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January 5, 2016

TO: Union County Transportation Disadvantaged Coordinating Board

FROM: Lynn Godfrey, AICP, Senior Planner

SUBJECT: Meeting Announcement

The Union County Transportation Disadvantaged Coordinating Board will meet **Tuesday, January 12, 2016 at 1:15 p.m.** in the Suwannee River Economic Council Office located at the Union County Transportation Facility, 255 SW 9th Avenue, Lake Butler, Florida. All Board members are encouraged to attend this meeting.

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

Attachments

t:\lynn\td2016\union\memos\jan.docx

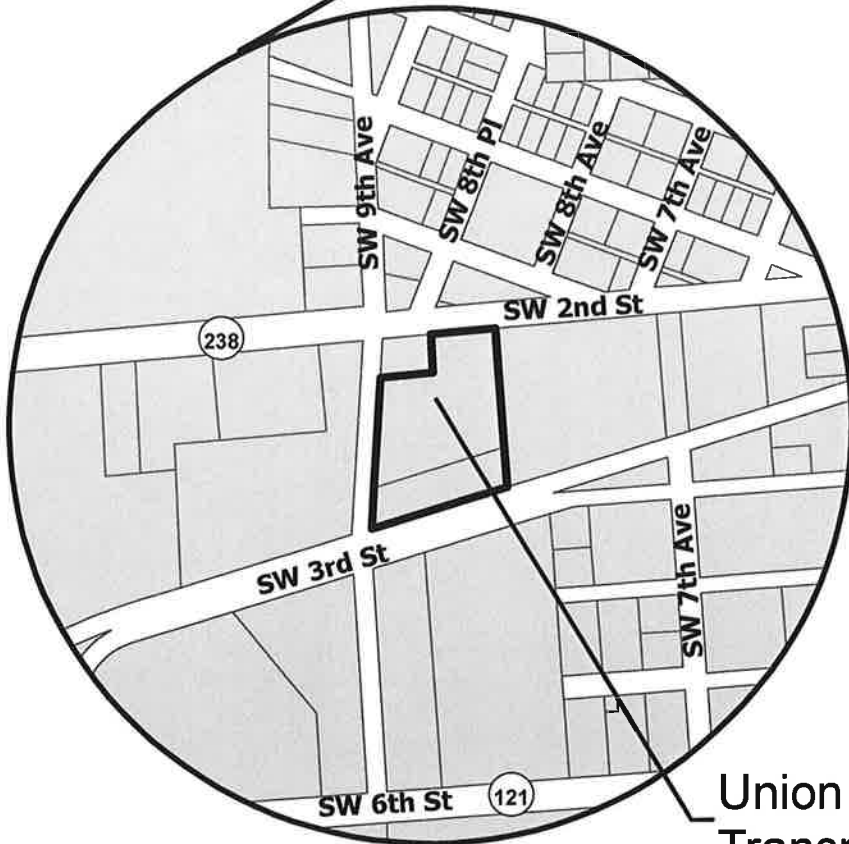
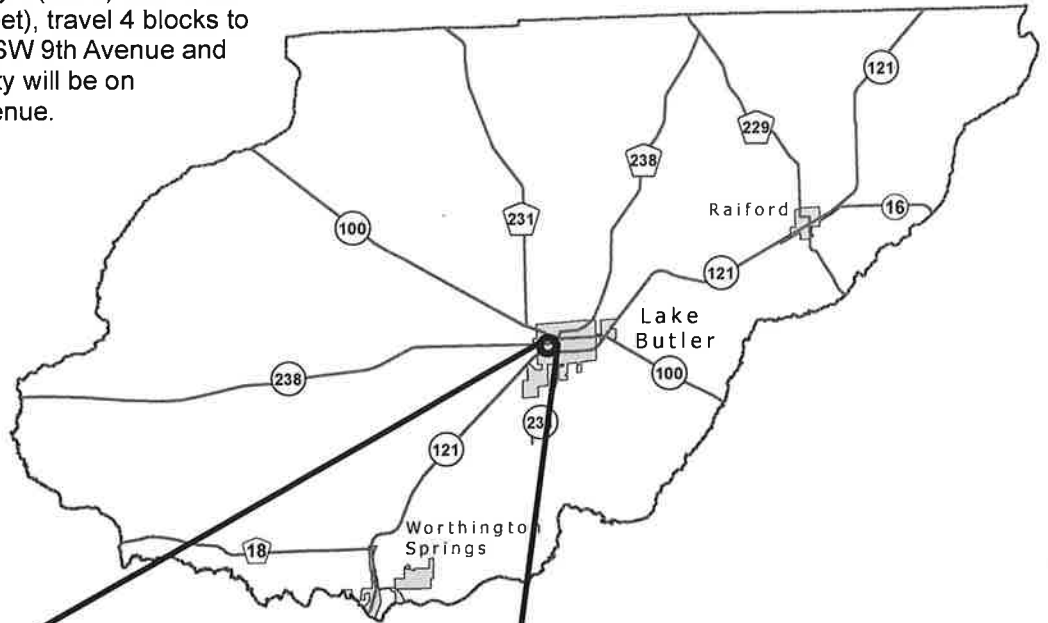
Dedicated to improving the quality of life of the Region's citizens,
by coordinating growth management, protecting regional resources,
promoting economic development and providing technical services to local governments.

Union County Transportation Facility

255 SW 9th Avenue

Lake Butler, Florida 32054

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



1 inch = 500 feet

Union County
Transportation Facility





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**UNION COUNTY
TRANSPORTATION DISADVANTAGED COORDINATING BOARD
MEETING ANNOUNCEMENT AND AGENDA**

**Union County Transportation Facility
255 SW 9th Avenue
Lake Butler, Florida**

**Wednesday
January 12, 2016
1:15 p.m.**

I. BUSINESS MEETING – CALL TO ORDER

A. Introductions

B. Approval of the Meeting Agenda

ACTION REQUIRED

**C. Approval of the October 13, 2015
Minutes**

Page 7

ACTION REQUIRED

II. NEW BUSINESS

**A. Community Transportation Coordinator
Designation**

Page 11

NO ACTION REQUIRED

Staff will discuss the process used to designate the Community Transportation
Coordinator for Union County

**B. Union County Transportation
Disadvantaged Service Plan Amendments**

Page 15

ACTION REQUIRED

The Board needs to review and approve amendments to the Union County Transportation
Disadvantaged Service Plan

C. Operations Reports

Page 41

NO ACTION REQUIRED

III. OTHER BUSINESS

A. Comments

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

IV. FUTURE MEETING DATES

- A. April 12, 2016 at 1:15 p.m.**
- B. July 12, 2016 at 1:15 p.m.**
- C. October 11, 2016 at 1:15 p.m.**

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

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

**UNION COUNTY
TRANSPORTATION DISADVANTAGED COORDINATING BOARD**

MEMBER/REPRESENTING	ALTERNATE/REPRESENTING
Commissioner Woody Kitler Local Elected Official/Chair	
Sandra Collins, Vice-Chair Florida Department of Transportation Grievance Committee Member	Janell Damato Florida Department of Transportation
Jaime Sanchez-Bianchi Florida Department of Children and Families\ Grievance Committee Member	Vacant Florida Department of Children and Families
Vacant Florida Department of Education	Jeff Aboumrad Florida Department of Education Grievance Committee Member
Vacant Florida Department of Elder Affairs	Vacant Florida Department of Elder Affairs
Pamela Hagely Florida Agency for Health Care Administration	Vacant Florida Agency for Health Care Administration
Jeannie Carr Regional Workforce Board	Vacant Regional Workforce Board
Vacant Florida Association for Community Action Term ending June 30, 2017	Vacant Florida Association for Community Action Term ending June 30, 2017
Mike Pittman Public Education	Vacant Public Education
Barbara Fischer Veterans Grievance Committee Member Term ending June 30, 2017	Vacant Veterans Term ending June 30, 2017
Doyle Archer Citizen Advocate Term ending June 30, 2018	Vacant Citizen Advocate Term ending June 30, 2018
Vacant Citizen Advocate - User Term ending June 30, 2018	Vacant Citizen Advocate - User Term ending June 30, 2018
Bill McGill Persons with Disabilities Term ending June 30, 2018	Vacant Persons with Disabilities Term ending June 30, 2018
Donald Pettit Elderly Grievance Committee Member Term ending June 30, 2017	Vacant Elderly Term ending June 30, 2017
Vacant Medical Community Term ending June 30, 2016	Vacant Medical Community Term ending June 30, 2016
Vacant Children at Risk Term ending June 30, 2016	Vacant 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.

**UNION COUNTY
TRANSPORTATION DISADVANTAGED COORDINATING BOARD**

MEETING MINUTES

Union County Transportation Facility
255 SW 9th Avenue
Lake Butler, Florida

Tuesday
October 13, 2015
1:15 p.m.

VOTING MEMBERS PRESENT

Jeff Aboumrad, Florida Department of Education Representative
Sandra Collins, Florida Department of Transportation Representative
Barbara Fischer, Veterans Representative
Bill McGill, Persons with Disabilities Representative
Deweece Ogden, Florida Agency for Health Care Administration Representative

VOTING MEMBERS ABSENT

Donald Pettit, Elderly Representative
Commissioner Woody Kitler, Chairman
Jaime Sanchez-Bianchi, Florida Department of Children and Families Representative
Mike Pittman, Public Education Representative

ALTERNATE MEMBERS PRESENT

Pamela Hagley, Florida Agency for Health Care Administration Representative

OTHERS PRESENT

Matthew Pearson, Suwannee River Economic Council

STAFF PRESENT

Lynn Godfrey, North Central Florida Regional Planning Council

I. BUSINESS MEETING CALL TO ORDER

Vice-Chair Collins called the meeting to order at 1:15 p.m.

A. Introductions

Vice-Chair Collins asked everyone to introduce themselves.

B. Approval of the July 22, 2015 Minutes

ACTION: Deweece Ogden moved to approve the July 22, 2015 meeting minutes. Bill McGill seconded; motion passed unanimously.

II. NEW BUSINESS

A. Annual Performance Evaluation

Ms. Lynn Godfrey, North Central Florida Regional Planning Council Senior Planner, stated that the Board is required to review Suwannee River Economic Council's performance as the Community Transportation Coordinator even though their contract started July 1, 2015. She said a draft performance evaluation is included in the meeting packet for the Board's review.

The Board reviewed the performance evaluation.

ACTION: Deweece Ogden moved to approve Suwannee River Economic Council's performance evaluation. Barbara Fischer seconded; motion passed unanimously.

B. Annual Operations Report

Mr. Matthew Pearson, Suwannee River Economic Council Executive Director, stated that, like the performance evaluation, Suwannee River Economic Council was required to submit an Annual Operations Report to the Florida Commission for the Transportation Disadvantaged by September 15, 2015 even though they were not the Community Transportation Coordinator during the reporting period. He said he worked with Florida Department of Transportation and Planning Council staff to complete the report

The Board reviewed the Annual Operations Report.

C. Rural Area Capital Assistance Program Grant Application

Ms. Godfrey stated that Suwannee River Economic Council applied for Rural Area Capital Assistance Program Grant funds to purchase a vehicle. She said the Board must review the grant application in order for Suwannee River Economic Council to receive these grant funds.

The Board reviewed the grant application.

Mr. Matthew Pearson, Suwannee River Economic Council Executive Director, stated that they applied for grant funds to purchase a smaller vehicle. He said this will allow them to transport small groups of people more efficiently. He also said the vehicles will be easier for their drivers to operate.

D. Operations Reports

Mr. Pearson discussed the July - September 2015 operations reports. He explained that, due to the next meeting being scheduled in January, they may not be able to provide the October - December 2015 report to the Board at that meeting.

Vice-Chair Collins noted that the Industrial Complex of Raiford is not longer operating.

III. OTHER BUSINESS

A. Comments

1. Members

Vice-Chair Collins commended Suwannee River Economic Council's efforts to ensure a smooth transition from A & A Transport.

2. Citizens

There were no citizen comments.

IV. FUTURE MEETING DATES

Vice-Chair Collins stated that the next Board meeting is scheduled for January 12, 2016 at 1:15 p.m.

ADJOURNMENT

The meeting was adjourned at 2:00 p.m.

Coordinating Board Chair

Date



January 5, 2016

TO: Union County Transportation Disadvantaged Coordinating Board

FROM: Lynn Godfrey, AICP, Senior Planner

SUBJECT: Community Transportation Coordinator Designation

RECOMMENDATION

For information only. No action required.

BACKGROUND:

The North Central Florida Regional Planning Council is the Designated Official Planning Agency for Union County under Florida's Transportation Disadvantaged Program. The Florida Commission for the Transportation Disadvantaged requires the designated official planning agency use a competitive request for proposals selection process to recommend a Community Transportation Coordinator at the end of each contract period.

Suwannee River Economic Council, Inc. was designated the interim Community Transportation Coordinator for Union County effective July 1, 2015. Suwannee River Economic Council Inc.'s Memorandum of Agreement will expire June 30, 2016. Therefore, the Council will use a competitive request for proposals process to recommend a Community Transportation Coordinator for Union County.

The North Central Florida Regional Planning Council's Executive Director will appoint a Technical Review Committee of at least three persons who collectively have experience and knowledge of Florida's Transportation Disadvantaged Program. Each Technical Review Committee member will assign points to the proposals using the criteria listed in the request for proposals.

The North Central Florida Regional Planning Council will review the recommendations of the Technical Review Committee and any comments provided by the Local Coordinating Board and forward a recommendation to the Florida Commission for the Transportation Disadvantaged including any terms of designation. The Florida Commission for the Transportation Disadvantaged will make the final designation.

Attached is the proposed request for proposals schedule. If you have any questions concerning this matter, please do not hesitate to contact me.

Attachment

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The following is the anticipated schedule for selection of the firm or agency as the designated Community Transportation Community Transportation Coordinator.

Request for Proposals Advertised	January 7, 2016
Mandatory Pre-Proposal Conference	January 22, 2016 11:00 a.m. - 12:00 p.m. Eastern Standard Time
Proposals Due	February 22, 2016 at 3:00 p.m. Eastern Standard Time
Proposal Opening	February 22, 2016 at 3:05 p.m. Eastern Standard Time
North Central Florida Regional Planning Council Meeting	March 24, 2016
Florida Commission for the Transportation Disadvantaged Final Selection	April 8, 2016
Service Start Up	July 1, 2016



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January 5, 2016

TO: Union County Transportation Disadvantaged Coordinating Board

FROM: Lynn Godfrey, AICP, Senior Planner

SUBJECT: Union County Transportation Disadvantaged Service Plan Amendment

RECOMMENDATION

Approve the Union County Transportation Disadvantaged Service Plan amendment.

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 Union County.

Attached is a draft amendment to the Union County Transportation Disadvantaged Service Plan that meets the federal and state requirements. Also, attached is Suwannee River Economic Council's application for U.S.C. Section 5311 grant funds.

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

Attachments

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

3. Barriers to Coordination

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

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

4. Needs Assessment

U.S.C. Section 5311 Grant Program

PROJECT	PROJECT YEAR	LOCATION	ESTIMATED COST	FUNDING SOURCE
<u>Operating assistance</u>	<u>2016/17</u>	<u>Union County</u>	<u>\$141,706</u>	<u>U.S.C. Section 5311 Program</u>
			<u>\$141,706</u>	<u>Suwannee River Economic Council</u>

Transportation Disadvantaged Trust Fund Grant

PROJECT	PROJECT YEAR	LOCATION	ESTIMATED COST	FUNDING SOURCE
Provide trips to transportation disadvantaged individuals.	2015/16	Union County	\$94,303	Transportation Disadvantaged Trust Fund
			\$10,478	Suwannee River Economic Council

5. Goals, Objectives and Strategies

GOAL I: Coordinate transportation disadvantaged services that are funded with local, state and/or federal government funds.

OBJECTIVE: Identify agencies that receive local, state and/or federal government transportation funds that are not coordinated through the Community Transportation Coordinator.

Suwannee River Economic Council, Inc.
Post Office Box 70
Live Oak, Florida 32064

UNION COUNTY

5311 CAPITAL ASSISTANCE APPLICATION

Applicant's Cover Letter



Suwannee River Economic Council, Inc.

Post Office Box 70

Live Oak, Florida 32064

ADMINISTRATIVE OFFICE - PHONE (386) 362-4115

FAX (386) 362-4078

E-Mail: mattpearson@suwanneec.net

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

GRANT APPLICATION

Suwannee River Economic Council, Inc. 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 River Economic Council, Inc. further agrees, to the extent provided by law (in case of a government agency in accordance with Sections 129.07 and 768.28, Florida Statutes) to indemnify, defend and hold harmless the Department and all of its officers, agents and employees from any claim, loss, damage, cost, charge, or expense 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 10th day of December, 2015 with two (2) original resolutions or certified copies of the original resolution authorizing Matt Pearson, Executive Director to sign this Application.

Agency Name: Suwannee River Economic Council, Inc.

By:

Matt Pearson
Matt Pearson

Title:

Executive Director

Date:

12/10/15

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Governing Board's Resolution

RESOLUTION NUMBER: 092815 - Union County

THIS RESOLUTION of the Suwannee River Economic Council, Inc. (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).

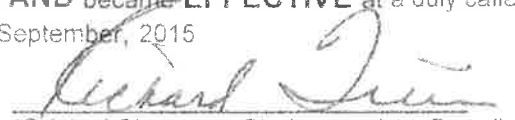
WHEREAS, the Applicant desires to and has the fiscal and managerial capability, matching funds and legal authority to apply for and accept grants and make purchases and/or expend funds pursuant to grant awards made by the Florida Department of Transportation as authorized by Chapter 341, Florida Statutes 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) Section 5311.
3. The submission of grant application(s) required supporting documents, certifications and assurances to the Florida Department of Transportation is approved.
4. Matt Pearson, Executive Director 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 2812, Jacksonville, FL 32204-2730.
5. N/A is also hereby designated and authorized to sign requests for Joint Participation Agreement Time Extensions as my be required.

The foregoing resolution was **DULY PASSED, ADOPTED AND** ~~became~~ **EFFECTIVE** at a duly called and convened meeting of the Applicant held on the 28th day of September, 2015

By:


(Original Signature, Chairman of the Board)
Richard Tillis, President

ATTEST:


(Original Signature, Clerk/Secretary)
Oleatha Harris, Secretary

(Stamp corporate seal here :)

Application for Federal Assistance Form 424

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"/>
* 3. Date Received: <input type="text" value="N/A"/>		4. Applicant Identifier: <input type="text" value="N/A"/>		
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: <input type="text"/>		
8. APPLICANT INFORMATION:				
* a. Legal Name: <input type="text" value="Suwannee River Economic Council, Inc."/>				
* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text" value="59-1101989"/>		* c. Organizational DUNS: <input type="text" value="040207904"/>		
d. Address:				
* Street1: <input type="text" value="1101 Nobles Ferry Rd."/>				
Street2: <input type="text"/>				
* City: <input type="text" value="Live Oak"/>				
County/Parish: <input type="text"/>				
* State: <input type="text" value="FL: Florida"/>				
Province: <input type="text"/>				
* Country: <input type="text" value="USA: UNITED STATES"/>				
* Zip / Postal Code: <input type="text" value="32064"/>				
e. Organizational Unit:				
Department Name: <input type="text" value="Administration"/>		Division Name: <input type="text"/>		
f. Name and contact information of person to be contacted on matters involving this application:				
Prefix: <input type="text" value="Mr."/>		* First Name: <input type="text" value="Matt"/>		
Middle Name: <input type="text"/>				
* Last Name: <input type="text" value="Pearson"/>				
Suffix: <input type="text"/>				
Title: <input type="text" value="Executive Director"/>				
Organizational Affiliation: <input type="text"/>				
* Telephone Number: <input type="text" value="386/362-4115 ext. 222"/>		Fax Number: <input type="text" value="386/362-4078"/>		
* Email: <input type="text" value="mpearson@suwanneec.net"/>				

Application for Federal Assistance SF-424

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

M: Nonprofit with 501(c)(3) IRS Status (Other than Institution of Higher Education) ▼

Type of Applicant 2: Select Applicant Type:

▼

Type of Applicant 3: Select Applicant Type:

▼

* Other (specify):

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

Federal Transit Administration

11. Catalog of Federal Domestic Assistance Number:

20-509

CFDA Title:

*** 12. Funding Opportunity Number:**

U.S.C. Section 5311

* Title:

Formula Grants for Rural Areas Program

13. Competition Identification Number:

Title:

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

Union County

Add Attachment

Delete Attachment

View Attachment

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

Provide Transportation Services for the Transportation Disadvantaged

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

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

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

Add Attachment**Delete Attachment****View Attachment****17. Proposed Project:*** a. Start Date: **10/1/2016*** b. End Date: **09/30/2017****18. Estimated Funding (\$):**

* a. Federal	141,706
* b. Applicant	
* c. State	
* d. Local	141,706
* e. Other	
* f. Program Income	
* g. TOTAL	283,412

*** 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 **12/12/2014**
- ☐ 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: **Matt**

Middle Name:

* Last Name: **Pearson**

Suffix:

* Title: **Executive Director*** Telephone Number: **336/362-4115 ext. 222** Fax Number: **336/362-4075*** Email: **mpearson@suwanneeec.net**

* Signature of Authorized Representative:

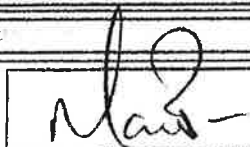
* Date Signed: **12/19/2015**

Exhibit A
Current System Description

Exhibit A

Current System Description

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

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

2. What is the organizational structure, type of operation, number of employees, and other pertinent organizational information?

As the Community Transportation Coordinator for five rural counties in North Florida, SREC, Inc. operates partial brokerages, with all trips provided by SREC, Inc. The exception to this is stretcher services which are contracted to a local government provider. SREC, Inc. provides mainly demand response services, and requires twenty-four hour notice for trip requests. SREC, Inc's Executive Director has direct oversight of the Director of Transportation, who in turn manages the Transportation Department. Currently, SREC, Inc. employs approximately twenty employees in the Transportation Department across five counties: Dixie County, Gilchrist County, Lafayette County, Bradford County, and Union County.

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

SREC, Inc. uses the FDOT approved computer testing and training module to train drivers and staff. Administrative aspects of the Transportation Department, including but not limited to fleet inventory and maintenance, driver credentialing, insurance tracking, and record keeping, are led by the Director of Transportation.

4. Who provides maintenance for the vehicles?

SREC, Inc. uses private contractors to perform all vehicle maintenance, service, and repair.

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

Currently, SREC, Inc. employs approximately twenty employees in the Transportation Department across five counties: Dixie County, Gilchrist County, Lafayette County, Bradford County, and Union County.

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

SREC, Inc. currently employs one dispatcher/scheduler and averages four drivers in Union County. All of our drivers meet FDOT credentialing requirements.

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

Union County is an extremely rural community. Therefore minimal medical facilities are available to residents. The vast majority of medical appointments are made in Gainesville where facilities are more prevalent. Since it is over 40 miles to Gainesville where these appointments are necessary, SREC, Inc. makes two daily trips to Gainesville. There are routes running almost hourly to dialysis and local health care providers for local trips. SREC, Inc. anticipates providing 28,917 trips in the upcoming year for purposes such as medical, nutritional, shopping, and employment. However, due to funding restraints most of the transportation services provided are medically necessary.

Exhibit A-1
Fact Sheet

8.2. EXHIBIT A-1: FACT SHEET

Name of Applicant: Suwannee River Economic Council, Inc.

	CURRENTLY	IF GRANT IS AWARDED
1. Number of one-way passenger trips.* PER YEAR	9,761	9,761
2. Number of individuals served unduplicated (first ride per rider per fiscal year). PER YEAR**	720	720
3. Number of vehicles used for this service. ACTUAL	5	5
4. Number of ambulatory seats. AVERAGE PER VEHICLE (Total ambulatory seats divided by total number of fleet vehicles)	8	8
5. Number of wheelchair positions. AVERAGE PER VEHICLE (Total wheelchair positions divided by total number of fleet vehicles)	1	1
6. Vehicle miles traveled. PER YEAR	136,888	136,888
7. Average vehicle miles PER DAY	526	526
8. Normal vehicle hours in operation. PER DAY	12	12
9. Normal number of days in operation. PER WEEK	6	6
10. Trip length (roundtrip). AVERAGE	14	14

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

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?

The requested 5311 funding should help maintain the existing levels of service currently being provided by continuing to offset the cost of services by providing necessary operating funding assistance. Due to the rural nature of Union County trip lengths are increased due to minimal medical facilities, therefore increase cost. However, with local Governments providing limited local resources and the continued reductions in the State Medicaid allocation, as well as reduction in the Transportation Disadvantaged Trust Funds, the 5311 program funding funds fill the gap and allow for transportation services to be provided in rural areas like Union County. Therefore the requested 5311 funding helps offset the cost of the entire transportation system and allows for continued transportation services to be provided to those in need in Union County.

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.

Due to the nature of a rural area such as Union County and the need for transportation services to travel over 40 miles to medical facilities, multiple daily trips are required to cover these distances while also trying to balance the needs and physical limitations of the passengers whom we serve. It is imperative to operate the transportation services provided by SREC, Inc. as efficiently and economically as possible while maintaining that balance between business and compassion. The funding requested from 5311 funding will enable SREC, Inc. to continue tracking efficiency within the transportation system and maintain detailed recording and reporting throughout the program.

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

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

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

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).
N/A

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

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 River Economic Council, Inc. is a private non-profit agency. The project will be in Union County. Employees are not represented by a union.

9. Fully explain your transportation program

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

SREC, Inc. provides transportation to Union County residents six days a week. While the dispatch office operates 8:00 am – 4:30 pm, drivers operate according to client need (medical appointments, etc.). Trips types vary, including but not limited to medical, nutritional, shopping, and employment.

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

SREC, Inc. uses the FDOT approved computer testing and training module to train drivers and staff.

- c. Records maintenance

Administrative aspects of the Transportation Department, including but not limited to fleet inventory and maintenance, driver credentialing, insurance tracking, and record keeping, are led by the Director of Transportation.

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

All maintenance is performed by private contractors for service. SREC, Inc. has no mechanics on staff. The SREC, Inc. current SSPP requires safety inspections to be performed every 5,000 miles. The checklist used by the mechanics is an FDOT approved checklist. Annual inspections are performed annually and general maintenance is performed as needed if the driver reports an issue during the required daily inspection or if the van has a mechanical failure.

- e. CDL requirements

N/A

- f. System Safety Program Plan (SSPP)

SREC, Inc. has maintained excellent safety and training records and continues to provide safe efficient, cost effective services for the residents of Union County who need transportation services. SREC, Inc. has recently gone through the process of updating all safety records including the newly updated SSPP.

g. Drug free work place

SREC, Inc. has an established anti-drug and alcohol misuse prevention program that is implemented in accordance with FDOT regulations. This program is reviewed and updated on a regular basis with the most recent compliance certification this current year.

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

Suwannee River Economic Council, Inc. utilizes a combination of funding sources including Section 5311, Commission for the Transportation Disadvantaged, and Medicaid.

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

Yes, but services would be drastically reduced.

Forms B-1 and B-2

**Operating and Administrative Expenses
And
Revenue Grant Request**

9.3. FORM B-1: TRANSPORTATION RELATED OPERATING AND ADMINISTRATIVE EXPENSES

Name of Applicant: Suwannee River Economic Council, Inc.

Name of Transit Program: Union County

Applicant Fiscal period start and end dates: July 1, 2016 -- June 30, 2017

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

EXPENSE CATEGORY	TOTAL EXPENSE	FTA ELIGIBLE EXPENSE
Labor (501)	137,886	137,886
Fringe and Benefits (502)	52,533	52,533
Services (503)	13,371	13,371
Materials and Supplies (504)	14,319	14,319
Vehicle Maintenance (504.01)	27,112	27,112
Utilities (505)	17,866	17,866
Insurance (506)	12,701	12,701
Licenses and Taxes (507)	1,099	1,099
Purchased Transit Service (508)	0	0
Miscellaneous (509)	2,058	2,058
Leases and Rentals (512)	4,467	4,467
Depreciation (513)	0	0
TOTAL	283,412	283,412

SECTION 5311 GRANT REQUEST:

Total FTA Eligible Expenses (from Form B-1, above) **\$283,412** **(a)**

Rural Passenger Fares (from Form B-2) **\$0** **(b)**

Operating Deficit **\$283,412** **(c)**

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

Section 5311 Request **\$141,706** **(d)**

(No more than 50% of Operating Deficit)

Grant Total All Revenues (from Form B-2) **\$283,412** ***(e)**

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

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

Name of Applicant: Suwannee River Economic Council, Inc.

Name of Transit Program: Union County, FL

Applicant Fiscal period start and end dates: July 1, 2016 – June 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= \$ Rural =\$ 0 (b)	
Special Transit Fares (402)		
School Bus Service Revenues (403)		
Freight Tariffs (404)		
Charter Service Revenues (405)		
Auxiliary Transportation Revenues (406)		
Non-transportation Revenues (407)		
Total Operating Revenue	0	\$
OTHER REVENUE CATEGORY	0	
Taxes Levied directly by the Transit System (408)		
Local Cash Grants and Reimbursements (409)		
Local Special Fare Assistance (410)		
State Cash Grants and Reimbursements (411)	220,357	220,357
State Special Fare Assistance (412)		
Federal Cash Grants and Reimbursements (413)	63,055	63,055
Interest Income (414)		
Contributed Services (430)		
Contributed Cash (431)		
Subsidy from Other Sectors of Operations (440)		
Total of Other Revenue	0	0
GRAND TOTAL ALL REVENUE	283,412	283,412



January 5, 2016

TO: Union County Transportation Disadvantaged Coordinating Board

FROM: Lynn Godfrey, AICP, Senior Planner

SUBJECT: Operations Reports

RECOMMENDATION

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

BACKGROUND

Attached are the following reports for the Board's review:

1. July - September 2015 Operations Report;
2. Fiscal Year 2015/16 Transportation Disadvantaged Trust Fund Status Report;
3. July - September 2015 Complaint/Commendation Report; and
4. July - September 2015 Trip Denial Report.

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

Attachments

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**QUARTERLY OPERATING REPORT
UNION COUNTY
JULY -SEPTEMBER 2015**

OPERATING DATA	Suwannee River Economic Council	TOTAL
NUMBER OF INVOICED TRIPS	1,153	1,153
Florida Transportation Disadvantaged Program	572	572
Florida Managed Medical Care Program (Medicaid)	315	315
Union County School Board		0
Aging Program - Title III B	266	266
Florida Agency for Persons with Disabilities		0
TOTAL VEHICLE MILES	12,518	12,518
TOTAL VEHICLE HOURS	957	957
TOTAL DOLLARS INVOICED	\$43,792.76	\$43,792.76
Florida Transportation Disadvantaged Program	\$26,199.66	\$26,199.66
Florida Managed Medical Care Program (Medicaid)	\$14,923.10	\$14,923.10
Union County School Board		\$0.00
Aging Program - Title III B	\$2,670.00	\$2,670.00
Florida Agency for Persons with Disabilities		\$0.00
AVERAGE COST PER TRIP	\$37.98	\$37.98
Florida Transportation Disadvantaged Program	\$45.80	\$45.80
Florida Managed Medical Care Program (Medicaid)	\$47.37	\$47.37
Union County School Board	#DIV/0!	#DIV/0!
Aging Program - Title III B	\$10.04	\$0.00
Florida Agency for Persons with Disabilities	#DIV/0!	\$0.00
AVERAGE COST PER MILE	\$3.50	\$3.50
AVERAGE COST PER HOUR	\$45.76	\$45.76
TRIP PURPOSE*		
Medical	887	887
Employment		0
Education/Training		0
Shopping		0
Meal Site	266	266
Recreation		0
Other		0
NUMBER OF TRIPS DENIED	0	0
NUMBER OF SINGLE PASSENGER TRIPS PROVIDED	90	90
PERCENT OF SINGLE PASSENGER TRIPS	8%	8%
NUMBER OF ACCIDENTS	2	2
AVERAGE TRIPS PER VEHICLE	144	288
NUMBER OF VEHICLES	8	4
NUMBER OF ROADCALLS		0

**2015/16 TRANSPORTATION DISADVANTAGED TRUST FUND REPORT
UNION COUNTY**

CTC: SUWANNEE RIVER ECONOMIC COUNCIL

Rates Charged to TD Trust Fund:

Ambulatory: \$1.98 per passenger mile

Wheelchair: \$3.40 per passenger mile

Stretcher: \$7.08 per passenger mile

MONTH/YEAR	STATE ALLOCATION	STATE FUNDS SPENT	STATE FUNDS REMAINING	NUMBER OF TRIPS	AVERAGE COST PER TRIP
Jul-15	\$94,303.00	\$7,852.93	\$86,450.07	205	#DIV/0!
Aug-15	-	\$7,868.14	#VALUE!	186	#DIV/0!
Sep-15	-	\$7,858.62	#VALUE!	151	#DIV/0!
Oct-15	-		#VALUE!		#DIV/0!
Nov-15	-		#VALUE!		#DIV/0!
Dec-15	-		#VALUE!		#DIV/0!
Jan-16	-		#VALUE!		#DIV/0!
Feb-16	-		#VALUE!		#DIV/0!
Mar-16	-		#VALUE!		#DIV/0!
Apr-16	-		#VALUE!		#DIV/0!
May-16	-		#VALUE!		#DIV/0!
Jun-16	-		#VALUE!		#DIV/0!
TOTAL	-	\$0.00	-	0	#DIV/0!

UNION COUNTY
QUARTERLY SUMMARY OF SERVICE COMPLAINTS/COMMENDATIONS
JULY - SEPTEMBER 2015

TYPE OF COMPLAINT	Suwannee River Economic Council	Resolved
Vehicle Condition	0	-
Driver's Behavior	0	-
Client Behavior	0	-
No Show by Client	0	-
Tardiness - Late pickup	0	-
Tardiness - Late dropoff	0	-
No Show by Operator	0	-
Dispatch/Scheduling	0	-
Other	0	-
TOTALS	0	-
COMMENDATIONS	0	-

**UNION COUNTY
UNMET TRANSPORTATION NEEDS
JULY -SEPTEMBER 2015**

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

ATTENDANCE RECORD

UNION COUNTY TRANSPORTATION DISADVANTAGED COORDINATING BOARD

MEMBER/ORGANIZATION	NAME	01/06/2015	04/14/2015	07/22/2015	10/13/2015
Chair	Commissioner Woody Kitler	P	P	P	A
Florida Department of Transportation	Sandra Collins	P	A	P	P
Alternate Member	Janell Damato	A	A	A	A
Florida Department of Children and Families	Jaime Sanchez-Bianchi	P	P	A	A
Alternate Member	(Vacant)				
Florida Agency for Health Care Administration	Deweece Ogden				P
Alternate Member	Pamela Hagley				P
Florida Department of Education	Melinda Jordan				
Alternate Member	Jeffrey Aboumrad	P	P	P	P
Public Education	Mike Pittman	A	A	A	A
Alternate Member	(Vacant)				
Citizen Advocate	Doyle Archer	A	A	A	A
Alternate Member	(Vacant)				
Citizen Advocate-User	(Vacant)				
Alternate Member	(Vacant)				
Elderly	Donald Pettit	P	P	A	A
Alternate Member	(Vacant)				
Veterans	Barbara Fischer	P	P	P	P
Alternate Member	(Vacant)				
Persons with Disabilities	Bill McGill	P	P	P	P
Alternate Member	(Vacant)				
Florida Association for Community Action	(Vacant)				
Alternate Member	(Vacant)				
Florida Department of Elder Affairs	(Vacant)				
Alternate Member	(Vacant)				
Children at Risk	(Vacant)				
Alternate Member	(Vacant)				
Regional Workforce Board	(Vacant)				
Alternate Member	(Vacant)				
Local Medical Community	(Vacant)				
Alternate Member	(Vacant)				

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

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