APPLIES TO APPLICANTS FOR CAPITAL ASSISTANCE (ONLY)
Checklist for Application Completeness

Name of Applicant: ElderPoint Ministries of Greater Lakeland

DIST. ONE ISD
JAN 29 2015
FDOT-BARTOW

Check One: First Time Applicant: _____ Previous Applicant: X

The following must be included in the Section 5310 Grant application in the following order:

- ✓ This checklist
- ✓ Applicant's cover letter (use FDOT provided cover letter)
- ✓ Two (2) copies of the governing board's Resolution
- ✓ Exhibit A-1: Fact Sheet
- ✓ Application for Federal Assistance (Form 424, Code 20.513)
- ✓ Current Vehicle and Transportation Equipment Inventory Form
- ✓ Capital Request Form
- ✓ Exhibit A: Current System Description
- ✓ Exhibit B: Proposed Project Description
- ✓ Forms C-1 and C–2 (Operating and Administrative Expenses & Revenues)
- N/A Exhibit C: Public Hearing Notice and Publisher's Affidavit (for public agencies only)
- N/A Exhibit D: Leasing
- ✓ Exhibit E: Federal Certifications and Assurances
- N/A Exhibit F: Certification of Equivalent Service (if grant is for non-accessible vehicles)
- N/A Exhibit G: Applicant Certification and Assurance to FDOT
- N/A Exhibit H: Protection of the Environment (if grant is for facilities)
- ✓ Exhibit I: Coordinated Public Transit-Human Services Transportation Plan
- ✓ Exhibit J: Standard Lobbying Certification Form
- ✓ Exhibit L: Coordination
- ✓ Exhibit M: Standard Transportation Operating Procedure (if agency receives 5310 funding only)
- N/A Copy of Certification of Incorporation (if a private-non-profit agency)
- ✓ Proof of non-profit status (if a private-non-profit agency)
- ✓ Copy of the Title VI Plan

If grant is for facilities:

- ✓ Copy of cover letter sent with application submitted to Local Clearinghouse Agency/RPC Date: 1-30-2015

FOR DEPARTMENT USE ONLY

Date: _____ Letter received from the Local RPC/Clearinghouse

ElderPoint MINISTRIES

Faith in Action Serving Lakeland's Elderly

LETTER

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION GRANT APPLICATION

ElderPoint Ministries of Greater Lakeland, Inc. submits this Application for the Section 5310 Program Grant and agrees to comply with all assurances and exhibits attached hereto and by this reference made a part thereof, as itemized in the Checklist for Application Completeness.

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

This Application is submitted on this February 2, 2015 with two (2) original resolutions or certified copies of the original resolution authorizing Ellen Simms to sign this Application.

Agency Name

By _____

Date Feb. 22, 2015

Title: Executive Director

bluebird

1111 South Florida Ave. Lakeland, FL 33803
863.682.7249 www.elderpoint.org

RESOLUTION FORM

A **RESOLUTION** of _ElderPoint Ministries of Greater Lakeland_____ authorizing the signing and submission of a grant application and supporting documents and assurances to the Florida Department of Transportation, and the acceptance of a grant award from the Department.

WHEREAS, _____Ellen Simms_____ has the authority to apply for and accept grant awards made by the Florida Department of Transportation as authorized by Chapter 341, Florida Statutes and/or by the Federal Transit Administration Act of 1964, as amended;

NOW, THEREFORE, BE IT RESOLVED BY THE Board of ElderPoint Ministries of Greater Lakeland, FLORIDA:

1) This resolution applies to Federal Program(s) under U.S.C. Section(s) _5310_____.

2) The submission of a grant application(s), supporting documents, and assurances to the Florida Department of Transportation is approved.

3) _____Ellen Simms, Board President_ is authorized to sign the application and accept a grant award, unless specifically rescinded.

DULY PASSED AND ADOPTED THIS Jan. 22 , 20 15

By: _____
(Signature)

Ellen H. Simms, President
(Typed name & title)

ATTEST:

_____ (seal)
1/22/15

MARIA ALBINO-TORRES
Notary Public - State of Florida
My Comm. Expires Jul 17, 2016
Commission # EE 217212
Bonded Through National Notary Assn.

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DULY PASSED AND ADOPTED THIS Jan. 22 , 20 15

By: _____
(Signature)

Ellen H. Simms, President
(Typed name & title)

ATTEST:

_____ (seal)
1/22/15

MARIA ALBINO-TORRES
Notary Public - State of Florida
My Comm. Expires Jul 17, 2016
Commission # EE 217212
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EXHIBIT A-1
FACTSHEET

Name of Applicant: ____ElderPoint Ministries of Greater Lakeland_____

	CURRENTLY	IF GRANT IS AWARDED (Estimates are acceptable.)
1. Number of total one-way trips served by the agency **PER YEAR** (for all purposes)*	**4365**	**5500**
2. Number of one-way trips provided to seniors and individuals with disabilities **PER YEAR***	**4365**	**5500**
3. Number of individual Senior and Disabled unduplicated riders (first ride per rider per fiscal year) **PER YEAR**	**406**	**466**
4. Number of vehicles used to provide service to seniors and individuals with disabilities **ACTUAL**	**28**	**50**
5. Number of vehicles used to provide service to seniors and individuals with disabilities eligible for replacement **ACTUAL**	**0**	**0**
6. Vehicle miles traveled to provide service to seniors and individuals with disabilities **PER YEAR**	**80,000**	**100,000**
7. Normal number of days that vehicles are in operation to provide service to seniors and individuals with disabilities **PER WEEK**	**7**	**7**
8. Posted hours of normal operation to provide service to seniors and individuals with disabilities **PER WEEK**	M – F:9-5 Saturday:as needed Sunday:as needed	M – F:9-5 Saturday:as needed Sunday:as needed

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

OMB Number: 4040-0004
Expiration Date: 8/31/2016

Application for Federal Assistance SF-424

* 1. Type of Submission:	* 2. Type of Application:	* If Revision, select appropriate letter(s):
☐ Preapplication	☒ New	
☒ Application	☐ Continuation	* Other (Specify):
☐ Changed/Corrected Application	☐ Revision	

* 3. Date Received:	4. Applicant Identifier:
02/02/2015	Not Applicable

5a. Federal Entity Identifier:	5b. Federal Award Identifier:
Not Applicable	

State Use Only:

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

8. APPLICANT INFORMATION:

* a. Legal Name:	ElderPoint Ministries of Greater Lakeland

* b. Employer/Taxpayer Identification Number (EIN/TIN):	* c. Organizational DUNS:
20-2949966	6041905090000

d. Address:

* Street1:	1021 Lakeland Hills Blvd
Street2:	
* City:	Lakeland
County/Parish:	
* State:	FL: Florida
Province:	
* Country:	USA: UNITED STATES
* Zip / Postal Code:	33805

e. Organizational Unit:

Department Name:	Division Name:

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

Prefix:	Mrs.	* First Name:	Jane
Middle Name:			
* Last Name:	Hammond		
Suffix:			

Title:	Executive Director

Organizational Affiliation:

* Telephone Number:	863-682-7249	Fax Number:	

* Email:	jane.hammond@elderpoint.org

Application for Federal Assistance SF-424

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

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

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

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

Federal Transit Authority

11. Catalog of Federal Domestic Assistance Number:

20.513

CFDA Title:

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

*** 12. Funding Opportunity Number:**

* Title:

Enhanced Mobility of Seniors and Individuals with Disabilities Program

13. Competition Identification Number:

Not Applicable

Title:

Not Applicable

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

Add Attachment | Delete Attachment | View Attachment

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

Volunteer Transportation Program for Polk County

Attach supporting documents as specified in agency instructions.

Add Attachments | Delete Attachments | View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant: FL-015 * b. Program/Project: FL-015

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

Add Attachment | Delete Attachment | View Attachment

17. Proposed Project:

* a. Start Date: 01/01/2016 * b. End Date: 12/31/2019

18. Estimated Funding ($):

* a. Federal	24,000.00
* b. Applicant	3,000.00
* c. State	3,000.00
* d. Local	
* e. Other	
* f. Program Income	
* g. TOTAL	30,000.00

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

☒ a. This application was made available to the State under the Executive Order 12372 Process for review on 01/24/2015.

☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.

☐ c. Program is not covered by E.O. 12372.

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

☐ Yes ☒ No

If "Yes", provide explanation and attach

Add Attachment | Delete Attachment | View Attachment

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

☒ ** I AGREE

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

Authorized Representative:

Prefix: * First Name: Ellen

Middle Name:

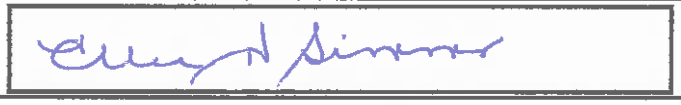
* Last Name: Simms

Suffix:

* Title: Board of Directors, President

* Telephone Number: 863-682-7249 Fax Number:

* Email: ellen@twohensandahound.com

* Signature of Authorized Representative:  * Date Signed: 01/30/2015

CURRENT VEHICLE AND TRANSPORTATION EQUIPMENT INVENTORY (a)

Name of Applicant: ___ElderPoint Ministries of Greater Lakeland_____ Date of Inventory: ____January 2015_____

Vehicles to be replaced	Model Yr. (b)	Make/size/type (C)	FDOT control # or VIN (d)	Ramp or lift (specify)	Seats & W/C positions (i.e. 12+2)	Avg. miles/Yr.	Current Mileage	Expected retirement date	Other equipment (e)	Funding source (f)
	2004	Chevy Venture	N/A	None	8+0	10,000	168,252	2024	None	Private
	2004	Chrys Town & Country	N/A	None	8+0	13,000	140,090	2024	None	Private
	2012	Dodge Grand Caravan	97119	Ramp	5+2	20,000	55,971	2024	None	FDOT 5310
	2014	Dodge Grand Caravan	97155	Ramp	5+2	20,000	3,055	2026	None	FDOT 5310

(a) Applicants must use this form.
(b) Identify vehicles to be replaced with this or other grant by placing an asterisk (*) next to the model year. In Exhibit B of the application, provide the name of the lessee or contractor, if applicable.
(c) For example, Ford 22' bus; Dodge converted van.
(d) **Show FDOT control number AND VIN if bought with grant through FDOT.** **If bought through other funding, list the complete VIN.**
(e) Include computer hardware and software, copiers, printers, mobile radios, communication systems, etc.
(f) Identify the grant or other funding source used for purchasing the vehicle/equipment.

NOTE: Applicants may add additional lines to the form. Those requesting replacement vehicles, please identify the year the vehicle(s) were purchased.

CAPITAL REQUEST FORM

VEHICLE REQUEST

R or E (a)	Number requested	Description (b) (c) www.tripsflorida.org	Estimated Cost
Sub-total			$

EQUIPMENT REQUEST (c)

		Mobility Management	$30,000
Sub-total			$ 30,000

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

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

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

VEHICLE SUBTOTAL $ 0 + EQUIPMENT SUBTOTAL$ 30,000 = $ 30,000

(x).

(x) X 80% = $ 24,000 [Show this amount on Form 424 in block 15(a)]

Exhibit A

Current System Description

Bluebird Mobility Network is a volunteer driver program serving the transportation disadvantaged of Polk County. ElderPoint Ministries of Greater Lakeland has administered the Bluebird Mobility Network since December 2010. The mission of ElderPoint is to provide a continuum of free home based services to our older adult neighbors through a dynamic group of interfaith volunteers. The program goal is to supplement transportation options for the transportation disadvantaged through centralized administration and coordination of volunteer resources. ElderPoint uses Trapeze scheduling software, through an agreement with Polk County Transit Services, to schedule the volunteer resources available. By networking with other nonprofit agencies and churches, ElderPoint looks to build a collaborative effort of volunteer transportation. Agencies work together to provide volunteers, share vehicles and generate support for volunteer transportation. This collaborative model to provide volunteer transportation has received the Innovation of the Year Award from the Florida Commission for the Transportation Disadvantaged in 2011, Operator of the Year in 2014 and received special recognition by Senator Nelson in a Senate hearing on senior transportation held on Capitol Hill in 2013. Additionally, the program has been replicated around the state through CUTR at USF. Other volunteer transportation programs around the state have reported at the Best Practices Conference presented by the TD Commission that they have tried, or determined it impossible, to use Trapeze Scheduling software. Bluebird Mobility volunteer transportation program fully implemented Trapeze scheduling software in 2013 making the program the first to use this technology for volunteer transportation. This adaption of technology is significant for two reasons: the software allows for the most effective use of volunteer resources and accurate reporting and the volunteer transportation availability is integrated into the Polk County One Call Center. This integration means the call center can see the capacity of the volunteer network, be a single data source for client information and ride execution. The use of Trapeze also translated into the most efficient use of staff. This technological innovation was recognized by the Community Transit Association of America as a leading innovation in community transportation.

Through a staff of three, ElderPoint manages the volunteer transportation program providing over 4300 rides in FY2014. There were nearly 6500 rides requested, however 2113 rides were cancelled due to lack of resources. The small staff recruits, trains and manages approximately 30 volunteers, provides administrative support, schedules all rides working through volunteers, and works within the community to educate on the need for transportation to the disadvantaged and garnering support for the program. A program goal will be to reduce the number of cancellations due to a lack of resources. This will be achieved by improving the awareness in the community of the program, increasing volunteer participation and working with other programs such as Heart of Winter Haven to develop regional programs to provide more local rides.

The program utilizes personal volunteer vehicles, which are inspected by a local auto care company, as well as three vans owned by ElderPoint Ministries. ElderPoint will also be adding an additional

wheelchair accessible vehicle in 2015. The local auto shop also maintains the ElderPoint vehicles and the records have been reviewed by Polk County Transit Services. Volunteers utilizing their own vehicles are covered under their own insurance. ElderPoint Ministries underwent a significant review in 2014 to ensure the program has the insurance coverage necessary to support the volunteer program and the use of ElderPoint vehicles. Program strategy has always been to use vehicles that do not require CDL certification but rather utilize vehicles that are easy for volunteers to operate.

The services and volunteer participation have grown resulting in free door to door service for the residents of Polk County. We serve the transportation disadvantaged who are faced with increasing limitations, isolation and physical challenges. The diversity of our volunteers creates unique opportunities to serve our citizens in a personal way by communicating in their native language or identifying with their life experiences. Our innovative programs allow our clients to maintain dignity and independence while improving their quality of life. There are several aspects of Bluebird which make it a unique resource for Polk County residents. The program supports not only local trips, but many trips to Tampa, Orlando, Gainesville and Sarasota. There is no required lead time to schedule a ride, trips are not limited to medical rides, there is never a charge to clients and there is no limit to the length of the trip or to stay in the county. Rides are based solely on the availability of a volunteer driver to make the trip. To that end, clients have been taken to the Tampa VA within a half an hour of requesting the ride, driven to Gainesville with one day notice and scheduled rides to Sarasota. This model also results in service being available any day and at any time; there are no set times of service. Rides are provided according to the availability of volunteers so the program has provided rides as early as 3 am as well as late into the evening as well as any day of the week and on holidays. Not every ride requested is successfully scheduled however every request is given consideration. While the needs of the community will always outpace the ability to provide volunteer transportation, Bluebird strives to be a flexible program to meet those needs when possible. The addition of our wheelchair accessible vehicles in 2012, 2014 and 2015 significantly increased our service to the community as it is the only resource of its kind available to volunteer transportation. These vehicles are routinely scheduled during the week, but also on weekends providing some of the most significant rides in the program. Weekend rides tend to be visits to important family events for wheelchair bound residents. From baby showers to visits to a dying family member, these trips allow wheelchair bound seniors access never before available to them. The coordination of this resource helps to meet another program goal of better utilization of existing volunteer resources in the community. This goal is being met by making the wheelchair accessible vehicles available to volunteers that have a connection to the rider. Often the volunteer is a family member or friend that is willing to drive the wheelchair accessible vehicle for the person in need. This availability improves the program by increasing the use of the vehicles, increases community awareness of the resource and has encouraged volunteers to drive for others because their loved one benefitted from the available vehicle.

Exhibit B

1. Is the project to continue the existing level of services, to expand present service, or to provide new service? How will a grant award be used? How more hours of service will be provided? Will it expand service to a larger geographic area? Specify the shorter headways? How many more trips will be provided? Please explain in detail.

This request is to expand present service. The funds will be used to support Mobility Management activities including salary and expenses for providing services to the community. Mobility Management activities are vital to the expansion and effective usage of the volunteer transportation program. These activities focus on understand the needs of transportation disadvantaged residents and helping to coordinate volunteer resources to provide transportation. By working in the community to raise awareness of the volunteer transportation program more groups will join the collaboration, more volunteers throughout the county will be identified and more transportation disadvantaged resident will become aware of the service. The benefit to the community will then be more rides through more volunteers greatly expanding the service. Increasing and identifying volunteer resources will result in fewer cancellations and an increase in requests.

2. If a grant award will be used to maintain services as described in Exhibit A, specifically explain how it will be used in the context of total service.

This grant will be used to maintain and expand the services described in Exhibit A in that the Mobility Management activities allow for an expansion of services on the established infrastructure. The program has seen a 30% increase in service from 2013 to 2014. Increasing community awareness will foster a similar increase in service without the need for additional vehicle or equipment expense.

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

We are not asking for another vehicle at this time. We are only requesting Mobility Management support.

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

The request will not cover the procurement of any additional equipment.

5. Identify vehicles/equipment being replaced and list them on the "**Current Vehicle and Transportation Equipment Inventory**" form, provided elsewhere in this manual.

This is not applicable to our request.

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

ElderPoint's maintenance program is though Webb's Auto Care Service in Lakeland. Webb's has an excellent reputation for fleet maintenance and does all routine maintenance and repairs required on ElderPoint owned vehicles. ElderPoint follows their scheduled maintenance plan. Additionally, Webb's has supported the transportation program by donations of tires and some in kind services.

7. If vehicles/equipment are proposed to be used by a lessee or private operator under contract to the applicant, identify the proposed lessee/operator.

   We do not lease or contract out our vehicles.

   a. Include an equitable plan for distribution of vehicles/equipment to lessees and/or private operators.

8. Each applicant shall indicate whether they are a government authority or a private non-profit agency, provide a brief description of the project which includes the counties served, whether the applicant shall service minority populations and whether the applicant is minority-owned.

   ElderPoint Ministries of Greater Lakeland is a nonprofit agency that serves Polk county transportation disadvantaged senior and disabled residents. We serve all elderly disabled transportation disadvantaged residents which includes minorities. The organization does not have an owner and therefore is not minority owned.

9. Agencies receiving Section 5310 funds must collect both quantitative and qualitative data (detailed in the Threshold Criteria section on page 7) to capture overarching program information as part of the Section 5310 annual report, Please outline how your agency will collect the quantitative and qualitative data required as a Section 5310 recipient. i.e. What will the time frame be/how will it be incorporated into program operations? What tools will be used to collect the data?

ElderPoint Ministries has fully implemented Trapeze software to record all of our trips. We use the software to track the information required for the annual report. When a client calls for a ride their information is entered into Trapeze. The Scheduler then reviews the ride requests and matches the need to a volunteer driver. Once rides are booked and scheduled, the driver receives a manifest detailing the ride. The driver obtains signatures from the client for every trip provided as well as for recording additional stops or other route deviations. The manifests are filed at the office and the rides are completed in the system. In this way ElderPoint is able to track the rides requested, unduplicated clients, mileage, trip purpose and various other statistics on service.

10. Fully explain Your Transportation Program

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

    ElderPoint provides rides considering every request regardless of time, destination or trip purpose. If a volunteer is available to provide the ride then it is scheduled.

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

    The staff consists of a volunteer coordinator, scheduler and the Executive Director for direct program support. The volunteers provide office support answering phones and providing all rides. Volunteers willing to drive one of our wheelchair accessible vehicles are trained by a veteran driver and through a video training program to learn the proper use of the vehicle.

    c. Records maintenance– who, what methods, use of databases, spreadsheets etc.

    Records are maintained in Trapeze and printed manifests are filed in the ElderPoint office.

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

    Vehicle maintenance records are filed in the ElderPoint office. Services are provided by Webb's Auto Care Service.

    e. CDL requirements

    We do not have vehicles that require a CDL.

    f. System safety plan

    ElderPoint Ministries adopted the Polk County Transportation Disadvantaged Service plan 2009 which covers system safety.

g. Drug free work place

ElderPoint Ministries offers a drug free workplace.

PART C

APPLIES TO ALL APPLICANTS FOR CAPITAL ASSISTANCE
FORM C-1
TRANSIT-RELATED OPERATING and ADMINISTRATIVE EXPENSES

Name of Applicant: _____ElderPoint Ministries of Greater Lakeland_____
Applicant Fiscal period start and end dates: __Jan. 1____ to ____Dec. 31_____

State Fiscal period from July 1, 2015 to June 30, 2016

EXPENSE CATEGORY	EXPENSE $
Labor (501)	$ 131,890
Fringe and Benefits (502)	$ 39,000
Services (503)	
Materials and Supplies (504)	$ 5,000
Vehicle Maintenance (504.01)	$ 37,000
Utilities (505)	$ 2,500
Insurance (506)	$ 12,000
Licenses and Taxes (507)	$ 1,000
Purchased Transit Service (508)	
Miscellaneous (509) in kind	$ 234,890
Leases and Rentals (512)	$ 6,500
Depreciation (513)	
TOTAL EXPENSE	$ 469,780

FORM C-2
OPERATING and ADMINISTRATIVE REVENUES

OPERATING REVENUE CATEGORY	REVENUE $
Passenger Fares for Transit Service (401)	
Special Transit Fares (402)	
Other (403 – 407) (identify by appropriate code)	
TOTAL OPERATING REVENUE	**$ 0**
OTHER REVENUE CATEGORY	
Taxes Levied Directly by the Transit System (408)	
Local Cash Grants and Reimbursements (409)	
Local Special Fare Assistance (410)	
State Cash Grants and Reimbursements (411)	
State Special Fare Assistance (412)	
Federal Cash Grants & Reimbursements (413)	**$ 234,890**
Interest Income (414)	
Contributed Services (430)	**$ 234,890**
Contributed Cash (431)	
Subsidy from Other Sectors of Operations (440)	
TOTAL OF OTHER REVENUE	**$ 469,780**
GRAND TOTAL ALL REVENUE	**$ 469,780**

FTA FISCAL YEAR 2015 CERTIFICATIONS AND ASSURANCES

FEDERAL FISCAL YEAR 2015 CERTIFICATIONS AND ASSURANCES FOR FEDERAL TRANSIT ADMINISTRATION ASSISTANCE PROGRAMS

(Signature pages alternative to providing Certifications and Assurances in TEAM-Web)

Name of Applicant: ElderPoint Ministries of Greater Lakeland

The Applicant agrees to comply with applicable provisions of Groups 01 – 24. X

OR

The Applicant agrees to comply with applicable provisions of the Groups it has selected:

Group	Description	
01.	Required Certifications and Assurances for Each Applicant.	
02.	Lobbying.	
03.	Procurement and Procurement Systems.	
04.	Private Sector Protections.	
05.	Rolling Stock Reviews and Bus Testing.	
06.	Demand Responsive Service.	
07.	Intelligent Transportation Systems.	
08.	Interest and Financing Costs and Acquisition of Capital Assets by Lease.	
09.	Transit Asset Management Plan and Public Transportation Agency Safety Plan.	
10.	Alcohol and Controlled Substances Testing.	
11.	Fixed Guideway Capital Investment Grants Program (New Starts, Small Starts, and Core Capacity) and Capital Investment Program in Effect before MAP-21 Became Effective.	
12.	State of Good Repair Program.	
13.	Fixed Guideway Modernization Grant Program.	
14.	Bus and Bus Facilities Formula Grants Program and Bus and Bus-Related Equipment and Facilities Grant Program (Discretionary).	
15.	Urbanized Area Formula Grants Programs/ Passenger Ferry Grants Program/Job Access and Reverse Commute (JARC) Formula Grant Program.	
16.	Seniors/Elderly/Individuals with Disabilities Programs/New Freedom Program.	
17.	Rural/Other Than Urbanized Areas/Appalachian Development/Over-the-Road Bus Accessibility Programs.	
18.	Tribal Transit Programs (Public Transportation on Indian Reservations Programs).	
19.	Low or No Emission/Clean Fuels Grant Programs.	
20.	Paul S. Sarbanes Transit in Parks Program.	
21.	State Safety Oversight Grant Program.	
22.	Public Transportation Emergency Relief Program.	
23.	Expedited Project Delivery Pilot Program.	
24.	Infrastructure Finance Programs.	

FTA FISCAL YEAR 2015 CERTIFICATIONS AND ASSURANCES

FEDERAL FISCAL YEAR 2015 FTA CERTIFICATIONS AND ASSURANCES SIGNATURE PAGE
(Required of all Applicants for FTA funding and all FTA Grantees with an active Capital or Formula Project)

AFFIRMATION OF APPLICANT

Name of the Applicant: ElderPoint Ministries of Greater Lakeland

Name and Relationship of the Authorized Representative: Ellen Simms, President

BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all Federal statutes and regulations, and follow applicable Federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in Federal Fiscal Year 2015, irrespective of whether the individual that acted on his or her Applicant's behalf continues to represent it.

FTA intends that the Certifications and Assurances the Applicant selects on the other side of this document should apply to each Project for which it seeks now, or may later seek FTA funding during Federal Fiscal Year 2015.

The Applicant affirms the truthfulness and accuracy of the Certifications and Assurances it has selected in the statements submitted with this document and any other submission made to FTA, and acknowledges that the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. 3801 *et seq.*, and implementing U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR part 31, apply to any certification, assurance or submission made to FTA. The criminal provisions of 18 U.S.C. 1001 apply to any certification, assurance, or submission made in connection with a Federal public transportation program authorized by 49 U.S.C. chapter 53 or any other statute

In signing this document, I declare under penalties of perjury that the foregoing Certifications and Assurances, and any other statements made by me on behalf of the Applicant are true and accurate.

Signature [signature] Date: 1-22-15

Name
Authorized Representative of Applicant

AFFIRMATION OF APPLICANT'S ATTORNEY

For (Name of Applicant): ElderPoint Ministries of Greater Lakeland

As the undersigned Attorney for the above named Applicant, I hereby affirm to the Applicant that it has authority under State, local, or tribal government law, as applicable, to make and comply with the Certifications and Assurances as indicated on the foregoing pages. I further affirm that, in my opinion, the Certifications and Assurances have been legally made and constitute legal and binding obligations on it.

I further affirm that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these Certifications and Assurances, or of the performance of its FTA Project or Projects.

Signature [signature] Date: 1/26/15

Name Keith Merritt
Attorney for Applicant

Each Applicant for FTA funding and each FTA Grantee with an active Capital or Formula Project must provide an Affirmation of Applicant's Attorney pertaining to the Applicant's legal capacity. The Applicant may enter its signature in lieu of the Attorney's signature, provided the Applicant has on file this Affirmation, signed by the attorney and dated this Federal fiscal year.

APPLIES TO APPLICANTS FOR CAPITAL ASSISTANCE
EXHIBIT G
APPLICANT CERTIFICATION AND ASSURANCE TO FDOT

To be completed and signed by an individual authorized by the governing board of the applicant agency and submitted with the grant application.

The _____ (undersigned) _____certifies and assures to the Florida Department of Transportation in regard to its Application under U.S.C. Section 5310 dated _____:

1) It shall adhere to all Certifications and Assurances made to the federal government in its Application.
2) It shall comply with Florida Statues:
    a. Section 341.051- Administration and financing of public transit and intercity bus service programs and projects
    b. Section 341.061 (2) - Transit Safety Standards; Inspections and System Safety Reviews
3) It shall comply with Florida Administrative Code (Does not apply to Section 5310 recipients only):
    a. Rule Chapter 14-73 - Public Transportation
    b. Rule Chapter 14-90 - Equipment and Operational Safety Standards for Bus Transit Systems
    c. Rule Chapter 14-90.0041 - Medical Examination for Bus System Driver
    d. Rule Chapter 41-2 - Definitions
4) It shall comply with the Department's:
    a. Bus Transit System Safety Program Procedure No. 725-030-009 (Does not apply to Section 5310 recipients only)
    b. Public Transit Substance Abuse Management Program Procedure No. 725-030-035 (Does not apply to Section 5310 recipients only)
    c. Transit Vehicle Inventory Management Procedure No. 725-030-025
    d. Public Transportation Vehicle Leasing Procedure No. 725-030-001
    e. Guidelines for Acquiring Vehicles
    f. Procurement Guidance for Transit Agencies Manual (Does not apply to Section 5310 recipients only)
5) It has the fiscal and managerial capability and legal authority to file the application.
6) Local matching funds will be available to purchase vehicles/equipment at the time an order is placed.
7) It will carry adequate insurance to maintain, repair, or replace project vehicles/equipment in the event of loss or damage due to an accident or casualty.
8) It will maintain project vehicles/equipment in good working order for the useful life of the vehicles/equipment.
9) It will return project vehicles/equipment to the Department if, for any reason, they are no longer needed or used for the purpose intended.
10) It recognizes the Department's authority to remove vehicles/equipment from its premises, at no cost to the Department, if the Department determines the vehicles/equipment are not used for the purpose intended, improperly maintained, uninsured, or operated unsafely.
11) It will not enter into any lease of project vehicles/equipment or contract for transportation services with any third party without prior approval of the Department.
12) It will notify the Department **within 24 hours** of any accident or casualty involving project vehicles/equipment, and submit related reports as required by the Department.
13) It will notify the Department and request assistance if a vehicle would become unserviceable.
14) It will submit an annual financial audit report to the Department, if required by the Department.

Date: 1-22-15 Ellen Simms, President
(Typed name and title of authorized representative)

Ellen J Simms
(Signature of authorized representative)

Section 5310 APPLICANTS

EXHIBIT I

Coordinated Public Transit-Human Services Transportation Plan

To be completed and signed by an individual authorized by the governing board of the applicant agency and submitted with the grant application.

The ElderPoint Ministries certifies and assures to the Florida Department of Transportation in regard to its Application for Assistance under U.S.C. Section 5310 dated Feb. 2, 2015:

1) This grant request is included in a coordinated plan compliant with Federal Transit Administration Circular FTA C 9070.1G.

2) The name of this coordinated plan is provided below.

The Polk County Transportation Disadvantaged Service Plan 2009

3) The agency that adopted this coordinated plan is provided below.

ElderPoint Ministries of Greater Lakeland

4) The date the coordinated plan was adopted is provided below.

Aug. 24, 2010

5) The page number of the coordinated plan that this application supports. **Please submit a copy of the page along with his form.**

Date: 1-22-15 Signature: Ellen Simms

Ellen Simms, President

Typed name and title

EXHIBIT J
Standard Lobbying Certification Form

NOTE: All grant awards issued to a recipient in the amount of $100,000 or more must include a signed standard lobbying form.

The undersigned [Contractor] certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form--LLL, "Disclosure Form to Report Lobbying," (a copy the form can be obtained from http://www.dot.state.fl.us/transit/Pages/grantsadministration.shtm) in accordance with its instructions [as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96). Note: Language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 2 U.S.C. 1601, *et seq.*)]

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

[Note: Pursuant to 31 U.S.C. § 1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such expenditure or failure.]

The Contractor, Elder Point Ministries, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. A 3801, *et seq.*, apply to this certification and disclosure, if any.

Ellen Simms Signature of Contractor's Authorized Official

Ellen Simms, President Name and Title of Contractor's Authorized Official

Jan. 22, 2015 Date

COORDINATION AGREEMENT

BETWEEN

POLK COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF FLORIDA

AND

ElderPoint Ministries of Greater Lakeland, Inc.

This Agreement ("Agreement") is made and entered into between Polk County, a political subdivision of the State of Florida ("County"), and ElderPoint Ministries of Greater Lakeland, Inc. ("GRANTEE") as of the date set forth below.

The GRANTEE, identified below, agrees to coordinate transportation services to persons who are transportation disadvantaged[1] and who are clients of the GRANTEE and not the general public, as required by the Community Transportation Coordinator for the County, identified below , hereinafter refered to as the COORDINATOR.

The GRANTEE will identify client transportation needs and refer those who are appropriate to the COORDINATOR.

The GRANTEE acknowledges that, if feasible, vehicles funded with Federal funds shall be made available to the COORDINATOR upon execution of a rate agreement between the COORDINATOR and the GRANTEE.

The GRANTEE shall comply with all safety standards as defined by Polk County Transit Services.

The GRANTEE shall provide ridership and vehicle information, including estimated passenger trips and total funding available for transportation services along with other data reporting requirements as specified in the Annual Operating Report instructions from the Commission for the Transportation Disadvantaged.

The GRANTEE and their partnering agencies will have access and usage of Polk County Transit Services Trapeze software for scheduling and tracking of trips.

This Agreement may be terminated by either party by providing five a (5) day written notice to the other party. This Agreement shall be for a period beginning on the effective date and expires on December 31, 2015, unless terminated at an earlier date as described above. The effective date shall mean the date that the later of the two parties executes this Agreement.

GRANTEE:

ElderPoint Ministries of Greater Lakeland, Inc.

Name: Jane Hammond

COORDINATOR

Polk County Transit Services Division

Name: Marcia Andresen

Title: Executive Director
Address: ~~145 East Edgewood Dr.~~ 1021 Lakeland Hills Blvd 2nd fl, 34.4
Lakeland, Fl. ~~33803~~ 33805

Title: Social Services Director
Address: Drawer HS09
P.O. Box 9005
Bartow, FL 33831-9005

[1] Chapter 427 Florida Statutes defines Transportation Disadvantaged as, "those persons, including children as defined in s. 411.202 F.S., who because of physical or mental disability, income status, or inability to drive due to age or disability are unable to transport themselves or to purchase transportation and have no other form of transportation available. These persons are, therefore, dependent upon others to obtain access to health care, employment, education, shopping, or medically necessary or life-sustaining activities."

IN WITNESS THEREOF, the parties have executed this Agreement as of this 18th day of November.

ElderPoint Ministries of Greater Lakeland, Inc.

By: _____

Title: Jane Hammond, Executive Director

Date: Oct. 10, 2014

Witnesses:

By: _____

Date: _____

Polk County, a Political Subdivision Of the State of Florida

By: _____

Title: Chairman

Date: 11.18.14

R.55

Attest:

Stacy M. Butterfield, County Clerk
Polk County, Florida

By: Kim Hancock
Deputy Clerk

Date: 11.18.14

Welcome to the eAgenda System

Polk County Board of County Commissioners

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Item Author : View Agenda Item

Agenda
November 18, 2014 Regular BoCC meeting

Category
Q. CONSENT AGENDA ITEMS

Sub-Category
Social Services - Transit Services

Approval Path
No Fiscal Impact

Recommended Move To Category

SUBJECT
Standard Coordination Agreement between the Board and ElderPoint Ministries of Greater Lakeland, Inc. There is no fiscal impact.

DESCRIPTION

The Board holds the designation of Community Transportation Coordinator (CTC) and has the responsibility to enter into contracts with any agency/operator receiving Federal, State or local funding for the purpose of providing transportation services for individuals identified as transportation disadvantaged. Standard Coordination Agreements also allow participating agencies to apply for Federal Transit Administration (FTA) Section 5310 capital grant funding through the Florida Department of Transportation. This agreement will also allow the CTC to report the use of these vehicles within the coordinated transportation system.

Transportation provided by ElderPoint Ministries of Greater Lakeland, Inc. under this agreement is solely for their clients. The Coordination Agreement allows them to operate more independently to serve their clients in a more efficient manner while continuing to maintain the overall coordinated system at a lower operating cost.

RECOMMENDATION
Recommend the Board approve and execute the Standard Coordination Agreement with ElderPoint Ministries of Greater Lakeland, Inc.

FISCAL IMPACT

No Fiscal Impact

CONTACT INFORMATION

Rodney Wetzel

Transit Services Senior Planner

534-5205

Revision/Rejection History

Attachments: (list)

EPM Agreement 2014.pdf Legal Review.pdf

Audit Data	Date & Time
Agenda Item Added by Rodney Wetzel	10/15/2014 11:20:16 AM
Legal Review.pdf added as an attachment by Rodney Wetzel	10/15/2014 11:21:00 AM
EPM Agreement 2014.pdf added as an attachment by Rodney Wetzel	10/15/2014 11:21:42 AM
Agenda Item Submitted by Rodney Wetzel	10/15/2014 11:21:44 AM

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Rodney Wetzel - (Senior Planner)
Role : Item Author

Version: 1.2.1.3 - 1.2.7.1

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Transportation Operating Procedure

Maintenance

ElderPoint Ministries of Greater Lakeland has adopted the Preventative Maintenance Standards Manual 2011 published from the FDOT.

Volunteer Drivers must conduct a pre and post trip inspection of 5310 vehicles using the inspection sheet attached to their manifest. These records are maintained with the completed trip manifest. The inspections sheets are reviewed by the Ride Scheduler for any items that need to be addressed.

Preventative Maintenance is performed by Webb's Auto Care Service which provides our fleet maintenance. Routine Inspections occur every 6,000 miles using the ABC preventative maintenance guidelines.

Operations

Volunteer drivers must complete a volunteer driver application which details their current driving license, insurance and driving history. The application outlines that drivers are not to take any form of payment, maintain insurance on their vehicle and maintain confidentiality. Additionally, each driver must complete a driver application provided through our insurance agency. Volunteer drivers must also read, understand and sign the Volunteer Driver Acceptable and Not acceptable Habits form which details permissible actions and those that are prohibited while volunteering for the program. There are no vehicles in our inventory which require a CDL. A copy of the driver's license must be maintained in their file.

ElderPoint Ministries developed a volunteer training program which was reviewed and determined to be adequate by the FDOT in 2011. This document was developed in coordination with Polk Country Transit and utilizes tools from USF CUTR and Polk County. The document covers driver expectations but also Clean and Sober Driving and Distracted Driving videos. Each volunteer driver must read and understand the training manual.

ElderPoint provides emergency services for vehicles through the Fuelman fleet account. This program provides a fuel and maintenance card for each vehicle. This information is kept on the key ring to ensure it is available to each driver. Insurance information is also with the key ring. Drivers are also provided with the phone number of the office as well as after-hours cell numbers for staff. Volunteer drivers should contact the office or staff to report an emergency situation. If professional emergency help is required they should be contacted first before informing staff. If the situation does not require

emergency response, the staff will provide the volunteer driver with the next steps to ensure the safety and well being of clients, volunteers and the vehicle.

ElderPoint Ministries promotes a drug-free workplace but opts not to drug test its employees and job applicants. As referenced in Section 112.0445.4, it is not mandatory for our program to have a drug testing program.
Section 112.0445, F.S. stated purpose is to:
(a) Promote the goal of drug-free workplaces within government through fair and reasonable drug-testing methods for the protection of public employees and employers.

The statute goes on to define
(g) "Employee" means a person who works for salary, wages, or other remuneration for an employer.

ElderPoint Ministries does not employ drivers but rather uses volunteers. Under the definition in the statute the volunteer driver would not be subjected to drug testing. ElderPoint does, however, educate our volunteer drivers about Clean and Sober driving and the dangers of over the counter medication. Additionally, using volunteer drivers affords us the opportunity to not assign rides to a driver. If the dispatcher has any reasonable suspicion rides will be reassigned to other volunteers. Unlike an employee, ElderPoint has the ability to stop using a volunteer at any time for any reason.

ElderPoint utilizes volunteer drivers according to their established availability. Volunteers will never be scheduled for more than 12 hours of driving within a 24 hour period nor more than 72 hours in 7 days. Volunteers record volunteer time which should not be confused with driving time. The volunteer driving program provides door through door service which often requires volunteers to wait for clients prior to providing a return trip. The above safety guidelines refer to actual driving times, not volunteer time.

Safety

In accordance with the Acceptable and Not Acceptable Habits form signed by each volunteer driver, drivers are required to not accept assignments when their driving may be impaired. Additionally, the dispatcher reserves the right to unassign a ride to any volunteer that is possibly impaired.

Volunteer drivers are expected to always follow applicable traffic regulations, ordinances, and laws. In order to ensure compliance, ElderPoint staff follows up with clients to get feedback on the given ride. If a client indicates unsafe driving practices by a volunteer, then staff will follow up with the driver to ensure compliance with all traffic laws. If at any time ElderPoint deems a volunteer drive habitually unsafe in their driving habits they will not be assigned rides.

ElderPoint Ministries expects volunteer driver to limit the use of wireless communication devices. Although these devices are necessary for proper communication during service, volunteer drivers agree to only use wireless devices when not operating a moving vehicle. This expectation is outlined in the Acceptable and Not Acceptable Habits document.

In the case of an incident or accident, staff will investigate the event. Any pertinent information will be reported on the Accident/Incident Report and submitted to the FDOT.

Detail by Entity Name

Florida Non Profit Corporation

ELDERPOINT MINISTRIES OF GREATER LAKELAND, INC.

Filing Information

Document Number	N05000005792
FEI/EIN Number	202949966
Date Filed	06/06/2005
State	FL
Status	ACTIVE
Last Event	AMENDMENT AND NAME CHANGE
Event Date Filed	10/23/2009
Event Effective Date	NONE

Principal Address

145 E. Edgewood Ave
LAKELAND, FL 33803

Changed: 04/14/2013

Mailing Address

145 E. Edgewood Ave
LAKELAND, FL 33803

Changed: 04/14/2013

Registered Agent Name & Address

HAMMOND, JANE
145 E. Edgewood AVE.
LAKELAND, FL 33803

Name Changed: 04/16/2008

Address Changed: 04/14/2013

Officer/Director Detail

Name & Address

Title VD

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State of Florida, Department of State

2485 COLONEL FORD RD.
LAKELAND, FL 33813

Title PD

SIMMS, ELLEN
117 S. KENTUCKY
LAKELAND, FL 33801

Title SD

ANDERSON, LAURA
1290 GOLFVIEW AVENUE, #202
BARTOW, FL 33831

Title ED

HAMMOND, JANE
137 SHANNON OAKS DR
LAKELAND, FL 33813

Annual Reports

Report Year	Filed Date
2012	01/23/2012
2013	04/14/2013
2014	01/09/2014

Document Images

01/09/2014 -- ANNUAL REPORT	View image in PDF format
04/14/2013 -- ANNUAL REPORT	View image in PDF format
01/23/2012 -- ANNUAL REPORT	View image in PDF format
02/17/2011 -- ANNUAL REPORT	View image in PDF format
03/24/2010 -- ANNUAL REPORT	View image in PDF format
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07/01/2009 -- ANNUAL REPORT	View image in PDF format
04/16/2008 -- ANNUAL REPORT	View image in PDF format
01/11/2007 -- ANNUAL REPORT	View image in PDF format
03/22/2006 -- ANNUAL REPORT	View image in PDF format
06/06/2005 -- Domestic Non-Profit	View image in PDF format

ElderPoint MINISTRIES

Faith in Action Serving Lakeland's Elderly

1. General Reporting Requirements (Chapter III)
   a. A list of all active lawsuits or complaints alleging discrimination on the basis of race, color, or national origin with respect to service or other transit benefits.
      DURING THIS REPORTING PERIOD THERE HAS BEEN NO LAWSUITS OR COMPLAINTS ALLEGING DISCRIMINATION AGAINST ELDERPOINT MINISTRIES.
   b. A description of all pending applications for financial assistance currently provided by other federal agencies to the grantee.
      THERE IS NO PENDING APPLICATIONS FOR FINANCIAL ASSISTANCE FOR ELDERPOINT MINISTRIES.
   c. Summary of all civil rights compliance reviews conducted by other local, state or federal agencies in the last 3 years.
      DURING THIS REPORTING PERIOD THERE HAS BEEN NO CIVIL RIGHTS COMPLIANCE REVIEWS OF ELDERPOINT MINISTRIES.
   d. The most recent date of grantees signed *"Annual Certifications"*.
      1/30/2015
   e. The most recent date of grantees signed *"Assurances"*.
      1/30/2015
   f. Fixed facility impact.
      DURING THIS REPORTING PERIOD THERE HAS BEEN NO FIXED FACILITY IMPACT.

Jane Hammond, Executive Director Date: Jan 30, 2015

Jane Hammond, Executive Director
ElderPoint Ministries of Greater Lakeland

1111 South Florida Ave. Lakeland, FL 33803
863.682.7249 www.elderpoint.org

ElderPoint MINISTRIES

Faith in Action Serving Lakeland's Elderly

ELDERPOINT MINISTRIES TITLE VI PUBLIC NOTICE

STATEMENT: It is the policy ElderPoint Ministries not to discriminate based on race, color, religion, gender, age, national origin, disability, or family status. Any inquiries or complaints related to Title VI may be sent in writing to ElderPoint Ministries, Executive Director, 1021 Lakeland Hills Blvd. Lakeland, FL 33803 or by calling (863) 682-7249.

DISSEMINATION: The Title VI notice is printed on the website and our brochures.

TRANSLATION: The Title VI notice is printed in English and Spanish

1111 South Florida Ave. Lakeland, FL 33803
863.682.7249 www.elderpoint.org

ElderPoint MINISTRIES

Faith in Action Serving Lakeland's Elderly

TITLE VI NONDISCRIMINATION PROGRAM POLICY STATEMENT

ElderPoint Ministries Title VI Program (Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987) is to ensure nondiscrimination of its programs and services and to promote and engage the participation of all people regardless of race, religion, color, national origin, sex, age, disability and familial status. Every effort will be made to ensure nondiscrimination with any and all services. If anyone believes he or she has been discriminated against based on race, religion, color or national origin, sex, age, disability and familial status he or she has the right to file a complaint. The Title VI Coordinator for ElderPoint Ministries is:

Jane Hammond, Executive Director
ElderPoint Ministries of Greater Lakeland
1021 Lakeland Hills Blvd.
2nd Floor, Suite 4
Lakeland, FL 33803

Jane Hammond, Executive Director
ElderPoint Ministries of Greater Lakeland

bluebird
1111 South Florida Ave. Lakeland, FL 33803
863.682.7249 www.elderpoint.org

TITLE VI NONDISCRIMINATION PROGRAM POLICY STATEMENT

ELDERPOINT MINISTRIES TITLE VI COMPLAINT PROCEDURE

PROCEDURE

A complaint must be filed within one hundred eighty (180) calendar days after the date of the alleged discrimination, unless the time for filing is extended in writing. Allegations of discrimination received via e-mail will be acknowledge and processed. Allegations received by telephone will be documented in writing and provided to the complainant(s) for review before processing. If complainant is hearing or speech impaired, call the Florida Relay Service (FRS) by dialing 1-800-955-8771 (TTY) or email the Title VI Coordinator for assistance. A compliant should be in writing, signed by the complainant or his/her representative(s), and must include the complainant(s) name, address, telephone number/contact number, along with a description of the alleged discrimination which should include:

- How/why/when/where alleged discrimination occurred
- Location of were alleged discrimination took place
- Names and contact information of any witnesses
- Date and time of alleged discrimination
- If the alleged discrimination took place on a bus or other public transportation vehicle please provide bus/vehicle number if available.

INVESTIGATION

Upon receipt of a signed complaint, the Title VI Coordinator will record and investigate the complaint within 90 days.

The Investigator may interview any individual(s) named as witnesses and any other individual(s) who may have information pertaining to the complaint lodged. Documents relevant to the complaint may be reviewed. Failure of the complainant to respond to requests from the investigator may result in a dismissal of the complaint.

ElderPoint strives to promptly resolve any complaint; however, the process may differ depending on the complexity of the complaint and other factors. The complainant will receive a written notice which shall be approved by the Title VI Compliance Review Officer.

If the complainant disagrees with the response or decision, a written notice can be sent directly to the Office of Civil Rights.

Individuals or organizations who believe they have been denied the benefits of, excluded from participation in, or subject to discrimination on the grounds of race, color, or national origin by a recipient of Federal Transit Administration funding can file an administrative complaint with the Federal Transit Administration's Office of Civil Rights under Title VI of the Civil Rights Act of 1964.

FTA investigates complaints on the basis of intentional discrimination or on the basis of disparate impact discrimination, where a neutral policy or practice has the effect of disproportionately excluding or adversely affecting

minority beneficiaries or other protected individuals and the recipient's practice lacks a substantial legitimate justification.

Under the Executive Order on Environmental Justice and the U.S. Department of Transportation's Order to Address Environmental Justice in Minority Populations and Low-Income Populations, a member of the public, a group of people, or their representatives can file an administrative complaint against a recipient of financial assistance from FTA, a transportation provider, a transportation-related entity, or FTA itself alleging discrimination and/or adverse environmental effects, including social and economic effects, against a specific minority or low income community or population group, due to a project or activity funded or carried out by DOT.

Individuals and organizations may file a complaint by completing the attached Title VI Complaint Form. Complaints must be signed, include contact information, and mailed to:

Federal Transit Administration Office of Civil Rights
Attention: Title VI Program Coordinator
East Building, 5th Floor - TCR
1200 New Jersey Ave., SE
Washington, DC 20590

FTA strives to promptly investigate the complaints received. At the conclusion of our investigation we will transmit a letter of finding to the complainant and the recipient. If our investigation determines that the recipient is not in violation of Title VI, our letters will explain why the recipient was found in compliance. If we determine that a recipient is in violation of Title VI, our letters will document the violation and instruct the recipient to take action to come into compliance.

No one may intimidate, threaten, coerce, or engage in other discriminatory conduct against anyone because he or she has either filed a complaint to secure rights protected by the nondiscrimination statutes we enforce. Any individual alleging such harassment or intimidation may file a complaint with the Federal Transit Administration. We would investigate such a complaint.

http://www.fta.dot.gov/documents/TitleVIComplaintform.doc

RETALIATION

Retaliation is prohibited under Title VI of the Civil Rights Act of 1964 and related federal and state nondiscrimination authorities. It is the policy of ElderPoint Ministries that persons filing a complaint of discrimination should have the right to do so without interference, intimidation, coercion or fear of reprisal. Anyone who feels he/she has been subjected to retaliation should report such incident to the Title VI Coordinator.

TITLE VI INVESTIGATIONS, COMPLIANTS AND LAWSUITES

TABLE

TYPE	STATUS
INVESTIGATIONS	No investigations/at this time
LAWSUITS	No lawsuits at this time
COMPLAINTS	No complaints at this time

PUBLIC PARTICIPATION PLAN

ATTACHMENT 1

ElderPoint Ministries has adopted the Polk County TPO Participation Plan.

LIMITED ENGLISH PROFICIENCY (LEP) Accommodations

ElderPoint Ministries understands language for LEP individuals can be a barrier to accessing important benefits or services, understanding and exercising important rights, complying with applicable responsibilities, or understanding other information provided by federally funded programs and activities. There are arrays of services that can be made meaningfully accessible to otherwise eligible LEP persons. ElderPoint Ministries is committed to improving the accessibility of its programs and activities to eligible LEP persons. ElderPoint Ministries understands its obligation to reduce language barriers that can preclude meaningful access by LEP persons to important government services.

WHO IS A LIMITED ENGLISH PROFICIENT INDIVIDUAL?

Individuals who do not speak English as their primary language and who have a limited ability to read, write, speak, or understand English can be limited English proficient, or "LEP," and, therefore, are entitled to language assistance under Title VI of the Civil Rights Act of 1964 with respect to a particular type of service, benefit, or encounter.

Examples of populations likely to include LEP persons are considered when planning language services include, but are not limited to:

- Public transportation passengers
- Persons living in areas affected or potentially affected by transportation projects
- Business owners who apply to participate in DOT's Disadvantaged Business Enterprise program

FOUR-FACTOR ANALYSIS

1. The number or proportion of LEP persons eligible to be served or likely to be encountered by a program, activity, or service of the recipient or grantee;
2. The frequency with which LEP individuals come in contact with the program;
3. The nature and importance of the program, activity, or service provided by the recipient to people's lives; and
4. The resources available to provide access for LEP individuals.

APPLYING THE FOUR-FACTOR ANALYSIS

The Four-Factor Analysis was used to develop the LEP accommodations necessary to ensure access to services provided by Polk County Transit Services. The following sections address each of these with respect to ElderPoint Minstries.

FACTOR 1: THE NUMBER/PROPORTION OF LEP PERSONS SERVED/ENCOUNTERED IN THE ELIGIBLE SERVICE POPULATION

PRIOR EXPERIENCE WITH LEP INDIVIDUALS

ElderPoint Ministries has been providing door-to-door services to the residents of Polk County, specifically the rural areas since 2010. Over the past 5 years ElderPoint Ministries has set a standard to continuously review the relevant benefits, services, and information provided by and determining the extent to which LEP persons have come into contact with ElderPoint Ministries.

Contact with LEP persons occur through one or more of the following channels:

- Contact with transit vehicle operators
- Calls to the customer service representatives via telephone
- Visits to ElderPoint Ministries offices
- Attendance at public meetings, workshops or hearings
- Contact with ElderPoint Ministries' ADA complementary paratransit system (including applying for eligibility, making reservations, and communicating with drivers)

ANALYSIS OF DATA

The 2010 Census and the 2011 Census Bureau's American Community Survey (ACS) provided the following details of Polk County population:

POLK COUNTY DEMOGRAPHICS

RACE	POLK	FLORIDA
White persons, percent, 2011	80.4%	78.5%
Black persons, percent, 2011	15.3%	16.5%
American Indian and Alaska Native persons, percent, 2011	0.6%	0.5%
Asian persons, percent, 2011	1.8%	2.6%
Native Hawaiian and Other Pacific Islander persons, percent, 2011	0.1%	0.1%
Persons reporting two or more races, percent, 2011	1.8%	1.8%
Persons of Hispanic or Latino Origin, percent, 2011	18.1%	22.9%
White persons not Hispanic, percent, 2011	64.1%	57.5%

WORLD REGION OF BIRTH OF FOREIGN BORN	Estimate	Margin of Error	Percent	%Margin of Error
Foreign-born population, excluding population born at sea	63,339	+/-2,277	63,339	(X)
Europe	7,172	+/-744	11.3%	+/-1.2
Asia	6,809	+/-463	10.8%	+/-0.8
Africa	1,552	+/-474	2.5%	+/-0.7

Oceania	175	+/-84	0.3%	+/-0.1
Latin America	44,361	+/-2,031	70.0%	+/-1.5
Northern America	3,270	+/-538	5.2%	+/-0.8
EDUCATIONAL ATTAINMENT	**Estimate**	**Margin of Error**	**Percent**	**%Margin of Error**
Population 25 years and over	403,936	+/-117	403,936	(X)
Less than 9th grade	27,012	+/-1,320	6.7%	+/-0.3
9th to 12th grade, no diploma	45,323	+/-1,668	11.2%	+/-0.4
High school graduate/equivalency	148,291	+/-2,703	36.7%	+/-0.7
Some college, no degree	79,334	+/-1,979	19.6%	+/-0.5
Associate's degree	31,292	+/-1,207	7.7%	+/-0.3
Bachelor's degree	50,619	+/-1,574	12.5%	+/-0.4
Graduate or professional degree	22,065	+/-1,073	5.5%	+/-0.3

LANGUAGE SPOKEN AT HOME	ESTIMATE	MARGIN OF ERROR	PERCENT	% MARGIN OF ERROR
Population 5 years and over	559,140	+/-122	559,140	(X)
English only	455,530	+/-2,004	81.5%	+/-0.4
Language other than English	103,610	+/-1,982	18.5%	+/-0.4
Speak English less than "very well"	46,717	+/-1,911	8.4%	+/-0.3
Spanish	82,024	+/-1,493	14.7%	+/-0.3
Speak English less than "very well"	38,931	+/-1,826	7.0%	+/-0.3
Other Indo-European languages	14,074	+/-1,281	2.5%	+/-0.2
Speak English less than "very well"	4,848	+/-762	0.9%	+/-0.1
Asian and Pacific Islander languages	5,888	+/-649	1.1%	+/-0.1
Speak English less than "very well"	2,444	+/-463	0.4%	+/-0.1
Other languages	1,624	+/-503	0.3%	+/-0.1
Speak English less than "very well"	494	+/-198	0.1%	+/-0.1

GEOGRAPHIC BOUNDARIES

Polk County is the size of a small state (Rhode Island/Delaware), it is the 4th largest county in Florida, has 17 municipalities spread over 2,010 square miles, of mostly rural land, and 35% of households in the service area are headed by individuals over the age of 65. In 2000 only 37% of county residents lived in incorporated metropolitan areas. There exists a higher then national average unemployment rate at 11% and a 15.2% poverty rate, so reliance on public transit is a life line for a large portion of both urban and rural populations.

It is located about equal distance from the east and west coast and halfway between the Georgia-Florida border and the southern tip of the peninsula. This major east-west corridor is located between State Road 60 and the State designated "Florida High Tech Corridor" of Interstate 4, the north - south corridors of Interstate 75, Interstate 95, the Florida Turnpike, US 98, US 27 and US 17. Polk County is bordered by Osceola County to the east, Hillsborough County to the west, and Hardee/Highlands Counties to the south and Lake County to the north it is estimated that more than 8.6 million people reside within a 100 mile radius of Polk County. This is one of the largest concentrations of population in the southeast.

ElderPoint Ministries provides volunteer transportation services in the Winter Haven urbanized area and throughout Polk County. Door-to-door services are provided county-wide and primarily where access to the fixed-route system is either limited or non-existent.

FACTOR 2: THE FREQUENCY WITH WHICH LEP INDIVIDUALS COME INTO CONTACT WITH ELDERPOINT MINISTRIES

PRIOR EXPERIENCE WITH LEP INDIVIDUALS

ElderPoint Ministries staffs were able to provide anecdotal information on how frequently they come into contact with LEP persons.

Few communication barriers were reported the largest of which centered on individuals who speak English as a second-language or no English at all. Those individuals primarily speak Spanish.

ANALYSIS OF DATA

The ACS data was utilized to measure the count of the number of persons who indicated that they spoke English "very well," "well," "less than well," and "not at all". This data was accessed at the county level. The above ACS for Polk County, Florida gives a total population of 559,140. Of this population, the Census estimates that 46,717 people or 8.4% of the County's population speak English "less than 'very well'". This represents the sum of the persons in each of the table's categories that are estimated to speak English less than "very well". Of these persons, 38,931 (or 83% of the LEP population) speak Spanish. All other languages make up 0.1% of the LEP population.

POLK COUNTY DEMOGRAPHICS

LANGUAGE SPOKEN AT HOME BY ABILITY TO SPEAK ENGLISH FOR THE POPULATION 5 YEARS	POLK COUNTY, FLORIDA	
	ESTIMATE	MARGIN OF ERROR
Total:	559,140	+/-122
Speak only English	**455,530**	**+/-2,004**
Spanish or Spanish Creole:	**82,024**	**+/-1,493**
Speak English "very well"	43,093	+/-1,681
Speak English less than "very well"	38,931	+/-1,826
French (incl. Patois, Cajun):	**2,929**	**+/-533**
Speak English "very well"	2,291	+/-448
Speak English less than "very well"	638	+/-192
French Creole:	**3,915**	**+/-848**
Speak English "very well"	2,078	+/-529
Speak English less than "very well"	1,837	+/-452
Italian:	**802**	**+/-223**
Speak English "very well"	557	+/-146
Speak English less than "very well"	245	+/-133
Portuguese or Portuguese Creole:	**890**	**+/-439**
Speak English "very well"	380	+/-159
Speak English less than "very well"	510	+/-359
German:	**1,708**	**+/-465**
Speak English "very well"	1,292	+/-289
Speak English less than "very well"	416	+/-360
Yiddish:	**22**	**+/-26**
Speak English "very well"	0	+/-104
Speak English less than "very well"	22	+/-26
Other West Germanic languages:	**229**	**+/-123**
Speak English "very well"	214	+/-120
Speak English less than "very well"	15	+/-24

Scandinavian languages:	**145**	**+/-82**
Speak English "very well"	119	+/-78
Speak English less than "very well"	26	+/-27
Greek:	**292**	**+/-192**
Speak English "very well"	262	+/-165
Speak English less than "very well"	30	+/-45
Russian:	**404**	**+/-186**
Speak English "very well"	199	+/-99
Speak English less than "very well"	205	+/-162
Polish:	**295**	**+/-118**
Speak English "very well"	206	+/-90
Speak English less than "very well"	89	+/-69
Serbo-Croatian:	**143**	**+/-147**
Speak English "very well"	56	+/-75
Speak English less than "very well"	87	+/-86
Other Slavic languages:	**225**	**+/-127**
Speak English "very well"	119	+/-77
Speak English less than "very well"	106	+/-114
Armenian:	**16**	**+/-26**
Speak English "very well"	16	+/-26
Speak English less than "very well"	0	+/-104
Persian:	**86**	**+/-81**
Speak English "very well"	33	+/-35
Speak English less than "very well"	53	+/-57
Gujarati:	**777**	**+/-292**
Speak English "very well"	526	+/-225
Speak English less than "very well"	251	+/-139
Hindi:	**376**	**+/-240**
Speak English "very well"	262	+/-189
Speak English less than "very well"	114	+/-105
Urdu:	**296**	**+/-199**
Speak English "very well"	214	+/-176
Speak English less than "very well"	82	+/-68
Other Indic languages:	**305**	**+/-171**
Speak English "very well"	277	+/-171
Speak English less than "very well"	28	+/-35
Other Indo-European languages:	**219**	**+/-137**
Speak English "very well"	125	+/-81
Speak English less than "very well"	94	+/-76
Chinese:	**1,120**	**+/-431**
Speak English "very well"	730	+/-388
Speak English less than "very well"	390	+/-173
Japanese:	**526**	**+/-415**
Speak English "very well"	357	+/-293
Speak English less than "very well"	169	+/-129
Korean:	**197**	**+/-139**
Speak English "very well"	56	+/-49
Speak English less than "very well"	141	+/-105
Mon-Khmer, Cambodian:	**119**	**+/-126**
Speak English "very well"	99	+/-125
Speak English less than "very well"	20	+/-32

Hmong:	**197**	**+/-219**
Speak English "very well"	75	+/-120
Speak English less than "very well"	122	+/-137
Thai:	**391**	**+/-313**
Speak English "very well"	257	+/-238
Speak English less than "very well"	134	+/-100
Laotian:	**110**	**+/-112**
Speak English "very well"	26	+/-30
Speak English less than "very well"	84	+/-96
Vietnamese:	**1,146**	**+/-412**
Speak English "very well"	406	+/-178
Speak English less than "very well"	740	+/-297
Other Asian languages:	**659**	**+/-228**
Speak English "very well"	375	+/-160
Speak English less than "very well"	284	+/-136
Tagalog:	**1,211**	**+/-314**
Speak English "very well"	919	+/-259
Speak English less than "very well"	292	+/-158
Other Pacific Island languages:	**212**	**+/-130**
Speak English "very well"	144	+/-87
Speak English less than "very well"	68	+/-102
Navajo:	**0**	**+/-104**
Speak English "very well"	0	+/-104
Speak English less than "very well"	0	+/-104
Other Native North American languages:	**132**	**+/-187**
Speak English "very well"	114	+/-154
Speak English less than "very well"	18	+/-35
Hungarian:	**95**	**+/-74**
Speak English "very well"	78	+/-69
Speak English less than "very well"	17	+/-28
Arabic:	**689**	**+/-343**
Speak English "very well"	441	+/-221
Speak English less than "very well"	248	+/-147
Hebrew:	**47**	**+/-61**
Speak English "very well"	37	+/-45
Speak English less than "very well"	10	+/-20
African languages:	**530**	**+/-304**
Speak English "very well"	366	+/-230
Speak English less than "very well"	164	+/-121
Other and unspecified languages:	**131**	**+/-90**
Speak English "very well"	94	+/-76
Speak English less than "very well"	37	+/-50

CONCENTRATIONS OF LEP PERSONS

In working with various community organizations including churches and recreation facilities, we have identified opportunities to interact with the specific populations.

FACTOR 3: THE IMPORTANCE OF SERVICES TO LEP PERSONS

Transportation is critical to the daily lives of those who utilize the service. Individuals use the service for their daily transportation needs to obtain medical services, and for the enhancement of their quality of life through recreational and personal social trips.

ElderPoint Ministries provides door to door volunteer transportation for the transportation disadvantaged, elderly and disabled to health care facilities throughout Polk County. This is provided to access life sustaining and essential services.

Last year a total of 4365 one-way trips were provided to low-income seniors and disabled riders.

FACTOR 4: THE RESOURCES AVAILABLE FOR LEP ACCESS

NOTICE OF LANGUAGE ASSISTANCE

ElderPoint Ministries includes in public outreach, public notices, and public meetings verbiage that language assistance is available. Bilingual English/Spanish notices are available in accordance to the Safe Harbor Provision. The bilingual English/Spanish website provides numbers for LEP individuals to call for assistance and the website includes a feature that will translate all the material into Spanish. ElderPoint has volunteer translators available to assist with ride scheduling and volunteer transportation.

NON-ENGLISH LANGUAGE COMMUNICATIONS

Non-English language information is readily available in Spanish. Upon request written communication in other languages will be accommodated. It is, however, our experience that Spanish is predominate Non-English language spoken in the ElderPoint Ministries service area. Census data and information provided by the county's Polk County Transportation Planning Organization (TPO) confirms this.

- Bilingual English/Spanish website
- Complete bilingual English/Spanish user guide
- Bilingual English/Spanish outreach materials
- Bilingual English/Spanish representation at public meetings
- Bilingual English/Spanish Customer Service Representative
- Bilingual English/Spanish Demand Response Reservation Agents
- Bilingual English/Spanish Dispatchers to assist drivers with LEP populations
- Bilingual English/Spanish on board signage
- Website has bilingual staff directory with language spoken

GUIDELINES FOR WRITTEN DOCUMENTS

ElderPoint Ministries provides translation of vital documents with the majority of the printed documentation in Spanish as this is predominate Non-English language spoken meeting the Safe Harbor Provision. All written materials shall be at or near the fourth (4th) grade reading comprehension level. This determination may be met by utilizing the following references:

- Fry Readability Index
- PROSE The Readability Analyst
- Gunning FOG Index

- MaLauglin SMOG Index
- The Flesch-Kincaid Index
- Other reference or software approved by funding agencies

GENERAL LEP GUIDELINES

At a minimum, brochures, Applications for Services under the Americans with Disabilities Act, Survey instruments and Questionnaires, the ElderPoint Ministries website, and public notices are provided in Spanish and English.

STAFF TRAINING FOR TIMELY RESPONSE TO LEP POPULATION

New hire training ensures staff members are knowledgeable in the procedure of how to connect LEP Spanish riders with the appropriate staff person that can assist them with their needs. If an individual calls into the office, the person is transferred to a Spanish/English volunteer translator. Staff members are currently in process of developing Spanish guide books for drivers and customer services agents, with key words that will help them communicate until a bilingual staff member gets on the line.

COST ASSOCIATED WITH THE RESOURCES

To date, the costs associated with these efforts fit within the ElderPoint Ministries marketing and outreach budget. Costs are predominantly associated with translation services and material production.

NON-ELECTED COMMITTEE MEMBERSHIP

ElderPoint Ministries Board of Directors are a volunteer Board. ElderPoint Ministries does not have a transit-related, non-elected planning board, advisory council or committee, which the membership is selected by ElderPoint Ministries.

SUB RECIPIENT TITLE VI COMPLIANCE PROCEDURE

ElderPoint Ministries does not have any sub recipients.

MEASUREMENT

MONITORING SUMMARY

Title VI compliance is a full-time activity. Although continual statistical information is gathered for all the public transit services provided, formal monitoring of the program is performed annually as a part of the update to the Transit Development Plan.

The monitoring activities are undertaken to compare the level and quality of service provided to predominantly minority areas with service provided in other areas to ensure that the end result of policies and decision making are equitable throughout the entire service area.

Title VI Equity Analysis

There has been no Title VI Equity Analysis completed during this time period.

Service Standards

Vehicle Load

ElderPoint Ministries is located in an Urbanized Area (UZA) of 200,000 with less than 50 buses utilized during peak service hours. There has been no overloading of passengers on any vehicle. The District's goal is to not have passenger load that exceeds 1.25 of seated capacity. No trip has had a reported standing load that excess this amount.

Vehicle Headway

ElderPoint Ministries does not operate fixed route services.

On Time Performance

On-Time Performance of 85% or better On-Time" shall be defined as follows: Volunteers arrive within 10 minutes of scheduled pickup time.

Service Availability

ElderPoint Ministries is to coordinate and ensure safe, timely, and cost effective door-to-door transit services while extending dignity and respect to those we serve.

ElderPoint Ministries operates volunteer door to door services throughout Polk County.

Two wheelchair accessible vehicles are available to provide this service.

Service Policy

Amenities

ElderPoint Ministries does not have a physical location from which services are provided.

Vehicle Assignment

Volunteers typically drive their own vehicles to provide services. ElderPoint Ministries provides two wheelchair accessible vehicles and two vans for services driven by volunteer drivers.

ElderPoint

Faith in Action Serving Lakeland's Elderly

January 12, 2014

Mrs. Marcia Staszko
Central Florida Regional Planning Council
P.O. Drawer 2089
Bartow, FL 33830

Dear Marcia,

Enclosed for your review is one copy of the Federal Transit Administration Section 5310 grant application for ElderPoint Ministries of Greater Lakeland in the amount of $30,000.00 for capital expenses. This program is in conformance with the coordinated transportation program in Polk County.

A letter from the Central Florida Regional Planning Council indicating approval of these grant applications is requested, so I may forward to the FDOT District One office.

If you have any questions concerning this request, please contact me at (863) 682-7249

Sincerely,

Jane Hammond
Executive Director
ElderPoint Ministries of Greater Lakeland

bluebird
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