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February 9, 2022

TO: Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board

FROM: Lynn Godfrey, AICP, Senior Planner

SUBJECT: Meeting Announcement

The Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board will hold a business meeting **Wednesday, February 16, 2022 at 10:00 a.m.** in the **Florida Department of Transportation Operations Center Maintenance Yard Crew Building Conference Room 734 Northwest Lake Jeffery Road, Lake City, Florida (location map attached)**. The meeting will also be conducted via communications media technology in the following format:

DIAL IN NUMBER: **Toll free 1.888.585.9008**

CONFERENCE CODE: **864 183 272**

Please note that Board members may participate (and vote), via communications media technology, however, **nine (9)** Board members must be present to establish a physical quorum to vote on agenda items that require formal action.

Per the Centers for Disease Control and Prevention guidelines, to reduce the risk of becoming infected with the virus that causes COVID-19 and potentially spreading it to others, fully vaccinated people should wear a mask indoors in public if they are in an area of substantial or high transmission; if someone in their household is immunocompromised or at increased risk for severe disease; or if someone in their household is unvaccinated.

Attached is the meeting agenda and supporting materials. If you have any questions concerning the meeting, please do not hesitate to contact me at 1-800-226-0690 extension 110.

Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this public meeting is asked to advise our office at least **2 business days** before the meeting by contacting 352.955.2200 extension 110. If you are hearing or speech impaired, please contact our office using the Florida Relay Service, 1.800.955.8771 (TDD) or 1.800.955.8770 (Voice).

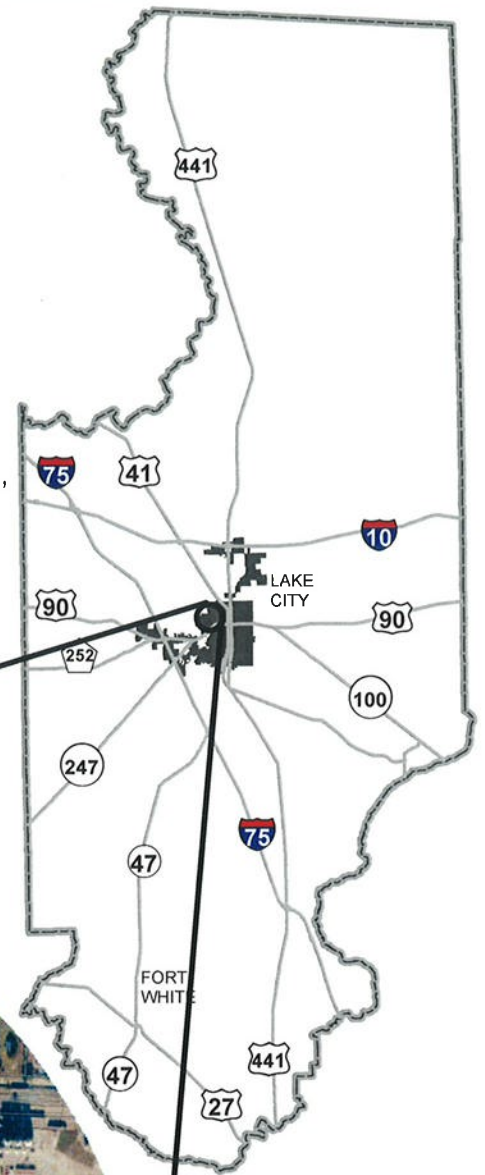
Attachments

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Florida Department of Transportation District Two Lake City Maintenance Yard 734 N.W. Lake Jeffery Road Lake City, FL 32055

Directions: From the intersection of Interstate 75 and U.S. Highway 90 (exit 427) turn, East onto U.S. Highway 90, travel approximately 2.5 miles to County Road 129 (also known as NW Lake Jeffery Rd), turn left (North) onto County Road 129 (also known as NW Lake Jeffery Rd), travel approximately 1/2 mile and the Florida Department of Transportation will be on the left, on the Western side of County Road 129 (also known as NW Lake Jeffery Rd).

FDOT District 2
Lake City
Maintenance Yard



1 inch = 500 feet



Source: Esri, Digital
GNES/Airbus
Compass



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

BUSINESS MEETING AGENDA

**Florida Department of Transportation
Operations Center Maintenance Yard
Crew Building Conference Room
734 Northwest Lake Jeffery Road
Lake City, Florida**

Dial in Number: Toll free 1.888.585.9008
Conference Code: 864 183 272

Wednesday
February 16, 2022
10:00 a.m.

I. Business Meeting – Call To Order

- A. Invocation**
- B. Pledge of Allegiance**
- C. Roll Call**

II. Consent Agenda

ACTION REQUIRED

- A. Approval of the Meeting Agenda**
- B. Approval of the November 17, 2021 Minutes Page 7**

III. Comments and Concerns

- A. Board Members**
- B. Citizens**

IV. General Business

- A. New Business**
 - 1. Introduction to Florida's Coordinated Transportation System (Lynn Godfrey) Page 13 NO ACTION REQUIRED**

2. **2021/26 Columbia, Hamilton and Suwannee Transportation Disadvantaged Service Plan Amendments (Lynn Godfrey)** Page 53 **ACTION REQUIRED**
3. **Suwannee Valley Transit Authority Operations Reports (Larry Sessions)** Page 101 **NO ACTION REQUIRED**

B. Other Business

1. **Board Members**
2. **Citizens**

C. Future Meeting Dates

1. **May 18, 2022 at 10:00 a.m. in Lake City, Florida**
2. **September 21, 2022 at 10:00 a.m. in Live Oak, Florida**
3. **November 16, 2022 at 10:00 a.m. in Jasper, Florida**
4. **May 15, 2023 at 10:00 a.m. in Lake City, Florida**

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

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

MEMBER/REPRESENTING	ALTERNATE/REPRESENTING
Commissioner Toby Witt Columbia County Elected Official Grievance Committee Chair	Not Applicable
Commissioner Robert Brown, Chair Hamilton County Elected Official	Not Applicable
Commissioner Travis Land, Vice-Chair Suwannee County Elected Official	Not Applicable
Christina Nalsen Florida Department of Transportation	Lauren Adams Florida Department of Transportation Grievance Committee Member
Kay Tice Florida Department of Children and Families	Vacant Florida Department of Children and Families
Jeff Aboumrad Florida Department of Education Grievance Committee Member	Monique Gustafson Florida Department of Education
Bruce Evans Florida Department of Elder Affairs	Dwight Law Florida Department of Elder Affairs
Pamela Hagley Florida Agency for Health Care Administration	Reeda Harris Florida Agency for Health Care Administration
Sheryl Stanford Florida Agency for Persons with Disabilities	Sylvia Bamberg Florida Agency for Persons with Disabilities
Diane Head Regional Workforce Board	Selvin Cray Regional Workforce Board
Matthew Pearson Florida Association for Community Action Term ending June 30, 2023 Grievance Committee Member	Vacant Florida Association for Community Action Term ending June 30, 2023
Daniel Taylor Public Education	Vacant Public Education
Jonathan C. Law, Jr. Veterans Term ending June 30, 2023 Grievance Committee Member	J. Lee Abersold Veterans Term ending June 30, 2023
Teri Harmon Citizen Advocate Term ending June 30, 2024	Louie Goodin Citizen Advocate Term ending June 30, 2024
Vacant Citizen Advocate - User Term ending June 30, 2024	Vacant Citizen Advocate - User Term ending June 30, 2024
Vacant Persons with Disabilities Term ending June 30, 2024	Vacant Persons with Disabilities Term ending June 30, 2024
John Koch Elderly Term ending June 30, 2023	Vacant Elderly Term ending June 30, 2023
Sandra Buck-Camp Medical Community Term ending June 30, 2022	Vacant Medical Community Term ending June 30, 2022
Audre J. Washington Children at Risk Term ending June 30, 2022	Vacant Children at Risk Term ending June 30, 2022
Vacant Private Transit Term ending June 30, 2022	Vacant Private Transit Term ending June 30, 2022

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

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

MEETING MINUTES

Suwannee County Extension Office
Exhibition II Building
1302 11th Street, SW
Live Oak, Florida
Dial in Number: Toll free 1.888.585.9008
Conference Code: 864 183 272

Wednesday
November 17, 2021
10:00 a.m.

VOTING MEMBERS PRESENT IN PERSON

Lauren Adams representing Christina Nalsen, Florida Department of Transportation Representative
Sandra Buck-Camp, Medical Community Representative
Bruce Evans, Florida Department of Elder Affairs Representative
Pamela Hagley, Florida Agency for Health Care Administration Representative
Terri Harmon, Citizen Advocate Representative
John Koch, Elderly Representative
Commissioner Travis Land, Suwannee County Local Elected Official, Vice-Chair
Jonathan Law, Jr., Veterans Representative
Matthew Pearson, Florida Association for Community Action Representative
Daniel Taylor, Public Education Representative
Kay Tice, Florida Department of Children and Families Representative

ALTERNATE MEMBERS PRESENT IN PERSON

J. Lee Abersold, Veterans Representative

VOTING MEMBERS PRESENT VIA COMMUNICATIONS MEDIA TECHNOLOGY

Jeff Aboumrad, Florida Department of Education Representative
Diane Head, Workforce Development Board Representative
Sheryl Stanford, Florida Agency for Persons with Disabilities Representative

VOTING MEMBERS ABSENT

Commissioner Robert Brown, Hamilton County Local Elected Official, Chair
Audre J. Washington, Children at Risk Representative
Commissioner Toby Witt, Columbia County Local Elected Official

OTHERS PRESENT IN PERSON

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

OTHERS IN PERSON VIA TELECOMMUNICATIONS MEDIA TECHNOLOGY

John Irvine, Florida Commission for the Transportation Disadvantaged
Anna Mendoza, Career Source North Central Florida

STAFF PRESENT

Lynn Godfrey, North Central Florida Regional Planning Council

I. Business Meeting Call To Order

Vice-Chair Land called the meeting to order at 10:05 a.m.

A. Invocation

Matthew Pearson gave the invocation.

B. Pledge of Allegiance

Vice-Chair Land led the Board in reciting the Pledge of Allegiance.

C. Roll Call

The roll was called by Ms. Lynn Godfrey, North Central Florida Regional Planning Council Senior Planner, and a quorum was declared present.

II. Consent Agenda

ACTION: John Koch moved to approve the consent agenda. Sandra Buck-Camp seconded; motion passed unanimously.

III. Comments and Concerns

A. Board Members

There were no comments.

B. Citizens

There were no comments.

IV. General Business

A. New Business

1. Bylaws

Ms. Godfrey stated that the Florida Commission for the Transportation Disadvantaged requires the Board to review and approve the Bylaws annually.

The Board reviewed the Bylaws.

ACTION: Sandra Buck-Camp moved to approve the Bylaws. Kay Tice seconded; motion passed unanimously.

2. Grievance Procedures

Ms. Godfrey stated that, the Florida Commission for the Transportation Disadvantaged requires the Board to review and approve the Grievance Procedures annually.

ACTION: Lauren Adams moved to approve the Grievance Procedures. Sandra Buck-Camp seconded; motion passed unanimously.

3. Grievance Committee Appointments

Ms. Godfrey stated that Lauren Adams and Jeff Aboumrad volunteered to serve on the Grievance Committee.

ACTION: John Koch moved to appoint Lauren Adams and Jeff Aboumrad to the Grievance Committee. Sandra Buck-Camp seconded; motion passed unanimously.

Vice-Chair Land thanked Ms. Adams and Mr. Aboumrad for volunteering to serve on the Committee.

4. 2020/21 Annual Performance Evaluation

Ms. Godfrey stated that the Board is required to evaluate Suwannee Valley Transit Authority's performance as the Community Transportation Coordinator annually. She said the draft performance evaluation is included in the meeting packet for the Board's review.

ACTION: Bruce Evans moved to approve Suwannee Valley Transit Authority's 2020/21 Annual Performance Evaluation. Sandra Buck-Camp seconded; motion passed unanimously.

5. 2020/21 Annual Operating Reports

Ms. Godfrey stated that Suwannee Valley Transit Authority is required to submit annual operating reports to the Florida Commission for the Transportation Disadvantaged by September 15th of each year. She said the Board is required to review the annual operating reports.

The Board reviewed the 2020/21 Annual Operating Reports.

6. 2021/26 Columbia, Hamilton and Suwannee Transportation Disadvantaged Service Plan Amendment

Ms. Godfrey stated that applicants for funding under the 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. She said Suwannee Valley Transit Authority applied for 49 U.S.C. Section 5311 Coronavirus Response & Relief Supplemental Appropriations Act and American Rescue Plan Grant Program grant funds. She staff recommends that the Board approve adding this grant project to the 2021/26 Columbia, Hamilton and Suwannee Transportation Disadvantaged Service Plan.

ACTION: John Koch moved to approve adding the 49 U.S.C. Section 5311 Coronavirus Response & Relief Supplemental Appropriations Act and American Rescue Plan Grant Program project to the 2021/26 Columbia, Hamilton and Suwannee Transportation Disadvantaged Service Plan. Lauren Adams seconded; motion passed unanimously.

7.. Suwannee Valley Transit Authority Operations Reports

Mr. Larry Sessions, Suwannee Valley Transit Authority Administrator, discussed Suwannee Valley Transit Authority's operations reports. He stated that Suwannee Valley Transit Authority continues to provide medical transportation. However, he said service has not returned to pre-COVID levels. He said he is working to add service for the high school dual enrollment programs.

Dwight Law asked if Suwannee Valley Transit Authority has enough drivers.

Mr. Sessions stated that Suwannee Valley Transit Authority is currently able to manage the number of drivers needed to provide service.

B. Other Business

1. Board Members

There were no comments.

2. Citizens

There were no comments.

C. Future Meeting Dates

Vice-Chair Land stated that the next meeting will be held February 16, 2022 at 10:00 a.m. in Jasper, Florida.

ADJOURNMENT

The meeting was adjourned at 10:30 a.m.

Commissioner Robert Brown, Chair
Columbia, Hamilton and Suwannee
Transportation Disadvantaged Coordinating Board

Date



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February 9, 2022

TO: Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board
FROM: Lynn Godfrey, AICP, Senior Planner
SUBJECT: Introduction to Florida’s Coordinated Transportation System

RECOMMENDATION

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

BACKGROUND

The Florida Commission for the Transportation Disadvantaged requires Board members to comply with the requirements of Section 112.3143, Florida Statutes and Section 286, Florida Statutes.

Attached are the following documents for the Board’s information:

- An Introduction to Florida’s Coordinated Transportation System;
- Section 112.3143, Florida Statutes concerning voting conflicts of interest; and
- Section 286, Florida Statutes concerning Florida Sunshine Law.

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

Attachments

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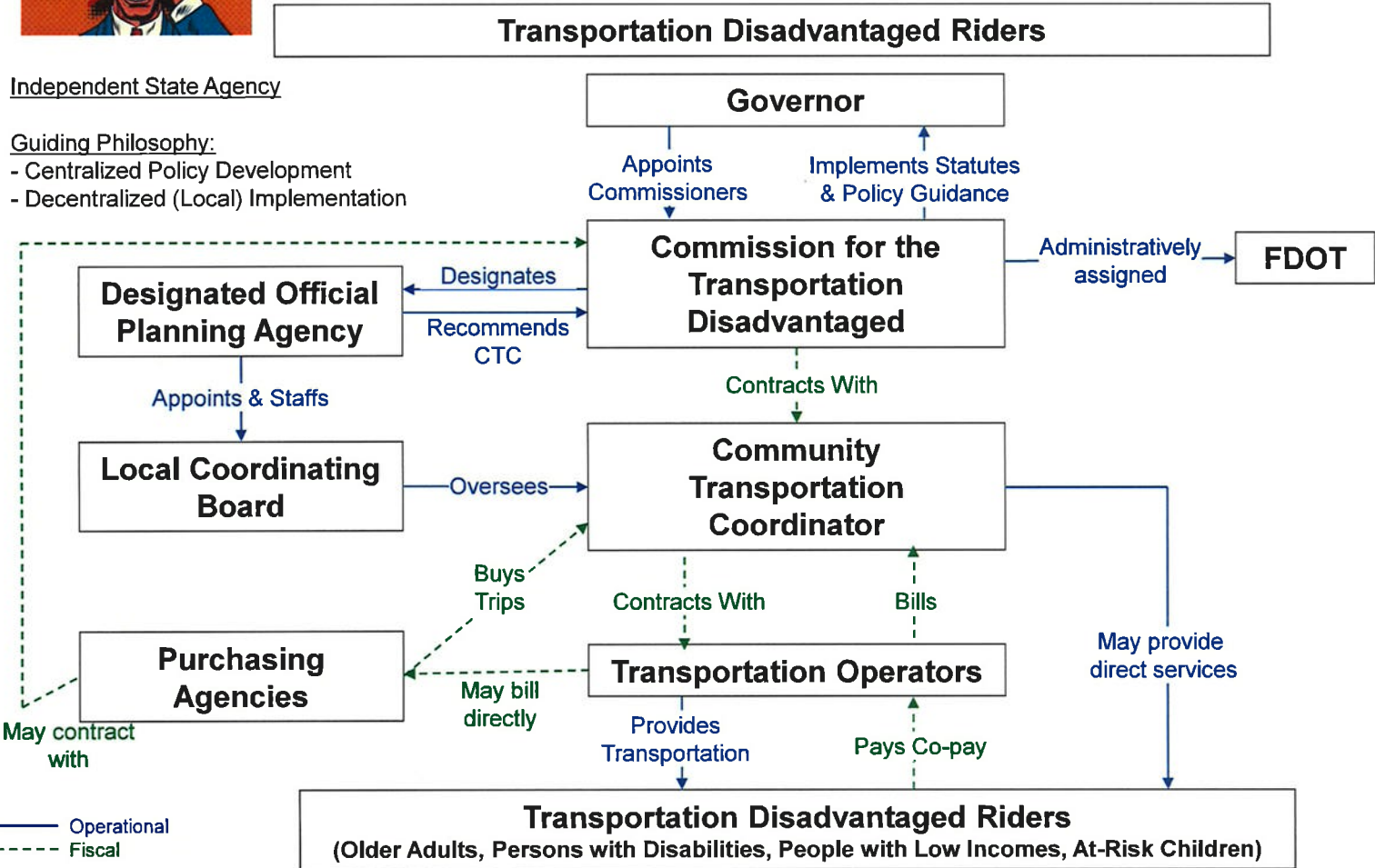
TD 101 An Overview of the Transportation Disadvantaged Program



October 2021



Florida's Coordinated Transportation System Organizational Structure... At A Glance



Riders Who Are Transportation Disadvantaged

- Older Adults
- Persons with Disabilities
- Persons with Low Income
- Children who are At-Risk



They Could Need A Ride To...



- Medical Services
- Work or Job-Training
- School or College
- Grocery Store
- Social-Recreation

...And They May Have Limited Transportation Options Available In Their Community:

- Personal or Family Vehicle
- Public Transit
- Government “Sponsored” Transportation (e.g., Medicaid)
- Private On-Demand Services (e.g., taxi, Uber or Lyft, etc.)



TD Program Foundation

The Coordinated System was established in 1979.

The Legislature created the Commission and TD Trust Fund in 1989.

The purpose was to deliver the “coordination” of transportation services in each county.

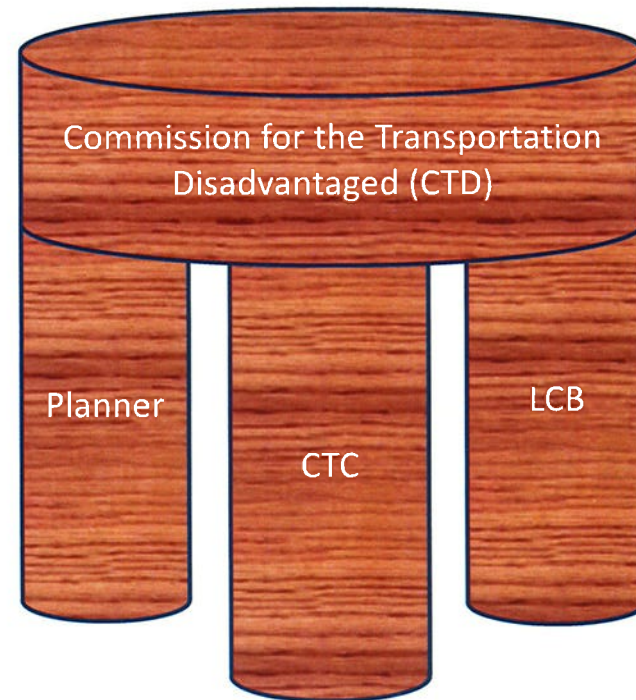
Implemented by three primary entities at local level:

- Community Transportation Coordinator (CTC)
- Designated Official Planning Agency (Planner)
- Local Coordinating Board (LCB)

CTD works with state/local partners (e.g., FDOT) to also purchase trips through coordinated system.

“Trips” can include bus passes, scheduled door-to-door paratransit, or on-demand services.

The “Three-Legged Stool” of Coordination



Commission Responsibilities

Florida Commission for the



**Transportation
Disadvantaged**

Summary of Responsibilities

- Independent agency, administratively housed in FDOT, with board appointed by Governor.
- Administers the TD Trust Fund and disburses funds through various grant programs.
- Develops policies/procedures governing the coordinated transportation system.
- Approves and contracts with CTCs to deliver CTD-funded services in each county.
- Designates Planning Agency (outside MPO) to help implement program at the local level.

Governing Documents



Chapter 427, Florida Statutes –
Legislative Authority

Rule Chapter 41-2, Florida
Administrative Code –
Implementing Regulations

Commission Membership and Duties...

- Seven voting Governor-appointed members:
 - Five business representatives
 - Two users of the system
 - At least one representing seniors (65+ Years Old)
- Eight ex-officio (non-voting) members, representing purchasing agencies.
- Meets at least quarterly around the state.
- All meetings are governed under the Sunshine Laws – recorded and accessible to the public.



...Commission Duties

- Primary voting responsibilities:
 - Approves the designation of every CTC at least every five years
 - Administers the TD Trust Fund, to include the awarding of grants.
 - Reviews and approves Commission publications, including the Annual Performance Report
 - Develops/approves policies governing coordinated transportation (e.g., rules, procedures, etc.).
- Participates in professional development events, including an annual training workshop.
- Appoints and oversees Executive Director.

Grant Programs...



- Trip & Equipment Grant –
 - Annually allocated through a formula, established in rule, to CTCs in all 67 counties
 - Used to purchase trips for eligible riders
 - 25% of funds may be used to purchase equipment
- Planning Grant – Awarded to Planning Agencies to assist with meeting their responsibilities, including staffing the LCB, in each service area.
- Shirley Conroy Grant – Competitively awarded to CTCs for the purchase of capital equipment to meet the needs in rural areas.

...Grant Programs

- Innovation and Service Development (ISD) Grant (FY19-20 and FY20-21)
 - Appropriated through Multi-Use Corridors of Regional Economic Significance (M-CORES)
 - Competitively awarded to CTCs and TNCs for innovative projects that support:
 - Access to Community Activities;
 - Cross-County/Regional Mobility; or
 - Connection to a Transportation Hub

Community Transportation Coordinator



Summary of Responsibilities

- Coordinates transportation services for a county/region.
- Provides and/or contracts with transportation operators to deliver trips for TD customers.
- Determines TD eligibility and performs gatekeeping duties.
- Invoices purchasing agencies.
- Assists LCB in developing the TD Service Plan.
- Submits annual operating report (AOR) data.

A CTC Can Be A...

- Public transit system;
- Nonprofit organization (e.g., council on aging);
- Private transportation company; or
- Local government entity.



And Can...

- Deliver services directly (sole source); or
- Contract with a transportation operator(s) to deliver a portion or all services (broker)

CTC Selection/Evaluation Process

- Interested organizations respond to request for proposals from the planning agency.
- Planning agency recommends the CTD approve an entity be the CTC.
- Designation is for a 5-year period.
- Evaluated on an annual basis by LCB.

Designated Official Planning Agency



Summary of Responsibilities

- Assist CTC and LCB to implement local TD program.
- Staffs and appoints members to the LCB:
 - Prepares LCB meetings (e.g., agendas, by-laws, grievance procedures, trainings, etc.)
 - Assists LCB in evaluating CTC on annual basis
- Procures and recommends CTC designation.
- Coordinates and conducts transportation planning activities for its service area:
 - Works with CTC/LCB to develop TD Service Plan
 - Reviews Annual Operating Report and submits to the LCB.

A Planning Agency Can Be A...

- Metropolitan Planning Organization (MPO)
- County/City Government
- Regional Planning Council
- Local Organizations who are performing planning activities in designated service areas

A planning agency may be responsible for multiple service areas.

Local Coordinating Board



Summary of Responsibilities

- Board membership represents local stakeholders and is appointed by planning agency.
- Meets quarterly and provides guidance on local coordination of transportation services.
- Serves as the local advisory body to the Commission.

The LCB Members Include...

- A local elected official, who serves as chair;
- Purchasing agencies (FDOT, AHCA, APD, etc.);
- The local education community;
- Vocational Rehabilitation/Blind Services;
- The veterans service office;
- Florida Association for Community Action;
- Riders (persons with disabilities, seniors, persons with low-income children at-risk);
- Transportation provider organizations;
- Medical Community;
- Workforce Development Board



LCB Duties...

- Assists in establishing eligibility guidelines and trip priorities.
- Assist with development of TD Service Plan
- Evaluates performance of CTC.
- Identifies and prioritizes local service needs.
- Appoints a grievance committee.
- Reviews and recommends other funding applications.
- Reviews strategies of service provision to the area.
- Evaluates multicounty or regional transportation opportunities.

Purchasing Agency



Summary of Responsibilities

- Serves as an Advisory Member to the Commission.
- Voting Members of the LCB.
- Purchases transportation services for the transportation disadvantaged.
- Assists communities to develop transportation systems designed to serve the transportation disadvantaged.
- Ensures its rules, procedures, guidelines, and directives are supportive of the transportation disadvantaged.

Who is a Purchasing Agency..

An agency that purchases transportation services for the transportation disadvantaged such as -

- Agency for Health Care Administration
- Agency for Persons with Disabilities
- Department of Economic Opportunity
- Department of Children and Families
- Department of Education
- Department of Elder Affairs
- Department of Health
- Department of Juvenile Justice
- Florida Department of Transportation
- Local Government Agencies and Organizations

Section 112.3143, Florida Statutes

Voting Conflicts of Interest

Section 112.3143, Florida Statutes

- Public officer includes any person serving on an advisory body.
- Board members are considered public officers.
- Board members may not vote on any matter that would be to their special private gain or loss.



Section 112.3143, Florida Statutes

- Board members shall make every reasonable effort to disclose the nature of their interest as a public record in a memorandum filed with staff.
- The memorandum shall be incorporated in the meeting minutes.

Section 112.3143, Florida Statutes

- Board members shall, prior to a vote being taken, publicly state the nature of their interest in the matter from which they are abstaining from voting.
- Within 15 days after the vote occurs, Board members shall disclose the nature of their interest as a public record in a memorandum filed with staff.



Section 112.3143, Florida Statutes

- No Board member shall participate in any matter which would be to the Board member's special private gain or loss without first disclosing the nature of their interest in the matter.
- In the event that disclosure has not been made prior to the meeting or that any conflict is unknown prior to the meeting, the disclosure shall be made orally at the meeting when it becomes known that a conflict exists.
- A written memorandum disclosing the nature of the conflict shall be filed within 15 days after the oral disclosure.



Section 286, Florida Statutes

Florida Sunshine Law

Section 286, Florida Statutes

- Board meetings must be open to the public.
- Reasonable notice of Board meetings must be given.
- Minutes of Board meetings must be taken.



Section 286, Florida Statutes

- Applies to any board or commission of any state agency or authority or of any agency or authority of any county, municipal corporation or political subdivision.
- A meeting is considered any gathering of two or more Board members to discuss any matter which will come before the Board for action.





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February 9, 2022

TO: Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board
FROM: Lynn Godfrey, AICP, Senior Planner
SUBJECT: 2021/26 Columbia, Hamilton and Suwannee Transportation Disadvantaged Service Plan Amendments

RECOMMENDATION

Approve amendments to the 2018/23 Columbia, Hamilton and Suwannee Transportation Disadvantaged Service Plan.

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

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 Columbia, Hamilton and Suwannee Counties.

Attached are draft amendments to the 2021/26 Columbia, Hamilton and Suwannee Transportation Disadvantaged Service Plan that meet the Federal and State requirements. Also, attached are Suwannee Valley Transit Authority’s applications for U.S.C. Section 5310 and 5311 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 Columbia, Hamilton and Suwannee Counties. 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.”

Other barriers to the coordination of transportation services in Columbia, Hamilton and Suwannee Counties include the following:

- low density, rural population limits the ability to multi-load vehicles;
- out-of-county trips are required due to the limited availability of medical services/facilities; and
- various requirements for agency client transportation services.

4. Needs Assessment

United States Code Section 5310 Capital Grant Program

<u>APPLICANT</u>	<u>PROJECT</u>	<u>PROJECT YEAR</u>	<u>AREAS AFFECTED BY PROJECT</u>	<u>PROJECT COST</u>	<u>PROJECT FUNDING SOURCE</u>
<u>Suwannee Valley Transit Authority</u>	<u>Purchase two replacement vehicles.</u>	<u>2022/23</u>	<u>Columbia County Hamilton County Suwannee County</u>	<u>\$159,788.00</u> <u>\$ 19,973.00</u> <u>\$ 19,975.00</u>	<u>United States Code Section 5310</u> <u>Florida Department of Transportation</u> <u>Suwannee Valley Transit Authority</u>

United States Code Section 5311 Grant Program

Applicant	Project	Project Year	Areas Affected By Project	Project Cost	Funding Source
Suwannee Valley Transit Authority	Transportation Operations	2021/22	Columbia County	\$826,325.59	United States Code Section 5311
				\$826,325.59	Suwannee Valley Transit Authority
Suwannee Valley Transit Authority	Transportation Operations	2021/22	Hamilton County	\$206,131.32	United States Code Section 5311
				\$206,131.32	Suwannee Valley Transit Authority
Suwannee Valley Transit Authority	Transportation Operations	2021/22	Suwannee County	\$130,819.88	United States Code Section 5311
				\$130,819.88	Suwannee Valley Transit Authority

United States Code Section 5311 Capital Assistance Grant Program

Applicant	Project	Project Year	Areas Affected By Project	Project Cost	Funding Source
Suwannee Valley Transit Authority	Purchase two replacement vehicles.	2022/23	Columbia County Hamilton County Suwannee County	\$159,788.00	United States Code Section 5311
				\$ 39,948.00	Suwannee Valley Transit Authority

United States Code Section 5311 Coronavirus Response & Relief Supplemental Appropriations Act and American Rescue Plan Grant Program

Applicant	Project	Project Year	Areas Affected By Project	Project Cost	Funding Source
Suwannee Valley Transit Authority	Operating assistance to provide transportation services to Columbia, Hamilton and Suwannee Counties.	2022/23	Columbia County Hamilton County Suwannee County	\$1,583,808.00	United States Code Section 5311

United States Code Section 5339 Grant Program

Applicant	Project	Project Year	Areas Affected By Project	Project Cost	Funding Source
Suwannee Valley Transit Authority	Purchase two replacement vehicles.	2022/23	Columbia County Hamilton County Suwannee County	\$199,736.00	United States Code Section 5339
				\$49,934.00	Florida Department of Transportation

Rural Area Capital Assistance Program

Applicant	Project	Project Year	Areas Affected By Project	Project Cost	Funding Source
Suwannee Valley Transit Authority	Purchase two replacement vehicles.	2021/22	Columbia County Hamilton County Suwannee County	\$162,820.35.00	Rural Area Capital Equipment Support Grant

Transportation Disadvantaged Program/Trip & Equipment Grant

Applicant	Project	Project Year	Areas Affected By Project	Project Cost	Funding Source
Suwannee Valley Transit Authority	Provide trips to transportation disadvantaged individuals.	2021/22	Columbia County	\$312,186.00	Transportation Disadvantaged Trust Fund
				\$34,687.00	Suwannee Valley Transit Authority
			Hamilton County	\$141,435.00	Transportation Disadvantaged Trust Fund
				\$15,715.00	Suwannee Valley Transit Authority
			Suwannee County	\$229,031.00	Transportation Disadvantaged Trust Fund
	\$25,448.00	Suwannee Valley Transit Authority			

SUWANNEE VALLEY TRANSIT AUTHORITY
1907 VOYLES STREET, SW
LIVE OAK, FL 32064
(386) 362-5332



STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
GRANT APPLICATION

Suwannee Valley Transit Authority submits this Application for the Section 5310 Program Grant and agrees to comply with all assurances and requirements applicable to the Section 5310 Program.


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

This Application is submitted on this 28 day of October, 2021 with an original resolution or certified copy of the original resolution authorizing ***Larry Sessions, Administrator*** to sign this Application.

Authorized representative signs below certifying that all information contained in this application is true and accurate.

Suwannee Valley Transit Authority

Agency Name


Signature

Larry Sessions, Administrator

Typed Name and Title of Authorized Representative

10/28/2021

Date

Application for Federal Assistance SF-424		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>
* 3. Date Received: <input type="text"/>	4. Applicant Identifier: <input type="text" value="N/A"/>	
5a. Federal Entity Identifier: <input type="text" value="N/A"/>	5b. Federal Award Identifier: <input type="text" value="N/A"/>	
State Use Only:		
6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text" value="1001"/>	
8. APPLICANT INFORMATION:		
* a. Legal Name: <input type="text" value="Suwannee Valley Transit Authority"/>		
* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text" value="59-1684116"/>	* c. Organizational DUNS: <input type="text" value="083193060000"/>	
d. Address:		
* Street1: <input type="text" value="1907 Voyles Street SW"/>	<input type="text"/>	
Street2: <input type="text"/>	<input type="text"/>	
* City: <input type="text" value="Live Oak"/>	<input type="text"/>	
County/Parish: <input type="text" value="Suwannee"/>	<input type="text"/>	
* State: <input type="text" value="FL"/>	<input type="text"/>	
Province: <input type="text"/>	<input type="text"/>	
* Country: <input type="text" value="USA: UNITED STATES"/>	<input type="text"/>	
* Zip / Postal Code: <input type="text" value="32064-4975"/>	<input type="text"/>	
e. Organizational Unit:		
Department Name: <input type="text" value="Transportation"/>	Division Name: <input type="text" value="Administration"/>	
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="Larry"/>	
Middle Name: <input type="text"/>	<input type="text"/>	
* Last Name: <input type="text" value="Sessions"/>	<input type="text"/>	
Suffix: <input type="text"/>	<input type="text"/>	
Title: <input type="text" value="Administrator"/>		
Organizational Affiliation: <input type="text" value="Appointed by Board of Directors"/>		
* Telephone Number: <input type="text" value="386-219-0650"/>	Fax Number: <input type="text" value="386-219-0157"/>	
* Email: <input type="text" value="monica.marquardt@ridesvta.com"/>		

Application for Federal Assistance SF-424

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

D: Special District Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

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

Federal Transit Administration

11. Catalog of Federal Domestic Assistance Number:

20.526

CFDA Title:

Bus and Bus Facilities for Rural Areas 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.):

Columbia, Hamilton, & Suwannee Counties

Add Attachment

Delete Attachment

View Attachment

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

Capital purchase of vehicles for transit services when transporting citizens of Columbia, Hamilton, and Suwannee counties.

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

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

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="159788"/>
* b. Applicant	<input type="text" value="0"/>
* c. State	<input type="text" value="19973"/>
* d. Local	<input type="text" value="19975"/>
* e. Other	<input type="text" value="0"/>
* f. Program Income	<input type="text" value="0"/>
* g. TOTAL	<input type="text" value="199736"/>

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

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

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

Yes No

If "Yes", provide explanation and attach

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

**** I AGREE**

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

Authorized Representative:

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

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative:  * Date Signed:

Florida Department of Transportation

Capital & Operating Assistance Application

Federal Fiscal Year 2022 / State Fiscal Year 2023



49 U.S.C. Section 5310, CFDA 20.513

Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities

Agency Name:	Suwannee Valley Transit Authority
Project Type(s):	Capital
	Capital
FDOT District:	Two
Operating Project Area(s):	N/A
Capital Project Area:	Rural

Applicant Information

Item	Instructions	Agency Response
Agency (Applicant) Legal Name:		Suwannee Valley Transit Authority
Applicant Status: <i>A first-time applicant has not received any funding for the past two grant cycles</i>	Use drop-down to select	Returning applicant
Is the applicant a Community Transportation Coordinator (CTC)? <i>If yes, please attach Transportation Disadvantaged Service Plan (TDSP), CTC Certification, and Annual Operating Report (AOR) where indicated in TransCIP.</i>	Use drop-down to select	Yes
Applicant's County (If Applicant has offices in more than one county, list county where main office is located):		Suwannee
Physical Address (No P.O. Box):		1907 Voyles Street SW
City:		Live Oak
State:		Florida
Zip + 4 Code:		32064-4975
<u>Congressional District:</u>	Use link in Cell A12 to access information. Identify district(s) affected by the proposed project(s).	Two
Federal Taxpayer ID Number:		59-1684116
<u>Applicant's DUNS Number: Unique 9-Digit number issued by Dun & Bradstreet. May be obtained free of charge at: http://fedgov.dnb.com/webform</u>	Use link in Cell A14 to access information	083193060
<u>My Florida Marketplace Vendor Number</u>	Use link in Cell A15 to access information	F591684116
Applicant Fiscal period start and end dates: <i>State Fiscal period from: July 1, 2022 to June 30, 2023</i>		October 1, 2021 to September 30, 2022
Executive Director:		Larry Sessions
Telephone:		386-208-6321
Fax:		386-219-0157
Grant Contact Person (if different than Executive Director):		Monica Marquardt
Telephone:		386-219-0650
Fax:		386-219-0157
Email Address:		monica.marquardt@ridesvta.com

Eligibility Questionnaire

		Yes / No	Additional Information
Are you a returning applicant? <i>*If yes, please answer all questions. If no, disregard remaining questions in this questionnaire.</i>	Pre-populates from Applicant Status	Yes	
Has your agency completed a Triennial Oversight Review?	Use drop-down to select	Yes	
What date(s) did the review occur?		09/26/2019-09/27/2019	
If yes, is your agency currently in compliance?	Use drop-down to select	Yes	
If your agency is not in compliance, do you have a corrective action plan to come into compliance?	Use drop-down to select	N/A	
If yes, what is the date of anticipated date of corrective action closeout?		N/A	
Is your agency registered on SAM.gov? Note: Agency must register each year/application cycle.	Use drop-down to select	Yes	
SAM Unique Entity Identifier	12-character alphanumeric value	DGJ1ECK5SJO8	
SAM Registration Expiration Date		5/27/2022	

Revenue Vehicle Inventory																			
Inventory Date:		8/27/2024		Enable adding rows		Disable adding rows													
Total Fleet Vehicles:				21															
VIN	Model Year	Make	Type <small>Use dropdown to select</small>	Length Class	FDOT Control #	Ramp or LTR <small>Use dropdown to select</small>	Passenger Seats	Wheelchair Positions	Current Mileage	Mileage 1 Year Ago	Mileage from the past year	Status <small>Use dropdown to select status (Active/Spare/Ret)</small>	Expected Retirement Date	Donated? <small>Use dropdown to select (Yes/No)</small>	Year Donated	Mileage when Donated	Funding Source		
204RD066021702	2016	DODGE	Minivan	16.3	NA	None	6	0	71,740	71,740	-	Active					CTD		
204RD06604663736	2017	DODGE	Minivan	16.3	NA	None	6	0	58,887	52,662	6,225	Active	11/30/2024	No	FREPI	FREPI	CTD		
YDFE4F59D435230	2015	FORD	Cutaway Bus	34	NA	LTR	16	2	149,154	139,863	9,291	Active	3/1/2022	No	FREPI	FREPI	CTD		
YDFE4F59D435337	2015	FORD	Cutaway Bus	34	NA	LTR	16	2	141,416	125,528	15,888	Active	8/23/2021	No	FREPI	FREPI	FDOT 5339		
1T2D0K831110619	2009	THOMAS	Medium Duty Bus (25-35)	33		LTR	32	2	71,468	73,152	-1,684	Other	1/1/2027	No	FREPI	FREPI	FDOT 5330		
YDFE4F59D435236	2015	FORD	Cutaway Bus	21		LTR	9	2	132,206	154,064	-21,858	Active	3/1/2022	No	FREPI	FREPI	FDOT 5330		
YDFE4F59D435339	2015	FORD	Cutaway Bus	24	NA	LTR	14	2	116,541	122,843	-6,302	Active	6/06/2022	No	FREPI	FREPI	CTD		
YF8A02CMKA78499	2018	FORD	Cutaway Bus	19	NA	LTR	12	0	59,578	48,164	11,414	Active	6/26/2024	No	FREPI	FREPI	CTD		
YDFE4F59D435354	2012	FORD	Cutaway Bus	27.5	NA	LTR	16	2	211,841	205,154	6,687	Active	6/1/2021	No	FREPI	FREPI	CTD		
NS6A020281151334	2011	CHEVROLET	Cutaway Bus	21	NA	LTR	8	2	216,900	216,732	168	Spare	12/31/2021	No	FREPI	FREPI	CTD		
YDFE4F59D435398	2019	FORD	Cutaway Bus	23		LTR	14	2	102,894	64,320	38,574	Active	12/02/2024	No	FREPI	FREPI	FDOT 5330		
YDFE4F59D435466	2019	FORD	Cutaway Bus	23		LTR	14	2	66,690	44,119	22,571	Active	3/7/2024	No	FREPI	FREPI	FDOT 5330		
YDFE4F59D435467	2019	FORD	Cutaway Bus	23		LTR	14	2	76,577	41,852	34,725	Active	8/21/2024	No	FREPI	FREPI	FDOT 5339		
YDFE4F59D435496	2019	FORD	Cutaway Bus	27.5		LTR	16	2	237,648	235,509	2,139	Spare	6/1/2021	No	FREPI	FREPI	FDOT 5330		
YDFE4F59D435504	2019	FORD	Cutaway Bus	23		LTR	14	2	57,741	37,505	20,236	Active	8/21/2024	No	FREPI	FREPI	FDOT 5339		
YDFE4F59D435601	2019	FORD	Minibus	22		LTR	8	2	40,194	19,682	20,512	Active	2/24/2025	No	FREPI	FREPI	FDOT 5339		
YDFE4F59D435611	2020	FORD	Minibus	22	NA	LTR	8	2	35,528	4,961	30,567	Active	7/15/2025	No	FREPI	FREPI	CTD		
YDFE4F59D435616	2020	FORD	Minibus	22		LTR	8	2	21,731		21,731	Active	3/22/2026	No	FREPI	FREPI	FDOT 5339		
YDFE4F59D435617	2021	FORD	Cutaway Bus	23		LTR	14	2	42,878	1,325	41,554	Active	9/22/2025	No	FREPI	FREPI	FDOT 5339		
1T2D0K831115221	1997	THOMAS	Medium Duty Bus (25-35)	33	NA	None	41	0	36,193	97,136	-60,943	Other	1/1/2020	No	FREPI	FREPI	STA FUND5		
1N9WA02C8C82772	2010	EL DORADO	Medium Duty Bus (25-35)	32		Ramp	31	2	161,316	183,778	-22,462	Active	6/16/2010	No	FREPI	FREPI	STA ARRA 5311		
1N9WA02C8C82778	2010	EL DORADO	Medium Duty Bus (25-35)	32		Ramp	31	2	102,167	144,447	-42,280	Active	10/1/2010	No	FREPI	FREPI	STA ARRA 5311		
17WMD1A00M100542	2014	BYC	Minivan	17		Ramp	3	2	163,977	154,061	9,916	Active	1/1/2023	No	FREPI	FREPI	CTD		
YDFE4F59D435353	2015	FORD	Cutaway Bus	21	NA	LTR	9	2	206,713	192,471	14,242	Active	12/1/2021	No	FREPI	FREPI	CTD		
NS6A02028115097	2010	CHEVROLET	Cutaway Bus	27.5		LTR	16	2	191,522	191,522	-	Spare	12/31/2021	Yes	2016	17715	FDOT TRANSFER		
Total/Average							141	44	113,159	98,147	15,012								

Equipment Inventory								
FDOT Control Number	Agency Control Number	Item Description	Model Number	Year Purchased	Expected Retirement Date	Donated? <small>Use dropdown to select (Yes/No)</small>	Year Donated	Funding Source
306		COLUMN LIFT	MCH18	2012	1/1/2010	No		FREPI
307		COLUMN LIFT	MCH18	2012	1/1/2010	No		FREPI
308		COLUMN LIFT	MCH18	2012	1/1/2010	No		FREPI
309		COLUMN LIFT	MCH18	2012	1/1/2010	No		FREPI
VEHICLE 47		SHOP TRUCK	P250	2008	6/10/2002	No		FREPI
GENERATOR		GENERATOR	1000W	2021		No		FREPI
								Harold Mickelson Grant

Vehicle Inventory Summary	
Type	Count
Sedan	0
Van	0
Minivan	1
Merabus	4
Cutaway Bus	15
Medium Duty Bus (25-35)	4
Small Heavy Duty Bus (30)	0
Large Heavy Duty Bus (35-40)	0
Other	0
Total	24

Proposed Budget for Transportation Program

Statement of Need

Please provide a narrative interpretation of how the above budget reflects your agency's need. Explain the purpose of the grant request in terms of the need for funding availability (as opposed to project merits, which must be described in the Proposed Project Description)

The tri-county region lacks affordable public transportation resources. Suwannee Valley Transit Authority offers affordable and reasonable transportation to Columbia, Hamilton, and Suwannee counties. SVTA has experienced business growth due to meeting a community need; however, SVTA now needs to purchase new vehicles. Without funding from grants, SVTA will not be able to afford to buy replacement vehicles, and this would cause members of the community to ride in buses that show wear and tear and possibly have a greater chance of mechanic failure.

Budget for Year of Anticipated Award

Enable adding rows:

Disable adding rows:

Operating & Administrative Expenses			
Instructions	Object Class	Code	Amount
Use drop-down to select	Other Materials and Supplies	5039	\$ 270,000
Use drop-down to select	Other Paid Absences	5014	\$ 43,000
Use drop-down to select	Other Salaries and Wages	5013	\$ 453,000
Use drop-down to select	Other Paid Absences	5014	\$ 65,000
Use drop-down to select	Fringe Benefits	5015	\$ 363,378
Use drop-down to select	Services	5020	\$ 98,168
Use drop-down to select	Materials and Supplies	5030	\$ 68,103
Use drop-down to select	Fuel and Lubricants	5031	\$ 100,793
Use drop-down to select	Tires and Tubes	5032	\$ 5,078
Use drop-down to select	Purchased Transportation Expenses	5100	\$ 336,389
Use drop-down to select	Utilities	5040	\$ 48,589
Use drop-down to select	Casualty and Liability Costs	5050	\$ 52,205
Use drop-down to select	Taxes	5060	\$ 60
Use drop-down to select	Miscellaneous Expenses	5090	\$ 1,126
Use drop-down to select	Operating Lease Expenses	5220	\$ 4,155
Use drop-down to select	Interest Expenses	5210	\$ 10,069
			\$1,919,113

Operating & Administrative Revenues			
Instructions	Object Class	Code	Amount
Use drop-down to select	Passenger Fares	4110	\$ 144,938
Use drop-down to select	Federal Funds	4500	\$ 800,114
Use drop-down to select	State Transportation Fund	4420	\$ 14,411
Use drop-down to select	Other Agency Revenues	4150	\$ 4,995
Use drop-down to select	State Government Funds	4400	\$ 746,637
Use drop-down to select	Local Government Funds	4300	\$ 111,504
			\$1,822,599

Question	Response	Maximum Word Count	Word Count
Please provide a brief general overview of the organization type (i.e., government authority, private non-profit, etc.) including	Sussex Valley Transit Authority was formed by an inter-local agreement in 2016 and is organized under Transit Authority as a special district. A board of elected officials from each of its constituent local agencies.	100	76
Program mission	To ensure that we meet our constituent needs, SVTA will reduce vehicle-related expenses possible. To accomplish this we will dispatch bus daily which will be the least number of buses/trucks, transporting the most riders on each route and having the least miles as possible.	100	43
Program goals	Sussex Valley Transit Authority will reduce miles and cost whereas provide and provide safe and reliable transportation to the public in Columbia, Hanover, and Sussex counties.	100	26
Program objectives	Sussex Valley Transit Authority will continue to provide Columbia, Hanover, and Sussex counties with increasing reliability and following safety guidelines.	100	28
Service, mode, and trip types provided	Sussex Valley Transit Authority is committed to providing safe & reliable public transportation to the public in Columbia, Hanover, and Sussex counties.	100	22
Total number of employees in organization	20	-	-
Total number of operations (including volunteer drivers)	18	-	-
Total number of transportation-related employees in the organization	20	-	-

Identify the personnel responsible for the following transportation program functions (Driver, TSA, Local, Resident)	Response	Maximum Word Count	Word Count
Insurance	Lara Sabinson, Administrator, lara.sabinson@svta.org, 386-208-4321	-	-
Training (e.g., vehicle/bus (R) operation and passenger assistance)	Jeff Adams, Green Supervisor, jeff.adams@svta.org, 386-279-0842	-	-
Management	Lara Sabinson, Administrator, lara.sabinson@svta.org, 386-208-4321	-	-
Administration (e.g., records administration)	Teresa Fontana, Administrator Support, teresa.fontana@svta.org, 386-279-0821	-	-

What are the sources of the transportation program's funding for operations (e.g., state, local, federal, private foundations, fares, other program fees)?	Response	Maximum Word Count	Word Count
	SVTA's primary source of funding comes from governmental assistance programs. The Transit Transportation Development program fund allows riders who qualify to receive transportation at a reduced cost. Other funding sources include grants from both federal and state Department of Transportation transit programs. A small portion of revenue comes from the bus/mile collection. Lastly, in accordance with the inter-local agreement that binds the SVTA, each county provides a modest amount package to an amount established in the agreement signed in 2014.	200	23

How does your agency measure bus passengers an eligible recipients of LTR-based transportation services?	Response	Maximum Word Count	Word Count
	SVTA currently uses CVT software to track the number of trips, miles, etc., when comparing the riders and disabled. In addition, the CVT software allows the agency to collect data concerning a potential rider's age and if they are disabled.	200	29

To what extent does your agency serve minority populations?	Response	Maximum Word Count	Word Count
	Sussex Valley Transit Authority (SVTA) offers unbiased service in Columbia, Hanover, and Sussex counties.	100	14

Is your agency minority-owned?	Response	Maximum Word Count	Word Count
	Sussex Valley Transit Authority (SVTA) is a public transit agency. Services that are contracted are first-come, first-served upon request, and the requirement. Vehicles are maintained without discrimination to service due to a maintenance schedule.	100	18

Briefly describe your agency's vehicle maintenance program, which services are maintained (e.g., oil changes) explain how vehicles are maintained without discrimination to service.

Service Characteristics	Value	Data Collection/Calculation Method	Completion Check
Estimated Passenger Miles (EPM) The number of kilometers on public transportation vehicles during the fiscal year. Transit agencies must count passengers each time they board vehicles, or use fare box vehicles they use to board from their origin to their destination. If a board vehicle changes routes while passengers are onboard (detouring), transit agencies should not record the passengers. Employees or contractors on board agency vehicles are not passengers. For demand response (DFR) modes, transit agencies must include personal care attendants and caregivers in EPM counts as long as they are not employees of the transit agency. This includes attendants and caregivers that ride for free.	24,399	Data collected from CVT TripMaker	
Unscheduled Passengers per Day Vehicle (non-regular) passengers served within the reporting year.	200	Data collected from CVT TripMaker	
Vehicles Operated in Annual Maximum Service (CMS) Vehicles Operated in Annual Maximum Service (CMS) is the number of revenue vehicles an agency operates to meet the annual maximum service requirement. Agencies should track annual CMS during the peak season of the year on the board day that they provide service. In most cases, CMS is the number of scheduled vehicles because most transit agencies have enough vehicles to operate the scheduled service. CMS includes stop days in one-time special events for non-demand response modes. Agencies should not report CMS as the number of vehicles available to provide service or the total number of vehicles in the agency's fleet; only the agency-owned fleet of these vehicles simultaneously and does not include shared (shared) peak service.	12	Data collected from CVT TripMaker	
Vehicles Revenue Miles (VRM) Vehicle Revenue Miles (VRM) is the number of miles that a vehicle travels while in revenue service. Revenue miles include the distance traveled during service time and between times.	200,000	Data collected from CVT TripMaker	
Daily Service Hours (DSH) Total hours of operation per day. For example, if your transportation program provides continuous service from 7am to 10pm daily, enter "15".	12.5	Daily service hours	
Annual Days of Service Number of days per year on which service is operated, excluding emergency service cancellations.	365	365 days 24 hours (24 x 365) / 7 (weekdays) (24 x 365) / 7	

Service Characteristics	Value
Subsidized seats per vehicle	13
Asset Inventory * (Total Available Seats / Vehicle Count)	1,822,387,752
Asset Inventory * (Total Vehicle Production / Vehicle Count)	1,248
Asset Inventory * (Total Days of Service / Annual Days of Service)	3,588
Asset Inventory * (Total Days of Service / Annual Days of Service)	14
Asset Inventory * (Total Days of Service / Annual Days of Service)	17,42
Asset Inventory * (Total Days of Service / Annual Days of Service)	4,85
Asset Inventory * (Total Days of Service / Annual Days of Service)	15,05

Proposed Project Description: Operating

Operating Award Request

Budget Category	Total	Federal	Local
Salaries		\$0	\$0
Fringe Benefits		\$0	\$0
Contractual Services		\$0	\$0
Travel		\$0	\$0
Other Direct Costs		\$0	\$0
a.		\$0	\$0
b.		\$0	\$0
c.		\$0	\$0
d.		\$0	\$0
e.		\$0	\$0
f.		\$0	\$0
g.		\$0	\$0
h.		\$0	\$0
i.		\$0	\$0
j.		\$0	\$0
k.		\$0	\$0
l.		\$0	\$0
m.		\$0	\$0
n.		\$0	\$0
o.		\$0	\$0
p.		\$0	\$0
Indirect Costs		\$0	\$0
Total	\$0	\$0	\$0

Proof of Local Match – Operating Projects

Operating Project Total:		\$0
Revenue Type <i>Use dropdown to select</i>	Description	Amount
Operating Match Total:		\$0

Project Area - Geographic Cost Allocation Methodology

A map of urbanized areas in Florida as defined by the 2010 Census is available at [this link](#).

Area 1

Area 1: Use drop-down to select service area

Total Unduplicated Passengers	Total Unduplicated Passengers Living in Area	% Service (by unduplicated passengers)
--------------------------------------	---	---

Total Passenger Miles	Total Area Passenger Miles	% Service (by passenger miles)
------------------------------	-----------------------------------	---------------------------------------

Total Passenger Hours	Total Area Passenger Hours	% Service (by passenger hours)
------------------------------	-----------------------------------	---------------------------------------

Area 2

Area 2: Use drop-down to select service area

Total Unduplicated Passengers	Total Unduplicated Passengers Living in Area	% Service (by unduplicated passengers)
--------------------------------------	---	---

Total Passenger Miles	Total Area Passenger Miles	% Service (by passenger miles)
------------------------------	-----------------------------------	---------------------------------------

Total Passenger Hours	Total Area Passenger Hours	% Service (by passenger hours)
------------------------------	-----------------------------------	---------------------------------------

Area 3

Area 3: Use drop-down to select service area

Total Unduplicated Passengers	Total Unduplicated Passengers Living in Area	% Service (by unduplicated passengers)
--------------------------------------	---	---

Total Passenger Miles	Total Area Passenger Miles	% Service (by passenger miles)
------------------------------	-----------------------------------	---------------------------------------

Total Passenger Hours	Total Area Passenger Hours	% Service (by passenger hours)
------------------------------	-----------------------------------	---------------------------------------

Project-Related Improvements

Provide more hours of service and/or more trips?

Expand service to a larger geographic area?

Reduce headways/increase frequency?

Expand access to essential services

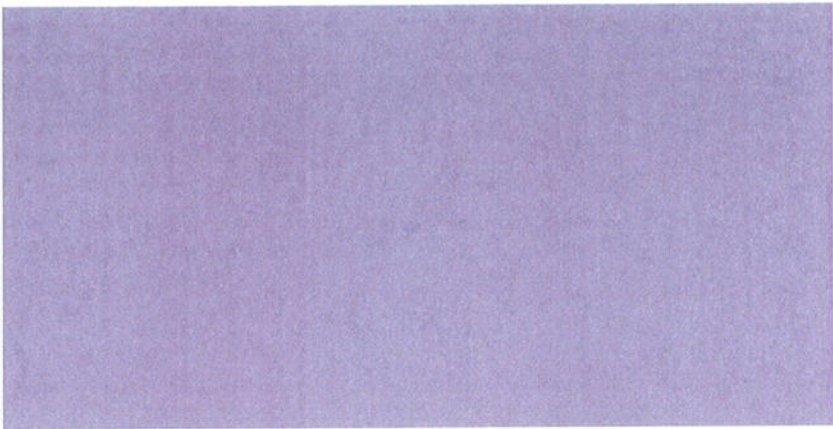
Decreases transportation costs, improve access to mobility options, and spur economic activity in underserved/disadvantaged communities

Overcome any challenges or difficulties your agency is experiencing

If a grant award will be used to maintain services, 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.

If this grant is not fully funded, can you still proceed with your transportation program? If applicable, consider providing an explanation of the scalability of the project.

Please provide a description of local support and coordination for the project. This can be exemplified by explaining the integration of the proposed project within a Transit Development Plan (TDP), Transportation Disadvantaged Service Plan (TDSF), a Comprehensive Plan, a Congestion Management Plan, Strategic Plan, and/or other Transit Supportive Plans. Applicants should also include a list of all project parties involved in delivering the project and describe details on efforts to collaborate among stakeholders.



Service Characteristics

Service Characteristic	Before Project	If the grant is awarded	Data Collection/Calculation Method	Completion Check
<u>Unlinked Passenger Trips (UPT)</u>	24,789			INCOMPLETE
<u>Unduplicated Passengers per Year</u>	369			INCOMPLETE
<u>Vehicles Operated in Annual Maximum Service (VOMS)</u>	12			INCOMPLETE
<u>Vehicle Revenue Miles</u>	388,088			INCOMPLETE
<u>Daily Service Span (hours)</u>	13			INCOMPLETE
<u>Annual Days of Service</u>	311			INCOMPLETE
Calculated Values				
<u>Average vehicle miles PER DAY</u>	1248			
<u>Annual Hours of Service</u>	3,888	-		
<u>Unduplicated Passengers per Vehicle</u>	14	-		
<u>Cost per Trip</u>	\$ 77.42			
<u>Cost per Mile</u>	\$ 4.95			
<u>Average Trip Length (Miles)</u>	15.7			



Application Summary

Instructions: Tables will refresh automatically every 30 minutes, or when the "Refresh" button (in the table header) is pressed.

Applicant:

Suwannee Valley Transit Authority

Operating Request(s)

Description	ALI Code	Total	Federal Share	Local Share
Operating Assistance	30.09.01	\$0	\$0	\$0
Total		\$0	\$0	\$0

Vehicle Request(s)

Description	ALI	Quantity	Total Cost	Federal Share	State Share	Local Share
Bus - Replacement Under 30'	11.12.04	1	\$102,595	\$82,076	\$10,259	\$10,260
Bus - Replacement Under 30'	11.12.04	1	\$97,141	\$77,712	\$9,714	\$9,715
Total	-	2	\$199,736	\$159,788	\$19,973	\$19,975

Equipment Request(s)

Description	ALI	Quantity	Total Cost	Federal Share	State Share	Local Share
				\$0	\$0	\$0
Total			\$0	\$0	\$0	\$0

Preventative Maintenance Request(s)

FDOT Control #	Preventa	Total Cost	Federal Share	State Share	Local Share
			\$0	\$0	\$0
Total		\$0	\$0	\$0	\$0

Facility Request(s)

Description	ALI	Total Cost	Federal Share	State Share	Local Share
		\$0	\$0	\$0	\$0
Total	-	\$0	\$0	\$0	\$0

Mobility Management Request(s)

Project Title	Total Co.	Federal Share	State Share	Local Share
		\$0	\$0	\$0
Total	\$0	\$0	\$0	\$0

The "Finalize" button will remove tabs not needed for submittal.

The "Undo" button will reinsert instruction tabs if needed.

Florida Department of Transportation

Capital Assistance Application

Federal Fiscal Year 2022 / State Fiscal Year 2023



49 U.S.C. Section 5311, CFDA 20.509

Formula Grants for Rural Areas

Agency Name:

Suwannee Valley Transit Authority

District: Two

Applicant Information

Item	Instruction	Agency Response
Agency (Applicant) Legal Name:		Suwannee Valley Transit Authority
Applicant Status: <i>A first-time applicant has not received any funding for the past two grant cycles</i>	Use drop down to select	Returning applicant
Applicant's County (If Applicant has offices in more than one county, list county where main office is located):		Suwannee
Physical Address (No P.O. Box):		1907 Voyles Street SW
City:		Live Oak
State:		Florida
Zip + 4 Code:		32064-4975
<u>Congressional District:</u>	Use link in Cell A11 to access information. Identify the Congressional District(s) for the proposed project area.	Two
Federal Taxpayer ID Number:		59-1684116
<u>Applicant's DUNS Number: Unique 9-Digit number issued by Dun & Bradstreet. May be obtained free of charge at: http://fedgov.dnb.com/webform</u>	Use link in Cell A13 to access information. Response must be exactly 9 digits.	083193060
<u>My Florida Marketplace Vendor Number</u>	Use link in Cell A14 to access information	F591684116
Applicant Fiscal period start and end dates: <i>State Fiscal period from: July 1, 2022 to June 30, 2023</i>		October 1, 2021 to September 30, 2022
Project Service Area: <i>List the county or counties that will be served by the proposed project.</i>		Columbia, Hamilton, & Suwannee
Executive Director:		Larry Sessions
Telephone:		386-208-6321
Fax:		386-219-0157
Grant Contact Person (if different than Executive Director):		Monica Marquardt
Telephone:		386-219-0650
Fax:		386-219-0157
Email Address:		monica.marquardt@ridesvta.com

Eligibility Questionnaire

		Yes / No	Additional Information
Are you a returning applicant? <i>*If yes, please answer all questions. If no, disregard remaining questions in this questionnaire.</i>	Auto-populates from Applicant Status	Yes	
Has your agency completed a Triennial Oversight Review?	Use drop down to select	Yes	
What date(s) did the review occur?		09/26/2019-09/27/2019	
If yes, is your agency currently in compliance?	Use drop down to select	Yes	
If your agency is not in compliance, do you have a corrective action plan to come into compliance?	Use drop down to select	N/A	

If yes, what is the date of anticipated date of corrective action closeout?

Is your agency registered on SAM.gov? Note: Agency must register each year/application cycle.

SAM Unique Entity Identifier

SAM Registration Expiration Date

		N/A	
	Use drop down to select	Yes	
		DGJ1ECK5SJJQ8	
		5/27/2022	

Vehicle Inventory

Inventory Date: 9/27/2021
Total Fleet Vehicles: 24
+ Enable adding rows
- Disable adding rows

VIN	Model Year	Make	Type	Length (feet)	FDOT Control #	Ramp or Lift	Passenger Seats	Wheelchair Positions	Current Mileage	Mileage 1 Year Ago	Mileage from the past year	Use as a Primary Asset	Status	Expected Retirement Date	Use as a Primary Asset	Year Donated	Mileage when Donated	Funding Source
2600G0682R921927	2016	FOSSD	Minivan	16.3	NA	None	0	0	71,942	71,246	-	Active		12/29/2021	No	##EPI	##EPI	CID
2600G0682R921928	2017	FOSSD	Minivan	16.3	NA	None	0	0	58,897	52,663	5,235	Active		11/02/2021	No	##EPI	##EPI	CID
2600G0682R921929	2018	FOSSD	Minivan	16.3	NA	None	0	0	149,164	139,662	13,292	Active		7/17/2021	No	##EPI	##EPI	CID
2600G0682R921930	2018	FOSSD	Minivan	16.3	NA	None	0	0	141,816	129,528	15,488	Active		8/04/2021	No	##EPI	##EPI	CID
2600G0682R921931	2018	FOSSD	Minivan	16.3	NA	None	0	0	71,618	71,152	316	Other		1/7/2022	No	##EPI	##EPI	FOOT 5310
2600G0682R921932	2018	FOSSD	Minivan	16.3	NA	None	0	0	182,908	154,064	28,142	Active		3/7/2022	No	##EPI	##EPI	FOOT 5310
2600G0682R921933	2018	FOSSD	Minivan	16.3	NA	None	0	0	138,941	122,944	13,198	Active		6/16/2022	No	##EPI	##EPI	CID
2600G0682R921934	2018	FOSSD	Minivan	16.3	NA	None	0	0	53,978	48,194	11,384	Active		6/16/2022	No	##EPI	##EPI	CID
2600G0682R921935	2018	FOSSD	Minivan	16.3	NA	None	0	0	211,841	205,154	6,687	Active		6/7/2021	No	##EPI	##EPI	CID
2600G0682R921936	2018	FOSSD	Minivan	16.3	NA	None	0	0	216,000	212,732	168	Other		12/15/2021	No	##EPI	##EPI	CID
2600G0682R921937	2019	FOSSD	Minivan	16.3	NA	None	0	0	102,894	64,329	38,274	Active		12/20/2021	No	##EPI	##EPI	FOOT 5310
2600G0682R921938	2019	FOSSD	Minivan	16.3	NA	None	0	0	66,699	44,119	22,274	Active		7/7/2024	No	##EPI	##EPI	FOOT 5310
2600G0682R921939	2019	FOSSD	Minivan	16.3	NA	None	0	0	76,977	41,852	34,725	Active		9/21/2024	No	##EPI	##EPI	FOOT 5310
2600G0682R921940	2019	FOSSD	Minivan	16.3	NA	None	0	0	217,459	235,505	2,144	Other		6/7/2024	No	##EPI	##EPI	FOOT 5310
2600G0682R921941	2019	FOSSD	Minivan	16.3	NA	None	0	0	57,741	31,569	26,238	Active		2/26/2025	No	##EPI	##EPI	FOOT 5310
2600G0682R921942	2019	FOSSD	Minivan	16.3	NA	None	0	0	46,194	13,682	32,512	Active		2/26/2025	No	##EPI	##EPI	FOOT 5310
2600G0682R921943	2019	FOSSD	Minivan	16.3	NA	None	0	0	35,828	4,001	31,466	Active		7/7/2025	No	##EPI	##EPI	CID
2600G0682R921944	2019	FOSSD	Minivan	16.3	NA	None	0	0	21,731	1,128	15,902	Active		3/22/2028	No	##EPI	##EPI	FOOT 5310
2600G0682R921945	2019	FOSSD	Minivan	16.3	NA	None	0	0	42,879	9,719	41,554	Active		9/22/2028	No	##EPI	##EPI	FOOT 5310
2600G0682R921946	2020	FOSSD	Minivan	16.3	NA	None	0	0	98,193	97,139	1,057	Other		1/7/2021	No	##EPI	##EPI	FOOT 5310
2600G0682R921947	2020	FOSSD	Minivan	16.3	NA	None	0	0	153,335	157,278	5,327	Other		6/7/2028	No	##EPI	##EPI	FOOT 5310
2600G0682R921948	2020	FOSSD	Minivan	16.3	NA	None	0	0	120,167	116,667	5,728	Other		1/7/2021	No	##EPI	##EPI	FOOT 5310
2600G0682R921949	2020	FOSSD	Minivan	16.3	NA	None	0	0	161,977	154,083	9,914	Other		1/7/2021	No	##EPI	##EPI	FOOT 5310
2600G0682R921950	2020	FOSSD	Minivan	16.3	NA	None	0	0	209,713	196,871	17,042	Other		12/17/2021	No	##EPI	##EPI	CID
2600G0682R921951	2020	FOSSD	Minivan	16.3	NA	None	0	0	193,228	199,252	-	Other		12/17/2021	No	##EPI	##EPI	CID
2600G0682R921952	2020	FOSSD	Minivan	16.3	NA	None	0	0	41,129	41,129	0	Other		12/17/2021	No	##EPI	##EPI	CID
2600G0682R921953	2020	FOSSD	Minivan	16.3	NA	None	0	0	111,259	96,142	15,212	Other		12/17/2021	No	##EPI	##EPI	FOOT TRANSFER
Total/Average							41	384	111,259	96,142	15,212							

Item Description	Item Number	Model Number	Year Purchased	Expected Retirement Date	Donated?	Year Donated	Pending Source
306 COLUMBIAN LIFT	306	1654	2012	1/7/2028	No		
307 COLUMBIAN LIFT	307	1654	2012	1/7/2028	No	##EPI	FOOT 5310
308 COLUMBIAN LIFT	308	1654	2012	1/7/2028	No	##EPI	FOOT 5310
309 COLUMBIAN LIFT	309	1654	2012	1/7/2028	No	##EPI	FOOT 5310
VEHICLE#2			2008	6/30/2022	No	##EPI	CID
GENERATOR	1000W		2021		No	##EPI	Heard Mitigation Grant

Vehicle Inventory Summary Count	Count
Subvan	0
Van	0
Mini-Van	0
Mini-Bus	4
Van	15
Medium Duty Bus (25-35)	4
Small Heavy Duty Bus (30)	0
Large Heavy Duty Bus (35)	0
Other	0
Total	29

Proposed Budget for Transportation Program

Statement of Need

Please provide a narrative interpretation of how the below budget reflects your agency's need. Explain the purpose of the grant request in terms of the need for funding availability (as opposed to project merits, which must be described in the Proposed Project Description).

The tri-county region lacks affordable public transportation resources. Suwannee Valley Transit Authority offers affordable and reasonable transportation to Columbia, Hamilton, and Suwannee counties. SVTA has experienced business growth due to meeting a community need; however, SVTA now needs to purchase new vehicles. Without funding from grants, SVTA will not be able to afford to buy replacement vehicles, and this would cause members of the community to ride in buses that show wear and tear and possibly have a greater chance of mechanic failure.

Budget for Year of Anticipated Award

Enable adding rows: **+**

Disable adding rows: **-**

Operating & Administrative Expenses			
Instructions	Object Class	Code	Amount
Use drop-down to select Object Class	Other Materials and Supplies	5039	\$ 270,000
Use drop-down to select Object Class	Other Paid Absences	5014	\$ 43,000
Use drop-down to select Object Class	Other Salaries and Wages	5013	\$ 453,000
Use drop-down to select Object Class	Other Paid Absences	5014	\$ 65,000
Use drop-down to select Object Class	Fringe Benefits	5015	\$ 363,378
Use drop-down to select Object Class	Services	5020	\$ 98,168
Use drop-down to select Object Class	Materials and Supplies	5030	\$ 68,103
Use drop-down to select Object Class	Fuel and Lubricants	5031	\$ 100,793
Use drop-down to select Object Class	Tires and Tubes	5032	\$ 5,078
Use drop-down to select Object Class	Purchased Transportation Expenses	5100	\$ 336,389
Use drop-down to select Object Class	Utilities	5040	\$ 48,589
Use drop-down to select Object Class	Casualty and Liability Costs	5050	\$ 52,205
Use drop-down to select Object Class	Taxes	5060	\$ 60
Use drop-down to select Object Class	Miscellaneous Expenses	5090	\$ 1,126
Use drop-down to select Object Class	Operating Lease Expenses	5220	\$ 4,155
Use drop-down to select Object Class	Interest Expenses	5210	\$ 10,069
			\$ 1,919,113

Operating & Administrative Revenues			
Instructions	Object Class	Code	Amount
Use drop-down to select Object Class	Passenger Fares	4110	\$ 144,938
Use drop-down to select Object Class	Federal Funds	4500	\$ 800,114
Use drop-down to select Object Class	State Transportation Fund	4420	\$ 14,411
Use drop-down to select Object Class	Other Agency Revenues	4150	\$ 4,995
Use drop-down to select Object Class	State Government Funds	4400	\$ 746,637
Use drop-down to select Object Class	Local Government Funds	4300	\$ 111,504
			\$ 1,822,599

Current System Description											
Question	Response	Maximum Word Count	Word Count								
How would a total general overview of the organization (e.g., government authority, industry sector, etc.) including:	<p>San Joaquin Valley Transit Authority was formed by an inter-county agreement in 1978 and is organized under Florida Statutes as a special district. A board of elected officials from each of its counties leads the agency.</p>	100	35								
Program mission	To ensure that we use our resources wisely, SVTA will reduce wherever it is possible. To accomplish this, we will attempt to our daily schedule with the least number of vehicles/trucks, transporting the most riders on each route and spend the least money as possible.	100	63								
Program goals	San Joaquin Valley Transit Authority will continue to serve Columbia, Hamilton, and Sutter counties, which is the public in Columbia, Hamilton, and Sutter counties.	100	78								
Program objectives	San Joaquin Valley Transit Authority will continue to serve Columbia, Hamilton, and Sutter counties, which is the public in Columbia, Hamilton, and Sutter counties.	100	70								
Service, route, and trip types provided	San Joaquin Valley Transit Authority is committed to providing safe & reliable public transportation to the public in Columbia, Hamilton, and Sutter counties.	100	77								
Total number of employees in organization	24										
Total number of operations (including volunteer drivers)	14										
Total number of transportation-related employees in the organization	29										
Identify the personnel responsible for the following transportation program functions (Name, Email, Phone)	<table border="1"> <tr> <td>Insurance</td> <td>Larry Seibert, Administrator, larry.seibert@svta.net, 530.209.4323</td> </tr> <tr> <td>Training (e.g., vehicle fleet, lift operators, passenger assistance)</td> <td>Jeff Lewis, Driver Supervisor, jeff.lewis@svta.net, 530.215.3663</td> </tr> <tr> <td>Management</td> <td>Larry Seibert, Administrator, larry.seibert@svta.net, 530.209.4323</td> </tr> <tr> <td>Administration (e.g., records management)</td> <td>Samuel Gomez, Administrative Support, samuel.gomez@svta.net, 530.219.0641</td> </tr> </table>	Insurance	Larry Seibert, Administrator, larry.seibert@svta.net, 530.209.4323	Training (e.g., vehicle fleet, lift operators, passenger assistance)	Jeff Lewis, Driver Supervisor, jeff.lewis@svta.net, 530.215.3663	Management	Larry Seibert, Administrator, larry.seibert@svta.net, 530.209.4323	Administration (e.g., records management)	Samuel Gomez, Administrative Support, samuel.gomez@svta.net, 530.219.0641		
Insurance	Larry Seibert, Administrator, larry.seibert@svta.net, 530.209.4323										
Training (e.g., vehicle fleet, lift operators, passenger assistance)	Jeff Lewis, Driver Supervisor, jeff.lewis@svta.net, 530.215.3663										
Management	Larry Seibert, Administrator, larry.seibert@svta.net, 530.209.4323										
Administration (e.g., records management)	Samuel Gomez, Administrative Support, samuel.gomez@svta.net, 530.219.0641										
What are the sources of the transportation program's funding (e.g., state, local, federal, public beneficiaries, fees, other program benefit)?	SVTA's primary source of funding comes from governmental assistance programs. The Florida Transportation Disbursement program fund allows riders who qualify to receive transportation at a reduced cost. Other funding sources include grants from both Federal and State Departments of Transportation transit programs. A small portion of revenue comes from the farebox collection. Lastly, in accordance with the Interlocal Agreement that binds the SVTA, each county provides a member financial package in its amount as dictated on the agreement signed in 1978.	200	81								
To what extent does your agency serve minority populations?	San Joaquin Valley Transit Authority (SVTA) offers enhanced service to Columbia, Hamilton, and Sutter counties.	100	14								
Is your agency minority-owned?	San Joaquin Valley Transit Authority (SVTA) is a public transit agency. Services that are not provided on a daily basis, transportation options, and the replacement of vehicles are maintained without interruption in service due to a maintenance schedule.	50	18								
Briefly describe your agency's vehicle maintenance program. Which services are outsourced (e.g., oil change)? How are vehicles are maintained without interruption in service?		100	24								

Service Characteristic	Value	Data Collection/Calculation Method	Completion Check
Vehicle Mileage (Total Miles) The number of kilometers on public transportation vehicles during the fiscal year. Transit agencies must count passengers each time they board vehicles, no matter how many vehicles they use to travel from their origin to their destination. If a transit vehicle changes routes while passengers are onboard (parking, transit agency vehicles are not passengers). For demand response (DFR) modes, transit agencies must include personal care attendants and companions on LPT routes as long as they are not employees of the transit agency. This includes attendants and companions that ride fare free.	24,789	Data collected from CTS TripMaster	
Unscheduled Passengers per Year Ensure (over report) statements around within the reporting year.	368	Data collected from CTS TripMaster	
Vehicles Operated in Annual Maximum Service (VOMS) Vehicles Operated in Annual Maximum Service (VOMS) is the number of revenue vehicles an agency operates to meet the annual maximum service requirement. Agencies must track annual VOMS during the peak season of the year on the busiest day that they provide service to avoid cases, this is the number of scheduled vehicles because most transit agencies have enough vehicles to operate the scheduled service. VOMS includes regular, special or one-time special events for non-demand response modes. Agencies should not report VOMS as the number of vehicles available to provide service on the total number of vehicles in the agency's inventory, unless the agency utilizes all of these vehicles simultaneously and does not retain spares during peak periods.	12	Data collected from CTS TripMaster	
Vehicle Revenue Miles (VRM) VRM-Bus/Bus Rapid (VRM) are figures that take into account the miles vehicles travel while in revenue service. Revenue miles include the distance traveled during revenue time and bus revenue time.	107,988	Data collected from CTS TripMaster	
Daily Service Span (Number of Hours) Total hours of operations per day. For example, if your transportation program provides continuous service from 7am to 10pm daily, enter "15".	12.5	Data collected from CTS TripMaster	
Annual Hours of Service Number of days per year on which service is operated, excluding emergency service specifications.	365	Data collected from CTS TripMaster	

Service Characteristic	Result
Are riders using fare vehicles?	13
Are riders using fare vehicles?	1,483,227,562
VRM / Annual Date of Service	1,248
Annual Hours of Service	3,888
Daily Service Span - Annual Date of Service	14
Unscheduled Passengers / Daily Revenue - Vehicle Count	77.42
Cost per Trip	4.85
Cost per Mile	13.86
Passenger Miles / Total Operating Expenses / VRM	
Revenue per Trip / Total Operating Expenses	

Rural Cost Allocation Methodology

Instructions:

It is understood that the desired destination for many trips provided to non-urbanized area residents is in an urbanized area. Such trips are appropriately funded with Section 5311 funds. Recipients must develop a method of allocating costs between urbanized and non-urbanized area service. The availability of the information needed in any allocation method should be a factor in

[A map of urbanized areas in Florida as defined by the 2010 Census is available at this link.](#)

Demand Response

Instructions:

Demand response service providers often know the addresses of all passengers. If 60% of all passengers live in non-urbanized areas, it

	Total Unique Passengers Living in Non-Urbanized Areas	% Rural Service (by unique passengers)
Total Unique Passengers	369	100%
	369	100%

	Total Non-Urbanized Passenger Miles	% Rural Service (by passenger miles)
Total Passenger Miles	388088	100%
	388088	100%

	Total Non-Urbanized Passenger Hours	% Rural Service (by passenger hours)
Total Passenger Hours	3888	100%
	3888	100%

Fixed Route

Instructions:

Recipients providing fixed-route service can segregate urbanized and nonurbanized miles based on route maps and allocate system-

	Total Non-Urbanized Route Miles	% Rural Service (by route miles)
Total Route Miles	51669	100%
	51669	100%

Project Budget Description	
Project	<ul style="list-style-type: none"> Project Name Project Number Project Manager Project Start Date Project End Date Project Status Project Location Project Description Project Objectives Project Deliverables Project Risks Project Stakeholders Project Budget Project Resources Project Schedule Project Communication Project Reporting Project Evaluation Project Review Project Closure
Phase	<ul style="list-style-type: none"> Phase Name Phase Number Phase Manager Phase Start Date Phase End Date Phase Status Phase Location Phase Description Phase Objectives Phase Deliverables Phase Risks Phase Stakeholders Phase Budget Phase Resources Phase Schedule Phase Communication Phase Reporting Phase Evaluation Phase Review Phase Closure
Task	<ul style="list-style-type: none"> Task Name Task Number Task Manager Task Start Date Task End Date Task Status Task Location Task Description Task Objectives Task Deliverables Task Risks Task Stakeholders Task Budget Task Resources Task Schedule Task Communication Task Reporting Task Evaluation Task Review Task Closure
Sub-Task	<ul style="list-style-type: none"> Sub-Task Name Sub-Task Number Sub-Task Manager Sub-Task Start Date Sub-Task End Date Sub-Task Status Sub-Task Location Sub-Task Description Sub-Task Objectives Sub-Task Deliverables Sub-Task Risks Sub-Task Stakeholders Sub-Task Budget Sub-Task Resources Sub-Task Schedule Sub-Task Communication Sub-Task Reporting Sub-Task Evaluation Sub-Task Review Sub-Task Closure
Item	<ul style="list-style-type: none"> Item Name Item Number Item Manager Item Start Date Item End Date Item Status Item Location Item Description Item Objectives Item Deliverables Item Risks Item Stakeholders Item Budget Item Resources Item Schedule Item Communication Item Reporting Item Evaluation Item Review Item Closure
Account	<ul style="list-style-type: none"> Account Name Account Number Account Manager Account Start Date Account End Date Account Status Account Location Account Description Account Objectives Account Deliverables Account Risks Account Stakeholders Account Budget Account Resources Account Schedule Account Communication Account Reporting Account Evaluation Account Review Account Closure
Category	<ul style="list-style-type: none"> Category Name Category Number Category Manager Category Start Date Category End Date Category Status Category Location Category Description Category Objectives Category Deliverables Category Risks Category Stakeholders Category Budget Category Resources Category Schedule Category Communication Category Reporting Category Evaluation Category Review Category Closure
Code	<ul style="list-style-type: none"> Code Name Code Number Code Manager Code Start Date Code End Date Code Status Code Location Code Description Code Objectives Code Deliverables Code Risks Code Stakeholders Code Budget Code Resources Code Schedule Code Communication Code Reporting Code Evaluation Code Review Code Closure
Unit	<ul style="list-style-type: none"> Unit Name Unit Number Unit Manager Unit Start Date Unit End Date Unit Status Unit Location Unit Description Unit Objectives Unit Deliverables Unit Risks Unit Stakeholders Unit Budget Unit Resources Unit Schedule Unit Communication Unit Reporting Unit Evaluation Unit Review Unit Closure
Rate	<ul style="list-style-type: none"> Rate Name Rate Number Rate Manager Rate Start Date Rate End Date Rate Status Rate Location Rate Description Rate Objectives Rate Deliverables Rate Risks Rate Stakeholders Rate Budget Rate Resources Rate Schedule Rate Communication Rate Reporting Rate Evaluation Rate Review Rate Closure
Cost	<ul style="list-style-type: none"> Cost Name Cost Number Cost Manager Cost Start Date Cost End Date Cost Status Cost Location Cost Description Cost Objectives Cost Deliverables Cost Risks Cost Stakeholders Cost Budget Cost Resources Cost Schedule Cost Communication Cost Reporting Cost Evaluation Cost Review Cost Closure
Revenue	<ul style="list-style-type: none"> Revenue Name Revenue Number Revenue Manager Revenue Start Date Revenue End Date Revenue Status Revenue Location Revenue Description Revenue Objectives Revenue Deliverables Revenue Risks Revenue Stakeholders Revenue Budget Revenue Resources Revenue Schedule Revenue Communication Revenue Reporting Revenue Evaluation Revenue Review Revenue Closure
Profit	<ul style="list-style-type: none"> Profit Name Profit Number Profit Manager Profit Start Date Profit End Date Profit Status Profit Location Profit Description Profit Objectives Profit Deliverables Profit Risks Profit Stakeholders Profit Budget Profit Resources Profit Schedule Profit Communication Profit Reporting Profit Evaluation Profit Review Profit Closure
Loss	<ul style="list-style-type: none"> Loss Name Loss Number Loss Manager Loss Start Date Loss End Date Loss Status Loss Location Loss Description Loss Objectives Loss Deliverables Loss Risks Loss Stakeholders Loss Budget Loss Resources Loss Schedule Loss Communication Loss Reporting Loss Evaluation Loss Review Loss Closure
Net	<ul style="list-style-type: none"> Net Name Net Number Net Manager Net Start Date Net End Date Net Status Net Location Net Description Net Objectives Net Deliverables Net Risks Net Stakeholders Net Budget Net Resources Net Schedule Net Communication Net Reporting Net Evaluation Net Review Net Closure
Total	<ul style="list-style-type: none"> Total Name Total Number Total Manager Total Start Date Total End Date Total Status Total Location Total Description Total Objectives Total Deliverables Total Risks Total Stakeholders Total Budget Total Resources Total Schedule Total Communication Total Reporting Total Evaluation Total Review Total Closure



Application Summary

Instructions: Tables will refresh automatically every 30 minutes and whenever the "Refresh" button is pressed.

Applicant:

Suwannee Valley Transit Authority

Vehicle Request(s)

Description	ALI	Quantity	Total Cost	Federal Share	Local Share
Bus - Replacement Under 30'	11.12.04	1	\$102,595	\$82,076	\$20,519
Bus - Replacement Under 30'	11.12.04	1	\$97,141	\$77,712	\$19,429
Total	-	2	\$199,736	\$159,788	\$39,948

Equipment Request(s)

Description	ALI	Quantity	Total Cost	Federal Share	Local Share
			\$0	\$0	\$0
Total	-	-	\$0	\$0	\$0

Facility Request(s)

Description	ALI	Quantity	Total Cost	Federal Share	Local Share
			\$0	\$0	\$0
Total	-	-	\$0	\$0	\$0

Mobility Management Request(s)

Project Title	Total Co	Federal Share	Local Share
		\$0	\$0
Total	\$0	\$0	\$0

Preventative Maintenance Request(s)

Preventative Maintenance Act	Total Co	Federal Share	Local Share
		\$0	\$0
Total	\$0	\$0	\$0

The "Finalize" button will remove tabs not needed for submittal.

SUWANNEE VALLEY TRANSIT AUTHORITY
1907 VOYLES STREET, SW
LIVE OAK, FL 32064
(386) 362-5332



STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
GRANT APPLICATION

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

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

This Application is submitted on this **28** day of **October, 2021** with an original resolution or certified copy of the original resolution authorizing ***Larry Sessions, Administrator*** to sign this Application.

Authorized representative signs below certifying that all information contained in this application is true and accurate.

Suwannee Valley Transit Authority

Agency Name


Signature

Larry Sessions, Administrator

Typed Name and Title of Authorized Representative

10/28/2021

Date

Application for Federal Assistance SF-424

* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): _____ * Other (Specify): _____
---	---	--

* 3. Date Received: _____	4. Applicant Identifier: N/A
-------------------------------------	--

5a. Federal Entity Identifier: N/A	5b. Federal Award Identifier: N/A
--	---

State Use Only:

6. Date Received by State: _____	7. State Application Identifier: 1001
---	--

B. APPLICANT INFORMATION:

* a. Legal Name: Suwannee Valley Transit Authority	
* b. Employer/Taxpayer Identification Number (EIN/TIN): 59-1684116	* c. Organizational DUNS: 083193060000

d. Address:

* Street1: 1907 Voyles Street SW
Street2: _____
* City: Live Oak
County/Parish: Suwannee
* State: FL
Province: _____
* Country: USA: UNITED STATES
* Zip / Postal Code: 32064-4975

e. Organizational Unit:

Department Name: Transportation	Division Name: Administration
--	--------------------------------------

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

Prefix: Mr.	* First Name: Larry
Middle Name: _____	
* Last Name: Sessions	
Suffix: _____	
Title: Administrator	
Organizational Affiliation: Appointed by Board of Directors	
* Telephone Number: 386-219-0650	Fax Number: 386-219-0157
* Email: monica.marquardt@ridesvta.com	

Application for Federal Assistance SF-424

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

D: Special District Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

* 10. Name of Federal Agency:

Federal Transit Administration

11. Catalog of Federal Domestic Assistance Number:

20.526

CFDA Title:

Bus and Bus Facilities for Rural Areas 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.):

Columbia, Hamilton, & Suwannee Counties

Add Attachment

Delete Attachment

View Attachment

* 15. Descriptive Title of Applicant's Project:

Capital purchase of vehicles for transit services when transporting citizens of Columbia, Hamilton, and Suwannee counties.

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

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

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	199736
* b. Applicant	0
* c. State	0
* d. Local	0
* e. Other	0
* f. Program Income	0
* g. TOTAL	199736

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

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

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

Yes No


If "Yes", provide explanation and attach

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

** I AGREE

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

Authorized Representative:

Prefix: * First Name:
Middle Name:
* Last Name:
Suffix:
* Title:
* Telephone Number: Fax Number:
* Email:
* Signature of Authorized Representative:  * Date Signed:

Florida Department of Transportation

Capital Assistance Application

Federal Fiscal Year 2022 / State Fiscal Year 2023



49 U.S.C. Section 5339, CFDA 20.526

Bus and Bus Facilities Formula

Program for Rural Areas

Agency Name:

Suwannee Valley Transit Authority

FDOT District:

Two

Applicant Information

Item	Instruction	Agency Response
Agency (Applicant) Legal Name:		Suwannee Valley Transit Authority
Applicant Status: <i>A first-time applicant has not received any funding for the past two grant cycles</i>	Use drop-down to select	Returning applicant
Is the applicant a Community Transportation Coordinator (CTC)? <i>If yes, please attach Transportation Disadvantaged Service Plan (TDSP), CTC Certification, and Annual Operating Report (AOR) where indicated in TransCIP.</i>	Use drop-down to select	Yes
Applicant's County (If Applicant has offices in more than one county, list county where main office is located):		Suwannee
Physical Address (No P.O. Box):		1907 Voyles Street SW
City:		Live Oak
State:		Florida
Zip + 4 Code:		32064-4975
<u>Congressional District:</u>	Use link in Cell A12 to access information. Select district(s) affected by the proposed project(s).	Two
Federal Taxpayer ID Number:		59-1684116
<u>Applicant's DUNS Number: Unique 9-Digit number issued by Dun & Bradstreet. May be obtained free of charge at: http://fedgov.dnb.com/webform</u>	Use link in Cell A14 to access information. Response must be exactly 9 characters.	083193060
<u>My Florida Marketplace Vendor Number</u>	Use link in Cell A15 to access information	F591684116
Applicant Fiscal period start and end dates:		October 1, 2021 to September 30, 2022
<i>State Fiscal period from: July 1, 2022 to June 30, 2023</i>		
Executive Director:		Larry Sessions
Telephone:		386-208-6321
Fax:		386-219-0157
Grant Contact Person (if different than Executive Director):		Monica Marquardt
Telephone:		386-219-0650
Fax:		386-219-0157
Email Address:		monica.marquardt@ridesvta.com

Eligibility Questionnaire

		Yes / No	Additional Information
Are you a returning applicant? <i>*If yes, please answer all questions. If no, disregard remaining questions in this questionnaire.</i>	Pre-populates from Applicant Status	Yes	
Has your agency completed a Triennial Oversight Review?	Use drop-down to select	Yes	
What date(s) did the review occur?		09/26/2019-09/27/2019	
If yes, is your agency currently in compliance?	Use drop-down to select	Yes	
If your agency is not in compliance, do you have a corrective action plan to come into compliance?	Use drop-down to select	N/A	
If yes, what is the date of anticipated date of corrective action closeout?		N/A	
Is your agency registered on SAM.gov? Note: Agency must register each year/application cycle.	Use drop-down to select	Yes	
SAM Unique Entity Identifier		DGJ1ECK5SJQ8	
SAM Registration Expiration Date		5/27/2022	


Proposed Budget for Transportation Program


Budget for Year of Anticipated Award

All applicants for all request types must complete this budget form. For each component, amounts reported should be based on projected values for the year of anticipated award for the current grant application. This year's grant cycle is for award during Federal Fiscal Year (FFY) 2022, which corresponds to State Fiscal Year (SFY) 2023. SFY 2023 starts July 1, 2022 and ends June 30, 2023.

Instructions: Applicants should replace the title text Year of Anticipated Award in the expenses and revenues tables with the actual fiscal year dates for which amounts were estimated. The applicant may use its own fiscal year definition when it differs from the state fiscal year (e.g., October 1, 2022 to September 30, 2023).

Amounts reflected in the Program Budget must be limited to those operating and administrative expenses/revenues supporting the applicant's transportation program. For agencies whose primary purpose is not transportation, the transportation program budget must be separated out from general administration and other agency functions. Shared costs such as facility rental and utilities must be allocated to the transportation program on a reasonable and specified basis.

Enable adding rows: 

Disable adding rows: 

Operating & Administrative Expenses			
Instructions	Object Class	Code	Amount
Use drop-down to select	Other Materials and Supplies	5039	\$ 270,000
Use drop-down to select	Other Paid Absences	5014	\$ 43,000
Use drop-down to select	Other Salaries and Wages	5013	\$ 453,000
Use drop-down to select	Other Paid Absences	5014	\$ 65,000
Use drop-down to select	Fringe Benefits	5015	\$ 363,378
Use drop-down to select	Services	5020	\$ 98,168
Use drop-down to select	Materials and Supplies	5030	\$ 68,103
Use drop-down to select	Fuel and Lubricants	5031	\$ 100,793
Use drop-down to select	Tires and Tubes	5032	\$ 5,078
Use drop-down to select	Purchased Transportation Expenses	5100	\$ 336,389
Use drop-down to select	Utilities	5040	\$ 48,589
Use drop-down to select	Casualty and Liability Costs	5050	\$ 52,205
Use drop-down to select	Taxes	5060	\$ 60
Use drop-down to select	Miscellaneous Expenses	5090	\$ 1,126
Use drop-down to select	Operating Lease Expenses	5220	\$ 4,155
Use drop-down to select	Interest Expenses	5210	\$ 10,069
			\$1,919,113

Operating & Administrative Revenues

Instructions	Object Class	Code	Amount
Use drop-down to select	Passenger Fares	4110	\$ 144,938
Use drop-down to select	Federal Funds	4500	\$ 800,114
Use drop-down to select	State Transportation Fund	4420	\$ 14,411
Use drop-down to select	Other Agency Revenues	4150	\$ 4,995
Use drop-down to select	State Government Funds	4400	\$ 746,637
Use drop-down to select	Local Government Funds	4300	\$ 111,504
			\$1,822,599

Questions	Response	Maximum Value	Word Count
<p>Provide a brief general overview of the organization type (i.e., government authority, private non-profit, etc.) including:</p>	<p>Transwest Valley Transit Authority was formed by an inter-jurisdictional agreement in 1978 and is organized under Florida Statute as a special district. A board of elected officials from each of its counties leads the agency.</p>	100	26
<p>Program mission</p>	<p>To ensure that the use and operation of the VTA will enhance mobility and safety for all. To accomplish this, we will operate our daily schedule with the least number of personnel, recognizing the most value on each route and the best value in general.</p>	100	43
<p>Program goals</p>	<p>Transwest Valley Transit Authority will reduce vehicle and cost wherever possible and provide safe and reliable transportation to the public in Columbia, Hamilton, and Sumner counties.</p>	100	24
<p>Program objectives</p>	<p>Transwest Valley Transit Authority will continue to provide Columbia, Hamilton, and Sumner counties with convenient, safe, and reliable transit services which encourage mobility and following safety guidelines.</p>	100	22
<p>Service mode and trip type provided</p>	<p>Transwest Valley Transit Authority is committed to providing safe to include transit transportation to the public in Columbia, Hamilton, and Sumner counties.</p>	100	22
<p>Total number of employees in organization</p>	25	-	-
<p>Total number of operations (including volunteer drivers)</p>	75	-	-
<p>Total number of transportation-related employees in the organization</p>	25	-	-
<p>Identify the personnel responsible for the following transportation program functions (Name, Title, Email, Phone)</p>	<p>Insurance: Jeff Jones, Director Supervisor, jfj@transwestvalley.com, 352-395-5171 Loading (i.e., unloading) of operations, passenger maintenance: Jeff Jones, Director Supervisor, jfj@transwestvalley.com, 352-395-5171 Management: Jeff Jones, Administrator, jfj@transwestvalley.com, 352-395-5171 Administrative (i.e., records maintenance): Jeff Jones, Administrator, jfj@transwestvalley.com, 352-395-5171</p>	-	-
<p>What are the sources of the transportation program's funding for operations on a daily, fiscal, and/or biennial basis from other programs?</p>	<p>VTA's primary source of funding comes from governmental assistance programs. The Transit Transportation (Displacement) program fund allows transit agencies to receive transportation & financial cost. Other funding sources include grants from both Federal and State Department of Transportation transit programs. A total portion of revenue comes from the farebox collection. VTA, in accordance with the inter-jurisdictional agreement that forms the VTA, each county provides a modest amount of funding in an amount as detailed on the agreement signed in 1978.</p>	200	81
<p>To what extent does your agency serve minority populations?</p>	<p>Transwest Valley Transit Authority (VTA) offers transit services to Columbia, Hamilton, and Sumner counties.</p>	100	14
<p>Is your agency privately owned?</p>	<p>Transwest Valley Transit Authority (VTA) is a public transit agency.</p>	50	10
<p>Briefly describe your agency's vehicle maintenance program. Which services are contracted (i.e., oil changes)? How are vehicles are maintained without interruptions to service?</p>	<p>Services that are maintained are body work, suspension repair, and tire replacement. Vehicles are maintained at various locations in order to avoid interruptions to service.</p>	100	24
<p>Service Characteristics</p> <p>The service characteristics sheet is used to determine and report the anticipated quantitative impact of the proposed project on your agency's transportation program. A sufficient volume has been provided to calculate the necessary data for both the current transportation program and if needed, those include the use of the data (i.e., Volumes, direct observations, driver logs, maintenance records, etc.)</p>			
<p>Estimated Passenger Trip Counts The number of boardings on public transportation vehicles during the fiscal year period is estimated based on current passenger and driver data. Boarding counts are made from vehicles they use to board from their origin to their destination. If a board vehicle changes routes while passengers are onboard (interlining), board counts should not be recorded for passengers. Employees or contractors on board agency vehicles are not passengers. For demand response (DRT) modes, board counts should include personal care attendants and companions in DRT vehicles as long as they are not employees of the transit agency. This includes attendants and companions that ride fare-free.</p>	<p>24,787</p> <p>These included from CTS TripStation</p>	-	-
<p>Estimated Passenger Miles Traveled Vehicle Miles Traveled (VMT) is defined as the number of vehicle miles operated by an agency operator to board the transit system vehicle equipment. Agency miles are those annual VMTs during the peak season of the year on the busiest day that they provide service to most users. This is the number of scheduled vehicles because most transit agencies have enough vehicles to operate the scheduled service. VMT includes repeat trips on the same special route for non-demand response modes. Agencies should not report VMTs as the number of vehicles available to provide service or the total number of vehicles in the agency's inventory, unless the agency allows all of these vehicles simultaneously and does not retain spare during peak service.</p>	<p>17</p> <p>Daily included from CTS TripStation</p>	-	-
<p>Vehicle Miles Available Vehicle Miles Available (VMA) is defined as the miles available to provide service to most users. It includes the miles available to provide service to most users. It includes the miles available to provide service to most users.</p>	<p>30,390</p> <p>Daily included from CTS TripStation</p>	-	-
<p>Costs Total cost of operations per day (for example, if your transportation program operates continuously provide base fare 7am to 10pm daily, enter "10", total cost of service) Number of days per year on which service is operated, excluding emergency service call-outs.</p>	<p>125</p> <p>105 days 10 day (Monday) - 10</p>	-	-
<p>Calculated Values</p>			
<p>Agency Miles per Vehicle Asset Inventory = Total Available Seats / Vehicle Counts Boarding per mile per vehicle Asset Inventory = Total Vehicle Miles Traveled / Vehicle Counts Miles per mile per vehicle VMA / Annual Days of Service Annual Days of Service Daily Service Hours = Annual Days of Service Estimated Passenger Miles Traveled Estimated Passenger Miles Traveled / Vehicle Counts Cost per Day Operating Budget = Total Operating Expenses / VMA Cost per Mile Operating Budget = Total Operating Expenses / VMA Average Trip Length (Miles) Vehicle Miles Available / Estimated Passenger Miles</p>	<p>Result</p> <p>131</p> <p>1,832,172</p> <p>1,248</p> <p>3,089</p> <p>13</p> <p>1</p> <p>1</p> <p>1</p> <p>15.63</p>	-	-

Project Name: [Redacted]

Location: [Redacted]

Client: [Redacted]

Contract No.: [Redacted]

Contract Value: [Redacted]

Contract Type: [Redacted]

Contract Status: [Redacted]

Contract Start Date: [Redacted]

Contract End Date: [Redacted]

Contract Period: [Redacted]

Contract Description: [Redacted]

1. Project Description:

[Redacted text]

2. Contract Details:

[Redacted text]

3. Financial Summary:

[Redacted text]

4. Risk Management:

[Redacted text]

5. Stakeholder Management:

[Redacted text]

6. Communication Management:

[Redacted text]

7. Quality Management:

[Redacted text]

8. Procurement Management:

[Redacted text]

9. Resource Management:

[Redacted text]

10. Integration Management:

[Redacted text]

11. Budget Management:

Category	Budget	Actual	Variance
Construction	1000000	950000	50000
Equipment	200000	210000	-10000
Materials	1500000	1450000	50000
Services	800000	780000	20000
Other	300000	290000	10000
Total	3800000	3770000	30000

12. Performance Metrics:

Metric	Target	Actual	Deviation
Cost Efficiency	95%	98%	+3%
Quality Score	90	92	+2
Customer Satisfaction	85	88	+3
Project Completion Rate	95%	96%	+1%
Resource Utilization	80%	82%	+2%
Average	89%	91%	+2%

13. Summary:

[Redacted text]

14. Conclusion:

[Redacted text]

Account	Balance	Debit	Credit	Balance	Debit	Credit	Balance
101 Cash							
102 Accounts Receivable							
103 Inventory							
104 Prepaid Insurance							
105 Property, Plant, and Equipment							
106 Accumulated Depreciation							
201 Accounts Payable							
202 Wages Payable							
203 Interest Payable							
204 Income Tax Payable							
205 Dividends Payable							
301 Retained Earnings							
302 Common Stock							
303 Paid-in Capital							
401 Dividends							
402 Cost of Sales							
403 Selling Expenses							
404 Administrative Expenses							
405 Depreciation Expense							
406 Interest Expense							
407 Income Tax Expense							
408 Net Income							
409 Net Loss							
501 Total							

Account	Balance	Debit	Credit	Balance	Debit	Credit	Balance
101 Cash							
102 Accounts Receivable							
103 Inventory							
104 Prepaid Insurance							
105 Property, Plant, and Equipment							
106 Accumulated Depreciation							
201 Accounts Payable							
202 Wages Payable							
203 Interest Payable							
204 Income Tax Payable							
205 Dividends Payable							
301 Retained Earnings							
302 Common Stock							
303 Paid-in Capital							
401 Dividends							
402 Cost of Sales							
403 Selling Expenses							
404 Administrative Expenses							
405 Depreciation Expense							
406 Interest Expense							
407 Income Tax Expense							
408 Net Income							
409 Net Loss							
501 Total							



Application Summary

Applicant:

Suwannee Valley Transit Authority

Vehicle Request(s)

Description	ALI	Quantity	Total Cost	Federal Share	State (TRC) Share
			\$0	\$0	\$0
			\$0	\$0	\$0
			\$0	\$0	\$0
			\$0	\$0	\$0
			\$0	\$0	\$0
			\$0	\$0	\$0
			\$0	\$0	\$0
Total	-	0	\$0	\$0	\$0

Equipment Request(s)

Description	ALI	Quantity	Total Cost	Federal Share	State (TRC) Share
			\$0	\$0	\$0
			\$0	\$0	\$0
			\$0	\$0	\$0
			\$0	\$0	\$0
			\$0	\$0	\$0
Total	-	-	\$0	\$0	\$0

Facility Request(s)

Description	ALI	Quantity	Total Cost	Federal Share	State (TRC) Share
			\$0	\$0	\$0
			\$0	\$0	\$0
			\$0	\$0	\$0
			\$0	\$0	\$0
			\$0	\$0	\$0
Total	-	-	\$0	\$0	\$0



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

2009 NW 67th Place, Gainesville, FL 32653 - 1803 • 352.955.2200

February 9, 2022

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

RECOMMENDATION

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

BACKGROUND

Attached are Suwannee Valley Transit Authority's operations reports for October - December 2021. If you have any questions regarding the attached reports, please contact me.

Attachments

T:\Lynn\TD2022\CHS\Memos\statfeb.docx

OCTOBER - DECEMBER OPERATIONS REPORT

Service Type - O/W	OCTOBER			NOVEMBER			DECEMBER		
	Col	Ham	Suw	Col	Ham	Suw	Col	Ham	Suw
Paratransit AMB	906	846	362	877	594	412	678	645	452
NON-AMB	189	0	97	172	0	103	179	0	126
TOTAL	1095	846	459	1049	594	515	857	645	578
			2400			2158			2080

Revenue Source - O/W	Col	Ham	Suw	Col	Ham	Suw	Col	Ham	Suw
DONATION	0	0	0	0	0	0	0	0	0
APD	400	17	79	420	0	76	362	0	77
CTD	531	486	332	481	450	385	398	430	438
DEO	0	0	0	0	0	0	0	0	0
DCF	0	0	0	0	0	0	0	0	0
DOE (VR)	0	0	0	0	0	0	0	0	0
DOEA (Elder Affairs)	0	0	0	0	0	0	0	0	0
DOH	0	0	0	0	0	0	0	0	0
DJJ	0	0	0	0	0	0	0	0	0
DOT	0	0	0	0	0	0	0	0	0
LOCAL GVMT	0	0	0	0	0	0	0	0	0
RW	2	0	0	0	0	0	2	0	0
CAR	59	254	0	59	65	0	11	135	0
American Cancer	0	0	0	0	0	0	0	0	0
United Way	0	0	0	0	0	0	0	0	0
LOCAL NON-GVMT	0	0	0	0	0	0	0	0	0
PP	103	38	48	89	30	54	84	37	63
PP-B	0	51	0	0	49	0	0	43	0
OTHER FED & STATE	0	0	0	0	0	0	0	0	0
TOTAL - REVENUE SOURCE	1095	846	459	1049	594	515	857	645	578

Passenger Type O/W	Col	Ham	Suw	Col	Ham	Suw	Col	Ham	Suw
Older Adults 60+	215	258	185	219	224	204	198	241	240
Children At Risk	0	204	0	0	191	0	0	171	0
Persons w/Disabilities	273	22	86	240	34	105	217	18	129
Low Income	0	0	0	0	0	0	0	0	0
Other	607	362	188	590	145	206	442	215	209
TOTAL - PASS TYPE	1095	846	459	1049	594	515	857	645	578

Trip Purpose O/W	Col	Ham	Suw	Col	Ham	Suw	Col	Ham	Suw
Medical	425	118	348	387	120	386	329	99	423
Employment	12	30	58	10	28	67	11	27	82
Ed/Training/Daycare	0	239	0	0	221	0	0	195	0
Nutritional	0	0	0	0	0	0	0	0	0
Life-Sustaining/Other	658	459	53	652	225	62	517	324	73
TOTAL - TRIP PURPOSE	1095	846	459	1049	594	515	857	645	578

COMPLAINTS OCT-DEC 2021

COMPLAINT #	NONE REPORTED
DATE	
TIME	
COMPLAINANT'S NAME	
COMPLAINANT'S POC	
COMPLAINANT'S ISSUE	
COUNTY OF RESIDENCE	
SVTA'S ACTION TAKEN	
RESOLUTION	

COMMENDATIONS OCT-DEC 2021

EMPLOYEE NAME/#	NONE REPORTED
COMMENDATION #	
DATE	
TIME	
RIDER NAME	
COMMENDATION MADE BY	
CONTACT #	
RIDER'S COUNTY OF RESIDENCE	
COMMENDATION TAKEN BY	
COMMENDATION	

UNMET NEEDS OCTOBER 2021 - DECEMBER 2021

DATE	PICK UP	DESTINATION	DENIAL REASON
			0

ATTENDANCE RECORD

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

MEMBER/ORGANIZATION	NAME	02/17/21	05/19/21	09/15/21	11/17/21
Columbia County Elected Official	Commissioner Toby Witt	P	A	A	A
Hamilton County Elected Official	Commissioner Robert Brown, Chair	P	P	P	A
Suwannee County Elected Official	Commissioner Travis Land, Vice-Chair	P	P	A	P
Florida Department of Transportation Alternate Member	Christina Nalsen Lauren Adams	A	P	A P	A P
Florida Department of Children and Families Alternate Member	Kay Tice Vacant	P	P	A	P
Florida Agency for Health Care Administration Alternate Member	Pamela Hagley Reeda Harris			P A	P A
Florida Department of Education Alternate Member	Jeffrey Aboumrad Monique Gustafson	P P	P A	P A	P A
Florida Department of Elder Affairs Alternate Member	Bruce Evans Dwight Law	A A	A A	A A	P A
Florida Agency for Persons with Disabilities Alternate Member	Sheryl Stanford Sylvia Bamburg	P P	P A	P A	P P
Public Education Alternate Member	Daniel Taylor Vacant	A	P	P	P
Citizen Advocate Alternate Member	Terri Harmon Louie Goodin	P A	P A	P A	P A
Citizen Advocate - User Alternate Member	Vacant Vacant				
Elderly Alternate Member	John Koch Vacant	P	P	A	P
Veterans Alternate Member	Jonathan C. Law, Jr. J. Lee Abersold	P	P	A	P P
Persons with Disabilities Alternate Member	Vacant Vacant				
Florida Association of Community Action Alternate Member	Matthew Pearson Vacant	P	P	P	P
Children at Risk Alternate Member	Audre J. Washington Vacant	A	A	A	A
Private Transit Alternate Member	Vacant Vacant				
Regional Workforce Board Alternate Member	Diane Head Selvin Cray	P A	P P	A P	P A
Medical Community Alternate Member	Sandra Buck-Camp Vacant	P	P	P	P

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

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

