North Central Florida Regional Planning Council

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

March 1, 2019

TO: Lafayette County Transportation Disadvantaged Coordinating Board

FROM: Lynn Godfrey, AICP, Senior Planner

SUBJECT: Meeting Announcement

The Lafayette County Transportation Disadvantaged Coordinating Board will meet **Monday, March 11, 2019 at 2:00 p.m.** in the meeting room of Suwannee River Economic Council located on State Road 27 in Mayo, 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

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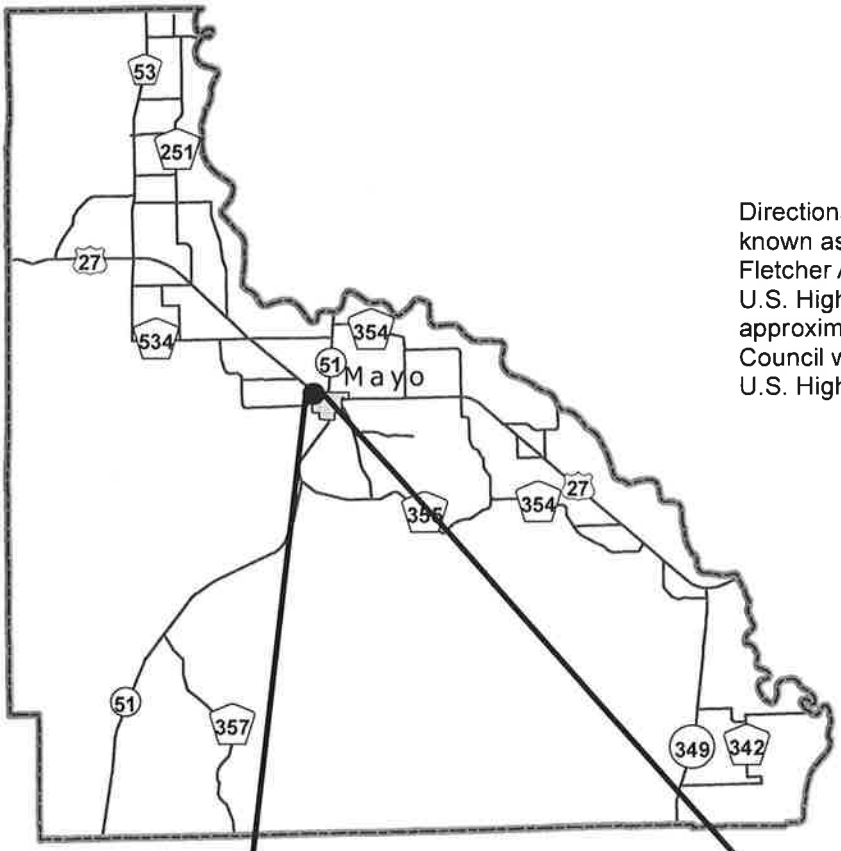
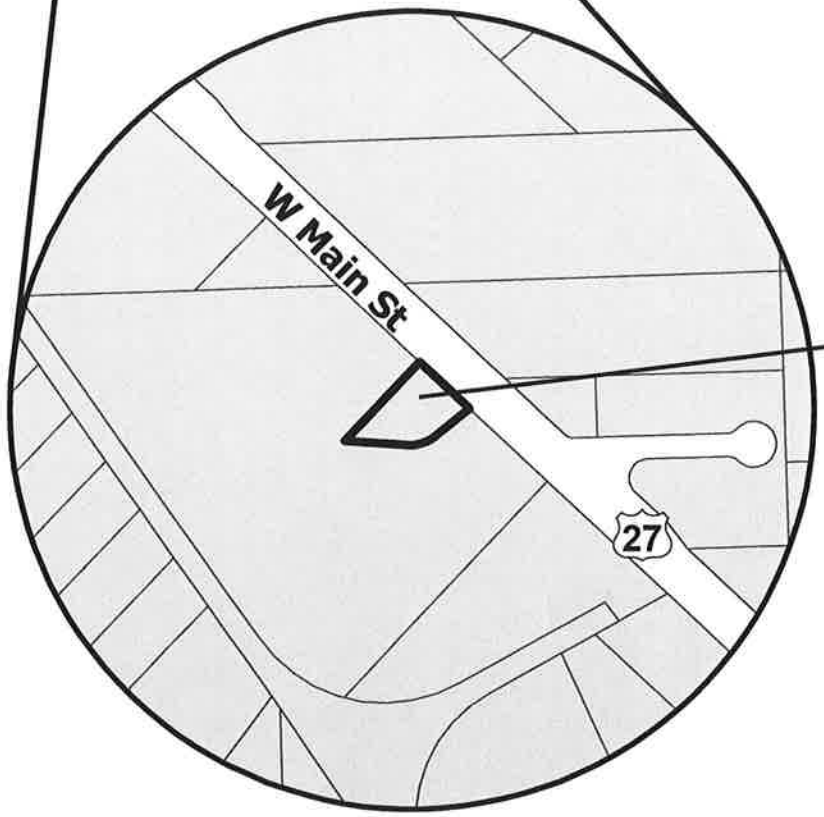
Suwannee River Economic Council
114 SW Community Circle
Mayo, FL 32066



Directions: From the intersection U.S. Highway 27 (also known as Main Street) and State Road 51 (also known as Fletcher Avenue) in the Town of Mayo, turn West onto U.S. Highway 27 (also known as Main Street), travel approximately 0.5 miles and the Suwannee River Economic Council will be on the left, on the Southwestern side of U.S. Highway 27 (also known as Main Street).



1 inch = 500 feet

Suwannee River Economic Council

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LAFAYETTE COUNTY
TRANSPORTATION DISADVANTAGED COORDINATING BOARD

MEETING ANNOUNCEMENT AND AGENDA

Meeting Room
Suwannee River Economic Council
Mayo, Florida

Monday
March 11, 2019
2:00 p.m.

I. BUSINESS MEETING – CALL TO ORDER

A.	**Invocation**		
B.	**Pledge of Allegiance**		
C.	**Introductions**		
D.	**Approval of the Meeting Agenda**		**ACTION REQUIRED**
E.	**Approval of the December 10, 2018 Minutes**	**Page 7**	**ACTION REQUIRED**

II. NEW BUSINESS

A.	**2018/23 Lafayette County Transportation Disadvantaged Service Plan Amendments**	**Page 11**	**ACTION REQUIRED**

The Board needs to review and approve amendments to the 2018/23 Lafayette County Transportation Disadvantaged Service Plan

B.	**Elect Vice-Chair**	**Page 47**	**ACTION REQUIRED**

The Board needs to re-elect Sandra Collins as Vice-Chair or elect a new Vice-Chair

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

III. OTHER BUSINESS

A. Comments

IV. FUTURE MEETING DATES

A. June 10, 2019 at 2:00 p.m.
B. September 9, 2019 at 2:00 p.m.
C. December 9, 2019 at 2:00 p.m.
D. March 9, 2020 at 2:00 p.m.

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

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

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LAFAYETTE COUNTY
TRANSPORTATION DISADVANTAGED COORDINATING BOARD

MEMBER/REPRESENTING	ALTERNATE/REPRESENTING
Commissioner Lisa Walker Local Elected Official/Chair	Not Applicable
Sandra Collins, Vice-Chair Florida Department of Transportation Grievance Committee Member	Lauren Adams Florida Department of Transportation
Kay Tice Florida Department of Children and Families Grievance Committee Member	Amanda Bryant Florida Department of Children and Families
Bonnie Burgess Florida Department of Education	Vacant Florida Department of Education
Eva K. Bolton Florida Department of Elder Affairs	Vacant Florida Department of Elder Affairs
Deweece Ogden Florida Agency for Health Care Administration Grievance Committee Member	Pamela Hagley Florida Agency for Health Care Administration
Vacant Florida Agency for Persons with Disabilities	Vacant Florida Agency for Persons with Disabilities
Diane Head Regional Workforce Development Board Grievance Committee Member	Anthony Jennings Regional Workforce Development Board
Vacant Florida Association for Community Action Term ending June 30, 2020	Vacant Florida Association for Community Action Term ending June 30, 2020
Joey Pearson Public Education	Vacant Public Education
Ellis A. Gray, III Veterans Term ending June 30, 2020	Vacant Veterans Term ending June 30, 2020
Vacant Citizen Advocate Term ending June 30, 2021	Vacant Citizen Advocate Term ending June 30, 2021
Vacant Citizen Advocate - User Term ending June 30, 2021	Vacant Citizen Advocate - User Term ending June 30, 2021
Vacant Persons with Disabilities Term ending June 30, 2021	Vacant Persons with Disabilities Term ending June 30, 2021
Vacant Elderly Term ending June 30, 2020	Vacant Elderly Term ending June 30, 2020
Risa Clayton Medical Community Term ending June 30, 2019	Vacant Medical Community Term ending June 30, 2019
Colleen Cody Children at Risk Grievance Committee Member Term ending June 30, 2019	Vacant Children at Risk Term ending June 30, 2019
Vacant Private Transit Term ending June 30, 2019	Vacant Private Transit Term ending June 30, 2019

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

LAFAYETTE COUNTY
TRANSPORTATION DISADVANTAGED COORDINATING BOARD

MEETING MINUTES

Meeting Room
Suwannee River Economic Council
Mayo, Florida

Monday
December 10, 2018
2:00 p.m.

VOTING MEMBERS PRESENT

Eva Bolton, Florida Department of Elder Affairs
Bonnie Burgess, Florida Department of Education
Colleen Cody, Children at Risk Representative
Diane Head, Workforce Development Board Representative
Joey Pearson, Public Education Representative

VOTING MEMBERS ABSENT

Sandra Collins, Florida Department of Transportation Representative
Risa Clayton, Medical Community Representative
Ellis A. Gray, III, Veterans Representative
Deweece Ogden, Florida Agency for Health Care Administration Medicaid Representative
Commissioner Lisa Walker, Chair
Kay Tice, Florida Department of Children and Families Representative

OTHERS PRESENT

Nicole Lamar, Florida Department of Education
Matthew Pearson, Suwannee River Economic Council, Inc.

STAFF PRESENT

Lynn Godfrey, North Central Florida Regional Planning Council

I. CALL TO ORDER

Colleen Cody stated that she will serve as Acting Chair for the meeting because Chair Walker and Vice-Chair Collins are absent. She called the meeting to order at 2:00 p.m.

A. Invocation

Matthew Pearson gave the invocation.

B. Pledge of Allegiance

Acting Chair Cody led the Board in reciting the Pledge of Allegiance.

C. Introductions

Acting Chair Cody asked everyone to introduce themselves.

D. Approval of the Meeting Agenda

ACTION: **Bonnie Burgess moved to approve the meeting agenda. Eva Bolton seconded; motion passed unanimously.**

E. Approval of the September 10, 2018 Meeting Minutes

ACTION: **Bonnie Burgess moved to approve the September 10, 2018 meeting minutes. Eva Bolton seconded; motion passed unanimously.**

II. NEW BUSINESS

A. Bylaws

Ms. Lynn Godfrey, North Central Florida Regional Planning Council Senior Planner, stated that that Rule 41-2 of the Florida Administrative Code was recently amended to add a Florida Agency for Persons with Disabilities Representative to the Board. She said staff recommends amending the Bylaws to add the Florida Agency for Persons with Disabilities Representative to Section E.

Bonnie Burgess asked what her responsibilities are as a Board member and whether she may ask questions concerning the provision of transportation services for educational purposes.

Ms. Godfrey stated that the Board is an advisory body and does not make policy. She encouraged all Board members to ask questions about the provision of transportation services in Lafayette County through Florida's Transportation Disadvantaged Program.

ACTION: **Bonnie Burgess moved to approve the Bylaws as amended. Eva Bolton seconded; motion passed unanimously.**

B. 2017/18 Annual Operations Report

Mr. Matthew Pearson, Suwannee River Economic Council Executive Director, discussed the 2017/18 Annual Operations Report for Lafayette County. He said the Board is required to review this report annually. He said this report will be forwarded to the Florida Commission for the Transportation Disadvantaged and the Florida Legislature.

Mr. Pearson noted that Section III Passenger Trip Information incorrectly reported 4,274 trips provided by coordination contractors. He said there were 0 trips provided by coordination contractors and that the error was corrected in the report submitted to the Florida Commission for the Transportation Disadvantaged.

The Board reviewed the 2017/18 Annual Operations Report.

C. Suwannee River Economic Council Operations Reports

Mr. Pearson discussed the operations reports. He stated that Suwannee River Economic Council, Inc. received additional Trip & Equipment Grant Program funds beginning July 1, 2018. He said some of the additional grant funds are being used to provide trips to the Big Bend Technical College in Perry, Florida.

Mr. Pearson stated that, due to the Technical College trips, the Trip & Equipment Grant Program Summary Report shows an over expenditure of the grant funds during September and October 2018 and will continue to show an over expenditure of the funds. He explained that Suwannee River Economic Council, Inc. charges a passenger mileage rate under this grant program. He said if 10 passengers are transported to the Technical College, Suwannee River Economic Council, Inc. invoices the passenger mileage rate times 10. However, he explained that the operational cost of the service to the Technical College is the same whether one passenger or 10 passengers are transported. He assured the Board that these grant program funds will be available through June 30, 2019 because the Florida Commission for the Transportation Disadvantaged allows Suwannee River Economic Council, Inc. to invoice 1/12 of the grant per month.

Mr. Pearson stated that Suwannee River Economic Council will continue to provide transportation to the Big Bend Technical College as long as funding is available to provide this service. He said he does not know the amount of funds Suwannee River Economic Council, Inc. will receive from the Trip & Equipment Grant Program in Fiscal Year 2019/20.

Bonnie Burgess asked if students sponsored by the Florida Department of Education are able to use the service to the Technical College. She said the Florida Department of Education has an agreement with Suwannee Valley Transit Authority to provide transportation to their clients. She said she would be interested in discussing the execution of a similar agreement with Suwannee River Economic Council, Inc.

Mr. Pearson said he would be willing to discuss this issue with Ms. Burgess.

III. OTHER BUSINESS

Comments

The Board asked staff to contact Chair Walker to discuss her availability to attend Board meetings.

IV. FUTURE MEETING DATES

Acting Chair Cody announced that the next meeting of the Board will be held December 10, 2018 at 2:00 p.m.

Diane Head noted that the November 11, 2019 meeting date is on Veterans Day.

Ms. Godfrey said she would change that meeting date due to November 11, 2019 being an observed holiday.

ADJOURNMENT

The meeting adjourned at 2:30 p.m.

_____ _____

Chair Date

North Central Florida Regional Planning Council

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Lafayette • Levy • Madison
Suwannee • Taylor • Union Counties

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

March 1, 2019

TO: Lafayette County Transportation Disadvantaged Coordinating Board

FROM: Lynn Godfrey, AICP, Senior Planner

SUBJECT: 2018/23 Lafayette County Transportation Disadvantaged Service Plan Amendments

RECOMMENDATION

Approve the 2018/23 Lafayette County Transportation Disadvantaged Service Plan amendments.

BACKGROUND

Applicants for funding under the following 49 U.S.C. Grant Programs must certify to the Florida Department of Transportation that the grant projects are included in the current Transportation Disadvantaged Service Plan:

- Section 5310 Capital & Operating Assistance
- Section 5311 Capital & Operating Assistance for Rural Areas; and
- Section 5339 Capital Assistance Grant programs

In addition, Rule 41-2.011(6) of the Florida Administrative Code requires the Board to review applications for local, state and federal government public transportation project funds submitted for use in Lafayette County.

Attached are draft amendments to the 2018/23 Lafayette County Transportation Disadvantaged Service Plan that meet the Federal and State requirements. Also, attached are Suwannee River Economic Council, Inc.'s applications for U.S.C. Section 5311 and 5339 grant funds.

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

Attachments

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3. Barriers to Coordination

Medicaid non-emergency transportation services are no longer coordinated through Florida's Coordinated Transportation System in Lafayette 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 Statues to purchase transportation services through the designated Community Transportation Coordinator, unless those services are not cost effective or the Community Transportation Coordinator does not coordinate Medicaid transportation services."

Other barriers to the coordination of transportation services in Lafayette County include low population density and limited availability of medical services/facilities in the county necessitating out-of-county trips.

4. Needs Assessment

United States Code Section 5311 Grant Program

APPLICANT	PROJECT	PROJECT YEAR	AREAS AFFECTED BY PROJECT	ESTIMATED PROJECT COST	PROJECT FUNDING
Suwannee River Economic Council	Provide transportation services to the transportation disadvantaged.	~~2018/19~~ 2019/20	Lafayette County	~~$101,192.00~~ $67,727.00 ~~$101,192.00~~ $67,727.00	Federal Transit Administration Suwannee River Economic Council

United States Code Section 5339 Grant Program

APPLICANT	PROJECT	PROJECT YEAR	AREAS AFFECTED BY PROJECT	ESTIMATED PROJECT COST	PROJECT FUNDING
Suwannee River Economic Council	Purchase one replacement vehicle.	~~2018/19~~ 2019/20	Lafayette County	~~$69,219.00~~ $61,297.00 $15,324.00	Federal Transit Administration Florida Department of Transportation

Florida Department of Transportation

49 U.S.C. Section 5339

Capital Assistance Application – SFY 2020

BUS AND BUS FACILITIES FORMULA PROGRAM

FOR RURAL AREAS

CFDA 20.526

Legal Applicant Name: SUWANNEE RIVER ECONOMIC COUNCIL, INC.

☐ **First Time Applicant** ☒ **Previous Applicant**

Applicant Information

49 U.S.C. Section 5339, Bus and Bus Facilities Formula Program for Rural Areas:
GRANT APPLICATION

Agency (Applicant) Legal Name: SUWANNEE RIVER ECONOMIC COUNCIL, INC.

Physical Address (No P.O. Box): 1171 NOBLES FERRY ROAD

Applicant's County: SUWANNEE
If Applicant has offices in more than one county, list county where main office is located

City:LIVE OAK	State:FL	Zip Code:32064	Congressional District:THIRD

Federal Taxpayer ID Number:59-1101989

Applicant Fiscal period start and end dates: October 1, 2019 to September 30, 2020
State Fiscal period from: July 1, 2019 to June 30, 2020

Applicant's DUNS Number: 0402079040000
Unique 9-Digit number issued by Dun & Bradstreet. May be obtained free of charge at: http://fedgov.dnb.com/webform

Project's Service Area: LAFAYETTE COUNTY
List the county or counties that will be served by the proposed project.

Executive Director:MATT PEARSON	Grant Contact Person (if different than Executive Director):STEPHANIE BARRINGTON
Telephone:386-362-4115 EXT 222	Telephone:386-362-4115 EXT 242
Fax:386-362-4078	Fax:386-362-4078
E-mail Address:mpearson@suwanneeec.net	Email Address:sbarrington@suwanneeec.net

Current Vehicle Inventory: Vans _____ Vans/Lifts 1 Sedans or Minivans
Enter Number in Fleet
3 Buses/Cutaways _____ Other _____ N/A

Authorizing Representative certifying to the information contained in this application is true and accurate.
Signature (Authorizing Representative) [blue ink]: _____
Printed Name:MATT PEARSON
Title: EXECUTIVE DIRECTOR
Email Address: mpearson@suwanneeec.net
*Must attach a Resolution of Authority from your Board (original document) for the person signing all documents on behalf of your agency. See Exhibit B

PART II - FUNDING REQUEST

Form A-1: Current System Description

1. Please provide a brief general overview of the type organization (i.e., government authority, private non-profit, etc.) including its mission, program goals, and objectives (Maximum 300 words).

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 fife rural, north Florida counties including Bradford, Dixie, Gilchrist, Lafayette, and Union. 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. Please provide information below (Maximum 100 words):

   - Organizational structure **(attach an organizational chart at the end of this section)**
   - Total number of employees in the organization 107
   - Total number of transportation-related employees in the organization 24

3. Who is responsible for insurance, training, management, and administration of the agency's transportation programs? (Maximum 100 words)

SREC, Inc. uses the FDOT approved computer testing and training modules, the online substance abuse training provided by CUTR, and personal hands-on training provided by CTAA Pass certified trainers employed by SREC, Inc. 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. Fully explain your transportation program:

- Service hours, planned service, routes and trip types;
- Staffing–include plan for training on vehicle equipment such as wheelchair lifts, etc.;
- Records maintenance–who, what methods, use of databases, spreadsheets etc.;
- Vehicle maintenance–who, what, when and where. Which services are outsourced (e.g., oil changes)? Include a section on how vehicles are maintained without interruptions in service;
- A detailed description of service routes and ridership numbers
- System safety plan;
- Drug-free workplace ; and
- Data collection methods, including how data was collected to complete Exhibit A-1.

If the applicant is a Community Transportation Coordinator (CTC), **relevant pages** of a Transportation Disadvantaged Service Plan (TDSP) and Annual Operating Report (AOR) containing the above information may be provided here. **Please do not attach entire documents.**

- Organizational structure: As the CTC for five rural counties in North Florida, SREC operates partial brokerages with all trips provided by SREC. The exception is stretcher services which are contracted to a local government provider. SREC provides mainly demand response services and requires 24-hour notice for trip requests. SREC's Executive Director has direct oversight of the Director of Transportation, who in turn manages the Transportation Department. Currently SREC employs approximately 24 employees in the Transportation Department across the five service counties.
- Service hours, planned service, routes, and trip types: (See Attachment 1, TDSP)
- Staffing: SREC uses the FDOT approved computer testing and training modules, the online substance abuse straining provided by CUTR, and personal hand-on training provided by CTAA/PASS certified trainers employed by SREC.
- 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.
- Vehicle maintenance: All maintenance is performed by private contractors for service. SREC has no mechanics on staff. The current SSPP requires safety inspections to be performed every 5,000 miles. The checklist used by the mechanics is a FDOT approved checklist. Annual Inspections are performed in addition to general maintenance as needed if the driver reports an issue during the required daily inspections or if the vehicle has a mechanical failure.
- Service route and ridership: (See Attachment 1, TDSP)
- SSPP: (See Attachment 2, bus Transit System Annual Safety and Security Certification)
- Drug-free workplace: (See Attachment 3, Certificate of Compliance for anti-drug and alcohol misuse prevention program.

- Date collection: SREC utilizes the Trip Master Enterprise transit management software, CTS, for the transportation program. The ParaScope application connects the drivers on the road with the dispatcher in the office, and displays the driver's trip manifest electronically. The information is updated in real time, and the data, such as pickup and drop-off odometers and times, are captured immediately.

Form A-2: Fact sheet

(The information listed should be specific to the Section 5339 funds and not agency wide).

	CURRENTLY	IF GRANT IS AWARDED
1. Number of one-way passenger trips.[1] **PER YEAR (Show Calculations)**	**4274 (CTS)**	**4274 (CTS)**
2. Number of individuals served unduplicated (first ride per rider per fiscal year)[2]. **PER YEAR (Show Calculations)**	**187 (CTS)**	**187 (CTS)**
3. Number of vehicles used for this service. **ACTUAL**	**4**	**4**
4. Number of ambulatory seats. **AVERAGE PER VEHICLE (Show Calculations)** (Total ambulatory seats divided by total number of fleet vehicles)	**8** **32 / 4 = 8**	**8** **32 / 4 = 8**
5. Number of wheelchair positions. **AVERAGE PER VEHICLE (Show Calculations)** (Total wheelchair positions divided by total number of fleet vehicles)	**2** **8 / 4 = 2**	**2** **8 / 4 = 2**
6. Vehicle Miles traveled. **PER YEAR**	**58012**	**58012**
7. Average vehicle miles **PER DAY**	**191**	**191**
8. Normal vehicle hours in operation. **PER DAY**	**10**	**10**
9. Normal number of days in operation. **PER WEEK**	**6**	**6**
10. Trip length (roundtrip). **AVERAGE**	**52**	**52**

1 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

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

Form B: Proposed Project Description

1. How will the grant funding improve your agency's transportation service? Provide detail. Will it be used to:

   - Provide more hours of service?
   - Expand service to a larger geographic area?
   - Provide shorter headways?
   - Provide more trips?

SREC plans to use these funds to purchase a wheelchair equipped vehicle so that current levels of service can be continued. To provide a high-quality and efficient level of service continual replacement of older vehicles must occur. Since Lafayette County is such a rural area, many of the roads are not paved. This has a direct effect on the lifespan of vehicles being used in the Transportation services. Therefore, it is imperative that new vehicles are purchased to maintain current levels of service.

Also, highlight the challenges or difficulties that your agency will overcome if awarded these funds.

3. If this grant application is for **a vehicle/equipment**:

   - provide a detailed explanation of the need for the vehicle and provide documentation of the need
   - describe whether the intent is to replace existing vehicles/equipment or purchase additional vehicles/equipment
   - describe how vehicles will be maintained without interruptions in service (who, what, where, and when)
   - describe who will drive the vehicle, the number of drivers, and CDL certifications

Current services that will be continued with the award of this grant include transporting residents of Lafayette County to area counties such as Alachua, Leon, Suwannee, and Columbia. Since there are limited medical facilities in this rural area trips to cities as far away as Tallahassee and Gainesville are required. Since Gainesville and Tallahassee both are 65 miles away riders can normally expect a ride length of over an hour due to traffic and stops picking up other passengers. Also, current services allow for kidney dialysis riders the opportunity for transport to and from those life-sustaining appointments. Those passengers are currently transported numerous times per day, six days per week. In addition, current services include transporting elderly clients to meal sites for breakfast, lunch, and health education. These trips occur five days per week in Lafayette County. These are merely a few examples of the numerous services provided by SREC and the Transportation Program.

The grant will be used to replace existing vehicles. Since the grant process generally takes 12 – 15 months from application submission to vehicle delivery, the current vehicle inventory mileage must be projected 15 months into the future to show the age and mileage.

All maintenance is performed by private contractors that have been approved and included in the SREC Procurement Plan as submitted to FDOT. SREC does not employ any mechanics. The current SSPP requires safety inspections to be performed on a B,B,B,C rotation, and the checklist used in these safety inspections has been FDOT approved. In addition to the B,B,B,C inspections, general maintenance is performed as needed if the driver reports an issue during the required daily pre-trip and post-trip inspections, or if the vehicle has a mechanical failure.

All drivers employed by SREC are in full compliance with FDOT regulations. Since none of the transit vehicles in the SREC fleet meet the requirements for CDL drivers, none of the drivers employed by SREC are required to carry a Commercial Driver's License. SREC currently employs one (1) fulltime driver and three (3) on-call drivers in the Lafayette County area.

Form C: Financial Capacity – Proposed Budget for Transportation Program

Estimated Revenues *See Instruction Manual*	Revenue Amount *Entire Transportation Program*
Passenger Fares for Transit Service (401)	**0**
Special Transit Fares (402)	**0**
Other (403 – 407) (identify by appropriate code)	**0**
Total Operating Revenue	**$0**
Other Revenue Categories	
Taxes Levied Directly by the Transit System (408)	**0**
Local Cash Grants and Reimbursements (409)	**0**
Local Special Fare Assistance (410)	**0**
State Cash Grants and Reimbursements (411)	**167422**
State Special Fare Assistance (412)	**0**
Federal Cash Grants & Reimbursements (413)	**40318**
Interest Income (414)	**0**
Contributed Services (430)	**0**
Contributed Cash (431)	**0**
Subsidy from Other Sectors of Operations (440)	**0**
Total of Other Revenue	**207740**
Grand Total All Revenue	**207740**

Expense Category *See Instruction Manual*	Expense Amount *Entire Transportation Program*
Labor (501)	85594
Fringe & Benefits (502)	41573
Services (503)	11720
Materials and Supplies (504)	26708
Vehicle Maintenance (504.01)	13218
Utilities (505)	8512
Insurance (506)	13863
Licenses and Taxes (507)	233
Purchased Transit Service (508)	0
Miscellaneous (509)	1465
Leases and Rentals (512)	0
Depreciation (513)	4854
Total Expense	207740

Form D-1: Capital Request Form[3]

To identify vehicle type and estimate cost visit http://tripsflorida.org/

All vehicle requests must be supported with a completed sample order form for estimating the vehicle cost. The order form can be obtained from http://www.tripsflorida.org/contracts.html

1. Select Desired Vehicle (Cutaway, Minibus etc.)
2. Choose Vendor (use drop down arrow next to vendor name to see information)
3. Select Order Packet
4. Complete Exhibit A (Order Form)

The Florida Department of Management Services Contract can be found at Florida Department of Management DMS

VEHICLE REQUEST

Replacement (R) or Expansion (E)	Description/ Vehicle Type	Fuel Type	Useful Life (See Application Instructions)	Quantity	Estimated Cost (from Order Form)
R	23' with lift; 12 amb + 2 wc	Gasoline	5 years/200K miles	1	76621
				Sub-total	$76621

*Under Description/Vehicle Type, include the length and type vehicle, lift or ramp, number of seats and wheelchair positions. For example, 22' gasoline bus with lift, 12 ambulatory seats, and 2 wheelchair positions. **Any bus options that are part of purchasing the bus itself should be part of the vehicle request and NOT separated out under equipment.**

Replacement Vehicles (R)

If the capital request includes replacement vehicles, please list the vehicles in your current fleet that you are intending to replace with the vehicle from your vehicle request.

YEAR	TYPE	MAKE	MILES	VIN	FDOT Control #
2015	22' gas; 8 amb + 2 wc	Chevy	116,000 as of 10/2018	1GB3G2BGXE1198073	91228

3 Applicants must use this form.

OMB Number: 4040-0004
Expiration Date: 12/31/2019

Application for Federal Assistance SF-424

*** 1. Type of Submission:**
- [ ] Preapplication
- [x] Application
- [ ] Changed/Corrected Application

*** 2. Type of Application:**
- [x] New
- [ ] Continuation
- [ ] Revision

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

*** Other (Specify):**

*** 3. Date Received:** N/A

4. Applicant Identifier: N/A

5a. Federal Entity Identifier: N/A

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier: 1001

8. APPLICANT INFORMATION:

*** a. Legal Name:** SUWANNEE RIVER ECONOMIC COUNCIL, INC.

*** b. Employer/Taxpayer Identification Number (EIN/TIN):** 59-1101989

*** c. Organizational DUNS:** 040207904000

d. Address:

*** Street1:** 1171 NOBLES FERRY ROAD

Street2:

*** City:** LIVE OAK

County/Parish:

*** State:** FL: Florida

Province:

*** Country:** USA: UNITED STATES

*** Zip / Postal Code:** 32064

e. Organizational Unit:

Department Name: ADMINISTRATION

Division Name:

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

Prefix: Mr.

*** First Name:** MATT

Middle Name:

*** Last Name:** PEARSON

Suffix:

Title: EXECUTIVE DIRECTOR

Organizational Affiliation:

*** Telephone Number:** 386-362-4115 EXT. 223

Fax Number: 386-362-4078

*** Email:** mpearson@suwanneeec.net

Application for Federal Assistance SF-424

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

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

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

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

FEDERAL TRANSIT ADMINISTRATION

11. Catalog of Federal Domestic Assistance Number:

20.526

CFDA Title:

BUS AND BUS FACILITIES FORMULA PROGRAM

*** 12. Funding Opportunity Number:**

N/A

* Title:

N/A

13. Competition Identification Number:

N/A

Title:

N/A

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

LAFAYETTE COUNTY

Add Attachment | Delete Attachment | View Attachment

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

PROVIDE TRANSPORTATION SERVICES IN A RURAL AREA 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: 10/1/2019

* b. End Date: 9/30/2020

18. Estimated Funding ($):

* a. Federal	61297
* b. Applicant	
* c. State	15324
* d. Local	
* e. Other	
* f. Program Income	
* g. TOTAL	76,621

*** 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:	MATT
Middle Name:	
* Last Name:	PEARSON
Suffix:	
* Title:	EXECUTIVE DIRECTOR
* Telephone Number:	386-362-4115 EXT. 223
Fax Number:	386-362-4078
* Email:	mpearson@suwanneeec.net
* Signature of Authorized Representative:	
* Date Signed:	12/3/2018

Form D-2: Current Vehicle and Transportation Equipment Inventory Form

Vehicle Inventory

Model Yr.	Make/size/type	FDOT control # or VIN [4]	Ramp or lift (specify)	Seats & W/C positions (i.e. 12+2)	Current Mileage	Previous Mileage (1 year ago)	Current Mileage – Previous Mileage = Mileage from the past year	Vehicle Status (Active/Spare/Other)	Expected retirement date	Funding source [5]
2013	Chevy Cutaway	1GB3G2BG9D1175725	Lift	8+2	85,151	70,176	14,975	Active	2021	TD-RC
2014	MOVT MV-1	57WMD1A68EM100938	Ramp	4+2	34,617	27,078	7,539	Active	2025	TD-RC
2015*	Chevy Cutaway	91228	Lift	8+2	115,991	88,595	27,396	Active	2020	FDOT
2018	Champion Challenger	1FDFE4FS0JDC06341	Lift	12+2	9,378	N/A	9,378	Active	2023	TD-RC

4 Show FDOT control number OR VIN if bought with grant through FDOT. If bought through other funding, list the complete VIN.
5 Identify the grant or other funding source used for purchasing the vehicle/equipment.

Florida Department of Transportation

49 U.S.C. Section 5311
Capital & Operating Assistance Application
– SFY 2020

Formula Grants for Rural Areas

CFDA 20.509

Legal Applicant Name: SUWANNEE RIVER ECONOMIC COUNCIL, INC.

☐ **First Time Applicant** X☐ **Previous Applicant**

Applicant Information

FDOT			**49 U.S.C. Section 5311, Formula Grants for Rural Areas: *GRANT APPLICATION***
Agency (Applicant) Legal Name: SUWANNEE RIVER ECONOMIC COUNCIL, INC.			
Physical Address (No P.O. Box): 1171 NOBLES FERRY ROAD			
Applicant's County: SUWANNEE If Applicant has offices in more than one county, list county where main office is located			
City: LIVE OAK	State: FL	Zip Code: 32064	Congressional District: THIRD
Federal Taxpayer ID Number: 59-1101989			
Applicant Fiscal period start and end dates: OCTOBER 1, 2019 to SEPTEMBER 30, 2020 *State Fiscal period from: July 1, 2019 to June 30, 2020*			
Applicant's DUNS Number: 040207904000 *Unique 9-Digit number issued by Dun & Bradstreet. May be obtained free of charge at: http://fedgov.dnb.com/webform*			
Project's Service Area: LAFAYETTE COUNTY *List the county or counties that will be served by the proposed project.*			
Executive Director: MATT PEARSON			Grant Contact Person (if different than Executive Director): STEPHANIE BARRINGTON
Telephone: 386-362-4115 EXT 223			Telephone: 386-362-4115 EXT 242
Fax: 386-362-4078			Fax: 386-362-4078
E-mail Address: mpearson@suwanneeec.net			Email Address: sbarrington@suwanneeec.net
Current Vehicle Inventory: Vans _____ Vans/Lifts 1 Sedans or Minivans Enter Number in Fleet 3 Buses/Cutaways _____ Other ___/___ N/A			
Authorizing Representative certifying to the information contained in this application is true and accurate. Signature (Authorizing Representative) [blue ink]: _____ Printed Name: MATT PEARSON Title: EXECUTIVE DIRECTOR Email Address: mpearson@suwanneeec.net *Must attach a Resolution of Authority from your Board (original document) for the person signing all documents on behalf of your agency. See Exhibit B			

PART II - FUNDING REQUEST

Form A-1: Current System Description

(a) Please provide a brief general overview of the organization type (i.e., government authority, private non-profit, etc.) including its mission, program goals, and objectives (Maximum 300 words).

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 Bradford, Dixie, Gilchrist, Lafayette, and Union. 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.

(b) Please provide information below:

- Organizational structure **(attach an organizational chart at the end of this section)**
- Total number of employees in organization 107
- Total number of transportation-related employees in the organization 24

(c) Who is responsible for insurance, training, management, and administration of the agency's transportation programs? (Maximum 100 words)

SREC, Inc. uses the FDOT approved computer testing and training modules, the online substance abuse training provided by CUTR, and personal hands-on training provided by CTAA/PASS certified trainers employed by SREC, Inc. 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) How are the operations of the transportation program currently funded? What are the sources of the funding (e.g., state, local, federal, private foundations, fares, other program fees?)? (Maximum 200 words)

SREC, Inc. utilizes a combination of funding sources including Section 5311, Commission for the Transportation Disadvantaged, and Medicaid.

(e) Fully explain your transportation program:

- Service hours, planned service, routes and trip types;
- Staffing–include plan for training on vehicle equipment such as wheelchair lifts, etc.;
- Records maintenance–who, what methods, use of databases, spreadsheets etc.;
- Vehicle maintenance–who, what, when and where. Which services are outsourced (e.g., oil changes)? Include a section on how vehicles are maintained without interruptions in service ;
- System safety plan;
- Drug-free workplace ; and
- Data collection methods, including how data was collected to complete Exhibit A-2.

Note: If the applicant is a Community Transportation Coordinator (CTC), ***relevant pages*** *of a Transportation Disadvantaged Service Plan (TDSP) and AOR containing the above information may be provided.* ***Please do not attach entire documents.***

- Organizational structure: As the CTC for five rural counties in North Florida, SREC operates partial brokerages with all trips provided by SREC. The exception is stretcher services which are contracted to a local government provider. SREC provides mainly demand response services and requires 24-hour notice for trip requests. SREC's Executive Director has direct oversight of the Director of Transportation, who in turn manages the Transportation Department. Currently SREC employs approximately 24 employees in the Transportation Department across the five service counties.
- Service hours, planned service, routes, and trip types: (See Attachment 1, TDSP)
- Staffing: SREC uses the FDOT approved computer testing and training modules, the online substance abuse straining provided by CUTR, and personal hands-on training provided by CTAA/PASS certified trainers employed by SREC.
- 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.
- Vehicle maintenance: All maintenance is performed by private contractors for service. SREC has no mechanics on staff. The current SSPP requires safety inspections to be performed every 5,000 miles. The checklist used by the mechanics is a FDOT approved checklist. Annual Inspections are performed in addition to general maintenance as needed if the driver reports an issue during the required daily inspections or if the vehicle has a mechanical failure.
- Service route and ridership: (See Attachment 1, TDSP)
- SSPP: (See Attachment 2, Bus Transit System Annual Safety and Security Certification)
- Drug-free workplace: (See Attachment 3, Certificate of Compliance for anti-drug and alcohol misuse prevention program.
- Data collection: SREC utilizes the Trip Master Enterprise transit management software, CTS, for the transportation program. The ParaScope application connects the drivers on the road with the dispatcher in the office, and displays the driver's trip manifest electronically. The information is updated in real time, and the data, such as pickup and drop-off odometers and times, are captured immediately.

Form A-2: Fact Sheet

		Calculations[1] (current system)	Current System	Calculations[1] (if grant is awarded)	If Grant is Awarded (Estimates are acceptable)
1	Number of total one-way trips served by the agency **PER YEAR. ***	CTS	(a) 4274	CTS	4274
2	Number of individuals served unduplicated (first ride per fiscal year) **PER YEAR. ****	CTS	(b) 187	CTS	187
3	Number of vehicles used for this service **ACTUAL.**	CTS	(c) 4	CTS	4
4	Number of ambulatory seats. **AVERAGE PER VEHICLE** (Total ambulatory seats divided by total number of fleet vehicles)	32 / 4 = 8	(d) 8	32 / 4 = 8	8

1 If a software program is used to obtain the required data for the fact sheet, please include the source of the data, i.e., Trapeze).

		Calculations (current system)	Current System	Calculations (if grant is awarded)	If Grant is Awarded (Estimates are acceptable)
5	Number of wheelchair positions **AVERAGE PER VEHICLE** (Total wheelchair positions divided by total number of fleet vehicles)	8 / 4 = 2	(e) 2	8 / 4 = 2	2
6	Vehicle miles traveled. **PER YEAR**	CTS	(f) 58,012	CTS	58,012
7	Average vehicle miles. **PER DAY**	CTS	(g) 191	CTS	191
8	Normal vehicle hours in operation. **PER DAY**	CTS	(h) 10	CTS	10
9	Normal number of days in operation. **PER WEEK**	CTS	6	CTS	6
10	Trip length (roundtrip). **AVERAGE**	CTS	52	CTS	52

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, and 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

Form A-3: Proposed Project Description

(a) How will the grant funding improve your agency's transportation service? Provide detail. Will it be used to:

- Provide more hours of service?
- Expand service to a larger geographic area?
- Provide shorter headways?
- Provide more trips?
- Replace existing equipment?
- Purchase additional vehicles/equipment?

Also, highlight the challenges or difficulties that your agency will overcome if awarded these funds.

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 Lafayette County, trip lengths are increased because of minimal medical facilities requiring the need for medical services to be provided in urban areas that are over 50 miles away. Therefore costs also increase. 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 funds fill the gap and allow for transportation services to be provided in rural areas like Lafayette County. Thus, 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 Lafayette County.

(b) If a grant award will be used to maintain services as described in Form A-1, 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 Lafayette County and the need for transportation services to travel over 50 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 Section 5311 will enable SREC, Inc. to continue tracking efficiency within the transportation system and maintain detailed recording and reporting throughout the program.

(c) If this grant is not fully funded, can you still proceed with your transportation program? Explain.

Yes, but services would need to be reduced.

Form B-1: Financial Capacity – Proposed Budget for Transportation Program

Estimated Revenues *(See Instruction Manual)*	Revenue Amount *Entire Transportation program (See Instruction Manual)*
Passenger Fares for Transit Service (401)	0
Special Transit Fares (402)	0
School Bus Service Revenues (403)	0
Freight Tariffs (404)	0
Charter Service Revenues (405)	0
Auxiliary Transportation Revenues (406)	0
Non-transportation Revenues (407)	0
Total Revenue	0
Other Revenue Categories	———
Taxes Levied Directly by the Transit System (408)	0
Local Cash Grants and Reimbursements (409)	0
Local Special Fare Assistance (410)	0
State Cash Grants and Reimbursements (411)	$140,110.28
State Special Fare Assistance (412)	0
Federal Cash Grants and Reimbursements (413)	0
Interest Income (414)	0
Contributed Services (430)	0
Contributed Cash (431)	0
Subsidy from Other Sectors of Operations (440)	0
Total of Other Revenue	$140,110.28
Grand Total All Revenue	**$140,110.28**

Estimated Expenses *(See Instruction Manual)*	Expense Amount *Entire Transportation program*
Labor (501)	60,593.92
Fringe & Benefits (502)	28,594.52
Services (503)	6454.20
Materials & Supplies (504)	14,059.36
Vehicle Maintenance (504.01)	7217.78
Utilities (505)	4611.68
Insurance (506)	9362.64
Licenses & Taxes (507)	133.28
Purchased Transit Service (508)	0
Miscellaneous (509)*	372.82
Leases & Rentals (512)	0
Depreciation (513)	4053.80
Grand Total All Expenses	***$135,454.00***

Proof of Local Match	
Source	**Amount**
SUWANNEE RIVER ECONOMIC COUNCIL, INC.	**$67,727**
	$
	$
	$
	$
	$
Total Local Match **50 % of Total Project Cost for operating awards** **10% of Total Project Cost for capital awards**	$67,727

Attach documentation of match funds directly after this page. Proof may consist of, but not be limited to:

- *Transportation Disadvantaged (TD) allocation,*
- *Written statements from county commissions, state agencies, city managers, mayors, town councils, organizations, accounting firms and financial institutions.*

Signature [blue ink]

MATT PEARSON, EXECUTIVE DIRECTOR

December 3, 2018

Form B-2: Operations Phase- Estimate of Project Costs by Budget Category

Budget Categories Operations *(Transit Only)**	Local	Federal	Total
Salaries	26,016.73	26,016.73	52,033.46
Fringe Benefits	12,420.73	12,420.73	24,841.46
Contractual Services	0	0	0
Travel	0	0	0
Other Direct Costs			
a. Services	3227.10	3227.10	6454.20
b. Materials and Supplies	7029.68	7029.68	14,059.36
c. Van Maintenance	3608.89	3608.89	7217.78
d. Utilities	2305.84	2305.84	4611.68
e. Casualty and Liability Insurance	4681.32	4681.32	9362.64
f. Licenses and Taxes	66.64	66.64	133.28
g. Miscellaneous	186.41	186.41	372.82
h. Depreciation	2026.90	2026.90	4053.80
Indirect Costs	6156.76	6156.76	12,313.52
Projected REVENUE (subtraction)	140,110.28		
Totals			

Budget category amounts are estimates. While the contract is active, amounts can be shifted between items without amendment (because they are all within the Operations Phase), but the revised budget must be submitted to the District to be approved and updated in the Florida Accountability Contract Tracking System (FACTS).

OMB Number: 4040-0004
Expiration Date: 12/31/2019

Application for Federal Assistance SF-424

*** 1. Type of Submission:**
- [ ] Preapplication
- [x] Application
- [ ] Changed/Corrected Application

*** 2. Type of Application:**
- [x] New
- [ ] Continuation
- [ ] Revision

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

*** Other (Specify):**

*** 3. Date Received:** N/A

4. Applicant Identifier: N/A

5a. Federal Entity Identifier: N/A

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier: 1001

8. APPLICANT INFORMATION:

*** a. Legal Name:** SUWANNEE RIVER ECONOMIC COUNCIL, INC.

*** b. Employer/Taxpayer Identification Number (EIN/TIN):** 59-1101989

*** c. Organizational DUNS:** 040207904000

d. Address:

*** Street1:** 1171 NOBLES FERRY ROAD

Street2:

*** City:** LIVE OAK

County/Parish:

*** State:** FL: Florida

Province:

*** Country:** USA: UNITED STATES

*** Zip / Postal Code:** 32064

e. Organizational Unit:

Department Name: ADMINISTRATION

Division Name:

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

Prefix: Mr.

*** First Name:** MATT

Middle Name:

*** Last Name:** PEARSON

Suffix:

Title: EXECUTIVE DIRECTOR

Organizational Affiliation:

*** Telephone Number:** 386-362-4115 EXT. 223

Fax Number: 386-362-4078

*** Email:** mpearson@suwanneeec.net

Application for Federal Assistance SF-424

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

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

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

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

FEDERAL TRANSIT ADMINISTRATION

11. Catalog of Federal Domestic Assistance Number:

20.509

CFDA Title:

FORMULA GRANTS FOR RURAL AREAS, SECTION 5311

*** 12. Funding Opportunity Number:**

N/A

* Title:

N/A

13. Competition Identification Number:

N/A

Title:

N/A

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

LAFAYETTE 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: 10/1/2019

* b. End Date: 9/30/2020

18. Estimated Funding ($):

* a. Federal	67,727
* b. Applicant	
* c. State	
* d. Local	67,727
* e. Other	
* f. Program Income	
* g. TOTAL	135,454

*** 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:	MATT
Middle Name:	
* Last Name:	PEARSON
Suffix:	
* Title:	EXECUTIVE DIRECTOR
* Telephone Number:	386-362-4115 EXT 223
Fax Number:	386-362-4078
* Email:	mpearson@suwanneeec.net
* Signature of Authorized Representative:	
* Date Signed:	12/3/2018

North Central Florida Regional Planning Council

Serving Alachua
Bradford • Columbia
Dixie • Gilchrist • Hamilton
Lafayette • Levy • Madison
Suwannee • Taylor • Union Counties

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

March 1, 2019

TO: Lafayette County Transportation Disadvantaged Coordinating Board

FROM: Lynn Godfrey, AICP, Senior Planner

SUBJECT: Elect Vice-Chair

RECOMMENDATION

Elect a Vice-Chair.

BACKGROUND

Chapter I. F. of the Board's Bylaws requires the Board to elect a Vice-Chair. The Vice-Chair serves a term of one year. Ms. Sandra Collins is currently serving as Vice-Chair.

If you have any questions concerning this matter, please contact me at extension 110.

t:\lynn\td2019\lafayette\memos\vicechair.docx

North Central Florida Regional Planning Council

Serving Alachua
Bradford • Columbia
Dixie • Gilchrist • Hamilton
Lafayette • Levy • Madison
Suwannee • Taylor • Union Counties

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

March 1, 2019

TO: Lafayette 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. Operations Report October - December 2018;
2. Fiscal Year 2018/19 Transportation Disadvantaged Trust Fund Status Report;
3. Complaint/Commendation Report October - December 2018; and
4. Trip Denial Report October - December 2018.

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

Attachments

t:\lynn\td2019\lafayette\memos\statmarch.docx

QUARTERLY OPERATING REPORT
SUWANNEE RIVER ECONOMIC COUNCIL, INC.
LAFAYETTE COUNTY
October - December 2018

OPERATING DATA	SREC
NUMBER OF INVOICED TRIPS	1,776
Florida Managed Medical Assistance Program	18
Florida Transportation Disadvantaged Program	1,658
S.R.E.C. - Title III-B Meal Site	100
TOTAL VEHICLE MILES	21,304
TOTAL REVENUE VEHICLE MILES	18,952
TOTAL DOLLARS INVOICED	$105,671.67
Florida Managed Medical Assistance Program	$945.40
Transportation Disadvantaged Program	$103,926.27
S.R.E.C. - Title III-B Meal Site	$800.00
AVERAGE COST PER TRIP	$59.50
Florida Managed Medical Assistance Program	$52.52
Transportation Disadvantaged Program	$62.68
S.R.E.C. - Title III-B Meal Site	$8.00
AVERAGE COST PER VEHICLE MILE	$4.96
AVERAGE COST PER REVENUE VEHICLE MILE	$5.58
TRIP PURPOSE*	
Medical	274
Employment	0
Education/Training	951
Shopping	45
Meal Site	442
Recreation	8
Other	56
NUMBER OF TRIPS DENIED	0
NUMBER OF SINGLE PASSENGER TRIPS PROVIDED	63
PERCENT OF SINGLE PASSENGER TRIPS	4%
NUMBER OF ACCIDENTS	0
NUMBER OF VEHICLES	5
NUMBER OF ROADCALLS	0
MILES BETWEEN ROADCALLS	21,304

QUARTERLY OPERATING REPORT
SUWANNEE RIVER ECONOMIC COUNCIL, INC.
LAFAYETTE COUNTY
OCTOBER - DECEMBER 2017

OPERATING DATA	SREC
NUMBER OF INVOICED TRIPS	963
Florida Managed Medical Assistance Program	89
Florida Transportation Disadvantaged Program	752
S.R.E.C. - Title III-B Meal Site	122
TOTAL VEHICLE MILES	14,984
TOTAL REVENUE VEHICLE MILES	13,497
TOTAL DOLLARS INVOICED	$40,585.15
Florida Managed Medical Assistance Program	$7,722.20
Transportation Disadvantaged Program	$31,886.95
S.R.E.C. - Title III-B Meal Site	$976.00
AVERAGE COST PER TRIP	$42.14
Florida Managed Medical Assistance Program	$86.77
Transportation Disadvantaged Program	$42.40
S.R.E.C. - Title III-B Meal Site	$8.00
AVERAGE COST PER VEHICLE MILE	$2.71
AVERAGE COST PER REVENUE VEHICLE MILE	$3.01
TRIP PURPOSE*	
Medical	841
Employment	0
Education/Training	0
Shopping	0
Meal Site	122
Recreation	0
Other	0
NUMBER OF TRIPS DENIED	0
NUMBER OF SINGLE PASSENGER TRIPS PROVIDED	44
PERCENT OF SINGLE PASSENGER TRIPS	5%
NUMBER OF ACCIDENTS	0
NUMBER OF VEHICLES	4
NUMBER OF ROADCALLS	0
MILES BETWEEN ROADCALLS	14,984

Source: Suwannee River Economic Council, Inc.

2018-2019 TRIP/EQUIPMENT GRANT SUMMARY
LAFAYETTE COUNTY

CONTRACT AMOUNT: $209,664.00

MONTH/ YEAR	TOTAL DOLLARS SPENT	TRUST FUND (90%)	LOCAL MATCH (10%)	TOTAL AMOUNT REMAINING	NUMBER OF TRIPS	AVERAGE COST PER TRIP
Jul-18	$13,827.93	$12,445.14	$1,382.79	$195,836.07	232	$59.60
Aug-18	$45,043.66	$40,539.29	$4,504.37	$150,792.41	668	$67.43
Sep-18	$46,607.43	$41,946.69	$4,660.74	$104,184.98	739	$63.07
Oct-18	$39,356.54	$35,420.89	$3,935.65	$64,828.44	655	$60.09
Nov-18	$33,461.40	$30,115.26	$3,346.14	$31,367.04	532	$62.90
Dec-18	$31,108.33	$27,997.50	$3,110.83	$258.71	471	$66.05
Jan-19				$258.71		#DIV/0!
Feb-19				$258.71		#DIV/0!
Mar-19				$258.71		#DIV/0!
Apr-19				$258.71		#DIV/0!
May-19				$258.71		#DIV/0!
Jun-19				$258.71		#DIV/0!

Source: Suwannee River Economic Council

LAFAYETTE COUNTY

SERVICE COMPLAINTS/COMMENDATIONS
OCTOBER - DECEMBER 2018

TYPE OF COMPLAINT	TOTAL	Resolved
Vehicle Condition	0	-
Driver's Behavior	0	-
Client Behavior	0	-
Tardiness - Late pickup	0	-
Tardiness - Late dropoff	0	-
No Show by Operator	0	-
Dispatch/Scheduling	0	-
Service Denial	0	-
Other	0	-
TOTALS	**0**	-
COMMENDATIONS	**0**	-

Source: Suwannee River Economic Council

LAFAYETTE COUNTY
UNMET TRANSPORTATION NEEDS
OCTOBER - DECEMBER 2018

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**

Source: Suwannee River Economic Council, Inc.

ATTENDANCE RECORD

LAFAYETTE COUNTY
TRANSPORTATION DISADVANTAGED
COORDINATING BOARD

MEMBER/ORGANIZATION	NAME	3/12/18	6/4/18	9/10/18	12/10/18
Chair	Commissioner Lisa Walker	P	A	A	A
Florida Department of Transportation	Sandra Collins	A	A	P	A
Alternate Member	Lauren Adams				
Florida Department of Children and Families	Kay Tice	P	P	A	A
Alternate Member	Amanda Bryant	A	A	A	A
Florida Agency for Health Care Administration	Deweece Ogden	A	A	A	A
Alternate Member	Pamela Hagley	A	A	A	A
Florida Department of Education	Bonnie Burgess			P	P
Alternate Member	(Vacant)				
Florida Department of Elder Affairs	Eva K. Bolton	P	P	P	P
Alternate Member	(Vacant)				
Florida Agency for Persons with Disabilities	(Vacant)				
Alternate Member	(Vacant)				
Public Education	Joey Pearson	P	P	A	P
Alternate Member	(Vacant)				
Citizen Advocate	(Vacant)				
Alternate Member	Rhoda Pate	A	A	A	A
Citizen Advocate-User	(Vacant)				
Alternate Member	(Vacant)				
Elderly	(Vacant)				
Alternate Member	(Vacant)				
Veterans	Ellis A. Gray, III	A	A	A	A
Alternate Member	(Vacant)				
Persons with Disabilities	(Vacant)				
Alternate Member	(Vacant)				
Children at Risk	Colleen Cody	A	P	P	P
Alternate Member	(Vacant)				
Local Medical Community	Risa Clayton	A	A	A	A
Alternate Member	(Vacant)				
Regional Workforce Board	Diane Head	P	A	A	P
Alternate Member	Anthony Jennings	A	P	P	A

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."