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February 10, 2016

TO: Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board

FROM: Lynn Godfrey, AICP, Senior Planner

SUBJECT: Meeting Announcement

The Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board will meet Wednesday, February 17, 2016 at 10:00 a.m. in the **Tourism and Economic Development Conference Room, Hamilton County Courthouse Annex located at 1153 US Hwy 41 NW, Jasper, Florida (location map attached).**

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

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

Attachments

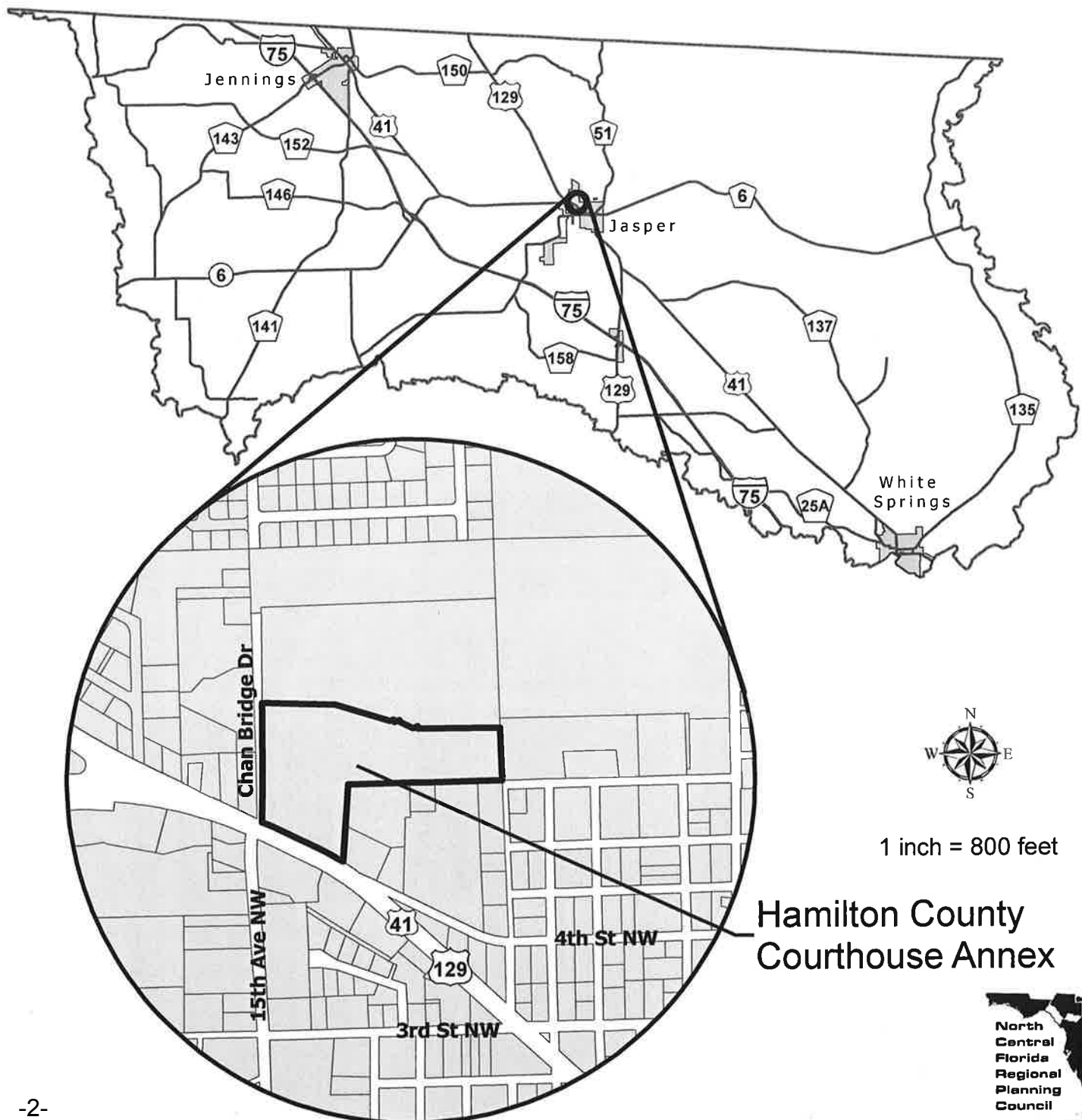
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Hamilton County Courthouse Annex

1153 U.S. Highway 41/129

Jasper, Florida 32052

Directions: From the intersection of Interstate 75 and U.S. Highway 129 (exit 451) in the Hamilton County, turn North onto U.S. Highway 129, travel approximately 5 miles to U.S. Highway 41/129 (also known as Hatley St), turn left (West) onto U.S. Highway 41/129 (also known as Hatley St), travel approximately 1 mile and the Hamilton County Courthouse Annex will be on the right, on the Northern side of U.S. Highway 41/129.





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

**Tourism and Economic Development Conference Room
Hamilton County Courthouse Annex
Jasper, Florida**

**Wednesday
February 17, 2016
10:00 a.m.**

I. Business Meeting – Call To Order

A. Invocation

B. Pledge of Allegiance

II. Consent Agenda

A. Approval of the Meeting Agenda

**B. Approval of the November 18, 2015
Minutes**

Page 7

ACTION REQUIRED

III. Comments and Concerns

A. Members

B. Citizens

IV. General Business

A. Unfinished Business

**1. Columbia County Transportation Page 15 NO ACTION REQUIRED
Disadvantaged Coordinating Board
Resolution 2013-1 (Commissioner Nash)**

2. **Community Transportation Coordinator Designation (Lynn Godfrey)** **Page 37** **NO ACTION REQUIRED**

B. New Business

1. **Amend Bylaws (Lynn Godfrey)** **Page 39** **ACTION REQUIRED**
Discuss with possible Board action amending the Bylaws to include rotation of the Chair among Local Elected Officials
2. **Columbia, Hamilton and Suwannee Transportation Disadvantaged Service Plan Amendments (Lynn Godfrey)** **Page 41** **ACTION REQUIRED**
3. **Suwannee Valley Transit Authority Operations Reports (Larry Sessions)** **Page 119** **NO ACTION REQUIRED**

C. Other Business

1. **Board Members**
2. **Members**
3. **Staff**

D. Future Meeting Dates

1. **May 18, 2016 at 10:00 a.m. in Lake City, Florida**
2. **August 10, 2016 at 10:00 a.m. in Live Oak, Florida**
3. **November 16, 2016 at 10:00 a.m. in Jasper, Florida**

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

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

MEMBER/REPRESENTING	ALTERNATE/REPRESENTING
Commissioner Bashaw Local Elected Official/Chair	Not Applicable
Commissioner Beth Burnam - Vice-Chair Local Elected Official Grievance Committee Member	Not Applicable
Commissioner Bucky Nash Local Elected Official	Not Applicable
Sandra Collins Florida Department of Transportation Grievance Committee Member	Janell Damato Florida Department of Transportation
Kay Tice Florida Department of Children and Families	Jaime Sanchez-Bianchi Florida Department of Children and Families
Jeff Aboumrad Florida Department of Education	Allison Gill Florida Department of Education
Bruce Evans Florida Department of Elder Affairs	Dwight Law Florida Department of Elder Affairs
Deweese Ogden Florida Agency for Health Care Administration	Pamela Hagley Florida Agency for Health Care Administration
Sheryl Rehberg Regional Workforce Board	Jeannie Carr Regional Workforce Board
Matthew Pearson Florida Association for Community Action Term ending June 30, 2017 Grievance Committee Member	Vacant Florida Association for Community Action Term ending June 30, 2017
Daniel Taylor Public Education	Vacant Public Education
Bo Beauchemin Veterans Term ending June 30, 2017	Ellis A. Gray, III Veterans Term ending June 30, 2017
Sandra Pauwels Citizen Advocate Term ending June 30, 2018	Louie Goodin Citizen Advocate Term ending June 30, 2018
Richard Bryant Citizen Advocate - User Term ending June 30, 2018	LJ Johnson Citizen Advocate - User Term ending June 30, 2018
Ralph Kitchens Persons with Disabilities Term ending June 30, 2018 Grievance Committee Member	Vacant Persons with Disabilities Term ending June 30, 2018
Reverend Charles Burke Elderly Term ending June 30, 2017	Vacant Elderly Term ending June 30, 2017
Sandra Buck-Camp Medical Community Term ending June 30, 2016	Vacant Medical Community Term ending June 30, 2016
Colleen Cody Children at Risk Term ending June 30, 2016	Audre J. Washington Children at Risk Term ending June 30, 2016
Vacant Private Transit Term ending June 30, 2016	Vacant Private Transit Term ending June 30, 2016

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

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

MEETING MINUTES

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

Wednesday
November 18, 2015
10:00 a.m.

VOTING MEMBERS PRESENT

Commissioner Bucky Nash, Chairman
Commissioner Jason Bashaw, Suwannee County Local Elected Official
Bo Beauchemin, Veterans Representative
Richard Bryant, Citizen Advocate-User
Sandra Buck-Camp, Medical Community Representative
Commissioner Beth Burnam, Hamilton County Local Elected Official
Colleen Cody, Children at Risk Representative
Bruce Evans, Florida Department of Elder Affairs Representative
Allison Gill representing Jeff Aboumrad, Florida Department of Education Representative
Ralph Kitchens, Persons with Disabilities Representative
Matthew Pearson, Florida Association for Community Action Representative
Kay Tice, Florida Department of Children and Families Representative
Deweece Ogden, Florida Agency for Health Care Administration – Medicaid Representative
Daniel Taylor, Public Education Representative

VOTING MEMBERS ABSENT

Reverend Charles Burke, Elderly Representative
Sandra Collins, Florida Department of Transportation Representative
Sandra Pauwels, Citizen Advocate
Sheryl Rehberg, Workforce Development Board Representative

ALTERNATE MEMBERS PRESENT

LJ Johnson, Citizen Advocate-User
Dwight Law, Florida Department of Elder Affairs Representative

OTHERS PRESENT

Teresa Fortner, Suwannee Valley Transit Authority
Sarai King, Suwannee Valley Transit Authority
Stew Lilker, Columbia County Observer
Commissioner Larry Sessions, Suwannee Valley Transit Authority

STAFF PRESENT

Lynn Godfrey, North Central Florida Regional Planning Council
Scott Koons, North Central Florida Regional Planning Council

I. BUSINESS MEETING CALL TO ORDER

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

A. Invocation

Mr. Dwight Law gave the invocation.

B. Pledge of Allegiance

Chair Nash led the Board in reciting the Pledge of Allegiance.

C. Introductions

Chair Nash asked everyone to introduce themselves.

D. Approval of the Meeting Agenda

Chair Nash requested that agenda items I.E., II.A. and III.A. be moved to the end of the agenda.

ACTION: Matthew Pearson moved to approve the meeting agenda as amended. Sandra Buck-Camp seconded; motion passed unanimously.

III. B. Annual Performance Evaluation

Ms. Lynn Godfrey, North Central Florida Regional Planning Council Senior Planner, stated that the Board is required to evaluate Suwannee Valley Transit Authority's performance as the Community Transportation Coordinator for Columbia, Hamilton and Suwannee Counties annually. She said Suwannee Valley Transit Authority's draft performance evaluation is included in the meeting packet for the Board to review.

ACTION: Matthew Pearson moved to approve Suwannee Valley Transit Authority's annual performance evaluation. Bruce Evans seconded; motion passed unanimously.

C. Annual Operations Reports

Ms. Godfrey stated that Suwannee Valley Transit Authority is required to submit annual operations reports for Columbia, Hamilton and Suwannee Counties to the Florida Commission for the Transportation Disadvantaged by September 15 of each year. She said the Annual Operations Reports are included in the meeting packet for the Board's review.

The Board reviewed the reports.

D. Rural Area Capital Assistance Program Grant Awards

Ms. Godfrey stated that Suwannee Valley Transit Authority applied for Rural Area Capital Assistance Program Grant funds. She said the grant awards are listed in the meeting packet for the Board's information.

Commissioner Larry Sessions, Suwannee Valley Transit Authority Administrator, said Suwannee Valley Transit Authority was awarded funds to purchase a vehicle.

E. Operations Reports

Commissioner Sessions discussed Suwannee Valley Transit Authority's operations reports.

Mr. Stew Lilker asked why Suwannee Valley Transit Authority is using financial resources to run a route in Live Oak when they are denying Transportation Disadvantaged Program sponsored trips.

Commissioner Sessions explained that Suwannee Valley Transit Authority receives a set monthly allocation from the Florida Commission for the Transportation Disadvantaged to provide Transportation Disadvantaged Program sponsored trips. He said Suwannee Valley Transit Authority is not using Transportation Disadvantaged Program funds to operate the Live Oak route. He also explained that the denied trips are rescheduled, therefore, individuals are not missing their medical appointments.

I. E. Approval of the August 12, 2015 Meeting Minutes

Mr. Ralph Kitchens stated that the May 3, 2013 meeting minutes incorrectly stated that Sandra Buck-Camp seconded a motion to adopt Resolution 2013-01 supporting the establishment of a multi-county Transportation Disadvantaged service area for Columbia, Hamilton and Suwannee Counties. He said David Roundtree seconded approval of the June 5, 2013 minutes. Mr. Kitchens questioned whether Mr. Roundtree was a member of the Board at that time. He also questioned whether the June 5, 2013 minutes were approved by the Board.

Ms. Sandra Buck-Camp stated that she signed an affidavit affirming that she did not second the motion to adopt Resolution 2013-01.

Chair Nash asked staff to research this issue and place it on the next meeting agenda.

ACTION: **Matthew Pearson moved to approve the August 12, 2015 minutes.
Bruce Evans seconded.**

SUBSTITUTE MOTION: **Ralph Kitchens moved to amend the August 12, 2015
minutes to strike the word amended from the action
taken on agenda item III.D. Richard Bryant
seconded; roll call vote:**

**Commissioner Jason Bashaw - no
Bo Beauchemin - yes
Commissioner Beth Burnam - yes
Sandra Buck-Camp - yes
Richard Bryant - yes
Colleen Cody - yes
Bruce Evans - yes
Allison Gill - yes
Ralph Kitchens - yes
Commissioner Bucky Nash - no
Deweece Ogden - yes
Matthew Pearson - no
Daniel Taylor - no
Kay Tice - yes**

Substitute motion passed 10 to 4.

ACTION: **Ralph Kitchens moved to approve the minutes as amended; Sandra
Buck-Camp seconded; motion passed 13 to 1.**

Chair Nash asked staff to place the Bylaws on the next meeting agenda to discuss rotating the Chair position.

II. A. Chair Recommendation Reconsideration

Ms. Godfrey stated that, at the August 12, 2015 meeting, the Board recommended the North Central Florida Regional Planning Council appoint Commissioner Jason Bashaw to serve as Chair of the Board. She said Sandra Buck-Camp, Ralph Kitchens and Stew Lilker attended the October 22, 2015 North Central Florida Regional Planning Council Executive Committee meeting. She said they alleged that proper voting procedures were not followed by the Board concerning the recommendation to appoint Commissioner Bashaw as the Board Chair.

Ms. Godfrey stated that the Council Executive Committee deferred appointing Commissioner Bashaw as Chair and requested the Board to decide whether to reconsider its recommendation. She explained that, in order for the Board to reconsider the vote to recommend Commissioner Bashaw as Board Chair, two Board members on the prevailing side of the motion to recommend the appointment of Commissioner Bashaw at the August 12, 2015 Board meeting would need to make a motion and second to a motion to have the recommendation reconsidered.

Ms. Godfrey said that, if such a motion to reconsider is properly made and seconded, a majority of Board members would need to vote to reconsider the recommendation. She stated that, if the vote to reconsider does not pass, the original vote to recommend Commissioner Bashaw as the Board Chair would stand as approved by the Board at its August 12, 2015 meeting.

No action was taken by the Board concerning reconsideration of the recommendation to appoint Commissioner Bashaw as Board Chair.

III. A. Transportation Coordinator Designation

Ms. Godfrey stated that Suwannee Valley Transit Authority's Memorandum of Agreement with the Florida Commission for the Transportation Disadvantaged will expire June 30, 2016. She explained that Rule 41-2.010 (2) of the Florida Administrative Code allows the selection of Community Transportation Coordinators without competitive acquisition upon the recommendation of the Designated Official Planning Agency. She said Section 287.057(3) (e), Florida Statutes allows the Florida Commission for the Transportation Disadvantaged to designate a governmental entity, such as the Suwannee Valley Transit Authority, as the Community Transportation Coordinator without using a competitive selection process.

Ms. Godfrey stated that, at its March 6, 2013 meeting, the Columbia County Transportation Disadvantaged Coordinating Board recommended that the North Central Florida Regional Planning Council use a competitive selection process to recommend the Columbia County Community Transportation Coordinator at the end of Suwannee Valley Transit Authority's agreement period. She said the Hamilton County and Suwannee County Transportation Disadvantaged Coordinating Boards did not make recommendations concerning the designation of the Community Transportation Coordinator for Hamilton County or Suwannee County.

Ms. Godfrey explained that, since the time the recommendation was made by the Columbia County Transportation Disadvantaged Coordinating Board, Columbia, Hamilton and Suwannee Counties were designated a multi-county service area by the Florida Commission for the Transportation Disadvantaged.

Ms. Godfrey stated that, at its October 22, 2015 meeting, the Council Executive Committee deferred recommending the process to be used to designate the Community Transportation Coordinator for Columbia, Hamilton and Suwannee Counties and requested the Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board recommend whether to use a competitive or non-competitive process.

The Board discussed the process to be used to designate the Community Transportation Coordinator.

ACTION: Kay Tice moved to recommend the North Central Florida Regional Planning Council use the non-competitive selection process to recommend the designation of the Community Transportation Coordinator for Columbia, Hamilton and Suwannee Counties; Colleen Cody seconded; motion passed 13 to 1.

IV. OTHER BUSINESS

A. Comments

1. Members

Commissioner Jason Bashaw thanked the Board for their support of him by recommending him to serve as Board Chair and stated that he looks forward to chairing the Board.

Bo Beauchemin stated that he has seen improvement in the Board and looks forward to seeing more improvement.

Commissioner Sessions thanked the Board for their continued support of Suwannee Valley Transit Authority.

Dwight Law stated that residents of southern Columbia County are in need of transportation. He said many of these residents have the ability to pay for transportation service and encouraged Suwannee Valley Transit Authority to research ways to meet the needs of this population.

Daniel Taylor stated that he is happy to be serving on the Board.

Richard Bryant stated that he uses Suwannee Valley Transit Authority's public transportation service to get to his medical appointments and they do a great job.

LJ Johnson expressed his concerns regarding how the Chair recommendation was made at the August 12, 2015 meeting.

Chair Nash stated that he has seen improvement in Suwannee Valley Transit Authority and hopes everyone keeps the needs of the passengers as the priority when making decisions.

2. Citizens

Ms. Godfrey thanked the Board for nominating the North Central Florida Planning Council for the Designated Official Planning Agency of the Year. She said the Florida Commission for the Transportation awarded the Council the Designated Official Planning Agency of the Year Award at its 2015 Awards Banquet in October 2015.

The Board congratulated the Council on receiving the award.

V. FUTURE MEETING DATE

Chair Nash announced the next meeting will be held February 17, 2016 at 10:00 a.m. in Jasper, Florida.

ADJOURNMENT

The meeting adjourned at 11:45 a.m.

Commissioner Jason Bashaw, Chair
Columbia, Hamilton and Suwannee
Transportation Disadvantaged Coordinating Board

Date



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February 10, 2016

TO: Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board

FROM: Lynn Godfrey, AICP, Senior Planner

SUBJECT: Columbia County Transportation Disadvantaged Coordinating Board Resolution 2013-01

RECOMMENDATION:

For information only. No action required.

BACKGROUND:

At the November 18, 2015 meeting, Ralph Kitchens stated that the May 3, 2013 Columbia, Hamilton and Suwannee county Transportation Disadvantaged Coordinating Boards concurrent meeting minutes incorrectly state that Sandra Buck-Camp seconded a motion to adopt Resolution 2013-01 supporting the establishment of a multi-county Transportation Disadvantaged service area for Columbia, Hamilton and Suwannee Counties. Attached are the May 3, 2013 meeting minutes. Also, attached is an affidavit signed by Ms. Buck-Camp stating she did not second the motion to approve Resolution 2013-01.

Mr. Kitchens also stated that David Roundtree seconded approval of the May 3, 2013 Columbia County Transportation Disadvantaged Coordinating Board minutes at the June 5, 2013 meeting. Mr. Kitchens questioned whether Mr. Roundtree was a member of the Board at that time. Mr. Roundtree was appointed to the Columbia County Transportation Disadvantaged Coordinating Board on May 16, 2013.

Mr. Kitchens also questioned whether the June 5, 2013 minutes were approved by the Board. The June 5, 2013 minutes were not approved by the Columbia County Transportation Disadvantaged Coordinating Board because the Board was dissolved June 30, 2013 by the Florida Commission for the Transportation Disadvantaged with the designation of the multi-county Transportation Disadvantaged service area of Columbia, Hamilton and Suwannee Counties. There was no meeting held between June 5, 2013 and June 30, 2013.

Commissioner Nash asked staff to research this issue and place it on the February 17, 2016 meeting agenda.

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

Attachments

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**CONCURRENT MEETINGS OF THE
COLUMBIA COUNTY, HAMILTON COUNTY AND SUWANNEE COUNTY
TRANSPORTATION DISADVANTAGED COORDINATING BOARDS**

MEETING MINUTES

Madison Meeting Room
Florida Department of Transportation
Lake City, Florida

Friday
May 3, 2013
2:00 p.m.

COLUMBIA COUNTY VOTING MEMBERS PRESENT

Commissioner Bucky Nash, Chairman
Kathy Barrs, Medical Community Representative
Sandra Buck-Camp, Elderly Representative
Sandra Collins, Florida Department of Transportation
Jeannie Carr, Citizen Advocate
LJ Johnson, Citizen Advocate-User
Ralph Kitchens, Persons with Disabilities Representative
Alana McKay, Florida Agency for Health Care Administration – Medicaid
Matthew Pearson, Community Action Agency Representative

COLUMBIA COUNTY VOTING MEMBERS ABSENT

Jaime Sanchez-Bianchi, Florida Department of Children and Families
Keith Couey, Public Education Representative
Deborah Freeman, Florida Department of Elder Affairs
Rayford Riels, Florida Department of Education
Chris Samson, Private Transit Representative
James Thrasher, Veterans Representative

HAMILTON COUNTY VOTING MEMBERS PRESENT

Commissioner Beth Burnam, Chair
Sandra Collins, Florida Department of Transportation
Danny Johnson, Citizen Advocate
Alana McKay, Florida Agency for Health Care Administration – Medicaid
Matthew Pearson, Community Action Agency Representative
Sheryl Rehberg, Workforce Development Board
Kay Tice, Florida Department of Children and Families

HAMILTON COUNTY VOTING MEMBERS ABSENT

Clay Lambert, Veterans Representative

SUWANNEE COUNTY VOTING MEMBERS PRESENT

Commissioner Jason Bashaw, Chair
Charles Burke, Elderly Representative
Sandra Collins, Florida Department of Transportation
Ellis Gray, III, Veterans Representative
Alana McKay, Florida Agency for Health Care Administration – Medicaid
Matthew Pearson, Community Action Agency Representative
Sheryl Rehberg, Workforce Development Board
Kay Tice, Florida Department of Children and Families

SUWANNEE COUNTY VOTING MEMBERS ABSENT

Colleen Cody, Children at Risk Representative
Bruce Evans, Florida Department of Elder Affairs
Robin Lumpkins, Private Transit Representative

OTHERS PRESENT

Hal A. Airth, Suwannee Valley Transit Authority
Angela Cavanaugh, Florida Commission for the Transportation Disadvantaged
Steven Holmes, Florida Commission for the Transportation Disadvantaged
Caroline Kennedy, Peeler's
Stew Lilker, Columbia County Observer
Commissioner Phil Oxendine, Suwannee County Commission
Gwendolyn Pra, Suwannee Valley Transit Authority
Felonzie Raggins, Suwannee Valley Transit Authority
David Roundtree, Columbia County Council on Aging
Andrew Singer, Florida Agency for Health Care Administration
Karen Somerset, Florida Commission for the Transportation Disadvantaged
Bill Steele, Suwannee Valley Transit Authority
Commissioner Ron Williams, Suwannee Valley Transit Authority

STAFF PRESENT

Lynn Godfrey, North Central Florida Regional Planning Council
Scott Koons, North Central Florida Regional Planning Council

I. CALL TO ORDER

Chairman Nash called the concurrent meetings to order at 2:00 p.m.

A. Introductions

Chairman Nash asked everyone to introduce themselves.

B. Multi-County Transportation Disadvantaged Program Service Area

Mr. Steven Holmes, Florida Commission for the Transportation Disadvantaged Executive Director, discussed Florida's Transportation Disadvantaged Program and the process of combining Columbia, Hamilton and Suwannee Counties into one multi-county service area. He stated that the Florida Commission for the Transportation Disadvantaged will make the final decision whether to create a multi-county service area at its May 21, 2013 meeting. He said the decision will be made based on recommendations from the local Transportation Disadvantaged Coordinating Boards, Boards of County Commissions and the North Central Florida Regional Planning Council.

The Boards discussed their concerns with getting Board members and other interested persons to the meetings.

Mr. LJ Johnson stated that he thinks the service issues that Suwannee Valley Transit Authority has had since the new Administrator was hired in August 2011 should be resolved before Columbia, Hamilton and Suwannee Counties are combined into one service area. He also stated that the local Transportation Disadvantaged Coordinating Boards should have made recommendations concerning combining the service area before the Board of County Commissioners did.

Chairman Nash stated that, if one multi-county Transportation Disadvantaged Coordinating Board is created, Suwannee Valley Transit Authority should provide the multi-county Board with any information and data that is requested.

Mr. Holmes stated that the Board should notify the Florida Commission for the Transportation Disadvantaged if the Board is not receiving data that is requested. He also stated that Suwannee Valley Transit Authority must continue to report operating data by county not for the combined service area.

Ms. Jeannie Carr noted that some of the voting positions currently have two or three representatives. She asked if only one representative will be appointed to the multi-county Board.

Mr. Holmes explained that the Board membership is established by Rule 41-2 of the Florida Administrative Code and that the appointment of Board members will be established by the new Board Bylaws.

Staff distributed a memorandum from the Agency for Health Care Administration explaining their opposition at this time to creating a multi-county service area.

Commissioner Phil Oxendine, Suwannee County Commission, requested all complaints that have been received by the Agency for Health Care Administration concerning Suwannee Valley Transit Authority's provision of Medicaid Non-Emergency Transportation Program service be forwarded to him.

Chairman Nash stated that, once the multi-county Board is established, he wants the Grievance Committee to meet and review all service complaints. He also requested that the Board meet a few weeks after the end of each quarter i.e. January, April, July and October in order for the Board to review data in a timely manner. He said Suwannee Valley Transit Authority should be able to generate operating reports a few weeks after the quarter ends.

C. Adopt Resolutions

Chairman Nash asked for a motion concerning Columbia County Transportation Disadvantaged Coordinating Board Resolution 2013-01.

ACTION: LJ Johnson moved to table the creation of a multi-county Transportation Disadvantaged Service area and the establishment of a multi-county Transportation Disadvantaged Coordinating Board; motion failed due to the lack of a second.

ACTION: Ralph Kitchens moved to adopt Resolution 2013-01 supporting the establishment of a multi-county Transportation Disadvantaged Coordinating Board for Columbia, Hamilton and Suwannee Counties and supporting the appointment of members to a multi-county Transportation Disadvantaged Coordinating Board for Columbia, Hamilton and Suwannee Counties by the North Central Florida Regional Planning Council, serving as the Designated Official Planning Agency as designated by the Florida Commission for the Transportation Disadvantaged. Sandra Buck Camp seconded; motion passed 5 to 4.

Chair Burnam asked for a motion concerning Hamilton County Transportation Disadvantaged Coordinating Board Resolution 2013-0.1

ACTION: **Danny Johnson moved to adopt Resolution 2013-01 supporting the establishment of a multi-county Transportation Disadvantaged Coordinating Board for Columbia, Hamilton and Suwannee Counties and supporting the appointment of members to a multi-county Transportation Disadvantaged Coordinating Board for Columbia, Hamilton and Suwannee Counties by the North Central Florida Regional Planning Council, serving as the Designated Official Planning Agency as designated by the Florida Commission for the Transportation Disadvantaged. Kay Tice seconded; motion passed 6 to 1.**

Chair Bashaw asked for a motion concerning Suwannee County Transportation Disadvantaged Coordinating Board Resolution 2013-01.

ACTION: **Ellis Gray, III moved to adopt Resolution 2013-01 supporting the establishment of a multi-county Transportation Disadvantaged Coordinating Board for Columbia, Hamilton and Suwannee Counties and supporting the appointment of members to a multi-county Transportation Disadvantaged Coordinating Board for Columbia, Hamilton and Suwannee Counties by the North Central Florida Regional Planning Council, serving as the Designated Official Planning Agency as designated by the Florida Commission for the Transportation Disadvantaged. Charles Burke seconded; motion passed 7 to 1.**

ADJOURNMENT

The meeting adjourned at 4:20 p.m.

A F F I D A V I T

I am Sandra E. Buck-Camp.

I am a resident of Columbia County.

I make the following statement under penalty of perjury:

1. I am an appointed member of the Local Coordinating Board.
2. I attended the LCB Meeting on May 03, 2012.
3. I have read the Minutes of the May 03, 2012 Meeting held at the State of Florida Regional Department of Transportation Offices in Lake City, Florida.
4. Those Minutes state that I seconded the motion to combine the LCB's of Columbia, Hamilton and Suwannee Counties into **ONE** unified board.
5. I did **NOT** second the motion as stated in the Minutes.

November 17, 2015

Date

Sandra E. Buck-Camp

Sandra E. Buck-Camp, Affiant

STATE OF FLORIDA

COUNTY OF Columbia

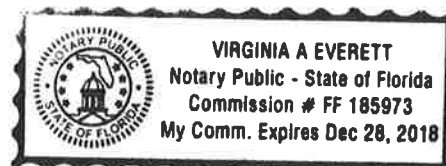
BEFORE ME, personally appeared, Sandra E. Buck-Camp, properly identified, was first duly sworn who deposed the above statement.

November 17, 2015

Date

Virginia A. Everett

State of Florida Notary-at-Large



**COLUMBIA COUNTY
TRANSPORTATION DISADVANTAGED COORDINATING BOARD
MEETING MINUTES**

Madison Meeting Room
Florida Department of Transportation
Lake City, Florida

Wednesday
June 5, 2013
1:30 p.m.

VOTING MEMBERS PRESENT

Commissioner Bucky Nash, Chairman
Kathy Barrs, Medical Community Representative
Sandra Buck-Camp, Elderly Representative
Jeannie Carr, Regional Workforce Development Board Representative
LJ Johnson, Citizen Advocate-User
Ralph Kitchens, Persons with Disabilities Representative
Alana McKay, Florida Agency for Health Care Administration – Medicaid
Matthew Pearson, Community Action Agency Representative
David Roundtree representing Deborah Freeman, Florida Department of Elder Affairs

VOTING MEMBERS ABSENT

Jaime Sanchez-Bianchi, Florida Department of Children and Families
Sandra Collins, Florida Department of Transportation, Vice-Chair
Rayford Riels, Florida Department of Education
Chris Samson, Private Transit Representative
James Thrasher, Veterans Representative

OTHERS PRESENT

Hal A. Airth, Suwannee Valley Transit Authority
Dwight Law, Columbia County Senior Services
Stew Lilker, Columbia County Observer
Gwendolyn Pra, Suwannee Valley Transit Authority
Bill Steele, Suwannee Valley Transit Authority
Richard Todd

STAFF PRESENT

Steve Dopp, North Central Florida Regional Planning Council
Lynn Godfrey, North Central Florida Regional Planning Council

I. BUSINESS MEETING CALL TO ORDER

Chairman Nash called the meeting to order at 1:30 p.m. He announced that the Florida Commission for the Transportation Disadvantaged combined Columbia, Hamilton and Suwannee Counties into one service area under Florida's Transportation Disadvantaged Program. He said the first meeting of the Columbia, Hamilton and Suwannee County Transportation Disadvantaged Coordinating Board will be Friday, July 26, 2013 at 10:00 a.m. in Lake City, Florida.

Chairman Nash said he wants the Columbia, Hamilton and Suwannee County Board to meet near the end of the month after the Suwannee Valley Transit Authority Board of Director's meet. He said he wants to report Suwannee Valley Transit Authority Board business to the Transportation Disadvantaged Coordinating Board and to the Columbia County Board of County Commissioners.

Chairman Nash also said he would like to have service complaints reported to the Suwannee Valley Transit Authority Board of Directors and then reported to the Columbia, Hamilton and Suwannee County Transportation Disadvantaged Coordinating Board. He discussed the grievance process.

The Board members discussed the difference between a complaint and a grievance.

Chairman Nash said the Columbia, Hamilton and Suwannee County Transportation Disadvantaged Coordinating Board will approve the grievance procedures at their first meeting. He said the grievance procedures will clarify the difference between a complaint and a grievance.

A. Introductions

There were no introductions.

B. Approval of the Meeting Agenda

ACTION: Matthew Pearson moved to approve the meeting agenda. LJ Johnson seconded; motion passed unanimously.

C. Approval of the March 6, 2013 Minutes

ACTION: Sandra Buck-Camp moved to approve the March 6, 2013 minutes. David Roundtree seconded; motion passed unanimously.

D. Approval of the May 3, 2013 Minutes

ACTION: Sandra Buck-Camp moved to approve the May 3, 2013 minutes.
David Roundtree seconded; motion passed unanimously.

II. UNFINISHED BUSINESS

A. Annual Performance Evaluation

Ms. Lynn Godfrey North Central Florida Regional Planning Council Senior Planner, stated that Suwannee Valley Transit Authority's response to the Board's annual performance evaluation findings and recommendations is included in the meeting packet.

The Board reviewed Suwannee Valley Transit Authority's response.

Mr. LJ Johnson noted that Suwannee Valley Transit Authority's toll free phone number is not included in the Rider's Guide.

III. NEW BUSINESS

A. Columbia County Transportation Disadvantaged Service Plan Amendments

Ms. Godfrey stated that the Columbia County Transportation Disadvantaged Service Plan includes the rates charged for Transportation Disadvantaged Program and Medicaid Non-Emergency Transportation Program sponsored service. She said Suwannee Valley Transit Authority's proposed Fiscal Year 2013/14 rates are included in the meeting packet for the Board's review. She said the Board needs to recommend to the Florida Commission for the Transportation Disadvantaged whether to approve the proposed rates.

The Board reviewed Suwannee Valley Transit Authority's proposed Fiscal Year 2013/14 rates.

Chairman Nash noted that the Suwannee Valley Transit Authority Board of Directors has not approved these rates. He said he thinks the Suwannee Valley Transit Authority Board of Directors should approve these rates before the Board approves them.

Mr. LJ Johnson noted that, according to the rate model worksheets, Suwannee Valley Transit Authority's fringe benefits are 70 percent of the labor expense. He said the normal range for fringe benefit expense is 30-50 percent of the labor expense.

Mr. Ralph Kitchens asked if the Board could approve Suwannee Valley Transit Authority's rates for six months for further review.

Ms. Godfrey said that, the Board can recommend that the Florida Commission for the Transportation Disadvantaged approve Suwannee Valley Transit Authority's rates for six months.

Chairman Nash thought the Board should recommend approving the proposed rates and that he will provide the Board with Suwannee Valley Transit Authority's financial statements.

Mr. Bill Steele, Suwannee Valley Transit Authority Director of Operations, said he would like to train the Board on their responsibilities.

Ms. Jeannie Carr stated that staff should provide training to the Board on their responsibilities.

Ms. Alana McKay requested to be included in Board training to discuss the Medicaid Program.

Chairman Nash asked staff to work with Suwannee Valley Transit Authority and Ms. McKay to provide training at the July 26, 2013 meeting.

ACTION: Ralph Kitchens moved to recommend approval of Suwannee Valley Transit Authority's proposed Fiscal Year 2013/14 Transportation Disadvantaged and Medicaid Non-Emergency Transportation Program rates. Sandra Buck-Camp seconded; motion passed 8 to one.

Ms. Godfrey said the Board also requested a discussion of the following service policies:

1. No Show Policy - Clarify that riders will not be charged with a no-show if Suwannee Valley Transit Authority sends a vehicle that will not accommodate the passenger's ability to board and/or ride on it.
2. Pick- Up Window Policy - Recommend that Suwannee Valley Transit Authority shorten the 60 minute pick-up window to 30 minutes before or 30 minutes after the passengers scheduled pick-up time.
3. Establish a return trip pick-up window policy.
4. Have copies of the complaint/grievance form available on the vehicles for passengers to take.

ACTION: Sandra Buck Camp moved to approve table the discussion of the proposed service policies until the combined Columbia, Hamilton and Suwannee County Transportation Disadvantaged Service Plan is reviewed. LJ Johnson seconded; motion passed unanimously.

B. Statewide Medicaid Managed Care Program

Chairman Nash stated that he requested information concerning the Statewide Medicaid Managed Care Program as it relates to non-emergency medical transportation.

Ms. Alana McKay stated that there are two parts to the Medicaid Managed Care Program. She explained that the Long Term Care contracts have been awarded and that there are three plans available in Region 3 which includes Columbia County. She said the Long Term Care Plan providers should be responsible for non-emergency medical transportation service starting March 1, 2014.

Ms. McKay stated that the second part of Medicaid Managed Care Program is the Managed Medical Assistance Program. She said the Managed Medical Assistance Plans are currently being procured, therefore, they are in a "blackout" period. She said she is unable to provide information concerning the Medicaid Managed Care Program or that contract until the "blackout" period ends.

Ms. Gwendolyn Pra, Suwannee Valley Transit Authority Administrator, stated that Suwannee Valley Transit Authority has already contacted Managed Care Program Plan providers and has tentative agreements to provide non-emergency Medicaid transportation.

C. Operations Reports

The Board reviewed Suwannee Valley Transit Authority's operations reports.

Ms. Alana McKay noted that Suwannee Valley Transit Authority is over spending the Transportation Disadvantaged Trust Funds.

Mr. Steele explained that Suwannee Valley Transit Authority is required to provide a 10 percent local match in order to receive the Transportation Disadvantaged Trust Funds. He said the loss shown on the Transportation Disadvantaged Trust Fund Report reflects the 10 percent local match that Columbia County does not provide to Suwannee Valley Transit Authority.

Mr. Matthew Pearson stated that Columbia County is not responsible for providing the 10 percent local match. He also stated that Columbia County provides Suwannee Valley Transit Authority with funding. He explained that Suwannee Valley Transit Authority chooses not to use the funds provided by Columbia County to match the Transportation Disadvantaged Trust Funds.

Mr. Steele explained that they receive additional revenue from the Boys Club and children attending private school in Suwannee County. He said these funds are used to provide the match for the Transportation Disadvantaged Trust Funds.

D. 2013 Florida Legislative Session

Ms. Godfrey stated that the Legislature allocated an additional \$10 million to the Transportation Disadvantaged Trust Fund. She said these are recurring funds.

IV. OTHER BUSINESS

A. Comments

1. Members

Mr. David Roundtree requested that the negative tone of the meetings change. He suggested that, when the new Grievance Committee is appointed, that the Grievance Committee hold meetings to hear complaints and grievances.

Mr. Dwight Law discussed transportation needs in the community and also requested a more positive tone at future meetings.

Ms. Jeannie Carr commended Suwannee Valley Transit Authority for the improvements that have been made. She encouraged Suwannee Valley Transit Authority to e-mail updates to the Board on their continued progress.

2. Citizens

Mr. Stew Lilker, Columbia County Observer, stated that he requested, but, never received copies Suwannee Valley Transit Authority Board of Directors' meeting minutes. He asked how he can get copies of those minutes.

Chairman Nash said he will discuss this issue with Mr. Lilker after the meeting.

Mr. Richard Todd stated that he appreciates the transportation service that Suwannee Valley Transit Authority provides to him. He said public transportation is a necessary service for Columbia County residents. However, he stated that he has waited several hours for Suwannee Valley Transit Authority vehicles to arrive and they sometimes never arrive. He said he has been late to several of his medical appointments. He said he has also had problems with Suwannee Valley Transit Authority's trip scheduling. He said there is a Suwannee Valley Transit Authority driver who plays gospel music loudly on the vehicles. He asked Suwannee Valley Transit Authority to ask the drivers and passengers not to play loud music on the vehicles.

Ms. Pra stated that Suwannee Valley Transit Authority is in the process of purchasing Trapeze scheduling software. She said this should help with scheduling problems. She also said they are in the process of purchasing mobile data terminals for the vehicles so they can monitor real time on-time performance.

Ms. Alana McKay stated that Trapeze software is a significant investment for Suwannee Valley Transit Authority.

Mr. Steele stated that they are already training their staff on how to use Trapeze scheduling software.

V. FUTURE MEETING DATES

Chairman Nash stated that the next meeting of the multi-county Board is scheduled for Friday, July 26, 2013 at 10:00 a.m. He asked the Board members to consider how they want the multi-county Board to operate. He also asked the Board members to start thinking about the day and time when the Board should meet.

The Board asked if Suwannee Valley Transit Authority will provide transportation for Board members and interested persons to attend the meetings.

Ms. Pra said they will have to find funding for these trips.

Mr. Pearson said Suwannee Valley Transit Authority committed at a previous Board meeting to providing transportation if the three Boards were combined.

ADJOURNMENT

The meeting adjourned at 3:30 p.m.



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May 16, 2013

Mr. David Roundtree
298 SE Clements Place
Lake City, FL 32056-6751

RE: Florida's Transportation Disadvantaged Program

Dear Mr. Roundtree:

This letter is in regard to Florida's Transportation Disadvantaged Program established by Chapter 427, Florida Statutes. The purpose of this program is to assist individuals who are unable to transport themselves because of age, disability or income status.

The North Central Florida Regional Planning Council is the planning agency for this program and provides staff support to the Columbia County Transportation Disadvantaged Board. The Board oversees the provision of transportation disadvantaged services in Columbia County.

You were nominated to serve as the alternate Florida Department of Elder Affairs Representative on the Board. Therefore, the North Central Florida Regional Planning Council is appointing you to this position. Please find enclosed information about Florida's Transportation Disadvantaged Program

We look forward to working with you on the Board. The next meeting is scheduled for Wednesday, June 5, 2013 at 1:30 p.m. Meeting notices and materials will be sent to you a week before each meeting. If you have any questions or need any additional information, please do not hesitate to contact Lynn Godfrey, AICP, Senior Planner, at extension 110.

Sincerely,

Scott R. Koons, AICP
Executive Director

Enclosure

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TRANSPORTATION DISADVANTAGED COORDINATING BOARD NOMINATION FORM

Name: David Rountree

Address: 628 S.E. Allison Court Lake City, FL 32025

Phone: 386-755-0235

E-Mail: tree_dnr@comcast.net

Representing: Florida Department of Elder Affairs

County Represented: Columbia

☐ Voting Member

☒ Alternate Member

Please complete and return to:

*Lynn Godfrey, AICP, Senior Planner
North Central Florida Regional Planning Council
2009 N.W. 67 Place, Ste. A
Gainesville, FL 32653-1603
godfrey@ncfrpc.org*



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June 21, 2013

Mr. David Rountree
Columbia County Senior Services, Inc.
P.O. Box 1772
Lake City, FL 32056-1772

RE: Florida's Transportation Disadvantaged Program

Dear Mr. Rountree:

This letter is in regard to Florida's Transportation Disadvantaged Program established by Chapter 427, Florida Statutes. As you know, the Florida Commission for the Transportation Disadvantaged designated Columbia, Hamilton and Suwannee Counties as a combined designated service area under Florida's Transportation Disadvantaged Program effective July 1, 2013. The Florida Commission for the Transportation Disadvantaged also established a multi-county Transportation Disadvantaged Coordinating Board for Columbia, Hamilton and Suwannee Counties.

The North Central Florida Regional Planning Council, serving as the Designated Official Planning Agency, is responsible for appointing members to the Columbia, Hamilton and Suwannee County Transportation Disadvantaged Coordinating Board. The Council appointed you the alternate Florida Department of Elder Affairs Representative to the Columbia, Hamilton and Suwannee County Transportation Disadvantaged Coordinating Board at its June 20, 2013 meeting. Please find enclosed the list of Board members appointed by the Council.

We look forward to continuing to work with you to successfully plan and coordinate transportation disadvantaged services. The next Coordinating Board meeting is scheduled for Friday, July 26, 2013 at 10:00 a.m. If you have any questions or need any additional information, please do not hesitate to contact Lynn Godfrey, AICP, Senior Planner, at extension 110.

Sincerely,

Garth R. Nobles, Jr.
Chair

Enclosure

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**COLUMBIA, HAMILTON AND SUWANNEE COUNTY
TRANSPORTATION DISADVANTAGED COORDINATING BOARD
AGENCY REPRESENTATIVE NOMINATION FORM**

Name: DAVID N ROUNTREE

Mailing Address: PO BOX 1772 LAKE CITY, FL 32056

Phone Number: 386-755-0235

E-mail Address: TREE_DNR@COMCAST.NET

Representing: FLORIDA DEPARTMENT OF ELDER AFFAIRS

- ☒ Voting Member
☐ Alternate Member

Signature: 

Date: 6-4-13

Please complete and return to:

*North Central Florida Regional Planning Council
2009 N.W. 67 Place
Gainesville, FL 32653-1603*



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February 10, 2016

TO: Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board
 FROM: Lynn Godfrey, AICP, Senior Planner
 SUBJECT: Community Transportation Coordinator Designation

RECOMMENDATION:

For information only. No action required.

BACKGROUND:

Suwannee Valley Transit Authority is the designated Community Transportation Coordinator for the Columbia, Hamilton and Suwannee multi-county service area. Suwannee Valley Transit Authority's Memorandum of Agreement with the Florida Commission for the Transportation Disadvantaged will expire June 30, 2016.

Rule 41-2.010 (2) of the Florida Administrative Code allows the selection of Community Transportation Coordinators without competitive acquisition upon the recommendation of the Designated Official Planning Agency. Section 287.057(3) (e), Florida Statutes allows the Florida Commission for the Transportation Disadvantaged to designate a governmental entity, such as the Suwannee Valley Transit Authority, as the Community Transportation Coordinator without using a competitive selection process.

At its December 10, 2015 meeting, the North Central Florida Regional Planning Council recommended using the non-competitive selection process to designate the Community Transportation Coordinator for Columbia, Hamilton and Suwannee Counties. The Florida Commission for the Transportation Disadvantaged is scheduled to designate the Community Transportation Coordinator at its April 8, 2016 meeting.

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

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February 10, 2016

TO: Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board

FROM: Lynn Godfrey, AICP, Senior Planner

SUBJECT: Amend Bylaws

RECOMMENDATION

Consider an amendment to the Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board Bylaws.

BACKGROUND

At the November 18, 2015 meeting, the Board requested an amendment to the Board's Bylaws concerning the appointment of the Chair. The proposed amendment can be found in Section F. Officers, (1) Chair of the attached Bylaws.

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

Attachment

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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.

- (2) **Alternate Members.** The North Central Florida Regional Planning Council may appoint one alternate member to represent appointed voting members in their absence. Alternate members may vote only in the absence of the voting member on a one-vote-per-member basis. Alternate members must be a representative of the same interest as the primary member.
- (3) **Terms of Appointment.** Except for the Chair, non-agency members of the Board shall be appointed for three-year staggered terms with initial membership being appointed equally for one, two and three years. The Chair shall serve until elected term of office has expired or otherwise replaced by the North Central Florida Regional Planning Council. There are no limits to the number of terms served by any member of the Board.
- (4) **Termination of Membership.** Any member of the Board may resign at any time. Each member of the Board is expected to demonstrate his/her interest in the Board's activities through attendance of the scheduled meetings, except for reasons of an unavoidable nature. In each instance of an unavoidable absence, the absent member should ensure that his/her alternate will attend.

F. Officers

- (1) **Chair.** The North Central Florida Regional Planning Council shall appoint the Chair for a one year term for all Board meetings. The Chair shall be a local elected official appointed from one of the counties in the designated service area. The Board shall hold an organizational meeting each year for the purpose of recommending a Chair to the North Central Florida Regional Planning Council. The Chair shall serve until their elected term of office has expired or otherwise replaced by the North Central Florida Regional Planning Council. The appointed Chair shall not be eligible to serve a one year successive term of appointment. The Chair shall preside at all meetings.
- (2) **Vice-Chair.** The Vice-Chair shall be one of the local elected officials from Columbia, Hamilton or Suwannee Counties. The Vice-Chair shall be elected by a majority vote of a quorum of the members of the Board present at the organizational meeting each year. The Vice-Chair shall serve a term of one year starting with the next meeting. In the event of the Chair's absence, the Vice-Chair shall assume the duties of the Chairperson and conduct the meeting. The Vice-Chair shall not be eligible to serve a one-year successive term ~~may serve more than one term.~~

G. Meetings

- (1) **Regular Meetings.** The Board shall meet at least quarterly. The Board may meet as often as necessary to fulfill its responsibilities as set forth in Section 427.0157, Florida Statutes. All meetings will function under the "Government in the Sunshine Law." All meetings will provide opportunity for public comments on the agenda. The Board shall conduct business using parliamentary procedures according to Roberts Rules of Order. Audio recordings shall be made of all Board meetings.



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February 10, 2016

TO: Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board

FROM: Lynn Godfrey, AICP, Senior Planner

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

RECOMMENDATION

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

BACKGROUND

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

In addition, Rule 41-2.011(6) of the Florida Administrative Code requires the Board to review all applications for local, state and federal transportation disadvantaged funds submitted for and planned for use in Columbia, Hamilton and Suwannee Counties.

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

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

Attachments

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Columbia, Hamilton and Suwannee Transportation Disadvantaged Service Plan

July 1, 2015 - June 30, 2016

Columbia, Hamilton and Suwannee
Transportation Disadvantaged Coordinating Board



1. Needs Assessment

United States Code Section 5310 Grant Program

Applicant	Project	Project Year	Areas Affected By Project	Project Cost	Funding Source
<u>Suwannee Valley Transit Authority</u>	<u>Purchase one vehicle, computer server with software and electric gates.</u>	<u>2016/17</u>	<u>Columbia County</u> <u>Hamilton County</u> <u>Suwannee County</u>	<u>\$85,244.00</u>	<u>United States Code Section 5310</u>
				<u>\$10,655.50</u>	<u>Florida Department of Transportation</u>
				<u>\$10,655.50</u>	<u>Suwannee Valley Transit Authority</u>

United States Code Section 5311 Grant Program

Applicant	Project	Project Year	Areas Affected By Project	Project Cost	Funding Source
<u>Suwannee Valley Transit Authority</u>	<u>Transportation Operations</u>	<u>2016/17</u>	<u>Columbia County</u>	<u>\$210,970.50</u>	<u>United States Code Section 5311</u>
				<u>\$210,970.50</u>	<u>Suwannee Valley Transit Authority</u>
<u>Suwannee Valley Transit Authority</u>	<u>Transportation Operations</u>	<u>2016/17</u>	<u>Hamilton County</u>	<u>\$42,975.50</u>	<u>United States Code Section 5311</u>
				<u>\$42,975.50</u>	<u>Suwannee Valley Transit Authority</u>
<u>Suwannee Valley Transit Authority</u>	<u>Transportation Operations</u>	<u>2016/17</u>	<u>Suwannee County</u>	<u>\$136,740</u>	<u>United States Code Section 5311</u>
				<u>\$136,740</u>	<u>Suwannee Valley Transit Authority</u>

United States Code Section 5339 Grant Program

Applicant	Project	Project Year	Areas Affected By Project	Project Cost	Funding Source
<u>Suwannee Valley Transit Authority</u>	<u>Purchase one replacement vehicle.</u>	<u>2016/17</u>	<u>Columbia County</u> <u>Hamilton County</u> <u>Suwannee County</u>	<u>\$63,515.00</u>	<u>United States Code Section 5339</u>
				<u>\$15,879.00</u>	<u>Florida Department of Transportation</u>

Rural Capital Equipment Support Grant Program

Applicant	Project	Project Year	Areas Affected By Project	Project Cost	Funding Source
Suwannee Valley Transit Authority	Purchase two replacement vehicles and computer hardware.	2015/16	Columbia County Hamilton County Suwannee County	\$110,414.63	Rural Area Capital Equipment Support Grant

Trip & Equipment Grant Program

Applicant	Project	Project Year	Areas Affected By Project	Project Cost	Funding Source
Suwannee Valley Transit Authority	Provide trips to transportation disadvantaged individuals.	2014/15	Columbia County	\$322,330	TD Trust Fund SVTA
			Hamilton County	\$35,813	TD Trust Fund SVTA
				\$157,195	TD Trust Fund SVTA
				\$17,466	TD Trust Fund SVTA
			Suwannee County	\$232,970	TD Trust Fund SVTA
				\$25,883	
	Purchase one vehicle			\$67,305.60	TD Trust Fund SVTA
				\$ 7,478.40	
Suwannee Valley Transit Authority	Provide trips to transportation disadvantaged individuals	2015/16	Columbia County	\$327,536	TD Trust Fund SVTA
				\$ 36,393	TD Trust Fund SVTA
			Hamilton County	\$154,208	TD Trust Fund SVTA
				\$ 17,134	TD Trust Fund SVTA
			Suwannee County	\$237,221	TD Trust Fund SVTA
				\$ 26,358	

SUWANNEE VALLEY TRANSIT AUTHORITY

1907 VOYLES STREET

LIVE OAK, FLORIDA 32064

(386) 362-5332

1-800-258-7267

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

GRANT APPLICATION

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

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

This Application is submitted on this 11th day of December, 20 15 with two (2) original resolutions or certified copies of the original resolution authorizing Larry Sessions, Administrator to sign this Application.

Suwannee Valley Transit Authority

By 

Date December 11, 2015

Title Administrator



RESOLUTION NUMBER: 2015-027

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


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

NOW, THEREFORE BE IT RESOLVED BY THE APPLICANT:

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

The foregoing resolution was **DULY PASSED, ADOPTED AND** became **EFFECTIVE** at a duly called and convened meeting of the Applicant held on the **10th** day of **November**, 2015.

ATTEST:


Eric Musgrove, Board Secretary

By:


Jason Bashaw, Chairman of the Board

(Stamp corporate seal here :)

Application for Federal Assistance SF-424

*** 1. Type of Submission:**

- ☐ Preapplication
☒ Application
☐ Changed/Corrected Application

*** 2. Type of Application:**

- ☒ New
☐ Continuation
☐ Revision

*** If Revision, select appropriate letter(s):**

*** Other (Specify):**

*** 3. Date Received:**

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

1001

8. APPLICANT INFORMATION:

*** a. Legal Name:**

Suwannee Valley Transit Authority

*** b. Employer/Taxpayer Identification Number (EIN/TIN):**

59-1684116

*** c. Organizational DUNS:**

0831930600000

d. Address:

*** Street1:**

1907 Voyles Street

Street2:

*** City:**

Live Oak

County/Parish:

Suwannee

*** State:**

FL: Florida

Province:

*** Country:**

USA: UNITED STATES

*** Zip / Postal Code:**

32060

e. Organizational Unit:

Department Name:

Transportation

Division Name:

Administration

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

Mr.

*** First Name:**

Larry

Middle Name:

*** Last Name:**

Sessions

Suffix:

Title:

Administrator

Organizational Affiliation:

Appointed by Board of Directors

*** Telephone Number:**

386-362-5332

Fax Number:

386-219-0157

*** Email:**

felonzie.raggins@ridesvta.com

Application for Federal Assistance SF-424

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

D: Special District Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

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

Federal Transit Administration

11. Catalog of Federal Domestic Assistance Number:

20.513

CFDA Title:

Section 5310

*** 12. Funding Opportunity Number:**

* Title:

Enhanced Mobility of Seniors and Individuals with Disabilities Program

13. Competition Identification Number:

Title:

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

Columbia, Hamilton, Swanton

Add Attachment

Delete Attachment

View Attachment

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

Capital Assistance

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424**16. Congressional Districts Of:**

* a. Applicant

3

* b. Program/Project

3

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

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date:

07/01/2016

* b. End Date:

06/30/2017

18. Estimated Funding (\$):

* a. Federal	85,244.00
* b. Applicant	
* c. State	10,655.50
* d. Local	10,655.50
* e. Other	
* f. Program Income	
* g. TOTAL	106,555.00

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**☐ a. This application was made available to the State under the Executive Order 12372 Process for review on☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.☒ c. Program is not covered by E.O. 12372.*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**☐ Yes☒ No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

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

☒ ** I AGREE

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

Authorized Representative:

Prefix:

Mr.

* First Name:

Larry

Middle Name:

* Last Name:

Sessions

Suffix:

* Title:

Administrator

* Telephone Number:

386-362-5332


Fax Number:

386-219-0157

* Email:

felonzie.raggins@ridesvta.com

* Signature of Authorized Representative:



* Date Signed:

12/11/2015

EXHIBIT A – CURRENT SYSTEM DESCRIPTION

1. What is a general overview of the organization including its mission, program goals and objectives?

SVTA is the smallest of Florida's public transit agencies but that does not dim our goal of being a well-run, customer-service oriented organization. Suwannee Valley Transit Authority's (SVTA) experience as the state designated transportation provider spans more than thirty-nine (39) years in and for the region of Columbia, Hamilton, and Suwannee Counties (and formerly Lafayette). The Agency was formed by an inter-local agreement in 1976 and is organized under the Florida Statutes as a Special District. The Agency is led by a board of elected officials from each of its counties.

2. What is the organizational structure, type of operation, number of employees, and other pertinent organizational information? Include an organizational chart that shows the positions that are involved in the transit department i.e. fleet manager, vehicle maintenance. The organizational chart may be placed after this exhibit.

Suwannee Valley Transit Authority is a rural public transportation agency. Suwannee Valley Transit Authority is governed by a Board of Directors that includes two County Commissioners from the Columbia, Hamilton, and Suwannee County Boards of County Commissioners. The two County Commissioners that serve on the SVTA Board are appointed by the Chairman of the Board from each County. The Board selects an Administrator to oversee day to day operations that currently includes thirty-one (31) positions. That Administrator selects and supervises the Staff. The Administrative Support Position reports directly to the Administrator. There are six positions that report to Administrative Support. Three of these positions supervise other employees. The flow chart is as follows: Administrator:

Administrative Support:

Billing Manager

Maintenance Supervisor – Supervises and trains

Two maintenance positions.

Driver Supervisor – Supervises and Trains seventeen
(17) professional bus operators.

Finance Staff – Two Deputy Finance Managers.

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

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

The Administrator for Suwannee Valley Transit Authority is ultimately responsible for these functions that are part of daily operations for SVTA. The above breakdown on organizational structure explains how these functions are handled by employees other than the Administrator.

4. Who provides maintenance for the vehicles? Is it outsourced? What type of Preventative Maintenance work does the agency do on-site?

Suwannee Valley Transit Authority has a fully capable Maintenance Department as shown in the organizational chart above. If Maintenance issues come up that these three employees cannot handle, the Maintenance Supervisor makes a decision concerning companies that maintenance work will be outsourced to. The Preventative Maintenance work done on-site includes pre and post trip inspections done by the drivers and reported to maintenance staff, oil changes, tire rotation and fluid checks.

5. What is the agency's current number of transportation related employees? All thirty-one (31) employees of Suwannee Valley Transit Authority are Transportation related employees.

6. Who will drive the vehicle, number of drivers, CDL certifications? There are twenty (20) eligible drivers for Suwannee Valley Transit Authority when the Administrator, Driver Supervisor and Dispatcher that drive occasionally are considered. There are seventeen (17) CDL Drivers.

7. What is a detailed description of service routes and ridership numbers?

Suwannee Valley Transit Authority served a total of 1,104 individual senior and disabled clients for the State of Florida Fiscal Year that ended on June 30, 2015 and was reported in the most recent AOR report. We had 51,240 one-way passenger trips and 634,815 fleet vehicle miles traveled to provide service to seniors and individuals with disabilities. Services included ambulatory, wheelchair and stretcher trips within and outside of the three county service area. Routes are currently standardized by type of service, dominated by demand response trips. One daily route to Gainesville assists clients in the region traveling for medical and other appointments.

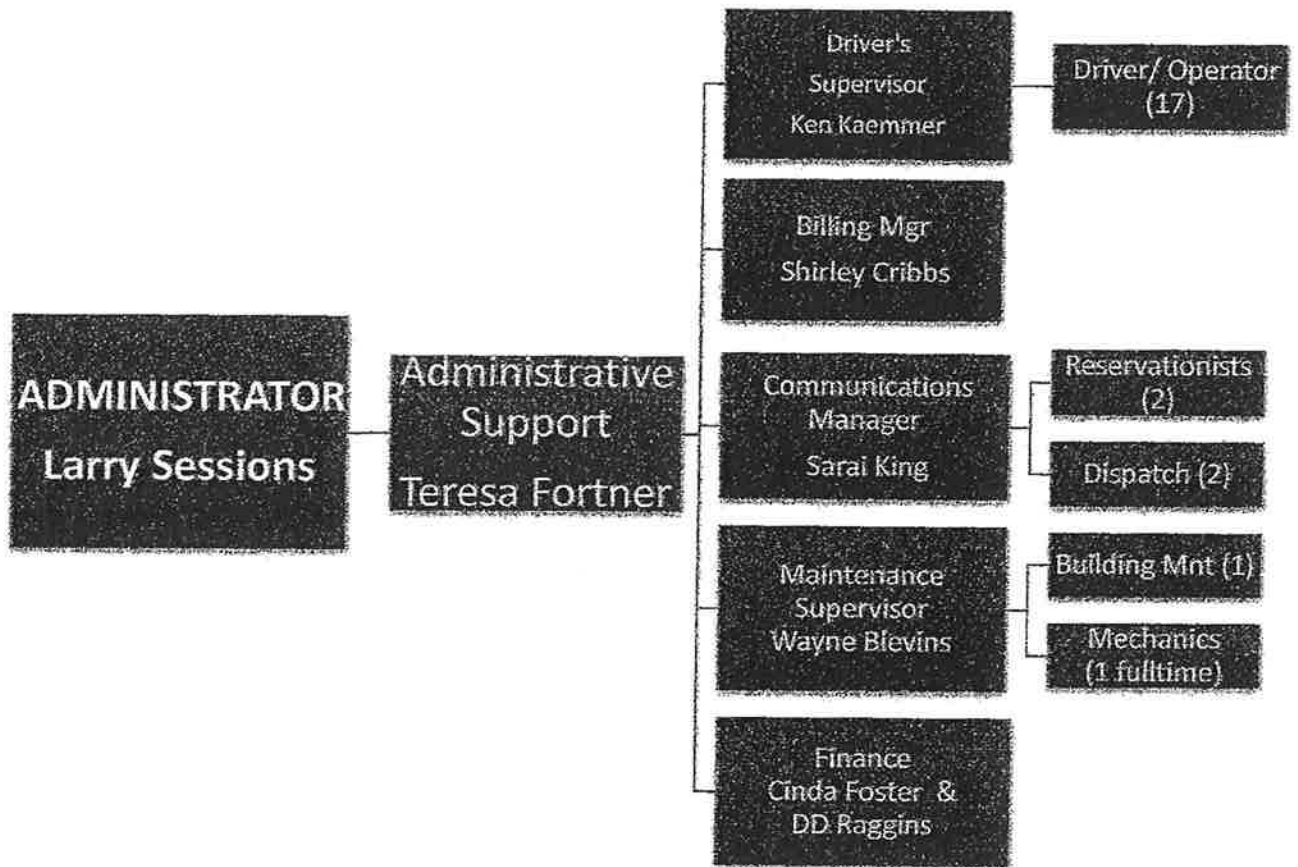


EXHIBIT A-1: FACTSHEET

Name of Applicant: Suwannee Valley Transit Authority

	CURRENTLY	IF GRANT IS AWARDED (Estimates are acceptable.)
1. Number of total one-way trips served by the agency PER YEAR (for all purposes)* Please include calculations.	51,240	51,240
2. Number of one-way trips provided to seniors and individuals with disabilities PER YEAR*	43,943	43,943
3. Number of individual senior and disabled clients PER YEAR	1,104	1,104
4. Total number of vehicles used to provide service to seniors and individuals with disabilities ACTUAL	47	47
5. Number of 5310 vehicles used to provide service to seniors and individuals with disabilities eligible for replacement ACTUAL (Refer to Vehicle Life Span chart)	8	8
6. Total fleet vehicle miles traveled to provide service to seniors and individuals with disabilities PER YEAR	634,815	634,815
7. Number of days that vehicles are in operation to provide service to seniors and individuals with disabilities AVERAGE PER WEEK	6	6
8. Posted hours of normal operation agency provides service to seniors and individuals with disabilities PER WEEK . (This does not include non-scheduled emergency availability)	M – F: 6AM – 5PM Saturday: 6AM–5PM Sunday: N/A Total (WEEK): 66	M – F: 6 AM – 5 PM Saturday: 6 AM – 5 PM Sunday: N/A Total (WEEK): 66 Hrs.

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

EXHIBIT B – PROPOSED PROJECT DESCRIPTION

QUESTIONS RELATED TO ALL AGENCIES REQUESTING CAPITAL FUNDS

1. How will the grant funding be used? Will more hours of service will be provided? Will it expand service to a larger geographic area? Will this funding provide shorter headways? How many more trips will be provided? Please explain in detail. If this capital request is not for a vehicle, please describe the purpose of the request.

Suwannee Valley Transit Authority works very hard to meet the demand for transportation in Columbia, Hamilton and Suwannee Counties. We do not want to turn down any trips especially for the Elderly and Disabled citizens that use the service. In order to meet the demand of Columbia, Hamilton, and Suwannee Counties for transportation, our agency must continually look for ways to improve the way we provide trips.

This year we are asking FDOT to provide grants that would help us to maintain the level of service that we are currently offering our Elderly and Disabled citizens and improve on how we provide trips to these clients. This year our agency requests a 24 foot gasoline cutaway with wheel chair lift to replace a cutaway that we currently have in service but requires a lot of maintenance and expense to maintain. We have been fortunate enough to be awarded three MVIs in the past two years through the FDOT 5310 grant program. These awards allowed us to replace aging fleet that we would use to carry smaller groups. There is now a need for the cutaways that carry groups of approximately 16 to be replaced. A review of our current inventory sheet shows that we have cutaways that are aged beyond FDOT's recommended useful life of the vehicle. Replacing these vehicles would save money and give us a more reliable fleet. We do everything within our power to make sure that we don't have stranded passengers in unreliable vehicles.

Under equipment, the first request is for a new computer server. Our process of taking appointments for trips, scheduling the drivers and vehicles for a trip, billing to receive payment for those trips, and paying the bills for the agency are completely automated. We are very dependent on the computers that we use in getting clients where they need to go. We have an aged server that needs to be upgraded to ensure that the computers continue to work properly so that employees in all aspects of our operations can get their work done. The experts tell us that it is very important that our server be replaced.

Our last equipment request is that we receive a grant to upgrade the gates for our grounds from manual to electric. We work very hard to make sure that our vehicles are secure behind locked gates at our facilities. The gates now have a chain lock and key on them. Upgrading to electric gates would be more convenient for opening and closing the yard. The employees would not have to exit their vehicles to open and close the gates. Our yard can remain locked at all times.

2. If a grant award will be used to maintain services as described in Exhibit A, specifically explain how it will be used in the context of total service. In the area of total service, the replacement of an aging fleet and equipment upgrades will save the agency dollars on repair and maintenance bills and efficiency issues. It would also add to the safety of our clients, employees, and fleet.
3. Give a detailed explanation of the need for the vehicle and provide evidence of the need. If this capital request is not for a vehicle, please describe the need for this request. As stated in question 1 of this exhibit, the agency does not want to turn down trips because our vehicles are broke down or our operations are inhibited by needed repairs and up keep. We would save money on repairs and ensure that our operations were efficient and sufficient to meet the demands of transportation of our clients by receiving these grant awards.
4. Will a grant award be used to replace existing equipment or purchase additional vehicles/equipment? Provide details. The grant awards will be used to replace existing vehicles/equipment.
5. Identify vehicles/equipment being replaced and list them on the "Current Vehicle and Transportation Equipment Inventory" form, see page **Error! Bookmark not defined.**. See vehicle inventory sheets.
6. Describe agency's maintenance program and include a section on how vehicles will be maintained without interruptions in service (who, what, where, and when). Suwannee Valley Transit Authority has a fully capable Maintenance Department as shown in the organizational chart. If Maintenance issues come up that these three employees cannot handle, the Maintenance Supervisor makes a decision concerning companies that maintenance work will be outsourced to.

7. If vehicles/equipment are proposed to be used by a lessee or private operator under contract to the applicant, identify the proposed lessee/operator.
 - a. Include an equitable plan for distribution of vehicles/equipment to lessees and/or private operators.
N/A. The vehicle/equipment is for Suwannee Valley Transit Authority.
8. Each applicant shall indicate whether they are a government authority or a private non-profit agency, provide a brief description of the project which includes the counties served, whether the applicant shall service minority populations and whether the applicant is minority-owned. Suwannee Valley Transit Authority is a public entity (government agency) formed under an inter-local agreement between Columbia, Hamilton and Suwannee Counties. The vehicle/equipment will be used in the operations of Suwannee Valley Transit Authority which is the CTC for Columbia, Hamilton, and Suwannee Counties. Suwannee Valley Transit Authority does service minority populations in the three counties that we serve.
9. Agencies receiving Section 5310 funds must collect both quantitative and qualitative data (detailed in the Threshold Criteria section on page 7) to capture overarching program information as part of the Section 5310 annual report. Please outline how your agency will collect the quantitative and qualitative data required as a Section 5310 sub-recipient. For example, what will the time frame be/how will it be incorporated into program operations? What tools will be used to collect the data? The agency currently uses Trapeze software in its day to day operations to track the number of trips, miles, etc. that it does when transporting the elderly and disabled. Reports that track the necessary program performance measures can be pulled from the Trapeze system as often as needed.
10. Fully explain Your Transportation Program:
 - a. Service hours, planned service, routes and trip types
Suwannee Valley Transit Authority provides door-to-door, curb-to-curb, shared-ride, flex route services as needed for ambulatory and wheel chair passengers. Transportation services are arranged on a subscription on-demand, and advance reservation basis. General public transportation service is available Monday through Saturday from 6:00 AM to 5:00 PM excluding holidays. The agency observes all federal holidays. Agency sponsored transportation service is provided according to contractual arrangements.
 - b. Staffing – include plan for training on vehicle equipment such as wheelchair lifts, etc. Suwannee Valley Transit Authority employs thirty-one (31) employees including the Administrator. New drivers have a one-on-one, up to two-week training period in which they travel with an experienced driver and are trained on the proper procedures and how to use the equipment. Additional training sessions in driver policies and procedures are done on Saturdays. These trainings are usually done once a quarter. Training involves everything from customer service to safety and securement procedures.
 - c. Records maintenance– who, what methods, use of databases, spreadsheets etc. Suwannee Valley Transit Authority follows the Florida Statutes and Florida Administrative Code for all public records regardless of media or format. Records are maintained for at least seven years. Larry Sessions is designated as the Records Management Liaison Officer for the agency.
 - d. Vehicle maintenance – who, what, when and where. Suwannee Valley Transit Authority has a fully capable Maintenance Department as shown in the organizational chart. If Maintenance issues come up that these three employees cannot handle, the Maintenance Supervisor makes a decision concerning companies that maintenance work will be outsourced to.
 - e. CDL requirements. It is not a requirement that a driver have a CDL license when they are hired. Drivers are assigned vehicles and trips based on their capabilities and license.
 - f. Transportation Operating Procedure (TOP) – The agency has adopted a SSPP and SPP pursuant to the standards set forth in Rule Chapter 14-90, Florida Administrative Code. The agency is in compliance with its adopted SSPP and SPP and both manuals are up to date. The agency has performed annual safety inspections on all operational vehicles in accordance with Rule Chapter 14-90, Florida Administrative Code. Merrill Wayne Blevins is the qualified mechanic that has authorized the annual inspections.

- g. **Drug free work place** – It is the policy of Suwannee Valley Transit Authority to create a workplace environment free from the adverse effects of drug and alcohol abuse or misuse. Suwannee Valley Transit Authority prohibits the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances. All Suwannee Valley Transit Authority employees are drug tested prior to employment on a random basis.
11. **How do you fund your transit program? What are your funding sources for transit – state/local/federal/ private foundations?** Suwannee Valley Transit Authority is funded through local participation from Columbia, Hamilton, and Suwannee Counties, Transportation Disadvantaged Service Funds, Section 5311 Operating Funds, Federal Medicaid Funds from Access2Care, and charges for providing transportation services. See our revenue report for a complete breakdown in Exhibit C-2.
 12. **If your agency does not receive its entire capital request, can you still proceed with your transit program?** We will be able to proceed with our transit program, but we will have added expenses due to repairs, maintenance and possible disruptions in operations.
 13. **New Agencies:** Have you met with the CTC and, if so, how are you providing a service that they cannot? Provide detailed information supporting this requirement. N/A. The agency has been established since 1976.
 14. **Current Agencies:** Is your CTC agreement current? If not, why not? Yes. Our agreement runs through June 2016. At the Local Coordinating Board Meeting held on November 17, 2015 Suwannee Valley Transit Authority was recommended to remain the CTC for Columbia, Hamilton, and Suwannee Counties.

**FORM C-1: TRANSIT-RELATED OPERATING AND
ADMINISTRATIVE EXPENSES**

Name of Applicant: Suwannee Valley Transit Authority

Name of Transit Program: Section 5310

Applicant Fiscal period start and end dates: October 1, 2015 to September 30, 2017

State Fiscal period from: July 1, 2016 to June 30, 2017

EXPENSE CATEGORY	EXPENSE \$
Labor (501)	\$941,472
Fringe and Benefits (502)	\$272,119
Services (503)	\$90,964
Materials and Supplies (504)	\$16,067
Vehicle Maintenance (504.01)	\$146,939
Utilities (505)	\$28,933
Insurance (506)	\$103,660
Licenses and Taxes (507)	\$525
Purchased Transit Service (508)	\$0
Miscellaneous (509)	\$5,775
Leases and Rentals (512)	\$0
Depreciation (513)	\$482,584
TOTAL EXPENSE	\$2,089,038

FORM C-2: OPERATING AND ADMINISTRATIVE REVENUESName of Applicant: Suwannee Valley Transit AuthorityName of Transit Program: Section 5310 ProgramApplicant Fiscal period start and end dates: October 1, 2016 to September 30, 2017State Fiscal period from: July 1, 2016 to June 30, 2017

OPERATING REVENUE CATEGORY	REVENUE \$
Passenger Fares for Transit Service (401)	\$43,712
Special Transit Fares (402)	\$0
Other (403 – 407) (identify by appropriate code)	\$94,809
TOTAL OPERATING REVENUE	\$138,521
OTHER REVENUE CATEGORY	
Taxes Levied Directly by the Transit System (408)	None Levied
Local Cash Grants and Reimbursements (409)	\$52,448
Local Special Fare Assistance (410)	\$0
State Cash Grants and Reimbursements (411)	\$783,095
State Special Fare Assistance (412)	\$0
Federal Cash Grants & Reimbursements (413)	\$15,750
Interest Income (414)	\$7
Contributed Services (430)	\$0
Contributed Cash (431)	\$0
Subsidy from Other Sectors of Operations (440)	\$0
TOTAL OF OTHER REVENUE	\$851,300
GRAND TOTAL ALL REVENUE	\$989,821

FORM C-5: CAPITAL REQUEST FORM
VEHICLE REQUEST

Name of Agency: Suwannee Valley Transit Authority

R or E (a)	Quantity	Description (b) www.tripsflorida.org	Estimated Cost
R	1	24 Foot Ford Gasoline Cutaway with wheelchair lift	\$79,394
Sub-total			\$79,394

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

(b) Provide a brief description including the length and type vehicle, type of fuel, lift or ramp, number of seats and wheelchair positions. For example, 22' gasoline bus with lift, 12 ambulatory seats, and 2 wheelchair positions. Do not show the Make. **Any bus options that are part of purchasing the bus itself should be part of the vehicle request and NOT separated out under equipment.**

EQUIPMENT REQUEST (c)

If item requested is after-market, it is recommended to gather and retain at least two estimates for the equipment requested. Purchases must be approved at the local level and follow Procurement Guidelines.

	Number requested	Description	Estimated Cost
R	1	Computer Server with Software	\$11,474
R	2	Sets of Complete Parts plus labor for upgrade from manual to electric gates for grounds	\$15,687
Sub-total			\$27,161

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

VEHICLE SUBTOTAL \$79,394+ EQUIPMENT SUBTOTALS \$27,161 = \$ 106,555 (x).

(x) X 80% = \$ 85,244 [This equals the Federal request. Show this amount on Form 424 in block 18(a)]

SUWANNEE VALLEY TRANSIT AUTHORITY

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

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

GRANT APPLICATION

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

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

This Application is submitted on this 11th day of December, 2015 with two (2) original resolutions or certified copies of the original resolution authorizing Larry Sessions, Administrator to sign this Application.

Suwannee Valley Transit Authority

By 

Date December 11, 2015

Title Administrator



RESOLUTION NUMBER: 2015-028

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

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

NOW, THEREFORE BE IT RESOLVED BY THE APPLICANT:

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

The foregoing resolution was **DULY PASSED, ADOPTED AND** became **EFFECTIVE** at a duly called and convened meeting of the Applicant held on the **10th** day of **November**, 2015.

ATTEST:


Eric Musgrove, Board Secretary

By:


Jason Bashaw, Chairman of the Board

(Stamp corporate seal here :)

Application for Federal Assistance SF-424

* 1. Type of Submission:

- ☐ Preapplication
☒ Application
☐ Changed/Corrected Application

* 2. Type of Application:

- ☒ New
☐ Continuation
☐ Revision

* If Revision, select appropriate letter(s):

* Other (Specify):

* 3. Date Received:

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

1001

8. APPLICANT INFORMATION:

* a. Legal Name: Suwannee Valley Transit Authority

* b. Employer/Taxpayer Identification Number (EIN/TIN):

59-1684116

* c. Organizational DUNS:

0831930600000

d. Address:

* Street1: 1907 Voyles Street

Street2:

* City: Live Oak

County/Parish: Suwannee

* State: FL: Florida

Province:

* Country: USA: UNITED STATES

* Zip / Postal Code: 32060

e. Organizational Unit:

Department Name:

Transportation

Division Name:

Administration

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

Mr.

* First Name:

Larry

Middle Name:

* Last Name:

Sessions

Suffix:

Title: Administrator

Organizational Affiliation:

Appointed by Board of Directors

* Telephone Number: 386-362-5332

Fax Number: 386-219-0157

* Email: felonzie.raggins@ridesvta.com

Application for Federal Assistance SF-424

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

D: Special District Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

*** Other (specify):**

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

Federal Transit Administration

11. Catalog of Federal Domestic Assistance Number:

20.509

CFDA Title:

Section 5311

*** 12. Funding Opportunity Number:**

*** Title:**

Formula Grants for Rural Areas

13. Competition Identification Number:

Title:

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

Columbia

Add Attachment

Delete Attachment

View Attachment

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

Operating Assistance

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424**16. Congressional Districts Of:*** a. Applicant * b. Program/Project

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

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:* a. Start Date: * b. End Date: **18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="210,970.50"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text" value="210,970.50"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="421,941.00"/>

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

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

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

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

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

☒ ** I AGREE

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

Authorized Representative:

Prefix: * First Name:

Middle Name:

* Last Name:

Suffix:

* Title: * Telephone Number: Fax Number: * Email:

* Signature of Authorized Representative:

* Date Signed:

EXHIBIT A – CURRENT SYSTEM DESCRIPTION

1. What is a general overview of the organization including its mission, program goals and objectives?

SVTA is the smallest of Florida's public transit agencies but that does not dim our goal of being a well-run, customer-service oriented organization. Suwannee Valley Transit Authority's (SVTA) experience as the state designated transportation provider spans more than thirty-nine (39) years in and for the region of Columbia, Hamilton, and Suwannee Counties (and formerly Lafayette). The Agency was formed by an inter-local agreement in 1976 and is organized under the Florida Statutes as a Special District. The Agency is led by a board of elected officials from each of its counties.

2. What is the organizational structure, type of operation, number of employees, and other pertinent organizational information? Include an organizational chart that shows the positions that are involved in the transit department i.e. fleet manager, vehicle maintenance. The organizational chart may be placed after this exhibit.

Suwannee Valley Transit Authority is a rural public transportation agency. Suwannee Valley Transit Authority is governed by a Board of Directors that includes two County Commissioners from the Columbia, Hamilton, and Suwannee County Boards of County Commissioners. The two County Commissioners that serve on the SVTA Board are appointed by the Chairman of the Board from each County. The Board selects an Administrator to oversee day to day operations that currently includes thirty-one (31) positions. That Administrator selects and supervises the Staff. The Administrative Support Position reports directly to the Administrator. There are six positions that report to Administrative Support. Three of these positions supervise other employees. The flow chart is as follows: Administrator:
Administrative Support: Billing Manager

Maintenance Supervisor – Supervises and trains
Two maintenance positions.

Driver Supervisor – Supervises and Trains seventeen
(17) professional bus operators.

Finance Staff – Two Deputy Finance Managers.

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

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

The Administrator for Suwannee Valley Transit Authority is ultimately responsible for these functions that are part of daily operations for SVTA. The above breakdown on organizational structure explains how these functions are handled by employees other than the Administrator.

4. Who provides maintenance for the vehicles? Is it outsourced? What type of Preventative Maintenance work does the agency do on-site?

Suwannee Valley Transit Authority has a fully capable Maintenance Department as shown in the organizational chart above. If Maintenance issues come up that these three employees cannot

handle, the Maintenance Supervisor makes a decision concerning companies that maintenance work will be outsourced to. The Preventative Maintenance work done on-site includes pre and post trip inspections done by the drivers and reported to maintenance staff, oil changes, tire rotation and fluid checks.

5. What is the agency's current number of transportation related employees? All thirty-one (31) employees of Suwannee Valley Transit Authority are Transportation related employees.
6. Who will drive the vehicle, number of drivers, CDL certifications? There are twenty (20) eligible drivers for Suwannee Valley Transit Authority when the Administrator, Driver Supervisor and Dispatcher that drive occasionally are considered. There are seventeen (17) CDL Drivers.
7. What is a detailed description of service routes and ridership numbers?

Suwannee Valley Transit Authority served a total of 581 people in Columbia County for the State of Florida Fiscal Year that ended on June 30, 2015 and was reported in the most recent AOR report. We had 23,446 one-way passenger trips and 320,073 fleet vehicle miles traveled to provide service for the citizens of Columbia County. Services included ambulatory, wheelchair and stretcher trips within and outside of the county service area. Routes are currently standardized by type of service, dominated by demand response trips. One daily route to Gainesville assists clients in the region traveling for medical and other appointments.

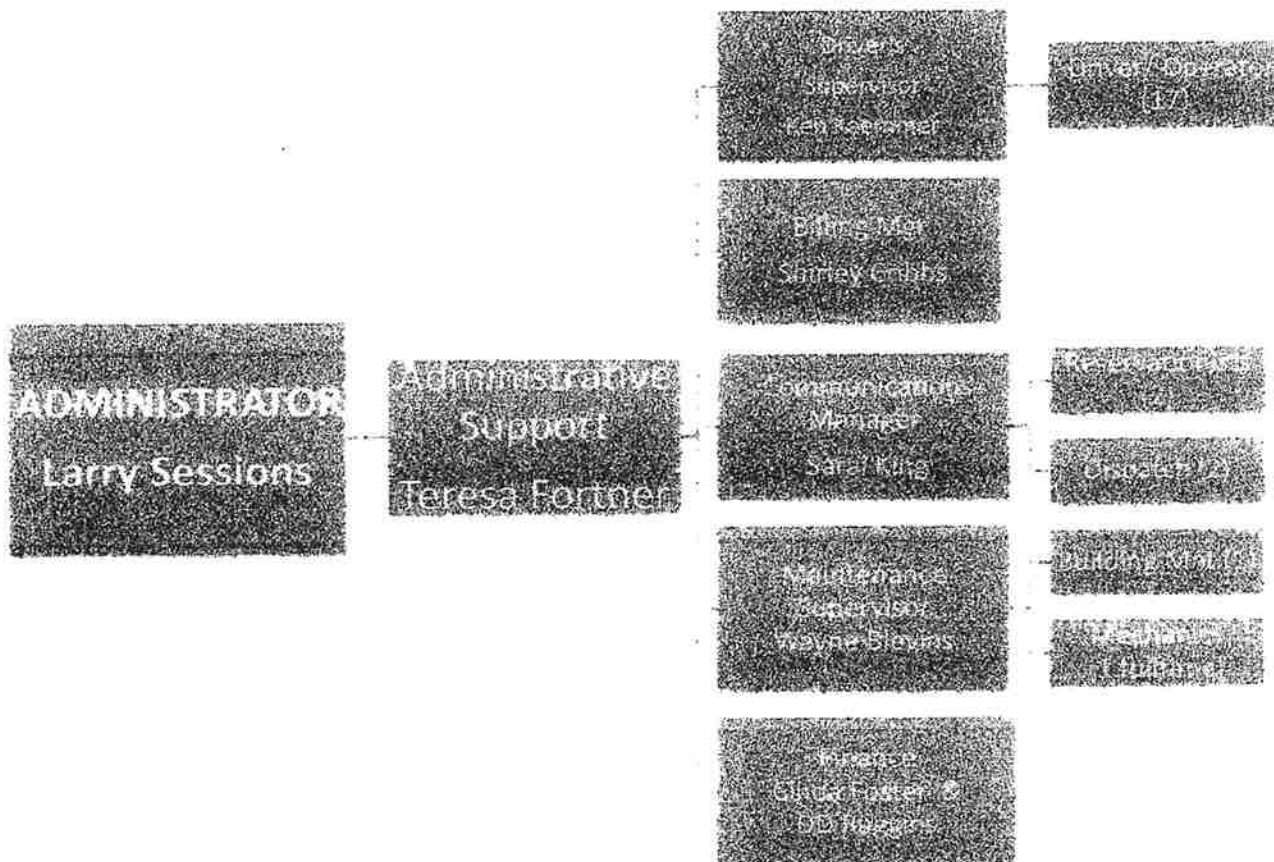


EXHIBIT A-1: FACT SHEET

Name of Applicant: Suwannee Valley Transit Authority - Columbia

	CURRENTLY	IF GRANT IS AWARDED
1. Number of one-way passenger trips.* PER YEAR	23,446	23,446
2. Number of individuals served unduplicated (first ride per rider per fiscal year). PER YEAR**	581	581
3. Number of vehicles used for this service. ACTUAL	24	24
4. Number of ambulatory seats. AVERAGE PER VEHICLE (Total ambulatory seats divided by total number of fleet vehicles)	264	264
5. Number of wheelchair positions. AVERAGE PER VEHICLE (Total wheelchair positions divided by total number of fleet vehicles)	48	48
6. Vehicle miles traveled. PER YEAR	320,073	320,073
7. Average vehicle miles PER DAY	1,095	1,095
8. Normal vehicle hours in operation. PER DAY	89	89
9. Normal number of days in operation. PER WEEK	6	6
10. Trip length (roundtrip). AVERAGE	25	25

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

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

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

EXHIBIT B: PROPOSED PROJECT DESCRIPTION

1. Is the project to continue the existing level of services, to expand present service, or to provide new service? How will a grant award be used? If the grant is awarded, will the agency provide more hours? If the grant is awarded, will the agency provide service to a larger geographic area? If the grant is awarded, will the agency provide shorter headways? If the grant is awarded, will the agency provide more trips?

This project is to continue the existing level of service and for the agency to continue to meet the demand for transportation trips for the residents of Columbia County. The agency is the current CTC for Columbia County and we plan to remain the CTC. The 5311 grant funds supplements the operations of the agency and helps to ensure that riders will not be turned away when they call Suwannee Valley Transit Authority for assistance. The agency relies heavily on 5311 grant funds in its operations.

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

This 5311 grant will be used to fund the total services of Suwannee Valley Transit Authority. The grant will pay half of the salaries of the employees of the agency, pay half of the utility bills to maintain the building and operations, pay half for the expense of parts and supplies needed to maintain the vehicles. The agency utilizes Quicbooks for the Accounting maintenance. The agency utilizes Trapeze to maintain records on trips and riders, etc. Maintenance records are available for pre and post trip inspections, repairs and maintenance done on vehicles, etc. These systems allow us to report on the Annual Program of Projects Status Reports, Milestone Activity Reports, NTD reports, and DBE reports.

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

This grant request is for operating assistance only.

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

This grant is for operating assistance only.

5. Identify vehicles/equipment being replaced and list them on the “**Current Vehicle and Transportation Equipment Inventory**” form (see page **Error! Bookmark not defined.**).

This grant is for operating assistance only.

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

Suwannee Valley Transit Authority has a fully capable Maintenance Department as shown in the organizational chart. If Maintenance issues come up that these three employees cannot handle, the Maintenance Supervisor makes a decision concerning companies that maintenance work will be outsourced to.

7. If vehicles and/or equipment are proposed to be used by a lessee or private operator under contract to the applicant, identify the proposed lessee/operator. N/A
 - a. Include an equitable plan for distribution of vehicles/equipment to lessees/operator.
8. Each applicant shall indicate whether they are a government authority or a private non-profit agency, provide a brief description of the project which includes the counties served, whether the applicant employees are represented by a union and if so represented the name and local number of the union.

Suwannee Valley Transit Authority is a public, government entity formed by an inter-local agreement between Columbia, Hamilton, and Suwannee Counties. We are considered a special district. This 5311 operating grant will help provide trips to the citizens of Columbia County through its funding of 50% of the operations of the agency. The employees of Suwannee Valley Transit Authority are not represented by a union.

9. Fully explain your transportation program

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

Suwannee Valley Transit Authority provides door-to-door, curb-to-curb, shared-ride, flex route services as needed for ambulatory and wheel chair passengers. Transportation services are arranged on a subscription on-demand, and advance reservation basis. General public transportation service is available Monday through Saturday from 6:00 AM to 5:00 PM excluding holidays. The agency observes all federal holidays. Agency sponsored transportation service is provided according to contractual arrangements.

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

Suwannee Valley Transit Authority employs thirty-one (31) employees including the Administrator. New drivers have a one-on-one, up to two-week training period in which they travel with an experienced driver and are trained on the proper procedures and how to use the equipment. Additional training sessions in driver policies and procedures are done on Saturdays. These trainings are usually done once a quarter. Training involves everything from customer service to safety and securement procedures.

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Suwannee Valley Transit Authority follows the Florida Statutes and Florida Administrative Code for all public records regardless of media or format. Records are maintained for at least seven years. Larry Sessions is designated as the Records Management Liaison Officer for the agency.

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- e. CDL requirements

It is not a requirement that a driver have a CDL license when they are hired. Drivers are assigned vehicles and trips based on their capabilities and license.

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The agency has adopted a SSPP and SPP pursuant to the standards set forth in Rule Chapter 14-90, Florida Administrative Code. The agency is in compliance with its adopted SSPP and SPP and both manuals are up to date. The agency has performed annual safety inspections on all operational vehicles in accordance with Rule Chapter 14-90, Florida Administrative Code. Merrill Wayne Blevins

is the qualified mechanic that has authorized the annual inspections.

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It is the policy of Suwannee Valley Transit Authority to create a workplace environment free from the adverse effects of drug and alcohol abuse or misuse. Suwannee Valley Transit Authority prohibits the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances. All Suwannee Valley Transit Authority employees are drug tested prior to employment on a random basis.

QUESTIONS RELATED TO ALL AGENCIES REQUESTING OPERATING FUNDS

1. How do you currently fund the operations of your transit program?

Suwannee Valley Transit Authority is funded by various revenue sources for performing trips. These agencies include but are not limited to: Contractual agreements with Third Parties, Farebox, Medicaid, Agencies for Persons with Disabilities, Transportation Disadvantaged Commission, Department of Revenue, Columbia County Commissioners, Hamilton County Commissioners, Suwannee County Commissioners, Department of Health, Vocational Rehab, and Well Florida Council, Inc. In additions, we have been fortunate enough to be awarded 5311 Grant Operational Funds.

2. If this grant is not fully funded, can you still proceed with this program?

If this grant is not fully funded, our agency will not be able to perform at our current level. Our two largest funding sources are the 5311 grant and Transportation Disadvantaged funds. We work very hard not to turn away passengers that are in need of a ride. Unfortunately, the agency would have to start turning passengers away without these funds.

FORM B-1: TRANSPORTATION RELATED OPERATING AND ADMINISTRATIVE EXPENSES

Name of Applicant: Surwannee Valley Transit Authority - Columbia

Name of Transit Program: 5311 Program

Applicant Fiscal period start and end dates: October 1, 2016 to September 30, 2017

State Fiscal period from: July 1, 2016 to June 30, 2017

EXPENSE CATEGORY	TOTAL EXPENSE	FTA ELIGIBLE EXPENSE
Labor (501)	\$508,395	\$508,395
Fringe and Benefits (502)	\$146,944	\$146,944
Services (503)	\$49,121	\$49,121
Materials and Supplies (504)	\$8,676	\$8,676
Vehicle Maintenance (504.01)	\$79,347	\$79,347
Utilities (505)	\$15,624	\$15,624
Insurance (506)	\$55,976	\$55,976
Licenses and Taxes (507)	\$284	\$284
Purchased Transit Service (508)	\$0	\$0
Miscellaneous (509)	\$3,119	\$3,119
Leases and Rentals (512)	\$0	\$0
Depreciation (513)	\$260,595	
TOTAL	\$1,128,081	\$ 867,486 (a)

SECTION 5311 GRANT REQUEST:

Total FTA Eligible Expenses (from Form B-1, above) **\$ 867,486(a)**

Rural Passenger Fares (from Form B-2) **\$ 23,604 (b)**

Operating Deficit **\$ 843,882(c)**

[FTA Eligible Expenses (a) minus Rural Passenger Fares (b)] (from Form B-2)

Section 5311 Request **\$ 421,941 (d)**

(No more than 50% of Operating Deficit)

Grant Total All Revenues (from Form B-2) **\$492,342 *(e)**

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

FORM B-2: TRANSPORTATION-RELATED OPERATING AND ADMINISTRATIVE REVENUES

Name of Applicant: Suwannee Valley Transit Authority

Name of Transit Program: 5311 Program

Applicant Fiscal period start and end dates: October 1, 2016 to September 30, 2017

State Fiscal period from July 1, 2016 to June 30, 2017

OPERATING REVENUE CATEGORY	TOTAL REVENUE	REVENUE USED AS FTA MATCH
Passenger Fares for Transit Service (401)	Total= \$23,604 Rural =\$23,604 (b)	
Special Transit Fares (402)	\$0	\$0
School Bus Service Revenues (403)	\$0	
Freight Tariffs (404)	\$0	\$0
Charter Service Revenues (405)	\$18,557	
Auxiliary Transportation Revenues (406)	\$32,640	\$32,640
Non-transportation Revenues (407)	\$0	\$0
Total Operating Revenue	\$74,801	\$32,640
OTHER REVENUE CATEGORY		
Taxes Levied directly by the Transit System (408)	None Levied	None Levied
Local Cash Grants and Reimbursements (409)	\$28,322	\$28,322
Local Special Fare Assistance (410)	\$0	\$0
State Cash Grants and Reimbursements (411)	\$422,871	\$422,871
State Special Fare Assistance (412)	\$0	\$0
Federal Cash Grants and Reimbursements (413)	\$8,505	\$8,505
Interest Income (414)	\$4	\$4
Contributed Services (430)	\$0	\$0
Contributed Cash (431)	\$0	\$0
Subsidy from Other Sectors of Operations (440)	\$0	\$0
Total of Other Revenue	\$459,702	\$459,702
GRAND TOTAL ALL REVENUE	\$534,503	\$492,342 (e)

SUWANNEE VALLEY TRANSIT AUTHORITY

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

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

GRANT APPLICATION

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

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

This Application is submitted on this 11th day of December, 2015 with two (2) original resolutions or certified copies of the original resolution authorizing Larry Sessions, Administrator to sign this Application.

Suwannee Valley Transit Authority

By 

Date December 11, 2015

Title Administrator



RESOLUTION NUMBER: 2015-028

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

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

NOW, THEREFORE BE IT RESOLVED BY THE APPLICANT:

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

The foregoing resolution was **DULY PASSED, ADOPTED AND** became **EFFECTIVE** at a duly called and convened meeting of the Applicant held on the **10th** day of **November, 2015**.

ATTEST:


Eric Musgrove, Board Secretary

By:


Jason Bashaw, Chairman of the Board

(Stamp corporate seal here :)

Application for Federal Assistance SF-424		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		
* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision		
* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>		
* 3. Date Received: <input type="text"/>		4. Applicant Identifier: <input type="text"/>
5a. Federal Entity Identifier: <input type="text"/>		5b. Federal Award Identifier: <input type="text"/>
State Use Only:		
6. Date Received by State: <input type="text"/>		7. State Application Identifier: 1001
8. APPLICANT INFORMATION:		
* a. Legal Name: Suwannee Valley Transit Authority		
* b. Employer/Taxpayer Identification Number (EIN/TIN): 59-1684116		* c. Organizational DUNS: 0831930600000
d. Address:		
* Street1: 1907 Voyles Street		
Street2: <input type="text"/>		
* City: Live Oak		
County/Parish: Suwannee		
* State: FL: Florida		
Province: <input type="text"/>		
* Country: USA: UNITED STATES		
* Zip / Postal Code: 32060		
e. Organizational Unit:		
Department Name: Transportation		Division Name: Administration
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix: Mr.	* First Name: Larry	
Middle Name: <input type="text"/>		
* Last Name: Sessions		
Suffix: <input type="text"/>		
Title: Administrator		
Organizational Affiliation: Appointed by Board of Directors		
* Telephone Number: 386-362-5332		Fax Number: 386-219-0157
* Email: felonzie.raggins@ridesvta.com		

Application for Federal Assistance SF-424

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

D: Special District Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

*** Other (specify):**

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

Federal Transit Administration

11. Catalog of Federal Domestic Assistance Number:

20.509

CFDA Title:

Section 5311

*** 12. Funding Opportunity Number:**

*** Title:**

Formula Grants for Rural Areas

13. Competition Identification Number:

Title:

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

HAMILTON

Add Attachment

Delete Attachment

View Attachment

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

Operating Assistance

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424**16. Congressional Districts Of:**

* a. Applicant

3

* b. Program/Project

3

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

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date:

07/01/2016

* b. End Date:

06/30/2017

18. Estimated Funding (\$):

* a. Federal

42,975.50

* b. Applicant

* c. State

* d. Local

42,975.50

* e. Other

* f. Program Income

* g. TOTAL

85,951.00

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**☐ a. This application was made available to the State under the Executive Order 12372 Process for review on☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.☒ c. Program is not covered by E.O. 12372.*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**☐ Yes☒ No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

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

☒ ** I AGREE

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

Authorized Representative:

Prefix:

Mr.

* First Name:

Larry

Middle Name:

* Last Name:

Sessions

Suffix:

* Title:

Administrator

* Telephone Number:

386-362-5332

Fax Number:

386-219-0157

* Email:

felonzie.raggins@ridesvta.com

* Signature of Authorized Representative:

* Date Signed:

12/11/2015

EXHIBIT A – CURRENT SYSTEM DESCRIPTION

1. What is a general overview of the organization including its mission, program goals and objectives?

SVTA is the smallest of Florida's public transit agencies but that does not dim our goal of being a well-run, customer-service oriented organization. Suwannee Valley Transit Authority's (SVTA) experience as the state designated transportation provider spans more than thirty-nine (39) years in and for the region of Columbia, Hamilton, and Suwannee Counties (and formerly Lafayette). The Agency was formed by an inter-local agreement in 1976 and is organized under the Florida Statutes as a Special District. The Agency is led by a board of elected officials from each of its counties.

2. What is the organizational structure, type of operation, number of employees, and other pertinent organizational information? Include an organizational chart that shows the positions that are involved in the transit department i.e. fleet manager, vehicle maintenance. The organizational chart may be placed after this exhibit.

Suwannee Valley Transit Authority is a rural public transportation agency. Suwannee Valley Transit Authority is governed by a Board of Directors that includes two County Commissioners from the Columbia, Hamilton, and Suwannee County Boards of County Commissioners. The two County Commissioners that serve on the SVTA Board are appointed by the Chairman of the Board from each County. The Board selects an Administrator to oversee day to day operations that currently includes thirty-one (31) positions. That Administrator selects and supervises the Staff. The Administrative Support Position reports directly to the Administrator. There are six positions that report to Administrative Support. Three of these positions supervise other employees. The flow chart is as follows: Administrator:
Administrative Support:

Billing Manager

Maintenance Supervisor – Supervises and trains
Two maintenance positions.

Driver Supervisor – Supervises and Trains seventeen
(17) professional bus operators.

Finance Staff – Two Deputy Finance Managers.

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

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

The Administrator for Suwannee Valley Transit Authority is ultimately responsible for these functions that are part of daily operations for SVTA. The above breakdown on organizational structure explains how these functions are handled by employees other than the Administrator.

4. Who provides maintenance for the vehicles? Is it outsourced? What type of Preventative Maintenance work does the agency do on-site?

Suwannee Valley Transit Authority has a fully capable Maintenance Department as shown in the organizational chart above. If Maintenance issues come up that these three employees cannot

handle, the Maintenance Supervisor makes a decision concerning companies that maintenance work will be outsourced to. The Preventative Maintenance work done on-site includes pre and post trip inspections done by the drivers and reported to maintenance staff, oil changes, tire rotation and fluid checks.

5. What is the agency's current number of transportation related employees? All thirty-one (31) employees of Suwannee Valley Transit Authority are Transportation related employees.
6. Who will drive the vehicle, number of drivers, CDL certifications? There are twenty (20) eligible drivers for Suwannee Valley Transit Authority when the Administrator, Driver Supervisor and Dispatcher that drive occasionally are considered. There are seventeen (17) CDL Drivers.
7. What is a detailed description of service routes and ridership numbers?

Suwannee Valley Transit Authority served a total of 118 people in Hamilton County for the State of Florida Fiscal Year that ended on June 30, 2015 and was reported in the most recent AOR report. We had 4,202 one-way passenger trips and 57,243 fleet vehicle miles traveled to provide service for the citizens of Hamilton County. Services included ambulatory, wheelchair and stretcher trips within and outside of the county service area. Routes are currently standardized by type of service, dominated by demand response trips. One daily route to Gainesville assists clients in the region traveling for medical and other appointments.

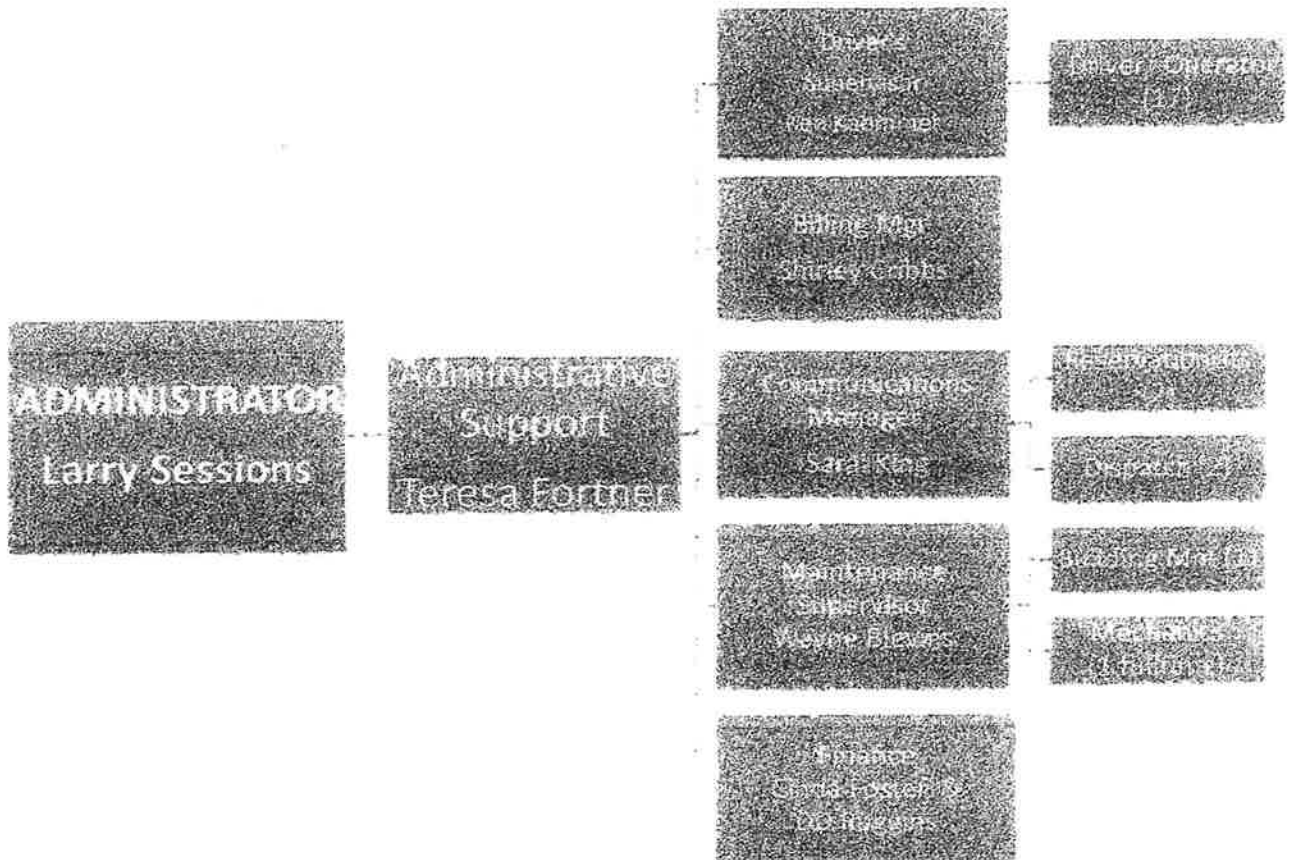


EXHIBIT A-1: FACT SHEET

Name of Applicant: Suwannee Valley Transit Authority - Columbia

	CURRENTLY	IF GRANT IS AWARDED
1. Number of one-way passenger trips.* PER YEAR	4,202	4,202
2. Number of individuals served unduplicated (first ride per rider per fiscal year). PER YEAR**	118	118
3. Number of vehicles used for this service. ACTUAL	4	4
4. Number of ambulatory seats. AVERAGE PER VEHICLE (Total ambulatory seats divided by total number of fleet vehicles)	44	44
5. Number of wheelchair positions. AVERAGE PER VEHICLE (Total wheelchair positions divided by total number of fleet vehicles)	8	8
6. Vehicle miles traveled. PER YEAR	57,243	57,243
7. Average vehicle miles PER DAY	223	223
8. Normal vehicle hours in operation. PER DAY	18	18
9. Normal number of days in operation. PER WEEK	6	6
10. Trip length (roundtrip). AVERAGE	25	25

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

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

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

EXHIBIT B: PROPOSED PROJECT DESCRIPTION

1. Is the project to continue the existing level of services, to expand present service, or to provide new service? How will a grant award be used? If the grant is awarded, will the agency provide more hours? If the grant is awarded, will the agency provide service to a larger geographic area? If the grant is awarded, will the agency provide shorter headways? If the grant is awarded, will the agency provide more trips?

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Name of Applicant: Suwannee Valley Transit Authority - Hamilton

Name of Transit Program: 5311 Program

Applicant Fiscal period start and end dates: October 1, 2016 to September 30, 2017

State Fiscal period from: July 1, 2016 to June 30, 2017

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Fringe and Benefits (502)	\$29,933	\$29,933
Services (503)	\$10,006	\$10,006
Materials and Supplies (504)	\$1,767	\$1,767
Vehicle Maintenance (504.01)	\$16,163	\$16,163
Utilities (505)	\$3,183	\$3,183
Insurance (506)	\$11,403	\$11,403
Licenses and Taxes (507)	\$58	\$58
Purchased Transit Service (508)	\$0	\$0
Miscellaneous (509)	\$635	\$635
Leases and Rentals (512)	\$0	\$0
Depreciation (513)	\$53,084	
TOTAL	\$229,794	\$ 176,710 (a)

SECTION 5311 GRANT REQUEST:

Total FTA Eligible Expenses (from Form B-1, above) **\$ 176,710(a)**

Rural Passenger Fares (from Form B-2) **\$ 4,808 (b)**

Operating Deficit **\$ 171,902(c)**

[FTA Eligible Expenses (a) minus Rural Passenger Fares (b)] (from Form B-2)

Section 5311 Request **\$ 85,951 (d)**

(No more than 50% of Operating Deficit)

Grant Total All Revenues (from Form B-2) **\$100,292 *(e)**

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

FORM B-2: TRANSPORTATION-RELATED OPERATING AND ADMINISTRATIVE REVENUES

Name of Applicant: Suwannee Valley Transit Authority

Name of Transit Program: 5311 Program

Applicant Fiscal period start and end dates: October 1, 2016 to September 30, 2017

State Fiscal period from July 1, 2016 to June 30, 2017

OPERATING REVENUE CATEGORY	TOTAL REVENUE	REVENUE USED AS FTA MATCH
Passenger Fares for Transit Service (401)	Total= \$4,808 Rural = \$4,808 (b)	
Special Transit Fares (402)	\$0	\$0
School Bus Service Revenues (403)	\$0	
Freight Tariffs (404)	\$0	\$0
Charter Service Revenues (405)	\$3,780	
Auxiliary Transportation Revenues (406)	\$6,649	\$6,649
Non-transportation Revenues (407)	\$0	\$0
Total Operating Revenue	\$15,237	\$6,649
OTHER REVENUE CATEGORY		
Taxes Levied directly by the Transit System (408)	None Levied	None Levied
Local Cash Grants and Reimbursements (409)	\$5,769	\$5,769
Local Special Fare Assistance (410)	\$0	\$0
State Cash Grants and Reimbursements (411)	\$86,140	\$86,140
State Special Fare Assistance (412)	\$0	\$0
Federal Cash Grants and Reimbursements (413)	\$1,733	\$1,733
Interest Income (414)	\$1	\$1
Contributed Services (430)	\$0	\$0
Contributed Cash (431)	\$0	\$0
Subsidy from Other Sectors of Operations (440)	\$0	\$0
Total of Other Revenue	\$93,643	\$93,643
GRAND TOTAL ALL REVENUE	\$108,880	\$100,292 (e)

SUWANNEE VALLEY TRANSIT AUTHORITY

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

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

GRANT APPLICATION

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

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

This Application is submitted on this 11th day of December, 2015 with two (2) original resolutions or certified copies of the original resolution authorizing Larry Sessions, Administrator to sign this Application.

Suwannee Valley Transit Authority

By 

Date December 11, 2015

Title Administrator



RESOLUTION NUMBER: 2015-028

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

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

NOW, THEREFORE BE IT RESOLVED BY THE APPLICANT:

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

The foregoing resolution was **DULY PASSED, ADOPTED AND** became **EFFECTIVE** at a duly called and convened meeting of the Applicant held on the **10th** day of **November**, 2015.

ATTEST: _____

Eric Musgrove, Board Secretary

By: _____

Jason Bashaw, Chairman of the Board

(Stamp corporate seal here :)

Application for Federal Assistance SF-424

* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision		* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>	
* 3. Date Received: <input type="text"/>		4. Applicant Identifier: <input type="text"/>			
5a. Federal Entity Identifier: <input type="text"/>			5b. Federal Award Identifier: <input type="text"/>		
State Use Only:					
6. Date Received by State: <input type="text"/>		7. State Application Identifier: 1001			
8. APPLICANT INFORMATION:					
* a. Legal Name: Suwannee Valley Transit Authority					
* b. Employer/Taxpayer Identification Number (EIN/TIN): 59-1684116			* c. Organizational DUNS: 0831930600000		
d. Address:					
* Street1:		1907 Voyles Street			
Street2:		<input type="text"/>			
* City:		Live Oak			
County/Parish:		Suwannee			
* State:		FL: Florida			
Province:		<input type="text"/>			
* Country:		USA: UNITED STATES			
* Zip / Postal Code:		32060			
e. Organizational Unit:					
Department Name: Transportation			Division Name: Administration		
f. Name and contact information of person to be contacted on matters involving this application:					
Prefix: Mr.		* First Name: Larry			
Middle Name:		<input type="text"/>			
* Last Name:		Sessions			
Suffix:		<input type="text"/>			
Title:		Administrator			
Organizational Affiliation: Appointed by Board of Directors					
* Telephone Number:		386-362-5332		Fax Number: 386-219-0157	
* Email:		felonzie.raggins@ridesvta.com			

Application for Federal Assistance SF-424

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

D: Special District Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

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

Federal Transit Administration

11. Catalog of Federal Domestic Assistance Number:

20.509

CFDA Title:

Section 5311

*** 12. Funding Opportunity Number:**

* Title:

Formula Grants for Rural Areas

13. Competition Identification Number:

Title:

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

Swannell

Add Attachment

Delete Attachment

View Attachment

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

Operating Assistance

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424**16. Congressional Districts Of:*** a. Applicant * b. Program/Project

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

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:* a. Start Date: * b. End Date: **18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="136,740.00"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text" value="136,740.00"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="273,480.00"/>

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

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

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

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

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

☒ ** I AGREE

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

Authorized Representative:

Prefix: * First Name:

Middle Name:

* Last Name:

Suffix:

* Title: * Telephone Number: Fax Number: * Email:

* Signature of Authorized Representative:

* Date Signed:

EXHIBIT A – CURRENT SYSTEM DESCRIPTION

1. What is a general overview of the organization including its mission, program goals and objectives?

SVTA is the smallest of Florida's public transit agencies but that does not dim our goal of being a well-run, customer-service oriented organization. Suwannee Valley Transit Authority's (SVTA) experience as the state designated transportation provider spans more than thirty-nine (39) years in and for the region of Columbia, Hamilton, and Suwannee Counties (and formerly Lafayette). The Agency was formed by an inter-local agreement in 1976 and is organized under the Florida Statutes as a Special District. The Agency is led by a board of elected officials from each of its counties.

2. What is the organizational structure, type of operation, number of employees, and other pertinent organizational information? Include an organizational chart that shows the positions that are involved in the transit department i.e. fleet manager, vehicle maintenance. The organizational chart may be placed after this exhibit.

Suwannee Valley Transit Authority is a rural public transportation agency. Suwannee Valley Transit Authority is governed by a Board of Directors that includes two County Commissioners from the Columbia, Hamilton, and Suwannee County Boards of County Commissioners. The two County Commissioners that serve on the SVTA Board are appointed by the Chairman of the Board from each County. The Board selects an Administrator to oversee day to day operations that currently includes thirty-one (31) positions. That Administrator selects and supervises the Staff. The Administrative Support Position reports directly to the Administrator. There are six positions that report to Administrative Support. Three of these positions supervise other employees. The flow chart is as follows: Administrator:
Administrative Support:

Billing Manager

Maintenance Supervisor – Supervises and trains
Two maintenance positions.

Driver Supervisor – Supervises and Trains seventeen
(17) professional bus operators.

Finance Staff – Two Deputy Finance Managers.

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

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

The Administrator for Suwannee Valley Transit Authority is ultimately responsible for these functions that are part of daily operations for SVTA. The above breakdown on organizational structure explains how these functions are handled by employees other than the Administrator.

4. Who provides maintenance for the vehicles? Is it outsourced? What type of Preventative Maintenance work does the agency do on-site?

Suwannee Valley Transit Authority has a fully capable Maintenance Department as shown in the organizational chart above. If Maintenance issues come up that these three employees cannot

handle, the Maintenance Supervisor makes a decision concerning companies that maintenance work will be outsourced to. The Preventative Maintenance work done on-site includes pre and post trip inspections done by the drivers and reported to maintenance staff, oil changes, tire rotation and fluid checks.

5. What is the agency's current number of transportation related employees? All thirty-one (31) employees of Suwannee Valley Transit Authority are Transportation related employees.
6. Who will drive the vehicle, number of drivers, CDL certifications? There are twenty (20) eligible drivers for Suwannee Valley Transit Authority when the Administrator, Driver Supervisor and Dispatcher that drive occasionally are considered. There are seventeen (17) CDL Drivers.
7. What is a detailed description of service routes and ridership numbers?

Suwannee Valley Transit Authority served a total of 405 people in Suwannee County for the State of Florida Fiscal Year that ended on June 30, 2015 and was reported in the most recent AOR report. We had 23,592 one-way passenger trips and 257,499 fleet vehicle miles traveled to provide service for the citizens of Hamilton County. Services included ambulatory, wheelchair and stretcher trips within and outside of the county service area. Routes are currently standardized by type of service, dominated by demand response trips. One daily route to Gainesville assists clients in the region traveling for medical and other appointments.

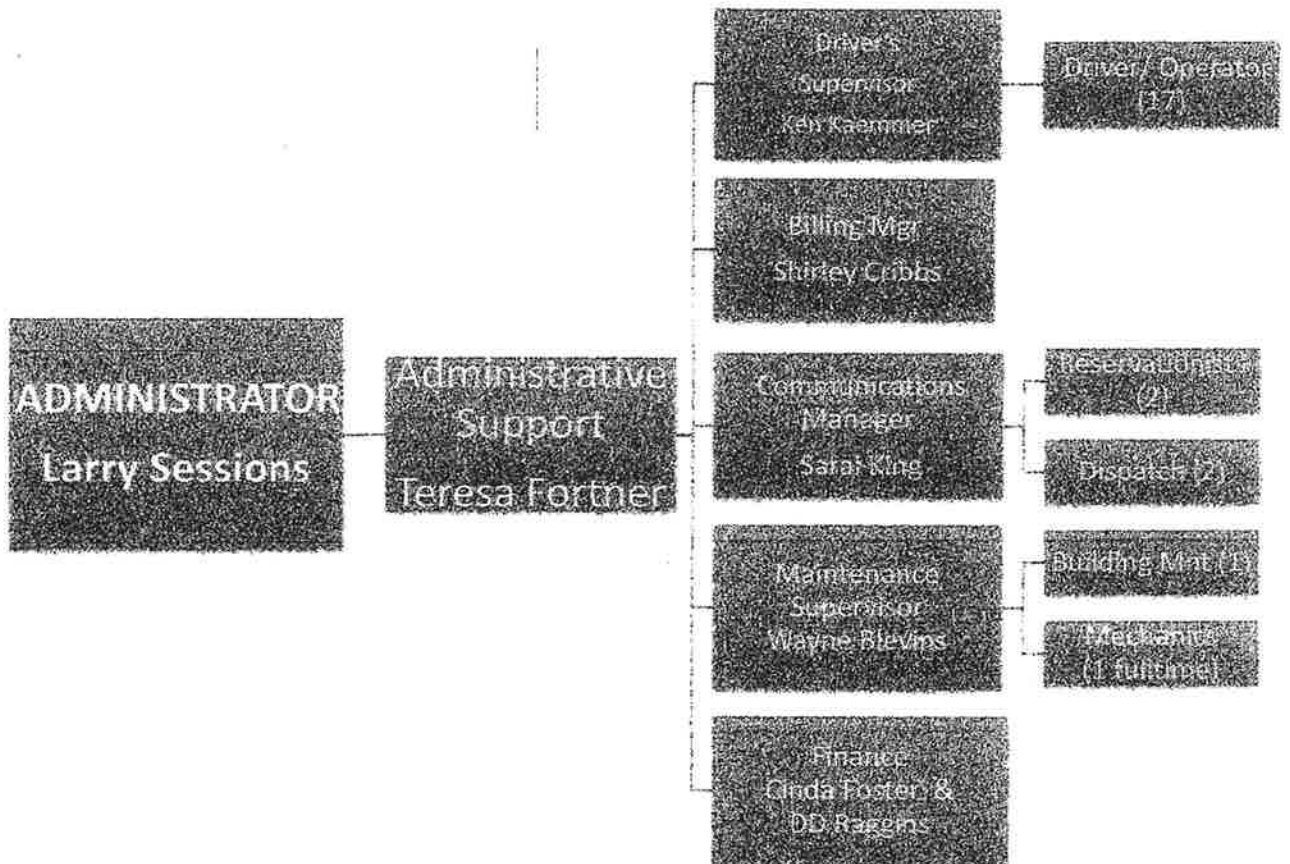


EXHIBIT A-1: FACT SHEET

Name of Applicant: Suwannee Valley Transit Authority - Columbia

	CURRENTLY	IF GRANT IS AWARDED
1. Number of one-way passenger trips.* PER YEAR	23,592	23,592
2. Number of individuals served unduplicated (first ride per rider per fiscal year). PER YEAR**	405	405
3. Number of vehicles used for this service. ACTUAL	19	19
4. Number of ambulatory seats. AVERAGE PER VEHICLE (Total ambulatory seats divided by total number of fleet vehicles)	209	209
5. Number of wheelchair positions. AVERAGE PER VEHICLE (Total wheelchair positions divided by total number of fleet vehicles)	38	38
6. Vehicle miles traveled. PER YEAR	257,499	257,499
7. Average vehicle miles PER DAY	710	710
8. Normal vehicle hours in operation. PER DAY	58	58
9. Normal number of days in operation. PER WEEK	6	6
10. Trip length (roundtrip). AVERAGE	25	25

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

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

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

EXHIBIT B: PROPOSED PROJECT DESCRIPTION

1. Is the project to continue the existing level of services, to expand present service, or to provide new service? How will a grant award be used? If the grant is awarded, will the agency provide more hours? If the grant is awarded, will the agency provide service to a larger geographic area? If the grant is awarded, will the agency provide shorter headways? If the grant is awarded, will the agency provide more trips?

This project is to continue the existing level of service and for the agency to continue to meet the demand for transportation trips for the residents of Columbia County. The agency is the current CTC for Columbia County and we plan to remain the CTC. The 5311 grant funds supplements the operations of the agency and helps to ensure that riders will not be turned away when they call Suwannee Valley Transit Authority for assistance. The agency relies heavily on 5311 grant funds in its operations.

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

This 5311 grant will be used to fund the total services of Suwannee Valley Transit Authority. The grant will pay half of the salaries of the employees of the agency, pay half of the utility bills to maintain the building and operations, pay half for the expense of parts and supplies needed to maintain the vehicles. The agency utilizes Quikbooks for the Accounting maintenance. The agency utilizes Trapeze to maintain records on trips and riders, etc. Maintenance records are available for pre and post trip inspections, repairs and maintenance done on vehicles, etc. These systems allow us to report on the Annual Program of Projects Status Reports, Milestone Activity Reports, NTD reports, and DBE reports.

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

This grant request is for operating assistance only.

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

This grant is for operating assistance only.

5. Identify vehicles/equipment being replaced and list them on the “**Current Vehicle and Transportation Equipment Inventory**” form (see page **Error! Bookmark not defined.**).

This grant is for operating assistance only.

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

Suwannee Valley Transit Authority has a fully capable Maintenance Department as shown in the organizational chart. If Maintenance issues come up that these three employees cannot handle, the Maintenance Supervisor makes a decision concerning companies that maintenance work will be outsourced to.

7. If vehicles and/or equipment are proposed to be used by a lessee or private operator under contract to the applicant, identify the proposed lessee/operator. N/A
 - a. Include an equitable plan for distribution of vehicles/equipment to lessees/operator.
8. Each applicant shall indicate whether they are a government authority or a private non-profit agency, provide a brief description of the project which includes the counties served, whether the applicant employees are represented by a union and if so represented the name and local number of the union.

Suwannee Valley Transit Authority is a public, government entity formed by an inter-local agreement between Columbia, Hamilton, and Suwannee Counties. We are considered a special district. This 5311 operating grant will help provide trips to the citizens of Columbia County through its funding of 50% of the operations of the agency. The employees of Suwannee Valley Transit Authority are not represented by a union.

9. Fully explain your transportation program

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

Suwannee Valley Transit Authority provides door-to-door, curb-to-curb, shared-ride, flex route services as needed for ambulatory and wheel chair passengers. Transportation services are arranged on a subscription on-demand, and advance reservation basis. General public transportation service is available Monday through Saturday from 6:00 AM to 5:00 PM excluding holidays. The agency observes all federal holidays. Agency sponsored transportation service is provided according to contractual arrangements.

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

Suwannee Valley Transit Authority employs thirty-one (31) employees including the Administrator. New drivers have a one-on-one, up to two-week training period in which they travel with an experienced driver and are trained on the proper procedures and how to use the equipment. Additional training sessions in driver policies and procedures are done on Saturdays. These trainings are usually done once a quarter. Training involves everything from customer service to safety and securement procedures.

- c. Records maintenance

Suwannee Valley Transit Authority follows the Florida Statutes and Florida Administrative Code for all public records regardless of media or format. Records are maintained for at least seven years. Larry Sessions is designated as the Records Management Liaison Officer for the agency.

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

Suwannee Valley Transit Authority has a fully capable Maintenance Department as shown in the organizational chart. If Maintenance issues come up that these three employees cannot handle, the Maintenance Supervisor makes a decision concerning companies that maintenance work will be outsourced to.

- e. CDL requirements

It is not a requirement that a driver have a CDL license when they are hired. Drivers are assigned vehicles and trips based on their capabilities and license.

- f. System Safety Program Plan (SSPP)

The agency has adopted a SSPP and SPP pursuant to the standards set forth in Rule Chapter 14-90, Florida Administrative Code. The agency is in compliance with its adopted SSPP and SPP and both manuals are up to date. The agency has performed annual safety inspections on all operational vehicles in accordance with Rule Chapter 14-90, Florida Administrative Code. Merrill Wayne Blevins

is the qualified mechanic that has authorized the annual inspections.

g. Drug free work place

It is the policy of Suwannee Valley Transit Authority to create a workplace environment free from the adverse effects of drug and alcohol abuse or misuse. Suwannee Valley Transit Authority prohibits the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances. All Suwannee Valley Transit Authority employees are drug tested prior to employment on a random basis.

QUESTIONS RELATED TO ALL AGENCIES REQUESTING OPERATING FUNDS

1. How do you currently fund the operations of your transit program?

Suwannee Valley Transit Authority is funded by various revenue sources for performing trips. These agencies include but are not limited to: Contractual agreements with Third Parties, Farebox, Medicaid, Agencies for Persons with Disabilities, Transportation Disadvantaged Commission, Department of Revenue, Columbia County Commissioners, Hamilton County Commissioners, Suwannee County Commissioners, Department of Health, Vocational Rehab, and Well Florida Council, Inc. In additions, we have been fortunate enough to be awarded 5311 Grant Operational Funds.

2. If this grant is not fully funded, can you still proceed with this program?

If this grant is not fully funded, our agency will not be able to perform at our current level. Our two largest funding sources are the 5311 grant and Transportation Disadvantaged funds. We work very hard not to turn away passengers that are in need of a ride. Unfortunately, the agency would have to start turning passengers away without these funds.

FORM B-1: TRANSPORTATION RELATED OPERATING AND ADMINISTRATIVE EXPENSES

Name of Applicant: Suwannee Valley Transit Authority - Suwannee

Name of Transit Program: 5311 Program

Applicant Fiscal period start and end dates: October 1, 2016 to September 30, 2017

State Fiscal period from: July 1, 2016 to June 30, 2017

EXPENSE CATEGORY	TOTAL EXPENSE	FTA ELIGIBLE EXPENSE
Labor (501)	\$329,515	\$329,515
Fringe and Benefits (502)	\$95,242	\$95,242
Services (503)	\$31,837	\$31,837
Materials and Supplies (504)	\$5,623	\$5,623
Vehicle Maintenance (504.01)	\$51,429	\$51,429
Utilities (505)	\$10,127	\$10,127
Insurance (506)	\$36,281	\$36,281
Licenses and Taxes (507)	\$184	\$184
Purchased Transit Service (508)	\$0	\$0
Miscellaneous (509)	\$2,021	\$2,021
Leases and Rentals (512)	\$0	\$0
Depreciation (513)	\$168,904	
TOTAL	\$731,163	\$ 562,259 (a)

SECTION 5311 GRANT REQUEST:

Total FTA Eligible Expenses (from Form B-1, above) **\$ 562,259(a)**

Rural Passenger Fares (from Form B-2) **\$ 15,299 (b)**

Operating Deficit **\$ 546,960(c)**

[FTA Eligible Expenses (a) minus Rural Passenger Fares (b)] (from Form B-2)

Section 5311 Request **\$ 273,480 (d)**

(No more than 50% of Operating Deficit)

Grant Total All Revenues (from Form B-2) **\$319,111 *(e)**

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

FORM B-2: TRANSPORTATION-RELATED OPERATING AND ADMINISTRATIVE REVENUES

Name of Applicant: Suwannee Valley Transit Authority

Name of Transit Program: 5311 Program

Applicant Fiscal period start and end dates: October 1, 2016 to September 30, 2017

State Fiscal period from July 1, 2016 to June 30, 2017

OPERATING REVENUE CATEGORY	TOTAL REVENUE	REVENUE USED AS FTA MATCH
Passenger Fares for Transit Service (401)	Total= \$15,299 Rural = \$15,299 (b)	
Special Transit Fares (402)	\$0	\$0
School Bus Service Revenues (403)	\$0	
Freight Tariffs (404)	\$0	\$0
Charter Service Revenues (405)	\$12,028	
Auxiliary Transportation Revenues (406)	\$21,156	\$21,156
Non-transportation Revenues (407)	\$0	\$0
Total Operating Revenue	\$48,483	\$21,156
OTHER REVENUE CATEGORY		
Taxes Levied directly by the Transit System (408)	None Levied	None Levied
Local Cash Grants and Reimbursements (409)	\$18,357	\$18,357
Local Special Fare Assistance (410)	\$0	\$0
State Cash Grants and Reimbursements (411)	\$274,083	\$274,083
State Special Fare Assistance (412)	\$0	\$0
Federal Cash Grants and Reimbursements (413)	\$5,513	\$5,513
Interest Income (414)	\$2	\$2
Contributed Services (430)	\$0	\$0
Contributed Cash (431)	\$0	\$0
Subsidy from Other Sectors of Operations (440)	\$0	\$0
Total of Other Revenue	\$297,955	\$297,955
GRAND TOTAL ALL REVENUE	\$346,438	\$319,111 (e)

SUWANNEE VALLEY TRANSIT AUTHORITY

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

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

GRANT APPLICATION

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

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

This Application is submitted on this 11th day of December, 2015 with two (2) original resolutions or certified copies of the original resolution authorizing Larry Sessions, Administrator to sign this Application.

Suwannee Valley Transit Authority

By  Date December 11, 2015

Title Administrator



RESOLUTION NUMBER: 2015-029

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

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

NOW, THEREFORE BE IT RESOLVED BY THE APPLICANT:

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

The foregoing resolution was **DULY PASSED, ADOPTED AND** became **EFFECTIVE** at a duly called and convened meeting of the Applicant held on the **10th** day of **November**, 2015.

ATTEST:


Eric Musgrove, Board Secretary

By:


Jason Bashaw, Chairman of the Board

(Stamp corporate seal here :)

Application for Federal Assistance SF-424

*** 1. Type of Submission:**

- ☐ Preapplication
☒ Application
☐ Changed/Corrected Application

*** 2. Type of Application:**

- ☒ New
☐ Continuation
☐ Revision

*** If Revision, select appropriate letter(s):**

*** Other (Specify):**

*** 3. Date Received:**

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

1001

8. APPLICANT INFORMATION:

*** a. Legal Name:**

Suwannee Valley Transit Authority

*** b. Employer/Taxpayer Identification Number (EIN/TIN):**

59-1684116

*** c. Organizational DUNS:**

0831930600000

d. Address:

*** Street1:**

1907 Voyles Street

Street2:

*** City:**

Live Oak

County/Parish:

Suwannee

*** State:**

FL: Florida

Province:

*** Country:**

USA: UNITED STATES

*** Zip / Postal Code:**

32060

e. Organizational Unit:

Department Name:

Transportation

Division Name:

Administration

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

Mr.

*** First Name:**

Larry

Middle Name:

*** Last Name:**

Sessions

Suffix:

Title:

Administrator

Organizational Affiliation:

Appointed by Board of Directors

*** Telephone Number:**

386-362-5332

Fax Number:

386-219-0157

*** Email:**

felonzie.raggins@ridesvta.com

Application for Federal Assistance SF-424

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

D: Special District Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

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

Federal Transit Administration

11. Catalog of Federal Domestic Assistance Number:

20.526

CFDA Title:

Section 5339

*** 12. Funding Opportunity Number:**

* Title:

Bus & Bus Facilities Program

13. Competition Identification Number:

Title:

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

Columbia, Hamilton, Sumner

Add Attachment

Delete Attachment

View Attachment

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

Capital Assistance

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424**16. Congressional Districts Of:*** a. Applicant * b. Program/Project

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

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:* a. Start Date: * b. End Date: **18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="63,515.00"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text" value="15,879.00"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="79,394.00"/>

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

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

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

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

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

☒ ** I AGREE

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

Authorized Representative:

Prefix: * First Name:

Middle Name:

* Last Name:

Suffix:

* Title: * Telephone Number: Fax Number: * Email:

* Signature of Authorized Representative:

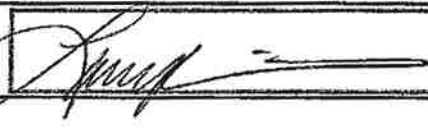
* Date Signed:

EXHIBIT A: CURRENT SYSTEM DESCRIPTION

- What is a general overview of the organization including its mission, program goals and objectives?

SVTA is the smallest of Florida's public transit agencies but that does not dim our goal of being a well-run, customer-service oriented organization. Suwannee Valley Transit Authority's (SVTA) experience as the state designated transportation provider spans more than thirty-nine (39) years in and for the region of Columbia, Hamilton, and Suwannee Counties (and formerly Lafayette). The Agency was formed by an inter-local agreement in 1976 and is organized under the Florida Statutes as a Special District. The Agency is led by a board of elected officials from each of its counties.

- What is the organizational structure, type of operation, number of employees, and other pertinent organizational information? Include an organizational chart that shows the positions that are involved in the transit department i.e. fleet manager, vehicle maintenance. The organizational chart may be placed after this exhibit.

Suwannee Valley Transit Authority is a rural public transportation agency. Suwannee Valley Transit Authority is governed by a Board of Directors that includes two County Commissioners from the Columbia, Hamilton, and Suwannee County Boards of County Commissioners. The two County Commissioners that serve on the SVTA Board are appointed by the Chairman of the Board from each County. The Board selects an Administrator to oversee day to day operations that currently includes thirty-one (31) positions. That Administrator selects and supervises the Staff. The Administrative Support Position reports directly to the Administrator. There are six positions that report to Administrative Support. Three of these positions supervise other employees. The flow chart is as follows:

Administrator:

Administrative Support: Billing Manager

Maintenance Supervisor – Supervises and trains
Two maintenance positions.

Driver Supervisor – Supervises and Trains seventeen
(17) professional bus operators.

Finance Staff – Two Deputy Finance Managers.

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

- Who is responsible for insurance, training, management, and administration of the agency's transportation program?

The Administrator for Suwannee Valley Transit Authority is ultimately responsible for these

functions that are part of daily operations for SVTA. The above breakdown on organizational structure explains how these functions are handled by employees other than the Administrator.

- Who provides maintenance for the vehicles? Is it outsourced? What type of Preventative Maintenance work does the agency do on-site?

Suwannee Valley Transit Authority has a fully capable Maintenance Department as shown in the organizational chart above. If Maintenance issues come up that these three employees cannot handle, the Maintenance Supervisor makes a decision concerning companies that maintenance work will be outsourced to. The Preventative Maintenance work done on-site includes pre and post trip inspections done by the drivers and reported to maintenance staff, oil changes, tire rotation and fluid checks.

- What is the agency's current number of transportation related employees?

All thirty-one (31) employees of Suwannee Valley Transit Authority are Transportation related employees.

- Who will drive the vehicle, number of drivers, CDL certifications?

There are twenty (20) eligible drivers for Suwannee Valley Transit Authority when the Administrator, Driver Supervisor and Dispatcher that drive occasionally are considered. There are seventeen (17) CDL Drivers.

- What is a detailed description of service routes and ridership numbers?

Suwannee Valley Transit Authority served a total of 1,104 people for the State of Florida Fiscal Year ended on June 30, 2015 and was reported in the most recent AOR report. We had 51,240 one-way passenger trips and 634,815 vehicle miles completed during this period. Services included ambulatory, wheelchair and stretcher trips within and outside of the three county service area. Routes are currently standardized by type of service, dominated by demand response trips. One daily route to Gainesville assists clients in the region traveling for medical and other appointments.

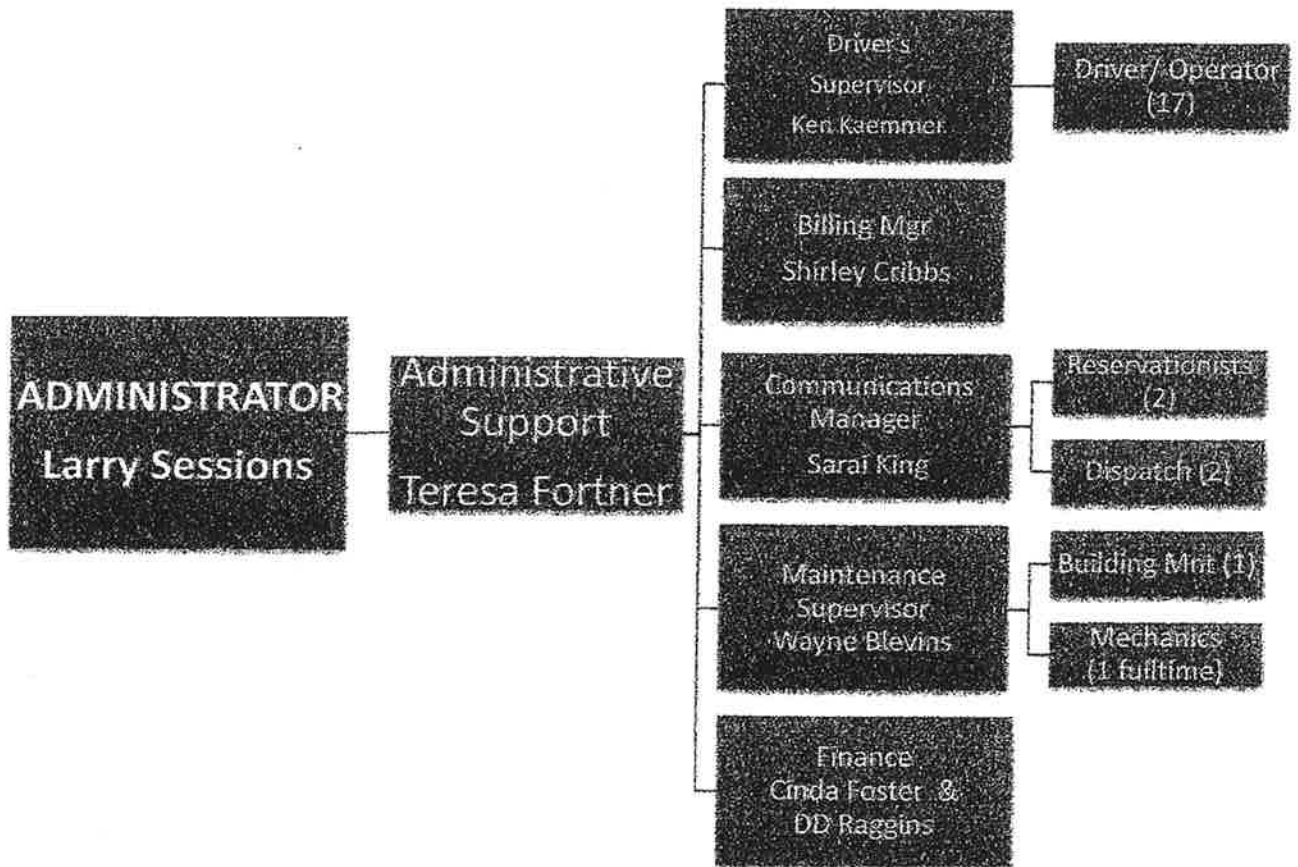


EXHIBIT A-1: FACTSHEET**(ONLY IF GRANT IS FOR VEHICLES/EQUIPMENT)**Name of Applicant: Suwannee Valley Transit Authority

	CURRENTLY	IF GRANT IS AWARDED
1. Number of one-way passenger trips.* PER YEAR	51,240	51,240
2. Number of individuals served unduplicated (first ride per rider per fiscal year). PER YEAR**	1,104	1,104
3. Number of vehicles used for this service. ACTUAL	47	47
4. Number of ambulatory seats. AVERAGE PER VEHICLE (Total ambulatory seats divided by total number of fleet vehicles)	11	11
5. Number of wheelchair positions. AVERAGE PER VEHICLE (Total wheelchair positions divided by total number of fleet vehicles)	2	2
6. Vehicle Miles traveled. PER YEAR	634,815	634,815
7. Average vehicle miles PER DAY	2,028	2,028
8. Normal vehicle hours in operation. PER DAY	165	165
9. Normal number of days in operation. PER WEEK	6	6
10. Trip length (roundtrip). AVERAGE	25 miles	25 miles

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

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

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

EXHIBIT B: PROPOSED PROJECT DESCRIPTION

1. How will a grant award be used? More hours? Larger geographic area? Shorter headways? More trips? Please explain in detail.

Suwannee Valley Transit Authority works very hard to meet the demand for transportation in Columbia, Hamilton and Suwannee Counties. We do not want to turn down any trips. In order to meet the demand of Columbia, Hamilton, and Suwannee Counties for transportation, our agency must continually look for ways to improve the way we provide trips. One of the improvements is to upgrade cutaway vehicles in our aging fleet. As can be seen from our current inventory list, many of the cutaways that we have in operation have exceeded FDOT's recommended useful life. Our plan is to gradually replace the aging fleet using grant funds wherever possible. The 5339 grant award would allow us to replace one of our cutaways and get a 100% return on the cost of the vehicle. This is ideal for us.

2. If a grant award will be used to construct bus related facilities specifically explain how it will be used in the context of total service. N/A
3. If this grant application is for a vehicle/equipment, provide a detailed explanation of the need for the vehicle and provide evidence of the need.

As stated in question 1 of this exhibit, the agency does not want to turn down trips because our vehicles are broke down. We would save money on repairs and maintenance of vehicles and ensure that our vehicles were reliable by replacing the aging fleet of cutaways.

4. If the grant application is for a vehicle/equipment, is the intent to replace existing vehicles/equipment or purchase additional vehicles/equipment? Provide details. This grant would be to replace a cutaway that is over the useful life recommended by FDOT. An asterick has been placed on the current vehicle inventory sheet next to the vehicle that will be replaced using this grant.
5. Identify vehicles/equipment being replaced and list them on the "Current Vehicle and Transportation Equipment Inventory" form, provided elsewhere in this manual. See Current Vehicle Inventory Form.
6. If the grant application is for a vehicle/equipment, describe how vehicles will be maintained without interruptions in service (who, what, where, and when).

Suwannee Valley Transit Authority has a fully capable Maintenance Department as shown in the organizational chart. If Maintenance issues come up that these three employees cannot handle, the Maintenance Supervisor makes a decision concerning companies that maintenance work will be outsourced to.
7. If the grant application is for a vehicle/equipment and if the vehicles and/or equipment are proposed to be used by a lessee or private operator under contract to the applicant, identify the proposed lessee/operator. N/A
 - a. Include an equitable plan for distribution of vehicles/equipment to lessees and/or private operators.
8. If the grant application is for a vehicle/equipment, and you are not a CTC a coordination contract will need to be part of the application. Suwannee Valley Transit Authority is the CTC for Columbia, Hamilton, and Suwannee Counties.
9. How are you providing a service that the CTC cannot? Provide detailed information supporting this requirement. N/A

10. If the grant application is for bus related facilities, please provide any pertinent documents that may be on record, to make a determination on such things as reasonableness of cost, sufficiency of preliminary engineering and design work completed. N/A
11. If the grant application is for bus related facilities, please provide a full, detailed scope of the project, including but not limited to a project schedule, construction days, method of procurement, etc. N/A

Note: if the grant application is for bus related facilities, the project activities must be sufficiently described to assist the reviewer in determining eligibility under this program.

FORM C1: TRANSPORTATION-RELATED OPERATING AND ADMINISTRATIVE EXPENSES

Name of Applicant: Suwannee Valley Transit Authority

Applicant Fiscal period start and end dates: to October 1, 2016 to September 30, 2017

State Fiscal period from July 1, 2016 to June 30, 2017

EXPENSE CATEGORY	EXPENSE \$
Labor (501)	\$941,472
Fringe and Benefits (502)	\$272,119
Services (503)	\$90,964
Materials and Supplies (504)	\$16,067
Vehicle Maintenance (504.01)	\$146,939
Utilities (505)	\$28,933
Insurance (506)	\$103,660
Licenses and Taxes (507)	\$525
Purchased Transit Service (508)	\$0
Miscellaneous (509)	\$5,775
Leases and Rentals (512)	\$0
Depreciation (513)	\$482,584
TOTAL EXPENSE	\$2,089,038

FORM C-2: OPERATING AND ADMINISTRATIVE REVENUES

OPERATING REVENUE CATEGORY	REVENUE \$
Passenger Fares for Transit Service (401)	\$43,712
Special Transit Fares (402)	\$0
Other (403 – 407) (identify by appropriate code)	\$94,809
TOTAL OPERATING REVENUE	\$ 138,521
OTHER REVENUE CATEGORY	
Taxes Levied Directly by the Transit System (408)	None Levied
Local Cash Grants and Reimbursements (409)	\$52,448
Local Special Fare Assistance (410)	\$0
State Cash Grants and Reimbursements (411)	\$783,095
State Special Fare Assistance (412)	\$0
Federal Cash Grants & Reimbursements (413)	\$15,750
Interest Income (414)	\$7
Contributed Services (430)	\$0
Contributed Cash (431)	\$0
Subsidy from Other Sectors of Operations (440)	\$0
TOTAL OF OTHER REVENUE	\$851,300
GRAND TOTAL ALL REVENUE	\$989,821

Fleet #	Date of Mfr. / /	Make	Model	Usage Status: X=down R=repaired	NTD Veh Type	Vehicle Length	Engine	VIN #	FDOT Control Number	Tag	U/H / Ramp / St / NA	W/C Cup	W/C Ramp Seat	Seats last per W/C	Passenger Doors	Fuel Type / Cap	Insurance	Other Equipment Excludes Buses	Source Funded By	Poses Title?	Category	FDOT Suggested Max Mileage	FDOT Max Age (years)	Current Vehicle Age
2	2008	Ford	Truck		TK	18	5.4	1FTNF20578EC08564	NA	TA0373	NA	0	0	0	1	Gas 35	CAD085011711	NA	S Conroy Cap	Yes	Category II	200,000	5	7 Yrs. 8 Mos.
5	2003	Thomas	Trolley		CU	33	3126B	1TQZ3082331150870	166	79231	lift	2	2	3	32	Diesel 100	CAD085011711	C-T	FDOT 5310	Yes	Category I	200,000	5	12 Yrs. 8 Mos.
10	2012	Ford	E550		CU	27.5	6.7	1F0GT5GYDCE997504	NA	TS45654	lift	2	0	0	16	Gas 40	CAD085011711	C-T	S Conroy Cap	No	Category I	200,000	5	3 Yrs. 8 Mos.
14	2011	Chevy	GMT-610		CU	21	6.0	1G83G29G201174734	NA	YF082	lift	2	0	0	8	Gas 35	CAD085011711	C-T	S Conroy Cap	No	Category II	200,000	5	4 Yrs. 8 Mos.
15	2009	Chevy	Goshen		CU	21	6.0	1G8XG31KX81232570	NA	TB6062	lift	2	0	0	8	Gas 35	CAD085011711	C-T	S Conroy Cap	No	Category II	150,000	5	6 Yrs. 8 Mos.
17	2009	Chevy	3500		CU	21	6.0	16BAG31KJ21107936	80206	X26918	lift	2	3	2	9	Gas 35	CAD085011711	C-T	Leased, ARRA 5311 C	No	Category II	150,000	5	6 Yrs. 8 Mos.
18	2013	Ford	E550		CU	27.5	6.7	1F0GF5GT1DE800406	91214	YG390	lift	2	0	0	16	Diesel 30	CAD085011711	C-T	FDOT 5310	No	Category I	200,000	7	2 Yrs. 8 Mos.
1020	2010	Dodge	Min-Van		MV	16.3	3.3	2D4RA4DEXAR455096	80254	TB7326	ramp	1	2	2	7	Gas 20	CAD085011711	C-T	FTA-ARRA 5311 C	No	Category II	200,000	5	5 Yrs. 8 Mos.
1122	2011	Champion	Bus		BU	33	ISB-6.7	4UZA800T0ACAT2710	80252	TC4288	lift	2	3	2	29	Diesel 100	CAD085011711	C	FTA-ARRA 5311 C	No	Category I	200,000	5	4 Yrs. 8 Mos.
1123	2011	Champion	Bus		BU	33	ISB-6.7	4UZA800T2ACAT2711	80252	TC4287	lift	2	3	2	29	Diesel 100	CAD085011711	C-T	FTA-ARRA 5311 C	No	Category I	200,000	5	4 Yrs. 8 Mos.
1124	2011	Champion	Bus		BU	33	ISB-6.7	4UZA800T1AACAT2712	80250	TC4289	lift	2	3	2	29	Diesel 100	CAD085011711	C	FTA-ARRA 5311 C	No	Category I	200,000	5	4 Yrs. 8 Mos.
25	2001	Bl Blnd	Bus		BU	26	ISB-5.9	1BA8B0PA42F202651	52	VH249	lift	2	0	0	24	Diesel 65	CAD085011711	C	FDOT 5310	Yes	Category I	250,000	7	14 Yrs. 7 Mos.
1028	2010	Eldorado	Bus		CU	32	ISB-6.7	1N9MNA65A0C084275	80241	TB7889	ramp	2	2	3	31	Diesel 100	CAD085011711	C-T	FTA-ARRA 5311 C	No	Category I	350,000	10	5 Yrs. 8 Mos.
1029	2010	Eldorado	Bus		BU	32	ISB-6.7	1N9MNA65A0C084276	80242	TB7890	ramp	2	2	3	31	Diesel 100	CAD085011711	C-T	FTA-ARRA 5311 C	No	Category I	350,000	10	5 Yrs. 8 Mos.
1030	2010	Eldorado	Bus		BU	32	ISB-6.7	1N9MNA65A0C084277	80243	TB7891	ramp	2	2	3	31	Diesel 100	CAD085011711	C-T	FTA-ARRA 5311 C	No	Category I	350,000	10	5 Yrs. 8 Mos.
1031	2010	Eldorado	Bus		BU	32	ISB-6.7	1N9MNA65A0C084278	80248	TB7806	ramp	2	2	3	31	Diesel 100	CAD085011711	C-T	FTA-ARRA 5311 C	No	Category I	350,000	10	5 Yrs. 8 Mos.
32	2009	Ford	E150		VN	18	4.6	1FMNE111W90A87861	90262	X52320	NA	0	0	0	7	Gas 20	CAD085011711	C-T	FDOT 5310	No	Category II	100,000	4	6 Yrs. 5 Mos.
33	2006	Ford	E350		CU	21	6.8	1FDWE95518DA62172	NA		lift	3	4	3	10	Gas 40	CAD085011711		Donation - JTA	Yes	Category II	150,000	5	8 Yrs. 5 Mos.
34	2007	Chevy	3500		CU	21	6.0	1GBUG31UX71246999	NA	38669	lift	3	4	3	10	Gas 35	CAD085011711		Donation - JTA	Yes	Category I	150,000	5	9 Yrs. 5 Mos.
39	2006	Chevy	4500		CU	23	6.6	1GBE4V1226F427195	NA	38665	lift	5	7	2	14	Diesel 40	CAD085011711		Donation - JTA	Yes	Category I	150,000	5	9 Yrs. 5 Mos.
41	2006	Chevy	4500		CU	23	6.6	1GBE4V1227F404364	NA	38668	lift	5	7	2	14	Diesel 40	CAD085011711	C-T	Donation - JTA	Yes	Category I	150,000	5	9 Yrs. 5 Mos.
42	2006	Chevy	4500		CU	23	6.6	1GBE4V1226F427322	NA		lift	5	7	2	14	Diesel 40	CAD085011711	C-T	Donation - JTA	Yes	Category I	150,000	5	9 Yrs. 5 Mos.
43	2012	VPG	MV1		MV	17	4.6	523MF1A61QM101614	91322	YH626	ramp	1	1	1	4	Gas 24	CAD085011711	C-T	FDOT 5310	No	Category II	200,000	4	1 Yr.
44	2012	VPG	MV1		MV	17	4.6	523MF1A63QM101596	91223		ramp	1	1	1	4	Gas 24	CAD085011711	C-T	FDOT 5310	No	Category II	200,000	4	1 Yr.
45	2014	VPG	MV1		MV	17	4.6	57WMD1A6XEM1005942	91239	YH630	ramp	1	1	1	4	Gas 24	CAD085011711	C-T	FDOT 5310	No	Category II	200,000	4	1 Yr.
46	2015	Ford	E450		CU	23	6.8 V10	1FDW3FL0FA28053	NA	Y1024	lift	2	3	3	9	Gas 55	CAD085011711	C-T	TD FUND	No	Category I			

20 vehicles including 15 V10s

Indicate B Buses In Need Of Repair
7-Vehicles

Indicates 1 Buses Under Repair
1-Vehicles

Indicates Buses In Good Running Condition
18 vehicles Minus 1 Truck

Indicates pulled from service "For Sale"

FORM C-5: CAPITAL REQUEST FORM

VEHICLE REQUEST

	R or E (a)	Number requested	Description (b) (c)	Estimated Cost
	R	1	24 Foot Ford Gasoline Cutaway with wheelchair lift, 16 ambulatory, 2 wheelchair positions	\$79,394
	Sub- total			\$79,394

EQUIPMENT REQUEST (c)

	Sub- total			\$

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

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

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

VEHICLE SUBTOTAL \$79,394 + EQUIPMENT SUBTOTALS \$ 0 = \$ 79,394 (x).

**(x) X 80% = \$ 63,515 [The Federal award amount, show this amount on Form 424 in
block 18(a)]**



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February 10, 2016

TO: Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board

FROM: Lynn Godfrey, AICP, Senior Planner

SUBJECT: Suwannee Valley Transit Authority Operations Reports

RECOMMENDATION

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

BACKGROUND

Attached are the following reports:

1. Suwannee Valley Transit Authority Operations Report October - December 2015;
2. Fiscal Year 2015/16 Transportation Disadvantaged Trust Fund Status Report;
3. Commendation/Complaint Report; and
4. Unmet Transportation Needs Report.

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

Attachments

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

QUARTERLY OPERATING REPORT
COLUMBIA HAMILTON SUWANNEE
OCTOBER NOVEMBER DECEMBER 2015

JAN (CK)

OPERATING DATA	OPERATOR										TOTAL
	SVTA OCTOBER	SVTA NOVEMBER	SVTA DECEMBER								
TOTAL TRIPS	2,951	2,435	2,789	0	0	0	0	0	0	0	8,175
Arc of N FL	527	424	471	0	0	0	0	0	0	0	1,422
TD Trust Fund	2,278	1,894	2,193	0	0	0	0	0	0	0	6,365
Vocational Rehabilitation	0		0	0	0	0	0	0	0	0	0
Disability Determination	0		0	0	0	0	0	0	0	0	0
Ryan White	0	2	0	0	0	0	0	0	0	0	2
Acess 2 Care	16	16	16	0	0	0	0	0	0	0	48
Other	130	99	109	0	0	0	0	0	0	0	338
									VERIFIED		8,175
TOTAL DOLLARS INVOICED	66,263	64,660	65,993	0	0	0	0	0	0	0	\$196,915.00
Arc of N FL	6,091	5,044	4,774	0	0	0	0	0	0	0	\$15,909.20
TD Trust Fund	59,913	59,128	60,698	0	0	0	0	0	0	0	\$179,739.00
Vocational Rehabilitation	0		0	0	0	0	0	0	0	0	\$0.00
Disability Determination	0		0	0	0	0	0	0	0	0	\$0.00
Ryan White	0	65	0	0	0	0	0	0	0	0	\$65.20
Acess 2 Care	258	422	521	0	0	0	0	0	0	0	\$1,201.60
Other				0	0	0	0	0	0	0	\$0.00
									VERIFIED		\$196,915.00
TRIP PURPOSE	-	-	-	-	-	-	-	-	-	-	-
Adult Daycare	0	0	2	0	0	0	0	0	0	0	2
Day Treatment	32	23	25	0	0	0	0	0	0	0	80
Dialysis	561	604	654	0	0	0	0	0	0	0	1,819
Education/Training	857	639	687	0	0	0	0	0	0	0	2,183
Medical/Life Sustaining	889	705	910	0	0	0	0	0	0	0	2,504
Nutrition	247	201	230	0	0	0	0	0	0	0	678
Other	85	68	67	0	0	0	0	0	0	0	220
Pharmacy	21	14	23	0	0	0	0	0	0	0	58
Shopping	97	95	98	0	0	0	0	0	0	0	290
Event	26	0	74	0	0	0	0	0	0	0	100
Social	79	44	0	0	0	0	0	0	0	0	123
Substance Abuse Treatment	0	0	0	0	0	0	0	0	0	0	0
Volunteer	11	11	10	0	0	0	0	0	0	0	32
Work	46	31	9	0	0	0	0	0	0	0	86
	2,951	2,435	2,789						verified		8,175

COLUMBIA		HAMILTON		SUWANNEE	
OCTOBER 2015		OCTOBER 2015		OCTOBER 2015	
AMBULATORY	\$19,973.07	AMBULATORY	\$11,934.06	AMBULATORY	\$21,554.78
WC	\$7,707.46	WC	\$0.00	WC	\$9,158.77
TOTAL BILLED TO CTD	\$27,680.53	TOTAL BILLED TO CTD	\$11,934.06	TOTAL BILLED TO CTD	\$30,713.55
NOVEMBER 2015		NOVEMBER 2015		NOVEMBER 2015	
AMBULATORY	\$17,265.64	AMBULATORY	\$11,266.17	AMBULATORY	\$18,380.05
WC	\$7,482.46	WC	\$0.00	WC	\$6,396.26
TOTAL BILLED TO CTD	\$24,748.10	TOTAL BILLED TO CTD	\$11,266.17	TOTAL BILLED TO CTD	\$24,776.31
DECEMBER 2015		DECEMBER 2015		DECEMBER 2015	
AMBULATORY	\$18,044.80	AMBULATORY	\$12,981.27	AMBULATORY	\$19,345.50
WC	\$7,480.95	WC	\$3.84	WC	\$10,202.95
TOTAL BILLED TO CTD	\$25,525.75	TOTAL BILLED TO CTD	\$12,985.11	TOTAL BILLED TO CTD	\$29,548.45
TOTAL BILLED TO CTD	\$77,954.38	TOTAL BILLED TO CTD	\$36,185.34	TOTAL BILLED TO CTD	\$85,038.31

COMMENDATIONS

EMPLOYEE NAME/#	Thad & Johnny
COMMENDATION #	2015_14
DATE OF COMMENDATION	10/01/15
TIME OF COMMENDATION	3:25
RIDER NAME	Ms.
COMMENDATION MADE BY	Ms.
CONTACT #	386-
RIDER'S COUNTY OF RESIDENCE	Columbia
COMMENDATION TAKEN BY	Gloria
COMMENDATION	Called to say how wonderful our service is. She wanted to thank the two drivers that transported her mother. Johnny pick up Ms. and Thad took her back home. She kept stating how wonderful our services at SVTA along with our drivers are.
EMPLOYEE NAME/#	Gina
COMMENDATION #	2015_15
DATE OF COMMENDATION	10/22/15
TIME OF COMMENDATION	
RIDER NAME	
COMMENDATION MADE BY	
CONTACT #	
RIDER'S COUNTY OF RESIDENCE	Columbia
COMMENDATION TAKEN BY	Ken Kaemmer
COMMENDATION	Ms. rode from Lake City to Gainesville with Gina. She wanted to commend Gina on doing an awesome job.
EMPLOYEE NAME/#	Multiple
COMMENDATION #	2015_16

DATE OF COMMENDATION	10/27/15
TIME OF COMMENDATION	3:00pm
RIDER NAME	
COMMENDATION MADE BY	
CONTACT #	
RIDER'S COUNTY OF RESIDENCE	Columbia
COMMENDATION TAKEN BY	Teresa
COMMENDATION	Mr. called to say that another rider's mother came up to our vehicle and complained to him about having to work around his dialysis chair time. She told him that SVTA's Dispatch was rude to her and told her that her daughter would have to work around Mr. schedule. Mr. wanted to make us aware of the incident. He stated that he did not believe that Dispatch was rude to her. He said that they have never been anything but professional to him. He wanted to call and give us a compliment.
EMPLOYEE NAME/#	Pat
COMMENDATION #	2015-17
DATE OF COMMENDATION	11/10/2015
TIME OF COMMENDATION	2:16
RIDER NAME	
COMMENDATION MADE BY	
CONTACT #	
RIDER'S COUNTY OF RESIDENCE	Suwannee
COMMENDATION TAKEN BY	Karen Monroe
COMMENDATION	Was well pleased with SVTA and our performance and with Pat

Lynn Godfrey

From: Irvine, John P. [John.Irvine@dot.state.fl.us]
Sent: Thursday, January 28, 2016 10:57 AM
To: Larry Sessions
Cc: Lynn Godfrey; Teresa.Fortner@RideSVTA.com; CO-CTD Staff
Subject: Good News - Suwannee Valley Transit Authority

Larry,

We had a TD exhibit for Senior Day at the Capitol yesterday. It was a well-attended event and the weather was incredible.

Lisa Pollard from Live Oak stopped by our booth and once she found out who we are and what we did, she was very complimentary of Suwannee Valley Transit Authority and the service you all provide to her. She says the whole team at SVTA are very nice and helpful. She was especially complimentary of the driver who often transports her, Pat Prescott. She said that Pat has excellent customer service skills. She is very patient and kind. A good driver and is always on time. Lisa is extremely happy with the service she receives from SVTA.

Marvin Wallace, another SVTA rider from Live Oak visited our booth and he too had only the highest compliments for the service he receives from SVTA.

I wanted to share our appreciation for the good work you all doing in your community.

Please share this email with your team!



John Irvine
Transportation Disadvantaged Specialist
Project Manager – Area 6
Tel: (850) 410-5712
Email: john.irvine@dot.state.fl.us
Website: www.dot.state.fl.us/ctd

FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED

605 Suwannee Street, Mail Station 49
Tallahassee, Florida 32399

Tel: (850) 410-5700 Fax (850) 410-5752

TD Helpline: 1-800-983-2435



COMPLAINT #	2015_15
COMPLAINT #	2015_15
DATE OF COMPLAINT	11/2/2015
TIME OF COMPLAINT	approx 10:00AM
COMPLAINANT'S NAME	
COMPLAINT'S POC	
COUNTY OF RESIDENCE	Columbia
COMPLAINT'S ISSUE	Stated that one of our vehicles pulled out in from of him in Lake City from the VA.
SVTA'S ACTION TAKEN	Staff pulled vehicle camera footage. Video did not show any infraction on the part of the driver. Administration did reinforce safety training
RESOLUTION	Driver will be issued a defensive driver refresher course and test.
COMPLAINT #	2015-16
DATE OF COMPLAINT	11/9/2015
TIME OF COMPLAINT	3:00
COMPLAINANT'S NAME	
COMPLAINT'S POC	
COUNTY OF RESIDENCE	Suwannee
COMPLAINT'S ISSUE	Said driver was all over the road. Was a white female with dark hair and happened on hwy 27 to hwy 49.
SVTA'S ACTION TAKEN	Checked video and did not see anything that looked concerning. Spoke to the driver and asked if they had been getting enough rest or were taking any medication. Replied no. The driver has light hair that transported Mr and the bus was on Pinenount road.
RESOLUTION	Told Mr. that we just concluded a saftey training in Nov. and that I would be following up with a space and visabilty training with all drivers starting in Jan. 2016.
COMPLAINT #	2015-17
DATE OF COMPLAINT	12/17/2015
TIME OF COMPLAINT	1:15
COMPLAINANT'S NAME	
COMPLAINT'S POC	

COUNTY OF RESIDENCE	Columbia
COMPLAINT'S ISSUE	Said our bus cut him off in construction on Hwy 90 W Lake City.
SVTA'S ACTION TAKEN	Mr. gave me the tag number but it was not a yellow tag or matched our equipment
RESOLUTION	I informed him that it was not our bus and that there are several buses that look very similar to ours.
COMPLAINT #	2017_18
DATE OF COMPLAINT	12/29/2015
TIME OF COMPLAINT	11:32a
COMPLAINANT'S NAME	
COMPLAINT'S POC	
COUNTY OF RESIDENCE	Columbia
COMPLAINT'S ISSUE	Vehicle 34 was going wrong direction at the LCVA
SVTA'S ACTION TAKEN	Spoke with driver. When dropping a rider off at the drop off area, she cut immediately to the left to exit the parking lot. She did not go against the route of travel. She was advised in the future to continue on to the right of the drop off area and exit at the drive more to the west.
RESOLUTION	
COMPLAINT #	
DATE OF COMPLAINT	
TIME OF COMPLAINT	
COMPLAINANT'S NAME	
COMPLAINT'S POC	
COUNTY OF RESIDENCE	
COMPLAINT'S ISSUE	
SVTA'S ACTION TAKEN	
RESOLUTION	

DATE	PICK UP LOCATION	DESTINATION	Purpose	Comment
10/02/15	LAKE CITY	LIVE OAK	MEDICAL	NO DRIVER AVAILABLE FOR TIME FRAME AND DIRECTION
10/05/15	JASPER	LAKE CITY	MEDICAL	LAST MINUTE REQUEST, SCHEDULE ALREADY FULL
10/13/15	LAKE CITY	LAKE CITY	OTHER	TIME FRAME NOT COMPATIBLE WITH SVTA ROUTE
10/22/15	LIVE OAK	LAKE CITY	MEDICAL	APPT TIME TOO LATE (2:15PM) LIVE OAK TO LAKE CITY ROUTE ARRIVES IN LAKE CITY AT 10:00 AM
10/22/15	WELLBORN	LAKE CITY	MEDICAL	ROUTE FULL
10/22/15	O BRIEN	LAKE CITY	MEDICAL	ROUTE FULL
10/29/15	LAKE CITY	JACKSONVILLE	MEDICAL	NO DRIVER AVAILABLE FOR JACKSONVILLE TRIP
11/04/15	JASPER	LAKE CITY	MEDICAL	NO TD FUNDS AVAILABLE
11/05/15	LIVE OAK	LAKE CITY	MEDICAL	NO TD FUNDS AVAILABLE
11/13/15	LAKE CITY	LAKE CITY	MEDICAL	LAST MINUTE REQUEST, SCHEDULE ALREADY FULL
11/17/15	LAKE CITY	LAKE CITY	MEDICAL	LAST MINUTE REQUEST, SCHEDULE ALREADY FULL
11/17/15	JENNINGS	LAKE CITY	MEDICAL	LAST MINUTE REQUEST, SCHEDULE ALREADY FULL
11/18/15	WELLBORN	BRANFORD	MEDICAL	NO DRIVER AVAILABLE FOR APPOINTMENT TIME (8:30)
11/25/15	LAKE CITY	LAKE CITY	MEDICAL	LAST MINUTE REQUEST, SCHEDULE ALREADY FULL
11/25/15	LAKE CITY	LAKE CITY	MEDICAL	LAST MINUTE REQUEST, SCHEDULE ALREADY FULL
12/02/15	LIVE OAK	LAKE CITY	MEDICAL	APPT TIME TOO LATE (1:30PM) LIVE OAK TO LAKE CITY ROUTE ARRIVES IN LAKE CITY AT 10:00 AM

ATTENDANCE RECORD

COLUMBIA, HAMILTON AND SUWANNEE TRANSPORTATION DISADVANTAGED COORDINATING BOARD

MEMBER/ORGANIZATION	NAME	2/11/15	6/17/15	8/12/15	11/18/15
Chair	Commissioner Bucky Nash	P	P	P	P
Hamilton County Elected Official	Commissioner Beth Burnam	P	A	P	P
Suwannee County Elected Official	Commissioner Bashaw			P	P
Florida Department of Transportation	Sandra Collins	P	P	P	A
Alternate Member	Janell Damato	A	A	A	A
Florida Department of Children and Families	Kay Tice	A	A	A	P
Alternate Member	Jaime Sanchez-Bianchi	P	P	P	A
Florida Agency for Health Care Administration	Deweece Ogden			P	P
Alternate Member	Pamela Hagley			A	A
Florida Department of Education	Jeffrey Aboumrad	A	P	P	A
Alternate Member	Allison Gill	P	A	A	P
Public Education	Daniel Taylor				P
Alternate Member	Vacant				
Florida Department of Elder Affairs	Bruce Evans	P	A	A	P
Alternate Member	Dwight Law	A	P	P	P
Citizen Advocate	Sandra Pauwels			P	A
Alternate Member	Louie Goodin	A	A	A	A
Citizen Advocate - User	Richard Bryant			A	P
Alternate Member	LJ Johnson	P	P	P	P
Elderly	Reverend Charles Burke	P	A	A	A
Alternate Member	Vacant				
Veterans	Bo Beauchemin			P	P
Alternate Member	Ellis Gray, III	P	A	A	A
Persons with Disabilities	Ralph P. Kitchens Jr.	P	P	P	P
Alternate Member	Vacant				
Florida Association of Community Action	Matthew Pearson	A	P	P	P
Alternate Member	Vacant				
Children at Risk	Colleen Cody	A	P	A	P
Alternate Member	Audre J. Washington	A	A	A	A
Private Transit	Vacant				
Alternate Member	Vacant				
Regional Workforce Board	Sheryl Rehberg	P	A	A	A
Alternate Member	Jeannie Carr	A	P	P	A
Medical Community	Sandra Buck-Camp	P	P	P	P
Alternate Member	Vacant				

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

ATTENDANCE POLICY: The North Central Florida Regional Planning Council shall review and consider rescinding the appointment of any voting member of the Board who fails to attend three consecutive meetings.

