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# **FRANKLIN COUNTY**

## **TRANSPORTATION DISADVANTAGED SERVICE PLAN**

### ***Fiscal Year 2016-2022***

***Prepared by the***

*Franklin County  
Transportation Disadvantaged Coordinating Board*

*Gulf County ARC and Transportation  
the Community Transportation Coordinator*

*Apalachee Regional Planning Council  
the Designated Official Planning Agency*

***Approved by the***

*Franklin County Transportation Disadvantaged Coordinating Board  
on February 8, 2017  
updated May 31, 2017*

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**Apalachee Regional Planning Council**  
 Serving Calhoun, Franklin, Gadsden, Gulf, Jackson, Jefferson  
 Liberty, Leon and Wakulla Counties and their municipalities

**Franklin County**  
**Coordinating Board Membership Certification**

The Apalachee Regional Planning Council certifies that:

1. The membership of the local coordinating board, established pursuant to rule 41-2.012(3), F. A. C., does in fact represent the appropriate parties as identified in the following list; and
2. The membership represents, to the maximum extent feasible, a cross section of the local community.

| Representation          | Member's Name           | Alternate's Name                  | Term                  |
|-------------------------|-------------------------|-----------------------------------|-----------------------|
| Chairman                | Frank Cook              |                                   |                       |
| Elderly                 | Kay Carson              |                                   | May 2017 – June 2019  |
| Disabled                | Joe Blan                |                                   | July 2015 – June 2018 |
| Citizen Advocate        | Pamela Brownell         | Jennifer Daniels                  | July 2014 – June 2020 |
| Citizen Advocate/User   | Fred Brown              |                                   | Nov 2016 – June 2019  |
| Veterans                | Charles Elliott         | William Scott                     | July 2016 – June 2019 |
| Community Action        | Pat Carroll             |                                   | July 2017 – June 2020 |
| Public Education        | Sonja Buffkin           |                                   | Feb 2017 – June 2019  |
| Children at Risk        | Sharon Owens            | Mary Ann Roberts<br>Suzy Nadler   | July 2017 – June 2020 |
| Workforce Dvp Board     | Valentina Webb          | Kimberly Bodine<br>Donna Williams | Feb 2017 – June 2019  |
| Medical                 | David Walker            | Alma Pugh                         | July 2015 – June 2018 |
| FDOT                    | Vanessa Strickland      | Kathy Rudd                        |                       |
| FDCF                    | Sandra Porras-Gutierrez | Jeanna Olson                      |                       |
| FDOE/VR                 | Catey McMullon          | Rod Pearson                       |                       |
| FDEA                    | Stormy Johnson          |                                   |                       |
| AHCA                    | Tayna Hand              |                                   |                       |
| Private Trans. Industry | <i>Not Applicable</i>   |                                   |                       |
| Mass/Public Transit     | <i>Not Applicable</i>   |                                   |                       |

Signature:

Randy Merritt

Date: May 18, 2017

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**FRANKLIN COUNTY  
TRANSPORTATION DISADVANTAGED SERVICE PLAN  
UPDATE TABLE  
May 31, 2017**

*Updated/amended areas are indicated with a "✓".*

**LOCAL COORDINATING BOARD MEMBERSHIP CERTIFICATION  
ROLL CALL VOTE PAGE**

✓  
✓

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**FRANKLIN COUNTY  
TRANSPORTATION DISADVANTAGED COORDINATING BOARD MEETING  
FEBRUARY 8, 2017**

**ADOPTION OF  
TRANSPORTATION DISADVANTAGED SERVICE PLAN  
FOR THE COMMISSION FOR THE TRANSPORTATION DISADVANTAGED**

**ROLL CALL VOTE**

| Representation          | Member   | Voted For | Voted Against | Absent From Voting |
|-------------------------|--|-----------|---------------|--------------------|
| Chairman                | Frank Cook   |           |               | ✓                  |
| Elderly                 | (Vacant)   |           |               | ✓                  |
| Disabled                | Joe Blan   |           |               | ✓                  |
| Citizen Advocate        | Pamela Brownell                                      |           |               | ✓                  |
| Citizen Advocate/User   | Fred Brown   | ✓         |               |                    |
| Veterans                | Charles Elliott                                      | ✓         |               |                    |
| Community Action        | Pat Carroll  |           |               | ✓                  |
| Public Education        | (Vacant)   |           |               | ✓                  |
| Children at Risk        | <del>Sharon Owens</del> <sup>MARY ANN R. OWENS</sup> | ✓         |               |                    |
| Workforce Dvp Board     | <del>Gethy Rutherford</del> <sup>Wendy W. Cobb</sup> | ✓         |               |                    |
| Medical                 | David Walker   | ✓         |               |                    |
| FDOT                    | Vanessa Strickland                                   | ✓         |               |                    |
| FDCF                    | Sandra Porras-Gutierrez                              | ✓         |               |                    |
| FDOE/VR                 | Catey McMullon                                       | ✓         |               |                    |
| FDEA                    | (Vacant)   |           |               | ✓                  |
| AHCA                    | <del>John Vinicki</del> <sup>Tonya Hand</sup>        | ✓         |               |                    |
| Private Trans. Industry | Not Applicable                                       |           |               |                    |
| Mass/Public Transit     | Not Applicable                                       |           |               |                    |

The Coordinating Board hereby certifies that an annual evaluation of this Community Transportation Coordinator was conducted consistent with the policies of the Commission for the Transportation Disadvantaged and all recommendations of that evaluation have been incorporated in this Service Plan. We further certify that the rates contained herein have been thoroughly reviewed, evaluated and approved. This Transportation Disadvantaged Service Plan was reviewed in its entirety and approved by this Board at an official meeting held on the 8<sup>th</sup> day of February, 2017.

Coordinating Board Chairperson \_\_\_\_\_



\*\*\*\*

Approved by the Commission for the Transportation Disadvantaged

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director

# 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 also, jobs, access to medical care, and other life sustaining needs for some of the most vulnerable citizens. The Florida Legislature created the Florida Commission for the Transportation Disadvantaged (Commission) in 1989 to coordinate the transportation services provided to the transportation disadvantaged. The authority of the Commission derives from Chapter 427, Florida Statutes and Rule 41-2, Florida Administrative Code. The Commission is an independent agency located within the Department of Transportation for administrative and fiscal purposes. In all respects, the Commission operates independently, with rule making and budget authority. The Commission employs staff to administer and monitor the statutory requirements for the program.

Florida's transportation disadvantaged are defined in Chapter 427, Florida Statutes, as those persons who because of physical or mental disability, income status, or age are unable to transport themselves or to purchase transportation and are, therefore, dependent upon others to obtain access to health care, employment, education, shopping, social activities, or other life-sustaining activities, or children who are handicapped or high-risk or at-risk. Chapter 427, Florida Statutes was created to promote the delivery of transportation services to the transportation disadvantaged in a coordinated manner that is cost effective, efficient, and reduces fragmentation and duplication of services, as well as, increase planning for transportation services.

In 1990, the Apalachee Regional Planning Council applied for the designation as the official planning agency for the county. In the application, the Apalachee Regional Planning Council noted its qualifications, experienced personnel and knowledge of planning. In addition, the Apalachee Regional Planning Council demonstrated how it would comply with the duties and responsibilities of the designated official planning agency for various activities.

Once appointed by the Commission for the Transportation Disadvantaged as the designated official planning agency for the county, the Apalachee Regional Planning Council applied for and received funding from the Commission through the Transportation Disadvantaged Trust Fund. Since then, the Council has continued to serve as the designated official planning agency for the county.

### 2. Community Transportation Coordinator Designation Date/History

The Apalachee Regional Planning Council, as the designated official planning agency for the county, initiated a procedure for the selection of a community transportation coordinator in 1990. The Apalachee Regional Planning Council, in consultation with the local transportation disadvantaged coordinating board, contacted local public officials and requested them to post information regarding the community transportation coordinator position in public buildings in the county. Staff also contacted current providers of transportation services. There were three response related to the position, Wat-Co Enterprises, Inc., Victory Taxi Service, Inc., and Gulf County ARC and Transportation. The Apalachee Regional Planning Council and the local transportation disadvantaged coordinating board then evaluated the providers of transportation services and determined that Gulf County ARC and Transportation was the best source to administer the transportation program due to its years of experience, and administrative capabilities. Gulf County ARC and Transportation demonstrated itself to be a reliable transportation service for Franklin County. The transportation disadvantaged coordinating board recommended to the Apalachee Regional Planning Council that Gulf County ARC and Transportation serve as the community transportation coordinator on September 7, 1990. Gulf County ARC and Transportation was then designated by the Commission on October 10, 1990, as the community transportation coordinator. Gulf County ARC and Transportation has continued to serve as the community transportation coordinator for Franklin County since that date. The most recent designation was made by the Commission for the Transportation Disadvantaged on May 21, 2013

for the continuation of Gulf County ARC and Transportation as the community transportation coordinator, effective July 1, 2013 for a five-year term.

### 3. Organizational Chart

The Florida Coordinated Transportation System is made up of many components. The principal participants in the delivery of transportation disadvantaged services in Florida are described below.

**Commission for the Transportation Disadvantaged** was created to accomplish the coordination of transportation services provided to the transportation disadvantaged. It was created as an independent agency within the Department of Transportation. It administers the Transportation Disadvantaged Trust Fund for the Commission's operations and a statewide local grants program for the delivery of transportation services. The Commission appoints the community transportation coordinators and the designated official planning agency in each service area. The mission statement of the Commission is to "Ensure the availability of efficient, cost-effective, and quality transportation services for transportation disadvantaged persons".

**Designated Official Planning Agencies** have the responsibility for transportation disadvantaged planning. They recommend to the Commission the community transportation coordinator to serve in the service area. The designated official planning agency also appoints and staffs the local coordinating board.

**Transportation Disadvantaged Coordinating Board** provides local assistance to the community transportation coordinator. They identify local service needs and provide information, advice and direction to the coordinator on the coordination of services. Each coordinating board is recognized as an advisory body in its service area and is composed of local representatives from different sectors of the community, such as the elderly, the disabled, the economically disadvantaged, veterans, users, public education, agencies that purchase transportation services, transportation industry/providers, and local government.

**Community Transportation Coordinator** occupies a highly visible position in the Florida Coordinated Transportation System and must perform its duties in a thoroughly professional manner. The community transportation coordinator is responsible for the actual arrangement and delivery of transportation services for transportation disadvantaged persons in a service area. All agencies and transportation operators that receive federal, state, or local government transportation funds are required to contract with the community transportation coordinator for transportation services. The coordinator may contract with local transportation operators to provide transportation or, if none exists, may provide all the transportation services.

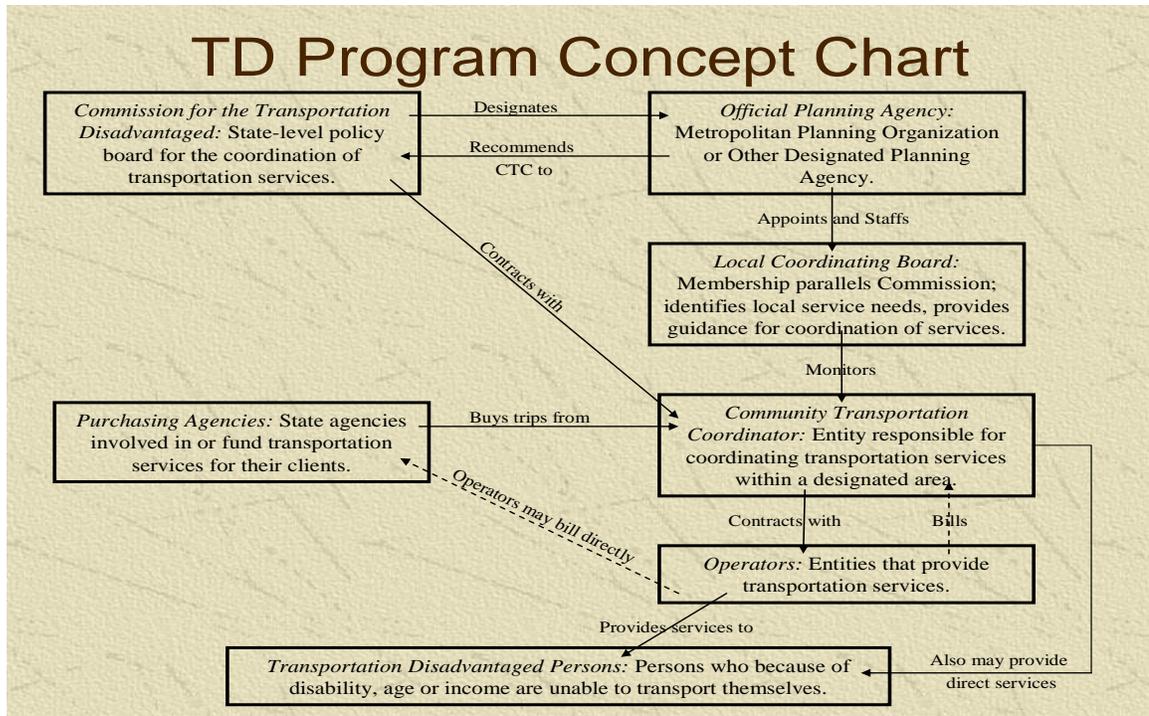
**Transportation Operators** are the actual providers of transportation services. Any public, private for-profit, or private non-profit provider of transportation services under contract with a community transportation coordinator is considered a transportation operator. Any social service agency that operates its own vehicles for the delivery of transportation service is also considered a transportation operator if the vehicles are purchased or operated with federal, state, or local government funds, and it must contract with the community transportation coordinator. The community transportation coordinator is itself a transportation operator if it provides some or all of the service.

**Purchasing and Funding Agencies** are those agencies receiving federal, state, or local government funds for transportation. These agencies must purchase service from the community transportation coordinator.

**Transportation Disadvantaged Persons** are defined in Chapter 427, Florida Statutes, as those persons who because of physical or mental disability, income status, or age are unable to transport themselves or to purchase transportation and are, therefore, dependent upon others to obtain access to health care, employment, education, shopping, social activities, or other life-sustaining

activities. The legislation also includes children who are “high-risk” or “at-risk” of developmental disabilities.

### COORDINATED TRANSPORTATION SYSTEM



Official Planning Agency:  
 Local Coordinating Board:  
 Community Transportation Coordinator:  
 Operator:  
 Purchasing Agencies:

Apalachee Regional Planning Council  
 See Certification  
 Gulf County ARC and Transportation  
 Gulf County ARC and Transportation  
 Florida Commission for the Transportation Disadvantaged (CTD),  
 Local Government,  
 Prestige Health Choice/Access2Care,  
 Staywell/MTM,  
 Miscellaneous others,  
 General Public

#### **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, Florida Statutes, each local government in Florida must prepare and adopt a comprehensive plan which inventories existing land uses, infrastructure, housing conditions, transportation systems and establishes 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 objectives which would “coordinate with the plans of any appropriate metropolitan planning organization, any public transportation authority, any appropriate resource planning and management plan prepared pursuant to Chapter 380, Florida Statutes, and approved by the Governor and Cabinet, and the Florida Department of Transportation’s 5-Year Transportation Plan”.

##### ***Apalachee Strategic Regional Policy Plan***

The Apalachee Strategic Regional Policy Plan, adopted June 1996, establishes a goal to reduce the number of transportation disadvantaged persons not served by the coordinated system. Included within this goal are policies and implementation strategies necessary for achieving the goal.

##### ***Transit Development Plan***

This plan is not applicable to this area.

##### ***Commission for the Transportation Disadvantaged 5 Year/20 Year Plan***

The statewide five-year plan, mandated by Chapter 427, Florida Statutes 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.

##### ***Metropolitan Planning Organization Long Range Transportation Plan***

The county is not located within a metropolitan planning organization and, therefore, this plan is not applicable to this area.

##### ***Transportation Improvement Program***

The county is not located within a metropolitan planning organization and, therefore, this plan is not applicable to this area.

## 5. Public Participation

It is important that stakeholders be included in the development and implementation of the transportation disadvantaged service plan. A public hearing is held annually to allow residents the opportunity to discuss unmet transportation needs, or any other areas that relate to the local transportation services. All board and committee meetings are advertised in the local newspapers. The quarterly meeting agendas include an opportunity for public comments.

The Apalachee Regional Planning Council selects the transportation disadvantaged coordinating board's membership from a cross section of the local community to include representation from (a) transportation partners, (b) passengers and advocates, (c) human service partners and (d) others. The Apalachee Regional Planning Council contacts agencies and community human services programs and requests their nominations to the transportation disadvantaged coordinating board. User group nominations such as the disabled, users and the elderly are received by recommendation from community advocates in the community. The Apalachee Regional Planning Council submits the transportation disadvantaged coordinating board membership certification to the Commission and certifies that the membership of the local coordinating board, established pursuant to Rule 41-2.012(3), F.A.C., does in fact represent the appropriate parties. The membership varies throughout the year due to term expirations, resignations, and member's inability to attend meetings on a regular basis. Amendments are provided as needed throughout the year.

### LOCAL COORDINATING BOARD CERTIFICATION

| Representation          | Member's Name           | Alternate's Name                  | Term                  |
|-------------------------|-------------------------|-----------------------------------|-----------------------|
| Chairman                | Frank Cook              |                                   |                       |
| Elderly                 | Kay Carson              |                                   | May 2017 – June 2019  |
| Disabled                | Joe Blan                |                                   | July 2015 – June 2018 |
| Citizen Advocate        | Pamela Brownell         | Jennifer Daniels                  | July 2014 – June 2020 |
| Citizen Advocate/User   | Fred Brown              |                                   | Nov 2016 – June 2019  |
| Veterans                | Charles Elliott         | William Scott                     | July 2016 – June 2019 |
| Community Action        | Pat Carroll             |                                   | July 2017 – June 2020 |
| Public Education        | Sonja Buffkin           |                                   | Feb 2017 – June 2019  |
| Children at Risk        | Sharon Owens            | Mary Ann Roberts<br>Suzy Nadler   | July 2017 – June 2020 |
| Workforce Dvp Board     | Valentina Webb          | Kimberly Bodine<br>Donna Williams | Feb 2017 – June 2019  |
| Medical                 | Alma Pugh               |                                   | July 2015 – June 2018 |
| FDOT                    | Vanessa Strickland      | Kathy Rudd                        |                       |
| FDCF                    | Sandra Porrás-Gutierrez | Jeanna Olson                      |                       |
| FDOE/VR                 | Catey McMullon          | Rod Pearson                       |                       |
| FDEA                    | Stormy Johnson          |                                   |                       |
| AHCA                    | Tayna Hand              |                                   |                       |
| Private Trans. Industry | Not Applicable          |                                   |                       |
| Mass/Public Transit     | Not Applicable          |                                   |                       |

Update: May 31, 2017

## **B. County Profile/Demographics**

### **1. Service Area Description**

Franklin County is located in northwest Florida and is bordered by the Gulf of Mexico and by Liberty, Wakulla and Gulf Counties. The county has 534.73 square miles of land and 491.77 square miles of water for a total of 1,026.49 square miles. There are two municipalities within the county, the Cities of Apalachicola and the City of Carrabelle. Apalachicola is the county seat. Concentrated, unincorporated residential areas include East Point, Lanark Village, St. James, Alligator Point, and St. George Island.

### **2. Demographics**

#### **a. Land Use**

The fundamental purpose of any transportation system is to move people between specific points. Therefore, the transportation system has considerable influence on the distribution of land uses, population and activities. Furthermore, the greater the efficiency of and access to a transportation system, the more vital and productive the economy. An adequate system consists of many different modes, including mass transit, paratransit transportation, and individual travel.

In Florida, the allocation and management of land is governed by Chapter 163, Florida Statutes, which is known as the Local Government Comprehensive Planning and Land Development Regulation Act. Chapter 163, Florida Statutes, required local governments to prepare a comprehensive plan that allocates land by uses (e.g., residential, commercial, industrial, etc.) and establishes density and intensity standards for development. The amount of land assigned by a local government usually correlates to past development trends, population changes, the available transportation network and other public infrastructure, such as potable water, and centralized sewer, and expectations of future behavior and trends.

The comprehensive plans for the municipalities and towns indicate that residential land within the municipalities occupies the largest percentage of developed land. Future land use maps indicate that moderate residential growth will occur in areas presently designated as residential. Other areas were designated as commercial, industrial and public which would contain retail opportunities, employment centers, and governmental services. The future land use allocations indicate that origination points may change within the next ten years while destination points remain similar.

The roadways of the county have been classified according to their primary function or use utilizing standards developed by the Florida Department of Transportation. The existing level of service indicates that traffic flow within the county is relatively stable and free flowing. These factors indicate that travel time within the county will be influenced primarily by distance.

A key factor affecting the use of alternative means of travel is land use. Locating housing in close proximity to services, shopping, employment and other facilities can provide accessibility for those who can't or choose not to drive, reducing vehicle trips and reducing trip lengths for those who do drive. Furthermore, a long distance drive to work increases cost to the employee and the transportation system. The reverse, increasing the availability of services, shopping and employment within the rural county, increases accessibility and reduces traffic impacts in the larger counties.

Staff of the community transportation coordinator has indicated that the majority of inter-county trips is medical trips and has Tallahassee as their primary destinations. Based on the existing and adopted Level of Service standards, travel time should be primarily influenced by distance. Within the City of Tallahassee, traffic volumes are higher and may increase the travel time to medical care.

**b. Population/Composition**

The 2010 Census reported the county’s population as 11,549. The *2011 Florida Statistical Abstract*, compiled by the Bureau of Economic and Business Research, University of Florida, provides quick, yet comprehensive, overviews of current economic and demographic characteristics of the county. The information provided is the most recent data available. Overview of current economic and demographic characteristics of the county is provided in the following tables.

**POPULATION GROWTH**

|             | <b>Total</b> | <b>0-14</b> | <b>15-24</b> | <b>25-44</b> | <b>45-64</b> | <b>65+</b> | <b>18+</b> |
|-------------|--------------|-------------|--------------|--------------|--------------|------------|------------|
| <b>1990</b> | 8,967        | 1,775       | 1,070        | 2,336        | 2,172        | 1,614      | 6,814      |
| <b>2000</b> | 11,057       | 1,644       | 1,186        | 3,409        | 3,077        | 1,741      | 9,068      |
| <b>2010</b> | 11,549       | 1,657       | 1,206        | 3,285        | 3,386        | 2,015      | 9,579      |

SOURCE: U. S. Census Bureau

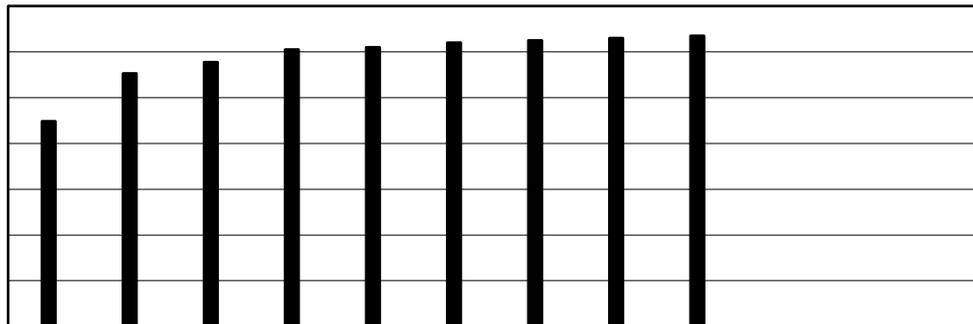
**COMPOSITION**

|   |       |
|---|-------|
| Men                                       | 6,656 |
| Women                                     | 4,893 |
| Veterans                                  | 1,512 |
| Density (Persons/Square Mile)             | 22    |
| Median age (years)                        | 42.4  |
| Public School Enrollment                  | 1,350 |
| Percentage High School Graduate or Higher | 79.4% |
| Percentage Bachelor’s Degree or Higher    | 17.6% |

SOURCES: U. S. Census Bureau, Florida Statistical Abstract, Bureau of Economic & Business Research, University of Florida

**POPULATION PROJECTIONS**

This chart indicates the anticipated county growth in population based on census counts, estimates and projections.



SOURCES: U.S. Census, Florida Statistical Abstract, Bureau of Economic & Business Research, University of Florida

## POPULATION DISTRIBUTION

| Location              | Census<br>2000 | Census<br>2010 | Percentage Change<br>2000-2009 |
|-----------------------|----------------|----------------|--------------------------------|
| <b>Apalachicola</b>   | 2,334          | 2,231          | - 4.41%                        |
| <b>Carrabelle</b>     | 1,303          | 2,778          | 113.20%                        |
| <b>Unincorporated</b> | 6,192          | 6,540          | 5.62%                          |
| <b>County</b>         | 9,829          | 11,549         | 17.50%                         |

SOURCES: U. S. Census Bureau, Florida Statistical Abstract, Bureau of Economic & Business Research, University of Florida

### Housing Classifications and Patterns

As the region continues to grow, additional housing will be needed in every county. Where this housing should be located is a major planning issue. Local, state and federal government regulations can have a major impact on the location of affordable housing. In some instances, there are regulations encourage the provision of affordable housing, while in other instances they discourage and sometimes prohibit housing in various locations. Government expenditures, for example on roads, schools and parks, do the same. Nevertheless, local governments are required in their comprehensive plans to ensure the provision of adequate sites for affordable housing for existing residents and anticipated population growth.

Accessibility to facilities such as shopping, schools, mass and paratransit, recreation and employment is a critical issue. The lack of access to these facilities adversely affects independence, costs, and ability to participate as a member of society, especially for individuals who are unable to drive. For many working Floridians, inaccessibility of affordable housing with respect to their place of employment is a major problem. The longer the distance to work, the higher the cost to the employee, the fewer the transportation choices, and the lower the reliability of available means of transportation. An imbalance in the location of jobs and housing isolates those without automobiles from new employment opportunities; increases traffic congestion; and artificially inflates the value of housing located near employment centers. The failure to conduct land use planning that is sensitive to affordable housing in the areas of density, jobs-housing balance, and urban mobility is directly contributing to the growing affordable housing shortages.

An additional means of measuring demand for housing is to determine the ratio of existing jobs to existing housing units. According to one study, a mismatch between the location of jobs and the location of affordable housing is forcing employees to reside farther from their work place than they would otherwise choose. This study states that a “balanced” community has a ratio of jobs to housing units within a range of 0.75-1.50. A high ratio suggests that there is an insufficient supply of available housing within the community so employees must live elsewhere. This analysis has its limits. The jobs must match the workforce skills in that community and the housing costs must generally match the income. Also, there will always be residents who work outside the community, regardless of the jobs/housing ratio. Despite these limits, the ratio does provide a comparative indicator of housing availability.

|                               | 2000  | 2010  | Percentage of Change<br>2000-2010 |
|-------------------------------|-------|-------|-----------------------------------|
| <b>Households</b>             | 4,096 | 4,254 | 3.9%                              |
| <b>Average Household Size</b> | 2.28  | 2.29  |                                   |

SOURCES: U. S. Census Bureau, Florida Statistical Abstract, Bureau of Economic & Business Research, University of Florida

### **Automobile Ownership and Use**

Historically, automobiles have been used primarily for commuting to work. Not only are the preponderate of American automotive trips employment related, and people in the county do not differ from this norm, the majority of these trips are single occupancy. An analysis of data indicates that person who is defined as transportation disadvantaged may be under represented in the labor market, since this segment of the population does not own transportation or is unable to provide its own transportation. Although the Census data indicates that opportunities exist for the provision of employment related trips through the transportation disadvantaged system, the demand for these trips have not been significant in the county.

### **Means of Transportation for Work Related Trips**

Seventy-three percent of Franklin County workers drove to work alone in 2010, 17 percent carpooled, 1 percent used public transportation, 3 percent walked and 2 percent used other means. The remaining 4 percent worked at home. Among those who commuted to work, it took them on average 20.2 minutes to get to work.

### **AUTOMOBILE OWNERSHIP & USE 2009 – 2010**

|                                      |        |
|--------------------------------------|--------|
| Total Tags Purchased                 | 14,918 |
| Passenger Car Tags                   | 7,676  |
| Households with no Vehicle Available | 439    |

SOURCE: U. S. Census Bureau; Florida Statistical Abstract, Bureau of Economic & Business Research, University of Florida

### **Historic Traditions/Cultural Descriptions**

Franklin County is part of the least populous planning region in the State, the Apalachee Region. Although the region has not seen the phenomenal growth experienced by much of the rest of the state, the rate of growth has increased steadily and is projected to continue.

The slower rate of growth in the Apalachee Region has resulted in the preservation of many of the natural, historic, and cultural resources. There are many special features in the region, some of which are unique in the state: wetlands; springs and sinkholes; ridge and ravine systems; and the numerous state and national parks, reserves and forests. Wetlands cover more than 25 percent of the region's land area and constitute an important natural feature. Wildlife of many species relies on these areas for habitat and cover. In addition, these areas serve a vital function in the hydrologic cycle by acting as a buffer zone for floodwaters, recharging and discharging the aquifer, and filtering debris and pollutants from run-off. Freshwater springs and sinks are features that enhance the region. Five of the ten largest first magnitude springs in the state are in the Apalachee Region. These crystal clear springs and sinkholes are important local recreational and aesthetic resources. Some are open to the public, many are privately owned. The ridge and ravine systems of north Liberty and west Gadsden Counties are unique in the state, and the endangered *Torreya* tree is found only in this specific local area and in parts of California and China. In addition to numerous local recreational facilities, the Apalachee Region is home to many state parks and recreation areas; the Apalachee National Forest, the largest national forest in the state; two national wildlife refuges and aquatic preserves; and over 80 historic and archaeological sites. These numerous natural features contribute to the maintenance of a quality of life that includes natural resource harvesting (such as agriculture and silviculture), hunting, outdoor recreation, and low-density development.

### Government Descriptions

There are three local governments in Franklin County --- two incorporated communities and the unincorporated area, which is governed by the Franklin County Board of Commissioners. Due to the inclusion of the state capital within the Apalachee Region, virtually every state agency has an office within the region. Most federal agencies have a state headquarters office in Tallahassee, as well. As is to be expected because of the proximity of the state capital, government is one of the primary employment sectors.

### c. Employment

In 2010, for the employed population 16 years and older, the leading industries in Franklin County were public administration (22.7%), leisure and hospitality (19.9%), trade, transportation and utilities (16.4%), financial activities (9.1%), professional and business services (4.6%), other services (1.6%), information (.9%) and unclassified employment (not determined). These employers are dispersed throughout the county making the provision of transportation services for employment difficult. The number of persons employed by the employers is relatively small when commuter ratios are considered.

### 2010 EMPLOYMENT STATISTICS

|   |          |
|---|----------|
| Labor Force                                     | 5,287    |
| Employment                                      | 4,845    |
| Unemployment Rate                               | 8.4%     |
| Employed Working Outside of County of Residence | 10.2%    |
| Persons Below Poverty Level                     | 24.0%    |
| Median Household Income                         | \$37,017 |
| Mean Travel Time to Work (minutes)              | 20.2     |

SOURCES: U. S. Census Bureau; Florida Statistical Abstract, Bureau of Economic & Business Research, University of Florida

### LARGEST EMPLOYERS

| COMPANY                 | PRODUCT/SERVICE     | EMPLOYEES |
|-------------------------|---------------------|-----------|
| Weems Memorial Hospital | Healthcare          | 66        |
| Leavins Seafood         | Seafood Distributor | 55        |
| Greensteel Homes        | Construction        | 30        |

SOURCE: Florida County Profile, Enterprise Florida

**d. Major Trip Generators/Attractors**

Trip generators are land use from which trips originate, such as residential areas and group homes, while trip attractors are land uses which serve as the destinations of trips. Types of attractors include shopping areas, employment centers, medical facilities, educational facilities, governmental offices and recreational areas.

While many of the trips made by clients occur within the confines of the County, the majority of the trips are located in neighboring counties or even more distant communities such as Gainesville. Since these trips tend to be more costly to provide, careful planning and scheduling is required on the part of the community transportation coordinator in order to deliver these services efficiently.

Trip generators and attractors were identified by the planning agency and the community transportation coordinator and are listed below.

**TRIP GENERATORS AND ATTRACTORS**

|                                  |   |   |                              |
|----------------------------------|---|---|------------------------------|
| Education                        | Eastpoint Head Start                                    | 85 School Road, Eastpoint                   |                              |
|                                  | Franklin County Head Start                              | 203 W. 5 <sup>th</sup> Street, Carrabelle   |                              |
|                                  | Franklin County School (K-12)                           | 1250 Highway 98, Eastpoint                  |                              |
|                                  | Franklin County Learning Center (PK)                    | 85 School Road, Eastpoint                   |                              |
|                                  | Apalachicola Bay Charter School                         | 350 Fred Meyer Street, Apalachicola         |                              |
|                                  | Franklin County Learning Center (alternative education) | 85 School Road, Eastpoint                   |                              |
|                                  | Franklin County Adult School                            | 155 Avenue East, Apalachicola               |                              |
| Child Care                       | Early Education & Care, Inc.                            | 162 Avenue e, Apalachicola                  |                              |
|                                  | Angel Patch   | 1108 Tallahassee Street, Carrabelle         |                              |
|                                  | Davis Child Development                                 | 150 Martin Luther King Avenue, Apalachicola |                              |
| Social & Recreational Activities | Dixie Theatre   | 21 Avenue E, Apalachicola                   |                              |
|                                  | Putt-N-Fuss Fun Park                                    | 236 Hwy 98, Eastpoint                       |                              |
|                                  | Boys & Girls Club of the Big Bend                       | 1001 Gray Avenue, Carrabelle                |                              |
|                                  | John Gorrie State Museum                                | Apalachicola                                |                              |
|                                  | Crooked River Lighthouse                                | Hwy 98 West, Carrabelle                     |                              |
|                                  | Franklin County Senior Citizens                         | 201 NE 1 <sup>st</sup> Street, Carrabelle   |                              |
|                                  | Apalachicola Tours                                      | 93 22 <sup>nd</sup> Avenue, Apalachicola    |                              |
|                                  | American Legion Post #82                                | 2316 Oak Street, Lanark Village             |                              |
|                                  | Capital City Youth Services                             | 1001 Gray Avenue, Carrabelle                |                              |
|                                  | Recreation Center                                       | 222 6 <sup>th</sup> Street, Apalachicola    |                              |
|                                  | Housing   | Driftwood Lodge Apartments                  | 275 Hwy 98, Eastpoint        |
|                                  |   | Eastpoint Apartments                        | 45 Begonia Street, Eastpoint |
|                                  |   | Carrabelle Cove Apartments, Ltd.            | 807 Gray Avenue, Carrabelle  |
| Southern Villas                  |   | 402 23 <sup>rd</sup> Street, Apalachicola   |                              |
| Heritage Villas                  |   | 398 24 <sup>th</sup> Avenue, Apalachicola   |                              |
| Physicians                       | Dr. Zoe Segree, Chiropractor                            | 661 Hwy 98, Eastpoint                       |                              |
|                                  | Dr. James A. Padgett, DDS                               | 218 Avenue E, Apalachicola                  |                              |
|                                  | Dr. Helen Nitsios, MD                                   | 74 16 <sup>th</sup> Street, Apalachicola    |                              |
|                                  | Dr. Shezad Sanaullah, MD                                | 74 16 <sup>th</sup> Street, Apalachicola    |                              |
|                                  | Dr. Jay Parrish   | 1924 Nautilus Drive, Eastpoint              |                              |
|                                  | Dr. Caitlin   | Eastpoint Medical Center, Eastpoint         |                              |
| Pharmacies                       | Dr. James Magree, III, DDS                              | 2048 NW Avenue A, Carrabelle                |                              |
|                                  | Buy Rite Drugs  | 45 Avenue D, Apalachicola                   |                              |
|                                  | CVS Pharmacy  | 139 Avenue E, Apalachicola                  |                              |
|                                  | Carrabelle Medical Pharmacy                             | 206 Marine Street, Carrabelle               |                              |

|                        |   |   |
|------------------------|---|---|
| Health Care Facilities | Franklin County Victims Advocacy                | 270 SR 65, Eastpoint                      |
|                        | Apalachicola Wellness & Physical Therapy        | 111 Hwy 98, Apalachicola                  |
|                        | Eastpoint Fitness & Physical Therapy            | 171 US Hwy 98, Eastpoint                  |
|                        | Tallahassee Orthopedic & Sport Physical Therapy | 171 US Hwy 98, Eastpoint                  |
|                        | Natural Medicine Shoppe                         | Apalachicola                              |
|                        | Sinus Magic                                     | 38 Jackie Whitehurst Street, Apalachicola |
|                        | Big Bend Hospice                                | Carrabelle                                |
|                        | NHC Home Care, Inc.                             | 1617 Hwy 99, Carrabelle                   |
|                        | Clinicare Home Medical                          | 171 Hwy 98, Eastpoint                     |
|                        | Lincare, Inc.                                   | 1581 Hwy 98 West, Carrabelle              |
|                        | Weems Memorial Hospital                         | 135 Avenue G, Apalachicola                |
|                        | Riverfront Therapy/Spirit of the River Spa      | 313 Water Street, Apalachicola            |
|                        | Apalachee Center for Human Services             | 159 12 <sup>th</sup> Street, Apalachicola |
|                        | Florida Coastal Cardiology, PA                  | 74 16 <sup>th</sup> Street, Apalachicola  |
|                        | Coastal Internal Medicine, PA                   | 74 16 <sup>th</sup> Street, Apalachicola  |
|                        | Coastal Foot & Ankle Clinic                     | 221 Avenue E, Apalachicola                |
|                        | Eastpoint Medical Center                        | 34 Island Drive, Eastpoint                |
|                        | Health Department                               | 139 12 <sup>th</sup> Street, Apalachicola |
|                        | Health Department                               | 106 NE 5 <sup>th</sup> Street, Carrabelle |
| Nutrition              | Piggly Wiggly                                   | 130 Hwy 98, Apalachicola                  |
|                        | Allen Brothers Seafood                          | 420 Bluff Road, Apalachicola              |
|                        | Allen's Seafood                                 | 462-A West Hwy 98, Apalachicola           |
|                        | Amison Seafood, Inc.                            | 569 Brownsville Road, Apalachicola        |
|                        | Barber's Seafood Market                         | 510 Hwy 98 East, Eastpoint                |
|                        | Leavins Seafood                                 | 101 Water Street, Apalachicola            |
|                        | McLeod Seafood                                  | 47 Pine Drive, Apalachicola               |
|                        | Millender & Son Seafood                         | 700 Marine Street, Carrabelle             |
|                        | Quality Seafood                                 | 399 Market St, Apalachicola               |
|                        | Riverside Seafood                               | 247 Water Street, Apalachicola            |
|                        | Two J's   | 623 West Hwy 98, Apalachicola             |
|                        | Buddy Ward & Sons Seafood                       | 233 Water Street, Apalachicola            |
|                        | Water Street Seafood                            | 391 Market Street, Apalachicola           |
|                        | Webbs Seafood                                   | 327 us Hwy 98, Eastpoint                  |
|                        | Big Top Supermarket                             | 357 Hwy 98, Eastpoint                     |
|                        | Carrabelle IGA                                  | 812 NW Avenue A, Carrabelle               |
|                        | Gulfside IGA Store                              | 425 US Hwy 98, Apalachicola               |
| Shopping               | Ace Hardware                                    | 409 Hwy 98, Apalachicola                  |
|                        | Coastal Building Supply                         | 25 Begonia Street, Eastpoint              |
|                        | Jackson Ace Hardware                            | 712 NW Avenue A, Carrabelle               |
|                        | Gander's Gulf Supply Hardware                   | 90 Tallahassee Street, Carrabelle         |
|                        | Taylor's Building Supply, Inc.                  | 268 Hwy 98, Eastpoint                     |
|                        | Pearl Wash Coin Operated and Cleaners           | 191 Hwy 98, Eastpoint                     |
|                        | Croom's Mini Mall (laundry)                     | 95 Avenue 1, Apalachicola                 |
|                        | Forgotten Coast Outfitters                      | 94 Market Street, Apalachicola            |
|                        | Snowy Egret                                     | 123 Avenue E, Apalachicola                |
|                        | Penny's Worth                                   | 195 Avenue E, Apalachicola                |
|                        | Dollar General                                  | 449 US Hwy 98, Apalachicola               |
|                        | Dollar General                                  | 310 SE Avenue B, Carrabelle               |
|                        | Family Dollar Store                             | 415 US Hwy 98, Apalachicola               |
|                        | Twice Blessed Thrift Shop                       | 317 Patton Drive, Eastpoint               |

|                                 |  |   |
|---------------------------------|--|---|
| Public Service & Government     | Apalachicola Bay Chamber of Commerce                     | 122 Commerce Street, Apalachicola           |
|                                 | Carrabelle Area Chamber of Commerce                      | Downtown Carrabelle                         |
|                                 | Apalachicola Municipal Library                           | 74 6 <sup>th</sup> Street, Apalachicola     |
|                                 | Franklin County Public Library                           | 311 St. James Avenue, Carrabelle            |
|                                 | Franklin County Public Library                           | 29 Island Drive, Eastpoint                  |
|                                 | Franklin County Library                                  | 148 8 <sup>th</sup> Street, Apalachicola    |
|                                 | US Postal Service  | 20 Avenue D, Apalachicola                   |
|                                 | US Postal Service  | 353 Hwy 98, Eastpoint                       |
|                                 | US Postal Service  | Tallahassee Street, Carrabelle              |
|                                 | Capital Area Community Action Agency                     | 203 West 5 <sup>th</sup> Street, Carrabelle |
|                                 | Veterans Service Officer                                 | Courthouse, 33 Market Street, Apalachicola  |
| County Government               | Clerk of Court, Judge, Property Appraiser, Tax Collector | Courthouse, 33 Market Street, Apalachicola  |
|                                 | Supervisor of Elections                                  | Avenue F, Apalachicola                      |
|                                 | Superintendent of Schools                                | 85 School Road, Eastpoint                   |
|                                 | Sheriff's Dept. & Jail                                   | 270 Hwy 65, Eastpoint                       |
| City of Apalachicola Government | City Hall  | 1 Bay Avenue, Apalachicola                  |
| City of Carrabelle Government   | City Hall  | 106 SE Avenue B, Carrabelle                 |
| Banks                           | Centennial Bank  | 22 Avenue E, Apalachicola                   |
|                                 | Centennial Bank  | 612 NW Avenue A, Carrabelle                 |
|                                 | Centennial Bank  | 6 Jefferson Street, Eastpoint               |
|                                 | Cadence Bank   | 58 4 <sup>th</sup> Street, Apalachicola     |
|                                 | One Source Mortgage LLC                                  | 104 W Hwy 98, Carrabelle                    |

**e. Inventory of Available Transportation Services**

The following is a list of all identifiable transportation services that are currently available in the service area. This includes public, private, non-profit and local commuter service providers.

| Name:  | <b>Gulf County ARC and Transportation</b> | <b>Franklin County School Board</b>      | <b>Senior Community Center</b>   | <b>Bolin International Luxury Transportation</b> |
|--|---|--|----------------------------------|--|
| Telephone Number:  | 850-229-6550                              | 850-670-2810                             | 850-653-6909                     | 918-919-0234                                     |
| Contact Person & Title:  | Kathy Balentine, Transportation Director  | Al London Director of Auxiliary Services | Donna Thompson, OAA Site Manager | Shelley Pruitt                                   |
| Number Vehicles:   | 6<br>(5 wheelchair accessible)            | 15 buses, 4 vans                         | 1 van                            | 25   |
| Provider Type:   | Private, Not For Profit                   | Government                               | Private, Not for Profit          | Medicaid Broker                                  |
| Does the provider receive public funds and transport individuals in connection with the funds? | Yes                                       | Yes                                      | Yes                              | Yes  |
| Does the provider provide transportation services to the general public?                       | Yes                                       | No                                       | No                               | No   |
| What are the criteria for passenger eligibility?   | Program participants and general public   | School children                          | Program participants             | Program participant                              |
| Is the provider part of the coordinated transportation program?                                | Yes, CTC                                  | No                                       | No                               | No   |

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## C. Service Analysis

In working to ensure service availability, an estimate of the total transportation disadvantaged population and the estimated total demand for trips for the service area must be known. In the coordinated system, the population eligible for program-sponsored trips is larger than the population eligible for trips funded by the Transportation Disadvantaged Trust Fund. Separate population and demand estimates are needed for each of these categories.

This section attempts to estimate the need and demand for transportation services by the various transportation disadvantaged populations. It will provide a quantitative transportation needs profile for the various transportation disadvantaged population segments and will estimate the unmet need for transportation in the service area.

### **Potential Transportation Disadvantaged Population and the Transportation Disadvantaged Population (formerly referred to as “Category I” and “Category II”)**

The *Potential Transportation Disadvantaged Population (Category I)* refers to the total population of persons who are eligible for trips through the coordinated transportation program (i.e., persons who have a disability, are elderly, children at-risk, and/or are low income). This population is eligible for trips purchased by social service agencies.

The *Transportation Disadvantaged Population (Category II)* is a subset of the Potential Transportation Disadvantaged Population and includes those persons who, because of their disability, income status, or age, are unable to transport themselves or to purchase transportation, and children who are “high-risk” or “at risk”. Persons who are included in the Transportation Disadvantaged Population are eligible for trips funded through the Transportation Disadvantaged Trust Fund. This population is eligible for trips purchased through the Transportation Disadvantaged Trust Fund as well as for trips purchased by social service agencies.

### **Program and General Trips**

Program trips are trips made by clients of social service agencies for the purpose of participating in programs of the agencies. Examples of program trips are trips to congregate dining facilities, sheltered workshops, job training facilities, and Medicaid services. Generally, these trips are purchased by the agencies for their clients. Members of both transportation disadvantaged populations are eligible for program trips.

General trips are trips made by transportation disadvantaged persons to destinations of their choice, not to agency programs. Examples of general trips are trips to work or grocery stores, and non-Medicaid medical trips. Most general trips are purchased through the Transportation Disadvantaged Trust Fund, although social service agencies purchase some general trips for their clients. Only persons in the transportation disadvantaged population are eligible for general trips purchased through the Transportation Disadvantaged Trust Fund.

### **Sponsored and Non-Sponsored**

In the transportation disadvantaged system, trips are commonly referred to as either sponsored or non-sponsored. These terms should not be confused with program and general. “Sponsored” and “non-sponsored” refer to the funding source for the trip. Sponsored trips are subsidized by social service agencies, while non-sponsored trips are subsidized with the Transportation Disadvantaged Trust Fund. “Program” and “general” refer to the purpose of a trip. All program trips are sponsored because they are trips funded by social service agencies for transportation to agency programs. General trips can be either sponsored or non-sponsored.

## 1. Forecasts of Transportation Disadvantaged Population

### TRANSPORTATION DISADVANTAGED POTENTIAL POPULATION (Category I) FORECAST

| MARKET SEGMENT                         | 2013         | 2014         | 2015         | 2016         | 2017         | 2018         |
|--|--------------|--------------|--------------|--------------|--------------|--------------|
| Disabled Non-Elderly<br>Low Income     | 214          | 216          | 217          | 219          | 221          | 223          |
| Disabled Non-Elderly<br>Non-Low Income | 555          | 560          | 565          | 570          | 574          | 579          |
| Disabled Elderly<br>Low Income         | 295          | 300          | 305          | 311          | 316          | 321          |
| Disabled Elderly<br>Non-Low Income     | 989          | 1,006        | 1,023        | 1,040        | 1,058        | 1,076        |
| Non-Disabled Elderly<br>Low Income     | 370          | 376          | 383          | 389          | 396          | 403          |
| Non-Disabled Elderly<br>Non-Low Income | 1,238        | 1,259        | 1,280        | 1,302        | 1,324        | 1,347        |
| Non-Disabled Non-Elderly<br>Low Income | 2,394        | 2,414        | 2,435        | 2,455        | 2,476        | 2,497        |
| <b>T O T A L</b>                       | <b>6,055</b> | <b>6,131</b> | <b>6,208</b> | <b>6,286</b> | <b>6,365</b> | <b>6,446</b> |

SOURCES: Methodology Guidelines for Forecasting Transportation Disadvantaged Demand at the County Level and the Florida Statewide Transportation Disadvantaged Plan, Population and Demand Forecasts 1996-2015 Supplemental Information (2/8/99), Center for Urban Transportation Research

### TRANSPORTATION DISADVANTAGED POPULATION (Category II) FORECAST

| MARKET SEGMENT  | 2013         | 2014         | 2015         | 2016         | 2017         | 2018         |
|---|--------------|--------------|--------------|--------------|--------------|--------------|
| Transp. Disabled Non-Elderly<br>Low Income                    | 91           | 92           | 93           | 94           | 94           | 95           |
| Transp. Disabled Non-Elderly<br>Non-Low Income                | 237          | 239          | 241          | 243          | 246          | 247          |
| Transp. Disabled Elderly<br>Low Income                        | 130          | 133          | 135          | 137          | 139          | 142          |
| Transp. Disabled Elderly<br>Non-Low Income                    | 437          | 443          | 451          | 459          | 467          | 475          |
| Non-Transp. Disabled<br>Low Income<br>No Auto, No Fixed Route | 794          | 801          | 809          | 816          | 825          | 832          |
| <b>T O T A L</b>  | <b>1,687</b> | <b>1,708</b> | <b>1,729</b> | <b>1,749</b> | <b>1,771</b> | <b>1,791</b> |
| <b>Non-TD Low Income<br/>No Automobile</b>                    | <b>794</b>   | <b>801</b>   | <b>809</b>   | <b>816</b>   | <b>825</b>   | <b>832</b>   |

SOURCES: Methodology Guidelines for Forecasting Transportation Disadvantaged Demand at the County Level and the Florida Statewide Transportation Disadvantaged Plan, Population and Demand Forecasts 1996-2015 Supplemental Information (2/8/99), Center for Urban Transportation Research

## 2. Needs Assessment

The need for transportation is not the same as the demand for transportation. Travel need is the amount of travel necessary to provide an adequate standard of living, a quantity not affected by the price of travel. People may have a need to travel independent of their ability or willingness to pay. On the other hand, demand is based on economic willingness to pay and is related to users' income levels. Demand can be measured by the number of people who will use a service at a given price. Need and demand exists in proportion to each other. High levels of need and low levels of demand more typically characterize rural areas.

Techniques to estimate need are not completely successful, particularly when used in rural areas. The Center for Urban Transportation Research has used an approach that estimates demand based on a correlation between ridership and market characteristics of similar services provided in other areas. The approach uses trip rates derived in a study of paratransit demand in San Francisco, California. This approach was chosen because the trip rates are based on actual experiences of paratransit systems that are meeting most or all of the trip demand in their service areas. The Federal Transit Administration also has recommended this approach for use in estimating demand for Americans with Disabilities Act requirements for complementary paratransit services.

Program trips and general trips will be supplied by operators within the coordinated transportation disadvantaged system and by operators currently outside of the coordinated system. The demand for program trips is a derived demand -- the demand depends on the existence of social service programs. Therefore, assuming that these programs provide sufficient funding to transport their clients to their programs, the supply of program trips will equal the demand for the trips. It is assumed that the demand and supply of program trips within the coordinated system and outside of it will increase at the same rate of growth as the potential transportation disadvantaged population.

General trips will be purchased through the Transportation Disadvantaged Trust Fund, through local subsidies, and by local service agencies. Within the coordinated system, it is assumed that the supply of general trips purchased through the Transportation Disadvantaged Trust Fund will increase at the same rate as the transportation disadvantaged population and that the supply of general trips purchased through local subsidies and by social service agencies will increase at the same rate as the potential transportation disadvantaged population.

The unmet demand for transportation disadvantaged trips is the difference between the demand and the supply of these trips. All of the unmet demand consists of demand for general trips.

Since virtually all program trips are sponsored, all demand for "program" trips should be able to be met. A primary objective for the community transportation coordinator is to meet as much of the demand as possible, although the supply of general trips is dependant on funding from the Transportation Disadvantaged Trust Fund established for non-sponsored trips and other sources.

To solicit concerns and comments regarding the transportation needs and the program, a public hearing is held annually. Concerns can be expressed verbally or written. All concerns are noted in the minutes of the public hearing and responded to in a timely manner.

During the annual evaluation of the community transportation coordinator, the local coordinating board will survey riders of the system. The survey evaluates the transportation program and the services it provides, but it also addresses unmet needs of the users. Rider surveys may be conducted by telephone or on-board during a scheduled trip during a designated period of time.

The Transportation Disadvantaged Improvement Program identifies transportation improvements (such as capital purchases, renovations to buildings), indicates the transportation disadvantaged coordinating board's priorities, groups improvements into staging periods, and includes realistic estimates of costs and revenues for the program period.

New vehicles will be needed to replace old vehicles and to allow for the service expansion that is necessary to provide the increasing number of transportation disadvantaged trips that are forecast during the study period. Transportation disadvantaged trips are provided by a variety of vehicles including automobiles, buses and vans. Each type of vehicle has unique operating characteristics and replacement cycles. The number of new vehicles required to replace old vehicles was forecasted based on the assumption of the average useful life, increase in vehicle miles required to supply the additional trips forecasted during the period, current average trip lengths and current average service efficiency.

**FIVE-YEAR TRANSPORTATION DISADVANTAGED IMPROVEMENT PLAN**

|   | <b>PROJECT</b>  | <b>IMPROVEMENT</b>  | <b>ESTIMATED COST</b>             | <b>ESTIMATED REVENUE SOURCE</b>                        |
|---|---|---|-----------------------------------|--|
| 1 | Purchase replacement paratransit vehicle to provide transportation for the elderly, disabled, and transportation disadvantaged citizens residing in the county. | 1 van with lift equipment<br>4 minivans with ramps                        | \$90,000<br>\$200,000             | FTA/ DOT<br>Sec. 5310<br>Sec. 5311<br>Sec. 5339<br>CTD |
| 2 | Provide paratransit transportation service to the elderly, handicapped and disadvantaged citizens residing in the county.                                       | Operating Assistance  | \$500,000                         | FTA/DOT<br>Sec. 5311                                   |
| 3 | Purchase expansion paratransit vehicle to provide transportation for the disadvantaged citizens residing in the county.   | 2 passenger vehicles<br>2 vans with lift equipment<br>1 minivan with ramp | \$60,000<br>\$180,000<br>\$50,000 | FTA/DOT<br>Sec.5310<br>Sec.5339<br>CTD, CTC            |
| 4 | Purchase replacement personal computers, keyboards, monitors, and printers to enhance CTC administrative efficiency.  | 2 Personal computers, keyboards, monitors, and printers                   | \$5,500                           | FTA/DOT<br>Sec. 5310<br>Sec.5339<br>CTD                |
| 5 | Purchase vehicle mobile surveillance systems to enhance the safety and security of our passengers, drivers, and vehicles.                                       | Vehicle mobile surveillance systems                                       | \$35,000                          | FTA/DOT<br>Sec. 5310<br>Svc<br>Development             |
| 6 | Purchase upgrades to passenger/trip database software and hardware to enhance CTC efficiency and effectiveness.   | Passenger/trip database software and hardware upgrades                    | \$35,000                          | FTA/DOT<br>Sec. 5310<br>CTD                            |

Update: June 2017

### **3. Barriers to Coordination**

The community transportation coordinator and the local transportation disadvantaged coordinating board have worked together to address and eliminate known barrier to coordination of transportation disadvantaged trips within their control.

#### **Known Barriers**

The need to transport out of the service area is the primary barrier. The need for specialized medical services, medical services for veterans, and employment opportunities are not as available in the rural counties as in the urban. Transportation to neighboring urban areas to supply these needs is increasing at a remarkable rate. Grouping trips and purposes is difficult and becomes more intricate when going out of the service area.

The lack of funding continues to be a barrier to coordination. Additional funds are needed to increase the availability of core transportation needs such as employment, education and shopping trips for the non-sponsored.

#### **Local Efforts to Eliminate Barriers**

The community transportation coordinator and the local transportation disadvantaged coordinating board will:

- ❖ communicate to the public the various routes and schedules. Information about transportation services will continually be provided through brochures, public service announcements, public speaking engagements, interagency affiliations, and attendance at County Commission and Regional Planning Council meetings;
- ❖ monitor the performance of the system;
- ❖ continue to educate the public about the Voluntary Dollar Program when purchasing and renewing automobile tags so that these donations can be used to increase local revenues for expanded services;
- ❖ continue to advocate for transportation disadvantaged persons with local and state government leaders regarding the need for additional funds;
- ❖ monitor spending of the non-sponsored funds for agencies' use and work with agencies to include transportation when developing its budget;
- ❖ reach out to non-traditional partners that has a desire to improve transportation in the county;
- ❖ work cooperatively with local WAGES coalitions to provide assistance in the development of innovative transportation services for WAGES participants; and
- ❖ continue coordinating out-of-service-area trips to destinations such as Gainesville, Lake City, Pensacola, etc.

## D. Goals, Objectives, and Strategies

Goals, objectives, and strategies are critical to the implementation of the Transportation Disadvantaged Service Plan and each component. They are important policy statements that have been carefully considered by the community transportation coordinator, the designated official planning agency with the direction and support of the transportation disadvantaged coordinating board. They represent a statement of local policy that will be used to manage the future transportation disadvantaged program within the service area.

The goals and objectives are based on requirements of Chapter 427, Florida Statutes, and those of the Commission, but are adapted to the local planning area. It should also be noted the goals and objectives would be used, in conjunction with findings of the needs/demands analysis, to develop strategies for goal attainment.

The goals and objectives will be evaluated annually with the required Commission for the Transportation Disadvantaged evaluation elements, noting deficiencies and corrective actions, service improvements and expansions. Information will be based on the most recent annual operating report.

**GOAL: Increase the number of transportation disadvantaged persons served by the coordinated system.**

**OBJECTIVE 1: Improve the availability of transportation service to persons who are transportation disadvantaged.**

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- \* Increase the number of sponsored and non-sponsored trips
- \* Maintain and expand the client database relating to the clients' needs and capabilities
- \* Utilize Purchase of Service Agreements or rate agreements with all agencies that purchase transportation services with public funds
- \* Prepare a user's guide and update when needed
- \* Provide announcements to local newspapers announcing public hearings

**MEASURES:**

- \* Percentage of change in the number of sponsored and non-sponsored trips provided
- \* Percentage of change in the number of passengers
- \* Availability of the user's guide in the community
- \* Number of persons in attendance at public hearings

**OBJECTIVE 2: Ensure that service is delivered in the most cost effective and efficient manner.**

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- \* Maintain an operational fleet of vehicles to meet all needs
- \* Evaluate and revise routes and schedules when needed
- \* Develop a workable budget and keep within budget expectations
- \* Review driver logs for areas of inefficient use of time, drivers, and miles
- \* Review driver non-revenue hours and reduce when possible
- \* Review routes, schedules and type of services being provided
- \* Contract with an adequate number of operators to meet the needs

**MEASURES:**

- \* Operating cost/passenger trip
- \* Operating cost/vehicle mile
- \* Operating cost/driver hour
- \* Reduced average trip length
- \* Passenger trips/vehicle
- \* Passenger trips/driver hour
- \* Passenger trips/vehicle mile
- \* Miles/trip
- \* Miles/passengers

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**OBJECTIVE 3: Ensure that safe and quality service is provided.**

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- \* Provide training on customer satisfaction
- \* Provide training on passenger assistance techniques
- \* Maintain an operational fleet of vehicles to meet all needs
- \* Review routes, schedules and type of services being provided
- \* Report accidents and roadcalls to the LCB
- \* Review operator contracts for compliance with safety requirements
- \* Annually review SSPP and amend as needed
- \* Provide opportunities for riders to express concerns and suggestions on service delivery
- \* Sponsor at least one public hearing each year for public comment
- \* Schedule an opportunity for public comments on all LCB agendas
- \* Address public organizations and agencies regarding services

**MEASURES:**

- \* Completion of training programs
- \* Number of grievances filed
- \* Complaints/trips
- \* Number of Ombudsman calls recorded regarding service
- \* Percent of on-time pick-ups to meet or exceed standard
- \* Percent of on-time to destinations to meet or exceed standard
- \* Accidents/vehicle miles
- \* Vehicle miles between roadcalls
- \* Satisfactory review of operator contracts
- \* Proof of an annual review of SSPP and updated as needed
- \* Percent of trip requests denied/unmet
- \* Satisfactory rider survey results (80% or better)
- \* Number of persons attending the public hearing

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**OBJECTIVE 4: Secure necessary funding to support the TD program.**

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- \* Address public organizations and agencies on the need of local financial support
- \* Promote the Voluntary Dollar Program

**MEASURES:**

- \* Percent of local funds are of total operating revenue
- \* Increase in voluntary dollars donated
- \* Increase in funding from new sponsors/sources

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**OBJECTIVE 5: Ensure program accountability.**

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- \* Provide copies of reports to the LCB for review
- \* Provide at least quarterly, operational and financial information to the LCB
- \* Provide a copy of audit or annual financial report to LCB
- \* Provide copies of purchasing agency evaluation/monitoring reports to LCB
- \* Perform annual evaluation of CTC

**MEASURES:**

- \* Submittal of accurate AOR
- \* Submittal of on-time MOA
- \* Submittal of on-time TDSP
- \* Submittal of TDTF Trip/Equipment grant application
- \* Submittal of accurate reports to LCB
- \* Satisfactory audit or annual financial report
- \* Compliance with annual evaluation findings and recommendations
- \* Compliance with sponsoring agency's monitoring/evaluations findings and recommendations

## E. Implementation Plan

The Implementation Schedule reiterates the goals and objectives discussed previously. Each goal and objective will be reviewed annually at the time of the community transportation coordinator's evaluation to determine progress made in each area. A determination will be made in each area as to whether the component was met satisfactorily or unsatisfactorily. Unsatisfactory responses will be followed with a corrective action plan.

### OBJECTIVE 1: Improve the availability of transportation service to persons who are transportation disadvantaged.

| <b>Strategies</b>   | <b>Responsible Party for Accomplishment</b> | <b>Anticipated Beginning &amp; Ending Dates</b> |
|---|---|---|
| Increase the number of sponsored and non-sponsored trips  | CTC   | Dec 1, 2016 – June 30, 2022                     |
| Maintain and expand the client data base relating to the clients' needs and capabilities  | CTC   | Dec 1, 2016 – June 30, 2022                     |
| Utilize Purchase of Service Agreements or rate agreements with all agencies that purchase transportation services with public funds | CTC   | Dec 1, 2016 – June 30, 2022                     |
| Prepare a user's guide and update when needed   | CTC, LCB                                    | Dec 1, 2016 – June 30, 2022                     |
| Provide announcements to local newspapers announcing public hearings  | PA  | Dec 1, 2016 – June 30, 2022                     |

### OBJECTIVE 2: Ensure that service is delivered in the most cost effective and efficient manner.

| <b>Strategies</b>   | <b>Responsible Party for Accomplishment</b> | <b>Anticipated Beginning &amp; Ending Dates</b> |
|---|---|---|
| Maintain an operational fleet of vehicles to meet all needs                 | CTC   | Dec 1, 2016 – June 30, 2022                     |
| Evaluate and revise routes and schedules when needed                        | CTC, LCB                                    | Dec 1, 2016 – June 30, 2022                     |
| Develop a workable budget and keep within budget expectations               | CTC   | Dec 1, 2016 – June 30, 2022                     |
| Review driver logs for areas of inefficient use of time, drivers, and miles | CTC, LCB                                    | Dec 1, 2016 – June 30, 2022                     |
| Review driver non-revenue hours and reduce when possible                    | CTC, LCB                                    | Dec 1, 2016 – June 30, 2022                     |
| Review routes, schedules and type of services being provided                | CTC, LCB                                    | Dec 1, 2016 – June 30, 2022                     |
| Contract with an adequate number of operators to meet the needs             | CTC   | Dec 1, 2016 – June 30, 2022                     |

(CTC/Community Transportation Coordinator, LCB/Local Coordinating Board, PA/Planning Agency)

**OBJECTIVE 3: Ensure that safe and quality service is provided.**

| <b>Strategies</b>  | <b>Responsible Party for Accomplishment</b> | <b>Anticipated Beginning &amp; Ending Dates</b> |
|--|---|---|
| Provide training on customer satisfaction  | CTC   | Dec 1, 2016 – June 30, 2022                     |
| Provide training on passenger assistance techniques                                      | CTC   | Dec 1, 2016 – June 30, 2022                     |
| Maintain an operational fleet of vehicles to meet all needs                              | CTC   | Dec 1, 2016 – June 30, 2022                     |
| Review routes, schedules and type of services being provided                             | CTC, LCB                                    | Dec 1, 2016 – June 30, 2022                     |
| Report accidents and roadcalls to the LCB  | CTC   | Dec 1, 2016 – June 30, 2022                     |
| Review operator contracts for compliance with safety requirements                        | CTC, LCB                                    | Dec 1, 2016 – June 30, 2022                     |
| Annually review SSPP and amend as needed   | CTC   | Dec 1, 2016 – June 30, 2022                     |
| Provide opportunities for riders to express concerns and suggestions on service delivery | CTC, LCB                                    | Dec 1, 2016 – June 30, 2022                     |
| Sponsor at least one public hearing each year for public comment                         | PA  | Dec 1, 2016 – June 30, 2022                     |
| Schedule an opportunity for public comments on all LCB agendas                           | PA  | Dec 1, 2016 – June 30, 2022                     |
| Address public organizations and agencies regarding services                             | CTC, LCB, PA                                | Dec 1, 2016 – June 30, 2022                     |

**OBJECTIVE 4: Secure necessary funding to support the TD program.**

| <b>Strategies</b>  | <b>Responsible Party for Accomplishment</b> | <b>Anticipated Beginning &amp; Ending Dates</b> |
|--|---|---|
| Address public organizations and agencies on the need of local financial support | CTC, LCB, PA                                | Dec 1, 2016 – June 30, 2022                     |
| Promote the Voluntary Dollar Program   | CTC, LCB, PA                                | Dec 1, 2016 – June 30, 2022                     |

**OBJECTIVE 5: Ensure program accountability.**

| <b>Strategies</b>   | <b>Responsible Party for Accomplishment</b> | <b>Anticipated Beginning &amp; Ending Dates</b> |
|---|---|---|
| Provide copies of reports to the LCB for review.                              | CTC, PA                                     | Dec 1, 2016 – June 30, 2022                     |
| Provide, at least quarterly, operational and financial information to the LCB | CTC   | Dec 1, 2016 – June 30, 2022                     |
| Provide a copy of audit or annual financial report to LCB                     | CTC   | Dec 1, 2016 – June 30, 2022                     |
| Provide copies of purchasing agency evaluation/monitoring reports to LCB      | CTC   | Dec 1, 2016 – June 30, 2022                     |
| Perform annual evaluation of CTC  | LCB, PA                                     | Dec 1, 2016 – June 30, 2022                     |

(CTC/Community Transportation Coordinator, LCB/Local Coordinating Board, PA/Planning Agency)

# SERVICE PLAN

## A. Operations

The operations element is a profile of the Community Transportation Coordinator's (CTC) current system, which provides basic information about the CTC's daily operations.

As shown on the attached Organizational Chart, Gulf County Association for Retarded Citizens, Inc. is a two-part agency that operates as the CTC for Gulf and Franklin Counties and also provides services to developmentally disabled residents of Gulf County. Gulf County Association for Retarded Citizens, Inc. is commonly known as Gulf County ARC & Transportation and is referred to as such throughout this document.

### 1. Types, Hours and Days of Service

Gulf County ARC & Transportation (GCARC) serves as the primary provider of paratransit transportation services for the public and transportation disadvantaged in Franklin County. The agency provides door-to-door transportation services to all transportation disadvantaged sponsored and non-sponsored persons. Passengers include the elderly, low income, developmentally disabled, physically or mentally impaired, children from the age of six months, and non-sponsored customers of all ages.

Passenger mileage fares begin when the passenger boards the vehicle and end when the passenger arrives at their destination.

Transportation provided by Gulf County ARC & Transportation is provided as a last resort source. Friends and family should be contacted first. Transportation is made available to the public at the full fare. Franklin County does not have a fixed route system available at this time.

Trip requests will be scheduled based on available funds, system capacity, and the inability for any other agency to sponsor the trip. Non-sponsored funds are not intended for use by agencies for program related trips. Non-sponsored funding will be budgeted by the CTC for equal use over a 12-month period. The CTC reserves the right to make necessary adjustments to the transportation schedules based on funding. Should this take place, the CTC reserves the right to request clients to make reasonable adjustments in appropriate times in order to effectively coordinate trips.

Advance reservation trips are provided Monday through Friday. After hours and weekend trips are also made available depending upon funding. Advance notice of 72 business hours is required. Reservations requests are made in advance for riders to be picked-up at their homes and taken to specific destinations. The riders notify the coordinator upon the completion of their appointment. The rider is then picked up and returned to their home.

A demand response trip is a service characterized by same day flexible routing to provide door-to-door transportation at the user's request. This service allows for less than our normal 72-hour advance notice but can be waived depending on the availability of drivers, vehicles, and funding. The 72-hour notice allows for efficient scheduling of trips. Because of the same day notice, demand response trips are more expensive to provide due to the inability to multi-load.

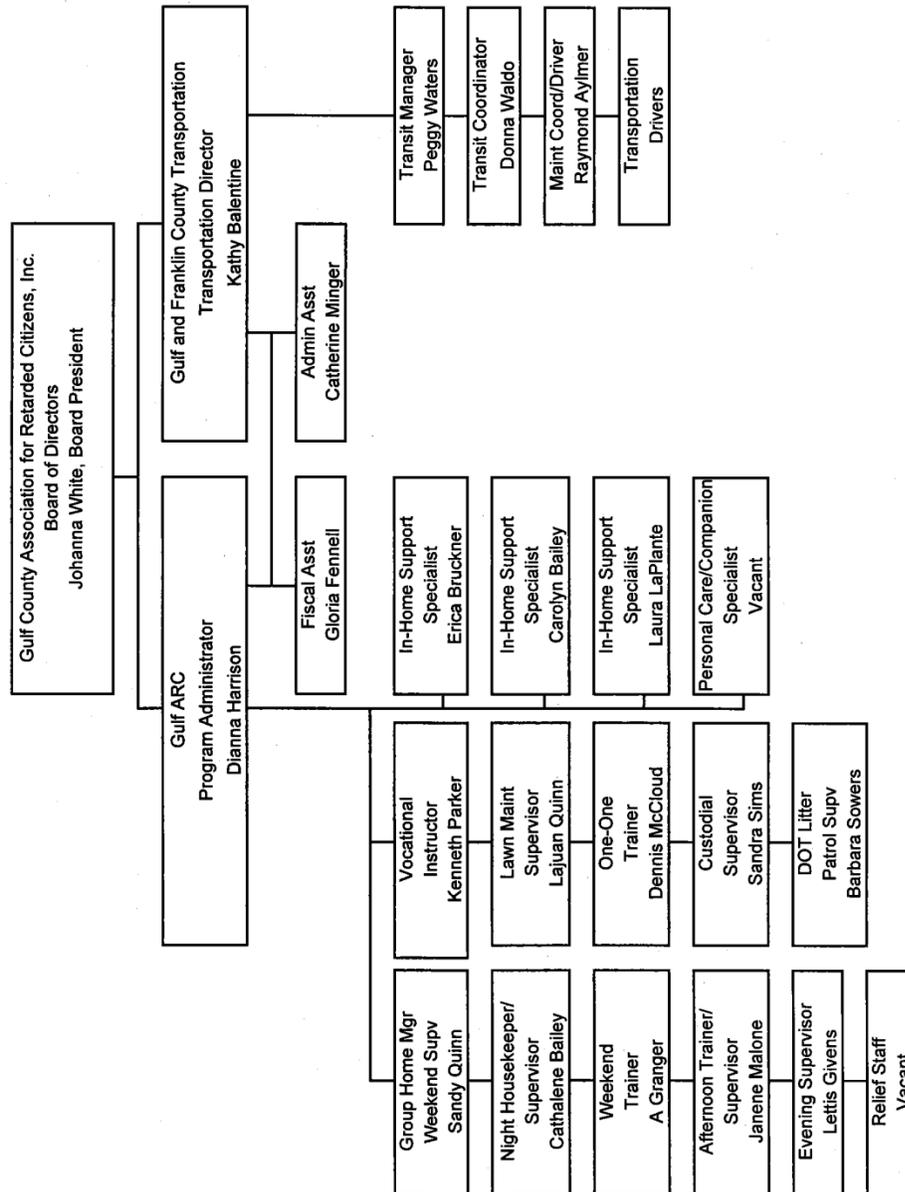
Subscription trips are also provided. This service is characterized by the fact that the same passengers are picked up at the same location and time and are transported to the same location, and then returned to the point of origin in the same manner. Riders on a subscription trip do not have to continually call to arrange for their transportation.

Service is available throughout Franklin County from 7:30 a.m. to 5:00 p.m., Monday through Friday based on vehicle and funding availability. Service is available 24-hours per day, seven days a week, as needs dictate and by special arrangements, based on driver, vehicle and funding availability.

After hours, holidays, and Sunday service shall be available only on an emergency basis, or upon full payment of trip cost due to constraints on non-sponsored funds.

The office is closed in observance of the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the Friday following, and Christmas Day. If the holiday falls on a weekend it will be closed on the nationally recognized day.

Gulf County Association for Retarded Citizens, Inc.  
Organizational Chart



## 2. Accessing Services

Transportation appointments can be made between the hours of 7:30 a.m. to 3:00 p.m., Monday through Friday. To better coordinate and access transportation services, a 72-hour notice is required. Requests for transportation shall be made no later than 3:00 p.m., EST, three business days before transportation is needed. As a courtesy to our riders, voice mail is made available after hours to request transportation. The after hours voice mail message includes instructions for access to transportation for urgent care, hospital discharge, and incidents for Medicaid beneficiaries.

Services for sponsored customers may only be ordered and canceled by the sponsoring agencies authorized staff members. Requests for adding new customers to subscription routes or changing customers from one route to another must be provided with two days advance written notice. Groups of ten or more must reserve transportation two weeks in advance to ensure vehicle availability.

Services may be scheduled at the transportation office by telephone, fax, or mail in accordance with the above stated guidelines.

Physical Address: Gulf County ARC & Transportation  
122 Water Plant Road  
Port St. Joe, Florida 32456

Mailing Address: Gulf County ARC & Transportation  
P.O. Box 8  
Port St. Joe, Florida 32457

Telephone:  
During Work Hours: (850) 229-6550  
(850) 229-6559  
(855) 229-6389 Toll Free

Emergency or After Hours:  
(850) 899-0764  
(850) 899-8888

Florida Relay System TTY/TDD  
(800) 955-8770 or 8771

Facsimile: (850) 227-2084; 24 hours/7days a week

Customers will receive a courtesy call to inform them of their scheduled pickup time and pickup window. Calls are generally placed by 3:00 p.m. EST the business day prior to the scheduled transportation. If a passenger does not have a telephone or does not have an answering service, it is the responsibility of the passenger to contact the office for their scheduled pickup time. Cancellations must be made by 4:30 p.m. EST., the working day before scheduled service. A telephone answering machine is available for customers needing to cancel transportation after regular office hours. The customer will be considered a "no-show" if the cancellation is not received in sufficient time to avoid incurring driver hours and/or vehicle miles. The No-Show Policy is explained in greater detail in Section 12 – Service Standards.

Gulf County ARC & Transportation maintains a one hour pickup window for scheduled pickups. The customer shall be prepared for transit a minimum of 30 minutes prior to scheduled pick-up and up to 30 minutes after scheduled pickup. If a customer does not arrive at his/her destination at or before their scheduled appointment time due to a Gulf County ARC & Transportation error, the trip fare will be waived.

Gulf County ARC & Transportation prohibits drivers from entering the homes of passengers. It is the responsibility of the passenger to arrange, if necessary, for someone to be at the residence if they need assistance leaving the inside of the home. Drivers will assist passengers on and off the vehicle as needed.

or if requested. As a standard operating procedure, Gulf County ARC & Transportation will allow five (5) minutes waiting time for each passenger to board the vehicle. After the lapse of five (5) minutes, another appointment will be scheduled or other transportation arrangements will be made. Variations to this procedure can be negotiated with the respective vendors.

All vehicles are equipped with a cellular phone, thus allowing immediate communication with the base dispatcher and other transportation vehicles. In situations such as vehicle breakdowns, delays, or accidents, which will require a back up vehicle to be dispatched, the driver will notify the dispatcher who will then notify the rider's family and or sponsoring agency. The Gulf County ARC & Transportation System Safety Program Plan contains additional emergency procedures.

Transportation services under non-sponsored will be available for all residents of Franklin County "who because of physical or mental disability, income status, or age or who for other reasons are unable to transport themselves or to purchase transportation are, therefore, dependent upon others to obtain access to health care, employment, education, shopping, social activities, or other life-sustaining activities," and as such are "transportation disadvantaged" as defined by Chapter 427, Florida Statutes.

Gulf County ARC & Transportation requires individuals needing non-sponsored transportation service to complete an Intake Eligibility Form. The scheduler will screen individuals requesting transportation at the time of the reservation to see if they qualify for non-sponsored transportation services. Individuals requesting transportation must provide proof of eligibility. Individuals eligible for transportation must not be eligible for transportation funded by any other sponsoring agency. Services will be provided for whatever service is needed, i.e. kidney dialysis, grocery shopping, etc.

The funds from the Transportation Disadvantaged Trust Fund grant for non-sponsored transportation services will be allocated on a monthly basis. No service will be provided when the demand for service exceeds the available allocated funds. If funds availability necessitates the prioritization of non-sponsored transportation disadvantaged services, a trip priority guide will be developed by the LCB and employed by the CTC.

### 3. Transportation Operators and Coordination Contractors

If the CTC deems it necessary to select operators, the selection will be based on a Request from Interested Parties process. Potential operators must meet the minimum qualifications and requirements as established by the CTD in Chapter 427 F.S. and Rule 41-2 F.A.C. and the CTC. The CTC requires operators to comply with the requirements of the Memorandum of Agreement and all local requirements for service delivery. Operators must also provide a System Safety Program Plan or adopt the SSPP currently being used by the CTC. Effective December 1, 2015, Gulf County ARC and Transportation will operate as the sole operator. There are no coordination contractors.

#### **CTC/Operator:**

Gulf County ARC and Transportation  
122 Water Plant Road, Port St. Joe, FL 32456  
850-229-6550  
Kathy Balentine, Transportation Director

#### **Services & Clients:**

Ambulatory & Wheelchair  
Advance Reservation, Subscription, Demand  
**Hours of Operation:** 24 hours a day  
**Days of Operation:** Sunday-Saturday

### 4. Public Transit Utilization

There is no fixed route public transportation available in Franklin County.

### 5. School Bus Utilization

There is not a Joint School Bus Use Agreement between the CTC and the Franklin County School Board. The barriers are:

- A. Cost:** The geography of Franklin County and the need to transport 45 passengers simultaneously does not justify the expense.
- B. Insurance:** The Franklin County School Board will not furnish insurance coverage for the CTC drivers.
- C. Rule:** School buses are not air-conditioned.

**6. Vehicle Inventory**  
 May 2017

GULF COUNTY ASSOCIATION FOR RETARDED CITIZENS, INC.  
 Current Vehicle Inventory - Franklin County  
 As of May 17, 2017

| Veh Model |                        | VIN #             | FDOT Control # | Ramp or Lift | Seats & W/C Positions | Avg Miles Per Year | Current Mileage | Expected        |                |
|-----------|------------------------|-------------------|----------------|--------------|-----------------------|--------------------|-----------------|-----------------|----------------|
| #         | Year Make/Size/Type    |                   |                |              |                       |                    |                 | Retirement Date | Funding Source |
| 101       | 2012 Dodge Minivan     | 2C4RDGBG8CR166936 | 92342          | Ramp         | 5+2                   | 20,000             | 157,632         | 2019            | FDOT           |
| 102       | 2012 Dodge Minivan     | 2C4RDGBG8CR166937 | 92341          | Ramp         | 5+2                   | 25,000             | 120,295         | 2020            | FDOT           |
| 103       | 2012 VHPG Minivan      | 5Z3MF1A65CM101602 | 92366          | Ramp         | 6+2                   | 35,000             | 119,171         | 2021            | FDOT           |
| 104       | 2013 Chev Diamond      | 1GB6G5BG0D1112170 |                | Lift         | 9+3                   | 10,000             | 87,731          | 2021            | TD Comm        |
| 105       | 2012 Dodge Minivan     | 2C4RDGBG6CR180741 |                | Ramp         | 5+2                   | 30,000             | 140,668         | 2017            | TD Comm        |
| 106       | 2016 MOVT MV-1 Minivan | 57WMD2C6XGM100008 |                | Ramp         | 5+2                   | 25,000             | 3,824           | 2022            | TD Comm        |

## 7. System Safety Program Plan Certification

The most recent Safety Certification from FDOT follows.

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**CERTIFICATION OF COMPLIANCE**  
for  
PUBLIC-SECTOR BUS TRANSIT SYSTEMS  
(Certifying compliance with F.S. 341.061 & RULE 14-90 F.A.C.)  
to  
Florida Department of Transportation

~~This Certifies year 2016.~~

DATE: 1/12/2017

TRANSIT SYSTEM: Gulf County Association for Retarded Citizens, Inc.

ADDRESS: 122 Water Plant Road, Port St. Joe, FL 32456  
P.O. Box 8, Port St. Joe, FL 32457

In accordance with Florida Statute 341.061, the Bus Transit System named above and Private Contract Bus Transit System(s) (listed below), hereby certifies to the following:

1. The adoption of a System Safety Program Plan (SSPP) & Security Program Plan (SPP) pursuant to Florida Department of Transportation safety standards set forth in Rule Chapter 14-90, Florida Administrative Code.
2. Compliance with adopted safety standards in the SSPP & SPP.
3. Performance of annual safety inspections on all operational buses in accordance with Rule 14-90.009, FAC.

Signature: Kathy Balentine

Name: Kathy Balentine Title: Transportation Director  
(Type or Print)

Name and address of entity (ies) which has (have) performed safety inspections:

Raymond Aylmer, Maintenance Coordinator  
Name/Company: Gulf County Association for Retarded Citizens, Inc.

Address: 122 Water Plant Road, Port St. Joe, FL 32456  
P.O. Box 8, Port St. Joe, FL 32457

Attachment: (Applicable Contractor(s) - Name, Address, Phone#, Contact Person)

None

## **8. Intercounty Services**

Gulf County ARC and Transportation currently does not have any written agreements with neighboring counties, but has occasionally combined trips with neighboring CTCs if going to the same location.

## **9. Emergency Preparedness and Response**

In the cases of emergencies and natural disasters, Gulf County ARC & Transportation operates under the direction of Franklin County Emergency Management Office. Gulf County ARC & Transportation attends regular meetings and training sessions put on by the Franklin County Emergency Management. Gulf County ARC & Transportation is listed in the county plan as a means of evacuation for county residents and those with special needs.

## **10. Educational Efforts/Marketing**

Gulf County ARC and Transportation advertises through the local radio station (WOYS) and the local papers (The Apalachicola Times & The Forgotten Coast). The CTC provides community education that details the operation of the coordinated transportation system, its services, where and how to apply for these services. Gulf County ARC and Transportation will network with social service and medical organizations, such as but not limited to, Franklin Promise, Franklin County Senior Citizens, Elder Care, Hospice, the local health departments, medical clinics and hospitals, etc. As deemed appropriate, CTC will utilize Facebook, and other social media to promote the transportation services. User guides are also available explaining the services available and eligibility requirements.

## **11. Acceptable Alternatives**

No alternatives, based on Chapter 427 F.S. and Rule 41-2 F.A.C., have been requested or approved.

## **12. 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 Transportation Disadvantaged Coordinating Board will annually evaluate the Community Transportation Coordinator's compliance of the established service standards. The Transportation Disadvantaged Coordinating Board will accept any agency's review of the Community Transportation Coordinator which encompasses any of the standards as part of the evaluation to determine compliance for that standard.

The Community Transportation Coordinator and any Transportation Operator from whom service is purchased or arranged by the Community Transportation Coordinator shall adhere to Commission approved standards.

### **DRUG AND ALCOHOL POLICY.....41-2.006(4)(a)**

*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.*

### **ESCORTS AND CHILDREN.....41-2.006(4)(b)**

*An escort of a passenger and dependent children are to be transported as locally negotiated and identified in the local Transportation Disadvantaged Service Plan.*

Escorts and Personal Attendants are considered the same. Children under age 17 and individuals requiring assistance while traveling, getting in and out of the medical facility or assistance in the facility shall be required to be accompanied by an escort. Only under extenuating circumstances will this standard be compromised. Escorts must be at least 18 years of age and be provided by the passenger or sponsoring entity. Escorts are limited to one person and must be able to provide the necessary assistance to the passenger. Up to two dependent children are allowed to accompany the passenger. The passenger is responsible for providing and installing the proper child restraint device(s). Escorts and dependent children are transported at no cost. Escorts and dependent children are to remain with the passenger at all times

and will load and unload with the passenger. It is the responsibility of the rider when making the reservation to advise the staff that an escort or dependent children will be accompanying them on the trip.

**CHILD RESTRAINTS.....41-2.006(4)(c)**

*Use of child restraint devices shall be determined locally as to their responsibility, and cost of such device in the local Transportation Disadvantaged Service Plan.*

Children 3 and younger must be secured in a federally approved child-restraint seat. Children aged 4 - 5 must be secured by either a federally approved child restraint seat or child booster seat. The child's escort is responsible for providing the child restraint device and installing it in the vehicle. All passengers under age 18 must wear a seat belt.

**PASSENGER PROPERTY.....41-2.006(4)(d)**

*Passenger property that can be carried by the passenger and/or driver in one trip and can safely be stowed on the vehicle shall be allowed to be transported with the passenger at no additional charge. 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.*

Passengers shall be allowed to have two pieces of personal property that can be placed in their lap or safely stowed 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. Disabled and elderly passengers shall be provided assistance.

**VEHICLE TRANSFER POINTS.....41-2.006(4)(e)**

*Vehicle transfer points shall provide shelter, security, and safety of passengers*

**LOCAL TOLL FREE TELEPHONE NUMBER FOR CONSUMER COMMENT.....41-2.006(4)(f)**

*A local toll free telephone number for complaints or grievances shall be posted inside the vehicles. The TD Helpline phone number (1-800-983-2435) shall also be posted inside all vehicles of the coordinated system. 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. All rider information/materials (brochures, user's guides, etc.) will include the TD Helpline phone number.*

**OUT-OF-SERVICE AREA TRIPS.....41-2.006(4)(g)**

*Out of service area trips shall be provided when determined locally and approved by the local coordinating board, except in instances where local ordinances prohibit such trips.*

Out-of-service area trips will be provided Monday-Saturday based on vehicle, driver, and funding availability.

**VEHICLE CLEANLINESS.....41-2.006(4)(h)**

*Interior of all vehicles shall be 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.*

**BILLING REQUIREMENTS TO CONTRACTED OPERATORS.....41-2.006(4)(i)**

*Billing requirements of the community transportation coordinator to subcontractors shall be determined locally by the local coordinating board and provided in the local Transportation Disadvantaged Service Plan. All bills shall be paid within 7 working days to subcontractors, after receipt of said payment by the community transportation coordinator, in accordance with Section 287.0585, F.S.*

**PASSENGER/TRIP DATA BASE..... 41-2.006(4)(j)**

*Passenger/trip database must be maintained or accessible by the community transportation coordinator on each rider being transported within the system.*

**ADEQUATE SEATING.....41-2.006(4)(k)**

*Adequate seating for paratransit services shall be provided to each rider and escort, child, or personal care attendant, and 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.*

**DRIVER IDENTIFICATION.....41-2.006(4)(l)**

*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.*

**PASSENGER ASSISTANCE.....41-2.006(4)(m)**

*The paratransit drivers 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 the door-through-door paratransit service category, the driver shall 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.*

**SMOKING, EATING AND DRINKING ON VEHICLES.....41-2.006(4)(n)**

*Smoking is prohibited in any vehicle. Requirements for drinking and eating on board the vehicle will be addressed in the local Transportation Disadvantaged Service Plan.*

The use of tobacco products, including smokeless tobacco and electronic cigarettes, on any vehicle is prohibited. Eating and drinking on board the vehicle will not be allowed; however, exceptions are permitted when required due to an existing medical condition or for individuals on extended trips. Comfort stops will be made to accommodate the needs of the passengers when necessary.

**NO-SHOW POLICIES.....41-2.006(4)(o)**

*The community transportation coordinator and the local coordinating board shall jointly develop a policy on passenger no-shows. Assessing fines to passengers for no-shows is acceptable but such policy and process shall be identified in the local Transportation Disadvantaged Service Plan.*

Passenger no-shows are defined as trips not cancelled prior to dispatch of the vehicle. When a passenger is considered a no-show for the first time, they shall be notified by the driver leaving a notice at the pick-up point or by a follow-up telephone call from the office. Upon the second no-show within a six month period, the passenger will receive a written warning delivered in person or by mail. Upon the third no-show within a six month period, the passenger will receive a written notice of suspension of all transportation for sixty (60) days. The passenger or the sponsoring agency may voluntarily pay a no-show fee of \$30.00 in lieu of the suspension. Suspension means that transportation will not be scheduled during that period of time. When the passenger is reinstated to the program and another no-show occurs within six (6) months following the reinstatement, the passenger will be suspended for 120 days with no option to pay a no-show fee. When the passenger is again reinstated to the program and another no-show is documented within six (6) months of reinstatement, the passenger will be terminated from using the transportation services.

No-Shows will not exceed 1% of the requested trips.

**COMMUNICATION EQUIPMENT.....41-2.006(4)(p)**

*All vehicles providing service within the coordinated system shall be equipped with two-way communications in good working order and audible to the driver at all times to the base.*

All vehicles shall have cellular telephones that are required to be on at all times while the driver and the vehicles are in service. The driver and vehicle are considered to be in service from the time the driver and vehicle leave the depot to the time they return.

**VEHICLE AIR CONDITIONING AND HEATING EQUIPMENT..... 41-2.006(4)(q)**

*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.*

**FIRST-AID POLICY.....41-2.006(4)(r)**

*First Aid policy shall be determined locally and provided in the local Transportation Disadvantaged Service Plan.*

All drivers are required to attend First Aid training at the expense of the transportation system.

**CARDIOPULMONARY RESUSCITATION .....41-2.006(4)(s)**

*Cardiopulmonary Resuscitation policy shall be determined locally and provided in the local Transportation Disadvantaged Service Plan.*

All drivers are required to attend First Aid training at the expense of the transportation system.

**DRIVER BACKGROUND SCREENING.....41-2.006(4)(t)**

*Driver background screening shall be determined locally, dependent upon purchasing agencies' requirements, and provided in the local Transportation Disadvantaged Service Plan.*

**PUBLIC TRANSIT RIDERSHIP.....41-2.006(4)(u)**

*In areas where fixed route transportation is available, the community transportation coordinator should jointly establish with the local coordinating board a percentage of total trips that will be placed on the fixed route system.*

This standard is not applicable to this service area.

**PICK-UP WINDOW.....41-2.006(4)(v)**

*The community transportation coordinator should establish and address the passenger pick-up windows in the local Transportation Disadvantaged Service Plan. This policy should also be communicated to contracted operators, drivers, purchasing agencies and passengers.*

There is a sixty (60) minute pick-up window in place for all trips. The CTC shall have at least a 90% on-time performance for all scheduled pick-up times.

**ON-TIME PERFORMANCE.....41-2.006(4)(w)**

*The community transportation coordinator and the local coordinating board should jointly establish and address the percentage of trips that will be on-time in the local Transportation Disadvantaged Service Plan. This performance measure should be communicated to contracted operators, drivers, purchasing agencies, and passengers. This measure should also be included as a part of the community transportation coordinator's evaluation of its contracted operators, and the local coordinating board's evaluation of the community transportation coordinator.*

The coordinator shall have at least a 90% on-time performance rate for all completed trips.

**ADVANCE RESERVATION REQUIREMENTS.....41-2.006(4)(x)**

*The community transportation coordinator should establish and address in the local Transportation Disadvantaged Service Plan a minimum 24 hour advanced notification time to obtain services. This policy should be communicated to contracted operators, purchasing agencies and passengers.*

There shall be a 72 hour notice requirement for all trips scheduled within the coordinated system, except under special medical circumstances.

**ACCIDENTS.....41-2.006(4)(y)**

*The community transportation coordinator and the local coordinating board should jointly establish and address in the service plan a performance measure to evaluate the safety of the coordinated system. This measure should be used in the community transportation coordinator's evaluation of the contracted operators, and the local coordinating board's evaluation of the community transportation coordinator.*

1 chargeable accident per 100,000 miles shall be the maximum allowable number of accidents for the evaluation period.

**ROADCALLS.....41-2.006(4)(z)**

*The community transportation coordinator and the local coordinating board should jointly establish and address in the local service plan a performance measure to evaluate the reliability of the vehicles utilized in the coordinated system. This measure should be used in the community transportation coordinator's evaluation of the contracted operators, and the local coordinating board's evaluation of the community transportation coordinator.*

There should be no less than 10,000 miles between each road call.

**CALL HOLD TIME.....41-2.006(4)(aa)**

*This performance measure can be used to address the accessibility of the service. The community transportation coordinator and the local coordinating board should jointly determine if a standard for a call hold time is needed in the coordinated system and address this in the local service plan. If determined to be necessary, this standard should be included in the local coordinating board's evaluation of the community transportation coordinator.*

90% of all incoming calls will be answered within an average of three (3) minutes.

**COMPLAINTS.....41-2.006(4)(bb)**

*The community transportation coordinator and the local coordinating board should jointly establish and address in the local service plan a performance measure to evaluate the quality of service provided within the coordinated system. The measure should be used in the community transportation coordinator's evaluation of the contracted operators, and the local coordinating board's evaluation of the community transportation coordinator.*

1 complaint for 4,000 trips shall be the maximum number of complaints for the evaluation period.

**WAITING POLICY....TDCB 9/23/93**

Gulf County ARC and Transportation will allow five (5) minutes waiting time for each passenger to board the vehicle upon its arrival. If a passenger is still not ready to board the vehicle after the five minutes, other transportation arrangements will be required. Passengers are notified of their pick-up time/window. Passengers without a telephone or not available to receive their courtesy call must contact the coordinator the day before their appointment to receive their scheduled pick-up time/window.

**PASSENGER HYGIENE AND BEHAVIOR....TDCB POLICY**

Passengers are expected to maintain adequate personal hygiene. Offensive body odor and poor personal hygiene is not acceptable. In addition, passengers are expected to conduct themselves in a safe and courteous manner while on the vehicle. Violent, disruptive, or illegal conduct will not be tolerated. With the exception of Medicaid beneficiaries, the passenger will be notified in writing of complaints received regarding violation of this passenger hygiene and behavior policy. Upon receipt of the third complaint against the passenger regarding his or her hygiene or behavior, the passenger will be suspended for 30 days. Suspension means that transportation will not be scheduled during that period of time.

### 13. Local Complaint and Grievance Process

All vehicles have the toll free telephone number posted for reporting complaints, grievances, and commendations in plain view of passengers. Gulf County ARC and Transportation periodically notifies passengers of the grievance process, responds to all requests for the grievance process, provides it in a format accessible to persons with disabilities, and to agencies contracting services as well as to the transportation operators.

Gulf County ARC and Transportation's process for resolving complaints are to determine first if the complaint is valid. If not valid, determine if follow up is necessary, if not, close and file. If valid, a complaint form must be completed and the complaint researched. All critical issues must be written up and handled immediately with supervisory action. Critical issues include, but are not limited to, physical, verbal, or substance abuse, and any life-threatening situation (reckless driving, client abandonment, accidents/incidents). The complaint must contain the customer's name, telephone number and or address of person making the report in order to be contacted for additional information or to update on status. Complaints, verbal or written, may be initiated by anyone regarding anyone or any situation, even another customer. Any person with a complaint who remains dissatisfied with the actions of the CTC may file a grievance. The grievance procedures/forms, as well as user guides, are made available to passenger informing them of their right to file a complaint/grievance.

#### Local Grievance Procedure/Process

1. The aggrieved person is to present a formal (written) grievance to the Community Transportation Coordinator **within 10 working days of the incident**.
2. The Community Transportation Coordinator will have **10 working days from the date of receipt of the grievance** to respond in writing to the aggrieved person. The response will include the right to appeal to the Transportation Disadvantaged Coordinating Board Grievance Committee. The Community Transportation Coordinator shall submit a copy of the grievance and the response to the Transportation Disadvantaged Coordinating Board Grievance Committee.
3. The aggrieved person, dissatisfied with the response from the Community Transportation Coordinator, has **5 working days of the received response** to request in writing a hearing with the Transportation Disadvantaged Coordinating Board Grievance Committee.
4. The Transportation Disadvantaged Coordinating Board Grievance Committee has **10 working days from the date of receipt of the request** to hear the grievance and recommend to the Community Transportation Coordinator in writing any actions that may assist in dealing with the stated grievance. The Grievance Committee will report to the Transportation Disadvantaged Coordinating Board at the next regular meeting.
5. The aggrieved person, dissatisfied with the advice of the Grievance Committee, has **10 working days from the date of receipt of the response** to request in writing a hearing before the Transportation Disadvantaged Coordinating Board.
6. The Transportation Disadvantaged Coordinating Board will hear the grievance **within 60 calendar days**, either at its next regular meeting or special called meeting as requested by the Grievance Committee Chairman, based on severity of the issue. The findings, explanations and recommendations of the Transportation Disadvantaged Coordinating Board will be in written form, recorded and transmitted to the aggrieved person and the Community Transportation Coordinator **within 10 working days following the hearing**. The determination of the Transportation Disadvantaged Coordinating Board is final.
7. The Community Transportation Coordinator will have **10 working days from receipt of the recommendations** to address in writing the Transportation Disadvantaged Coordinating Board's recommendations.

8. The Transportation Disadvantaged Coordinating Board will review the Community Transportation Coordinator's response to the recommendations at **the next meeting** of the Transportation Disadvantaged Coordinating Board. A record of the grievances, their status (i.e., resolved, unresolved) and the response to the Transportation Disadvantaged Coordinating Board's recommendations will be included in the Community Transportation Coordinator's annual evaluation. The grievance record will also be reviewed during the development of the Community Transportation Coordinator's service plan.
9. The customer, dissatisfied with the advice of the Transportation Disadvantaged Coordinating Board, can file a formal grievance with the Commission for the Transportation Disadvantaged. The customer may begin this process by contacting the Florida Commission for the Transportation Disadvantaged, 605 Suwannee Street, MS-49, Tallahassee, Florida 32399-0450 or through the TD Helpline (1-800-983-2435), or by email ([www.dot.state.fl.us/ctd](http://www.dot.state.fl.us/ctd)). Upon request of the customer, the Commission will provide the customer with an accessible copy of the Commission's Grievance Procedures.
10. If the Commission is unable to resolve the grievance, the customer will be referred to the Office of Administrative Appeals or other legal venues appropriate to the specific nature of the grievance.
11. **FAIR HEARING REQUIREMENTS:** In addition to the appeals process described above, Medicaid beneficiaries who have been denied non-emergency transportation services have an additional avenue of relief available to them. The beneficiary has the right to request a Medicaid Fair Hearing at anytime during the appeals process from the Office of Public Assistance Appeals Hearings at the Department of Children and Families (DCF). The beneficiary, or their representative, must request a Medicaid Fair Hearing within 90 calendar days of the date of the notice of action by contacting the Department of Children and Families, Office of Public Assistance Appeals Hearings, 1317 Winewood Boulevard, Building 5, Room 203, Tallahassee, Florida 32399-0700 or by telephone at (850) 488-1429 or by facsimile at (850) 487-0662.

Aggrieved persons with proper standing may also have recourse through the Chapter 120, Florida Statutes administrative hearing process. Nothing in this process is intended to preclude the aggrieved person from pursuing legal action. Aggrieved persons may contact the Commission for the Transportation Disadvantaged Ombudsman Hotline at 1-800-983-2435.

#### **14. Community Transportation Coordinator Monitoring Procedures of Operators and Coordination Contractors**

The Coordinator is responsible for evaluating its operators and coordination contractors to ensure contractual compliance. The evaluation is done on a periodic basis depending on the needs and requirements of the Coordinator. A comprehensive annual evaluation is to include compliance with the System Safety Program Plan, locally approved standards, Commission standards, annual operating data, and insurance requirements. The same criteria used to evaluate the Coordinator will be used annually to evaluate the operators.

#### **15. Coordination Contract Evaluation Criteria**

The same criteria used to evaluate the Coordinator will be used annually to evaluate the Coordination Contractors. The evaluation results will be provided to the Transportation Disadvantaged Coordinating Board to determine whether the issuance or continuation of a coordination contract will be the most cost-effective and efficient utilization of local state, or federal dollars.

## B. Cost/Revenue Allocation and Rate Structure Justification

The Cost Revenue Allocation and Rate Structure are determined by the Commission for Transportation Disadvantaged Rate Calculation Model. The Rate Calculation Model Worksheets are reviewed annually to determine rate adjustments. Rate changes are calculated annually by changes to the level of service, expenditures and revenues. The Rate Calculation Model Worksheets are included.

### TRANSPORTATION DISADVANTAGED TRUST FUND SERVICE RATES SUMMARY Effective July 1, 2017

| TYPE OF SERVICE TO BE PROVIDED | UNIT<br>(Passenger Mile or Trip) | COST PER UNIT |
|--------------------------------|----------------------------------|---------------|
| Ambulatory                     | Per Passenger Mile               | \$1.31        |
| Wheelchair                     | Per Passenger Mile               | \$2.24        |
| Stretcher                      | Per Passenger Mile               | \$0.00        |

#### Minimum Charges for Passengers

Co-payments of \$2.00 per trip for Non-Medicaid passengers within Franklin County.

Non-Medicaid passengers are charged co-payments to the following destinations:

|                   |          |            |             |          |            |
|-------------------|----------|------------|-------------|----------|------------|
| Crawfordville     | \$ 5.00  | round trip | Lake City   | \$ 25.00 | round trip |
| Blountstown       | \$ 7.00  | round trip | Panama City | \$ 6.00  | round trip |
| Dothan            | \$ 20.00 | round trip | Pensacola   | \$ 22.00 | round trip |
| Ft. Walton/Destin | \$ 20.00 | round trip | Tallahassee | \$ 6.00  | round trip |
| Gainesville       | \$ 25.00 | round trip | Tampa       | \$ 34.00 | round trip |
| Jacksonville      | \$ 32.00 | round trip |             |          |            |

Note: There are no co-payments charged to passengers of nursing homes, children, pregnant women, and new mothers up to six weeks.

#### Charges for In and Out of Service Area

There are no additional charges for trips in or out of the service area other than the minimum charges. The rate per passenger mile will remain the same.

#### Charges for Escorts, Attendants or Special Assistance

There are no additional charges for escorts, attendants or special assistance.

# Preliminary Information Worksheet

Version 1.4

**CTC Name:** Gulf County Association for Retarded  
Citizens, Inc.  
**County (Service Area):** Franklin  
**Contact Person:** Kathy Balentine  
**Phone #** (850) 229-6550

## 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**

Version 14

CTC: Gulf County Association for Retarded Citizens, Inc.  
County: Franklin

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

| 1 | Prior Year's ACTUALS                       | Current Year's APPROVED Budget, as amended | Upcoming Year's PROPOSED Budget            | % Change from Prior Year to Current Year | Proposed % Change from Current Year to Upcoming Year | 7 |
|---|--|--|--|--|--|---|
|   | from July 1st of 2015 to June 30th of 2016 | from July 1st of 2016 to June 30th of 2017 | from July 1st of 2017 to June 30th of 2018 |  |  |   |

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

**Local Non-Govt**

|                                 |          |          |          |       |       |  |
|---------------------------------|----------|----------|----------|-------|-------|--|
| Farebox                         | \$ 2,860 | \$ 4,750 | \$ 5,850 | 66.1% | 23.2% | Trip demand increasing. Revenues from this funding source will be used for the purchase of services and/or match |
| Medicaid Co-Pay Received        |          |          |          |       |       |  |
| Donations/ Contributions        |          |          |          |       |       |  |
| In-Kind, Contributed Services   |          |          |          |       |       |  |
| Other                           |          |          |          |       |       |  |
| <b>Bus Pass Program Revenue</b> |          |          |          |       |       |  |

**Local Government**

|                                      |          |           |           |       |      |  |
|--------------------------------------|----------|-----------|-----------|-------|------|--|
| District School Board                |          |           |           |       |      | Revenues from this funding source will be used for the purchase of services and/or match |
| Compl. ADA Services                  |          |           |           |       |      |  |
| County Cash                          | \$ 6,716 | \$ 10,077 | \$ 10,077 | 50.0% | 0.0% |  |
| County In-Kind, Contributed Services |          |           |           |       |      |  |
| City Cash                            |          |           |           |       |      |  |
| City In-Kind, Contributed Services   |          |           |           |       |      |  |
| Other Cash                           |          |           |           |       |      |  |
| Other In-Kind, Contributed Services  |          |           |           |       |      |  |
| <b>Bus Pass Program Revenue</b>      |          |           |           |       |      |  |

**CTD**

|                                   |            |            |            |       |        |  |
|-----------------------------------|------------|------------|------------|-------|--------|--|
| Non-Spons. Trip Program           | \$ 103,229 | \$ 189,594 | \$ 189,595 | 83.7% | 0.0%   | T&E Grant - Revenues from this funding source will be used to provide services to eligible clients at the subsidized rate generated by this workbook. This grant requires a 10% local match. Anticipate requesting 1 minivan thru Rural Capital Equipment grant. FREDI County - no match required. |
| Non-Spons. Capital Equipment      |            |            |            |       |        |  |
| Rural Capital Equipment           |            | \$ 47,578  | \$ 27,500  |       | -42.2% |  |
| Other TD (specify in explanation) |            |            |            |       |        |  |
| <b>Bus Pass Program Revenue</b>   |            |            |            |       |        |  |

**USDOT & FOOT**

|                                    |  |           |           |  |  |      |
|------------------------------------|--|-----------|-----------|--|--|------|
| 49 USC 5307                        |  |           |           |  |  | 0.1% |
| 49 USC 5310                        |  |           |           |  |  |      |
| 49 USC 5311(Operating)             |  | \$ 79,956 | \$ 80,000 |  |  |      |
| 49 USC 5311(Capital)               |  |           |           |  |  |      |
| Block Grant                        |  |           |           |  |  |      |
| Service Development                |  |           |           |  |  |      |
| Commuter Assistance                |  |           |           |  |  |      |
| Other DOT (specify in explanation) |  |           |           |  |  |      |
| <b>Bus Pass Program Revenue</b>    |  |           |           |  |  |      |

**AHCA**

|                                     |  |  |  |  |  |  |
|-------------------------------------|--|--|--|--|--|--|
| Medicaid                            |  |  |  |  |  |  |
| Other AHCA (specify in explanation) |  |  |  |  |  |  |
| <b>Bus Pass Program Revenue</b>     |  |  |  |  |  |  |

**DCF**

|                                     |  |  |  |  |  |  |
|-------------------------------------|--|--|--|--|--|--|
| Alcohol, Drug & Mental Health       |  |  |  |  |  |  |
| Family Safety & Preservation        |  |  |  |  |  |  |
| Comm. Care Dis./Aging & Adult Serv. |  |  |  |  |  |  |
| Other DCF (specify in explanation)  |  |  |  |  |  |  |
| <b>Bus Pass Program Revenue</b>     |  |  |  |  |  |  |

**DOH**

|                                    |  |  |  |  |  |  |
|------------------------------------|--|--|--|--|--|--|
| Children Medical Services          |  |  |  |  |  |  |
| County Public Health               |  |  |  |  |  |  |
| Other DOH (specify in explanation) |  |  |  |  |  |  |
| <b>Bus Pass Program Revenue</b>    |  |  |  |  |  |  |

**DOE (state)**

|                                    |  |  |  |  |  |  |
|------------------------------------|--|--|--|--|--|--|
| Carl Perkins                       |  |  |  |  |  |  |
| Div of Blind Services              |  |  |  |  |  |  |
| Vocational Rehabilitation          |  |  |  |  |  |  |
| Day Care Programs                  |  |  |  |  |  |  |
| Other DOE (specify in explanation) |  |  |  |  |  |  |
| <b>Bus Pass Program Revenue</b>    |  |  |  |  |  |  |

**AWI**

|                                    |  |  |  |  |  |  |
|------------------------------------|--|--|--|--|--|--|
| VAGES/Workforce Board              |  |  |  |  |  |  |
| Other AWI (specify in explanation) |  |  |  |  |  |  |
| <b>Bus Pass Program Revenue</b>    |  |  |  |  |  |  |

**DOEA**

|                                     |  |  |  |  |  |  |
|-------------------------------------|--|--|--|--|--|--|
| Older Americans Act                 |  |  |  |  |  |  |
| Community Care for Elderly          |  |  |  |  |  |  |
| Other DOEA (specify in explanation) |  |  |  |  |  |  |
| <b>Bus Pass Program Revenue</b>     |  |  |  |  |  |  |

**DCA**

|                                    |  |  |  |  |  |  |
|------------------------------------|--|--|--|--|--|--|
| Community Services                 |  |  |  |  |  |  |
| Other DCA (specify in explanation) |  |  |  |  |  |  |
| <b>Bus Pass Admin. Revenue</b>     |  |  |  |  |  |  |

**APD**

|                                    |  |  |  |  |  |  |
|------------------------------------|--|--|--|--|--|--|
| Office of Disability Determination |  |  |  |  |  |  |
| Developmental Services             |  |  |  |  |  |  |
| Other APD (specify in explanation) |  |  |  |  |  |  |
| <b>Bus Pass Program Revenue</b>    |  |  |  |  |  |  |

**DJJ**

|                                 |  |  |  |  |  |  |
|---------------------------------|--|--|--|--|--|--|
| (specify in explanation)        |  |  |  |  |  |  |
| <b>Bus Pass Program Revenue</b> |  |  |  |  |  |  |

**Other Fed or State**

|                                 |        |          |          |        |        |  |
|---------------------------------|--------|----------|----------|--------|--------|--|
| Fuel Tax Refund                 | \$ 715 | \$ 1,707 | \$ 1,500 | 138.7% | -12.1% | Revenues from this funding source will be used as system subsidy |
| <b>Bus Pass Program Revenue</b> |        |          |          |        |        |  |

| Other Revenues                              |                  |                  |                  |               |             |  |
|---|------------------|------------------|------------------|---------------|-------------|--|
| Interest Earnings                           |                  |                  |                  |               |             | Revenues from this funding source will be used for the purchase of services. |
| FL Medicaid MMA Program                     | \$ 17,309        | \$ 30,000        | \$ 43,300        | 73.3%         | 64.3%       |  |
| <b>Bus Pass Program Revenue</b>             |                  |                  |                  |               |             |  |
| <b>Balancing Revenue to Prevent Deficit</b> |                  |                  |                  |               |             |  |
| Actual or Planned Use of Cash Reserve       |                  |                  |                  |               |             |  |
| <b>Balancing Revenue is Short By =</b>      |                  | None             | None             |               |             |  |
| <b>Total Revenues =</b>                     | <b>\$130,831</b> | <b>\$363,662</b> | <b>\$363,822</b> | <b>178.0%</b> | <b>0.0%</b> |  |

| EXPENDITURES (CTC/Operators ONLY / Do NOT include Coordination Contractors!) |                  |                  |                  |               |             |   |
|--|------------------|------------------|------------------|---------------|-------------|---|
| <b>Operating Expenditures</b>  |                  |                  |                  |               |             |   |
| Labor  | \$ 37,594        | \$ 127,828       | \$ 159,785       | 240.0%        | 25.0%       | Labor - increase of 25% for much needed salary increases for drivers. Fringe Benefits - increase of 25% due to expected Health insurance rate increase plus additional benefits being added for drivers. Increase in Casualty and Liability due to poor loss ratio. July 1, 2015 - June 30, 2016 figures represent a partial year - 12/1/15 thru 6/30/16. |
| Fringe Benefits  | \$ 4,468         | \$ 31,753        | \$ 39,700        | 610.7%        | 25.0%       |   |
| Services   | \$ 66            | \$ 10,959        | \$ 12,000        | 16504.5%      | 9.5%        |   |
| Materials and Supplies   | \$ 11,589        | \$ 30,882        | \$ 33,900        | 166.5%        | 9.8%        |   |
| Utilities  | \$ 1,413         | \$ 3,195         | \$ 4,000         | 126.1%        | 25.2%       |   |
| Casualty and Liability   | \$ 5,180         | \$ 20,298        | \$ 24,350        | 291.9%        | 20.0%       |   |
| Taxes  | \$ 628           | \$ 75            | \$ 350           | -88.1%        | 366.7%      |   |
| Purchased Transportation:  |                  |                  |                  |               |             |   |
| Purchased Bus Pass Expenses  |                  |                  |                  |               |             |   |
| School Bus Utilization Expenses  |                  |                  |                  |               |             |   |
| Contracted Transportation Services   |                  |                  |                  |               |             |   |
| Other  |                  |                  |                  |               |             |   |
| Miscellaneous  | \$ 149           | \$ 1,355         | \$ 1,450         | 809.4%        | 7.0%        |   |
| Operating Debt Service - Principal & Interest                                |                  |                  |                  |               |             |   |
| Leases and Rentals   | \$ 2,744         | \$ 3,682         | \$ 4,000         | 34.2%         | 8.6%        |   |
| Contrib. to Capital Equip. Replacement Fund                                  |                  | \$ 32,603        | \$ 35,000        |               | 7.4%        |   |
| In-Kind, Contributed Services  | \$ -             | \$ -             | \$ -             |               |             |   |
| Allocated Indirect   | \$ 67,000        | \$ 51,101        | \$ 19,287        | -23.7%        | -62.3%      |   |
| <b>Capital Expenditures</b>  |                  |                  |                  |               |             |   |
| Equip. Purchases with Grant Funds  |                  | \$ 47,578        | \$ 27,500        |               | -42.2%      |   |
| Equip. Purchases with Local Revenue  |                  |                  |                  |               |             |   |
| Equip. Purchases with Rate Generated Rev.                                    |                  |                  |                  |               |             |   |
| Capital Debt Service - Principal & Interest                                  |                  | \$ 2,353         | \$ 2,500         |               | 6.2%        |   |
| <b>Total Expenditures =</b>  | <b>\$130,831</b> | <b>\$363,662</b> | <b>\$363,822</b> | <b>178.0%</b> | <b>0.0%</b> |   |

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





## Worksheet for Program-wide Rates

CTC: Gulf County Assc Version 1.4  
County: Franklin

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

Do **NOT** include trips or miles related to Coordination Contractors!

Do **NOT** include School Board trips or miles UNLESS.....

**INCLUDE** all ONE-WAY passenger trips and passenger miles related to services you purchased from your transportation operators!

Do **NOT** include trips or miles for services provided to the general public/private pay UNLESS..

Do **NOT** include escort activity as passenger trips or passenger miles unless charged the full rate for service!

Do **NOT** include fixed route bus program trips or passenger miles!

| PROGRAM-WIDE RATES                      |         |
|---|---------|
| Total Projected Passenger Miles =       | 181,200 |
| Rate Per Passenger Mile = \$            | 1.41    |
| Total Projected Passenger Trips =       | 3,650   |
| Rate Per Passenger Trip = \$            | 69.81   |
| Fiscal Year<br>2017 - 2018              |         |
| Avg. Passenger Trip Length = 49.6 Miles |         |

| Rates If No Revenue Funds Were Identified As Subsidy Funds |       |
|--|-------|
| Rate Per Passenger Mile = \$                               | 2.01  |
| Rate Per Passenger Trip = \$                               | 99.68 |

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

### Vehicle Miles

The miles that a vehicle is scheduled to or actually travels from the time it pulls out from its garage to go into revenue service to the time it pulls in from revenue service.

### Vehicle Revenue Miles (VRM)

The miles that vehicles are scheduled to or actually travel while in revenue service. Vehicle revenue miles exclude:

- Deadhead
- Operator training, and
- Vehicle maintenance testing, as well as
- School bus and charter services.

### Passenger Miles (PM)

The cumulative sum of the distances ridden by each passenger.

**Worksheet for Multiple Service Rates**

CTC: Gulf County As Version 14  
County: Franklin

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 I: Services Provided**

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

| Ambulatory   | Wheelchair   | Stretcher  | Group  |
|--|--|--|--|
| <input checked="" type="checkbox"/> Yes<br><input type="checkbox"/> No | <input checked="" type="checkbox"/> Yes<br><input type="checkbox"/> No | <input type="checkbox"/> Yes<br><input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes<br><input checked="" type="checkbox"/> No |
| Go to Section II for Ambulatory Service                                | Go to Section II for Wheelchair Service                                | STOP! Do NOT Complete Sections II - Y for Stretcher Service            | STOP! Do NOT Complete Sections II - Y for Group Service                |

**SECTION II: Contracted Services**

1. Will the CTC be contracting out any of these Services TOTALLY in the upcoming budget year?....

| Ambulatory   | Wheelchair   | Stretcher  | Group  |
|--|--|--|--|
| <input type="checkbox"/> Yes<br><input checked="" type="checkbox"/> No |
| Skip # 2, 3 & 4 and Go to Section III for Ambulatory Service           | Skip # 2, 3 & 4 and Go to Section III for Wheelchair Service           | Do Not Complete Section II for Stretcher Service                       | Do Not Complete Section II for Group Service                           |

2. If you answered YES to #1 above, do you want to arrive at the billing rate by simply dividing the proposed contract amount by the projected Passenger Miles / passenger trips?.....

| Ambulatory   | Wheelchair   | Stretcher  | Group  |
|--|--|--|--|
| <input type="checkbox"/> Yes<br><input checked="" type="checkbox"/> No |
|  |  | Do NOT Complete Section II for Stretcher Service                       | Do NOT Complete Section II for Group Service                           |

3. If you answered YES to #1 & #2 above, how much is the proposed contract amount for the service?  
How many of the total projected Passenger Miles relate to the contracted service?  
How many of the total projected passenger trips relate to the contracted service?

| Ambulatory  | Wheelchair  | Stretcher | Group |
|-------------|-------------|-----------|-------|
| Leave Blank | Leave Blank |           |       |

Effective Rate for Contracted Services:  
per Passenger Mile =  
per Passenger Trip =

| Ambulatory                               | Wheelchair                               | Stretcher  | Group  |
|--|--|--|--|
| Go to Section III for Ambulatory Service | Go to Section III for Wheelchair Service | Do NOT Complete Section II for Stretcher Service | Do NOT Complete Section II for Group Service |

4. If you answered # 3 & want a Combined Rate per Trip PLUS a per Mile add-on for 1 or more services, INPUT the Desired per Trip Rate (but must be less than per trip rate in #3 above =  
Rate per Passenger Mile for Balance =

| Combination Trip and Mile Rate                           |  |  |  |
|--|--|--|--|
| Leave Blank and Go to Section III for Ambulatory Service | Leave Blank and Go to Section III for Wheelchair Service | Do NOT Complete Section II for Stretcher Service | Do NOT Complete Section II for Group Service |

**SECTION III: Escort Service**

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

Yes  
 No

Skip #2 - 4 and Section IV and Go to Section V

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

Pass. Trip    Leave Blank  
 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?

Leave Blank

4. How much will you charge each escort?.....

Leave Blank

**SECTION IV: Group Service Loading**

1. If the message "You Must Complete This Section" appears to the right, what is the projected total number of Group Service Passenger Miles? (otherwise leave blank).....

Do NOT Complete Section IV

..... And what is the projected total number of Group Vehicle Revenue Miles?

Loading Rate 0.00 to 100

**SECTION V: Rate Calculations for Multiple Services:**

- 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 the total for all Services entered on the "Program-wide Rates" Worksheet, MINUS miles and trips for contracted services IF the rates were calculated in the Section II above
  - \* Be sure to leave the service BLANK if you answered NO in Section I or YES to question #2 in Section II

|   |         | RATES FOR FY: 2017 - 2018 |             |             |                         |
|---|---------|---------------------------|-------------|-------------|-------------------------|
|   |         | Ambul                     | Wheel Chair | Stretcher   | Group                   |
| Projected Passenger Miles (excluding totally contracted services addressed in Section II) = | 181,200 | 162,200                   | 19,000      | Leave Blank | Leave Blank             |
| Rate per Passenger Mile =   |         | \$1.31                    | \$2.24      | \$0.00      | \$0.00                  |
|   |         |                           |             |             | per passenger per group |

|   |       | Ambul   | Wheel Chair | Stretcher   | Group                   |
|---|-------|---------|-------------|-------------|-------------------------|
| Projected Passenger Trips (excluding totally contracted services addressed in Section II) = | 3,650 | 3,210   | 440         | Leave Blank | Leave Blank             |
| Rate per Passenger Trip =   |       | \$64.28 | \$110.19    | \$0.00      | \$0.00                  |
|   |       |         |             |             | per passenger per group |

- If you answered # 1 above and want a COMBINED Rate per Trip PLUS a per Mile add-on for 1 or more services,...

|   |  | Combination Trip and Mile Rate |             |             |                         |
|---|--|--------------------------------|-------------|-------------|-------------------------|
|   |  | Ambul                          | Wheel Chair | Stretcher   | Group                   |
| ...INPUT the Desired Rate per Trip (but must be <u>less</u> than per trip rate above) = |  |                                |             | Leave Blank | Leave Blank             |
| Rate per Passenger Mile for Balance =   |  | \$1.31                         | \$2.24      | \$0.00      | \$0.00                  |
|   |  |                                |             |             | per passenger per group |

|                           |  | Rates If No Revenue Funds Were Identified As Subsidy Funds |             |           |                         |
|---------------------------|--|--|-------------|-----------|-------------------------|
|                           |  | Ambul  | Wheel Chair | Stretcher | Group                   |
| Rate per Passenger Mile = |  | \$1.87   | \$3.20      | \$0.00    | \$0.00                  |
|                           |  |  |             |           | per passenger per group |
| Rate per Passenger Trip = |  | \$91.77  | \$157.33    | \$0.00    | \$0.00                  |
|                           |  |  |             |           | per passenger per group |

Program These Rates Into Your Medicaid Encounter Data

## **QUALITY ASSURANCE**

The Quality Assurance Element contains the steps the transportation disadvantaged coordinating board will take to monitor and evaluate the services provided by or coordinated through the community transportation coordinator, based on the locally established service standards consistent with those of the Commission for the Transportation Disadvantaged.

Service standards are an 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 transportation disadvantaged coordinating board will annually evaluate the community transportation coordinator's compliance of the established service standards. The community transportation coordinator and any transportation operator from whom service is purchased or arranged by the community transportation coordinator shall adhere to Commission approved standards.

### **1. Coordinator Evaluation Process**

Annually, the transportation disadvantaged coordinating board evaluates the community transportation coordinator to ensure quality of service is being obtained and that it is being provided in the most cost effective, efficient, unduplicated and unfragmented manner. The transportation disadvantaged coordinating board makes a recommendation to the Apalachee Regional Planning Council. The Apalachee Regional Planning Council reviews the evaluation and the recommendation of the transportation disadvantaged coordinating board and recommends to the Commission for the Transportation Disadvantaged the designation of the community transportation coordinator for the next fiscal year.

The evaluation of the coordinator is conducted utilizing the Commission for the Transportation Disadvantaged approved format. A copy of the most recent coordinator evaluation follows.

The transportation disadvantaged coordinating board has agreed to not evaluate any area of service delivery that was recently evaluated by a purchasing/sponsoring agency or the Commission for the Transportation Disadvantaged. The board will appraise the results of the reviews and, if satisfactory, the coordinating board will incorporate the results into their evaluation.

### **2. Coordinator Monitoring Procedures of Operators and Coordination Contractors**

The coordinator is responsible for evaluating its operators and coordination contractors to ensure contractual compliance. The evaluation is done on a periodic basis depending on the needs and requirements of the coordinator. A comprehensive annual evaluation is to include compliance with the System Safety Program Plan, locally approved standards, Commission standards, annual operating data, and insurance requirements. The same criteria used to evaluate the coordinator will be used annually to evaluate the operators.

### **3. Coordination Contract Evaluation Criteria**

The same criteria used to evaluate the coordinator will be used annually to evaluate the coordination contractors. The evaluation results will be provided to the transportation disadvantaged coordinating board to determine whether the issuance or continuation of a coordination contract will be the most cost-effective and efficient utilization of local state, or federal dollars.

### **4. Planning Agency Evaluation Process**

The transportation disadvantaged coordinating board will participate and assist the Commission for the Transportation Disadvantaged in its quality assurance review of the planning agency.

**LOCAL COORDINATING BOARD ANNUAL REVIEW  
COMMUNITY TRANSPORTATION COORDINATOR  
FINDINGS AND RECOMMENDATIONS  
REVIEW PERIOD: FY 15-16**

**CTC Being Reviewed** Gulf County ARC & Transportation  
d.b.a. Gulf County Transportation

**Review Date** 2/1/17

**General Information**

Gulf County ARC & Transportation/Gulf County Transportation was designated as the CTC for Franklin County for Fiscal Years December 1, 2016 – June 30, 2022. The CTC is a private non-profit organization, operating as a sole provider in a rural area.

**Findings and Recommendations**

|  |  |
|--|--|
| Compliance with Chapter 427, F.S.        | Area of Noncompliance: None  |
| Compliance with Rule 41-2, F.A.C.        | Area of Noncompliance: None<br><b>Note:</b> There is noted that the CTC is not compliant with the no-show to trip ratio, however this review is only for Dec-June and the CTC took over in an emergency designation. Therefore, is not considered non-compliant. Will re-evaluate after the CTC has served for a complete fiscal year. |
| On-Site Observation of the System        | Area of Noncompliance: None  |
| Rider/Beneficiary Survey Summary         | Area of Noncompliance: None  |
| Contractor Survey Summary                | Area of Noncompliance: None  |
| Purchasing Agency Survey Summary         | Area of Noncompliance: None  |
| Level of Cost – Worksheet 1              | Area of Noncompliance: None  |
| Level of Competition – Worksheet 2       | Area of Noncompliance: None  |
| Level of Coordination – Worksheet 3      | Area of Noncompliance: None  |
| Status Report Follow-Up From Last Review | Area of Noncompliance: None  |

**Report completed by: Kwentin Eastberg, LCB/ARPC staff**

**Approved by the LCB on February 8, 2017**