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# ***GULF COUNTY***

## ***TRANSPORTATION DISADVANTAGED SERVICE PLAN***

### ***Fiscal Year 2017-2022***

***Prepared by the***

*Gulf County  
Transportation Disadvantaged Coordinating Board*

*Gulf County Association for Retarded Citizens, Inc.  
d.b.a. Gulf Public Transportation  
the Community Transportation Coordinator*

*Apalachee Regional Planning Council  
the Designated Official Planning Agency*

***Approved by the***

*Gulf County Transportation Disadvantaged Coordinating Board  
on September 6, 2017*

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# **TABLE OF CONTENTS**

	<b>PAGE #</b>
<b>LCB CERTIFICATION</b>	<b>3</b>
<b>UPDATE TABLE</b>	<b>4</b>
<b>ADOPTION OF TDSP ROLL CALL VOTE</b>	<b>5</b>
<b>DEVELOPMENT PLAN</b>	
<b>A. INTRODUCTION TO THE SERVICE AREA</b>	<b>6</b>
Background of the TD Program	6
Community Transportation Coordinator Designation Date/History	6
Organizational Chart	7
Consistency Review of Other Plans	9
Public Participation	9
<b>B. SERVICE AREA PROFILE/DEMOGRAPHICS</b>	<b>11</b>
Service Area Description	11
Demographics	11
Land Use	11
Population/Composition	12
Employment	15
Major Trip Generators/Attractors	16
Inventory of Available Transportation Services	20
<b>C. SERVICE ANALYSIS</b>	<b>21</b>
Forecasts of TD Population	22
Needs Assessment	23
Barriers to Coordination	25
<b>D. GOALS, OBJECTIVES, AND STRATEGIES</b>	<b>26</b>
<b>E. IMPLEMENTATION SCHEDULE</b>	<b>28</b>
<b>SERVICE PLAN</b>	
<b>A. OPERATIONS</b>	<b>30</b>
Types, Hours, and Days of Service	30
Accessing Services	33
Transportation Operators and Coordination Contractors	34
Public Transit Utilization	34
School Bus Utilization	34
Vehicle Inventory	35
System Safety Program Plan Certification	36
Intercounty Services	37
Emergency Preparedness and Response	37
Education Efforts/Marketing	37
Acceptable Alternatives	37
Service Standards	38
Local Complaint and Grievance Procedure/Process	43
CTC Monitoring Procedures for Operators and Coordination Contractors	44
Coordination Contract Evaluation Criteria	44
<b>B. COST/REVENUE ALLOCATION &amp; RATE STRUCTURE JUSTIFICATION</b>	<b>45</b>
Service Rates Summary & Rate Calculation Worksheets	
<b>QUALITY ASSURANCE</b>	
1. Coordinator Evaluation Process	54
2. Coordinator Monitoring Procedures of Operators and Coordination Contractors	54
3. Coordination Contract Evaluation Criteria	54
4. Planning Agency Evaluation Process	54



## Apalachee Regional Planning Council

Serving Calhoun, Franklin, Gadsden, Gulf, Jackson, Jefferson  
Liberty, Leon and Wakulla Counties and their municipalities

### **Gulf 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	Ward McDaniel	John Hanlon William Thursbay	
Elderly	Annie May Larry		July 2015 – June 2018
Disabled	Letha Inez Matthews		July 2017 – June 2020
Citizen Advocate	David Ashbrook		July 2015 – June 2018
Citizen Advocate/User	Cleo Bess		July 2017 – June 2020
Veterans	William J. Paul		July 2016 – June 2019
Community Action	Pat Carroll		July 2017 – June 2020
Public Education	Martha Weimorts	Bill Carr	July 2017 – June 2019
Children at Risk	Sharon Owens	Mary Ann Roberts Suzy Nadler	July 2017 – June 2020
Workforce Dvp Board	Johanna White		July 2016 – June 2019
Medical	Marsha Lindeman	Sarah Hinds	July 2015 – June 2018
FDOT	Kathy Rudd	Vanessa Strickland	
FDCF	Joanne Kennedy	Dennie Yeager	
FDOE/VR	Catey McMullon	Rod Pearson	
FDEA	Rob Locascio	Debbie Sumner	
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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**GULF 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**

✓  
✓

<b>I. DEVELOPMENT PLAN</b>	<b>PAGE</b>	<b>UPDATE</b>
<b>A. INTRODUCTION TO THE SERVICE AREA</b>		
1. Background of the TD Program		
2. Community Transportation Coordinator Designation Date/History	<b>6</b>	✓
3. Organizational Chart		
4. Consistency Review of Other Plans		
5. Public Participation	<b>10</b>	✓
<b>B. SERVICE AREA PROFILE/DEMOGRAPHICS</b>		
1. Service Area Description		
2. Demographics		
a. Land Use		
b. Population/Composition		
c. Employment		
d. Major Trip Generators/Attractors		
e. Inventory of Available Transportation Services		
<b>C. SERVICE ANALYSIS</b>		
1. Forecasts of TD Population		
2. Needs Assessment		
3. Barriers to Coordination		
<b>D. GOALS, OBJECTIVES, AND STRATEGIES</b>		
<b>E. IMPLEMENTATION SCHEDULE</b>		

<b>II. SERVICE PLAN</b>	<b>PAGE</b>	<b>UPDATE</b>
<b>A. OPERATIONS</b>		
1. Types, Hours, and Days of Service	<b>32</b>	✓
2. Accessing Services	<b>33</b>	✓
3. Transportation Operators and Coordination Contractors		
4. Public Transit Utilization		
5. School Bus Utilization		
6. Vehicle Inventory	<b>35</b>	✓
7. System Safety Program Plan Certification		
8. Intercounty Services		
9. Emergency Preparedness and Response		
10. Education Efforts/Marketing		
11. Acceptable Alternatives		
12. Service Standards		
13. Local Complaint and Grievance Procedure/Process		
14. CTC Monitoring Procedures for Operators and Coordination Contractors		
15. Coordination Contract Evaluation Criteria		
<b>B. COST/REVENUE ALLOCATION &amp; RATE STRUCTURE JUSTIFICATION</b>		

<b>III. QUALITY ASSURANCE</b>	<b>PAGE</b>	<b>UPDATE</b>
Coordinator Evaluation Process		
Coordinator Monitoring Procedures of Operators and Coordination Contractors		
Coordination Contract Evaluation Criteria		
Planning Agency Evaluation Process		

**GULF COUNTY  
TRANSPORTATION DISADVANTAGED COORDINATING BOARD MEETING  
May 31, 2017**

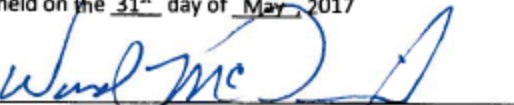
**ADOPTION OF  
TRANSPORTATION DISADVANTAGED SERVICE PLAN  
FOR THE COMMISSION FOR THE TRANSPORTATION DISADVANTAGED**

**ROLL CALL VOTE**

<b>Representation</b>	<b>Member</b>	<b>Voted For</b>	<b>Voted Against</b>	<b>Absent From Voting</b>
Chairman	Ward McDaniel	✓		
Elderly	Annie May Larry			✓
Disabled	Letha Inez Matthews			✓
Citizen Advocate	David Ashbrook	✓		
Citizen Advocate/User	Cleo Bess			✓
Veterans	William J. Paul			✓
Community Action	Pat Carroll			✓
Public Education	Martha Weimorts	✓		
Children at Risk	Sharon Owens	✓		
Workforce Dvp Board	Johanna White			✓
Medical	Marsha Lindeman	✓		
FDOT	Kathy Rudd			✓
FDCF	Joanne Kennedy	✓		
FDOE/VR	Catey McMullon			✓
FDEA	Rob Locascio	✓		
AHCA	Tayna Hand	✓		
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 31<sup>st</sup> day of May, 2017

Coordinating Board Chairperson



\* \* \* \*

Approved by the Commission for the Transportation Disadvantaged

# **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 was only one response received from Gulf County Association for Retarded Citizens, Inc. The Apalachee Regional Planning Council and the local transportation disadvantaged coordinating board then evaluated the provider of transportation services and determined that Gulf County Association for Retarded Citizens, Inc. was the best source of providing the needed transportation due to its years of experience in administering state grants and its experienced management abilities. The transportation disadvantaged coordinating board recommended to the Apalachee Regional Planning Council that Gulf County Association for Retarded Citizens, Inc. serve as the community transportation coordinator on September 10, 1990. Gulf County Association for Retarded Citizens, Inc. was then designated by the Commission on October 10, 1990, as the community transportation coordinator. Gulf County Association for Retarded Citizens, Inc. has continued to serve as the community transportation coordinator for Gulf County since that date. The most recent designation was made by the Commission for the Transportation Disadvantaged on March 14, 2017 for the

continuation of Gulf County Association for Retarded Citizens, Inc. as the community transportation coordinator, effective July 1, 2017 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.

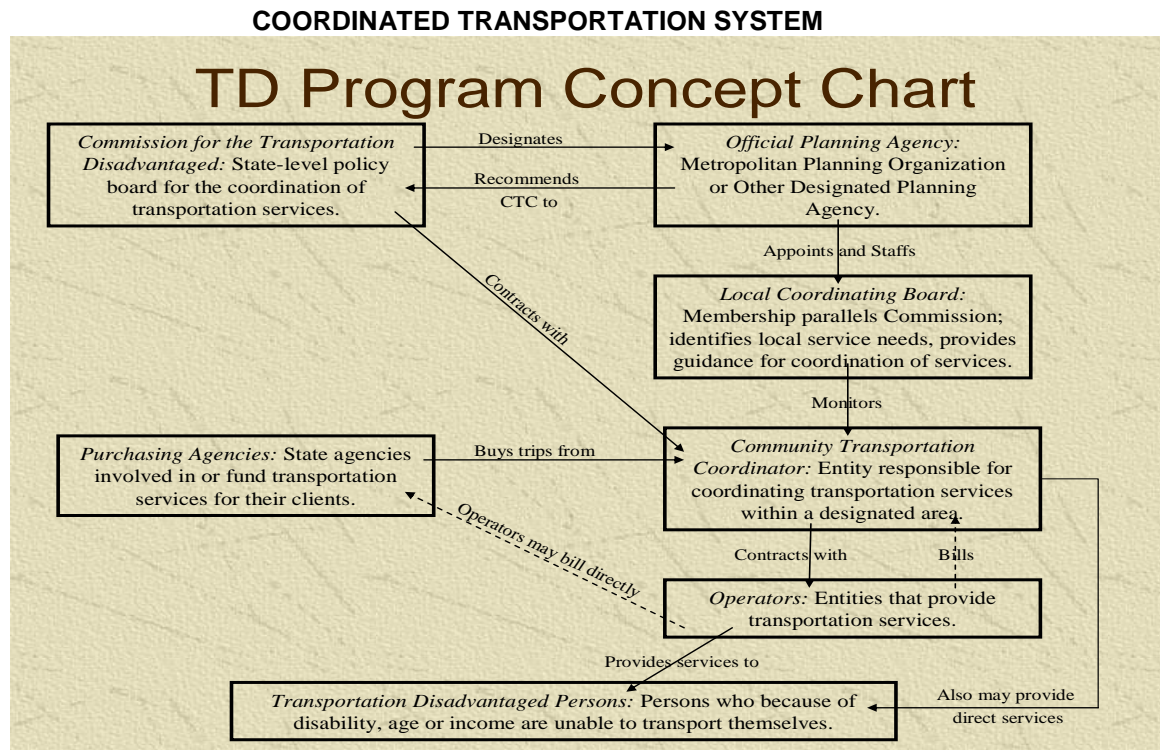
***Transportation Disadvantaged Coordinating Board*** provides local assistance to the community transportation coordinator. They identify local service needs and provide information, advice and direction to the coordinator on the coordination of services. Each coordinating board is recognized as an 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.



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

Apalachee Regional Planning Council  
 See Certification  
 Gulf Co. Association for Retarded Citizens, Inc.  
 Gulf Co. Association for Retarded Citizens, Inc.  
 Agency for Persons with Disabilities,  
 Florida Commission for the Transportation Disadvantaged,  
 Florida Department of Elder Affairs,  
 Local Government,  
 Prestige Health Choice/Access2Care,  
 Staywell/MTM,  
 Magellan Complete Care/Logisticare,  
 General Public,  
 Miscellaneous others



#### **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	Ward McDaniel	John Hanlon William Thursbay	
Elderly	Annie May Larry		July 2015 – June 2018
Disabled	Letha Inez Matthews		July 2017 – June 2020
Citizen Advocate	David Ashbrook		July 2015 – June 2018
Citizen Advocate/User	Cleo Bess		July 2017 – June 2020
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FDCF	Joanne Kennedy	Dennie Yeager	
FDOE/VR	Catey McMullon	Rod Pearson	
FDEA	Rob Locascio	Debbie Sumner	
AHCA	Amie Bounds	Cheryl Meeks Kenyatta Smith	
Private Trans. Industry	<i>Not Applicable</i>		
Mass/Public Transit	<i>Not Applicable</i>		

| Update: September 2017

## **B. Service Area Profile/Demographics**

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

Gulf County is located in northwest Florida and is bordered by the Gulf of Mexico and by Franklin, Liberty, Calhoun, and Bay Counties. The county has 564.01 square miles of land and 191.55 square miles of water for a total area of 755.56 square miles. There are two incorporated municipalities within the county, the Cities of Port St. Joe and Wewahitchka. Port St. Joe serves as the county seat.

### **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 Panama City 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 Panama City, 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 15,863. The *2010 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

	Total	0-14	15-24	25-44	45-64	65+	18+
<b>1990</b>	11,504	2,311	1,561	3,215	2,657	1,760	8,681
<b>2000</b>	14,560	2,572	1,582	4,273	3,779	2,354	11,395
<b>2010</b>	15,863	2,106	1,678	4,726	4,766	2,587	13,289

SOURCE: U. S. Census Bureau

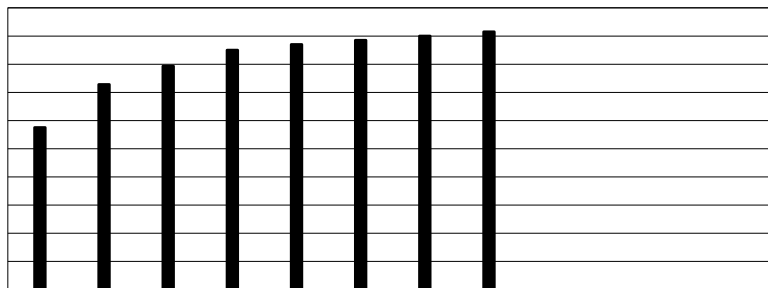
#### COMPOSITION

Men	9,484
Women	6,379
Veterans	1,881
Disabled (Receiving SSI)	355
Density (Persons/Square Mile)	28.1
Median age (years)	42.7
Public School Enrollment	2,888
Percentage High School Graduate or Higher	77.7%
Percentage Bachelor's Degree or Higher	13.6%

SOURCES: U. S. Census Bureau, 2010 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, 2010 Florida Statistical Abstract, Bureau of Economic & Business Research, University of Florida

## POPULATION DISTRIBUTION

Location	Census 2000	Estimates 2009	Percentage Change 2000-2009
<b>Port St. Joe</b>	3,644	3,758	3.13%
<b>Wewahitchka</b>	1,722	1,718	-0.23%
<b>Unincorporated</b>	9,194	11,322	23.15%
<b>County</b>	14,560	16,798	15.37%

SOURCES: U. S. Census Bureau, 2010 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.

	1990	2000	Percentage of Change 1990-2000	Estimates 2009	Percentage of Change 2000 – 2009
<b>Households</b>	4,324	4,931	14	5,638	14.3%
<b>Average Household Size</b>	2.56	2.42		2.33	

SOURCES: U. S. Census Bureau, 2010 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**

Eighty percent of Gulf County workers drove to work alone in 2006-2010, 11.1 percent carpooled, less than 1 percent took public transportation, 4.3 percent walked to work and 2 percent used other means. The remaining 2.4 percent worked at home. Among those who commuted to work, it took them on average 25.9 minutes to get to work.

### **AUTOMOBILE OWNERSHIP & USE 2008 - 2009**

Total Tags Purchased	19,260
Passenger Car Tags	7,142
Households with no Vehicle Available	481

SOURCE: U. S. Census Bureau, 2010 Florida Statistical Abstract, Bureau of Economic & Business Research, University of Florida

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

Gulf 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 Gulf County --- two incorporated communities and the unincorporated area, which is governed by the Gulf 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 2008-2009, for the employed population 16 years and older, the leading industries in Gulf County were trade, transportation and utilities (15.9%), education and health services (12.8%), construction (6%), financial activities (5.8%), professional and business services (2.4%), information (2%), other services (1.6%), manufacturing (1.5%), natural resources and mining (1.2%), public administration (.2%) 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.

#### 2009 EMPLOYMENT STATISTICS

Labor Force	6,411
Employment	5,798
Unemployment Rate	9.6%
Employed Working Outside of County of Residence	30%
Families Below Poverty Level	19.5%
Median Household Income,	\$39,178

SOURCES: U. S. Census Bureau; 2010 Florida Statistical Abstract, Bureau of Economic & Business Research, University of Florida

#### LARGEST EMPLOYERS

COMPANY	PRODUCT/SERVICE	EMPLOYEES
GAC Contractors	Construction	207
Bay St. Joseph Care & Rehab Center	Assisted living and rehabilitation center	150
Duren's Piggly Wiggly	Grocer	85
Fairpoint Communications	Telecommunications	58
Raffield Fisheries	Seafood	55
Gulf Coast Electric Cooperative	Electric co-op	35
Tapper & Company	Hospitality	35
Wood's Fisheries	Seafood	20
Taunton Truss	Trusses and panels	19
Premier Chemical LLC	Chemicals/Manufacturing	14

SOURCE: 2010 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**

Health Care	Buy Rite Drugs	302 Cecil G. Costin SR Blvd, Port St. Joe
	Buy Rite Drugs	218 Hwy 71 S, Wewahitchka
	CVS Pharmacy	110 W Hwy 98, Port St. Joe
	Beacon Hill Therapy & Wellness Center – Integras	190 Lightkeepers Drive, Beacon Hill
	Beacon Hill Therapy & Wellness Center	8622 West Highway 98, Beacon Hill
	Coastal Fitness & Rehabilitation	310 Reid Avenue, Port St. Joe
	Compass Physical Therapy	515 Highway 71 South, Wewahitchka
	Dr. Douglas Altman, Chiropractor	301 20th Street, Port St. Joe
	Spine Care Plus	118 Highway 71 North, Wewahitchka
	Dr. Michael E. Barnes, MD	412 North Highway 71, Wewahitchka
	Dr. Wesley Grace	135 Hunter Circle, Port St. Joe
	Wewahitchka Medical Center	255 West River Road, Wewahitchka
	Family Practice Center Dr. Vincent Ivers	301 20th Street, Port St. Joe
	Shoreline Medical Group, PA	419 Baltzel Avenue, Port St. Joe
	Eye Center of North Florida	528-B Cecil G Costin SR Blvd, Port St. Joe
	WeWa Ambulance Service	237 West River Road, Wewahitchka
	Life Management Center of Northwest Florida	311 Williams Avenue, Port St. Joe
	Advanced & Gentle Dental Care	319 Williams Avenue, Port St. Joe
	Dr. David Lister, DMD	403 Highway 71 South, Wewahitchka
	Dr. Frank May, DMD	319 Williams Avenue, Port St. Joe
	Chemical Addiction Recovery Effort	302 3rd Street, Port St. Joe
	Gulf County Health Dept.	807 West Highway 22, Wewahitchka
	Gulf County Health Dept.	2475 Garrison Avenue, Port St. Joe
	Hospice of the Emerald Coast	401 Reid Avenue, Port St. Joe
	Point of Ease Massage Therapy	Port St. Joe
	Champion Medical (oxygen)	324 Long Avenue, Port St. Joe
	Sacred Heart Hospital on the Gulf	3801 E Hwy 98, Port St. Joe
	Davita Dialysis Center	3871 E Hwy 98, Port St. Joe



	The Bridge at Bay St. Joe	220 9th Street, Port St. Joe
Employment	Labor Finders	212 3rd Street, Port St. Joe
	Career Source Gulf Coast	307 Peters St., Port St. Joe
Housing	Lasharaw Development Inc.	104 Broad Street, Port St. Joe
	Liberty Manor	102 Liberty Manor Circle, Port St. Joe
	Moss Creek Apartments	200 Amy Circle Wewahitchka
	Pine Ridge Apartments	125 Venus Drive, Port St. Joe
	Beacon Villa Retirement Center	141 Kaelyn Lane, St. Joe Beach
	GeriCare Assisted Living Facility	180 Lightkeepers Drive, Beacon Hill
	A & A Homecare, Inc.	211 Highway 71 North, Wewahitchka
	NHC Home Care, Inc.	418 Reid Avenue, Port St. Joe
	Omni Home Health Care	5150 Cape San Blas Road, Cape San Blas
Education	Faith Christian School	801 20th Street, Port St. Joe
	Busy Bee Child Development Center	218 Long Avenue, Port St. Joe
	Early Learning Coalition of NW FL	153 Redfish, Highland View
	Growing Minds Center	106 Trade Circle West, Port St. Joe
	Montessori Minutes Preschool	525 Third Street, Port St. Joe
	Gulf Coast State College	3800 Garrison Avenue, Port St. Joe
	Gulf County Adult School	2853 Long Avenue, Port St. Joe
	Gulf County Adult School	817 South 2nd Street, Wewahitchka
	Kid's Corner Preschool & Childcare	509 East River Road, Wewahitchka
	New Covenant Children Learning Center	209 Avenue A, Port St. Joe
	North Florida Child Development, Inc.	153 Red Fish Street, Highland View
	North Florida Child Development, Inc.	130 East River Road, Wewahitchka 200 North 2nd Street, Wewahitchka
	Port St. Joe Elementary School	2201 Long Avenue, Port St. Joe
	Port St. Joe High School	100 Shark Drive, Port St. Joe
	Port St. Joe Middle School	191 Middle School Road, Port St. Joe
	Wewahitchka Elementary School	514 East River Road, Wewahitchka
	Wewahitchka High School	1 Gator Circle, Wewahitchka
	Wewahitchka High School Gulf Academy	171 East River Road, Wewahitchka
	Wewahitchka Middle School	190 Alligator Alley, Wewahitchka
Shopping	Dollar General	550 West Hwy 98 & Avenue D, Port St. Joe
	Dollar General	309 Highway 71 North, Wewahitchka
	Family Dollar Store	510 Cecil G. Costin SR Blvd, Port St. Joe
	Family Dollar Store	821 Hwy 71 S, Wewahitchka
	Dixie Dandy	236 Highway 22, Wewahitchka
	Howard Creek Country Mart	6407 Doc Whitfield Road, Howard Creek
	Piggly Wiggly	125 West Highway 98, Port St. Joe
	Randy's Discount Grocery	104 Highway 71 North, Wewahitchka

	Rich's IGA	201 West River Road, Wewahitchka
	Walker's Dixie Dandy Store	2176 West Highway 98, Highland View
	Finders Keepers Thrift Store	149 Highway 71 North, Wewahitchka
	Goodwill Industries	210 Monument Avenue, Port St. Joe
	Bonus Dollar Store	217 West River Road, Wewahitchka
Social Activities	Constitution Museum State Park	200 Allen Memorial Way, Port St. Joe
	Garden Club	8th Street, Port St. Joe
	Gulf County Senior Citizens & Community Center	120 Library Drive, Port St. Joe
	Junior Service League	Port St. Joe
	Lions Club	Sunset Coastal Grill, Port St. Joe
	Red Hat Society Beach Belles	Port St. Joe
	St. Joseph's Bay Country Club	700 Country Club Road, Simmons Bayou
	The 100 Club of Gulf County	St. Joe Bay Country Club, Port St. Joe
	Washington Improvement Group/CAC	401 Peters Street, Port St. Joe
	Wewahitchka Senior Citizens & Community Center	314 North 3rd Street, Wewahitchka
	Wewahitchka Women's Club	Wewahitchka
	Women Athletes Supporting Women Athletes	St. Joe Bay
	Gulf County Association for Retarded Citizens	122 Water Plant Road, Port St. Joe
	People Helping People	2010 Parker Avenue, Port St. Joe
	North PSJ Challenge Center	407 Peters Street, Port St. Joe
Other Life Sustaining Activities	Gulf County Public Library	110 Library Drive, Port St. Joe
	Wewahitchka Branch Library	314 North 2nd Street, Wewahitchka
	PeoplesSouth Bank	529 Cecil G. Costin SR Blvd, Port St. Joe
	Centennial Bank	202 Marina Drive, Port St. Joe
	Centennial Bank	125 Highway 71, Wewahitchka
	Capital City Bank	504 Monument Avenue, Port St. Joe
	Nautical Mortgage	260 Marina Drive, Port St. Joe
	One Source Mortgage	1520 C-30 Road, Port St. Joe
	Tyndall Federal Credit Union	501 Cecil G. Costin SR Blvd, Port St. Joe
	Emerald Coast Federal Credit Union	530 Cecil G. Costin SR Blvd, Port St. Joe
	Emerald Coast Federal Credit Union	101 East River Road, Wewahitchka
	Port St. Joe City Hall	305 Cecil G. Costin SR Blvd, Port St. Joe
	Port St. Joe Post Office	502 Garrison Avenue, Port St. Joe
	Wewahitchka City Hall	109 South 2nd Street, Wewahitchka
	Wewahitchka Post Office	432 Highway 22, Wewahitchka

	Gulf County Courthouse	1000 Cecil G. Costin SR Blvd, Port St. Joe
	Gulf County Sheriff's Office	1000 Cecil G. Costin SR Blvd, Port St. Joe
	Gulf County Veteran's Services	1000 Cecil G. Costin SR Blvd, Port St. Joe
	Gulf County Veteran's Services	222 North 2nd Street, Wewahitchka
	Gulf County Probation Office	1000 Cecil G. Costin SR Blvd, Port St. Joe
	Gulf County Probation Office	222 South 2nd Street, Wewahitchka
	Salvation Army Domestic Violence Program	1000 Cecil G. Costin SR Blvd, Port St. Joe

**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.

<b>Name:</b>	<b>Gulf County Association For Retarded Citizens d.b.a. Gulf County Transportation</b>	<b>Gulf County School Board</b>	<b>North Florida Head Start Program</b>	<b>Dixson &amp; Sons Taxi Service, Inc.</b>	<b>Bolin International Luxury Transportation</b>
Telephone Number:	850-229-6550	850-227-1204	850-639-5080	850-227-5126	918-919-0234
Contact Person & Title:	Kathy Balentine, Transportation Director	Diana Dykes Transportation Director	Sharon Gaskin, Executive Director	Alice Faye Dixson	Shelley Pruitt
Number Vehicles:	14 (8 wheelchair accessible, 1 stretcher)	30 buses, 6 vans	4 buses	5 sedans, 3 vans	25
Provider Type:	Private, Not For Profit	Government	Private, Not For Profit	Private For Profit	Medicaid Broker
Does the provider receive public funds and transport individuals in connection with the funds?	Yes	Yes	Yes	No	Yes
Does the provider provide transportation services to the general public?	Yes	No	No	Yes	No
What are the criteria for passenger eligibility?	Program participants and general public	School children	Program participants	General Public	Program participants
Is the provider part of the coordinated transportation program?	Yes, CTC	No	No	No	No

June 2017

## 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	2012	2013	2014	2015	2016	2017
Disabled Non-Elderly Low Income	205	206	207	208	209	210
Disabled Non-Elderly Non-Low Income	1,004	1,008	1,012	1,016	1,020	1,025
Disabled Elderly Low Income	239	242	245	248	251	254
Disabled Elderly Non-Low Income	1,119	1,133	1,147	1,161	1,175	1,189
Non-Disabled Elderly Low Income	221	223	226	229	232	234
Non-Disabled Elderly Non-Low Income	1,033	1,046	1,058	1,071	1,084	1,098
Non-Disabled Non-Elderly Low Income	1,810	1,817	1,825	1,832	1,840	1,848
<b>T O T A L</b>	<b>5,631</b>	<b>5,675</b>	<b>5,720</b>	<b>5,765</b>	<b>5,811</b>	<b>5,858</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	2012	2013	2014	2015	2016	2017
Transp. Disabled Non-Elderly Low Income	73	73	73	73	74	74
Transp. Disabled Non-Elderly Non-Low Income	354	355	357	359	360	362
Transp. Disabled Elderly Low Income	103	104	105	107	108	109
Transp. Disabled Elderly Non-Low Income	482	488	484	500	506	513
Non-Transp. Disabled Low Income No Auto, No Fixed Route	707	711	715	718	722	726
<b>T O T A L</b>	<b>1,719</b>	<b>1,731</b>	<b>1,744</b>	<b>1,757</b>	<b>1,770</b>	<b>1,784</b>
Non-TD Low Income No Automobile	707	711	715	718	722	726

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.	5 vans with lift equipment 3 passenger vehicles 3 minivans with ramps	\$450,000 \$90,000 \$150,000	FTA/ DOT Sec. 5310 Sec. 5311 Sec. 5339 CTD
2	Provide paratransit transportation service to the elderly, handicapped and disadvantaged citizens residing in the county.	Operating Assistance	\$725,000	FTA/DOT Sec. 5311
3	Purchase expansion paratransit vehicle to provide transportation for the disadvantaged citizens residing in the county.	2 passenger vehicles 2 vans with lift equipment 1 minivan with ramp	\$60,000 \$180,000 \$50,000	FTA/DOT Sec.5310 Sec.5339 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 Sec. 5310 Sec.5339 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 Sec. 5310 Svc 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 Sec. 5310 CTD

May 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 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

**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

**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

**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><i>Strategies</i></b>	<b><i>Responsible Party for Accomplishment</i></b>	<b><i>Anticipated Beginning &amp; Ending Dates</i></b>
Increase the number of sponsored and non-sponsored trips	CTC	July 1, 2017 – June 30, 2022
Maintain and expand the client data base relating to the clients' needs and capabilities	CTC	July 1, 2017 – June 30, 2022
Utilize Purchase of Service Agreements or rate agreements with all agencies that purchase transportation services with public funds	CTC	July 1, 2017 – June 30, 2022
Prepare a user's guide and update when needed	CTC, LCB	July 1, 2017 – June 30, 2022
Provide announcements to local newspapers announcing public hearings	PA	July 1, 2017 – June 30, 2022

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

<b><i>Strategies</i></b>	<b><i>Responsible Party for Accomplishment</i></b>	<b><i>Anticipated Beginning &amp; Ending Dates</i></b>
Maintain an operational fleet of vehicles to meet all needs	CTC	July 1, 2017 – June 30, 2022
Evaluate and revise routes and schedules when needed	CTC, LCB	July 1, 2017 – June 30, 2022
Develop a workable budget and keep within budget expectations	CTC	July 1, 2017 – June 30, 2022
Review driver logs for areas of inefficient use of time, drivers, and miles	CTC, LCB	July 1, 2017 – June 30, 2022
Review driver non-revenue hours and reduce when possible	CTC, LCB	July 1, 2017 – June 30, 2022
Review routes, schedules and type of services being provided	CTC, LCB	July 1, 2017 – June 30, 2022
Contract with an adequate number of operators to meet the needs	CTC	July 1, 2017 – 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><i>Strategies</i></b>	<b><i>Responsible Party for Accomplishment</i></b>	<b><i>Anticipated Beginning &amp; Ending Dates</i></b>
Provide training on customer satisfaction	CTC	July 1, 2017 – June 30, 2022
Provide training on passenger assistance techniques	CTC	July 1, 2017 – June 30, 2022
Maintain an operational fleet of vehicles to meet all needs	CTC	July 1, 2017 – June 30, 2022
Review routes, schedules and type of services being provided	CTC, LCB	July 1, 2017 – June 30, 2022
Report accidents and roadcalls to the LCB	CTC	July 1, 2017 – June 30, 2022
Review operator contracts for compliance with safety requirements	CTC, LCB	July 1, 2017 – June 30, 2022
Annually review SSPP and amend as needed	CTC	July 1, 2017 – June 30, 2022
Provide opportunities for riders to express concerns and suggestions on service delivery	CTC, LCB	July 1, 2017 – June 30, 2022
Sponsor at least one public hearing each year for public comment	PA	July 1, 2017 – June 30, 2022
Schedule an opportunity for public comments on all LCB agendas	PA	July 1, 2017 – June 30, 2022
Address public organizations and agencies regarding services	CTC, LCB, PA	July 1, 2017 – June 30, 2022

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

<b><i>Strategies</i></b>	<b><i>Responsible Party for Accomplishment</i></b>	<b><i>Anticipated Beginning &amp; Ending Dates</i></b>
Address public organizations and agencies on the need of local financial support	CTC, LCB, PA	July 1, 2017 – June 30, 2022
Promote the Voluntary Dollar Program	CTC, LCB, PA	July 1, 2017 – June 30, 2022

**OBJECTIVE 5: Ensure program accountability.**

<b><i>Strategies</i></b>	<b><i>Responsible Party for Accomplishment</i></b>	<b><i>Anticipated Beginning &amp; Ending Dates</i></b>
Provide copies of reports to the LCB for review.	CTC, PA	July 1, 2017 – June 30, 2022
Provide, at least quarterly, operational and financial information to the LCB	CTC	July 1, 2017 – June 30, 2022
Provide a copy of audit or annual financial report to LCB	CTC	July 1, 2017 – June 30, 2022
Provide copies of purchasing agency evaluation/monitoring reports to LCB	CTC	July 1, 2017 – June 30, 2022
Perform annual evaluation of CTC	LCB, PA	July 1, 2017 – 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 County and also provides services to developmentally disabled residents of the 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 Gulf County. As such, 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.

Transportation services are provided to all municipalities of Gulf County, with over 50% of the daily trips to the unincorporated areas of the county. Service is available on vans and minibuses for ambulatory and non-ambulatory passengers who use a wheelchair or stretcher. Gulf County ARC & Transportation provides inter-county services for medically necessary appointments.

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. Gulf 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. 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.

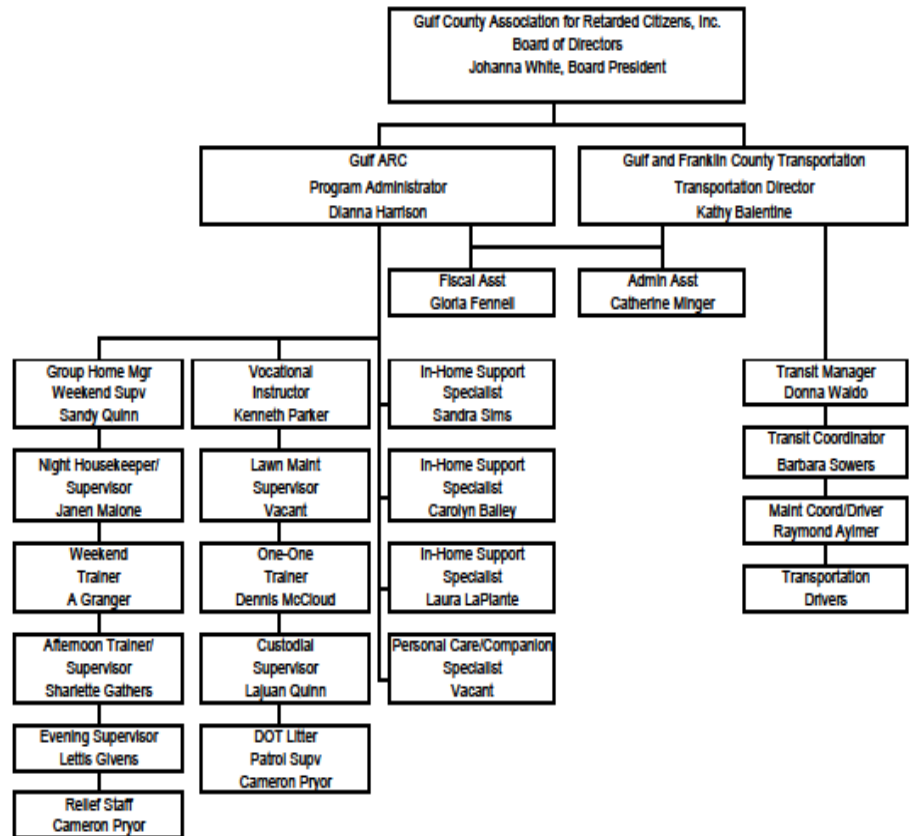
Group trips are also available. This service is provided for groups of ten or more, small groups for medical routes, or individuals at a passenger mileage rate. Rates have been developed to assign costs to allow savings for agencies that are willing to coordinate trips. Mileage rates provide service for those who need transportation for individuals and/or small groups. Group trips shall be considered persons going to the same destination. The cost of the trip is lower. The usage of this service is very small.

Service is available throughout Gulf 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, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Veteran's 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. Trips requested outside the established operating hours must be received two working days in advance. Groups of ten or more must reserve transportation two weeks in advance to insure 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

Emergency or After Hours:  
(850) 899-8888

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

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

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.

If a customer does not arrive at his/her destination within the scheduled window due to a Gulf County ARC & Transportation error, the trip fare will be waived. Otherwise, the customer shall be prepared for transit a minimum of one (1) hour prior to scheduled pick-up.

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 System Safety Program Plan contains additional emergency procedures.

Transportation services under non-sponsored will be available for all residents of Gulf 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 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**

The CTC identifies the need for contracting with a transportation operator or agency and makes initial contact with the responsible person. The CTC negotiates a contract with the operator pending approval by the TDCB. The CTC and the TDCB work closely to complete the Commission’s request for proposal, or other appropriate bidding process. The TDCB plays a major role in requesting additional proposals. An agreeable contract is presented to the TDCB at a regularly scheduled meeting and, if approved, becomes effective on the implementation date.

The CTC has the authority to enter into short-term contracts when new or expanded service must be initiated before the next TDCB meeting.

### **4. Public Transit Utilization**

Gulf County does not have a public transit system.

### **5. School Bus Utilization**

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

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

## 6. Vehicle Inventory

GULF COUNTY ASSOCIATION FOR RETARDED CITIZENS, INC.  
Current Vehicle Inventory Form - Gulf County  
As of August 15, 2017

Veh #	Model	Make/Size/Type	VIN #	FDOT Control #	Ramp or Lift	W/C Positions	# of Seats	Avg Miles Per Year	Current Mileage	Expected Retirement Date	Funding Source
26	2007 Chevrolet Van		1GBJG31U571132022	99369	Lift	2	8	20,000	144,989	2018	DOT
29	2009 Ford Van		1FBNE31L89DA27085	99396	None	N/A	12	7,500	115,315	2019	DOT
31	2009 Chevrolet Van		1GDKG31KX91148360	80305	Lift	2	14	15,000	124,865	2020	DOT
33	2011 Ford Flex		2FMGK5BC3BBD29852	92328	None	N/A	7	20,000	174,681	2018	DOT
34	2012 Chev Champion		1GB3G2BG9B1171569		Lift	2	8	15,000	101,772	2020	TD Comm
35	2012 Ford Champion		1FDFE4FS7CDB18826	92350	Lift	3	14	20,000	113,658	2021	DOT
36	2013 Toyota Sienna		5TDZK3DC7DS362160		None	N/A	7	40,000	179,125	2018	TD Comm
37	2015 Ford Van		1FDFEFS5FDA15876	92390	Lift	3	14	20,000	51,989	2022	DOT
38	2015 Dodge Minivan		2C7WDGBG8FR614166		Ramp	2	5	25,000	56,790	2021	TD Comm
39	2016 Toyota Corolla		5YFBURHEXGP513287		None	N/A	5	35,000	35,980	2019	TD Comm
40	2016 MOVT MV-1		57WMD2C61GM100009		Ramp	2	3	25,000	8,653	2023	TD Comm
41	2017 Dodge Minivan		2C4RDGBG0HR687450		None	N/A	6	25,000	7,600	2023	TD Comm
42	2017 Ford Transit Van		1FDVU4XG6HKA50224	93376	Lift	2	9	25,000	1,666	2024	DOT

## 7. System Safety Program Plan Certification

The Annual Certification of Compliance with the safety requirements as specified in Section 341.061, Florida Statutes, and Chapter 14-90 F.A.C. for Gulf County ARC & Transportation 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**

Transit One, Inc. and Gulf County ARC & Transportation have negotiated a Purchase of Service Agreement for limited transportation services from the Mexico Beach area of Bay County. Also, the agreement includes purchase of Gulf County stretcher services if the timing is feasible and convenient for both entities.

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

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

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

The CTC utilizes various media forums to inform the public on transportation services. The information is disseminated through brochures, public service announcements in *The Star* and the *Gulf County Breeze*, public speaking engagements, interagency affiliations, and attendance at County Commission and TDCB meetings.

## **11. Acceptable Alternatives**

The Local Coordinating Board and the CTC have not identified any alternatives for transportation that could be used in the coordinated system.

## 12. Service Standards

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 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.*

Children under age 17 and individuals requiring special assistance shall be required to be accompanied by an adult/guardian escort. Persons under the age of 17 who are married and/or pregnant shall be considered adults. Escorts must be provided by the passenger or sponsoring entity. The escorts must be able to provide the necessary assistance to the passenger and shall be transported at no cost.

### **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, childseats, stretchers, secured oxygen, personal assistive devices, or intravenous devices.*

Passengers shall be allowed to have a reasonable number of personal property items which they can place behind the rear seat of the vehicle. Passengers must be able to independently carry all items brought onto 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 PHONE 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.*

Drivers may not assist wheelchairs up or down more than three (3) steps.

**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 vehicles 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. Upon the second no-show, the passenger will receive a written warning delivered in person or by mail. Upon the third no-show, 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 the third no-show is documented within a six (6) month period, 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 third no-show is documented within six (6) months, the passenger will be terminated from using the transportation services. Sponsoring agencies will be notified on the second no-show.

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.

**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 CPR 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 thirty (30) minutes 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 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 vehicle 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 roadcall.

**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.

**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 Procedure/Process

- a) The aggrieved person is to present a formal (written) grievance to the Community Transportation Coordinator **within 10 working days of the incident**.
- b) 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.
- c) 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.
- d) 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.
- e) 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.
- f) 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.
- g) 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.
- h) 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.
- i) 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.
- j) 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.

- k) 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 relieve 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 Rate Calculation Model established by the Commission is being used by the CTC to develop rates for transportation services. The Rate Calculation Model is reviewed and updated on an annual basis. The Service Rates Summary page follows. In addition, a copy of the Rate Calculation Model worksheets is also included as backup documentation.

### TRANSPORTATION DISADVANTAGED TRUST FUND SERVICE RATES

Gulf County Association for Retarded Citizens, Inc.

Effective Date: July 1, 2017

TYPE OF SERVICE TO BE PROVIDED	UNIT (PASSENGER Mile or Trip)	COST PER UNIT \$
Ambulatory	Passenger Mile	\$1.09
Wheelchair	Passenger Mile	\$1.87
Stretcher	Passenger Mile	\$3.90

### Minimum Charges for Passengers

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

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

Apalachicola	\$ 6.00	round trip	Lake City	\$ 25.00	round trip
Biloxi	\$ 35.00	round trip	Mobile	\$ 30.00	round trip
Birmingham	\$ 35.00	round trip	New Orleans	\$ 40.00	round trip
Blountstown	\$ 7.00	round trip	Panama City	\$ 6.00	round trip
Dothan	\$ 18.00	round trip	Pensacola	\$ 20.00	round trip
Ft. Walton	\$ 15.00	round trip	Tallahassee	\$ 15.00	round trip
Gainesville	\$ 30.00	round trip	Tampa	\$ 35.00	round trip
Jacksonville	\$ 34.00	round trip			

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

Co-payments for Veteran passengers travelling to Veterans' Care Facilities are as follows:

Gainesville VA	\$ 45.00	roundtrip	Pensacola VA	\$ 30.00	roundtrip
Lake City VA	\$ 38.00	roundtrip	Tallahassee VA	\$ 23.00	roundtrip
Marianna VA	\$ 20.00	roundtrip			

### 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 Attendants or Special Assistance

There are no additional charges for attendants or special assistance.

## Rate Calculation Worksheets

Revised May 2017

### Preliminary Information Worksheet

Version 1.4

**CTC Name:** Gulf County Association for Retarded  
Citizens, Inc.  
**County (Service Area):** Gulf  
**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: Gulf

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

	Prior Year's ACTUALS from July 1st of 2015 to June 30th of 2016	Current Year's APPROVED Budget, as amended from July 1st of 2016 to June 30th of 2017	Upcoming Year's PROPOSED Budget from July 1st of 2017 to June 30th of 2018	% Change from Prior Year to Current Year	Proposed % Change from Current Year to Upcoming Year	Confirm whether revenues are collected as a system subsidy VS a purchase of service at a unit price.  Explain Changes in Column 6 That Are > ±10% and Also > ±\$50,000
1	2	3	4	5	6	7

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

### Local Non-Govt

Farebox	\$ 10,325	\$ 10,000	\$ 9,500	-3.1%	-5.0%	Other decrease due to lower United Way funding. Revenues collected from farebox will be used for purchase of services and for match. All other revenues under local government are to be applied as system subsidy.
Medicaid Co-Pay Received						
Donations/Contributions	\$ 4,100	\$ 4,050	\$ 4,050	-12%	0.0%	
In-Kind, Contributed Services	\$ 8,932	\$ 9,000	\$ 8,975	0.8%	-0.3%	
Other	\$ 6,578	\$ 2,000	\$ 1,125	-89.6%	-43.8%	
<b>Bus Pass Program Revenue</b>						

### Local Government

District School Board						Revenues collected from local government will be used for purchase of services and/or match.
Compl. ADA Services						
County Cash	\$ 18,474	\$ 18,475	\$ 18,475	0.0%	0.0%	
County In-Kind, Contributed Services						
City Cash	\$ 4,708	\$ 5,000	\$ 5,000	6.2%	0.0%	
City In-Kind, Contributed Services						
Other Cash						
Other In-Kind, Contributed Services						
<b>Bus Pass Program Revenue</b>						

### CTD

Non-Spons. Trip Program	\$ 163,526	\$ 204,399	\$ 204,400	25.0%	0.0%	Assumed no change in TD funding. T&E Reimbursement grant (purchase of services) at the subsidized rate generated by this workbook. FREDI County so no match required for Rural Capital Equipment grant.
Non-Spons. Capital Equipment						
Rural Capital Equipment	\$ 18,125	\$ 68,761	\$ 50,000	279.4%	-27.3%	
Other TD (specify in explanation)						
<b>Bus Pass Program Revenue</b>						

### USDOT & FDOT

49 USC 5307						Revenues from this funding source are to be applied as system subsidy.
49 USC 5310						
49 USC 5311 (Operating)	\$ 76,166	\$ 110,447	\$ 110,000	45.0%	-0.4%	
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						Revenues from this funding source will be used for the purchase of services
Community Care for Elderly						
Other DOEA (specify in explanation)	\$ 11,344	\$ 10,680	\$ 10,575	-5.9%	-1.0%	
<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						Revenues from this funding source will be used for the purchase of services
Developmental Services						
Other APD (specify in explanation)	\$ 28,584	\$ 28,500	\$ 28,500	-3.7%	0.0%	
<b>Bus Pass Program Revenue</b>						

### DJJ

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

### Other Fed or State

Fuel Tax Refund	\$ 6,241	\$ 6,150	\$ 6,200	-15%	0.8%	Revenues from this funding source are to be applied as system subsidy.
Other						
<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	\$ 130,309	\$ 131,775	\$ 120,000	1.1%	-8.3%	
XXXXX						
<b>Bus Pass Program Revenue</b>						
<b>Balancing Revenue to Prevent Deficit</b>						
Actual or Planned Use of Cash Reserve	\$ 15,466					
<b>Balancing Revenue is Short By =</b>						
		None	None			
<b>Total Revenues =</b>	<b>\$503,878</b>	<b>\$609,237</b>	<b>\$576,800</b>	<b>20.9%</b>	<b>-5.3%</b>	

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

<b>Operating Expenditures</b>						
Labor	\$ 228,508	\$ 234,181	\$ 257,700	2.5%	10.0%	Labor - increase of 10% for much needed salary increases for drivers. Fringe Benefits - increase of 14% due to expected Health insurance rate increase plus additional benefits being added for drivers. Increase in Casualty and Liability due poor loss ratio.
Fringe Benefits	\$ 60,877	\$ 60,770	\$ 69,250	-0.2%	14.0%	
Services	\$ 26,401	\$ 19,273	\$ 20,725	-27.0%	7.5%	
Materials and Supplies	\$ 50,529	\$ 48,701	\$ 51,850	-3.6%	6.5%	
Utilities	\$ 8,057	\$ 7,279	\$ 7,500	-9.7%	3.0%	
Casualty and Liability	\$ 37,839	\$ 35,723	\$ 42,850	-5.8%	20.0%	
Taxes	\$ 430	\$ 180	\$ 450	-58.1%	150.0%	
Purchased Transportation:						
Purchased Bus Pass Expenses						
School Bus Utilization Expenses						
Contracted Transportation Services						
Other						
Miscellaneous	\$ 3,110	\$ 3,932	\$ 4,000	26.4%	1.7%	
Operating Debt Service - Principal & Interest						
Leases and Rentals	\$ 7,803	\$ 8,451	\$ 8,500	8.3%	0.6%	
Contrib. to Capital Equip. Replacement Fund	\$ 65,234	\$ 48,431	\$ 50,000	-25.8%	3.2%	
In-Kind, Contributed Services	\$ 8,932	\$ 9,000	\$ 8,975	0.8%	-0.3%	
Allocated Indirect		\$ 60,841			-100.0%	
<b>Capital Expenditures</b>						
Equip. Purchases with Grant Funds		\$ 68,761	\$ 50,000		-27.3%	
Equip. Purchases with Local Revenue						
Equip. Purchases with Rate Generated Rev.		\$ 21			-100.0%	
Capital Debt Service - Principal & Interest	\$ 6,158	\$ 3,693	\$ 5,000	-40.0%	35.4%	
<b>Total Expenditures =</b>	<b>\$503,878</b>	<b>\$609,237</b>	<b>\$576,800</b>	<b>20.9%</b>	<b>-5.3%</b>	

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



# Budgeted Rate Base Worksheet

Version 1.4

CTC: Gulf County Association for Retarded Citizens, Inc.

County: Gulf

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

1	2	3	4	5
	Upcoming Year's <b>BUDGETED</b> Revenues from July 1st of <b>2017</b> to June 30th of <b>2018</b>	What amount of the Budgeted Revenue in col. 2 will be generated at the rate per unit determined by this spreadsheet, OR used as local match for these type revenues?	Budgeted Rate Subsidy Revenue EXCLUDED from the Rate Base	What amount of the Subsidy Revenue in col. 4 will come from funds to purchase equipment, OR will be used as match for the purchase of equipment?

## REVENUES (CTC/Operators ONLY)

### Local Non-Govt

Farebox	\$ 9,500
Medicaid Co-Pay Received	\$ -
Donations/ Contributions	\$ 4,050
In-Kind, Contributed Services	\$ 8,975
Other	\$ 1,125
<b>Bus Pass Program Revenue</b>	\$ -

### Local Government

District School Board	\$ -
Compl. ADA Services	\$ -
County Cash	\$ 18,475
County In-Kind, Contributed Services	\$ -
City Cash	\$ 5,000
City In-kind, Contributed Services	\$ -
Other Cash	\$ -
Other In-Kind, Contributed Services	\$ -
<b>Bus Pass Program Revenue</b>	\$ -

### CTD

Non-Spons. Trip Program	\$ 204,400
Non-Spons. Capital Equipment	\$ -
Rural Capital Equipment	\$ 50,000
Other TD	\$ -
<b>Bus Pass Program Revenue</b>	\$ -

### USDOT & FDOT

49 USC 5307	\$ -
49 USC 5310	\$ -
49 USC 5311 (Operating)	\$ 110,000
49 USC 5311 (Capital)	\$ -
Block Grant	\$ -
Service Development	\$ -
Commuter Assistance	\$ -
Other DOT	\$ -
<b>Bus Pass Program Revenue</b>	\$ -

### AHCA

Medicaid	\$ -
Other AHCA	\$ -
<b>Bus Pass Program Revenue</b>	\$ -

### DCF

Alcohol, Drug & Mental Health	\$ -
Family Safety & Preservation	\$ -
Comm. Care Dis./Aging & Adult Serv.	\$ -
Other DCF	\$ -
<b>Bus Pass Program Revenue</b>	\$ -

### DOH

Children Medical Services	\$ -
County Public Health	\$ -
Other DOH	\$ -
<b>Bus Pass Program Revenue</b>	\$ -

### DOE (state)

Carl Perkins	\$ -
Div of Blind Services	\$ -
Vocational Rehabilitation	\$ -
Day Care Programs	\$ -
Other DOE	\$ -
<b>Bus Pass Program Revenue</b>	\$ -

### AWI

WAGES/Workforce Board	\$ -
AWI	\$ -
<b>Bus Pass Program Revenue</b>	\$ -

### DOEA

Older Americans Act	\$ -
Community Care for Elderly	\$ -
Other DOEA	\$ 10,575
<b>Bus Pass Program Revenue</b>	\$ -

### DCA

Community Services	\$ -
Other DCA	\$ -
<b>Bus Pass Program Revenue</b>	\$ -

### APD

Office of Disability Determination	\$ -
Developmental Services	\$ -
Other APD	\$ 28,500
<b>Bus Pass Program Revenue</b>	\$ -

### DJJ

DJJ	\$ -
<b>Bus Pass Program Revenue</b>	\$ -

### Other Fed or State

Fuel Tax Refund	\$ 6,200
2018	\$ -
2019	\$ -

\$ 9,500	\$ -	
\$ -	\$ -	
\$ 4,050	\$ -	
\$ -	\$ 8,975	
\$ 1,125	\$ -	
\$ -	\$ -	

\$ -	\$ -	
\$ -	\$ -	
\$ 18,475	\$ -	
\$ -	\$ -	
\$ 5,000	\$ -	
\$ -	\$ -	
\$ -	\$ -	
\$ -	\$ -	
\$ -	\$ -	

\$ 204,400	\$ -	\$ -
\$ -	\$ -	\$ -
\$ -	\$ 50,000	\$ 50,000
\$ -	\$ -	\$ -
\$ -	\$ -	\$ -

\$ -	\$ -	
\$ -	\$ -	
\$ -	\$ -	
\$ 110,000	\$ -	
\$ -	\$ -	
\$ -	\$ -	
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\$ 10,575	\$ -	
\$ -	\$ -	

\$ -	\$ -	
\$ -	\$ -	
\$ -	\$ -	

\$ -	\$ -	
\$ -	\$ -	
\$ 28,500	\$ -	
\$ -	\$ -	

\$ -	\$ -	
\$ -	\$ -	

\$ 6,200	\$ 6,200	
\$ -	\$ -	
\$ -	\$ -	

YELLOW cells  
are **NEVER** Generated by Applying Authorized Rates

BLUE cells  
Should be funds generated by rates in this spreadsheet

local match req.

\$ 22,711  
\$ -  
\$ 5,556

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

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

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

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

GOLD cells

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

<b>Bus Pass Program Revenue</b>	\$ -
<b>Other Revenues</b>	
Interest Earnings	\$ -
FL Medicaid MMA Program	\$ 120,000
202022	\$ -
<b>Bus Pass Program Revenue</b>	\$ -
<b>Balancing Revenue to Prevent Deficit</b>	
Actual or Planned Use of Cash Reserve	\$ -
<b>Total Revenues =</b>	<b>\$ 576,800</b>

\$ -	\$ -	
\$ -	\$ -	
\$ 120,000	\$ -	
\$ -	\$ -	
\$ -	\$ -	
\$ -	\$ -	
\$ -	\$ -	
\$ -	\$ -	
\$ 396,450	\$ 180,350	\$ 50,000

<b>EXPENDITURES (CTC/Operators ONLY)</b>	
<b>Operating Expenditures</b>	
Labor	\$ 257,700
Fringe Benefits	\$ 69,250
Services	\$ 20,725
Materials and Supplies	\$ 51,850
Utilities	\$ 7,500
Casualty and Liability	\$ 42,850
Taxes	\$ 450
<b>Purchased Transportation:</b>	
Purchased Bus Pass Expenses	\$ -
School Bus Utilization Expenses	\$ -
Contracted Transportation Services	\$ -
Other	\$ -
Miscellaneous	\$ 4,000
Operating Debt Service - Principal & Interest	\$ -
Leases and Rentals	\$ 8,500
Contrib. to Capital Equip. Replacement Fund	\$ 50,000
In-Kind, Contributed Services	\$ 8,975
Allocated Indirect	\$ -
<b>Capital Expenditures</b>	
Equip. Purchases with Grant Funds	\$ 50,000
Equip. Purchases with Local Revenue	\$ -
Equip. Purchases with Rate Generated Rev.	\$ -
Capital Debt Service - Principal & Interest	\$ 5,000
	\$ -
<b>Total Expenditures =</b>	<b>\$ 576,800</b>
minus: EXCLUDED Subsidy Revenue =	\$ 180,350
Budgeted Total Expenditures	
<b>INCLUDED in Rate Base =</b>	<b>\$ 396,450</b>
Rate Base Adjustment <sup>1</sup> 's	
<b>Adjusted Expenditures Included in</b>	
<b>Rate Base =</b>	<b>\$ 396,450</b>

**\$ 130,350**  
Amount of  
Budgeted  
Operating Rate  
Subsidy Revenue

#### <sup>1</sup> Rate Base Adjustment Cell

If necessary and justified, this cell is where you could optionally adjust proposed service rates up or down to adjust for program revenue (or unapproved profit), or losses from the **Actual** period shown at the bottom of the Comprehensive Budget Sheet. This is not the only acceptable location or method of reconciling for excess gains or losses. If allowed by the respective funding sources, excess gains may also be adjusted by providing system subsidy revenue or by the purchase of additional trips in a period following the Actual period. If such an adjustment has been made, provide notation in the respective explanation area of the Comprehensive Budget tab.

<sup>1</sup>The Difference between Expenses and Revenues for Fiscal Year: 2015 - 2016

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

## Worksheet for Program-wide Rates

CTC: Gulf County Assc Version 1.4  
County: Gulf

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 =	340,000
Rate Per Passenger Mile = \$ 1.17	
Total Projected Passenger Trips =	23,500
Rate Per Passenger Trip = \$ 16.87	

Fiscal Year  
2017 - 2018

Avg. Passenger Trip Length = 14.5 Miles

Rates If No Revenue Funds Were Identified As Subsidy Funds	
Rate Per Passenger Mile = \$ 1.70	
Rate Per Passenger Trip = \$ 24.54	

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 A** Version 1.4  
County: **Gulf**

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="radio"/> Yes	<input checked="" type="radio"/> Yes	<input checked="" type="radio"/> Yes	<input type="radio"/> Yes
<input type="radio"/> No	<input type="radio"/> No	<input type="radio"/> No	<input checked="" type="radio"/> No
Go to Section II for Ambulatory Service	Go to Section II for Wheelchair Service	Go to Section II for Stretcher Service	STOP! Do NOT Complete Sections II - V 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="radio"/> Yes	<input type="radio"/> Yes	<input type="radio"/> Yes	<input type="radio"/> Yes
<input checked="" type="radio"/> No	<input checked="" type="radio"/> No	<input checked="" type="radio"/> No	<input checked="" type="radio"/> 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	Skip # 2, 3 & 4 and Go to Section III 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="radio"/> Yes	<input type="radio"/> Yes	<input type="radio"/> Yes	<input type="radio"/> Yes
<input checked="" type="radio"/> No	<input checked="" type="radio"/> No	<input checked="" type="radio"/> No	<input checked="" type="radio"/> No

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	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	Go to Section III 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	Leave Blank and Go to Section III 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?.....

<input type="radio"/> Yes
<input checked="" type="radio"/> 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?.....

<input checked="" type="radio"/> Pass. Trip
<input type="radio"/> Pass. Mile

Leave Blank

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
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Leave Blank

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

Leave Blank
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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
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Loading Rate 0.00 to 100

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

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# SECTION V: Rate Calculations for Multiple Services:

1. Input Projected Passenger Miles and Passenger Trips for each Service in the GREEN cells and the Rates for each Service will be calculated automatically
  - \* Miles and Trips you input must sum to 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	Chair	Stretcher	Group
Projected Passenger Miles (excluding totally contracted services addressed in Section II) =	340,000	307,500	32,499	1	Leave Blank 0
Rate per Passenger Mile =		\$1.09	\$1.87	\$3.90	\$0.00
				per passenger	per group
Projected Passenger Trips (excluding totally contracted services addressed in Section II) =	23,500	20,750	2,750	1	Leave Blank
Rate per Passenger Trip =		\$15.57	\$26.69	\$55.60	\$0.00
				per passenger	per group
2. 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 less than per trip rate above) =					Leave Blank
Rate per Passenger Mile for Balance =		\$1.09	\$1.87	\$3.90	\$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 =		\$1.59	\$2.72	\$5.67	\$0.00
				per passenger	per group
Rate per Passenger Trip =		\$22.65	\$39.83	\$80.89	\$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 Gulf County for Fiscal Years July 1, 2012 – June 30, 2017. 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
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**