

Taylor County

Board of County Commissioners

TRANSPORTATION DISADVANTAGED SERVICE PLAN

2009 -2010 and 2010-2011

Completed and Approved by the:
Taylor County Board of County Commissioners
The Official Planning Agency

Taylor County Transportation Disadvantage Local Coordinating Board

Big Bend Transit, Incorporated
The Community Transportation Coordinator

TRANSPORTATION DISADVANTAGED SERVICE PLAN
TAYLOR COUNTY BOARD OF COMMISSIONERS

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SECTION 1

TAYLOR COUNTY TRANSPORTATION DISADVANTAGED SERVICE PLAN

I. DEVELOPMENT PLAN

A. INTRODUCTION TO THE SERVICE AREA

1. Background of the Transportation Disadvantaged Program

Transportation is often the vital link between not only quality of life, but, jobs, access to medical care, and other life sustaining needs for some of the most vulnerable citizens. In 1989, a major commitment to mobility in the State of Florida was formalized when the Legislature revised Chapter 427, Florida Statutes (F.S.). Chapter 427, F.S. was created to promote the delivery of transportation services to the transportation disadvantaged (TD) in a coordinated manner that is cost effective, efficient, and reduces fragmentation and duplication of services, as well as, increase planning for transportation services. Coordination of transportation involves transporting as many riders for the least cost in as few miles as possible. Implementation of the transportation disadvantaged program is through Chapter 41-2, Florida Administrative Code (F. A. C.). Realizing that transportation is essential to all the citizens, the Florida Coordinated Transportation System (FCTS) was created. The FCTS is explained in greater detail in Section 3, Organizational Chart.

In August 1994, Taylor County Board of County Commissioners (TBCC) applied for and was awarded the designation as the Official Planning Agency for Taylor County. The Board of Commissioners continues to serve as the Designated Official Planning Agency (DOPA). The County has received funding from the Transportation Disadvantage Trust Fund since 1993.

2. Designation Date / History

Big Bend Transit, Inc. is a private, nonprofit corporation, incorporated in March 1978 for the primary purpose of coordinating, consolidating, planning for and/or providing efficient and effective paratransit services for the elderly, handicapped, and other transportation disadvantaged persons and to further the public knowledge of paratransit needs, transportation patterns and opportunities through research, study, evaluation, preparation of publications, providing educational opportunities, advocating and consulting with transportation professionals.

Big Bend Transit, Inc. was recommended for designation as the Community Transportation Coordinator for Taylor County by the Local Coordinating Board on September 11, 1990 by the then Designated Official Planning Agency, North Florida Regional Planning Council, and confirmed by the Transportation Disadvantaged Commission on October 10, 1990. Big Bend was awarded a new contract September 15, 2006 and will continue as the Community Transportation Coordinator until June 30, 2011. The Memorandums of Agreement is an attachment.

Big Bend Transit, Inc. provides reservation (scheduled 24 hours in advance) transportation service demand response transportation services, and contracted subscription transportation services. The service is provided to employment centers and to social service, health, medical, shopping, recreational facilities. Inter-county transportation service is provided from and between each of the counties in the service area, with the predominate inter-county movement being between each of the four rural counties contiguous to Leon County, which provides a high concentration of employment opportunities and specialized medical services for the Panhandle area of Florida.

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All transportation services are scheduled and dispatched by personnel located in the three operations centers. The services are utilized seven days per week, generally between the hours of 6:00 a.m. until 10:00 p.m. The service provided by Big Bend Transit, Inc. consolidates a significant portion of the existing human services transportation in each of the counties and provides an alternative mode of, or in some instances, an opportunity for transportation to the general public of this rural area.

Big Bend Transit, Inc. services include, but are not limited to, intra- and inter-county reservation, demand, response and subscription service available to the general public and transportation disadvantaged sponsored and non-sponsored in Gadsden, Jefferson, Leon, Madison, and Taylor Counties. Big Bend Transit, Inc. contracts with other local providers of specialized transportation services in order to expand the resources available to accomplish the transportation service requirements of the transportation disadvantaged.

In addition to the public, users of the coordinated transportation system for Taylor County include:

- AHCA, Medicaid
- DCF, Developmental Services
- Taylor ARC
- United Cerebral Palsy
- Various hospitals, clinics, and physicians
- Various insurance companies
- DLES, Division of Vocational Rehabilitation
- DOE, Division of Blind Services
- DCF, Disability Determination
- DLES, Wages
- Special Needs Adult Program (SNAP), Taylor County School Board
- Community Care of Disabled Adults
- Taylor County Veteran's Services

The active fleet of the coordinated system for the delivery of specialized transportation services will consist of automobiles, 14-passenger vans, modified vans equipped with wheelchair lifts and securements, modified vans equipped with stretcher transport capability, mini-buses, and school-type buses.

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ORGANIZATIONAL CHART OF THE LOCAL COORDINATING BOARD

Name	Designation	Position
Patricia Patterson	Elected Official, Primary	Chairman of TDLCB
Malcolm Page	Elected Official, Alternate	Vice-Chairman of TDLCB
Cliff Walker	Primary	Citizen Advocate
Robin Walker	Alternate	Citizen Advocate
Tremmie Robinson	Primary	Early Childhood Services
Eric Scott	Alternate	Early Childhood Services
Michelle Poppell	Primary	Economically Disadvantaged
Ronda Smith	Alternate	Economically Disadvantaged
Alberta Brant Eagle	Primary	Elderly Representative
Ronda Smith	Alternate	Elderly Representative
Lisa Spikes	Primary	FL AHCA* Representative
Janice Gunter	Primary	FL DLES** Representative
Sandra Collins	Primary	FL DOT*** Representative
Gwen Pra	Alternate	FL DOT*** Representative
Maxie Young	Primary	Handicapped Representative
	Alternate	Handicapped Representative
Barbara Coleman	Primary	Local Public Education Representative
Sharon Hathcock	Alternate	Local Public Education Representative
Bill Maurer	Primary	Veteran's Representative
Joe Collins	Alternate	Veteran's Representative
Kristie Lutz	Primary	Local Health Care
Tera Kraus	Alternate	Local Health Care
George Hinchcliff	Primary	Children at Risk
Rhonda Brooks	Alternate	Children at Risk
Paul Wiggins	Primary	Workforce Development
Sheryl Rehberg	Alternate	Workforce Development
Melody Cox	Local Planner	Taylor County BOCC

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- * Florida Agency for Health Care Administration
 - ** Florida Department of Labor and Employment Services
 - *** Florida Department of Transportation

4. Consistency Review of Other Plans

This Transportation Disadvantaged Service Plan is consistent, to the maximum extent feasible, with the following approved documents:

Local Government Comprehensive Plan. Pursuant to Chapter 163, F.S., each local government in Florida must prepare and adopt a comprehensive plan which inventories existing land uses, infrastructures, housing conditions, transportation systems, and established goals, objectives and policies designed to manage growth during the planning period, which must be, at a minimum ten years. Local comprehensive plans must contain at least one or more specific

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objectives that would “coordinate with the plans of any appropriate resource planning and management plan prepared pursuant to Chapter 380, F.S. and approved by the Governor and Cabinet, and the Florida Department of Transportation's 5-year Transportation Plan”.

Commission for the Transportation Disadvantaged 5 Year / 20 Year Plan. The statewide five-year plan, mandated by the Chapter 427, F.S., projects the demand for transportation disadvantaged services over the next five years and compares the cost of meeting that demand with the projected availability of funds. The plan also develops goals, objectives, and implementation strategies for meeting the needs of the transportation disadvantaged. The plan is comprised of many sections; among them are descriptions of the transportation-disadvantaged services.

**TAYLOR COUNTY TRANSPORTATION DISADVANTAGED
LOCAL COORDINATING BOARD
BY-LAWS 2009-2010**

OUR MISSION: To insure the availability of efficient, cost-effective, and quality transportation services for transportation disadvantaged persons.

Section 1: Preamble

The following sets forth the bylaws which shall serve to guide the proper functioning of the Taylor County Transportation Disadvantaged Local Coordinating Board. The intent is to provide procedures and policies for fulfilling the requirements of Chapter 427, Florida Statutes, Rule 41-2, Florida Administrative Code (FAC) , and subsequent laws setting forth requirements for the coordination of transportation services to the transportation disadvantaged.

Section II: Name and Purpose of Board

- A. Name.** The name of the Coordinating Board shall be the **Taylor County Transportation Disadvantaged Local Coordinating Board (LCB)**, hereinafter referred to as the Board.
- B. Purpose.** The purpose of the Board is to identify local service needs, assist in planning local needs, and provide information, advice and direction to the Community Transportation Coordinator on the provision of services to the transportation disadvantaged.

Section III: Membership, Appointment, Term of Office, and Termination of Membership

- A. Voting Members.** In accordance with Chapter 427.0157, Florida Statutes, all members of the Board shall be appointed by the Taylor County Board of Commissioners.

The following agencies or groups shall be represented on the Board as voting members

1. A County Commissioner or other elected official from service area.
2. A local representative from the Florida Department of Transportation.
3. A local representative from the Florida Department of Children and Family Services.
4. A person over sixty years of age representing the elderly in the county.
5. A person recommended by the local Veterans Service Officer representing the Veteran's in the county.
6. A local representative for children at risk.
7. A local representative from the Florida Department of Elder Affairs.

8. A local representative of the Florida Agency for Health Care Administration.
9. A representative of the Regional Workforce Development Board.
10. A representative of the local medical community (local health department, hospitals, assisted living facilities, etc.)
11. A person with a disability representing the disabled of the county.
12. A representative of the Public Education Community which could include but not be limited to, a representative of the local School Board, Headstart, or school transportation services.
13. A local representative of the Florida Division of Vocational Rehabilitation or the Division of Blind Services representing the Department of Education
14. A person representing the economically disadvantaged in the county recognized by the Florida Association of Community Action.
15. In areas where they exist, a designee of the local Mass Transit or Public Transit System except in cases where they are also the Community Transportation Coordinator. This is not applicable in Taylor County.
16. Two citizen advocate representatives in the county, one of whom must be a person who uses the transportation services of the system as their primary means of transportation.
17. An experienced representative of the local private for profit transportation industry . If such a representative is not available, a private non-profit representative will be appointed except if representative is also the Community Transportation Coordinator.

B. Alternate Members. The designated agencies may name one (1) alternate who may vote only in the absence of that member on a one-vote-per-member basis.

C. Non-voting Members. Additional non-voting members may be appointed by the Board of County Commissioners. If an existing transportation board or committee exists, the Board of County Commissioners shall review it's membership and consider appointing some of it's members as non-voting members to the Board if so appropriate.

D. Terms of Appointment. Except for the Chairperson and agency representative, the members of the board shall be appointed for three (3) year staggered terms with initial membership being appointed equally, for one , two and three years. The Chairperson is appointed for a two year term.

E. Termination of Membership. Any member of the Board may resign at any time by notice in writing to the Chairperson unless otherwise specified in such notice, activities through attendance of scheduled meetings, except for reasons of an unavoidable nature. In each instance of an unavoidable absence, the member should ensure their alternate will attend. The Board of County Commissioners upon recommendation of the planning coordinator under the direction of the Board shall review, and consider rescinding the appointment of any voting

member of the Board who fails to attend three (3) consecutive meetings. As required by the Planning Agency Operating Guidelines, the County shall notify the Florida Commission for the Transportation Disadvantaged if any state agency voting member or their alternate fails to attend three consecutive meetings

SECTION IV: OFFICERS AND DUTIES

- A. Number.** The officers of the Local Coordinating Board shall be a Chairperson and a Vice-Chairperson.
- B. Chairperson.** The Chairperson shall preside at all meetings, and in the event of his/her absence, or at his/her direction, the Vice-Chairperson shall assume the duties and powers of the Chairperson. The Chairperson will be appointed by the County Board of Commissioners. The Chairperson is responsible for the minutes of the meeting and for all meeting notices and agendas. The Chairperson shall work closely with the Planning Coordinator planning meetings, reviewing required submissions under the terms of the grant contracts, and other meetings or events required for the Local Coordinating Board to be effective and in compliance with the Florida Commission for the Transportation Disadvantaged rules and regulations.
- C. Vice Chairperson.** The Local Coordinating Board shall hold an organization meeting each year for the purpose of electing a Vice-Chairperson. The Vice-Chairperson shall be elected by a majority vote of a quorum of the members of the Board and voting at the organizational meeting. The Vice-Chairperson shall serve a term of one year starting at the following meeting.

SECTION V: BOARD MEETINGS

- A. Regular Meetings.** The Board shall meet as often as necessary in Order to meet its responsibilities. However, as required by Chapter 427.0157, Florida Statutes, the Board shall meet at least quarterly.
- B. Parliamentary Procedures.** The Board will conduct business using parliamentary procedures according to Robert's Rules or Order, except in conflict with these bylaws.
- C. Quorum and Voting.** At all meetings of the Board, the presence in person of a majority of voting members shall be necessary and sufficient to constitute a quorum for the transaction of business. In the absence of a quorum, those present may without notice other than by announcement at the meeting, recess the meeting from time to time, until a quorum may be present. At any such recessed meeting any business may be transaction which might have been at the meeting as originally called. A quorum shall consist of fifty percent of the members appointed to the Board. At all meetings of the Board at which a quorum is present, all matters, except as otherwise expressly required by law or these

Bylaws, shall be decided by the vote of a majority of the members of the Board present. As required by Chapter 286.012, all Board members, including the Chairperson of the Board must vote on all official actions taken by the Board unless when there appears to be a possible conflict of interest with a member or members of the Board. Prior to the vote being taken, member(s) must publicly state to the Board the nature of his or her interest in the matter on which the vote is taken. Within fifteen days of the vote, the member(s) shall disclose the nature of his or her interest as public record.

- D. Notice of Meetings.** Notices and tentative agendas shall be sent to all Board members, other interested parties, and the news media at least one week prior to the Board meeting. Such notice shall state the date, time, and the place of the meeting.

SECTION VI: STAFF

- A. General.** The County Commission shall provide the Local Coordinating Board with sufficient staff support and resources to enable the Board to fulfill its responsibilities as set forth in chapter 427.0157 Florida Statutes. These responsibilities include providing sufficient staff to manage and oversee the operations of the Board, assist in scheduling meetings, preparing meeting agenda packets, and other necessary administrative duties as required by the Board within the limit of resources available.

SECTION VII: BOARD DUTIES

- A. Board Duties.** The Local Coordinating Board member duties shall include but not be limited to duties as specified in Chapter 427, Florida Statutes and Rule 41-2. FAC.
1. Maintain official meeting minutes, including an attendance roster, reflecting official action and provide a copy to the State Commission and maintain a copy in the County Planning Coordinators files.
 2. Review and approve the Memorandum of Agreement and Transportation Disadvantaged Service Plan.
 3. On a continuing basis, evaluate services provided under the approved designated service plan. Annually evaluate the Community Transportation Coordinator's performance in general and relative to the Commission for the Transportation Disadvantaged standards and the current service plan elements. Recommendations in reference to the Community Transportation Coordinator shall include, at a minimum, an evaluation of competition, and cost and availability based on modules contained within the State Commission's Workbook for Community Transportation Coordinators and Providers in Florida.
 4. In cooperation with the Coordinator, review and provide recommendations to the State Commission and the Board of County Commissioners on applications for local, state, or federal funds relating to transportation of

the transportation disadvantaged in the county to ensure that any expenditures within the county are provided in the most cost effective and efficient manner.

5. Appoint a Grievance Committee to serve as mediators to process and investigate complaints from agencies, users, potential users of the system, and the Community Transportation Coordinator in the county designated service area. The committee will make recommendations to the Board and address issues in a timely manner. At least three (3) voting members of the Board shall be appointed to the Committee.
6. Review coordination strategies for service provision to the transportation disadvantaged in the county to seek innovative ways to improve cost effectiveness, efficient, safety, hours, and types of service to increase ridership to a broader population. Such strategies should also encourage multi-county and regional transportation service agreements between area coordinators and adjacent counties when it is appropriate and cost effective to do so.
7. Work in conjunction with the Community Transportation Coordinator to develop applications for funding that may become available.
8. Assist the Community Transportation Coordinator in establishing priorities with regard to the recipients of transportation disadvantaged services that are purchased through the Transportation Disadvantaged Trust Fund.
9. Annually review coordination contracts to advise Coordinator whether the continuation of said contract provides the most cost effective and efficient transportation available.
10. Annually review all transportation operator contracts as to the effectiveness and efficiency of the transportation operator and recommend approval or disapproval of such contracts to the Coordinator.
11. Annually hold a public hearing for the purpose of receiving input on unmet needs or other issues that relate to local transportation services.
12. Annually review Annual Operations Report of the Community Transportation Coordinator.

Section VIII: Committees

- A. **Committees.** Committees shall be designated by the Chairperson as necessary to investigate and report on specific subject areas of interest to the Local Coordinating Board and to deal with administrative and legislative procedures.

Section IX: Communications With Other Agencies and Entities

- A. **General.** The Board of County Commissioners authorizes the Local Coordinating Board to communicate directly with other agencies and entities as necessary to carry out its duties and responsibilities in accordance with Rule 41-2 FAC.

Section X: Certifications

The undersigned hereby certifies that the Taylor County Board of Commissioners has reviewed and approved a full, true, and correct copy of the By- Laws of the Local Coordinating Board of the Transportation Disadvantaged on the 6th day of January, 2010.



Clay Bethea , Chairman
Taylor County Board of Commissioners

The undersigned hereby certified that the Local Coordinating Board has reviewed and approved a full, true, and correct copy of the Bylaws on the 4th day of February, 2010.

Patricia Patterson, Chairwoman
Local Coordinating Board of the
Transportation Disadvantaged.

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federal poverty level. Low-income households often have no mobility choice other than public transportation and thus generally have high potential for transit use.

Taylor County consistently ranks in the estate Top Ten high unemployment rates. The county averaged an unemployment rate of 5.8% in 2004-2005 with the state average being 4.8 per Florida Statistical Abstract 2005. The national average was 4.7. In mid 2006 the state unemployment rate was 3.2% with Taylor County at 5.1%.

Labor

- Buckeye Florida – 800 employees
- Taylor County School Board – 600 employees
- Taylor County Correctional Institution – 350
- Martin Electronics – 265 employees
- Doctor's Memorial Hospital – 246 employees
- Taylor County Board of County Commissioners – 135
- City of Perry – 110 employees
- Walmart – 375 employees
- Fru-Con Construction – 225 employees
- United Welding Services, Inc – 135 employees
- Gilman Building Products – 130 employees
- RDS Manufacturing, Inc. – 105 employees
- Tom's Food's, Inc – 73 Employees

Housing

According to the most recent U S Census figures in 2005 the total number of households in Taylor County was 9,524 and that the average household size was 2.51. The median value of a owner occupied home was \$66,000 with state of Florida median being \$105,500.

Health

Currently, there is one hospital located in Taylor County. There are twelve medical offices and clinics. Table in the 2005 Florida Statistical Abstract provide the following information regarding licensed occupations and indicate the limited availability of medical care in the community. There are no licensed psychologists in Taylor County. There are 17 licensed doctors of medicine, 2 doctors of osteopathy, 2 dentists, 2 chiropractors, 2 optometrists, 1 podiatrist, 2 occupational therapist, 4 physical therapists, and 163 registered, practical, and advanced nurses.

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5. Local Coordinating Board Certification

The Taylor County Planning Agency annually submits the membership certification of the Transportation Disadvantaged Coordinating Board to the Commission. The membership varies annually due to term expirations, resignations, and member's unavailability to attend meetings on a regular basis. The Taylor County Board of Commissioners also reviews and assists with the appointment of Local Coordinating Board Members.

B. County Profile/Demographics

Service Area Description

Taylor County has a land area of approximately 1,042 square miles. The county is located in the north central portion of the State of Florida and is bordered on the north by Madison County, on the east by Lafayette County, on the southeast by Dixie County, and on the northwest by Jefferson County. The Aucilla River forms a boundary on the northwest, the Steinhatchee River forms a boundary on the southeast, and the Gulf of Mexico forms a boundary to the west.

The 2005 Census reports Taylor County's total population as 19,622. The 2005 Census reported the population of the City of Perry as 6407 and the unincorporated area as 13,215. Sixty-seven percent (67%) of the county's population is located within the unincorporated areas. Taylor County's population is not evenly distributed. In 2005 approximately 78 percent of the population lived in the Perry North Census Division, which covers 51 percent of the County's land area. The population / land area percentage for the Perry South Census Division is 22 / 49.

With approximately 1,042 square miles of land area, the County's population density in 2005 was approximately 19 persons per square mile. The City of Perry is the most densely populated area in Taylor County with 1068 persons per square mile. The Perry South Census Division is sparsely populated with only 6.6 persons per square mile.

Population age distribution is useful in determining mobility needs, which might be met by transit. The elderly typically are less likely to have access to a vehicle and thus are more dependent on the transit system for their needs. The 25 - 44 year old group is the largest age group within the County. The 65 and over population comprises 14.3 percent of the population.

The 2005 Census reported 23.2 percent of the civilian residents of Taylor County who are 5 to 64 year of age and who are not institutionalized have disabilities. The Census also reported that 49.2 percent of person's 65 years and over have mobility or a self care limitation.

Economic Information

The 2005 Census estimates the per capita income for Taylor County in 2003 was \$15,281 (1999) with the state average being \$21,557 (1999). The medium household income in Taylor County was \$30,032 (1999) with the state average being \$38,819 (1999). Taylor County has very significant lower income than the state average. The City of Perry has a higher percentage of individuals and families with incomes below the rest of the County. Per the Florida Statistical Abstract 24.8 percent of the children of Taylor County live below poverty level. As a whole 17.8 percent of all county residents are below poverty level. The State of Florida as a whole, approximately 12.4 percent of persons had incomes below the federal poverty level and 17.3 percent of all children lives below the

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Land Use

The purpose of this section is to provide information concerning Taylor County's existing land use. This information was obtained from Taylor County's 1990 Data and Analysis portion of its Comprehensive Plan and the City of Perry's 1989/1990 Data and analysis portion of its Comprehensive Plan.

The land use for approximately 97 percent of the acreage within the unincorporated area of the County has been designated as agricultural and approximately one percent is residential. Within the City of Perry, approximately 26 percent of the acreage is residential.

Within the unincorporated areas of the County, four types of growth have occurred. The first type of land use pattern emerging is concentrated within existing public facility service areas immediately surrounding the municipal urban areas. The second form of development concentrates around the unincorporated market center which, although minus public facilities, has developed over time into urbanizing settlements. The third type of land use pattern is the development of residential lots along the Aucilla and Steinhatchee River and coastal property in the area of Keaton Beach. This type of rural residential development has occurred in varying degrees with lot sizes ranging from one-half acre to ten acre lots. The fourth pattern is radial growth along major roadways throughout the County.

Transportation

According to the 2005 Florida Statistical Abstract there were 10,779 passenger car tags in Taylor County in 2004-2005. The rising cost of obtaining gas and fuel is beginning to have a dramatic effect on the county particularly with senior citizens and those with fixed incomes.

The 2005 Census estimated workers 16 years and older in Taylor County commuted to in the following manner: 78.2 percent drove alone, 13.6 percent used carpools, 0.8 percent used public transportation, 2.9 percent used other means, and 4.8 percent walked or worked at home. In addition, the means of travel time to work was 20.9 minutes.

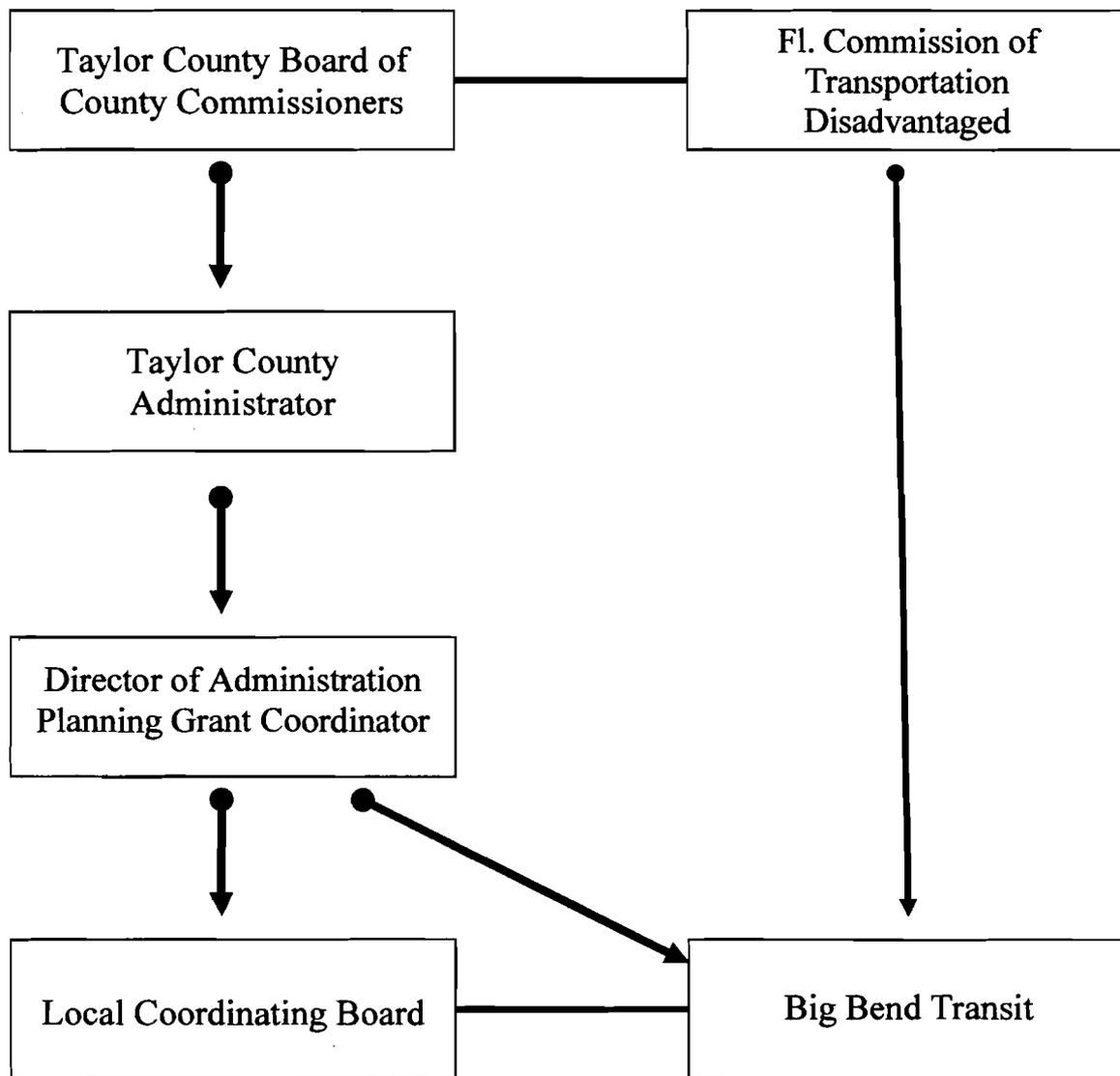
Areas with low vehicle availability have a greater tendency to transit. The 2005 Census reports that approximately 743 or 11.6 percent of the occupied housing units in Taylor County did not have a vehicle.

Major Trip Generators/Attractors

The key stops of the Taylor County Transit users are:

- **Walmart**
- **Winn Dixie**
- **Doctor's Memorial Hospital**
- **Taylor County Health Department**
- **Taylor County Courthouse**
- **Medical Office on Ash Street**

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Barriers to Coordination

There are no known non-coordinated Transportation Disadvantaged services being purchased or provided by local, state or federal government funds. Goal I of the Statement of Mission, Goals, and Objectives encourages the CTC to coordinate all TD services, and identifies solutions to potential barriers for an effective and efficient coordinated transportation system.

The cost of providing transportation service is the most significant negative issue affecting the provision of transportation services. The CTC will continue to assist the Local Board in efforts to secure transportation funding opportunities.

C. Service Analysis

Transportation Demand and Needs Estimation

The purpose of this chapter is to estimate the demand and unmet demand for transportation services by the transportation disadvantaged population.

Demand for Specialized Transportation Services

The following sections will define and discuss the various types of supply and demand applicable to Transportation Disadvantaged Program and forecast demand and unmet demand for transportation services during the 2005-2010 period.

Supply and Demand

Supply is the amount of goods or services provided by suppliers at various prices and other market conditions. Demand is the amount consumers are willing to buy under certain prices and other market conditions, such as consumer tastes and preferences, consumer income, consumer awareness and prices of substitute goods or services.

The Transportation Disadvantaged Program bring operators to the market to provide transportation service for individuals to places that they want to go, and these individuals pay a price for this service (or have another agency pay for the service). In the market created by the service operators and the transportation disadvantaged, many conditions exist that affect the amount of service provided and trips demanded. These conditions include:

- Price
- Operating Characteristics
- Consumer Income
- Consumer Awareness of the Service
- Availability and Cost of Other Modes of Transportation
- Eligibility Requirements

Additionally, there are other conditions that have indirect or potential impact on the supply and demand of services. The following section discusses issues identified by the Center for Urban Transportation Research that is related to the demand for transportation disadvantaged services. These issues include the Americans with Disabilities Act (ADA), transportation disadvantaged policy changes, the aging population, travel characteristics, and the types of demand for transportation disadvantaged service.

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Americans with Disabilities Act (ADA)

The Americans with Disabilities Act (ADA) requires full accessibility of fixed-route public transit systems and the provision of complimentary paratransit service to eligible recipients by public transit systems. These two requirements will affect transportation service options for transportation disadvantaged individuals. Some trips that have been provided through the coordinated system may be provided through the Americans with Disabilities Act service provision in the future.

In addition, the supply of transportation services for the disadvantaged will increase. This increase may reduce the unmet demand for transportation disadvantaged services through the coordinated system.

Transportation Disadvantaged Policy

According to the Center for Urban Transportation Research, policy decisions made by the Commission for the Transportation Disadvantaged can also affect the demand for transportation disadvantaged services. The following are types of Commission for the Transportation Disadvantaged policy decisions that may affect the demand for services:

- Eligibility for Transportation Services and Programs
- Fare Policy
- The Types of Service Available to the Rider such as Days of Service, Advance Reservation Time, and Trip Lengths

Aging of the Population

According to the Center for Urban Transportation Research, the percentage of elderly persons in Florida may also affect the demand for transportation disadvantaged services. According to the Florida Statistical Abstract 17.4% (3,051,568) of Florida residents are over 65. In Taylor County, 2,991 residents measuring 14.3% of county residents are over 65.

The percentage of elderly persons may affect the demand for transportation disadvantaged services because statistics suggest that elderly individuals are more likely to become afflicted with a disability than non-elderly persons. In addition, because elderly individuals are less likely to be in the work force, there is a higher incidence of poverty among this age group.

Travel Characteristics of Transportation Disadvantaged Individuals

According to the Center for Urban Transportation Research, the Nationwide Personal Transportation Study (NPTS) and the National Survey of Transportation Handicapped People (NSTHP) suggest that the disabled, elderly, and low-income populations make fewer public transit trips than the public. These studies also suggest that disabled individuals generally use transportation disadvantaged services more often than elderly or low-income individuals. Therefore, travel characteristics of the transportation disadvantaged population relates to the demand for transportation disadvantaged services.

Transportation Disadvantaged Demand Types

The previous section identifies the conditions that affect or possess the potential to affect the demand of transportation disadvantaged services. There are three types of transportation disadvantaged service demand that have specific application to the program. These three types of demand are:

- Unmet Demand refers to the number of trips desired but not provided because of insufficient service supply. Subsidizing the cost of transportation disadvantaged trips results

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in increased demand for transportation services over the level that service providers are able to supply. Insufficient service supply is the result.

- Latent Demand is the demand for transportation services by individuals not presently in the market. The demand usually is the result of persons not being aware that the services exist. Once advertising and marketing for services is increased, these individuals enter the market.
- Derived Demand results from the participation of an agency in the Transportation Disadvantaged Program. If the agency did not exist, demand for transportation services would be lessened by the amount of the agency participation.

In the following section, estimations of transportation disadvantaged service demand are calculated. Unmet demand is calculated separately and is based on forecasted operating funds.

Calculation of Service Demand

The process used to calculate the demand for transportation disadvantaged services was taken from the Center for Urban Transportation Research's Methodology Guidelines for Forecasting TD Transportation Demand at the County Level. The following section describes the methodology used to calculate the demand for general and program trips.

Demand for Program Trips

A program trip is one made by a client of a government or social service agency for participating in a program of that agency. Examples of program trips are trips to congregate meal sites, sheltered workshops, job training facilities, and Medicaid services.

The Center for Urban Transportation Research's methodology for forecasting the demand for program trips assumes that social service programs will grow at a rate sufficient to keep pace with growth in the Category I population. This is because the demand for program trips is dependent on the existence of the programs. The demand for program trips is a derived demand.

Demand for General Trips

A general trip is one made by a transportation disadvantaged person to a destination of his or her choice, not to an agency program. The approach recommended in the Center for Urban Transportation Research's methodology to forecast demand for general trips involves the use of trip rates derived in a study of paratransit demand in San Francisco. This approach has been recommended by the Federal Transit Administration for use in estimating demand for complementary paratransit services.

In the San Francisco study, trip rates were developed from an evaluation of seven paratransit systems that were considered to provide high levels of service. These trip rates, 1.0 and 1.2 trips per month in urban and rural areas, respectively, represent the demand for general trips. Total demand for general trips is simply the Category II persons with access to fixed-route transit and the rate of 1.2 trips per month was used for Category II persons without access to fixed-route transit.

Unmet Demand Estimation

As stated earlier, unmet demand refers to the number of trips desired but not provided because of insufficient service supply. Subsidizing the cost of transportation disadvantaged trips results in increased demand for transportation services over the level that service providers are able to supply. When trips are subsidized, the passenger will generally demand more trips than suppliers are willing or able to provide.

TAYLOR COUNTY TRANSPORTATION DISADVANTAGED SERVICE PLAN

Unmet demand results from service levels that are not sufficient to meet the total demand for the present type of service at the present level of trip subsidization. The level of unmet demand will change as the price or level of subsidization changes.

According to the Center for Urban Transportation Research, surveys on trip purposes by transportation disadvantaged individuals indicate that approximately 35 percent of trips taken are medical trips, 20 percent are work or educational trips, 10 percent are shopping trips, and 35 percent are social, recreational, and other trips. The Center for Urban Transportation Research also suggests that the unmet demand for trips such as these will be in the same proportions.

TAYLOR COUNTY TRANSPORTATION DISADVANTAGED SERVICE PLAN

Taylor County Transportation Disadvantaged Program Goals, Objectives, and Strategies

Statement of Mission, Goals, and Objectives

The purpose of this chapter is to provide specific direction for this plan by providing a statement of mission, goals, and objectives. The Taylor County Local Coordinating Board for the Transportation Disadvantage has adopted the following mission statement, goals, and objectives.

Coordinating Board Mission Statement

“TO IDENTIFY TRANSPORTATION SERVICE NEEDS IN TAYLOR COUNTY AND ENHANCE THE MOBILITY OF THE TRANSPORTATION DISADVANTAGED IN THE COUNTY.”

Coordinating Board Goals and Objectives

Goal 1: Encourage and advise the Community Transportation Coordinator (CTC) in the coordination of all transportation disadvantaged services that are funded with local, state and/or federal government funds

Objective: Identify agencies that receive local, state, and/or federal government funds. Request that the CTC inform those agencies unfamiliar with the Transportation Disadvantaged Program about Chapter 427, Florida Statutes, and Rule 41-2, Florida Administrative Code.

Action Objective 1a:: The CTC staff, in cooperation with the Board members, will list agencies located in Taylor County that are currently receiving local, state, and/or federal funds to transport clients or purchase vehicles.

Action Objective 1b: CTC and assisting staff shall meet with identified agencies receiving funding in order to obtain information about the amount of funding received, the type of vehicles that they operate, the hours that the vehicles are operated, and other pertinent information.

Action Object 1c: CTC to determine whether a purchase of service contract, coordination contract, or subcontract should be executed with each agency in order to coordinate the services that are currently being provided. Review at Local Coordinating Board meeting quarterly.

Goal II: Identify the most prevalent unmet needs of the transportation disadvantaged in Taylor County and discuss ways to meet these needs at each Local Coordinating Board meeting.

Action Objective 2a:: CTC report on a quarterly basis the number and types of transportation services that are requested which the CTC is unable to provide.

Action Objective 2b: Board members report quarterly identified unmet needs in the service area they are aware of.

Action Objective 2c: CTC to meet with various local agencies and organization in effort to determine unmet needs.

Goal III: Assist and advise CTC in providing transportation programs that are consumer-oriented and effectively encourage the use of multiple occupancy vehicles rather than single occupancy vehicles.

Objective: CTC to provide transportation programs that maximize the use of all vehicles to eliminate duplication of service without inconveniencing the rider. The Local Coordinating Board to review at quarterly meetings.

Action Objective 3a: CTC report on a quarterly basis the number of one-passenger trips provided and why they were provided.

Action Objective 3b: CTC will work with purchasing agencies and service providers (medical offices and facilities, senior services, schools, Veteran's Service Officer, housing and apartment complexes, etc.) to arrange appointments in order to provide group rides.

Action Objective 3c: Document the number of one passenger trips during the operating year.

Goal IV: Eliminate physical barriers to the use of transportation services by elderly and the disabled.

Objective: Comply with the requirements of the Americans with Disabilities Act (ADA) regarding access to the provisions of transportation services.

Action Objective 4a: Ensure CTC and the assisting staff understand the American with Disabilities Act during Board training sessions.

Action Objective 4b: CTC will report to the Board alternative methods used for accessing transportation disadvantaged services for individuals with disabilities (i.e. Telephone Device for the Deaf (TDD), radio advertising, close captioned public service announcements, etc.)

Action Objective 4c: CTC will train assisting staff members regarding the utilization of special equipment for the disabled as well as the abilities of persons with disabilities.

Action Objective 4d: CTC will ensure service is provided to persons with disabilities. CTC will also ensure the level of service to those with disabilities is equivalent to those without disabilities including but not limited to service hours, trips rates, and equipment availability.

Action Objective 4e: CTC will review transportation routes annually to ensure adequate access to transportation is provided to persons with disabilities.

Goal V: Annually evaluate the CTC's performance based on the following criteria: Total service, service effectiveness, cost effectiveness and efficiency, vehicle utilization, safety, service availability, quality of service, and compliance with the Memorandum of Agreement.

Action Objective 5a: Educate local citizens as to transportation services available through advertising, seminars, workshops and participation in local clinics and events.

Goal VI: Ensure the provision of accessible 24-hour, seven days a week transportation disadvantaged service.

Action Objective 6a: CTC will implement an accessible system for individuals to request after-hour service and on weekends. Board to review on a semi-annual basis.

Goal VII: Use the Transportation Disadvantaged Trust Fund allocation to the maximum extent.

Action Objective 7a: The CTC and Local Coordinating Board will determine the most effective and efficient manner to expend these funds.

Action Objective 7b: The CTC will advise the Local Coordinating Board of any difficulties experienced concerning the expenditures of non-sponsored funds.

Action Objective 7c: The CTC will ensure a Public Hearing is held annually in conjunction with a Taylor County Board of County Commissioners meeting informing the County Commission and general public of the annual trust fund allocation and expenditures.

Goal VIII: The CTC will comply will all reporting requirements of the Commission for the Transportation Disadvantaged, the Local Coordinating Board and the Board of County Commissioners.

Action Objective 8a: The CTC will complete all reports that require the Local Coordinating Board's review and/or approval.

Action Objective 8b: The CTC will complete all reports requested by the Local Coordinating Board. The CTC will be given a minimum of two weeks notice prior to report due date.

Action Objective 8c: The CTC to include reports to be reviewed in Local Coordinating Board member meeting packets with the tentative agenda for the upcoming board meeting.

Goal IX: Improve the quality of service provided by the CTC and designated transportation provider.

Objective: Monitor the quality of service provided by the CTC and provider ensuring transportation needs are met for all citizens.

Action Objective 9a: CTC on a quarterly basis, will monitor the quality of service based on completed rider, purchaser and operator surveys.

Action Objective 9b: On a quarterly basis the CTC will review transportation routes, pick-up locations, and other pertinent information. Make recommendation to Local Coordinating Board as so needed.

SECTION 2

SECTION 3

TAYLOR COUNTY TRANSPORTATION DISADVANTAGED SERVICE PLAN

III. QUALITY ASSURANCE

A. Service Standards

Service standards are integral to the development and implementation of a quality transportation program and are intended to bring about uniform service provision in the coordinated system. The LCB will evaluate the CTC's compliance with the established service standards annually. The LCB will accept any agency's review of the CTC, which encompasses any of the standards as part of the evaluation to determine compliance with that standard.

Commission for the Transportation Disadvantaged Service Standards

The CTC and any Transportation Operator from whom service is purchased or arranged by the CTC shall adhere to commission approved standards. These standards, as outlined in Rule 41-2.006(4), Florida Administrative Code, include:

1. **Drug and Alcohol Testing**
All safety sensitive job position shall comply with the pre-employment, random, post-accident, and reasonable suspicion testing requirements of the Federal Transit Administration.
2. **Transport of Escorts and Dependent Children**
Children under age 6 shall be required to be accompanied by an escort or attend to by an attendant. Escorts must be provided by a passenger. The escorts must be able to provide the necessary assistance to the passenger. Escorts shall be transported at the regular rate.
3. **Use, Responsibility and Cost of Child Restraint Devices**
All passengers under the age of 4 and/or under 50 pounds shall be advised to use a child restraint device. This device shall be provided by the passenger.
4. **Passenger Property**
Passengers shall be allowed to have two pieces of personal property, which they can place in their lap or stow under the seat. Passengers must be able to independently carry all items brought onto the vehicle. Drivers shall not be allowed to carry packages, other than on and off the vehicle. Passenger property does not include wheelchairs, child restraint seats, stretchers, secured oxygen, personal assistive devices, or intravenous devices.
5. **Vehicle Transfer Points**
Vehicle transfer points shall be located in a safe and secure place that provides shelter.
6. **Local Toll Free Telephone Number**
A local toll free telephone number shall be posted in all vehicles within the transportation system. This telephone number shall be included in the complaint process.
7. **Out-of-Service Area Trips**
Out-of-service area trips refer to inter-county trips. Minimum practices for inter-county service will be published in the Section A.1.b. of the II. Service Plan.
8. **Vehicle Cleanliness**
Interior of all vehicles shall be free of dirt, grime, oil, trash, torn upholstery, damaged or broken seats, protruding metal or other objects or materials which would soil items placed in the vehicle or provide discomfort for the passenger. All vehicles shall be cleaned (interior and exterior) on a regular schedule.
9. **Billing Requirements**

TAYLOR COUNTY TRANSPORTATION DISADVANTAGED SERVICE PLAN

The CTC shall pay all bills to transportation subcontractors within 15 days after receipt of said payment by the CTC.

10. **Passenger / Trip Database**
The CTC shall collect the name, telephone number, address, funding source(s) eligibility and special requirements in a database on each passenger.
11. **Adequate Seating**
Vehicle seating shall not exceed the manufacturer's recommended capacity.
12. **Driver Identification**
Drivers shall be required to announce and identify themselves by name and company in a manner that is conducive to communications with the specific passenger upon pickup except in situations where the driver regularly transports the rider on a regular basis. All drivers shall have a name badge displayed at all times when transporting passengers.
13. **Passenger (Boarding) Assistance**
All drivers shall assist all passengers on and off the vehicles, if necessary or requested, to the seating portion of the vehicle. This assistance shall include: opening the vehicle door, fastening the seat belt or wheelchair securement devices, storage of mobility devices and closing the door. Assistance must be in a dignified manner. Drivers may not assist wheelchairs up or down more than one step.
14. **Smoking, Eating, and Drinking**
There shall be no smoking on any vehicle in the transportation system. Eating and drinking on board the vehicle will not be allowed. Stops may be made to accommodate the needs of the passengers at the discretion of the driver.
15. **Passenger No-Shows**
Passenger no-shows are defined as trips not canceled prior to dispatch of the vehicle. When a passenger is considered a no-show, they shall be notified. Upon the third no-show in a 60-day period, the rider will be suspended for 30 days.
16. **Two-Way Communications**
All vehicles shall have two-way radio or cellular phones in good working order and be audible to the driver at all times (when in the service area) to the base.
17. **Air Conditioning / Heating**
All vehicles in the coordinated system shall have working air conditioning and heating. Vehicles that do not have a working air conditioner or heater shall be scheduled for repair or replacement as soon as possible.
18. **Cardio-Pulmonary Resuscitation (CPR) Training**
All drivers shall be certified in CPR.
19. **First Aid Training**
All drivers shall be certified in First Aid.

Local Service Standards

1. **Driver Criminal Background Screening**
All drivers in the coordinating system must have a favorable FDLE background screening.
2. **Service Effectiveness**

TAYLOR COUNTY TRANSPORTATION DISADVANTAGED SERVICE PLAN

Service effectiveness shall be evaluated based on the following information; percentage of TD passengers transported, passenger trips / vehicle mile, cost / vehicle mile, cost / passenger trip, vehicle miles, / passenger trip, and a customer satisfaction survey.

3. **Contract Monitoring**
The CTC shall perform annual evaluations of contracted operators using applicable portions of the LCB evaluation process.
4. **Pick-up Window**
There is a ninety (90) minute pick-up window in place for all intra-county trips scheduled based on the arrival / departure time of the passenger.
5. **On-time Performance**
The CTC shall have an 85% on-time performance for all completed trips.
6. **Advance Reservation Requirement**
There shall be a 24-hour notice requirement for all trips scheduled within the coordinated system, except under special circumstances.
7. **Accidents**
1.2 accidents per 100,000 miles shall be the maximum allowable number of accidents for the evaluation period.
8. **Roadcalls**
There should be no less than 10,000 miles between each roadcall.
9. **Telephone Access**
95% of all in-coming calls will be completed.
10. **Complaints**
There should be no more than three (3) complaints per 1,000 trips during the evaluation period.

**GRIEVANCE PROCEDURES 2009-2010
LOCAL COORDINATING BOARD
FOR THE TRANSPORTATION DISADVANTAGED
Taylor County Board of Commissioners**

The Taylor County Local Coordinating Board for the Transportation Disadvantaged serving to assist the Community Transportation Coordinator, has established the following procedures and policies for the Board Grievance Committee to address grievance or complaints from agencies, users, potential users, subcontractors, and other interested parties.

I. Purpose of Grievance Committee

According to Rule 41-2.012 of the Florida Administrative Code (FAC), one duty of the Local Coordinating Board is to:

“Appoint a Grievance Committee to serve as a mediator to process, and investigate complaints from agencies, users, potential users of the system and the Community Transportation Coordinator in the designated service area, and recommendations to the Coordinating Board for the improvement of service. The Coordinating Board shall establish procedures to provide regular opportunities for issues to be brought before such committee and address them in a timely manner. Members appointed to the committee shall be members of the Coordinating Board.”

It should be noted that there is a distinct difference between “hearing” a grievance and “hearing and determining” a grievance. Neither the Grievance Committee nor the Local Coordinating Board has the authority to “hear and determine” a grievance. They only have the authority to “hear” and advise.

When an entity make a determination of the rights, duties, privileges, benefits, or legal relationships of a specific person or persons, it is exercising adjudicative powers. Deciding a grievance between two independent parties may fall within these parameters depending on the nature of the grievance. Chapter 427, Florida Statutes grants no adjudicative powers to anyone on the Grievance Committee or the Local Coordinating Board. Even though the Local Coordinating Board does not have determining powers, the recognition of problems by the various members of the Local Coordinating Board is a very useful tool to resolve many issues. In addition, it should be noted that the Local Coordinating Board is involved in the development and approval of the Community Transportation Coordinator’s Service Plan, and the annual evaluation of the Community Transportation Coordinator. This allows the Local Coordinating Board to influence changes as so needed.

II. Definition of Service Complaint

Service complaints are routing incidents that occur on a daily basis and reported to the driver or dispatcher, or other individuals involved in the daily operations. These complaints are resolved within the course of a reasonable time period suitable to the complainant.

All service complaints should be recorded and a summary of complaints should be provided by the Community Transportation Coordinator on a quarterly basis to the Taylor County Local Coordinating Board. If the Community Transportation Coordinator is also an operator, their statistics on service complaints should be included.

Service complaints may include but not be limited to:

- *Late trips (late pick up and/or drop off)
- *No-show by transportation operator
- *No show by rider
- *Driver behavior
- *Rider behavior
- *Passenger comfort/discomfort
- *Service Denial (refused service without an explanation of why)
- *Unsafe Driving

III. Definition of Formal Grievances

A formal grievance is a written complaint to document any concerns regarding the operation or administration of Transportation Disadvantaged services by the Transportation Operator, the Community Transportation Coordinator, the designated Planning Agency, or the Local Coordinating Board. A formal grievance may also be a service complaint that has been left unresolved for more than 45 days.

Formal grievance processes by the Taylor County Local Coordinating Board or the Community Transportation Coordinator shall be open to addressing concerns by any person or agency including but not limited to: purchasing agencies, users, potential users, private-for-profit operators, private-nonprofit operators, Community Transportation Coordinators, Designated Official Planning Agencies, elected officials, and drivers. The grievant, in their formal complaint, should establish and state their concern as clearly as possible.

Formal grievances may include but not be limited to:

- *Chronic, recurring, or unresolved Service Complaints (Note descriptions in Item II)
- *Violations of specific laws governing the provisions of the Transportation Disadvantaged services outlined in Chapter 427 Florida Statutes, Rule 41-2 Florida Administrative Code and accompanying documents, Florida Sunshine Laws, and the American with Disabilities Act.
- *Contract disputes (agencies and operators)
- *Coordination disputes
- *Bidding disputes
- *Agency compliance
- *Conflicts of interest
- *Misuse of funds
- *Billing and/or accounting procedures

IV. Composition of Grievance Committee

The Taylor County Local Coordinating Board shall appoint at least three (3) of its voting members to a Grievance Committee. The Grievance Committee shall elect a Chair and Vice-Chair. Term limits of the Grievance Committee will coincide with the term limits on the Local Coordinating Board. A majority vote is required for actions made by the Grievance Committee.

V. Grievance Committee Procedures

The Taylor County Local Coordinating Board must make a written copy of their grievance procedures available to anyone upon request and in a format accessible to persons with disabilities. The following procedures are established to provide regular opportunities for grievances to be brought before the Grievance Committee.

a. Filing a Grievance with the Local Coordinating Board

Should an interested party wish to file a grievance with the Taylor County Local Coordinating Board that grievance must be filed in writing with the Grievance Committee within ninety (90) days after the occurrence of the event giving rise to the grievance. The grievance shall be sent to:

Transportation Disadvantaged Program
Coordinating Board Grievance Committee
Taylor County Administrative Complex
201 E. Green Street
Perry, Florida 32347
Attn: Melody Cox

If there are questions on how to file a grievance, the contact for the Taylor County Local Coordinating Board is Melody Cox, Planning Grant Manager. Cox may be reached at 850-838-3553 grantscoordinator@taylorcountygov.com.

When necessary, county staff involved in the Transportation Disadvantaged program will provide technical assistance to disabled individuals to prepare written grievances. The grievance should demonstrate or establish a clear violation of a specific law, regulation, or contractual agreement. Copies of pertinent laws and regulations should also be included.

1. Name and address of complainant
2. Statement of the grounds for the grievance and support documentation. Statement should be clear and concise.
3. Explanation from the complainant of the improvements needed to address the complaint.

If the Taylor County Local Coordinating Board receives a grievance pertaining to the operation of services under the Community Transportation Coordinator, that grievance should be passed on to the Community Transportation Coordinator for their response to be included in the Local Coordinating Board's response.

b. Grievance Committee Meeting Schedule

Within fifteen (15) working days following the date of the receipt of the formal grievance, county staff shall advise the Grievance Committee of the grievance, schedule a grievance hearing, and inform the complainant of the hearing date. The Grievance Committee shall meet to hear the grievance within forty-five (45) days from the date of receipt of the grievance. When appropriate, the Grievance Committee may meet to hear filed grievances immediately following regularly scheduled Local Coordinating Board meetings. In addition, a regular business meeting of the Grievance Committee may be called when so needed.

c. Notice of Hearing

Appropriate staff shall send a notice of the Grievance Committee's scheduled hearing in writing to the local newspaper with the greatest circulation, the complainant, and other interested parties. Mailing shall be by certified mail. The notice shall clearly state:

- i. Date, time and location of meeting
- ii. Statement of the issue involved and purpose of the discussion

d. Grievance Committee Hearing Procedures

All involved parties have a right to present their views to the Grievance Committee, either orally or in writing. In addition, all parties may present evidence. The Grievance Committee may at any time during the course of the hearing question the parties and their witnesses on any facts which deems material to the alleged improper action. The entire hearing shall be recorded electronically on tape. Any party requesting a copy of the transcription shall pay all costs incurred in furnishing the copy of the transcription

The Grievance Committee will follow a meeting agenda in accordance with the procedures herein set forth:

1. Call to order
2. Presentation of Grievance
 - a. Presentation of grievance by Complainant which shall include witnesses if so applicable.
 - b. Response of concerned parties and witnesses if applicable.
3. Discussion of grievance, which shall take place in accordance with

4. Robert's Rules of Order. The discussion shall be among the Grievance Committee, staff, the complainant, and other pertinent parties. Discussion shall focus solely on the grievance as filed by the complainant.
5. Adjourn Hearing

e. Report to Coordinating Board

A written report shall be provided to the Taylor County Local Coordinating Board and shall include the following information:

- i. A statement that a meeting was held in which the involved parties, their representatives and witnesses were given a opportunity to present their grievance.
- ii. A Statement that clearly defines the issues discussed.
- iii. The recommendation or explanation of the Grievance Committee based on their investigation and assessment.

A Copy of this report shall be provided to the concerned parties within ten (10) working days after the hearing on the grievance and no more than sixty (60) calendar says from the date of receipt of the formal grievance. The Grievance Committee's recommendation will stand unless the recommendation is changed by the Taylor County Local Coordinating Board through the appeals process.

VI. Appeals

a. Appeal to the Local Coordinating Board

Appeal of the recommendation by the Grievance Committee to the Taylor County Local Coordinating Board shall be made within twenty (20) working days from the date when the Grievance Committee makes a recommendation regarding a grievance. The appeal shall be mailed to:

Transportation Disadvantaged Program
Taylor County Administrative Complex
201 E. Green Street
Perry, Florida 32347

Attn: Melody Cox/Grievance Appeal

The complaint will be notified in writing of the date, time, and place of the Taylor County Local Coordinating Board meeting where the appeal will be heard. This written notice will be mailed at least ten (10) days in advance of the meeting. The Taylor County Local Coordinating Board will meet to hear the appeal and provide recommendations within thirty (30) days of the date the appeal was filed. A written copy of the recommendation will be mailed to all parties involved within ten (10) days of the date of the recommendation.

b. Appeal to the Transportation Disadvantaged Commission

Should a complainant remain dissatisfied with the Taylor County Local Coordinating Board or the Community Transportation Coordinator's recommendation, he or she may contact the Transportation Disadvantaged Commission at the following address:

Florida Commission for the Transportation Disadvantaged
605 Suwannee Street, MS-49
Tallahassee, Florida 32399
Attn: Grievance Appeal

Chapter 427, Florida Statutes, does not expressly confer the power or authority for the Transportation Disadvantaged Commission to hear and determine a grievance. The Transportation Disadvantaged Commission may chose to listen to grievance and it can investigate them from a fact finding prospective. It cannot be the "judge" or be the "arbiter" of the grievance in the sense of determining that one party's version of the facts is right and the other is wrong, and order the wrong party to compensate the right party. On the other hand, the grievance may bring to light problems within the transportation disadvantaged system. If the grievance showed that one of the parties with whom the Transportation Disadvantaged Commission contracts was acting so aberrantly as to not be in compliance with their contract, the Commission could exercise whatever contractual rights it has to correct the problem. The Transportation Disadvantaged Commission may take part in the grievance process but may not decide the grievance where doing so would amount to an exercise of adjudicative powers.

VII. Filing Grievances with the Community Transportation Coordinator

When appropriate, an interested party may also file a grievance with the Community Transportation Coordinator. Such grievances shall be for an issue which can be addressed by the Community Transportation Coordinator and shall be executed in accordance with the Community Transportation Coordinator's grievance procedures.

The Community Transportation Coordinator's Service Plan must be developed consistently with the Coordinated Transportation Contracting Instructions, incorporated by reference in Rule 41-2.00.0(27), F.A. pursuant to these instructions, the Operations Element must contain at a minimum, the step-by-step process the Community Transportation Coordinator uses to address "Service Complaints" and "Formal Grievances". The "Formal Grievance" part of this is intended to be the step-by-step which allows for hearing and determination procedures within the Community Transportation Coordinator's organization. The Service Plan will provide steps by which a formal written grievance can be heard and a determinative action can be taken. The Community Transportation

Coordinator's grievance procedure should ultimately end with the Board of Director's of the Community Transportation Coordinator, Board of County Commissioners, owner, or whomever is legally responsible for the actions of the Community Transportation Coordinator.

The Community Transportation Coordinator and transportation subcontractors (including coordination contractors) must make a written copy of their grievance procedures and rider policies available to anyone upon request.

The Community Transportation Coordinator and transportation contractors (including coordination contractors) must post the contract number and telephone number for access to information regarding reporting service complaints or filing a formal grievance in each of their service vehicles in plain and open view of riders.

The Community Transportation Coordinator's grievance procedure should state that all grievances filed must be written and contain the following

- Name and address of the complainant
- A clear and concise statement of the grounds for the grievance and supporting documentation
- An statement indicating the relief desired by the complainant.

The Community Transportation Coordinator must respond within fifteen (15) working days to the Grievant in writing noting the date of receipt and the date by which a decision will be made. The Community Transportation Coordinator will render a decision n writing, giving the complaint an explanation of the facts that lead to the Community Transportation Coordinator's decision and provide a method or way(s) to bring about a resolution.

All documents pertaining to the grievance process will be made available, upon request, in a format accessible to persons with disabilities. The Board of Directors, owners, Board of Commissioners, or whoever is legally responsible must receive a copy of the grievance and the response.

VIII. Prohibition Against Retaliation

No individual shall unlawfully be denied transportation disadvantaged services because such individual has filed a grievance related to the Transportation Disadvantaged Program or has testifies, or is about to testify in any such proceedings or investigation related to the Transportation Disadvantaged Program.

IX. Alternative Recourse

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

- * Taylor County Local Coordinating Board for the Transportation Disadvantaged is appointed by the Taylor County Board of County Commissioners
- * The Community Transportation Coordinator is Big Bend Transit, Inc.

C. EVALUATION PROCESS

This section will provide information on the evaluation processes utilized in Taylor County to ensure quality of service is being obtained and that it is being provided in the most cost effective, efficient, and unduplicated manner . The most recent evaluation of the CTC is found in Appendix B.

1. CTC Evaluation Process

Annually the Transportation Disadvantaged Local Coordinating Board evaluates the Community Transportation Coordinator to ensure quality of service is being obtained and that it is being provided in the most effective, efficient, unduplicated and unfragmented manner. After the evaluation, the Transportation Local Coordinating Board makes a recommendation to the Planning Agency. The Planning Agency reviews the evaluation of the Local Coordinating Board and recommends to the Commission for the Transportation Disadvantaged the designation of the Community Transportation Coordinator and forwards copies of all review documents for Commission consideration and approval.

The evaluation of the Community Transportation Coordinator (CTC) is conducted utilizing the Commission for the Transportation Evaluation Workbook for Community Transportation Coordinator and providers in Florida. At a minimum, the following modules will be used:

Worksheet 5	Competition
Worksheet 7 thru 9	Cost Effectiveness and Efficiency*
Worksheet 12	Availability

*Worksheets 7 thru 9 must be provided as part of the Cost/Revenue Allocation and Rate Structure Justification Element

In addition to the required modules, surveys will be conducted with passengers and purchasing agencies as to the quality of service provided by the CTC. Commission standards and local standards will be examined for compliance, as well as the goals and objectives incorporated in this service plan. The Americans with Disabilities Act Compliance Checklist will also be used to determine compliance

2. CTC Monitoring Procedures of Operation and Coordination Contractors

CTC's are responsible for evaluation of their operators and coordination contractors to ensure contractual compliance. The evaluation is done on a periodic basis depending on the needs and requirements of the CTC. A comprehensive annual evaluation is completed to ensure compliance with the System Safety Program Plan, locally approved

SECTION 4

Big Bend Transit, Inc.

P.O. Box 1721

Tallahassee, Florida 32302

850/574-6266

August 30, 2011

TO: Melody Cox
Taylor County Transportation Disadvantaged Coordinating Board
Courthouse Annex
201 East Green Street
Perry, Florida 32347

FROM: Ted Waters 

RE: Taylor County Transportation Disadvantaged Service Plan (TDSP)

CC:

Enclosed please find information for the referenced TDSP Update:

* Section II, Service Plan, Section B., Cost/Revenue Allocation and
Rate Structure Justification.

If you have any questions or need additional information, please call.

enclosure

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Big Bend Transit, Inc.

P.O. Box 1721

Tallahassee, Florida 32302

850/574-6266

June 1, 2011

Mr. Robert Craig
Florida Commission for the Transportation Disadvantaged
605 Suwannee Street, M.S.-49
Tallahassee, Florida 32399-0450

Re: Taylor County Coordinated Transportation System
Rate Revision Applicable to TDTF Trips

Dear Mr. Craig:

As directed, a rate revision for the TDTF (Non-Sponsored) service of the Taylor County Coordinated Transportation System is presented. By copy of this correspondence the rate revision is submitted to the Taylor County Transportation Disadvantaged Coordinating Board.

For your information and use in considering the rate revision, the rate model worksheets establishing and justifying the revised rates are enclosed.

Your approval of the rate revision for the TDTF (Non-Sponsored) service of the Taylor County Coordinated Transportation System is requested.

Please call me if you have questions or need additional information.

Sincerely,

BIG BEND TRANSIT, INC.



Ted Waters
General Manager

enclosures

✓ cc: Ms. Melody Cox, Taylor County Transportation Disadvantaged
Coordinating Board

7001,7040(04)
h:ctdrate

Big Bend Transit, Inc.

P.O. Box 1721

Tallahassee, Florida 32302

850/574-6266

June 1, 2011

Mr. Robert Craig
Florida Commission for the Transportation Disadvantaged
605 Suwannee Street, M.S.-49
Tallahassee, Florida 32399-0450

Re: Taylor County Coordinated Transportation System
Rate Revision Applicable to TDTF Trips

Dear Mr. Craig:

As directed, a rate revision for the TDTF (Non-Sponsored) service of the Taylor County Coordinated Transportation System is presented. By copy of this correspondence the rate revision is submitted to the Taylor County Transportation Disadvantaged Coordinating Board.

For your information and use in considering the rate revision, the rate model worksheets establishing and justifying the revised rates are enclosed.

Your approval of the rate revision for the TDTF (Non-Sponsored) service of the Taylor County Coordinated Transportation System is requested.

Please call me if you have questions or need additional information.

Sincerely,

BIG BEND TRANSIT, INC.



Ted Waters
General Manager

enclosures

✓ cc: Ms. Melody Cox, Taylor County Transportation Disadvantaged
Coordinating Board

7001,7040(04)
h:ctdrate

Preliminary Information Worksheet

CTC Name:	Big Bend Transit, Inc.
County (Service Area):	Taylor
Contact Person:	Ted Waters
Phone #:	850-574-6266

Check Applicable Characteristic

ORGANIZATIONAL TYPE:

- Governmental
- Private Non-Profit
- Private For Profit

NETWORK TYPE:

- Fully Brokered
- Partially Brokered
- Sole Source

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

Comprehensive Budget Worksheet

CTC: Big Bend Transit, Inc.
County: Taylor

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

	Prior Year's ACTUALS	Current Year's APPROVED Budget as amended	Upcoming Years PROPOSED Budget	% Change from Prior Year to Current Year	% Change from Current Year to Upcoming Year	Explanation of Changes in Column 6 That Are > 10% and Also > \$50,000
	from Oct 1st of 2005 to Sept 30th of 2006	from Oct 1st of 2006 to Sept 30th of 2007	from Oct 1st of 2007 to Sept 30th of 2008			

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

Local Non-Govt						
Farebox		\$ 24,371	\$ 24,371			
Medicaid Co-Pay Received						
Donations/Contributions						
In-Kind/Contributed Services						
Other						
Bus Pass Program Revenue						
Local Government						
District School Board						
Compl ADA Services						
County Cash						
County In-Kind/Contributed Services						
City Cash						
City In-Kind/Contributed Services						
Other Cash						
Other In-Kind/Contributed Services						
Bus Pass Program Revenue						
CTD						
Non-Spons Trip Program		\$ 219,343	\$ 219,343			
Non-Spons Capital Equipment						
Rural Capital Equipment						
Other TD (specify in explanation)						
Bus Pass Program Revenue						
USDOT & FDOT						
49 USC 5307						
49 USC 5310						
49 USC 5311						
49 USC 5311(F)						
Block Grant						
Service Development						
Commuter Assistance						
Other DOT (specify in explanation)						
Bus Pass Program Revenue						
AHCA						
Medicaid						
Other AHCA (specify in explanation)						
Bus Pass Program Revenue						
DCF						
Adult Drug & Mental Health						
Family Safety & Preservation						
Comm Care Dir/Adm/Adult Serv						
Other DCF (specify in explanation)						
Bus Pass Program Revenue						
DOH						
Children Medical Services						
County Public Health						
Other DOH (specify in explanation)						
Bus Pass Program Revenue						
DOE (state)						
Carl Perkins						
Dis/Blind Services						
Vocational Rehabilitation						
Day Care Programs						
Other DOE (specify in explanation)						
Bus Pass Program Revenue						
AWI						
WAGES/Workforce Board						
Other AWI (specify in explanation)						
Bus Pass Program Revenue						
DOEA						
Older Americans Act						
Community Care for Elderly						
Other DOEA (specify in explanation)						
Bus Pass Program Revenue						
DCA						
Community Services						
Other DCA (specify in explanation)						
Bus Pass Admin. Revenue						

Comprehensive Budget Worksheet

CTC: Big Bend Transit, Inc.
County: Taylor

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

	Prior Year's ACTUALS	Current Year's APPROVED Budget, as amended	Upcoming Years PROPOSED Budget	% Change from Prior Year to Current Year	% Change from Current Year to Upcoming Year	Explanation (Changes in Column 8 That Are > ±10% and Also > \$50,000)
	from Oct 1st of 2005 to Sept 30th of 2006	from Oct 1st of 2006 to Sept 30th of 2007	from Oct 1st of 2007 to Sept 30th of 2008			

APD

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

DIJ

(specify in explanation)						
Bus Pass Program Revenue						

Other Fed or State

xxxx						
xxxx						
xxxx						
Bus Pass Program Revenue						

Other Revenues

Interest Earnings		\$	\$			
xxxx		\$ 164,363	\$ 164,363		100.0%	
xxxx						
Bus Pass Program Revenue						

Balancing Revenue to Prevent Deficit

Actual or Planned Use of Cash Reserve		\$	\$			
Balancing Revenue is Short By		None	None			
Total Revenues =	\$0	\$408,077	\$408,077		100.0%	

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

Operating Expenditures						
Labor	\$	\$ 180,050	\$ 180,050		100.0%	
Fringe Benefits	\$	\$ 69,747	\$ 69,747		100.0%	
Services	\$	\$ 11,393	\$ 11,393		100.0%	
Materials and Supplies	\$	\$ 51,436	\$ 51,436		100.0%	
Utilities	\$	\$ 5,286	\$ 5,286		100.0%	
Casualty and Liability	\$	\$ 15,769	\$ 15,769		100.0%	
Taxes	\$	\$ 224	\$ 224		100.0%	
Purchased Transportation						
Purchased Bus Pass Expenses	\$					
School Bus Utilization Expenses	\$					
Contracted Transportation Services						
Other						
Miscellaneous	\$	\$ 3,115	\$ 3,115		100.0%	
Operating Debt Service - Principal & Interest						
Leases and Rentals	\$	\$ 5,841	\$ 5,841		100.0%	
Contrib to Capital Equip. Replacement Fund	\$	\$ 65,216	\$ 65,216		100.0%	
In-kind Contributed Services	\$	\$	\$			
Allocated Indirect						
Capital Expenditures						
Equip. Purchases with Grant Funds						
Equip. Purchases with Local Revenues						
Equip. Purchases with Rate Generated Rev.						
Capital Debt Service - Principal & Interest						
LEAVE BLANK						
Total Expenditures =	\$0	\$408,077	\$408,077		100.0%	

Once completed, proceed to the Worksheet entitled "Rate Base Adjustment"

Rate Base Adjustment Worksheet

CTC: Big Bend Transit, Inc.

County: Taylor

DO NOT COMPLETE THIS WORKSHEET UNTIL THE 3rd YEAR OF USING THE RATE CALCULATION MODEL TO COMPUTE RATES FOR SERVICE

Section 1 - Identification of Actual Subsidy Revenue

- 1. Complete applicable GREEN cells in column 3; YELLOW and BLUE cells are automatically completed in column 3.
- 2. Complete applicable GOLD cells in column 3.

	Prior Years ACTUALS from Oct 1st of 2005 to Sept 30th of 2006	What Amount, if Any, of the Actual Revenue in Col. 2 Was Generated by Applying Authorized Rate per Mile/Trip Charges?	Actual Rate Subsidy Revenue Excluded from the Rate Base	What amount, if Any, of the Actual Revenue in Col. 2 Came from Grant Funds to Purchase Equipment or Produce Required Deliverables?
REVENUES (CTC/Operators ONLY)				
Local Non-Govt				
Farebox/Co-Pay Received	\$	\$		
Medical/Co-Pay Received	\$	\$		
Donations/Contributions	\$	\$		
In-Kind/Contributed Services	\$	\$		
Other	\$	\$		
Bus Pass Program Revenue	\$	\$		
Local Government				
District School Board	\$	\$		
County ADA Services	\$	\$		
County Cash	\$	\$		
County In-Kind/Contributed Services	\$	\$		
City Cash	\$	\$		
City In-Kind/Contributed Services	\$	\$		
Other Cash	\$	\$		
Other In-Kind/Contributed Services	\$	\$		
Bus Pass Program Revenue	\$	\$		
CTD				
Non-Sponsored Program	\$	\$		
Non-Sponsored Capital Equipment	\$	\$		
Rural Capital Equipment	\$	\$		
Other FD	\$	\$		
Bus Pass Program Revenue	\$	\$		
USDOT & FDOT				
49 USC 5307	\$	\$		
49 USC 5310	\$	\$		
49 USC 5311	\$	\$		
49 USC 5311(F)	\$	\$		
Block Grant	\$	\$		
Service Development	\$	\$		
Commuter Assistance	\$	\$		
Other DOT	\$	\$		
Bus Pass Admin. Revenue	\$	\$		
AHCA				
Medical	\$	\$		
Other AHCA	\$	\$		
Bus Pass Program Revenue	\$	\$		
DCF				
Alcohol Drug & Mental Health	\$	\$		
Family Safety & Preservation	\$	\$		
Community Care Dev./Aging & Adult Serv.	\$	\$		
Other DCF	\$	\$		
Bus Pass Program Revenue	\$	\$		
DDH				
Children Medical Services	\$	\$		
County Public Health	\$	\$		
Other DDH	\$	\$		
Bus Pass Program Revenue	\$	\$		
DCE (state)				
Carl Perkins	\$	\$		
Dir of Blind Services	\$	\$		
Vocational Rehabilitation	\$	\$		
Day Care Programs	\$	\$		
Other DCE	\$	\$		
Bus Pass Program Revenue	\$	\$		
AWI				
WAGE S/Workforce Board	\$	\$		
Other AWI	\$	\$		
Bus Pass Program Revenue	\$	\$		
DOEA				
Older Americans Act	\$	\$		
Community Care for Elders	\$	\$		
Other DOEA	\$	\$		
Bus Pass Program Revenue	\$	\$		
DCA				
Community Services	\$	\$		
Other DCA	\$	\$		
Bus Pass Program Revenue	\$	\$		

YELLOW cells are NEVER Generated by Applying Authorized Rates

BLUE cells are ALWAYS Generated by Applying Authorized Rates

GREEN cells MAY BE Revenue Generated by Applying Authorized Rate per Mile/Trip Charges
Fill in that portion of actual revenue in Column 2 that was GENERATED through the application of authorized per mile, per trip, or combination per trip plus per mile rate

GOLD cells Fill in that portion of Actual Rate Subsidy Revenue in Column 4 that came from Grant Funds earmarked by the Grantor for Purchasing Equipment or Producing Required Deliverables

Rate Base Adjustment Worksheet

CTC: Big Bend Transit, Inc.
County: Taylor

DO NOT COMPLETE THIS WORKSHEET UNTIL THE 3rd YEAR OF USING THE RATE CALCULATION MODEL TO COMPUTE RATES FOR SERVICE!

Section I - Identification of Actual Subsidy Revenue

1. Complete applicable GREEN cells in column 3; YELLOW and BLUE cells are automatically completed in column 3
2. Complete applicable GOLD cells in column 5.

	Prior Years ACTUALS from Oct 1st of 2005 to Oct 31st of 2006	What Amount, if Any, of the Actual Revenue in Col. 2 Was Generated by Applying Authorized Rate per Mile/Thru Changes?	Actual Rate Subsidy Revenue Excluded from the Rate Base	What amount, if Any, of the Actual Revenue in Col. 4 Came from Grant Funds to Purchase Equipment or Produce Required Deliverables?
APD				
Office of Disability Determination	\$	\$	\$	\$
Developmental Services	\$	\$	\$	\$
Other APD (specify in explanation)	\$	\$	\$	\$
Bus Pass Program Revenue	\$	\$	\$	\$
DJJ				
DJJ	\$	\$	\$	\$
Bus Pass Program Revenue	\$	\$	\$	\$
Other Fed or State				
	\$	\$	\$	\$
	\$	\$	\$	\$
Bus Pass Program Revenue	\$	\$	\$	\$
Other Revenues				
Interest Earnings	\$	\$	\$	\$
	\$	\$	\$	\$
Bus Pass Program Revenue	\$	\$	\$	\$
Balancing Revenue to Prevent Deficit				
Actual of Planned Use of Cash Reserve	\$	\$	\$	\$
Total Revenues	\$	\$	\$	\$

Amount of Actual Operating Rate Subsidy Revenue

Section II - Actual v. Budgeted Operating Rate Subsidy Revenue

1. In the GREEN cell below, input the Total Budgeted Operating Rate Subsidy Revenue from Fiscal Year that appears below

2005 - 2006

Actual Operating Rate Subsidy Revenue	\$
Same Fiscal Year Total Budgeted Operating Rate Subsidy Revenue	
Actual Operating Rate Subsidy Revenue Over (Under) Budgeted Operating Rate Subsidy Revenue	
Rate Base Adjustment	

The 1st year for which the budgeted rate subsidy revenue will be available for use on this worksheet will be 2 years after starting to use this rate calculation model, meaning the 3rd year of use.

For the 1st and 2nd year, make sure the GREEN cell to the left is blank or \$0. The worksheet will then show \$0 rate base adjustment.

In the 3rd year, enter the Budgeted operating rate subsidy revenue from 2 years before. It can be found on the Budgeted Rate Base worksheet for that year.

Once Completed, Proceed to the Worksheet entitled "Budgeted Rate Base"

Budgeted Rate Base Worksheet

CTC: Big Bend Transit, Inc.

County: Taylor

1. Complete applicable GREEN cells in column 3; YELLOW and BLUE cells are automatically completed in column 3
2. Complete applicable GOLD cells in column and 5

1	Upcoming Year's BUDGETED Revenues	3	4	5
	from Oct 1st of 2007 to Sept 30th of 2008			
		What Amount of the Budgeted Revenue in Col. 2 Will be Generated by Applying Authorized Rate per Unit or used as Local Match	Budgeted Subsidy Revenue EXcluded from the Rate Base	What amount of the Subsidy Revenue in Col. 4 Will Come from Funds to Purchase Equipment? Also, what amount of Local Funds in Col. 4 will be used as Match for the Purchase of Equipment.

REVENUES (CTC/Operators ONLY)

Local Non-Govt				
Farebox	\$ 24,371	\$ 24,371		
Medicaid Co-Pay Received	\$ -	\$ -		
Donations/ Contributions	\$ -	\$ -		
In-Kind, Contributed Services	\$ -	\$ -		
Other	\$ -	\$ -		
Bus Pass Program Revenue	\$ -	\$ -		
Local Government				
District School Board	\$ -	\$ -		
Compl. ADA Services	\$ -	\$ -		
County Cash	\$ -	\$ -		
County In-Kind, Contributed Services	\$ -	\$ -		
City Cash	\$ -	\$ -		
City In-Kind, Contributed Services	\$ -	\$ -		
Other Cash	\$ -	\$ -		
Other In-Kind, Contributed Services	\$ -	\$ -		
Bus Pass Program Revenue	\$ -	\$ -		
CTD				
Non-Spons. Trip Program	\$ 219,343	\$ 219,343	\$ -	\$ -
Non-Spons. Capital Equipment	\$ -	\$ -	\$ -	\$ -
Rural Capital Equipment	\$ -	\$ -	\$ -	\$ -
Other TD	\$ -	\$ -	\$ -	\$ -
Bus Pass Program Revenue	\$ -	\$ -	\$ -	\$ -
USDOT & FDOT				
49 USC 5307	\$ -	\$ -	\$ -	\$ -
49 USC 5310	\$ -	\$ -	\$ -	\$ -
49 USC 5311	\$ -	\$ -	\$ -	\$ -
49 USC 5311(F)	\$ -	\$ -	\$ -	\$ -
Block Grant	\$ -	\$ -	\$ -	\$ -
Service Development	\$ -	\$ -	\$ -	\$ -
Commuter Assistance	\$ -	\$ -	\$ -	\$ -
Other DOT	\$ -	\$ -	\$ -	\$ -
Bus Pass Program Revenue	\$ -	\$ -	\$ -	\$ -
AHCA				
Medicaid	\$ -	\$ -	\$ -	\$ -
Other AHCA	\$ -	\$ -	\$ -	\$ -
Bus Pass Program Revenue	\$ -	\$ -	\$ -	\$ -
DCF				
Alcohol, Drug & Mental Health	\$ -	\$ -	\$ -	\$ -
Family Safety & Preservation	\$ -	\$ -	\$ -	\$ -
Comm. Care Dis./Aging & Adult Serv.	\$ -	\$ -	\$ -	\$ -
Other DCF	\$ -	\$ -	\$ -	\$ -
Bus Pass Program Revenue	\$ -	\$ -	\$ -	\$ -
DOH				
Children Medical Services	\$ -	\$ -	\$ -	\$ -
County Public Health	\$ -	\$ -	\$ -	\$ -
Other DOH	\$ -	\$ -	\$ -	\$ -
Bus Pass Program Revenue	\$ -	\$ -	\$ -	\$ -
DOE (state)				
Carl Perkins	\$ -	\$ -	\$ -	\$ -
Div of Blind Services	\$ -	\$ -	\$ -	\$ -
Vocational Rehabilitation	\$ -	\$ -	\$ -	\$ -
Day Care Programs	\$ -	\$ -	\$ -	\$ -
Other DOE	\$ -	\$ -	\$ -	\$ -
Bus Pass Program Revenue	\$ -	\$ -	\$ -	\$ -
AWI				
WAGES/Welfare Board	\$ -	\$ -	\$ -	\$ -
AWI	\$ -	\$ -	\$ -	\$ -
Bus Pass Program Revenue	\$ -	\$ -	\$ -	\$ -
DOEA				
Older Americans Act	\$ -	\$ -	\$ -	\$ -
Community Care for Elderly	\$ -	\$ -	\$ -	\$ -
Other DOEA	\$ -	\$ -	\$ -	\$ -
Bus Pass Program Revenue	\$ -	\$ -	\$ -	\$ -
DCA				
Community Services	\$ -	\$ -	\$ -	\$ -
Other DCA	\$ -	\$ -	\$ -	\$ -
Bus Pass Program Revenue	\$ -	\$ -	\$ -	\$ -

YELLOW cells are NEVER Generated by Applying Authorized Rates

BLUE cells are ALWAYS Generated by Applying Authorized Rates

GREEN cells MAY BE Revenue Generated by Applying Authorized Rate per Mile/Trip Charges

Fill in that portion of budgeted revenue in Column 2 that will be GENERATED through the application of authorized per mile, per trip, or combination per trip plus per mile rates. Also, include the amount of funds that are Earmarked as local match for Transportation Services and NOT Capital Equipment purchases.

If the Farebox Revenues are used as a source of Local Match Dollars, then identify the appropriate amount of Farebox Revenue that represents the portion of Local Match required on any state or federal grants. This does not mean that Farebox is the only source for Local Match.

Please review all Grant Applications and Agreements containing State and/or Federal funds for the proper Match Requirement levels and allowed sources.

GOLD cells Fill in that portion of Budgeted Rate Subsidy Revenue in Column 4 that will come from Funds Earmarked by the Funding Source for Purchasing Equipment or Producing Required Deliverables. Also include the portion of Local Funds earmarked as Match related to the Purchase of Capital Equipment if a match amount is required by the Funding Source.

Budgeted Rate Base Worksheet

CTC: Big Bend Transit, Inc.
County: Taylor

1. Complete applicable GREEN cells in column 3; YELLOW and BLUE cells are automatically completed in column 3
2. Complete applicable GOLD cells in column and 5

	Upcoming Year's BUDGETED Revenues
	from Oct 1st of 2007 to Sept 30th of 2008
1	2

What Amount of the Budgeted Revenue In Col. 2 Will be Generated by Applying Authorized Rate per Unit or used as Local Match	Budgeted Subsidy Revenue EXCLUDED from the Rate Base	What amount of the Subsidy Revenue in Col. 4 Will Come from Funds to Purchase Equipment? Also, what amount of Local Funds in Col. 4 will be used as Match for the Purchase of Equipment.
3	4	5

APD	
Office of Disability Determination	\$ -
Developmental Services	\$ -
Other APD	\$ -
Bus Pass Program Revenue	\$ -
DJJ	
DJJ	\$ -
Bus Pass Program Revenue	\$ -
Other Fed or State	
xxx	\$ -
xxx	\$ -
xxx	\$ -
Bus Pass Program Revenue	\$ -
Other Revenues	
Interest Earnings	\$ -
xxxx	\$ 164,363
xxxx	\$ -
Bus Pass Program Revenue	\$ -
Balancing Revenue to Prevent Deficit	
Actual or Planned Use of Cash Reserve	\$ -
Total Revenue =	\$ 408,077

\$ -	\$ -	
\$ -	\$ -	
\$ -	\$ -	
\$ -	\$ -	
\$ -	\$ -	
\$ -	\$ -	
\$ -	\$ -	
\$ -	\$ -	
\$ 164,363	\$ -	
\$ -	\$ -	
\$ -	\$ -	
\$ 383,706	\$ 24,371	\$ -

EXPENDITURES (CTC/Operators ONLY)	
Operating Expenditures	
Labor	\$ 180,050
Fringe Benefits	\$ 89,747
Services	\$ 11,393
Materials and Supplies	\$ 51,435
Utilities	\$ 5,295
Casualty and Liability	\$ 15,789
Taxes	\$ 224
Purchased Transportation:	
Purchased Bus Pass Expenses	\$ -
School Bus Utilization Expenses	\$ -
Contracted Transportation Services	\$ -
Other	\$ -
Miscellaneous	\$ 3,115
Operating Debt Service - Principal & Interest	\$ -
Leases and Rentals	\$ 5,841
Contrib. to Capital Equip. Replacement Fund	\$ 85,210
In-Kind, Contributed Services	\$ -
Allocated Indirect	\$ -
Capital Expenditures	
Equip. Purchases with Grant Funds	\$ -
Equip. Purchases with Local Revenue	\$ -
Equip. Purchases with Rate Generated Rev.	\$ -
Capital Debt Service - Principal & Interest	\$ -
	\$ -
Total Expenditures =	\$ 408,077
minus EXCLUDED Subsidy Revenue =	\$ 24,371
Budgeted Total Expenditures INCLUDED in Rate Base =	\$ 383,706
Rate Base Adjustment¹ =	\$ -
Adjusted Expenditures included in Rate Base =	\$ 383,706

\$ 24,371 For Use In Fiscal Year:
2009 - 2010
Amount of Budgeted
Operating Rate
Subsidy Revenue

Red Cell
Use for Future Rate Adjustment Purposes

This Budgeted Operating Rate Subsidy Revenue amount will be used 2 years later when the Actual rate subsidy revenue will be known for this budgeted fiscal year. At that time, this budgeted amount will be entered on the Rate Base Adjustment worksheet for that year's proposed budget and used to calculate a possible rate base adjustment.

¹The Difference between Actual and Budgeted Rate Subsidy Revenue for Fiscal Year: 2005 - 2008

Once Completed, Proceed to the Worksheet entitled "Program-wide Rates"

Worksheet for Program-wide Rates

CTC: Big Bend Transit, Inc.
County: Taylor

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

- Do **NOT** include passenger trips or passenger miles related to Coordination Contractors!
- Do **NOT** include School Board or other non-transportation disadvantaged passenger trips or passenger miles!
- Be sure to **INCLUDE** all contracted passenger trips and contracted passenger miles!
- Do **NOT** include trips or miles for services provided to the general public!
- Do **NOT** count escort activity as passenger trips or passenger miles unless charged the full rate for service!
- Do **NOT** county bus program trips or passenger miles!

PROGRAM-WIDE RATES	
Total Projected Passenger Miles =	68,490
Rate Per Passenger Mile = \$ 5.60	
Total Projected Passenger Trips =	6,549
Rate Per Passenger Trip = \$ 58.59	

Fiscal Year
2007 - 2008

Rates If No Revenue Funds Were Identified As Subsidy Funds	
Rate Per Passenger Mile = \$ 5.96	
Rate Per Passenger Trip = \$ 62.31	

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

Worksheet for Multiple Service Rates

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

CTC: Big Bend Transit, Inc.
County: Taylor

SECTION I: Services Provided

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

Ambulatory	1	Wheelchair	1	Stretcher	2	Group	2
<input type="radio"/> Yes							
<input type="radio"/> No							

go to Section II for Ambulatory Services

Do to Section II for Wheelchair Services

go to Section II for Stretcher Services

STOP! Do NOT Complete Section II for Group Services

SECTION II: Contracted Services

Will the CTC be contracting out any of these Services to a third party in the upcoming budget year?

Ambulatory	2	Wheelchair	2	Stretcher	2	Group	2
<input type="radio"/> Yes							
<input type="radio"/> No							

SKIP # 2, 3, 4 and go to Section III for Ambulatory Services

SKIP # 2, 3, 4 and go to Section III for Wheelchair Services

Answer # 2 for Stretcher Services

Do NOT Complete Section II for Group Services

If you answered YES to # 2, 3, 4 above, how much is the proposed contract amount for the service? Ask for money or the total proposed passenger miles, passenger minutes, or passenger miles per passenger mile for the service.

Ambulatory	1	Wheelchair	1	Stretcher	1	Group	1
Leave Blank							

go to Section II for Ambulatory Services

go to Section III for Wheelchair Services

go to Section III for Stretcher Services

go to Section III for Group Services

Calculate the proposed rate per passenger mile, per passenger minute, or per passenger mile per passenger mile for the service. If the rate is blank, the rate is zero.

Ambulatory	1	Wheelchair	1	Stretcher	1	Group	1
Leave Blank							

Do NOT Complete Section III for Group Services

Combination Trip and Mile Rate

Leave Blank							
-------------	-------------	-------------	-------------	-------------	-------------	-------------	-------------

Do NOT Complete Section III for Group Services

Worksheet for Multiple Service Rates

CTC: Big Bend Transit, Inc.
County: Taylor

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

SECTION III: Escort Service

1. Do you want to charge all escorts a fee?

Yes
 No
 Answer # 2, 3 & 4

2. If you answered Yes to # 1, do you want to charge the fee per passenger trip OR per Passenger Mile?

Pass. Trip
 Pass. Mile

3. If you answered Yes to # 1 and completed # 2, for how many of the projected passenger trips / Passenger Miles will a passenger be accompanied by an escort?

Passenger Trips
 per Passenger Trip

4. How much will you charge each escort?

SECTION IV: Group Service Loading

If the message "You Must Complete This Section" appears in the right hand side projected load number of Group Service Passenger Miles? (do not leave blank)

Loading Fee: \$ 0.00
to \$ 1.00

SECTION V: Rate Calculations for Multiple Services

1. Input Projected Passenger Miles and Passenger Trips for each Service in the GREEN cells and the Rates for each Service will be calculated automatically. Miles and Trips you input must sum to one total per all Services entered on the Program's Rate Worksheet. **WILL NOT** Miles and Trips for contracted services. If the rates were calculated in the Section II above. Be sure to leave the service **BLANK** (for you answered NO in Section I) or **YES** to question #2 in Section II.

Projected Passenger Miles (excluding totally contracted services addressed in Section II) = **\$8,490**

Rate per Passenger Mile = **\$6.11**

Projected Passenger Trips (excluding totally contracted services addressed in Section II) = **6,549**

Rate per Passenger Trip = **\$51.88**

RATES FOR FY: 2007 - 2008

Ambul	Wheeled Chair	Standard	Group
\$9,493	8,991	0	0
\$6.11	\$6.76	\$0.00	\$0.00
Ambul	Wheeled Chair	Standard	Group
5,381	1,168	0	0
\$51.88	\$88.93	\$0.00	\$0.00
Combination Trip and Mile Rate			
Ambul	Wheeled Chair	Standard	Group
\$5.11	\$8.76	\$0.00	\$0.00

Worksheet for Multiple Service Rates

1. Answer the questions by completing the ORDER, this starting in Section I, on all services.
2. Follow the DASH RED prompts indicating you do not go to certain questions and sections based on service status.

CTC: Big Bend Transit/ride
 County: Taylor

Rate of Passenger Miles:
 Rate per Passenger Trip

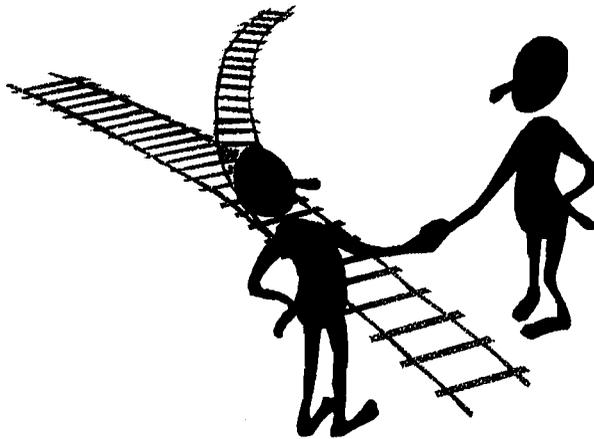
Rates if No Revenue Funds were identified as Subsidy Funds

Service	Rate	Group
Ambul	\$545	per passenger
Wheel Chair	\$224	per passenger
Stretcher	\$0.00	per group
Ambul	\$55.27	per passenger
Wheel Chair	\$94.75	per passenger
Stretcher	\$0.00	per group

APPENDIX A



**QAPE/LCB
CTC EVALUATION
WORKBOOK**



*2009-
2010*

CTC BEING REVIEWED: Big Bend Transit, Inc.

COUNTY: Taylor **TYPE OF REVIEW:** Annual

ADDRESS: P.O. Box 1721, Tallahassee, FL 32302

CONTACT: Ted Waters **PHONE:** 850-574-6266

EMAIL: TWBBT@AOL.COM **REVIEW DATES:** 5-2010

PERSON CONDUCTING THE REVIEW: Lisa Spikes, Bill Mauer, Cliff Walter
Maxie Young and Melody Cox

CONTACT INFORMATION: Melody Cox

LOCAL COORDINATING BOARD: Taylor County Local Coordinating Board

5. NAME THE GROUPS THAT YOUR COMPANY HAS COORDINATION CONTRACTS WITH:

Not Applicable

6. NAME THE ORGANIZATIONS AND AGENCIES THAT PURCHASE SERVICE FROM THE CTC AND THE PERCENTAGE OF TRIPS EACH REPRESENTS? (Recent APR information may be used)

Name of Agency	% of Trips	Name of Contact	Telephone Number
S.N.A.P.	21.8	Connie Gipson Lily Greene	850-838-2503
Even Start	18.4	Sharon Hathcock Michele Sheffield	850-838-9372
CTD - TDTF	21.8	Karen Somerset	850-410-5700
CTD - Mediciad	33.8	Byron Underwood	850-410-5700

7. REVIEW AND DISCUSS TD HELPLINE CALLS: None received by CTC

	Number of calls	Closed Cases	Unsolved Cases
Cost			
Medicaid			
Quality of Service			
Service Availability			
Toll Permit			
Other			

GENERAL QUESTIONS

Use the TDSP to answer the following questions. If these are not addressed in the TDSP, follow-up with the CTC.

- 1. **DESIGNATION DATE OF CTC:** 10-1-2006
- 2. **WHAT IS THE COMPLAINT PROCESS?** per TDSP, enclosed

IS THIS PROCESS IN WRITTEN FORM? Yes No
(Make a copy and include in folder)

Is the process being used? Yes No

- 3. **DOES THE CTC HAVE A COMPLAINT FORM?** Yes No
(Make a copy and include in folder) enclosed

- 4. **DOES THE COMPLAINT FORM INCORPORATE ALL ELEMENTS OF THE CTD'S UNIFORM SERVICE REPORTING GUIDEBOOK?**
 Yes No

- 5. **DOES THE FORM HAVE A SECTION FOR RESOLUTION OF THE COMPLAINT?**
 Yes No

Review completed complaint forms to ensure the resolution section is being filled out and follow-up is provided to the consumer.

- 6. **IS A SUMMARY OF COMPLAINTS GIVEN TO THE LCB ON A REGULAR BASIS?**
 Yes No

- 7. **WHEN IS THE DISSATISFIED PARTY REFERRED TO THE TD HELPLINE?**
- notice on vehicles
- TD Services information brochure

- 8. **WHEN A COMPLAINT IS FORWARDED TO YOUR OFFICE FROM THE OMBUDS MAN PROGRAM, IS THE COMPLAINT ENTERED INTO THE LOCAL COMPLAINT FILE/PROCESS?**
 Yes No

If no, what is done with the complain?

- 9. **DOES THE CTC PROVIDE WRITTEN RIDER INFORMATION OR BROCHURES TO INFORM RIDERS ABOUT TD SERVICES?**
 Yes No

If yes, what type? copy enclosed

GENERAL QUESTIONS

Findings:

The review committee and the LCB discussed the complaint procedure and discussed both parties making changes to incorporate grievance procedures for medicaid transportation clients with general grievance procedures.

Recommendations:

Big Bend Transit and the LCB per the recommendation of the review committee will look into ways to fund a program to transport Taylor county individuals who wish to go to the Children and Family Services office in Madison as Taylor county no longer has an office and this has had a very negative impact on many of our citizens.

COMPLIANCE WITH CHAPTER 427, F.S.

**Review the CTC's monitoring of its contracted operators in compliance with 427.0155(3).
'Review all transportation operator contracts annually.'**

WHAT TYPE OF MONITORING DOES THE CTC PERFORM ON ITS OPERATOR(S) AND HOW OFTEN IS IT CONDUCTED? annually, at contract renewal
- monitoring tool enclosed

Is a written report issued to the operator? Yes No

If NO, how are the contractors notified of the results of the monitoring?

WHAT TYPE OF MONITORING DOES THE CTC PERFORM ON ITS COORDINATION CONTRACTORS AND HOW OFTEN IS IT CONDUCTED?
Not Applicable

Is a written report issued? Yes No

If NO, how are the contractors notified of the results of the monitoring?

WHAT ACTION IS TAKEN IF A CONTRACTOR RECEIVES AN UNFAVORABLE REPORT? no contract renewal

IS THE CTC IN COMPLIANCE WITH THIS SECTION? Yes No

ASK TO SEE DOCUMENTATION OF MONITORING REPORTS.

COMPLIANCE WITH CHAPTER 427, F.S.

Review the TDSP to determine the utilization of school buses and public transportation services [Chapter 427.0155(4)]
"Approve and coordinate the utilization of school bus and public transportation services in accordance with the TDSP."

HOW IS THE CTC USING SCHOOL BUSES IN THE COORDINATED SYSTEM?

School buses are not used or needed at this time.

Rule 41-2.012(5)(b): "As part of the Coordinator's performance, the local Coordinating Board shall also set an annual percentage goal increase for the number of trips provided within the system for ridership on public transit, where applicable. In areas where the public transit is not being utilized, the local Coordinating Board shall set an annual percentage of the number of trips to be provided on public transit."

HOW IS THE CTC USING PUBLIC TRANSPORTATION SERVICES IN THE COORDINATED SYSTEM?

N/A

IS THERE A GOAL FOR TRANSFERRING PASSENGERS FROM PARATRANSIT TO TRANSIT? Yes No

If YES, what is the goal?

Is the CTC accomplishing the goal? Yes No

IS THE CTC IN COMPLIANCE WITH THIS REQUIREMENT? Yes No

Comments:

We do not have public transit

COMPLIANCE WITH CHAPTER 427, F.S.

Review of local government, federal and state transportation applications for TD funds (all local, state or federal funding for TD services) for compliance with 427.0155(5).

"Review all applications for local government, federal, and state transportation disadvantaged funds, and develop cost-effective coordination strategies."

IS THE CTC INVOLVED WITH THE REVIEW OF APPLICATIONS FOR TD FUNDS, IN CONJUNCTION WITH THE LCB? (TD Funds include all funding for transportation disadvantaged services, i.e. Section 5310 [formerly Sec.16] applications for FDOT funding to buy vehicles granted to agencies who are /are not coordinated)

Yes **No**

If Yes, describe the application review process.

CTC prepares applications for LCB review or participates in grant application preparation with LCB.

If no, is the LCB currently reviewing applications for TD funds (any federal, state, and local funding)? **Yes** **No**

If no, is the planning agency currently reviewing applications for TD funds?

Yes **No**

IS THE CTC IN COMPLIANCE WITH THIS SECTION? **Yes** **No**

Comments:

The CTC and planning grant coordinator work closely together

COMPLIANCE WITH CHAPTER 427, F.S.

**Ensure CTCs compliance with the delivery of transportation services, 427.0155(8).
Have full responsibility for the delivery of transportation services for the transportation disadvantaged as outlined in s. 427.015(2).**

Review the Operational section of the TDSP

1. Hours of Service: normally 6A - 10P; 24 hours on demand
Monday through Sunday

2. Hours of Intake: 6A - 6P, Monday through Friday

3. Provisions for After Hours Reservations /Cancellations? message on answering device

4. What is the minimum required notice for reservations?
by 2:00 PM the day before the day of travel

5. How far in advance can reservations be place (number of days)? 30

IS THE CTC IN COMPLIANCE WITH THIS SECTION? Yes No

Comments:

COMPLIANCE WITH CHAPTER 427, F.S.

**Review the cooperative agreement with the local WAGES coalitions according to Chapter 427.0155(9).
Work cooperatively with local WAGES coalitions established in Chapter 414 to provide assistance in the development of innovative transportation services for WAGES participants.**

WHAT TYPE OF ARRANGEMENT DO YOU HAVE WITH THE LOCAL WAGES COALITION? Purchase Order for reservation service and participation in Shuttle

HAVE ANY INNOVATIVE WAGES TRANSPORTATION SERVICES BEEN DEVELOPED?
see above

IS THE CTC IN COMPLIANCE WITH THIS SECTION? Yes No

Comments:

CHAPTER 427

Findings:

Recommendations:

COMPLIANCE WITH 41-2, F.A.C.

☑ Compliance with 41-2.006(1), Minimum Insurance Compliance
'...ensure compliance with the minimum liability insurance requirement of \$100,000 per person and \$200,000 per incident...'

WHAT ARE THE MINIMUM LIABILITY INSURANCE REQUIREMENTS?

\$100,000/\$300,000 CSL

WHAT ARE THE MINIMUM LIABILITY INSURANCE REQUIREMENTS IN THE OPERATOR AND COORDINATION CONTRACTS?

\$100,000/\$200,000

HOW MUCH DOES THE INSURANCE COST (per operator)?

Operator	Insurance Cost
. \$1,900 per operator	

DOES THE MINIMUM LIABILITY INSURANCE REQUIREMENTS EXCEED \$1 MILLION PER INCIDENT?

Yes No

If yes, was this approved by the Commission? Yes No

IS THE CTC IN COMPLIANCE WITH THIS SECTION? Yes No

Comments:

CTC exceeds standards

COMPLIANCE WITH 41-2, F.A.C.

Compliance with Commission Standards

"...shall adhere to Commission approved standards..."

Review the TDSP for the Commission standards.

Commission Standards	Comments
Local toll free phone number must be posted in all vehicles.	In compliance
Vehicle Cleanliness	Vehicle was very clean upon review.
Passenger/Trip Database	In compliance
Adequate seating	Adequate seating and storage space
Driver Identification	In compliance
Passenger Assistance	Three trips were taken. First trip no assistance was provided. Second and third trip service was excellent. Mr. Waters immediately addressed first
Smoking, Eating and Drinking	issue. In compliance
Two-way Communications	In compliance
Air Conditioning/Heating	In compliance. On two of the trips the driver was very considerate of rider needs and the temperature.
Billing Requirements	In compliance.

COMMISSION STANDARDS

Findings:

Recommendations:

COMPLIANCE WITH 41-2, F.A.C.

Compliance with Local Standards
“...shall adhere to Commission approved standards...”

Review the TDSP for the Local standards.

Local Standards	Comments
Transport of Escorts and dependent children policy	Adheres to standards
Use, Responsibility, and cost of child restraint devices	Adheres to standards
Out-of-Service Area trips	Adheres to standards
CPR/1st Aid	Adheres to standards
Driver Criminal Background Screening	Adheres to standards
Rider Personal Property	Adheres to standards
Advance reservation requirements	Adheres to standards
Pick-up Window	Adheres to standards

Big Bend Transit, Inc.

P.O. Box 1721
Tallahassee, Florida 32302
904 / 574-6266

COMPLAINT/COMMENDATION FORM

Date Called In: _____ Time Called In: _____

Incident Called In By: _____ Telephone: _____

Date Of Incident: _____ Time Of Incident: _____

Does Complainant Wish To Be Notified Of Investigative Findings?
_____ Yes _____ No

Was Complainant Informed That There Is Also A Grievance Process Available?
_____ Yes _____ No

Did Complainant Request A Copy Of The Grievance Policy?
_____ Yes _____ No

If Yes, Address sent To: _____

Nature Of Incident:

- | | |
|-------------------------|----------------------------|
| _____ Timeliness | _____ Customer Service |
| _____ Vehicle Condition | _____ Poor Route Selection |
| _____ Vehicle Operation | _____ Trip Scheduling |
| _____ Other: _____ | |
| _____ | |
| _____ | |

Incident: _____

Incident Recorded By: _____

APPLICATION FORM
TRANSPORTATION DISADVANTAGED TRUST FUND
Coordinated Transportation System of Taylor County
(850) 584-5566

Applicant's Last Name _____ First Name _____ MI _____

Street Address _____

City _____ Zip Code _____ Telephone Number (____) _____

Social Security Number _____ Date of Birth ____/____/____

DESCRIPTION OF ELIGIBILITY STATUS (check all that apply)

Mobility Aid required, if checked, which type?
 Manual wheelchair Powered Wheelchair Oversized/wide/geri-chair
 Can transfer into a regular passenger seat
 Cane Walker Crutches

Totally blind Legally blind
 Guide dog

Totally deaf Severely hearing impaired

Mental disability, if checked are you able to:

Give your address and telephone number upon request? yes no
Deal with unexpected situations or changes in routine? yes no
Ask for, understand and follow instructions? yes no

Do you or anyone who lives with you have a vehicle? yes no

Can you afford to purchase transportation? yes no

Are you eligible for AFDC, food stamps or Medicaid? yes no

To travel, do you need a personal care escort? always sometimes no

Explain "always" or "sometimes" _____

Signature of Applicant _____
(may be custodian, parent, guardian)

Date _____

Mail completed form to: Big Bend Transit, Inc.
Post Office Box 1721
Tallahassee, Florida 32302

Big Bend Transit, Inc.

P.O. Box 1721
Tallahassee, Florida 32302
850/574-6266

March 16, 2010

Mr. Bobby Jernigan, Executive Director
Florida Commission for the Transportation Disadvantaged
605 Suwannee Street, M.S.-49
Tallahassee, Florida 32399-0450

Attn: Mr. Robert Craig

Re: Big Bend Transit, Inc., Audit Report, September 30, 2009

Dear Mr. Jernigan:

Per the provisions of appropriate Paragraph or Section of certain Contract(s) and/or Agreement(s) between the Florida Commission for the Transportation Disadvantaged and Big Bend Transit, Inc., the Big Bend Transit, Inc. Audit Report for the period ending September 30, 2009 is submitted.

Please call me if you have any questions.

Sincerely,

BIG BEND TRANSIT, INC.



Ted Waters
General Manager

enclosure

cc: Vanita Anderson, Apalachee Regional Planning Council, w/ enclosure
Lynn Godfrey, North Central Florida Regional Planning Council, w/
enclosure
✓Melody Cox, Taylor County Board of County Commissioners, w/
enclosure

7001
h:audit

John N. Shannahan, III

CERTIFIED PUBLIC ACCOUNTANT, LLC

**137 Palm Harbour Boulevard
Panama City Beach, Florida 32408**

BIG BEND TRANSIT, INC.

**Audit Report
September 30, 2009**

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INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of Big Bend Transit:

We have audited the accompanying statement of financial position of Big Bend Transit, Inc. (a nonprofit organization) as of September 30, 2009, and related statements of activities, functional expenses and cash flows for the year then ended. These financial statements are the responsibility of Big Bend Transit, Inc.'s management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards generally accepted in the United States of America, and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and the significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Big Bend Transit, Inc. as of September 30, 2009, and the changes in its net assets and its cash flows for the year then ended in conformity with generally accepted accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated February 26, 2010, on our consideration of Big Bend Transit, Inc.'s internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of the audit.

Our audit was conducted for the purpose of forming an opinion on the basic financial statements of Big Bend Transit, Inc. taken as a whole. The accompanying Schedule of Expenditures of Federal Awards and State Financial Assistance is presented for purposes of additional analysis as required by U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, and is not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the basic financial statements taken as a whole.

John N. Shannahan, III, CPA, LLC
February 26, 2010

Big Bend Transit, Inc.
STATEMENT OF FINANCIAL POSITION
September 30, 2009

ASSETS

Current Assets:

Cash and Cash Equivalents	\$	304,178
Accounts Receivable		460,821
Grants Receivable		150,593
Inventory		44,619
Prepaid Expenses		<u>12,459</u>
Total Current Assets		<u>972,670</u>

Investments

4,763,146

Revenue Vehicles and Equipment:
at cost, less accumulated
depreciation of \$2,547,529

2,144,388

Total Assets

\$ 7,880,204

See accompanying notes to these financial statements.

Big Bend Transit, Inc.
STATEMENT OF FINANCIAL POSITION (continued)
September 30, 2009

LIABILITIES AND NET ASSETS

Current Liabilities:

Accounts Payable	\$	35,178
Accrued Wages		86,496
Accrued Leave		84,032
Accrued Pension Liability		<u>28,302</u>
Total Current Liabilities		<u>234,008</u>

Net Assets:

Unrestricted Net Assets:

Designated	349,929
Undesignated	<u>7,296,267</u>
Total Net Assets	<u>7,646,196</u>

Total Liabilities and Net Assets	\$	<u><u>7,880,204</u></u>
----------------------------------	----	-------------------------

See accompanying notes to these financial statements.

Big Bend Transit, Inc.
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED
September 30, 2009

Revenue:

Customer Revenues	\$ 3,129,667
Federal Awards and State Financial Assistance	1,989,511
Investment Income	<u>138,943</u>
Total Revenue	<u>5,258,121</u>

Expenses:

Operations	3,175,033
Vehicle Maintenance	389,030
General Administration	<u>681,219</u>
Total Expenses	<u>4,245,282</u>

Excess of Expenses Over Revenues	1,012,839
Unrealized Gain on Investments	<u>4,793</u>
Change in Unrestricted Net Assets	1,017,632
Unrestricted Net Assets, September 30, 2008	<u>6,628,564</u>
Unrestricted Net Assets, September 30, 2009	\$ <u><u>7,646,196</u></u>

See accompanying notes to these financial statements.

Big Bend Transit, Inc.
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED
September 30, 2009

Functional Expenses:	Operations	Vehicle Maintenance	General Administration	Total Expenses
Labor & Fringe Benefits	\$ 1,978,695	\$ 321,889	\$ 315,918	\$ 2,616,502
Purchased Transportation	35,766	-	-	35,766
Services	14,079	8,815	89,477	112,371
Materials & Supplies	397,188	38,402	17,882	453,472
Utilities	-	-	52,814	52,814
Casualty & Liability Expense	-	17,376	157,950	175,326
Bad Debt Expense	-	-	-	-
Miscellaneous	10,623	565	30,159	41,347
Rent Expense	53,596	1,878	3,182	58,656
Depreciation	<u>685,086</u>	<u>105</u>	<u>13,837</u>	<u>699,028</u>
Total Expenses	\$ <u>3,175,033</u>	\$ <u>389,030</u>	\$ <u>681,219</u>	\$ <u>4,245,282</u>

See accompanying notes to these financial statements.

Big Bend Transit, Inc.
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED
September 30, 2009

Cash Flows From Operating Activities:

Change in Net Assets \$ 1,017,632

Adjustments to reconcile change in net assets to cash provided by operating activities:

Depreciation	699,028
Decrease in accounts receivable and grants receivable	3,941
Decrease in inventory	16,663
Increase in prepaid expenses	-276
Decrease in accounts payable	-12,634
Decrease in accrued wages	-702
Increase in retirement funds payable	2,965
Increase in accrued leave	1,174
Unrealized gain on investments	<u>4,793</u>

Total Adjustments 714,952

Net Cash Provided by Operating Activities 1,732,584

Cash Flows From Investing Activities:

Purchase of vehicles and equipment	-799,743
Purchase of investments	<u>-737,947</u>

Net Cash Provided From Investing Activities -1,537,690

Net Increase in Cash and Cash Equivalents 194,894

Cash and Cash Equivalents at Beginning of Year 109,284

Cash and Cash Equivalents at End of Year \$ 304,178

See accompanying notes to these financial statements.

Big Bend Transit, Inc.
NOTES TO FINANCIAL STATEMENTS
September 30, 2009

Big Bend Transit is a non-profit corporation organized March 21, 1978 under Florida Statutes to provide transit services for the elderly, handicapped and other disadvantaged groups in Gadsden, Madison, Taylor, Jefferson and Leon Counties.

(1) **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:**

Basis of Accounting: The accompanying financial statements have been prepared on the accrual basis of accounting in accordance with generally accepted accounting principles generally accepted in the United States of America.

Financial Statement Presentation: Big Bend Transit has adopted Statement of Financial Accounting Standards (SFAS) No. 117, "Financial Statements of Not-for-Profit Organizations". Under SFAS No. 117, Big Bend Transit is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets. Big Bend Transit has classified all net assets as unrestricted.

Investments: Investments in marketable securities with readily determinable fair values are valued at their fair values in the statement of financial position. Realized and unrealized gains and losses are included in the statement of activities as changes in net assets.

Cash and Cash Equivalents: Cash and cash equivalents include all monies in banks and petty cash.

Inventory: Inventories are stated at the lower of cost or market using the first in, first out method. Inventory consists of spare parts and fuel.

Revenue Vehicles and Equipment: Big Bend Transit follows the practice of capitalizing all expenditures for fixed assets in excess of \$500. Fixed assets are recorded at cost and depreciated over estimated useful lives of 2-7 years. Depreciation is computed using the straight-line method. Under the terms of grant agreements with the Florida Department of Transportation and the Commission for the Transportation Disadvantaged, monies are received by Big Bend Transit and used to buy new vehicles. The new vehicles are titled to Big Bend Transit, subject to liens to the respective funding agencies until such time as the funding agencies no longer consider the vehicles serviceable. This title restriction does not limit Big Bend Transit's intended use of such vehicles in any way.

Big Bend Transit, Inc.
NOTES TO FINANCIAL STATEMENTS (Continued)
September 30, 2009

Summary of Revenue Vehicles and Equipment at September 30, 2009:

Revenue Vehicles	\$	4,172,316
Equipment		<u>519,601</u>
		4,691,917
Less Accumulated Depreciation		<u>2,547,529</u>
Net Revenue Vehicles and Equipment	\$	<u><u>2,144,388</u></u>

Employee Annual and Sick Leave: Annual and sick pay are recognized on the accrual basis. Provision is made for all annual and sick time earned.

Federal Income Tax Exemption: Big Bend Transit is exempt from federal income tax under Section 501(c)(3) of the U.S. Internal Revenue Code except on unrelated business income and is not classified as a private foundation. Therefore, no provision for income taxes has been made in the financial statements.

Estimates: The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

(2) **ACCOUNTS RECEIVABLE:**

Accounts receivable at September 30, 2009 are reported net of an allowance for doubtful accounts in the amount of \$9,311.

(3) **INVESTMENTS:**

Investments are presented in the financial statements in aggregate at fair value.

Summary of Investments at September 30, 2009:

	Cost	Fair Value	Unrealized Gain or <Loss>	Investment Income
Investments	<u>\$4,758,353</u>	<u>\$4,763,146</u>	<u>\$4,793</u>	<u>\$138,943</u>

(4) **RETIREMENT PLAN:**

Big Bend Transit contributes to a profit sharing plan to provide retirement benefits for all employees who have completed one year of service. Contributions to the plan are based on a percentage of the employees' salaries. The current year's pension cost was \$96,425, which represents 5% of eligible employee's salaries.

Big Bend Transit, Inc.
NOTES TO FINANCIAL STATEMENTS (Continued)
September 30, 2009

(5) **COMMITMENTS AND CONTINGENCIES:**

The organization leases office buildings. All leases are operating leases with rights of ownership remaining with the lessor at the end of the lease term. The related future minimum lease payments are as follows:

September 30, 2010	<u>\$2,800</u>
Total Future Minimum Lease Payments	<u>\$2,800</u>

Several legal actions are pending and in process against Big Bend Transit in the ordinary course of business. It is not possible to state the ultimate liability, if any, in these matters. In management's opinion, the ultimate resolution of these actions will not have a material adverse effect on the financial position of Big Bend Transit.

Government supported projects are subject to audit by the applicable government granting agencies. At September 30, 2009, there were no material obligations outstanding as the result of such audits and management believes that unaudited projects will not result in any material obligations.

(6) **NET ASSETS:**

The organization has designated \$349,929 of unrestricted net assets for the future purchase of revenue vehicles and equipment.

(7) **CONCENTRATIONS OF CREDIT RISK:**

Big Bend Transit maintains bank accounts at three different banks. Accounts are insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000. Cash balances did not exceed Federally insured limits as of September 30, 2009.

During the year ended September 30, 2009, Big Bend Transit had two major customers and two major sources of financial assistance which accounted for 80% of customer revenue, 100% of grants receivable and 92% of accounts receivable. Revenue from major customers and the two major sources of financial assistance totaled \$4,494,365.

(8) **FUNCTIONAL EXPENSES:**

Expenses are charged directly to operations, vehicle maintenance or general administration categories based on specific identification.

REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE
AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED
IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

To the Board of Directors of Big Bend Transit:

We have audited the financial statements of Big Bend Transit, Inc. as of and for the year ended September 30 2009, and have issued our report thereon dated February 26, 2010. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered Big Bend Transit, Inc.'s internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Big Bend Transit, Inc.'s internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control over financial reporting.

A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the organization's ability to initiate, authorize, record, process, or report financial data reliably in accordance with general accepted accounting principles, such that there is more than a remote likelihood that a misstatement of the organization's financial statements that is more than inconsequential will not be prevented or detected by the organization's internal control.

A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the organization's internal control.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Big Bend Transit, Inc.'s financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

This report is intended solely for the information and use of the Board of Directors, management, others within the organization, state and federal awarding agencies and is not intended to be and should not be used by anyone other than these specified parties.

John N. Shannahan, III, CPA, LLC
February 26, 2010

REPORT ON COMPLIANCE WITH REQUIREMENTS APPLICABLE TO EACH
MAJOR PROGRAM AND STATE PROJECT AND REPORT ON INTERNAL CONTROL OVER
COMPLIANCE IN ACCORDANCE WITH OMB CIRCULAR A-133

To the Board of Directors of Big Bend Transit:

Compliance

We have audited the compliance of Big Bend Transit with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement, and the requirements described in the Executive Office of the Governor's State Projects Compliance Supplement, that are applicable to each of its major federal programs and state projects for the year ended September 30, 2009. Big Bend Transit's major federal programs and state projects are identified in the Schedule of Findings and Questioned Costs. Compliance with the requirements of laws, regulations, contracts, and grants applicable to each of its major federal programs and state projects is the responsibility of Big Bend Transit's management. Our responsibility is to express an opinion on Big Bend Transit's compliance based on our audit.

We conducted our audit in accordance with United States generally accepted auditing standards; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*; and Chapter 10.650, Rules of the Auditor General. Those standards, OMB Circular A-133, and Chapter 10.650, Rules of the Auditor General, require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program or state project occurred. An audit includes examining, on a test basis, evidence about Big Bend Transit's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination on Big Bend Transit's compliance with those requirements.

In our opinion, Big Bend Transit complied, in all material respects, with the requirements referred to above that are applicable to each of its major federal programs and state projects for the year ended September 30, 2009.

Internal Control Over Compliance

The management of Big Bend Transit is responsible for establishing and maintaining effective internal control over compliance with requirements of laws, regulations, contracts, and grants applicable to federal programs and state projects. In planning and performing our audit, we considered Big Bend Transit's internal control over compliance with requirements that could have a direct and material effect on a major federal program or state project in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133 and Chapter 10.650, Rules of the Auditor General. Accordingly, we do not express an opinion on the effectiveness of Big Bend Transit's internal control over compliance.

A control deficiency in an entity's internal control over compliance exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect noncompliance with a type of compliance requirement of a federal program or state project on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the entity's ability to administer a federal program such that there is more than a remote likelihood that noncompliance with a type of compliance requirement of a federal program or state project that is more than inconsequential will not be prevented or detected by the entity's internal control.

REPORT ON COMPLIANCE WITH REQUIREMENTS APPLICABLE TO EACH
MAJOR PROGRAM AND STATE PROJECT AND REPORT ON INTERNAL CONTROL OVER
COMPLIANCE IN ACCORDANCE WITH OMB CIRCULAR A-133 (CONTINUED)

A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that material noncompliance with a type of compliance requirement of a federal program or state project will not be prevented or detected by the entity's internal control.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above.

This report is intended solely for the information and use of the Board of Directors, management and specific legislative or regulatory bodies and is not intended to be and should not be used by anyone other than these specified parties.

John N. Shannahan, III, CPA, LLC
February 26, 2010

Big Bend Transit, Inc.
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS AND STATE FINANCIAL ASSISTANCE
For The Year Ended September 30, 2009

FUNDING AGENCY	CFDA CSA NUMBER	CONTRACT OR GRANT NUMBER	EXPENDITURES OF FEDERAL AWARDS	EXPENDITURES OF STATE FINANCIAL ASSISTANCE	TOTAL FINANCIAL ASSISTANCE
DEPARTMENT OF TRANSPORTATION:	20.509	AOJ59	\$ 218,440	\$ 0	\$ 218,440
	20.509	AP930	86,271	0	86,271
	20.509	AP929	95,784	0	95,784
	20.513	N/A	197,608	24,701	222,309
	20.509	N/A	44,082	0	44,082
	20.513	N/A	153,861	19,233	173,094
	20.509	N/A	95,014	0	95,014
	20.513	APC79	0	8,068	8,068
	20.513	AN145	0	20,197	20,197
	20.513	AK677	0	8,981	8,981
	20.513	AL211	0	13,538	13,538
	20.513	AL720	0	17,082	17,082
	20.513	AL210	0	11,162	11,162
	20.513	AN783	0	12,085	12,085
	20.513	APO87	0	8,310	8,310
	20.513	APO89	0	13,293	13,293
	20.513	APC80	0	18,655	18,655
			<u>\$ 891,060</u>	<u>\$ 175,300</u>	<u>\$ 1,066,360</u>
TOTAL DEPARTMENT OF TRANSPORTATION					
COMMISSION FOR THE TRANSPORTATION DISADVANTAGED:	55.001	AP649	\$ 0	\$ 591,085	\$ 591,085
	55.001	AP595	0	159,590	159,590
	55.001	APK74	0	172,476	172,476
TOTAL FOR THE TRANSPORTATION DISADVANTAGED			<u>0</u>	<u>1,098,451</u>	<u>923,151</u>
TOTAL			<u>\$ 664,424</u>	<u>\$ 1,251,856</u>	<u>\$ 1,989,511</u>

Big Bend Transit, Inc.
SCHEDULE OF FINDINGS AND QUESTIONED COSTS-
FEDERAL PROGRAMS AND STATE PROJECTS
September 30, 2009

SUMMARY OF AUDITOR'S RESULTS

1. The auditor's report expresses an unqualified opinion on the general purpose financial statements of Big Bend Transit.
2. There were no reportable conditions disclosed during the audit of the financial statements of Big Bend Transit.
3. There were no instances of noncompliance material to the financial statements of Big Bend Transit disclosed during the audit.
4. There were no reportable conditions relating to the audit of the major federal programs and state projects disclosed during the audit.
5. The auditor's report on compliance for the major federal programs and state projects for Big Bend Transit expresses an unqualified opinion.
6. There were no audit findings or questioned costs relative to the major federal programs and state projects required to be reported under the Federal or Florida Single Audit Act, therefore no management letter is required.
7. The programs/projects tested as major programs/projects included the following:

Federal Program:	Federal CFDA No.
Department of Transportation	20.509, 20.513
State Project:	State CSFA No.
Commission for the Transportation Disadvantaged	55.001
8. The threshold for distinguishing Type A and Type B programs/projects was \$500,000 for major federal programs and 500,000 for major state projects.
9. No summary schedule of prior audit findings is required because there were no prior audit findings related to federal programs or state projects
10. No corrective action plan is required because there were no findings required to be reported under the Federal or Florida Single Audit Act.

John N. Shannahan, III

CERTIFIED PUBLIC ACCOUNTANT, LLC

**137 Palm Harbour Boulevard
Panama City Beach, Florida 32408**

BIG BEND TRANSIT, INC.

**Audit Report
September 30, 2010**

Member of Florida Institute of CPAs and American Institute of CPAs

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INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of Big Bend Transit:

We have audited the accompanying statement of financial position of Big Bend Transit, Inc. (a nonprofit organization) as of September 30, 2010, and related statements of activities, functional expenses and cash flows for the year then ended. These financial statements are the responsibility of Big Bend Transit, Inc.'s management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards generally accepted in the United States of America, and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and the significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Big Bend Transit, Inc. as of September 30, 2010, and the changes in its net assets and its cash flows for the year then ended in conformity with generally accepted accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated December 22, 2010, on our consideration of Big Bend Transit, Inc.'s internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of the audit.

Our audit was conducted for the purpose of forming an opinion on the basic financial statements of Big Bend Transit, Inc. taken as a whole. The accompanying Schedule of Expenditures of Federal Awards and State Financial Assistance is presented for purposes of additional analysis as required by U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, and is not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the basic financial statements taken as a whole.

John N. Shannahan, III, CPA, LLC
December 22, 2010

Big Bend Transit, Inc.
STATEMENT OF FINANCIAL POSITION
September 30, 2010

ASSETS

Current Assets:

Cash and Cash Equivalents	\$ 195,580
Accounts Receivable	340,689
Grants Receivable	375,451
Inventory	47,567
Prepaid Expenses	<u>176,980</u>
Total Current Assets	<u>1,136,267</u>

Investments

5,569,401

Revenue Vehicles and Equipment:

at cost, less accumulated
depreciation of \$1,606,327

2,583,160

Total Assets

\$ 9,288,828

See accompanying notes to these financial statements.

Big Bend Transit, Inc.
STATEMENT OF FINANCIAL POSITION (continued)
September 30, 2010

LIABILITIES AND NET ASSETS

Current Liabilities:

Accounts Payable	\$	10,739
Accrued Wages		85,576
Accrued Leave		91,879
Accrued Pension Liability		<u>29,287</u>
Total Current Liabilities		<u>217,481</u>

Net Assets:

Unrestricted Net Assets:

Designated	350,206
Undesignated	<u>8,721,141</u>
Total Net Assets	<u>9,071,347</u>

Total Liabilities and Net Assets	\$	<u><u>9,288,828</u></u>
----------------------------------	----	-------------------------

See accompanying notes to these financial statements.

Big Bend Transit, Inc.
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED
September 30, 2010

<u>Revenue:</u>		
Customer Revenues		\$ 3,061,131
Federal Awards and State Financial Assistance		2,317,109
Investment Income		<u>88,219</u>
Total Revenue		<u>5,466,459</u>
<u>Expenses:</u>		
Operations		3,270,144
Vehicle Maintenance		380,585
General Administration		<u>685,724</u>
Total Expenses		<u>4,336,453</u>
Excess of Expenses Over Revenues		1,130,006
Unrealized Gain on Investments		<u>295,145</u>
Change in Unrestricted Net Assets		1,425,151
Unrestricted Net Assets, September 30, 2009		<u>7,646,196</u>
Unrestricted Net Assets, September 30, 2010		\$ <u><u>9,071,347</u></u>

See accompanying notes to these financial statements.

Budget Transfers:

1. Double Click on the icon on your screen.
2. Double Click on BRDeFinPLUS-LIVE direct (this is the first choice)
3. Login: Melody.C Password: MCfin2010
4. Click on Batch Budget Transfer (it's the \$ bag)
5. File-New
6. Enter a control number (you make it up) I always used month-date-01,02,03,...
example 102401 (01 is the 1st one 02 the 2nd etc...) WRITE THIS DOWN
7. The transfer number is created by the program. WRITE IT DOWN.
8. DEPARTMENT: Enter or find the Department number.
9. Description: Brief description of what the transfers for.
10. FD/DEPT: enter the department number in this column each line.
11. ACCOUNT: Account where the money is coming from.
12. DESCRIPTION: account description ex.. Office Supplies.
13. FROM AMOUNT: amount of money leaving .
14. TO ACCOUNT: amount of money coming.
15. Click OK.
16. Go back to the Batch Budget Transfer Page.
17. Find your transfer. Click it to highlight it.
18. Click RELEASE/POST this sends it in to be reviewed.

Big Bend Transit, Inc.
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED
September 30, 2010

Functional Expenses:	Operations	Vehicle Maintenance	General Administration	Total Expenses
Labor & Fringe Benefits	\$ 1,992,587	\$ 329,657	\$ 326,262	\$ 2,648,506
Purchased Transportation	54,168	-	-	54,168
Services	8,949	6,245	98,119	113,313
Materials & Supplies	513,214	33,999	16,891	564,104
Utilities	-	-	53,969	53,969
Casualty & Liability Expense	-	8,191	148,139	156,330
Miscellaneous	9,168	615	22,402	32,185
Rent Expense	52,794	1,878	4,331	59,003
Depreciation	<u>639,264</u>	<u>-</u>	<u>15,611</u>	<u>654,875</u>
Total Expenses	<u>\$ 3,270,144</u>	<u>\$ 380,585</u>	<u>\$ 685,724</u>	<u>\$ 4,336,453</u>

See accompanying notes to these financial statements.

Big Bend Transit, Inc.
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED
September 30, 2010

Cash Flows From Operating Activities:

Change in Net Assets	\$ <u>1,425,151</u>
Adjustments to reconcile change in net assets to cash provided by operating activities:	
Depreciation	654,875
Increase in accounts receivable and grants receivable	-104,726
Increase in inventory	-2,948
Increase in prepaid expenses	-164,521
Decrease in accounts payable	-24,439
Decrease in accrued wages	-920
Increase in retirement funds payable	985
Increase in accrued leave	7,847
Unrealized gain on investments	<u>295,145</u>
Total Adjustments	<u>661,298</u>
Net Cash Provided by Operating Activities	<u>2,086,449</u>

Cash Flows From Investing Activities:

Purchase of vehicles and equipment	-1,094,799
Purchase of investments	<u>-1,100,248</u>
Net Cash Provided From Investing Activities	<u>-2,195,047</u>
Net Decrease in Cash and Cash Equivalents	-108,598
Cash and Cash Equivalents at Beginning of Year	<u>304,178</u>
Cash and Cash Equivalents at End of Year	\$ <u>195,580</u>

See accompanying notes to these financial statements.

Big Bend Transit, Inc.
NOTES TO FINANCIAL STATEMENTS
September 30, 2010

Big Bend Transit is a non-profit corporation organized March 21, 1978 under Florida Statutes to provide transit services for the elderly, handicapped and other disadvantaged groups in Gadsden, Madison, Taylor, Jefferson and Leon Counties.

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:

Basis of Accounting: The accompanying financial statements have been prepared on the accrual basis of accounting in accordance with generally accepted accounting principles generally accepted in the United States of America.

Financial Statement Presentation: Big Bend Transit has adopted Statement of Financial Accounting Standards (SFAS) No. 117, "Financial Statements of Not-for-Profit Organizations". Under SFAS No. 117, Big Bend Transit is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets. Big Bend Transit has classified all net assets as unrestricted.

Investments: Investments in marketable securities with readily determinable fair values are valued at their fair values in the statement of financial position. Realized and unrealized gains and losses are included in the statement of activities as changes in net assets.

Cash and Cash Equivalents: Cash and cash equivalents include all monies in banks and petty cash.

Inventory: Inventories are stated at the lower of cost or market using the first in, first out method. Inventory consists of spare parts and fuel.

Revenue Vehicles and Equipment: Big Bend Transit follows the practice of capitalizing all expenditures for fixed assets in excess of \$500. Fixed assets are recorded at cost and depreciated over estimated useful lives of 2-7 years. Depreciation is computed using the straight-line method. Under the terms of grant agreements with the Florida Department of Transportation and the Commission for the Transportation Disadvantaged, monies are received by Big Bend Transit and used to buy new vehicles. The new vehicles are titled to Big Bend Transit, subject to liens to the respective funding agencies until such time as the funding agencies no longer consider the vehicles serviceable. This title restriction does not limit Big Bend Transit's intended use of such vehicles in any way.

APPENDIX B

Big Bend Transit, Inc.

P.O. Box 1721

Tallahassee, Florida 32302

850/574-6266

October 6, 2010

TO: Melody Cox
Taylor County Transportation Disadvantaged Coordinating Board
Courthouse Annex
201 East Green Street
Perry, Florida 32347

FROM: Ted Waters 

RE: Taylor County 2009/2010 Annual Operations Report

CC:

Enclosed please find a copy of the Taylor County 2009/2010 Annual Operations Report as transmitted to the Commission for the Transportation Disadvantaged on 09/21/2010.

If you have any questions or require additional information, please call.

enclosure

7001,7074
i: memo9.0.3

FLCTD
Annual Operations Report
Section I: Face Sheet

County: Taylor	Fiscal Year: July 1, 2009 - June 30, 2010
Status: Submitted to FLCTD	
Report Date:	09/20/2010
Period Covered:	July 1, 2009 - June 30, 2010
Coordinator's Name:	BIG BEND TRANSIT, INC.
Address:	POST OFFICE BOX 1721
City:	TALLAHASSEE
Zip Code:	32302
Service Area:	Taylor
Contact Person:	TED WATERS
Title:	GENERAL MANAGER
Phone:	(850) 576 - 6266
Fax:	(850) 571 - 1531
Email:	TWBBT@AOL.COM
Network Type:	Partial Brokerage
Organization Type:	Private Non-Profit

CTC Certification:

I, EDWARD B. WATERS, as the authorized Community Transportation Coordinator (CTC) Representative, hereby certify, under the penalties of perjury as stated in Chapter 837.06, F.S., that the information contained in this report is true, accurate, and in accordance with the accompanying instructions.

CTC Representative (signature)

Edward B. Waters - 09/21/2010

LCB Statement:

I, _____, as the local Coordinating Board Chairperson, hereby, certify in accordance with Rule 41-2.007(7) F.S. that the local Coordinating Board has reviewed this report and the Planning Agency has received a copy.

LCB Signature

FLCTD
Annual Operations Report
Section II: General Info

County: Taylor

Fiscal Year: July 1, 2009 - June 30, 2010

Status: Submitted to FLCTD

Section II: Coordinated System General Information

1. Provider Listing (include the CTC, if the CTC provides transportation services)

Number of Private Non-Profits: 1

Number of Private For-Profits: 1

Public Entities:

School Board: 0

Municipality: 0

County: 0

Transit Authority: 0

Other: 0

Total: 2

2. How many of the providers listed in 1 are coordination contractors?

0

FLCTD

Annual Operations Report

Section III: Passenger Trip Info

County: Taylor		Fiscal Year: July 1, 2009 - June 30, 2010	
Status: Submitted to FLCTD			
Section III: Passenger Trip Information			
1a. One-Way Passenger Trips			
Type of Service	Service Area		Total
	Within	Outside	
Fixed Route/Fixed Schedule			
Daily Trip Tickets	0	0	0
Weekly Passes	0	0	0
Monthly Passes	0	0	0
Deviated Fixed Route Service	5239	0	5239
Paratransit			
Ambulatory	8801	10162	18963
Non-Ambulatory	530	141	671
Stretcher	6	6	12
Other Services			
School Board Trips	0	0	0
Total Trips	14576	10309	24885
1b. How many of the total trips were provided by contracted transportation providers (do not include the CTC, if the CTC provides transportation services)?			12
1c. How many of the total trips were provided by coordination contractors?			0
2. One-Way Trips by Funding Source			
Agency for Health Care Administration			3081
Agency for Persons with Disabilities			0
Agency for Workforce Innovation			0
Commission for the Transportation Disadvantaged			7295
Department of Children and Families			0
Department of Community Affairs			0
Department of Education			0
Department of Elder Affairs			0
Department of Health			22

Department of Juvenile Justice	0
Florida Department of Transportation	0
Local Government	5239
Local Non-Government	9248
Other Federal Programs	0
Total:	24885
3. One-Way Trips by Passenger Type	
Was this information obtained by sampling?	no
Elderly	
Low Income:	7961
Disabled:	0
Low Income and Disabled:	299
Other:	0
Children	
Low Income:	299
Disabled:	0
Low Income and Disabled:	0
Other:	0
Other	
Low Income:	3711
Disabled:	2492
Low Income and Disabled:	1145
Other:	8978
Total:	24885
4. One-Way Passenger Trips - by Purpose	
Was this information obtained by sampling?	no
Medical Purpose	4775
Employment Purpose	14832
Education/Training/Daycare Purpose	0
Nutritional Purpose	1169
Life-Sustaining/Other Purpose	4109
Total:	24885
5. Unduplicated Passenger Head Count	
5a. Paratransit/Deviated Fixed Route/ School Brd	3410

0	5b. Fixed Route
3410	Total:
0	
0	6. Number of Unmet Trip Requests
0	Unmet Trip Requests by Type of Trip
0	Unmet Medical
0	Unmet Employment
0	Unmet Education/Training/Daycare
0	Unmet Nutritional
0	Unmet Life-Sustaining/Other
	Reason Trip was Denied (Optional)
0	Lack of Funding:
0	Lack of Vehicle Availability:
0	Lack of Driver Availability:
0	Other:
124	7.) Number of Passenger No-shows
	Passenger No-Shows by Funding Source (optional)
0	CTD:
0	AHCA:
0	AWI:
0	DCF:
0	APD:
0	DOE:
0	DOFA:
0	Other:
	8. Complaints
10	Complaints by Service
0	Complaints by Policy
0	Complaints by Vehicle
0	Complaints by Other
10	Complaint Total:
	9. Commendations
0	Commendations by CTC

Commendations by Transportation Providers	0
Commendations by Coordination Contractors	0
Total Commendations:	0

FLCTD

Annual Operations Report

Section IV: Vehicle Info

County: Taylor		Fiscal Year: July 1, 2009 - June 30, 2010	
Status: Submitted to FLCTD			
Section IV: Vehicle Information			
1. Mileage Information			
	Vehicle Miles		Revenue Miles
CTC:	209191		183558
Transportation Providers:	1260		1260
Coordination Contractors:	0		0
School Bus Utilization Agreement:	0		0
Total:	210451		184818
2. Roadcalls			
	0		
3. Accidents			
	Chargeable		Non-Chargeable
Total Accidents Person Only:	0		0
Total Accidents Vehicle Only:	0		1
Total Accidents Person & Vehicle:	0		0
Total Accidents:	0		1
Grand Total:	1		
4. Total Number of Vehicles			
	14		
		Count	Percentage
a. Total vehicles that are wheelchair accessible:		9	64.00%
b. Total vehicles that are stretcher equipped:		1	7.00%

FLCTD
Annual Operations Report
Section V: Employee Info

County: Taylor		Fiscal Year: July 1, 2009 - June 30, 2010	
Status: Submitted to FLCTD			
Section V: Employee Information			
1. CTC and Transportation Provider Employee Information			
			Hours
Full-Time Drivers	4		9476
Part-Time Drivers	1		416
Volunteer Drivers	0		0
Total Hours:			9892
Maintenance Employees	3		
Dispatchers	1		
Schedulers	2		
Call Intake/Reserv./Cust. Serv.	1		
Other Operations Employees	0		
			Hours
Other Volunteers	0		0
Administrative Support	2		
Management Employees	3		
Total	17		
2. Coordination Contractors Employee Information			
			Hours
Full-Time Drivers	0		0
Part-Time Drivers	0		0
Volunteer Drivers	0		0
Total Hours:			0
Maintenance Employees	0		
Dispatchers	0		
Schedulers	0		
Call Intake/Reserv./Cust. Serv.	0		

Non-Sponsored Cap. Equip.	\$0.00	\$0.00	\$0.00
Rural Capital Equip.	\$0.00	\$0.00	\$0.00
TD Other (specify)	\$0.00	\$0.00	\$0.00
Department of Children and Families			
Alcohol, Drug Abuse & Mental Health Program	\$0.00	\$0.00	\$0.00
Family Safety & Preservation	\$0.00	\$0.00	\$0.00
Other (specify)	\$0.00	\$0.00	\$0.00
Department of Community Affairs			
Community Services	\$0.00	\$0.00	\$0.00
Other (specify)	\$0.00	\$0.00	\$0.00
Department of Education			
Carl Perkins Vocational Ed. Act	\$0.00	\$0.00	\$0.00
Division of Blind Services	\$0.00	\$0.00	\$0.00
Vocational Rehabilitation	\$0.00	\$0.00	\$0.00
Day Care Programs	\$0.00	\$0.00	\$0.00
Other (specify)	\$0.00	\$0.00	\$0.00
Department of Elder Affairs			
Older Americans Act	\$0.00	\$0.00	\$0.00
Community Care for the Elderly	\$0.00	\$0.00	\$0.00
Other (specify)	\$0.00	\$0.00	\$0.00
Department of Health			
Children's Medical Services	\$0.00	\$0.00	\$0.00
Office of Disability Deter.	\$888.00	\$0.00	\$888.00

Farebox	\$22,016.00	\$0.00	\$22,016.00
Donations, Contributions	\$0.00	\$0.00	\$0.00
In-Kind Services	\$0.00	\$0.00	\$0.00
Other Non-Government	\$21,330.00	\$0.00	\$21,330.00
Other Federal or State Programs			
(specify)	\$0.00	\$0.00	\$0.00
(specify)	\$0.00	\$0.00	\$0.00
(specify)	\$0.00	\$0.00	\$0.00
GRAND TOTAL:			
	\$649,502.00	\$0.00	\$649,502.00

FLCTD
Annual Operations Report
Section VII: Expense Sources

County: Taylor		Fiscal Year: July 1, 2009 - June 30, 2010	
Status: Submitted to FLCTD			
Section VII: Financial Data			
2. Expense Sources			
Expense Item	Community Transportation Coordinator	Coordination Contractor	TOTAL EXPENSES
Labor (501):	\$207,226.00	\$0.00	\$207,226.00
Fringe Benefits (502):	\$87,633.00	\$0.00	\$87,633.00
Services (503):	\$9,441.00	\$0.00	\$9,441.00
Materials and Supplies Cons. (504):	\$61,950.00	\$0.00	\$61,950.00
Utilities (505):	\$4,303.00	\$0.00	\$4,303.00
Casualty and Liability (506):	\$17,775.00	\$0.00	\$17,775.00
Taxes (507):	\$389.00	\$0.00	\$389.00
Purchased Transportation Services (508)			
Bus Pass Expenses:	\$0.00	\$0.00	\$0.00
School Bus Expenses:	\$0.00	\$0.00	\$0.00
Other:	\$1,395.00	\$0.00	\$1,395.00
Miscellaneous (509):	\$2,884.00	\$0.00	\$2,884.00
Interest (511):	\$0.00	\$0.00	\$0.00
Leases and Rentals (512):	\$6,488.00	\$0.00	\$6,488.00
Annual Depreciation (513):	\$82,793.00	\$0.00	\$82,793.00
Contributed Services (530):	\$167,220.00	\$0.00	\$167,220.00
Allocated Indirect Expenses:	\$0.00	\$0.00	\$0.00
GRAND TOTAL:	\$649,497.00	\$0.00	\$649,497.00

2009 Operating Data

County: Taylor
 CTC: Big Bend Transit, Inc.
 Contact: Ted Waters
 Post Office Box 1721
 Tallahassee, FL 32302
 850-576-6266
 Email: twbbt@aol.com

Demographics	Number	Percentage
Total County Population / Percent of State Total	23,200	0.12%
Potential TD Population / Percent of CountyTotal	8,070	34.78%
UDPHC / Percent of TD Passengers Served	4,274	52.96%



Trips By Type of Service	2008	2009	% Change
Fixed Route (FR)	-	-	NA
Deviated FR	6,871	5,202	-24.29%
Ambulatory	23,241	16,944	-27.09%
Non-Ambulatory	923	527	-42.90%
Stretcher	128	64	-50.00%
School Board	-	-	NA
TOTAL TRIPS	31,163	22,737	-27.04%

Passenger Trips By Trip Purpose	2008	2009	% Change
Medical	5,488	4,473	-18.49%
Employment	15,304	13,598	-11.15%
Ed/Train/DayCare	4,624	625	-86.48%
Nutritional	1,271	895	-29.58%
Life-Sustaining/Other	4,476	3,146	-29.71%
TOTAL TRIPS	31,163	22,737	-27.04%

Passenger Trips By Funding Source	2008	2009	% Change
CTD	6,456	4,935	-23.56%
AHCA	3,749	3,096	-17.42%
APD	29	-	-100.00%
DOEA	-	-	NA
DOE	10	-	-100.00%
Other	20,919	14,706	-29.70%
TOTAL TRIPS	31,163	22,737	-27.04%

Vehicle Data	2008	2009	% Change
Vehicle Miles	310,163	231,373	-25.40%
Revenue Miles	270,758	202,908	-25.06%
Roadcalls	12	4	-66.67%
Accidents	-	1	NA
Vehicles	18	17	-5.56%
Driver Hours	15,538	11,179	-28.05%

Financial and General Data	2008	2009	% Change
Expenses	\$631,091	\$523,599	-17.03%
Revenues	\$639,985	\$638,539	-0.23%
Commendations	-	-	NA
Complaints	-	3	NA
Passenger No-Shows	146	150	2.74%
Unmet Trip Requests	-	282	NA

Performance Measures	2008	2009	% Change
Accidents per 100,000 Miles	0	0.43	NA
Miles between Roadcalls	25,847	57,843	123.79%
Avg. Trips per Driver Hour	2.01	2.03	1.00%
Avg. Trips per Para Pass.	13.63	5.32	-60.97%
Cost per Trip	20.25	23.03	13.73%
Cost per Paratransit Trip	20.25	23.03	13.73%
Cost per Driver Hour	40.62	46.84	15.31%
Cost per Total Mile	2.03	2.26	11.33%

2009 Revenue Summary

Alachua	\$ 449,918	\$ -	\$ -	\$ 1,561,633	\$ -	\$ -	\$ 33,713	\$ -	\$ -	\$ -	\$ -	\$ 1,092,010	\$ -	\$ 46,688	\$ 3,183,962
Baker	\$ 141,942	\$ 208,821	\$ -	\$ 146,904	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 34,676	\$ 53,671	\$ 11,005	\$ 597,019
Bay	\$ 332,828	\$ 374,511	\$ 347,937	\$ 565,680	\$ -	\$ -	\$ 3,500	\$ 3,545	\$ -	\$ -	\$ 92,510	\$ 3,852	\$ 3,775	\$ 16,002	\$ 1,744,140
Bradford	\$ 141,119	\$ 82,538	\$ -	\$ 118,034	\$ -	\$ -	\$ 11,438	\$ -	\$ -	\$ -	\$ -	\$ 6,287	\$ 26,504	\$ -	\$ 623,353
Brevard	\$ 1,013,082	\$ 2,457,828	\$ 190,895	\$ -	\$ -	\$ 6,836	\$ 164,883	\$ -	\$ -	\$ -	\$ -	\$ 1,215,977	\$ 24,103	\$ 281,559	\$ 5,355,163
Broward	\$ 2,954,642	\$ 335,998	\$ 1,041,192	\$ -	\$ -	\$ 379,197	\$ 760,620	\$ 717	\$ -	\$ 51,679	\$ 26,472,935	\$ 572,547	\$ 3,634,332	\$ 36,203,859	
Calhoun	\$ 163,331	\$ 49,568	\$ 106,185	\$ 219,347	\$ -	\$ -	\$ 8,566	\$ -	\$ -	\$ -	\$ 21,530	\$ -	\$ 11,774	\$ -	\$ 580,301
Charlotte	\$ 284,961	\$ 68,799	\$ -	\$ 456,365	\$ -	\$ -	\$ 62,339	\$ -	\$ -	\$ 52,140	\$ 990,639	\$ 4,500	\$ -	\$ -	\$ 1,919,743
Citrus	\$ 336,562	\$ 1,213,345	\$ 440,952	\$ 450,190	\$ -	\$ -	\$ 96,953	\$ -	\$ -	\$ -	\$ 752,677	\$ 69,425	\$ 56,573	\$ 3,416,677	
Clay	\$ 319,262	\$ 308,784	\$ 222,890	\$ 273,191	\$ -	\$ 26,934	\$ 80,074	\$ -	\$ -	\$ 98,009	\$ 379,293	\$ 243,769	\$ 38,627	\$ 1,990,833	
Collier	\$ 665,911	\$ 121,999	\$ -	\$ 507,268	\$ 14,686	\$ -	\$ 73,022	\$ -	\$ -	\$ 197,870	\$ 1,695,365	\$ 20,488	\$ 21,379	\$ 3,317,988	
Columbia	\$ 256,821	\$ 142,225	\$ 35,264	\$ 973,574	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,576	\$ 52,241	\$ 1,482,701	
Desoto	\$ 216,408	\$ 139,128	\$ 70,261	\$ 375,204	\$ 267	\$ 44,548	\$ -	\$ -	\$ -	\$ 4,534	\$ -	\$ 3,673	\$ 5,778	\$ 859,801	
Dixie	\$ 202,643	\$ 67,844	\$ -	\$ 124,733	\$ -	\$ -	\$ 9,087	\$ -	\$ -	\$ -	\$ -	\$ 22,516	\$ 1,190	\$ 428,013	
Duval	\$ 1,200,664	\$ 800,000	\$ -	\$ -	\$ -	\$ -	\$ 3,080	\$ -	\$ -	\$ -	\$ 14,337,940	\$ -	\$ 507,598	\$ 16,849,282	
Escambia	\$ 497,350	\$ 74,322	\$ 12,904	\$ 892,715	\$ -	\$ 60,749	\$ 108,312	\$ -	\$ 341,074	\$ 1,000	\$ 974,830	\$ 672	\$ 193,832	\$ 3,157,760	
Flagler	\$ 250,597	\$ 290,310	\$ 59,175	\$ 83,192	\$ -	\$ -	\$ 80,409	\$ -	\$ -	\$ -	\$ 373,531	\$ -	\$ 77,620	\$ 1,214,834	
Franklin	\$ 170,386	\$ 41,705	\$ 863	\$ 325,176	\$ -	\$ -	\$ -	\$ -	\$ 1,475	\$ -	\$ 62,263	\$ -	\$ 1,404	\$ 603,272	
Gadsden	\$ 283,902	\$ 206,336	\$ -	\$ 609,560	\$ 4,438	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 31,176	\$ 78,898	\$ 45,810	\$ 1,260,120	
Gilchrist	\$ 85,908	\$ 58,258	\$ 2,789	\$ 71,464	\$ -	\$ -	\$ 8,671	\$ -	\$ -	\$ -	\$ -	\$ 9,545	\$ 946	\$ 237,581	
Glades	\$ 71,475	\$ 9,725	\$ 23,000	\$ 218,690	\$ -	\$ -	\$ 4,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 326,890
Gulf	\$ 167,073	\$ 77,684	\$ 33,518	\$ 122,481	\$ -	\$ -	\$ 5,470	\$ 12,573	\$ -	\$ -	\$ 3,473	\$ 32,525	\$ 30,076	\$ 9,526	\$ 494,399
Hamilton	\$ 106,548	\$ 23,268	\$ 13,231	\$ 876,287	\$ -	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ 12,884	\$ -	\$ 16,285	\$ 1,063,503	
Hardee	\$ 187,776	\$ 124,771	\$ 80,526	\$ 391,416	\$ -	\$ 6,877	\$ 4,768	\$ -	\$ -	\$ -	\$ 21,608	\$ -	\$ 1,136	\$ 818,878	
Hendry	\$ 392,812	\$ 91,214	\$ 44,837	\$ 970,289	\$ -	\$ -	\$ 61,413	\$ -	\$ -	\$ -	\$ 38,507	\$ 15,610	\$ 16,147	\$ 1,630,829	
Hernando	\$ 333,957	\$ -	\$ 15,817	\$ 1,017,988	\$ -	\$ -	\$ 52,522	\$ 64,710	\$ -	\$ -	\$ 170,148	\$ 31,932	\$ 48,754	\$ 1,735,828	
Highlands	\$ 373,227	\$ 345,798	\$ 219,121	\$ 735,120	\$ 438	\$ 5,164	\$ 37,171	\$ -	\$ -	\$ -	\$ 39,437	\$ 1,066	\$ 5,704	\$ 1,762,246	
Hillsborough	\$ 1,383,731	\$ 816,726	\$ 601,900	\$ 3,437,506	\$ -	\$ 3,418	\$ 349,065	\$ 265,718	\$ -	\$ 1,339,518	\$ 5,654,747	\$ 738,965	\$ 318,550	\$ 14,909,844	
Holmes	\$ 143,967	\$ 66,660	\$ 60,628	\$ 228,307	\$ -	\$ -	\$ 5,040	\$ -	\$ 2,091	\$ 13,203	\$ -	\$ -	\$ 15,996	\$ 535,892	
Indian River	\$ 258,355	\$ 720,646	\$ 130,048	\$ 188,800	\$ -	\$ -	\$ 15,967	\$ -	\$ -	\$ -	\$ 314,510	\$ 3,590	\$ 59,360	\$ 1,691,276	
Jackson	\$ 349,290	\$ 318,104	\$ 274,291	\$ 688,470	\$ 336	\$ -	\$ 46,745	\$ 778	\$ -	\$ -	\$ 27,875	\$ -	\$ 59,807	\$ 1,765,696	
Jefferson	\$ 123,576	\$ 50,248	\$ -	\$ 548,905	\$ 581	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 36	\$ 46,910	\$ 23,346	\$ 793,602	
Lafayette	\$ 165,638	\$ 60,503	\$ 10,400	\$ 72,000	\$ -	\$ -	\$ 8,570	\$ -	\$ -	\$ -	\$ -	\$ 18,404	\$ 63	\$ 335,578	
Lake	\$ 576,420	\$ 2,163,553	\$ 325,421	\$ 984,096	\$ -	\$ -	\$ 182,087	\$ -	\$ -	\$ -	\$ 2,557,379	\$ -	\$ 123,803	\$ 6,912,759	
Lee	\$ 577,586	\$ 345,555	\$ 554,179	\$ 1,205,882	\$ -	\$ -	\$ 155,984	\$ -	\$ -	\$ -	\$ -	\$ 75,500	\$ 29,477	\$ 2,944,163	
Leon	\$ 428,209	\$ 187,535	\$ 423,661	\$ 617,987	\$ -	\$ 195	\$ -	\$ -	\$ -	\$ -	\$ 155,488	\$ -	\$ 69,268	\$ 1,882,343	
Levy	\$ 375,681	\$ 416,286	\$ 267,875	\$ 448,460	\$ -	\$ -	\$ 12,791	\$ -	\$ -	\$ -	\$ 120,000	\$ 35,900	\$ 20,002	\$ 1,696,995	
Liberty	\$ 214,060	\$ 25,000	\$ 16,929	\$ 123,506	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ 19,671	\$ -	\$ -	\$ 404,166	
Madison	\$ 151,273	\$ 81,179	\$ -	\$ 333,206	\$ 1,110	\$ 1,162	\$ 29,440	\$ -	\$ -	\$ -	\$ 5,381	\$ 51,857	\$ 30,334	\$ 684,942	
Manatee	\$ 506,164	\$ 132,349	\$ 263,905	\$ -	\$ -	\$ 2,568	\$ 208,408	\$ -	\$ -	\$ 70,320	\$ 1,418,664	\$ 318,744	\$ 127,322	\$ 3,048,444	
Marion	\$ 639,139	\$ 747,150	\$ 365,337	\$ 1,217,027	\$ -	\$ -	\$ 16,468	\$ -	\$ -	\$ -	\$ 920,252	\$ 887,580	\$ 70,832	\$ 4,863,785	
Martin	\$ 231,226	\$ 414,929	\$ -	\$ 225,676	\$ -	\$ -	\$ 20,858	\$ -	\$ -	\$ -	\$ 165,842	\$ 11,467	\$ -	\$ 1,069,998	
Miami-Dade	\$ 7,330,801	\$ 737,000	\$ 6,412,054	\$ 3,392,000	\$ 15,745	\$ 6,842,647	\$ 1,833,706	\$ 98,772	\$ 77,579	\$ 281,734	\$ 14,240,729	\$ 45,897,718	\$ 11,310,512	\$ 4,035,440	\$ 102,506,437
Monroe	\$ 271,180	\$ 67,802	\$ 33,135	\$ 1,052,457	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 582,650	\$ 2,100	\$ 28,388	\$ 2,037,712	
Nassau	\$ 278,610	\$ 273,253	\$ -	\$ 348,092	\$ -	\$ 1,814	\$ 105,773	\$ -	\$ -	\$ 2,569	\$ 11,500	\$ 51,930	\$ 898	\$ 1,074,439	
Okaloosa	\$ 352,992	\$ 624,679	\$ -	\$ 198,916	\$ -	\$ 6,166	\$ 52,489	\$ 522	\$ -	\$ 43,910	\$ 60,037	\$ 21,709	\$ 135,404	\$ 1,496,824	
Okneechee	\$ 217,020	\$ 161,049	\$ 49,085	\$ 285,576	\$ -	\$ -	\$ 8,093	\$ -	\$ -	\$ -	\$ 19,420	\$ 105	\$ 2,888	\$ 743,236	
Orange	\$ 1,816,163	\$ 51,166	\$ 1,179,865	\$ 3,825,367	\$ -	\$ -	\$ 716,512	\$ -	\$ -	\$ 1,184,532	\$ 6,411,596	\$ 317,645	\$ 820,717	\$ 16,323,563	
Osceola	\$ 482,526	\$ 6,159	\$ 313,472	\$ 1,016,340	\$ -	\$ -	\$ 190,366	\$ -	\$ -	\$ 314,711	\$ 1,703,461	\$ 84,394	\$ 218,052	\$ 4,329,481	
Palm Beach	\$ 2,098,543	\$ 274,109	\$ 419,674	\$ -	\$ -	\$ -	\$ 775,666	\$ -	\$ -	\$ -	\$ 21,850,634	\$ 200,447	\$ 2,167,454	\$ 27,786,527	
Pasco	\$ 485,920	\$ 115,285	\$ 232,191	\$ 826,030	\$ -	\$ 4,295	\$ 316,216	\$ -	\$ -	\$ 249,869	\$ 59	\$ 404,468	\$ 68,851	\$ 2,703,184	
Pinellas	\$ 1,675,855	\$ 489,477	\$ 2,911,319	\$ 4,239,821	\$ -	\$ 38,815	\$ 822,187	\$ -	\$ -	\$ 487,670	\$ 4,647,128	\$ 790,305	\$ 1,162,810	\$ 17,265,387	
Polk	\$ 756,049	\$ 1,265,677	\$ 32,775	\$ 2,273,194	\$ 16,462	\$ 65,530	\$ 262,179	\$ -	\$ -	\$ -	\$ 2,174,035	\$ 1,431	\$ 134,159	\$ 6,981,491	
Putnam	\$ 275,622	\$ 264,505	\$ 478,893	\$ 527,962	\$ 500	\$ -	\$ 4,400	\$ -	\$ 3,200	\$ 42,196	\$ 158,164	\$ 131,808	\$ 56,696	\$ 1,943,946	
Santa Rosa	\$ 307,715	\$ 91,277	\$ 146,615	\$ 297,447	\$ -	\$ 2,675	\$ 15,522	\$ -	\$ -	\$ -	\$ 18,000	\$ -	\$ 27,387	\$ 914,390	
Sarasota	\$ 531,877	\$ 119,515	\$ 655,983	\$ 122,513	\$ -	\$ -	\$ 153,360	\$ -	\$ -	\$ 396,629	\$ 6,569,238	\$ 193,221	\$ 457,458	\$ 9,199,794	
Seminole	\$ 445,005	\$ 5,680	\$ 289,097	\$ 937,311	\$ -	\$ -	\$ 175,563	\$ -	\$ -	\$ 290,240	\$ 1,571,002	\$ 77,831	\$ 201,096	\$ 3,992,825	
St Johns	\$ 324,074	\$ 625,685	\$ -	\$ 643,339	\$ -	\$ -	\$ 6,296	\$ 1,498	\$ -	\$ -	\$ 488,815	\$ 204,496	\$ 81,958	\$ 2,376,161	
St Lucie	\$ 326,659	\$ 801,875	\$ 544,129	\$ 205,100	\$ 8,575	\$ -	\$ 54,442	\$ -	\$ -	\$ 285,295	\$ 1,511,671	\$ 245,983	\$ 44,662	\$ 4,028,391	
Sumter	\$ 352,933	\$ 296,585	\$ 131,498	\$ 309,120	\$ -	\$ -	\$ 50,313	\$ -	\$ -	\$ -	\$ 835,410	\$ 94,777	\$ 48,579	\$ 2,119,215	
Suwannee	\$ 254,789	\$ 110,458	\$ 47,062	\$ 1,245,872	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 29,451	\$ 1,687,632	
Taylor	\$ 185,363	\$ 113,110	\$ -	\$ 239,769	\$ 872	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,196	\$ 31,754	\$ 17,475	\$ 638,539	
Union	\$ 118,266	\$ 118,261	\$ 131,154	\$ 83,909	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 55,079	\$ 33,542	\$ 457	\$ 450,668	
Volk	\$ 809,098	\$ 804,793	\$ 135,173	\$ -	\$ -	\$ 26,580	\$ 79,352	\$ -	\$ -	\$ 18,860	\$ 3,354,997	\$ 572,925	\$ 403,804	\$ 6,205,582	
Walcala	\$ 193,981	\$ 109,930	\$ 3,735	\$ 50,804	\$ -	\$ -	\$ 11,129	\$ 21,215	\$ -	\$ -	\$ 31,155	\$ -	\$ 15,056	\$ 437,005	
Walton	\$ 290,936	\$ 176,987	\$ 80,917	\$ 257,605	\$ 716	\$ 321	\$ 42,498	\$ -	\$ -	\$ -	\$ 11,224	\$ 22,105	\$ 328	\$ 11,382	\$ 895,019
Washington	\$ 168,971	\$ 81,017	\$ 72,501	\$ 252,491	\$ 157	\$ 29	\$ 425	\$ -	\$ 1,760	\$ -	\$ 19,320	\$ 4,212	\$ 703	\$ 4,961	\$ 606,547
Totals	\$ 38,076,368	\$ 22,046,536	\$ 20,793,691	\$ 45,037,364	\$ 64,616	\$ 7,482,239	\$ 8,462,469	\$ 469,526	\$ 426,226	\$ 283,209	\$ 19,507,476	\$ 158,152,751	\$ 18,204,429	\$ 16,225,553	\$ 355,232,453

2009 Expense Summary

Alachua	\$ 1,806,972	\$ 27,813	\$ 49,884	\$ 768,463	\$ 42,736	\$ 284,522	\$ 6,203	\$ 14,916	\$ -	\$ 26,462	\$ 51,326	\$ 48,521	\$ 84,401	\$ 110,847	\$ -	\$ 209,519	\$ 3,310,684	
Baker	\$ 239,636	\$ 36,301	\$ 20,312	\$ 85,684	\$ 6,765	\$ 48,615	\$ 140	\$ -	\$ -	\$ 585	\$ 3,182	\$ -	\$ 12,778	\$ -	\$ -	\$ -	\$ 487,218	
Bay	\$ 801,214	\$ 217,112	\$ 8,387	\$ 414,604	\$ 28,360	\$ 100,820	\$ 525	\$ -	\$ -	\$ 103,882	\$ 6,749	\$ -	\$ 7,200	\$ -	\$ -	\$ -	\$ 1,684,782	
Bredford	\$ 211,168	\$ 75,957	\$ 7,008	\$ 170,519	\$ 9,837	\$ 35,210	\$ 78	\$ -	\$ -	\$ 48,778	\$ 1,031	\$ -	\$ 4,428	\$ 36,582	\$ 15,680	\$ 10,047	\$ 626,443	
Brevard	\$ 825,000	\$ 247,500	\$ 1,688,505	\$ 576,663	\$ 50,081	\$ 72,434	\$ 974	\$ 14,201	\$ 20,306	\$ -	\$ 3,778	\$ -	\$ 7,465	\$ 158,485	\$ -	\$ -	\$ 3,673,382	
Broward	\$ 16,512,189	\$ 1,944,520	\$ 921,835	\$ 5,645,385	\$ 839,562	\$ 2,302,941	\$ 737,937	\$ 99,437	\$ -	\$ 7,576	\$ 920,330	\$ 472,318	\$ 2,589,979	\$ 1,540,338	\$ 276,973	\$ 129,964	\$ 34,941,300	
Calhoun	\$ 313,516	\$ 73,500	\$ 25,580	\$ 76,175	\$ 7,985	\$ 44,860	\$ -	\$ -	\$ -	\$ -	\$ 2,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 644,226	
Charlotte	\$ 560,216	\$ 213,522	\$ 250,532	\$ 104,479	\$ 10,144	\$ 35,410	\$ -	\$ -	\$ -	\$ 384,342	\$ 19,187	\$ -	\$ 7,900	\$ 145,423	\$ 82,965	\$ 105,623	\$ 1,919,743	
Citrus	\$ 1,167,045	\$ 435,769	\$ 41,532	\$ 410,227	\$ 16,271	\$ 127,900	\$ 1,741	\$ -	\$ -	\$ 40,075	\$ 24,068	\$ -	\$ -	\$ 469,948	\$ -	\$ 72,570	\$ 2,807,148	
Clay	\$ 783,127	\$ 199,252	\$ 57,373	\$ 236,943	\$ 40,300	\$ 152,169	\$ 560	\$ -	\$ -	\$ 30,140	\$ 35,087	\$ -	\$ -	\$ 45,804	\$ 176,406	\$ -	\$ 1,757,141	
Collier	\$ 1,086,587	\$ 32,499	\$ 753,146	\$ 674,139	\$ 36,326	\$ 282,801	\$ 56,248	\$ 411,906	\$ -	\$ -	\$ 31,134	\$ 27,543	\$ 83,229	\$ 177,185	\$ -	\$ -	\$ 3,652,743	
Columbia	\$ 280,422	\$ 183,703	\$ 33,585	\$ 22,172	\$ 20,300	\$ 41,174	\$ -	\$ -	\$ -	\$ 873,916	\$ -	\$ -	\$ 28,661	\$ -	\$ 14,785	\$ -	\$ 1,478,718	
DeSoto	\$ 45,288	\$ 3,139	\$ 5,367	\$ 2,132	\$ 3,973	\$ 2,174	\$ 171	\$ -	\$ -	\$ 747,774	\$ 2,838	\$ -	\$ 1,748	\$ 6,212	\$ -	\$ 55	\$ 820,871	
Dixie	\$ 111,062	\$ 59,775	\$ 7,741	\$ 124,140	\$ 8,361	\$ 12,723	\$ 139	\$ -	\$ -	\$ 18,266	\$ 732	\$ -	\$ 6,884	\$ -	\$ 22,516	\$ -	\$ 373,359	
Duval	\$ 9,377,735	\$ 726,059	\$ -	\$ 1,487,692	\$ 78,399	\$ 44,872	\$ 670	\$ 4,653,749	\$ -	\$ -	\$ 16,899	\$ -	\$ -	\$ 90,960	\$ -	\$ -	\$ 372,357	\$ 16,848,182
Escambia	\$ 1,153,472	\$ 395,363	\$ 183,036	\$ 457,127	\$ 49,779	\$ 207,499	\$ 101,079	\$ 45,518	\$ 248	\$ 617,469	\$ 17,416	\$ 21,810	\$ 88,933	\$ 40,268	\$ -	\$ -	\$ 3,378,009	
Flagler	\$ 542,209	\$ 227,075	\$ 124,743	\$ 197,731	\$ 2,402	\$ 51,434	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 69,240	\$ -	\$ -	\$ 1,214,834	
Franklin	\$ 386,422	\$ 43,515	\$ 37,808	\$ 47,689	\$ 13,825	\$ 72,838	\$ 128	\$ -	\$ -	\$ 11,737	\$ -	\$ 2,014	\$ 14,400	\$ 625	\$ -	\$ -	\$ 630,801	
Gadsden	\$ 642,279	\$ 272,691	\$ 29,098	\$ 179,435	\$ 17,256	\$ 55,583	\$ 582	\$ -	\$ -	\$ 8,424	\$ 9,672	\$ -	\$ 19,192	\$ 254,354	\$ -	\$ -	\$ 1,488,576	
Gilchrist	\$ 71,708	\$ 38,487	\$ 4,169	\$ 42,806	\$ 5,564	\$ 7,872	\$ 2	\$ -	\$ -	\$ 10,941	\$ 508	\$ -	\$ 1,144	\$ -	\$ 9,545	\$ -	\$ 182,748	
Glades	\$ 131,427	\$ 33,280	\$ 16,871	\$ 48,409	\$ 5,509	\$ 14,174	\$ 181	\$ -	\$ -	\$ 11,801	\$ 3,915	\$ 4,961	\$ 1,817	\$ 38,682	\$ -	\$ -	\$ 310,817	
Gulf	\$ 186,582	\$ 46,187	\$ 9,905	\$ 40,507	\$ 6,492	\$ 26,988	\$ 282	\$ -	\$ -	\$ 8,381	\$ 6,715	\$ 4,093	\$ 6,523	\$ 85,564	\$ 7,830	\$ -	\$ 433,749	
Hamilton	\$ 62,584	\$ 33,985	\$ -	\$ 9,140	\$ 2,496	\$ 26,645	\$ -	\$ 200	\$ -	\$ 88,523	\$ -	\$ -	\$ -	\$ -	\$ 12,275	\$ -	\$ 238,848	
Hardee	\$ 30,012	\$ 2,344	\$ 3,689	\$ 1,003	\$ 5,916	\$ -	\$ 140	\$ -	\$ -	\$ 692,433	\$ 1,615	\$ -	\$ 1,283	\$ 4,383	\$ -	\$ 74	\$ 742,902	
Hendry	\$ 603,145	\$ 153,971	\$ 82,982	\$ 230,285	\$ 25,562	\$ 75,806	\$ 883	\$ -	\$ -	\$ 55,006	\$ 18,375	\$ 23,021	\$ 8,420	\$ 193,492	\$ -	\$ -	\$ 1,470,758	
Hernando	\$ 558,161	\$ 190,264	\$ 12,508	\$ 269,082	\$ 32,139	\$ 65,301	\$ 575	\$ -	\$ -	\$ 691,914	\$ 41,613	\$ -	\$ -	\$ 48,516	\$ -	\$ 136,475	\$ 2,048,548	
Highlands	\$ 214,393	\$ 40,158	\$ 14,043	\$ 40,100	\$ 19,580	\$ 19,273	\$ 3,002	\$ -	\$ -	\$ 1,445,688	\$ 3,379	\$ 10,039	\$ 4,938	\$ 58,723	\$ -	\$ 214	\$ 1,871,428	
Hillsborough	\$ 7,287,010	\$ 2,219,518	\$ 602,139	\$ 2,002,713	\$ 153,888	\$ 690,321	\$ 71,388	\$ 499,767	\$ -	\$ 141,860	\$ 45,732	\$ 42,846	\$ 167,456	\$ 329,411	\$ 4,628	\$ 1,164,545	\$ 15,424,220	
Holmes	\$ 225,000	\$ 54,500	\$ 3,000	\$ 102,500	\$ 12,000	\$ 100,500	\$ 300	\$ -	\$ -	\$ 23,000	\$ 2,662	\$ -	\$ 4,000	\$ 12,668	\$ 25	\$ -	\$ 482,755	
Indian River	\$ 778,852	\$ 156,579	\$ 166,235	\$ 206,108	\$ 26,685	\$ 122,199	\$ 1,471	\$ -	\$ -	\$ 198,508	\$ 21,461	\$ -	\$ 7,838	\$ 9,670	\$ -	\$ -	\$ 1,698,807	
Jackson	\$ 687,084	\$ 218,422	\$ 33,561	\$ 192,827	\$ 27,698	\$ 100,745	\$ 798	\$ -	\$ -	\$ -	\$ 18,932	\$ -	\$ 8,477	\$ 185,863	\$ -	\$ -	\$ 1,474,407	
Jefferson	\$ 208,196	\$ 98,326	\$ 13,598	\$ 62,779	\$ 5,752	\$ 19,485	\$ 208	\$ -	\$ -	\$ 14,336	\$ 3,268	\$ -	\$ 6,948	\$ 89,880	\$ -	\$ -	\$ 511,973	
LeFlore	\$ 91,434	\$ 49,835	\$ 6,080	\$ 108,506	\$ 7,134	\$ 16,578	\$ 123	\$ -	\$ -	\$ 741	\$ 628	\$ -	\$ 5,719	\$ -	\$ 18,404	\$ -	\$ 305,282	
Lake	\$ 335,289	\$ 102,284	\$ 190,784	\$ 708,392	\$ 1,254	\$ 30,399	\$ 2,244	\$ -	\$ -	\$ 3,809,562	\$ 11,107	\$ -	\$ 9,856	\$ 588,807	\$ -	\$ -	\$ 5,789,958	
Lee	\$ 1,699,796	\$ 430,428	\$ 131,207	\$ 389,022	\$ 42,382	\$ 130,180	\$ 1,516	\$ 3,261	\$ -	\$ 24,011	\$ 28,867	\$ 38,170	\$ 32,759	\$ 297,439	\$ -	\$ 2,100	\$ 3,249,138	
Leon	\$ 178,891	\$ 43,558	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 175,819	\$ -	\$ 1,484,075	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,882,343	
Levy	\$ 426,884	\$ 173,870	\$ 36,887	\$ 378,332	\$ 20,208	\$ 30,000	\$ -	\$ -	\$ -	\$ 151,734	\$ -	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ 1,267,713	
Liberty	\$ 186,571	\$ 46,729	\$ 21,088	\$ 28,210	\$ 6,903	\$ 28,939	\$ -	\$ -	\$ -	\$ 8,194	\$ -	\$ -	\$ 7,800	\$ 52,573	\$ -	\$ -	\$ 387,007	
Madison	\$ 299,785	\$ 127,182	\$ 14,226	\$ 83,966	\$ 6,008	\$ 26,283	\$ 279	\$ -	\$ -	\$ 2,628	\$ 3,683	\$ -	\$ 7,394	\$ 119,736	\$ -	\$ -	\$ 891,170	
Manatee	\$ 1,422,444	\$ 628,381	\$ 30,045	\$ 198,513	\$ 42,196	\$ 135,575	\$ 585	\$ 58,521	\$ -	\$ 212,587	\$ 19,150	\$ 153	\$ 124,643	\$ 16,901	\$ 158,750	\$ 3,048,444		
Marion	\$ 1,814,685	\$ 380,087	\$ 213,462	\$ 665,490	\$ 46,064	\$ 219,059	\$ 53,334	\$ 803	\$ -	\$ 869,226	\$ 43,632	\$ 48,249	\$ 4,695	\$ 412,973	\$ -	\$ 45,278	\$ 4,807,039	
Martin	\$ 365,267	\$ 88,095	\$ 20,999	\$ 102,034	\$ 19,605	\$ 45,536	\$ 191	\$ -	\$ -	\$ 262,608	\$ 13,077	\$ -	\$ 30,372	\$ 150,271	\$ -	\$ 61,913	\$ 1,159,968	
Miami-Dade	\$ 36,871,020	\$ 7,356,120	\$ 3,053,777	\$ 6,917,044	\$ 2,505,432	\$ 6,275,255	\$ 2,501,011	\$ 5,400,000	\$ -	\$ 47,038,718	\$ 12,300,000	\$ 1,083,415	\$ 5,367,569	\$ 3,645,201	\$ 1,024,038	\$ 851,687	\$ 142,281,287	
Monroe	\$ 898,554	\$ 217,859	\$ 397,941	\$ 208,087	\$ 39,019	\$ 108,633	\$ 36	\$ 6,700	\$ -	\$ 134	\$ 39,518	\$ -	\$ 4,084	\$ 59,456	\$ 2,100	\$ 161,898	\$ 2,144,020	
Nassau	\$ 470,686	\$ 85,557	\$ 97,315	\$ 175,858	\$ 13,805	\$ 44,472	\$ -	\$ -	\$ -	\$ 11,829	\$ 3,505	\$ -	\$ 8,764	\$ 104,500	\$ -	\$ -	\$ 1,018,291	
Okaloosa	\$ 735,620	\$ 170,361	\$ 391,769	\$ 204,241	\$ 24,182	\$ 130,477	\$ 465	\$ 200	\$ -	\$ 35,501	\$ 5,664	\$ -	\$ 332	\$ -	\$ 1,500	\$ -	\$ 1,700,312	
Okechobee	\$ 64,434	\$ 9,280	\$ 3,205	\$ 22,622	\$ 8,869	\$ 5,678	\$ 204	\$ -	\$ -	\$ 579,383	\$ 930	\$ -	\$ 1,209	\$ 17,724	\$ -	\$ 66	\$ 713,604	
Orange	\$ 7,514,141	\$ 557,671	\$ 534,280	\$ 2,030,466	\$ 271,118	\$ 1,038,567	\$ 452,844	\$ 1	\$ -	\$ 2,436	\$ 435,174	\$ 55,631	\$ 777,433	\$ 273,263	\$ -	\$ 803,816	\$ 14,746,841	
Osceola	\$ 1,896,289	\$ 149,168	\$ 141,850	\$ 539,463	\$ 72,032	\$ 275,931	\$ 120,314	\$ 1	\$ -	\$ 647	\$ 115,818	\$ 14,780	\$ 206,552	\$ 72,601	\$ -	\$ 153,562	\$ 3,859,008	
Palm Beach	\$ 3,464,102	\$ 1,673,179	\$ 361,636	\$ 554,203	\$ 109,258	\$ 266,947	\$ 1,450	\$ 1,755,244	\$ -	\$ 20,189,454	\$ 81,728	\$ 1,271	\$ 62,817	\$ 217,324	\$ -	\$ 30,020	\$ 28,747,533	
Pasco	\$ 725,859	\$ 308,436	\$ 14,880	\$ 201,322	\$ 6,390	\$ 108,167	\$ 2,093	\$ 1,708	\$ 17,681	\$ 1,153,359	\$ 7,852	\$ 3,273	\$ 7,984	\$ 96,277	\$ 3,470	\$ 44,623	\$ 2,703,184	
Pinellas	\$ 4,805,106	\$ 818,626	\$ 279,483	\$ 1,199,458	\$ 82,094	\$ 1,478,278	\$ 24,677	\$ 1,138,768	\$ -	\$ 5,561,670	\$ 150,365	\$ 38,085	\$ 82,250	\$ 1,120,373	\$ 209,021	\$ 324,496	\$ 17,312,781	
Polk	\$ 3,885,328	\$ 1,448,828	\$ 291,044	\$ 951,053	\$ 196,828	\$ 130,480	\$ 25,640	\$ 15,905	\$ -	\$ -	\$ -	\$ -	\$ 25,263	\$ 48,006	\$ -	\$ -	\$ 7,027,300	
Putnam	\$ 757,929	\$ 170,152	\$ 167,548	\$ 446,549	\$ 33,123	\$ 128,044	\$ 1,966	\$ -	\$ -	\$ 675	\$ 17,280	\$ -	\$ 17,881	\$ 86,357	\$ -	\$ -	\$ 1,622,504	
Santa Rosa	\$ 211,312	\$ 71,444	\$ 66,823	\$ 134,752	\$ 12,218	\$ 89,163	\$ 19,872	\$ -	\$ -	\$ 43,974	\$ 6,123	\$ 8,066	\$ 7,839	\$ 13,422	\$ -	\$ -	\$ 665,108	
Sarasota	\$ 4,710,527	\$ 812,129	\$ 619,676	\$ 888,012	\$ 106,462	\$ 286,435	\$ 37,638	\$ 39,041	\$ -	\$ 3,472,687	\$ 106,576	\$ 22,818	\$ 35,787	\$ 78,852	\$ 43,536	\$ 36,861	\$ 11,287,015	
Seminole	\$ 1,841,153	\$ 136,646	\$ 130,912	\$ 497,415	\$ 66,431	\$ 254,475	\$ 110,957	\$ 1	\$ -	\$ 597	\$ 106,629	\$ 13,631	\$ 190,481	\$ 66,956	\$ -	\$ 196,955	\$ 3,613,360	
St Johns	\$ 1,361,722	\$ 245,452	\$ 132,461	\$ 329,544	\$ 56,005	\$ 154,630	\$ -	\$ -	\$ -	\$ -	\$ 3,003	\$ -	\$ 34,309	\$ 330,989	\$ -	\$ 13,595	\$ 2,661,710	
St Lucie	\$ 965,194	\$ 174,571	\$ 50,775	\$ 148,163	\$ 25,295	\$ 161,086	\$ 6,262	\$ 20,670	\$ 202,905	\$ 2,786,200	\$ 7,453	\$ 933	\$ 2,179	\$ 10,855	\$ 9,220	\$ 25,353	\$ 4,587,114	
Sumter	\$ 816,645	\$ 382,894	\$ 10,911	\$ 506,638	\$ 13,049	\$ 104,152	\$ 4,225	\$ -	\$ -	\$ 227,733	\$ 6,625	\$ -	\$ 18,436	\$ 12,696	\$ 6,758	\$ 10,553	\$ 2,118,215	
Suwannee	\$ 374,701	\$ 116,287	\$ 5,241	\$ 71,921	\$ 15,234	\$ 41,225	\$ -	\$ -	\$ -	\$ 887,456	\$ 7,845	\$ -	\$ 3,789	\$ -	\$ 12,275	\$ -	\$ 1,835,874	
Taylor	\$ 207,410	\$ 87,992	\$ 13,853	\$ 67,457	\$ 5,752	\$ 20,993	\$ 224	\$ -	\$ -	\$ 9,717	\$ 7,875	\$ -	\$ 6,551	\$ 85,875	\$ -	\$ -	\$ 523,589	
Union	\$ 166,634	\$ 26,839	\$ 28,429	\$ 58,226	\$ 7,024	\$ 20,648	\$ 997	\$ -	\$ -	\$ 111,481	\$ 81,945	\$ 1,177	\$ 13,202	\$ 10,000	\$ -	\$ -	\$ 528,888	
Volusia	\$ 2,178,693	\$ 640,497																

2009 Performance Measures

Alachua	\$ 20.86	\$ 29.27	\$ 2.48	\$ 33.99	35.76%	3.23%	1.16	37.87	3.08	46,175.86
Baker	\$ 22.17	\$ 22.17	\$ 1.22	\$ 30.58	16.64%	4.88%	1.38	52.47	1.33	31,283.58
Bay	\$ 9.15	\$ 9.15	\$ 2.14	\$ 30.16	1.36%	3.86%	3.30	78.49	0.89	157,918.40
Bradford	\$ 46.00	\$ 46.00	\$ 3.55	\$ 26.72	5.26%	4.92%	0.58	26.49	-	-
Brevard	\$ 4.25	\$ 5.56	\$ 1.18	\$ 30.09	28.41%	5.13%	4.99	54.27	0.32	39,841.66
Broward	\$ 6.64	\$ 26.30	\$ 2.40	\$ 45.15	84.74%	2.18%	1.72	95.22	0.20	195,935.54
Calhoun	\$ 23.39	\$ 23.39	\$ 2.13	\$ 37.38	5.74%	12.25%	1.80	34.47	0.78	63,900.25
Charlotte	\$ 10.56	\$ 10.56	\$ 3.13	\$ 32.06	51.84%	13.76%	2.59	10.57	0.96	102,061.00
Citrus	\$ 15.40	\$ 15.40	\$ 2.82	\$ 33.32	25.72%	2.59%	2.15	83.94	1.71	14,860.19
Clay	\$ 21.72	\$ 21.72	\$ 2.01	\$ 30.38	33.24%	3.37%	1.27	44.14	0.34	72,688.33
Collier	\$ 9.41	\$ 28.58	\$ 2.42	\$ 40.81	52.36%	1.95%	1.43	45.72	2.32	14,064.00
Columbia	\$ 6.18	\$ 6.18	\$ 1.32	\$ 29.45	5.05%	39.77%	1.74	9.37	-	280,440.25
DeSoto	\$ 25.49	\$ 25.49	\$ 2.22	\$ 20.48	1.63%	3.56%	0.79	56.03	0.81	123,060.33
Dixie	\$ 43.46	\$ 43.46	\$ 2.09	\$ 48.74	5.54%	4.60%	1.12	22.73	-	178,700.00
Duval	\$ 14.28	\$ 38.93	\$ 3.30	\$ 50.68	88.11%	27.73%	1.30	3.98	7.31	36,198.48
Escambia	\$ 11.44	\$ 20.49	\$ 1.88	\$ 47.88	37.03%	4.78%	2.33	28.75	0.34	47,798.70
Flagler	\$ 16.72	\$ 16.72	\$ 1.78	\$ 28.48	37.14%	17.43%	1.70	18.07	0.44	97,465.86
Franklin	\$ 37.70	\$ 37.70	\$ 1.89	\$ 49.30	10.55%	20.09%	1.31	14.45	-	-
Gadsden	\$ 27.80	\$ 27.80	\$ 2.48	\$ 45.86	12.37%	26.01%	1.41	8.05	0.17	50,110.58
Gächrist	\$ 39.40	\$ 39.40	\$ 1.73	\$ 33.04	4.42%	4.51%	0.84	16.42	-	-
Glades	\$ 87.78	\$ 87.78	\$ 2.38	\$ 160.38	0.00%	0.61%	1.83	118.03	-	10,879.25
Gulf	\$ 21.93	\$ 21.93	\$ 2.35	\$ 58.85	14.59%	7.60%	2.68	47.54	2.16	185,032.00
Hamilton	\$ 3.42	\$ 3.94	\$ 0.35	\$ 7.56	2.74%	107.40%	1.14	5.22	-	-
Hardee	\$ 39.34	\$ 39.34	\$ 1.82	\$ 58.22	2.78%	4.32%	1.43	41.06	0.44	41,632.27
Hendry	\$ 72.62	\$ 72.62	\$ 3.34	\$ 60.84	4.31%	4.65%	0.84	30.09	0.45	27,485.06
Hernando	\$ 11.44	\$ 11.44	\$ 1.32	\$ 16.98	14.45%	3.29%	1.48	52.04	0.32	57,551.81
Highlands	\$ 19.06	\$ 19.06	\$ 1.53	\$ 24.79	2.62%	4.50%	1.30	39.41	0.74	27,745.84
Hillsborough	\$ 14.06	\$ 19.52	\$ 2.60	\$ 34.44	45.02%	4.04%	1.78	49.79	1.48	51,634.06
Holmes	\$ 11.74	\$ 11.74	\$ 1.17	\$ 51.42	2.98%	33.95%	4.38	14.78	-	210,552.50
Indian River	\$ 19.83	\$ 19.83	\$ 2.83	\$ 26.80	22.32%	21.86%	1.35	6.60	1.39	161,513.75
Jackson	\$ 22.65	\$ 22.65	\$ 2.10	\$ 42.22	4.97%	5.59%	1.78	49.51	0.14	350,225.50
Jefferson	\$ 33.54	\$ 33.54	\$ 2.39	\$ 47.18	8.86%	37.80%	1.41	5.82	-	53,510.00
Lafayette	\$ 68.07	\$ 68.07	\$ 3.11	\$ 48.61	5.50%	9.82%	0.71	14.33	-	98,192.00
Lake	\$ 21.35	\$ 21.35	\$ 2.23	\$ 39.72	38.79%	14.80%	1.52	12.83	0.19	34,146.79
Lee	\$ 29.58	\$ 29.82	\$ 2.27	\$ 38.25	3.57%	0.77%	1.22	64.84	0.28	43,310.97
Leon	\$ 7.19	\$ 20.89	\$ 1.46	\$ 30.09	11.94%	4.16%	1.45	23.57	0.51	108,033.27
Levy	\$ 34.91	\$ 34.91	\$ 1.05	\$ 45.35	10.37%	5.46%	1.30	37.74	-	68,477.84
Liberty	\$ 11.84	\$ 11.84	\$ 1.01	\$ 18.28	4.87%	53.61%	1.57	22.55	0.25	382,180.00
Madison	\$ 28.52	\$ 28.52	\$ 2.18	\$ 36.25	12.79%	43.36%	1.27	6.69	0.32	63,378.80
Manatee	\$ 8.23	\$ 12.15	\$ 2.93	\$ 42.80	61.17%	5.99%	3.52	29.78	1.76	63,829.19
Marion	\$ 24.45	\$ 24.45	\$ 2.70	\$ 33.74	38.83%	4.65%	1.38	28.82	0.34	148,500.50
Martin	\$ 26.30	\$ 26.30	\$ 3.77	\$ 65.61	16.57%	5.58%	2.13	10.19	1.30	-
Miami-Dade	\$ 5.06	\$ 25.91	\$ 4.55	\$ 85.81	59.75%	33.46%	2.53	12.88	0.19	191,574.41
Monroe	\$ 20.44	\$ 22.40	\$ 2.21	\$ 23.09	30.09%	5.33%	1.03	49.23	0.31	241,522.50
Nassau	\$ 18.16	\$ 18.16	\$ 2.39	\$ 32.23	5.99%	5.37%	1.77	58.16	-	29,347.93
Okaloosa	\$ 13.00	\$ 17.61	\$ 2.44	\$ 24.09	14.51%	11.06%	1.37	15.40	0.14	139,458.00
Oklawaha	\$ 19.70	\$ 19.70	\$ 1.35	\$ 31.25	3.02%	2.90%	1.59	61.40	0.57	65,909.36
Orange	\$ 6.80	\$ 19.72	\$ 1.93	\$ 26.51	46.25%	6.77%	1.34	32.46	1.73	42,435.59
Osceola	\$ 6.69	\$ 19.42	\$ 1.90	\$ 26.11	46.33%	7.78%	1.34	32.48	1.82	42,279.27
Palm Beach	\$ 6.69	\$ 24.83	\$ 2.61	\$ 61.98	87.16%	4.16%	2.48	48.28	1.99	14,104.26
Pasco	\$ 7.88	\$ 14.65	\$ 2.16	\$ 37.98	17.51%	3.87%	2.40	20.30	0.40	69,609.50
Pinellas	\$ 6.74	\$ 15.59	\$ 2.04	\$ 24.26	38.23%	10.31%	1.56	23.12	0.61	51,770.09
Polk	\$ 14.02	\$ 19.87	\$ 2.74	\$ 33.75	33.08%	12.09%	1.42	11.63	1.64	21,515.94
Putnam	\$ 12.26	\$ 12.26	\$ 2.45	\$ 32.53	17.83%	20.89%	0.33	2.17	0.67	46,578.06
Santa Rosa	\$ 16.96	\$ 16.96	\$ 1.28	\$ 38.40	5.81%	0.61%	2.28	104.30	0.77	57,683.11
Sarasota	\$ 11.79	\$ 38.18	\$ 5.53	\$ 83.17	78.48%	2.10%	2.18	77.94	1.82	145,382.64
Seminole	\$ 6.80	\$ 19.72	\$ 1.93	\$ 26.51	46.33%	4.35%	1.34	32.45	1.66	42,536.30
St. Johns	\$ 10.65	\$ 10.65	\$ 2.35	\$ 31.98	32.63%	10.01%	1.05	17.55	0.26	53,941.33
St. Lucie	\$ 13.61	\$ 14.50	\$ 2.57	\$ 51.26	44.74%	13.10%	3.51	22.18	0.39	30,728.74
Sumter	\$ 21.58	\$ 21.58	\$ 2.54	\$ 37.58	48.19%	12.80%	1.64	30.56	-	49,054.18
Tallahassee	\$ 7.92	\$ 7.92	\$ 1.49	\$ 36.37	1.75%	37.33%	2.82	21.88	-	1,096,459.00
Taylor	\$ 23.03	\$ 23.03	\$ 2.26	\$ 46.84	15.67%	52.96%	1.57	4.10	0.43	57,843.25
Union	\$ 19.96	\$ 19.96	\$ 1.82	\$ 78.10	16.48%	10.90%	3.81	51.03	-	41,296.43
Volusia	\$ 7.91	\$ 20.43	\$ 2.40	\$ 32.78	69.80%	19.88%	1.60	6.49	0.19	14,199.62
Wakulla	\$ 16.22	\$ 16.22	\$ 1.55	\$ 29.89	10.67%	11.59%	1.84	31.12	-	-
Walton	\$ 10.49	\$ 10.49	\$ 1.19	\$ 51.21	3.78%	39.01%	4.86	10.83	0.58	172,331.25
Washington	\$ 13.60	\$ 13.60	\$ 1.83	\$ 47.35	1.83%	39.52%	3.47	10.23	-	-
Totals	\$ 7.57	\$ 21.60	\$ 2.79	\$ 46.64	54%	11.44%	2.16	39.24	0.91	48,654.89

2009 Trips by Purpose

Alachua	81,363	55,536	2,149	1,669	17,260	157,697
Baker	11,532	221	-	6,157	2,709	20,619
Bay	64,970	7,198	88,964	23,071	371	184,674
Bradford	8,274	-	2,169	2,714	460	13,617
Brevard	137,823	155,050	183,664	120,595	284,282	861,294
Broward	1,116,741	345,828	653,050	831,940	1,083,326	4,030,685
Calhoun	8,913	2,435	3,249	2,543	6,129	23,268
Charlotte	55,203	696	59,254	59,552	7,060	181,785
Citrus	31,522	26,251	83,768	17,045	23,699	182,285
Clay	26,720	21,113	16,578	12,238	4,258	80,907
Collier	72,893	15,231	2,495	13,080	240,867	344,568
Columbia	185,272	2,622	37,821	9,118	4,463	239,294
Desoto	15,220	9,640	61	4,364	2,902	32,207
Dade	7,645	-	-	944	102	8,591
Duval	177,685	128,658	105,601	5,554	435,533	854,221
Escambia	54,746	26,749	143,512	17,009	49,343	291,359
Flagler	13,991	18,476	7,578	12,075	20,549	72,689
Franklin	8,318	112	4,892	-	3,414	16,734
Gadsden	17,084	28,069	6,714	-	1,670	53,537
Gilchrist	3,841	147	-	680	224	4,892
Glades	1,796	256	1,206	263	-	3,541
Gulf	6,280	-	7,112	5,018	1,482	19,872
Hamilton	33,201	585	12,805	12,865	9,463	68,919
Hardee	12,485	3,495	118	956	1,830	18,884
Hendry	12,954	1,945	3,237	2,103	13	20,252
Hernando	48,937	2,830	107,095	11,219	8,940	178,921
Highlands	46,794	40,581	220	6,532	4,028	98,165
Hillsborough	378,583	159,832	236,927	42,191	244,049	1,061,582
Holmes	19,299	5,034	16,557	1,004	62	41,956
Indian River	41,075	5,084	22,564	2,967	13,982	85,672
Jackson	20,905	22,588	10,395	6,063	5,122	65,093
Jefferson	8,734	1,400	4,618	168	350	15,266
Lafayette	2,848	-	568	1,071	-	4,485
Lake	73,491	48,978	109,478	23,166	16,041	271,154
Lee	55,171	-	53,462	1,109	-	109,742
Leon	33,971	154,721	34,290	10,247	4,145	237,374
Levy	19,022	198	14,790	686	4,483	39,179
Liberty	16,286	196	6,489	2,354	4,793	34,118
Madison	10,667	2,060	4,330	5,887	1,288	24,232
Manatee	27,459	13,566	112,909	16,667	182,532	363,133
Marion	148,009	2,122	10,833	23,873	11,776	196,613
Martin	17,248	8,201	3,134	1,867	13,660	44,110
Miami-Dade	7,147,213	5,143,825	6,605,754	4,656,515	3,519,459	27,072,766
Monroe	25,976	4,286	28,593	6,712	29,020	104,587
Nassau	30,566	3,898	85	14,559	6,840	55,948
Okaloosa	54,467	45,771	10,140	11,770	8,826	130,774
Okeechobee	14,026	19,470	4	1,880	845	36,225
Orange	1,160,748	329,038	258,860	89,205	331,514	2,169,385
Osceola	308,392	87,420	68,775	23,700	88,079	576,364
Palm Beach	968,270	766,547	282,412	484,135	1,533,094	4,034,458
Pasco	208,773	15,334	52,994	14,714	59,743	351,558
Pinellas	741,769	820,999	359,242	141,878	337,180	2,401,068
Polk	230,252	100,046	64,604	37,230	67,830	499,982
Putnam	11,875	67,734	-	896	68,561	149,066
Santa Rosa	9,254	10,689	7,108	2,269	9,890	39,216
Sarasota	315,804	219,713	295,988	17,482	105,585	954,552
Seminole	284,412	80,623	63,427	21,857	81,230	531,549
St Johns	52,930	-	956	23,341	172,810	250,037
St Lucie	63,441	29,875	102,222	20,637	120,152	336,327
Sumter	25,322	14,845	37,272	9,721	11,061	98,221
Suwannee	161,584	3,798	26,754	10,884	4,263	206,570
Taylor	4,473	13,598	625	895	3,146	22,737
Union	7,258	-	18,387	238	499	26,382
Volusia	172,663	62,404	192,858	12,445	339,534	779,904
Wakulla	16,713	2,000	416	4,890	2,720	26,829
Walton	32,770	14,078	21,508	6,413	3,442	78,211
Washington	16,120	2,119	22,477	42	789	41,547
TOTAL	15,212,018	9,175,634	10,641,113	6,932,970	8,829,768	51,631,703

2009 Trips by Type of Passenger

Alachua	43,929	15,607	30,658	16,163	51,640	157,997
Baker	16,977	434	23	263	2,917	20,619
Bay	61,462	48,357	4,245	53,157	10,336	184,674
Bradford	8,420	764	3,820	389	2,224	13,617
Brevard	496,616	143,527	117,937	68,831	27,519	861,294
Broward	2,151,130	62,090	-	1,043,332	754,130	4,030,685
Calhoun	12,614	3,591	1,688	499	4,138	23,268
Charlotte	106,724	43,824	25,575	4,604	1,058	181,785
Citrus	45,160	1,818	18,417	2,337	107,037	182,285
Clay	28,379	2,888	8,787	5,127	18,201	80,907
Collier	47,721	2,460	9,751	11,257	42,196	231,181
Columbia	108,586	23,288	19,997	2,565	1,857	239,294
Desoto	12,989	5,215	4,265	3,802	3,861	32,207
Dixie	5,187	805	2,275	99	125	8,591
Duval	263,861	181,517	91,743	91,419	30,813	854,221
Escambia	90,046	9,098	22,503	23,665	16,828	291,359
Flagler	43,948	4,535	1,200	957	3,567	72,689
Franklin	5,800	6,634	2,300	-	-	16,734
Gadsden	14,312	5,860	13,172	786	2,697	53,537
Gilchrist	3,029	321	1,321	105	118	4,892
Glades	3,275	182	84	-	-	3,541
Gulf	10,469	534	1,447	700	6,190	19,872
Hamilton	30,821	27,159	-	-	-	10,939
Hardee	6,151	1,407	3,122	2,001	976	5,227
Hendry	16,122	1,042	-	-	-	20,252
Hernando	42,768	32,792	16,534	65,390	631	606
Highlands	35,411	1,720	12,104	10,694	31,848	6,290
Hillsborough	263,467	47,314	273,719	141,205	323,487	1,061,582
Holmes	16,770	15,145	3,146	1,048	5,244	603
Indian River	50,338	1,113	9,116	18,824	6,004	277
Jackson	23,155	1,169	5,402	4,331	29,463	1,573
Jefferson	7,991	879	3,012	350	3,043	15,266
Lafayette	2,621	402	1,216	120	126	4,485
Lake	72,762	41,078	34,024	86,701	24,048	12,541
Lee	61,991	17,649	2,236	8,671	18,168	1,007
Leon	17,834	2,785	-	-	216,755	237,374
Levy	28,249	10,078	-	-	-	852
Liberty	20,576	4,912	6,534	2,096	-	34,118
Madison	15,006	307	1,551	-	7,368	24,232
Manatee	162,854	7,101	3,494	1,232	80,962	97,490
Marion	122,013	37,320	18,304	12,885	2,100	3,991
Martin	19,396	1,426	149	298	-	22,841
Miami-Dade	9,012,528	5,947,718	533,333	1,074,788	7,683,250	2,921,151
Monroe	30,388	15,973	18,259	2,966	29,261	7,710
Nassau	33,594	4,500	9,559	2,425	1,225	6,465
Okaloosa	24,045	15,325	33,819	15,539	13,711	28,335
Okeechobee	8,538	1,458	3,239	21,166	954	869
Orange	744,727	102,050	181,278	721,482	393,448	26,380
Osceola	197,863	27,113	48,183	181,685	104,533	7,008
Palm Beach	2,327,471	25,318	12,659	1,254,808	340,282	73,920
Pasco	62,519	52,048	118,683	50,154	8,282	41,872
Pinellas	826,238	106,000	977,539	43,760	445,875	1,856
Polk	95,579	129,546	56,064	142,358	47,753	28,662
Putnam	896	5,188	-	-	-	142,982
Santa Rosa	14,482	484	3,716	5,761	10,405	4,370
Sarasota	585,152	251,865	25,186	25,186	41,977	25,186
Seminole	182,477	25,005	44,418	176,780	96,405	6,464
St Johns	184,484	3,746	17,793	22,007	12,174	9,833
St Lucie	131,974	34,862	28,652	26,765	112,274	-
Sumter	26,149	12,045	16,886	-	37,004	6,337
Suwannee	42,963	46,200	43,687	26,985	25,652	21,083
Taylor	6,768	301	3,001	1,947	1,604	9,116
Union	3,410	4,666	3,742	-	14,564	-
Volusia	325,453	255,060	-	195,869	-	2,522
Wakulla	20,464	2,610	200	2,400	55	1,091
Walton	31,282	23,462	7,039	8,368	4,692	3,368
Washington	24,055	8,349	3,032	3,656	1,246	1,208
TOTAL	19,548,440	7,848,709	2,962,618	5,726,655	11,274,737	4,270,344

2009 Medicaid Statistics

County/Provider	Funding	Trips								UPHC	Total Miles
		Bus Pass	Commercial Air	Multi-Load Vehicle	Private Volunteer Trans.	Public Trans.	Stretcher	Wheelchair	Total Trips		
Alachua MV Transit	\$ 1,356,595.00	0	0	25248	0	0	1609	14614	41471	1243	289068
Baker Baker County COA	\$ 146,903.00	0	0	2430	0	0	0	0	2430	114	39105
Bay Tri-County Community Council, Inc.	\$ 570,442.00	0	0	31545	0	0	0	0	31545	1237	234745
Bradford, Dixie, Gilchrist, Lafayette Suwannee River Economic Council	\$ 386,231.00	0	0	12015	0	0	0	0	12015	602	324820
Brevard TMS of Brevard, Inc.	\$ 1,594,881.00	617	0	0	0	41480	1365	10960	54422	1762	683279
Broward TMS of Broward, Inc.	\$ 2,578,308.00	1716	0	0	0	77343	2734	35194	116987	2735	903188
Calhoun Calhoun Co. Senior Citizens Assoc.	\$ 219,347.00	0	0	2426	0	0	277	1197	3900	366	159965
Charlotte Charlotte County Transit	\$ 456,365.00	0	0	5362	0	0	22	5437	10821	733	134369
Citrus Citrus County Transit	\$ 450,190.00	0	0	9330	0	0	0	0	9330	796	144710
Clay Clay County Council on Aging, Inc.	\$ 273,191.00	0	0	6762	0	0	274	3348	10384	485	84473
Collier Collier Area Transit	\$ 507,266.00	0	0	23263	0	0	0	0	23263	1008	586960
Columbia, Hamilton, Suwannee Suwannee Valley Transit Authority	\$ 2,806,957.00	0	0	40363	0	0	457	6837	47657	2856	2969514
DeSoto Veolia	\$ 378,357.00	0	0	6464	0	0	0	0	6464	380	91571
Duval MV Contract Transportation, Inc.	\$ 3,164,095.00	0	0	86178	0	0	4895	0	91073	2180	695279
Escambia Logisticare Solutions LLC (1st half of contract)	\$ 191,341.00	0	0	14435	0	2532	42	3803	20812	654	133569
Escambia Pensacola Bay Trans. (2nd half of contract)	\$ 710,462.00	69366	0	19752	0	0	26	2611	91755	1216	232547
Flagler Flagler County Public Transportation	\$ 83,192.00	0	0	2387	0	0	1543	0	3930	264	65312
Franklin Croom's, Inc.	\$ 327,905.00	0	0	2400	0	0	0	0	2400	128	120983
Gadsden Big Bend Transit, Inc.	\$ 634,458.00	0	0	12417	36	0	19	0	12472	425	285155
Glades, Hendry Good Wheels, Inc.	\$ 1,188,979.00	0	0	6406	0	0	27	2125	8558	886	298447
Gulf Gulf County ARC	\$ 122,256.00	0	0	1901	0	0	58	436	2395	135	110889
Hardee, Highlands, Okeechobee Veolia	\$ 1,423,982.00	0	0	31712	0	0	0	0	31712	1843	512679
Hernando MidFlorida Community Services, Inc.	\$ 1,017,988.00	0	0	21346	0	0	34	1298	22678	1579	845724
Hillsborough MMG	\$ 3,263,391.00	7368	0	0	0	87692	209	20415	115684	5050	849212
Holmes, Walton, Washington Tri-County Community Council, Inc.	\$ 738,404.00	0	0	37868	0	0	322	1236	39426	1310	729935
Indian River Senior Resource Association, Inc.	\$ 188,801.00	0	0	6882	0	1067	12	1462	9423	444	174972
Jackson Jtrans	\$ 688,470.00	0	0	13985	0	0	86	0	14071	623	305936
Jefferson Big Bend Transit, Inc.	\$ 571,317.00	0	0	7319	42	0	56	0	7417	249	258514
Lake Lake County Program Analysis	\$ 974,724.00	0	0	25966	0	0	164	10420	36550	850	415624
	\$ 27,014,798.00	79067	0	456162	78	210114	14231	121393	881045	32153	12680544

2009 Medicaid Statistics

County/Provider	Funding	Trips								UPHC	Total Miles
		Bus Pass	Commercial Air	Multi-Load Vehicle	Private Volunteer Trans.	Public Trans.	Stretcher	Wheelchair	Total Trips		
Lee Good Wheels, Inc.	\$ 1,205,885.00	0	0	27079	0	0	446	8588	36113	1538	395556
Leon StarMetro	\$ 617,985.00	336	0	9273	0	921	39	4459	15028	520	157354
Levy Levy County Transit	\$ 448,462.00	0	0	8528	0	0	0	0	8528	577	246122
Liberty Liberty County Transit	\$ 123,506.00	0	0	9491	0	0	2	157	9650	122	111579
Madison Big Bend Transit, Inc.	\$ 346,810.00	0	0	5868	218	0	0	1	6087	217	133420
Manatee TMS of Brevard, Inc.	\$ 787,772.00	129	0	0	0	22033	515	10214	32891	999	380059
Marion Marion Transit Services	\$ 1,217,025.00	0	0	27828	0	0	785	18203	46816	2579	546466
Martin COA of Martin Co. (1st half of contract)	\$ 118,073.00	0	0	1263	0	0	3	325	1591	167	34695
Martin MTM (2nd half of contract)	\$ 116,123.00	2	0	2303	0	0	20	514	2839	371	43315
Miami-Dade Logiscare Solutions LLC	\$ 9,314,058.00	0	15	270876	0	116431	9759	67088	464169	4655	2758280
Monroe Guidance Clinic of the Middle Keys	\$ 661,357.00	0	0	9448	0	0	0	177	9625	632	352830
Nassau Nassau Co. Council on Aging, Inc.	\$ 348,083.00	0	0	4917	0	0	14779	0	19696	335	103494
Ocala Ocala County BOCC	\$ 198,916.00	0	0	9776	0	0	4	3786	13566	658	116272
Orange, Osceola, Seminole LYNX	\$ 5,770,800.00	0	0	82138	0	77396	8314	58177	226025	4903	1676510
Palm Beach MV Contract Transportation, Inc.	\$ 4,396,285.00	0	0	101723	0	0	2949	22212	126884	1885	825028
Pasco Pasco County Public Transportation	\$ 826,030.00	3428	0	0	2	25078	645	6030	35183	2041	341583
Pinellas Pinellas County MPO	\$ 3,676,522.00	2	0	0	0	105123	5	79435	184565	9302	1397471
Polk Polk County Transit Services	\$ 1,997,683.00	0	0	35256	0	0	1618	11843	48717	2130	759423
Putnam Ride Solution	\$ 527,962.00	0	0	4526	0	2953	1051	3345	11875	821	151007
Santa Rosa Pensacola Bay Transportation	\$ 297,158.00	0	0	7155	0	0	15	941	8111	277	29828
Sarasota TMS of Brevard, Inc.	\$ 564,653.00	874	0	0	0	9968	234	11176	22252	821	261971
St. Johns St. Johns County COA	\$ 643,340.00	0	0	9336	0	0	792	10326	20454	728	153779
St. Lucie St. Lucie County BOCC (1st half of contract)	\$ 205,100.00	0	0	7444	0	0	235	2248	9927	1024	139318
St. Lucie MV Contract Trans., Inc. (2nd half of contract)	\$ 400,115.00	0	0	14246	0	0	331	0	14577	797	659314
Sumter Sumter County BOCC	\$ 276,509.00	0	0	6472	0	0	214	1342	8028	427	182936
Taylor Big Bend Transit, Inc.	\$ 249,564.00	0	0	2746	39	0	36	0	2821	140	77443
Union A & A Transport, Inc.	\$ 83,912.00	0	0	4382	0	0	1	52	4435	357	112277
Volusia MV Contract Transportation, Inc.	\$ 1,953,297.00	0	0	36519	0	0	2363	18122	57004	2750	744999
Wakulla Wakulla Co. Senior Citizen's Council	\$ 41,639.00	0	0	1844	0	0	0	0	1844	101	68654
	\$ 37,414,624.00	4771	15	700437	259	359903	45155	338761	1449301	41874	12960983

County: Suwannee
 CTC: Suwannee Valley Transit Authority
 Contact: James Swisher
 1907 Voyles St.
 Live Oak, FL 32064
 386-353-5332
 Email: jimmys@svta-liveoak.org

Demographics	Number	Percentage
Total County Population / Percent of State Total	40,900	0.22%
Potential TD Population / Percent of CountyTotal	15,509	37.92%
UDPHC / Percent of TD Passengers Served	5,789	37.33%



Trips By Type of Service	2008	2009	% Change
Fixed Route (FR)	-	-	NA
Deviated FR	80,113	79,921	-0.24%
Ambulatory	108,763	108,928	0.15%
Non-Ambulatory	13,807	13,812	0.04%
Stretcher	3,869	3,909	1.03%
School Board	-	-	NA
TOTAL TRIPS	206,552	206,570	0.01%

Vehicle Data	2008	2009	% Change
Vehicle Miles	1,086,904	1,096,459	0.88%
Revenue Miles	498,371	498,823	0.09%
Roadcalls	1	1	0.00%
Accidents	-	-	NA
Vehicles	43	43	0.00%
Driver Hours	44,886	44,983	0.22%

Passenger Trips By Trip Purpose	2008	2009	% Change
Medical	162,051	161,584	-0.29%
Employment	3,822	3,798	-0.63%
Ed/Train/DayCare	28,245	28,754	1.80%
Nutritional	10,894	10,894	0.00%
Life-Sustaining/Other	1,540	1,540	0.00%
TOTAL TRIPS	206,552	206,570	0.01%

Financial and General Data	2008	2009	% Change
Expenses	\$1,635,974	\$1,635,974	0.00%
Revenues	\$1,687,632	\$1,687,632	0.00%
Commendations	1	1	0.00%
Complaints	6	6	0.00%
Passenger No-Shows	60	61	1.67%
Unmet Trip Requests	28	28	0.00%

Passenger Trips By Funding Source	2008	2009	% Change
CTD	53,210	53,221	0.02%
AHCA	138,102	137,994	-0.08%
APD	3,145	3,142	-0.10%
DOEA	-	-	NA
DOE	-	-	NA
Other	12,095	12,213	0.98%
TOTAL TRIPS	206,552	206,570	0.01%

Performance Measures	2008	2009	% Change
Accidents per 100,000 Miles	0	0	NA
Miles between Roadcalls	1,086,904	1,096,459	0.88%
Avg. Trips per Driver Hour	4.6	4.59	-0.22%
Avg. Trips per Para Pass.	35.66	35.68	0.06%
Cost per Trip	7.92	7.92	0.00%
Cost per Paratransit Trip	7.92	7.92	0.00%
Cost per Driver Hour	36.45	36.37	-0.22%
Cost per Total Mile	1.51	1.49	-1.32%

APPENDIX C

ACTUAL EXPENDITURE REPORT FORM
 (One form for each county
 Do not report funds from state agency sources)

COUNTY: Taylor County
 DUE: September 15, 2010

Coordinated Transportation			
ACTUAL PRIOR YEAR		(07/01/09 - 06/30/10)	
Local Funding		Direct Federal Funding	
Expenditures	# of One Way Trips	Expenditures	# of One Way Trips
\$ 93,673	21,782		

Transportation Alternatives			
ACTUAL PRIOR YEAR			
Local Funding		Direct Federal Funding	
Expenditures	# of One Way Trips	Expenditures	# of One Way Trips

Other			
ACTUAL PRIOR YEAR			
Local Funding		Direct Federal Funding	
Expenditures	# of One Way Trips	Expenditures	# of One Way Trips

NOTICE OF PUBLIC HEARING

**NOTICE IS HEREBY GIVEN,
THAT THE TAYLOR COUNTY BOARD
OF COUNTY COMMISSIONERS
WILL HOLD A PUBLIC HEARING
TUESDAY APRIL 20, 2010 AT 6:15 P.M.,
TO RECEIVE PUBLIC INPUT REGARDING
THE TAYLOR COUNTY TRANSPORTATION DISADVANTAGED
PROGRAM AND UPDATE THE PUBLIC ON THE
STATUS AND GOALS OF THE PROGRAM FOR 2010.
THIS PUBLIC HEARING IS HELD PER THE TERMS OF
THE PLANNING GRANT AGREEMENT WITH THE
FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED**

**ALL MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND.
NOTICE IS FURTHER HEREBY GIVEN PURSUANT TO
FLORIDA STATUTE 286.0105, THAT ANY PERSON OR PERSONS
DECIDING TO APPEAL ANY MATTER CONSIDERED AT THIS
MEETING WILL NEED A RECORD OF THE HEARING AND MAY NEED TO
ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS
IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND
EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED.**

**THE PUBLIC HEARING WILL BE HELD IN THE
TAYLOR COUNTY BOARD OF COMMISSIONERS MEETING ROOM
201 E GREEN STREET
PERRY, FLORIDA 32347**

**ALL PERSONS INTERESTED IN THIS MATTER SHOULD BE
GOVERNED BY THIS PUBLIC NOTICE**

**ADDITIONAL INFORMATION MAY BE OBTAINED FROM:
Melody Cox
(858) 838-3553**

**DATED THIS 17TH DAY OF MARCH, 2010
BOARD OF COUNTY COMMISSIONERS
TAYLOR COUNTY, FLORIDA**

AUTHORIZING RESOLUTION

A RESOLUTION of the **Taylor County Board of Commissioners**, hereinafter **BOARD**. Hereby approves the selection of Big Bend Transit, Inc. as the Community Transportation Coordinator for Taylor County with the Florida Commission for the Transportation Disadvantaged.

WHEREAS, this BOARD is the Designated Official Planning Agency and has the authority to recommend the selection of the Community Transportation Coordinator for approval by the Florida Commission for the Transportation Disadvantaged. The BOARD has followed all procedures for selection as outlined in the Competitive Procurement Guidebook prepared by the Florida Commission for the Transportation Disadvantaged.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD THAT:

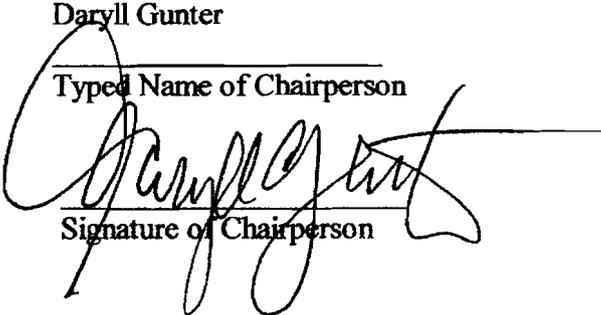
1. The BOARD recommends the designation of Big Bend Transit, Inc. as the Community Transportation Coordinator.
2. The BOARD authorizes DARYLL GUNTER to file and execute any contracts or documents associated with the selection of the Community Transportation Coordinator on behalf of the Taylor County Board of County Commissioners with the Florida Commission for the Transportation Disadvantaged.

DULY PASSED AND ADOPTED THIS 16th DAY OF May, 2006.

TAYLOR COUNTY BOARD OF COMMISSIONERS

Daryll Gunter

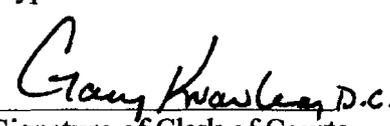
Typed Name of Chairperson



Signature of Chairperson

Annie Mae Murphy

Typed Name of Clerk of Courts



Signature of Clerk of Courts





CORRECTED

Charlie Crist
Governor

January 8, 2007

JR Harding Ed.D.
Chairperson

Donna Loggie
Vice Chairperson

Lisa M. Bacot
Executive Director

Mr. Ted Waters
Big Bend Transit, Inc.
Post Office Box 1721
Tallahassee, FL 32302

Dear Mr. Waters:

RE: Memorandum of Agreement TD0638
Taylor County

Enclosed, is an executed copy of the Memorandum of Agreement for Big Bend Transit, Inc. The effective date of the agreement is October 1, 2006 through June 30, 2011.

Thank you for your continued support of the Transportation Disadvantaged Coordinated System. Please contact Erin Schepers at (850) 410-5710 if you have any questions concerning this project.

Sincerely,

Lisa M. Bacot
Executive Director

KS/es

*Karen. somerset @ dot.state.
fl.us
Interim Executive Director*

R
JAN 22 2007

STATE OF FLORIDA
COMMISSION FOR THE TRANSPORTATION DISADVANTAGED
MEMORANDUM OF AGREEMENT

This Memorandum of Agreement is between the COMMISSION FOR THE TRANSPORTATION DISADVANTAGED, hereby referred to as the "Commission," and

Big Bend Transit, Inc., Post Office Box 1721, Tallahassee, FL 32302
the COMMUNITY TRANSPORTATION COORDINATOR, designated pursuant to Chapter 427, F.S., to serve the transportation disadvantaged for the community that includes the entire area of

Taylor county(ies), and hereafter referred to as the "Coordinator."

This Agreement is made in consideration of the mutual benefits to both parties; said consideration acknowledged hereto by the parties as good and valuable consideration.

The Parties Agree:

- I. The Coordinator Shall:
 - A. Become and remain totally apprised of all of the Transportation Disadvantaged resources available or planned in their designated service area. This knowledge will be used to plan, coordinate, and implement the most cost effective transportation disadvantaged transit system possible under the economic and other conditions that exist in the designated service area.
 - B. Plan and work with Community Transportation Coordinators in adjacent and other areas of the state to coordinate the provision of community trips that might be handled at a lower overall cost to the community by another Coordinator. This includes honoring any Commission-approved statewide certification program that allows for intercounty transportation opportunities.
 - C. Arrange for all services in accordance with Chapter 427, Florida Statutes, and Rule 41-2, FAC, and as further required by the Commission and the local Coordinating Board approved Transportation Disadvantaged Service Plan.
 - D. Return any acquired profits or surplus funds originating through the course of business as the Coordinator that are beyond the amounts(s) specifically identified and approved in the accompanying Transportation Disadvantaged Service Plan. Such profits or funds shall be returned to the Coordinator's transportation system or to any subsequent Coordinator, as a total transportation system subsidy, to be applied to the immediate following operational year. The Coordinator will include similar language in all coordination contracts to assure that transportation disadvantaged related revenues are put back into transportation disadvantaged services.

E. Accomplish this Project by:

1. Developing a Transportation Disadvantaged Service Plan for approval by the local Coordinating Board and the Commission. Coordinators who are newly designated to a particular service area shall submit a local Coordinating Board approved Transportation Disadvantaged Service Plan, within 120 calendar days following the execution of the Coordinator's initial memorandum of agreement with the Commission, for approval by the Commission. All subsequent Transportation Disadvantaged Service Plans shall be submitted and approved with the corresponding memorandum of agreement. The approved Transportation Disadvantaged Service Plan will be implemented and monitored to provide for community-wide transportation services for purchase by non-sponsored transportation disadvantaged persons, contracting social service agencies, and other entities that use local, state, or federal government funds for the purchase of transportation for the transportation disadvantaged.
2. Maximizing the use of available public school transportation resources and public fixed route or fixed schedule transit services and assuring that private or public transit, paratransit operators, and school boards have been afforded a fair opportunity to participate to the maximum extent feasible in the planning process and in the development of the provisions of the Transportation Disadvantaged Service Plan for the transportation disadvantaged.
3. Providing or arranging 24-hour, 7-day per week transportation disadvantaged service as required in the designated service area by any Federal, State or Local Government agency sponsoring such services. The provision of said services shall be furnished in accordance with the prior notification requirements identified in the local Coordinating Board and Commission approved Transportation Disadvantaged Service Plan.
4. Complying with all local, state, and federal laws and regulations that apply to the provision of transportation disadvantaged services.
5. Submitting to the Commission an Annual Operating Report detailing demographic, operational, and financial data regarding coordination activities in the designated service area. The report shall be prepared on forms provided by the Commission and according to the instructions of said forms.

F. Comply with Audit and Record Keeping Requirements by:

1. Utilizing the Commission recognized Chart of Accounts defined in the *Transportation Accounting Consortium Model Uniform Accounting System for Rural and Specialized Transportation Providers* (uniform accounting system) for all transportation disadvantaged accounting and reporting purposes. Community Transportation Coordinators with existing and equivalent accounting systems are not required to adopt the Chart of Accounts in lieu of their existing Chart of Accounts but shall prepare all reports, invoices, and fiscal documents relating to the transportation disadvantaged functions and activities using the chart of accounts and accounting definitions as outlined in the above referenced manual.

2. Assuming the responsibility of invoicing for any transportation services arranged, unless otherwise stipulated by a purchase of service contract or coordination contract.
 3. Maintaining and filing with the Commission, local Coordinating Board, and all purchasing agencies/entities such progress, fiscal, inventory, and other reports as those entities may require during the period of this Agreement.
 4. Providing copies of finance and compliance audits to the Commission and local Coordinating Board as requested by the Commission or local Coordinating Board.
 5. Reporting accidents involving a vehicle operated within the coordinated transportation system in the coordinator's designated service area. Accidents involving a fatality or fatalities must be reported to the Commission not more than 24 hours after the community transportation coordinator becomes aware of the fatal accident. Any other accident, those not involving a fatality or fatalities, with over \$1,000 in property damages, or personal injury that requires evacuation to a medical facility or a combination of both, must be reported to the Commission not more than 72 hours after the community transportation coordinator becomes aware of the accident. Copies of any accident report or reports prepared or received by the community transportation coordinator as a result of any accident must be sent to the Commission upon receipt or preparation of the report.
- G. Retain all financial records, supporting documents, statistical records, and any other documents pertinent to this Agreement for a period of five (5) years after termination of this Agreement. If an audit has been initiated and audit findings have not been resolved at the end of five (5) years, the records shall be retained until resolution of the audit findings. The Coordinator shall assure that these records shall be subject to inspection, review, or audit at all reasonable times by persons duly authorized by the Commission or this Agreement. They shall have full access to and the right to examine any of the said records and documents during the retention period.
- H. Comply with Safety Requirements by:
1. Complying with Section 341.061, F.S., and Rule 14-90, FAC, concerning System Safety; or complying with Chapter 234.051, F.S., regarding school bus safety requirements for those services provided through a school board; and
 2. Assuring compliance with local, state, and federal laws, and Commission policies relating to drug testing. Conduct drug and alcohol testing for safety sensitive job positions within the coordinated system regarding pre-employment, randomization, post-accident, and reasonable suspicion as required by the Federal Highway Administration and the Federal Transit Administration.
- I. Comply with Commission insurance requirements by maintaining at least minimum liability insurance coverage in the amount of \$100,000 for any one person and \$200,000 per occurrence at all times during the existence of this Agreement for all transportation services purchased or provided for the transportation disadvantaged through the Community Transportation Coordinator. Upon the execution of this Agreement, the Coordinator shall add the Commission as an additional **named insured** to all insurance policies covering vehicles transporting the transportation disadvantaged. In the event of any cancellation or changes in

the limits of liability in the insurance policy, the insurance agent or broker shall notify the Commission. The Coordinator shall insure that contracting transportation operators and coordination contractors also maintain the same minimum liability insurance, or an equal governmental insurance program. School board vehicle insurance coverage shall be in accordance with Section 234.03, F.S., and 234.211, F.S. Insurance coverage in excess of \$1 million per occurrence must be approved by the Commission and the local Coordinating Board before inclusion in the Transportation Disadvantaged Service Plan or in the justification of rates and fare structures. Such coverage may be provided by a self-insurance program established and operating under the laws of the State of Florida and written verification of insurance protection in accordance with Section 768.28, Florida Statutes, shall be provided to the Commission upon request.

- J. Safeguard information by not using or disclosing any information concerning a user of services under this Agreement for any purpose not in conformity with the local, state and federal regulations (45 CFR, Part 205.50), except upon order of a court, written consent of the recipient, or his/her responsible parent or guardian when authorized by law.

- K. Protect Civil Rights by:
 - 1. Complying with state and federal laws including but not limited to laws regarding discrimination on the basis of sex, race, religion, age, disability, sexual orientation, or national origin. The Coordinator gives this assurance in consideration of and for the purpose of obtaining federal grants, loans, contracts (except contracts of insurance or guaranty), property, discounts, or other federal financial assistance to programs or activities receiving or benefiting from federal financial assistance and agreeing to complete a Civil Rights Compliance Questionnaire if so requested by the Commission.

 - 2. Agreeing that compliance with this assurance constitutes a condition of continued receipt of or benefit from federal financial assistance, and that it is binding upon the Coordinator, its successors, subcontractors, transferee, and assignees for the period during which such assistance is provided. Assure that all operators, subcontractors, subgrantee, or others with whom the Coordinator arranges to provide services or benefits to participants or employees in connection with any of its programs and activities are not discriminating against those participants or employees in violation of the above statutes, regulations, guidelines, and standards. In the event of failure to comply, the Coordinator agrees that the Commission may, at its discretion, seek a court order requiring compliance with the terms of this assurance or seek other appropriate judicial or administrative relief, to include assistance being terminated and further assistance being denied.

- L. To the extent allowed by Section 768.28, Florida Statutes, and only to the monetary and other limitations contained therein, indemnify and hold harmless the Commission and all of the Commission's members, officers, agents, and employees; purchasing agency/entity officers, agents, and employees; and the local, state, and federal governments from any claim, loss, damage, cost, charge or expense arising out of any act, action, neglect or omission by the Coordinator during the performance of this Agreement, whether direct or indirect, and whether to any person or property to which the Commission or said parties may be subject, except that neither the Coordinator nor any of its sub-contractors will be liable under this section for damages arising out of injury or damage to persons or property directly caused or resulting from the sole negligence of the Commission or any of its members, officers, agents or

employees; purchasing agency/entity, officers, agents, and employees; and local, state, or federal governments. Nothing herein is intended to serve as a waiver of sovereign immunity by any agency/entity or Coordinator to which sovereign immunity may be applicable. Nothing herein shall be construed as consent by a state agency/entity or political subdivision of the State of Florida or the federal government to be sued by third parties in any matter arising out of any Agreement or contract. Notwithstanding the foregoing, pursuant to Section 768.28, Florida Statutes, no agency or subdivision of the state shall be required to indemnify, insure, or assume any liability for the Commission's negligence.

- M. Comply with standards and performance requirements of the Commission, the local Coordinating Board approved Transportation Disadvantaged Service Plan, and any purchase of service contracting agencies/entities. Failure to meet the requirements or obligations set forth in this MOA, and performance requirements established and monitored by the local Coordinating Board in the approved Transportation Disadvantaged Service Plan, shall be due cause for non-payment of reimbursement invoices until such deficiencies have been addressed or corrected to the satisfaction of the Commission.
- N. Comply with subcontracting requirements by executing or negotiating contracts for transportation services with Transportation Operators and Coordination Contractors, and assuring that the conditions of such contracts are maintained. The requirements of Part 1, Paragraph E.5. through M are to be included in all contracts, subcontracts, coordination contracts, and assignments made by the Coordinator for services under this Agreement. Said contracts, subcontracts, coordination contracts, and assignments will be reviewed and approved annually by the Coordinator and local Coordinating Board for conformance with the requirements of this Agreement.
- O. Comply with the following requirements concerning drivers and vehicles:
 - 1. Drivers for paratransit services, including coordination contractors, shall be required to announce and identify themselves by name and company in a manner that is conducive to communications with the specific passenger, upon pickup of each rider, group of riders, or representative, guardian, or associate of the rider, except in situations where the driver regularly transports the rider on a recurring basis. Each driver must have photo identification that is in view of the passenger. Name patches, inscriptions or badges that affix to driver clothing are acceptable. For transit services, the driver photo identification shall be in a conspicuous location in the vehicle.
 - 2. The paratransit driver shall provide the passenger with boarding assistance, if necessary or requested, to the seating portion of the vehicle. The boarding assistance shall include opening the vehicle door, fastening the seat belt or utilization of wheelchair securement devices, storage of mobility assistive devices, and closing the vehicle door. In certain paratransit service categories, the driver may also be required to open and close doors to buildings, except in situations in which assistance in opening/closing building doors would not be safe for passengers remaining on the vehicle. Assisted access must be in a dignified manner. Drivers may not assist wheelchair up or down more than one step, unless it can be performed safely as determined by the passenger, guardian, and driver.
 - 3. All vehicles shall be equipped with two-way communications in good working order and be audible to the driver at all times to the base.

4. All vehicles providing service within the coordinated system, shall have working air conditioners and heaters in each vehicle. Vehicles that do not have a working air conditioner or heater will be scheduled for repair or replacement as soon as possible.

P. Comply with other requirements as follows:

1. Transport an escort of a passenger and dependent children as locally negotiated and identified in the local Transportation Disadvantaged Service Plan.
2. Determine locally in the Transportation Disadvantaged Service Plan, the use, responsibility, and cost of child restraint devices.
3. Transport with the passenger at no additional charge, passenger property that can be carried by the passenger and/or driver in one trip and can be safely stowed on the vehicle. Additional requirements may be negotiated for carrying and loading rider property beyond this amount. Passenger property does not include wheelchairs, child seats, stretchers, secured oxygen, personal assistive devices, or intravenous devices.
4. Provide shelter, security, and safety of passengers at vehicle transfer points.
5. Post a local or other toll-free number for complaints or grievances inside each vehicle. The local complaint process shall be outlined as a section in the local Transportation Disadvantaged Service Plan including advising the dissatisfied person about the Commission's Ombudsman Program as a step within the process as approved by the local Coordinating Board.
6. Provide out-of-service-area trips, when determined locally and approved by the local Coordinating Board, except in instances where local ordinances prohibit such trips.
7. Keep interior of all vehicles free from dirt, grime, oil, trash, torn upholstery, damaged or broken seats, protruding metal or other objects or materials which could soil items placed in the vehicle or provide discomfort for the passenger.
8. Determine locally by the local Coordinating Board and provide in the local Transportation Disadvantaged Service Plan the billing requirements of the Community Transportation Coordinator. All bills shall be paid to subcontractors within 7 calendar days after receipt of said payment by the Coordinator, in accordance with Section 287.0585, Florida Statutes.
9. Maintain or have access to a passenger/trip database on each rider being transported within the system.
10. Provide each rider and escort, child, or personal care attendant adequate seating for paratransit services. No more passengers than the registered passenger seating capacity shall be scheduled or transported in a vehicle at any time. For transit services provided by transit vehicles, adequate seating or standing space will be provided to each rider and escort, child, or personal care attendant, and no more passengers than the registered passenger seating or standing capacity shall be scheduled or transported in a vehicle at any time.

11. First Aid shall be determined locally and provided in the local Transportation Disadvantaged Service Plan.
12. Cardiopulmonary Resuscitation shall be determined locally and provided in the local Transportation Disadvantaged Service Plan.

II. The Commission Shall:

- A. Recognize the Coordinator as the entity described in Section 427.011(5), Florida Statutes, and Rule 41-2.002(4), F.A.C.
- B. Attempt to insure that all entities with transportation disadvantaged funds will purchase transportation disadvantaged services through the Coordinator's system.

III. The Coordinator and the Commission Further Agree:

- A. Nothing in this Agreement shall require the Commission to observe or enforce compliance with any provision thereof, perform any other act or do any other thing in contravention of any applicable state law. If any of the provisions of this Agreement is found by a court of law to violate any applicable state law, the purchasing agency/entity will at once notify the Commission in writing in order that appropriate changes and modifications may be made by the Commission and the Coordinator to the end that the Coordinator may proceed as soon as possible with the provision of transportation services.
- B. If any part or provision of this Agreement is held invalid, the remainder of this Agreement shall be binding on the parties hereto.
- C. Termination Conditions:
 1. Termination at Will - This Agreement may be terminated by either party upon no less than thirty (30) days notice, without cause. Said notice shall be delivered by certified mail, return receipt required, or in person with proof of delivery.
 2. Termination for Breach - Unless the Coordinator's breach is waived by the Commission in writing, the Commission may, by written notice to the Coordinator, terminate this Agreement upon no less than twenty-four (24) hours notice. Said notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery. Waiver by the Commission of breach of any provision of this Agreement shall not be deemed to be a waiver of any other breach and shall not be construed to be a modification of the terms of this Agreement, and shall not act as a waiver or estoppel to enforcement of any provision of this Agreement. The provisions herein do not limit the Commission's right to remedies at law or to damages.
- D. This agreement will expire unless an extension is granted to the Coordinator in writing by the Commission for the Transportation, in accordance with Chapter 287, Florida Statutes.
- E. Renegotiations or Modifications of this Agreement shall only be valid when they have been reduced to writing, duly approved by the Commission, and signed by both parties hereto.

F. Notice and Contact:

The name and address of the contract manager for the Commission for this Agreement is: **Executive Director, 605 Suwannee Street, MS-49, Tallahassee, FL 32399-0450.** The representative/position of the Coordinator responsible for administration of the program under this Agreement is:

General Manager, Post Office Box 1721, Tallahassee, FL 32302

In the event that either party designates different representatives after execution of this Agreement, notice of the name and address of the new representative will be rendered in writing to the other party and said notification attached to originals of this Agreement.

This document has been reviewed in its entirety and approved by the local Coordinating Board at its official meeting held on October 12, 2006.



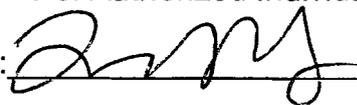
Coordinating Board Chairperson

WITNESS WHEREOF, the parties hereto have caused these presents to be executed.

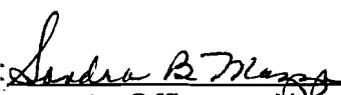
COMMUNITY TRANSPORTATION
COORDINATOR:

STATE OF FLORIDA, COMMISSION FOR
THE TRANSPORTATION DISADVANTAGED:

BIG BEND TRANSIT, INC.
Agency Name
Edward B. Waters
Typed Name of Authorized Individual
Signature: 
Title: General Manager

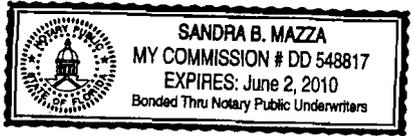
Lisa Bacot
Typed Name of Authorized Individual
Signature: 
Title: Executive Director

Attest:  (SEAL)
Notary Public

ATTEST:  (SEAL)
Corporate Officer or Notary Public

 **Nicole B. Branch**
Commission # DD573044
Expires July 11, 2010
Bonded Troy Fam - Insurance, Inc. 800-365-7019

personally known to me

 **SANDRA B. MAZZA**
MY COMMISSION # DD 548817
EXPIRES: June 2, 2010
Bonded Thru Notary Public Underwriters

Big Bend Transit, Inc.

P.O. Box 1721

Tallahassee, Florida 32302

850/574-6266

January 23, 2007

TO: Melody Cox
Taylor County Grants Coordinator
Taylor County Administrative Complex
201 East Green Street
Perry, Florida 32347

FROM: Ted Waters, General Manager *Ted Waters*

RE: Memorandum of Agreement, TD0638

CC:

As requested, enclosed please find a copy of the Memorandum of Agreement between the Commission for the Transportation Disadvantaged and Big Bend Transit, Inc. (BBT), establishing BBT as the Community Transportation Coordinator (CTC) for Taylor County for the period 10/01/2006 through 06/30/11.

If you have any questions or need additional information, please call.

enclosures

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i: memo6.0.3



July 14, 2009

Charlie Crist
Governor

JR Harding Ed.D.
Chairperson

Lawrence Forman
Vice Chairperson

Bobby Jernigan
Executive Director

Ms. Melody Cox
Taylor County Board of County Commissioners
Post Office Box 620
Perry, Florida 32347

Re: Planning Grant Agreement #APJ76
(Taylor County)

Ms. Cox:

Enclosed is your copy of the fully executed grant agreement for the above referenced project. Consider this letter to be your authorization to proceed and begin incurring project costs, effective the execution date of this agreement.

Please also find attached a form letter that is to be completed as appropriate and forwarded to all subcontractors providing service funded by Transportation Disadvantaged Trust Fund moneys. Distribution of the letters to subcontractors should coincide with the execution date of the grant. A copy of each letter shall be provided to the Commission.

Thank you for your continued support of the Transportation Disadvantaged Coordinated System. Please contact me at (850) 410-5702 if you have any questions concerning this project.

Sincerely,

Niki Branch
Transportation Disadvantaged Specialist/
Regional Manager

Enclosure: Executed Agreement
Sample Subcontractor Letter

cc: DOT Comptroller
Elmer Melerdez, Financial Services Manager

July 1, 2009

Third Party Subcontractor
2000 W. Consultant Avenue, Suite 800
Yourtown, Florida 39999

Dear Subcontractor:

As a subcontractor providing services to the Designated Official Planning Agency (DOPA), you are entitled to prompt payment for services funded by the Commission for the Transportation Disadvantaged Trust Fund as outlined in the Planning Grant executed between the Commission and the DOPA as follows:

21.20 Payment to Subcontractors: *Payment by the Grantee to all subcontractors with approved third party contracts shall be in compliance with Section 287.0585, Florida Statutes. Each third party contract from the Grantee to a subcontractor for goods or services to be performed in whole or in part with Transportation Disadvantaged Trust Fund moneys, must contain the following statement:*

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

If you feel that the Designated Official Planning Agency is not fulfilling the obligations as outlined in the above paragraph, you can seek assistance through the Commission for the Transportation Disadvantaged Ombudsman Program Helpline at 1-800-983-2435 (TTY 1-800- 648-6084) or the Florida Department of Financial Service's Vendor Ombudsman Helpline at 1-877-693-5236.

Sincerely,

Johnny L. Planner
Super Florida Planning Agency
Designated Official Planning Agency

cc: Bobby Jernigan, Executive Director
Commission for the Transportation Disadvantaged

SAMAS Approp: 108846 Fund: TDTF FM/Job No(s): 21754821401
SAMAS Obj.: 7750075 Function: 035 CSFA No. 55.002
Org Code: 55 12 00 00 952 Contract No.: APJ 76 Vendor No.: 596-000-879-042

FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED PLANNING GRANT AGREEMENT

THIS AGREEMENT, made and entered into this 1st day of July, 2009 by and between the STATE OF FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED, created pursuant to Chapter 427, Florida Statutes, hereinafter called the Commission and Taylor County Board of County Commissioners, Post Office Box 620, Perry, FL 32348, hereinafter called the Grantee/Agency.

WITNESSETH:

WHEREAS, the Grantee has the authority to enter into this Agreement and to undertake the Project hereinafter described, and the Commission has been granted the authority to carry out responsibilities of the Commission which includes the function of the Designated Official Planning Agency and other responsibilities identified in Chapter 427, Florida Statutes or rules thereof;

NOW, THEREFORE, in consideration of the mutual covenants, promises and representations herein, the parties agree as follows:

1.00 Purpose of Agreement: The purpose of this Agreement is to:

Provide financial assistance to accomplish the duties and responsibilities of the Official Planning Agency as set forth in Chapter 427, Florida Statutes, Rule 41-2, Florida Administrative Code, Commission policies, and the Application and Policy Manual for Transportation Disadvantaged Planning Related Services as revised on April 13, 2009; and as further described in this Agreement and in Exhibit(s) A, B, C, D attached hereto and by this reference made a part hereof, hereinafter called the Project; and, for the Commission to provide financial assistance to the Grantee and state the terms and conditions upon which such assistance will be provided and the understandings as to the manner in which the Project will be undertaken and completed.

2.00 Accomplishment of the Project:

2.10 General Requirements: The Grantee shall commence, and complete the Project as described in Exhibit "A" with all practical dispatch, in a sound, economical, and efficient manner, and in accordance with the provisions herein, and all applicable laws.

2.20 Pursuant to Federal, State, and Local Law: In the event that any election, referendum, approval, permit, notice, or other proceeding or authorization is requisite under applicable law to enable the Grantee to enter into this Agreement or to undertake the Project hereunder, or to observe, assume or carry out any of the provisions of the Agreement, the Grantee will initiate and consummate, as provided by law, all actions necessary with respect to any such matters so requisite.

2.30 Funds of the Agency: The Grantee will use its best efforts to enable the Grantee to provide the necessary funds for the completion of the Project.

2.40 Submission of Proceedings, Contracts and Other Documents and Products: The Grantee shall submit to the Commission such data, reports, records, contracts, certifications and other financial and operational documents or products relating to the Project as the Commission may require as provided by law, rule or under this agreement including those listed in Exhibit "C". Failure by the Grantee to provide such documents, or provide documents or products required by previous agreements between the Commission and the Grantee, may, at the Commission's discretion, result in refusal to reimburse project funds or other permissible sanctions against the Grantee, including termination.

2.50 Incorporation by Reference: The Grantee and Commission agree that by entering into this Agreement, the parties explicitly incorporate by reference into this Agreement the applicable law and provisions of Chapters 341 and 427, Florida Statutes, Rules 14-90 and 41-2, Florida Administrative Code, the approved Planning grant application submitted by the Grantee, and the Application and Policy Manual for Transportation Disadvantaged Planning Related Services, as revised on April 13, 2009.

3.00 Total Project Cost: The total estimated cost of the Project is \$ 17,494.00. This amount is based upon the estimate summarized in Exhibit "B" and by this reference made a part hereof. The Grantee agrees to bear all expenses in excess of the total estimated cost of the Project and any deficits involved, including any deficits revealed by an audit performed in accordance with Article 11.00 hereof after completion of the project.

4.00 Commission Participation: The Commission agrees to maximum participation, including contingencies, in the Project in the amount of \$ 17,494.00 as detailed in Exhibit "B", or in an amount equal to the percentage(s) of total actual project cost shown in Exhibit "B", whichever is less.

4.10 Eligible Costs: Planning Grant Funds, derived exclusively from the Transportation Disadvantaged Trust Fund, may only be used by the Commission and the Grantee to undertake planning activities.

4.20 Eligible Project Expenditures: Project expenditures eligible for State participation will be allowed only from the date of this Agreement. It is understood that State participation in eligible project costs is subject to:

- a) The understanding that disbursement of funds will be made in accordance with the Commission's cash forecast;
- b) Availability of funds as stated in Article 17.00 of this Agreement;
- c) Commission approval of the project scope and budget (Exhibits A & B) at the time appropriation authority becomes available; and
- d) Submission of all certifications, invoices, detailed supporting documents or other obligating documents and all other terms of this agreement.

4.30 Front End Funding: Front end funding is not applicable.

5.00 Retainage: Retainage is not applicable.

6.00 Project Budget and Disbursement Schedule:

6.10 The Project Budget: The Grantee shall maintain the Commission approved Project Budget, as set forth in Exhibit "B", carry out the Project, and shall incur obligations against and make disbursements of Project funds only in conformity with the latest approved budget for the Project. The budget may be revised periodically, but no budget revision shall be effective unless it complies with fund participation requirements established in Article 4.00 of this Agreement and is approved in writing by the Commission. Any budget revision which changes the fund participation requirements established in Article 4.00 of this agreement shall not be effective unless approved in writing by the Commission and the Florida Department of Transportation Comptroller.

6.20 Schedule of Disbursements: The Grantee shall abide by the Commission approved disbursements schedule, contained in Exhibit "B". This schedule shall show disbursement of Commission funds for the entire term of the Project by month or quarter of the fiscal year in accordance with Commission fiscal policy. The schedule may be divided by Project phase where such division is determined to be appropriate by the Commission. Any deviation from the approved schedule in Exhibit "B" requires advance submission of a supplemental schedule by the agency and advance approval by the Commission. Reimbursement for the Commission's share of the project shall not be made for an amount greater than the cumulative total up to any given month as indicated in the disbursement schedule in Exhibit "B".

7.00 Accounting Records, Audits and Insurance:

7.10 Establishment and Maintenance of Accounting Records: The Grantee shall establish for the Project, in conformity with the latest current uniform requirements established by the Commission to facilitate the administration of the financing program, either separate accounts to be maintained within its existing accounting system, or establish independent accounts. Such financing accounts are referred to herein collectively as the "Project Account". The Project Account, and detailed documentation supporting the Project Account, must be made available upon request, without cost, to the Commission any time during the period of the Agreement and for five years after final payment is made or if any audit has been initiated and audit findings have not been resolved at the end of five years, the records shall be retained until resolution of the audit findings.

7.20 Funds Received Or Made Available for The Project: The Grantee shall appropriately record in the Project Account, and deposit in a bank or trust company which is a member of the Federal Deposit Insurance Corporation, all payments received by it from the Commission pursuant to this Agreement and all other funds provided for, accruing to, or otherwise received on account of the Project, which Commission payments and other funds are herein collectively referred to as "Project Funds". The Grantee shall require depositories of Project Funds to secure continuously and fully all Project Funds in excess of the amounts insured under Federal plans, or under State plans which have been approved for the deposit of Project funds by the Commission, by the deposit or setting aside of collateral of the types and in the manner as prescribed by State law for the security of public funds, or as approved by the Commission.

7.30 Costs Incurred for the Project: The Grantee shall charge to the Project Account all eligible costs of the Project. Costs in excess of the latest approved budget, costs which are not within the statutory criteria for the Transportation Disadvantaged Trust Fund, or attributable to actions which have not met the other requirements of this Agreement, shall not be considered eligible costs.

7.40 Documentation of Project Costs and Claims for Reimbursement: All costs charged to the Project, including any approved services contributed by the Grantee or others, shall be supported by properly executed payrolls, time records, invoices, contracts, or vouchers and such other detailed supporting documentation evidencing in proper detail the nature and propriety of the charges. Records must be kept to show how the value placed on third party transactions was derived.

The Grantee shall provide sufficient detailed documentation for each cost or claim for reimbursement to allow an audit trail to ensure that the services rendered or costs incurred were those which were promised. The documentation must be sufficiently detailed to comply with the laws and policies of the Department of Financial Services. Should the Grantee seek reimbursement for any travel expenses, documentation of such expenses must be filed in accordance with section 112.061, Florida Statutes.

7.50 Checks, Orders, and Vouchers: Any check or order drawn by the Grantee with respect to any item which is or will be chargeable against the Project Account will be drawn only in accordance with a properly signed voucher then on file in the office of the Grantee stating in proper detail the purpose for which such check or order is drawn. All checks, payrolls, invoices, contracts, vouchers, orders, or other accounting documents pertaining in whole or in part to the Project shall be clearly identified, readily accessible, within the Grantees existing accounting system, and, to the extent feasible, kept separate and apart from all other such documents.

7.60 Audits:

Part I: Federally Funded

Recipients of federal funds (i.e. state, local government, or non-profit organizations as defined in OMB Circular A-133, as revised) are to have audits done annually using the following criteria:

1. In the event that the recipient expends \$500,000 or more in Federal awards in its fiscal year, the recipient must have a single or program-specific audit conducted in accordance with the provisions of OMB Circular A-133, as revised. Exhibit "D" to this agreement indicates Federal resources awarded through the Department by this agreement. In determining the Federal awards expended in its fiscal year, the recipient shall consider all sources of Federal awards, including Federal resources received from the Commission. The determination of amounts of Federal awards expended should be in accordance with the guidelines established by OMB Circular A-133, as revised. An audit of the recipient conducted by the Auditor General in accordance with the provisions of OMB Circular A-133, as revised, will meet the requirements of this part.

2. In connection with the audit requirements addressed in Part I, paragraph 1., the recipient shall fulfill the requirements relative to auditee responsibilities as provided in Subpart C of OMB Circular A-133, as revised.
3. If the recipient expends less than \$500,000 in Federal awards in its fiscal year, an audit conducted in accordance with the provisions of OMB Circular A-133, as revised, is not required. However, if the recipient elects to have an audit conducted in accordance with the provisions of OMB Circular A-133, as revised the cost of the audit must be paid from non-Federal resources (i.e., the cost of such an audit must be paid from recipient resources obtained from other than Federal entities).
4. Federal awards are to be identified using the Catalog of Federal Domestic Assistance (CFDA) title and number, award number and year, and name of the awarding federal agency.

Part II: State Funded

Recipients of state funds (i.e. a nonstate entity as defined by Section 215.97(2)(I), Florida Statutes) are to have audits done annually using the following criteria:

1. In the event that the recipient expends a total amount of state financial assistance equal to or in excess of \$500,000 in any fiscal year, the recipient must have a State single or project-specific audit for such fiscal year in accordance with Section 215.97, Florida Statutes; applicable rules of the Department of Financial Services and the CFO; and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. Exhibit "D" to this agreement indicates the state financial assistance awarded through the Department by this agreement. In determining the state financial assistance expended in its fiscal year, the recipient shall consider all sources of state financial assistance, including state financial assistance received from the Commission, other state agencies, and other nonstate entities. State financial assistance does not include Federal direct or pass-through awards and resources received by a nonstate entity for Federal program matching requirements.
2. The Recipient shall ensure that the audit complies with the requirements of Section 215.97(7), Florida Statutes. This includes submission of a financial reporting package as defined by Section 215.97(2)(d), Florida Statutes, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.
3. If the recipient expends less than \$500,000 in state financial assistance in its fiscal year, an audit conducted in accordance with the provisions of Section 215.97, Florida Statutes, is not required. However, if the recipient elects to have an audit conducted in accordance with the provisions of Section 215.97, Florida Statutes, the cost of the audit must be paid from the nonstate entity's resources (i.e., the cost of such an audit must be paid from the recipient's resources obtained from other than State entities).

4. State awards are to be identified using the Catalog of State Financial Assistance (CSFA) title and number, award number and year, and name of the state agency awarding it.

Part III: Other Audit Requirements

The Recipient shall follow up and take corrective action on audit findings. Preparation of a summary schedule of prior year audit findings, including corrective action and current status of the audit findings is required. Current year audit findings require corrective action and status of findings.

Records related to unresolved audit findings, appeals, or litigation shall be retained until the action is completed or the dispute is resolved. Access to project records and audit work papers shall be given to the Commission, the Department of Financial Services, and the Auditor General.

This section does not limit the authority of the Commission to conduct or arrange for the conduct of additional audits or evaluations of state financial assistance or limit the authority of any other state official.

Part IV: Report Submission

1. Copies of reporting packages for audits conducted in accordance with OMB Circular A-133, as revised, and required by Part I above shall be submitted, when required by Section .320(d), OMB Circular A-133, as revised, by or on behalf of the recipient directly to each of the following:
 - A. Regional Manager
Florida Commission for the Transportation Disadvantaged
605 Suwannee Street, MS 49
Tallahassee, Florida 32399-0450
 - B. The Federal Audit Clearinghouse designated in OMB Circular A-133, as revised (the number of copies required by Sections .320(d)(1) and (2), OMB Circular A-133, as revised, should be submitted to the Federal Audit Clearinghouse) at the following address:

Federal Audit Clearinghouse
Bureau of the Census
1201 East 10th Street
Jeffersonville, IN 47132
 - C. Other Federal agencies and pass-through entities in accordance with Sections .320 (e) and (f), OMB Circular A-133, as revised.
2. In the event that a copy of the reporting package for an audit required by Part I above and conducted in accordance with OMB Circular A-133, as revised, is not required to be submitted to the Commission for reasons pursuant to section .320(e)(2), OMB Circular A-133, as revised, the recipient shall submit the required written notification

pursuant to Section .320(e)(2) and a copy of the recipient's audited schedule of expenditures of Federal awards directly to each of the following:

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

In addition, pursuant to Section .320(f), OMB Circular A-133, as revised, the recipient shall submit a copy of the reporting package described in Section .320(c), OMB Circular A-133, as revised, and any management letters issued by the auditor, to the Commission at each of the following addresses:

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

Copies of financial reporting packages shall be submitted by or on behalf of the recipient directly to each of the following:

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

And

Auditor General's Office
Room 401, Pepper Building
111 West Madison Street
Tallahassee, Florida 32399-1450

Copies of reports or the management letter required by audit findings shall be submitted by or on behalf of the recipient directly to:

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

Part V: Record Retention

The recipient shall retain sufficient records demonstrating its compliance with the terms of the Planning Grant agreement for a period of at least five years from the date the audit report is issued, and shall allow the Commission or its designee, CFO, or Auditor General access to such records upon request. The recipient shall ensure that audit working papers are made available to

the Commission, or its designee, CFO, or Auditor General upon request for a period of at least five years from the date the audit report is issued, unless extended in writing by the Commission.

Monitoring: In addition to reviews of audits conducted in accordance with Section 215.97, F.S., as revised (see "Audits" above), monitoring procedures may include, but not be limited to, on-site visits by Commission staff. The recipient agrees to comply and cooperate fully with any monitoring procedures/processes deemed appropriate by the Commission. In the event the Commission determines that a limited scope audit of the recipient is appropriate, the recipient agrees to comply with any additional instructions provided by the Commission staff regarding such audit. The Planning Agency further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Florida Department of Transportation's Office of Inspector General (OIG) and Florida's Chief Financial Officer (CFO) or Auditor General.

8.00 Requisitions and Payments:

8.10 Preliminary Action by the Grantee: In order to obtain any Commission funds, the Grantee shall:

8.11 File with the Commission for the Transportation Disadvantaged, 605 Suwannee Street, Mail Station 49, Tallahassee, Florida, 32399-0450 its requisition on form or forms prescribed by the Commission, and such other data pertaining to the Project Account and the Project (as listed in Exhibit "C" hereof) as the Commission may require, to justify and support the payment requisitions, invoices, and vouchers, as specified in the Commission's Grant Agreement/Contract Invoicing Procedures.

8.12 Grantee certifies, under penalty of perjury, that the Agency will comply with the provisions of the Agreement and that all invoices and support documentation will be true and correct.

8.20 The Commission's Obligations: Subject to other provisions hereof, the Commission will honor such requisitions in amounts and at times deemed by the Commission to be proper and in accordance with this agreement to ensure the completion of the Project and payment of the eligible costs. However, notwithstanding any other provision of this Agreement, the Commission may give written notice to the Grantee that it will refuse to make a payment to the Grantee on the Project Account if:

8.21 Misrepresentation: The Grantee has made misrepresentation of a material nature in its application, or any supplement thereto or amendment thereof, with respect to any document of data or certification furnished therewith or pursuant hereto;

8.22 Litigation: There is pending litigation with respect to the performance by the Grantee of any of its duties or obligations which may jeopardize or adversely affect the Project, the Agreement, or payments to the Project;

8.23 Required Submittals/Certifications: The Grantee has failed or refused to provide to the Commission detailed documentation of requisitions or certifications of actions taken;

8.24 Conflict of Interests: There has been any violation of the conflict of interest provisions, prohibited interests, or lobbying restrictions, contained herein;

8.25 Default: The Grantee has been determined by the Commission to be in default under any of the provisions of this or any other Agreement which the Grantee has with the Commission; or

8.26 Supplanting of Funds: The Grantee has used Transportation Disadvantaged Trust Funds to replace or supplant available and appropriate funds for the same purposes, in violation of Chapter 427, Florida Statutes.

8.30 Disallowed Costs: In determining the amount of the Grantee's payment, the Commission will exclude all costs incurred by the Grantee prior to the effective date of this Agreement, costs which are not provided for in the latest approved budget for the Project, costs which are not within the statutory criteria for the Transportation Disadvantaged Trust Fund, and costs attributable to goods, equipment or services received under a contract or other arrangements which have not been approved in writing by the Commission or certified by the Grantee, pursuant to Exhibit "C".

8.40 Invoices for Goods or Services: Invoices for goods or services or expenses provided or incurred pursuant to this Agreement shall be submitted in detail sufficient for a proper preaudit and postaudit thereof. Failure to submit to the Commission detailed supporting documentation with the invoice or request for project funds will be cause for the Commission to refuse to pay the amount claimed by the Grantee until the Commission is satisfied that the criteria set out in Chapters 287 and 427, Florida Statutes, Rules 3A-24, 41-2, and 60A-1 Florida Administrative Code, and the Application and Policy Manual for Planning Related Services is met.

8.50 Travel Expenses: Bills for any travel expenses shall be submitted in accordance with section 112.061, Florida Statutes. The Commission may establish rates lower than the maximum provided in section 112.061, Florida Statutes. Travelers shall not be reimbursed on a per-diem basis nor shall travelers received subsistence allowance for Class "C" travel. This applies to all contracts, grants and agreements for all services. This language pertains to meals and lodging only, not expenses that relate to the provision of transportation or other travel related expenses.

8.60 Commission Claims: If, after project completion, any claim is made by the Commission resulting from an audit or for work or services performed pursuant to this agreement, the Commission may offset such amount from payments due for work or services done under any grant agreement which it has with the Grantee owing such amount if, upon demand, payment of the amount is not made within sixty (60) days to the Commission. Offsetting any amount pursuant to this section shall not be considered a breach of contract by the Commission.

9.00 Termination or Suspension of Project:

9.10 Termination or Suspension Generally: If the Grantee abandons or, before completion, finally discontinues the Project; or if, by reason of any of the events or conditions set forth in Section 8.20 hereof, or for any other reason, the commencement, prosecution, or timely completion of the Project by the Grantee is rendered improbable, infeasible, impossible, or illegal,

the Commission may, by written notice to the Grantee, suspend any or all of its obligations under this Agreement until such time as the event or condition resulting in such suspension has ceased or been corrected, or the Commission may terminate any or all of its obligations under this Agreement.

9.20 Action Subsequent to Notice of Termination or Suspension. Upon receipt of any final termination or suspension notice under this Section, the Grantee shall proceed promptly to carry out the actions required therein which may include any or all of the following: (1) necessary action to terminate or suspend, as the case may be, Project activities and contracts and such other action as may be required or desirable to keep to the minimum the costs upon the basis of which the financing is to be computed; (2) furnish a statement of the project activities and contracts, and other undertakings the cost of which are otherwise includable as Project costs; and (3) remit to the Commission such portion of the financing and any advance payment previously received as is determined by the Commission to be due under the provisions of the Agreement. The termination or suspension shall be carried out in conformity with the latest schedule, plan, and budget as approved by the Commission or upon the basis of terms and conditions imposed by the Commission upon the failure of the Grantee to furnish the schedule, plan, and budget within a reasonable time. The acceptance of a remittance by the Grantee shall not constitute a waiver of any claim which the Commission may otherwise have arising out of this Agreement.

9.30 Public Access to Records: The Commission reserves the right to unilaterally cancel this agreement for refusal by the agency or its contractors to allow public access to all documents, papers, letters, records, or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received in conjunction with this agreement.

10.00 Remission of Project Account Upon Completion of Project: Upon completion and after financial audit of the Project, and after payment, provision for payment, or reimbursement of all Project costs payable from the Project Account is made, the Grantee shall remit to the Commission its share of any unexpended balance in the Project Account.

11.00 Audit and Inspection: The Grantee shall permit, and shall require its contractors to permit, the Commission's authorized representatives to inspect all work, materials, payrolls, records; and to audit the books, records and accounts pertaining to the financing and development of the Project at all reasonable times including upon completion of the Project, and without notice.

12.00 Contracts of the Grantee:

12.10 Third Party Agreements: The Grantee shall not execute any contract or obligate itself in any manner requiring the disbursement of Transportation Disadvantaged Trust Fund moneys, including contracts or amendments thereto, with any third party with respect to the Project without being able to provide a written certification by the Grantee that the contract or obligation was executed in accordance with the competitive procurement requirements of Chapter 287, Florida Statutes, Chapter 427, Florida Statutes, and the rules promulgated by the Department of Management Services. Failure to provide such certification, upon the Commission's request, shall be sufficient cause for nonpayment by the Commission as provided in Paragraph 8.23. The Grantee agrees, that by entering into this Agreement, it explicitly certifies that all of its third party contacts will be executed in compliance with this section.

12.20 Compliance with Consultants' Competitive Negotiation Act: It is understood and agreed by the parties hereto that participation by the Commission in a project with the Grantee, where said project involves a consultant contract for any services, is contingent on the Agency complying in full with provisions of section 287.055, Florida Statutes, Consultants Competitive Negotiation Act. The Grantee shall certify compliance with this law to the Commission for each consultant contract it enters.

12.30 Competitive Procurement: Procurement of all services or other commodities shall comply with the provisions of section 287.057, Florida Statutes. Upon the Commission's request, the Grantee shall certify compliance with this law.

13.00 Restrictions, Prohibitions, Controls, and Labor Provisions:

13.10 Equal Employment Opportunity: In connection with the carrying out of any Project, the Grantee shall not discriminate against any employee or applicant for employment because of race, age, disability, creed, color, sex or national origin. The Grantee will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, age, disability, creed, color, sex, or national origin. Such action shall include, but not be limited to, the following: Employment upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Grantee shall insert the foregoing provision modified only to show the particular contractual relationship in all its contracts in connection with the development of operation of the Project, except contracts for the standard commercial supplies or raw materials, and shall require all such contractors to insert a similar provision in all subcontracts, except subcontracts for standard commercial supplies or raw materials. The Grantee shall post, in conspicuous places available to employees and applicants for employment for Project work, notices setting forth the provisions of the nondiscrimination clause.

13.20 Title VI - Civil Rights Act of 1964: The Grantee will comply with all the requirements imposed by Title VI of the Civil Rights Act of 1964 (78 Statute 252), the Regulations of the Federal Department of Transportation, the Regulations of the Federal Department of Justice, and the assurance by the Agency pursuant thereto.

13.30 Prohibited Interests:

13.31 Contracts or Purchases: Unless authorized in writing by the Commission, no officer of the Grantee, or employee acting in his or her official capacity as a purchasing agent, shall either directly or indirectly purchase, rent, or lease any realty, goods, or services for the Grantee from any business entity of which the officer or employee or the officer's or employee's business associate or spouse or child is an officer, partner, director, or proprietor or in which such officer or employee or the officer's or employee's spouse or child, or any combination of them, has a material interest.

13.32 Business Conflicts: Unless authorized in writing by the Commission, it is unlawful for an officer or employee of the Grantee, or for any company, corporation, or firm in which an officer or employee of the Grantee has a financial interest, to bid on, enter into, or be personally interested in the purchase or the furnishing of any materials, services or supplies

to be used in the work of this agreement or in the performance of any other work for which the Grantee is responsible.

13.33 Solicitations: No officer or employee of the Grantee shall directly or indirectly solicit or accept funds from any person who has, maintains, or seeks business relations with the Grantee.

13.34 Former Employees - Contractual Services: Unless authorized in writing by the Commission, no employee of the Grantee shall, within 1 year after retirement or termination, have or hold any employment or contractual relationship with any business entity in connection with any contract for contractual services which was within his or her responsibility while an employee.

13.35 Former Employees - Consulting Services: The sum of money paid to a former employee of the Grantee during the first year after the cessation of his or her responsibilities, by the Grantee, for contractual services provided to the Grantee, shall not exceed the annual salary received on the date of cessation of his or her responsibilities. The provisions of this section may be waived by the Grantee for a particular contract if the Grantee determines, and the Commission approves, that such waiver will result in significant time or cost savings for the Grantee and the project.

The Grantee shall insert in all contracts entered into in connection with this Agreement and shall require its contractors to insert in each of their subcontracts, the following provision:

"No member, officer, or employee of the Grantee during his tenure or for one year thereafter shall have any interest, direct or indirect, in this contract or the proceeds thereof."

The provisions of this section shall not be applicable to any agreement between the Grantee and its fiscal depositories, or to any agreement for utility services the rates for which are fixed or controlled by a Governmental agency.

13.40 Non-discrimination of Persons With Disabilities: The Grantee and any of its contractors or their sub-contractors shall not discriminate against anyone on the basis of a handicap or disability (physical, mental or emotional impairment). The Grantee agrees that no funds shall be used to rent, lease or barter any real property that is not accessible to persons with disabilities nor shall any meeting be held in any facility unless the facility is accessible to persons with disabilities. The Grantee shall also assure compliance with The Americans with Disabilities Act, as it may be amended from time to time.

13.50 Lobbying Prohibition: No Grantee may use any funds received pursuant to this Agreement for the purpose of lobbying the Legislature, the judicial branch, or a state agency. No Grantee may employ any person or organization with funds received pursuant to this Agreement for the purpose of lobbying the Legislature, the judicial branch, or a state agency. The "purpose of lobbying" includes, but is not limited to, salaries, travel expenses and per diem, the cost for publication and distribution of each publication used in lobbying; other printing; media;

advertising, including production costs; postage; entertainment; telephone; and association dues. The provisions of this paragraph supplement the provisions of section 11.062, Florida Statutes, which is incorporated by reference into this Agreement.

13.60 Public Entity Crimes: No Grantee shall accept any bid from, award any contract to, or transact any business with any person or affiliate on the convicted vendor list for a period of 36 months from the date that person or affiliate was placed on the convicted vendor list unless that person or affiliate has been removed from the list pursuant to section 287.133, Florida Statutes. The Grantee may not allow such a person or affiliate to perform work as a contractor, supplier, subcontractor, or consultant under a contract with the Grantee. If the Grantee was transacting business with a person at the time of the commission of a public entity crime which resulted in that person being placed on the convicted vendor list, the Grantee may also not accept any bid from, award any contract to, or transact any business with any other person who is under the same, or substantially the same, control as the person whose name appears on the convicted vendor list so long as that person's name appears on the convicted vendor list.

14.00 Miscellaneous Provisions:

14.10 Environmental Pollution: All Proposals, Plans, and Specifications for the acquisition, reconstruction, or improvement of vehicles or equipment, shall show that such vehicles or equipment are equipped to prevent and control environmental pollution.

14.20 Commission Not Obligated to Third Parties: The Commission shall not be obligated or liable hereunder to any party other than the Grantee.

14.30 When Rights and Remedies Not Waived: In no event shall the making by the Commission of any payment to the Grantee constitute or be construed as a waiver by the Commission of any breach of covenant or any default which may then exist, on the part of the Grantee, and the making of such payment by the Commission while any such breach or default shall exist shall in no way impair or prejudice any right or remedy available to the Commission for such breach or default.

14.40 How Contract Affected by Provisions Being Held Invalid: If any provision of this Agreement is held invalid, the provision shall be severable and the remainder of this Agreement shall not be affected. In such an instance the remainder would then continue to conform to the terms and requirements of applicable law.

14.50 Bonus and Commissions: By execution of the Agreement the Grantee represents that it has not paid and, also, agrees not to pay, any bonus or commission for the purpose of obtaining an approval of its application for the financing hereunder.

14.60 State or Territorial Law: Nothing in the Agreement shall require the Grantee to observe or enforce compliance with any provision thereof, perform any other act or do any other thing in contravention of any applicable State law: Provided, that if any of the provisions of the Agreement violate any applicable State law, the Grantee will at once notify the Commission in writing in order that appropriate changes and modifications may be made by the Commission and the Agency to the end that the Grantee may proceed as soon as possible with the Project.

15.00 Plans and Specifications: Not applicable.

16.00 Contractual Indemnity: To the extent permitted by law, the Grantee shall indemnify, defend, save, and hold harmless the Commission and all their officers, agents or employees from all suits, actions, claims, demands, and liability of any nature whatsoever arising out of, because of, or due to breach of the agreement by the Planning Agency or its subcontractors, agents or employees or due to any negligent act, or occurrence of omission or commission of the Grantee, its subcontractors, agents or employees. Neither the Grantee nor any of its agents will be liable under this article for damages arising out of injury or damage to persons or property directly caused or resulting from the sole negligence of the Commission or any of their officers, agents or employees. The parties agree that this clause shall not waive the benefits or provisions of section 768.28 Florida Statutes, or any similar provision of law. Notwithstanding the foregoing, pursuant to section 768.28, Florida Statutes, no agency or subdivision of the state shall be required to indemnify, insure, or assume any liability for the Commission's negligence.

17.00 Appropriation of Funds:

17.10 The State of Florida's performance and obligation to pay under this contract is contingent upon an annual appropriation by the Legislature.

17.20 Multi-Year Commitment: Whereas the Commission is created in the Florida Department of Transportation (Department) and assigned to the Secretary of the Florida Department of Transportation for administrative and fiscal accountability purposes; in the event this agreement is in excess of \$25,000 and has a term for a period of more than one year, the provisions of section 339.135(7)(a), and section 287.058, Florida Statutes, are hereby incorporated:

"(a) The Department, during any fiscal year, shall not expend money, incur any liability, or enter into any contract which, by its terms, involves the expenditure of money in excess of the amounts budgeted as available for expenditure during such fiscal year. Any contract, verbal or written, made in violation of this subsection shall be null and void, and no money may be paid on such contract. The Department shall require a statement from the comptroller of the Department that funds are available prior to entering into any such contract or other binding commitment of funds. Nothing herein contained shall prevent the making of contracts for periods exceeding one year, but any contract so made shall be executory only for the value of the services to be rendered or agreed to be paid for in succeeding fiscal years; and this paragraph shall be incorporated verbatim in all contracts of the Department which are for an amount in excess of twenty-five thousand dollars and having a term for a period of more than one year."

In the event that this Agreement is for more than one year, this Agreement may be renewed on a yearly basis for a period of up to 2 years after the initial Agreement or for a period no longer than the term of the original Agreement, whichever period is longer, on the condition that renewals shall be contingent upon satisfactory performance evaluations by the Grantee and is subject to the availability of funds. The Commission's performance and obligation to pay under any multi-year Agreement is explicitly contingent upon an annual appropriation by the Legislature.

18.00 Expiration of Agreement: The Grantee agrees to complete the Project on or before June 30, 2010. If the Grantee does not complete the Project within this time period, this agreement will expire unless an extension of the time period is granted to the Grantee in writing by the Chairperson of the Commission for the Transportation Disadvantaged or designee. Expiration of this agreement will be considered termination of the Project and the procedure established in Article 9.00 of this agreement shall be initiated. For the purpose of this Article, completion of project is defined as the latest date by which services may have been provided or equipment funds may have been expended or obligated under a purchase order, as provided in the project description (Exhibit "A"). Unless otherwise extended by the Commission, all reimbursement invoices must be received by the Commission no later than August 15, 2010.

19.00 Agreement Format: All words used herein in the singular form shall extend to and include the plural. All words used in the plural form shall extend to and include the singular. All words used in any gender shall extend to and include all genders.

20.00 Execution of Agreement: This agreement may be simultaneously executed in a minimum of two counterparts, each of which so executed shall be deemed to be an original, and such counterparts together shall constitute one in the same instrument.

21.00 Vendors and Subcontractors Rights: Vendors (in this document identified as Grantee) providing goods and services to the Commission will receive payments in accordance with section 215.422, Florida Statutes. The parties hereto acknowledge Section 215.422, Florida Statutes, and hereby agree that the time in which the Commission is required to approve and inspect goods and services shall be for a period not to exceed eleven (11) working days upon receipt of a proper invoice. The Florida Department of Transportation has 20 days to deliver a request for payment (voucher) to the Department of Financial Services. The twenty (20) days are measured from the latter of the date the invoice is received or the goods or services are received, inspected, and approved.

If a payment is not available within forty (40) days after receipt of the invoice and receipt, inspection and approval of goods and services, a separate interest penalty per day (as defined by Rule) will be due and payable, in addition to the invoice amount to the Grantee. The interest penalty provision applies after a thirty-five (35) day time period to health care providers, as defined by rule. Interest penalties of less than one (1) dollar will not be enforced unless the Grantee requests payment. Invoices which have to be returned to a Grantee because of vendor preparation errors will result in a delay in the payment.

The invoice payment requirements do not start until a properly completed invoice is provided to the Commission.

A Vendor Ombudsman has been established within the Department of Financial Services. The duties of this individual include acting as an advocate for vendors who may be experiencing problems in obtaining timely payment(s) from the Commission. The Vendor Ombudsman may be contacted at (850) 413-5516 or toll free (877) 693-5236.

21.20 Payment to Subcontractors: Payment by the Grantee to all subcontractors with approved third party contracts shall be in compliance with Section 287.0585, Florida Statutes. Each third party contract from the Grantee to a subcontractor for goods or services to be performed in whole or in part with Transportation Disadvantaged Trust Fund moneys, must contain the following statement:

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

22.00 Modification: This Agreement may not be changed or modified unless authorized in writing by the Commission.

FM/JOB NO(s): 21754821401
CONTRACT NO. APJ76
AGREEMENT DATE July 1, 2009

IN WITNESS WHEREOF, the parties hereto have caused these presents be executed, the day and year first above written.

GRANTEE: TAYLOR COUNTY BOARD OF COUNTY COMMISSIONERS

COMMISSION FOR THE TRANSPORTATION DISADVANTAGED

BY: Rudolph Parker

[Signature]

TITLE: Chairman

TITLE: Executive Director (Commission Designee)

ATTEST:

ATTEST:

Annie Mae Murphy (SEAL)
NOTARY OF TITLE: Clerk to Board

[Signature] (SEAL)
NOTARY OF TITLE



Nicole B. Branch
Commission # DD573044
Expires July 11, 2010
Bonded Troy Pan - Insurance, Inc 800-365-7016

FM/JOB NO(s): 21754821401

CONTRACT NO. APJ 76

AGREEMENT DATE: July 1, 2009

EXHIBIT "A"
PROJECT DESCRIPTION AND RESPONSIBILITIES:
PLANNING

This exhibit forms an integral part of that Grant Agreement, between the State of Florida, Commission for the Transportation Disadvantaged and the Taylor County Board of County Commissioners, Post Office Box 620, Perry, FL 32348.

PROJECT LOCATION: Taylor County

PROJECT DESCRIPTION: This project provides for the accomplishment of the duties and responsibilities of the Official Planning Agency as set forth in Chapter 427, Florida Statutes, Rule 41-2, Florida Administrative Code, Commission policies and the Application and Policy Manual for Transportation Disadvantaged Planning Related Services as revised on April 13, 2009. The project period will begin on the date of this agreement and will end on the date indicated in Article 18.00 hereof. Specific required tasks are as follows:

I. Program Management

- A. When necessary and in cooperation with the local coordinating board, solicit and recommend a community transportation coordinator, in conformity with Chapters 287 and 427, Florida Statutes.
- B. Develop and maintain a process for the appointment and reappointment of voting and non-voting members to the local coordinating board (LCB).
- C. Prepare agendas for local coordinating board meetings consistent with the *Local Coordinating Board and Planning Agency Operating Guidelines*. Ensure that operator payments are addressed as a standard agenda item.
- D. Prepare official minutes of local coordinating board meetings. For committee meetings, prepare minutes in the form of a brief summary of basic points, discussions, decisions, and recommendations to the full board. Keep records of all meetings for at least five years.
- E. Provide at least one public hearing annually by each local coordinating board, and assist the Commission, as requested, in co-sponsoring public hearings. This public hearing must be in addition to the local coordinating board meetings. It may, however, be held in conjunction with the scheduled local coordinating board meeting (immediately following or prior to the local coordinating board meeting).
- F. Provide staff support for committees of the local coordinating board.
- G. Develop and update annually by-laws for local coordinating board approval.

- H. Develop, annually update, and implement local coordinating board grievance procedures in accordance with the Commission guidelines, which includes a step within the local complaint and/or grievance procedure that advises a dissatisfied person about the Commission's Ombudsman Program.
- I. Maintain a current membership roster and mailing list of local coordinating board members.
- J. Provide public notice of local coordinating board meetings and local public hearings in accordance with the *Coordinating Board and Planning Agency Operating Guidelines*. At a minimum, all local coordinating board meetings and public hearings must be advertised in the Department of State's Florida Administrative Weekly.
- K. Review and comment on the Annual Operating Report for submittal to the local coordinating board, and forward comments/concerns to the Commission for the Transportation Disadvantaged.
- L. Review the transportation disadvantaged service plan, and recommend action to the local coordinating board.
- M. Report the actual expenditures of direct federal and local government transportation funds to the Commission for the Transportation Disadvantaged no later than September 15th.

II. Service Development

The planning agency shall develop the following service development items.

- A. Jointly, with the community transportation coordinator and the local coordinating board, develop the Transportation Disadvantaged Service Plan (TDSP) by preparing the planning section following Commission guidelines.
- B. Encourage integration of "transportation disadvantaged" issues into local and regional comprehensive plans. Ensure activities of the local coordinating board and community transportation coordinator are consistent with local and state comprehensive planning activities including the Florida Transportation Plan.
- C. Encourage the local Community Transportation Coordinator to work cooperatively with local WAGES coalitions established in Chapter 414, Florida Statutes, and provide assistance in the development of innovative transportation services for WAGES participants.

III. Technical Assistance, Training, and Evaluation

The planning agency shall provide technical assistance and training for the local coordinating board, and shall assist the local coordinating board in monitoring and evaluating the community transportation coordinator.

- A. Provide the local coordinating board with quarterly reports of transportation disadvantaged planning accomplishments and expenditures as outlined in the planning grant agreement and

any other activities related to the transportation disadvantaged program including but not limited to consultant contracts, special studies, and marketing efforts.

- B. Attend at least one Commission-sponsored training, including but not limited to, the Commission's quarterly regional meetings, the Commission's annual training workshop, or other sponsored training.
- C. Attend at least one Commission meeting each year within budget/staff/schedule availability.
- D. Notify Commission staff of local transportation disadvantaged concerns that may require special investigations.
- E. Provide training for newly-appointed local coordinating board members.
- F. Provide assistance to the community transportation coordinator, purchasing agencies, and others, as needed, which may include participation in, and initiating when necessary, local or regional meetings to discuss transportation disadvantaged needs, service evaluation and opportunities for service improvement.
- G. To the extent feasible, collect and review proposed funding applications involving "transportation disadvantaged" funds consistent with Chapter 427, Florida Statutes, and Rule 41-2, Florida Administrative Code, and provide recommendation to the local coordinating board.
- H. Ensure the local coordinating board conducts, at a minimum, an annual evaluation of the community transportation coordinator. The local coordinating board shall evaluate the coordinator using the Commission's *Evaluation Workbook for Community Transportation Coordinators and Providers in Florida* (at a minimum, using the modules concerning Competition in Use of Operators, Cost-Effectiveness and Efficiency, and Availability of Service) and local standards as defined in the Transportation Disadvantaged Service Plan.
- I. Assist the Commission for the Transportation Disadvantaged in joint reviews of the community transportation coordinator.
- J. Ensure the local coordinating board annually reviews coordination contracts to advise the Coordinator whether the continuation of said contract provides the most cost effective and efficient transportation available, consistent with Rule 41-2, Florida Administrative Code.
- K. Implement recommendations identified in the Commission's QAPE reviews.

IV Special Considerations by Planning Agency:

V. Special Considerations by Commission:

FM/JOB NO(s): 21754821401
 CONTRACT NO. APJ 76
 AGREEMENT DATE: July 1, 2009

EXHIBIT "B"
PROJECT BUDGET AND CASHFLOW

This exhibit forms an integral part of that certain Grant Agreement between the Florida Commission for the Transportation Disadvantaged and Taylor County Board of County Commissioners, Post Office Box 620, Perry, FL 32348.

I. PROJECT COST:

Estimated Project Cost shall conform to those eligible Costs as indicated by Chapter 427, Florida Statutes, Rule 41-2, Florida Administrative Code, Commission policies, and the Application and Policy Manual for Transportation Disadvantaged Planning Related Services as revised on April 13, 2009.

Planning Related Services	
Taylor County	\$17,494.00 21754821401

TOTAL:	\$17,494.00
---------------	--------------------

II. SOURCE OF FUNDS

Commission for the Transportation Disadvantaged	
State Funds (100%)	<u>\$17,494.00</u>

Total Project Cost	<u>\$17,494.00</u>
---------------------------	---------------------------

III. DISBURSEMENT SCHEDULE OF COMMISSION (State) FUNDS (\$ divided by 1000)

	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.
FY <u>09/10</u>	\$4.375			\$4.373			\$4.373			\$4.373		

FM/JOB NO(s): 21754821401
CONTRACT NO APJ76
AGREEMENT DATE: July 1, 2009

**EXHIBIT "C"
PLANNING**

This exhibit forms an integral part of that certain Grant Agreement between the Florida Commission for the Transportation Disadvantaged and Taylor County Board of County Commissioners, Post Office Box 620, Perry, FL 32348.

THE GRANTEE SHALL SUBMIT THE FOLLOWING REQUIRED DOCUMENTS AND CERTIFICATIONS:

DOCUMENTS:

1. Submit progress reports to the Commission quarterly. Finished products such as approved Coordinating Board minutes, by-laws, grievance procedure and actions taken, consolidated estimate of Federal and Local government transportation disadvantaged funds, and the Transportation Disadvantaged Service Plan, as they are completed. The progress reports and finished products are required to accompany, or to precede, all reimbursement invoices. Reports shall be submitted to:

Florida Commission for the Transportation Disadvantaged
Attn: Regional Manager
605 Suwannee Street, MS 49
Tallahassee, Florida 32399-0450

THIRD PARTY CONTRACTS: The Grantee must certify to all third party contracts pursuant to Section 12:10 except that written approval is hereby granted for:

1. Contracts furnishing contractual services or commodities from a valid State or inter-governmental contract as set forth in section 287.042(2), Florida Statutes.
2. Contracts furnishing contractual services or commodities for an amount less than Category II as set forth in section 287.107(1)(b), Florida Statutes.
3. Contracts for consultant services for an amount less than Category I as set forth in section 187.017(1)(a), Florida Statutes.

FM/JOB NO(s): 21754821401
CONTRACT NO APJ76
AGREEMENT DATE: July 1, 2009

EXHIBIT "D"

STATE AGENCY: Florida Department of Transportation/Florida Commission for the Transportation Disadvantaged

CSFA #: 55.002

TITLE: Florida Commission for the Transportation Disadvantaged Planning Grant

AMOUNT: \$17,494.00

COMPLIANCE REQUIREMENTS:

ALLOWED ACTIVITIES:

Grant funds allocated from the Transportation Disadvantaged Trust Fund are for the specific purpose of accomplishing the duties and responsibilities of the Official Planning Agency as identified in Chapter 427, Florida Statutes, Rule 41-2, Florida Administrative Code including, but not limited to, local program management, service development, technical assistance, training and evaluation as needed. (Application and Policy Manual, Section 1.A. and Grant Agreement Exhibit A)

ALLOWABLE COSTS:

The following general accounting categories and eligible expenditures:

- Personnel
- Fringe Benefits
- Travel
- Supplies
- Contractual
- Other
- Indirect Charges

See Application and Policy Manual, Part II, 2009/2010 Planning Grant Proposed Budget Instructions for definitions of each category.

CASH MANAGEMENT:

The Grantee shall abide by the disbursement schedule contained in Exhibit B of the Grant Agreement. Any deviation from the approved schedule in Exhibit B requires advance submission of a supplemental schedule and advance approval by the Commission. Reimbursement for the Commission's share of the project shall not be made for an amount greater than the cumulative total up to any given month as indicated in the disbursement schedule in Exhibit B.

REPORTING:

Submit progress reports to the Commission quarterly. Finished products such as approved Coordinating Board minutes, by-laws, grievance procedure and actions taken, consolidated estimate of Federal and Local government transportation disadvantaged funds, and the Transportation Disadvantaged Service Plan, as they are completed. The progress reports and finished products are required to accompany, or to precede, all reimbursement invoices. (Grant Agreement, Exhibit C)

Submit copy of financial reporting packages of audits as required in Section 7.60 of this Agreement and the Application and Policy Manual, Section 6.

MATCHING:

There is no match requirement for this grant.

PERIOD OF AVAILABILITY:

Project expenditures eligible for State participation will be allowed only from the date of this Agreement. (Grant Agreement Provision 4.20)

SUBRECIPIENT MONITORING:

Third party contracts are contracts between a grantee and any subgrantee, or pass through funding recipient, consultants, or others in the private sector for work needed to carry out a project. Unless otherwise authorized in writing by the Commission, the Grantee may not execute any contract or obligate itself in any manner requiring the disbursement of Transportation Disadvantaged Trust Fund money, including transportation operator and consultant contracts or amendments thereto, with any third party with respect to the project without being able to provide a written certification (upon the Commission's request) by the Grantee that the contract or obligation was executed in accordance with the competitive procurement requirements of Chapter 287, Florida Statutes, Chapter 427, Florida Statutes, and the rules promulgated by the Department of Management Services. The procurement, execution, audit and closing of third-party contracts are basic grantee responsibilities and must be carried out using the same guidelines and procedures as described in Chapter 287, Florida Statutes. Inter-agency agreements or contracts passing through grant funds to other public bodies (including public transit operators) or transportation operators as defined in Chapter 427, Florida Statutes, are not third-party contracts. However, the pass-through recipient must comply with Chapter 287, Florida Statutes, if it enters into any subsequent third-party contract using Transportation Disadvantaged Trust Funds. (Grant Agreement Provision 12.10; Application and Policy Manual, Section 6)

In addition to reviews of audits conducted in accordance with Section 215.97, Florida Statutes, as revised, monitoring procedures may include, but not be limited to, on-site visits by Commission staff. The Grantee agrees to comply and cooperate fully with any monitoring procedures/processes deemed appropriate by the Commission, the Florida Department of Transportation's Office of Inspector General (OIG) and Florida's Chief Financial Officer or Auditor General. (Application and Policy Manual, Section 6)



September 28, 2006

Jeb Bush
Governor

JR Harding Ed.D.
Chairperson

Donna Loggie
Vice Chairperson

Lisa M. Bacot
Executive Director

Mr. Edward Waters
Big Bend Transit, Inc.
Post Office Box 1721
Tallahassee, FL 32302

Ms. Melody Cox
Taylor County Board of County Commissioners
Post Office Box 620
Perry, FL 32348

Dear Mr. Waters and Ms. Cox:

RE: Taylor County Community Transportation Coordinator Designation
Memorandum of Agreement TD 0638

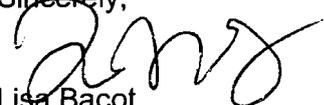
Congratulations! At the September 15, 2006, Commission for the Transportation Disadvantaged meeting, the Commission approved the Big Bend Transit, Inc. to serve as the Community Transportation Coordinator for Taylor County. This designation is effective October 1, 2006 through June 30, 2011.

Enclosed are two copies of the Memorandum of Agreement boilerplate. Please execute and return both copies of the agreement. The Commission for the Transportation Disadvantaged will execute the agreement and a copy of the agreement will be returned to the Community Transportation Coordinator.

Also enclosed is the Coordinated Transportation Contracting Instructions. These instructions should be used when completing the Transportation Disadvantaged Service Plan. This plan should be completed and submitted to our office no later than 120 days after the designation date. Until such time, please submit an operations description and rate page(s) in order to allow trips to continue being provided through the Trip and Equipment grant, which is currently in place.

The Commission for the Transportation Disadvantaged appreciates your continued support and participation in the coordinated transportation system of Taylor County. If you have any questions or need any additional information, please call Erin Schepers at 850-410-5710 or email her at erin.schepers@dot.state.fl.us.

Sincerely,


Lisa Bacot
Executive Director

RECEIVED
OCT 12 2006

LB/ks

Enclosures: 2 Memorandums of Agreements
Coordinated Transportation Contracting Instructions



September 28, 2006

Mr. Edward Waters
Big Bend Transit, Inc.
Post Office Box 1721
Tallahassee, FL 32302

Jeb Bush
Governor

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Sincerely,

Lisa Bacot
Executive Director

LB/ks

Enclosures: 2 Memorandums of Agreements
Coordinated Transportation Contracting Instructions

Florida Commission for the



Transportation Disadvantaged

**LOCAL COORDINATING BOARD
AND
PLANNING AGENCY
OPERATING GUIDELINES**

Issued By:

FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED

605 Suwannee Street, Mail Station 49

Tallahassee, Florida 32399-0450

850-410-5700

Fax 850-410-5752

Internet <http://www.dot.state.fl.us/ctd>

I. INTRODUCTION

The purpose of these guidelines is to give clear instructions and uniform guidance in the administration, duties, and operating practices of local Coordinating Boards (LCB) and Planning Agencies.

II. PURPOSE OF THE LOCAL COORDINATING BOARD

The purpose of each LCB is to develop local service needs and to provide information, advice and direction to the Community Transportation Coordinator (CTC) on the coordination of services to be provided to the transportation disadvantaged within their local service area. In general, the LCB is considered an advisory body. (Section 427.0157, Florida Statutes).

III. ADMINISTRATION OF THE LOCAL COORDINATING BOARD

A. Planning Agency Responsibilities

The Metropolitan Planning Organization (MPO) or Designated Official Planning Agency (DOPA), also uniformly referred to as the Planning Agency, shall provide the LCB with sufficient staff support and resources to enable the LCB to fulfill its responsibilities as set forth in Chapter 427, Florida Statutes. These responsibilities include providing sufficient staff to manage and oversee the duties of the LCB. This includes, but is not limited to, assistance in the scheduling of meetings; training board members; evaluating cost effectiveness; reviewing the local Transportation Disadvantaged Service Plan (TDSP); preparing, duplicating, and distributing meeting packets; and other necessary administrative duties and costs, as appropriate.

B. Meetings

The LCB shall meet as often as necessary in order to meet its responsibilities. However, the LCB shall meet at least quarterly with a quorum of its membership. All meetings, including committee meetings, will function under the "Government in the Sunshine Law." All meetings will provide opportunity for public comments on their agenda. Meetings by teleconference are prohibited since these meetings are "local."

C. Meeting Notices

1. Full Board Meeting Notices

All LCB meetings, public hearings, committee meetings, etc., shall be advertised, at a minimum, in the Florida Administrative Weekly (FAW) two weeks prior to the meeting. (For information on how to submit meeting notices, visit the Department of State's website at www.flrules.org or contact them at Florida Administrative Code, Weekly and Laws, Florida Department of State, R.A. Gray Building, Mail Station 22, Tallahassee, FL 32399-0250; Tel.: 850-245-6270; Fax: 850-245-6282; or Email: administrativecode@dos.state.fl.us).

Meeting notice shall include date, time, location, general nature/subject of the meeting, and a contact person and number to call for additional information and request accessible formats.

Planning Agency staff shall provide the agenda and meeting package to the Commission, LCB members and all other interested parties one week prior to the meeting. Special consideration to the advanced delivery time of certain technical or detailed documents, such as the TDSP, shall be given for additional review time. The agenda shall include a public participation opportunity.

2. Emergency Meeting Notices and Committee Meeting Notices

Planning Agency staff shall give the Commission, LCB members and all interested parties one week notice, if possible, of the date, time, location, and proposed agenda for the LCB committee meetings and emergency meetings. Meeting materials shall be provided as early as possible. Emergency/ Committee Meetings shall be advertised in the FAW as well.

D. Minutes

Planning Agency staff is responsible for preparing and maintaining an official set of minutes for each LCB meeting regardless of the presence of a quorum. The minutes shall be prepared in a reasonable time following the meeting and shall include an attendance roster indicating what agency organization or position each member represents and reflect a summary of official actions taken by the LCB. The record of official actions shall include who made and seconded the motion, as well as who voted for and against the motions. If there is no quorum, action items will be tabled until the next LCB meeting. Minutes shall reflect that no official action was taken and a summary of discussion. Meeting minutes shall be provided at the next regularly scheduled LCB meeting for approval. Copies of approved minutes shall be sent to the Commission in the quarterly report. Committee meetings minutes may be in the form of a brief summary of basic points, discussions, decisions, and recommendations to the full board.

IV. LOCAL COORDINATING BOARD MEMBERSHIP

A. OFFICERS

1. CHAIRPERSON

The Planning Agency shall appoint an elected official to serve as the official Chairperson for all LCB meetings. The appointed chairperson shall be an elected official from the county that the LCB serves (41-2.012(1) FAC). For a multi-county LCB, the Chairperson shall be from one of the counties involved. The Chairperson shall be appointed to serve for a two-year term or less (if the individual is no longer in office). The Planning Agency shall replace or reappoint the Chairperson at the end of his/her term.

2. VICE-CHAIRPERSON

The LCB shall hold an annual organizational meeting for the purpose of electing a Vice-Chairperson (41-2.012(2) FAC). The Vice Chairperson shall be elected by a majority vote of a quorum of the members of the LCB members. The Vice Chairperson shall serve a term of one year starting with the first meeting after the election. For a multi-county board, an elected official not serving as the Chairperson shall serve as Vice Chairperson. In the event of the Chairperson's absence, the Vice Chairperson shall assume the duties of the Chairperson and conduct the meeting. The Vice Chairperson may serve more than one term.

B. VOTING MEMBERS

1. An elected official from the service area, serving as the chairperson;
2. A local representative of the Florida Department of Transportation;
3. A local representative of the Florida Department Children and Family Services;
4. A representative of the Public Education Community which could include, but not be limited to, a representative of the District School Board, School Board Transportation Office, or Headstart Program in areas where the School District is responsible;
5. In areas where they exist, a local representative of the Florida Division of Vocational Rehabilitation or the Division of Blind Services, representing the Department of Education;
6. A person who is recognized by the Veterans Service Office representing the veterans in the county;
7. A person who is recognized by the Florida Association for Community Action (President) representing the economically disadvantaged in the county;
8. A person over sixty representing the elderly in the county;
9. A person with a disability representing the disabled in the county;
10. Two citizen advocate representatives in the county; one who must be a person who uses the transportation service(s) of the system as their primary means of transportation;
11. A local representative for children at risk;
12. In areas where they exist, the Chairperson or designee of the local Mass Transit or Public Transit System's Board, except in cases where they are also the CTC.
13. A local representative of the Florida Department of Elder Affairs;
14. An experienced representative of the local private for profit transportation industry. In areas where such representative is not available, a local private non-profit representative will be appointed except where said representative is also the CTC. In cases where no private for-profit or private non-profit representatives are available in the service area, this position will not exist on the LCB;
15. A local representative of the Florida Agency for Health Care Administration;
16. A representative of the Regional Workforce Development Board established in Chapter 445, Florida Statutes; and

17. A representative of the local medical community, which may include, but not be limited to, kidney dialysis centers, long term care facilities, assisted living facilities, hospitals, local health department or other home and community based services, etc.

It is the intent of the Commission for the membership of every LCB to not only consist of individuals who represent the appropriate governmental agencies or groups of people as defined above, but also for the membership to represent, to the maximum degree possible a cross section of their local community.

No employee of a CTC shall serve as voting member of the LCB. However, an elected official serving as Chairperson of the Coordinating Board, or other governmental employees that are not employed for the purpose of making provisions for transportation and are not directly supervised by the CTC shall not be precluded from serving as voting members of the LCB.

C. TECHNICAL ADVISORS – NON-VOTING MEMBERS

Upon a majority vote of a quorum of the LCB, technical advisors may be approved for the purpose of providing the LCB with technical advice as necessary.

D. MULTI-COUNTY COORDINATING BOARDS - 41-2.012(1) FAC

The Planning Agency may appoint multi-county LCBs to meet the service needs of the transportation disadvantaged in two or more counties based on these guidelines, and when agreed upon in writing by all county commissions in each county to be covered in the service area. The multi-county LCB will be made up of the same membership of the aforementioned single-county LCB with the following exception: An elected official from each county of the multi-county service area will be appointed to the LCB, one of which will serve as Chair of the LCB and one as the Vice Chair.

E. ALTERNATES

1. Alternates are to be appointed in writing to the Planning Agency by an agency representative. Non-agency alternates may be appointed by the Planning Agency, if desired.
2. Each alternate may vote only in the absence of that member on a one-vote-per-member basis.
3. Alternates for a LCB member who cannot attend a meeting must be a representative of the same interest as the primary member.

V. TERMS OF APPOINTMENT

Except for the Chairperson and state agency representatives, the members of the LCB shall be appointed for three year staggered terms with initial memberships being appointed equally for one, two and three years to avoid a significant turnover during a particular period (41-2.012(4) FAC). The Chairperson position must be appointed or reappointed by

the Planning Agency every two years. Individuals can be re-appointed for more than one term.

VI. ATTENDANCE

The Planning Agency shall review, and consider rescinding, the appointment of any member of the LCB who fails to attend three consecutive meetings. The LCB shall notify the Commission if any state agency voting member or their alternate fails to attend three consecutive meetings.

VII. BY-LAWS AND PARLIAMENTARY PROCEDURES

The LCB shall develop and adopt a set of by-laws. The by-laws shall state that the LCB will conduct business using parliamentary procedures according to Robert's Rules of Order, unless stated otherwise in the by-laws. The by-laws shall be reviewed, updated (if necessary), and adopted annually. It is recommended that the by-laws are reviewed and approved during the first quarter (July-September). Approved by-laws shall be submitted to the Commission.

VIII. LOCAL COORDINATING BOARD DUTIES

The LCB shall:

- A. Review and make recommendations regarding the approval of the Memorandum of Agreement between the newly recommended CTC and the Commission.
- B. Annually review, make recommendations and approve the Transportation Disadvantaged Service Plan (TDSP). The LCB shall ensure that the TDSP has been developed by involving all appropriate parties in the process.
- C. Annually, provide the MPO/planning agency with an evaluation of the CTC's performance in general and relative to Insurance, Safety Requirements and Standards as referenced in Rule 41-2.006, FAC, and the performance results of the most recent TDSP (41-2.012(5)(b) FAC). As part of the CTC's performance, the LCB shall also set an annual percentage goal increase (or establish a percentage) for the number of trips provided within the system to be on public transit. The LCB shall utilize the Commission's Quality Assurance Performance Evaluation Tool to evaluate the performance of the CTC. This evaluation will be submitted to the Commission upon approval by the LCB. In areas where a planning agency serves as the CTC, the planning agency shall abstain from any official actions that represent a conflict of interest, especially in the evaluation process of the CTC.
- D. In cooperation with the CTC, review and provide recommendations to the Commission and the MPO or Designated Official Planning Agency, on all applications for local government, state or federal funds relating to transportation of the transportation disadvantaged in the designated service area to ensure that any expenditures within the designated service area are provided in the most cost effective and efficient manner (427.0157(3)FS). The accomplishment of this requirement shall include the development and implementation of a process by which the Coordinating Board and CTC have an opportunity to become aware of any federal, state or local government funding requests and provide recommendations regarding the expenditure of such funds. Such funds may include expenditures for operating, capital or administrative needs. Such a process should include at least:

1. The review of applications to ensure that they are consistent with the TDSP. This review shall consider:
 - a) The need for the requested funds or services;
 - b) Consistency with local government comprehensive plans;
 - c) Coordination with local transit agencies, including the CTC;
 - d) Consistency with the TDSP;
 - e) Whether such funds are adequately budgeted amounts for the services expected; and,
 - f) Whether such funds will be spent in a manner consistent with the requirements of coordinated transportation laws and regulations.
 2. Notify the Commission of any unresolved funding requests without delays in the application process.
- E. When requested, assist the CTC in establishing eligibility guidelines and trip priorities.
- F. Review coordination strategies or service provision to the transportation disadvantaged in the designated service area to seek innovative ways to improve cost effectiveness, efficiency, safety, working hours and types of service in an effort to increase ridership to a broader population (427.0157(5) FS). Such strategies should include:
1. Supporting inter- and intra-county agreements to improve coordination as a way to reduce costs for service delivery, maintenance, insurance, or other identified strategies; and
 2. Seeking the involvement of the private and public sector, volunteers, public transit, school districts, elected officials and others in any plan for improved service delivery.
- G. Appoint a Grievance Committee to serve as a mediator to hear and investigate grievances, from agencies, users, transportation operators, potential users of the system, and the CTCs in the designated service area, and make recommendations for the local Coordinating Board or to the Commission, when local resolution cannot be found, for improvement of service. The LCB shall establish a process and procedure to provide regular opportunities for issues to be brought before such committee and to address them in a timely manner in accordance with the Commission's Local Grievance Guidelines. Rider brochures or other documents provided to users or potential users of the system shall provide information about the complaint and grievance process including the publishing of the Commission's TD Helpline service when local resolution has not occurred. All materials shall be made available in accessible format, upon request by the citizen. Members appointed to the committee shall be voting members of the LCB. (41-2.012(5)(c) FAC).
- The LCB's Grievance Committee shall be responsible for responding to Grievances and Appeals through the Medicaid Grievance System. A Medicaid Expedited Appeal Committee must also be established to address expedited appeals. The Expedited Appeal Committee should be at a minimum of three members, should not include more than one LCB Member, and no person who was involved in the original decision on the action taken. All expedited appeals must be resolved within 72 hours of receiving the appeal request.
- H. Annually review coordination contracts to advise the CTC whether the continuation of said contract provides the most cost effective and efficient transportation available (41-2.008(3) FAC).

17. A representative of the local medical community, which may include, but not be limited to, kidney dialysis centers, long term care facilities, assisted living facilities, hospitals, local health department or other home and community based services, etc.

It is the intent of the Commission for the membership of every LCB to not only consist of individuals who represent the appropriate governmental agencies or groups of people as defined above, but also for the membership to represent, to the maximum degree possible a cross section of their local community.

No employee of a CTC shall serve as voting member of the LCB. However, an elected official serving as Chairperson of the Coordinating Board, or other governmental employees that are not employed for the purpose of making provisions for transportation and are not directly supervised by the CTC shall not be precluded from serving as voting members of the LCB.

C. TECHNICAL ADVISORS – NON-VOTING MEMBERS

Upon a majority vote of a quorum of the LCB, technical advisors may be approved for the purpose of providing the LCB with technical advice as necessary.

D. MULTI-COUNTY COORDINATING BOARDS - 41-2.012(1) FAC

The Planning Agency may appoint multi-county LCBs to meet the service needs of the transportation disadvantaged in two or more counties based on these guidelines, and when agreed upon in writing by all county commissions in each county to be covered in the service area. The multi-county LCB will be made up of the same membership of the aforementioned single-county LCB with the following exception: An elected official from each county of the multi-county service area will be appointed to the LCB, one of which will serve as Chair of the LCB and one as the Vice Chair.

E. ALTERNATES

1. Alternates are to be appointed in writing to the Planning Agency by an agency representative. Non-agency alternates may be appointed by the Planning Agency, if desired.
2. Each alternate may vote only in the absence of that member on a one-vote-per-member basis.
3. Alternates for a LCB member who cannot attend a meeting must be a representative of the same interest as the primary member.

V. TERMS OF APPOINTMENT

Except for the Chairperson and state agency representatives, the members of the LCB shall be appointed for three year staggered terms with initial memberships being appointed equally for one, two and three years to avoid a significant turnover during a particular period (41-2.012(4) FAC). The Chairperson position must be appointed or reappointed by

1. The review of applications to ensure that they are consistent with the TDSP. This review shall consider:
 - a) The need for the requested funds or services;
 - b) Consistency with local government comprehensive plans;
 - c) Coordination with local transit agencies, including the CTC;
 - d) Consistency with the TDSP;
 - e) Whether such funds are adequately budgeted amounts for the services expected; and,
 - f) Whether such funds will be spent in a manner consistent with the requirements of coordinated transportation laws and regulations.
 2. Notify the Commission of any unresolved funding requests without delays in the application process.
- E. When requested, assist the CTC in establishing eligibility guidelines and trip priorities.
- F. Review coordination strategies or service provision to the transportation disadvantaged in the designated service area to seek innovative ways to improve cost effectiveness, efficiency, safety, working hours and types of service in an effort to increase ridership to a broader population (427.0157(5) FS). Such strategies should include:
1. Supporting inter- and intra-county agreements to improve coordination as a way to reduce costs for service delivery, maintenance, insurance, or other identified strategies; and
 2. Seeking the involvement of the private and public sector, volunteers, public transit, school districts, elected officials and others in any plan for improved service delivery.
- G. Appoint a Grievance Committee to serve as a mediator to hear and investigate grievances, from agencies, users, transportation operators, potential users of the system, and the CTCs in the designated service area, and make recommendations for the local Coordinating Board or to the Commission, when local resolution cannot be found, for improvement of service. The LCB shall establish a process and procedure to provide regular opportunities for issues to be brought before such committee and to address them in a timely manner in accordance with the Commission's Local Grievance Guidelines. Rider brochures or other documents provided to users or potential users of the system shall provide information about the complaint and grievance process including the publishing of the Commission's TD Helpline service when local resolution has not occurred. All materials shall be made available in accessible format, upon request by the citizen. Members appointed to the committee shall be voting members of the LCB. (41-2.012(5)(c) FAC).
- The LCB's Grievance Committee shall be responsible for responding to Grievances and Appeals through the Medicaid Grievance System. A Medicaid Expedited Appeal Committee must also be established to address expedited appeals. The Expedited Appeal Committee should be at a minimum of three members, should not include more than one LCB Member, and no person who was involved in the original decision on the action taken. All expedited appeals must be resolved within 72 hours of receiving the appeal request.
- H. Annually review coordination contracts to advise the CTC whether the continuation of said contract provides the most cost effective and efficient transportation available (41-2.008(3) FAC).

- I. Annually hold at a minimum, one public hearing for the purpose of receiving input on unmet needs or any other areas that relate to the local transportation services. The public hearing will be held at a place and time that is convenient and accessible to the general public. In order that additional funding is not used or needed to accommodate this requirement, it is recommended that the public hearing be held in conjunction with a regular business meeting of the Coordinating Board (immediately following or prior to the LCB meeting). A public hearing held jointly with the Commission will satisfy this annual requirement.
- J. All coordinating board members should be trained on and comply with the requirements of Section 112.3143, Florida Statutes, concerning voting conflicts of interest (41-2.012(5)(d) FAC).
- K. Work cooperatively with regional workforce boards established in chapter 445 to provide assistance in the development of innovative transportation services for participants in the welfare transition program (427.0157(7) FS).
- L. Evaluate multi county or regional transportation opportunities (427.0157(6), FS).