input type="text" value="Suwannee Valley Transit Authority - Columbia County"/>		
* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text" value="59-1684116"/>	* c. Organizational DUNS: <input type="text" value="083193060000"/>	
<b>d. Address:</b>		
* Street1: <input type="text" value="1907 Voyles Street"/>	Street2: <input type="text"/>	
* City: <input type="text" value="Live Oak"/>	County/Parish: <input type="text" value="Suwannee"/>	
* State: <input type="text" value="FL: Florida"/>	Province: <input type="text"/>	
* Country: <input type="text" value="USA: UNITED STATES"/>	* Zip / Postal Code: <input type="text" value="32064"/>	
<b>e. Organizational Unit:</b>		
Department Name: <input type="text" value="Transportation"/>	Division Name: <input type="text" value="Administration"/>	
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>		
Prefix: <input type="text" value="Mrs."/>	* First Name: <input type="text" value="Teresa"/>	Middle Name: <input type="text"/>
* Last Name: <input type="text" value="Fortner"/>	Suffix: <input type="text"/>	
Title: <input type="text" value="Administrator"/>		
Organizational Affiliation: <input type="text" value="Appointed by Board of Directors"/>		
* Telephone Number: <input type="text" value="386-362-5332"/>	Fax Number: <input type="text" value="386-219-0157"/>	
* Email: <input type="text" value="teresa.fortner@ridesvta.com"/>		

**Application for Federal Assistance SF-424**

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

D: Special District Government

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:**

CFDA 20.509

CFDA Title:

Section 5311

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

\* Title:

FORMULA GRANTS FOR RURAL AREAS

**13. Competition Identification Number:**

Not Applicable

Title:

Not Applicable

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

Columbia

Add Attachment

Delete Attachment

View Attachment

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

Operating Assistance

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.

Add Attachment

Delete Attachment

View Attachment

**17. Proposed Project:**

\* a. Start Date:

\* b. End Date:

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

* a. Federal	<input type="text" value="255,673.50"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text" value="255,673.50"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="511,347.00"/>

**\* 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

Add Attachment

Delete Attachment

View Attachment

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

\*\* I AGREE

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

**Authorized Representative:**

Prefix:  \* First Name:

Middle Name:

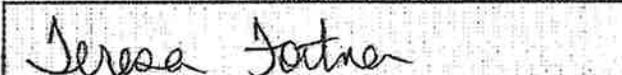
\* Last Name:

Suffix:

\* Title:

\* Telephone Number:  Fax Number:

\* Email:

\* Signature of Authorized Representative: 

\* Date Signed:

## EXHIBIT A – CURRENT SYSTEM DESCRIPTION

1. An overview of the organization including its mission, program goals and objectives:  
SVTA is the smallest of Florida's transit agencies but that does not dim our goal of being a well-run, customer-service oriented organization. Suwannee Valley Transit Authority's (SVTA) experience as the state designated transportation provider spans more than thirty-eight (38) years in and for the region of Columbia, Hamilton, and Suwannee Counties (and formerly Lafayette). The Agency was formed by an inter-local agreement in 1976 and is organized under the Florida Statutes as a Special District. The Agency is led by a board of elected officials from each of its counties.
2. Organizational structure, type of operation, number of employees, and other pertinent organizational information:  
Suwannee Valley Transit Authority is a rural public transportation agency. Suwannee Valley Transit Authority is governed by a Board of Directors that includes two County Commissioners from the Columbia, Hamilton, and Suwannee County Boards of County Commissioners. The two County Commissioners that serve on the SVTA Board are appointed by the Chairman of the Board from each County. The Board selects an Administrator to oversee day to day operations that currently includes thirty-four (34) positions. That Administrator selects and supervises the Staff. There are seven positions that the Administrator directly supervises. Four of these positions supervise other employees. The flow chart is as follows:

Administrator:

Receptionist/Administrative Assistant

Maintenance Supervisor – Supervises and trains four maintenance positions.

Driver Supervisor – Supervises and Trains fifteen (15) professional bus operators.

Finance Staff – Two Deputy Finance Managers.

Director of Revenue Billing – Supervises and Trains the Senior Medicaid Manager and one Trip Validation Employee.

Communications Manager – Supervises and Trains three reservationists/office clerks and two dispatchers.

## EXHIBIT A – CURRENT SYSTEM DESCRIPTION (Cont.)

3. Who is responsible for insurance, training and management, and administration of the agency's transportation programs:  
The Administrator for Suwannee Valley Transit Authority is ultimately responsible for these functions that are part of daily operations for SVTA. The above breakdown on organizational structure explains how these functions are handled by employees other than the Administrator.
4. Who Provides Maintenance:  
Suwannee Valley Transit Authority has a fully capable Maintenance Department as shown in the organizational chart above. If Maintenance issues come up that these five employees cannot handle, the Maintenance Supervisor makes a decision concerning companies that maintenance work will be outsourced to.
5. Number of Transportation related employees:  
All thirty-four (34) employees of Suwannee Valley Transit Authority are Transportation related employees.
6. Who will drive the vehicles, number of drivers, CDL certifications, etc:  
There are seventeen (17) eligible drivers for Suwannee Valley Transit Authority when the Driver Supervisor and Dispatcher that drive occasionally are considered. Twelve of these drivers have CDL licenses.
7. A detailed description of service routes and ridership numbers:  
Suwannee Valley Transit Authority served a total of 846 people in Columbia County for the State of Florida Fiscal Year that ended on June 30, 2014 and was reported in the most recent AOR report. We had 58,206 one-way passenger trips for Columbia County and 633,933 vehicle miles for Columbia County completed during this period. Services included ambulatory, wheelchair and stretcher trips within and outside of the three county service area. Routes are currently standardized by type of service, dominated by demand response trips. One daily route to Gainesville assists clients in the region traveling for medical and other appointments.

## All Applicants

### EXHIBIT A-1 FACT SHEET

	CURRENTLY	IF GRANT IS AWARDED *
1. Number of one-way passenger trips.* <b>PER YEAR</b>	<b>58,206</b>	<b>58,206</b>
2. Number of individuals served unduplicated (first ride per rider per fiscal year). <b>PER YEAR**</b>	<b>846</b>	<b>846</b>
3. Number of vehicles used for this service. <b>ACTUAL</b>	<b>26</b>	<b>26</b>
4. Number of ambulatory seats. <b>AVERAGE PER VEHICLE</b> (Total ambulatory seats divided by total number of fleet vehicles)	<b>10</b>	<b>10</b>
5. Number of wheelchair positions. <b>AVERAGE PER VEHICLE</b> (Total wheelchair positions divided by total number of fleet vehicles)	<b>2</b>	<b>2</b>
6. Vehicle Miles traveled. <b>PER YEAR</b>	<b>633,993</b>	<b>633,993</b>
7. Average vehicle miles <b>PER DAY</b>	<b>2,086</b>	<b>2,086</b>
8. Normal vehicle hours in operation. <b>PER DAY</b>	<b>102</b>	<b>102</b>
9. Normal number of days in operation. <b>PER WEEK</b>	<b>6</b>	<b>6</b>
10. Trip length (roundtrip). <b>AVERAGE</b>	<b>22</b>	<b>22</b>

Estimates are acceptable. 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, 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

## EXHIBIT B – PROPOSED PROJECT DESCRIPTION

1. Is the project to continue the existing level of services, to expand present service, or to provide new service? How will a grant award be used? More hours? Service in a larger geographic area? Shorter headways? More trips? Please explain in detail:  
This project will satisfy multiple objectives including:
  - a. Continuing the existing level of service;
  - b. Meeting the demand for more trips in the Columbia County Service Area.

The changes in the way Medicaid is funded on May 1, 2014 changed the bottom lines for a lot of our transit agencies. With decreased Medicaid dollars coming in, many transit agencies have had to cut their services. We have continued to meet the demand for our services, but, we now depend heavily on Transportation Disadvantaged Funds and the 5311 Operating Grant.

2. If a grant award will be used to maintain services as described in Exhibit A, specifically explain how it will be used in the context of total service. We do a limited amount of Medicaid trips through the CTD and TMO's, therefore, 5311 Operating Grant funds are used to offset the reduction in funds from the CTD and HMO's and meet the demand for trips in our region at our current level of service. The agency will be able to provide a trip count and an accounting of our farebox received on a monthly basis. We currently receive enough in other revenues to meet the match required.
3. Give a detailed explanation of the need for the vehicle and provide evidence of the need. N/A. We are only requesting operating funds under the 5311 Grant.
4. Will a grant award be used to replace existing equipment or purchase additional vehicles/equipment? Provide details. N/A. We are only requesting operating funds under the 5311 Grant.
5. Identify vehicles/equipment being replaced and list them on the "**Current Vehicle and Transportation Equipment Inventory**" form, provided elsewhere in this manual. See Vehicle Inventory Sheets. N/A.
6. Describe the agency's maintenance program and include a section on how vehicles will be maintained without interruptions in service (who, what, where, and when). Suwannee Valley Transit Authority has a fully capable Maintenance Department as shown in the organizational chart above. If Maintenance issues come up that these five employees cannot handle, the Maintenance Supervisor makes a decision concerning companies that maintenance work will be outsourced to.
7. If vehicles/equipment are proposed to be used by a lessee or private operator under contract to the applicant, identify the proposed lessee/operator.
  - a. Include an equitable plan for distribution of vehicles/equipment to lessees and/or private operators. N/A. Operating Grant only.

8. Each applicant shall indicate whether they are a government authority or a private non-profit agency, provide a brief description of the project which includes the counties served, whether the applicant employees are represented by a union and if so represented the name and local number of the union. Suwannee Valley Transit Authority (SVTA) is not a private non-profit agency. We are a public entity (government agency) formed under an inter-local agreement between Columbia, Hamilton and Suwannee Counties. This 5311 Grant will be used to maintain the daily operations of Suwannee Valley Transit Authority. It will serve Columbia, Hamilton, and Suwannee Counties. Suwannee Valley Transit Authority's employees are not represented by a union.
  
9. Fully explain Your Transportation Program
  - a. Service hours, planned service, routes and trip types  
 Suwannee Valley Transit Authority provides door-to-door, curb-to-curb, shared-ride, flex route services as needed for ambulatory, wheelchair, and stretcher passengers. Transportation services are arranged on a subscription, on-demand, and advance reservation basis. General public transportation service is available Monday through Friday from 6:00 A.M. to 5:00 P.M. excluding holidays. Transportation Disadvantaged service is provided Monday through Saturday from 6:00 A.M. to 5:00 P.M. excluding holidays. The agency observes all federal holidays. Agency sponsored transportation service is provided according to contractual arrangements.
  - b. Staffing – include plan for training on vehicle equipment such as wheelchair lifts, etc. Suwannee Valley Transit Authority employs thirty-four (34) employees including the Administrator. New drivers have a one-on-one, up to two-week training period in which they travel with an experienced driver and are trained on the proper procedures and how to use the equipment. Additional training sessions in driver policies and procedures are done on Saturdays. These trainings are done eight months out of the year. Training involves everything from customer service to safety and securement procedures. Staff receives outside training when presented through accredited agencies such as CTAA.
  - c. Records Maintenance – Suwannee Valley Transit Authority follows the Florida Statutes and Florida Administrative Code for all public records regardless of media or format. Records are maintained for at least seven years. Teresa Fortner is designated as the Records Management Liaison Officer for the agency.
  - d. Vehicle Maintenance – who, what, when and where.  
 Suwannee Valley Transit Authority has a fully capable Maintenance Department as shown in the organizational chart above. If Maintenance issues come up that these five employees cannot handle, the Maintenance Supervisor makes a decision concerning companies that maintenance work will be outsourced to.
  - e. CDL requirements – It is not a requirement that a driver have a CDL license when they are hired. Drivers are assigned vehicles and trips based on their capabilities and license. Drivers that do not have CDLs will be expected to go through the training and pass the test for their CDL license once SVTA is designated as a testing site for persons wishing to receive a CDL license. The paperwork for SVTA's designation has been signed and the test site should be operational within the next six months.
  - f. System Safety plan – The agency has adopted a SSPP and SPP pursuant to the standards set forth in Rule Chapter 14-90, Florida Administrative Code. The

agency is in compliance with its adopted SSPP and SPP and the adopted SSPP and SSP are up to date. The agency has performed annual safety inspections on all operational vehicles in accordance with Rule Chapter 14-90, Florida Administrative Code. Merrill Wayne Blevins is the qualified mechanic that has authorized the annual inspections.

- g. Drug free work place – It is the policy of SVTA to create a workplace environment free from the adverse effects of drug and alcohol abuse or misuse. SVTA prohibits the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances. All SVTA employees are drug tested prior to employment and on a random basis.

**New Agencies:**

- 10. Have you met with the CTC and, if so, how are you providing a service that they cannot? Provide detailed information supporting this requirement. Suwannee Valley Transit Authority is the CTC. We have been established since 1976. In October 2011, SVTA was approved as the CTC, once again, effective January 2012 through June 2016.

**Questions Related to agencies Requesting Operating Funds:**

- 1. How do you currently fund the operations of your transit program? Suwannee Valley Transit Authority is funded by various revenue sources for performing trips. These Agencies include but are not limited to: Contractual Agreements with Third Parties, Farebox, Medicaid, Agencies for Persons with Disabilities, Transportation Disadvantaged Commission, Department of Revenue, Columbia County Commissioners, Hamilton County Commissioners, Suwannee County Commissioners, Department of Health, Vocational Rehabilitation, and Well Florida Council Inc. In addition, we have been fortunate enough to be awarded 5311 Grant Operational Funds.
- 2. If this grant is not fully funded, can you still proceed with this program? If this grant is not fully funded, our agency will not be able to perform at our current level. Our two largest funding sources are this grant and Transportation Disadvantaged funds. We work very hard not to turn away passengers that are in need of a ride. Unfortunately, the agency would have to start turning passengers away without these funds.

**New Agencies:**

- 3. Have you met with the CTC and, if so, how are you providing a service that they cannot? Provide detailed information supporting this requirement. Suwannee Valley Transit Authority is the CTC. We have been established since 1976. In October 2011, SVTA was approved as the CTC, once again, effective January 2012 through June 2016.

**SUWANNEE VALLEY TRANSIT AUTHORITY**  
**1907 VOYLES STREET**  
**LIVE OAK, FL 32064**  
**(386) 362-5332**  
**1-800-258-7267**  
**FAX: (386) 219-0157**

**STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION**  
**GRANT APPLICATION**

Suwannee Valley Transit Authority submits this Application for the Section 5311 Program Grant and agrees to comply with all assurances and exhibits attached hereto and by this reference made a part thereof, as itemized in the Checklist for Application Completeness.

Suwannee Valley Transit Authority further agrees, to the extent provided by law (in case of a government agency in accordance with Sections 129.07 and 768.28, Florida Statutes) to indemnify, defend and hold harmless the Department and all of its officers, agents and employees from any claim, loss, damage, cost, charge, or expense out of the non-compliance by the Agency, its officers, agents or employees, with any of the assurances stated in this Application.

This Application is submitted on this 3<sup>rd</sup> day of December, 2014 with two (2) original resolutions or certified copies of the original resolution authorizing Teresa Fortner, SVTA Administrator, to sign this Application.

Suwannee Valley Transit Authority

By Teresa Fortner Date 12/3/14

Administrator, SVTA





**RESOLUTION NUMBER: 2015-Section 5311 Operating**

**THIS RESOLUTION** of the Suwannee Valley Transit Authority Board (hereinafter the "Applicant") authorizes the below named designee on behalf of the Applicant, to sign and submit grant application(s) required supporting documents, certifications and assurances to the Florida Department of Transportation, to accept grant award(s) from and to execute and administer related joint participation agreement(s) with the Florida Department of Transportation, and to purchase vehicles and/or equipment and/or expend grant funds pursuant to grant award(s).

**WHEREAS**, the Applicant desires to and has the fiscal and managerial capability, matching funds and legal authority to apply for and accept grants and make purchases and/or expend funds pursuant to grant awards made by the Florida Department of Transportation as authorized by Chapter 341, Florida Statutes and/or by the Federal Transit Administration Act of 1964, as amended, including but not limited to 49 U.S.C Sections 5310 and 5311, where applicable.

**NOW, THEREFORE BE IT RESOLVED BY THE APPLICANT:**

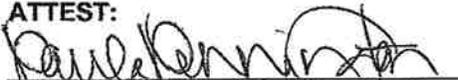
1. The above recitals are true and correct and are incorporated herein as if fully set forth in the body of this Resolution.
2. This resolution applies to Federal Program(s) under 49 U.S.C. Section(s) 5311.
3. The submission of grant application(s) required supporting documents, certifications and assurances to the Florida Department of Transportation is approved.
4. Teresa Fortner, Administrator, or his/her duly appointed successor in title is hereby designated and authorized to on behalf of the Applicant, sign and submit application(s) and all required supporting documents, give all required certifications and assurances, accept grant award(s) from and execute and administer related joint participation agreement(s) with the Florida Department of Transportation, purchase vehicles/equipment and/or expend grant funds pursuant to a grant award, unless and until this authorization is specifically rescinded and written notice thereof is sent by certified mail, return receipt requested, to and received by the Florida Department of Transportation at the following address: **Attention: Doreen Joyner-Howard, AICP, District Modal Development Manager, Florida Department of Transportation, 2198 Edison Avenue, MS 2806, Jacksonville, FL 32204-2730.**
5. Teresa Fortner, Administrator, is also hereby designated and authorized to sign requests for Joint Participation Agreement Time Extensions as my be required.

The foregoing resolution was **DULY PASSED, ADOPTED AND** became **EFFECTIVE** at a duly called and convened meeting of the Applicant held on the 10th day of November, 2014.

By:

  
(Original Signature, Chairman of the Board)  
Ronald Williams, Chairman

**ATTEST:**

  
(Original Signature, Clerk/Secretary)  
Paula Pennington, Secretary

(Stamp corporate seal here :)

**PART B**

**APPLIES TO ALL APPLICANTS FOR OPERATING ASSISTANCE**

**FORM B-1  
TRANSPORTATION-RELATED OPERATING and ADMINISTRATIVE  
EXPENSES**

**Name of Applicant: Suwannee Valley Transit Authority – Hamilton County**

**State Fiscal period requesting funding for, from July 1, 2015 to June 30, 2016**

<b>EXPENSE CATEGORY</b>	<b>TOTAL EXPENSE</b>	<b>FTA ELIGIBLE EXPENSE</b>
Labor (501)	\$ 123,436	\$ 123,436
Fringe and Benefits (502)	\$ 46,423	\$ 46,423
Services (503)	\$ 11,750	\$ 11,750
Materials and Supplies (504)	\$ 32,460	\$ 32,460
Vehicle Maintenance (504.01)	\$ 2,529	\$ 2,529
Utilities (505)	\$ 4,238	\$ 4,238
Insurance (506)	\$ 13,373	\$ 13,373
Licenses and Taxes (507)	\$ 258	\$ 258
Purchased Transit Service (508)	\$0	\$0
Miscellaneous (509)	\$ 12,202	\$12,202
Leases and Rentals (512)	\$ 387	\$387
Depreciation (513)	\$ 68,960	
<b>TOTAL</b>	<b>\$ 316,016</b>	<b>\$ 247,056 (a)</b>

**SECTION 5311 GRANT REQUEST**

Total FTA Eligible Expenses (from Form B-1, above)	\$ <u>247,056</u> (a)
Rural Passenger Fares (from Form B-2)	\$ <u>2,383</u> (b)
Operating Deficit [FTA Eligible Expenses (a) minus Rural Passenger Fares (b)]	\$ <u>244,673</u> (c)
Section 5311 Request (No more than 50% of Operating Deficit)	\$ <u>122,337</u> (d)
Grant Total All Revenues (from Form B-2)	\$ <u>119,540</u> *(e)

**Note: If Grand Total Revenues (e) exceeds FTA Eligible Expenses (a), reduce the Section 5311 Request (d) by that amount.**

**PART B**

**APPLIES TO ALL APPLICANTS FOR OPERATING ASSISTANCE**

**FORM B-2**

**TRANSPORTATION-RELATED OPERATING and ADMINISTRATIVE REVENUES**

**Name of Applicant: Suwannee Valley Transit Authority – Hamilton County**

**State Fiscal period requesting funding for, from July 1, 2015 to June 30, 2016**

<b>OPERATING REVENUE CATEGORY</b>	<b>TOTAL REVENUE</b>	<b>REVENUE USED AS FTA MATCH</b>
Passenger Fares for Transit Service (401)	<b>Total= \$ 2,383</b> <b>Rural = \$ 2,383 (b)</b>	
Special Transit Fares (402)	\$0	\$0
School Bus Service Revenues (403)	\$0	
Freight Tariffs (404)	\$0	\$0
Charter Service Revenues (405)	\$ 3,502	
Auxiliary Transportation Revenues (406)	\$ 136	\$136
Non-transportation Revenues (407)	\$0	\$0
<b>Total Operating Revenue</b>	<b>\$ 6,021</b>	<b>\$ 136</b>
<b>OTHER REVENUE CATEGORY</b>		
Taxes Levied directly by the Transit System (408)	<b>None Levied</b>	<b>None Levied</b>
Local Cash Grants and Reimbursements (409)	\$ 12,884	\$ 12,884
Local Special Fare Assistance (410)	\$0	\$0
State Cash Grants and Reimbursements (411)	\$ 104,619	\$ 104,619
State Special Fare Assistance (412)	\$0	\$0
Federal Cash Grants and Reimbursements (413)	\$ 1,898	\$ 1,898
Interest Income (414)	\$ 3	\$ 3
Contributed Services (430)	\$0	\$0
Contributed Cash (431)	\$0	\$0
Subsidy from Other Sectors of Operations (440)	\$0	\$0
<b>Total of Other Revenue</b>	<b>\$ 119,404</b>	<b>\$ 119,404</b>
<b>GRAND TOTAL ALL REVENUE</b>	<b>\$ 125,425</b>	<b>\$ 119,540 (e)</b>

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: Not Applicable	
5a. Federal Entity Identifier: Not Applicable	5b. Federal Award Identifier: _____	
<b>State Use Only:</b>		
6. Date Received by State: _____	7. State Application Identifier: 1001	
<b>8. APPLICANT INFORMATION:</b>		
* a. Legal Name: Suwannee Valley Transit Authority - Hamilton County		
* b. Employer/Taxpayer Identification Number (EIN/TIN): 59-1684116	* c. Organizational DUNS: 0831930600000	
<b>d. Address:</b>		
* Street1: 1907 Voyles Street	_____	
Street2: _____	_____	
* City: Live Oak	_____	
County/Parish: Suwannee	_____	
* State: _____	FL: Florida	
Province: _____	_____	
* Country: _____	USA: UNITED STATES	
* Zip / Postal Code: 32064	_____	
<b>e. Organizational Unit:</b>		
Department Name: Transportation	Division Name: Administration	
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>		
Prefix: Mrs.	* First Name: Teresa	_____
Middle Name: _____	_____	
* Last Name: Fortner	_____	
Suffix: _____	_____	
Title: Administrator	_____	
Organizational Affiliation: Appointed by Board of Directors		
* Telephone Number: 386-362-5332	Fax Number: 386-219-0157	
* Email: teresa.fortner@ridesvta.com		

Application for Federal Assistance SF-424

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

D: Special District Government

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:

CFDA 20.509

CFDA Title:

Section 5311

\* 12. Funding Opportunity Number:

\* Title:

FORMULA GRANTS FOR RURAL AREAS

13. Competition Identification Number:

Not Applicable

Title:

Not Applicable

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

HAMILTON

Add Attachment

Date Modified

View Attachment

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

Operating Assistance

Attach supporting documents as specified in agency instructions.

Add Attachments

Remove Attachments

Download 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="61,168.50"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text" value="61,168.50"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="122,337.00"/>

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

a. This application was made available to the State under the Executive Order 12372 Process for review on

b. Program is subject to E.O. 12372 but has not been selected by the State for review.

c. Program is not covered by E.O. 12372.

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

Yes  No

If "Yes", provide explanation and attach

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

\*\* I AGREE

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

**Authorized Representative:**

Prefix:  \* First Name:

Middle Name:

\* Last Name:

Suffix:

\* Title:

\* Telephone Number:  Fax Number:

\* Email:

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

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1. An overview of the organization including its mission, program goals and objectives:  
SVTA is the smallest of Florida's transit agencies but that does not dim our goal of being a well-run, customer-service oriented organization. Suwannee Valley Transit Authority's (SVTA) experience as the state designated transportation provider spans more than thirty-eight (38) years in and for the region of Columbia, Hamilton, and Suwannee Counties (and formerly Lafayette). The Agency was formed by an inter-local agreement in 1976 and is organized under the Florida Statutes as a Special District. The Agency is led by a board of elected officials from each of its counties.
2. Organizational structure, type of operation, number of employees, and other pertinent organizational information:  
Suwannee Valley Transit Authority is a rural public transportation agency. Suwannee Valley Transit Authority is governed by a Board of Directors that includes two County Commissioners from the Columbia, Hamilton, and Suwannee County Boards of County Commissioners. The two County Commissioners that serve on the SVTA Board are appointed by the Chairman of the Board from each County. The Board selects an Administrator to oversee day to day operations that currently includes thirty-four (34) positions. That Administrator selects and supervises the Staff. There are seven positions that the Administrator directly supervises. Four of these positions supervise other employees. The flow chart is as follows:

Administrator:

Receptionist/Administrative Assistant

Maintenance Supervisor – Supervises and trains four maintenance positions.

Driver Supervisor – Supervises and Trains fifteen (15) professional bus operators.

Finance Staff – Two Deputy Finance Managers.

Director of Revenue Billing – Supervises and Trains the Senior Medicaid Manager and one Trip Validation Employee.

Communications Manager – Supervises and Trains three reservationists/office clerks and two dispatchers.

## EXHIBIT A – CURRENT SYSTEM DESCRIPTION (Cont.)

3. Who is responsible for insurance, training and management, and administration of the agency's transportation programs:  
The Administrator for Suwannee Valley Transit Authority is ultimately responsible for these functions that are part of daily operations for SVTA. The above breakdown on organizational structure explains how these functions are handled by employees other than the Administrator.
4. Who Provides Maintenance:  
Suwannee Valley Transit Authority has a fully capable Maintenance Department as shown in the organizational chart above. If Maintenance issues come up that these five employees cannot handle, the Maintenance Supervisor makes a decision concerning companies that maintenance work will be outsourced to.
5. Number of Transportation related employees:  
All thirty-four (34) employees of Suwannee Valley Transit Authority are Transportation related employees.
6. Who will drive the vehicles, number of drivers, CDL certifications, etc:  
There are seventeen (17) eligible drivers for Suwannee Valley Transit Authority when the Driver Supervisor and Dispatcher that drive occasionally are considered. Twelve of these drivers have CDL licenses.
7. A detailed description of service routes and ridership numbers:  
Suwannee Valley Transit Authority served a total of 432 people for Hamilton County for the State of Florida Fiscal Year that ended on June 30, 2014 and was reported in the most recent AOR report. We had 12,749 one-way passenger trips for Hamilton County and 674,846 vehicle miles for Hamilton County completed during this period. Services included ambulatory, wheelchair and stretcher trips within and outside of the three county service area. Routes are currently standardized by type of service, dominated by demand response trips. One daily route to Gainesville assists clients in the region traveling for medical and other appointments.

## All Applicants

### EXHIBIT A-1 FACT SHEET

	CURRENTLY	IF GRANT IS AWARDED *
1. Number of one-way passenger trips.* <b>PER YEAR</b>	12,749	12,749
2. Number of individuals served unduplicated (first ride per rider per fiscal year). <b>PER YEAR**</b>	432	432
3. Number of vehicles used for this service. <b>ACTUAL</b>	8	8
4. Number of ambulatory seats. <b>AVERAGE PER VEHICLE</b> (Total ambulatory seats divided by total number of fleet vehicles)	10	10
5. Number of wheelchair positions. <b>AVERAGE PER VEHICLE</b> (Total wheelchair positions divided by total number of fleet vehicles)	2	2
6. Vehicle Miles traveled. <b>PER YEAR</b>	674,846	674,846
7. Average vehicle miles <b>PER DAY</b>	2,220	2,220
8. Normal vehicle hours in operation. <b>PER DAY</b>	64	64
9. Normal number of days in operation. <b>PER WEEK</b>	6	6
10. Trip length (roundtrip). <b>AVERAGE</b>	106	106

Estimates are acceptable. 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, 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

## EXHIBIT B – PROPOSED PROJECT DESCRIPTION

1. Is the project to continue the existing level of services, to expand present service, or to provide new service? How will a grant award be used? More hours? Service in a larger geographic area? Shorter headways? More trips? Please explain in detail:  
This project will satisfy multiple objectives including:
  - a. Continuing the existing level of service;
  - b. Meeting the demand for more trips in the Hamilton County Service Area.

The changes in the way Medicaid is funded on May 1, 2014 changed the bottom lines for a lot of our transit agencies. With decreased Medicaid dollars coming in, many transit agencies have had to cut their services. We have continued to meet the demand for our services, but, we now depend heavily on Transportation Disadvantaged Funds and the 5311 Operating Grant.

2. If a grant award will be used to maintain services as described in Exhibit A, specifically explain how it will be used in the context of total service. We do a limited amount of Medicaid trips through the CTD and TMO's, therefore, 5311 Operating Grant funds are used to offset reduction in funds from the CTD and HMO's and meet the demand for trips in our region at our current level of service. The agency will be able to provide a trip count and an accounting of our farebox received on a monthly basis. We currently receive enough in other revenues to meet the match required.
3. Give a detailed explanation of the need for the vehicle and provide evidence of the need. N/A. We are only requesting operating funds under the 5311 Grant.
4. Will a grant award be used to replace existing equipment or purchase additional vehicles/equipment? Provide details. N/A. We are only requesting operating funds under the 5311 Grant.
5. Identify vehicles/equipment being replaced and list them on the "**Current Vehicle and Transportation Equipment Inventory**" form, provided elsewhere in this manual. See Vehicle Inventory Sheets. N/A.
6. Describe the agency's maintenance program and include a section on how vehicles will be maintained without interruptions in service (who, what, where, and when). Suwannee Valley Transit Authority has a fully capable Maintenance Department as shown in the organizational chart above. If Maintenance issues come up that these five employees cannot handle, the Maintenance Supervisor makes a decision concerning companies that maintenance work will be outsourced to.
7. If vehicles/equipment are proposed to be used by a lessee or private operator under contract to the applicant, identify the proposed lessee/operator.
  - a. Include an equitable plan for distribution of vehicles/equipment to lessees and/or private operators. N/A. Operating Grant only.

8. Each applicant shall indicate whether they are a government authority or a private non-profit agency, provide a brief description of the project which includes the counties served, whether the applicant employees are represented by a union and if so represented the name and local number of the union. Suwannee Valley Transit Authority (SVTA) is not a private non-profit agency. We are a public entity (government agency) formed under an inter-local agreement between Columbia, Hamilton and Suwannee Counties. This 5311 Grant will be used to maintain the daily operations of Suwannee Valley Transit Authority. It will serve Columbia, Hamilton, and Suwannee Counties. Suwannee Valley Transit Authority's employees are not represented by a union.
  
9. Fully explain Your Transportation Program
  - a. Service hours, planned service, routes and trip types  
Suwannee Valley Transit Authority provides door-to-door, curb-to-curb, shared-ride, flex route services as needed for ambulatory, wheelchair, and stretcher passengers. Transportation services are arranged on a subscription, on-demand, and advance reservation basis. General public transportation service is available Monday through Friday from 6:00 A.M. to 5:00 P.M. excluding holidays. Transportation Disadvantaged service is provided Monday through Saturday from 6:00 A.M. to 5:00 P.M. excluding holidays. The agency observes all federal holidays. Agency sponsored transportation service is provided according to contractual arrangements.
  - b. Staffing – include plan for training on vehicle equipment such as wheelchair lifts, etc. Suwannee Valley Transit Authority employs thirty-four (34) employees including the Administrator. New drivers have a one-on-one, up to two-week training period in which they travel with an experienced driver and are trained on the proper procedures and how to use the equipment. Additional training sessions in driver policies and procedures are done on Saturdays. These trainings are done eight months out of the year. Training involves everything from customer service to safety and securement procedures. Staff receives outside training when presented through accredited agencies such as CTAA.
  - c. Records Maintenance – Suwannee Valley Transit Authority follows the Florida Statutes and Florida Administrative Code for all public records regardless of media or format. Records are maintained for at least seven years. Teresa Fortner is designated as the Records Management Liaison Officer for the agency.
  - d. Vehicle Maintenance – who, what, when and where.  
Suwannee Valley Transit Authority has a fully capable Maintenance Department as shown in the organizational chart above. If Maintenance issues come up that these five employees cannot handle, the Maintenance Supervisor makes a decision concerning companies that maintenance work will be outsourced to.
  - e. CDL requirements – It is not a requirement that a driver have a CDL license when they are hired. Drivers are assigned vehicles and trips based on their capabilities and license. Drivers that do not have CDLs will be expected to go through the training and pass the test for their CDL license once SVTA is designated as a testing site for persons wishing to receive a CDL license. The paperwork for SVTA's designation has been signed and the test site should be operational within the next six months.
  - f. System Safety plan – The agency has adopted a SSPP and SPP pursuant to the standards set forth in Rule Chapter 14-90, Florida Administrative Code. The

agency is in compliance with its adopted SSPP and SPP and the adopted SSPP and SSP are up to date. The agency has performed annual safety inspections on all operational vehicles in accordance with Rule Chapter 14-90, Florida Administrative Code. Merrill Wayne Blevins is the qualified mechanic that has authorized the annual inspections.

- g. Drug free work place – It is the policy of SVTA to create a workplace environment free from the adverse effects of drug and alcohol abuse or misuse. SVTA prohibits the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances. All SVTA employees are drug tested prior to employment and on a random basis.

**New Agencies:**

- 10. Have you met with the CTC and, if so, how are you providing a service that they cannot? Provide detailed information supporting this requirement. Suwannee Valley Transit Authority is the CTC. We have been established since 1976. In October 2011 SVTA was approved as the CTC, once again, effective January 2012 through June 2016.

**Questions Related to agencies Requesting Operating Funds:**

- 1. How do you currently fund the operations of your transit program? Suwannee Valley Transit Authority is funded by various revenue sources for performing trips. These Agencies include but are not limited to: Contractual Agreements with Third Parties, Farebox, Medicaid, Agencies for Persons with Disabilities, Transportation Disadvantaged Commission, Department of Revenue, Columbia County Commissioners, Hamilton County Commissioners, Suwannee County Commissioners, Department of Health, Vocational Rehabilitation, and Well Florida Council Inc. In addition, we have been fortunate enough to be awarded 5311 Grant Operational Funds.
- 2. If this grant is not fully funded, can you still proceed with this program? If this grant is not fully funded, our agency will not be able to perform at our current level. Our two largest funding sources are this grant and Transportation Disadvantaged funds. We work very hard not to turn away passengers that are in need of a ride. Unfortunately, the agency would have to start turning passengers away without these funds.

**New Agencies:**

- 3. Have you met with the CTC and, if so, how are you providing a service that they cannot? Provide detailed information supporting this requirement. Suwannee Valley Transit Authority is the CTC. We have been established since 1976. In October 2011 SVTA was approved as the CTC, once again, effective January 2012 through June 2016.

**SUWANNEE VALLEY TRANSIT AUTHORITY**  
**1907 VOYLES STREET**  
**LIVE OAK, FL 32064**  
**(386) 362-5332**  
**1-800-258-7267**  
**FAX: (386) 219-0157**

**STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION**  
**GRANT APPLICATION**

Suwannee Valley Transit Authority submits this Application for the Section 5311 Program Grant and agrees to comply with all assurances and exhibits attached hereto and by this reference made a part thereof, as itemized in the Checklist for Application Completeness.

Suwannee Valley Transit Authority further agrees, to the extent provided by law (in case of a government agency in accordance with Sections 129.07 and 768.28, Florida Statutes) to indemnify, defend and hold harmless the Department and all of its officers, agents and employees from any claim, loss, damage, cost, charge, or expense out of the non-compliance by the Agency, its officers, agents or employees, with any of the assurances stated in this Application.

This Application is submitted on this 3<sup>rd</sup> day of December, 2014 with two (2) original resolutions or certified copies of the original resolution authorizing Teresa Fortner, SVTA Administrator, to sign this Application.

Suwannee Valley Transit Authority

By Teresa Fortner Date 12/3/14

Administrator, SVTA





**RESOLUTION NUMBER: 2015-Section 5311 Operating**

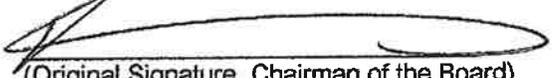
**THIS RESOLUTION** of the Suwannee Valley Transit Authority Board (hereinafter the "Applicant") authorizes the below named designee on behalf of the Applicant, to sign and submit grant application(s) required supporting documents, certifications and assurances to the Florida Department of Transportation, to accept grant award(s) from and to execute and administer related joint participation agreement(s) with the Florida Department of Transportation, and to purchase vehicles and/or equipment and/or expend grant funds pursuant to grant award(s).

**WHEREAS**, the Applicant desires to and has the fiscal and managerial capability, matching funds and legal authority to apply for and accept grants and make purchases and/or expend funds pursuant to grant awards made by the Florida Department of Transportation as authorized by Chapter 341, Florida Statutes and/or by the Federal Transit Administration Act of 1964, as amended, including but not limited to 49 U.S.C Sections 5310 and 5311, where applicable.

**NOW, THEREFORE BE IT RESOLVED BY THE APPLICANT:**

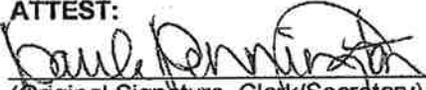
1. The above recitals are true and correct and are incorporated herein as if fully set forth in the body of this Resolution.
2. This resolution applies to Federal Program(s) under 49 U.S.C. Section(s) 5311.
3. The submission of grant application(s) required supporting documents, certifications and assurances to the Florida Department of Transportation is approved.
4. Teresa Fortner, Administrator, or his/her duly appointed successor in title is hereby designated and authorized to on behalf of the Applicant, sign and submit application(s) and all required supporting documents, give all required certifications and assurances, accept grant award(s) from and execute and administer related joint participation agreement(s) with the Florida Department of Transportation, purchase vehicles/equipment and/or expend grant funds pursuant to a grant award, unless and until this authorization is specifically rescinded and written notice thereof is sent by certified mail, return receipt requested, to and received by the Florida Department of Transportation at the following address: **Attention: Doreen Joyner-Howard, AICP, District Modal Development Manager, Florida Department of Transportation, 2198 Edison Avenue, MS 2806, Jacksonville, FL 32204-2730.**
5. Teresa Fortner, Administrator, is also hereby designated and authorized to sign requests for Joint Participation Agreement Time Extensions as my be required.

The foregoing resolution was **DULY PASSED, ADOPTED AND** became **EFFECTIVE** at a duly called and convened meeting of the Applicant held on the 10th day of November, 2014.

By: 

(Original Signature, Chairman of the Board)  
Ronald Williams, Chairman

**ATTEST:**

  
(Original Signature, Clerk/Secretary)  
Paula Pennington, Secretary

(Stamp corporate seal here :)

**PART B**

**APPLIES TO ALL APPLICANTS FOR OPERATING ASSISTANCE**

**FORM B-1**

**TRANSPORTATION-RELATED OPERATING and ADMINISTRATIVE EXPENSES**

**Name of Applicant: Suwannee Valley Transit Authority – Suwannee County**

**State Fiscal period requesting funding for, from July 1, 2015 to June 30, 2016**

<b>EXPENSE CATEGORY</b>	<b>TOTAL EXPENSE</b>	<b>FTA ELIGIBLE EXPENSE</b>
Labor (501)	\$ 317,489	\$ 317,489
Fringe and Benefits (502)	\$ 119,403	\$ 119,403
Services (503)	\$ 30,222	\$ 30,222
Materials and Supplies (504)	\$ 83,490	\$ 83,490
Vehicle Maintenance (504.01)	\$ 6,504	\$ 6,504
Utilities (505)	\$ 10,901	\$ 10,901
Insurance (506)	\$ 34,395	\$ 34,395
Licenses and Taxes (507)	\$ 664	\$ 664
Purchased Transit Service (508)	\$0	\$0
Miscellaneous (509)	\$ 31,385	\$ 31,385
Leases and Rentals (512)	\$ 996	\$ 996
Depreciation (513)	\$ 177,370	
<b>TOTAL</b>	<b>\$ 812,819</b>	<b>\$ 635,449 (a)</b>

**SECTION 5311 GRANT REQUEST**

Total FTA Eligible Expenses (from Form B-1, above)	\$ <u>635,449</u> (a)
Rural Passenger Fares (from Form B-2)	\$ <u>6,128</u> (b)
Operating Deficit [FTA Eligible Expenses (a) minus Rural Passenger Fares (b)]	\$ <u>629,321</u> (c)
Section 5311 Request (No more than 50% of Operating Deficit)	\$ <u>314,661</u> (d)
Grant Total All Revenues (from Form B-2)	\$ <u>289,401</u> *(e)

**Note: If Grand Total Revenues (e) exceeds FTA Eligible Expenses (a), reduce the Section 5311 Request (d) by that amount.**

**PART B**

**APPLIES TO ALL APPLICANTS FOR OPERATING ASSISTANCE**

**FORM B-2**

**TRANSPORTATION-RELATED OPERATING and ADMINISTRATIVE REVENUES**

**Name of Applicant: Suwannee Valley Transit Authority – Suwannee County**

**State Fiscal period requesting funding for, from July 1, 2015 to June 30, 2016**

<b>OPERATING REVENUE CATEGORY</b>	<b>TOTAL REVENUE</b>	<b>REVENUE USED AS FTA MATCH</b>
Passenger Fares for Transit Service (401)	<b>Total= \$ 6,128 Rural = \$ 6,128 (b)</b>	
Special Transit Fares (402)	\$0	\$0
School Bus Service Revenues (403)	\$0	
Freight Tariffs (404)	\$0	\$0
Charter Service Revenues (405)	\$ 9,006	
Auxiliary Transportation Revenues (406)	\$ 349	\$ 349
Non-transportation Revenues (407)	\$0	\$0
<b>Total Operating Revenue</b>	<b>\$ 15,483</b>	<b>\$ 349</b>
<b>OTHER REVENUE CATEGORY</b>		
Taxes Levied directly by the Transit System (408)	<b>None Levied</b>	<b>None Levied</b>
Local Cash Grants and Reimbursements (409)	\$ 15,072	\$ 15,072
Local Special Fare Assistance (410)	\$0	\$0
State Cash Grants and Reimbursements (411)	\$ 269,090	\$ 269,090
State Special Fare Assistance (412)	\$0	\$0
Federal Cash Grants and Reimbursements (413)	\$ 4,882	\$ 4,882
Interest Income (414)	\$ 8	\$ 8
Contributed Services (430)	\$0	\$0
Contributed Cash (431)	\$0	\$0
Subsidy from Other Sectors of Operations (440)	\$0	\$0
<b>Total of Other Revenue</b>	<b>\$ 289,052</b>	<b>\$ 289,052</b>
<b>GRAND TOTAL ALL REVENUE</b>	<b>\$ 304,535</b>	<b>\$ 289,401 (e)</b>

Application for Federal Assistance SF-424		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>
* 3. Date Received: <input type="text"/>	4. Applicant Identifier: <input type="text"/> Not Applicable	
5a. Federal Entity Identifier: <input type="text"/> Not Applicable	5b. Federal Award Identifier: <input type="text"/>	
<b>State Use Only:</b>		
6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text"/> 1001	
<b>8. APPLICANT INFORMATION:</b>		
* a. Legal Name: <input type="text"/> Suwannee Valley Transit Authority - Suwannee County		
* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text"/> 59-1684116	* c. Organizational DUNS: <input type="text"/> 0831930600000	
<b>d. Address:</b>		
* Street1: <input type="text"/> 1907 Voyles Street	<input type="text"/>	
Street2: <input type="text"/>	<input type="text"/>	
* City: <input type="text"/> Live Oak	<input type="text"/>	
County/Parish: <input type="text"/> Suwannee	<input type="text"/>	
* State: <input type="text"/> FL: Florida	<input type="text"/>	
Province: <input type="text"/>	<input type="text"/>	
* Country: <input type="text"/> USA: UNITED STATES	<input type="text"/>	
* Zip / Postal Code: <input type="text"/> 32064	<input type="text"/>	
<b>e. Organizational Unit:</b>		
Department Name: <input type="text"/> Transportation	Division Name: <input type="text"/> Administration	
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>		
Prefix: <input type="text"/> Mrs.	* First Name: <input type="text"/> Teresa	<input type="text"/>
Middle Name: <input type="text"/>	<input type="text"/>	
* Last Name: <input type="text"/> Fortner	<input type="text"/>	
Suffix: <input type="text"/>	<input type="text"/>	
Title: <input type="text"/> Administrator		
Organizational Affiliation: <input type="text"/> Appointed by Board of Directors		
* Telephone Number: <input type="text"/> 386-362-5332	Fax Number: <input type="text"/> 386-219-0157	
* Email: <input type="text"/> teresa.fortner@ridesvta.com		

**Application for Federal Assistance SF-424**

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

D: Special District Government

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:**

CFDA 20.509

CFDA Title:

Section 5311

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

\* Title:

FORMULA GRANTS FOR RURAL AREAS

**13. Competition Identification Number:**

Not Applicable

Title:

Not Applicable

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

*Okla*

Add Attachment

Delete Attachment

View Attachment

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

Operating Assistance

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

Attach File

**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="157,330.50"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text" value="157,330.50"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="314,661.00"/>

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

a. This application was made available to the State under the Executive Order 12372 Process for review on

b. Program is subject to E.O. 12372 but has not been selected by the State for review.

c. Program is not covered by E.O. 12372.

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

Yes  No

If "Yes", provide explanation and attach

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

\*\* I AGREE

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

**Authorized Representative:**

Prefix:  \* First Name:

Middle Name:

\* Last Name:

Suffix:

\* Title:

\* Telephone Number:  Fax Number:

\* Email:

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

## EXHIBIT A – CURRENT SYSTEM DESCRIPTION

1. An overview of the organization including its mission, program goals and objectives:  
SVTA is the smallest of Florida's transit agencies but that does not dim our goal of being a well-run, customer-service oriented organization. Suwannee Valley Transit Authority's (SVTA) experience as the state designated transportation provider spans more than thirty-eight (38) years in and for the region of Columbia, Hamilton, and Suwannee Counties (and formerly Lafayette). The Agency was formed by an inter-local agreement in 1976 and is organized under the Florida Statutes as a Special District. The Agency is led by a board of elected officials from each of its counties.
2. Organizational structure, type of operation, number of employees, and other pertinent organizational information:  
Suwannee Valley Transit Authority is a rural public transportation agency. Suwannee Valley Transit Authority is governed by a Board of Directors that includes two County Commissioners from the Columbia, Hamilton, and Suwannee County Boards of County Commissioners. The two County Commissioners that serve on the SVTA Board are appointed by the Chairman of the Board from each County. The Board selects an Administrator to oversee day to day operations that currently includes thirty-four (34) positions. That Administrator selects and supervises the Staff. There are seven positions that the Administrator directly supervises. Four of these positions supervise other employees. The flow chart is as follows:

Administrator:

Receptionist/Administrative Assistant

Maintenance Supervisor – Supervises and trains four maintenance positions.

Driver Supervisor – Supervises and Trains fifteen (15) professional bus operators.

Finance Staff – Two Deputy Finance Managers.

Director of Revenue Billing – Supervises and Trains the Senior Medicaid Manager and one Trip Validation Employee.

Communications Manager – Supervises and Trains three reservationists/office clerks and two dispatchers.

## EXHIBIT A – CURRENT SYSTEM DESCRIPTION (Cont.)

3. Who is responsible for insurance, training and management, and administration of the agency's transportation programs:  
The Administrator for Suwannee Valley Transit Authority is ultimately responsible for these functions that are part of daily operations for SVTA. The above breakdown on organizational structure explains how these functions are handled by employees other than the Administrator.
4. Who Provides Maintenance:  
Suwannee Valley Transit Authority has a fully capable Maintenance Department as shown in the organizational chart above. If Maintenance issues come up that these five employees cannot handle, the Maintenance Supervisor makes a decision concerning companies that maintenance work will be outsourced to.
5. Number of Transportation related employees:  
All thirty-four (34) employees of Suwannee Valley Transit Authority are Transportation related employees.
6. Who will drive the vehicles, number of drivers, CDL certifications, etc:  
There are seventeen (17) eligible drivers for Suwannee Valley Transit Authority when the Driver Supervisor and Dispatcher that drive occasionally are considered. Twelve of these drivers have CDL licenses.
7. A detailed description of service routes and ridership numbers:  
Suwannee Valley Transit Authority served a total of 886 people for Suwannee County for the State of Florida Fiscal Year that ended on June 30, 2014 and was reported in the most recent AOR report. We had 21,264 one-way passenger trips for Suwannee County and 406,502 vehicle miles for Suwannee County completed during this period. Services included ambulatory, wheelchair and stretcher trips within and outside of the three county service area. Routes are currently standardized by type of service, dominated by demand response trips. One daily route to Gainesville assists clients in the region traveling for medical and other appointments.

## All Applicants

### EXHIBIT A-1 FACT SHEET

	CURRENTLY	IF GRANT IS AWARDED *
1. Number of one-way passenger trips.* <b>PER YEAR</b>	21,264	21,264
2. Number of individuals served unduplicated (first ride per rider per fiscal year). <b>PER YEAR**</b>	886	886
3. Number of vehicles used for this service. <b>ACTUAL</b>	15	15
4. Number of ambulatory seats. <b>AVERAGE PER VEHICLE</b> (Total ambulatory seats divided by total number of fleet vehicles)	10	10
5. Number of wheelchair positions. <b>AVERAGE PER VEHICLE</b> (Total wheelchair positions divided by total number of fleet vehicles)	2	2
6. Vehicle Miles traveled. <b>PER YEAR</b>	406,502	406,502
7. Average vehicle miles <b>PER DAY</b>	1,337	1,337
8. Normal vehicle hours in operation. <b>PER DAY</b>	125	125
9. Normal number of days in operation. <b>PER WEEK</b>	6	6
10. Trip length (roundtrip). <b>AVERAGE</b>	38	38

Estimates are acceptable. 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, 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

## EXHIBIT B – PROPOSED PROJECT DESCRIPTION

1. Is the project to continue the existing level of services, to expand present service, or to provide new service? How will a grant award be used? More hours? Service in a larger geographic area? Shorter headways? More trips? Please explain in detail:  
This project will satisfy multiple objectives including:
  - a. Continuing the existing level of service;
  - b. Meeting the demand for more trips in the Suwannee County Service Area.

The changes in the way Medicaid is funded on May 1, 2014 changed the bottom lines for a lot of our transit agencies. With decreased Medicaid dollars coming in, many transit agencies have had to cut their services. We have continued to meet the demand for our services, but, we now depend heavily on Transportation Disadvantaged Funds and the 5311 Operating Grant.

2. If a grant award will be used to maintain services as described in Exhibit A, specifically explain how it will be used in the context of total service. We do a limited amount of Medicaid trips through the CTD and TMO's, therefore, 5311 Operating Grant funds are used to offset reduction in funds from the CTD and HMO's and meet the demand for trips in our region at our current level of service. The agency will be able to provide a trip count and an accounting of our farebox received on a monthly basis. We currently receive enough in other revenues to meet the match required.
3. Give a detailed explanation of the need for the vehicle and provide evidence of the need. N/A. We are only requesting operating funds under the 5311 Grant.
4. Will a grant award be used to replace existing equipment or purchase additional vehicles/equipment? Provide details. N/A. We are only requesting operating funds under the 5311 Grant.
5. Identify vehicles/equipment being replaced and list them on the "**Current Vehicle and Transportation Equipment Inventory**" form, provided elsewhere in this manual. See Vehicle Inventory Sheets. N/A.
6. Describe the agency's maintenance program and include a section on how vehicles will be maintained without interruptions in service (who, what, where, and when). Suwannee Valley Transit Authority has a fully capable Maintenance Department as shown in the organizational chart above. If Maintenance issues come up that these five employees cannot handle, the Maintenance Supervisor makes a decision concerning companies that maintenance work will be outsourced to.
7. If vehicles/equipment are proposed to be used by a lessee or private operator under contract to the applicant, identify the proposed lessee/operator.
  - a. Include an equitable plan for distribution of vehicles/equipment to lessees and/or private operators. N/A. Operating Grant only.

8. Each applicant shall indicate whether they are a government authority or a private non-profit agency, provide a brief description of the project which includes the counties served, whether the applicant employees are represented by a union and if so represented the name and local number of the union. Suwannee Valley Transit Authority (SVTA) is not a private non-profit agency. We are a public entity (government agency) formed under an inter-local agreement between Columbia, Hamilton and Suwannee Counties. This 5311 Grant will be used to maintain the daily operations of Suwannee Valley Transit Authority. It will serve Columbia, Hamilton, and Suwannee Counties. Suwannee Valley Transit Authority's employees are not represented by a union.
  
9. Fully explain Your Transportation Program
  - a. Service hours, planned service, routes and trip types  
Suwannee Valley Transit Authority provides door-to-door, curb-to-curb, shared-ride, flex route services as needed for ambulatory, wheelchair, and stretcher passengers. Transportation services are arranged on a subscription, on-demand, and advance reservation basis. General public transportation service is available Monday through Friday from 6:00 A.M. to 5:00 P.M. excluding holidays. Transportation Disadvantaged service is provided Monday through Saturday from 6:00 A.M. to 5:00 P.M. excluding holidays. The agency observes all federal holidays. Agency sponsored transportation service is provided according to contractual arrangements.
  - b. Staffing – include plan for training on vehicle equipment such as wheelchair lifts, etc. Suwannee Valley Transit Authority employs thirty-four (34) employees including the Administrator. New drivers have a one-on-one, up to two-week training period in which they travel with an experienced driver and are trained on the proper procedures and how to use the equipment. Additional training sessions in driver policies and procedures are done on Saturdays. These trainings are done eight months out of the year. Training involves everything from customer service to safety and securement procedures. Staff receives outside training when presented through accredited agencies such as CTAA.
  - c. Records Maintenance – Suwannee Valley Transit Authority follows the Florida Statutes and Florida Administrative Code for all public records regardless of media or format. Records are maintained for at least seven years. Teresa Fortner is designated as the Records Management Liaison Officer for the agency.
  - d. Vehicle Maintenance – who, what, when and where.  
Suwannee Valley Transit Authority has a fully capable Maintenance Department as shown in the organizational chart above. If Maintenance issues come up that these five employees cannot handle, the Maintenance Supervisor makes a decision concerning companies that maintenance work will be outsourced to.
  - e. CDL requirements – It is not a requirement that a driver have a CDL license when they are hired. Drivers are assigned vehicles and trips based on their capabilities and license. Drivers that do not have CDLs will be expected to go through the training and pass the test for their CDL license once SVTA is designated as a testing site for persons wishing to receive a CDL license. The paperwork for SVTA's designation has been signed and the test site should be operational within the next six months.
  - f. System Safety plan – The agency has adopted a SSPP and SPP pursuant to the standards set forth in Rule Chapter 14-90, Florida Administrative Code. The

agency is in compliance with its adopted SSPP and SPP and the adopted SSPP and SSP are up to date. The agency has performed annual safety inspections on all operational vehicles in accordance with Rule Chapter 14-90, Florida Administrative Code. Merrill Wayne Blevins is the qualified mechanic that has authorized the annual inspections.

- g. Drug free work place – It is the policy of SVTA to create a workplace environment free from the adverse effects of drug and alcohol abuse or misuse. SVTA prohibits the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances. All SVTA employees are drug tested prior to employment and on a random basis.

New Agencies:

- 10. Have you met with the CTC and, if so, how are you providing a service that they cannot? Provide detailed information supporting this requirement. Suwannee Valley Transit Authority is the CTC. We have been established since 1976. In October 2011 SVTA was approved as the CTC, once again, effective January 2012 through June 2016.

**Questions Related to agencies Requesting Operating Funds:**

- 1. How do you currently fund the operations of your transit program? Suwannee Valley Transit Authority is funded by various revenue sources for performing trips. These Agencies include but are not limited to: Contractual Agreements with Third Parties, Farebox, Medicaid, Agencies for Persons with Disabilities, Transportation Disadvantaged Commission, Department of Revenue, Columbia County Commissioners, Hamilton County Commissioners, Suwannee County Commissioners, Department of Health, Vocational Rehabilitation, and Well Florida Council Inc. In addition, we have been fortunate enough to be awarded 5311 Grant Operational Funds.
- 2. If this grant is not fully funded, can you still proceed with this program? If this grant is not fully funded, our agency will not be able to perform at our current level. Our two largest funding sources are this grant and Transportation Disadvantaged funds. We work very hard not to turn away passengers that are in need of a ride. Unfortunately, the agency would have to start turning passengers away without these funds.

**New Agencies:**

- 3. Have you met with the CTC and, if so, how are you providing a service that they cannot? Provide detailed information supporting this requirement. Suwannee Valley Transit Authority is the CTC. We have been established since 1976. In October 2011 SVTA was approved as the CTC, once again, effective January 2012 through June 2016.

**SUWANNEE VALLEY TRANSIT AUTHORITY**  
**1907 VOYLES STREET**  
**LIVE OAK, FLORIDA 32064**  
**(386) 362-5332**  
**1-800-258-7267**

**STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION**  
**GRANT APPLICATION**

Suwannee Valley Transit Authority submits this Application for the Section 5310 Program Grant and agrees to comply with all assurances and exhibits attached hereto and by this reference made a part thereof, as itemized in the Checklist for Application Completeness.

Suwannee Valley Transit Authority further agrees, to the extent provided by law (in case of a government agency in accordance with Sections 129.07 and 768.28, Florida Statutes) to indemnify, defend and hold harmless the Department and all of its officers, agents and employees from any claim, loss, damage, cost, charge, or expense arising out of the non-compliance by the Agency, its officers, agents or employees, with any of the assurances stated in this Application.

This Application is submitted on this 11<sup>th</sup> day of December, 20 14 with two (2) original resolutions or certified copies of the original resolution authorizing Teresa Fortner, Administrator to sign this Application.

Suwannee Valley Transit Authority

By Teresa Fortner Date December 11, 2014

Title Administrator





**RESOLUTION NUMBER: 2015-Section 5310 Capital**

**THIS RESOLUTION** of the Suwannee Valley Transit Authority Board (hereinafter the "Applicant") authorizes the below named designee on behalf of the Applicant, to sign and submit grant application(s) required supporting documents, certifications and assurances to the Florida Department of Transportation, to accept grant award(s) from and to execute and administer related joint participation agreement(s) with the Florida Department of Transportation, and to purchase vehicles and/or equipment and/or expend grant funds pursuant to grant award(s).

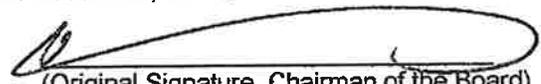
**WHEREAS**, the Applicant desires to and has the fiscal and managerial capability, matching funds and legal authority to apply for and accept grants and make purchases and/or expend funds pursuant to grant awards made by the Florida Department of Transportation as authorized by Chapter 341, Florida Statutes and/or by the Federal Transit Administration Act of 1964, as amended, including but not limited to 49 U.S.C Sections 5310 and 5311, where applicable.

**NOW, THEREFORE BE IT RESOLVED BY THE APPLICANT:**

1. The above recitals are true and correct and are incorporated herein as if fully set forth in the body of this Resolution.
2. This resolution applies to Federal Program(s) under 49 U.S.C. Section(s) 5310.
3. The submission of grant application(s) required supporting documents, certifications and assurances to the Florida Department of Transportation is approved.
4. Teresa Fortner, Administrator, or his/her duly appointed successor in title is hereby designated and authorized to on behalf of the Applicant, sign and submit application(s) and all required supporting documents, give all required certifications and assurances, accept grant award(s) from and execute and administer related joint participation agreement(s) with the Florida Department of Transportation, purchase vehicles/equipment and/or expend grant funds pursuant to a grant award, unless and until this authorization is specifically rescinded and written notice thereof is sent by certified mail, return receipt requested, to and received by the Florida Department of Transportation at the following address: **Attention: Doreen Joyner-Howard, AICP, District Modal Development Manager, Florida Department of Transportation, 2198 Edison Avenue, MS 2806, Jacksonville, FL 32204-2730.**
5. Teresa Fortner, Administrator, is also hereby designated and authorized to sign requests for Joint Participation Agreement Time Extensions as my be required.

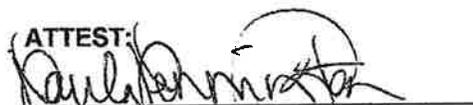
The foregoing resolution was **DULY PASSED, ADOPTED AND** became **EFFECTIVE** at a duly called and convened meeting of the Applicant held on the 10th day of November, 2014.

By:



(Original Signature, Chairman of the Board)  
Ronald Williams, Chairman

ATTEST:



(Original Signature, Clerk/Secretary)  
Paula Pennington, Secretary

(Stamp corporate seal here :)

## EXHIBIT A-1 FACTSHEET

Name of Applicant: Suwannee Valley Transit Authority

	CURRENTLY	IF GRANT IS AWARDED *
1. Number of one-way passenger trips.* <b>PER YEAR</b>	92,219	92,219
2. Number of individuals served unduplicated (first ride per rider per fiscal year). <b>PER YEAR**</b>	1,344	1,344
3. Number of vehicles used for this service. <b>ACTUAL</b>	41	41
4. Number of ambulatory seats. <b>AVERAGE PER VEHICLE</b> (Total ambulatory seats divided by total number of fleet vehicles)	10	10
5. Number of wheelchair positions. <b>AVERAGE PER VEHICLE</b> (Total wheelchair positions divided by total number of fleet vehicles)	2	2
6. Vehicle Miles traveled. <b>PER YEAR</b>	1,715,341	1,715,341
7. Average vehicle miles <b>PER DAY</b>	5,643	5,643
8. Normal vehicle hours in operation. <b>PER DAY</b>	258	258
9. Normal number of days in operation. <b>PER WEEK</b>	6	6
10. Trip length (roundtrip). <b>AVERAGE</b>	56	56

Estimates are acceptable. The information listed should be specific to the Section 5310 funds and not agency wide.

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

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

Application for Federal Assistance SF-424		
<b>* 1. Type of Submission:</b> <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		
<b>* 2. Type of Application:</b> <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision		
<b>* If Revision, select appropriate letter(s):</b> [ ] <b>* Other (Specify):</b> [ ]		
<b>* 3. Date Received:</b> [ ]		<b>4. Applicant Identifier:</b> Not Applicable
<b>5a. Federal Entity Identifier:</b> Not Applicable		<b>5b. Federal Award Identifier:</b> [ ]
<b>State Use Only:</b>		
<b>6. Date Received by State:</b> [ ]		<b>7. State Application Identifier:</b> 1001
<b>8. APPLICANT INFORMATION:</b>		
<b>* a. Legal Name:</b> Suwannee Valley Transit Authority		
<b>* b. Employer/Taxpayer Identification Number (EIN/TIN):</b> 59-1684116		<b>* c. Organizational DUNS:</b> 0831930600000
<b>d. Address:</b>		
<b>* Street1:</b> 1907 Voyles Street		
<b>Street2:</b> [ ]		
<b>* City:</b> Live Oak		
<b>County/Parish:</b> Suwannee		
<b>* State:</b> FL: Florida		
<b>Province:</b> [ ]		
<b>* Country:</b> USA: UNITED STATES		
<b>* Zip / Postal Code:</b> 32064		
<b>e. Organizational Unit:</b>		
<b>Department Name:</b> Transportation		<b>Division Name:</b> Administration
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>		
<b>Prefix:</b> Mrs.		<b>* First Name:</b> Teresa
<b>Middle Name:</b> [ ]		
<b>* Last Name:</b> Fortner		
<b>Suffix:</b> [ ]		
<b>Title:</b> Administrator		
<b>Organizational Affiliation:</b> Appointed by Board of Directors		
<b>* Telephone Number:</b> 386-362-5332		<b>Fax Number:</b> 386-219-0157
<b>* Email:</b> teresa.fortner@ridesvta.com		

**Application for Federal Assistance SF-424**

**\* 8. Type of Applicant 1: Select Applicant Type:**

D: Special District Government

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:**

20.512

CFDA Title:

Section 5310

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

\* Title:

ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITES PROGRAM

**13. Competition Identification Number:**

Not Applicable

Title:

Not Applicable

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

Columbia, Hamilton, Sullivan

Add Attachment

Delete Attachment

View Attachment

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

Capital Assistance

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.

Add Attachment

Delete Attachment

View Attachment

**17. Proposed Project:**

\* a. Start Date:

\* b. End Date:

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

* a. Federal	<input type="text" value="64,931.04"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text" value="8,116.38"/>
* d. Local	<input type="text" value="8,116.38"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="81,163.80"/>

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

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

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

- Yes  No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

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

\*\* I AGREE

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

**Authorized Representative:**

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

\* Title:

\* Telephone Number:  Fax Number:

\* Email:

\* Signature of Authorized Representative:

\* Date Signed:

Fleet #	Date of Mft. x/x/xx	Make	Model	NTD Veh Type	VIN #	FDOT Control Number	W/C Cap.	# Pass excl. Driver	Source Funded By	Category	Estimated Value	Miles As of 12/2/2014	Avg Miles per Year	Anticipated Replacement Year
2	2008	Ford	Truck	TK	1FTNF20578EC08564	NA	0	1	S Conroy Cap	Category II	\$12,000	102,582	15,314	2016-17
3	2006	Ford	Crown Vic	AO	2FAPF71W46X128033	NA	0	3	S Conroy Cap	Category II	\$10,000	167,624	19,264	2013-14
4	2001	Ford	Crown Vic	AO	2FAPF71W01X190540	53	0	3	FDOT 5310	Category II	\$5,000	290,800	21,220	2013-14
5	2003	Thomas	Trolley	CU	1TOZ30B2331130870	166	2	32	FDOT 5310	Category I	\$175,000	48,430	4,138	2018-19
6*	2002	Ford	E450	CU	1FDXE45F03HA06502	NA	2	6	S Conroy Cap	Category II	\$20,000	342,522	27,690	2014-15
7*	2002	Ford	E450	CU	1FDXE45FX2HB23342	NA	2	20	Gift. Levy C. BOCC	Category I	\$20,000	254,093	20,001	2014-15
8*	2005	Ford	E350	CU	1FDWE35195HB01509	NA	1	9	S Conroy Cap	Category II	\$25,000	275,885	27,733	2014-15
9*	2005	Ford	E350	CU	1FDWE35115HA19418	NA	1	9	S Conroy Cap	Category II	\$25,000	324,986	32,669	2014-15
10	2012	Ford	E550	CU	1FDGF5GY0CEB97504	NA	2	16	S Conroy Cap	Category I	\$30,000	96,695	35,868	2017-18
11*	2006	Ford	E350	CU	1FDWE35136HA89035	NA	2	9	S Conroy Cap	Category II	\$30,000	314,997	36,201	2014-15
12*	2005	Ford	E350	CU	1FDWE35164HA37041	NA	2	9	Gift. Levy C. BOCC	Category II	\$20,000	382,062	39,382	2014-15
13*	2004	Ford	E350	CU	1FDWE35114HA13200	NA	3	9	Gift. Levy C. BOCC	Category II	\$20,000	393,273	35,913	2014-15
14	2011	Chevy	GMT-610	CU	1GB3G28G2B1174734	NA	2	8	S Conroy Cap	Category II	\$45,000	111,193	30,063	2016-17
15	2009	Chevy	Goshen	CU	1GBJG31KX81232570	NA	2	8	S Conroy Cap	Category II	\$45,000	208,768	36,635	2014-15
16	2002	Ford	E-350	CU	1FTSS34L92HA66320	NA	1	10	SVTA Funds	Category II	\$25,000	259,343	20,414	2014-15
17	2009	Chevy	3500	CU	1GBJG31K291107936	80206	2	9	Leased, ARRA 5311 C	Category II	\$30,000	138,088	24,232	2016-17
18	2013	Ford	E550	CU	1FDGF5GT2DEB00406	91214	2	16	FDOT 5310	Category I	\$30,000	68,116	40,165	2020-21
1020	2010	Dodge	Mini-Van	MV	2D4RN4DEXAR455096	80254	1	7	FTA-ARRA 5311 C	Category II	\$40,000	136,655	31,933	2014-15
21*	2008	Chevy	Uplander	MV	1GBDV13WX8D207559	NA	1	7	S Conroy Cap	Category II	\$25,000	166,689	24,884	2014-15
1122	2011	Champion	Bus	BU	4UZAB0DT0ACAT2710	80252	2	29	FTA-ARRA 5311 C	Category I	\$172,000	25,187	6,810	2021-22
1123	2011	Champion	Bus	BU	4UZAB0DT2ACAT2711	80251	2	29	FTA-ARRA 5311 C	Category I	\$172,000	37,515	10,143	2021-22
1124	2011	Champion	Bus	BU	4UZAB0DT4ACAT2712	80250	2	29	FTA-ARRA 5311 C	Category I	\$172,000	25,546	6,907	2021-22
25	2001	Bl Blrd	Bus	BU	1BAGBCPA2F202651	52	2	24	FDOT 5310	Category I	\$35,000	55,971	4,109	2014-15
26*	2002	Ford	E450	CU	1FDXE45F52HA61364	NA	3	14	S Conroy Cap	Category I	\$25,000	331,086	25,565	2014-15
1028	2010	Eldorado	Bus	CU	1N9MNAC65AC084275	80241	2	31	FTA-ARRA 5311 C	Category I	\$289,000	81,875	17,425	2020-21
1029	2010	Eldorado	Bus	BU	1N9MNAC67AC084276	80242	2	31	FTA-ARRA 5311 C	Category I	\$289,000	36,594	7,788	2020-21
1030	2010	Eldorado	Bus	BU	1N9MNAC69AC084277	80243	2	31	FTA-ARRA 5311 C	Category I	\$289,000	55,106	11,728	2020-21
1031	2010	Eldorado	Bus	BU	1N9MNAC60AC084278	80248	2	31	FTA-ARRA 5311 C	Category I	\$289,000	52,115	11,092	2020-21
32	2009	Ford	E150	VN	1FMNE11WX9DA87861	90262	0	7	FDOT 5310	Category II	\$10,000	146,965	26,969	2014-15
33	2006	Ford	E350	CU	1FDWE35S16DA62172	NA	3	10	Donation - JTA	Category II		343,068	39427	
34	2007	Chevy	3500	CU	1GBJG31UX71246999	NA	3	10	Donation - JTA	Category II		443,457	59508	
35	2007	Chevy	3500	CU	1GBJG31U371245712	NA	3	10	Donation - JTA	Category II		385,838	51776	
36	2007	Chevy	3500	CU	1GBJG31U71246803	NA	3	10	Donation - JTA	Category II		442,418	59369	
37	2007	Chevy	3500	CU	1GBJG31U971246962	NA	3	10	Donation - JTA	Category II		358,445	48100	
38	2006	Chevy	4500	CU	1GBE4V1246F427151	NA	5	14	Donation - JTA	Category I		375,329	44407	
39	2006	Chevy	4500	CU	1GBE4V1226F427195	NA	5	14	Donation - JTA	Category I		360,608	42665	
40	2006	Chevy	4500	CU	1GBE4V1216F427236	NA	5	14	Donation - JTA	Category I		358,445	42409	
41	2006	Chevy	4500	CU	1GBE4V1237F404364	NA	5	14	Donation - JTA	Category I		395,511	46795	
42	2006	Chevy	4500	CU	1GBE4V1256F427322	NA	5	14	Donation - JTA	Category I		380,442	45012	
43	2012	VPG	MV1	MV	523MF1A61CM101614		1	4	FDOT 5310	Category II	\$46,598	19,180	7585	2016-17
44	2012	VPG	MV1	MV	523MF1A63CM101596		1	4	FDOT 5310	Category II	\$46,598	15,138	5986	2016-17
32														

## CAPITAL REQUEST FORM

### VEHICLE REQUEST

R or E (a)	Number requested	Description (b) (c) <a href="http://www.tripsflorida.org">www.tripsflorida.org</a>	Estimated Cost
R	1	21 Foot Chevrolet Gasoline Cutaway w/lift, 2 wheelchair positions and 8 ambulatory seats	\$65,477.00
<b>Sub-total</b>	<b>1</b>		<b>\$65,477.00</b>

### EQUIPMENT REQUEST (c)

R	2	Sets of Complete Parts plus labor for upgrade from manual to electric gates for grounds	\$15,686.80
<b>Sub-total</b>			<b>\$15,686.80</b>

(a) Replacement (R) or Expansion (E).

(b) Provide a brief description including the length and type vehicle, type of fuel, lift or ramp, number of seats and wheelchair positions. Do not show the Make. For example, 22' gasoline bus with lift, 12 ambulatory seats, and 2 wheelchair positions.

(c) Show mobile radios and identify the type of radio (i.e. two way radio or stereo radio), computer hardware/software, etc. under "Equipment Request."

**VEHICLE SUBTOTAL \$65,477.00 + EQUIPMENT SUBTOTALS \$15,686.80 = \$81,163.80 (x).**

**(x) X 80% = \$ 64,931.04 [Show this amount on Form 424 in block 15(a)]**

## EXHIBIT A – CURRENT SYSTEM DESCRIPTION

1. An overview of the organization including its mission, program goals and objectives:  
SVTA is the smallest of Florida's transit agencies but that does not dim our goal of being a well-run, customer-service oriented organization. Suwannee Valley Transit Authority's (SVTA) experience as the state designated transportation provider spans more than thirty-eight (38) years in and for the region of Columbia, Hamilton, and Suwannee Counties (and formerly Lafayette). The Agency was formed by an inter-local agreement in 1976 and is organized under the Florida Statutes as a Special District. The Agency is led by a board of elected officials from each of its counties.
2. Organizational structure, type of operation, number of employees, and other pertinent organizational information:  
Suwannee Valley Transit Authority is a rural public transportation agency. Suwannee Valley Transit Authority is governed by a Board of Directors that includes two County Commissioners from the Columbia, Hamilton, and Suwannee County Boards of County Commissioners. The two County Commissioners that serve on the SVTA Board are appointed by the Chairman of the Board from each County. The Board selects an Administrator to oversee day to day operations that currently includes thirty-four (34) positions. That Administrator selects and supervises the Staff. There are seven positions that the Administrator directly supervises. Four of these positions supervise other employees. The flow chart is as follows:

Administrator:

Receptionist/Administrative Assistant

Maintenance Supervisor – Supervises and trains four maintenance positions.

Driver Supervisor – Supervises and Trains fifteen (15) professional bus operators.

Finance Staff – Two Deputy Finance Managers.

Director of Revenue Billing – Supervises and Trains the Senior Medicaid Manager and one Trip Validation Employee.

Communications Manager – Supervises and Trains three reservationists/office clerks and two dispatchers.

## EXHIBIT A – CURRENT SYSTEM DESCRIPTION (Cont.)

3. Who is responsible for insurance, training and management, and administration of the agency's transportation programs:  
The Administrator for Suwannee Valley Transit Authority is ultimately responsible for these functions that are part of daily operations for SVTA. The above breakdown on organizational structure explains how these functions are handled by employees other than the Administrator.
4. Who Provides Maintenance:  
Suwannee Valley Transit Authority has a fully capable Maintenance Department as shown in the organizational chart above. If Maintenance issues come up that these five employees cannot handle, the Maintenance Supervisor makes a decision concerning companies that maintenance work will be outsourced to.
5. Number of Transportation related employees:  
All thirty-four (34) employees of Suwannee Valley Transit Authority are Transportation related employees.
6. Who will drive the vehicles, number of drivers, CDL certifications, etc:  
There are seventeen (17) eligible drivers for Suwannee Valley Transit Authority when the Driver Supervisor and Dispatcher that drive occasionally are considered. Twelve of these drivers have CDL licenses.
7. A detailed description of service routes and ridership numbers:  
Suwannee Valley Transit Authority served a total of 2,164 people for the State of Florida Fiscal Year that ended on June 30, 2014 and was reported in the most recent AOR report. We had 92,219 one-way passenger trips and 1,715,341 vehicle miles completed during this period. Services included ambulatory, wheelchair and stretcher trips within and outside of the three county service area. Routes are currently standardized by type of service, dominated by demand response trips. One daily route to Gainesville assists clients in the region traveling for medical and other appointments.

## EXHIBIT B – PROPOSED PROJECT DESCRIPTION

1. Is the project to continue the existing level of services, to expand present service, or to provide new service? How will a grant award be used? More hours? Service in a larger geographic area? Shorter headways? More trips? Please explain in detail:  
This project will satisfy multiple objectives including:
  - a. Continuing the existing level of service by replacing aging fleet and adding upgrade to manual gates that surround the property;
  - b. Continuing to meet the demand for trips in the Columbia, Hamilton, and Suwannee County Service Areas.Suwannee Valley Transit Authority works very hard not to turn down trips needed for the Elderly and Disabled. Our service is very valuable to the entire communities of Columbia, Hamilton, and Suwannee County and we feel that there are some vehicles that need to be replaced and upgrades that need to be made for us to continue at our current service level.
2. If a grant award will be used to maintain services as described in Exhibit A, specifically explain how it will be used in the context of total service. In the area of total service, the replacement of an aging fleet that is beyond its useful life will save the agency dollars on repair and maintenance bills. The money that is saved will be reinvested into the Agency so that clients are not turned down when they need a trip.
3. Give a detailed explanation of the need for the vehicle and provide evidence of the need. The agency currently spends a lot of money on the repairs and maintenance needed to keep our vehicles on the road. We now have four cutaways that are beyond their useful life and we do not feel that we will be able to keep them on the road if they are not replaced. The vehicles are simply going to put us down.
4. Will a grant award be used to replace existing equipment or purchase additional vehicles/equipment? As you can see from the inventory chart, the grant award will be used to replace existing equipment.
5. Identify vehicles/equipment being replaced and list them on the “**Current Vehicle and Transportation Equipment Inventory**” form, provided elsewhere in this manual. See Vehicle Inventory Sheets.
6. Describe the agency’s maintenance program and include a section on how vehicles will be maintained without interruptions in service (who, what, where, and when).  
Suwannee Valley Transit Authority has a fully capable Maintenance Department as shown in the organizational chart above. If Maintenance issues come up that these five employees cannot handle, the Maintenance Supervisor makes a decision concerning companies that maintenance work will be outsourced to.
7. If vehicles/equipment are proposed to be used by a lessee or private operator under contract to the applicant, identify the proposed lessee/operator.
  - a. Include an equitable plan for distribution of vehicles/equipment to lessees and/or private operators. N/A. The vehicle is for Suwannee Valley Transit Agency.
8. Each applicant shall indicate whether they are a government authority or a private non-profit agency, provide a brief description of the project which includes the counties served,

whether the applicant employees are represented by a union and if so represented the name and local number of the union. Suwannee Valley Transit Authority (SVTA) is not a private non-profit agency. We are a public entity (government agency) formed under an inter-local agreement between Columbia, Hamilton and Suwannee Counties. This 5311 Grant will be used to maintain the daily operations of Suwannee Valley Transit Authority. It will serve Columbia, Hamilton, and Suwannee Counties. Suwannee Valley Transit Authority's employees are not represented by a union.

9. Agencies receiving Section 5310 funds must collect both quantitative and qualitative data (detailed in the Threshold Criteria section on page 7) to capture overarching program information as part of the Section 5310 annual report. Please outline how your agency will collect the quantitative and qualitative data required as a Section 5310 recipient. i.e. What will the time frame be/how will it be incorporated into program operations? What tools will be used to collect the data? The agency currently uses Trapeze software in its day to day operations to track the number of trips, miles, etc. that it does when transporting the elderly and disabled. Reports that track the necessary program performance measures can be pulled from the Trapeze system as often as needed.
  
10. Fully explain Your Transportation Program
  - a. Service hours, planned service, routes and trip types  
Suwannee Valley Transit Authority provides door-to-door, curb-to-curb, shared-ride, flex route services as needed for ambulatory, wheelchair, and stretcher passengers. Transportation services are arranged on a subscription, on-demand, and advance reservation basis. General public transportation service is available Monday through Friday from 6:00 A.M. to 5:00 P.M. excluding holidays. Transportation Disadvantaged service is provided Monday through Saturday from 6:00 A.M. to 5:00 P.M. excluding holidays. The agency observes all federal holidays. Agency sponsored transportation service is provided according to contractual arrangements.
  - b. Staffing – include plan for training on vehicle equipment such as wheelchair lifts, etc.  
Suwannee Valley Transit Authority employs thirty-four (34) employees including the Administrator. New drivers have a one-on-one, up to two-week training period in which they travel with an experienced driver and are trained on the proper procedures and how to use the equipment. Additional training sessions in driver policies and procedures are done on Saturdays. These trainings are done eight months out of the year. Training involves everything from customer service to safety and securement procedures.
  - c. Records Maintenance – Suwannee Valley Transit Authority follows the Florida Statutes and Florida Administrative Code for all public records regardless of media or format. Records are maintained for at least seven years. Teresa Fortner is designated as the Records Management Liaison Officer for the agency.
  - d. Vehicle Maintenance – who, what, when and where.  
Suwannee Valley Transit Authority has a fully capable Maintenance Department as shown in the organizational chart above. If Maintenance issues come up that these five employees cannot handle, the Maintenance Supervisor makes a decision concerning companies that maintenance work will be outsourced to.
  - e. CDL requirements – It is not a requirement that a driver have a CDL license when they are hired. Drivers are assigned vehicles and trips based on their capabilities and license. Drivers that do not have CDLs will be expected to go through the training and pass the test for their CDL license once SVTA is designated as a testing site for persons wishing to receive a CDL license. The paperwork for SVTA's

designation has been signed and the test site should be operational within the next six months.

- f. System Safety plan – The agency has adopted a SSPP and SPP pursuant to the standards set forth in Rule Chapter 14-90, Florida Administrative Code. The agency is in compliance with its adopted SSPP and SPP and the adopted SSPP and SSP are up to date. The agency has performed annual safety inspections on all operational vehicles in accordance with Rule Chapter 14-90, Florida Administrative Code. Merrill Wayne Blevins is the qualified mechanic that has authorized the annual inspections.
- g. Drug free work place – It is the policy of SVTA to create a workplace environment free from the adverse effects of drug and alcohol abuse or misuse. SVTA prohibits the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances. All SVTA employees are drug tested prior to employment and on a random basis.

**New Agencies:**

- 10. Have you met with the CTC and, if so, how are you providing a service that they cannot? Provide detailed information supporting this requirement. Suwannee Valley Transit Authority is not a new agency. We have been established since 1976.

**Questions Related to agencies Requesting Operating Funds:**

- 1. How do you currently fund the operations of your transit program? N/A.
- 2. Why are Operating Funds being requested? N/A.
- 3. If this grant is not fully funded, can you still proceed with this program? N/A.

**New Agencies:**

- 4. Have you met with the CTC and, if so, how are you providing a service that they cannot? Provide detailed information supporting this requirement. N/A.

PART C

APPLIES TO ALL APPLICANTS FOR CAPITAL ASSISTANCE

FORM C-1

TRANSIT-RELATED OPERATING and ADMINISTRATIVE EXPENSES

Name of Applicant: Suwannee Valley Transit Authority

State Fiscal period from July 1, 2015 to June 30, 2016

EXPENSE CATEGORY	EXPENSE \$
Labor (501)	\$956,868
Fringe and Benefits (502)	\$359,863
Services (503)	\$91,084
Materials and Supplies (504)	\$251,625
Vehicle Maintenance (504.01)	\$19,600
Utilities (505)	\$32,852
Insurance (506)	\$103,661
Licenses and Taxes (507)	\$2,000
Purchased Transit Service (508)	\$0
Miscellaneous (509)	\$94,588
Leases and Rentals (512)	\$3,000
Depreciation (513)	\$534,568
<b>TOTAL EXPENSE</b>	<b>\$2,449,709</b>

FORM C-2

OPERATING and ADMINISTRATIVE REVENUES

OPERATING REVENUE CATEGORY	REVENUE \$
Passenger Fares for Transit Service (401)	\$18,466
Special Transit Fares (402)	\$0
Other (403 – 407) (identify by appropriate code)	\$28,192
<b>TOTAL OPERATING REVENUE</b>	<b>\$46,658</b>
<b>OTHER REVENUE CATEGORY</b>	
Taxes Levied Directly by the Transit System (408)	None Levied
Local Cash Grants and Reimbursements (409)	\$52,448
Local Special Fare Assistance (410)	0
State Cash Grants and Reimbursements (411)	\$810,998
State Special Fare Assistance (412)	0
Federal Cash Grants & Reimbursements (413)	\$14,712
Interest Income (414)	\$23
Contributed Services (430)	0
Contributed Cash (431)	0
Subsidy from Other Sectors of Operations (440)	0
<b>TOTAL OF OTHER REVENUE</b>	<b>\$878,181</b>
<b>GRAND TOTAL ALL REVENUE</b>	<b>\$924,839</b>



## COVER LETTER

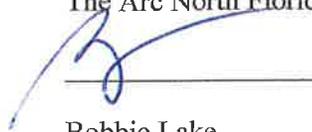
### STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION GRANT APPLICATION

The Arc North Florida, Inc. submits this Application for the Section 5310 Program Grant and agrees to comply with all assurances and exhibits attached hereto and by this reference made a part thereof, as itemized in the Checklist for Application Completeness.

The Arc North Florida, Inc. further agrees, to the extent provided by law (in case of a government agency in accordance with Sections 129.07 and 768.28, Florida Statutes) to indemnify, defend and hold harmless the Department and all of its officers, agents and employees from any claim, loss, damage, cost, charge, or expense arising out of the non-compliance by the Agency, its officers, agents or employees, with any of the assurances stated in this Application.

This Application is submitted on this 11th day of December 2014 with two (2) original resolutions or certified copies of the original resolution authorizing Bobbie Lake, Executive Director of The Arc North Florida, Inc. to sign this Application.

The Arc North Florida, Inc.



December 11, 2014

Bobbie Lake

Executive Director



## RESOLUTION FORM

A **RESOLUTION** of the Board of Directors of The Arc North Florida, Inc. authorizing the signing and submission of a grant application and supporting documents and assurances to the Florida Department of Transportation, and the acceptance of a grant award from the Department.

**WHEREAS**, the Board of Directors of The Arc North Florida, Inc. has the authority to apply for and accept grant awards made by the Florida Department of Transportation as authorized by Chapter 341, Florida Statutes and/or by the Federal Transit Administration Act of 1964, as amended;

**NOW, THEREFORE, BE IT RESOLVED BY THE** Board of Directors of The Arc North Florida, Inc., with headquarters at 511 Goldkist Boulevard SW, Live Oak, Florida located in Suwannee County, FLORIDA:

1. This resolution applies to Federal Program(s) under U.S.C. Section(s) 5310
2. The submission of a grant application(s), supporting documents, and assurances to the Florida Department of Transportation is approved.
3. Bobbie Lake, Executive Director of The Arc North Florida, Inc. is authorized to sign the application and accept a grant award, unless specifically rescinded.

**DULY PASSED AND ADOPTED THIS** 11th day of December, 2014

By:

  
\_\_\_\_\_  
Signature  
John Martz, President

**ATTEST:**

 (seal)  
\_\_\_\_\_  
Tricia Williams, Administrative Director

## EXHIBIT A-1 FACTSHEET

Name of Applicant:     The Arc North Florida, Inc.    

	CURRENTLY	IF GRANT IS AWARDED *
1. Number of one-way passenger trips.* <b>PER YEAR</b>	<b>11443</b>	<b>11443</b>
2. Number of individuals served unduplicated (first ride per rider per fiscal year). <b>PER YEAR**</b>	<b>72</b>	<b>72</b>
3. Number of vehicles used for this service. <b>ACTUAL</b>	<b>10</b>	<b>10</b>
4. Number of ambulatory seats. <b>AVERAGE PER VEHICLE</b> (Total ambulatory seats divided by total number of fleet vehicles)	<b>84</b>	<b>86</b>
5. Number of wheelchair positions. <b>AVERAGE PER VEHICLE</b> (Total wheelchair positions divided by total number of fleet vehicles)	<b>2</b>	<b>2</b>
6. Vehicle Miles traveled. <b>PER YEAR</b>	<b>167,489</b>	<b>167,489</b>
7. Average vehicle miles <b>PER DAY</b>	<b>458</b>	<b>458</b>
8. Normal vehicle hours in operation. <b>PER DAY</b>	<b>5</b>	<b>5</b>
9. Normal number of days in operation. <b>PER WEEK</b>	<b>7</b>	<b>7</b>
10. Trip length (roundtrip). <b>AVERAGE</b>	<b>20</b>	<b>20</b>

Estimates are acceptable. The information listed should be specific to the Section 5310 funds and not agency wide.

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

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

Application for Federal Assistance SF-424											
<b>* 1. Type of Submission:</b> <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application			<b>* 2. Type of Application:</b> <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision			<b>* If Revision, select appropriate letter(s):</b> _____ <b>* Other (Specify):</b> _____					
<b>* 3. Date Received:</b> 11/7/2014			<b>4. Applicant Identifier:</b> _____								
<b>5a. Federal Entity Identifier:</b> _____			<b>5b. Federal Award Identifier:</b> _____								
<b>State Use Only:</b>											
<b>6. Date Received by State:</b> _____			<b>7. State Application Identifier:</b> _____								
<b>8. APPLICANT INFORMATION:</b>											
<b>* a. Legal Name:</b> The Arc North Florida, Inc.											
<b>* b. Employer/Taxpayer Identification Number (EIN/TIN):</b> 59-2064304			<b>* c. Organizational DUNS:</b> 138777933								
<b>d. Address:</b>											
<b>* Street1:</b>		511 Goldkist Blvd, SW									
<b>Street2:</b>		_____									
<b>* City:</b>		Live oak									
<b>County/Parish:</b>		_____									
<b>* State:</b>		FL: Florida									
<b>Province:</b>		_____									
<b>* Country:</b>		USA: UNITED STATES									
<b>* Zip / Postal Code:</b>		32064									
<b>e. Organizational Unit:</b>											
<b>Department Name:</b> _____			<b>Division Name:</b> _____								
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>											
<b>Prefix:</b> Mr.		<b>* First Name:</b> Bobbie									
<b>Middle Name:</b>		_____									
<b>* Last Name:</b>		Lake									
<b>Suffix:</b>		_____									
<b>Title:</b>		Executive Director									
<b>Organizational Affiliation:</b> _____											
<b>* Telephone Number:</b> 386-362-7143			<b>Fax Number:</b> 386-362-7058								
<b>* Email:</b> blake@arcnfl.com											

**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 Authority

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

CFDA Title:

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

\* Title:

**13. Competition Identification Number:**

Title:

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

Add Attachment

Delete Attachment

View Attachment

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

for purchase of a vehicle to provide transportation to individuals with intellectual and developmental disabilities residing in Suwannee and Hamilton 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 **3**

\* b. Program/Project **3**

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

**17. Proposed Project:**

\* a. Start Date: **12/1/2014**

\* b. End Date: **9/30/15**

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

* a. Federal	<b>35761.60</b>
* b. Applicant	<b>4470.20</b>
* c. State	<b>4470.20</b>
* d. Local	
* e. Other	
* f. Program Income	
* g. TOTAL	

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

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

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

Yes  No

If "Yes", provide explanation and attach

**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: **Bobbie**

Middle Name:

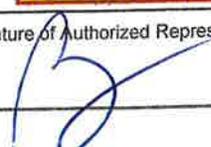
\* Last Name: **Lake**

Suffix:

\* Title: **Executive Director**

\* Telephone Number: **386-362-7143 X1** Fax Number:

\* Email: **blake@arcnfl.com**

\* Signature of Authorized Representative:   \* Date Signed: **12/11/2014**

## APPLIES TO ALL APPLICANTS FOR CAPITAL ASSISTANCE

## FORM C-1

## TRANSIT-RELATED OPERATING and ADMINISTRATIVE EXPENSES

Name of Applicant: The Arc North Florida, Inc  
 State Fiscal period from July 1, 2015 to June 30, 2016

EXPENSE CATEGORY	EXPENSE \$
Labor (501)	\$32237.00
Fringe and Benefits (502)	\$11893.00
Services (503)	\$11118.00
Materials and Supplies (504)	\$9919.00
Vehicle Maintenance (504.01)	\$2975.00
Utilities (505)	\$184.00
Insurance (506)	\$4229.00
Licenses and Taxes (507)	\$104.00
Purchased Transit Service (508)	
Miscellaneous (509)	
Leases and Rentals (512)	
Depreciation (513)	\$7805.00
<b>TOTAL EXPENSE</b>	<b>\$80464.00</b>

## FORM C-2

## OPERATING and ADMINISTRATIVE REVENUES

OPERATING REVENUE CATEGORY	REVENUE \$
Passenger Fares for Transit Service (401)	
Special Transit Fares (402)	
Other (403 – 407) (identify by appropriate code)	
<b>TOTAL OPERATING REVENUE</b>	<b>\$</b>
<b>OTHER REVENUE CATEGORY</b>	
Taxes Levied Directly by the Transit System (408)	
Local Cash Grants and Reimbursements (409)	
Local Special Fare Assistance (410)	
State Cash Grants and Reimbursements (411)	
State Special Fare Assistance (412)	
Federal Cash Grants & Reimbursements (413)	
Interest Income (414)	
Contributed Services (430)	
Contributed Cash (431)	
Subsidy from Other Sectors of Operations (440)	
<b>TOTAL OF OTHER REVENUE</b>	<b>\$</b>
<b>GRAND TOTAL ALL REVENUE</b>	<b>\$</b>

# CAPITAL REQUEST FORM

## VEHICLE REQUEST

R or E (a)	Number requested	Description (b) (c) <a href="http://www.tripsflorida.org">www.tripsflorida.org</a>	Estimated Cost
R	1	Dodge Mini-Van by Braun 3-6 Passenger 2 wheelchair positions 6,050 GVWR Contract TRIPS-13-MV-FTS	\$44702.00
<b>Sub-total</b>			<b>\$44702.00</b>

## EQUIPMENT REQUEST (c)

<b>Sub-total</b>			<b>\$44702.00</b>

(a) Replacement (R) or Expansion (E).

(b) Provide a brief description including the length and type vehicle, type of fuel, lift or ramp, number of seats and wheelchair positions. Do not show the Make. For example, 22' gasoline bus with lift, 12 ambulatory seats, and 2 wheelchair positions.

(c) Show mobile radios and identify the type of radio (i.e. two way radio or stereo radio), computer hardware/software, etc. under "Equipment Request."

VEHICLE SUBTOTAL \$ 44702.00 + EQUIPMENT SUBTOTALS \$ 0.00 = \$ 44702.00 (x).

(x) X 80% = \$ 35761.60 [Show this amount on Form 424 in block 15(a)]

CURRENT VEHICLE AND TRANSPORTATION EQUIPMENT INVENTORY (a)

Name of Applicant:

The Arc North Florida, Inc.

Date of Inventory: 1/6/2014

Model Yr. (b)	Make/size/type (C)	FDOT control # or VIN (d)	Ramp or lift (specify)	Seats & W/C positions (i.e. 12+2)	Avg. miles/Yr.	Current Mileage	Expected retirement date	Other equipment (e)	Funding source (f)
1997	CHEVY PASSENGER *	1G1ND52M3VY134641	N/A	4	2957	78965	When Replaced		Local
1998	FORD VAN	1FBSS31L6WHB67992	N/A	12	11799	176987	2014		5310 Release
2013	FORD E350	1FBSS3BL6DDA27170	N/A	12	12700	56000	When replaced		Local
1999	DODGE MINIVAN	2B4FP2534XR152154	N/A	7	34347	60347	When Replaced		Local
1999	DODGE MINIVAN	2B4GP44G7XR129276	N/A	7	21207	233282	2014		Local
2001	DODGE WHEELCHAIR VA	2B6LB31Z51K520933	LIFT	12+2	9032	117420	When Replaced		5310 Release
2001	FORD LT TRUCK	1FTYR10E11TA81486	N/A	2	26102	74686	When Replaced		Local
2002	CHRYSLER MINIVAN	2C4GP44312R652804	N/A	7	39892	167775	When Replaced		Local
2003	CHEVY PASSENGER	1G1JC52F637106256	N/A	4	35,550	213150	2014		Local
2003	DODGE MINIVAN	1D4GP24R43B287935	N/A	7	24960	78391	When Replaced		Local
2004	FORD VAN	1FBNE31L74HA46583	N/A	12	18201	127412	When Replaced		Local
2004	FORD VAN	1FBNE31L34HA46581	N/A	12	23753	184856	When Replaced		Local
2005	DODGE WHEELCHAIR VA	1D4GP24R25B278220	RAMP	3+2	16361	101477	When Replaced		Local
2006	FORD EXT CAB TRUCK	1FTSW20P76EC49245	N/A	4	61036	112606	When Replaced		Local
2008	FORD LT TRUCK	1FTNE14WX8DB23675	N/A	2	35233	126248	When Replaced		Local
2008	DODGE MINIVAN	1D8HN44H88B181345	N/A	7	26073	81524	When Replaced		Local
2010	DODGE WHEELCHAIR VA	2D4RN4DE2AR455092 FDOT 90286	RAMP	3+2	30251	36325	2018		5310
2011	CHEVY EXT CAB TRUCK	3GCPCSE00BG400939	N/A	2	12000	50099	When Replaced		Local
2012	DODGE WHEELCHAIR VA	2C4RDGBG0CR166947 FDOT 90298	RAMP	3+2	9180	18836	2020		5310
2012	DODGE WHEELCHAIR VA	2C4RDGBG4CR398483 FDOT 91212	RAMP	3+2	9974	10335	2021		5310
2014	DODGE GRAND CARAVAN	2C7WDGBG8ER476580 FDOT 91226	RAMP	3+2	9480	1157	2023		5310

(c) For example, Ford 22' bus; Dodge converted van.

(d) Show FDOT control number and VIN if bought with grant through FDOT. If bought through other funding, list the complete VIN.

(e) Include computer hardware and software, copiers, printers, mobile radios, communication systems, etc.

(f) Identify the grant or other funding source used for purchasing the vehicle/equipment.

**NOTE:** Those requesting replacement vehicles, please identify the year the vehicle(s) were purchased.

## **Exhibit A**

### **Current System Description**

1. An overview of the organization including its mission, program goals and objectives

**The Arc North Florida, Inc.** is committed to providing advocacy and quality services to people with disabilities based on individual choice. Our programs are tailored to meet the needs of people with intellectual, physical and developmental disabilities and their families in order to promote successful fulfilling lives in the community. Our mission is accomplished through a variety of training and support services, including:

**Adult Day Training Services: Live Oak, Jasper and Macclenny**

Provides daily living and pre-employment training, socialization skills for personal growth, and training and therapy at our three locations.

**Residential Services: Live Oak**

Includes residential placement, training and support for individuals living in group home settings, family homes and in their own homes or apartments, which allow them to live as independently as possible.

**Respite Care: Suwannee, Hamilton, Lafayette and Baker counties**

Provides emergency and planned short-term care with staff support within and outside the family home.

**Transportation Services: Suwannee, Hamilton, Lafayette and Baker counties**

We provide essential transportation and support services for individuals living in the rural communities of our service area.

2. Organizational structure, type of operation, number of employees, and other pertinent organizational information

The agency was established in 1981 as a 501 (c) (3) not-for-profit organization to advocate for and provide services to people with intellectual and developmental disabilities in the rural counties in north Florida. A nine member Board of Directors provides oversight to the agency and employs an Executive Director to run the operations of the corporation. Currently 51 staff members are employed to provide services to our clients.

3. Who is responsible for insurance, training and management, and administration of the agencies transportation programs

The duties of the organization are divided between several staff members:

- **Bobbie Lake**, Executive Director, is responsible for overall agency operations
- **Tricia Williams**, Administrative Director, assists with procurement of vehicle and property and casualty insurance (with Brown & Brown of Tallahassee)
- **Debbie Lee**, Program Director, is responsible for all staff management, training and oversees all vehicle operations, including maintenance
- **Bobby Cason**, Operations Director/Safety Director assists with vehicle safety training

4. Who provides maintenance?

All vehicles used to transport customers receive regular maintenance and repairs completed by ASE Master Certified Technicians. Maintenance is regularly provided by one of the following locations:

Sunbelt Chrysler Dodge	Walt's Live Oak Ford	Wes Haney Chevrolet
Highway 90 East	Highway 129 North	Highway 90 East
Live Oak, FL	Live Oak, FL	Live Oak, FL

5. Number of transportation related employees

43

6. Who will drive the vehicle, number of drivers, CDL certifications, etc.?

Our 43 Service Aides also serve as drivers and play vital roles in providing transportation services to our clients. Transportation services are provided in our group homes seven days a week and in our training centers five days per week. CDL licenses are not required to drive any of our vehicles.

7. A detailed description of service routes and ridership numbers

Round-trip transportation is offered to individuals who attend our programs in Suwannee, Hamilton and Baker counties living in group homes or their family homes or personal residence. Community-based transportation is also provided throughout the entire service area.

Approximately 72 individuals receive transportation services on a weekly basis, either on fixed routes throughout a four county area to our program offices (Monday through Friday between 7 am and 5 pm.) or over flexible routes in the community (Monday through Sunday between 8 am and 8 pm.). Due to limited public transportation, along with the great distances between our customer's residences and our program offices, our customers must be picked up for them to receive services. We transport 15 individuals (living in agency operated residential homes or their own home or apartment) seven days a week. In 2014, we provided approximately 11,443 individual trips, logging over 167,489 miles.

Fixed route transportation provides morning and afternoon portal trips utilizing 3-twelve passenger vans, 1- seven passenger mini-vans, 5- 3+2 modified wheelchair minivan with ramp, 3-passenger cars, Routes originate from different locations within each county to provide coverage to our entire service area. The majority of the vehicles are used to transport individuals from their family homes, apartments or group homes to the three Adult Training Centers, based on their respective service plans or requests. Because of our transportation services, individuals can participate in employment, housing, shopping, medical, volunteering, and utilization of community resources including libraries, parks, and recreation centers, churches, etc.

## EXHIBIT B

### Proposed Project Description

1. Is the project to continue the existing level of services, to expand present service, or to provide new service? How will a grant award be used? More hours? Service in a larger geographic area? Shorter headways? More trips? Please explain in detail.

Response: This project will allow us to continue existing services and also expand our program offerings into a larger geographical area. The Arc North Florida, Inc. is the premiere provider of services to adults with intellectual and developmental disabilities in the north Florida area. Our customers face many personal challenges which usually require them to need partial or total staff support. They do not drive and have limited access to public transportation. They rely on our agency staff to provide them with transportation to our educational Training Centers, to their medical appointments (applies to our group home residents), employment opportunities and community-social activities. This project is to replace a 15 year old, high mileage and very high maintenance passenger van (purchased under a 5310 Grant in 1998) with a new 9-passenger van, which will allow us to continue our existing services. The vehicle will be used Saturday thru Thursday to meet the existing needs of approximately 16 of our clients in the Live Oak area. In addition, we have identified a need to expand services to the Branford community (30 miles south of our Live Oak training center) to disabled adults currently receiving no services from the Florida's Agency for Persons with Disabilities. We will operate an educational training program there each Friday. The vehicle will be used to transport approximately 8 clients on trips into the community for job exploration and opportunities for socialization within the community one day per week

2. If a grant award will be used to maintain services as described in Exhibit A, specifically explain how it will be used in the context of total service.

Response: Exhibit A outlines the types of services we provide using our fleet of 16 vehicles assigned to transport our clients. This Grant award will allow us to maintain services by replacing a 2003 Chevrolet Malibu with almost 228,000 miles with a new one, which will reduce our costs and increase our ability to provide reliable services. The new vehicle will be added to the vehicle fleet in the Live Oak area and will be rotated through our different programs. Some examples of how it will be used are as follows:

- Clients in our Training Center can be transported to a community events.
- Individuals can be driven to a pre-employment training session at a local store.
- Staff and a core of clients can drive to a new area, like Branford, to establish a training program where new participants receive the opportunity to learn and interact with experienced peers in a group setting.
- Residents from our two group homes can be transported to the local training center or to social outings in the community.

3. Give a detailed explanation of the need for the vehicle and provide evidence of the need.

Response: We need to remove and replace an aging a 2003 Chevrolet Malibu that has been driven almost 228,000 miles over the last 11 years. It was purchased with agency funds and maintenance costs and vehicle downtime are both increasing. In addition to the rising costs for repair, we are experiencing greater downtime when the vehicle is in the repair

shop. A new replacement vehicle will help our agency stop paying the high cost of repairs on this vehicle.

4. Will a grant award be used to replace existing equipment or purchase additional vehicles/equipment? Provide details.

Response: If we are awarded the grant vehicle, it will replace the 2003 Chevrolet Malibu

5. Identify vehicles/equipment being replaced and list them on the “**Current Vehicle and Transportation Equipment Inventory**” form, provided elsewhere in this manual.

Response: A grant award will allow us to replace a 2003 Malibu (VIN 1G1JC52F637106256). The said vehicle is listed on the Inventory sheet and noted for replacement with an asterisk mark.

6. Describe agency’s maintenance program and include a section on how vehicles will be maintained without interruptions in service (who, what, where, and when).

Due to the nature of our business, it is critical for us to maintain our vehicles to avoid unplanned expenses and a loss of revenue. All employees are required to read (at the time of hire) and follow our Policy and Procedures, which includes detailed sections on vehicle maintenance requirements. In addition, each driver receives instruction from a member of our management staff concerning the service and maintenance requirements of the vehicle they will drive. The following is an overview of the areas covered in our Policy and Procedures:

- Our Program Director, Debbie Lee, oversees all vehicle maintenance and staff/drivers advise him daily of any service requirements needed on their vehicle.
- Each day, prior to driving, our staff members perform and document a pre- and post-trip inspection of 12 safety related areas on the vehicle assigned to them. Reports, noting any maintenance issues, are turned into the Operations Director daily and reviewed by him to determine the vehicle service needs. Vehicles with service needs are scheduled and taken to the appropriate repair facility to have repairs made. Repairs are customarily made at one of the three locations noted in Exhibit A.
- A Preventative Maintenance schedule is retained by the Program Director on each vehicle in service to assure that they conform to all safety regulations and to help reduce future problems. The Program Director schedules all routine service visits on the PM schedule to be completed during off-hours of operation.
- New vehicles receive an oil change every 3,000 miles (or as directed by manufacturer) and older vehicles are scheduled every 6,000 miles. During regular oil changes, mechanics perform a regular 15-point inspection and provide our agency with a written report. All identified repair needs are scheduled for correction at the time they are reported to eliminate additional downtime.
- Periodic safety inspections and contract inspections are performed by a qualified entity or person and all documentation and records are maintained on file.
- All vehicle service work is performed by ASE Certified Technicians in accordance with vehicle manufacturer guidelines
- Officers or persons designated by the Department of Transportation shall be permitted to perform system reviews for compliance with Rule 14-90, FAC.

7. If vehicles/equipment are proposed to be used by a lessee or private operator under contract to the applicant, identify the proposed lessee/operator.

Not Applicable

8. Each applicant shall indicate whether they are a government authority or a private non-profit agency, provide a brief description of the project which includes the counties served, whether the applicant shall service minority populations and whether the applicant is minority-owned.

The Arc North Florida, Inc. is a 501 (c) (3), private, non-profit agency that has provided services to adults with intellectual and developmental disabilities since 1981. Our service area includes Suwannee, Hamilton, Lafayette, Columbia and Baker County. We provide services and transportation to the clients we work with which include minority populations and our agency is an equal opportunities employer. Our agency's Board of Directors is made up of people from the communities that we serve and although we are not minority-owned, our Board of Directors includes minority members and reflects the general population of the communities where we provide services.

9. Agencies receiving Section 5310 funds must collect both quantitative and qualitative data (detailed in the Threshold Criteria section on page 7) to capture overarching program information as part of the Section 5310 annual report, Please outline how your agency will collect the quantitative and qualitative data required as a Section 5310 recipient. i.e. What will the time frame be/how will it be incorporated into program operations? What tools will be used to collect the data?

Question 9 -Not Applicable- We do not receive federal or state funding exceeding \$750,000

10. Fully explain Your Transportation Program

- a. Service hours, planned service, routes and trip types-

Transportation is provided to our clients seven days per week 24 hours per day as needed.

Our service is planned only for the clients that attend or supported by our program services.

We currently have 4 routes to pick up clients at their home or in the company group homes to be delivered to work, doctors or services.

Trips are for transportation to daily services, work, grocery shopping and to doctor appointments

- b. Staffing – include plan for training on vehicle equipment such as wheelchair lifts, etc.

Staff driving records are checked to insure they are in compliance with state law and company driver policy.

Drivers are given training on each type vehicle driven on a semi-annual bases.

All drivers are instructed in the equipment for each vehicle and in the proper manner in which to help load and unload clients. We are current not using any vehicles with

in which to help load and unload clients. We are current not using any vehicles with a lift.

- c. Records maintenance– who, what methods, use of databases, spreadsheets etc.

Records are maintained by the program director Debbie Lee using the spread sheet program offered by the Florida department of Transportation for that purpose.

- d. Vehicle maintenance – who, what, when and where

Maintenance is scheduled by Debbie Lee – Program Director

All vehicles are maintained by local dealerships with ASE certified mechanics.

Each vehicle is maintained as required by the vehicle manual or by specifications of the vehicle provider.

- e. CDL requirements-

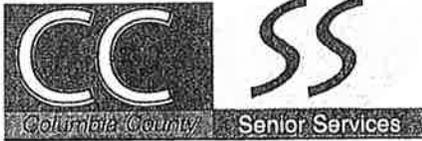
Not required for any of our fleet vehicles

- f. System safety plan-

The STOP plan written by Florida State University and Approved by Florida DOT

- g. Drug free work place

Drug test are given to each new hire, after any incident or accident, or if probable cause suggests that it be done. A drug free work place plan is in our company policy.



## STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION GRANT APPLICATION

Columbia County Senior Services, Inc. submits this Application for the Section 5310 Program Grant and agrees to comply with all assurances and exhibits attached hereto and by this reference made a part thereof, as itemized in the Checklist for Application Completeness.

Columbia County Senior Services, Inc. further agrees, to the extent provided by law (in case of a government agency in accordance with Sections 129.07 and 768.28, Florida Statutes) to indemnify, defend and hold harmless the Department and all of its officers, agents and employees from any claim, loss, damage, cost, charge, or expense arising out of the non-compliance by the Agency, its officers, agents or employees, with any of the assurances stated in this Application.

This Application is submitted on this 12th day of December, 2014 with two (2) original resolutions or certified copies of the original resolution authorizing Deborah B. Freeman, Executive Director to sign this Application.

Columbia County Senior Services, Inc.

By: Deborah B. Freeman  
Deborah B. Freeman

Date: 12-12-2014

Title: Executive Director



## Columbia County Senior Services, Inc.

### RESOLUTION FORM

A RESOLUTION of the Columbia County Senior Services, Inc. Board of Directors authorizing the signing and submission of a grant application and supporting documents and assurances to the Florida Department of Transportation, and the acceptance of a grant award from the Department.

WHEREAS, Columbia County Senior Services, Inc. has the authority to apply for and accept grant awards made by the Florida Department of Transportation as authorized by Chapter 341, Florida Statutes and/or by the Federal Transit Administration Act of 1964, as amended;

NOW, THEREFORE, BE IT RESOLVED BY THE Board of Directors of Columbia County Senior Services, Inc.- 628 S.E. Allison Court – Lake City, FLORIDA:

- 1) This resolution applies to Federal Program(s) under U.S.C. Section(s) 5310.
- 2) The submission of a grant application(s), supporting documents, and assurances to the Florida Department of Transportation is approved.
- 3) Deborah B. Freeman, Executive Director is authorized to sign the application and accept a grant award, unless specifically rescinded.

DULY PASSED AND ADOPTED THIS 10<sup>th</sup> day of December, 2014.

By:

  
(Signature)

Dave Cobb, President

ATTEST:

  
\_\_\_\_\_  
Ronnie Brannon, Secretary

## EXHIBIT A-1 FACTSHEET

Name of Applicant: COLUMBIA COUNTY SENIOR SERVICES, INC.

	CURRENTLY	IF GRANT IS AWARDED *
1. Number of one-way passenger trips.* <b>PER YEAR</b>	12,773	MAINTAIN CURRENT NUMBERS
2. Number of individuals served unduplicated (first ride per rider per fiscal year). <b>PER YEAR**</b>	67	75
3. Number of vehicles used for this service. <b>ACTUAL</b>	#5	#5
4. Number of ambulatory seats. <b>AVERAGE PER VEHICLE</b> (Total ambulatory seats divided by total number of fleet vehicles)	#8.8	#9.6
5. Number of wheelchair positions. <b>AVERAGE PER VEHICLE</b> (Total wheelchair positions divided by total number of fleet vehicles)	#1	#1.5
6. Vehicle Miles traveled. <b>PER YEAR</b>	#61,600	#61,600
7. Average vehicle miles <b>PER DAY</b>	#220	#220-250
8. Normal vehicle hours in operation. <b>PER DAY</b>	8 – Lake City 6 – Ft. White	Same
9. Normal number of days in operation. <b>PER WEEK</b>	5	M-TH (Ft. White) T-F (Lake City)
10. Trip length (roundtrip). <b>AVERAGE</b>	47.38	45-50

Estimates are acceptable. The information listed should be specific to the Section 5310 funds and not agency wide.

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

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

Application for Federal Assistance SF-424		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>
* 3. Date Received: <input type="text" value="12/12/2014"/>	4. Applicant Identifier: <input type="text" value="NA"/>	
5a. Federal Entity Identifier: <input type="text" value="NA"/>	5b. Federal Award Identifier: <input type="text"/>	
<b>State Use Only:</b>		
6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text" value="1001"/>	
<b>8. APPLICANT INFORMATION:</b>		
* a. Legal Name: <input type="text" value="COLUMBIA COUNTY SENIOR SERVICES, INC."/>		
* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text" value="59-1447549"/>	* c. Organizational DUNS: <input type="text" value="0471187110000"/>	
<b>d. Address:</b>		
* Street1:	<input type="text" value="628 SE ALLISON COURT"/>	
Street2:	<input type="text" value="Mailing Address: P.O. Box 1772"/>	
* City:	<input type="text" value="Lake City"/>	
County/Parish:	<input type="text" value="Columbia"/>	
* State:	<input type="text" value="FL: Florida"/>	
Province:	<input type="text"/>	
* Country:	<input type="text" value="USA: UNITED STATES"/>	
* Zip / Postal Code:	<input type="text" value="32056-1772"/>	
<b>e. Organizational Unit:</b>		
Department Name: <input type="text" value="NA"/>	Division Name: <input type="text" value="NA"/>	
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>		
Prefix: <input type="text" value="Mrs."/>	* First Name: <input type="text" value="Deborah"/>	
Middle Name: <input type="text" value="B."/>		
* Last Name: <input type="text" value="Freeman"/>		
Suffix: <input type="text" value="NA"/>		
Title: <input type="text" value="Executive Director"/>		
Organizational Affiliation: <input type="text" value="NA"/>		
* Telephone Number: <input type="text" value="386-752-7717"/>	Fax Number: <input type="text" value="386-752-0256"/>	
* Email: <input type="text" value="ccssdirector@aol.com"/>		

**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:**

20.513

CFDA Title:

SECTION 5310

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

\* Title:

**13. Competition Identification Number:**

NA

Title:

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

Area of Service.docx

Add Attachment

Delete Attachment

View Attachment

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

2015 -U.S.C. Section 5310 application: Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities. 20.513 Request is to fund the replacement of two transport vans.

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

<b>Application for Federal Assistance SF-424</b>	
<b>16. Congressional Districts Of:</b>	
* a. Applicant: <input type="text" value="FL-003"/>	* b. Program/Project: <input type="text" value="FL-003"/>
Attach an additional list of Program/Project Congressional Districts if needed.	
<input type="text"/>	<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
<b>17. Proposed Project:</b>	
* a. Start Date: <input type="text" value="07/01/2015"/>	* b. End Date: <input type="text" value="06/30/2016"/>
<b>18. Estimated Funding (\$):</b>	
* a. Federal	<input type="text" value="119,473.60"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="14,934.20"/>
* d. Local	<input type="text" value="14,934.20"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="149,342.00"/>
* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?	
<input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on <input type="text"/>	
<input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review.	
<input checked="" type="checkbox"/> c. Program is not covered by E.O. 12372.	
* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If "Yes", provide explanation and attach	
<input type="text"/>	<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)	
<input checked="" type="checkbox"/> ** 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.	
<b>Authorized Representative:</b>	
Prefix: <input type="text" value="Mrs."/>	* First Name: <input type="text" value="DEBORAH"/>
Middle Name: <input type="text" value="B."/>	
* Last Name: <input type="text" value="FREEMAN"/>	
Suffix: <input type="text" value="NA"/>	
* Title: <input type="text" value="EXECUTIVE DIRECTOR"/>	
* Telephone Number: <input type="text" value="386-752-7717"/>	Fax Number: <input type="text" value="386-752-8256"/>
* Email: <input type="text" value="ccssdirector@aol.com"/>	
* Signature of Authorized Representative: <input type="text" value="Deborah B. Freeman"/>	* Date Signed: <input type="text" value="12/12/2014"/>

### Area of Service

The area of service for Columbia County Senior Services, Inc. is all of Columbia County, Florida. This includes the Town of Ft. White and the City of Lake City.

ALLIANCE BUS GROUP INC. DBA FIRST CLASS COACH SALES LLC

AGENCY NAME: Columbia County Senior Services DATE: 12-09-14

PURCHASE ORDER NUMBER: \_\_\_\_\_

CONTACT PERSON: Larry Moseley 386-755-0235 facility@ccseniors.com

(Name, Telephone Number and Email Address)

April, 2014

Item	Unit Cost	Quantity	Total Cost
<b>Base Vehicle Type</b>			
Ford 11500 GVWR 21' 5.4 Gas	\$68,879		
22' Option add	\$2,380		
Chevrolet 12300 GVWR 21' 6.0 Gas	\$61,475		
23' Option add	\$4,050		
Ford 12500 GVWR 21' 5.4 Gas	\$63,025		
23' Option add	\$2,060		
Chevrolet 14200 GVWR 23' 6.0 Gas	\$63,975	1	63975.00
24' Option add	\$2,250		
25' Option add	\$2,950		
Ford 14500 GVWR 23' 6.8 V10 Gas	\$63,255		
24' Option add	\$2,250		
25' Option add	\$2,950		
Ford 18500 GVWR 28' 8.8 V10 Gas	\$82,193		
29' Option add	\$3,000		
31' Option add	\$5,983		
34' Option add	\$7,440		
Freightliner 21000 GVWR 31' 6.7 ISB Diesel	\$121,358		
Freightliner 26000 GVWR 34' 6.7 ISB Diesel	\$123,420		
36' Option add	\$2,440		
38' Option add	\$4,200		
39' Option add	\$6,515		
<b>Paint Scheme Choices</b>			
Scheme #1	\$300		
Scheme #2	\$470		
Scheme #3	\$495		
<b>Base Seating (Freedman)</b>			
Standard Seat (per person)	\$260	10	2600.00
Foldaway Seat (per person)	\$415	2	830.00
Children's Seat (per person)	\$340		
<b>Securement Systems</b>			
Q-Strait ORTMAX securement (per position)	\$630	2	\$30.00
Sure-Lok Titan securement (per position)	\$630		
Seat belt extensions (2-sets standard)	\$25	2	50.00
PAGE ONE SUB-TOTAL			68515.00

TURTLE TOP CUTAWAY TRANSIT VEHICLES

ALLIANCE BUS GROUP INC. DBA FIRST CLASS COACH SALES LLC

April, 2014

Item	Unit Cost	Qty	Total Cost
<b>Side Wheelchair Lift Choices</b>			
Braun Model NCL0101B-2 (or latest)	\$0,100		
Braun Model NCL0541B3454-2 1000 lb Lift	\$3,460	1	3460.00
Ricon Model S5510 (or latest)	\$3,200		
Ricon Model S-5510 Titanium 1000 lb Lift	\$3,560		
<b>Rear Wheelchair Lift Choices</b>			
Ricon Rear-View lift (prior approval from FDOT required)	\$3,200		
Braun model NVA9171B lift (prior approval from FDOT required)	\$3,400		
<b>Optional Engines</b>			
Diesel engine meeting current EPA requirements			
12000 Chevy diesel option 6.6 Duramax	\$10,239		
14200 Chevy diesel option 6.6 Duramax	\$12,148		
19500 Ford diesel option 6.7 Power Stroke	\$8,518		
6.4 Liter Gas V8 option (changes chassis to 14050 lb.)	Deduct \$600		
Engine Prep: Gaseous fuel deliver	\$315		
Compressed Natural Gas (CNG) or Propane Engine meeting current EPA requirements; pricing for Alternative fuel vehicles include upcharge for delivery.			
Ford 14,500 GVWR Chassis 3 Tank CNG (290GE) by GAS	\$24,000		
Ford 14,500 GVWR Chassis 4 Tank CNG (390GE) by GAS	\$27,000		
Ford 14,500 GVWR Chassis 2 Tank Propane (+410GE) Poush	\$15,900		
Chevrolet 14,200 GVWR Chassis 3 Tank CNG (290GE) by GAS	\$24,000		
Chevrolet 14,200 GVWR Chassis 4 Tank CNG (390GE) by GAS	\$26,000		
Ford F Series 19,500 GVWR Chassis 4 Tank CNG (540GE) by GAS	\$31,000		
<b>Aluminum wheels (Excluding Chevrolet)</b>			
Freightliner =(\$1,800); 19,500 (Standard); All Others =(\$1,800)	See Item		
Stainless steel wheel liners / inserts, front and rear wheels (Except Freightliner = \$360)	\$260		
<b>Seating</b>			
Freedman Featherweight High Back standard seats (per seat)	\$280		
Dimensions Vinyl line of coated transit bus seating fabric with antimicrobial Nanocide	\$0	13	96.00
Upgrade interior side wall panels with Nanocide Van Terra/Terra Transport=(\$280); Odyssey=(\$010); Odyssey XL=(\$1,030)	See Item		
US&C Evolution G2E with pedestal	\$1,410		
Freedman Sport Driver seat with Relaxor	\$680		
Stretcher Securemant System	\$5,100		
Replacement Stretcher bed (only)	\$4,000		
PAGE TWO SUB-TOTAL			3546.00

CONTRACT #TRIPS-11-CA-FC05C

TURTLE TOP CUTAWAY TRANSIT VEHICLES

ALLIANCE BUS GROUP INC. DBA FIRST CLASS COACH SALES LLC

April, 2014

Item	Unit Cost	Qty	Total Cost
Fire Suppression			
Amerex Small Vehicle System automatic fire suppression powder system	Add \$15.00		
Kidde Automatic Fire Detection and Suppression System	Add \$915.00		
Route/Head Signs			
Transign manually operated roller curtain type sign	\$1,815		
TwinVision "Elyse" software electronic destination system	\$8,000		
TwinVision "Mobil-Lite" electronic destination sign	\$3,640		
Transign "Vista-Star" electronic destination sign	\$4,400		
Transign LLC 2-digit Block / Run Number box unit	\$460		
Transign LLC 3-digit Block / Run Number box unit	\$460		
Transign LLC passenger "STOP REQUESTED" sign	\$365		
Camera Systems			
SEON 2 camera security system	\$1,840		
REI 2 camera security system	\$1,410		
Gatekeeper 2 camera security system	\$2,250		
AngelTrax 2 camera security system	\$1,950		
Apollo 2 camera security system	\$3,695		
247 2 camera security system	\$1,750		
Price for single replacement camera	\$400		
Other Options Available			
Altro Trans for slip resistant vinyl flooring Van Terra/Terra Transport=(\$300); Odyssey=(\$520); Odyssey XL=(\$660)	See Item	1	520.00
Driver Safety Partition	\$215	1	215.00
Bentco Powder-Coated handrails and stanchions (provide standard colors)	\$310		
Exterior remote controlled mirrors Van Terra/Terra Transport=(\$250); All Others=(\$160)	\$400	1	400.00
Romeo Rim HELP rear bumper	\$680	1	680.00
HawkEye Reverse Assistance System	\$720		
PAGE THREE SUB-TOTAL	....	....	1815.00

ORDER FORM - PAGE FOUR

CONTRACT #TRIPS-11-CA-FC-CSC

TURTLE TOP CUTAWAY TRANSIT VEHICLES

ALLIANCE BUS GROUP INC. DBA FIRST CLASS COACH SALES LLC

April, 2014

Reverse camera and monitor backing system; Manufacturer: Weldex	\$470	1	470.00
Air purification system	\$3,400		
"Mentor Ranger" in vehicle computer	\$4,975		
REI Public Address System	\$250		
Upgrade the standard vehicle AM/FM Radio	\$230	1	230.00
Power Pedestal for both the Ford E350/E450 & Chevy 3500/4500 chassis- includes Adnk 6-way power slides w/RH switch, Seat Belt Bracket, Driver's Base Pedestal, and Vinyl Skirt	\$750		
Avail MDT - Includes Para Transit Kit #FC-2012 - Driver Interface, Communications, Interface Expansion Box (IEB), Emergency Alarm, and Navigational Assistance Unit	\$14,040		
Driver's side running board & diamond plate	\$95	1	95.00
Mobile View Camera System - Includes MV 3008 8 channel DVR, one forward facing camera, two mini dome no IR cameras, two mini dome IR cameras, per TRIPS specifications	\$7,498		
ThermoKing roof mount SLR AC systems upgrade			
VT 168" & 176" Floor: TK SLR75 TM-21	\$4,800		
Ody 174" & 187" Floor: TK SLR75 TM-12	\$4,800		
Ody XL 210" & 231" F550: TK Dual SLR65 TM-21	\$7,500		
Ody XL 255" F550: TK Dual SLR65 TM-21	\$7,500		
Ody XL 255" FM2: TK Dual SLR65 TM-21	\$7,500		
Ody XL 286" F550: TK Dual SLR65 TM-21	\$7,200		
Ody XL 286" & 311" & 330" & 349" FM2: TK Dual SLR75 TM-21	\$8,500		
PAGE FOUR SUB-TOTAL (sub-total of fourth page)	....	....	795.00
PAGE THREE SUB-TOTAL (sub-total of third page)	....	....	1815.00
PAGE TWO SUB-TOTAL (sub-total of second page)	....	....	3546.00
PAGE ONE SUB-TOTAL (sub-total of first page)	....	....	68315.00
GRAND TOTAL (sum of pages 1, 2, 3, and 4 sub-totals)	....	....	74671.00

CURRENT VEHICLE AND TRANSPORTATION EQUIPMENT INVENTORY (a)

Name of Applicant: COLUMBIA COUNTY SENIOR SERVICES, INC.

Date of Inventory: 12-9-2014

Vehicles to be replaced	Model Yr. (b)	Make/size/type (c)	FDOT control # or VIN (d)	Ramp or lift (specify)	Seats & W/C positions (i.e. 12+2)	Avg. miles/Yr.	Current Mileage	Expected retirement date	Other equipment (e)	Funding source (f)
*	2002	Ford Van	1FTSS34LX2HA66309	Int - Lift	10+1	15,600	172174	2015	NA	FTA/BOD
*	2003	Ford Van	1FTSS34L23HB23684	Int-Lift	10+1	20,000	209,797	2015	NA	FTA/BOD
	2009	Chevy Cutaway	1GBJG31K491165143	Int-Lift	8+1	16,500	82,504	2017	NA	FTA/BOD
	2009	Chevy Cutaway	1GBJG31K691165158	Int-Lift	8+1	13,000	63,726	2018	NA	FTA/BOCC
	2011	Chevy Cutaway	1GB3G2BG7B1159873	Int-Lift	8+1	20,000	58,789	2020	NA	FTA/BOCC

(a) Applicants must use this form.

(b) Identify vehicles to be replaced with this or other grant by placing an asterisk (\*) next to the model year. In Exhibit B of the application, provide the name of the lessee or contractor, if applicable.

(c) For example, Ford 22' bus; Dodge converted van.

(d) **Show FDOT control number AND VIN if bought with grant through FDOT.** If bought through other funding, list the complete VIN.

(e) Include computer hardware and software, copiers, printers, mobile radios, communication systems, etc.

(f) Identify the grant or other funding source used for purchasing the vehicle/equipment.

**NOTE:** Applicants may add additional lines to the form. Those requesting replacement vehicles, please identify the year the vehicle(s) were purchased.

## CAPITAL REQUEST FORM

### VEHICLE REQUEST

R or E (a)	Number requested	Description (b) (c) <a href="http://www.tripsflorida.org">www.tripsflorida.org</a>	Estimated Cost
R	2	23 FT. GASOLINE BUS WITH LIFT & 12 SEATS & 2 W/C POSITIONS	\$148,882.00
Sub-total			\$ 148,882.00

### EQUIPMENT REQUEST (c)

R	2	STEREO RADIO	\$460.00
Sub-total			\$460.00

(a) Replacement (R) or Expansion (E).

(b) Provide a brief description including the length and type vehicle, type of fuel, lift or ramp, number of seats and wheelchair positions. Do not show the Make. For example, 22' gasoline bus with lift, 12 ambulatory seats, and 2 wheelchair positions.

(c) Show mobile radios and identify the type of radio (i.e. two way radio or stereo radio), computer hardware/software, etc. under "Equipment Request."

**VEHICLE SUBTOTAL \$148,882.00+ EQUIPMENT SUBTOTALS \$460.00 = \$149,342.00 (x).**

**(x) X 80% = \$ 119,473.60 [Show this amount on Form 424 in block 15(a)]**

## Exhibit A: Current System Description

1. CCSS, Inc.'s current and long-term focus as a senior transportation provider is on maintaining the best-coordinated senior transportation system possible for this community. Our goal is to provide safe, reliable, timely and efficient transportation service to senior adults in Columbia County.
2. CCSS, Inc. is a non-profit 501 C (3)] organization. Our organization is made up of 13 full-time employees, 24 part-time employees, and 75 volunteers. Of these staff members 2 are FT drivers; 3 are PT drivers; 1 FT Supervisor and 1 PT Vehicle Manager. The Vehicle Manager is responsible for the maintenance and safety of company vehicles. Our Executive Director is responsible for all of the day-to-day operations of our organization and reports directly to our Board of Directors. Transportation services are provided in accordance with Title III-B of the Older Americans Act. As a Lead Agency under the auspices of the Florida Department of Elder Affairs we are members of the Transportation Disadvantaged Service Committee. We will operate 4 days per week in the Lake City area (T-F) and 4 days per week in the Ft. White area (M-Th). Transportation services are available from 8 am- 4pm in Lake City and from 9 am – 3 pm in Ft. White.
3. CCSS, Inc. operates as a non-profit 501(c)(3) with a CTC agreement with Suwannee Valley Transit Authority. We have an executed CTC agreement dated 1-1-20114.
4. CCSS, Inc.'s Title III Supervisor trains and manages the drivers. All new employees are also required to complete on-the-road drivers training, which includes riding with a training driver, behind-the-wheel training, and training on proper use of wheel chair lifts and securement devices. The Business Administrator is responsible for annual renewal of all liability insurance for both FDOT and agency owned vehicles, as well as, vehicle registration renewal. It is the Title III Supervisor's responsibility to manage scheduling of trips and staff and to control access and usage of all agency vehicles.
5. Maintenance on all agency vehicles is provided by local vendors which employ ASE certified technicians with experience in working on commercial passenger vehicles like the type our agency uses. All maintenance is performed using the Preventative Maintenance Plan, which conforms to the State Vehicle Maintenance Guidelines set forth in the FDOT Preventative Maintenance Guidelines document. All vehicle files and driver files are kept on-site at our operations base located at 628 SE Allison Court, Lake City, Florida and are maintained by the Facilities and Vehicle Manager. All records are maintained and retained for a minimum of six (6) years.
6. CCSS, Inc.'s transportation services require a total of 7 employees that include: 2 full-time drivers, 3 part-time drivers, and 3 PT administrators and 1 support staff.
7. Only transportation employees who have successfully completed all of the required safety and drivers training requirements, as well as, drug screening, Level II Background Screening and Department of Motor Vehicles history will be allowed to drive the agency vehicles. CCSS, Inc. only uses 8-12 passenger vans which do not require a CDL license.

8. Transportation services provided through our program are available to senior adults in Columbia County. We provide a wide range of trip purposes that include: medical, nutrition, shopping, social service, social and recreation. We do not travel outside of Columbia County. All five of our modified vans are equipped for wheelchair service.

## **EXHIBIT B**

### **Proposed Project Description**

1. Capital Assistance is being requested to replace a 2002 and a 2003 Ford Van in order to maintain services to senior adults in Columbia County. We have a minimum of 12,000 trips per year with ridership varying between 65-75 unduplicated clients per year.
2. CCSS, Inc. is requesting funding for the replacement of two of its oldest transport vans. The vans are used to provide transportation to senior adults for various activities of daily living, including doctor visits, banking, social and recreational activities, hair appointments and shopping. There is no public transportation system in Columbia County which provides for the transportation needed for seniors to participate in various activities of daily.
3. Columbia County is a large county comprising an area of 797 square miles. Older people need a consistent entity which can provide reliable transportation. We consider transportation to be the number one need of the elderly in Columbia County. Transportation allows for seniors to keep from being isolated and keeps them independent.
4. Two new vans will be ordered to replace the two oldest vans we own. We have requested an updated radio for the new vans.
5. CCSS, Inc. employs a Facilities and Vehicle Manager who is responsible for the maintenance and safety issues associated with transportation. He has provided a copy of his Standard Transportation Operating Procedures as Exhibit M.
6. CCSS, Inc. is a 43 year old not for profit (501-c-3) incorporated in the State of Florida. We provide a wide array of services to seniors, including transportation, to support their abilities to remain independent. We work under the auspices of the Florida Department of Elder Affairs.
7. As a Lead Agency for DOEA, we are required to track the services which we perform for the State. We collect information using various forms which are turned into data entry on a regular basis and input into CIRTS – Client Information Referral and Tracking System. We will also be using Serv-Tracker to collect data on clients not in the State Programs.
8. CCSS, Inc. is drug free workplace. All employees are Level II background screened and fingerprinted. Drivers must have a clean driving record verified by a Motor Vehicles record search. Routes are dictated by the clients who reserve a trip on any particular day. The Facilities and Vehicle Manager maintains the maintenance records and schedules the vans for service. Our vans do not require CDL licenses due to the passenger limitations. Insurance and registration is handled by the Business Administrator.

The Title III Supervisor trains the drivers on routes and equipment usage. He also manages the size of the routes in order to provide the shortest ride for seniors and the most cost effective fuel use for the agency.

Hours of service begin at 8 am and end by 4 pm. Shopping, doctor's appointments, banking are scheduled on specific days with clients making reservations for the trips. Lake City runs Tuesday-Friday. Ft. White runs Monday-Thursday. We do not run the vans on the weekend due to the added expense. We are currently working on an agency wide safety plan.

APPLIES TO ALL APPLICANTS FOR CAPITAL ASSISTANCE

FORM C-1  
 TRANSIT-RELATED OPERATING and ADMINISTRATIVE EXPENSES

Name of Applicant: COLUMBIA COUNTY SENIOR SERVICES, INC.  
 State Fiscal period from July 1, 2015 to June 30, 2016

EXPENSE CATEGORY	EXPENSE \$
Labor (501)	\$ 21,496.92*
Fringe and Benefits (502)	1,783.02
Services (503)	-0-
Materials and Supplies (504)	-0-
Vehicle Maintenance (504.01)	9,473.88
Utilities (505)	-0-
Insurance (506)	12,442.68
Licenses and Taxes (507)	152.00
Purchased Transit Service (508)	-0-
Miscellaneous (509) - FUEL	30,611.38
Leases and Rentals (512)	-0-
Depreciation (513)	
<b>TOTAL EXPENSE</b>	<b>\$ 75,959.88</b>

FORM C-2  
 OPERATING and ADMINISTRATIVE REVENUES

OPERATING REVENUE CATEGORY	REVENUE \$
Passenger Fares for Transit Service (401)	-0-
Special Transit Fares (402)	-0-
Other (403 – 407) (identify by appropriate code)	-0-
<b>TOTAL OPERATING REVENUE</b>	<b>\$</b>
<b>OTHER REVENUE CATEGORY</b>	
Taxes Levied Directly by the Transit System (408)	
Local Cash Grants and Reimbursements (409)	\$ 7673.22
Local Special Fare Assistance (410)	
State Cash Grants and Reimbursements (411)	
State Special Fare Assistance (412)	
Federal Cash Grants & Reimbursements (413)	\$44,036.95
Interest Income (414)	
Contributed Services (430)	
Contributed Cash (431)	\$24,249.71
Subsidy from Other Sectors of Operations (440)	
<b>TOTAL OF OTHER REVENUE</b>	<b>\$75,959.88</b>
<b>GRAND TOTAL ALL REVENUE</b>	<b>\$ 75,959.88</b>

\*This is only the part of the drivers' pay directly related to the transportation of senior adults.

**SUWANNEE VALLEY TRANSIT AUTHORITY**  
**1907 VOYLES STREET**  
**LIVE OAK, FLORIDA 32064**  
**(386) 362-5332**  
**1-800-258-7267**

**STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION**  
**GRANT APPLICATION**

Suwannee Valley Transit Authority (agency name) submits this Application for the Section 5339 Program Grant and agrees to comply with all assurances and exhibits attached hereto and by this reference made a part thereof, as itemized in the Checklist for Application Completeness.

Suwannee Valley Transit Authority (agency name) further agrees, to the extent provided by law (in case of a government agency in accordance with Sections 129.07 and 768.28, Florida Statutes) to indemnify, defend and hold harmless the Department and all of its officers, agents and employees from any claim, loss, damage, cost, charge, or expense out of the non-compliance by the Agency, its officers, agents or employees, with any of the assurances stated in this Application.

This Application is submitted on this 11th day of December, 2014 with two (2) original resolutions or certified copies of the original resolution authorizing Teresa Fortner, Administrator (Name & Title) to sign this Application.

Suwannee Valley Transit Authority

By Teresa Fortner Date December 11, 2014

Title Administrator





**RESOLUTION NUMBER: 2015-Section 5339 Capital**

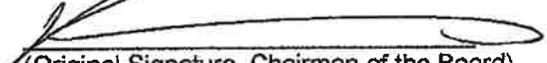
**THIS RESOLUTION** of the Suwannee Valley Transit Authority Board (hereinafter the "Applicant") authorizes the below named designee on behalf of the Applicant, to sign and submit grant application(s) required supporting documents, certifications and assurances to the Florida Department of Transportation, to accept grant award(s) from and to execute and administer related joint participation agreement(s) with the Florida Department of Transportation, and to purchase vehicles and/or equipment and/or expend grant funds pursuant to grant award(s).

**WHEREAS**, the Applicant desires to and has the fiscal and managerial capability, matching funds and legal authority to apply for and accept grants and make purchases and/or expend funds pursuant to grant awards made by the Florida Department of Transportation as authorized by Chapter 341, Florida Statutes and/or by the Federal Transit Administration Act of 1964, as amended, including but not limited to 49 U.S.C Sections 5310 and 5311, where applicable.

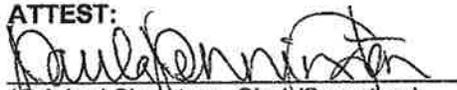
**NOW, THEREFORE BE IT RESOLVED BY THE APPLICANT:**

1. The above recitals are true and correct and are incorporated herein as if fully set forth in the body of this Resolution.
2. This resolution applies to Federal Program(s) under 49 U.S.C. Section(s) 5339.
3. The submission of grant application(s) required supporting documents, certifications and assurances to the Florida Department of Transportation is approved.
4. Teresa Fortner, Administrator, or his/her duly appointed successor in title is hereby designated and authorized to on behalf of the Applicant, sign and submit application(s) and all required supporting documents, give all required certifications and assurances, accept grant award(s) from and execute and administer related joint participation agreement(s) with the Florida Department of Transportation, purchase vehicles/equipment and/or expend grant funds pursuant to a grant award, unless and until this authorization is specifically rescinded and written notice thereof is sent by certified mail, return receipt requested, to and received by the Florida Department of Transportation at the following address: **Attention: Doreen Joyner-Howard, AICP, District Modal Development Manager, Florida Department of Transportation, 2198 Edison Avenue, MS 2806, Jacksonville, FL 32204-2730.**
5. Teresa Fortner, Administrator, is also hereby designated and authorized to sign requests for Joint Participation Agreement Time Extensions as my be required.

The foregoing resolution was **DULY PASSED, ADOPTED AND** became **EFFECTIVE** at a duly called and convened meeting of the Applicant held on the 10th day of November, 2014.

By: (Original Signature, Chairman of the Board)  
Ronald Williams, Chairman

ATTEST:

  
 (Original Signature, Clerk/Secretary)  
 Paula Pennington, Secretary

(Stamp corporate seal here :)

Application for Federal Assistance SF-424	
<p><b>* 1. Type of Submission:</b></p> <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	
<p><b>* 2. Type of Application:</b></p> <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	
<p><b>* If Revision, select appropriate letter(s):</b></p> <input type="text"/> <p><b>* Other (Specify):</b></p> <input type="text"/>	
<p><b>* 3. Date Received:</b></p> <input type="text"/>	
<p><b>4. Applicant Identifier:</b></p> <input type="text" value="Not Applicable"/>	
<p><b>5a. Federal Entity Identifier:</b></p> <input type="text" value="Not Applicable"/>	
<p><b>5b. Federal Award Identifier:</b></p> <input type="text"/>	
<p><b>State Use Only:</b></p>	
<p><b>6. Date Received by State:</b> <input type="text"/></p>	
<p><b>7. State Application Identifier:</b> <input type="text" value="1001"/></p>	
<p><b>8. APPLICANT INFORMATION:</b></p>	
<p><b>* a. Legal Name:</b> <input type="text" value="Suwannee Valley Transit Authority"/></p>	
<p><b>* b. Employer/Taxpayer Identification Number (EIN/TIN):</b> <input type="text" value="59-1684116"/></p>	
<p><b>* c. Organizational DUNS:</b> <input type="text" value="0831930600000"/></p>	
<p><b>d. Address:</b></p>	
<p><b>* Street1:</b> <input type="text" value="1907 Voyles Street"/></p>	
<p><b>Street2:</b> <input type="text"/></p>	
<p><b>* City:</b> <input type="text" value="Live Oak"/></p>	
<p><b>County/Parish:</b> <input type="text" value="Suwannee"/></p>	
<p><b>* State:</b> <input type="text" value="FL: Florida"/></p>	
<p><b>Province:</b> <input type="text"/></p>	
<p><b>* Country:</b> <input type="text" value="USA: UNITED STATES"/></p>	
<p><b>* Zip / Postal Code:</b> <input type="text" value="32064"/></p>	
<p><b>e. Organizational Unit:</b></p>	
<p><b>Department Name:</b> <input type="text" value="Transportation"/></p>	
<p><b>Division Name:</b> <input type="text" value="Administration"/></p>	
<p><b>f. Name and contact information of person to be contacted on matters involving this application:</b></p>	
<p><b>Prefix:</b> <input type="text" value="Mrs."/> <b>* First Name:</b> <input type="text" value="Teresa"/></p>	
<p><b>Middle Name:</b> <input type="text"/></p>	
<p><b>* Last Name:</b> <input type="text" value="Fortner"/></p>	
<p><b>Suffix:</b> <input type="text"/></p>	
<p><b>Title:</b> <input type="text" value="Administrator"/></p>	
<p><b>Organizational Affiliation:</b></p> <input type="text" value="Appointed by Board of Directors"/>	
<p><b>* Telephone Number:</b> <input type="text" value="386-362-5332"/> <b>Fax Number:</b> <input type="text" value="386-219-0157"/></p>	
<p><b>* Email:</b> <input type="text" value="teresa.fortner@ridesvta.com"/></p>	

**Application for Federal Assistance SF-424**

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

D: Special District Government

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:**

CFDA 20.526

CFDA Title:

Section 5339

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

\* Title:

Bus & Bus Facilities Program

**13. Competition Identification Number:**

Not Applicable

Title:

Not Applicable

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

Columbia Hamilton  
Southridge

Add Attachment

Delete Attachment

View Attachment

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

Capital Assistance

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.

Add Attachment

Delete Attachment

View Attachment

**17. Proposed Project:**

\* a. Start Date:

\* b. End Date:

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

* a. Federal	<input type="text" value="255,309.76"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text" value="63,827.44"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="319,137.20"/>

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

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

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

Yes  No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

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

\*\* I AGREE

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

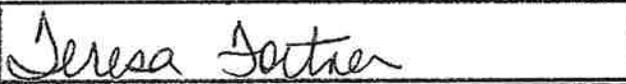
**Authorized Representative:**

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

\* Title:

\* Telephone Number:  Fax Number:

\* Email:

\* Signature of Authorized Representative: 

\* Date Signed:

Fleet #	Date of Mfr N/A/XX	Make	Model	NTD Veh Type	VIN #	FDOT Control Number	W/C Cont.	Bus or Other	Source Funded By	Category	Estimated Value	Miles As of 12/2/2014	Avg Miles per Year	Anticipated Replacement Year
2	2008	Ford	Truck	TK	1FTNF20578EC08564	NA	0	1	S Conroy Cap	Category II	\$12,000	102,582	15,314	2016-17
3	2006	Ford	Crown Vic	AO	2FAPP71W46X128033	NA	0	3	S Conroy Cap	Category II	\$10,000	167,624	19,264	2013-14
4	2001	Ford	Crown Vic	AO	2FAPP71W01X190540	53	0	3	FDOT 5310	Category II	\$5,000	290,800	21,220	2013-14
5	2003	Thomas	Trolley	CU	1T0Z30B2331130870	166	2	32	FDOT 5310	Category I	\$175,000	48,430	4,138	2018-19
6*	2002	Ford	E450	CU	1FDXE45F03HA06502	NA	2	6	S Conroy Cap	Category II	\$20,000	342,522	27,690	2014-15
7*	2002	Ford	E450	CU	1FDXE45FX2HB23342	NA	2	20	Gift. Levy C. BOCC	Category I	\$20,000	254,093	20,001	2014-15
8*	2005	Ford	E350	CU	1FDWE35L95HB01509	NA	1	9	S Conroy Cap	Category II	\$25,000	275,885	27,733	2014-15
9*	2005	Ford	E350	CU	1FDWE35L15HA19418	NA	1	9	S Conroy Cap	Category II	\$25,000	324,986	32,669	2014-15
10	2012	Ford	E550	CU	1FDGF5GYOCEB97504	NA	2	16	S Conroy Cap	Category I	\$30,000	96,695	35,868	2017-18
11*	2006	Ford	E350	CU	1FDWE35L36HA89035	NA	2	9	S Conroy Cap	Category II	\$30,000	314,997	36,201	2014-15
12*	2005	Ford	E350	CU	1FDWE35L64HA37041	NA	2	9	Gift. Levy C. BOCC	Category II	\$20,000	382,062	39,382	2014-15
13*	2004	Ford	E350	CU	1FDWE35L14HA13200	NA	3	9	Gift. Levy C. BOCC	Category II	\$20,000	393,273	35,913	2014-15
14	2011	Chevy	GMT-610	CU	1GB3G2BG2B1174734	NA	2	8	S Conroy Cap	Category II	\$45,000	111,193	30,063	2016-17
15	2009	Chevy	Goshen	CU	1GBJG31KX81232570	NA	2	8	S Conroy Cap	Category II	\$45,000	208,768	36,635	2014-15
16	2002	Ford	E-350	CU	1FTSS34L92HA66320	NA	1	10	SVTA Funds	Category II	\$25,000	259,343	20,414	2014-15
17	2009	Chevy	3500	CU	1GBJG31K291107936	80206	2	9	Leased, ARRA 5311 C	Category II	\$30,000	138,088	24,232	2016-17
18	2013	Ford	E550	CU	1FDGF5GT2DEB00406	91214	2	16	FDOT 5310	Category I	\$30,000	68,116	40,165	2020-21
1020	2010	Dodge	Mini-Van	MV	2D4RN4DEXAR455096	80254	1	7	FTA-ARRA 5311 C	Category II	\$40,000	136,655	31,933	2014-15
21*	2008	Chevy	Uplander	MV	1GBBDV13WX8D207559	NA	1	7	S Conroy Cap	Category II	\$25,000	166,689	24,884	2014-15
1122	2011	Champion	Bus	BU	4UZAB0DT0ACAT2710	80252	2	29	FTA-ARRA 5311 C	Category I	\$172,000	25,187	6,810	2021-22
1123	2011	Champion	Bus	BU	4UZAB0DT2ACAT2711	80251	2	29	FTA-ARRA 5311 C	Category I	\$172,000	37,515	10,143	2021-22
1124	2011	Champion	Bus	BU	4UZAB0DT4ACAT2712	80250	2	29	FTA-ARRA 5311 C	Category I	\$172,000	25,546	6,907	2021-22
25	2001	B/Bird	Bus	BU	1BAGBCPA42F202651	52	2	24	FDOT 5310	Category I	\$35,000	55,971	4,109	2014-15
26*	2002	Ford	E450	CU	1FDXE45F52HA61364	NA	3	14	S Conroy Cap	Category I	\$25,000	331,086	25,565	2014-15
1028	2010	Eldorado	Bus	CU	1N9MNAC65AC084275	80241	2	31	FTA-ARRA 5311 C	Category I	\$289,000	81,875	17,425	2020-21
1029	2010	Eldorado	Bus	BU	1N9MNAC67AC084276	80242	2	31	FTA-ARRA 5311 C	Category I	\$289,000	36,594	7,788	2020-21
1030	2010	Eldorado	Bus	BU	1N9MNAC69AC084277	80243	2	31	FTA-ARRA 5311 C	Category I	\$289,000	55,106	11,728	2020-21
1031	2010	Eldorado	Bus	BU	1N9MNAC60AC084278	80248	2	31	FTA-ARRA 5311 C	Category I	\$289,000	52,115	11,092	2020-21
32	2009	Ford	E150	VN	1FMNE11WX9DA87861	90262	0	7	FDOT 5310	Category II	\$10,000	146,965	26,969	2014-15
33	2006	Ford	E350	CU	1FDWE35S16DA62172	NA	3	10	Donation - JTA	Category II		343,068	39427	
34	2007	Chevy	3500	CU	1GBJG31UX71246999	NA	3	10	Donation - JTA	Category II		443,457	59508	
35	2007	Chevy	3500	CU	1GBJG31U371245712	NA	3	10	Donation - JTA	Category II		385,838	51776	
36	2007	Chevy	3500	CU	1GBJG31U71246803	NA	3	10	Donation - JTA	Category II		442,438	59369	
37	2007	Chevy	3500	CU	1GBJG31U971245962	NA	3	10	Donation - JTA	Category II		358,445	48100	
38	2006	Chevy	4500	CU	1GBE4V1246F427151	NA	5	14	Donation - JTA	Category I		375,329	44407	
39	2006	Chevy	4500	CU	1GBE4V1226F427195	NA	5	14	Donation - JTA	Category I		360,608	42665	
40	2006	Chevy	4500	CU	1GBE4V1216F427236	NA	5	14	Donation - JTA	Category I		358,445	42409	
41	2006	Chevy	4500	CU	1GBE4V1237F404364	NA	5	14	Donation - JTA	Category I		395,511	46795	
42	2006	Chevy	4500	CU	1GBE4V1256F427322	NA	5	14	Donation - JTA	Category I		380,442	45012	
43	2012	VPG	MV1	MV	523MF1A61CM101614		1	4	FDOT 5310	Category II	\$46,598	19,180	7585	2016-17
44	2012	VPG	MV1	MV	523MF1A63CM101596		1	4	FDOT 5310	Category II	\$46,598	15,138	5986	2016-17
32														

## Form C-4

### CAPITAL REQUEST

#### VEHICLE REQUEST

	R or E (a)	Number requested	Description (b) (c)	Estimated Cost
	R	3	21 Foot Chevrolet Gasoline Cutaway w/lift, 2 wheelchair positions and 8 ambulatory seats	\$196,431
	Sub- total	3		\$196,431

#### EQUIPMENT REQUEST (c)

	R	1	Remove and Repave Parking Lot on Grounds	\$122,706.20
	Sub- total	1		\$122,706.20

(a) Replacement (R) or Expansion (E).

(b) Provide a brief description including the length and type vehicle, type of fuel, lift or ramp, number of seats and wheelchair positions. Do not show the Make. For example, 22' gasoline bus with lift, 12 amb. seats, 2 w/c positions.

(c) Show mobile radios and identify the type of radio (i.e two way radio or stereo radio), computer hardware/software, etc. under "Equipment Request."

**VEHICLE SUBTOTAL \$196,431 + EQUIPMENT SUBTOTALS \$122,706.20 = \$ 319,137.20 (x).**

(x) X 80% = \$ 255,309.76 [Show this amount on Form 424 in block 15(a)]

## EXHIBIT A – CURRENT SYSTEM DESCRIPTION

1. An overview of the organization including its mission, program goals and objectives:  
SVTA is the smallest of Florida's transit agencies but that does not dim our goal of being a well-run, customer-service oriented organization. Suwannee Valley Transit Authority's (SVTA) experience as the state designated transportation provider spans more than thirty-eight (38) years in and for the region of Columbia, Hamilton, and Suwannee Counties (and formerly Lafayette). The Agency was formed by an inter-local agreement in 1976 and is organized under the Florida Statutes as a Special District. The Agency is led by a board of elected officials from each of its counties.
2. Organizational structure, type of operation, number of employees, and other pertinent organizational information:  
Suwannee Valley Transit Authority is a rural public transportation agency. Suwannee Valley Transit Authority is governed by a Board of Directors that includes two County Commissioners from the Columbia, Hamilton, and Suwannee County Boards of County Commissioners. The two County Commissioners that serve on the SVTA Board are appointed by the Chairman of the Board from each County. The Board selects an Administrator to oversee day to day operations that currently includes thirty-four (34) positions. That Administrator selects and supervises the Staff. There are seven positions that the Administrator directly supervises. Four of these positions supervise other employees. The flow chart is as follows:

Administrator:

Receptionist/Administrative Assistant

Maintenance Supervisor – Supervises and trains four maintenance positions.

Driver Supervisor – Supervises and Trains fifteen (15) professional bus operators.

Finance Staff – Two Deputy Finance Managers.

Director of Revenue Billing – Supervises and Trains the Senior Medicaid Manager and one Trip Validation Employee.

Communications Manager – Supervises and Trains three reservationists/office clerks and two dispatchers.

## EXHIBIT A – CURRENT SYSTEM DESCRIPTION (Cont.)

3. Who is responsible for insurance, training and management, and administration of the agency's transportation programs:  
The Administrator for Suwannee Valley Transit Authority is ultimately responsible for these functions that are part of daily operations for SVTA. The above breakdown on organizational structure explains how these functions are handled by employees other than the Administrator.
4. Who Provides Maintenance:  
Suwannee Valley Transit Authority has a fully capable Maintenance Department as shown in the organizational chart above. If Maintenance issues come up that these five employees cannot handle, the Maintenance Supervisor makes a decision concerning companies that maintenance work will be outsourced to.
5. Number of Transportation related employees:  
All thirty-four (34) employees of Suwannee Valley Transit Authority are Transportation related employees.
6. Who will drive the vehicles, number of drivers, CDL certifications, etc:  
There are seventeen (17) eligible drivers for Suwannee Valley Transit Authority when the Driver Supervisor and Dispatcher that drive occasionally are considered. Twelve of these drivers have CDL licenses.
7. A detailed description of service routes and ridership numbers:  
Suwannee Valley Transit Authority served a total of 2,164 people for the State of Florida Fiscal Year that ended on June 30, 2014 and was reported in the most recent AOR report. We had 92,219 one-way passenger trips and 1,715,281 vehicle miles completed during this period. Services included ambulatory, wheelchair and stretcher trips within and outside of the three county service area. Routes are currently standardized by type of service, dominated by demand response trips. One daily route to Gainesville assists clients in the region traveling for medical and other appointments.

**APPLIES TO APPLICANTS REQUESTING FUNDING FOR  
PROJECTS TO REPLACE, REHABILITATE AND PURCHASE BUSES  
AND RELATED EQUIPMENT**

**Section 5339 Applicants**

**EXHIBIT A-1  
FACT SHEET**

Name of Applicant: Suwannee Valley Transit Authority

	<b>CURRENTLY</b>	<b>IF GRANT IS AWARDED *</b>
1. Number of one-way passenger trips.* <b>PER YEAR</b>	<b>92,219</b>	<b>92,219</b>
2. Number of individuals served unduplicated (first ride per rider per fiscal year). <b>PER YEAR**</b>	<b>1,344</b>	<b>1,344</b>
3. Number of vehicles used for this service. <b>ACTUAL</b>	<b>41</b>	<b>41</b>
4. Number of ambulatory seats. <b>AVERAGE PER VEHICLE</b> (Total ambulatory seats divided by total number of fleet vehicles)	<b>10</b>	<b>10</b>
5. Number of wheelchair positions. <b>AVERAGE PER VEHICLE</b> (Total wheelchair positions divided by total number of fleet vehicles)	<b>2</b>	<b>2</b>
6. Vehicle Miles traveled. <b>PER YEAR</b>	<b>1,715,341</b>	<b>1,715,341</b>
7. Average vehicle miles <b>PER DAY</b>	<b>5,643</b>	<b>5,643</b>
8. Normal vehicle hours in operation. <b>PER DAY</b>	<b>258</b>	<b>258</b>
9. Normal number of days in operation. <b>PER WEEK</b>	<b>6</b>	<b>6</b>
10. Trip length (roundtrip). <b>AVERAGE</b>	<b>56</b>	<b>56</b>

Estimates are acceptable. The information listed should be specific to the Section 5339 funds and not agency wide.

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

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

## EXHIBIT B – PROPOSED PROJECT DESCRIPTION

1. Is the project to continue the existing level of services, to expand present service, or to provide new service? How will a grant award be used? More hours? Service in a larger geographic area? Shorter headways? More trips? Please explain in detail:  
This project will satisfy multiple objectives including:
  - a. Continuing the existing level of service by replacing aging fleet and current parking lot on the grounds;
  - b. Continuing to meet the demand for trips in the Columbia, Hamilton, and Suwannee County Service Areas.Suwannee Valley Transit Authority works very hard not to turn down trips needed for the Columbia, Hamilton, and Suwannee communities. We feel that there are some vehicles that need to be replaced and upgrades that need to be made for us to continue at our current service level.
2. If a grant award will be used to maintain services as described in Exhibit A, specifically explain how it will be used in the context of total service. In the area of total service, the replacement of an aging fleet that is beyond its useful life will save the agency dollars on repair and maintenance bills. The money that is saved will be reinvested into the Agency so that clients are not turned down when they need a trip. The replacement of the parking lot is something that is long overdue, however, the agency has never had the opportunity to secure the funds needed for the replacement until now.
3. Give a detailed explanation of the need for the vehicle and provide evidence of the need. The agency currently spends a lot of money on the repairs and maintenance needed to keep our vehicles on the road. We now have four cutaways that are beyond their useful life and we do not feel that we will be able to keep them on the road if they are not replaced. The vehicles are simply going to put us down.
4. Will a grant award be used to replace existing equipment or purchase additional vehicles/equipment? As you can see from the inventory chart, the grant award will be used to replace existing equipment.
5. Identify vehicles/equipment being replaced and list them on the “**Current Vehicle and Transportation Equipment Inventory**” form, provided elsewhere in this manual. See Vehicle Inventory Sheets.
6. Describe the agency’s maintenance program and include a section on how vehicles will be maintained without interruptions in service (who, what, where, and when).  
Suwannee Valley Transit Authority has a fully capable Maintenance Department as shown in the organizational chart above. If Maintenance issues come up that these five employees cannot handle, the Maintenance Supervisor makes a decision concerning companies that maintenance work will be outsourced to.
7. If vehicles/equipment are proposed to be used by a lessee or private operator under contract to the applicant, identify the proposed lessee/operator.
  - a. Include an equitable plan for distribution of vehicles/equipment to lessees and/or private operators. N/A. The vehicle is for Suwannee Valley Transit Agency.

8. Each applicant shall indicate whether they are a government authority or a private non-profit agency, provide a brief description of the project which includes the counties served, whether the applicant employees are represented by a union and if so represented the name and local number of the union. Suwannee Valley Transit Authority (SVTA) is not a private non-profit agency. We are a public entity (government agency) formed under an inter-local agreement between Columbia, Hamilton and Suwannee Counties. This 5311 Grant will be used to maintain the daily operations of Suwannee Valley Transit Authority. It will serve Columbia, Hamilton, and Suwannee Counties. Suwannee Valley Transit Authority's employees are not represented by a union.
  
9. Fully explain Your Transportation Program
  - a. Service hours, planned service, routes and trip types  
 Suwannee Valley Transit Authority provides door-to-door, curb-to-curb, shared-ride, flex route services as needed for ambulatory, wheelchair, and stretcher passengers. Transportation services are arranged on a subscription, on-demand, and advance reservation basis. General public transportation service is available Monday through Friday from 6:00 A.M. to 5:00 P.M. excluding holidays. Transportation Disadvantaged service is provided Monday through Saturday from 6:00 A.M. to 5:00 P.M. excluding holidays. The agency observes all federal holidays. Agency sponsored transportation service is provided according to contractual arrangements.
  - b. Staffing – include plan for training on vehicle equipment such as wheelchair lifts, etc.  
 Suwannee Valley Transit Authority employs thirty-four (34) employees including the Administrator. New drivers have a one-on-one, up to two-week training period in which they travel with an experienced driver and are trained on the proper procedures and how to use the equipment. Additional training sessions in driver policies and procedures are done on Saturdays. These trainings are done eight months out of the year. Training involves everything from customer service to safety and securement procedures.
  - c. Records Maintenance – Suwannee Valley Transit Authority follows the Florida Statutes and Florida Administrative Code for all public records regardless of media or format. Records are maintained for at least seven years. Teresa Fortner is designated as the Records Management Liaison Officer for the agency.
  - d. Vehicle Maintenance – who, what, when and where.  
 Suwannee Valley Transit Authority has a fully capable Maintenance Department as shown in the organizational chart above. If Maintenance issues come up that these five employees cannot handle, the Maintenance Supervisor makes a decision concerning companies that maintenance work will be outsourced to.
  - e. CDL requirements – It is not a requirement that a driver have a CDL license when they are hired. Drivers are assigned vehicles and trips based on their capabilities and license. Drivers that do not have CDLs will be expected to go through the training and pass the test for their CDL license once SVTA is designated as a testing site for persons wishing to receive a CDL license. The paperwork for SVTA's designation has been signed and the test site should be operational within the next six months.
  - f. System Safety plan – The agency has adopted a SSPP and SPP pursuant to the standards set forth in Rule Chapter 14-90, Florida Administrative Code. The agency is in compliance with its adopted SSPP and SPP and the adopted SSPP and SSP are up to date. The agency has performed annual safety inspections on

all operational vehicles in accordance with Rule Chapter 14-90, Florida Administrative Code. Merrill Wayne Blevins is the qualified mechanic that has authorized the annual inspections.

- g. Drug free work place – It is the policy of SVTA to create a workplace environment free from the adverse effects of drug and alcohol abuse or misuse. SVTA prohibits the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances. All SVTA employees are drug tested prior to employment and on a random basis.

- 10. Have you met with the CTC and, if so, how are you providing a service that they cannot? Provide detailed information supporting this requirement. Suwannee Valley Transit Authority is not a new agency. We have been established since 1976.

**Section 5339 APPLICANTS FOR CAPITAL ASSISTANCE**

**FORM C-1**

**TRANSPORTATION-RELATED OPERATING and ADMINISTRATIVE EXPENSES**

Name of Applicant: **Suwannee Valley Transit Authority**

State Fiscal period requesting funding for, from July 1, 2015 to June 30, 2016

EXPENSE CATEGORY	EXPENSE \$
Labor (501)	\$956,868
Fringe and Benefits (502)	\$359,863
Services (503)	\$91,084
Materials and Supplies (504)	\$251,625
Vehicle Maintenance (504.01)	\$19,600
Utilities (505)	\$32,852
Insurance (506)	\$103,661
Licenses and Taxes (507)	\$2,000
Purchased Transit Service (508)	\$0
Miscellaneous (509)	\$94,588
Leases and Rentals (512)	\$3,000
Depreciation (513)	\$534,568
<b>TOTAL EXPENSE</b>	<b>\$2,449,709</b>

**FORM C-2**

**OPERATING and ADMINISTRATIVE REVENUES**

OPERATING REVENUE CATEGORY	REVENUE \$
Passenger Fares for Transit Service (401)	\$18,466
Special Transit Fares (402)	0
Other (403 – 407) (identify by appropriate code)	\$28,192
<b>TOTAL OPERATING REVENUE</b>	<b>\$46,658</b>
<b>OTHER REVENUE CATEGORY</b>	
Taxes Levied Directly by the Transit System (408)	None Levied
Local Cash Grants and Reimbursements (409)	\$52,448
Local Special Fare Assistance (410)	0
State Cash Grants and Reimbursements (411)	\$810,998
State Special Fare Assistance (412)	0
Federal Cash Grants & Reimbursements (413)	\$14,712
Interest Income (414)	\$23
Contributed Services (430)	0
Contributed Cash (431)	0
Subsidy from Other Sectors of Operations (440)	0
<b>TOTAL OF OTHER REVENUE</b>	<b>\$878,181</b>
<b>GRAND TOTAL ALL REVENUE</b>	<b>\$924,839</b>





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February 4, 2015

TO: Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board

FROM: Lynn Godfrey, AICP, Senior Planner

SUBJECT: Rural Area Capital Assistance Program Grant Awards

RECOMMENDATION

**For information only. No action required.**

BACKGROUND

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

Attached are the grant awards approved by the Florida Commission for the Transportation Disadvantaged. If you have any questions concerning this matter, please do not hesitate to contact me.

Attachment

t:\lynn\td2015\colhamsuw\memos\rcagawards.docx

Dedicated to improving the quality of life of the Region's citizens,  
 by coordinating growth management, protecting regional resources,  
 promoting economic development and providing technical services to local governments.



2014-15 Shirley Conroy Rural Area Capital Equipment Support Grant Summary										
County	Applicant Name	Total Dollar Amount Requested	Total TD Dollar Amount (90%)	Capital Equipment Requested (Prioritized as listed)	Profit or Non-Profit	Staff Suggestion	TD Dollar Amount (90% or REDI)	Urban/Rural System	Additional Notes	
Alachua	MV Transportation	\$134,206.00	\$120,785.00	Two 23' 12/2 Ford Cutaway Vehicles (REPLACEMENT) \$67,103 each	For Profit	One Cutaway	\$60,393.00	U	MV has 7 vehicles that are 2003 most of them have over 250,000 miles	
Baker	Baker Co COA	\$73,994.00	\$66,595.00	1) One cutaway vehicle (8 passenger/2 wheelchair) with lift, security camera system, MDT and prewiring setup for Trapeze. This is a replacement vehicle. \$73,394.00 2) Two Hewlett Packard Office Jet Pro 8600 Printers with installation fee. \$600.00	Non Profit	cutaway and printers	\$66,595.00	R	Baker Co COA has 3-4 vehicles that are due to be replaced. 1-2005, 2-2006 (one with low mileage), and 1-2007).	
Bay	Bay Co BOCC	\$45,019.70	\$40,517.73	CTS Trip Master Enterprise Edition scheduling and routing software with interactive voice response, Mobile Data Terminals (30) and protective hardware (includes software licenses, installation, travel, training, onsite implementation and acceptance)	Local Govt	software	\$40,518.00	U		
Bradford/ Dixie/ Gilchrist/ Lafayette	Suwannee River Economic Council	\$37,600.00	\$33,840.00	CTS Trip Master Enterprise Edition scheduling and routing software with interactive voice response, Mobile Data Terminals (15) and protective hardware (includes software licenses, installation, travel, training, onsite implementation and acceptance)	Non Profit	software and MDTs, etc	\$33,840.00	R		
Calhoun	Calhoun Co Sr Citizens Assoc	\$57,679.88	\$51,911.89	1) One 12 Passenger Van with logo, striping, a/c, running boards, a/c and heat \$22,462.00 (Replacement vehicle) 2) One Ford Flex \$33,136.20 (addition to fleet) 3) Two Dual Angel Trax Camera Surveillance Systems includes shipping & handling \$2,081.68.	Non Profit	12 pass van \$20,216 and 1 dual camera \$1,066	\$21,282.00	R	Replacing a 2007 similar van with 132,464 miles. If we award one vehicle, we may only want to award one dual camera surveillance system.	
Clay	Clay Co COA	\$278,550.00	\$250,695.00	Three 23' gas Cutaway Vehicles with lift, two-way radio, mobile data terminal, markings, signage, farebox (2 are replacement vehicles and 1 is addition to fleet). \$92,850 each	Non Profit	1 cutaway	\$83,565.00	R	TRIPS order form reflects \$87,030 per vehicle. Per Drew, additional amount is for radio, MDT, Bike Rack and lettering/signage.	
Collier	Collier Co BOCC	\$233,192.00	\$209,872.80	Four MV-1s with wheelchair ramp, two-way radio, intelligent transportation system and markings. \$58,298 each. Addition to fleet.	Govt	1 MV1	\$52,468.00	U		
Columbia/ Hamilton/ Suwannee	Suwannee Valley Transit Authority	\$133,833.62	\$133,833.62	1. Twelve Cameras, cables and hardware \$21,408.00. 2) Installation of cameras (in house) \$492.00 3) Twelve MDTs \$41,184.00 (\$3,432 each) 4) Lenovo ThinkServer TS440 70AQ to replace use of Microsoft Office Suites \$12,040.20 5) MV-1 Diagnostic Unit Kit \$1,095.00 6) 18V Cordless 1/2" Impact Kit (Electric Drill) \$599.95 7) Blackhawk Automotive Telescopic Transmission Jack \$849.99 8) Lincoln Electric Power Wire-Feed Welder \$2,599.99 9) Ingersoll Rand Composite Impact Wrench \$549.99 10) Arcan Hydraulic Shop Press \$599.99 11) Port-A-Cool Portable Direct Drive Variable Speed Fan \$2,499.00 12) Matco Handheld Battery Tester \$772.80 13) 2014 Toyota Venza 4 Door Wagon (gas) \$30,502.33 14) New Engine for Veh #37 on the Inventory list \$4,040.00 15) Five Model XV Fareboxes for Fixed Route Vehs \$3,982.50 (REQUESTING WAIVER OF MATCH DUE TO REDI)	Govt	12 cameras & hardware; 3 MDTs (using balance of \$7,707 to purchase up to 3)	\$29,115.00	R		
Flagler	Flagler Co BOCC	\$72,805.00	\$72,805.00	24' Cutaway Vehicle Gas 14/2 with lift and security camera (REPLACEMENT VEHICLE) Requesting walver of match due to REDI	Govt		\$72,805.00	R	Wanting to replace a 2007 cutaway with over 218,000 miles	

2014-15 Shirley Conroy Rural Area Capital Equipment Support Grant Summary									
County	Applicant Name	Total Dollar Amount Requested	Total TD Dollar Amount (90%)	Capital Equipment Requested (Prioritized as listed)	Profit or Non-Profit	Staff Suggestion	TD Dollar Amount (90% of REDI)	Urban/Rural System	Additional Notes
Gadsden/ Madison/ Jefferson/ Taylor	Big Bend Transit	\$112,864.00	\$101,578.00	1) Fleet monitoring software system \$40,715 2) 23' Cutaway vehicle 12 amb/2 w/c w/ lift, security camera for Taylor Co \$72,149 (replacement)	Non Profit	software	\$36,644.00	R	Second priority is to replace a 2006 vehicle with over 123,000 miles.
Glades/Hendry	Good Wheels	\$168,616.00	\$151,754.00	Two 23' Cutaway Vehicles with wheelchair lifts and security cameras (REPLACEMENT) \$84,308 each	For Profit	1 cutaway	\$75,877.00	R	Replacing a 2007 cutaway with 259,675 miles (diesel) and a 2009 cutaway with 203,265 miles (diesel)
Gulf	Gulf ARC	\$46,000.00	\$41,400.00	1) ADA Compliant Lowered Floor Mini Van (Replacement) \$45,000 (Replacement) 2) Software Update for GenSys Deluxe Diagnostic Scan Tool \$1,000	Non Profit	mini van and software updgade for tool	\$41,400.00	R	Replacing 2008 minivan with 142,329 miles. Increased price from TRIPS sheet \$2,840 for minivan and \$121 for diagnostic tool in case of price increase.
Hernando	Mid-Florida Comm Svcs	\$86,874.00	\$78,187.00	1) 21' Cutaway Vehicle (diesel) with lift, camera security system, and reverse camera and monitoring system (replacement) \$84,314 2) Interior/Exterior signage, first aid/bio haz kit, misc. \$2,560	Non Profit	cutaway, signage and first aide/bio haz kit	\$78,187.00		Replacing a vehicle that was taken out of service this year due because of a "thermal event."
Indian River	Senior Resource Assoc, Inc.	\$7,540.00	\$6,786.00	Phone System Upgrade	Non Profit	phone system upgrade	\$6,786.00		
Jackson	Jtrans	\$115,882.00	\$115,882.00	One Low floor cutaway vehicle, gasoline (10 amb/2 wheelchair), reverse camera (replacement) Requesting waiver of match due to REDI but can meet match reqts if needed	Non Profit	1 cutaway	\$115,882.00	R	Replacing an ambulatory veh (not sure which one)
Lake	Lake Co BOCC	\$164,810.00	\$148,329.00	Two 23' Cutaway Vehicles with wheelchair lifts, security cameras, reverse cameras, markings, (REPLACEMENTS) \$82,405 each	Govt	2 cutaways	\$148,329.00	R	Replacing a 2007 23' cutaway with 269,358 miles and a 26' cutaway (not sure which one)
Levy	Levy Co BOCC	\$79,490.00	\$79,490.00	One 23' Cutaway vehicle with stretcher securement, gasoline, lift, security camera system (replacement). Requesting waiver of match due to REDI but can meet match reqts if needed	Govt	1 cutaway	\$79,490.00	R	Replacing a 2006 cutaway with over 350,000 miles. This vehicle is only being used as a backup.
Liberty	Liberty Co BOCC	\$68,753.00	\$61,878.00	One 23' cutaway vehicle with lift, gasoline (addition to fleet)	Govt	1 cutaway	\$61,878.00	R	Requesting additional vehicle with larger capacity lift (1,000 lb).
Marion	Marion Sr Svcs	\$153,520.00	\$138,168.00	Two 24' cutaway vehicles (10 amb seats, 6 w/c stations) with lifts, security camera systems, reverse camera systems, and other safety equip (replacements) \$76,760 each	Non Profit	2 cutaways	\$138,168.00	R	Veh inventory list shows 8 cutaways with over 200,000 miles. However, they have marked 2 vehicles with approx 170,000 miles to be rep aced.
Nassau	Nassau Co COA	\$149,280.00	\$134,352.00	Two 21' cutaway vehicles (10 amb seats, 3 w/c stations), gasoline, with lifts (replacements) \$74,640 each	Non Profit	1 cutaway	\$67,176.00	R	Replacing a 2007 and 2008 cutaways with over 200,000 miles.
Orange/ Osceola/ Seminole	Central Fla Regl Trans Auth d/b/a LYNX	\$337,137.00	\$303,418.80	1) Two 23' low floor cutaway vehicles with w/c ramp (12 amb with 2 addtl w/c stations) \$154,339 each (addition to fleet) 2) Two Fareboxes with swip card readers includes installation \$14,227 each	Govt		\$0.00	U	
Putnam	Ride Solution	\$142,044.00	\$127,840.00	Three MV-1 vehicles (\$47,348 each) Addition to Fleet Requesting waiver of match due to REDI	Non Profit	1 MV1	\$47,348.00	R	
Wakulla	Wakulla Sr Svcs/ Wakulla Co Trans	\$46,948.00	\$42,253.80	1) One MV-1 vehicle \$46,598 (replacement) 2) Lettering for vehicle \$350	Non Profit	1 MV1	\$42,254.00	R	Replacing a 2006 minivan with 97,899 miles
<b>Total</b>		<b>\$2,746,633.20</b>	<b>\$2,512,172.64</b>				<b>\$1,400,000.00</b>		
							<b>Budget for FY1415</b>	<b>\$1,400,000.00</b>	
							<b>Remaining Funds:</b>	<b>\$0.00</b>	



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February 4, 2015

TO: Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board  
FROM: Lynn Godfrey, AICP, Senior Planner  
SUBJECT: Operations Reports

RECOMMENDATION

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

BACKGROUND

Attached are the following reports:

1. Suwannee Valley Transit Authority Operations Report October - December 2014;
2. Fiscal Year 2014/15 Transportation Disadvantaged Trust Fund Status Report;
3. Fiscal Year 2014/15 Medicaid Non-Emergency Medical Transportation Program Encounter Data Report;
4. Complaint Report; and
5. Unmet Transportation Needs Report.

If you have any questions regarding the attached information, please contact me.

**Attachments**

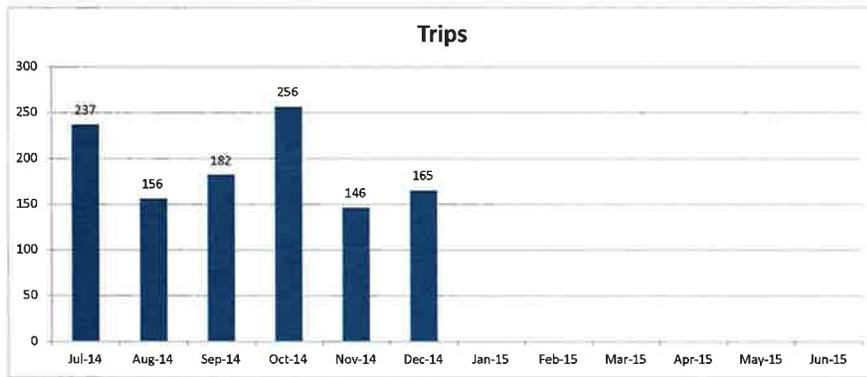
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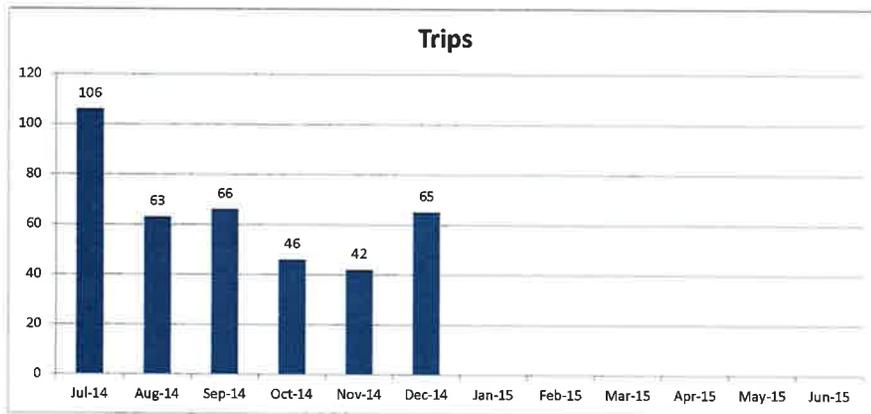


COLUMBIA	STATE FUNDS PER MONTH	HAMILTON	STATE FUNDS PER MONTH	SUWANNEE	STATE FUNDS PER MONTH
	27,294.67		12,850.67		19,768.43
JULY 2014		JULY 2014		JULY 2014	
AMBULATORY	19,098.80	AMBULATORY	6,754.49	AMBULATORY	20,047.38
WC	3,331.90	WC	0.00	WC	8,502.47
TOTAL BILLED TO CTD	22,430.70	TOTAL BILLED TO CTD	6,754.49	TOTAL BILLED TO CTD	28,549.85
AUGUST 2014		AUGUST 2014		AUGUST 2014	
AMBULATORY	19,659.27	AMBULATORY	4,994.45	AMBULATORY	25,255.15
WC	2,563.38	WC	117.79	WC	8,298.21
TOTAL BILLED TO CTD	22,222.65	TOTAL BILLED TO CTD	5,112.24	TOTAL BILLED TO CTD	33,553.36
SEPTEMBER 2014		SEPTEMBER 2014		SEPTEMBER 2014	
AMBULATORY	16,322.61	AMBULATORY	5,549.25	AMBULATORY	21,058.75
WC	3,884.21	WC	0.00	WC	6,446.25
TOTAL BILLED TO CTD	20,206.82	TOTAL BILLED TO CTD	5,549.25	TOTAL BILLED TO CTD	27,505.00
TOTAL STATE FUNDS FOR QUARTER	81,884.01	TOTAL STATE FUNDS FOR QUARTER	38,552.01	TOTAL STATE FUNDS FOR QUARTER	59,305.29
TOTAL BILLED TO CTD	64,860.17	TOTAL BILLED TO CTD	17,415.98	TOTAL BILLED TO CTD	89,608.21
DIFFERENCE	17,023.84	DIFFERENCE	21,136.03	DIFFERENCE	(30,302.92)
OCTOBER 2014		OCTOBER 2014		OCTOBER 2014	
AMBULATORY	19,783.22	AMBULATORY	9,671.20	AMBULATORY	25,370.58
WC	2,834.77	WC	1,362.17	WC	6,735.11
TOTAL BILLED TO CTD	22,617.99	TOTAL BILLED TO CTD	11,033.37	TOTAL BILLED TO CTD	32,105.69
NOVEMBER 2014		NOVEMBER 2014		NOVEMBER 2014	
AMBULATORY	14,232.27	AMBULATORY	6,029.88	AMBULATORY	23,820.25
WC	2,543.47	WC	391.47	WC	1,697.15
TOTAL BILLED TO CTD	16,775.74	TOTAL BILLED TO CTD	6,421.35	TOTAL BILLED TO CTD	25,517.40
DECEMBER 2014		DECEMBER 2014		DECEMBER 2014	
AMBULATORY	20,976.54	AMBULATORY	6,702.89	AMBULATORY	23,308.82
WC	3,194.38	WC	391.47	WC	7,156.61
TOTAL BILLED TO CTD	24,170.92	TOTAL BILLED TO CTD	7,094.36	TOTAL BILLED TO CTD	30,465.43
TOTAL STATE FUNDS FOR QUARTER	81,884.01	TOTAL STATE FUNDS FOR QUARTER	38,552.01	TOTAL STATE FUNDS FOR QUARTER	59,305.29
TOTAL BILLED TO CTD	63,564.65	TOTAL BILLED TO CTD	24,549.08	TOTAL BILLED TO CTD	88,088.52
DIFFERENCE	18,319.36	DIFFERENCE	14,002.93	DIFFERENCE	(28,783.23)

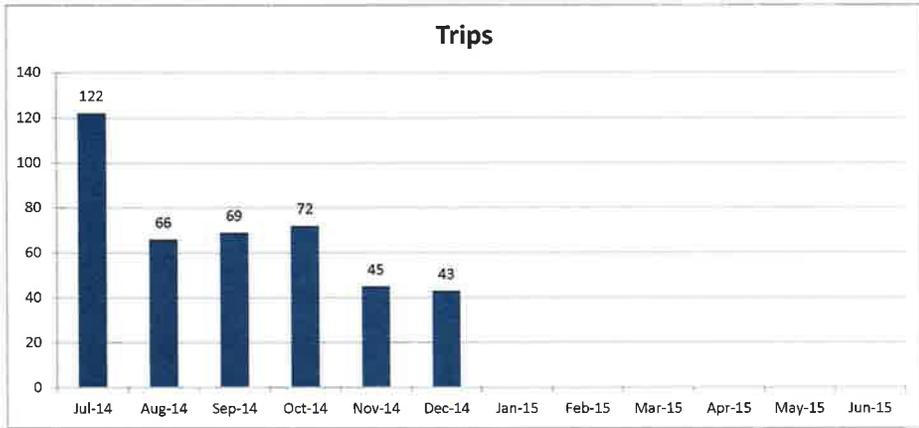
**Florida Commission for the Transportation Disadvantaged Fiscal Year 2014/15 Medicaid Encounter Data Reports  
Columbia County**



**Florida Commission for the Transportation Disadvantaged Fiscal Year 2014/15 Medicaid Encounter Data Reports  
Hamilton County**



**Florida Commission for the Transportation Disadvantaged Fiscal Year 2014/15 Medicaid Encounter Data Reports  
Suwannee County**



COMMENDATION#	2014-10 02			
DATE OF COMPLAINT	10/2/2014			
TIME OF COMPLAINT	10:27			
COMPLAINANT'S NAME				
COMPLAINT'S POC	386-758			
COMPLAINT'S ISSUE	Mr.      called to compliment our driver 126 (Carl) for the outstanding, caring and professional job that his wife experienced on 10/01 and asked him to call us.			
SVTA'S ACTION TAKEN				
RESOLUTION	Called Carl into the administrators office to inform him of the      's compliment and to personally thank him for a job well done.			
COMPLAINT #	12/18/2014			
DATE OF COMPLAINT	12/18/2014			
TIME OF COMPLAINT	16:30			
COMPLAINANT'S NAME				
COMPLAINT'S POC	386-842			
COMPLAINT'S ISSUE	Stated Karen called and changed her appointment.			
SVTA'S ACTION TAKEN	Reminded staff to be careful how they word things when speaking to do doctors offices.			
RESOLUTION	To ensure that no appointments get changed except by the patient.			
COMPLAINT #	1/7/2015			
DATE OF COMPLAINT	1/7/2015			
TIME OF COMPLAINT	12:47			
COMPLAINANT'S NAME				
COMPLAINT'S POC				
COMPLAINT'S ISSUE	Mr      stated driver cut him off and made a rude jester.			
SVTA'S ACTION TAKEN	Viewed video evidence. Our driver did not cut Mr.      off and used proper signals to change lanes. Mr.      did get to close behind our bus which unsettled it. Our driver did make a jester to Mr      . Our driver was written up and demoted.			
RESOLUTION	On follow-up call to Mr.      he asked me to also appologize to our driver for getting a little to close. Will watch to ensure our driver does not lose control in the future.			

COMMENDATION #	1/20/2015			
DATE OF COMMEND.	1/20/2015			
TIME OF COMMEND.	3:08			
COMMEND. NAME				
COMMEND. POC	386-965			
COMMEND. ISSUE	Mr.            called in to say what a great job that driver Carl and Jimmie had done.			
SVTA'S ACTION TAKEN	Called drivers into let them know that a rider called in a compliment and GOOD JOB.			
RESOLUTION				
COMMEND. #	1/20/2015			
DATE OF COMMEND.	1/20/2015			
TIME OF COMMEND.	4:33			
COMMEND. NAME				
COMMEND. POC	386-466-			
COMMEND. ISSUE	Ms.            called to say that her first ride with a transportation Co. was a very good one and that we provided a great service. She wanted to recognize our drivers Eva and Harvey for a great job!			
SVTA'S ACTION TAKEN	Called drivers in to let them know about the compliment and Great Job!			
RESOLUTION				
COMPLAINT #	1/21/2015			
DATE OF COMPLAINT	1/21/2015			
TIME OF COMPLAINT	9:05			
COMPLAINANT'S NAME	Mr.			
COMPLAINANT'S POC	386-647-			
COMPLAINT'S ISSUE	Mr.            stated driver 150 pulled out in front of him on to Hwy. 90 and then proceeded to change lanes when another vehicle occupied the lane beside her.			
SVTA'S ACTION TAKEN	I asked driver 150 about the incident in question and she admitted that she did try to change lanes and had missed seeing the vehicle beside her. She did not feel she had pulled out in front of anyone however.			
RESOLUTION	Driver will begin remedial training.			

<b>COMPLAINT #</b>	1/21/2015			
<b>DATE OF COMPLAINT</b>	1/21/2015			
<b>TIME OF COMPLAINT</b>	10:15			
<b>COMPLAINANT'S NAME</b>	Mr.			
<b>COMPLAINT'S POC</b>	386-697			
<b>COMPLAINT'S ISSUE</b>	Mr. stated that driver 120 came off the interstate at the Ellisville Hwy. 441 exit and did not stop pulling out in front of him.			
<b>SVTA'S ACTION TAKEN</b>	Pulled the video which showed our driver 120 came to a complete stop at the end of the exit. Also appeared she had ample time to proceed on to Hwy 441 safely.			
<b>RESOLUTION</b>	Driver filled out incident report with no action taken against driver 120.			
<b>COMMEND. #</b>	1/28/2015			
<b>DATE OF COMMEND.</b>	1/28/2015			
<b>TIME OF COMMEND.</b>	2:42			
<b>COMMEND. NAME</b>				
<b>COMMEND. POC</b>	954-			
<b>COMMEND. ISSUE</b>	Just wanted to let us know how professional our driver 126 Carl was on his trip to Gainesville.			
<b>SVTA'S ACTION TAKEN</b>	Called the driver in to thank him for representing SVTA and being a true professional.			
<b>RESOLUTION</b>				

**UNMET TRANSPORTATION NEEDS REPORT OCTOBER-DECEMBER 2014**

**THERE WERE NO TRIPS DENIED DURING THIS QUARTER.**



**ATTENDANCE RECORD**

**COLUMBIA, HAMILTON AND SUWANNEE  
TRANSPORTATION DISADVANTAGED  
COORDINATING BOARD**

MEMBER/ORGANIZATION	NAME	2/12/14	5/21/14	8/13/14	11/12/14
Chair	Commissioner Bucky Nash	P	P	P	P
Hamilton County Elected Official	Commissioner Beth Burnam	A	P	P	P
Suwannee County Elected Official	Commissioner Larry Sessions				
Florida Department of Transportation Alternate Member	Sandra Collins Janell Damato	P A	P A	P A	P A
Florida Department of Children and Families Alternate Member	Kay Tice Jaime Sanchez-Bianchi	P A	A P	A P	A P
Florida Agency for Health Care Administration Alternate Member	Alana McKay Andrew Singer	A A	P A	P A	P A
Florida Department of Education Alternate Member	Jeffrey Aboumrad Allison Gill			A A	P A
Public Education Alternate Member	Keith Hatcher Vacant	P	P	P	P
Florida Department of Elder Affairs Alternate Member	Bruce Evans Dwight Law	P A	P P	A P	A P
Citizen Advocate Alternate Member	Jeanne d'Eauede Louie Goodin	P A	A A	P A	P A
Citizen Advocate - User Alternate Member	LJ Johnson Vacant	P	P	P	P
Elderly Alternate Member	Reverend Charles Burke Sandra Buck-Camp	A P	P P	P P	P P
Veterans Alternate Member	Clay Lambert Ellis Gray, III	P P	A A	A A	A A
Persons with Disabilities Alternate Member	Ralph P. Kitchens Jr. Vacant	P	P	P	P
Florida Association of Community Action Alternate Member	Matthew Pearson Vacant	P	P	P	P
Children at Risk Alternate Member	Colleen Cody Audre J. Washington	P P	P A	P P	A A
Private Transit Alternate Member	Vacant Vacant				
Regional Workforce Board Alternate Member	Sheryl Rehberg Jeannie Carr	P A	P A	P A	P P
Medical Community Alternate Member	Vacant Vacant				

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

ATTENDANCE POLICY: 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.