

**FFY 2023
FDOT District 7
Section 5310
Grant Workshop**

October 25, 2022



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Agenda and Housekeeping

- Section 5310 Program Introduction
- Project Selection Process
- Grant Application Development
- Q & A



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Section 5310 Program Introduction

Program Purpose

To meet the mobility needs of seniors and individuals with disabilities where public transit services are unavailable, insufficient, or inappropriate



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Eligible Recipients

- Community Transportation Coordinators (CTC)
- Public agencies (under contract with CTC)
- Private non-profit agencies (under contract with CTC)
- Private for-profit CTC contracted with the designated planning agency



FDOT Responsibilities

1. **Announce** funding availability
2. **Select** projects based on approved criteria
3. **Develop** and process agreements
4. **Oversee** sub-recipient procurement and compliance
5. **Process** sub-recipient invoices for reimbursement
6. **Provide** technical assistance



Agency Responsibilities

1. Preventative Maintenance
2. Invoicing the Department
3. Preparing for reviews
4. Providing eligible services
5. Communicating with the District



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State Management Plan

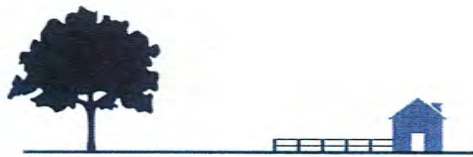
- Plan overview
- Standard Operating Procedures
- Technical Assistance Resources and Templates

Compliance Areas

- Maintenance
- Single Audit
- Americans with Disabilities Act
- DBE Program
- Title VI
- Procurement
- Charter and School Bus
- Drug and Alcohol
- Reporting
- Safety and Security
- Financial
- Lobbying Certification
- Equal Employment Opportunity
- CTC and CTC Agreements



Geography



Rural

0 to 49,999
Population



Small Urban

50,000 to 199,999
Population



Large Urban

200,000+
Population



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Capital Projects

- Replacement of vehicles
- Expansion of fleet
- Related vehicle equipment (cameras, lifts, radios, etc.)
- Preventative maintenance
- Leasing of vehicles (Capital)
- Bus shelters and bus stop signage
- Shop equipment
- Security equipment
- Mobility management

5310

Capital

For the Enhanced Mobility
of Seniors & Individuals
with Disabilities

Capital

80% Federal

10% State

10% Local



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Operating Projects

- Operating funds to provide transportation to seniors and individuals with disabilities beyond the complementary paratransit requirements from the ADA of 1990
 - Salaries
 - Fringe Benefits
 - Services (legal, financial, etc.)
 - Fuel

5310

Operating Expenses
For the Enhanced Mobility
of Seniors & Individuals
with Disabilities

Operating

50% Federal

50% Local



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5310 Program Performance Measures

- Part of the Annual Certifications package
- Impact funding decisions

Capital/Traditional Awards

- Performance Measures:
 - Gaps in service filled
 - Ridership

MEASURE	AS OF JANUARY 1, 2017	AS OF DECEMBER 31, 2017
QUANTITATIVE: Number of individual senior and disabled clients (unduplicated) PER YEAR.		
QUALITATIVE: Discuss any impacts to the quality of transportation options provided to seniors and individuals with disabilities not captured above.		

MEASURE	AS OF JANUARY 1, 2017	AS OF DECEMBER 31, 2017
QUANTITATIVE: Number of one-way trips provided to seniors and individuals with disabilities PER YEAR		
QUALITATIVE: Discuss any impacts to the quality of trips provided to seniors and individuals with disabilities not captured above.		



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5310 Program Performance Measures

Operating/Nontraditional Awards

- Performance Measures:
 - Gaps in service filled
 - Service improvements
 - Ridership
 - Other Improvements

MEASURE	AS OF JANUARY 1, 2017	AS OF DECEMBER 31, 2017
QUANTITATIVE: Total fleet vehicle miles traveled to provide service to seniors and individuals with disabilities.		
QUANTITATIVE: Total square miles of transportation service coverage.		
QUANTITATIVE: Number of days that vehicles are in operation to provide service to seniors and individuals with disabilities PER YEAR.		
QUANTITATIVE: Number of hours of service AVERAGE PER DAY.		
QUANTITATIVE: Posted hours of normal operation agency provides service to seniors and individuals with disabilities PER WEEK (this does not include non-scheduled emergency availability).	M – F: Saturday: Sunday: Total (WEEK):	M – F: Saturday: Sunday: Total (WEEK):
QUALITATIVE: Discuss any impacts to the quality of your agency's transportation service not captured above.		



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Project Selection Process

Risk Assessment

- Financial stability
- Management systems quality
- History of performance
- Audit reports and findings
- SAM.gov check



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Section 5310 Evaluation Criteria (Old)

Previous

- Scaled against all other current applicants within the District
- More applicant service characteristics data entry requirements

FTA SECTION 5310 GRANT PROGRAM
EVALUATION CRITERIA/SCORE SHEET

AGENCY:		
POINTS	CATEGORY	SCORE
1. SERVICE EFFICIENCY & EFFECTIVENESS		
1-5	Current System Description / Calculated Values Table / Value For "Annual Hours of Service"	
1-5	Current System Description / Calculated Values Table / Value For "Unduplicated Passengers Per Vehicle"	
1-5	Current System Description / Calculated Values Table / Value For "Cost Per Trip"	
1-5	Current System Description / Calculated Values Table / Value For "Cost Per Mile"	
1-20	(SUBTOTAL)	
2. EXTENT TO WHICH THE PERSONS WITH DISABILITIES AND ELDERLY PERSONS ARE SERVED		
1-5	Current System Description / Value For "Unduplicated Passengers Per Year"	
1-5	Current System Description / Service Characteristics Table / Value For total vehicles in "Vehicle Inventory Summary" table	
1-5	Reverse Vehicle Inventory from the "Mileage from The Past Year" column / Value For total vehicles in "Vehicle Inventory Summary" table	
1-5	Proposed Project Description	
1-20	(SUBTOTAL)	
3. NEED		
1-5	Unduplicated Passengers per Year "Before Project" - "If grant is awarded"	
1-5	If the vehicle meets the useful life standards established by FDOT, the applicant will receive the full score of 5 points. If useful life standards are not met, FDOT staff will examine the mileage and age for the replacement vehicles, and utilize previous knowledge of the applicant. If the applicant is not requesting replacement vehicles, the applicant will receive a score of 1.	
1-10	(SUBTOTAL)	
4. FISCAL & MANAGERIAL CAPABILITY		
1-10	Site Reviews	FDOT
1-5	Application Completeness & Accuracy	FDOT
1-5	Document Submittal of Compliance Items - Past Performance	FDOT
1-10	Invoice Submittal Rate/Capital Award Order Timeliness	FDOT
1-10	Financial Needs	FDOT
1-10	District Priority Points	FDOT
1-50	(SUBTOTAL)	FDOT
1-100	TOTAL	



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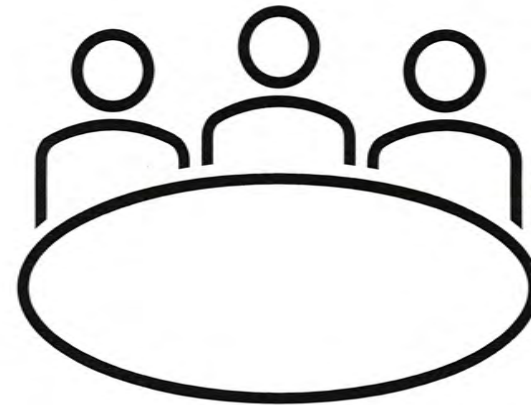
Section 5310 Evaluation (New)

Agency Type Grouping

- Governmental entity
- Private non-profit

Project Type Grouping

- Traditional
- Non-traditional



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Section 5310 Evaluation Criteria

New for Federal Fiscal Year 2023

- Updated evaluation criteria
 1. General
 2. Traditional Projects
 3. Non-Traditional Projects

GENERAL (ALL PROJECTS)	
Project Description	40 Points
Needs Assessments	
▪ Financial Need	15 Points
▪ Service Gaps	5 Points
TRADITIONAL PROJECTS ONLY	
Project Merits – New Sub-Recipients Only	30 Points
Section 5310 Performance Measures	
▪ Gaps in Service Filled	20 Points
▪ Ridership	20 Points
NON-TRADITIONAL PROJECTS ONLY	
Projects Merits – New Sub-Recipients Only	30 Points
Section 5310 Performance Measures	
▪ Service/Physical Improvements	20 Points
▪ Ridership	20 Points

Section 5310 Evaluation Criteria (cont'd)

Project Description

- Project merit
- District project priorities

Need Assessment

- Financial Need
- Service Gaps

General		
POINTS	CATEGORY	SCORE
1. Project Description		
40	Based on review team member assessment of project merit and district project priorities.	
2. Need Assessment		
15	Financial Need: Based on the review of the agency's budget and other factors outlined in scorecard criteria.	
5	Service Gaps: Based on identified supply and demand for transportation service to 5310-eligible populations in the project area (GIS web map).	
60	(SUBTOTAL)	

Section 5310 Evaluation Criteria (cont'd)

TRADITIONAL		
POINTS	CATEGORY	SCORE
1. Project Merits - New Sub-Recipients Only		
0 - 30	Category only used if the applicant does not current provide transportation services. Agency cannot gain points on performance measures.	
2. Section 5310 Performance Measures		
0 - 20	Gaps in Service Filled: Provision of transportation options that would not otherwise be available for seniors and individuals with disabilities measured in numbers of seniors and people with disabilities afforded mobility they would not have without program support as a result of the traditional Section 5310 project	
0 - 20	Ridership: Actual or estimated number of rides (as measured by one-way trips) provided annually for individuals with disabilities and seniors on Section 5310-supported vehicles and services as a result of the traditional Section 5310 project	
40	(SUBTOTAL)	

NONTRADITIONAL		
POINTS	CATEGORY	SCORE
1. Project Merits - New Sub-Recipients Only		
0 - 30	Category only used if the applicant does not current provide transportation services. Agency cannot gain points on performance measures.	
2. Section 5310 Performance Measures		
0 - 20	Service/Physical Improvements: Increases or enhancements related to geographic coverage, service quality, and/or service times that impact availability of transportation services for seniors and individuals with disabilities Service improvements may also be predicated by projects designed to provide Physical Improvements: Additions or changes to physical infrastructure (e.g., transportation facilities, sidewalks, etc.), technology, and vehicles that impact availability of transportation services for seniors and individuals with disabilities	
0 - 20	Ridership: Actual or estimated number of rides (as measured by one-way trips) provided annually for seniors or individuals with disabilities on Section 5310 supported vehicles and services	
40	(SUBTOTAL)	



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Grant Application Development

Web-based and Excel Form Grant Application


TransCIP 2.0

- FDOT Grant Application submittal platform
- Asset Inventory

Excel Based Form Updates

- Drop-downs for contact information
- New tabs for each project

Florida Department of Transportation
Capital & Operating Assistance Application
Federal Fiscal Year 2023 / State Fiscal Year 2024



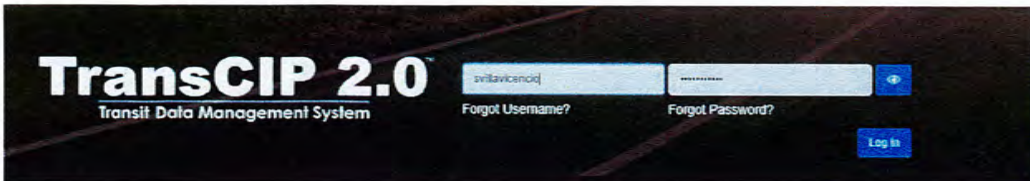
49 U.S.C. Section 5310, CFDA 20.513
Formula Grants for the Enhanced Mobility of
Seniors and Individuals with Disabilities

Agency Name:		
Project Type(s):		Use drop-down to select
FDOT District:		Use drop-down to select
Operating Project Area(s):		Will appear after application completion
Capital Project Area(s):		Will appear after application completion

Throughout the application, the following colors are used to indicate items which must be completed by the applicant and those which may not be edited:

Applicant Data Entry
Note: To ease data entry requirements, dropdown menu options are provided where applicable. If the dropdown menu text is too small to read, please zoom in on the spreadsheet (Ctrl+Scroll or the +/- buttons at the bottom right corner).

Formula (locked for editing)
General Instructions
Item Instructions



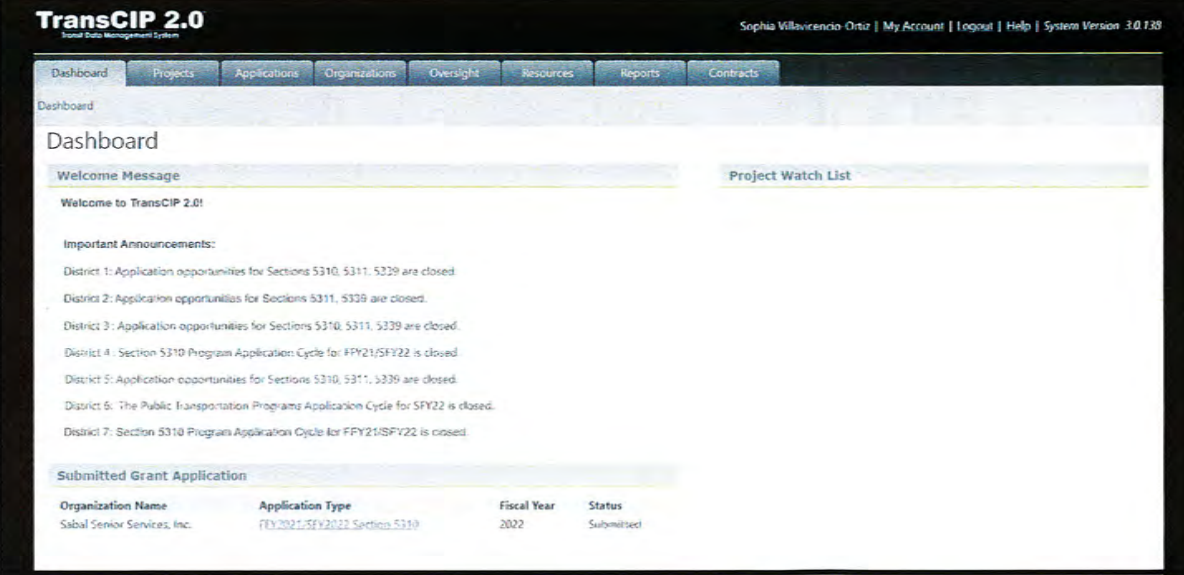
TransCIP 2.0
Transit Data Management System

Forgot Username? [input type="text"]
Forgot Password? [input type="password"]

Log In

Project Development in TransCIP

- The budget in TransCIP should be consistent with the budget provided within the application (Excel workbook)
- TransCIP 2.0 access



TransCIP 2.0
Transit Data Management System

Sophia Villavicencio Ortiz | My Account | Logout | Help | System Version 3.0.138

Dashboard | Projects | Applications | Organizations | Oversight | Resources | Reports | Contracts

Dashboard

Welcome Message | Project Watch List

Welcome to TransCIP 2.0!

Important Announcements:

- District 1: Application opportunities for Sections 5310, 5311, 5329 are closed.
- District 2: Application opportunities for Sections 5311, 5329 are closed.
- District 3: Application opportunities for Sections 5310, 5311, 5339 are closed.
- District 4: Section 5310 Program Application Cycle for FPY21/SFY22 is closed.
- District 5: Application opportunities for Sections 5310, 5311, 5339 are closed.
- District 6: The Public Transportation Programs Application Cycle for SFY22 is closed.
- District 7: Section 5310 Program Application Cycle for FPY21/SFY22 is closed.

Submitted Grant Application

Organization Name	Application Type	Fiscal Year	Status
Sabal Senior Services, Inc.	FPY 2021/SFY 2022 Section 5310	2022	Submitted



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Application Best Practices

- Begin early
- Fill out the application in its entirety
- Coordinate with your District Project Manager
- Address all evaluation criteria



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Technical Assistance



Training



Resources and Templates

We are here to help!



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Applicant Pre-Screening Survey

Federal Transit Administration Section 5310
Enhanced Mobility of Seniors and Individuals
with Disabilities

Applicant Screening Guidance

Florida Department of Transportation (FDOT) District offices are responsible for selecting subrecipients for federal transit programs. One of the programs in which individual districts make funding decisions is the Federal Transit Administration (FTA) Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program, which aims to improve mobility for seniors and individuals with disabilities by removing barriers to transportation services and expanding transportation mobility options. The first step in selecting subrecipients to receive Section 5310 funds is to determine which agencies qualify for the program through service to eligible populations. This guidance document presents a screening method to aid District staff in making this determination.

Screening Purpose

FDOT Central Office has created an eligibility questionnaire intended to help districts identify agencies that meet the basic eligibility requirements of the Section 5310 program. The linked 10-question survey below is on the Microsoft Forms platform and should be distributed to prospective Section 5310 subrecipients for completion. The table below refers to each survey question by number and provides guidance for the Districts to consider when reviewing responses.

Microsoft Forms Screening Survey: <https://forms.office.com/g/HqTtkubvf>

Provided in this link is access to results of the survey, please do not provide this link to external agencies:

<https://forms.office.com/Pages/DesignPageV2.aspx?subpage=design&FormId=Xd4h25y8DEKPP48I-Fta2o2yv6CgWCFGrEqwLkz-2hdUQzdaSIVCSIExWTFGSjhQWTBZN0FLMTRYWi4u&Token=f994aaa7684e4dbb8bd85dc1b050f bdd>

Question	District Guidance
1. Enter Agency Name:	Provides the agency's name.
2. Agency Point of Contact and Associated Email Address:	This question asks the agency to provide contact information that may be used to gather any further information not captured in the applicant screening.

3. Describe your agency's mission statement:	This prompt provides insight into the agency's stated goals as well as the communities they serve. Ideally, agencies should identify seniors and/or individuals with disabilities somewhere within their mission statement. If neither group is mentioned in the mission statement, the agency should be examined in greater detail to determine the manner and extent to which they serve seniors and individuals with disabilities.
4. What is your agency's process for determining eligibility for services:	This question request that the agency explains how individuals are selected for qualifying service. The federal circular defines disability as a physical or mental impairment that substantially limits one or more of the major life activities of an individual. Agencies have various methods for determining eligibility for disability-related programs and services, which often require an application qualification process. The ability to move with and without mobility aids, the ability to wait a certain period of time, and the ability to travel a certain number of blocks may be used to assess eligibility. In-person interviews and medical assessments may be required. Districts should look for fair processes that can reliably confirm disability status. Agencies that do not attempt to confirm disability status or place an undue burden on applicants should be removed from consideration. For agencies specializing in services for seniors, eligibility should be limited to those who are 65 years and older.
5. Is your agency considered a 501(c)3 nonprofit organization?	501(c)3 organizations are the ideal recipients of Section 5310 funds. This is especially true as one of the main goals of the Section 5310 program is to reduce the strain on public paratransit providers.
6. Are all of the individuals served by your agency considered seniors (Ages 65+)?	If the agency answers "yes" to this question, this means that the population it serves qualifies under Section 5310.
7. If no to Question 6, please enter the percentage of seniors served by your agency:	If the agency responded "no" to question 6, the form will lead them to this question. Since not all of the agency's clients are considered seniors, it is important to note and examine what proportion of the individuals served are seniors.
8. Are all of the individuals that you serve considered people with disabilities?	If the agency answers "yes" to this question, this means that the population it serves qualifies under Section 5310.
9. If no to Question 8, please enter the percentage of individuals with disabilities served by your agency:	If the agency responded "no" to question 8, the form will lead them to this question. Since not all of the agency's clients are considered individuals with disabilities, it is important to note and examine what proportion of the individuals served are individuals with disabilities.
10. What services does your organization provide to seniors and individuals with disabilities?	This question is intended to ensure that not only are seniors and individuals with disabilities served by the agency, but that transportation is one of the services provided. If other services are provided to these eligible groups, but no transportation services are provided or planned, the agency would not be a candidate to receive Section 5310 funds.



SECTION 5310 ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES

Thank you for your inquiry regarding the 5310 Transit Grant Program. This summary sheet provides a general outline to answer a few questions on the grant program, including where to find federal guidance.

Program Guidance - FTA Circular 9070.1G

<https://www.transit.dot.gov/funding/grants/enhanced-mobility-seniors-individuals-disabilities-section-5310>

Federal awards for funding or vehicles dispersed through this 5310 Grant program must be managed by a designated agency. The Florida Department of Transportation (FDOT) is the agency for Florida, and each local FDOT District is responsible for reviewing grant applications, awarding funding, and assisting with vehicle inspections, audits and grant administration. The FDOT is audited by the federal government on its administration of this program.



Key Participation and Oversight Requirements:

This is a federal grant program. Participation in the program requires administrative documentation such as participating in federal and state audits, on-site vehicle inspections, coordination with FDOT and other oversight agencies, financial/security audits and other actions conducted by FDOT. Use of vehicles or operating funding awarded under this program must be documented as to adherence to the 5310 program and to show the award is meeting the intent of types of trips or operating agreement in the agency's original grant application.

An agency must adhere to all requirements or risk that awarded vehicle(s) or operating funding can be revoked. FDOT can transfer a vehicle or stop operating funding reimbursement at any time if state and federal maintenance or audit requirements are not followed. All vehicles remain under ownership of the FDOT until they have met their useful life. An agency will be required to fund all maintenance of the vehicle(s) and automobile insurance at the expense of the agency.

Please be aware this program is not recommended for immediate transit service needs, but for longer-term service support. For example, if awarded a vehicle(s), delivery could range from three months up to twelve months or more based on the need of the agency. Operating funds generally can take up to nine months before the funds are made available for reimbursement.

Purpose of 5310 Grant Funds

To provide funding for transit providers/agencies providing transportation for seniors and persons with disabilities.



- **Who is a senior under this program?** An individual who is 65 years of age or older.
- **Who is a person with a disability under this program?** A person with a disability (for this this program specifically) is as a person who has a physical or mental impairment that substantially limits one or more major life activities.
- **What is not allowed under this program?** This program is not intended to serve day care transportation, school or after school trips, charter service, financial hardship transportation or the typical Transportation Disadvantaged (TD) trips (e.g. Medicaid, Kidney Dialysis). Other federal, state or local programs may be providing these types of trips in your area and should be explored for assistance.

Eligible Applicants

Private nonprofit organizations, state or local government authorities, operators of public transportation and Community Transportation Coordinators (CTC).



Typical Project Requests

Primarily vehicles and related equipment, mobility management and travel training.



Vehicles

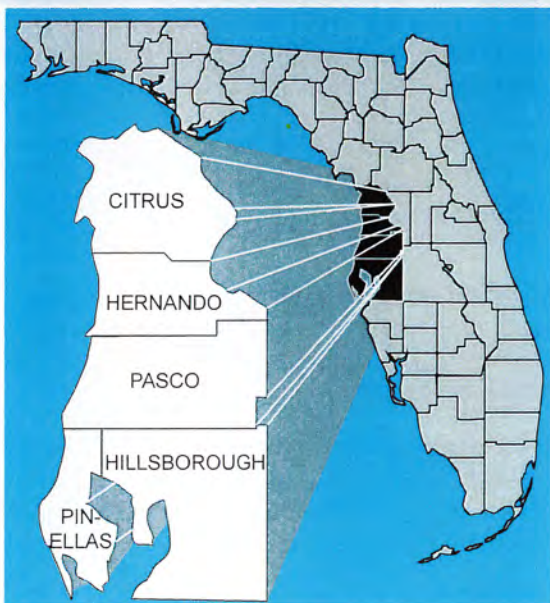
An award of a vehicle(s) requires a local match of 10 percent of the purchase price of the vehicle, payable upon delivery. An agency must carry adequate insurance to cover all incidents, and is responsible for all maintenance and repairs to the vehicle at the expense of the agency. The vehicle(s) continues to be owned by FDOT until the vehicle(s) reaches its useful life as determined by FDOT.



The Application Process

Section 5310 applications are due in January of each year using FDOT's automated grant application process through TransCIP. The January deadline will be provided at the training held in the fall, and late applications are not considered. Federal funding is awarded annually and the budget changes each year. This is a competitive grant program and needs often exceed available funding. A transit provider is required to show proof of match at the time an application is submitted.

The FDOT recommends an interested transit provider attend a training(s) each year on the process before an application is submitted. The training(s) are held at FDOT District Seven in Tampa, Florida or may be held on-line, when appropriate. Prior notice of any training(s) will be provided well in advance to allow time to schedule your staff to participate. The training is free and will provide a better understanding of the program, eligibility, auditing requirements, and assistance on completing the application. The FDOT will only award a vehicle(s) or operating funds based on qualified applicants and fully completed, comprehensive applications.



Map showing the five counties which make up FDOT District 7. From north to south the counties are Citrus, Hernando, Pasco, Pinellas and Hillsborough.

If you are interested in learning more about the 5310 grant program, please contact your FDOT District's 5310 grant administrator.



RatpDev USA



Hernando County Transit Management

The start of Mass Transit

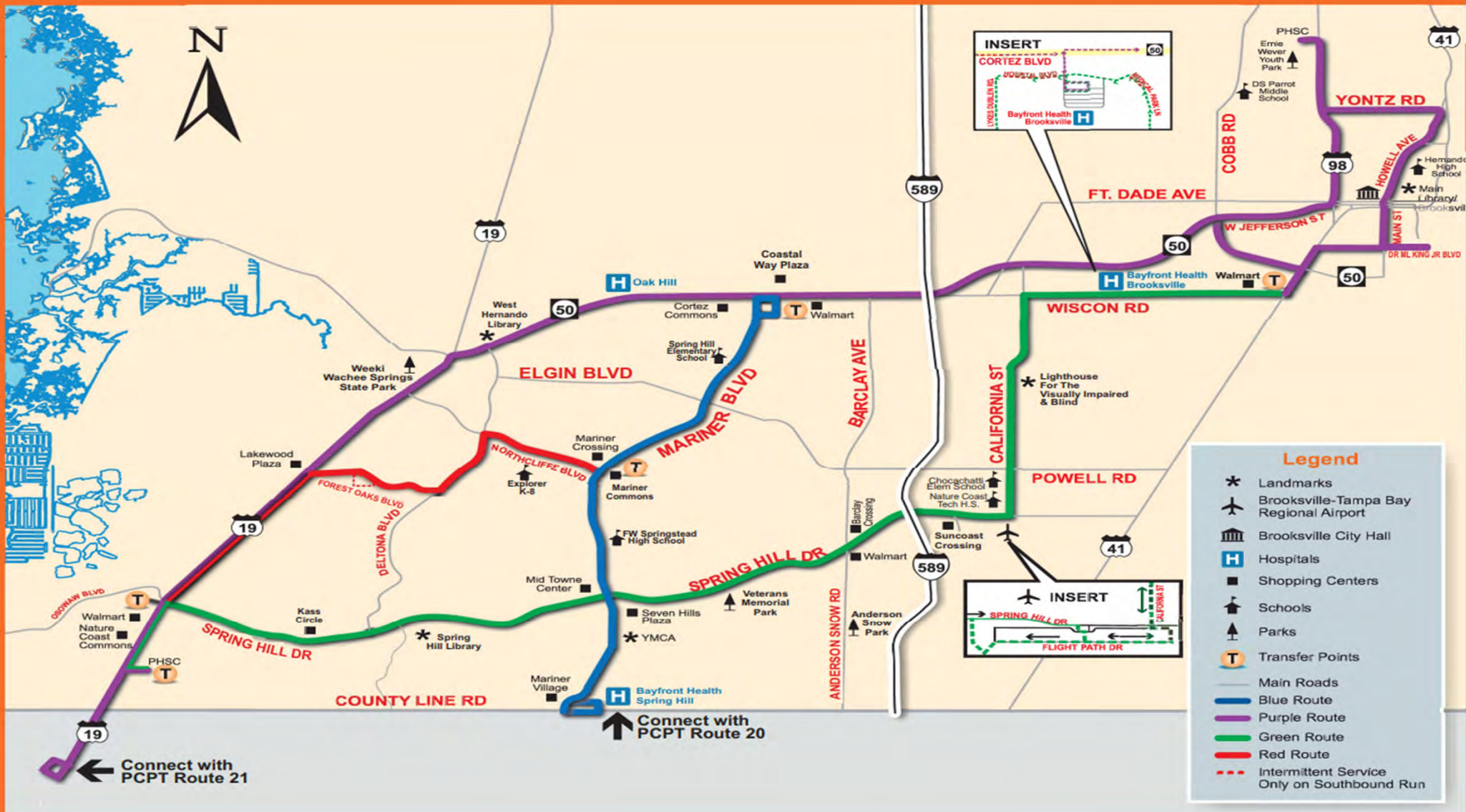


The first public transit services was started in Paris France in 1662.
The first public transit buses (Steam powered) were in London England in 1833

The Start of The Bus Hernando County



Prior to The Bus, the only public transportation available in Hernando County was a tourist bus company The Brooksville Shuttle, and the Hernando Paratransit company, which were privately owned. On October 28, 2002, service commenced on the Spring Hill Routes (Red and Blue) One week later on November 4, 2002, the (Purple Route) commenced, service further expanded with the additions of the (Green Route).



Legend

- * Landmarks
- ✈ Brooksville-Tampa Bay Regional Airport
- 🏛 Brooksville City Hall
- H Hospitals
- 🏪 Shopping Centers
- 🎓 Schools
- 🌳 Parks
- T Transfer Points
- Main Roads
- Blue Route
- Purple Route
- Green Route
- Red Route
- Intermittent Service Only on Southbound Run

← Connect with PCPT Route 21

↑ Connect with PCPT Route 20

Hernando County Transit Numbers

- 4 fixed routes. Purple, Green, Blue and Red.
- 7 buses daily to maintain (1) hour service on all routes.
- 2-3 ADA routes daily.
- 624,544 miles driven fixed route in 2022
- 126,302 fixed route passengers in 2022
- 90,970 miles driven ADA in 2022
- 7533 ADA passengers in 2022

Public Transportation Regulation

Federal

U.S Department of Transportation

Is responsible for planning and coordinating federal transportation projects.

Federal Transit Administration

Is responsible for conducting oversight activities to ensure that recipients of grants use the funds in a manner consistent with their intended purpose and in compliance with regulatory and statutory requirements.

Other agencies. Federal Highway Administration, Federal Motor Carrier Safety Administration, National Highway Traffic Safety Administration, Office of Motor Carrier Safety, National Transit Database.

State

Florida Department of Transportation

is the agency charged with the establishment, maintenance, and regulation of public transportation in the state of Florida

Hernando County Public Transit Funding

Hernando County fixed-route and ADA demand response service are funded by grants from the,

- Federal Transit Administration (FTA),
- Florida Department of Transportation (FDOT),
- And a required County match of local funding.
- Fare and advertising revenues partially offset the systems operating expenses and funding totals.

Eligible operating costs are reimbursed 50% by Federal grants, 25% by State grants, and 25% local funding match.

Eligible capital costs are reimbursed at 100% by Federal grants.

Types of Public Transportation Management

Municipality

All operations are controlled and managed by the City, County, State, or Federal Government.

All employees work for the municipality.

All costs are budgeted and paid by the municipality.

(No RFP or Bid needed)

Management Contract

All operations are controlled by the municipality and managed by a contractor.

Employees may be municipality or contractor employees.

Upper management are employees of contractor.

All costs are budgeted and paid by the municipality.

A management fee is billed to the municipality.

(RFP and Bids required)

Operation Contract

All operations are controlled and managed by the contractor.

(under direction of Municipality)

All employees are contractor employees.

All cost are paid by the contractor and reimbursed by the municipality through a contracted rate.

Contract is overseen by Municipality (RFP and Bids required)

RFP= Request for Proposals.





SYSTEM SAFETY CERTIFICATION

DATE: March 28, 2023

NAME: Mid Florida Community Services, Inc.

ADDRESS: 1122 Ponce DeLeon Blvd
Brooksville, FL 34601

THE BUS TRANSIT SYSTEM NAMED ABOVE HEREBY CERTIFIES TO THE FOLLOWING:

1. The adoption of a System Safety Program Plan (SSPP) in accordance, at a minimum, with established FLORIDA DEPARTMENT OF TRANSPORTATION safety standards set forth in Chapter 14-90, Florida Administrative Code (FAC).
2. Compliance with the adopted standards of the SSPP.
3. Performance of safety inspections on all buses operated in accordance with Rule 14-90.009 (FAC).
4. SPP Adoption of Security Program Plan

Miranda Maldonado
Transportation Director

CITRUS COUNTY
Community Services
Weatherization Assistance

HERNANDO COUNTY
Affordable Housing
Children's Advocacy Center
Community Services
Early Head Start
Head Start
Senior Services
Transportation
(Trans Hernando)
Weatherization Assistance

LAKE COUNTY
Senior Services

PASCO COUNTY
Community Services
Weatherization Assistance

POLK COUNTY
Senior Services

SUMTER COUNTY
Community Services
Head Start
Senior Services
Weatherization Assistance

VOLUSIA COUNTY
Early Head Start
Head Start
Weatherization Assistance

820 Kennedy Boulevard
Brooksville, FL 34601

P.O. Box 896
Brooksville, FL 34605-0896

PH (352) 796-1425
Fax (352) 796-9952

www.mfcs.us.com



Sponsored by the State of Florida Department of Economic Opportunity, State of Florida Department of Elder Affairs, State of Florida Commission for the Transportation Disadvantaged, Florida Department of Transportation, U.S. Department of Health & Human Services - Administration for Children and Families, Sumter County Board of County Commissioners, Volusia County Council, Corporation for National & Community Service, United Way of Hernando County, United Way of Pasco County and United Way of Volusia-Flagler Counties, Florida Network of Children's Advocacy Centers, National Children's Alliance, Office for Victims of Crimes, Meals on Wheels America and Wells Fargo.

Preliminary Information Worksheet

Version 1.4

CTC Name: Mid Florida Community Services, Inc.
County (Service Area): Hernando
Contact Person: Miranda Maldonado
Phone # 352-799-1510

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 1.4

CTC: Mid Florida Community Services, Inc.
County: Hernando

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

	Prior Year's ACTUALS from Oct 1st of 2021 to Sept 30th of 2022	Current Year's APPROVED Budget, as amended from Oct 1st of 2022 to Sept 30th of 2023	Upcoming Year's PROPOSED Budget from Oct 1st of 2023 to Sept 30th of 2024	% 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	\$ 19,333	\$ 18,000	\$ 19,500	-6.9%	8.3%	
Medicaid Co-Pay Received						
Donations/ Contributions						
In-Kind, Contributed Services						
Other						
Bus Pass Program Revenue						

Local Government

District School Board						
Compl. ADA Services						
County Cash						
County In-Kind, Contributed Services						
City Cash						
City In-kind, Contributed Services						
Other Cash						
Other In-Kind, Contributed Services						
Bus Pass Program Revenue						

CTD

Non-Spons. Trip Program	\$ 423,158	\$ 447,270	\$ 450,000	5.7%	0.6%	
Non-Spons. Capital Equipment						
Rural Capital Equipment						
Other TD (specify in explanation)						
Bus Pass Program Revenue						

USDOT & FDOT

49 USC 5307						
49 USC 5310	\$ 210,628	\$ 225,000	\$ 240,000	6.8%	6.7%	
49 USC 5311 (Operating)	\$ 93,160	\$ 150,000	\$ 175,000	61.0%	16.7%	
49 USC 5311(Capital)		\$ 75,000	\$ 75,000		0.0%	
Block Grant						
Service Development						
Commuter Assistance						
Other DOT (specify in explanation)						
Bus Pass Program Revenue						

AHCA

Medicaid						
Other AHCA (specify in explanation)						
Bus Pass Program Revenue						

DCF

Alcoh. Drug & Mental Health						
Family Safety & Preservation						
Comm. Care Dis./Aging & Adult Serv.						
Other DCF (specify in explanation)						
Bus Pass Program Revenue						

DOH

Children Medical Services						
County Public Health						
Other DOH (specify in explanation)						
Bus Pass Program Revenue						

DOE (state)

Carl Perkins						
Div of Blind Services						
Vocational Rehabilitation						
Day Care Programs						
Other DOE (specify in explanation)						
Bus Pass Program Revenue						

AWI

WAGES/Workforce Board						
Other AWI (specify in explanation)						
Bus Pass Program Revenue						

DOEA

Older Americans Act	\$ 14,023	\$ 14,000	\$ 14,500	-0.2%	3.6%	
Community Care for Elderly						
Other DOEA (specify in explanation)						
Bus Pass Program Revenue						

DCA

Community Services						
Other DCA (specify in explanation)						
Bus Pass Admin. Revenue						

Comprehensive Budget Worksheet

Version 1.4

CTC: Mid Florida Community Services, Inc.
County: Hernando

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

	Prior Year's ACTUALS from Oct 1st of 2021 to Sept 30th of 2022	Current Year's APPROVED Budget, as amended from Oct 1st of 2022 to Sept 30th of 2023	Upcoming Year's PROPOSED Budget from Oct 1st of 2023 to Sept 30th of 2024	% 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

APD

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

DJJ

(specify in explanation)						
Bus Pass Program Revenue						

Other Fed or State

xxx						
xxx						
xxx						
Bus Pass Program Revenue						

Other Revenues

Interest Earnings						
xxxx						
xxxx						
Bus Pass Program Revenue						

Balancing Revenue to Prevent Deficit

Actual or Planned Use of Cash Reserve						
---------------------------------------	--	--	--	--	--	--

Balancing Revenue is Short By =			None		
Total Revenues =	\$760,302	\$929,270	\$974,000	22.2%	4.8%

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

Operating Expenditures

Labor	\$ 334,385	\$ 358,962	\$ 376,962	7.4%	5.0%	
Fringe Benefits	\$ 101,479	\$ 138,512	\$ 145,000	36.5%	4.7%	
Services	\$ 12,162	\$ 14,000	\$ 15,000	15.1%	7.1%	
Materials and Supplies	\$ 143,985	\$ 168,675	\$ 175,538	17.1%	4.1%	
Utilities	\$ 18,722	\$ 25,000	\$ 25,000	33.5%	0.0%	
Casualty and Liability	\$ 80,991	\$ 79,592	\$ 84,000	-1.7%	5.5%	
Taxes						
Purchased Transportation:						
Purchased Bus Pass Expenses						
School Bus Utilization Expenses						
Contracted Transportation Services						
Other	\$ 6,604	\$ 7,210	\$ 7,500	9.2%	4.0%	
Miscellaneous						
Operating Debt Service - Principal & Interest						
Leases and Rentals						
Contrib. to Capital Equip. Replacement Fund						
In-Kind, Contributed Services	\$ -	\$ -	\$ -			
Allocated Indirect	\$ 58,841	\$ 64,280	\$ 65,000	9.2%	1.1%	

Capital Expenditures

Equip. Purchases with Grant Funds		\$ 73,039	\$ 80,000		9.5%	
Equip. Purchases with Local Revenue						
Equip. Purchases with Rate Generated Rev.						
Capital Debt Service - Principal & Interest						

ACTUAL YEAR GAIN	\$3,134				
Total Expenditures =	\$757,168	\$929,271	\$974,000	22.7%	4.8%

See NOTES Below.

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

ACTUAL year GAIN (program revenue) MUST be reinvested as a trip or system subsidy. Adjustments must be Identified and explained in a following year, or applied as a Rate Base Adjustment to proposed year's rates on the next sheet.

Worksheet for Program-wide Rates

CTC: Mid Florida Comm Version 1.4
 County: Hernando

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 <u>Projected</u> Passenger Miles =	140,000
Rate Per Passenger Mile = \$	3.32
Total <u>Projected</u> Passenger Trips =	12,000
Rate Per Passenger Trip = \$	38.71

Fiscal Year

2023 - 2024

Avg. Passenger Trip Length =	11.7 Miles
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Rates If No Revenue Funds Were Identified As Subsidy Funds	
Rate Per Passenger Mile = \$	6.96
Rate Per Passenger Trip = \$	81.17

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: Mid Florida Com Version 1.4
 County: Hernando

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 type="radio"/> Yes	<input type="radio"/> Yes
<input type="radio"/> No	<input type="radio"/> No	<input checked="" type="radio"/> No	<input checked="" type="radio"/> No
Go to Section II for Ambulatory Service	Go to Section II for Wheelchair Service	STOP! Do NOT Complete Sections II - V 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	Do Not Complete Section II for Stretcher Service	Do Not Complete Section II for Group Service

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

Ambulatory	Wheelchair	Stretcher	Group
<input type="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	Do NOT Complete Section II for Stretcher Service	Do NOT Complete Section II for Group Service
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Effective Rate for Contracted Services:

per Passenger Mile =
 per Passenger Trip =

Ambulatory	Wheelchair	Stretcher	Group
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Go to Section III for Ambulatory Service	Go to Section III for Wheelchair Service	Do NOT Complete Section II for Stretcher Service	Do NOT Complete Section II for Group Service

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

Combination Trip and Mile Rate			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Leave Blank and Go to Section III for Ambulatory Service	Leave Blank and Go to Section III for Wheelchair Service	Do NOT Complete Section II for Stretcher Service	Do NOT Complete Section II for Group Service

Worksheet for Multiple Service Rates

CTC: **Mid Florida Com** Version 1.4
 County: **Hernando**

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

SECTION III: Escort Service

1. Do you want to charge all escorts a fee?.....
 Yes
 No
Skip #2 - 4 and Section IV and Go to Section V
2. If you answered Yes to #1, do you want to charge the fee per passenger trip OR
 per passenger mile?.....
 Pass. Trip Leave Blank
 Pass. Mile
3. If you answered Yes to # 1 and completed # 2, for how many of the projected
 Passenger Trips / Passenger Miles will a passenger be accompanied by an escort? Leave Blank
4. How much will you charge each escort?..... Leave Blank

SECTION IV: Group Service Loading

1. If the message "You Must Complete This Section" appears to the right, what is the projected total number of Group Service Passenger Miles? (otherwise leave blank)..... Do NOT Complete Section IV
 And what is the projected total number of Group Vehicle Revenue Miles? Loading Rate
0.00 to 1.00

SECTION V: Rate Calculations for Multiple Services:

1. Input Projected Passenger Miles and Passenger Trips for each Service in the GREEN cells and the Rates for each Service will be calculated automatically
 * Miles and Trips you input must sum to 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: 2023 - 2024			
		Ambul	Wheel Chair	Stretcher	Group
Projected Passenger Miles (excluding totally contracted services addressed in Section II) =	140,000	= 98,000	+ 42,000	+ Leave Blank	+ Leave Blank
Rate per Passenger Mile =		\$2.73	\$4.68	\$0.00	\$0.00
				per passenger	per group

		Ambul	Wheel Chair	Stretcher	Group
Projected Passenger Trips (excluding totally contracted services addressed in Section II) =	12,000	= 7,000	+ 5,000	+ Leave Blank	+ Leave Blank
Rate per Passenger Trip =		\$29.83	\$51.14	\$0.00	\$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) =		<input type="text"/>	<input type="text"/>	Leave Blank	Leave Blank
Rate per Passenger Mile for Balance =		\$2.73	\$4.68	\$0.00	\$0.00
				per passenger	per group

		Rates If No Revenue Funds Were Identified As Subsidy Funds			
		Ambul	Wheel Chair	Stretcher	Group
Rate per Passenger Mile =		\$5.73	\$9.82	\$0.00	\$0.00
				per passenger	per group
Rate per Passenger Trip =		\$62.55	\$107.23	\$0.00	\$0.00
				per passenger	per group

Worksheet for Multiple Service Rates

CTC: Mid Florida Com Version 1.4
County: Hernando

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

Program These Rates Into Your Medicaid Encounter Data