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May 3, 2016

TO: Alachua County Transportation Disadvantaged Board
FROM: Lynn Godfrey, AICP, Senior Planner
SUBJECT: Public Hearing and Meeting Announcement

The Alachua County Transportation Disadvantaged Coordinating Board will hold its annual public hearing and business meeting May 11, 2016 at 10:00 a.m. in the Jack Durrance Auditorium located in the Alachua County Administration Building 12 S.E. 1st Street, City of Gainesville. All Board members are encouraged to attend the public hearing and business meeting.

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

Attachments

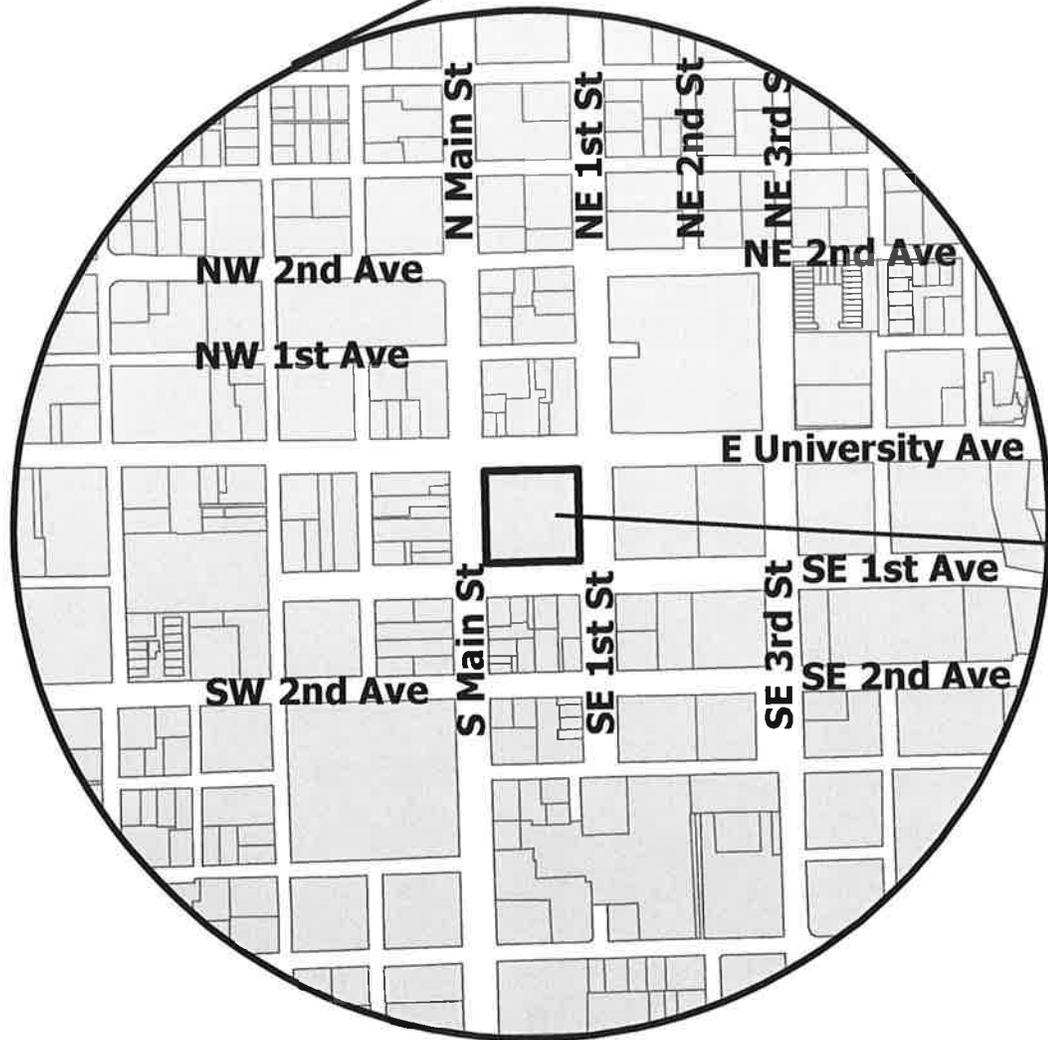
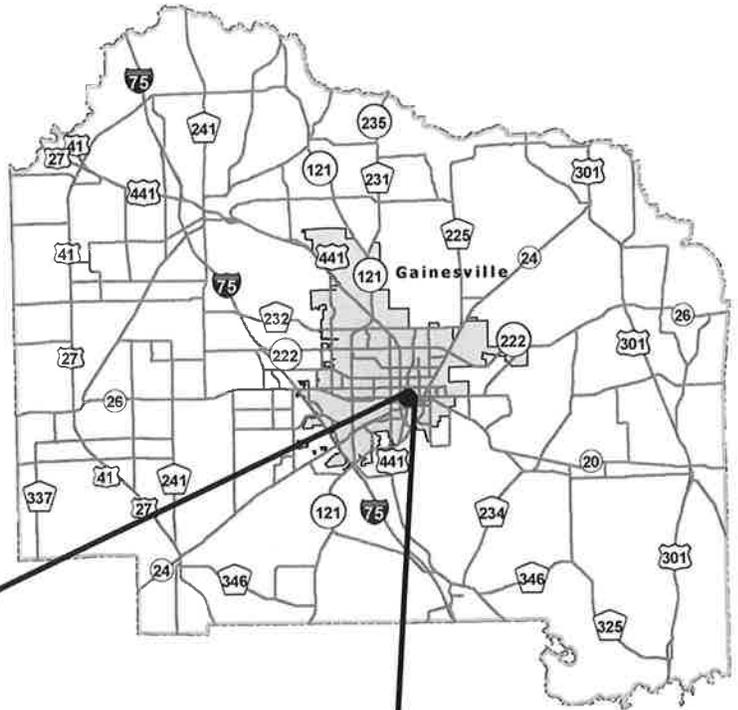
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Dedicated to improving the quality of life of the Region's citizens,
by coordinating growth management, protecting regional resources,
promoting economic development and providing technical services to local governments.

Alachua County Administration Building

12 Southeast 1st Street
Gainesville, FL 32601

Directions: From the intersection (exit 387) of Interstate 75 and State Road 26 (also known as University Avenue) turn East onto State Road 26 (also known as University Avenue), travel approximately 5.5 miles, turn right (South) onto SE 1st St and the Alachua County Administration Building will be on the right, on the Western side of SE 1st St.



1 inch = 500 feet

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**ALACHUA COUNTY
TRANSPORTATION DISADVANTAGED COORDINATING BOARD**

PUBLIC HEARING

Jack Durrance Auditorium
Alachua County Admin. Bldg.,
12 S.E. 1st Street
Gainesville, Florida

Wednesday
May 11, 2016
10:00 a.m.

- I. PUBLIC HEARING – CALL TO ORDER**
 - A. Introductions**
 - B. Receive Public Testimony**
 - C. Close Public Hearing**



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**ALACHUA COUNTY
TRANSPORTATION DISADVANTAGED COORDINATING BOARD
BUSINESS MEETING**

Jack Durrance Auditorium
Alachua County Admin. Bldg.,
12 S.E. 1st Street
Gainesville, Florida

Wednesday
May 11, 2016
Conclusion of Public Hearing

I. BUSINESS MEETING – CALL TO ORDER

- | | | | |
|-----------|--|---------------|------------------------|
| A. | Approval of the Meeting Agenda | | ACTION REQUIRED |
| B. | Approval of the February 10, 2016 Minutes | Page 9 | ACTION REQUIRED |

II. UNFINISHED BUSINESS

- | | | | |
|-----------|---|----------------|---------------------------|
| A. | Regional Transit System Extended Bus Service | Page 13 | NO ACTION REQUIRED |
|-----------|---|----------------|---------------------------|

Enclosed is a letter to the City of Gainesville requesting extended Regional Transit System bus service

III. NEW BUSINESS

- | | | | |
|-----------|---|----------------|------------------------|
| A. | 2016/17 Alachua County Transportation Disadvantaged Service Plan | Page 17 | ACTION REQUIRED |
|-----------|---|----------------|------------------------|

The Board needs to review and approve the 2016/17 Alachua County Transportation Disadvantaged Service Plan

- | | | | |
|-----------|---|----------------|---------------------------|
| B. | MV Transportation Operations Reports | Page 97 | NO ACTION REQUIRED |
|-----------|---|----------------|---------------------------|

MV Transportation staff will present service operation highlights

- C. Florida Department of Transportation Reviews Page 115 NO ACTION REQUIRED**

Enclosed are Florida Department of Transportation Safety reviews conducted of MV Transportation, Inc.

- D. 2016 Florida Legislative Session Page 187 NO ACTION REQUIRED**

Enclosed is information regarding Transportation Disadvantaged Program funding

- E. Florida Rural Transit Assistance Program Bulletin Spotlight Page 193 NO ACTION REQUIRED**

Enclosed is the Spotlight of the Florida Rural Transit Assistance Program Bulletin featuring Mr. Edward Griffin, MV Transportation, Inc.

- F. Four Corners Transportation Associates Lake Area Transit Demand Survey Page 199 NO ACTION REQUIRED**

Enclosed is the Four Corners Transportation Associates - Lake Area Transit Demand Survey Executive Summary

IV. OTHER BUSINESS

A. Comments

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

V. FUTURE MEETING DATES

- A. September 7, 2016 at 10:00 a.m.**
- B. November 9, 2016 at 10:00 a.m.**
- C. February 8, 2017 at 10:00 a.m.**
- D. May 10, 2017 at 10:00 a.m.**

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

If you have any questions concerning the enclosed materials, please do not hesitate to contact me at 955.2200 extension 110.

**ALACHUA COUNTY
TRANSPORTATION DISADVANTAGED COORDINATING BOARD**

| MEMBER/REPRESENTING | ALTERNATE/REPRESENTING |
|--|--|
| Commissioner Craig Carter Local Elected Official/Chair Grievance Committee Member | |
| Janell Damato Florida Department of Transportation | Sandra Collins Florida Department of Transportation |
| John Wisker Florida Department of Children and Families | Louella Teague Florida Department of Children and Families |
| Vacant Florida Department of Education | Jeffrey Aboumrad Florida Department of Education |
| Jeff Lee - Vice- Chair Florida Department of Elder Affairs Grievance Committee Member | Vacant Florida Department of Elder Affairs |
| Dewece Ogden Florida Agency for Health Care Administration | Pamela Hagley Florida Agency for Health Care Administration |
| Linda Tatum Regional Workforce Board | Vacant Regional Workforce Board |
| Monique Harrison Florida Association for Community Action (Term ending June 30, 2017) | Charles J. Harris Florida Association for Community Action (Term ending June 30, 2017) |
| James H. Speer, Jr. Public Education | David Dees Public Education |
| Albert H. Linden, Jr. Veterans (Term ending June 30, 2017) | Vacant Veterans (Term ending June 30, 2017) |
| James East Citizen Advocate Grievance Committee Member (Term ending June 30, 2018) | Paul Selvy Citizen Advocate (Term ending June 30, 2018) |
| Earther Wright Citizen Advocate - User Grievance Committee Member (Term ending June 30, 2018) | Vacant Citizen Advocate - User (Term ending June 30, 2018) |
| Christine Eason Louton Persons with Disabilities Grievance Committee Member (Term ending June 30, 2018) | Sharon Curtis Persons with Disabilities (Term ending June 30, 2018) |
| Dr. Maurice Levy Elderly (Term ending June 30, 2017) | Vacant Elderly (Term ending June 30, 2017) |
| Vacant Medical Community (Term ending June 30, 2016) | Vacant Medical Community (Term ending June 30, 2016) |
| Elliene Chisholm Children at Risk (Term ending June 30, 2016) | Vacant Children at Risk (Term ending June 30, 2016) |
| Jesus Gomez Mass Transit | Mildred Crawford Mass Transit |
| Lisa Hogan Private Transportation Industry (Term ending June 30, 2016) | Vacant Private Transportation Industry (Term ending June 30, 2016) |

Note: Unless specified, members and alternates serve at the pleasure of the Metropolitan Transportation Planning Organization.

**ALACHUA COUNTY
TRANSPORTATION DISADVANTAGED COORDINATING BOARD**

MINUTES

Jack Durrance Auditorium
Alachua County Administration Bldg.
Gainesville, Florida

Wednesday
February 10, 2016
10:00 a.m.

VOTING MEMBERS PRESENT

Commissioner Craig Carter, Chair
Jeff Aboumrad, Florida Department of Education Representative
Millie Crawford representing Jesus Gomez, Mass Transit Representative
Janell Damato, Florida Department of Transportation Representative
James East, Citizen Advocate
Lisa Hogan, Private Transit Industry Representative
Jeff Lee, Florida Department of Elder Affairs Representative, Vice-Chair
Dr. Maurice Levy, Elderly Representative
John Wisker, Florida Department of Children and Families
Earther Wright, Citizen Advocate

VOTING MEMBERS ABSENT

Elliene Chisholm, Children at Risk Representative
Monique Harrison Community Action Agency Representative
Christine Eason Louton, Persons with Disabilities Representative
Dewece Ogden, Florida Agency for Health Care Administration- Medicaid
Linda Tatum, Regional Workforce Development Board

OTHERS PRESENT

Ed Griffin MV Transportation, Inc.
Jesse Pete
Spencer Morton
Marsha Rivera, MV Transportation, Inc.

STAFF PRESENT

Lynn Godfrey, Metropolitan Transportation Planning Organization

I. BUSINESS MEETING CALL TO ORDER

Chairman Carter called the meeting to order at 10:00 a.m.

A. Introductions

Chairman Carter asked everyone to introduce themselves.

B. Approval of the Meeting Agenda

ACTION: Maurice Levy moved to approve the meeting agenda. James East seconded; motion passed unanimously.

C. Approval of the November 4, 2015 Minutes

ACTION: Lisa Hogan moved to approve the November 4, 2015 meeting minutes. Maurice Levy seconded; motion passed unanimously.

II. UNFINISHED BUSINESS

A. Regional Transit System Extended Bus Service

Ms. Lynn Godfrey, Metropolitan Transportation Planning Organization Senior Planner, stated that, at the November 4, 2015 meeting, the Board agreed to request that the City of Gainesville extend Regional Transit System bus service on Routes 25 A and 26 until 8:00 p.m. from Downtown Gainesville to the Grace Marketplace. She said a letter was sent to the City of Gainesville at the Board's request. She said a copy of the letter is included in the meeting materials.

Ms. Millie Crawford stated that the Regional Transit System Director did not receive the letter, therefore, there has been no action taken by the City of Gainesville on the Board's request.

The Board asked staff to send a follow up request to the City of Gainesville and work with Dr. Levy to provide the City of Gainesville with an estimated number of individuals who may need this service.

III. NEW BUSINESS

A. Alachua County Transportation Disadvantaged Service Plan Amendments

Ms. Lynn Godfrey, North Central Florida Regional Planning Council Senior Planner, stated that transportation projects selected for Federal Transit Administration funding must be included in the Alachua County Transportation Disadvantaged Service Plan.

Ms. Godfrey said the City of Gainesville and the ARC of Alachua County, Inc. have applied for U.S.C. Section 5310, 5311 and 5339 Grant funds. She said draft amendments to include these projects have been made to the Alachua County Transportation Disadvantaged Service Plan.

The Board reviewed the Service Plan amendments.

ACTION: Millie Crawford moved to amend the Alachua County Transportation Disadvantaged Service Plan to include the U.S.C. Section 5310, 5311 and 5339 Grant projects. Maurice Levy seconded;

B. MV Transportation Presentation/Operations Reports

Mr. Griffin discussed recent activities including the Katherine McClory Award nominee Mr. Demetric Ricks, safety training exercises, the upcoming driver Rodeo, Transportation Disadvantaged Legislative Day and legislative activities.

IV. OTHER BUSINESS

A. Members

Mr. James East thanked MV Transportation for taking him to Tallahassee to participate in Transportation Disadvantaged Legislative Day. He also thanked MV Transportation for allowing him to participate in the driver safety training.

B. Citizens

Ms. Jesse Pete said she has been using MV Transportation's services since 2004. She said, since Mr. Griffin became the General Manager, there has been a positive change in service and staff attitude. She also thanked MV Transportation for allowing her to participate in Transportation Disadvantaged Legislative Day. She commended MV Transportation staff for the outstanding work they do. She also commended Ms. Millie Crawford for preparing grant applications for additional transportation funding.

V. FUTURE MEETING DATES

Chair Carter stated that the next meeting of the Alachua County Transportation Disadvantaged Coordinating Board will be held May 11, 2016 at 10:00 a.m.

ADJOURNMENT

The meeting adjourned at 11:00 a.m.

Chair

Date

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II.A

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May 3, 2016

TO: Alachua County Transportation Disadvantaged Coordinating Board

FROM: Lynn Godfrey, AICP, Senior Planner

SUBJECT: Regional Transit System Extended Bus Service

RECOMMENDATION

For information only. No action is required.

BACKGROUND

At the February 10, 2016 meeting, the Board was informed that the Regional Transit System Executive Director did not receive the Board's request to extend Regional Transit System bus service from Downtown Gainesville to the Grace Marketplace. Therefore, there was no action taken by the City of Gainesville.

The Board asked staff to send a follow up request to the City of Gainesville. Attached is the letter sent to the City of Gainesville at the Board's request.

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

Attachment

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March 23, 2016

The Honorable Ed Braddy, Mayor
City of Gainesville
P.O. Box 490, Station 19
Gainesville, FL 32627-0490

Dear Mayor Braddy:

The purpose of this letter is to follow up on a letter sent to you on December 7, 2015 regarding transportation needs of Helping Hands Clinic of Gainesville patients. The Alachua County Transportation Disadvantaged Coordinating Board was made aware of the transportation needs of patients receiving medical and psychiatric care at the Helping Hands Clinic of Gainesville located at the First United Methodist Church. The Helping Hands Clinic of Gainesville is a safety net medical clinic that has been providing both medical and psychiatric care to homeless individuals for over 25 years.

Psychiatric residents from the University of Florida and Shands Hospital provide psychiatric care at the clinic. These residents are only available to provide services at the clinic after 5:00 p.m. Therefore, the residents only have a brief time to see all of the patients before the last Regional Transit System bus returns to Grace Marketplace and Dignity Village where many mentally ill homeless persons reside. The Helping Hands Clinic staff estimate approximately ten patients are in need of transportation to and from the clinic.

We are requesting the City of Gainesville consider the following transportation options for helping patients travel to and from the clinic:

- Extend service on the Regional Transit System Route 25A or Route 26 until 8:00 p.m. on Mondays and Thursdays during the first and third weeks of the month; or
- Contract with MV Transportation to provide service from the Helping Hands Clinic to Grace Marketplace and Dignity Village from 6:00 p.m. to 8:00 p.m. on Mondays and Thursdays during the first and third weeks of the month.

Thank you for your consideration in this matter. If you have any questions or need any additional information, please do not hesitate to call Lynn Godfrey, AICP Senior Planner, at extension 110.

Sincerely,

Craig Carter, Chair
Alachua County
Transportation Disadvantaged Coordinating Board

xc: Jesus Gomez, Regional Transit System Director
Edward Griffin, MV Transportation General Manager
Dr. Maurice Levy, Alachua County Transportation Disadvantaged Coordinating Board Member

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III.A

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May 3, 2016

TO: Alachua County Transportation Disadvantaged Coordinating Board
FROM: Lynn Godfrey, AICP, Senior Planner
SUBJECT: 2016/17 Alachua County Transportation Disadvantaged Service Plan

STAFF RECOMMENDATION

Approve the 2016/17 Alachua County Transportation Disadvantaged Service Plan.

BACKGROUND

Chapter 427, Florida Statutes requires MV Transportation prepare a Transportation Disadvantaged Service Plan in cooperation with the Metropolitan Transportation Planning Organization for the local Coordinating Board's approval. This plan provides information needed by the local Coordinating Board to continually review and assess transportation disadvantaged needs for Alachua County. The Service Plan must be submitted to the Florida Commission for the Transportation Disadvantaged annually.

Attached is the draft 2016/17 Alachua County Transportation Disadvantaged Service Plan. If you have any questions concerning the Plan, please do not hesitate to contact me at extension 110.

Attachment

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Alachua County Transportation Disadvantaged Service Plan

July 1, 2016 - June 30, 2017

Alachua County Transportation Disadvantaged
Coordinating Board



Alachua County Transportation Disadvantaged Service Plan

Approved by the

Alachua County
Transportation Disadvantaged Coordinating Board

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

Craig Carter, Chair

with Assistance from

Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area
2009 NW 67th Place
Gainesville, FL 32653-1603
www.ncfrpc.org
352.955.2200

and

MV Transportation, Inc.
3713 SW 42nd Avenue
Gainesville, FL 32608
352.375.2784

June 11, 2016



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Chapter I: Development Plan

A. Introduction to The Service Area

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

1. Background of Florida's Transportation Disadvantaged Program

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

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

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

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

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

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

a. Florida Commission for the Transportation Disadvantaged

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

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

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

b. Designated Official Planning Agency

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

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

The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area is the Designated Official Planning Agency for Alachua County. According to Rule 41-2 of the Florida Administrative Code, responsibilities of the Designated Official Planning Agency include:

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

c. Local Coordinating Boards

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

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

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

- An elected official from Alachua County.
- A representative of the Florida Department of Transportation.
- A representative of the Florida Department of Children and Family Services.
- A representative of the Public Education Community.
- A representative of the Florida Department of Education.
- A person recommended by the local Veterans Service Office representing veterans of the county.

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

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

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

d. Community Transportation Coordinator

The Community Transportation Coordinator is responsible for ensuring that coordinated transportation services are provided to serve the transportation disadvantaged. MV Transportation, Inc. is the designated Community Transportation Coordinator for Alachua County.

MV Transportation, Inc. may provide all or a portion of transportation service in a designated service area. MV Transportation, Inc. may subcontract or broker services if it is cost effective and efficient. The following are some responsibilities of MV Transportation, Inc.:

- In cooperation with the planning agency, develop and implement a Transportation Disadvantaged Service Plan.
- Execute contracts for service with transportation operators.
- Review all applications for federal, state and local funding (in conjunction with the local coordinating board).
- Prepare an annual operating report.

2. Designation Date/History

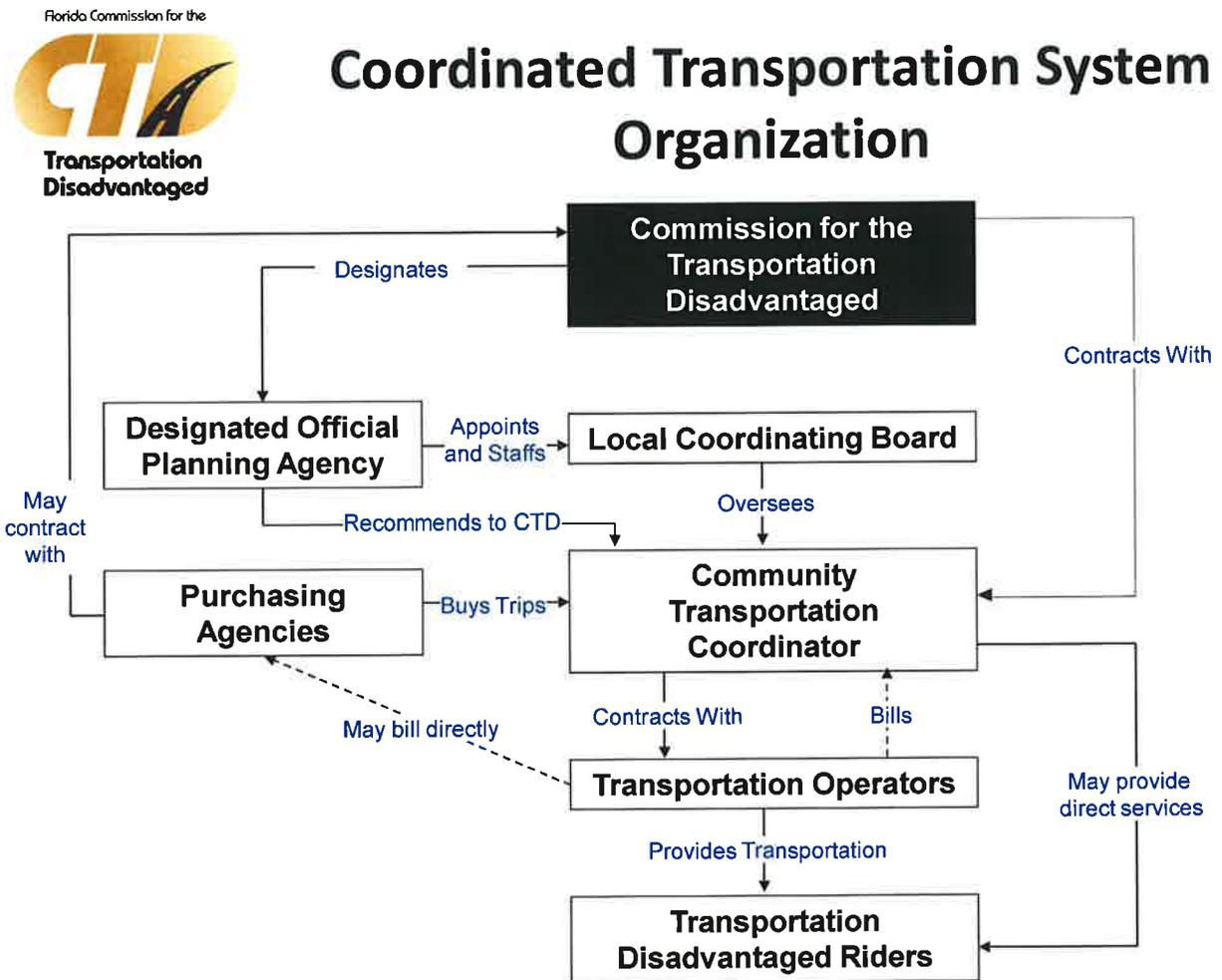
MV Transportation, Inc. was designated the Community Transportation Coordinator for Alachua County by the Florida Commission for the Transportation Disadvantaged July 1, 2013. MV Transportation was selected the Community Transportation Coordinator for Alachua County through a competitive selection process.

MV Transportation is a private for-profit entity. MV Transportation centrally coordinates rides and provides direct transportation service.

The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area was designated the official planning agency for Alachua County in April 1990. The Council was selected through a non-competitive selection process.

3. Organization Chart

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



4. Consistency Review of Other Plans

a. Local Government Comprehensive Plans

The local comprehensive planning process involves essentially four basic steps:

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

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

b. Regional Policy Plans

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

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

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

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

c. Transit Development Plans

The Regional Transit System Transit Development Plan discusses the existing transit system, coordination with related plans and policies, transit service needs and a proposed transit service plan. The Transportation Disadvantaged Service Plan is consistent, to the maximum extent feasible, with the Regional Transit System Transit Development Plan.

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

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

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

e. **Metropolitan Planning Organization Long-Range
Transportation Plan**

The Year 2040 Long Range Transportation Plan includes two main elements: an adopted Needs Plan and an adopted Cost Feasible Plan. The Year 2040 Needs Plan charts a strategic direction for how the region will achieve important mobility and accessibility goals over the next 25 years. The Year 2040 Cost Feasible Plan identifies priority transportation projects and their associated costs. The costs can be funded using projected revenues from a variety of federal, state and local sources over the planning horizon.

The Transportation Disadvantaged Service Plan is consistent, to the maximum extent feasible, with the Year 2040 Long Range Transportation Plan for the Gainesville Urbanized Area.

f. **Transportation Improvement Program**

The purpose of the Transportation Improvement Program is to identify all transportation projects within the Gainesville Metropolitan Area to be funded by Alachua County, the City of Gainesville, the Florida Department of Transportation, the University of Florida, the Federal Highway Administration (Title 23 United States Code) and the Federal Transit Administration (Federal Transit Act). The Transportation Improvement Program identifies all regionally significant transportation projects for which Federal Highway Administration or Federal Transit Administration approval is required whether or not the projects are to be funded with Title 23 United States Code or Federal Transit Act funds.

The Transportation Disadvantaged Service Plan is consistent, to the maximum extent feasible with the Transportation Improvement Program.

5. Public Participation

The Alachua County Transportation Disadvantaged Board includes representatives of public, private and non-profit transportation and human services providers as well as the public to participate in the development and update of the Alachua County Transportation Disadvantaged Service Plan. The Transportation Disadvantaged Service Plan is developed through input of the Alachua County Transportation Disadvantaged Board whose membership includes citizens and human service providers.

6. Alachua County Transportation Disadvantaged Coordinating Board Membership Certification

ALACHUA COUNTY TRANSPORTATION DISADVANTAGED COORDINATING BOARD MEMBERSHIP CERTIFICATION

Name: Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area
 Address: 2009 N.W. 67th Place
Gainesville, Florida 32653-1603

The Designated Official Planning Agency named above hereby certifies to the following:

1. The membership of the Local Coordinating Board, established pursuant to Rule 41-2.012(3), Florida Administrative Code, does in fact represent the appropriate parties as identified in the following list; and
2. The membership represents, to the maximum extent feasible, a cross section of the local community.

Signature: _____ Date: _____
 Robert Hutchinson, Chair

| REPRESENTATION | MEMBER | ALTERNATE | TERM ENDING |
|---|--------------------|-------------------|-------------|
| Local Elected Official/Chair | Craig Carter | | No Term |
| Elderly | Maurice Levy | Vacant | 6/30/2017 |
| Disabled | Christine Louton | Sharon Curtis | 6/30/2018 |
| Citizen Advocate | James East | Vacant | 6/30/2018 |
| Citizen Advocate/User | Earther Wright | Vacant | 6/30/2018 |
| Children at Risk | Elliene Chisholm | Vacant | 6/30/2019 |
| Florida Association for Community Action | Monique Harrison | Charles J. Harris | 6/30/2017 |
| Public Education | Harrell Harrison | Vacant | No Term |
| Florida Department of Transportation | Janell Damato | Sandra Collins | No Term |
| Florida Department of Children and Families | John Wisker | Louella Teague | No Term |
| Florida Department of Elder Affairs | Jeff Lee | Vacant | No Term |
| Florida Department of Education | Jeffrey Aboumrad | Vacant | No Term |
| Florida Agency for Health Care Administration | Dewece Ogden | Pamela Hagley | No Term |
| Regional Workforce Development Board | Linda Tatum | Vacant | No Term |
| Veteran Services | Albert Linden, Jr. | Vacant | 6/30/2017 |
| Local Mass Transit | Jesus Gomez | Mildred Crawford | No Term |
| Transportation Industry | Lisa Hogan | Vacant | 6/30/2019 |
| Local Medical Community | Vacant | Vacant | 6/30/2019 |

7. Alachua County Transportation Disadvantaged Coordinating Board Membership

ALACHUA COUNTY TRANSPORTATION DISADVANTAGED COORDINATING BOARD

| MEMBER/REPRESENTING | ALTERNATE/REPRESENTING |
|--|---|
| Commissioner Craig Carter Local Elected Official/ Chair Grievance Committee Member | |
| Janell Damato Florida Department of Transportation | Sandra Collins Florida Department of Transportation |
| John Wisker Florida Department of Children and Families | Louella Teague Florida Department of Children and Families |
| Vacant Florida Department of Education | Jeffrey Aboumrad Florida Department of Education |
| Jeff Lee - Vice- Chair Florida Department of Elder Affairs Grievance Committee Member | Vacant Florida Department of Elder Affairs |
| Deweese Ogden Florida Agency for Health Care Administration | Pamela Hagley Florida Agency for Health Care Administration |
| Linda Tatum Regional Workforce Board | Vacant Regional Workforce Board |
| Monique Harrison Florida Association for Community Action (Term ending June 30, 2017) | Charles J. Hamis Florida Association for Community Action (Term ending June 30, 2017) |
| James H. Speer, Jr. Public Education | David Dees Public Education |
| Albert H. Linden, Jr. Veterans (Term ending June 30, 2017) | Vacant Veterans (Term ending June 30, 2017) |
| James East Citizen Advocate Grievance Committee Member (Term ending June 30, 2018) | Paul Selvy Citizen Advocate (Term ending June 30, 2018) |
| Earther Wright Citizen Advocate - User Grievance Committee Member (Term ending June 30, 2018) | Vacant Citizen Advocate - User (Term ending June 30, 2018) |
| Christine Eason Louton Persons with Disabilities Grievance Committee Member (Term ending June 30, 2018) | Sharon Curtis Persons with Disabilities (Term ending June 30, 2018) |
| Dr. Maurice Levy Elderly (Term ending June 30, 2017) | Vacant Elderly (Term ending June 30, 2017) |
| Vacant Medical Community (Term ending June 30, 2016) | Vacant Medical Community (Term ending June 30, 2016) |
| Elliene Chisholm Children at Risk (Term ending June 30, 2016) | Vacant Children at Risk (Term ending June 30, 2016) |
| Jesus Gomez Mass Transit | Mildred Crawford Mass Transit |
| Lisa Hogan Private Transportation Industry (Term ending June 30, 2016) | Vacant Private Transportation Industry (Term ending June 30, 2016) |

Note: Unless specified, members and alternates serve at the pleasure of the Metropolitan Transportation Planning Organization.

B. Service Area Profile and Demographics

1. Alachua County Service Area Description

Alachua County is located in North Central Florida, 85 miles south of the Georgia state line, 50 miles from the Gulf of Mexico, and 67 miles from the Atlantic Ocean. Alachua County encompasses 977 square miles which includes approximately 874 square miles of land area. Alachua County has 9 municipalities within its borders, including: Archer, Alachua, Gainesville (county seat), Hawthorne, High Springs, LaCrosse, Micanopy, Newberry, and Waldo.

According to the Evaluation and Appraisal Report on the Alachua County Comprehensive Plan 2001-2020, there is a large amount of publicly owned land in Alachua County because of the presence of the University of Florida and other healthcare and government institutions. Seven of the top ten employers in the County are public institutions, including the top three: University of Florida, Shands Hospital, and the Veterans Affairs Medical Center (Alachua County Property Appraiser, 2008). Alachua County serves as the primary regional employment center, accounting for approximately 65% of all employment in the eleven county North Central Florida Region (State of Florida Agency for Workforce Innovation, Labor Market Statistics, "Quarterly Census of Employment and Wages", Sept. 2008).

2. Demographics

a. Land Use

The 2011-2030 Future Land Use Element of the Alachua County Comprehensive Plan establishes policies and standards for the proper distribution and development of varying land uses in the county. Transportation is essential to the development of these land uses as it provides a means of interaction among these areas. The 2011-2030 Future Land Use Element of the Alachua County Comprehensive Plan encourages the orderly, harmonious, and judicious use of land, consistent with the following guiding principles:

Principle 1 - promote sustainable land development that provides for a balance of economic opportunity, social equity including environmental justice, and protection of the natural environment.

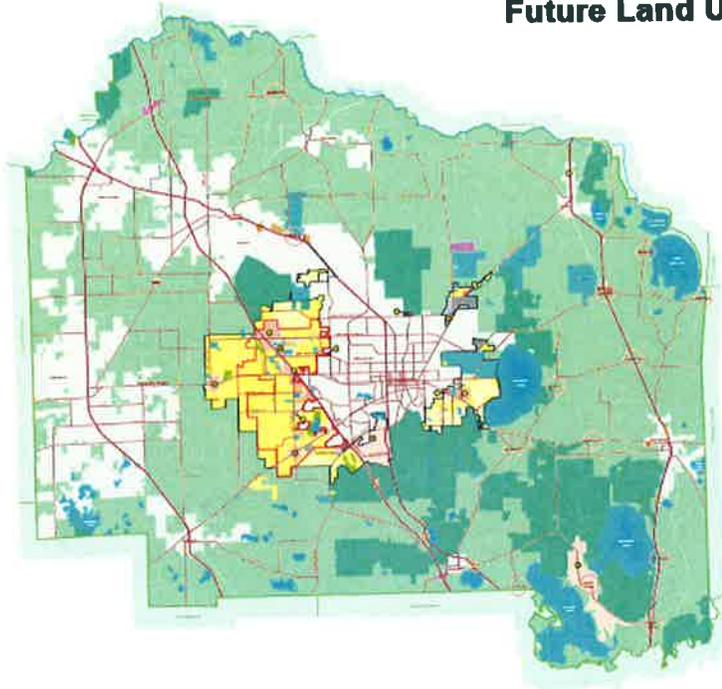
Principle 2 - Base new development upon the provision of necessary services and infrastructure. Focus urban development in a clearly defined area and strengthen the separation of rural and urban uses.

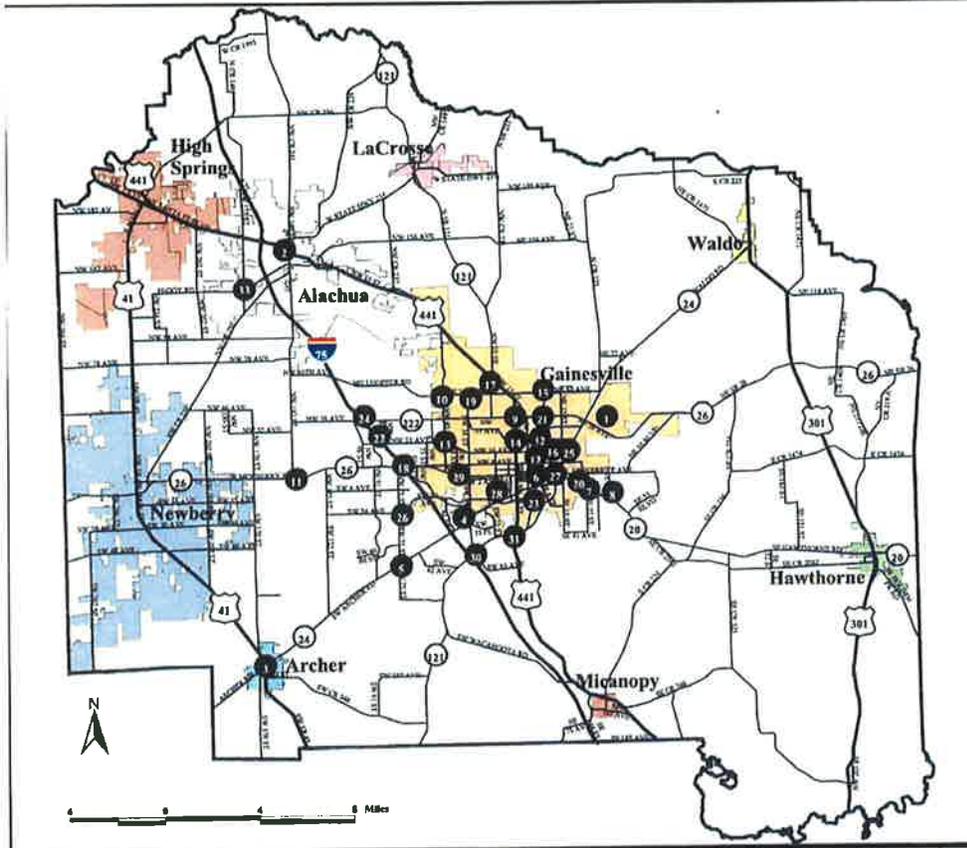
Principle 3 - Recognize residential neighborhoods as a collective asset for all residents of the County.

Principle 4 - Create and promote cohesive communities that provide for a full range and mix of land uses.

FUTURE LAND USE MAP 2030 - ALACHUA COUNTY, FLORIDA

Future Land Use - Unincorporated Area



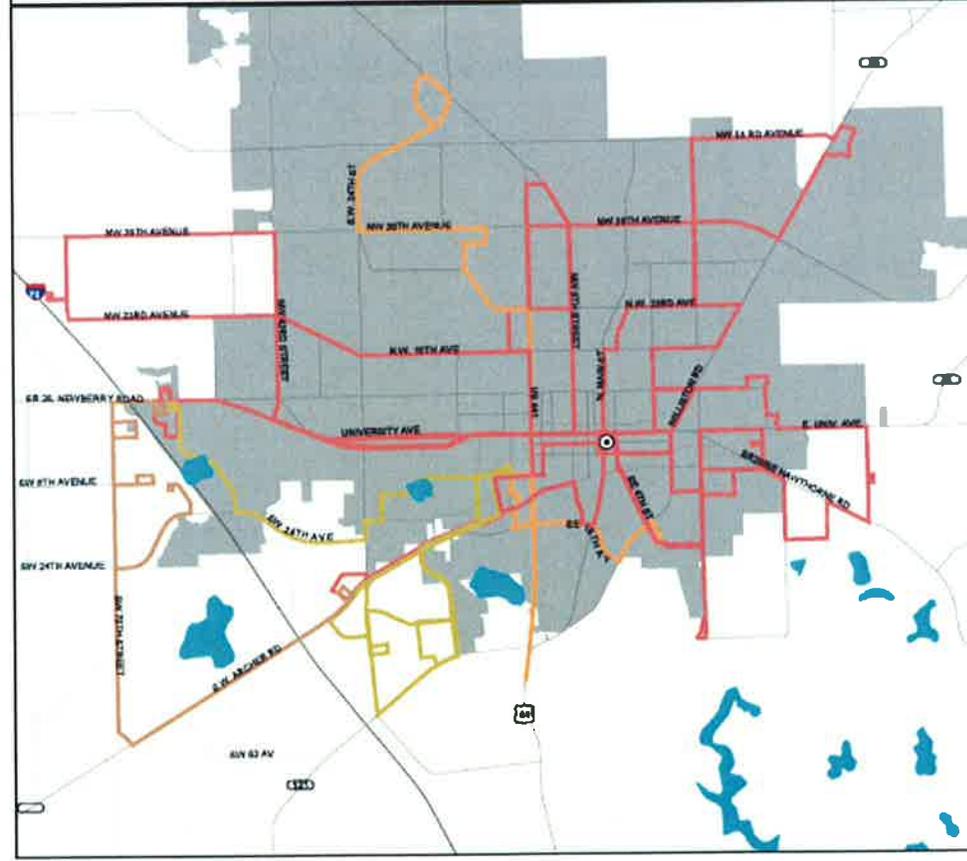


**Transportation Mobility
 Element 2000-2020**
**Existing & Projected
 Major Trip Generators
 and Attractors**

- Legend**
- Major Trip Generators & Attractors
- 1 Airport
 - 2 Alachua Park-n-ride
 - 3 Archer Park-n-ride
 - 4 Archer Rd / 34th Street Activity Center
 - 5 Archer Rd / Tower Rd Activity Center
 - 6 Downtown Gainesville
 - 7 Everglades Activity Center
 - 8 East Side Activity Center
 - 9 Exchange Center/NW 13 50th NW 39th Av
 - 10 Hunter's Crossing Shopping Center
 - 11 Jonesville Activity Center
 - 12 Main St Shopping Center
 - 13 Millhopper Activity Center
 - 14 NW 13th St Activity Center
 - 15 North Main Activity Center
 - 16 Northgate Shopping Center
 - 17 Northwood Village Activity Center
 - 18 Oka Mall Activity Center
 - 19 Ridgeway Village Activity Center
 - 20 SE Hawthorne Rd @ SW 27th St
 - 21 SR 222/19th Av @ N Main St
 - 22 Santa Fe C.C. Activity Center
 - 23 South Main St @ SW 16th Av
 - 24 Springhill Activity Center
 - 25 Tequesta (Sandland Center)
 - 26 Tower Rd/SW 24th Ave Activity Center
 - 27 University Av @ Waldo Rd
 - 28 University of Florida/Shands/VA Hospital
 - 29 Westgate Regency Shopping Center
 - 30 Williams I-75 Activity Center
 - 31 SW Williston Rd / SW 13th St Activity Center
 - 32 Winn Dierke/De Loos Shopping Center
 - 33 Alachua West / Duller General

NOTES:
 Source: City of Gainesville Tech Transportation Element, 01/25/2001, Figure 11, MTPO for GUA Year 2020 Livable Community Reinvestment Cost Feasible Plan, 12/14/2000; Alachua County Future Land Use Element Activity Centers
 DATE PREPARED: 02-20-2002, revised 02-26-2002

PREPARED AT:
 Alachua County
 Public Works Department
 PO Box 1188, Gainesville, FL 32602-1188
 (352) 374-5245



**ALACHUA COUNTY/
 CITY OF GAINESVILLE
 RTS ROUTES**

- Legend**
- ⊙ RTS Downtown Bus Plaza
- RTS Routes, classed by Hubs**
- Orange line: Oak's Mall
 - Red line: Shands
 - Yellow line: Downtown Plaza
 - Green line: Reitz Union
- Red shield: Interstate
 - White shield: US Route
 - Black outline: County or State Road
 - Blue area: Open Water
 - Grey area: City of Gainesville

NOTES:
 All route information provided by Gainesville RTS and does not include certain only routes, weekend routes, or "Laker Diner" routes.
 Date of Production: 5-17-2002

PREPARED AT:
 Alachua County
 Department of Transit Management
 15 5th Street
 Gainesville, FL 32601
 (352) 374-6248
 http://gtrm-management.alachua.fl.gov/index.php

b. Population/Composition

The Bureau of Economic and Business Research estimates Alachua County's total population in 2015 as 250,730. Table 1 shows the population of the cities and towns in Alachua County.

TABLE 1
POPULATION COUNTS AND ESTIMATES
ALACHUA COUNTY

| AREA | POPULATION COUNT 2010 | POPULATION ESTIMATE 2015 |
|----------------------|-----------------------|-----------------------------|
| Alachua County | 247,336 | 254,893 |
| City of Alachua | 9,059 | 9,788 |
| City of Archer | 1,118 | 1,140 |
| City of Gainesville | 124,476 | 127,955 |
| City of Hawthorne | 1,417 | 1,370 |
| City of High Springs | 5,350 | 5,742 |
| Town of LaCrosse | 360 | 373 |
| Town of Micanopy | 600 | 593 |
| City of Newberry | 4,950 | 5,360 |
| City of Waldo | 1,015 | 951 |
| Unincorporated Area | 98,991 | 101,621 |

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

TABLE 2
POPULATION DISTRIBUTION IN CENSUS
DIVISIONS, CITIES AND TOWNS
ALACHUA COUNTY

| U.S. CENSUS POPULATION | PERSONS 65 YEARS AND OVER, PERCENT | PERSONS PER SQUARE MILE |
|------------------------|---------------------------------------|-------------------------|
| 247,335 | 12.5% | 282.7 |

Source: US Bureau of the Census, State & County QuickFacts

According to the Bureau of Economic and Business Research, 1,290 individuals are inmates and patients residing in federal and state government-operated institutions. They are considered nonresidents of the local area for revenue-sharing purposes. Institutionalized individuals are counted as part of the general population, so they are reflected in statistics on age. However, they are not included in the statistics for income or poverty levels for households.

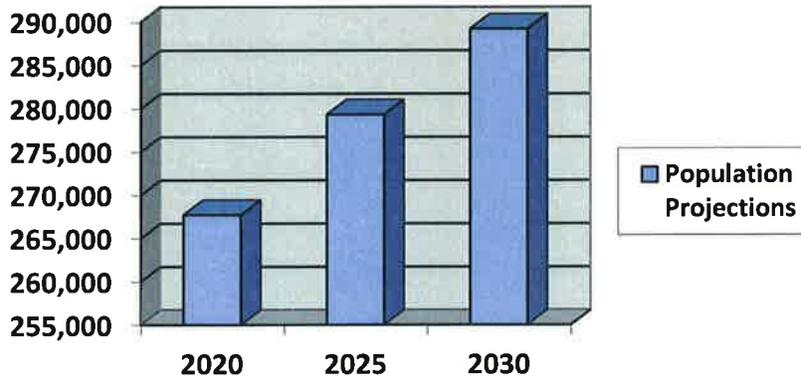
c. Population Densities

With approximately 875 square miles of land area, the County population density in 2010 was approximately 282.7 persons per square mile.

d. Population Projections

According to the Bureau of Economic and Business Research, Alachua County will have a total population of 267,700 by the Year 2020. Illustration I shows population projections for 2020, 2025 and 2030.

ILLUSTRATION I



e. Population Age Distribution

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

TABLE 3

**POPULATION ESTIMATES BY AGE GROUP
ALACHUA COUNTY**

| AGE GROUP | 2014 POPULATION ESTIMATES |
|-----------|---------------------------|
| 0-4 | 12,952 |
| 5-17 | 32,186 |
| 18-24 | 54,587 |
| 25-54 | 90,759 |
| 55-64 | 28,480 |
| 65-79 | 23,533 |
| 80 + | 8,233 |

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

f. Disability and Self Care Limitations

According to the 2010-2014 American Community Survey 5-Year Estimates, Alachua County had a disabled population of 25,740. The population under 18 years of age with a disability was 1,457. The population 18 to 64 years of age with a disability was 14,092. The population 65 years and over with a disability was 10,191.

g. Employment

Bureau of Economic and Business Research reports that Alachua County's monthly labor force (individuals who are able to work but may not be employed) in 2015 was 129,096 with 123,886 people employed and 5,210 unemployed. The monthly unemployment rate for Alachua County in 2015 was 4 percent.

h. Income

According to the 2010 Bureau of the Census, Alachua County's median household income in 2014 was \$42,045. Table 4 characterizes the levels of household income in Alachua County. Table 5 shows income levels that are currently used to define the federal poverty level.

TABLE 4

**HOUSEHOLD INCOME
ALACHUA COUNTY**

| PER CAPITAL MONEY INCOME | MEDIAN HOUSEHOLD INCOME | PERSONS BELOW POVERTY LEVEL PERCENT |
|---------------------------------|--------------------------------|--|
| \$25,020 | \$42,149 | 21.6% |

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

TABLE 5

**2016 POVERTY GUIDELINES FOR THE 48 CONTIGUOUS STATES
AND THE DISTRICT OF COLUMBIA**

| PERSONS IN FAMILY/HOUSEHOLD | POVERTY GUIDELINE |
|------------------------------------|--------------------------|
| 1 | \$11,880 |
| 2 | \$16,020 |
| 3 | \$20,160 |
| 4 | \$24,300 |
| 5 | \$28,440 |
| 6 | \$32,580 |
| 7 | \$36,730 |
| 8 | \$40,890 |

* For families/households with more than 8 persons, add \$4,160 for each additional person.

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

The Bureau of Economic and Business Research reported 835 family public assistance cases in 2014. The total number of Medicaid recipients in 2013 was 39,832. Table 7 shows individuals who received Supplemental Security Income.

TABLE 7

**PUBLIC ASSISTANCE: AVERAGE MONTHLY
CASES BY TYPE OF ASSISTANCE
ALACHUA COUNTY, 2013**

| TYPE OF ASSISTANCE | AVERAGE MONTHLY CASES |
|-------------------------------|-----------------------|
| Aged Assistance | 489 |
| Aid to the Blind and Disabled | 5,870 |

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

i. **Housing**

The 2010 Bureau of the Census reported the total number of households in Alachua County was 96,137 and that the average household size was 2.45.

Table 8 presents data on housing units. The Gainesville census division contains approximately 73 percent of the County's housing units.

TABLE 8

**DISTRIBUTION OF HOUSING UNITS
ALACHUA COUNTY, 2010-2014**

| HOUSING UNITS | HOME OWNERSHIP RATE | MEDIAN VALUE OF OWNER-OCCUPIED HOUSING UNITS | HOUSEHOLDS |
|---------------|------------------------|--|------------|
| 114,060 | 53.5% | \$164,600 | 96,137 |

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

j. **Health**

The Bureau of Economic and Business Research reports there are 1,806 physicians of medicine and 5,354 registered, practical and advanced nurses.

k. **Transportation**

According to the 2010-2014 American Community Survey 5-Year Estimates, 8,200 occupied housing units in Alachua County had no vehicle available.

l. **Major Trip Generators/Attractors**

The Alachua County Comprehensive Plan designates twenty-eight areas as either major trip generators or attractors. Nineteen of these areas have been designated by the City of Gainesville as activity centers, five by the City as industrial concentrations and four have been identified by Alachua County as urban activity centers.

C. Service Analysis

1. General and Critical Need Transportation Disadvantaged Populations

The National Center for Transit Research Center for Urban Transportation Research developed a methodology for estimating the general and critical need Transportation Disadvantaged population based on the most current U.S. Census Bureau demographic and socio-economic data available. The general Transportation Disadvantaged population includes the estimates of all disabled, elderly, low income persons and children who are 'high-risk' or "at-risk."

The critical need Transportation Disadvantaged population includes individuals who, due to sever physical limitations or low incomes, are unable to transport themselves or purchase transportation and are dependent upon others to obtain access to health care, employment, education, shopping, social activities, or other life sustaining activities.

The following table shows general and critical need Transportation Disadvantaged population estimates for Alachua County.

CALCULATION OF GENERAL TRANSPORTATION DISADVANTAGED POPULATION

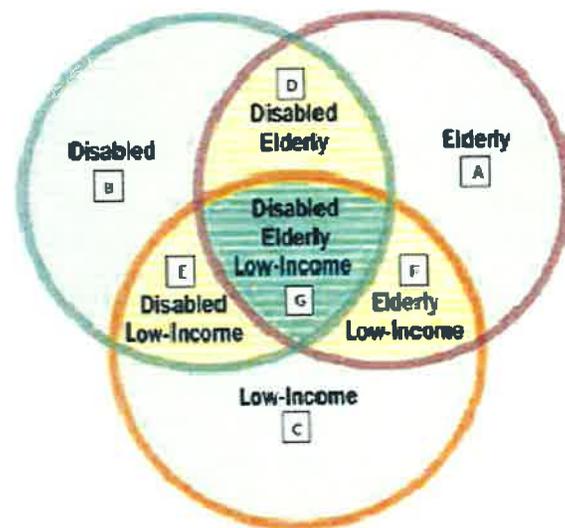
Alachua County

Census Data from 2014

| County Pop. By Age | Total Pop by Age | % of Total Pop (136,400) | Population Below Poverty Level by Age | % of Total Pop Below Poverty Level by Age | Total Population with a Disability by Age | % of Total Pop with a Disability by Age | Total Pop with Disability and Below Poverty Level by Age | % Total Pop with a Disability and Below Poverty Level by Age |
|--------------------------|------------------|--------------------------|---------------------------------------|---|---|---|--|--|
| < 5 Years of Age | 13,681 | 5.8% | 3,647 | 1.5% | 66 | 0.3% | 0 | 0.00% |
| 5-17 | 30,462 | 12.8% | 7,214 | 3.0% | 1,470 | 0.6% | 421 | 0.18% |
| 18-34 | 83,700 | 35.3% | 36,651 | 15.4% | 2,329 | 1.0% | 1,124 | 0.47% |
| 35-64 | 81,522 | 34.4% | 11,040 | 4.7% | 11,435 | 4.8% | 3,782 | 1.59% |
| Total Non Elderly | 209,365 | 88.2% | 58,552 | 24.7% | 15,300 | 6.4% | 5,327 | 2.24% |
| 65-74 | 16,136 | 6.8% | 1,322 | 0.6% | 4,091 | 1.7% | 743 | 0.31% |
| 75+ | 11,822 | 5.0% | 1,324 | 0.6% | 5,930 | 2.5% | 819 | 0.35% |
| Total Elderly | 27,958 | 11.8% | 2,646 | 1.1% | 10,021 | 4.2% | 1,562 | 0.66% |
| Total | 237,323 | 100% | 61,198 | 25.8% | 25,321 | 10.7% | 6,889 | 2.90% |

| Double Counts Calculations | | |
|---|---|---------------|
| E - Estimate non-elderly/disabled/ low income | From Base Data (I11) | 5,327 |
| B - Estimate non-elderly/ disabled/not low income | Subtract I11 from G11 | 9,973 |
| G - Estimate elderly/disabled/low income | From Base Data (I14) | 1,562 |
| D - Estimate elderly/ disabled/not low income | Subtract I14 from G14 | 8,459 |
| F - Estimate elderly/non-disabled/low income | Subtract I14 from E14 | 1,084 |
| A - Estimate elderly/non-disabled/not low income | Subtract sum of J17, J18 and J19 from C14 | 16,853 |
| C - Estimate low income/not elderly/not disabled | Subtract I11 from E11 | 53,225 |
| Total - Non-Duplicated | | 96,483 |

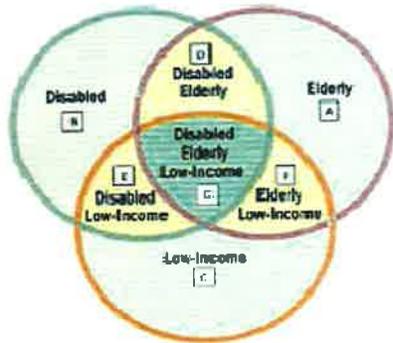
| General TD Population | % of Total | |
|---|---------------|-------|
| Non-Duplicated General TD Population Estimate | 96,483 | 40.7% |



FORECAST OF GENERAL AND CRITICAL NEED TRANSPORTATION DISADVANTAGED POPULATIONS

Alachua County

| General TD Population Forecast | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 |
|---|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| Overlapping Circle Component | | | | | | | | | | | |
| E - Estimate non-elderly/disabled/ low income | 5,327 | 5,381 | 5,435 | 5,489 | 5,544 | 5,600 | 5,656 | 5,713 | 5,771 | 5,829 | 5,887 |
| B - Estimate non-elderly/ disabled/not low income | 9,973 | 10,073 | 10,174 | 10,277 | 10,380 | 10,484 | 10,590 | 10,696 | 10,804 | 10,912 | 11,022 |
| G - Estimate elderly/disabled/low income | 1,562 | 1,578 | 1,594 | 1,610 | 1,626 | 1,642 | 1,659 | 1,675 | 1,692 | 1,709 | 1,726 |
| D - Estimate elderly/ disabled/not low income | 8,459 | 8,544 | 8,630 | 8,717 | 8,804 | 8,893 | 8,982 | 9,072 | 9,163 | 9,256 | 9,349 |
| F - Estimate elderly/non-disabled/low income | 1,064 | 1,095 | 1,106 | 1,117 | 1,128 | 1,140 | 1,151 | 1,163 | 1,174 | 1,186 | 1,198 |
| A - Estimate elderly/non-disabled/not low income | 15,853 | 17,022 | 17,193 | 17,366 | 17,541 | 17,717 | 17,895 | 18,075 | 18,256 | 18,440 | 18,625 |
| C - Estimate low income/not elderly/not disabled | 53,225 | 53,760 | 54,300 | 54,846 | 55,397 | 55,954 | 56,515 | 57,084 | 57,657 | 58,237 | 58,822 |
| TOTAL GENERAL TD POPULATION | 96,483 | 97,453 | 98,432 | 99,421 | 100,420 | 101,429 | 102,448 | 103,478 | 104,518 | 105,568 | 106,629 |
| TOTAL POPULATION | 237,323 | 239,708 | 242,117 | 244,530 | 247,007 | 249,489 | 251,996 | 254,529 | 257,086 | 259,670 | 262,279 |



Alachua County

| Critical Need TD Population Forecast | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 |
|--|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| Total Critical TD Population | | | | | | | | | | | |
| <i>Disabled</i> | 5,664 | 5,721 | 5,778 | 5,836 | 5,895 | 5,954 | 6,014 | 6,074 | 6,135 | 6,197 | 6,259 |
| <i>Low Income Not Disabled No Auto/Transit</i> | 7,386 | 7,460 | 7,535 | 7,611 | 7,687 | 7,765 | 7,843 | 7,922 | 8,001 | 8,082 | 8,163 |
| Total Critical Need TD Population | 13,050 | 13,181 | 13,313 | 13,447 | 13,582 | 13,719 | 13,857 | 13,996 | 14,136 | 14,279 | 14,422 |
| Daily Trips - Critical Need TD Population | | | | | | | | | | | |
| <i>Severely Disabled</i> | 278 | 280 | 283 | 286 | 289 | 292 | 295 | 298 | 301 | 304 | 307 |
| <i>Low Income - Not Disabled - No Access</i> | 14,026 | 14,167 | 14,309 | 14,453 | 14,598 | 14,745 | 14,893 | 15,043 | 15,194 | 15,347 | 15,501 |
| Total Daily Trips Critical Need TD Population | 14,304 | 14,545 | 14,791 | 15,041 | 15,295 | 15,566 | 15,842 | 16,122 | 16,407 | 16,698 | 16,900 |
| Annual Trips | 5,220,808 | 5,309,039 | 5,398,762 | 5,490,001 | 5,582,782 | 5,681,597 | 5,782,162 | 5,884,506 | 5,988,662 | 6,094,661 | 6,190,347 |

2. Paratransit Service Demand Estimation

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

CALCULATION OF CRITICAL NEED TRANSPORTATION DISADVANTAGED POPULATION

| Alachua County | | | | |
|--------------------------|---|-----------------------------------|--|--|
| County Pop. By Age | Total Population with a Disability by Age | % with a Severe Disability by Age | Total Population with a Severe Disability by Age | % of Total Pop with Severe Disability by Age |
| < 5 Years of Age | 66 | 4.20% | 3 | 0 |
| 5-17 | 1,470 | 4.20% | 62 | 0.20% |
| 18-34 | 2,329 | 6.30% | 147 | 0.18% |
| 35-64 | 11,435 | 13.84% | 1,583 | 1.94% |
| Total Non Elderly | 15,300 | | 1,794 | 0.86% |
| 65-74 | 4,091 | 27.12% | 1,109 | 6.88% |
| 75+ | 5,930 | 46.55% | 2,760 | 23.35% |
| Total Elderly | 10,021 | | 3,870 | 13.84% |
| Total | 25,321 | | 5,664 | 2.39% |

Census Data from: 2014

| % of Severe Disability Below Poverty Level | Total Severe Disability Below Poverty Level |
|--|---|
| 28.60% | 513 |
| 11.70% | 453 |
| 40.30% | 966 |

| Critical Need - Severely Disabled TD Population | | | |
|---|----------------|------------|--------------|
| | Not Low Income | Low Income | Totals |
| Non-Elderly | 1,281 | 513 | 1,794 |
| Elderly | 3,417 | 453 | 3,870 |
| TOTAL | 4,698 | 966 | 5,664 |

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

| Calculation of Daily Trips FOR THE CRITICAL NEED TD POPULATION | | | |
|--|--------|--------------------------------|----------------------|
| Low Income & Not Disabled = C + F | | | |
| <i>Assume</i> 27.2% | 54,309 | | |
| xx % without auto access | 14,772 | | |
| 50.0% | 7,386 | | |
| Total Actual Critical TD Population | | Daily Trip Rates Per Person | Total Daily Trips |
| Severely Disabled | 5,664 | 0.049 | 278 |
| Low Income ND | ### | 1.899 | 14,026 |
| Totals | | | 14,304 |

3. Barriers to Coordination

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

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

4. Needs Assessment

United States Code Section 5310 Program

| PROJECT | PROJECT YEAR | AREAS AFFECTED BY PROJECT | ESTIMATED COST | FUNDING SOURCE |
|---|--------------|---------------------------------------|-----------------------------------|--|
| Purchase one replacement paratransit vehicle and one mobile data terminal. Replace 15 securement systems on fixed route vehicles. | 2016/17 | City of Gainesville Alachua County | \$120,400 \$15,050 \$15,050 | Section 5310 Florida Department of Transportation City of Gainesville |
| Provide demand response trips for elderly and disabled residing in the Gainesville urban area. | 2016/17 | City of Gainesville Alachua County | \$25,000 \$25,000 | U.S.C. Section 5310 City of Gainesville |
| Purchase three replacement vehicles and one expansion vehicle. | 2016/17 | City of Gainesville Alachua County | \$194,623 \$24,328 \$24,328 | U.S.C. Section 5310 Florida Department of Transportation ARC of Alachua County |

United States Code Section 5311 Program

| PROJECT | PROJECT YEAR | AREAS AFFECTED BY PROJECT | ESTIMATED COST | FUNDING SOURCE |
|--|---------------------|---------------------------------------|------------------------------------|--|
| Purchase demand response trips and fund one bus on the Route 23 between Santa Fe College and the Oaks Mall | 2016/17 | City of Gainesville Alachua County | \$365,000 \$329,300 \$35,700 | U.S.C. Section 5311 City of Gainesville Program Income |

United States Code Section 5339 Program

| PROJECT | PROJECT YEAR | AREAS AFFECTED BY PROJECT | ESTIMATED COST | FUNDING SOURCE |
|--|---------------------|---------------------------------------|-----------------------|-----------------------|
| Purchase four replacement paratransit vehicles and four mobile data terminals. | 2016/17 | City of Gainesville Alachua County | \$293,832 | U.S.C. Section 5339 |

Rural Area Capital Equipment Support Grant

| PROJECT | PROJECT YEAR | AREAS AFFECTED BY PROJECT | ESTIMATED COST | FUNDING SOURCE |
|--|---------------------|----------------------------------|-----------------------|---|
| Purchase two 23' Cutaway replacement vehicles. | 2014/15 | Alachua County | \$120,785 \$13,421 | Rural Area Capital Equipment Support Grant MV Transportation |

Transportation Disadvantaged Trust Fund Grant

| PROJECT | PROJECT YEAR | AREAS AFFECTED BY PROJECT | ESTIMATED COST | FUNDING SOURCE |
|--|---------------------|----------------------------------|-----------------------|--|
| Provide trips to transportation disadvantaged individuals. | 2016/17 | Alachua County | \$742,339 \$82,482 | Transportation Disadvantaged Trust Fund Grant MV Transportation |

5. Goals, Objectives and Strategies

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

- Strategy:** Using information concerning unmet needs, the Community Transportation Coordinator shall determine the level of demand and cost of providing additional service.
- GOAL V:** **Ensure demand responsive transportation services offered to individuals with disabilities is equivalent to the level and quality of transportation services offered to individuals without disabilities.**
- OBJECTIVE:** The Community Transportation Coordinator shall comply with the requirements of the *Americans with Disabilities Act (ADA)* regarding the access to and provision of transportation services.
- Strategy a:** The Community Transportation Coordinator shall eliminate physical barriers preventing the use of transportation services by persons who are elderly and/or disabled.
- Strategy b):** The Community Transportation Coordinator shall train its staff members regarding the utilization of special equipment for persons with disabilities as well as the abilities of persons with disabilities.
- GOAL VI:** **Annually evaluate the Community Transportation Coordinator's performance based on specific criteria.**
- OBJECTIVE:** The local Coordinating Board shall annually evaluate the Community Transportation Coordinator's performance in general and relative to Commission standards as referenced in *Rule 41-2.006 of the Florida Administrative Code*.
- GOAL VII:** **Utilize the Transportation Disadvantaged Trust Fund allocation in the most cost efficient manner.**
- OBJECTIVE:** The Community Transportation Coordinator shall adhere to a strict budget of Transportation Disadvantaged Trust Funds to ensure that these funds are spent in the most efficient manner.
- Strategy a:** The Community Transportation Coordinator and Local Coordinating Board shall determine the most efficient manner to expend the Transportation Disadvantaged Trust Funds.
- Strategy b:** The Community Transportation Coordinator shall inform the Local Coordinating Board of any difficulties experienced concerning the under expenditure or over expenditure of the Transportation Disadvantaged Trust Funds.
- GOAL VIII:** **Comply with all reporting requirements of the Florida Commission for the Transportation Disadvantaged and the Local Coordinating Board.**
- OBJECTIVE:** The Community Transportation Coordinator shall complete all reports which require Local Coordinating Board review and/or approval.
- Strategy:** The Community Transportation Coordinator shall complete and submit all final reports to the planning agency staff a minimum of two weeks prior to the meeting date to be reviewed and included in the Local Coordinating Board's meeting packet.

GOAL IX: Improve the quality of service.

OBJECTIVE: The local Coordinating Board shall monitor the quality of service provided by the Community Transportation Coordinator.

Strategy: The Community Transportation Coordinator shall report complaints to the Local Coordinating Board.

OBJECTIVE: Provide courteous and professional service.

Strategy: Reservationists and other office staff shall receive sensitivity and courtesy training annually.

GOAL X: Promote cost and service efficiency through efficient routing, scheduling and operation procedures.

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

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

GOAL XI: Insure the provision of safe transportation services.

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

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

6. Implementation Plan

| STRATEGIES | IMPLEMENTATION DATE |
|---|---|
| (1) Identify agencies located in Alachua County receiving local, state and/or federal funds to transport clients or purchase vehicles. (2) Contact the identified agencies to obtain information about the funding they receive. (3) Determine type of contract to execute to coordinate transportation services. | (1) Ongoing (2) Ongoing (3) Ongoing |
| (1) Discuss transportation needs at local Coordinating Board meetings. (2) Report unmet trip requests. | (1) Quarterly (2) Quarterly |

| | |
|--|---|
| <p>(1) Maximize the use of vehicles without unduly inconveniencing the rider.</p> <p>(2) Work with purchasing agencies and service providers to arrange appointments to group trips.</p> <p>(3) Document the reduction of single passenger trips.</p> <p>(4) Measure total passenger trips per vehicle.</p> | <p>(1) Ongoing</p> <p>(2) Ongoing</p> <p>(3) 2016</p> <p>(4) 2016</p> |
| <p>(1) Identify additional funding opportunities to provide trips.</p> <p>(2) Report the types of funding opportunities that may be available for additional trips.</p> | <p>(1) Ongoing</p> <p>(2) Ongoing</p> <p>(3) Ongoing</p> |
| <p>(1) Ensure that the demand responsive transportation services offered to individuals with disabilities is equivalent to the level and quality of services offered to individuals without disabilities.</p> <p>(2) Provide alternative methods for accessing transportation services for individuals with disabilities.</p> <p>(3) Train staff members regarding the utilization of special equipment for persons with disabilities.</p> | <p>(1) Ongoing</p> <p>(2) Ongoing</p> <p>(3) Ongoing</p> |
| <p>Evaluate the performance of the Community Transportation Coordinator in general and relative to Florida Commission for the Transportation Disadvantaged standards, completion of service plan elements and Florida Commission for the Transportation Disadvantaged workbook modules.</p> | <p>2016</p> |
| <p>(1) Adhere to a strict budget of Transportation Disadvantaged Trust Funds to insure that the Trust Funds are spent in the most efficient manner.</p> <p>(2) Determine the most efficient manner to expend the Transportation Disadvantaged Trust Funds.</p> <p>(3) Inform the local Coordinating Board of any difficulties experienced concerning the expenditure of the Transportation Disadvantaged Trust Funds.</p> | <p>(1) Ongoing</p> <p>(2) Annually</p> <p>(3) Quarterly</p> |
| <p>(1) Complete all reports for review and/or approval.</p> <p>(2) Final reports shall be completed and submitted to planning agency staff a minimum of two weeks prior to next local Coordinating Board meeting.</p> | <p>(1) Ongoing</p> <p>(2) Ongoing</p> |
| <p>(1) Monitor the quality of service.</p> <p>(2) Make recommendations to improve the quality of service.</p> <p>(3) Provide courteous and professional service.</p> <p>(4) Provide sensitivity and courtesy training annually.</p> <p>(5) Collect on-time performance data.</p> | <p>(1) Ongoing</p> <p>(2) Ongoing</p> <p>(3) Ongoing</p> <p>(4) Ongoing</p> <p>(5) Annually</p> |
| <p>(1) Maintain a data base with pertinent information relative to clients needs and limitations.</p> | <p>(1) Ongoing</p> |
| <p>The System Safety Program Plan shall meet all established requirements and adhere to Chapter 341, Florida Statutes and Rule 14-90, Florida Administrative Code.</p> | <p>Annually</p> |

Chapter II: Service Plan

A. OPERATIONS ELEMENT

The operations element is a profile of the Alachua County coordinated transportation system. This element is intended to provide basic information about the daily operations of MV Transportation, Inc. and contracted transportation providers.

1. Types, Hours And Days Of Service

a. Types of Service

- Ambulatory
- Wheelchair
- Non-Emergency Stretcher
- Demand Responsive
- Subscription
- Door to Door
- Curb to Curb
- Subscription Service

Subscription (standing order) service is defined as a regular and recurring service in which schedules are prearranged to meet the travel needs of riders who sign up for the service in advance. The service is characterized by the fact that the same passengers are picked up at the same location and time and are transported to the same location and then returned to the point of origin in the same manner. Due to the complexities of scheduling, changes to subscriptions can occur no more than once per month. Changes more frequently than that will necessitate scheduling each trip request through the demand-response process.

Non-emergency stretcher service sponsored with Transportation Disadvantaged Trust Funds will be limited to 36 trips per Fiscal Year.

b. Hours of Service

Office Hours: Monday through Friday, 8:00 a.m. to 5:00 p.m. excluding holidays (see below).

Reservations: Monday through Friday, 8:00 a.m. to 5:00 p.m. excluding holidays (see below). Reservations are taken on Saturday 8:00 a.m. to 5:00 p.m. and Sunday from 10:00 a.m. to 5:00 p.m. for ADA service ONLY).

Customer Service: Monday through Friday, 8:00 a.m. to 5:00 p.m. for all services, and Saturday 8:00 a.m. to 5:00 p.m. Sunday from 10:00 a.m. to 5:00 p.m. for ADA service ONLY).

c. Hours of Operation

Transportation Disadvantaged Program Sponsored Service - Monday through Friday, 6:00 a.m. to 8:30 p.m. Saturdays 6:00 a.m. -7:00 p.m. Excluding holidays (see below).

ADA Sponsored Trips – The parameters of this service are outlined in a service plan prepared by the City of Gainesville Regional Transit System (RTS). It is available upon request.

Florida’s Managed Medical Care Program Sponsored Service - The standards and parameters of this service mirror both Transportation Disadvantaged Program and ADA sponsored services. Managed Medical Care Program trips are currently sponsored by Transportation Brokers Access 2 Care and MTM. These companies are contracted with Managed Medical Care Providers to coordinate medical transportation needs, and contract with MV Transportation, Inc. to directly provide transportation within their coordinated system.

d. Holidays

ADA Sponsored Trips – ADA services are provided under contract by MV Transportation, Inc. Observed holidays are outlined in a service plan prepared by the City of Gainesville Regional Transit System. The Plan is available upon request. ADA services will be provided on the same days and during the same hours as the fixed-route service. ADA service is complementary to the fixed-route service.

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

- Thanksgiving Day
- Christmas Day
- New Year’s Day

Transportation Disadvantaged Program service may be provided on the following holidays based on overall service demands:

- Veteran’s Day
- Martin Luther King, Jr.’s Birthday
- Memorial Day
- Independence Day
- Labor Day

If funds are available, the Transportation Disadvantaged Program will sponsor ADA trips when the City of Gainesville is not providing ADA service due to the Regional Transit System fixed route service not operating. City of Gainesville residents who do not qualify for ADA service may apply for Transportation Disadvantaged Program eligibility.

2. Travel Times

Gainesville City Limits - maximum ride time one hour.

Outside City Limits (within Alachua County) - maximum ride time 90 minutes.

3. Dialysis Shuttles

The purpose of the dialysis shuttle is to provide predictable and regular vehicle arrivals at the dialysis centers for return trips and to maximize vehicle multi-loading utilization. MV Transportation, Inc. has worked with the various dialysis units to develop days and times for the return trip shuttles. At the present time, a shuttle is in place at Shands Kidney Center and Gainesville Kidney Center West.

Trips to the designated dialysis units are handled like any other paratransit trip. Return trips from the designated dialysis units are assigned to shuttle routes. The time the shuttle will arrive at the designated unit is coordinated between MV Transportation, Inc. and the dialysis unit. The schedule of vehicle arrival times may vary by day of week and by unit depending on the volume and schedules at each unit.

Dialysis patients who are unable to board the last shuttle vehicle for the day will be made a will call. A "will-call" is given when a passenger is not ready at their requested pick-up time (return time) from their location. As a courtesy, MV Transportation, Inc. will dispatch vehicle back to their pick-up location within two hours of the initial time a "will-call" was given. Travel times for regular service shall apply to the dialysis shuttle service.

4. Accessing Services

Advance Notification Time - Trips must be scheduled through MV Transportation, Inc. by 5:00 p.m. the day before transportation is needed. MV Transportation, Inc. may accommodate same day service requests for all sponsored trips on a space available basis and when scheduling permits.

Scheduling Consecutive Same Day Trips - Consecutive same day trips must be scheduled a minimum of 90 minutes apart.

Trip Cancellation Process - Trip cancellations must be made to MV Transportation, Inc. at least two hours before the opening of the pick-up window. For example: If a passenger has an 8:00 a.m. appointment time and their pick-up window opens at 7:00 a.m., they must call MV Transportation, Inc. to cancel their ride before 5:00 a.m.

Changing Trip Schedule - Passengers must call MV Transportation, Inc. by 5:00 p.m. the day before their travel to change a scheduled trip.

5. No-Show Policy

A "no-show" is recorded after the transportation vehicle has arrived on time and has waited five minutes for the passenger. If the passenger is not there or has elected not to take the trip it will be considered a "no-show." If the passenger does not call to cancel a ride within two hours of time of service it will be considered a "no-show."

If a rider has two or more no-shows in a 60 day period they may be suspended from service. If a driver arrives to pick a passenger up and they are not there or do not take the trip the driver will hang a no-show notice on the door. MV Transportation, Inc. is not responsible for rescheduling same day trips that are determined no-shows.

Will Call Definition/Policy - A "will-call" is given when a passenger is not ready at their requested pick-up time (return time) from their location. As a courtesy, MV Transportation, Inc. will dispatch a vehicle back to their pick-up location within two hours of the time the passenger informs MV Transportation, Inc. that they are ready for pickup. MV Transportation, Inc. will only send one vehicle as courtesy. MV Transportation, Inc. will not be responsible for the passenger's return ride if they miss both their return ride and courtesy "will call" ride.

6. Safety

Transportation service shall be denied if the passenger represents a danger to the safety of the driver, other passengers or to themselves. If a passenger represents a danger, an incident report is completed by the driver. Passengers and agency/facility personnel (if appropriate) will be interviewed and MV Transportation, Inc. will investigate the incident report. Based on the incident report, a warning letter will be issued to the passenger. If the passenger's behavior continues, service may be suspended.

7. Bariatric Transportation

Transportation Disadvantaged Program: MV Transportation, Inc. is required to transport all "common wheelchairs." A common wheelchair is defined as a device which does not exceed 30 inches in width and 48 inches in length measured two inches above the ground and does not weigh more than 600 pounds when occupied. Wheelchairs that exceed these dimensions and weight do not have to be transported. In addition, mobility devices referred to as "Geri Chairs" cannot be accommodated.

ADA: Section 37.165(b) of the USDOT regulations requires transit providers to transport all "common wheelchairs. A common wheelchair is defined as a device which does not exceed 30 inches in width and 48 inches in length measured two inches above the ground and does not weigh more than 600 pounds when occupied. Wheelchairs that exceed these dimensions and weight do not have to be transported. In addition, mobility devices referred to as "Geri Chairs" cannot be accommodated.

8. Transportation Disadvantaged Trust Fund Program Eligibility

MV Transportation, Inc. shall use the following criteria when determining Transportation Disadvantaged Program eligibility:

Unable to transport themselves: Individual is not sponsored by any agency for their transportation and is unable to use the fixed route bus system due to a physical or mental disability defined by the ADA; or

Unable to purchase transportation: Individual applicant income meets a maximum of 150% of the current Federal Poverty Guidelines (Proof of Income required) . MV Transportation, Inc. will charge \$3.00 per trip with the exception of dialysis patients who will be charged \$2.00 per trip, based on the frequency of their transportation needs and the use of subscription service.

Unable to obtain transportation: Individual does not have an operational vehicle in the household; or the ability to operate a vehicle; or the ability to find transportation from other sources.

MV Transportation, Inc. will use the above criteria for new applicants and when current Transportation Disadvantaged Program participants reapply for certification. MV Transportation, Inc. should provide all Transportation Disadvantaged Program applicants with written notification of eligibility approval or denial within 15 working days after receipt of application. Appeals may be filed with the Alachua County Transportation Disadvantaged Board Grievance Committee.

Individuals must apply for Transportation Disadvantaged Program eligibility for their transportation to be sponsored by the Florida Commission for the Transportation Disadvantaged. Per Florida Commission of the Transportation Disadvantaged guidelines, eligibility will need to be renewed annually.

9. Transportation Disadvantaged Trust Fund Trip Priorities

In ranking order:

- 1) Vital Care - Medical (Dialysis, Cancer Care and Physical Therapy for Mobility)
- 2) Other Medical
- 3) Employment
- 4) Grocery shopping
- 5) Educational
- 6) Social service agency trips
- 7) Shopping
- 8) Recreation and other

MV Transportation, Inc. shall notify Transportation Disadvantaged Program eligible individuals and other interested persons/agencies of the implementation of the Transportation Disadvantaged Program trip priorities due to Transportation Disadvantaged Trust Fund availability. MV Transportation, Inc. shall notify eligible individuals of the types of trips that are available for sponsorship under the Transportation Disadvantaged Program.

10. Contracting Process/Criteria

MV Transportation, Inc. will provide all of the transportation services directly.

11. Fixed Route Utilization

As of July 31, 2012 MV Transportation, Inc. no longer utilized the Bus Pass Program due to funding limitations. MV Transportation, Inc. opens and closes the program depending on service needs and funding availability.

12. Vehicle Inventory

MV Transportation, Inc.'s vehicle inventory is shown as Exhibit II.

13. System Safety Program Plan Certification

MV Transportation Inc.'s System Safety Program Plan is available upon request.

14. Intercounty Services

MV Transportation, Inc. does not currently have any formal agreements with Community Transportation Coordinators in other counties.

15. Emergency Preparedness And Response

Alachua County Emergency Management is responsible for evacuating special needs registrants. MV Transportation, Inc. is under contract to provide service under their direction.

16. Educational Efforts/Marketing

Education programs for program recipients, agencies, facilities and medical providers are available upon request. MV Transportation, Inc. participates in a monthly forum with dialysis clinics in the area to discuss policy, service and other issues.

17. Acceptable Alternatives

There have been no acceptable alternatives identified for the provision of transportation service in Alachua County. The Florida Agency for People for Disabilities (APD) operates outside of Florida's coordinated transportation system. MV Transportation, Inc. is waiting on guidance from the Florida Commission for the Transportation Disadvantaged regarding the process used to determine acceptable alternatives.

18. Service Standards

a. Drug And Alcohol Policy

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

Local Policy: MV Transportation, Inc. shall comply with all requirements of the Federal Transportation Administration (FTA) (and the Florida Department of Transportation) regarding the testing of safety sensitive employees for drug and alcohol use.

b. Transport Of Escorts And Dependent Children

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

Local Policy: Escorts will be transported when prearranged at the time of the reservation. Escorts shall pay the same fare as the authorized passenger. Any ADA rider who has been authorized through the Center for Independent Living (under contract with RTS for Eligibility Screening) as a Personal Care Attendant (PCA) may have the PCA travel at no charge. Both escorts and PCAs will be transported from the same origin to the same destination as the authorized passenger. Children under age of 16 will be required to be accompanied by an escort.

c. Use, Responsibility And Cost Of Child Restraint Devices

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

Local Policy: The provision of federally approved child restraint devices is the sole responsibly of the parent/guardian/caregiver of the child/infant being transported. MV Transportation, Inc. will not provide these devices.

d. Passenger Property

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

Local Policy: Passenger property that can be carried by the passenger and/or personal care attendant in one trip and can be safely stowed on the vehicle, shall be allowed to be transported with the passenger at no additional charge. Drivers may assist passengers with up to two (2) bags of personal property upon request. MV Transportation, Inc. drivers are not personally or financially responsible for damaged or broken property. Only one (1) folding shopping cart per client will be allowed on the vehicle. The driver is responsible for the handling and stowing of the shopping cart. Personal property shall not exceed 25 pounds. Passenger property does not include wheelchairs, child seats, stretchers, secured oxygen, personal assistive devices, or intravenous devices. Passenger property in excess of this policy will not be transported.

e. **Vehicle Transfer Points**

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

Local Policy: MV Transportation, Inc. shall comply with this standard.

f. **Local Toll Free Phone Number**

Rule 41-2.006 (4) (f), F.A.C. A local toll free phone number for complaints or grievances shall be posted inside the vehicle. The local complaint process shall be outlined as a section in the local Service Plan including, advising the dissatisfied person about the Commission's Ombudsman Program as a step within the process as approved by the Transportation Disadvantaged Board.

Local Policy: MV Transportation, Inc. shall comply with this standard.

g. **Out-Of-Service Area Trips**

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

Local Policy: MV Transportation, Inc. will make the determination of the necessity of out-of-area service and reserves the right to transport on dates and times that facilitate multi-loading of passengers. No out-of-service area trips will be provided under the Transportation Disadvantaged Program.

h. **Vehicle Cleanliness**

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

Local Policy: Vehicle exteriors shall be cleaned (scrubbed) once per week. Vehicle interiors shall be swept and cleaned up each day and thoroughly cleaned (scrubbed) once per week. Passenger compartment shall be clean and free of vermin, insects or pests.

i. **Billing Requirements**

Chapter 287.0585 Florida Statutes - Late payments by contractors to subcontractors and suppliers; penalty.-- (1) When a contractor receives from a state agency any payment for contractual services, commodities, supplies, or construction contracts, except those construction contracts subject to the provisions of chapter 339, the contractor shall pay such moneys received to each subcontractor and supplier in proportion to the percentage of work completed by each subcontractor and supplier at the time of receipt of the payment. If the contractor receives less than full payment, then the contractor shall be required to disburse only the funds received on a pro rata basis with the contractor, subcontractors, and suppliers, each receiving a prorated portion based on the amount due on the payment. If the contractor without reasonable cause fails to make payments required by this section to subcontractors and suppliers within 7 working days after the receipt by the contractor of full or partial payment, the contractor shall pay to the subcontractors and suppliers a penalty in the amount of one-half of 1 percent of the amount due, per day, from the expiration of the period allowed herein for payment. Such penalty shall be in addition to actual payments owed and shall not exceed 15 percent of the outstanding balance due. In addition to other fines or penalties, a person found not in compliance with any provision of this subsection may be ordered by the court to make restitution for attorney's fees and all related costs to the aggrieved party or the Department of Legal Affairs when it provides legal assistance pursuant to this section. The Department of Legal Affairs may provide legal assistance to subcontractors or vendors in proceedings brought against contractors under the provisions of this section.

(2) This section shall not apply when the contract between the contractor and subcontractors or sub-vendors provides otherwise.

History.--s. 5, ch. 85-104; s. 2, ch. 89-200; s. 9, ch. 91-162.

Local Policy: MV Transportation, Inc. shall comply with this standard.

j. **Passenger/Trip Database**

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

Local Policy: MV Transportation, Inc. shall comply with this standard.

k. Adequate Seating

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

Local Policy: MV Transportation, Inc. shall comply with this standard.

l. Driver Identification

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

Local Policy: MV Transportation, Inc. shall comply with this standard. Drivers will be required to wear a photo ID name tag and standard recognizable attire.

m. Passenger Assistance

Rule 41-2.006 (4) (m), F.A.C. The paratransit driver shall provide the passenger with boarding assistance, if necessary or requested, to the seating portion of the vehicle. The boarding assistance shall include opening the vehicle door, fastening the seat belt or wheelchair securement devices, storage of mobility assistive devices and closing the door. Assisted access must be in a dignified manner. Drivers may not assist wheelchairs up or down more than one step, unless it can be performed safely as determined by the passenger, guardian and driver.

Local Policy: MV Transportation, Inc. shall comply with this standard.

n. Smoking, Eating, And Drinking

Rule 41-2.006 (4) (n) Smoking is prohibited in any vehicle. Requirements for drinking and eating on board the vehicle will be addressed in the local Service Plan.

Local Policy: Smoking, eating and drinking is prohibited in any vehicle. This notification sign shall be placed in each vehicle.

o. Passenger No-Shows

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

Local Policy:

Riders will be suspended from service for fifteen days after two no-shows within a 60 day period. A no-show is recorded after the vehicle has arrived within the pick-up window and the driver has waited five minutes for the passenger. When a driver arrives to pick up a passenger and they are not there or do not take the trip, the driver will hang a no-show notice on the door. If a driver is waiting for a passenger returning from a dialysis appointment, the driver may wait for the passenger more than 5 minutes (upon passenger or agency request) as long as the wait time does not jeopardize the return drop off time of other passengers on the vehicle.

If the driver is late for the scheduled appointment (drop-off) time and the rider finds alternative transportation, the rider will not be charged for a no-show.

Written notification shall be provided to the passenger prior to the suspension of service. Passengers may appeal any suspension of service.

No-Show definition:

- i. Trip cancellation is not received at least two hours before the passenger's pick-up window opens.
- ii. Rider not ready within the pick-up window.

p. Two-Way Communications

Rule 41-2.006 (4) (p), F.A.C. All vehicles ordered or put into service after adoption of this section of the Rule, and providing service within the coordinated system, shall be equipped with two-way communications in good working order and audible to the driver at all times to the base.

Local Policy: MV Transportation, Inc. shall comply with this standard. All vehicles in the system have radio devices and Mobile Data Terminals (MDTs).

q. Air Conditioning/Heating

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

Local Policy: Each vehicle shall have air conditioning and heating systems adequate for the climate conditions of the area and maintained in good working order.

r. **Driver Criminal Background Screening**

Local Policy: MV Transportation, Inc. conducts a thorough criminal records/background check that meets or exceeds requirements of all participating funding agencies.

s. **Contract Monitoring**

Local Policy: MV Transportation, Inc. shall monitor all aspects of service provision, including, but not limited to: compliance with Chapter 14-90, Florida Statutes, System Safety Program Plan, contract service standards, on-street observations, driver and vehicle file reviews and vehicle inspections.

t. **Pick-Up Window**

Local Policy:

Trips within the Gainesville City Limits: Passengers must be ready one hour before their appointment time. For example: Passenger has a 8:00 a.m. appt. time passenger must be ready at 7:00 a.m.

Trips From or To Areas Outside of the Gainesville City Limits within Alachua County: Passenger must be ready 1 ½ hours before their appointment time. For example: Passenger has an 8:00 a.m. appointment time, passenger must be ready at 6:30 a.m.

Trips From or To Areas Outside of Alachua County: Passenger must be ready 2 hours before their appointment time. For example: Passenger has an 8:00 a.m. appointment time, passenger must be ready at 6:00 a.m.

Return Trips: Passengers shall be picked up 0-30 minutes after their scheduled pick-up time. For example: Rider has a 5:00 p.m. return pick-up time, driver should arrive between 5:00 p.m. and 5:30 p.m.

Dialysis Return Trips: If a driver is waiting for a passenger returning from a dialysis appointment, the driver may wait for the passenger more than 5 minutes (upon passenger or agency request) as long as the wait time does not jeopardize the return drop off time of other passengers on the vehicle.

Will Call Trips: A "will-call" is given when a passenger is not ready at their requested pick-up time (return time) from their location. As a courtesy, MV Transportation, Inc. will dispatch a vehicle back to their pick-up location within two hours of the time the passenger notifies MV Transportation, Inc. they are ready for the return trip MV Transportation, Inc. will only send one vehicle as courtesy. MV Transportation, Inc. will not be responsible for the passenger's return ride if they miss both their return ride and courtesy "will call" ride.

u. Advance Reservation Requirement

Local Policy: Trips must be scheduled through MV Transportation, Inc. by 5:00 p.m. the day before transportation is needed for most funding agencies. MV Transportation, Inc. shall accept reservations up to 14 days in advance.

v. On-Time Performance

Local Policy: The Community Transportation Coordinator shall have a 90 percent on-time performance rate for all completed trips. Trips are considered on-time when a passenger is picked up and dropped off within their pick-up window as defined above.

w. Accidents

Local Policy: Preventable accidents should not exceed 1.4 accidents per 100,000 miles.

x. Roadcalls

Local Policy: Road calls should not exceed 7 per 100,000 miles.

y. Call Hold Time

Local Policy: Reservations line shall not exceed an average on-hold time of 2 minutes for calls received.

z. Quality of Service

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

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

aa. Complaints

Local Policy: Three certified valid complaints per 1,000 trips will be the maximum allowable number of complaints for the evaluation period.

bb. Use Of Mass Transit

Local Policy: The number of bus passes issued will be determined by the Community Transportation Coordinator and the Alachua County Transportation Disadvantaged Coordinating Board with goals that best meet the needs of all passengers accessing service.

cc. Safety Belt Usage

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

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

19. Local Grievance Procedure/Process

The Alachua County Transportation Disadvantaged Coordinating Board Grievance Procedures are shown in Appendix A.

20. Client Code Of Conduct

For everyone's safety, drivers and riders of the system are expected to act in an appropriate manner at all times and abide by the policies of MV Transportation, Inc.

- Riders shall be ready to board the vehicle within 5 minutes of its arrival.
- Riders shall be prepared to share their ride with other passengers.
- No person may eat, drink or smoke onboard any vehicle.
- No passenger may refuse to pay the approved passenger fare. Passengers who refuse to pay the passenger fare will not be transported. However, per ADA guidelines, ADA passengers will not be denied service on returns rides if they do not have the fare.
- No passenger may operate or tamper with any equipment on board any vehicle.
- Riders may not have radios, cassette tape players, CD players or other sound generating devices in operation while on board a vehicle, UNLESS they are connected to a headset.
- Disruptive behavior, which results in a distraction to the driver is deemed a safety hazard. Such behavior will not be tolerated and shall be grounds for suspension of transportation privileges.

Verbal Abuse

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

Physical Abuse

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

Substance Abuse

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

Penalties

Verbal Abuse

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

Physical Abuse

- First offense - MV Transportation, Inc. will issue a written notice of suspension for 90 days by certified mail. The notice will advise the rider that MV Transportation, Inc. intends to suspend his or her riding privileges and the reason for such action.
- Second offense – 180 day suspension of services
- Third offense - permanently removed from service

Appeals

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

MV Transportation, Inc.
3713 SW 42nd Avenue, Suite 3
Gainesville, FL 32608

and

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

The written request must include the name and address of the person who is requesting the hearing and a statement as to why his or her riding privileges should not be suspended. If the request is not received within ten (10) calendar days from the issue date of the suspension, then the suspension becomes effective ten (10) calendar days from the date of issue.

Upon receipt of letter requesting the reconsideration hearing, a hearing shall be held within 10 working days. The North Central Florida Regional Planning Council will advise the person requesting the reconsideration hearing by return correspondence of the date, time and location of the hearing.

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

21. Community Transportation Coordinator Monitoring Procedures Of Operators

Not applicable.

22. Cost/Revenue Allocation And Rate Structure Justification

MV Transportation's rate structure is shown in Appendix B.

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Chapter III: Quality Assurance

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

A. Community Transportation Coordinator Evaluation Process

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

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Appendix A: Alachua County Transportation Disadvantaged Coordinating Board Grievance Procedures

Transportation Disadvantaged Grievance Procedures

September 16, 2015

Alachua County
Transportation Disadvantaged Coordinating Board



Transportation Disadvantaged Grievance Procedures

Approved by the
Alachua County
Transportation Disadvantaged Coordinating Board

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

Craig Carter, Chair

with Assistance from



Transportation Planning Organization for the Gainesville Urbanized Area
2009 NW 67th Place
Gainesville, FL 32653-1603
www.ncfrpc.org
352.955.2200

September 16, 2015

Alachua County Transportation Disadvantaged Coordinating Board
Grievance Procedures

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Chapter I: Alachua County Transportation Disadvantaged Coordinating Board Grievance Procedures

A. Preamble

The following sets forth the procedures for the Alachua County Transportation Disadvantaged Coordinating Board to address grievances from agencies, users, potential users, sub-contractors, and other interested parties concerning Florida's Coordinated Transportation System.

B. Agency Description

The Alachua County Transportation Disadvantaged Coordinating Board, herein after referred to as the Board, is a public body appointed by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area serving as the Designated Official Planning Agency as authorized by Section 427.015, Florida Statutes.

C. Definitions

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

Agency means an official, officer, commission, authority, council, committee, department, division, bureau, board, section, or any other unit or entity of the state or of a city, town, municipality, county, or other local governing body or a private nonprofit transportation service-providing agency.

Community Transportation Coordinator means a transportation entity recommended by a metropolitan planning organization, or by the appropriate designated official planning agency as provided for in Section 427.011, Florida Statutes in an area outside the purview of a metropolitan planning organization, to ensure that coordinated transportation services are provided to the transportation disadvantaged population in a designated service area.

Coordinating Board means an advisory entity in each designated service area composed of representatives appointed by the metropolitan planning organization or designated official planning agency, to provide assistance to the community transportation coordinator relative to the coordination of transportation services.

Coordination means the arrangement for the provision of transportation services to the transportation disadvantaged in a manner that is cost-effective, efficient and reduces fragmentation and duplication of services.

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

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

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

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

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

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

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

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

D. Purpose

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

Alachua County Transportation Disadvantaged Coordinating Board
Grievance Procedures

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

E. Membership

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

F. Officers

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

G. Meetings

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

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

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

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

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

H. Administration

- (1) **Staff Support.** The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area shall provide the Grievance Committee with sufficient staff support and resources to enable the Grievance Committee to fulfill their responsibilities.
- (2) **Minutes.** The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area is responsible for maintaining an official set of minutes for each Grievance Committee meeting.

I. Duties

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

J. Procedures

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

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

- (2) The Board must make a written copy of the grievance procedures available to anyone, upon request. All documents pertaining to the grievance process will be made available, upon request, in accessible format. The following procedures are established to provide regular opportunities for grievances to be brought before the Grievance Committee.
- (3) Should an interested party wish to file a grievance with the Board, that grievance must be filed in writing within ninety (90) days after the occurrence of the event giving rise to the grievance. The grievance shall be sent to:

Alachua County Transportation Disadvantaged Coordinating Board
Grievance Committee
2009 N.W. 67th Place
Gainesville, FL 32653-1603
- (4) If requested, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area staff will provide assistance to individuals in preparing written grievances.
- (5) The grievance should try to demonstrate or establish a clear violation of a specific law, regulation, or contractual arrangement. Copies of pertinent laws and regulations may be obtained from Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area staff.
- (6) The grievance shall include:
 - a. the name, address and telephone number of the Complainant;
 - b. a statement of the grounds for the grievance and be supplemented by supporting documentation, made in a clear and concise manner; and
 - c. an explanation by the Complainant of the improvements needed to address the complaint.
- (7) If the Board receives a grievance pertaining to the operation of services by the Community Transportation Coordinator, that grievance shall be forwarded to the Community Transportation Coordinator for a written response. The Community Transportation Coordinator's written response shall be provided to the Grievance Committee at least one week prior to the Grievance Committee meeting to hear such grievance.
- (8) If the Complainant does not want to be contacted by the Community Transportation Coordinator concerning the grievance before the grievance is heard, the Community Transportation Coordinator is prohibited from contacting the Complainant.
- (9) Within fifteen (15) working days following the date of receipt of the formal grievance, Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area staff shall advise the Grievance Committee of the grievance to schedule a hearing on the grievance and inform the Complainant of the hearing date.
- (10) The Grievance Committee shall meet to hear the grievance within forty-five (45) calendar days from the date of receipt of the grievance.
- (11) Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area staff shall send notice of the Grievance Committee's scheduled hearing in writing to the local newspaper of greatest circulation, the Complainant and other interested parties.

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

K. Appeals

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

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

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

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

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

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

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

L. Suspension Reconsideration

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

M. Prohibition Against Retaliation

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

Alachua County Transportation Disadvantaged Coordinating Board
Grievance Procedures

N. Alternative Recourse

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

O. Certification

The undersigned hereby certifies that he/she is the Chair of the Alachua County Transportation Disadvantaged Coordinating Board and that the foregoing is a full, true and correct copy of the Grievance Procedures of this Board as adopted by the Alachua County Transportation Disadvantaged Coordinating Board the 16th day of September 2015.

Craig Carter, Chair
Alachua County Transportation Disadvantaged Coordinating Board

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Appendix B: Cost/Revenue Allocation and Rate Structure Justification

COMMUNITY TRANSPORTATION COORDINATOR: MV Transportation, Inc.

COUNTY: Alachua

CONTRACT PERIOD: July 1, 2016 - June 30, 2017

PURCHASING AGENCY: Florida Commission for the Transportation Disadvantaged

| PROGRAM/SERVICE TYPE | COST PER UNIT (Passenger Mile or Passenger Trip) |
|---|---|
| Transportation Disadvantaged Program Ambulatory | \$31.95-33.37/passenger trip |
| Transportation Disadvantaged Program Wheelchair | \$54.78 57.20/passenger trip |
| Transportation Disadvantaged Program Stretcher | \$114.12 119.17/passenger trip |
| Transportation Disadvantaged Program Bus Pass | \$20.50/bus pass |

Preliminary Information Worksheet

Version 1.4

| | |
|-------------------------------|-------------------------|
| CTC Name: | MV Transportation, Inc. |
| County (Service Area): | Alachua County |
| Contact Person: | Edward I. Griffin |
| Phone # | (407) 455-2632 |

Check Applicable Characteristic:

ORGANIZATIONAL TYPE:

- Governmental
- Private Non-Profit
- Private For Profit

NETWORK TYPE:

- Fully Brokered
- Partially Brokered
- Sole Source

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

Comprehensive Budget Worksheet

Version 1.4

CTC: **MV Transportation, Inc.**
County: **Alachua County**

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

| | Prior Year's ACTUALS for July 1st of 2014 to June 30th of 2016 | Current Year's APPROVED Budget, as amended from July 1st of 2016 to June 30th of 2016 | Upcoming Year's PROPOSED Budget from July 1st of 2016 to June 30th of 2017 | % Change from Prior Year to Current Year | Proposed % Change from Current Year to Upcoming Year | Confirm whether revenues are collected as a system subsidy VS a purchase of service at a unit price. Explain Changes in Column 6 That Are > ± 10% and Also > ± \$50,000 |
|---|--|---|---|--|--|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |

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

| Local Non-Govt | | | | | | |
|--------------------------------------|--------------|--------------|--------------|---------|--------|---|
| Fundraiser | \$ 95,041 | \$ 99,212 | \$ 112,916 | 3.7% | 13.8% | \$112,916 - 198,267 TD ETC; Local Match plus \$10,132 program budget |
| Medicaid Co Pay Received | | | | | | |
| Donations/Contributions | | | | | | |
| In-Kind, Contributed Services | | | | | | |
| Other | | | | | | |
| Bus Pass Program Revenue | | | | | | |
| Local Government | | | | | | |
| District School Board | | | | | | |
| County ADA Services | | | | | | |
| County Cash | \$ 195,212 | \$ 189,356 | \$ 169,559 | -5.1% | 3.0% | |
| County In-Kind, Contributed Services | | | | | | |
| City Cash | \$ 1,354,932 | \$ 1,412,409 | \$ 1,414,300 | 4.2% | 0.1% | |
| City In-Kind, Contributed Services | | | | | | |
| Other Cash | | | | | | |
| Other In-Kind, Contributed Services | | | | | | |
| Bus Pass Program Revenue | | | | | | |
| CTD | | | | | | |
| Non-Sponsor Trip Program | \$ 600,479 | \$ 604,560 | \$ 744,878 | 0.7% | 23.2% | |
| Non-Sponsor Capital Equipment | | | | | | |
| Rural Capital Equipment | \$ 128,032 | | \$ 64,016 | -100.0% | | |
| Other TD (specify in explanation) | | | | | | |
| Bus Pass Program Revenue | | | | | | |
| USEDOT & FOOT | | | | | | |
| 49 USC 5307 | | | | | | On-FOOT - Grant 5317 used and is converted into the 5310 grant |
| 49 USC 5310 | | | | | | |
| 49 USC 5311 (Operating) | \$ 59,518 | \$ 69,050 | \$ 69,010 | 28.5% | 0.0% | |
| 49 USC 5311(Capital) | | | | | | |
| Block Grant | | | | | | |
| Service Development | | | | | | |
| Computer Assistance | | | | | | |
| Other DOT (specify in explanation) | \$ 62,820 | \$ 25,000 | \$ 35,000 | -41.8% | 0.0% | |
| Bus Pass Program Revenue | | | | | | |
| AHCA | | | | | | |
| Medicaid | \$ 170,624 | | | -100.0% | | Other AHCA - Access2Care contract \$620,000 - MTR contract \$40,000. A portion of the AZC work (PPEG facility) was lost due to previous Operations Manager not following up on some issues. |
| Other AHCA (specify in explanation) | \$ 593,591 | \$ 780,000 | \$ 650,000 | 37.7% | -15.4% | |
| Bus Pass Program Revenue | | | | | | |
| DCF | | | | | | |
| Alcohol, Drug & Mental Health | | | | | | |
| Family Safety & Preservation | | | | | | |
| Cozm. Care Dis / Aging & Adult Serv. | | | | | | |
| Other DCF (specify in explanation) | | | | | | |
| Bus Pass Program Revenue | | | | | | |
| DOH | | | | | | |
| Children Medical Services | | | | | | |
| County Public Health | | | | | | |
| Other DOH (specify in explanation) | | | | | | |
| Bus Pass Program Revenue | | | | | | |
| DOE (state) | | | | | | |
| Carl Perkins | | | | | | |
| Div of Blind Services | | | | | | |
| Vocational Rehabilitation | | | | | | |
| Day Care Programs | | | | | | |
| Other DOE (specify in explanation) | | | | | | |
| Bus Pass Program Revenue | | | | | | |
| AWI | | | | | | |
| WACRS/Workforce Board | | | | | | |
| Other AWI (specify in explanation) | | | | | | |
| Bus Pass Program Revenue | | | | | | |
| DOEA | | | | | | |
| Elder Americans Act | | | | | | Elder Care - for purchase at unit price. |
| Community Care for Elderly | | | | | | |
| Other DOEA (specify in explanation) | \$ 18,770 | \$ 40,500 | \$ 20,000 | 115.7% | -50.8% | |
| Bus Pass Program Revenue | | | | | | |
| DCA | | | | | | |
| Community Services | | | | | | |
| Other DCA (specify in explanation) | | | | | | |
| Bus Pass Admin. Revenue | | | | | | |

Comprehensive Budget Worksheet

Version 1.4

CTC: MV Transportation, Inc.
County: Alachua County

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

| 1 | 2 | | 3 | | 4 | | 5 | 6 | 7 |
|---|---|---|---|--|--|--|---|---|---|
| | Prior Year's ACTUALS from July 1st of 2014 to June 30th of 2015 | Current Year's APPROVED Budget, as amended from July 1st of 2015 to June 30th of 2015 | Current Year's APPROVED Budget, as amended from July 1st of 2015 to June 30th of 2015 | Upcoming Year's PROPOSED Budget from July 1st of 2016 to June 30th of 2017 | % Change from Prior Year to Current Year | Proposed % Change from Current Year to Upcoming Year | | | |

Confirm whether revenues are collected as a system subsidy VS a purchase of service at a unit price.

Explain Changes in Column 6 That Are > ± 10% and Also > ± \$50,000

APD

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

DJJ

| | | | | | | | | |
|--------------------------|--|--|--|--|--|--|--|--|
| (specify in explanation) | | | | | | | | |
| Bus Pass Program Revenue | | | | | | | | |

Other Fed or State

| | | | | | | | | |
|--------------------------|--|--|--|--|--|--|--|--|
| XXXX | | | | | | | | |
| XXXX | | | | | | | | |
| XXXX | | | | | | | | |
| Bus Pass Program Revenue | | | | | | | | |

Other Revenues

| | | | | | | | | |
|--------------------------|--|--|--|--|--|--|--|--|
| Interest Earnings | | | | | | | | |
| XXXX | | | | | | | | |
| XXXX | | | | | | | | |
| Bus Pass Program Revenue | | | | | | | | |

Balancing Revenue to Prevent Deficit

| | | | | | | | | |
|--|--|--|--|--|--|--|--|--|
| Actual or Planned Use of Cash Reserves | | | | | | | | |
|--|--|--|--|--|--|--|--|--|

| | | | | | | | | |
|---------------------------------|-------------|-------------|-------------|-------|------|--|--|--|
| Balancing Revenue is Short By = | | None | | | | | | |
| Total Revenues = | \$3,214,578 | \$3,196,967 | \$3,282,622 | -0.5% | 2.7% | | | |

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

| | 2015 | 2016 | 2017 | % Change | % Change | |
|--|--------------------|--------------------|--------------------|--------------|-------------|---|
| Operating Expenditures | | | | | | |
| Labor | \$ 1,548,252 | \$ 1,501,782 | \$ 1,634,632 | -1.6% | 2.2% | Labor includes projected \$21,500 additional expense due to rate increase of \$0.15 for all drivers and staff employees plus \$10,750 additional expense due to Alachua County Contract mandatory rate increase of \$12.00 per hour for the drivers transporting the People's Quest clients. Services: \$115,500 - includes \$8,500 proposed annual cost for the level 2 background check. Leases and Rentals: \$117,520 - includes 3000 extra for the vehicle lease agreement with the City of Gainesville. We are acquiring 5 new vehicles, around 5 of them will replace retired vans resulting in no extra cost but 3 more vans will be charged with the \$22.75 monthly fee. |
| Fringe Benefits | \$ 10,417 | \$ 30,452 | \$ 30,610 | 55.3% | 0.5% | |
| Services | \$ 65,090 | \$ 108,503 | \$ 115,000 | 14.1% | 5.0% | |
| Materials and Supplies | \$ 606,584 | \$ 705,490 | \$ 701,260 | 16.5% | -0.6% | |
| Utilities | \$ 51,595 | \$ 50,123 | \$ 51,077 | -2.9% | 3.7% | |
| Casualty and Liability | \$ 212,604 | \$ 210,025 | \$ 205,001 | 21.3% | -0.4% | |
| Taxes | \$ 2,370 | \$ 7,516 | \$ 7,723 | 155.9% | 1.4% | |
| Purchased Transportation: | | | | | | |
| Purchased Bus Pass Expenses | | | | | | |
| School Bus Utilization Expenses | | | | | | |
| Contracted Transportation Services | \$ 4,420 | | | | -100.0% | |
| Other | | | | | | |
| Miscellaneous | \$ 19,485 | \$ 58,847 | \$ 63,704 | 202.2% | 12.0% | |
| Operating Debt Service - Principal & Interest | \$ 22,453 | \$ 31,432 | \$ 31,498 | 40.0% | 0.2% | |
| Leases and Rentals | \$ 100,135 | \$ 110,852 | \$ 117,520 | 16.7% | 6.6% | |
| Contrib. to Capital Equip. Replacement Fund in Kind, Contracted Services | \$ - | \$ - | \$ - | | | |
| Allocated Indirect | \$ 200,762 | \$ 203,760 | \$ 205,000 | -1.5% | 0.1% | |
| Capital Expenditures | | | | | | |
| Equip. Purchases with Grant Funds | \$ 142,320 | \$ 50,000 | \$ 71,200 | -64.6% | 20.7% | |
| Equip. Purchases with Local Revenue | | | | | | |
| Equip. Purchases with Rate Generated Rev. | | | | | | |
| Capital Debt Service - Principal & Interest | | | | | | |
| PROFIT | \$ 192,993 | \$ 82,770 | \$ 82,477 | -72.8% | 56.1% | |
| Total Expenditures = | \$3,214,578 | \$3,196,967 | \$3,282,622 | -0.5% | 2.7% | |

See NOTES Below.

Worksheet for Program-wide Rates

CTC: MV Transportation Version 1.4
 County: Alachua County

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

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

| PROGRAM-WIDE RATES | | Fiscal Year |
|-----------------------------------|-----------|---|
| Total Projected Passenger Miles = | 1,109,100 | 2016 - 2017 |
| Rate Per Passenger Mile = \$ | 2.87 | |
| Total Projected Passenger Trips = | 86,522 | |
| Rate Per Passenger Trip = \$ | 38.84 | Avg. Passenger Trip Length = 12.8 Miles |

| Rates if No Revenue Funds Were Identified As Subsidy Funds | |
|--|-------|
| Rate Per Passenger Mile = \$ | 2.96 |
| Rate Per Passenger Trip = \$ | 37.93 |

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

Worksheet for Multiple Service Rates

CTC: MV Transportation Version 4
 County: Alachua County

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

SECTION I: Services Provided

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

| | | | |
|---|---|---|---|
| Ambulatory | Wheelchair | Stretcher | Group |
| <input type="radio"/> Yes <input type="radio"/> No |
| Go to Section I for Ambulatory Service | Go to Section I for Wheelchair Service | Go to Section I for Stretcher Service | STOP! Do NOT Complete Section I for Group Service |

SECTION II: Contracted Services

1. Will the CTC be contracting out any of these Services TOTALLY in the upcoming budget year?

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

2. If you answered YES to #1 above, do you want to prove at the pricing rate by simply dividing the proposed contract amount by the projected Passenger Miles / passenger trips?

| | | | |
|---|---|---|---|
| <input type="radio"/> Yes <input type="radio"/> No |
|---|---|---|---|

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

| | | | |
|-----------------|-----------------|-----------------|--|
| Contract Amount | Passenger Miles | Passenger Trips | Do NOT Complete Section II for Group Service |
| | | | |

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

| | | | |
|---|---|---|---|
| Ambulatory | Wheelchair | Stretcher | Group |
| <input type="radio"/> Yes <input type="radio"/> No |
| Go to Section II for Ambulatory Service | Go to Section II for Wheelchair Service | Go to Section II for Stretcher Service | Do NOT Complete Section II for Group Service |

4. If you answered # 3 & 4, what is Combined Rate per Trip PLUS a per Mile add-on for 1 or more services. INPUT the Desired per Trip Rate (but must be 100% of per trip rate in #3) above
 Rate per Passenger Mile for Balance =

| | | | |
|---|---|---|---|
| Combination Trip and Mile Rate | | | |
| <input type="radio"/> Yes <input type="radio"/> No |
| Rate per Passenger Mile for Balance | Rate per Mile Add-on | Rate per Trip | Do NOT Complete Section II for Group Service |

Worksheet for Multiple Service Rates

CTC: MW Transportation Services
 County: Alachua County

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

SECTION III: Escort Service

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

SECTION IV: Group Service Loading

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

SECTION V: Rate Calculations for Multiple Services:

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

| | | RATES FOR FY: 2016 - 2017 | | | | |
|---|-----------|--------------------------------|-------------|-----------|---------------|-----------|
| | | Ambul | Wheel Chair | Stretcher | Group | Group |
| Projected Passenger Miles (excluding totally contracted services addressed in Section II) = | 1,100,500 | 969,508 | 114,744 | 4,205 | Leave Blank | 0 |
| Rate per Passenger Mile = | | \$2.62 | \$4.49 | \$9.35 | \$0.00 | \$0.00 |
| | | | | | per passenger | per group |
| Projected Passenger Trips (excluding totally contracted services addressed in Section II) = | 60,522 | 74,605 | 11,232 | 764 | Leave Blank | |
| Rate per Passenger Trip = | | \$33.37 | \$57.20 | \$119.17 | \$0.00 | \$0.00 |
| | | | | | per passenger | per group |
| 2. If you answered #1 above and want a COMBINED Rate per Trip PLUS a per Mile add-on for 1 or more services | | Combination Trip and Mile Rate | | | | |
| ...INPUT the Desired Rate per Trip (but must be less than per trip rate above) = | | | | | Leave Blank | \$0.00 |
| Rate per Passenger Mile for Balance = | | \$2.62 | \$4.49 | \$9.35 | \$0.00 | \$0.00 |
| | | | | | per passenger | per group |

| | | Rates if No Revenue Funds Were Identified As Subsidy Funds | | | | |
|---------------------------|--|--|-------------|-----------|---------------|-----------|
| | | Ambul | Wheel Chair | Stretcher | Group | Group |
| Rate per Passenger Mile = | | \$2.70 | \$4.62 | \$9.63 | \$0.00 | \$0.00 |
| | | | | | per passenger | per group |
| Rate per Passenger Trip = | | \$34.36 | \$58.69 | \$122.70 | \$0.00 | \$0.00 |
| | | | | | per passenger | per group |

Program: Transportation Services
 Fiscal Year: 2016-2017

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Appendix C: Vehicle Inventory

Division 65 Vehicles

| Vehicle # | Description | VIN# | Capacity / Fuel Type | TRANS/ENG REP | Status | Owner | Lic Plate | Body Manufacturer | Age of Vehicle | Mileage |
|-----------|-------------------------|--------------------|----------------------|-----------------|--------|---------|-----------|-------------------|----------------|---------|
| 3720 | 2012 Ford E450 | 1FDDE4FS8CDB04660 | 12/2 UNLEADED | | ACTIVE | MV | BKBY83 | Champion | 3 | 142,389 |
| 3716 | 2012 Ford E450 | 1FDDE4FS5CDA02721 | 12/2 UNLEADED | | ACTIVE | RTS | ARP5164 | Goshen | 3 | 192,857 |
| 3715 | 2012 Ford E450 | 1FDDE4FS8CDB02714 | 12/2 UNLEADED | | ACTIVE | RTS | XBG716 | Goshen | 3 | 165,645 |
| 110 | 2008 Ford Crown Vic | 2FAPP72V78X143263 | 5 Unleaded | | ACTIVE | MV | X9286A | Ford | 7 | 156,024 |
| 3475 | 2011 Chevy 3500 | 1GB3G2BG8B1144718 | 8/2 Unleaded | TRANS BURNT OUT | ACTIVE | RTS | XB0710 | Goshen | 3.5 | 164,748 |
| 3474 | 2011 Chevy 3500 | 1GB3G2BG8B1143021 | 8/2 Unleaded | ENG OH TRANS | ACTIVE | RTS | YB0707 | Goshen | 3.5 | 168,691 |
| 3473 | 2011 Chevy 3500 | 1GB3G2BG5B1146863 | 8/2 Unleaded | | ACTIVE | RTS | XB0712 | Goshen | 3.5 | 196,261 |
| 3671 | 2011 Chevy 3500 | 1GB3G2BG1B1143510 | 8/2 Unleaded | TRANS REPLACED | ACTIVE | RTS | XB0708 | Goshen | 3.5 | 200,392 |
| 3628 | 2010 Chevy 3500 | 1GB8G2AG3A1160922 | 8/2 Unleaded | | ACTIVE | RTS | XC4308 | Champion | 4 | 239,842 |
| 3625 | 2010 Chevy 3500 | 1GB8G2AG4A1161223 | 8/2 Unleaded | | ACTIVE | RTS | XC4307 | Champion | 4 | 209,242 |
| 3623 | 2010 Chevy 3500 | 1GB8G2AG5A1160684 | 8/2 Unleaded | | ACTIVE | RTS | XC4306 | Champion | 4 | 225,123 |
| 3618 | 2010 Chevy 3500 | 1GB8G2AG6A1147226 | 8/2 Unleaded | | ACTIVE | RTS | XC4301 | Champion | 4 | 239,605 |
| 3164 | 2007 Chevrolet - 3500 | 1GBJG31U471134134 | 8/2 Unleaded | | ACTIVE | MV | X72863 | Startrans | 7 | 290,562 |
| 3499 | 2009 Chev 3500 - 3499 | 1GBJG31K391166177 | 8/2 Unleaded | | ACTIVE | RTS | XB6333 | Champion | 6 | 298,324 |
| 3219 | 2010 Chevy 3500 | 1GBJG31K091173174 | 8/2 Unleaded | | ACTIVE | Alachua | 508YVD | Champion | 4.5 | 244,266 |
| 4039 | 2016 E-450 Ford | 1FDDE4FS7GDC03266 | 12/2 unleaded | | ACTIVE | RTS | XD9843 | Glaval Bus | 1 | 21,935 |
| 3217 | 2010 Chevy 3500 | 1GBJG31K091174115 | 8/2 Unleaded | TRANS BURNT OUT | ACTIVE | Alachua | 506YVD | Champion | 4.5 | 276,410 |
| 4040 | 2016 E-450 Ford | 1FDDE4FS0GDC03266 | 12/2 unleaded | | ACTIVE | RTS | XD9842 | Glaval Bus | 1 | 25,704 |
| 3215 | 2010 Chevy 3500 | 1GBJG31K491171525 | 8/2 Unleaded | TRANS REPAIRED | ACTIVE | Alachua | 503YVD | Champion | 4.5 | 240,215 |
| 3894 | 2014 Chevy 3500 | 1GB3G2BG2E1120162 | 8/2 Unleaded | | ACTIVE | RTS | XC4251 | Champion | 1 | 121,056 |
| 3891 | 2015 Chev 3500 | 1GB3G2BG1F1137115 | 8/2 Unleaded | | ACTIVE | RTS | XC4654 | Champion | 1 | 47,505 |
| 3722 | 2015 FORD E-450 | 1FDDE4FS1FDA34960 | 12/2 unleaded | | ACTIVE | MV | BKT115B | GLAVAL | 1 | 26,918 |
| 3723 | 2015 FORD E-450 | 1FDDE4FS3FDA34961 | 12/2 unleaded | | ACTIVE | MV | BKT1237 | GLAVAL | 1 | 28,359 |
| 3162 | 2008 Ford E350 - 3162 | 1FDWE35L56DA13732 | 8/2 Unleaded | | ACTIVE | MV | X71446 | Startrans | 6 | 209,321 |
| 4041 | 2016 E-450 Ford | 1FDDE4FS3GDC03264 | 12/2 unleaded | | ACTIVE | RTS | XD9841 | Glaval Bus | 1 | 24,277 |
| 4042 | 2016 E-450 Ford | 1FDDE4FS6GDC03274 | 12/2 unleaded | | ACTIVE | RTS | XE4163 | Glaval Bus | 1 | 28,835 |
| 3990 | 2015 Chev 3500 | 1GB3G2BG7F1135322 | 8/2 Unleaded | | ACTIVE | RTS | XC4653 | Champion | 1 | 47,505 |
| 2905 | 2005 Ford E350 - 2905 | 1FDWE35L45HA19414 | 8 OR 3 UNLEADED | | ACTIVE | MV | P370IL | TURTLE TOP | 8 | 361,565 |
| 302 | 2003 Ford Braun - 20053 | 1FTSS34L X3HE72941 | 8/2 Unleaded | | ACTIVE | MV | 614LUH | Braun | 11 | 266,937 |
| 300 | 2003 FORD E-350 - 2003 | 1FTSS34L13HB72939 | 8/2 UNLEADED | | ACTIVE | MV | 615LUH | Braun | 11 | 301,204 |
| 214 | 2003 Ford E350 - 31053 | 1FTSS34L13HA67675 | 7/2 UNLEADED | | ACTIVE | MV | 645LUH | Braun | 11 | 285,449 |
| 203 | 2003 Ford Braun - 20073 | 1FBSS31L63HA74353 | 8/2 Unleaded | | ACTIVE | MV | 653LUH | Braun | 11 | 326,101 |
| 3721 | 2012 Ford E450 | 1FDDE4FS8DCA82974 | 12/2 Unleaded | | ACTIVE | MV | BKBY93 | Ford | 2.5 | 125,444 |
| 3948 | 2014 Chevy 3500 | 1GB3G2BG7E1197754 | 8/2 Unleaded | | ACTIVE | RTS | BF11056 | Champion | 1 | 95,860 |
| 3770 | 2014 Ford Braun | 1FDDE4FS1EDA817318 | 12/2 Unleaded | | ACTIVE | MV | CWIT32 | Goshen | 1 | 76,071 |
| 3962 | 2015 Chevy 3500 | 1GB3G2BG7E1197799 | 8/2 Unleaded | | ACTIVE | RTS | XC4298 | Champion | 1 | 51,341 |
| 3992 | 2015 CHEVY 3500 | 1GB3G2BG0F1136511 | 8/2 UNLEADED | | ACTIVE | RTS | XC4655 | CHAMPION | 1 | 48,442 |
| 3993 | 2015 CHEVY 3500 | 1GB3G2BG7F1135112 | 8/2 UNLEADED | | ACTIVE | RTS | XC4652 | Champion | 1 | 48,731 |

Appendix D: Safety Compliance Self Certification



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

Certification Date (Current): 2016

Certification Year: (Previous): 2015

Name and Address of Bus Transit System: MV Transportation
Community Transportation Coordinator (CTC)
Alachua County
3713 SW 42nd Ave., Suite 3
Gainesville, FL 32608

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

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

Blue Ink Signature: *Edward Griffin* Date: 01-17-2016
(Individual Responsible for Assurance of Compliance)

Name: Edward Griffin Title: General Manager

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

Name: Florida Department of Transportation City of Gainesville Regional Transit System

Address: 2198 Edison Ave., MS 2813 34 SE 13th Rd.
Jacksonville, FL 32204 Gainesville, FL 32601

Name of Qualified Mechanic who Performed Annual Inspections: Allen Brooks

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

Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area

Transportation Disadvantaged Service Plan Team

Scott R. Koons, AICP, Executive Director

* Lynn Franson-Godfrey, AICP, Senior Planner

* Primary Responsibility
** Secondary Responsibility



Use the QR Reader App
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**Alachua County
Transportation Disadvantaged Coordinating Board**

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

www.ncfrpc.org/td



May 3, 2016

TO: Alachua County Transportation Disadvantaged Coordinating Board
FROM: Lynn Godfrey, AICP, Senior Planner
SUBJECT: MV Transportation Presentation/Operations Reports

RECOMMENDATION

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

BACKGROUND

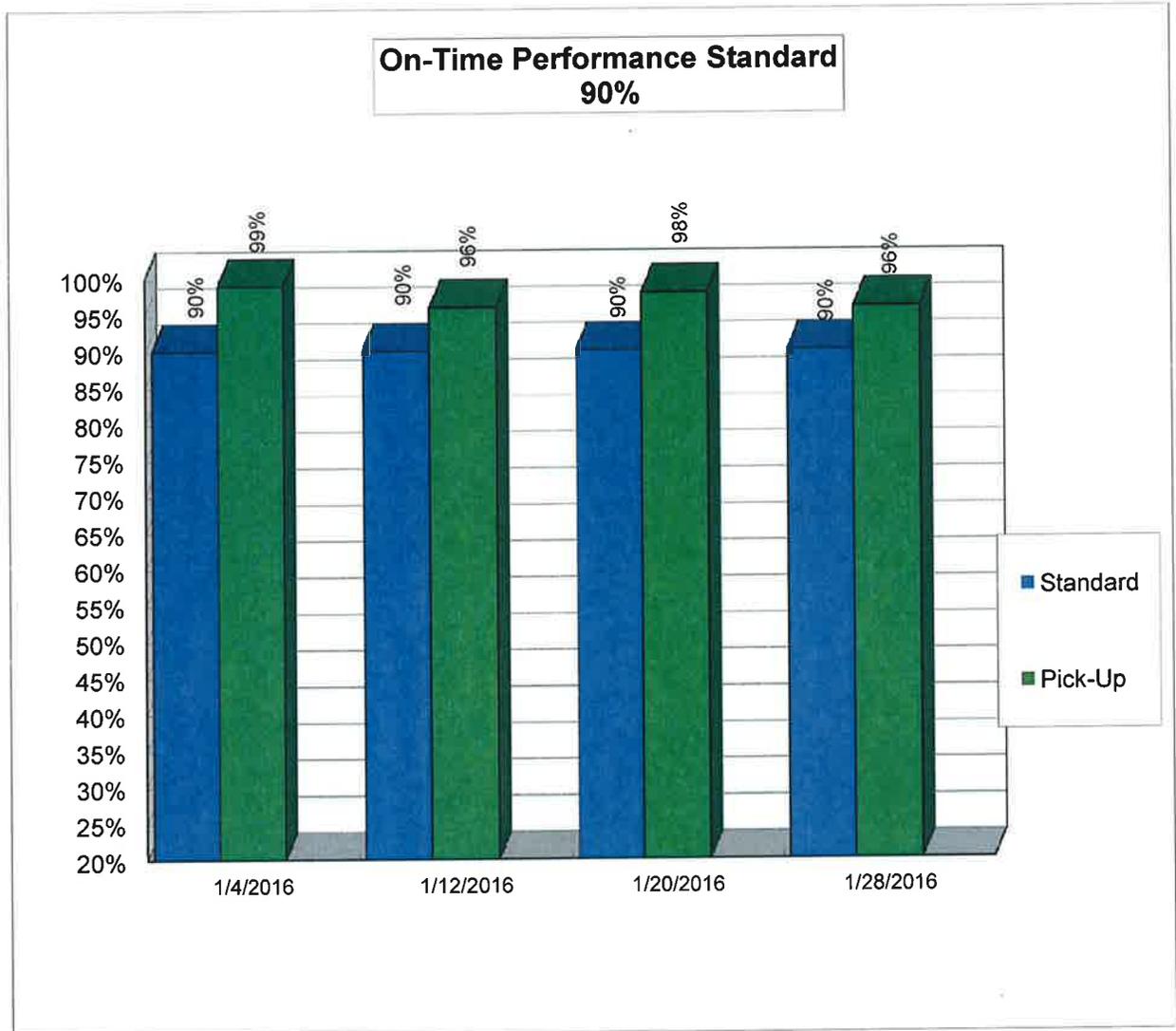
Attached are the following reports:

1. Alachua County Transportation Disadvantaged Service Plan Standards Report:
 - On-time performance
 - Complaints
 - Call hold time
 - Accidents
 - Roadcalls
2. MV Transportation Operations Report July 2015 - March 2016;
3. Transportation Disadvantaged Program Status Report; and
4. Unmet Transportation Needs Report.

Attachments

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**TRANSPORTATION DISADVANTAGED
SERVICE PLAN (TDSP) STANDARDS
ALACHUA COUNTY, JANUARY 2016**

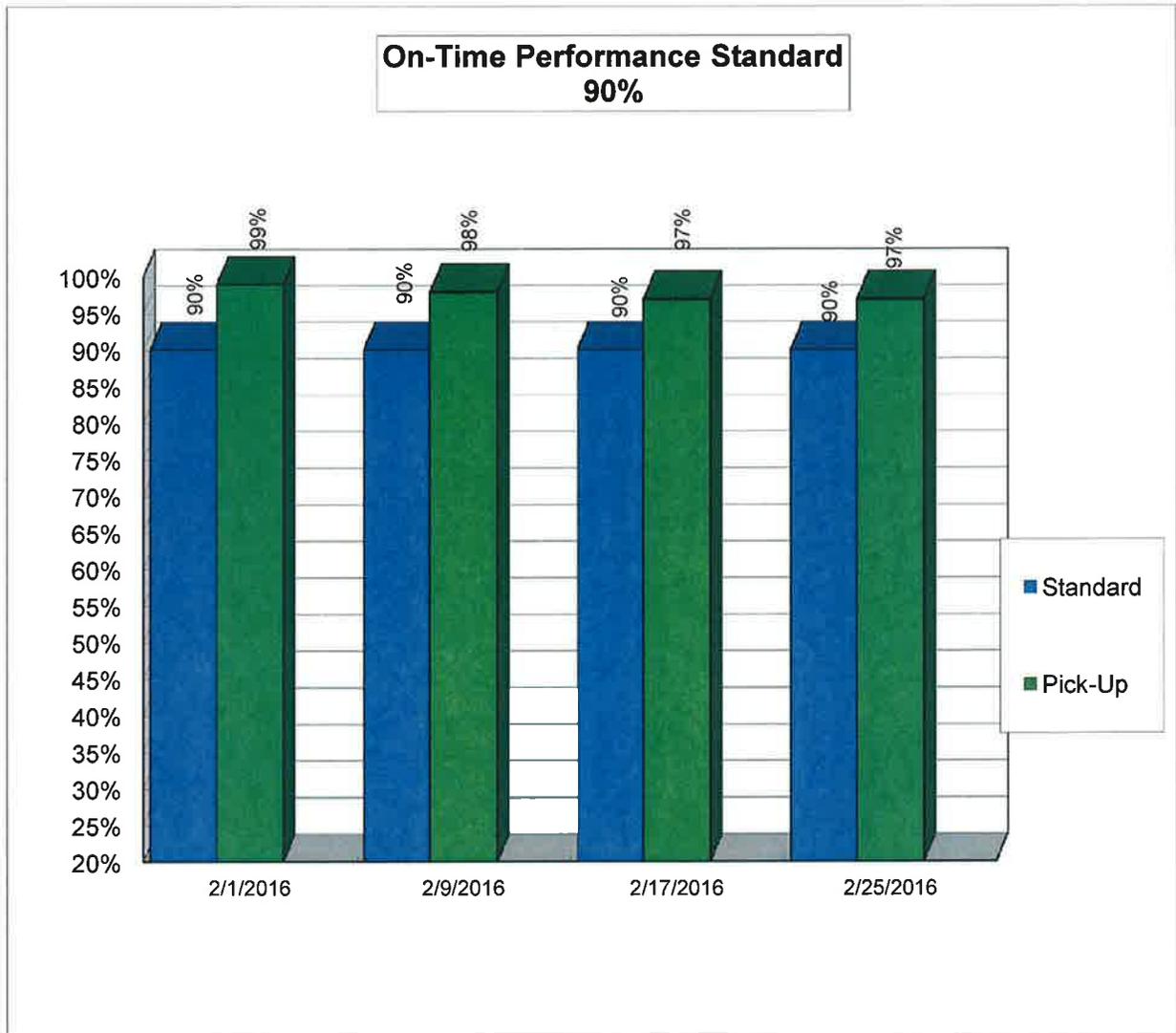


Early/Late Report - Monthly
Div 65 Gainesville, FL

Statistics by iWeb (c) 2006 MV Transportation, Inc. - Last Queried: 02/09/16 02:51:31 PAC

| January 2016 (Early Win: 31 Late Win: 61) | | | | | | | | | | | | | | | | | | |
|---|-----|--------------|------------|----------|----------|----------|----------|--------------|--------------|------------|----------------|-----------|--------------|-----------|-----------|-----------|----------|----------|
| Date | DoW | Trips | Stop Types | | | | Total | | | | Sub Categories | | | | | | | |
| | | | NoShow | CAD | NS (Lt) | NS (Dw) | Miss | Stops | OnTime | Late | OTP% | Late31+ | Early | Oto15 | 16to30 | 31to60 | 61to90 | 91+ |
| 01/01/16 | Fri | 15 | 2 | 0 | 0 | 0 | 0 | 17 | 16 | 1 | 94.12% | 0 | 5 | 1 | 0 | 0 | 0 | 0 |
| 01/02/16 | Sat | 121 | 11 | 0 | 0 | 0 | 0 | 132 | 130 | 2 | 98.48% | 0 | 14 | 2 | 0 | 0 | 0 | 0 |
| 01/03/16 | Sun | 113 | 5 | 0 | 0 | 0 | 0 | 118 | 117 | 1 | 99.15% | 0 | 15 | 0 | 1 | 0 | 0 | 0 |
| 01/04/16 | Mon | 366 | 42 | 0 | 0 | 0 | 0 | 408 | 404 | 4 | 99.02% | 1 | 53 | 3 | 0 | 1 | 0 | 0 |
| 01/05/16 | Tue | 387 | 28 | 0 | 0 | 0 | 0 | 415 | 409 | 6 | 98.55% | 1 | 42 | 4 | 1 | 1 | 0 | 0 |
| 01/06/16 | Wed | 397 | 43 | 0 | 0 | 0 | 0 | 440 | 426 | 14 | 96.82% | 4 | 55 | 10 | 0 | 4 | 0 | 0 |
| 01/07/16 | Thu | 427 | 35 | 0 | 0 | 0 | 0 | 462 | 446 | 16 | 96.54% | 3 | 49 | 7 | 6 | 3 | 0 | 0 |
| 01/08/16 | Fri | 314 | 32 | 0 | 0 | 0 | 0 | 346 | 342 | 4 | 98.84% | 0 | 50 | 3 | 1 | 0 | 0 | 0 |
| 01/09/16 | Sat | 165 | 22 | 0 | 0 | 0 | 0 | 187 | 182 | 5 | 97.33% | 1 | 31 | 1 | 3 | 1 | 0 | 0 |
| 01/10/16 | Sun | 22 | 2 | 0 | 0 | 0 | 0 | 24 | 24 | 0 | 100.00% | 0 | 4 | 0 | 0 | 0 | 0 | 0 |
| 01/11/16 | Mon | 373 | 34 | 0 | 0 | 0 | 0 | 407 | 395 | 12 | 97.05% | 1 | 40 | 7 | 4 | 1 | 0 | 0 |
| 01/12/16 | Tue | 446 | 37 | 0 | 0 | 0 | 0 | 483 | 465 | 18 | 96.27% | 7 | 60 | 7 | 4 | 4 | 0 | 3 |
| 01/13/16 | Wed | 407 | 34 | 0 | 0 | 0 | 0 | 441 | 433 | 8 | 98.19% | 0 | 55 | 3 | 5 | 0 | 0 | 0 |
| 01/14/16 | Thu | 423 | 29 | 0 | 0 | 0 | 0 | 452 | 447 | 5 | 98.89% | 1 | 53 | 3 | 1 | 1 | 0 | 0 |
| 01/15/16 | Fri | 312 | 25 | 0 | 0 | 0 | 0 | 337 | 335 | 2 | 99.41% | 0 | 50 | 2 | 0 | 0 | 0 | 0 |
| 01/16/16 | Sat | 140 | 13 | 0 | 0 | 0 | 0 | 153 | 151 | 2 | 98.69% | 0 | 23 | 2 | 0 | 0 | 0 | 0 |
| 01/17/16 | Sun | 18 | 0 | 0 | 0 | 0 | 0 | 18 | 18 | 0 | 100.00% | 0 | 5 | 0 | 0 | 0 | 0 | 0 |
| 01/18/16 | Mon | 166 | 14 | 0 | 0 | 0 | 0 | 180 | 180 | 0 | 100.00% | 0 | 45 | 0 | 0 | 0 | 0 | 0 |
| 01/19/16 | Tue | 428 | 35 | 0 | 0 | 0 | 0 | 463 | 458 | 5 | 98.92% | 1 | 70 | 1 | 3 | 1 | 0 | 0 |
| 01/20/16 | Wed | 380 | 37 | 0 | 0 | 0 | 0 | 417 | 412 | 5 | 98.80% | 2 | 70 | 1 | 2 | 1 | 1 | 0 |
| 01/21/16 | Thu | 423 | 24 | 0 | 0 | 0 | 0 | 444 | 428 | 16 | 96.40% | 5 | 55 | 7 | 4 | 2 | 3 | 0 |
| 01/22/16 | Fri | 362 | 35 | 0 | 0 | 0 | 0 | 397 | 381 | 16 | 95.97% | 4 | 52 | 9 | 3 | 4 | 0 | 0 |
| 01/23/16 | Sat | 130 | 15 | 0 | 0 | 0 | 0 | 145 | 143 | 2 | 97.95% | 0 | 20 | 2 | 1 | 0 | 0 | 0 |
| 01/24/16 | Sun | 16 | 0 | 0 | 0 | 0 | 0 | 16 | 16 | 0 | 100.00% | 0 | 3 | 0 | 0 | 0 | 0 | 0 |
| 01/25/16 | Mon | 387 | 45 | 0 | 0 | 0 | 0 | 433 | 429 | 4 | 99.08% | 3 | 55 | 1 | 0 | 1 | 1 | 1 |
| 01/26/16 | Tue | 394 | 33 | 0 | 0 | 0 | 0 | 427 | 419 | 8 | 98.13% | 2 | 57 | 5 | 1 | 2 | 0 | 0 |
| 01/27/16 | Wed | 427 | 37 | 0 | 0 | 0 | 0 | 464 | 462 | 2 | 99.57% | 1 | 61 | 1 | 0 | 1 | 0 | 0 |
| 01/28/16 | Thu | 447 | 33 | 0 | 0 | 0 | 0 | 483 | 467 | 16 | 96.69% | 1 | 51 | 12 | 3 | 1 | 0 | 0 |
| 01/29/16 | Fri | 368 | 41 | 0 | 0 | 0 | 0 | 409 | 405 | 4 | 99.02% | 0 | 49 | 4 | 0 | 0 | 0 | 0 |
| 01/30/16 | Sat | 152 | 15 | 0 | 0 | 0 | 0 | 168 | 168 | 0 | 100.00% | 0 | 31 | 0 | 0 | 0 | 0 | 0 |
| 01/31/16 | Sun | 28 | 2 | 0 | 0 | 0 | 0 | 30 | 30 | 0 | 100.00% | 0 | 7 | 0 | 0 | 0 | 0 | 0 |
| Total: | | 8,554 | 763 | 0 | 0 | 0 | 0 | 9,317 | 9,138 | 179 | 98.08% | 38 | 1,273 | 98 | 43 | 29 | 5 | 4 |

**TRANSPORTATION DISADVANTAGED
SERVICE PLAN (TDSP) STANDARDS
ALACHUA COUNTY, FEBRUARY 2016**

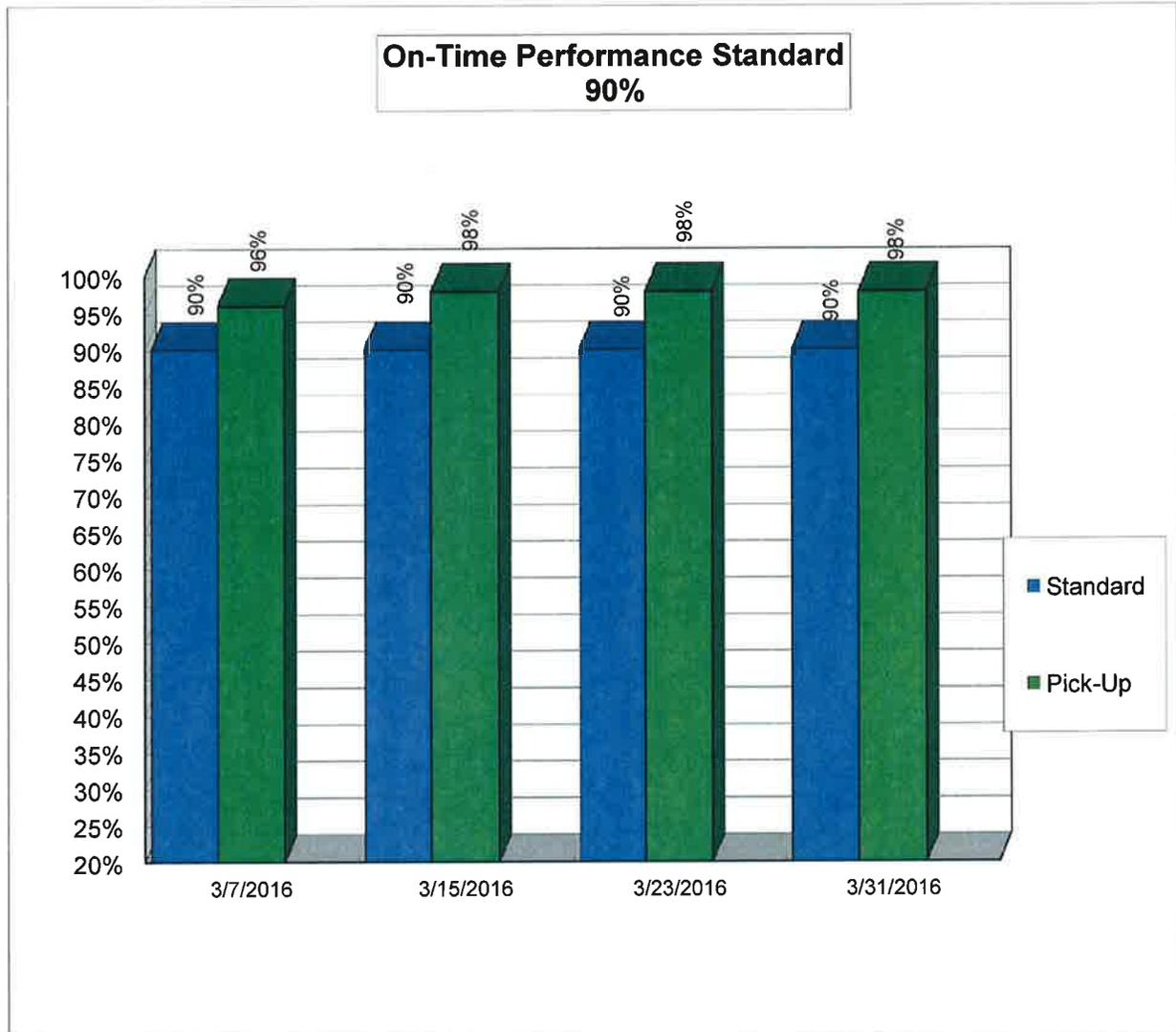


Early/Late Report - Monthly
Div 65 Gainesville, FL

Statistics by iWeb (c) 2006 MV Transportation, Inc. - Last Queried: 03/10/16 02:51:30 PAC

| February 2016 (Early Win: 31 Late Win: 61) | | | | | | | | | | | | | | | | | |
|--|-----|--------------|------------|----------|----------|----------|----------|--------------|--------------|------------|---------------|-----------|----------------|-----------|-----------|-----------|----------|
| Date | DoW | Trips | Stop Types | | | | Miss | Stops | OnTime | Late | OTP% | Late31+ | Sub Categories | | | | |
| | | | NoShow | CAD | NS (Lt) | NS (Dw) | | | | | | | Early | Oto15 | 16to30 | 31to60 | 61to90 |
| 02/01/16 | Mon | 357 | 19 | 0 | 0 | 0 | 0 | 376 | 375 | 1 | 99.73% | 0 | 58 | 1 | 0 | 0 | 0 |
| 02/02/16 | Tue | 380 | 32 | 0 | 0 | 0 | 0 | 412 | 408 | 4 | 99.03% | 2 | 50 | 2 | 0 | 2 | 0 |
| 02/03/16 | Wed | 506 | 43 | 0 | 0 | 0 | 0 | 549 | 535 | 14 | 97.45% | 5 | 65 | 8 | 1 | 5 | 0 |
| 02/04/16 | Thu | 422 | 32 | 0 | 0 | 0 | 0 | 444 | 440 | 4 | 99.10% | 0 | 62 | 4 | 0 | 0 | 0 |
| 02/05/16 | Fri | 397 | 37 | 0 | 0 | 0 | 0 | 434 | 422 | 12 | 97.24% | 3 | 57 | 7 | 2 | 3 | 0 |
| 02/06/16 | Sat | 178 | 16 | 0 | 0 | 0 | 0 | 194 | 187 | 7 | 96.39% | 0 | 32 | 6 | 1 | 0 | 0 |
| 02/07/16 | Sun | 33 | 1 | 0 | 0 | 0 | 0 | 34 | 32 | 2 | 94.12% | 0 | 2 | 2 | 0 | 0 | 0 |
| 02/08/16 | Mon | 423 | 26 | 0 | 0 | 0 | 0 | 449 | 443 | 6 | 98.66% | 0 | 72 | 6 | 0 | 0 | 0 |
| 02/09/16 | Tue | 432 | 25 | 0 | 0 | 0 | 0 | 457 | 449 | 8 | 98.25% | 0 | 63 | 6 | 2 | 0 | 0 |
| 02/10/16 | Wed | 412 | 31 | 0 | 0 | 0 | 0 | 443 | 432 | 11 | 97.52% | 0 | 52 | 2 | 3 | 0 | 0 |
| 02/11/16 | Thu | 381 | 22 | 0 | 0 | 0 | 0 | 403 | 402 | 1 | 99.75% | 0 | 74 | 1 | 0 | 0 | 0 |
| 02/12/16 | Fri | 359 | 19 | 0 | 0 | 0 | 0 | 378 | 376 | 2 | 99.47% | 0 | 56 | 2 | 0 | 0 | 0 |
| 02/13/16 | Sat | 160 | 2 | 0 | 0 | 0 | 0 | 169 | 160 | 9 | 94.67% | 3 | 29 | 5 | 1 | 3 | 0 |
| 02/14/16 | Sun | 29 | 0 | 0 | 0 | 0 | 0 | 29 | 29 | 0 | 100.00% | 0 | 7 | 0 | 0 | 0 | 0 |
| 02/15/16 | Mon | 345 | 37 | 0 | 0 | 0 | 0 | 382 | 382 | 0 | 100.00% | 0 | 76 | 0 | 0 | 0 | 0 |
| 02/16/16 | Tue | 424 | 27 | 0 | 0 | 0 | 0 | 451 | 448 | 3 | 99.33% | 0 | 66 | 3 | 0 | 0 | 0 |
| 02/17/16 | Wed | 413 | 24 | 0 | 0 | 0 | 0 | 437 | 425 | 12 | 97.25% | 5 | 76 | 3 | 4 | 3 | 1 |
| 02/18/16 | Thu | 413 | 24 | 0 | 0 | 0 | 0 | 437 | 434 | 3 | 99.31% | 1 | 67 | 2 | 0 | 0 | 1 |
| 02/19/16 | Fri | 327 | 30 | 0 | 0 | 0 | 0 | 357 | 354 | 3 | 99.16% | 1 | 60 | 2 | 0 | 0 | 1 |
| 02/20/16 | Sat | 155 | 7 | 0 | 0 | 0 | 0 | 162 | 162 | 0 | 100.00% | 0 | 34 | 0 | 0 | 0 | 0 |
| 02/21/16 | Sun | 38 | 1 | 0 | 0 | 0 | 0 | 39 | 38 | 1 | 97.44% | 0 | 8 | 0 | 1 | 0 | 0 |
| 02/22/16 | Mon | 360 | 35 | 0 | 0 | 0 | 0 | 395 | 386 | 9 | 97.72% | 4 | 52 | 4 | 1 | 3 | 1 |
| 02/23/16 | Tue | 398 | 22 | 0 | 0 | 0 | 0 | 420 | 409 | 11 | 97.38% | 3 | 58 | 6 | 2 | 3 | 0 |
| 02/24/16 | Wed | 416 | 24 | 0 | 0 | 0 | 0 | 440 | 435 | 5 | 98.86% | 1 | 69 | 2 | 2 | 1 | 0 |
| 02/25/16 | Thu | 405 | 34 | 0 | 0 | 0 | 0 | 439 | 430 | 9 | 97.95% | 0 | 61 | 7 | 2 | 0 | 0 |
| 02/26/16 | Fri | 340 | 31 | 0 | 0 | 0 | 0 | 371 | 365 | 6 | 98.38% | 1 | 79 | 3 | 2 | 1 | 0 |
| 02/27/16 | Sat | 152 | 12 | 0 | 0 | 0 | 0 | 170 | 170 | 0 | 100.00% | 0 | 26 | 0 | 0 | 0 | 0 |
| 02/28/16 | Sun | 41 | 0 | 0 | 0 | 0 | 0 | 41 | 41 | 0 | 100.00% | 0 | 4 | 0 | 0 | 0 | 0 |
| 02/29/16 | Mon | 412 | 30 | 0 | 0 | 0 | 0 | 440 | 430 | 10 | 97.73% | 2 | 66 | 5 | 3 | 2 | 0 |
| Total: | | 9,108 | 644 | 0 | 0 | 0 | 0 | 9,752 | 9,599 | 153 | 98.43% | 31 | 1,490 | 95 | 27 | 26 | 3 |

**TRANSPORTATION DISADVANTAGED
SERVICE PLAN (TDSP) STANDARDS
ALACHUA COUNTY, MARCH 2016**



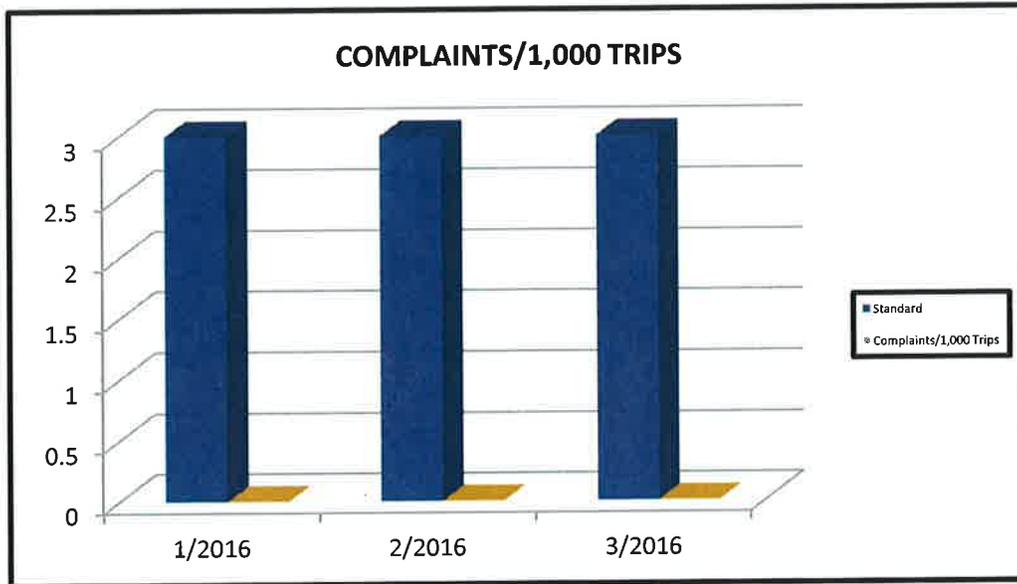
Early/Late Report - Monthly
Div 65 Gainesville, FL

Statistics by iWeb (c) 2006 MV Transportation, Inc. - Last Queried: 04/04/16 06:41:45 PAC

| March 2016 (Early Win: 31 Late Win: 61) | | | | | | | | | | | | | | | | | | |
|---|-----|--------------|------------|----------|----------|----------|----------|---------------|---------------|------------|---------------|-----------|----------------|------------|-----------|-----------|----------|----------|
| Date | DoW | Trips | Stop Types | | | | | Total | | | | | Sub Categories | | | | | |
| | | | NoShow | CAD | NS (Lt) | NS (Dw) | Miss | Stops | OnTime | Late | OTP% | Late31+ | Early | 0to15 | 16to30 | 31to60 | 61to90 | 91+ |
| 03/01/16 | Tue | 381 | 33 | 0 | 0 | 0 | 0 | 414 | 405 | 9 | 97.83% | 2 | 39 | 2 | 5 | 0 | 0 | 2 |
| 03/02/16 | Wed | 379 | 20 | 0 | 0 | 0 | 0 | 399 | 397 | 2 | 99.50% | 0 | 39 | 1 | 1 | 0 | 0 | 0 |
| 03/03/16 | Thu | 427 | 37 | 0 | 0 | 0 | 0 | 464 | 457 | 7 | 98.49% | 1 | 38 | 4 | 2 | 1 | 0 | 0 |
| 03/04/16 | Fri | 373 | 31 | 0 | 0 | 0 | 0 | 404 | 396 | 8 | 98.02% | 0 | 32 | 6 | 2 | 0 | 0 | 0 |
| 03/05/16 | Sat | 164 | 18 | 0 | 0 | 0 | 0 | 182 | 178 | 4 | 97.80% | 0 | 21 | 3 | 1 | 0 | 0 | 0 |
| 03/06/16 | Sun | 33 | 1 | 0 | 0 | 0 | 0 | 34 | 34 | 0 | 100.00% | 0 | 10 | 0 | 0 | 0 | 0 | 0 |
| 03/07/16 | Mon | 384 | 27 | 0 | 0 | 0 | 0 | 407 | 392 | 15 | 96.31% | 1 | 43 | 8 | 5 | 1 | 0 | 0 |
| 03/08/16 | Tue | 431 | 28 | 0 | 0 | 0 | 0 | 457 | 455 | 2 | 99.56% | 0 | 35 | 2 | 0 | 0 | 0 | 0 |
| 03/09/16 | Wed | 451 | 18 | 0 | 0 | 0 | 0 | 469 | 461 | 8 | 98.29% | 0 | 37 | 5 | 1 | 0 | 0 | 0 |
| 03/10/16 | Thu | 461 | 23 | 0 | 0 | 0 | 0 | 484 | 476 | 8 | 98.35% | 1 | 38 | 5 | 2 | 1 | 0 | 0 |
| 03/11/16 | Fri | 391 | 29 | 0 | 0 | 0 | 0 | 415 | 412 | 3 | 99.28% | 2 | 37 | 1 | 0 | 0 | 1 | 1 |
| 03/12/16 | Sat | 162 | 22 | 0 | 0 | 0 | 0 | 184 | 179 | 5 | 97.28% | 2 | 32 | 2 | 1 | 2 | 0 | 0 |
| 03/13/16 | Sun | 30 | 0 | 0 | 0 | 0 | 0 | 30 | 30 | 0 | 100.00% | 0 | 5 | 0 | 0 | 0 | 0 | 0 |
| 03/14/16 | Mon | 393 | 19 | 0 | 0 | 0 | 0 | 408 | 406 | 2 | 99.51% | 0 | 37 | 2 | 0 | 0 | 0 | 0 |
| 03/15/16 | Tue | 467 | 34 | 0 | 0 | 0 | 0 | 501 | 491 | 10 | 98.00% | 1 | 37 | 2 | 1 | 1 | 0 | 0 |
| 03/16/16 | Wed | 437 | 23 | 0 | 0 | 0 | 0 | 470 | 461 | 9 | 98.09% | 0 | 35 | 7 | 2 | 0 | 0 | 0 |
| 03/17/16 | Thu | 429 | 42 | 0 | 0 | 0 | 0 | 471 | 464 | 7 | 98.51% | 2 | 35 | 5 | 0 | 2 | 0 | 0 |
| 03/18/16 | Fri | 379 | 28 | 0 | 0 | 0 | 0 | 407 | 397 | 10 | 97.54% | 2 | 35 | 7 | 1 | 1 | 1 | 0 |
| 03/19/16 | Sat | 162 | 15 | 0 | 0 | 0 | 0 | 177 | 175 | 2 | 99.44% | 0 | 36 | 1 | 0 | 0 | 0 | 0 |
| 03/20/16 | Sun | 28 | 1 | 0 | 0 | 0 | 0 | 29 | 29 | 0 | 100.00% | 0 | 5 | 0 | 0 | 0 | 0 | 0 |
| 03/21/16 | Mon | 394 | 22 | 0 | 0 | 0 | 0 | 416 | 414 | 2 | 99.52% | 0 | 39 | 2 | 0 | 0 | 0 | 0 |
| 03/22/16 | Tue | 331 | 13 | 0 | 0 | 0 | 0 | 344 | 340 | 4 | 98.84% | 1 | 34 | 0 | 0 | 1 | 0 | 0 |
| 03/23/16 | Wed | 387 | 33 | 0 | 0 | 0 | 0 | 420 | 412 | 8 | 98.10% | 0 | 37 | 7 | 1 | 0 | 0 | 0 |
| 03/24/16 | Thu | 342 | 27 | 0 | 0 | 0 | 0 | 369 | 364 | 5 | 98.64% | 4 | 37 | 1 | 0 | 2 | 1 | 1 |
| 03/25/16 | Fri | 309 | 30 | 0 | 0 | 0 | 0 | 347 | 330 | 17 | 95.10% | 3 | 35 | 10 | 4 | 2 | 1 | 0 |
| 03/26/16 | Sat | 158 | 14 | 0 | 0 | 0 | 0 | 172 | 172 | 0 | 100.00% | 0 | 40 | 0 | 0 | 0 | 0 | 0 |
| 03/27/16 | Sun | 25 | 3 | 0 | 0 | 0 | 0 | 28 | 28 | 0 | 100.00% | 0 | 2 | 0 | 0 | 0 | 0 | 0 |
| 03/28/16 | Mon | 395 | 20 | 0 | 0 | 0 | 0 | 415 | 408 | 7 | 98.31% | 0 | 31 | 0 | 1 | 0 | 0 | 0 |
| 03/29/16 | Tue | 413 | 27 | 0 | 0 | 0 | 0 | 440 | 431 | 9 | 97.95% | 1 | 37 | 1 | 1 | 0 | 1 | 0 |
| 03/30/16 | Wed | 458 | 22 | 0 | 0 | 0 | 0 | 480 | 473 | 7 | 98.54% | 1 | 35 | 3 | 3 | 1 | 0 | 0 |
| 03/31/16 | Thu | 373 | 30 | 0 | 0 | 0 | 0 | 405 | 397 | 8 | 98.02% | 2 | 40 | 4 | 2 | 0 | 0 | 2 |
| Total: | | 9,947 | 695 | 0 | 0 | 0 | 0 | 10,642 | 10,465 | 177 | 98.34% | 26 | 1,672 | 110 | 41 | 15 | 5 | 6 |

**TRANSPORTATION DISADVANTAGED
SERVICE PLAN (TDSP) STANDARDS
ALACHUA COUNTY, JANUARY - MARCH 2016**

| MONTH | STANDARD | COMPLAINTS/1,000 TRIPS |
|--------|----------|------------------------|
| 1/2016 | 3 | 0 |
| 2/2016 | 3 | 0 |
| 3/2016 | 3 | 0 |

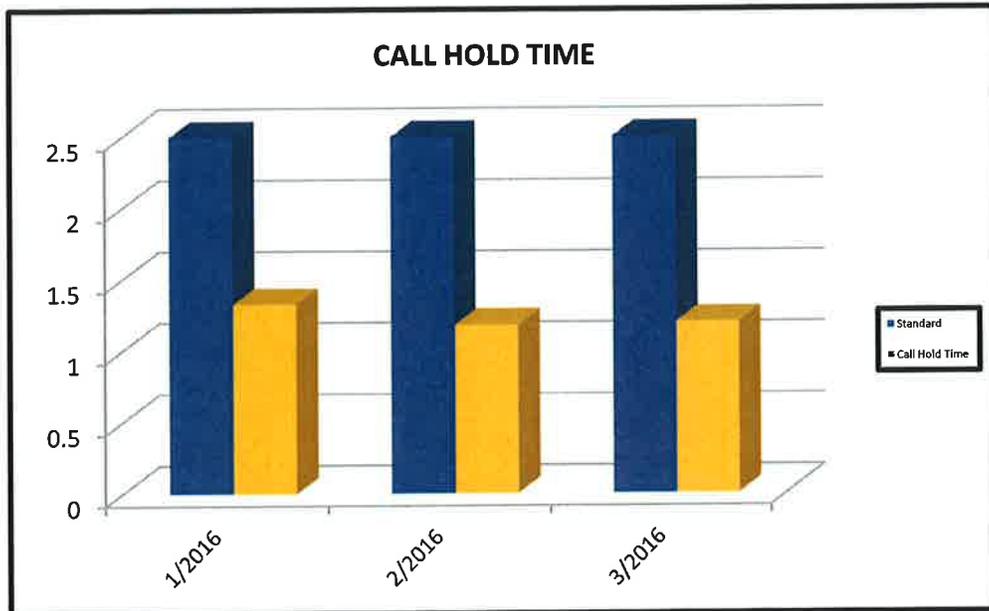


**MV TRANSPORTATION
SUMMARY OF SERVICE ISSUES
JULY 1, 2015 - JUNE 30, 2016**

| TYPE OF COMPLAINT | 7/15 | 8/15 | 9/15 | 10/15 | 11/15 | 12/15 | 1/16 | 2/16 | 3/16 | 4/16 | 5/16 | 6/16 |
|---|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|----------------|----------------|----------------|
| Late Drop-Off | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | | |
| Pick-Up before Window Opens | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | |
| Late Return Pick-Up | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | |
| Ride Time Exceeded Standards | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | | |
| Can't Get Through by Telephone | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | |
| On Hold for Excessive Periods of Time | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | |
| Phone System Problems | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | |
| Sunday Reservations | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | |
| Trip Denial | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | |
| Driver Training | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | |
| Driver Behavior | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | |
| No Passenger Assistance Provided | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | |
| No Driver ID | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | |
| Dispatcher Behavior | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | |
| Reservationist Behavior | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | |
| Unsafe Driving | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | |
| No Show by Driver | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | |
| Reservations/Scheduling | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | |
| Reservations | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | |
| Air Conditioning not Working | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | |
| Wheelchair/Scooter Securement | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | |
| Passenger Behavior | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | |
| No Show by Passenger | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | |
| Customer Service | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | |
| Safety | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | |
| Trip Cancelled, Ride Came Anyway | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | |
| Wheelchair Lift Not Working Properly | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | |
| Charged Wrong Passenger Fare | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | |
| Vehicle Condition | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | |
| MV Staff Availability | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | |
| Dropped Off at Wrong Location | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | |
| Improper Passenger Assistance | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | |
| Did Not Process TD Eligibility Application | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | |
| Other | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | |
| TOTAL | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 |
| TRIPS | 8,196 | 8,639 | 8,880 | 8,971 | 7,595 | 7,512 | 7,258 | 7,777 | 8,382 | | | |
| COMPLAINTS/1,000 TRIPS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.28 | 0.00 | 0.00 | #DIV/0! | #DIV/0! | #DIV/0! |
| Number of Individuals Submitting Complaints | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| RTS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| CIL | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Foster Grandparents | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| NCFRPC | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| COMMENDATIONS | 13 | 9 | 0 | 0 | 0 |

**TRANSPORTATION DISADVANTAGED
SERVICE PLAN (TDSP) STANDARDS
ALACHUA COUNTY, JANUARY - MARCH 2016**

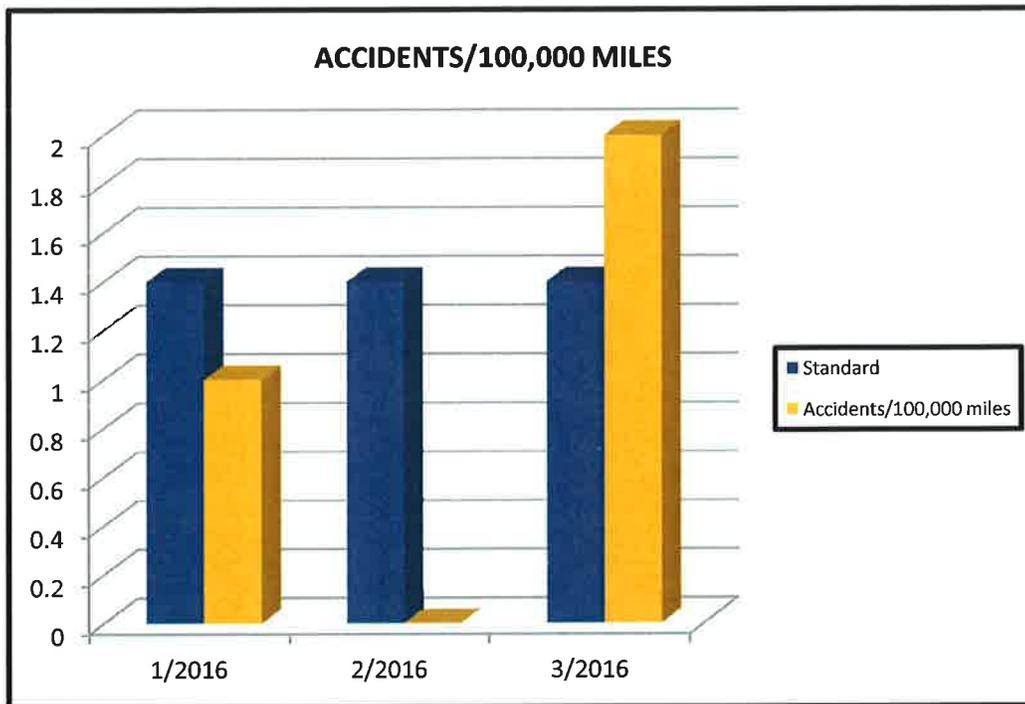
| MONTH | STANDARD | CALL HOLD TIME |
|--------|----------|----------------|
| 1/2016 | 2.5 | 1.33 |
| 2/2016 | 2.5 | 1.18 |
| 3/2016 | 2.5 | 1.20 |



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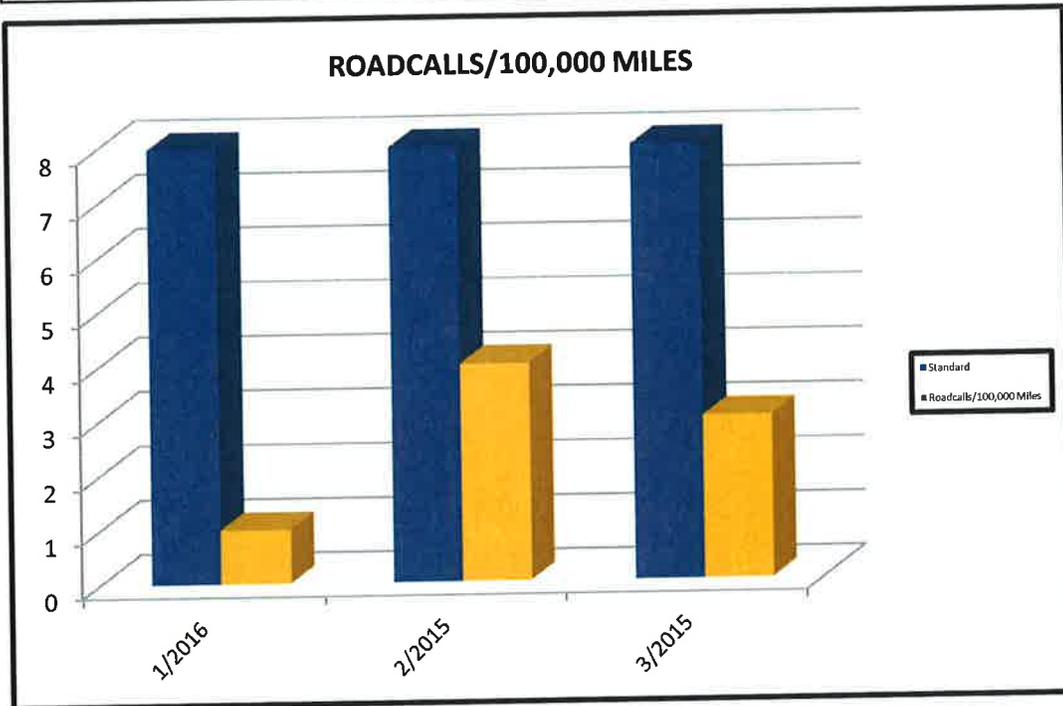
**TRANSPORTATION DISADVANTAGED
SERVICE PLAN (TDSP) STANDARDS
ALACHUA COUNTY JANUARY - MARCH 2016**

| MONTH | STANDARD | ACCIDENTS/100,000 MILES |
|--------|----------|-------------------------|
| 1/2016 | 1.4 | 1 |
| 2/2016 | 1.4 | 0 |
| 3/2016 | 1.4 | 2 |



**TRANSPORTATION DISADVANTAGED
SERVICE PLAN (TDSP) STANDARDS
ALACHUA COUNTY, JANUARY - MARCH 2016**

| MONTH | STANDARD | ROADCALLS/100,000 MILES |
|--------|----------|-------------------------|
| 1/2016 | 8 | 1 |
| 2/2015 | 8 | 4 |
| 3/2015 | 8 | 3 |



| 2015-2016 OPERATING DATA | Jul-15 | Aug-15 | Sep-15 | Oct-15 | Nov-15 | Dec-15 | Jan-16 | Feb-16 | Mar-16 | Apr-16 | May-16 | Jun-16 |
|---|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|--------------|----------------|----------------|----------------|
| Total No Trips Invoiced | 8,196 | 8,639 | 8,880 | 8,971 | 7,595 | 7,512 | 7,258 | 7,777 | 8,382 | 0 | 0 | 0 |
| HMO Medicaid (Access to Care) | 1,981 | 2,029 | 1,888 | 2,066 | 1,721 | 1,310 | 1,367 | 1,281 | 1,314 | | | |
| HMO Medicaid (MTM) | 249 | 284 | 227 | 249 | 182 | 169 | 182 | 235 | 330 | | | |
| Transportation Disadvantaged Program | 1,408 | 1,433 | 1,444 | 1,502 | 1,398 | 1,448 | 1,543 | 1,531 | 1,465 | | | |
| City of Gainesville ADA Service | 4,123 | 4,337 | 4,435 | 4,401 | 3,749 | 3,993 | 3,554 | 4,086 | 4,479 | | | |
| Florida Department of Transportation 5317 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 69 | | | |
| Florida Department of Transportation 5311 | 135 | 110 | 90 | 125 | 0 | 0 | 0 | 0 | 174 | | | |
| Florida Department of Transportation 5310 | 70 | 77 | 54 | 163 | 184 | 185 | 129 | 159 | 524 | | | |
| Alachua County | 193 | 347 | 717 | 443 | 361 | 407 | 483 | 471 | 27 | | | |
| Elder Care | 37 | 22 | 25 | 22 | 0 | 0 | 0 | 14 | 119,951 | | | |
| Total Vehicle Miles | 114,058 | 116,295 | 118,597 | 121,301 | 108,788 | 116,009 | 102,009 | 104,613 | 6,992 | | | |
| Total Vehicle Hours | 6,665 | 6,774 | 6,906 | 7,016 | 5,040 | 6,293 | 6,202 | 6,368 | 6,992 | #DIV/0! | #DIV/0! | #DIV/0! |
| Average Miles per Trip | 14 | 13 | 13 | 14 | 14 | 15 | 14 | 13 | 14 | | | |
| Number of No Shows | 465 | 564 | 660 | 643 | 455 | 469 | 455 | 384 | 442 | | | |
| Number Trips Denied | 0 | 0 | | | |
| Accidents | 0 | 1 | 1 | 0 | 0 | 0 | 1 | 0 | 2 | | | |
| RoadCalls | 4 | 4 | 4 | 3 | 2 | 3 | 1 | 4 | 3 | | | |
| Commendations | 13 | 9 | 12 | 6 | 6 | 5 | 5 | 7 | 4 | | | |
| Complaints | 6 | 3 | 4 | 4 | 6 | 1 | 5 | 6 | 4 | | | |
| Telephone Calls | 12,035 | 14,613 | 16,932 | 14,064 | 13,348 | 14,780 | 13,844 | 14,211 | 14,255 | | | |
| Average Call On-Hold Time | 1.25 | 1.33 | 1.35 | 1.35 | 1.26 | 1.17 | 1.33 | 1.18 | 1.2 | | | |

| TRANSPORTATION DISADVANTAGED PROGRAM STATUS REPORT | Jul-15 | Aug-15 | Sep-15 | Oct-15 | Nov-15 | Dec-15 | Jan-16 | Feb-16 | Mar-16 |
|---|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| Applications Approved | 16 | 23 | 41 | 43 | 41 | 21 | 24 | 25 | 33 |
| Applications Denied | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 |
| Bus Pass Applications Received | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Number of Bus Passes Purchased | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Applicants at or below 100% of the Federal Poverty Level | N/A |
| Number of TD Trips that can be Provided Daily | 54 | 54 | 54 | 54 | 54 | 54 | 54 | 54 | 54 |
| Average Number of TD Trips Performed Daily | 58 | 56 | 56 | 57 | 49 | 46 | 45 | 50 | 59 |
| Total Number of TD Trips Provided during the Month | 1408 | 1433 | 1444 | 1502 | 1398 | 1448 | 1543 | 1531 | 1465 |
| TD Trip Priorities Used (Yes or No) | No |
| Number of Dialysis Saturday Trips Provided | 43 | 43 | 38 | 52 | 35 | 41 | 63 | 48 | 68 |
| Number of Other Saturday Trips Provided | 34 | 28 | 22 | 36 | 18 | 22 | 22 | 28 | 29 |
| Number of Non-Emergency Stretcher Trips Provided | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

CTC: MV Transportation
 Rates Charged for TD Service:
 \$31.95 one-way ambulatory trip
 \$54.78 one-way wheelchair trip
 \$114.12 one-way stretcher trip
 \$20.50 bus pass

**2015-2016 TRANSPORTATION DISADVANTAGED TRUST FUND SUMMARY
 ALACHUA COUNTY**

| MONTH/YEAR | STATE FUNDS | MONTHLY STATE ALLOCATION | STATE DOLLARS INVOICED | DIFFERENCE | STATE FUNDS REMAINING | TOTAL DOLLARS SPENT | NUMBER OF TRIPS | AVERAGE COST PER TRIP |
|--------------|--------------|--------------------------|------------------------|---------------------|-----------------------|---------------------|-----------------|-----------------------|
| Jul-15 | \$602,430.00 | \$50,395.00 | \$50,370.15 | \$24.85 | \$552,059.85 | \$55,966.83 | 1,408 | \$ 39.75 |
| Aug-15 | - | \$50,185.00 | \$50,184.95 | \$0.05 | \$501,874.90 | \$55,761.06 | 1,433 | \$ 38.91 |
| Sep-15 | - | \$50,185.00 | \$50,193.05 | -\$8.05 | \$451,681.85 | \$55,770.06 | 1,444 | \$ 38.62 |
| Oct-15 | - | \$50,185.00 | \$50,196.54 | -\$11.54 | \$401,485.31 | \$55,773.93 | 1,502 | \$ 37.13 |
| Nov-15 | - | \$50,185.00 | \$47,575.86 | \$2,609.14 | \$353,909.45 | \$52,862.07 | 1,398 | \$ 37.81 |
| Dec-15 | - | \$50,185.00 | \$49,773.85 | \$411.15 | \$304,135.60 | \$55,304.28 | 1,448 | \$ 38.19 |
| Jan-16 | - | \$50,185.00 | \$50,471.42 | -\$286.42 | \$253,664.18 | \$56,079.36 | 1,543 | \$ 36.34 |
| Feb-16 | - | \$50,185.00 | \$52,653.64 | -\$2,468.64 | \$201,010.54 | \$58,504.05 | 1,531 | \$ 38.21 |
| Mar-16 | - | \$50,185.00 | \$50,447.61 | -\$262.61 | \$150,562.93 | \$56,052.90 | 1,465 | \$ 38.26 |
| Apr-16 | - | \$50,185.00 | | \$50,185.00 | \$150,562.93 | | | #DIV/0! |
| May-16 | - | \$50,185.00 | | \$50,185.00 | \$150,562.93 | | | #DIV/0! |
| Jun-16 | - | \$50,185.00 | | \$50,185.00 | \$150,562.93 | | | #DIV/0! |
| TOTAL | - | \$602,430.00 | \$451,867.07 | \$150,562.93 | \$150,562.93 | \$502,074.54 | 13,172 | \$ 38.12 |

**ALACHUA COUNTY
UNMET TRANSPORTATION NEEDS**

JANUARY_2016

| REASON FOR TRIP DENIAL | NUMBER OF TRIP DENIALS |
|---|-------------------------------|
| Lack of Funding | 0 |
| Able to transport yourself | 0 |
| Able to obtain transportation through other sources | 0 |
| Out of County Trip Request | 0 |
| Other | 0 |
| TOTALS | 0 |

FEBRUARY_2016

| REASON FOR TRIP DENIAL | NUMBER OF TRIP DENIALS |
|---|-------------------------------|
| Lack of Funding | 0 |
| Able to transport yourself | 0 |
| Able to obtain transportation through other sources | 0 |
| Out of County Trip Request | 0 |
| Other - Applicant used racial slurs and profane language with staff members over the phone. | 1 |
| TOTALS | 1 |

MARCH_2016

| REASON FOR TRIP DENIAL | NUMBER OF TRIP DENIALS |
|---|-------------------------------|
| Lack of Funding | 0 |
| Able to transport yourself | 0 |
| Able to obtain transportation through other sources | 0 |
| Out of County Trip Request - Putnam County | 1 |
| Other - Applicant used racial slurs and profane language with staff members over the phone. | 0 |
| TOTALS | 1 |



May 3, 2016

TO: Alachua County Transportation Disadvantaged Coordinating Board
FROM: Lynn Godfrey, AICP, Senior Planner
SUBJECT: Florida Department of Transportation Reviews

RECOMMENDATION

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

BACKGROUND

The Florida Department of Transportation conducted reviews of MV Transportation's compliance with Federal and State public transportation requirements on March 8, 2016. Attached are the following Florida Department of Transportation reports:

1. Vehicle Inventory Report (summary report);
2. Grant Review Report; and
3. Bus Transit System Safety, Security and Maintenance Review Report (executive summary and findings).

Complete review reports are available upon request. Please do not hesitate to contact me if you have any questions or need any additional information.

Attachments

t:\lynn\td2016\alachua\memos\fdotreviewreports.docx



MV Transportation

*Community Transportation Coordinator for
Alachua County, Florida*

Vehicle Inventory Report

March 2016





Florida Department of Transportation

RICK SCOTT
GOVERNOR

2198 Edison Avenue MS2806
Jacksonville, FL 32204-2730

JIM BOXOLD
SECRETARY

Date: April 8, 2016

Mr. Edward Griffin
General Manager
MV Transportation
3713 SW 42nd Avenue, Suite #3
Gainesville, Florida 32608

Re: MV Transportation Vehicle Inventory Inspections

Dear Mr. Griffin,

A copy of the Vehicle Inventory report is attached with this correspondence. This report represents the findings of the Florida Department of Transportation (Department) with respect to your agency's compliance with the Federal and State requirements. The review was conducted on March 8, 2016 by the Department and our consultants, HDR, according to Department's Procedures.

In the performance of our inspection, we observed the agency to be well run and compliment the effective efforts of your management and staff for delivering vital transportation services to your constituents.

Of the 13 vehicles inspected by the Department, all vehicles passed the inventory inspection checks. However, some body damages were identified during the inspections. The Agency is advised to carefully review the vehicle inspection forms and take actions as necessary.

The Department appreciates the level of support and cooperation received from the Agency's staff during the vehicle inventory inspections. If you have any questions or would like to discuss any concerns please contact me at (904) 360-5687 or Janell.damato@dot.state.fl.us.

Sincerely,



Janell Damato
Rural/Urban Transportation Coordinator
Florida Department of Transportation
Jacksonville Urban Office
2198 Edison Avenue MS 2806
Jacksonville, FL 32204-2730
Phone: (904) 360-5687
Email: Janell.damato@dot.state.fl.us

cc: Doreen Joyner-Howard (FDOT), Sandra Collins (FDOT), Thee Perry (FDOT), Santanu Roy (HDR, Inc.), Micah Gilliom (HDR, Inc.), Lauren Adams (HDR, Inc.)

Vehicle Inventory Inspections

MV Transportation

Conducted by

**District Two Modal Development Office
of
The Florida Department of Transportation**



Review Date(s): March 8, 2016
Report Provided to Bus Transit System: April 8, 2016
FDOT District Two Modal Development Manager: Doreen Joyner-Howard
Consultant Project Manager: Santanu Roy, HDR Inc.

Jacksonville Urban Office
2198 Edison Avenue, Jacksonville, Florida 32204
Phone No: (904) 360-5650

Summary of Vehicle Inspections

| No. | FDOT Vehicle # | Agency Vehicle # | Passed/Redlined/Conditional Pass | Comments |
|-----|----------------|------------------|----------------------------------|---|
| 1 | N/A | 214 | Pass | |
| 2 | N/A | 300 | Pass | |
| 3 | N/A | 2905 | Pass | Damage to fiberglass on the rear bumper. |
| 4 | N/A | 3625 | Pass | |
| 5 | N/A | 3671 | Pass | Body damage to driver-side quarter panel. |
| 6 | 9238 | 3715 | Pass | |
| 7 | N/A | 3720 | Pass | Body damage on passenger-side rear bottom corner and rear top corner. |
| 8 | N/A | 3948 | Pass | |
| 9 | N/A | 3990 | Pass | |
| 10 | N/A | 3991 | Pass | |
| 11 | N/A | 3993 | Pass | |
| 12 | N/A | 4040 | Pass | |
| 13 | N/A | 4042 | Pass | |

The review findings were shared with the agency's staff on the day of the review so that any issues can be immediately addressed.



Doreen Joyner-Howard, AICP
District Modal Development Manager
FDOT District Two
Jacksonville Urban Office
2198 Edison Avenue MS 2806
Jacksonville, Florida 32204

March 2016



MV Transportation

*Community Transportation Coordinator for
Alachua County, Florida*

Grant Review Report





Florida Department of Transportation

RICK SCOTT
GOVERNOR

2198 Edison Avenue MS2806
Jacksonville, FL 32204-2730

JIM BOXOLD
SECRETARY

Date: April 8, 2016

Mr. Edward Griffin
General Manager
MV Transportation
3713 SW 42nd Avenue, Suite #3
Gainesville, Florida 32608

Re: MV Transportation Grant Review

Dear Mr. Griffin,

A copy of the Grant Review report is attached with this correspondence. This report represents the findings of the Florida Department of Transportation (Department) with respect to your agency's compliance with the Federal and State requirements. The review was conducted on March 8, 2016 by the Department and our consultants, HDR, according to Department's Procedures.

In the performance of our review, we observed the agency to be well run and compliment the effective efforts of your management and staff for delivering vital transportation services to your constituents.

Given that MV Transportation is not a direct recipient or subrecipient of any federal funds and provides contracted paratransit services to Gainesville RTS, Gainesville RTS provides oversight to MV Transportation. Please retain oversight documentation in files for future reviews.

The Department appreciates the level of support and cooperation received from the Agency's staff during the compliance audit. If you have any questions or would like to discuss any concerns please contact me at (904) 360-5687 or Janell.damato@dot.state.fl.us.

Sincerely,



Janell Damato

Rural/Urban Transportation Coordinator
Florida Department of Transportation
Jacksonville Urban Office
2198 Edison Avenue MS 2806
Jacksonville, FL 32204-2730
Phone: (904) 360-5687
Email: Janell.damato@dot.state.fl.us

cc: Doreen Joyner-Howard (FDOT), Sandra Collins (FDOT), Theodis Perry (FDOT), Santanu Roy (HDR, Inc.), Micah Gilliom (HDR, Inc.), Lauren Adams (HDR, Inc.)

GRANT REVIEW REPORT

MV Transportation

Conducted by

**District Two Modal Development Office
of
The Florida Department of Transportation**



Review Date(s): March 8, 2016
Report Provided to Bus Transit System: April 8, 2016
FDOT District Two Modal Development Manager: Doreen Joyner-Howard
Consultant Project Manager: Santanu Roy, HDR Inc.

Jacksonville Urban Office
2198 Edison Avenue, Jacksonville, Florida 32204
Phone No: (904) 360-5650

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FDOT DISTRICT TWO GRANT REVIEW CHECKLIST

AGENCY: MV Transportation
AGENCY STAFF PRESENT: Edward Griffin, General Manager
DATE/TIME OF REVIEW: March 8, 2016 @ 10:00 AM
REVIEWER(S): Janell Damato (FDOT)
 Micah Gilliom (HDR)

Issues or Concerns Warranting a RETURN VISIT: YES NO

If YES, what time frame? _____

This Grant Review is an assessment to determine if the transit agency is in compliance with State and Federal requirements. The reviewer(s) will coordinate all required site visits with the agency/ grant recipient.

If the review of the recipient’s files reveals problems, discuss each of those problems with the recipient. Make discussion notes part of the documentation of the vehicle inspections.

PRE-SITE VISIT CHECKLIST

- Currently adopted System Safety Program Plan (SSPP) including appendices or Transportation Operations Procedure (TOP) for 5310-Only recipients
- Currently adopted Preventative Maintenance Plan (PMP)
- Current Vehicle Inventory with most recent mileage
- Coordinated Human Services Plan or TDSP
- Most recent A-133 Audit (if applicable)
- Facility Maintenance Plan (if applicable)
- Title VI Plan
- Lobbying Certification
- EEO Plan (if applicable)
- DBE Reports (if applicable)
- ADA Service Plan (if applicable)
- Charter Service Report (if applicable)
- Driver Training Programs
- Non-prioritization Plan
- Procurement Policy
- Substance Abuse/Drug and Alcohol Policy

SECTION 1: SELECTION AND ELIGIBILITY/ELIGIBLE SERVICES

FTA FUNDS RECEIVED BY SUBRECIPIENT

States and subrecipients must be eligible under the specific requirements of the FTA programs and have the legal, financial, and technical capacity to carry out the proposed program of projects.

1. What are the Federal funds received by this subrecipient during the last three years (check all that apply)?

MV Transportation is not a direct recipient or subrecipient of any federal funds. Gainesville RTS contracts with the agency to provide paratransit services in Alachua County. The agency leases vehicles from RTS and invoices paratransit trips. Gainesville RTS provides direct oversight of MV Transportation.

- Section 5305(d) Section 5307 Section 5310 Section 5311
- JARC New Freedom Transit Corridor Service Development
- Other

2. What best describes this project? Please provide a short description (For example, for 5310 public transportation projects that improve access to fixed-route service and decrease reliance on complementary paratransit etc.)

The agency is the Community Transportation Coordinator (CTC) for Alachua County and the contracted paratransit provider for Gainesville RTS.

3. Does the subrecipient receive any state funds from the Block Grant, Commuter Assistance, Park and Ride Lot, Service Development or Transit Corridor programs?

N/A- The agency does not receive these funds.

ORGANIZATIONAL STATUS OF THE SUBRECIPIENT

4. What is the organizational status of the subrecipient and does this agency qualify as an eligible subrecipient for the Federal funds received by this subrecipient? Provide a short description. (For example, for 5310 is the subrecipient a private nonprofit organization, local government etc.)

The agency is a private, for-profit organization and is therefore ineligible for federal funds. The agency is the CTC for Alachua County.

5. What type of activities were funded under:
 - a. Section 5305(d): N/A
 - b. Section 5307(Block Grant): N/A
 - c. Section 5310: N/A
 - d. Section 5311: N/A
 - e. JARC: N/A
 - f. New Freedom: N/A
 - g. Transit Corridor: N/A
 - h. Service Development: N/A
 - i. Other: N/A

LOCAL MATCH/FINANCIAL CAPABILITY

Funds may be used to finance capital and operating expenses. The federal share of eligible capital costs shall be in an amount equal to 80 percent of the net cost of the activity. The federal share of the eligible operating costs may not exceed 50 percent of the net operating costs of the activity.

The local share may be provided from an undistributed cash surplus, a replacement or depreciation cash fund or reserve, a service agreement with a state or local service agency or private social service organization. Some examples of these sources of local match include: state or local appropriations; dedicated tax revenues; private donations; revenue from service contracts; transportation development credits; and net income generated from advertising and concessions. Non-cash share such as donations, volunteered services, or in-kind contributions are eligible to be counted toward the local match as long as the value of each is documented and supported, represents a cost which would otherwise be eligible under the program, and is included in the net project costs in the project budget.

Income from contracts to provide human service transportation may be used either to reduce the net project cost (treated as revenue) or to provide local match for operating assistance. In either case, the cost of providing the contract service is included in the total project cost. No FTA program funds can be used as a source of local match for other FTA programs, even when used to contract for service. All sources of local match must be identified and described in the grant application at the time of grant award.

In addition, the local share may be derived from federal programs that are eligible to be expended for transportation, other than DOT programs, or from DOT's Federal Lands Highway program. Examples of types of programs that are potential sources of local match include:

employment, training, aging, medical, community services, and rehabilitation services. Specific program information for other types of federal funding is available at www.unitedweride.gov. It is also imperative to determine if the subrecipient has the financial capability to accept and manage the federal funds.

- 6. What are the sources of funds being used to generate the local match? Are these sources non-Federal as defined above?**

N/A- Agency does not receive any federal funds.

- 7. Is the subrecipient generating sufficient local match for the grant?**

N/A- Agency does not receive any federal funds.

- 8. Does the subrecipient appear financially sound?**

N/A- Agency does not receive any federal funds.

- 9. Do subrecipient financial records appear to be maintained using Generally Accepted Accounting Principles?**

N/A- Agency does not receive any federal funds.

- 10. Is the subrecipient charging indirect costs? If so, has the District approved their indirect cost rate/plan?**

N/A- Agency does not receive any federal funds.

- 11. Sample invoices to ensure reported expenditures are supported by the proper documentation?**

N/A- Agency does not receive any federal funds.

- 12. Project Management:**

- a. Is subrecipient implementing a capital grant with its own workforce? If so, does the subrecipient meet the requirements of needing a force account plan?**

N/A- Agency does not receive any federal funds.

- b. If subrecipient is doing facility construction or rehabilitation, review their monitoring and oversight process for the construction project.**

N/A- Agency does not receive any federal funds.

Coordinated Public Transit/Human Services Transportation Plan (5310 & 5311)

Federal transit law, as amended by SAFETEA-LU, required that projects funded from the Section 5310, program be derived from a locally developed, coordinated public transit-human service transportation plan (“coordinated plan”). A coordinated plan should maximize the program’s collective coverage by minimizing duplication of services. A coordinated plan may incorporate activities offered under other programs sponsored by federal, state, and local agencies to greatly strengthen its impact. FTA also encourages participation in coordinated service delivery as long as the coordinated services will continue to meet the purposes of all programs.

Under MAP-21, Section 5310 is the only program that still has this coordinated plan requirement. However, recipients with unobligated JARC and New Freedom funds must continue to certify that projects are included in a coordinated plan. Therefore, FTA encourages recipients with unobligated JARC and New Freedom funds to include/continue to include the Section 5310 program funds when developing the coordinated plan.

13. Obtain a copy of the coordinated plan. What is the date of the most recent plan?

The agency provided the most current Alachua County Transportation Disadvantaged Service Plan dated July 1, 2015- June 30, 2016.

SECTION 2: EQUIPMENT MANAGEMENT

EQUIPMENT – GENERAL (NON-VEHICLE OR FACILITY)

Any property (equipment, furniture and fixtures, vehicles, buildings, and land) purchased with Federal or state funds administered by the FDOT and valued at \$5,000 or more must be accounted for in the agency fixed asset listing. The asset listing is to contain the federally required information outlined in the Common Rule and generally accepted accounting principles, as appropriate.

Each capital item shall be assigned a unique identification number throughout its life; the identification number should not be reused. Equipment purchased as an integral part of the vehicle does not need to be separately inventoried; for example, a lift or destination sign that is purchased as part of a vehicle does not need to be inventoried. Capital items are to be depreciated in accordance with generally accepted accounting principles. However, depreciation expense is not an allowable reimbursable cost to Federal programs if purchased, in part or in whole, with federal funds.

Guidance Regarding Useful Life of Equipment

FTA provides a useful life policy for rolling stock, trolleys, ferries, facilities, and some equipment. Where a useful life policy has not been defined by FTA, the grantee, in consultation with the FTA regional or metropolitan office shall “make the case” by identifying a useful life period for all equipment and facilities with an acquisition value greater than \$5,000 to be procured with Federal funds. Because the FDOT is the grantee, our subrecipients must propose and identify a useful life for the capital asset to be purchased with Federal funds. The subrecipient should identify the method used to determine the useful life. Acceptable methods to determine useful life include but are not limited to:

- *Generally accepted accounting principles.*
- *Independent evaluation.*
- *Manufacturer’s estimated useful life.*
- *Internal Revenue Service guidelines*
- *Industry standards.*
- *Grantee experience.*
- *The grantee’s independent auditor who needs to concur that the useful life is reasonable for depreciation purposes.*
- *Proven useful life developed at a Federal test facility.*

FTA approval of the Department’s grant and the execution of the subrecipient joint participation agreement represents FTA concurrence of the final determination of useful life for the purpose of project property acquisition. This in turn will identify the useful life of the Federal interest for the disposition of the project property in later years.

Determining Useful Life for Project Property

For all State administered programs the State is responsible for approving the useful life proposed by the subrecipient. In the grant application, the grantee shall propose and identify a useful life for the capital asset to be purchased with Federal funds. The department recommends using Internal Revenue Service guidelines when determining useful life for project property/equipment. The grantee should make sure to check these guidelines for changes on a regular basis.

14. Does the subrecipient use all equipment acquired with FTA funds in a manner consistent with the original project application or purpose?

Yes No N/A

15. Does the subrecipient have any project equipment that is no longer needed for transportation purposes?

Yes No N/A

If "Yes," has the subrecipient notified FDOT that the equipment is no longer needed for program purposes?

Yes No N/A

16. How does the subrecipient document inventory of non-vehicle assets with a federal or state interest?

The agency follows the MV Transportation corporate policy.

17. Has the subrecipient disposed of any project equipment during the last three years?

Yes No N/A

If "Yes," had the equipment exceeded its useful life as determined by FDOT?

Yes No N/A

If "No," did the subrecipient notify FDOT for transfer to another transit program?

Yes No N/A

18. Does the subrecipient maintain property/asset records for all equipment acquired with FTA funds?

Yes No N/A

If “Yes,” are all the required data elements contained in the inventory record?

| Yes | No | Requirement |
|-------------------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Description of the property |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Serial number or other identification numbers |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Source of the property (grant source, program number) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Name of the title holder |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Acquisition date |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Cost |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Percentage of Federal participation in the cost of the property |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Location of the equipment |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Use and current condition |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Disposition information (if applicable), including date of disposal and sales price |

19. If the subrecipient disposed of any project equipment prior to the end of useful life via a transfer to another project, what methods were used to establish fair market value?

N/A- The agency does not receive any federal funds. The agency is contracted by Gainesville RTS to provide paratransit trips. All project equipment acquisition/disposal is handled by RTS.

20. Has the subrecipient transferred any project equipment with remaining useful life to another entity?

Yes No N/A

If “Yes,” did the subrecipient transfer real property to another entity eligible to receive assistance under 49 U.S.C. Chapter 53?

Yes No N/A

If “Yes,” Did FDOT approve of the transfer?

Yes No N/A

PROPERTY MANAGEMENT AND CONTROL (VEHICLE AND FACILITY)

The Common Rule requires all recipients and subrecipients adopt property management standards for all equipment acquired under any program. Property management records must adhere to the elements specified in this section.

A control system shall be in effect to insure adequate safeguards to prevent loss, damage, or theft of the equipment. Any loss, damage, or theft of equipment shall be investigated and fully documented; if the equipment was purchased with FDOT administered federal or at least 50% state funds, and had not passed the end of its useful life, the subrecipient shall promptly notify FDOT.

Subrecipients shall, at a minimum, provide the equivalent insurance coverage for real property and equipment acquired with Federal funds or 50% state funds as provided to property owned by the recipient.

Subrecipients must carry insurance on vehicles, equipment, and facilities to cover the federal interest and state interest in the asset.

If a vehicle is out of service more than 30 days, transit providers must provide written notification to the appropriate FDOT Program Manager. For the period of time the vehicle is out of service, the transit provider must ensure that the time does not count toward the minimum useful life; accounting must stop the depreciation calculation. Additionally, incidental service mileage does not count toward the minimum useful life mileage.

21. Does the subrecipient maintain satisfactory continuing control over all FDOT administered federally funded assets (e.g., maintains direct control over the asset)?

Yes No N/A

If “No,” has the subrecipient leased equipment to another entity?

Yes No N/A

If “Yes,” is there a formal agreement between the parties?

Yes No N/A

The agency leases equipment from Gainesville RTS to perform RTS’ paratransit service.

If “Yes,” does the lease:

| Yes | No | N/A | Lease Requirement |
|--------------------------|--------------------------|-------------------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Specify FDOT interest in the vehicle? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Specifies permissible/non-permissible incidental use of the vehicle? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Require lessee to perform vehicle maintenance in accordance with OEM recommendations? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Assign insurance responsibility and all appropriate hold-harmless/indemnification provisions? |

Yes No N/A Lease Requirement

- Have a finite period of performance?
- Notification protocols in the event the vehicle is involved in an accident?

22. Has the subrecipient suffered any casualty loss of project equipment during the last three years?

- Yes No N/A

If "Yes," did the subrecipient receive an insurance settlement?

- Yes No N/A

Did the subrecipient request guidance from FDOT on the procedures for re-investing the settlement proceeds in a replacement vehicle?

- Yes No N/A

23. Does the subrecipient utilize project equipment for use on other projects or programs supported directly or indirectly by the Federal government?

- Yes No N/A

EQUIPMENT MAINTENANCE

Subrecipients are required to certify that any property purchased under the project shall be used for the provision of specialized transportation services within the subrecipient's service area or other areas as described in the grant application, and for the life of the equipment or facility in compliance with the property management standards of 49 CFR part 19.30 through 19.37.

FDOT requires all subrecipients who utilize assets purchased with federal and/or state funds to submit a comprehensive maintenance plan that will include, at a minimum, procedures for maintaining vehicles, facilities and ADA accessibility features.

Subrecipients must maintain an up-to-date vehicle file for each vehicle containing key identification information and all information about maintenance events.

The subrecipient must insure that all vehicles under its control and all required accessories on the vehicles, are regularly checked and inspected, maintained, and lubricated to ensure that they are in safe operating condition. The subrecipient must have a means of indicating the types of inspection, maintenance, and lubrication operation to be performed on each vehicle and the date or mileage that these operations are due. The Maintenance Audit will review all areas associated with vehicle maintenance for both state and federally funded vehicles.

24. Does the subrecipient preventative maintenance plan include the required elements?

Yes No N/A

25. Does the subrecipient have a facility maintenance plan for federally or state funded facilities?

Yes No N/A

INCIDENTAL USE OF PROJECT EQUIPMENT (5310 & 5311)

FTA and FDOT encourage maximum use of vehicles funded under the Section 5310 and 5311 programs. Consistent with the requirements of 49 CFR parts 18 and 19, vehicles are to be used first for program-related needs for which a Section 5310 or 5311 grant is made and then to meet other federal programs or project needs, providing these uses do not interfere with the project activities originally funded. If the vehicle is no longer needed for the original program or project, the vehicle may be used in other activities currently or previously supported by a federal agency.

The program must provide for maximum feasible coordination with transportation services assisted by other federal sources. Subrecipients should be encouraged to the extent feasible to also provide service to seniors and people with disabilities not affiliated with their agency, as well as to the general public, on an incidental basis if such service does not interfere with transportation services for seniors and people with disabilities in 5310 and with the delivery of public transportation in 5311. In some situations it may be appropriate to provide Section 5310 assistance to an agency to provide transportation exclusively to its own clients, but even in situations in which it is not feasible for the agency to provide services to those in the community beyond its own clients, that agency must, when practicable, make the vehicle itself available to provide transportation service to other seniors and people with disabilities at times the agency is not using the vehicle for grant-related purposes.

Transit service providers receiving assistance under this section may coordinate and assist in providing meal delivery services for homebound people on a regular basis if the meal delivery services do not conflict with the provision of transit services or result in a reduction of service to transit passengers. The number and size of vehicles applied for under Section 5310 must be determined only by the number of passengers to be transported, not meal delivery capacity. Section 5310 funds may not be used to purchase special vehicles to be used solely for meal delivery or to purchase specialized equipment such as racks or heating or refrigeration units related to meal delivery.

FDOT does allow incidental use of assets provided that the incidental use does not interfere with the public transit services for which it was originally obtained. Incidental use is addressed as part of FDOT's on-site compliance reviews.

Certain additional services (such as meal delivery) are permitted within program funding restrictions as long as they are incidental and do not disrupt the general public service normally provided. However, the cost of these incidental services must be fully allocated and mileage associated with the incidental service must not count towards the useful life of the vehicle. If FTA-funded vehicles are used occasionally to deliver meals, FDOT requires nutrition programs to pay the operating costs attributable to meal delivery.

26. Does the subrecipient use FTA funded equipment to engage in homebound meal delivery?

Yes No N/A

If “Yes,” does the subrecipient have a cost allocation/costing methodology in place to assess the meals program the fully allocated cost of service?

Yes No N/A

27. Does the subrecipient use FTA funded equipment to engage in any other incidental uses other than service to elderly persons and individuals with disabilities?

Yes No N/A

If “Yes,” does the subrecipient have a cost allocation/costing methodology in place to assess the meals program the fully allocated cost of service?

Yes No N/A

28. Does the subrecipient have a means to track mileage for incidental use (FDOT does not permit incidental mileage towards useful life calculation)?

Yes No N/A

SECTION 3: PROJECT AND FINANCIAL MANAGEMENT

CTC & CTC AGREEMENTS (5310 RECIPIENTS)

- 29. If the review of the subrecipient's files revealed any problems, discuss each of those problems with the subrecipient. Make discussion notes as part of the documentation for the site visit.**

N/A- The review of the agency's files did not reveal any problems.

- 30. Does a subrecipient who is not a CTC maintain coordination or a transportation operator contract with the CTC? (Unless the subrecipient is a local government providing fixed route/fixed schedule service.)**

N/A- The agency is the CTC for Alachua County.

TRANSPORTATION OPERATIONS PROCEDURE (5310 ONLY RECIPIENTS)

- 31. Has the subrecipient submitted a Transportation Operations Procedure? Is driver training provided? (Did District approve the plan using the checklist?)**

N/A- The agency has an SSPP which was being reviewed concurrently.

- 32. If the pre-monitoring review of the subrecipient's files revealed any problems, discuss each problem with the subrecipient. Make discussion notes a part of the documentation for the site visit. If no problems were found, this check is not applicable.**

N/A- Agency does not receive any federal funds.

- 33. Make sure you have a signed standard lobbying certification form for any subrecipient agreement at \$100,000 or more. Make sure you have a valid EPLS search in your file for the agency.**

N/A- Agency does not receive any federal funds.

- 34. Does the plan include a description of the subrecipient's procedures for ensuring drivers have valid drivers' licenses? Does the plan include a description of how they complete background checks on drivers? Is the subrecipient following their adopted plan/procedures?**

The agency's SSPP describes their policies and procedures.

- 35. Does the plan include a description on how the subrecipient provides driver training? Does the plan describe any refresher training or training on how to handle emergency situations?**

Yes- Refer to the review of the SSPP in the Safety and Security Review report which was conducted concurrently.

- 36. Does the plan include the subrecipient’s Drug Free Workplace statement? Is the Drug Free Workplace statement posted at the facility?**

Yes- Refer to the review of the SSPP in the Safety and Security Review report which was conducted concurrently.

- 37. Does the plan include a description of how the subrecipient monitors drivers’ hours so the hours don’t exceed the maximum work hour periods? Are driver hours being monitored according to the plan?**

Yes- Refer to the review of the SSPP in the Safety and Security Review report which was conducted concurrently.

- 38. Does the plan include a description of how the subrecipient tracks vehicle accidents? Does it describe the accident investigative process? Review vehicle accident files to determine if there are any trends related to driver training?**

Yes- Refer to the review of the SSPP in the Safety and Security Review report which was conducted concurrently.

AUDIT

- 39. Review the agency’s most recent A-133 audit performed in accordance with the Single Audit Act. Ask the agency if there are any audit exceptions included in the audit, and discuss these with the agency to determine the nature and severity of the exceptions. Review the Recipient/Subrecipient Single Audit Procedure No. 450-010-001, or contact the Statewide Grant Coordinators at 850-414-4391 if you have additional questions regarding the audit findings. (An A-133 audit is required for any entity that exceeds \$750,000 or more in Federal awards in a single year. If the entity expends less than \$750,000 in Federal awards in a year they are exempt from the Federal audit requirements for that year.)**

N/A- Agency does not meet the threshold.

DBE (5310 & 5311)

- 40. Is the subrecipient undertaking and documenting the necessary and reasonable steps required by FTA for compliance with the Federal DBE Program requirements?**

N/A- Agency does not receive any federal funds.

- 41. How does the subrecipient monitor third-party contractors to ensure compliance with DBE program requirements?**

N/A- Agency does not receive any federal funds.

SECTION 4: PROCUREMENT

ACQUISITION METHODS

Subrecipients must comply with FTA procurement requirements contained in the current FTA Circular 4220.1. States and designated recipients are responsible for ensuring that subrecipients are aware of and comply with these additional requirements.

42. Does the subrecipient have an agency purchasing policy?

Yes No N/A

If “Yes”, does the agency’s purchasing policy incorporate Federal purchasing rules?

Yes No N/A

43. Has the subrecipient purchased vehicles through a state contract administered either by the Florida Department of Transportation (TRIPS Program) or the Department of Management Services (DMS)?

Yes No N/A

If vehicles were purchased through the DMS state contract, has the subrecipient ensured that all Federal provisions have been met?

Yes No N/A

44. Has the subrecipient made any other purchases?

Yes No N/A

If “Yes”, review a sampling of procurements to determine if the subrecipient followed their purchasing policy and utilized the Third Party Checklist found in the Procurement Guidance for Transit Agencies.

Yes No N/A

PURCHASE OF SERVICE CONTRACTS (5310 & 5311)

Subrecipients may purchase service from private sector transportation providers as well as public providers. Under such arrangements, certain special conditions apply to the purchase of service agreement.

The purchase of service contracts must be either a cost reimbursement or fixed price contract.

- Fixed price contracts should have the cost calculated on a service or route specific basis, either vehicle or passenger miles, or a combination of both. It is not subject to any adjustment on the basis of a contractor's cost experience in performing the contract.
- Cost reimbursement contracts should allow for a periodic evaluation of the fixed rate in order to accommodate changes in transportation costs. These contracts establish an estimate of total cost for obligating funds and establishing a ceiling that the contractor may not exceed (except at its own risk) without approval.

Profit is an eligible cost in the contract. The amount of profit must be established as a fixed fee, not as a percentage figure.

Depreciation of vehicles is an eligible expense in private sector purchase of service agreements and must be based on acquisition, not replacement costs, and is not eligible if the vehicles were originally purchased with Federal funds.

Management or administrative costs incurred by the contract provider should be prorated for only that portion of the operator's service being purchased.

Division of Multimodal Transportation Resources shall approve the proposed purchase of service contracts prior to execution by the subrecipient.

45. Has the subrecipient entered into any purchase of service contracts?

- Yes No N/A

If "Yes," what type of contract did the subrecipient use with the service provider?

- Fixed price contract
 Cost reimbursement contract

46. Has the subrecipient used "capital cost of contracting" in any service contract entered into with a private sector provider?

- Yes No N/A

If "Yes," has the subrecipient correctly classified the type of contract and corresponding capital participation rate in the contract?

- Yes No N/A

If “No,” has the subrecipient adhered to FDOT guidelines in structuring the respective types of contracts?

Yes No N/A

SECTION 5: OTHER PROVISIONS

TITLE VI

Federal civil rights requirements are encompassed in laws, regulations, and Executive Orders. The objective of FTA's oversight in this area is to:

- Ensure that the level and quality of transportation service is provided without regard to race, color, or national origin;
- Identify and address, as appropriate, disproportionately high and adverse human health and environmental effects, including social and economic effects of programs and activities on minority populations and low-income populations;
- Promote the full and fair participation of all affected populations in transportation decision making;
- Prevent the denial, reduction, or delay in benefits related to programs and activities that benefit minority populations or low-income populations; and
- Ensure meaningful access to programs and activities by persons with limited English proficiency.

47. Has the subrecipient developed a Title VI Program?

Yes No N/A

If "Yes," has it been adopted by the subrecipient's governing board?

Yes No N/A

48. Has the program been submitted to FDOT?

Yes No

If "Yes," did the District review it using the Title VI checklist? If they approved it using the checklist they can skip this section.

| Yes | No | N/A | Required List Elements |
|-------------------------------------|--------------------------|-------------------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A notice to the public that indicates the subrecipient complies with Title VI, and informs members of the public of the protections against discrimination afforded to them by Title VI. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A copy of the recipient's instructions to the public regarding how to file a Title VI discrimination complaint, including a copy of the complaint form. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | A list of any public transportation-related Title VI investigations, complaints, or lawsuits filed with the recipient since the time of the last submission to FDOT. |

| Yes | No | N/A | Required List Elements |
|-------------------------------------|--------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A public participation plan that includes an outreach plan to engage minority and limited English proficient populations, as well as a summary of outreach efforts made since the last Title VI Program submission. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A copy of the recipient's plan for providing language assistance to persons with limited English proficiency, based on the DOT LEP Guidance. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A table depicting the racial breakdown of the membership of advisory boards or non-elected planning boards and a description of efforts made to encourage the participation of minorities on such committees or councils. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A narrative or description of efforts the primary recipient uses to ensure subrecipients are complying with Title VI, as well as a schedule of subrecipient Title VI program submissions. |

49. Does the notice include the following items?

| Yes | No | N/A | Required List Elements |
|-------------------------------------|--------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A statement that the agency operates programs without regard to race, color, and national origin. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A description of the procedures that members of the public should follow in order to request additional information on the subrecipient's nondiscrimination obligations. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A description of the procedures that members of the public should follow in order to file a discrimination complaint against the subrecipient. |

50. How has the subrecipient disseminated this notice?

The subrecipient has the Title VI information posted on the interior of all their vehicles.

51. Has the subrecipient translated this notice into languages other than English consistent with the subrecipient's LEP program?

Yes No N/A

52. Does the subrecipient have procedures for investigating and tracking Title VI complaints and for making such complaints available to the public?

Yes No N/A

If "Yes," does the subrecipient have a specific complaint form?

Yes No N/A

53. Has the subrecipient integrated into its established public participation and outreach processes procedures that ensure involvement and participation by minority and LEP populations?

Yes No N/A

If "Yes," describe these activities.

The agency is contracted by Gainesville RTS which conducts all outreach efforts.

54. Are these efforts effective?

Yes No N/A

Do these effective practices include elements that FTA considers "best practice:"

| Yes | No | N/A | Required List Elements |
|-------------------------------------|--------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Scheduling meetings at times and locations that are convenient and accessible for minority and LEP communities |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Employing different meeting sizes and formats |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Coordinating with community- and faith-based organizations, educational institutions, and other organizations to implement public engagement strategies that reach out specifically to members of affected minority and/or LEP communities. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Considering radio, television, or newspaper ads on stations and in publications that serve LEP populations. Outreach to LEP populations could also include audio programming available on podcasts |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Providing opportunities for public participation through means other than written communication, such as personal interviews or use of audio or video recording devices to capture oral comments. |

Limited English Proficiency (LEP)

Individuals who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English can be limited English proficient, or "LEP." These individuals may be entitled to language assistance with respect to a particular type of service, benefit, or encounter. DOT recipients are required to take reasonable steps to ensure meaningful access to their programs and activities by LEP persons.

Subrecipients should apply four (4) factors to the various kinds of contacts they have with the public to assess language needs and decide what reasonable steps they should take to ensure meaningful access for LEP persons:

- The number or proportion of LEP persons eligible to be served or likely to be encountered by a program, activity, or service of the recipient or grantee.
- The frequency with which LEP individuals come in contact with the program.
- The nature and importance of the program, activity, or service provided by the recipient to people’s lives.
- The resources available to the recipient and costs.

After completing the above four-factor analysis, subrecipients can determine the appropriate “mix” of LEP services required. Subrecipients have two main ways to provide language services: oral interpretation, either in person or via telephone interpretation service, and written translation. The correct mix should be based on what is both necessary and reasonable in light of the four-factor analysis.

55. Has the subrecipient assessed and addressed the ability of persons with limited English proficiency (LEP) to use transit services?

Yes No N/A

56. Describe the subrecipient's efforts to provide access to information and services by LEP persons.

The agency has bilingual community volunteers who are available for any LEP needs.

EQUAL EMPLOYMENT OPPORTUNITY (EEO) (5307 AND 5311 WHEN APPLICABLE)

A subrecipient must ensure that it does not discriminate in its hiring practices on the basis of race, color, sex (including pregnancy), national origin, creed, or religion. All subrecipients must take affirmative action to ensure that applicants are employed, and that employees, are treated during employment without regard to race, color, creed, national origin, sex, or age. Such action must include, but not be limited to: hiring, promotion or upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination, disciplinary actions, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The subrecipient shall have a written affirmative action plan designed to achieve full utilization of minorities and women in all parts of the work force.

Subrecipients must post, in a conspicuous place, and make available to employees and applicants for employment, notices setting forth the subrecipient's EEO policy. These policies must include procedures for filing complaints of discrimination, both internally as well as externally with the Federal Economic Employment Opportunity Commission (EEOC), a local or state human rights commission, and/or FTA.

If a subrecipient exceeds size threshold requirements set by FTA, it must prepare an EEO plan and submit this plan to FDOT every three (3) years. A formal EEO program is required of any grantee that both employed 50 or more transit-related employees (including temporary, full-time or part-time employees) and received in excess of \$1 million in capital or operating assistance or in excess of \$250,000 in planning assistance. This section only applies to agencies meeting the threshold requirements.

57. Who is responsible for ensuring that EEO obligations are fulfilled on behalf of the subrecipient?

N/A- Agency does not receive any federal funds.

58. Has the subrecipient posted an EEO statement in a conspicuous and accessible place in the workplace?

Yes No N/A

59. Is the subrecipient's EEO policy included in personnel policies and/or employee handbook?

Yes No N/A

60. Are EEO statements included on the subrecipient's job applications and employment notices/job postings?

Yes No N/A

61. How does the subrecipient ensure non-discrimination for ADA-eligible persons in terms of employment?

N/A- Agency does not receive any federal funds.

If requested, were reasonable accommodations made for hiring a person with disabilities in accordance with Title I of the ADA?

Yes No N/A

If "Yes," describe the accommodation.

62. Were any EEO complaints or lawsuits received in the past three years?

Yes No N/A

If "Yes," describe the nature of the complaint or lawsuit.

Did the subrecipient report the complaint or lawsuit to FDOT?

Yes No N/A

63. Does the subrecipient (*check all that apply*):

- Have 50 or more transit-related employees? AND
- Receive capital or operating assistance in excess of 1 million? OR
- Receive planning assistance in excess of \$250,000?

If "Yes," to 1 and 2, or 3, subrecipient must prepare an Affirmative Action Plan.

N/A- Agency does not receive any federal funds.

AMERICANS WITH DISABILITIES ACT (ADA)

Compliance responsibilities will vary depending upon the type of entity providing the service. The regulations recognize three types of entities as follows:

Public entities include city, town, county, or state governments, or special authorities created under public law such as transit authorities.

Private, primarily engaged entities include private companies whose primary business is transportation. This includes private taxi companies, van or bus companies, or private intercity bus companies. This category includes private, non-profit agencies whose main business is transportation.

Private, not primarily engaged entities are private companies or organizations, including non-profit organizations, whose primary business is something other than transportation, but who provide transportation as a secondary or support service. This includes human service agencies that operate transportation services as a secondary or support service.

Compliance responsibilities will also vary depending on the type of transportation service provided by the subrecipient. Several types of service that are particularly relevant to these reviews are:

Fixed route system means a system of transporting individuals (other than by aircraft), including the provision of designated public transportation service by public entities and the provision of transportation service by private entities, including, but not limited to, specified public transportation service, on which a vehicle is operated along a prescribed route according to a fixed schedule.

Commuter bus service means fixed route bus service, characterized by service predominantly in one direction during peak periods, limited stops, use of multi-ride tickets, and routes of extended length, usually between the central business district and outlying suburbs. Commuter bus service may also include other service, characterized by a limited route structure, limited stops, and a coordinated relationship to another mode of transportation.

Demand responsive system means any system of transporting individuals, including the provision of designated public transportation service by public entities and the provision of transportation service by private entities, including but not limited to specified public transportation service, which is not a fixed route system.

Route Deviation, Point Deviation, or Flex-Bus systems, which do not have prescribed routes, or which allow for on-request deviations off of prescribed routes, are considered types of demand responsive systems if the on-request, off-route deviations are available to all riders. If off-route deviations are made only for certain individuals, such as persons with disabilities, these types of services are considered fixed route.

ADA complementary paratransit is a specific type of demand responsive service that is required of public entities that provide non-commuter fixed route service.

To determine compliance responsibilities, the review must determine the type of entity and service modes delivered.

64. Based on the articles of incorporation or enabling legislation, identify the type of subrecipient under review:

- Public entity
- Private entity, primarily engaged in transportation
- Private entity, not primarily engaged in transportation

65. Evaluate the scope of services and determine all modes of service operated by the subrecipient. For each subrecipient, check all the primary and sub-modes that apply:

- Fixed route
- Non-commuter bus
- Commuter bus
- Inter-city bus
- Route/point deviation with deviations limited to certain riders
- Demand Response
- ADA complementary paratransit
- Route/point deviation with deviations for the general public
- Other demand responsive service

66. If the subrecipient offers route deviation service, how does it advertise the deviation request process? Does the agency schedule deviations for all riders, not just those with disabilities?

N/A- The agency does not offer route deviation services.

67. If the subrecipient provides fixed route service, does the agency have an ADA Complementary Paratransit Plan? Does the plan include the agency’s procedures for eligibility determinations, service criteria, service capacity, origin-to-destination service, visitors’ service, and no-show policies? Is the complaint and/or appeal process readily available?

N/A- The agency is not a fixed route service provider; however, the agency is contracted by Gainesville RTS to provide paratransit service and therefore follows the RTS plan.

68. Following are examples of common policies that discriminate against persons with disabilities. Determine if the subrecipient engages in any of these actions, or has any other policies that discriminate:

| Yes | No | N/A | Requirement |
|--------------------------|-------------------------------------|--------------------------|---|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Does the subrecipient have policies that impose any special charges for individuals with disabilities, including wheelchair users? |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Does the subrecipient deny service to any individual because its insurance company conditions coverage or rates? |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Does the subrecipient require that wheelchairs have working brakes, be “in good working condition,” or place any other restrictions on mobility devices? (Exception: situation that poses a “direct threat to others”.) |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Does the subrecipient have policies that suggest a denial of service for rude behavior, swearing, or other behaviors that do not rise to illegal or seriously disruptive? |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Does the subrecipient <i>require</i> individuals with disabilities to use designated priority seats? |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Does the subrecipient require persons traveling in securement areas to wear seat belts or shoulder straps when all other passengers do not have the same requirement? |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Does the subrecipient require wheelchair users to wear a body belt when traveling up and down on the lift? |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Does the subrecipient policy prohibit respirators or portable oxygen supplies (Exception: items that are prohibited under applicable Department of Transportation rules on the transportation of hazardous materials—49 CFR subtitle B, chapter 1, subchapter C.) |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Does the subrecipient have any other policy that could discriminate against persons with disabilities? |

69. Does the subrecipient have a policy for dealing with individuals who engage in violent, seriously disruptive, or illegal conduct?

Yes No N/A

If “Yes,” are supervisors, dispatchers, and vehicle operators trained on this policy?

Yes No N/A

Is there an appropriate appeal policy for any service refusals?

Yes No N/A

70. Does the subrecipient have an established process for making decisions and providing reasonable modifications under the ADA?

Yes No N/A

If “Yes,” is information about the process, and how to use it, readily available to the public, including individuals with disabilities? (For example included in printed media and/or available on the agency’s website).

Yes No N/A

Attendant Policies

Individuals with disabilities should be allowed to travel with attendants. Attendants cannot be required, though, except if service could otherwise be refused for illegal, violent or seriously disruptive behavior.

71. Does the subrecipient allow persons with disabilities to travel with attendants?

Yes No N/A

If “Yes,” does definition of attendant extend beyond assistance during travel to also include assistance at destination?

Yes No N/A

72. Are any claimed attendants allowed (*i.e.*, no registration of only certain persons who can be attendants)?

Yes No N/A

73. Are persons with disabilities allowed to travel without attendants, even if they indicate they sometimes use attendants (Exception: Caregiver or guardian requests that attendant always be present, or documented past behavior allows refusal and person/caregiver agree to use attendant to mitigate issues)?

Yes No N/A

If entities operating demand response services plan to purchase vehicles that are not accessible, they must first make a determination that the services they will be providing (after the purchase of the inaccessible vehicle or vehicles) are “equivalent.” Therefore, if entities have inaccessible vehicles as part of their fleet that were purchased since the issuance of the regulations, the services they provide must be “equivalent.” Equivalency is defined by specific criteria (noted below). If inaccessible vehicles are purchased, certification of equivalency must also be provided to FDOT.

Service Equivalency

74. **Service Area:** Consider the service area and how accessible and inaccessible vehicles are distributed throughout the area. Are persons with disabilities who need an accessible vehicle able to travel throughout the area on an equivalent basis to all other riders?
 Yes No N/A
75. **Response Time:** Consider the advance notice requirement to use the service. If accessible vehicles are operated separate from or different from inaccessible vehicles, consider the advance notice required for use of each type of vehicle. Is the same (or lesser) advance notice required of riders with disabilities who need and use accessible vehicles?
 Yes No N/A
76. **Fares:** Consider the fares charged for the service. Note if there are different costs to riders who need and use accessible vehicles versus those who can use inaccessible vehicles. Is the fare the same (or lower) for riders with disabilities who need to use accessible vehicles?
 Yes No N/A
77. **Days and Hours:** Consider the days and hours of operation of the service. Note if there are any differences in days and hours based on the accessibility of the vehicles. Are the days and hours the same (or greater) for persons with disabilities who need and use accessible vehicles?
 Yes No N/A
78. **Trip Purpose:** Consider the types of trips that are provided by the subrecipient. Note if there are any differences in policy about trip purpose for service provided with accessible versus inaccessible vehicles. Are persons with disabilities able to travel for the same purposes (or more) than individuals who do not need accessible vehicles?
 Yes No N/A

- 79. **Capacity Constraints (Part 1):** Consider if trip requests are sometimes denied for lack of capacity, or if waiting lists or trip caps are employed due to capacity limitations. Examine trip denials records, waiting lists, or other documentation to determine if persons with disabilities who need to use accessible vehicles are denied or wait-listed more frequently than other riders.

Are there any trip denials, or are wait lists or trip caps used?

- Yes, Trip Denials
- Yes, Wait Lists
- Yes, Trip Caps
- No

If there are denials, wait lists, or trip caps, are persons with disabilities who need to use accessible vehicles denied/wait-listed, capped at the same (or lower) rate than other riders?

- Yes
- No
- N/A

Note what information or data the system develops and uses to compare the level of trip denials, wait lists, or trip caps for persons with disabilities and for other riders to allow for this type of comparison and analysis.

The agency uses Trapeze for comparison and analysis.

- 80. **Capacity Constraints (Part 2):** Examine records of service quality (on-time performance, on-board ride times). Consider if there are differences in service quality for trips provided to riders who need to use accessible vehicles versus other riders. Consider if the number and percentage of accessible vehicles in the system suggests that there could likely be problems responding to late trips in an equivalent way throughout the service area. Do persons with disabilities, including persons who need to use accessible vehicles receive the same (or better) level of service?

- Yes
- No
- N/A

Note what information or data the system develops and uses to compare the level of service (on-time performance, on-board ride times) for persons with disabilities and for other riders to allow for this type of comparison and analysis.

The agency uses Trapeze to perform level of service analysis.

81. Information and Reservations Capacity: Consider the service information that is provided and the trip reservations capacity (hours of call-taking, accessibility of information and phone services). If information and reservations are different for using accessible versus inaccessible vehicles, note the differences. Is information and communications provided in accessible formats, and are persons with disabilities who need an accessible vehicle able to get information and reservations assistance in an equivalent way?

Yes No N/A

82. Has the subrecipient acquired vehicles in the last three (3) years?

Yes No N/A

If "Yes," were the vehicles accessible pursuant to 49 CFR part 38 standards?

Yes No N/A

If "No," did the subrecipient, before any procurement of an inaccessible vehicle, file with FDOT the required certificate that it provides equivalent service meeting the equivalent service of 49 CFR part 37.77(c)?

Yes No N/A

83. How does the subrecipient keep lifts and other accessibility features on system vehicles in working order?

The agency performs PM inspections every 3,000 miles which includes inspection and maintenance on all accessibility features.

84. When a vehicle is removed from revenue service, does the subrecipient take reasonable steps to accommodate individuals with disabilities who were scheduled on that vehicle?

Yes No N/A

85. Are vehicle operators trained to immediately report that a lift is not in working order?

Yes No N/A

86. Are vehicles removed from revenue service when it is reported that a lift is not in working order?

Yes No N/A

87. Are vehicles repaired promptly and within the five day period for non-urbanized areas?

Yes No N/A

88. Does the subrecipient transport all wheelchairs and occupants if the lift and vehicle can physically accommodate them, unless doing so is inconsistent with legitimate safety requirements?

Yes No N/A

89. Does the subrecipient “do the best it can” to secure mobility devices, but not deny riders because the mobility devices they are using cannot be secured to the satisfaction of the driver or agency?

Yes No N/A

90. Does the subrecipient permit standees to use the lift?

Yes No N/A

91. Does the subrecipient require scooter users or wheelchair passengers to transfer to another seat?

Yes No N/A

92. Do the subrecipient's operators assist individuals with disabilities with the use of securement systems, ramps, and lifts?

Yes No N/A

93. Does the subrecipient permit service animals on system vehicles?

Yes No N/A

Is the subrecipient’s service animal policy consistent with regulatory requirements? (The policy should not require certification of training, should not inappropriately limit type of animal—except emotional support or comfort animal, or animal that cannot be trained to assist.)

Yes No N/A

94. Does the subrecipient make available to individuals with disabilities adequate information concerning transportation services?

Yes No N/A

95. Does the subrecipient permit a passenger who uses a lift to disembark from a vehicle at any designated stop, unless the lift cannot be deployed, the lift will be damaged if it is deployed, or temporary conditions at the stop, not under the control of the entity, preclude the safe use of the stop by all passengers?

Yes No N/A

96. Does the subrecipient ensure that personnel are trained to proficiency, as appropriate to their duties, so that they operate vehicles and equipment safely and properly assist and treat individuals with disabilities who use the service in a respectful and courteous way, with appropriate attention to the difference among individuals with disabilities?

Yes No N/A

CHARTER SERVICE

Title 49 U.S.C. 5323(d) limits charter service provided by federally assisted public transportation operators. FTA regulations specify these limitations in 49 CFR part 604—Charter Service, amended effective April 30, 2008 (73 FR 2326, Jan.14, 2008). Each recipient must enter into an agreement with FTA that the recipient will not engage in charter service unless permitted by FTA charter service regulations. FTA includes that agreement in its annual publication of certifications and assurances. Charter service is defined based on whether a third party requests the service or whether the transit agency initiates the service. If a third party requests service, FTA will utilize four characteristics of charter service to determine whether the proposed service meets the definition of charter. If a transit agency initiates the service, FTA will look at whether the transit agency also charges a premium fare or accepts a subsidy from a third party.

97. Does the subrecipient provide charter service?

Yes No N/A

If yes, does the subrecipient provide the quarterly charter report to the Department?

Yes No N/A

98. Can all of the subrecipient's services be called "program" transportation?

Yes No N/A

If yes, has the subrecipient documented the process and provisions of charter service on the required forms?

Yes No N/A

SCHOOL BUS SERVICE

99. Does the subrecipient provide transportation to/from school for school children?

Yes No N/A

Is the transport of school children to/from school done on an exclusive basis (e.g., in demand response mode is the run built entirely on school children)?

N/A- The subrecipient does not provide school bus service.

SERVICE DEVELOPMENT RELATED QUESTIONS

100. Prior to conducting the site visit, review all Service Development files pertaining to the recipient. Become familiar with the status of each project, fund balances, audit exceptions, etc. Note any problems that have arisen in the past.

N/A- The agency does not receive service development funds.

101. List recipient’s current Service Development projects.

N/A- The agency does not receive service development funds.

102. Consult with the recipient on the reported progress in meeting objectives and milestones of project/s.

N/A- The agency does not receive service development funds.

COMMUTER ASSISTANCE RELATED QUESTIONS

103. Prior to conducting the site visit, review all Commuter Assistance files pertaining to the recipient. Become familiar with the status of each project, fund balances, audit exceptions, etc. Note any problems that have arisen in the past.

N/A- The agency does not receive commuter assistance funds.

104. List recipient’s current Commuter Assistance projects.

N/A- The agency does not receive commuter assistance funds.

105. Consult with the recipient on the reported progress in meeting objectives and milestones of project/s.

N/A- The agency does not receive commuter assistance funds.

DRUG AND ALCOHOL TESTING

Recipients or subrecipients that receive only Section 5310 program assistance are not subject to FTA’s drug and alcohol testing rules, but must comply with the Federal Motor Carrier Safety Administration (FMCSA) rule for all employees who hold commercial driver’s licenses (49 CFR part 382). Section 5310 recipients and subrecipients that also receive funding under one of the covered FTA programs (Section 5307, 5309, or 5311) should include any employees funded under Section 5310 projects in their testing program.

106. Does the subrecipient operate vehicles that require the driver to hold a Commercial Driver’s License?

Yes No N/A

If “Yes,” has the subrecipient initiated a drug and alcohol testing program that meets the requirements of 49 CFR part 382?

Yes No N/A

107. Does the subrecipient have a Drug-Free Workplace Policy?

Yes No N/A

REPORTING (5307, 5311 & BLOCK GRANT)

Recipients that receive Section 5307, 5311, and State Public Transit Block grant funds must collect, record and report financial and non-financial data in accordance with the Uniform System of Accounts (USOA) and the National Transit Database (NTD) Reporting Manual. (49 USC 5335(a) and F.S. Chapter 341.052). All other recipients are required to report based on reporting requirements identified in their JPAs (typically in Exhibit A for JPAs and Attachment A for SJPA's).

108. When was the Recipient's last progress or quarterly report? Is it timely and consistent with the JPA/SJPA? Was it entered into or uploaded into TransCIP? (Recipient's projects in TransCIP should be reviewed prior to the on-site review.)

N/A- Agency does not receive any federal funds.

109. When did the recipient last provide a complete report to NTD of all transit operations?

N/A- Agency does not receive any federal funds.

110. How does the grantee ensure correct reporting of operating expenses for ADA complementary paratransit?

N/A- Agency does not receive any federal funds.

111. What is the system for collecting unlinked passenger trip and passenger mile information? If the grantee uses automatic passenger counters (APCs), verify the agreement with NTD and note in this section. How does the grantee validate the counts throughout the year?

N/A- Agency does not receive any federal funds.

5311 RELATED QUESTIONS

- 112. If the recipient serves an urbanized area, do the records support the allocation of costs to 5311? (Not applicable if the recipient's service area is exclusively non-urbanized.)**

The agency uses Trapeze to schedule trips and identify the percentage of urbanized and non-urbanized trips. Only rural trips are billed to the 5311 subrecipient.

- 113. Are the words "public transportation" properly displayed on vehicles and on printed materials? (For a Triennial Review that does not include the Biennial Vehicle Inventory required by the Vehicle Inventory Management Procedure, check only vehicles that are readily available.) Check any brochures, advertisements, schedules, and public notices etc. that have been printed over the previous year.)**

All of the agency's vehicles have "public transportation" displayed on the exterior of the vehicle.

- 114. Does the recipient operate deviated fixed route or fixed route service? If operating fixed route, do they have a complementary ADA Paratransit Plan? How do they qualify clients for ADA paratransit services? The regulation stipulates that the service is equivalent in response time, fares, hours, days of service, has no restrictions based on trip purpose and has no capacity of service availability constraints. Are these criteria being met?**

The agency is contracted by Gainesville RTS to provide ADA paratransit service. Their clients are qualified by the Center for Independent Living.

- 115. Ask the recipient if they prioritize trips. Are they denying any trips? Do they have a non-prioritization plan?**

The agency has a non-prioritization plan on file with the District office. The agency does not prioritize trips and is not denying trips.

- 116. Do you bill according to trip rate (per trip) or direct cost? If by trip rate ask for rate justification.**

N/A- The provider has a negotiated rate as part of the competitive bid process used by Gainesville RTS.

BLOCK GRANT RELATED QUESTIONS

118. Prior to conducting the site visit, review all block grant files pertaining to the recipient. Become familiar with the status of each project, fund balances, audit exceptions, Transit Development Plans, etc. Note any problems that have arisen in the past.

N/A- The agency does not receive block grant funds.

119. What is the status of the TDP at the time of the visit? Has the TDP been adopted by the policy board and been reviewed by the MPO?

N/A- The agency does not receive block grant funds.

120. Are recommendations for service changes in the TDP being adopted?

N/A- The agency does not receive block grant funds.

121. Has FTA, the A-133 auditors or the Office of the Inspector General taken exception to or disallowed any of the recipient's National Transit Database (NTD) data in the past? If so what corrective actions have been taken?

N/A- The agency does not receive block grant funds.

At the end of the visit, ask the recipient if they have any questions about or problems with DOT policies and procedures that they need to discuss further. If questions arise that you are unable to answer immediately, make the commitment to follow up quickly.

The agency did not have any questions at this time.

APPENDIX A

Site Visit Notification



Florida Department of Transportation

RICK SCOTT
GOVERNOR

2198 Edison Avenue MS2806
Jacksonville, FL 32204-2730

JIM BOXOLD
SECRETARY

February 15, 2016

Mr. Edward Griffin
General Manager
MV Transportation
3713 SW 42nd Avenue, Suite #3
Gainesville, Florida 32608

Re: MV Transportation Grant Review Notification

Dear Mr. Griffin,

The Florida Department of Transportation (Department) will conduct the MV Transportation Grant Review in March as required by the Department's Grant Review Procedure. The purpose of the audit is to determine compliance with State and Federal requirements. The on-site records review will be conducted on March 8, 2016 at 3713 SW 42nd Avenue, Suite #3, Gainesville, Florida 32608.

In advance of our scheduled review date, we request the following items be provided to us which will help our inspection team to reduce our onsite review time with you and your staff at your agency:

- Your currently adopted System Safety Program Plan (SSPP) including appendices
- Your currently adopted Preventative Maintenance Plan (PMP)
- Your current Vehicle Inventory with most recent mileage
- Your Coordinated Human Services Plan or TDSP
- Your most recent A-133 Audit (if applicable)
- Facility Maintenance Plan (if applicable)
- Title VI Plan
- Lobbying Certification
- EEO Plan (if applicable)
- DBE Reports (if applicable)
- ADA Service Plan (if applicable)
- Charter Service Report (if applicable)
- Driver Training Programs
- Non-prioritization Plan

- Your Procurement Policy
- Your Substance Abuse/Drug and Alcohol Policy

A copy of the detailed Grant Review checklist that we will utilize during the audit is attached for your reference.

Due to the fact that many of the items we will be reviewing are handled by different departments and individuals, we request that you please review the attached checklist prior to our visit to determine who is responsible for those items within your organization and can adequately provide the information that we will need.

We look forward to working with you and your staff in conducting the compliance review. If you have any questions regarding the checklist items or would like to discuss any concerns please contact me at (904) 360-5687 or Janell.damato@dot.state.fl.us.

Sincerely,



Janell Damato
Rural/Urban Transportation Coordinator
Florida Department of Transportation
Jacksonville Urban Office
2198 Edison Avenue MS 2806
Jacksonville, FL 32204-2730
Phone: (904) 360-5687
Email: Janell.damato@dot.state.fl.us

cc: Doreen Joyner-Howard (FDOT), Sandra Collins (FDOT), Thee Perry (FDOT), Victor Wiley (FDOT), Santanu Roy (HDR, Inc.)

APPENDIX B

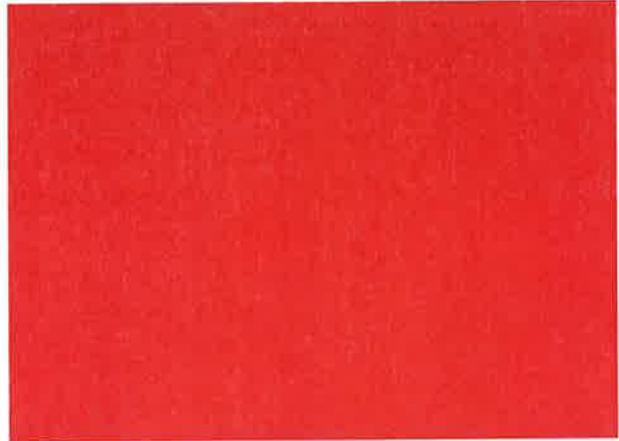
Maintenance Review Workbook

The agency's maintenance review was conducted as part of the agency's Safety and Security review which was conducted concurrently. Please refer to the Safety, Security and Maintenance Review Report.

APPENDIX C

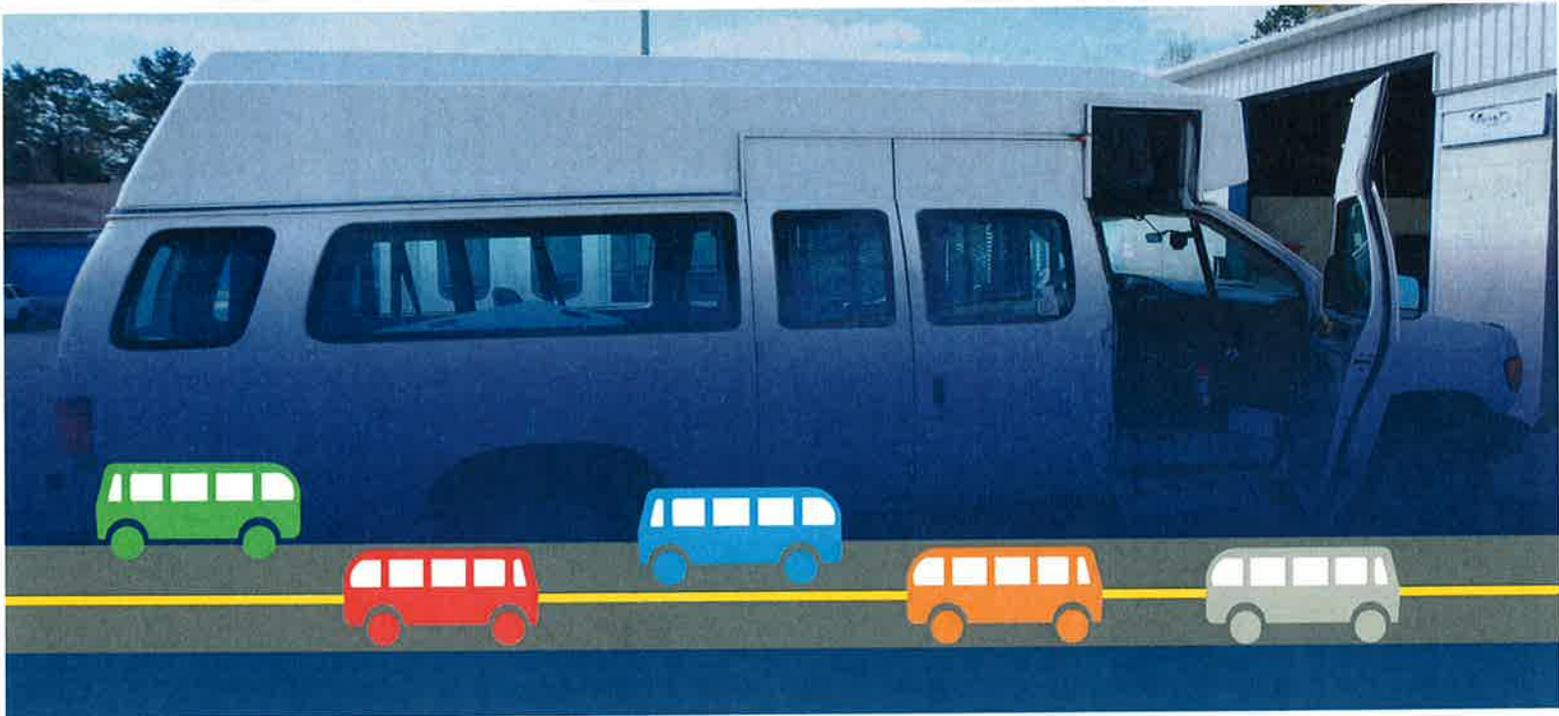
Vehicle Inspection Forms

The agency's maintenance review was conducted as part of the agency's Safety and Security review which was conducted concurrently. Please refer to the Safety, Security and Maintenance Review Report.



Doreen Joyner-Howard, AICP
District Modal Development Manager
FDOT District Two
Jacksonville Urban Office
2198 Edison Avenue MS 2806
Jacksonville, Florida 32204





MV Transportation

*Community Transportation Coordinator for
Alachua County, Florida*



Bus Transit System Safety, Security, and Maintenance Review Report

March 2016





Florida Department of Transportation

RICK SCOTT
GOVERNOR

2198 Edison Avenue MS 2806
Jacksonville, FL 32204-2730

JIM BOXOLD
SECRETARY

April 8, 2016

Mr. Edward Griffin
General Manager
MV Transportation
3713 SW 42nd Avenue, Suite #3
Gainesville, Florida 32608

Re: MV Transportation Bus Transit System Safety, Security and Maintenance Compliance Audit

Dear Mr. Griffin,

A copy of the Bus Transit System Safety, Security and Maintenance Review report is attached with this correspondence. This report represents the findings of the Florida Department of Transportation (Department) with respect to your agency's compliance with the provisions of Rule Chapter 14-90, Florida Administrative Code. The review, as conducted by the Department and our consultants, HDR, summarizes our findings derived from inspection of each of the 14 areas specified within Rule Chapter 14-90. These same 14 compliance areas are identified within the report provided, along with an explanation of any findings by the Department.

In the performance of our review, we observed the agency to be well run and compliment the effective efforts of your management and staff for delivering vital transportation services to your constituents. The Department also notes your Agency's efforts in maintaining the system safety program since the last audit conducted in June 2013. While acknowledging your exceptional efforts to deliver quality transportation within your community, the Department's compliance audit has revealed a few deficiencies and areas of concern that the Agency must address in response to the findings of this report. Please carefully review the attached report to better understand the areas that need attention. Based upon the Department's findings, the Agency must respond to the identified deficiencies and areas of concern by the due date specified in the report. Upon receipt of a satisfactory corrective action plan (CAP), schedule for implementation, and subsequent communication related to the completion of the CAP items, the Department will issue a letter of compliance with Rule Chapter 14-90.

The Department appreciates the level of support and cooperation received from the Agency's staff during the compliance audit and we look forward to assisting you in addressing any outstanding compliance issues. If you have any questions or would like to discuss any concerns please contact me at (904) 360-5650.

Sincerely,



Doreen Joyner-Howard, AICP
District Modal Development Manager
Florida Department of Transportation
Jacksonville Urban Office
2198 Edison Avenue MS 2806
Jacksonville, FL 32204-2730
Phone: (904) 360-5650
Email: doreen.joynerhoward@dot.state.fl.us

BUS TRANSIT SYSTEM SAFETY, SECURITY AND MAINTENANCE REVIEW

MV Transportation

Community Transportation Coordinator

Alachua County, Florida

Conducted by

**District Two Modal Development Office
of
The Florida Department of Transportation**



Review Dates: March 8, 2016

Report Provided to Bus Transit System: April 8, 2016

CAP Due to FDOT: May 9, 2016

FDOT District Two Modal Development Manager: Doreen Joyner-Howard

Consultant Project Manager: Santanu Roy, HDR Inc.

Jacksonville Urban Office

2198 Edison Avenue, Jacksonville, Florida 32204

Phone No: (904) 360-5650

EXECUTIVE SUMMARY & FINDINGS

MV Transportation (MV/Agency) serves as the designated Community Transportation Coordinator (CTC) for Alachua County, Florida and provides demand response services to the patrons. The subject Bus Transit System Safety, Security and Maintenance Review of the Agency was conducted by the Florida Department of Transportation District Two Modal Development Office (Department) on March 8, 2016 at 3713 SW 42nd Avenue, Gainesville, Florida 32608. A copy of the official notification letter issued to the Agency per the Department's Bus Transit System Safety Program Procedure No. 725-030-009-J is included in Appendix A. The purpose of the review is to determine compliance with the provisions of Rule Chapter 14-90, Florida Administrative Code (F.A.C.) effective September 16, 2010. The provisions include the development of and compliance with a System Safety Program Plan (SSPP) and Security Program Plan (SPP)/Hazard and Security Plan (HSP), performance of safety inspections of all operational buses, documentation of compliance with equipment and operational safety standards, and safety monitoring of covered contractors.

This report summarizes the findings derived from the review of each of the 14 areas specified by the Rule Chapter 14-90, F.A.C.; the table on the following page provides a synopsis of the results. The findings are based on the analysis of factual information obtained during the review and are identified as a "Deficiency", "Area of Concern", or "Observation", as applicable.

The Department finds that the Agency is well run by seasoned management and staff, very knowledgeable with supporting transit services in compliance with Florida Statutes in general and Rule Chapter 14-90, F.A.C. in particular. The Department also notes your Agency's efforts in maintaining the system safety program since the last audit conducted in June 2013. While acknowledging the safety performance of the Agency, the Department finds three (3) deficiencies and five (6) areas of concern that the Agency must address in response to this report within the due date specified by the Department in this report. The key improvement opportunities for the Agency identified in this report relate to driver training, accident and incident documentation/corrective action, and internal audits (refer to Section VI of this document for the complete list of items). Upon receipt of a satisfactory corrective action plan (CAP), schedule for implementation, and subsequent communication related to the completion of the CAP items, the Department will issue a letter of compliance with Rule Chapter 14-90.

The Department appreciates the cooperation of MV Transportation management and staff in the review process and notes their efforts in addressing safety system compliance with the subject Rule. The Department looks forward to working with MV Transportation in their continuing efforts to serve the safe transportation needs of their clients.

Summary of Number of Findings by Review Item and Category

| No | Equipment and Operational Standards | Deficiencies | Areas of Concern | Observations |
|--------------|--|--------------|------------------|--------------|
| 1 | System Safety Program Plan (SSPP) | 0 | 0 | 1 |
| 2 | Security Program Plan (SPP) | 0 | 0 | 0 |
| 3 | Wireless Communications Plan (WCP) | 0 | 0 | 0 |
| 4 | Qualification, Selection, and Training of Drivers | 1 | 2 | 1 |
| 5 | Operational and Safety Procedures | 0 | 1 | 0 |
| 6 | Records Retention and Distribution | 0 | 0 | 1 |
| 7 | Drug Free Workplace & Substance Abuse Management | 0 | 0 | 0 |
| 8 | Bus Maintenance | 0 | 1 | 0 |
| 9 | Event Investigation | 0 | 2 | 0 |
| 10 | Medical Examinations for Bus Drivers | 0 | 0 | 0 |
| 11 | Operational and Driving Requirements | 0 | 0 | 0 |
| 12 | Vehicle Equipment Standards and Procurement Criteria | 0 | 0 | 0 |
| 13 | Bus Safety Inspections | 1 | 0 | 0 |
| 14 | Certification | 1 | 0 | 0 |
| Total | | 3 | 6 | 3 |

End of Summary



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May 3, 2016

TO: Alachua County Transportation Disadvantaged Coordinating Board
 FROM: Lynn Godfrey, AICP, Senior Planner
 SUBJECT: 2016 Florida Legislative Session

RECOMMENDATION

No action required. For information only.

BACKGROUND

Attached is information regarding the 2016 Florida legislative session and changes to Florida's Transportation Disadvantaged Program. If you have any questions concerning the attached information, please contact me at extension 110.

Attachment

t:\lynn\td2016\alachua\memos\legsession.docx

The 2016 Florida Legislative Session came to a close March 11, 2016. The Florida Legislature authorized **\$55,211,227** in the Grants and Aids Category for Fiscal Year 2016-17. This is an increase of \$177,523 from the base budget, plus a reinvestment of \$4,250,000 of non-recurring funds that were reverted from Fiscal Year 2015-16.

The Florida Legislature directed the Florida Commission for the Transportation Disadvantaged to use the additional \$4,250,000 in the following three specific ways:

Allocation Methodology Study

- **\$200,000** will be used to contract with an independent consultant to research Florida's historic funding of transportation disadvantaged services, the formulas used for distribution of state funds, and the allocation of funding specifically as it relates to urban and rural counties throughout the state. The study will also explore funding formulas and practices of similar services provided in other states.

Direct allocation to "rural" counties

- **\$2,300,000** will be allocated to Community Transportation Coordinators who are not direct recipients of U.S.C. Section 5307 funding. Funds are to be used to provide transportation services for persons with disabilities, older adults, and people with low incomes so they may access health care, employment, education and other life-sustaining activities. Funds will be distributed among Community Transportation Coordinators based upon the Transportation Disadvantaged Trust Fund allocation methodology.

Mobility Enhancement Grant

- **\$1,750,000** will be used to award competitive grants to Community Transportation Coordinators to support transportation projects that: (1) enhance the access of older adults, persons with disabilities, and persons with low income individuals to health care, shopping, education, employment, public services, and recreation; (2) assist in the development, improvement, and use of transportation systems in non-urbanized areas; (3) promote the efficient coordination of services; (4) support intercity bus transportation; and (5) encourage private transportation provider participation. All Community Transportation Coordinators are eligible to apply for this Mobility Enhancement Grant.

The Florida Legislature also directed each Community Transportation Coordinator to develop and implement performance measures which, at a minimum, address timing of advanced scheduling requests; on-time passenger pickup; improved routing to minimize passenger wait times; error rates for passenger pick-up and drop-off; and collection and public posting of passenger satisfaction survey ratings.

By September 30, 2016, each Community Transportation Coordinator must provide information to the Florida Department of Transportation detailing the adopted performance measures and the methods used for evaluating performance. The Florida Department of Transportation shall provide a report to the chairs of the legislative appropriations committees by December 15, 2016 specifying which entities submitted, or failed to submit, the required information as well as an evaluation of the efficacy of the performance measures and recommendations as to best practices that could be implemented on a statewide basis.

FY2016-17 Transportation Disadvantaged Trip and Equipment Grant Allocations

| County | Trip & Equipment Grant | | | Voluntary Dollar | | | Proviso Funding | | | 2016-17 Total Funds |
|---------------|------------------------|--------------------|---------------------|------------------|-------------------|-----------------|--------------------|-------------------|--------------------|---------------------|
| | 2016-17 Allocation | Local Match (10%) | Total Funds | Funding | Local Match (10%) | Total Funds | Funding | Local Match (10%) | Total Funds | |
| Alachua | \$645,455 | \$71,717 | \$717,172 | \$99 | \$11 | \$110 | \$96,785 | \$10,754 | \$107,539 | \$824,821 |
| Baker | \$207,703 | \$23,078 | \$230,781 | \$13 | \$1 | \$14 | \$27,701 | \$3,078 | \$30,778 | \$261,574 |
| Bay | \$448,087 | \$49,787 | \$497,874 | \$19 | \$2 | \$21 | \$69,995 | \$7,777 | \$77,772 | \$575,667 |
| Bradford | \$123,750 | \$13,750 | \$137,500 | \$4 | \$0 | \$4 | \$17,372 | \$1,930 | \$19,303 | \$156,808 |
| Brevard | \$1,649,325 | \$183,258 | \$1,832,584 | \$199 | \$22 | \$221 | \$0 | \$0 | \$0 | \$1,832,805 |
| Broward | \$3,803,488 | \$422,610 | \$4,226,098 | \$938 | \$104 | \$1,042 | \$0 | \$0 | \$0 | \$4,227,140 |
| Calhoun | \$186,480 | \$20,720 | \$207,200 | \$2 | \$0 | \$2 | \$18,572 | \$2,064 | \$20,636 | \$227,838 |
| Charlotte | \$368,643 | \$40,960 | \$409,604 | \$40 | \$4 | \$44 | \$0 | \$0 | \$0 | \$409,648 |
| Citrus | \$438,503 | \$48,723 | \$487,226 | \$25 | \$3 | \$28 | \$0 | \$0 | \$0 | \$487,253 |
| Clay | \$423,658 | \$47,073 | \$470,731 | \$84 | \$9 | \$93 | \$84,883 | \$9,431 | \$94,315 | \$565,139 |
| Collier | \$824,391 | \$91,599 | \$915,990 | \$73 | \$8 | \$81 | \$0 | \$0 | \$0 | \$916,071 |
| Columbia | \$307,093 | \$34,121 | \$341,215 | \$13 | \$1 | \$14 | \$33,481 | \$3,720 | \$37,201 | \$378,431 |
| DeSoto | \$217,447 | \$24,161 | \$241,608 | \$82 | \$9 | \$91 | \$19,872 | \$2,208 | \$22,080 | \$263,778 |
| Dixie | \$191,638 | \$21,293 | \$212,931 | \$0 | \$0 | \$0 | \$18,247 | \$2,027 | \$20,275 | \$233,206 |
| Duval | \$1,596,367 | \$177,374 | \$1,773,742 | \$563 | \$63 | \$625 | \$0 | \$0 | \$0 | \$1,774,367 |
| Escambia | \$666,815 | \$74,091 | \$740,906 | \$251 | \$28 | \$279 | \$0 | \$0 | \$0 | \$741,184 |
| Flagler | \$297,747 | \$33,083 | \$330,830 | \$31 | \$3 | \$35 | \$56,417 | \$6,269 | \$62,685 | \$393,550 |
| Franklin | \$172,155 | \$19,128 | \$191,284 | \$1 | \$0 | \$1 | \$17,439 | \$1,938 | \$19,377 | \$210,661 |
| Gadsden | \$362,045 | \$40,227 | \$402,272 | \$22 | \$2 | \$24 | \$50,790 | \$5,643 | \$56,433 | \$458,730 |
| Gilchrist | \$109,563 | \$12,174 | \$121,736 | \$1 | \$0 | \$1 | \$10,761 | \$1,196 | \$11,957 | \$133,695 |
| Glades | \$196,454 | \$21,828 | \$218,282 | \$0 | \$0 | \$0 | \$19,319 | \$2,147 | \$21,465 | \$239,747 |
| Gulf | \$181,973 | \$20,219 | \$202,192 | \$0 | \$0 | \$0 | \$22,426 | \$2,492 | \$24,917 | \$227,110 |
| Hamilton | \$141,461 | \$15,718 | \$157,179 | \$0 | \$0 | \$0 | \$12,875 | \$1,431 | \$14,306 | \$171,485 |
| Hardee | \$238,768 | \$26,530 | \$265,298 | \$5 | \$1 | \$6 | \$25,547 | \$2,839 | \$28,386 | \$293,689 |
| Hendry | \$330,679 | \$36,742 | \$367,421 | \$23 | \$3 | \$26 | \$33,579 | \$3,731 | \$37,310 | \$404,756 |
| Hernando | \$333,687 | \$37,076 | \$370,763 | \$41 | \$5 | \$46 | \$61,947 | \$6,883 | \$68,830 | \$439,639 |
| Highlands | \$454,538 | \$50,504 | \$505,042 | \$4 | \$0 | \$4 | \$65,262 | \$7,251 | \$72,513 | \$577,560 |
| Hillsborough | \$1,913,361 | \$212,596 | \$2,125,956 | \$263 | \$29 | \$292 | \$389,932 | \$43,326 | \$433,258 | \$2,559,506 |
| Holmes | \$196,010 | \$21,779 | \$217,789 | \$0 | \$0 | \$0 | \$25,206 | \$2,801 | \$28,006 | \$245,795 |
| Indian River | \$320,605 | \$35,623 | \$356,228 | \$37 | \$4 | \$41 | \$47,435 | \$5,271 | \$52,706 | \$408,975 |
| Jackson | \$424,614 | \$47,179 | \$471,794 | \$34 | \$4 | \$38 | \$46,527 | \$5,170 | \$51,697 | \$523,529 |
| Jefferson | \$176,278 | \$19,586 | \$195,864 | \$1 | \$0 | \$1 | \$19,387 | \$2,154 | \$21,541 | \$217,407 |
| Lafayette | \$144,401 | \$16,045 | \$160,445 | \$0 | \$0 | \$0 | \$13,247 | \$1,472 | \$14,719 | \$175,164 |
| Lake | \$731,924 | \$81,325 | \$813,249 | \$131 | \$15 | \$146 | \$0 | \$0 | \$0 | \$813,395 |
| Lee | \$780,132 | \$86,681 | \$866,813 | \$687 | \$76 | \$764 | \$132,435 | \$14,715 | \$147,150 | \$1,014,726 |
| Leon | \$548,095 | \$60,899 | \$608,994 | \$125 | \$14 | \$139 | \$0 | \$0 | \$0 | \$609,133 |
| Levy | \$377,234 | \$41,915 | \$419,149 | \$13 | \$1 | \$14 | \$49,365 | \$5,485 | \$54,849 | \$474,013 |
| Liberty | \$254,253 | \$28,250 | \$282,504 | \$0 | \$0 | \$0 | \$30,196 | \$3,355 | \$33,551 | \$316,055 |
| Madison | \$221,318 | \$24,591 | \$245,909 | \$0 | \$0 | \$0 | \$25,759 | \$2,862 | \$28,622 | \$274,531 |
| Manatee | \$641,686 | \$71,298 | \$712,985 | \$105 | \$12 | \$117 | \$0 | \$0 | \$0 | \$713,102 |
| Marion | \$816,142 | \$90,682 | \$906,824 | \$150 | \$17 | \$167 | \$117,718 | \$13,080 | \$130,798 | \$1,037,789 |
| Martin | \$322,839 | \$35,871 | \$358,710 | \$75 | \$8 | \$83 | \$56,515 | \$6,279 | \$62,794 | \$421,587 |
| Miami-Dade | \$5,880,968 | \$653,441 | \$6,534,409 | \$1,751 | \$195 | \$1,945 | \$0 | \$0 | \$0 | \$6,536,354 |
| Monroe | \$370,001 | \$41,111 | \$411,112 | \$39 | \$4 | \$43 | \$56,164 | \$6,240 | \$62,404 | \$473,560 |
| Nassau | \$294,880 | \$32,764 | \$327,644 | \$33 | \$4 | \$37 | \$39,919 | \$4,435 | \$44,355 | \$372,035 |
| Okaloosa | \$508,984 | \$56,554 | \$565,538 | \$46 | \$5 | \$51 | \$0 | \$0 | \$0 | \$565,589 |
| Okeechobee | \$228,062 | \$25,340 | \$253,402 | \$1 | \$0 | \$1 | \$24,584 | \$2,732 | \$27,316 | \$280,719 |
| Orange | \$2,430,586 | \$270,065 | \$2,700,651 | \$746 | \$83 | \$829 | \$0 | \$0 | \$0 | \$2,701,480 |
| Osceola | \$1,065,436 | \$118,382 | \$1,183,818 | \$20 | \$2 | \$22 | \$0 | \$0 | \$0 | \$1,183,840 |
| Palm Beach | \$2,940,922 | \$326,769 | \$3,267,691 | \$1,122 | \$125 | \$1,247 | \$0 | \$0 | \$0 | \$3,268,938 |
| Pasco | \$682,933 | \$75,881 | \$758,815 | \$158 | \$18 | \$176 | \$0 | \$0 | \$0 | \$758,991 |
| Pinellas | \$2,860,807 | \$317,867 | \$3,178,674 | \$554 | \$62 | \$615 | \$0 | \$0 | \$0 | \$3,179,289 |
| Polk | \$1,240,365 | \$137,818 | \$1,378,183 | \$189 | \$21 | \$210 | \$0 | \$0 | \$0 | \$1,378,393 |
| Putnam | \$408,024 | \$45,336 | \$453,360 | \$10 | \$1 | \$11 | \$69,020 | \$7,669 | \$76,689 | \$530,060 |
| Saint Johns | \$508,428 | \$56,492 | \$564,920 | \$143 | \$16 | \$159 | \$125,493 | \$13,944 | \$139,437 | \$704,516 |
| Saint Lucie | \$546,475 | \$60,719 | \$607,194 | \$109 | \$12 | \$121 | \$0 | \$0 | \$0 | \$607,316 |
| Santa Rosa | \$395,107 | \$43,901 | \$439,008 | \$24 | \$3 | \$27 | \$48,026 | \$5,336 | \$53,362 | \$492,396 |
| Sarasota | \$1,040,583 | \$115,620 | \$1,156,203 | \$311 | \$35 | \$346 | \$0 | \$0 | \$0 | \$1,156,549 |
| Seminole | \$767,011 | \$85,223 | \$852,235 | \$170 | \$19 | \$189 | \$0 | \$0 | \$0 | \$852,424 |
| Sumter | \$291,815 | \$32,424 | \$324,239 | \$9 | \$1 | \$10 | \$51,334 | \$5,704 | \$57,038 | \$381,286 |
| Suwannee | \$239,734 | \$26,637 | \$266,371 | \$3 | \$0 | \$3 | \$27,506 | \$3,056 | \$30,562 | \$296,938 |
| Taylor | \$295,709 | \$32,857 | \$328,566 | \$3 | \$0 | \$3 | \$31,046 | \$3,450 | \$34,496 | \$363,065 |
| Union | \$94,211 | \$10,468 | \$104,678 | \$1 | \$0 | \$1 | \$11,030 | \$1,226 | \$12,256 | \$116,936 |
| Volusia | \$1,190,144 | \$132,238 | \$1,322,382 | \$109 | \$12 | \$121 | \$0 | \$0 | \$0 | \$1,322,503 |
| Wakulla | \$196,662 | \$21,851 | \$218,513 | \$5 | \$1 | \$6 | \$23,433 | \$2,604 | \$26,036 | \$244,555 |
| Walton | \$389,950 | \$43,328 | \$433,278 | \$6 | \$1 | \$7 | \$49,376 | \$5,486 | \$54,862 | \$488,147 |
| Washington | \$222,770 | \$24,752 | \$247,522 | \$0 | \$0 | \$0 | \$26,076 | \$2,897 | \$28,973 | \$276,496 |
| TOTALS | \$47,877,371 | \$5,319,708 | \$53,197,079 | \$9,716 | \$1,080 | \$10,796 | \$2,300,000 | \$255,556 | \$2,555,556 | \$55,763,430 |

Rev. 04/08/2016



Transportation Disadvantaged Trip & Equipment Grant Application Form

| | | | |
|---|---|---|-------------------------|
| Grant Recipient Legal Name | MV Contract Transportation, Inc. | | |
| Federal Employer Identification Number | 11-3706363 | | |
| Registered Address | 5910 N. Central Expy. Suite 1145 | | |
| City and State | Dallas, TX | Zip Code | 75206 |
| Contact Person for this Grant | Edward Griffin | Phone Number Format 111-111-1111 | 352-375-2784 ext. 11600 |
| E-Mail Address [Required] | egriffin@mvtransit.com | Fax Number Format 111-111-1111 | 352-378-6117 |
| Project Location [County(ies)] | Alachua | Proposed Project Start Date | 7/1/2016 |
| Fiscal Year Budget Allocation | | | |
| | Planning Funds Transferred from Planning Agency | | \$0 |
| | Grant Amount – State Allocation [90%] | | \$645,455 |
| | Grant Amount – Local Match [10%] | | \$71,717 |
| | Grant Amount – Proviso [90%] | | \$96,785 |
| | Grant Amount – Proviso Match [10%] | | \$10,754 |
| | Voluntary Dollar Amount | | \$99 |
| | Local Match for Voluntary Dollars [In Kind] | | \$11 |
| | Total Project Amount | | \$824,821.00 |

| Anticipated Capital Equipment Request | |
|---|------------------|
| Description of Capital Equipment | \$ Amount |
| Enter Capital Equipment Description | Enter \$ Amount |
| Enter Capital Equipment Description | Enter \$ Amount |
| Enter Capital Equipment Description | Enter \$ Amount |
| Total Capital Equipment Request Amount | \$ 0.00 |

If Requesting Capital Equipment Local Coordinating Board Review IS Required

This Application Form requesting the purchase of capital equipment has been review by the Alachua County Local Coordinating Board

_____ 5/11/2016
Signature of Local Coordinating Board Chairperson **Date**

I, **Name of Grant Representative** , as the authorized Grant Recipient Representative, hereby certify that the information contained in this form is true and accurate and is submitted in accordance with the grant application instructions.

_____ Enter Date
Signature of Grant Recipient Representative **Date**



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May 3, 2016

TO: Alachua County Transportation Disadvantaged Coordinating Board
 FROM: Lynn Godfrey, AICP, Senior Planner
 SUBJECT: Florida Rural Transit Assistance Program Bulletin Spotlight

RECOMMENDATION

No action required. For information only.

BACKGROUND

Attached is the Spring Volume of the Florida Rural Transit Assistance Program Bulletin. The Spotlight in this issue is on Mr. Edward Griffin, MV Transportation General Manager. Congratulations to Mr. Griffin.

Attachment

t:\lynn\td2016\alachua\memos\rtapbulletin.docx

SPOTLIGHT— Edward Griffin, MV Transportation

Each SPOTLIGHT edition highlights one of our many energetic Florida RTAP transit professionals and allows these individuals to introduce themselves in their own words. In this issue, the SPOTLIGHT is on Edward Griffin, General Manager at MV Transportation, Alachua County CTC.



Name: Edward Griffin

Title: General Manager, MV Transportation, Alachua County CTC

Birthplace: Milwaukee, WI

Education: BAE, University of North Florida, Jacksonville, FL

Professional History: Mr. Griffin began his career as a Medicaid Administrator for the State of Florida, based in Jacksonville. At Medicaid, he was instrumental in the transition of Medicaid transportation services into the coordinated model, formalized by legislation in Florida in 1989. From 1993- 1995, Mr. Griffin was General Manager for the coordinated system serving Hardee Highlands and Okeechobee Counties. As a senior staff member of the Commission for Transportation Disadvantaged, (CTD) from 1996-2002, Mr. Griffin provided technical assistance and oversight to the statewide community transportation paratransit program. He also served as a Commissioner on the Commission for the Transportation Disadvantaged (CTD) for two years, and was later active as a committee member in the Allocation Technical Working Group charged with developing formulas for the distribution of TD and Medicaid funds.

During his tenure as Technical Assistance Administrator for the CTD, Mr. Griffin developed a series of operational studies focused on each county's paratransit service delivery and software system management. Results of these studies were used to assist the counties in improving productivity and on-time performance, while reducing staffing, call hold times and complaints.

From 2003 to present, Mr. Griffin has served as Vice President of Business Development for MV Transportation, with a concentration in Florida and the Southeast. He has been instrumental in securing several contracts throughout Florida, including Medicaid and CTC contracts with the Commission for the Transportation Disadvantaged. He has also been instrumental in leading start up activities for these

contracts. In addition to this role, Mr. Griffin also serves as the General Manager of the Alachua County CTC division operated by MV since 2003.

Mr. Griffin holds a Bachelor of Arts Cum Laude in Social Science Education from the University of North Florida in Jacksonville, with postgraduate work in Health Care Administration. He has also served as a Peer-to-Peer Professional for the Community Transportation Association of America and the Federal Transit Administration – Intelligent Transportation Systems and served on panels for the Transportation Research Board (TRB). Since 2007, Mr. Griffin has served as both president and vice president of the Florida Association of Coordinated Transportation Systems, (FACTS), and currently serves on the Executive Committee.

Years Working with Current Agency: 13 years with MV Transportation

Years Working in Transit Industry: 27 years

Biggest Surprise Working in Paratransit: The advances in technology over the last 20 years and the benefits it has provided in ensuring on time performance and increased productivity.

Biggest Challenge Working in Paratransit: Managing expectations and limitations of the service.

Biggest Benefit of Working in Paratransit: Receiving sincere thanks from individuals that truly appreciate and need our service.

Personal Background: I spent my 20's in rock bands; and continue to play solo in select venues locally. I have two adult children.

Childhood Amition: To be an attorney. My daughter graduated from the University of Notre Dame Law School and now practices corporate law in Chicago. I live vicariously through her.

Favorite Book: Brave New World – Aldous Huxley

Favorite Candy: Almond Joy

Favorite Color: Green Bay Packers Green

My Motto: "Have a sense of urgency!"

RTAP BULLETIN

FLORIDA RURAL TRANSIT ASSISTANCE PROGRAM

SPRING—VOL. 14, NO. 1

2 PARATRANSIT ROADEO WINNERS

2016 FPTA/FDOT/CUTR
PROFESSIONAL DEVELOPMENT
WORKSHOP AND SAFETY SUMMIT

3 SPOTLIGHT—EDWARD GRIFFIN

4 2016 UPCOMING EVENTS

TD LEGISLATIVE
AWARENESS DAY

FPTA/CTD
ANNUAL
TRAINING

2016 Florida Triple Crown Roadeo

On April 1st and 2nd, Florida's best bus drivers and technicians participated in the 2016 Florida Triple Crown Bus Roadeo in Fort Myers, Florida. The 2016 Florida Triple Crown Roadeo once again combined the FPTA and RTAP roadeos into a single, colossal weekend honoring all of Florida's maintenance technicians, paratransit and fixed route operators.

The year's event was a joint effort of the Florida Public Transportation Association (FPTA), the Florida Rural Transit Assistance Program (RTAP), the Florida Department of Transportation (FDOT), and the Florida Association of Coordinated Transit Systems (FACTS), and hosted by the Lee Tran.

There were training opportunities for the participants. Then the bus operator participant's skills were tested with a written test and the on-course competition. The maintenance technicians faced similar challenges with a written test and a series of diagnostic tests.

As always, the event concluded with an Awards Banquet that crowned and recognized the 2016 champions in the paratransit van and cutaway divisions, the

fixed route bus division, and the maintenance technician's team competition.

Gulf County Transportation's Raymond Aylmer was drove away with the Van Category Championship, with Lee Tran's Chris Cowles being designated as the Cutaway Category Champion. Both will travel to Portland, Oregon in late May to represent Florida at the Community Transportation Association of America (CTAA) national roadeo.

Small Bus Category: 1st Chris Cowles, LeeTran; 2nd Deandre Moore, LYNX; and 3rd Timothy Smith, Calhoun County Transit

Van Category: 1st Raymond Aylmer, Gulf County Transportation; 2nd Tommy Griffis, JTrans; and 3rd Len Murray, Sarasota County Area Transit

Overall Champion: The Overall Paratransit Champion (combined van and cutaway scores) was JTrans with their team members Tommy Griffis, Van Operator, and Charles Ford, Cutaway Operator.

Congratulations!

Roadeo Operator Participants



Paratransit Rodeo Winners

Grand Champions — JTrans



L-R: Sharon Peeler, Charles Ford, and Tommy Griffis, JTrans; Lisa Bacot, FPTA; and Brad Miller, PSTA

Cutaway Division Winner



L-R: Bob Westbrook, FDOT; 1st Place: Chris Cowles, LeeTran; and Liz Stutts, FDOT

Van Division Winner



L-R: Lisa Bacot, FPTA; 1st Place: Raymond Aylmer, Gulf County Transportation; and Bob Westbrook, FDOT

Register Today: 2016 FPTA/ FDOT/CUTR Professional Development Workshop and Transit Safety Summit

Close to 250 transit professionals are expected to be in attendance at the 2016 FPTA/FDOT/CUTR Professional Development Workshop and Transit Safety Summit, which will be held at the USF Embassy Suites in Tampa on June 6-8, 2016. This annual workshop and summit is jointly sponsored by the Florida Public Transportation Association (FPTA), Florida Department of Transportation (FDOT), and the USF Center for Urban Transportation Research (CUTR).

The fourth annual Florida Transit Safety Summit, hosted by the FDOT Florida Transit Safety Network (FTSN), will be held on Monday, June 6th. State and national safety experts will provide informative presentations on a wide variety of topics related to transit safety.

The two day Profession Development Workshop, conducted on Tuesday and Wednesday, will offer unique professional development opportunities for Florida's public transportation supervisors, front-line employees, and other key staff in operations, maintenance, marketing, planning and administration. The one-stop workshop provides public transit professionals with an excellent opportunity to learn from industry experts, attend professional development training, learn about research updates, and network with their peers.

The Workshop and Summit are for managers, supervisors and other key staff currently employed by Florida public agencies (e.g.: Florida transit systems, FDOT), Community Transportation Coordinators, planning agencies, transportation providers, and FPTA members.

Registration is Open

www.regonline.com/2016PDWandSafetySummit

Registration Deadline: May 20, 2016



Vol. 14 No. 1, Spring 2016

The **RTAP BULLETIN** is produced by the USF Center for Urban Transportation Research.

Please direct all questions or comments to:

RTAP BULLETIN

Center for Urban Transportation Research
University of South Florida
4202 East Fowler Avenue, CUT100
Tampa, FL 33620-5375
(813) 974-3120, fax (813) 974-5168
email: jaygoodwill@cutr.usf.edu
website: www.floridartap.org

OUR MISSION

The Florida RTAP provides training, continuing education, and technical assistance to those who provide or assist in the provision of public transportation services in rural and small urban communities in order to promote the coordinated delivery of safe, efficient, and effective transit services.

Editor: Jay Goodwill Designer: Stephanie Lewis

2016 UPCOMING EVENTS

The classes and conferences listed below are sponsored by the Florida Department of Transportation and the Center for Urban Transportation Research at the University of South Florida in Tampa. If you would like to attend any of the courses, you will find a course announcement and registration form for each course at www.floridartap.org in the Training Calendar section. Click on the course name to download or view training class details. If you have an idea for a training course or would like to host a course, please contact Lisa Staes at staes@cutr.usf.edu.

May 16-20, 2016

**Instructor's Course (FT00562 -A)¹ —
Tampa, FL**

May 23-27, 2016

**Transit Bus System Safety (FT00533)—
Tampa, FL**

June 6, 2016

2016 Florida Transit Safety Summit—Tampa, FL

June 7-8, 2016

**2016 FPTA/FDOT/CUTR Professional
Development Workshop—Tampa, FL**

June 14-15, 2016

**How to Conduct an Internal Safety Audit—
Tampa, FL**

December 11-13, 2016

**Combined FPTA-CTD Annual Conference—
Jacksonville, FL**

¹ Required course for the Florida Transit Operator Trainer Training Certification

2016 Public Transportation and Transportation Disadvantaged Legislative Awareness Day

The annual Transportation Disadvantaged Legislative Awareness Day was a joint effort this year with the Florida Public Transportation Association (FPTA) and FACTS (Florida Association of Coordinated Transportation Systems). The event was hosted on Thursday, January 21, 2016 at the Florida Capitol.

Overall the 2016 Public Transportation and Transportation Disadvantaged Legislative Awareness Day was a success, achieving its primary goal of creating awareness and support for Florida's Public Transportation and Transportation Disadvantaged programs.

Save the Date **Combined FPTA-CTD Annual Conference**

**Jacksonville, Florida
December 11-13, 2016**

Save the dates on your calendar for the 2016 joint Florida Public Transportation Association and the Commission of the Transportation Disadvantaged Annual Conference. For the second time, this 2016 event will combine the FPTA and CTD annual conferences into a single event. This event will be hosted by the Jacksonville Transportation Authority (JTA) on December 11-13, 2016.



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May 3, 2016

TO: Alachua County Transportation Disadvantaged Coordinating Board
FROM: Lynn Godfrey, AICP, Senior Planner
SUBJECT: Four Corners Transportation Associates - Lake Area Transit Demand Survey

RECOMMENDATION

No action required. For information only.

BACKGROUND

At the November 4, 2015 meeting, Ms. Christine Eason Louton updated the Board on the Four Corners Transportation Associates transportation survey. Attached is the Lake Area Transit Demand Survey Executive Summary.

Attachment

t:\lynn\td2016\alachua\memos\fourcornerssurvey.docx



Four Corners Transportation Associates Melrose, Florida

Lake Area Transit Demand Survey Executive Summary

Background:

In Spring 2015 the 4 Melrose, Florida commissioners Ken Cornell-Alachua, Gavin Rollins-Clay, Larry Harvey-Putnam and Danny Riddick-Bradford met with the Four Corners Transportation Associates (FCTA) to learn about transportation resources and issues in our rural community.

FCTA has been inspired and advised by the Florida Transportation Disadvantaged (“TD”) Commission <http://www.dot.state.fl.us/ctd/> to form a 4 county partnership to identify our unique unmet transportation needs. Working in partnership with the Melrose commissioners made the assessment possible.

The Melrose Commissioners Briefing about currently available transportation in the lake area took place on August 19 at the Santa Fe College Watson Center. The providers, (TD Community Transportation Coordinators (CTCs), CISTO, RTS and JTA’s TransPortal) discussed the transportation services they provide. The “Lake Area Transportation Services FACT Sheet” is a summary of those services.

As a follow-up to the briefing, the commissioners held the Transportation Town Hall for the Lake Region on September 10 at the Melrose United Methodist Church. Copies of the Lake Area Transportation Services FACT Sheet were distributed to share with the community what they had learned at their August 19 briefing.

Representatives of the businesses and organizations listed on the “FACT Sheet” were there to describe their services, answer questions and discuss transportation issues. The Commissioners asked what additional services were still needed. A productive discussion followed.

To quantify and define unmet transportation needs attendees were asked to complete the Lake Area Transit Demand Survey*. In the days and weeks that followed the Town Hall, we reached out to the senior centers and public libraries in Starke, Keystone Heights, Melrose and Hawthorne. Surveys were also distributed at the Santa Fe College Watson Center.

Melrose Business and Community Association, Santa Fe Audubon Society, Democratic Women's Club of the Lake Area and the Lake Dwellers Community groups helped spread the word at their meetings and by using Social Media. The survey closed Sunday, December 13.

Survey Results:

To find out what transportation is needed the survey first asked questions about where and how people travel now: locally (within 10 miles) versus long-distance trips (more than 10 miles).

Local trips (within 10 miles):

People traveled 0-20 times per week. In other-words, some people do not travel at all. Of the people that did travel (75%) drove alone, 20% asked friends or family, 12% carpoled, 9% walked or rode a bicycle and 5% used paratransit*.

Long distance trips (more than 10 miles):

People traveled 0-20 times per week. In other-words, some people do not travel at all. Of the people that did travel 68% drove alone, 28% asked friends or family, 18% carpoled, 3% walked or rode a bicycle and 6% used paratransit*.

Trip destinations:

The most frequent is shopping/grocery/pharmacy (62%), social/friends/family (55%), medical (43%), school (39%), work (4%).

If a local bus service met their needs, 47% would use it one time or less per week. However, a little more than half (53%) would use it two or more times per week and 16% would use it daily.

Riders were asked how much they would pay one-way for local trips? 45% would pay \$1, 25% would pay \$2, 18% would pay \$3, 8% would pay \$4 and 4% would pay \$5 or more.

If a commuter (long-distance) service met their needs, 53% would use it one time or less per week, 20% would use it two or more times per week and 14% would use it daily.

Riders were asked how much they would pay one way for long-distance trips? 31% would pay \$1, 21% would pay \$2, 25% would pay \$3, 12% would pay \$4 and 11% would pay \$5 or more.

*transportation service that supplements larger public transit systems by providing individualized rides without fixed routes or timetables□



**Four Corners Transportation Associates
Melrose, Florida**

Lake Area Transportation Services FACT Sheet

ALACHUA County

RTS Regional Transit Service offers fixed route Service within Gainesville and outlying areas. (none to Lake Area)

<http://go-rt.com> or (352)) 334-2600

Clay Transit:

Magenta Line (Keystone Heights (Clay) - Putnam Hall (Putnam) - Melrose (Putnam) - Orange Heights (Alachua) - Rosa Parks Stn. Gainesville) (Alachua). Cost: \$1

http://claytransit.com/images/Magenta_Line.pdf

MV Transit:

<http://fssrc.php.ufl.edu/content/mv-transportation-gainesville>

Cost: \$3

BRADFORD County

Suwanee River economic Council

<http://fssrc.php.ufl.edu/content/suwanee-river-economic-council-bradford-county>

Cost: \$3

CISTO Communities in Schools transportation program to WIA, TANF, and Welfare recipients

<http://www.cisbradford.org/cisto.html>

Cost: Free

CLAY County

Clay County Council on Aging & Clay Transit “flex route system”

Magenta Line (Keystone Heights (Clay) - Putnam Hall (Putnam) - Melrose (Putnam) - Orange Heights (Alachua) - Rosa Parks Str. Gainesville) (Alachua). Cost: \$1

http://claytransit.com/images/Magenta_Line.pdf

For Customer Service, please call (904)284-5977

PUTNAM County

Ride Solution “flex route system”

Info, reservations (386-325-9999)

- Amtrak
- Gainesville VAN Pool System
- Greyhound Connector

<http://fssrc.php.ufl.edu/content/find-transportation>

<http://www.safeandmobileseniors.org/findaride.htm>

Senior safety resource center

<https://www.google.com/search?client=safari&rls=en&q=florida+senior+safety+resource+center&ie=UTF-8&oe=UTF-8>

Online Survey at <http://www.melrosefl.com/blog/transportation-survey/Transportal>

ATTENDANCE RECORD

**ALACHUA COUNTY
TRANSPORTATION DISADVANTAGED
COORDINATING BOARD**

| MEMBER/ORGANIZATION | NAME | 6/3/15 | 9/16/15 | 11/4/15 | 2/10/16 |
|---|---------------------------|---------------|----------------|----------------|----------------|
| Chair | Commissioner Craig Carter | P | P | P | P |
| Florida Department of Transportation Alternate Member | Janell Damato | A | P | P | P |
| | Sandra Collins | A | A | A | A |
| Florida Department of Children and Families Alternate Member | John Wisker | P | A | P | P |
| | Louella Teague | A | A | A | A |
| Agency for Health Care Administration Alternate Member | Deweese Ogden | | P | P | A |
| | Pamela Hagley | | A | A | A |
| Florida Department of Education Alternate Member | Melinda Jordan | A | A | A | A |
| | Jeff Aboumrad | P | P | P | P |
| Public Education Alternate Member | James H. Speer, Jr. | | | | |
| | David Deas | A | A | A | A |
| Citizen Advocate Alternate Member | James East | P | P | A | P |
| | Paul Selvy | | | | |
| Citizen Advocate-User Alternate Member | Earther Wright | P | P | P | P |
| | (Vacant) | | | | |
| Elderly Alternate Member | Dr. Maurice Levy | A | A | P | P |
| | (Vacant) | | | | |
| Veterans Alternate Member | Albert H. Linden, Jr. | | | | |
| | (Vacant) | | | | |
| Persons with Disabilities Alternate Member | Christine Eason Louton | P | P | P | A |
| | Sharon Curtis | A | A | A | A |
| Florida Association for Community Action Alternate Member | Monique Harrison | P | A | A | A |
| | Charles J. Harris | A | A | A | A |
| Florida Department of Elder Affairs Alternate Member | Jeff Lee | P | P | A | P |
| | (Vacant) | | | | |
| Children at Risk Alternate Member | Elliene Chisholm | A | A | P | A |
| | (Vacant) | | | | |
| Mass Transit Alternate Member | Jesus Gomez | A | A | A | A |
| | Mildred Crawford | P | P | P | P |
| Regional Workforce Board Alternate Member | Linda Tatum | P | P | A | A |
| | (Vacant) | | | | |
| Private Transit Industry Alternate Member | Lisa Hogan (Vacant) | | | P | P |

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

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

