SUGGESTED AGENDA

TAYLOR COUNTY BOARD OF COUNTY COMMISSIONERS
PERRY, FLORIDA

TUESDAY, MARCH 21, 2023
6:00 P.M.

201 E. GREEN STREET
TAYLOR COUNTY ADMINISTRATIVE COMPLEX
OLD POST OFFICE

CONFERENCE LINE: 1-917-900-1022
ACCESS CODE: 32347#

THIS IS NOT A TOLL-FREE NUMBER AND YOU MAY BE SUBJECT TO LONG DISTANCE CHARGES, ACCORDING TO YOUR LONG-DISTANCE PLAN.

When the chairperson opens the meeting for public comment, please follow the below instructions:

If you wish to speak please dial *5. The moderator will unmute your line when it is your turn to speak, and notify you by announcing the last 4 digits of your telephone number. Please announce your name and address. You will be allowed to speak for 3 minutes.

NOTICE IS HEREBY GIVEN, PURSUANT TO FLORIDA STATUTES 286.0105, THAT ANY PERSONS DECIDING TO APPEAL ANY MATTER CONSIDERED AT THIS MEETING WILL NEED A RECORD OF THE MEETING AND MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED.

ANY PERSON WISHING TO ADDRESS THE BOARD REGARDING AN AGENDAED ITEM WILL BE GIVEN THREE (3) MINUTES FOR COMMENT. A COMMENTER MAY ONLY SPEAK ONE (1) TIME FOR EACH AGENDAED ITEM.

1. Prayer

2. Pledge of Allegiance

3. Approval of Agenda

CONSENT ITEMS:

4. THE APPROVAL OF MINUTES OF FEBRUARY 28, 2023 AND MARCH 6, 2023

5. EXAMINATION AND APPROVAL OF INVOICES.

6. THE BOARD TO CONSIDER ADOPTION OF RESOLUTIONS TO REFLECT UNANTICIPATED MONIES FOR THE SCRAP ROAD PROJECT, AS AGENDAED BY DANNIELLE WELCH, COUNTY FINANCE DIRECTOR.

7. THE BOARD TO CONSIDER APPROVAL OF SHERIFF'S OFFICE BUDGET AAMENDMENT OF $202,423.73, AS AGENDAED BY DANNIELLE WELCH, COUNTY FINANCE DIRECTOR.

8. THE BOARD TO CONSIDER APPROVAL OF TRANSFER OF FUNDS FROM GENERAL FUND CONTINGENCY, AS WELL AS APPROVAL OF PAYMENT FOR INVOICES TO DAVIS, SCHNITKER, REEVES & BROWNING, P.A., IN REFERENCE TO TAYLOR COUNTY VS STEINHATHCEE LANDINGS, AS AGENDAED BY THE COUNTY FINANCE DIRECTOR.

9. THE BOARD TO CONSIDER APPROVAL OF TRANSPORTATION DISADVANTAGED SERVICE PLAN (TDSP) 2021-2026 ANNUAL UPDATE FOR FY 2022-2023, AS AGENDAED BY JAMI EVANS, GRANTS COORDINATOR.

10. THE BOARD TO CONSIDER APPROVAL OF HUD FORM 2880 FOR THE DEPARTMENT OF ECONOMIC OPPORTUNITY SMALL CITIES COMMUNITY DEVELOPMENT BLOCK GRANT(CDBG)SUB-GRANT AGREEMENT - FFY 2019, CONTRACT NO 20DB-OP-03-72-01-H05 FOR HOUSING REHABILITATION, AS AGENDAED BY THE GRANTS COORDINATOR.

11. THE BOARD TO CONSIDER APPROVAL OF THE COMMUNITY TRANSPORTATION COORDINATOR (CTC) ANNUAL EVALUATION 2022-2023, AS REQUIRED BY THE FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED, AS AGENDAED BY THE GRANTS COORDINATOR.

12. THE BOARD TO CONSIDER APPROVAL OF REVISED PURCHASING POLICY, AS AGENDAED BY MARSHA DURDEN, ASSISTANT COUNTY ADMINISTRATOR.

13. THE BOARD TO CONSIDER APPROVAL OF THE REVISED ANTI-FRAUD, MISCONDUCT, WASTE AND FINANCIAL ABUSE POLICY AND PROCEDURES, AS AGENDAED BY MELODY COX, GRANTS WRITER.

14. THE BOARD TO CONSIDER APPROVAL OF THE QUALITY ASSURANCE/QUALITY CONTROL PLAN (QA/QC PLAN) FOR DEPARTMENT OF COMMUNITY DEVELOPMENT HOUSING AND URBAN DEVELOPMENT AND COMMUNITY DEVELOPMENT BLOCK GRANTS AS REQUIRED BY THE DEO CDBG-MIT GRANT PROGRAM, AS AGENDAED BY THE GRANTS WRITER.

15. THE BOARD TO CONSIDER APPROVAL OF GRANT APPLICATION FOR THE BUCKEYE ARTIFICIAL REEF MONITORING PROPOSAL, AS AGENDAED BY VICTOR BLANCO, MARINE AGENT.

16. THE BOARD TO CONSIDER APPROVAL OF GRANT APPLICATION FOR THE ARTIFICIAL REEF CONSTRUCTION GRANT APPLICATION PROPOSAL, AS AGENDAED BY THE MARINE AGENT.

17. THE BOARD TO CONSIDER APPROVAL OF RATIFICATION OF ONLINE SAFER GRANT APPLICATION SUBMISSION, AS AGENDAED BY DAN CASSEL, FIRE CHIEF.

BIDS/PUBLIC HEARINGS:

18. THE BOARD TO HOLD A PUBLIC HEARING, SET FOR THIS DATE AT 6:05 P.M., OR AS SOON THEREAFTER AS POSSIBLE, TO CONSIDER AN APPLICATION FOR A SPECIAL EVENTS PERMIT (MUD-BOG), AS SUBMITTED BY IRON HORSE MUD RANCH.
(EVENT OF OCTOBER 12-15, 2023)
(PUBLIC HEARING RE-AGENDAED FROM 2.6.23)

PUBLIC REQUESTS:

19. GAYLE LUNDY TO APPEAR TO DISCUSS GOLF CARTS AND REQUEST FOR PAVING ON J.L. GIBSON ROAD.

20. LEE NEWMAN, 4-H LIVESTOCK CLUB LEADER, TO APPEAR TO PROVIDE RECAP OF NORTH FLORIDA LIVESTOCK SHOW AND SALE FAIR WEEK.

GENERAL BUSINESS:

21. THE BOARD TO DISCUSS THE PROPOSED SHADY GROVE FIRE STATION LAND ACQUISITION, AS AGENDAED BY COMMISSIONER FEAGLE.

COUNTY STAFF ITEMS:

22. THE BOARD TO CONSIDER APPROVAL OF REQUEST TO AMEND SECTION 42-82 OF THE LAND DEVELOPMENT CODE TO REDUCE THE NUMBER OF MEMBERS ON THE PLANNING BOARD AND THE TERM LENGTHS FOR BOARD MEMBERS, AS AGENDAED BY DANNY GRINER, BUILDING OFFICIAL.

23. THE BOARD TO CONSIDER APPROVAL OF REQUEST TO AWARD THE CR-361 (BEACH ROAD) HIGHWAY SAFETY IMPROVEMENT LOCAL AGENCY PROGRAM PROJECT TO ANDERSON COLUMBIA CO., INC., AS AGENDAED BY KENNETH DUDLEY, COUNTY ENGINEER.

COUNTY ATTORNEY ITEMS:

24. THE COUNTY ATTORNEY TO DISCUSS DRAFT AMENDMENT TO THE AD VALOREM TAX EXEMPTION ORDINANCE.

25. THE COUNTY ATTORNEY TO DISCUSS DRAFT ORDINANCES TO REPEAL THE TAYLOR COUNTY ECONOMIC INCENTIVE PROGRAM.

COUNTY ADMINISTRATOR ITEMS:

26. THE BOARD TO CONSIDER APPROVAL OF REQUEST TO APPOINT ONE MEMBER TO THE TAYLOR COUNTY DEVELOPMENT AUTHORITY (TCDA) BOARD, AS AGENDAED BY LAWANDA PEMBERTON, COUNTY ADMINISTRATOR.

27. THE BOARD TO CONSIDER AMENDING THE MEMORANDUM OF UNDERSTANDING WITH THE TAYLOR COUNTY BASEBALL ASSOCIATION, AS AGENDAED BY THE COUNTY ADMINISTRATOR.

28. COUNTY ADMINISTRATOR TO DISCUSS INFORMATIONAL ITEMS.

29. COMMENTS AND CONCERNS FROM THE PUBLIC FOR NON-AGENDAED ITEMS:

30. BOARD INFORMATIONAL ITEMS:

Motion to Adjourn

FOR YOUR INFORMATION:

- THE AGENDA AND ASSOCIATED DOCUMENTATION, IF APPLICABLE, IS AVAILABLE TO THE PUBLIC ON THE FOLLOWING WEBSITE:

  www.taylorcountygov.com

- IF YOU ARE A PERSON WITH A DISABILITY WHO NEEDS ANY ACCOMODATION IN ORDER TO PARTICIPATE IN THIS PROCEEDING, YOU ARE ENTITLED, AT NO COST TO YOU, TO THE PROVISION OF CERTAIN ASSISTANCE. PLEASE CONTACT MARSHA DURDEN, ASSISTANT COUNTY ADMINISTRATOR, 201 E. GREEN STREET, PERRY, FLORIDA, 850-838-3500, EXT.7, WITHIN TWO (2) WORKING DAYS OF THIS PROCEEDING.

- BALLOTS USED TO APPOINT CITIZENS TO ADVISORY COMMITTEES AND ADVISORY BOARDS ARE AVAILABLE FOR PUBLIC INSPECTION AFTER THE MEETING AND ARE RETAINED AS PART OF THE PUBLIC RECORD.

(9)

R E S O L U T I O N

IN COMPLIANCE to the laws of the State of Florida, as per Florida Statute 129.06(b), the undersigned Clerk and Auditor for the Board of County Commissioners of Taylor County, Florida, made and prepared the following budget changes to reflect unanticipated monies for a particular purpose which caused the **SCRAP ROAD PROJECT (Slaughter Rd) FUND** for the fiscal period ending September 30, 2023, to be in excess of the advertised budget.

BE IT RESOLVED that the listed receipts and appropriations be transferred from the **SCRAP ROAD PROJECT FUND** budget for the fiscal year ending September 30, 2023.

Amount	Account	Account Name
$1,830,661	181-3344906	SCRAP Grant - Revenue
$1,830,661	0347-53401	SCRAP Project/Slaughter Rd Contractual Services

NOW THEREFORE BE IT RESOLVED by the Board of County Commissioners of Taylor County, Florida, that they do approve as provided by law this resolution this 21st day of March, 2023 at Perry, Taylor County, Florida, to amend the budget for the fiscal period ending September 30, 2023 with a motion by Commissioner_____, seconded by Commissioner _____, and carried unanimously.

_____ _____

Gary Knowles, Clerk-Auditor Chairman

Additional Grant Funding

√

DocuSign Envelope ID: EBD31A8D-0A27-457A-87DE-AD810FA6E712

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

STATE-FUNDED GRANT SUPPLEMENTAL AGREEMENT

SUPPLEMENTAL NO.
1

CONTRACT NO.
G1E43

FPN
436462-2-54-01

Fund: 181
Dept: 0347
Slaughter Rd/Scrap

Recipient: Taylor County

This Supplemental Agreement ("Supplemental"), dated 03/13/2023 | 11:38 AM EDT arises from the desire to supplement the State-Funded Grant Agreement ("Agreement") entered into and executed on 10/01/2019 as identified above. All provisions in the Agreement and supplements, if any, remain in effect except as expressly modified by this Supplemental.

The parties agree that the Agreement is to be amended and supplemented as follows:

1) Add funds to assist with bid shortfall

2) Update Conflict of Interest Language

3) Update Public Records Law Provision of the contract

4) Update Indemnification and Insurance Language

Reason for this Supplemental and supporting engineering and/or cost analysis:

1) Additional Funds

Add funds in the amount of $1,830,661 to assist with bid shortfall. County Engineer Letter requesting change (Exhibit A); Additional SCOP funds added to Schedule of Financial Assistance (Exhibit B)

2) Conflict of Interest

The Recipient is responsible for provision of Construction Engineering Inspection (CEI) services. The Department reserves the right to require the Recipient to hire a Department pre-qualified consultant firm that includes one individual that has completed the Advanced Maintenance of Traffic Level Training. Notwithstanding any provision of law to the contrary, design services and CEI services may not be performed by the same entity. Administration of the CEI staff shall be under the responsible charge of a State of Florida Licensed Professional Engineer who shall provide the certification that all design and construction for the Project meets the minimum construction standards established by Department. The Department shall have the right to approve the CEI firm. The Department shall have the right, but not the obligation, to perform independent assurance testing during the course of construction of the Project. Subject to the approval of the Department, the Recipient may choose to satisfy the requirements set forth in this paragraph by either hiring a Department prequalified consultant firm or utilizing Recipient staff that meet the requirements of this paragraph, or a combination thereof.

The Recipient is responsible for the preparation of all design plans for the Project. The Department reserves the right to require the Recipient to hire a Department pre-qualified consultant for the design phase of the Project using the Recipient's normal procurement procedures to perform the design services for the Project. Notwithstanding any provision of law to the contrary, design services and CEI services may not be performed by the same entity. All design work on the Project shall be performed in accordance with the requirements of all applicable laws and governmental rules and regulations and federal and state accepted design standards for the type of construction contemplated by the Project, including, as applicable, but not limited to, the applicable provisions of the Manual of Uniform Traffic Control

(7)

TAYLOR COUNTY BOARD OF COMMISSIONERS

County Commission Agenda Item

SUBJECT/TITLE:	**Budget Amendment TCSO**
MEETING DATE REQUESTED:	

Statement of Issue: **Budget amendment request for $202,423.73 as detailed below:**

State Pay-	$144,500.00
911-	$18,673.00
Unauthorized payment reimbursement	$14,250.00
Big Bend Mobile Crisis Care	$25,000.00

Recommended Action: **N/A**

Fiscal Impact: **Increase budget**

Budgeted Expense: **N/A**

Submitted By: **Sheriff Wayne Padgett**

Contact: **sheriff.pagett@taylorcountysheriff.org (850) 584-4225**

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues:

Options:

Attachments:

TAYLOR COUNTY BOARD OF COMMISSIONERS

County Commission Agenda Item

SUBJECT/TITLE:	**Request for Transfer from Contingency**
MEETING DATE REQUESTED:	03/21/2023

Statement of Issue: **2022/2023**
The Board to consider approval of transfer of funds from General Fund Contingency as well as approval of payment for invoice to Davis, Schnitker, Reeves & Browning, P.A. in reference to Taylor County vs Steinhatchee Landings

Recommended Action: **approval of transfer and payment of invoice**

Fiscal Impact: **$11,600**

Budgeted Expense: **NO**

Submitted By: **Dannielle Welch, County Finance Director**

Contact: **838-3506, ext. 122**
dwelch@taylorclerk.com

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues: **n/a**

Options: **approve transfer and payment**

Attachments: **copy of invoice**

Davis, Schnitker, Reeves & Browning P.A.

Post Office Drawer 652
Madison, FL 32341
850-973-4186

Fax No. 850-973-8564
FID#59-2207374

Invoice submitted to:

Board of County Commissioners of Taylory County, Florida
201 E. Green Street
Perry, FL 32347

February 28, 2023

RECEIVED

MAR - 6 2023

GARY KNOWLES
CLERK CIRCUIT COURT
TAYLOR COUNTY, FLORIDA

In Reference To: Taylor County vs. Steinhatchee Landings
OUR FILE NO. 16701-GTR

Professional Services

			Hrs/Rate	Amount
6/8/2022	GTR	Telephone conference with Conrad Bishop about representing Taylor County in case	0.30 250.00/hr	75.00
	GTR	Review documents and research	0.75 250.00/hr	187.50
6/10/2022	GTR	Telephone conference with Mr. Thomas	0.25 250.00/hr	62.50
	GTR	Prepare proposed scheduling order and email to other side	0.30 250.00/hr	75.00
	GTR	Research into whether approving or not approving an ordinance granting a tax exemption is a Quasi Judicial Act	2.25 250.00/hr	562.50
6/17/2022	GTR	Prepare email to other side about proposed scheduling order	0.25 250.00/hr	62.50
6/21/2022	GTR	Send email to other side confirming proposed revisions to agreed order	0.50 250.00/hr	125.00
6/22/2022	GTR	Review email to judge from other side with agreed order and send email to judge confirming same	0.25 250.00/hr	62.50
8/5/2022	GTR	Review pre-trial order and prepare email to Scott Thomas	0.25 250.00/hr	62.50
8/12/2022	GTR	Telephone conference with Conrad Bishop	0.25 250.00/hr	62.50
8/14/2022	GTR	Prepare email to Scott Thomas about scheduling	0.25 250.00/hr	62.50

Please Make Checks Payable to: Davis, Schnitker, Reeves & Browning, P.A.
Invoice Due and Payable Upon Receipt.

CC: Commissioners via email 3/13/23

			Hrs/Rate	Amount
8/15/2022	GTR	Call to Scott Thomas	0.25 250.00/hr	62.50
8/17/2022	GTR	Telephone conference with Conrad Bishop and Kenneth Dudley	0.30 250.00/hr	75.00
9/8/2022	GTR	Prepare proposed amended scheduling order and email to other side	0.75 250.00/hr	187.50
9/13/2022	GTR	Prepare and file Notice of Case Management Conference	0.25 250.00/hr	62.50
9/15/2022	GTR	Respond to email from J.A.	0.25 250.00/hr	62.50
10/13/2022	GTR	Review email from Scott Thomas. Review proposed amended scheduling order and re-send to Scott Thomas with email to cancel case management conference	0.30 250.00/hr	75.00
	GTR	Prepare Notice of Cancellation of Case Management Conference and prepare email to judge with explanation	0.30 250.00/hr	75.00
12/3/2022	GTR	Review Amended Petition and Appendix and Research	4.25 250.00/hr	1,062.50
12/4/2022	GTR	Research, review petition and appendix and prepare response to petition and prepare emails to clients	5.25 250.00/hr	1,312.50
12/6/2022	GTR	Prepare Motion for Extension of Time and proposed order granting motion and email to opposing counsel to see if they object	0.75 250.00/hr	187.50
1/5/2023	GTR	Research and prepare response to petition	3.75 250.00/hr	937.50
1/6/2023	GTR	Research and prepare of response to petition	6.25 250.00/hr	1,562.50
1/8/2023	GTR	Research and prepare response to petition and email to client for review prior to filing. prepare request for oral argument	7.75 250.00/hr	1,937.50
1/13/2023	GTR	Research and prepare response to Petition for Writ of Certiorari	0.75 250.00/hr	187.50
1/14/2023	GTR	Research and prepare response to Petition for Writ of Certiorari	5.75 250.00/hr	1,437.50
1/15/2023	GTR	Research and prepare response to Petition for Writ of Certiorari	2.50 250.00/hr	625.00
1/16/2023	GTR	Research and prepare response to Petition for Writ of Certiorari and Request for Oral Argument and file	6.25 250.00/hr	1,562.50

RECEIVED
MAR - 6 2023
GARY KNOWLES
CLERK CIRCUIT COURT
TAYLOR COUNTY, FLORIDA

	Hours	Amount
For professional services rendered	**51.25**	**$12,812.50**
7/14/2022 Payment - Thank You. Check No. 67907		($1,212.50)
Total payments and adjustments		**($1,212.50)**
Balance due		$11,600.00

RECEIVED
MAR - 6 2023
GARY KNOWLES
CLERK CIRCUIT COURT
TAYLOR COUNTY, FLORIDA

TAYLOR COUNTY BOARD OF COMMISSIONERS

County Commission Agenda Item

SUBJECT/TITLE:	**Board to review and approve the Transportation Disadvantaged Service Plan (TDSP) 2021-2026 Annual Update for FY 2022-2023.**
MEETING DATE REQUESTED:	**March 21, 2023**

Statement of Issue: Board to review and approve the TDSP 2021-2026 Annual Update for the local transportation disadvantaged programs.

Recommended Action: Approve TDSP 2021-2026 Annual Update.

Budgeted Expense: The TDSP Annual Update is a requirement to receive funding for the local transportation programs from the Florida Commission for the Transportation Disadvantaged program and FDOT programs which assist in funding transportation ridership programs.

Submitted By: Jami Evans, Grants Coordinator

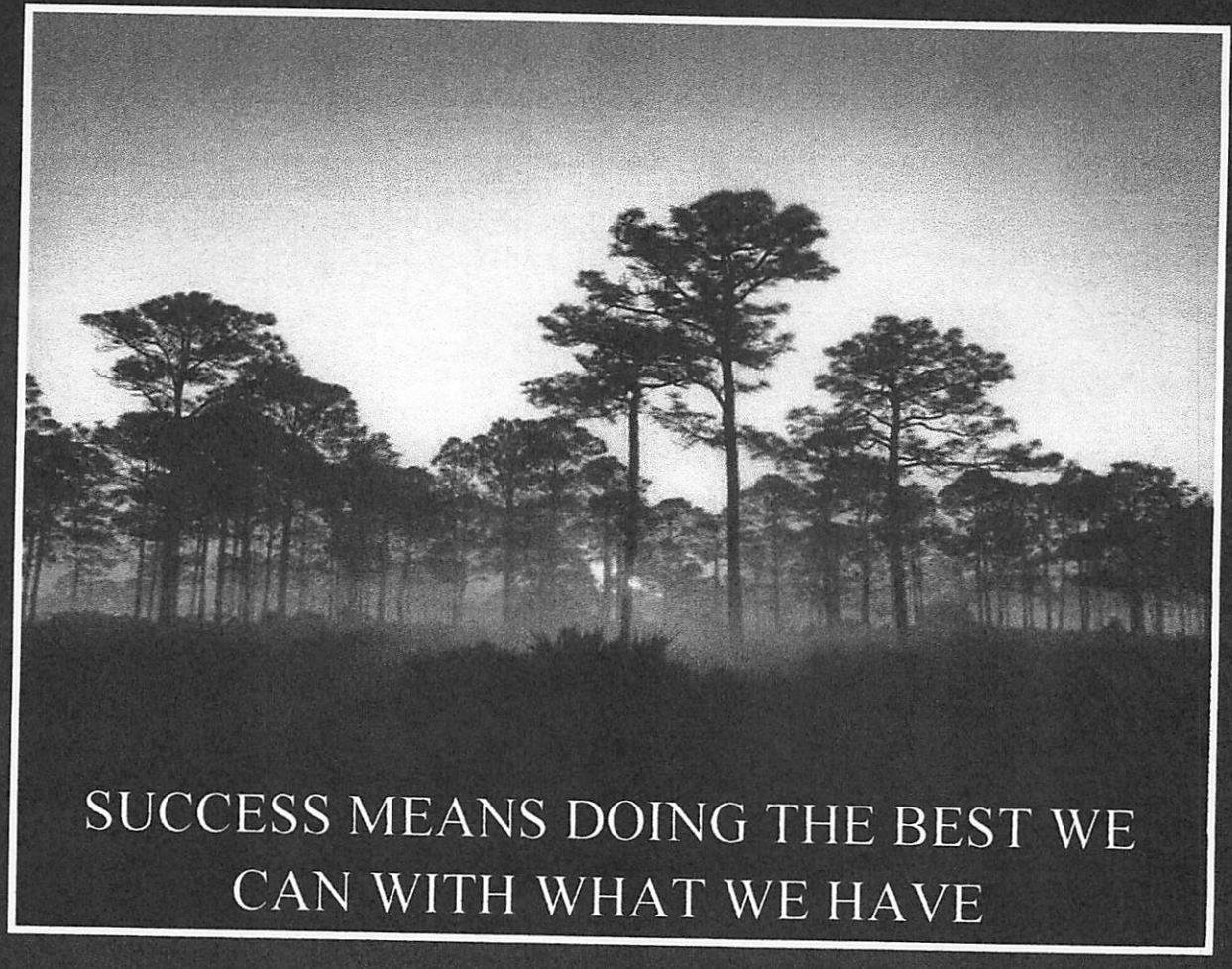
Contact: Jami Evans

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues: Per the terms of the Memorandum of Agreement (MOA) and the Planning Grant Agreement between the Florida Commission for the Transportation Disadvantaged, Big Bend Transit, and the County, the TDSP is a requirement. Though the County approved a new TDSP in May 2021, the TD Commission still requires an annual update. This update is for FY 2022-2023. The Local Coordinating Board for the Transportation Disadvantaged approved the TDSP update at the March 9, 2023 meeting.

Attachments: Transportation Disadvantaged Service Plan 2021-2026 Update for FY 2022-2023.

TAYLOR COUNTY
TRANSPORTATION DISADVANTAGED
SERVICE PLAN
UPDATE 1
2021-2026



SUCCESS MEANS DOING THE BEST WE CAN WITH WHAT WE HAVE

UPDATED MARCH 2023

Completed and approved by the:
Taylor County Board of County Commissioners-The Official Planning Agency
Taylor County Transportation Disadvantaged Local Coordinating Board
Big Bend Transit, Inc.-The Community Transportation Coordinator

TAYLOR COUNTY
BOARD OF COUNTY COMMISSIONERS

TRANSPORTATION DISADVANTAGED SERVICE PLAN

2021-2026

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Appendix B	Service Standards and Eligibility Application Form
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INTRODUCTION

Taylor County Board of County Commissioners and Big Bend Transit, Inc. have worked closely together for many years to provide the best possible transportation and associated programs to the transportation disadvantaged. As a rural, fiscally constrained County with a land mass of 1,043 square miles, solving transportation needs and issues for citizens who need access to transportation can be difficult and requires a great deal of planning.

Taylor County has faced adversity over the years ranging from fiscal constraints, to limited resources including staffing, to the vulnerability of coastal storm impacts due to the adjacent shallow Gulf waters. Working together, Taylor County and Big Bend Transit have continued to overcome adversities and successfully meet the mission of the Florida Commission for the Transportation Disadvantaged.

2020 and 2021 brought problems and challenges no one anticipated or planned for. The relationship the County and Big Bend Transit has developed enabled both entities to quickly adapt, organize, and successfully continue to provide services to the transportation disadvantaged. With this Service Plan, and the continued gathering of data and development of strategies for additional and enhanced local transportation, Taylor County looks forward to working with Big Bend Transit and the Florida Commission for the Transportation Disadvantaged to ensure successful coordination of transportation disadvantaged services and excelling at meeting the needs of our citizens and adjusting to the "new normal".

December 2021

SECTION I – DEVELOPMENT PLAN

A. INTRODUCTION TO THE SERVICE AREA

1. Background of the Transportation Disadvantaged Program

Mission Statement:

Mission Statement
Florida Commission for the Transportation Disadvantaged

"To ensure the coordination of transportation services that enhance access to employment, health care, education and other life-sustaining activities for older adults, persons with disabilities, people with low income and at risk children who are dependent upon others for transportation."

Transportation is often the vital link between not only the quality of life, but jobs, access to medical care, and other life sustaining needs for some of the most vulnerable citizens. The Florida Coordinated Transportation System (FCTS) was created in 1979 with the enactment of Chapter 427, F.S. Chapter defines transportation disadvantaged 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 children who are handicapped or high-risk or at-risk as defined in Section 411.202, Florida Statutes."

The statewide Transportation Disadvantaged Program (TD) was developed to improve coordination among transportation disadvantaged services sponsored by social and human service agencies. The program's purpose was to address concerns about duplication and fragmentation of transportation services. The initial Chapter 427 legislation created the Coordinating Council for the Transportation Disadvantaged within the Florida Department of Transportation (FDOT) for the purpose of coordinating TD transportation services throughout the state. Chapter 427 was revised in 1989 to replace the Coordinating Council with the Commission for the Transportation Disadvantaged (CTD) which was established as an independent commission authorized to hire its own staff and allocate funding for specialized transportation services available through the new Transportation Disadvantaged Trust Fund (TDTF). The 1989 legislation revisions also established Community Transportation Coordinators (CTCs) and Local Coordinating Boards (LCBs) to administer and monitor the TD program at the local level. The Transportation Planning Organization (TPO) or designated official planning agency (DOPA) performs long-range planning and assists the CTD and LCB in implementing the TD program within the designated service area.

2. Designation and History

Since August 1994, the Taylor County Board of County Commissioners (TBOCC) has been designated the Official Planning Agency for Taylor County. The County has received funding from the Transportation Disadvantaged Trust Fund since 1993.

Big Bend Transit, Inc. was selected to serve as the CTC through the competitive procurement process and a Memorandum of Agreement (MOA) with the TD Commission was executed July 1, 2021 and the MOA will expire June 30, 2026.
Big Bend Transit, Inc. (BBT) is a private, non-profit corporation, and the Community Transportation Coordinator (CTC) for Taylor County. BBT was incorporated in March 1978 for the primary purpose of coordinating, consolidating, planning for and/or providing efficient and effective paratransit services for the elderly, handicapped, and other transportation disadvantaged persons and to further the public knowledge of paratransit needs, and transportation patterns and opportunities.
Big Bend Transit Inc. provides reservation (scheduled at least 24 hours in advance) transportation service, contracted transportation services, an "in town" shuttle program and four transportation programs funded by the Taylor County Board of County Commissioners. Two of the programs are for Veterans and one is for the Special Needs Adults Program (SNAP) and the fourth program is for Special Olympics participants. The shuttle provides transportation to employment centers, social services, health, medical, shopping, and recreational facilities. Inter-county transportation service is provided from and between each of the counties in the service area, with predominate inter-county movement being between rural counties contiguous to Leon County, which provides a high concentration of employment opportunities.

All BBT transportation services are scheduled and dispatched by BBT personnel located in the three operations centers. The services are utilized six days a week, between the hours of 6:00 a.m. and 6:00 p.m. excluding major holidays. Big Bend Transit Inc. services include but are not limited to: intra-county and inter-county reservation, demand, response and contracted service available to the general public and Transportation Disadvantaged sponsored and non-sponsored in Gadsden, Jefferson, Leon, Madison, and Taylor Counties. When applicable BBT contracts with other local providers of specialized transportation services in order to expand the resources available to accomplish the transportation services requirements of the Transportation Disadvantaged.

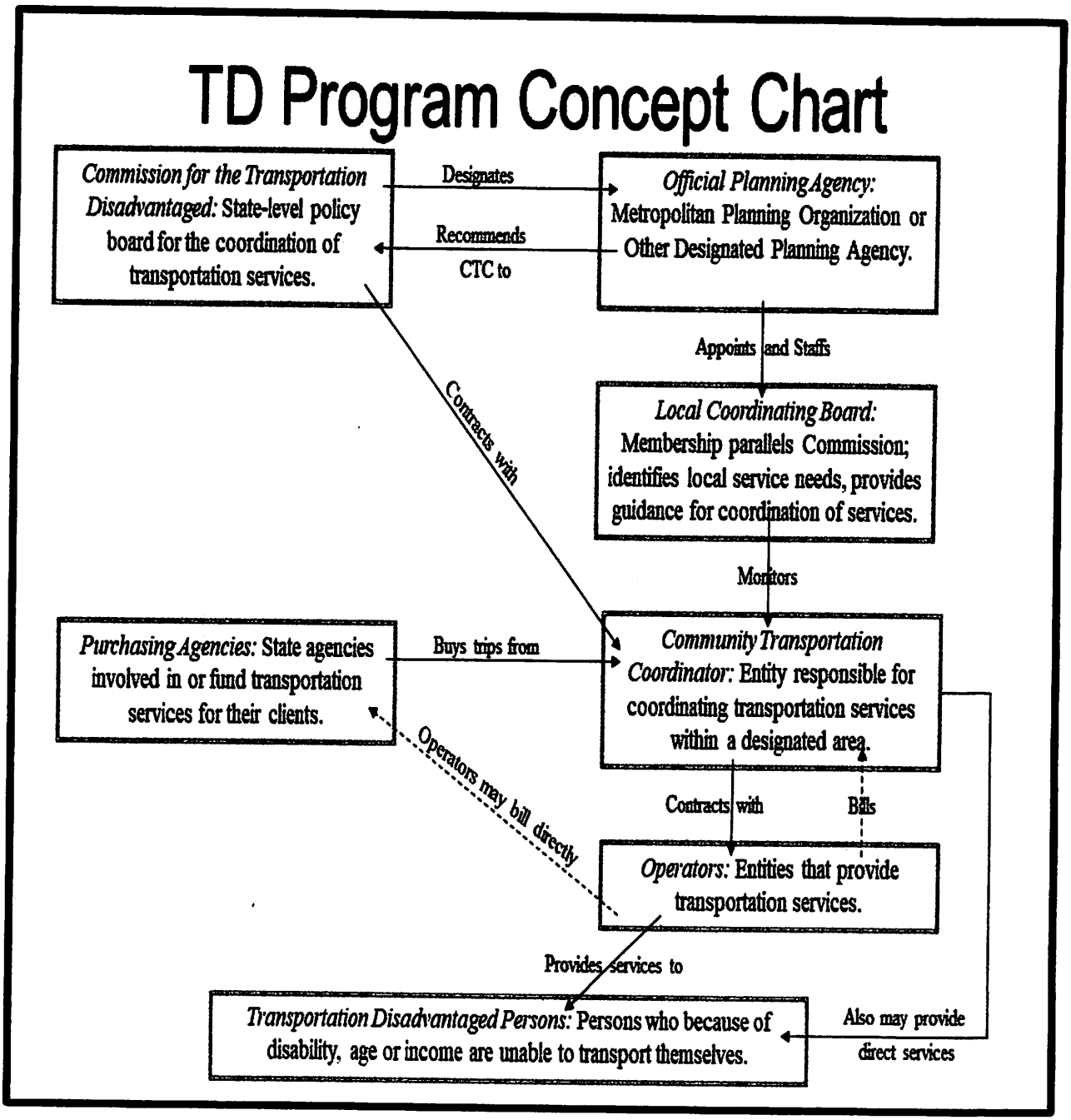
In addition to the general public, users of the coordinated transportation system for Taylor County include:

- Department of Children & Families Developmental Services
- Taylor County Head Start
- Taylor County Health Department
- DOE, Division of Blind Services
- DCF, Disability Determination
- Special Olympics, Taylor County Board of Commissioners
- Taylor County "In Town" Shuttle
- Special Needs Adult Program (SNAP), Taylor County Board of Commissioners
- Community Care of Disabled Adults
- Veteran's Services Program, Taylor County Board of Commissioners
- AHCA, Medicaid
- Various hospitals, clinics and physicians
- Various insurance companies

The active fleet of the coordinated system for the delivery of specialized transportation services consists of 10 and 12-passenger vans, modified vans equipped with wheelchair lifts and securements, modified vans equipped with stretcher transport capability, and school type buses.



3. Organizational Chart



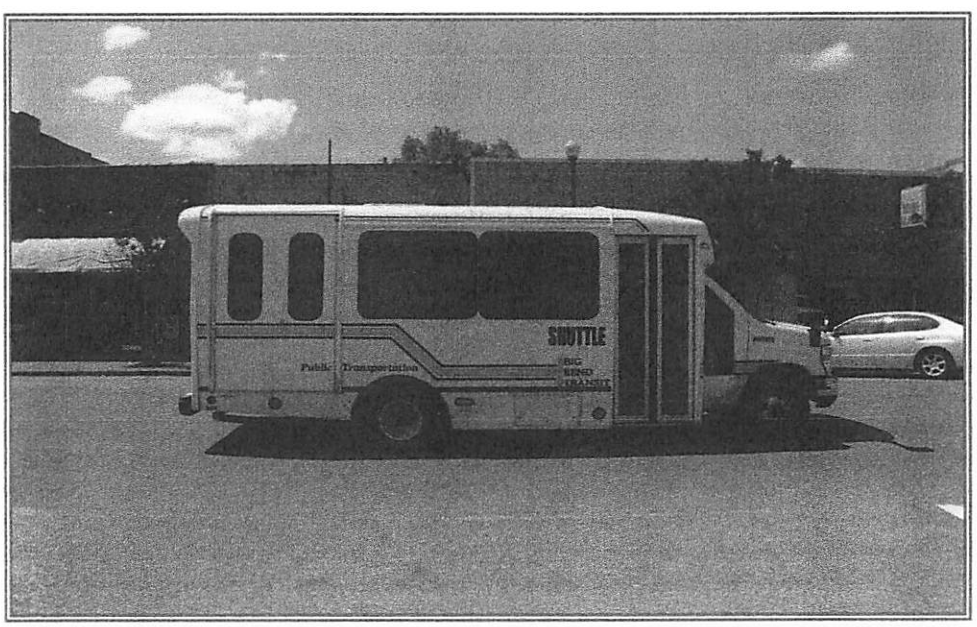
4. Consistency Review of Other Plans

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

a. Local Government Comprehensive Plan. Pursuant to Chapter 163, FS, each local government in Florida must prepare and adopt a comprehensive plan which inventories existing land uses, infrastructures, housing conditions, transportation systems, and establish goals, objectives and policies designed to manage growth. Local comprehensive plans must contain at least one or more specific objectives that would "coordinate with the plans of any appropriate resource and management plan prepared pursuant to Chapter 380, FS and approved by the Governor and Cabinet, and the Florida Department of Transportation's 5-year Transportation Plan".

b. Commission for the Transportation Disadvantaged 5 Year / 20 Year Plan. The statewide five-year plan, mandated by the Chapter 427, FS, 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.

c. Taylor County Local Coordinating Board By-Laws. The By-Laws are updated annually and approved by the Taylor County Board of County Commissioners and the Local Coordinating Board. The By-Laws meet the Board of County Commissioners policies and guidelines as well as all requirements of the Florida Commission of the Transportation Disadvantaged. The By-Laws are attached in Appendix I.



5. Public Participation

Pursuant of Chapter 427.0157, Florida Statutes, Local Coordinating Board (LCB) Membership consists of stakeholders representing appropriate governmental agencies, human services providers, users/riders, and program advocates, (*See Appendix A for current LCB Roster*). In addition, the LCB invites other stakeholders of interest, to participate and provide additional information or guidance. These stakeholders do not have voting privileges. All LCB meetings are publically advertised. Taylor County LCB holds two (2) public hearings annually to receive public input in reference to the local Transportation Disadvantaged Program and transportation needs in the community.

The Taylor County Planning Agency annually submits the roster/membership certification of the Transportation Disadvantaged Local Coordinating Board to the Commission. The membership varies periodically due to term expirations, resignations, and member's unavailability to attend meetings on a regular basis.

B. COUNTY PROFILE/DEMOGRAPHICS

Service Area Description

Taylor County has a total population of 21,870 and is one of the largest counties in the state as far as land mass with a total of 1,042 square miles. The County is designated as one of "critical economic concern" and as a "Rural Area of Opportunity" (RAO) and Rural Economic Development Initiative (REDI) community. Taylor County is located directly on the Gulf of Mexico and has one of the longest continuous coastlines in Florida at 53.2 miles. The County coastline is largely undeveloped consisting of timberlands or state owned wildlife management areas. The coastal waters adjacent to the county are part of the Big Bend National Seagrass Aquatic Preserve. The counties that border Taylor are Dixie, Lafayette, Madison, and Jefferson and are also rural counties and designated as those of "critical economic concern."

The City of Perry is the county seat and the only incorporated city in the county. Perry has a population of 6,896 with the unincorporated area having a population of 14,974. Sixty-nine percent (69%) of the County's population lives in rural unincorporated areas. Per Florida Charts and the current Census figures, there are approximately 21 persons per square mile.

The community of Steinhatchee is located at the far south end of the County and the median age is 63.7 years which is well above the County's median age of 42. Of the 17,549 adults in Taylor County, 4,304 are over the age of 65. The County's median age falls directly in line with the Florida median age which is also 42.

According to the latest Census, of the civilian non-institutionalized population in the County 21% have disabilities with 34.9% of the population over 65 having disabilities and/or self-care limitations. The aging and disabled population as well as the population density will play a key role in future transportation planning and determining mobility and transit needs. Steinhatchee is 37.9 miles from the City of Perry and the residents must travel outside the small coastal community to access medical, retail, employments, education, and commercial facilities. Steinhatchee is 43.5 miles from the nearest hospital. It will be important for future public transit planning to accommodate the needs of Steinhatchee and the outlying coastal areas which includes Keaton Beach, Dekle Beach, and Cedar Island. To the north of the City of Perry is the small community of Shady Grove which is 14 miles from medical, retail, and commercial services with 18% of the population over 65. Future transit planning should also include the needs of the Shady Grove area.

Land Use

Taylor County is a rural community with a largely undeveloped land mass of 1,042 square miles. 85% of the county is currently timberlands and is in private business or state ownership. The state lands are designated as wildlife management areas. The County is located in the Big Bend region of Florida and is also known as the Nature Coast. The majority of the County's coastline and associated estuaries are protected and included in the Big Bend National Seagrass Aquatic Preserve.

In May 2008, Taylor County Vision 2060 was adopted by the Board of County Commissioners which will be instrumental in future land use decisions concerning protecting, sustaining, and enhancing the quality of life in Taylor County. Vision 2060 was also approved by Florida Department of Economic Opportunity (FDEO) formerly known as the Department of Community Affairs (DCA). The Taylor County Vision 2060 received an Award of Excellence from the American Planning Association Florida Chapter. Adopted by ordinance Vision 2060 along with the County Comprehensive Plan will provide the County long range planning guidelines from all aspects from the development of employment hubs, to coastal residential development, to the protection of the sensitive coastal habitat and wildlife.

Transportation

Big Bend Transit (BBT) is the only public transportation provider in Taylor County which provides daily service. Transportation arrangements are made by reservation service, and the fixed rate "in town" shuttle or the contracted or set programs such as the Veterans shuttle program. The Greyhound bus stops at a local convenience store twice a day, seven days a week, to pick up passengers. The Taylor County Senior Center has a van which provides transportation to seniors who attend events at the center. Medicaid transportation is provided through managed care organizations. The Agency for Health Care Administration should be contacted for additional information regarding Medicaid transportation.

BBT transports Veterans weekly on Tuesdays to the Lake City VA Hospital and on Thursdays to the VA Hospital in Tallahassee. This program is funded by the Board of County Commissioners. BBT transports Special Needs adults to school and Special Olympics participants to practices and this is also funded by the Board of County Commissioners.

According to Department of Highway Safety and Motor Vehicles as of February 5, 2023, Taylor County has 13,623 tagged automobiles and pickup trucks. Fuel costs have risen over the last year having a significant impact on the transportation methods of our citizens, particularly our senior citizens and those with fixed incomes.

There are 15,403 licensed drivers in the County per the Department of Highway Safety and Motor Vehicles, with 50.4% of the drivers being female and 49.6% male. 4,137 (26.9%) of the licensed drivers are 65 and over, with 90 of those being over the age of 90.

The latest Census estimated 6,276 workers over the age of 16 commute to work. 84.1% drove alone and 13.9% used carpools. 1% used public transportation and 1% walked. The remaining 2.9% worked at home. The mean travel time to work in the County is 20.9 minutes.

The US 98, US 19, US 27, and US 221 are the primary routes transportation in Taylor County. In the city limits of Perry, US 221 is known as Jefferson Street. US 19 is known as Byron Butler Parkway within the city limits. The primary roads located in the south end of the County are State Road 51 and County Road 361, also known as Beach Road. As a fiscally constrained county, more than half of the roads in Taylor County are unpaved.

Major Trip Generators/Attractors

Key commercial and public facility stops of the Taylor County Public Transit users are:

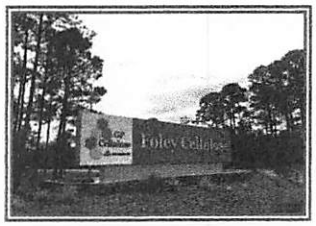
- Walmart
- Winn Dixie
- Doctors' Memorial Hospital
- Taylor County Health Department
- Taylor County Court House
- Senior Center on Ash Street
- Family Dollar
- Perry Post Office
- Big Bend Technical College
- Dollar General/Save A Lot
- Taylor County Public Library
- Taylor County High School
- Taylor County Supervisor of Elections Office
- Veterans Administration Clinic
- Jerkins Community Center
- Premier Medical Clinic
- Perrytown Apartments
- CVS
- Walgreens
- Popeye's/Burger King
- Head Start
- Taylor County High School
- DMH Plaza

Economic Information

Taylor County is designated as one of "critical economic concern" by the State of Florida and is a designated Rural Area of Opportunity (RAO) and Rural Economic Development Initiative (REDI) Community. The unemployment rate in Taylor County is currently 5.5% (September 2021) with the state average being 6.0%. The median household income in the County is $43,563 with the state average being $69,021. With that, the County's median household income is $25,458 below the state average. The per capita income is $23,401, which is well below the state average of $37,638. It is also important to note the Taylor County mean retirement income is $18,460, again well below the state average of $24,602. 20.1% of the citizens are 100% below poverty level. 32% of all children in the County live below poverty level with 35.8% of the children living in a single parent household living below poverty level. Low income households often have limited access to transportation and often have no choice other than public transit. The Board of County Commissioners currently fund the local "in town" shuttle service program with Big Bend Transit, Inc. being the service provider. The shuttle makes 27 stops on an hourly schedule 6 days a week at a cost of two dollars (2.00) per person. This has been a tremendous benefit to the community with a shuttle ridership of 12,352 in 2021. In the past the Board of County Commissioners funded the shuttle 100% with no cost for riders during the month of December and anticipates continuing this. Since 2018 the December (holiday) shuttle was funded by a local donor.

*The economic statistics and information was obtained from the latest U.S. Census Bureau figures, www.floridacharts.com, and www.bestplaces.net/economy/county/florida/taylor, www.florida/demographics.com and data.tallahassee.com

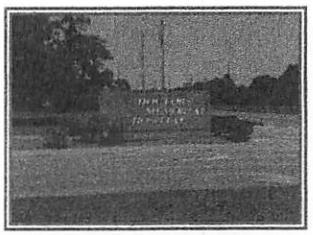
Labor
Key Employers for Taylor County



Georgia Pacific Cellulose (Pulp Mill)
One Buckeye Way, Perry, FL 32348 850-584-1121
Employees: **479**

Taylor County School Board (School)
318 North Clark Street, Perry, FL 32347 850-838-2500
Employees: **499**

Taylor County Correctional Institute (Correctional Facility)
8501 Hampton Springs Road, Perry, FL 32348 850-838-4000
Employees: **300**



Doctor's Memorial Hospital, Inc. (Hospital)
333 N. Byron Butler Parkway, Perry, FL 32347 850-584-0800
Employees: **210**

Walmart Super Center (Retail Store)
1900 Jefferson Street, Perry, FL 32348 850-223-4179
Employees: **238**

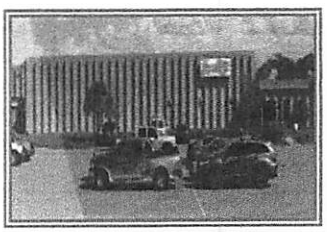
NAMMO PERRY, Inc. (Pyrotechnics)
10625 Puckett Road, Perry, FL 32348 850-584-2634
Employees: **162**



LIPPERT United Welding, Inc. (Aluminum Truck Accessories)
3201 Foley Road, Perry, FL 32348 850-584-3448
Employees: **115**

WG Yates Construction Corporation (Engineering & Construction)
3949 Contractor's Road, Perry, FL 32348 850-290-8115
Employees: **120**

RDS Manufacturing, Inc. (Aluminum Products)
PO Box 1908, Perry, FL 32348 850-584-6898
Employees: **166**



Taylor County Board of County Commissioners (County Offices)
108 N. Jefferson Street, Perry, FL 32347 850-838-3500
Employees: **129**

Super-Pufft Snacks.USA, LLC
700 Super Pufft Street, Perry, FL 32348 850-371-5364
Employees: **240**

Housing

According to the most recent U.S. Census figures the total number of occupied housing units in Taylor County was 11,174 and the average household size was 2.44. Of the occupied housing units, 8,648 are owner occupied. 34.8% of the households had individuals 65 years and over. The rental vacancy rate is minimal as rent prices in Taylor County are low compared to the Florida average. Average rent for a 2 bedroom apartment is $734 per month with the Florida average being $1,021 per month. The County rent prices are 95% less than the rest of the state. 75% of homes were constructed prior to 2000 and do not meet current Florida Building Code standards. As reflected in the statistics, a large number of households have residents who are 65 and over. This stresses the importance of the need for transit/transportation planning to ensure adequate transportation options are available for an aging population.

Health

Taylor County ranks #61 out of 67 counties in Florida for poor physical and mental health and low birth weight. Cardiovascular disease is the number one cause of death in the County with 28.9% of all deaths being heart/cardiac related. Per the CDC, Taylor County has the highest (twice the state average) Heart Failure Death Rate in the state for adults age 35 and over. The County has one of the highest death rates in Florida for strokes and diabetes with 16% of adults over 20 years old being diagnosed with diabetes. 21% of County residents smoke and 37% are considered obese, both well over the state average. 35% of the adults in Taylor County report no leisure time physical activity compared to the Florida average of 24%. Taylor County ranks 5th in the state for food insecurity and hunger. The average life expectancy for females in the County is 77.7 with the Florida average being 82. The average for males is 74.2 with the Florida average being 78.9.

The County has one hospital, Doctors' Memorial Hospital, Inc. (DMH). There are eleven medical offices and clinics. There are 18 licensed medical doctors: 2 pediatricians, 3 surgeons, 4 doctors of internal medicine, and 9 family practices. There are 4 dentists, 3 chiropractors, 3 optometrist, 3 occupational therapists, 6 physical therapists, and 248 practicing registered, practical and advanced nurses. There are no licensed psychologists in Taylor County. There is one licensed extended/skilled care facility in Taylor County which also offers physical, speech, and occupational therapy. It is important to note DMH offers no cardiac, critical, or trauma care and all of these patients must be transported out of county to Tallahassee or Gainesville. Any type of cancer treatment/care is also out of county.

Taylor County Health Department is located in the City of Perry and offers numerous health care programs to low income and those who do not receive health care due to lack of financial means. The County Health Department offers the following programs: primary care services, immunization programs, Chronic Disease Programs, HIV testing and counseling, AIDs drug and assistance program, Sexually Transmitted Disease Program, Tobacco Cessation, Family Planning Services, Healthy Start Program, and Mom Care Program. The Health Department also served as a COVID 19 testing and vaccination site.

Health issues and access to health care facilities is obviously critical to the welfare of the citizens of Taylor County. Ensuring transportation is available for the disadvantaged and elderly to access medical care and services is essential for the planning of transit services and programs in Taylor County.

The statistics and information for this section were obtained from www.countyhealthrankings.org, www.cdc.gov, www.floridacharts.com, www.bebr.ufl.edu/data/county/Taylor, www.doh.state.fl.us, www.quickfacts.census.gov., www.taylor.floridahealth.gov, and www.usafacts.org/state/taylorcounty

C. SERVICE ANALYSIS

Taylor County is a rural county designated as one of "critical economic concern" by the State of Florida and is a "Rural Area of Opportunity" and a Rural Economic Development Initiative (REDI) area. The average income is more than $10,000 below the state average. The County has one of the largest land masses in the state with a total of 1,042 square miles, with more than half of the roads being unpaved. This land is largely undeveloped being 85% timberlands. 69% of the County's population lives in the outlying areas often making it difficult to provide adequate services to the transportation disadvantaged population. To successfully provide adequate and essential transportation services to our most vulnerable citizens and the disadvantaged population it will be a necessity for the Taylor County Local Coordinating Board, Board of Commissioners, the Transportation Disadvantaged Commission, and the Community Transportation Coordinator to work closely together as a team to address mobility needs and transit demand strategies. Addressing unmet needs within the fiscal constraints of the County along with the local demographics will be essential and will assist the CTC in reaching current and future transit needs.

1. Forecast of Transportation Disadvantaged Population

Per the Forecast of General and Critical Need Transportation Disadvantaged Population spreadsheet, the County has an estimated annual growth of less than 1%. Over the next five years the County has an expected growth of 364 new residents. The current population is 21,870. It is important to note Taylor County is a fiscally constrained county and 43.1% of the population qualifies as transportation disadvantaged. The Forecast of General and Critical Need Transportation Disadvantaged Population spreadsheet for Taylor County is included in Appendix D.

2. Needs Assessment

Based on local demographics and statistics from the US Census Bureau, Florida Charts, ridership reports from the Community Transportation Coordinator, public input at the LCB meetings and annual public hearings, and direct input from current riders, the key needs over the next five to ten years will be expanding services to the outlying areas. Per the Census, the population within the City of Perry (the only incorporated town/city in Taylor County) has decreased while the population in the rural unincorporated areas has increased. The population increases have mainly been in the coastal areas. In addition to recent growth in the coastal and outlying areas, the Taylor County Comprehensive Plan 2015-2035 and Vision 2060 project a large percentage of the future residential and community development to be in the coastal areas on a corridor from Dekle Beach to Steinhatchee. The Census reflects 1,374 Veterans reside in Taylor County, many of whom are disabled and/or low income. Ensuring our disadvantaged Veterans have adequate transportation to medical facilities in Lake City, Florida and Tallahassee, Florida is also essential in our Needs Assessment. Working with TD funds and the CTC, Taylor County provides a weekly shuttle to the VA Hospital in Lake City and to the VA Medical Center in Tallahassee to Veterans. Taking this into consideration, all aspects of the Needs Assessment, the County and the CTC will target expanding services to the coastal communities and Veteran's over the next five years. The County and the CTC will work closely together researching and pursuing funding sources to provide transportation services as well as the capital purchases of vehicles and other necessary equipment. As a fiscally constrained County, funding will continue to be an ongoing issue.

3. Barriers to Coordination

As a rural, economically constrained County with a large land mass, the key barriers are travel distance and the availability of funding to provide transportation in the outlying areas. There are 542 miles of roads in Taylor County and 277.5 are unpaved which makes travel in many areas of Taylor County difficult. The coastal community of Steinhatchee, which has an estimated population of 1,800, is more than 40 miles from key services including medical care. Per the US Census figure projections, the population growth in Taylor County is anticipated to be approximately 7% from 2015-2025. Though this is not a substantial figure, per the Taylor County Comprehensive Plan and the Vision 2060 Land Development Plan adopted for Taylor County by the Florida Department of Economic Opportunity, the growth is expected in the outlying coastal areas. Historically, the coastal communities in Taylor County are comprised of an aging population with the current median age being 63.7 years. In addition, per Florida Charts 34.9% of the citizens over the age of 65 in Taylor County have disabilities and/or physical limitations.

Over the next 10 years, it will be a priority of the Taylor County Local Coordinating Board as well as the Board of Commissioners to work closely with the TD Commission and the Community Transportation Coordinator to expand services to address the transportation disadvantaged needs, especially the elderly and disabled in the outlying areas. This falls directly in line with the Goals and Objectives outlined in Section 1-D of the Service Plan.

D. GOALS AND OBJECTIVES

Taylor County Transportation Disadvantaged Program
Goals and Objectives

Statement of Mission, Goals, and Objectives

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

Local Coordinating Board Mission Statement

"To insure the availability of efficient, cost-effective and quality transportation services for transportation disadvantaged persons in Taylor County."

Goal 1: Eliminate physical barriers to the use of transportation services by elderly and the disabled and comply with the requirements of the Americans with Disabilities Act (ADA).

Objective 1.1: CTC will ensure service is provided to all persons including the elderly and those with disabilities. The CTC will also ensure the level of service provided to the elderly and to those with disabilities is equivalent to those without disabilities including but not limited to service hours, trips rates, and equipment availability.

Strategy 1.1.1: Ensure CTC and the assisting staff understands the American with Disabilities Act (ADA). Documentation of the CTC meeting ADA standards will be included in the CTC annual evaluation.

Strategy 1.1.2: CTC will train assisting staff members regarding the utilization of special equipment for the disabled as well as recognizing the abilities of persons with disabilities.

Strategy 1.1.3: CTC will ensure that alternative methods will be used for accessing transportation disadvantaged services for the elderly and individuals with disabilities (i.e. Telephone Device for Deaf (TDD), radio advertising, close captioned public service announcements, etc.)

Strategy 1.1.4: County Planning staff and/or the LCB to address any lack of service or problem with transportation or services provided to the elderly and those with disabilities quarterly or sooner if so needed.

Strategy 1.1.5: Ensure vehicles are properly equipped with features which will assist the elderly such as but not limited to, hand railing, easy to use seat belts, and easily accessible package/bag storage areas.

Strategy 1.1.6: Ensure shuttle and van drivers are properly trained to provide assistance to elderly riders if so needed.

Goal 2: Monitor the quality of service provided by the CTC and designated transportation provider ensuring transportation needs are met for all citizens.

Objective 2.1: Monitor the quality of service and maintain minimum standards.

Strategy 2.1.1: CTC will provide ridership reports and information on any complaints or grievances filed on a quarterly basis to the LCB. This will be an agenda item at each LCB meeting.

Strategy 2.1.2: On a quarterly basis the CTC will review transportation routes, pick-up locations, and other pertinent information. Make recommendation to LCB as so needed.

Strategy 2.1.3: Planning Manager and members of LCB to ride "in town" shuttle quarterly to ensure quality of service and rider needs are being met.

Objective 2.2: Maximize customer comfort and safety.

Strategy 2.2.1: Regularly inspect vendor vehicles, monitor drivers, and adhere to the drug and alcohol program, and all safety programs.

Strategy 2.2.2: Monitor safety related complaints and seek ways to minimize.

Strategy 2.2.3: Maintain and review accident records to determine future actions deemed necessary to improve the overall safety record.

Strategy 2.2.4: Ensure CTC maintains the quality of the vehicles by replacing older vehicles with high mileage or vehicles known to have recurring mechanical problems.

Strategy 2.2.5: Respond to all complaints, concerns, and suggestions concerning transportation for the disadvantaged.

Strategy 2.2.6: Establish written policies which set standards that differentiate a complaint from a grievance and how both will be addressed and resolved.

Strategy 2.2.7: Ensure that services are provided in a safe and secure manner in accordance with the CTD and FDOT standards and recommendations as well as local standards.
Strategy 2.2.8: Ensure the vendor vehicles are equipped to meet federal and state health care guidelines, such as but not limited to social distancing in an event of a pandemic or health care crisis.

Objective 2.3: Increase avenues for customers to access information on the coordinated transportation system. Ensure riders are educated on policies and rules to be followed and adhered to when using and accessing the coordinated transportation system.

Strategy 2.3.1: Provide information and training to all organizations that serve the transportation disadvantaged and disabled.

Strategy 2.3.2: Pursue marketing opportunities through community associations and clubs, and the local media.

Strategy 2.3.3: Ensure that all websites and other electronic media in reference to the program are compliant with Section 508 of the Rehabilitation Act, as amended in 1998.

Strategy 2.3.4: Inform riders of program changes: if at all possible, riders should be informed of program changes prior to the change.

Objective 2.4: Continuity of Operations

Strategy 2.4.1: Develop plans for the continuity of operations in the event of a natural disaster (such as a hurricane), health care disaster, or other national disaster that may impact transportation for the disadvantaged.

Strategy 2.4.2: Working closely with the CTC, Taylor County Emergency Operations and First Responders, and other applicable agencies to develop a system for the safe transport of the disadvantaged in the event of a disastrous situation and also ensure for the safety of drivers and operators.

Goal 3: Assure quality, cost-effective transportation disadvantaged services

Objective 3.1: Assess the needs of the local population using ridership reports and information on demographics.

Strategy 3.1.1: Collect transportation disadvantaged needs data and projections

Strategy 3.1.2: Identify major trip generators and attractors in the County being accessed or potentially accessed.

Strategy 3.1.3: Develop a profile on the transportation disadvantaged population in Taylor County.

Strategy 3.1.4: Working closely with the CTC, adjust "in town" shuttle pick-up locations as needed to ensure cost-effective and efficient services.

Strategy 3.1.5: Continue to monitor the costs per trip and work to operate as efficiently as possible.

Strategy 3.1.6: Annually review trip rates to ensure the program is being operated as efficiently and effectively as possible.

Strategy 3.1.7: Assist and advise CTC in providing transportation programs that are consumer-oriented and maximize the use of vehicles to eliminate duplication of service without inconveniencing the rider. The LCB to review as so needed.

Strategy 3.1.8: Expand local transportation programs to include a weekly shuttle service from the coastal community of Steinhatchee to Perry. Also, possibly from the small rural community of Shady Grove located on the north end of the County to Perry.

Goal 4: Ensure program accountability with State and Federal requirements for transportation disadvantaged planning.

Objective 4.1: Continue to coordinate transportation services with the CTC and the County.

Strategy 4.1.1: Prepare and submit an Annual Operations Report (AOR) to the CTC on all TD operations coordinated by the CTC (Big Bend Transit).

Strategy 4.1.2: Prepare and submit an Annual Expenditure Report (AER).

Strategy 4.1.3: Monitor Coordination Agreements with contractors if so applicable.

Strategy 4.1.4: Continue to provide quarterly reports and updates to the LCB.

Strategy 4.1.5: Review and update Transportation Disadvantaged Service Plan (TDSP) annually. Update and amend TDSP as so needed to comply with all requirements, goals, and standards of the TD Commission and the Taylor County Board of Commissioners.

Strategy 4.1.6: Update Grievance Procedures annually and include in the TDSP update.

Strategy 4.1.7: Update LCB By-Laws annually and include in the TDSP update.

Goal 5: Secure additional funding to meet the transportation disadvantaged needs and goals in Taylor County.

Objective 5.1: Investigate and pursue all available funding opportunities at the federal, state, and local levels for programs or projects that serve the transportation disadvantaged.

Strategy 5.1.1: Identify and pursue opportunities for private sector participation and public/private partnerships for funding assistance opportunities for the local transportation program.

Strategy 5.1.2: Apply for FDOT Service Development funds, 5310 and 5311 Grants, Shirley Conroy Rural Area Assistance Program funds, or similar funds for the implementation of new and expanded projects and programs for the community.

Strategy 5.1.3: Apply for funds for the implementation of projects that support transportation to employment and/or employment-related activities, and schools, colleges, and educational facilities.

Strategy 5.1.4: Work with the CTD, the Florida Legislature, FDOT, and FTA to receive sufficient funding to meet the service demands of the Transportation Disadvantaged community.

Strategy 5.1.5: Review and evaluate fares on a regular basis to ensure customers contribute to maintaining the system within reasonable means.

Objective 5.2: Work closely with the Board of Commissioners and the public to secure dedicated funding for various local programs which are funded with TD funds and a local match.

Strategy 5.2.1: Educate the Board of Commissioners, local decision makers, and general public on the importance of public transportation and the need for local financial support.

Strategy 5.2.2: Prepare and submit annual budget requests to the Board of Commissioners seeking ongoing funding and support for county funded transportation programs. This includes programs funded in part with TD funds which require a local match.

Strategy 5.2.3: Hold an annual public hearing at a Board of Commissioners meeting to ensure the Board understands the importance of the program and how many citizens are served by the program.

SECTION II SERVICE PLAN AND STANDARDS

A. OPERATIONS

The operations element is a profile of the Taylor County coordinated transportation system. This element is intended to provide basic information about the daily operations of Big Bend Transit and its contracted transportation operators.

1. TYPES, HOURS, AND DAYS OF SERVICE

Advance Reservation	Within Taylor-County	Curb to Curb Door to Door(on exception)	Ambulatory Wheelchair	24 Hour Advance Notice	Monday-Saturday 6:00 a.m. to 6:00 p.m.
Evacuation	Within Taylor County	Door to Door	Ambulatory Wheelchair	Service provided according to agreement.	Service provided according to agreement.
Fix Route	Within Perry city limits	Curb to Curb	Ambulatory Wheelchair	Daily (Perry Shuttle)	Monday through Friday

BARIATRIC TRANSPORTATION

Transportation Disadvantaged Program: Big Bend Transit is required to transport all "common wheelchairs. A common wheelchair is defined as a device which does not exceed 30 inches in width and 48 inches in length measured two inches above the ground and does not weigh more than 600 pounds when occupied. Wheelchairs that exceed these dimensions and weight may not to be transported.

HOURS AND DAYS OF SERVICE

Transportation Disadvantaged Program: Monday through Saturday, 6:00 a.m. to 6:00 p.m. excluding holidays

HOLIDAYS

Transportation Disadvantaged Program sponsored service will not be provided on the following observed holidays.

Thanksgiving Day
Christmas Day
New Year's Day

Non-Emergency Transportation Program sponsored service except for **urgent care** service will not be provided on the following observed holidays:

Thanksgiving Day
Christmas Day
New Year's Day

Martin Luther King, Jr.'s Birthday
Memorial Day
Independence Day
Labor Day

2. ACCESSING SERVICES

Office Hours
Big Bend Transit's office hours are Monday through Friday, 8:00 a.m. to 5:00 p.m.

PHONE NUMBER

Transportation Disadvantaged Program: (850) 584-5566 or Florida Relay Service at 1-800-955-8711 for TDD access

ADVANCE NOTIFICATION TIME

Transportation Disadvantaged Program -Trip reservations must be placed by 2:00 p.m. the day before travel and no more than 14 days in advance of the day of travel. Trips are scheduled Monday through Friday from 8:00 a.m. to 5:00 p.m.

TRIP CANCELLATION PROCESS

Trip cancellations shall be made to Big Bend Transit a minimum of two (2) hours prior to the earliest pick-up time. A "no show" will be charged to passengers who do not cancel trips a minimum of two (2) hours prior to their pick-up time. Hours for cancelling service are Monday through Friday 6:00 a.m. to 6:00 p.m.

NO-SHOW POLICIES

Transportation Disadvantaged Program - Trips must be cancelled a minimum of two hours before the scheduled pick-up time. If trips are not cancelled at least two hours in advance, the passenger will be considered a no-show. Cancellations at the door will be considered no-shows. If an individual is charged with frequent no-shows, they may be temporarily suspended from service.

On the first "no-show," the driver will leave a "no-show" notice on the client's door. On the second "no-show" occurrence, a letter of warning will be sent from the Community Transportation Coordinator. If a third infraction occurs within 60 days, the Community Transportation Coordinator will send a letter notifying the client that they have been suspended from service for a 30 day period. When the client is again reinstated to the program, and if three (3) infractions occur within 60 days, the suspension will be 45 days. When the client is again reinstated to the program and if three (3) infractions occur within 60 days, the suspension will be 60 days.

TRANSPORTATION DISADVANTAGED PROGRAM ELEGIBILITY

Big Bend Transit will determine through an eligibility application process whether an individual is unable to transport themselves or purchase transportation. Individuals who do not have an operational vehicle in the household; the ability to operate a vehicle; or the ability to find transportation from other sources are considered eligible for Transportation Disadvantaged Program services. Individuals who are unable to purchase transportation will also be considered for Transportation Disadvantaged program eligibility.

A copy of the Eligibility Status Application Form is included in Appendix B. Criteria which will be used to determine TD eligibility includes:

- Physical or mental disability of rider
- Income status
- Age
- Rider's ability to transport themselves
- Rider's ability to purchase transportation services

Transportation Disadvantaged Program sponsored services are provided on a first-come, first served basis. Service sponsored by the Transportation Disadvantaged Program may be denied if there are insufficient funds to provide that service.

TRANSPORTATION DISADVANTAGED TRIP PRIORITIES

Big Bend Transit in cooperation with the Coordinating Board has established the following trip priorities for the use of the Transportation Disadvantaged Trust Funds:

- Life Sustaining Medical Trips
- Employment Trips
- Essential Business Trips
- Education/Training Trips
- Nutrition/Meal site Trips
- Recreational/Social Trips

3. TRANSPORTATION OPERATORS AND COORDINATION CONTRACTORS

Big Bend Transit is a sole source provider.

4. PUBLIC TRANSIT UTILIZATION

Not applicable.

5. SCHOOL BUS UTILIZATION

Currently, there is no need to use school buses at this time. If Big Bend Transit determines a need to use school buses in the future, the Taylor County School Board will be contacted for assistance.

6. VEHICLE INVENTORY

Big Bend Transit's vehicle inventory is shown as Exhibit E-1.

7. SYSTEM SAFETY PROGRAM CERTIFICATION

Big Bend Transit's System Safety Program Plan Certification is shown as Exhibit E-2.

8. INTER-COUNTY SERVICES

Big Bend Transit provides regular scheduled and non-scheduled inter-county transportation services. Big Bend Transit participates when operationally and cost effective in inter-county service routes operated by adjacent Community Transportation Coordinators.

9. NATURARL DISASTER/EMERGENCY PREPAREDNESS

Upon request, and on a capacity available basis, Big Bend Transit enters into disaster/emergency transportation assistance agreements with residential facilities to provide ambulatory and non-ambulatory transportation services.

10. MARKETING

The availability of Big Bend Transit transportation services will continue to be promoted through general and specific distribution of informational materials at locations which concentrate eligible population activity.

11. ACCEPTABLE ALTERNATIVES

There have been no acceptable alternatives for the provision of transportation service identified in Taylor County.

12. 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 Florida Commission for the Transportation Disadvantaged approved standards. These standards include:

DRUG AND ALCOHOL POLICY

Rule 41-2.006 (4) (a), F.A.C.: 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.

Local Policy: Big Bend Transit shall comply with his standard.

TRANSPORT OF ESCORTS AND DEPENDENT CHILDREN

Rule 41-2.006 (4) (b), F.A.C.: An escort of a passenger and dependent children are to be transported as locally negotiated and identified in the local Service Plan.

Local Policy: Children under age 12 will be required to be accompanied by an escort. Escorts must be provided by the passenger. Escorts must be able to provide the necessary assistance to the passenger. Escorts will be transported at the regular rate.

USE, RESPONSIBILITY, AND COST OF CHILD RESTRAINT DEVICES

Rule 41-2.006 (4) (c), F.A.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.
Local Policy: All passengers under the age of 4 and/or under 50 pounds will be required to use a child restraint device. This device will be provided by the passenger.

PASSENGER PROPERTY

Rule 41-2.006 (4) (d), F.A.C.: Passenger property that can be carried by the passenger and/or driver in one trip and can be safely stowed on the vehicle, shall be allowed to be transported with the passenger at no additional charge. Additional requirements may be negotiated for carrying and loading rider property beyond this amount. Passenger property does not include wheelchairs, child seats, stretchers, secured oxygen, personal assistive devices, or intravenous devices.

Local Policy: Passengers shall be allowed to have two pieces of personal property which they can place in their lap. Passengers must be able to independently carry all items brought onto the vehicle.

LOCAL TOLL FREE NUMBER

Rule 41-2.006 (4) (f), F.A.C.: A local toll free phone number for complaints or grievances shall be posted inside the vehicle. The Transportation Disadvantaged 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 Transportation Disadvantaged Helpline phone number.

Local Policy: Big Bend Transit shall comply with this standard.

OUT-OF-SERVICE AREA TRIPS

Rule 41-2.006 (4) (g), F.A.C.: 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.

Local Policy: Inter-county services between Taylor and Leon Counties is available weekly. Other inter-county services are provided when available.

VEHICLE CLEANLINESS

Rule 41-2.006 (4) (h), F.A.C.: Interior of all vehicles shall be free of dirt, grime, oil, trash, torn upholstery, damaged or broken seats, protruding metal or other objects or materials which could soil items placed in the vehicle or provide discomfort for the passenger.

Local Policy: All vehicles shall be cleaned (interior and exterior) on a regular schedule (daily).

BILLING REQUIREMENTS

Rule 41-2.006 (4) (I), F.A.C.: 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 seven (7) calendar days to subcontractors, after receipt of said payment by the Community Transportation Coordinator, in accordance with Section 287.0585, Florida Statutes.
Local Policy: Big Bend Transit shall comply with his standard.

PASSENGER/TRIP DATABASE

Rule 41-2,006 (4) (j), F.A.C.: Passenger/trip data base must be maintained or accessible by the Community Transportation Coordinator on each rider being transported within the system.

Local Policy: Big Bend Transit shall comply with this standard.

ADEQUATE SEATING

Rule 41-2.006 (4) (k), F.A.C.: 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 searing 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.

Local Policy: Big Bend Transit shall comply with this standard.

DRIVER IDENTIFICATION

Rule 41-2.006 (4) (l), F.A.C.: 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 specific passengers, 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.

Local Policy: Big Bend Transit shall comply with this standard.

PASSENGER ASSISTANCE

Rule 41-2.006 (4) (m), F.A.C.: The paratransit driver shall provide the passenger with boarding assistance, if necessary or requested, to the seating portion of the vehicle. The boarding assistance shall include opening the vehicle door, fastening the seat belt or wheelchair securement devices, storage of mobility assistive devices and dosing the vehicle door. In the door-through-door paratransit service category, the driver shall be required to open and dose 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 wheelchairs up or down more than one step, unless it can be performed safely as determined by the passenger, guardian and driver.

Local Policy: Drivers are not permitted individually to assist persons in wheelchairs up or down more than one step, through grass or sand or an include of more than 8.33% (1:12 slope).

SMOKING, EATING, AND DRINKING

Rule 41-2.006 (4) (n), F.A.C.: 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.

Local Policy: The use of tobacco products on vehicles is prohibited. Eating and drinking on board the vehicle is also prohibited

PASSENGER NO-SHOWS

Rule 41-2.006 (4) (o), F.A.C.: 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.

Local Policy: Passenger no-shows are defined as trips not cancelled a minimum of two (2) hours prior to the scheduled pick-up time. Passengers shall be notified if they are considered a no-show.

TWO-WAY COMMUNICATIONS

Rule 41-2.006 (4) (p), F.A.C.: 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.

Local Policy: All vehicles shall have two-way radios.

AIR CONDITIONING/HEATING

Rule 41-2.006 (4) (q), F.A.C.: 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.

Local Policy: Big Bend Transit shall comply with this standard.

FIRST AID

Rule 41-2.006 (4) (r), F.A.C.: First Aid policy shall be determined locally and provided in the local Transportation Disadvantaged Service Plan.

Local Policy: All drivers shall be certified in First Aid.

CARDIOPULMONARY RESUSCITATION

Rule 41-2.006 (4) (s), F.A.C.: Cardiopulmonary resuscitation policy shall be determined locally and provided in the local Transportation Disadvantaged Service Plan.

Local Policy: All drivers shall be certified in cardiopulmonary resuscitation.

DRIVER CRIMINAL BACKGROUND SCREENING

Rule 41-2.006 (4) (t), F.A.C.: Driver background screening shall be determined locally, dependent up on purchasing agencies' requirements and provided in the local Transportation Disadvantaged Service Plan.

Local Policy: All drivers in the coordinated system shall meet Level 2 criminal background screening requirements in accordance with Chapter 435, Florida Statutes.

FIXED ROUTE TRANSIT UTILIZATION

Rule 41-2.006 (4) (u), F.A.C.: 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.

Local Policy: Big Bend Transit shall comply with this standard.

PICK-UP WINDOW

Rule 41-2.006 (4) (v), F.A.C.: 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.

Local Policy: There is a ninety (90) minute pick-up window in place for all intra-county trips based on the arrival time of the passenger. There is sixty (60) minute pick-up window in place for all intra-county trips based on the departure time of the passenger.

ON-TIME PERFORMANCE

Rule 41-2.006 (4) (w), F.A.C.: The Community Transportation Coordinator and 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 part of the Community Transportation Coordinator's evaluation of its contracted operators and the local Coordinating Board's evaluation of the Community Transportation Coordinator.

Local Policy: Big Bend Transit will have a 90 percent on-time performance rate for all completed trips. On-time performance will be measured by random sampling of trips.

ADVANCE RESERVATION REQUIREMENT

Rule 41-2.006 (4) (x), F.A.C.: 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

Local Policy: There shall be a 24 hour notice requirement for all other trips scheduled within the coordinated system, except under special circumstances.

SAFETY

Rule 41-2.006 (4) (y), F.A.C.: 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 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.

Local Policy: There shall be no more than 1.2 chargeable accidents per 100,000 miles during the evaluation period.

RELIABILITY

Rule 41-2.006 (4) (z), F.A.C.: 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

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

PASSENGER CODE OF CONDUCT

For everyone's safety, drivers and riders of the system are expected to act in an appropriate manner at all times and abide by the policies of Big Bend Transit.

- Riders shall be ready to board the vehicle within 5 minutes of its arrival.
- Riders shall be prepared to share their ride with other passengers.
- No person may eat, drink or smoke on board any vehicle.
- No passenger may operate or tamper with any equipment on board any vehicle.
- Riders may not have radios, cassette tape players, CD players or other sound generating devices in operation while on board a vehicle, UNLESS it is connected to a headset.
- Disruptive behavior, which results in a distraction to the driver is deemed a safety hazard. Such behavior will not be tolerated and shall be grounds for suspension of transportation privileges.

VERBAL ABUSE

Verbal abuse by a rider against staff, drivers or other clients will not be tolerated. Verbal abuse includes but is not limited to use of profanity, obscene gestures, yelling or screaming. Riders who verbally abuse staff, drivers or other clients may be suspended from service.

PHYSICAL ABUSE

Physical abuse of either a rider to another rider or rider to a driver will not be tolerated. Physical abuse includes but is not limited to grabbing, hitting or touching. Such abuse shall be deemed as assault. In such cases, the local police shall be notified, and the rider shall be issued a notice of suspension from service.

SUBSTANCE ABUSE

No passenger who is under the influence of alcohol or illegal drugs will be transported. If a passenger is scheduled to be returned home and they are under the influence, they will be required to find alternative means of transportation. If a pattern of such behavior **exists, a** suspension of transportation privileges shall be invoked.

PENALTIES

The following penalties shall apply to service sponsored by Florida's Transportation Disadvantaged Program.

Verbal Abuse

First offense - written warning
Second offense - one week suspension of services Third offense - 30 day suspension of services Fourth offense - 90 day suspension of services Fifth offense - permanently removed from service

Physical Abuse

First offense - Big Bend Transit will issue a written notice of suspension for 90 days by certified mail. The notice will advise the rider that Big Bend Transit intends to suspend his or her riding privileges and the reason for such action.

Second offense - 180 day suspension of services Third offense - permanently removed from service

APPEALS

A rider has ten (10) calendar days from the date of issuance of suspension notice to request a reconsideration hearing on the suspension. If a reconsideration hearing is requested, the hearing will be held by the Gadsden County Transportation Disadvantaged Coordinating Board Grievance Committee if the suspension involves transportation provided under Florida's Transportation Disadvantaged Program. All requests for reconsideration must be in writing and delivered to:

Big Bend Transit, Inc.
P.O Box 1721
Tallahassee, Florida 32302

The written request must include the name and address of the person who is requesting the hearing and a statement as to why his or her riding privileges should not be suspended. If the request is not received within ten (10) calendar days from the issue date of the suspension, then the suspension becomes effective ten (10) calendar days from the date of issue. Upon receipt of letter requesting the reconsideration hearing, a hearing shall be held within 10 working days. Gadsden County Board of Commissioners staff will advise the person requesting the reconsideration hearing by return correspondence of the date, time and location of the hearing.

The person will be given the opportunity to present the reasons why they believe the suspension should not take place. The Gadsden County Transportation Disadvantaged Coordinating Board Grievance Committee will make a recommendation whether or not to uphold the suspension. A written statement of the recommendation shall be forwarded to the person requesting the hearing within two (2) working days after the hearing by the Grievance Committee. A written statement of the decision whether or not to uphold the suspension shall be forwarded by certified mail within two (2) working days by Big Bend Transit to the person requesting the hearing.

15. COMPLAINTS

It is the goal of the Community Transportation Coordinator (Big Bend Transit-BBT) as well as the Local Coordinating Board to provide the best transportation services possible. Resolving and addressing complaints immediately is a priority. The Big Bend Transit and TD Helpline contact numbers are posted in a visible location in all CTC transport vehicles. Big Bend Transit has a formal complaint form which is provided to any rider or their representatives when so requested. The complaint form incorporates all elements of the CTD's Uniform Service Reporting Guidebook. If the passenger complaint cannot be resolved by the CTC in compliance with TD and local standards, the Grievance Procedures included in Appendix C will be followed. A copy of the Big Bend Transit Complaint Form is also included in Appendix C.

B. COST REVENUE ALLOCATION AND RATE STRUCTURE JUSTIFICATION

The CTC is required to prepare Rate Model Worksheets annually. The Rate Model Worksheet is approved by the Local Coordinating Board (LCB) and the Transportation Disadvantaged (TD) Commission. In addition to the Rate Model Worksheets, the CTC prepares and Annual Operations Report which again reflects rates and expenditures and this is also approved by the LCB and the TD Commission. The current Rate Model Worksheets are shown in Appendix H and the Annual Operations Report is shown in Appendix G.

The operations element is a profile of the Taylor County coordinated transportation system. This element is intended to provide basic information about the daily operations of Big Bend Transit and its contracted transportation operators.

LOCAL COORDINATING BOARD MEMBERSHIP CERTIFICATION

The Taylor County Transportation Disadvantaged Planning Office and LCB, located at 201 E. Green Street, Perry, Florida, 32347, hereby certifies the following:

1. The membership of Local Coordinating Board (LCB), established pursuant to Rule-412.012(3), Florida Administrative Code (F.A.C), does in fact represent the appropriate parties as identified on the membership roster; and
2. The membership represents, to the maximum extent feasible, a cross section of the local community.

Signature:_____ Date:_____

MEMBERSHIP ROSTER OF THE LOCAL COORDINATING BOARD

Name	Designation	Position
Pam Feagle	Taylor Co. BOCC	Chairman
Edward Cullaro	Elderly (Over 60)	Primary
Open	Elderly (Over 60)	Alternate
Theresa Copeland	Economically Disadvantaged	Primary
Open	Economically Disadvantaged	Alternate
Lauren Adams	FDOT	Primary
Janell Damato	FDOT	Alternate
Leslee Sunderland	Disabled	Primary
Mary Wallace	Disabled	Alternate
Kristie Lutz	Department of Health	Primary
Martine Young	Department of Health	Alternate
Kohatha Vaughn	Department of Health	Alternate
Diane Head	Career Source North Florida	Primary
Anthony Jennings	Career Source North Florida	Alternate
Rhonda Brooks	Children at Risk	Primary
Tremmie Robinson	Children at Risk	Alternate
Jill Rudd	Taylor County School Board	Primary
Betsey Stephens	Taylor County School Board	Alternate
Deweece Ogden	FAHCA Medicaid	Primary
Andrew Singer	FAHCA Medicaid	Alternate
Pamela Hagley	FAHCA Medicaid	Alternate
Rose Rucks	Advocate	Primary
Ward Ketring	Advocate	Alternate
Denny Knight	Veterans	Primary
Open	Veterans	Alternate
Geraldine Sparrow	Vocational Rehab	Primary
Open	Vocational Rehab	Alternate
Sheryl Dick-Stanford	APD	Primary
Open	APD	Alternate
Jami Evans	Taylor Co. BOCC.	PGM – Non-voting member
Shawn Mitchell	Big Bend Transit Inc.	Non-voting member
Robert Adams	Big Bend Transit Inc.	Non-voting member

APPENDIX A

LOCAL COORDINATING BOARD MEMBERSHIP CERTIFICATION

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Open	Economically Disadvantaged	Alternate
Lauren Adams	FDOT	Primary
Janell Damato	FDOT	Alternate
Leslee Sunderland	Disabled	Primary
Mary Wallace	Disabled	Alternate
Kristie Lutz	Department of Health	Primary
Martine Young	Department of Health	Alternate
Kohatha Vaughn	Department of Health	Alternate
Diane Head	Career Source North Florida	Primary
Anthony Jennings	Career Source North Florida	Alternate
Rhonda Brooks	Children at Risk	Primary
Tremmie Robinson	Children at Risk	Alternate
Jill Rudd	Taylor County School Board	Primary
Betsey Stephens	Taylor County School Board	Alternate
Deweece Ogden	FAHCA Medicaid	Primary
Andrew Singer	FAHCA Medicaid	Alternate
Pamela Hagley	FAHCA Medicaid	Alternate
Rose Rucks	Advocate	Primary
Ward Ketring	Advocate	Alternate
Denny Knight	Veterans	Primary
Open	Veterans	Alternate
Geraldine Sparrow	Vocational Rehab	Primary
Open	Vocational Rehab	Alternate
Sheryl Dick-Stanford	APD	Primary
Open	APD	Alternate
Jami Evans	Taylor Co. BOCC.	PGM – Non-voting member
Shawn Mitchell	Big Bend Transit Inc.	Non-voting member
Robert Adams	Big Bend Transit Inc.	Non-voting member

JAMIE ENGLISH
District 1

JIM MOODY
District 2

MICHAEL NEWMAN
District 3

PAM FEAGLE
District 4

THOMAS DEMPS
District 5

TAYLOR COUNTY
BOARD OF COUNTY COMMISSIONERS

GARY KNOWLES, Clerk
Post Office Box 620
Perry, Florida 32348
(850) 838-3506 Phone
(850) 838-3549 Fax

LAWANDA PEMBERTON, County Administrator
201 East Green Street
Perry, Florida 32347
(850) 838-3500, extension 7 Phone
(850) 838-3501 Fax

CONRAD C. BISHOP, JR., County Attorney
Post Office Box 167
Perry, Florida 32348
(850) 584-6113 Phone
(850) 584-2433 Fax

TRANSPORTATION DISADVANTAGED SERVICE PLAN
LOCAL COORDINATING BOARD
ROLL CALL VOTE
TDSP 2021-2026 Update 1

REPRESENTATION	MEMBER	VOTED FOR	VOTED AGAINST	ABSENT FROM VOTING
1. Chairperson (Taylor Co. BOCC)	Pam Feagle			
2. Elderly (Over 60)	Edward Cullaro			
3. Economically Disadvantaged	Theresa Copeland			
4. FDOT	Lauren Adams			
5. Disabled	Leslee Sunderland			
6. Department of Health	Kristi Lutz			
7. Career Source North Florida	Diane Head			
8. Children at Risk	Rhonda Brooks			
9. Taylor County School Board	Jill Rudd			
10. FAHCA Medicaid	Deweece Ogden			
11. Advocate	Ward Ketring			
12. Veterans	Denny Knight			
13. Vocational Rehab	Geraldine Sparrow			
14. APD	Sheryl Dick-Stanford			

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

March 9, 2023
Date

Coordinating Board Vice-Chairperson

Approved by the Commission for the Transportation Disadvantaged

Date

Executive Director

JAMIE ENGLISH
District 1

JIM MOODY
District 2

MICHAEL NEWMAN
District 3

PAM FEAGLE
District 4

THOMAS DEMPS
District 5

TAYLOR COUNTY
BOARD OF COUNTY COMMISSIONERS

GARY KNOWLES, Clerk
Post Office Box 620
Perry, Florida 32348
(850) 838-3506 Phone
(850) 838-3549 Fax

LAWANDA PEMBERTON, County Administrator
201 East Green Street
Perry, Florida 32347
(850) 838-3500, extension 7 Phone
(850) 838-3501 Fax

CONRAD C. BISHOP, JR., County Attorney
Post Office Box 167
Perry, Florida 32348
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TAYLOR COUNTY
LOCAL COORDINATING BOARD
FOR THE TRANSPORTATION DISADVANTAGED

LOCAL COORDINATING BOARD MEMBERSHIP

Name	Designation	
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Open	APD	
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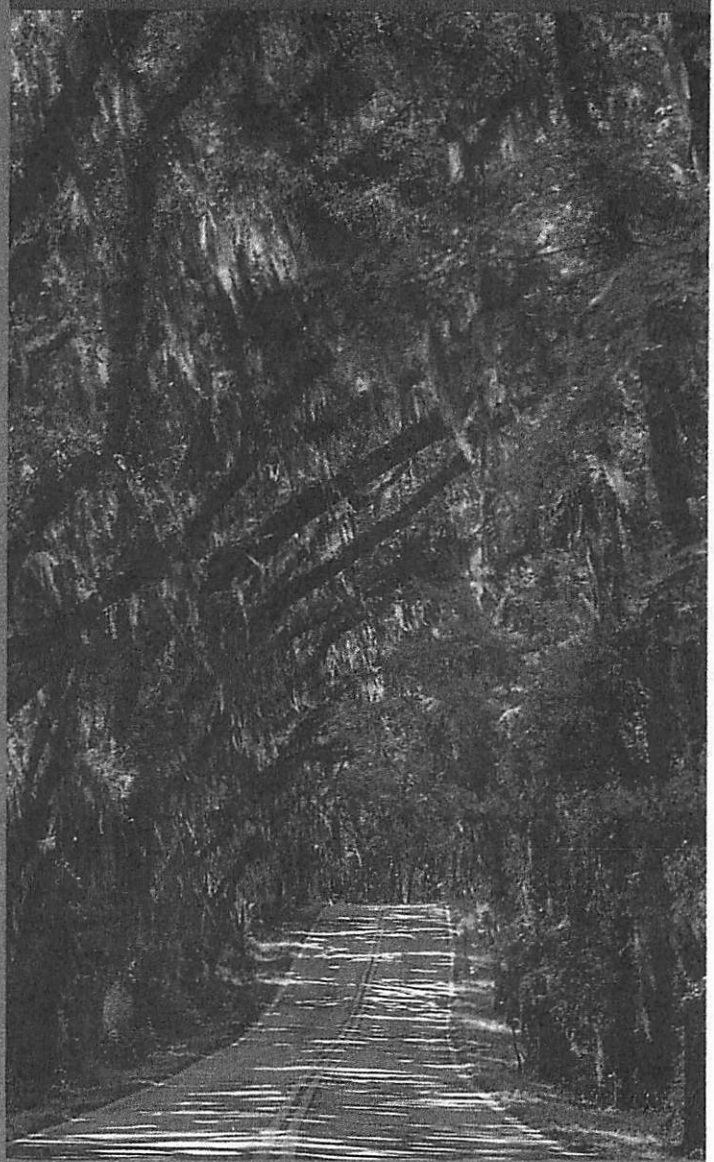
Shawn Mitchell	Big Bend Transit Inc.	Non-voting member
Robert Adams	Big Bend Transit Inc.	Non-voting member

APPENDIX B

BIG BEND TRANSIT



MY RIDE GUIDE

Florida Relay Service at
1-800-955-8711
Provides TDD Accessiblity

Accessible formats are available upon request

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Reservations/Scheduling

Trip reservations can be scheduled anywhere from one day and up to three days in advance. Customer Service Representatives are available five days a week from 8:00 am to 5:00 pm to schedule a ride. If you have an e-mail address, you may alternatively schedule your trips electronically using a smart phone, tablet, or computer. Easily view and manage pending or accepted ride requests. Electronic ride requests must also be submitted no later than 2PM the previous business day. Reservations must be made no later than 2:00 pm the day before a scheduled trip.

BBT does NOT offer same day service. Same day changes to a pick-up or drop-off time and address **cannot** be made. Therefore, be sure to have the correct information when scheduling a trip.

For cancellations and inquires, Customer Service Representatives are available Monday - Friday from 6:00 am to 6:00 pm; and on weekends and holidays from 8:00 am to 5:00 pm.

Be Prepared!

Be prepared to provide the following information:

1. First and last name.

2. Date of travel.

3. The time you would like to be picked up OR the time you need to reach your destination.

4. Complete pick-up address, including an apartment number, suite number, gate or security code, building identification, zip code and telephone number. Note: Same day changes to a pickup time or address cannot be made, so make sure the trip information is correct.

5. Complete destination address, including building, suite or apartment number, zip code and telephone number. Note: Same day changes to a return time or address cannot be made, so make sure that the trip information is correct.

6. Be sure to inform the Customer Service Representative if a personal care attendant (PCA), escort (special needs if any) service animal and/or companion or child will accompany the rider.

7. Inform the Customer Service Representative at the time of reservation if you are traveling with an assistive device, such as a wheelchair, scooter, walker, cane, oxygen tank, etc.

Confirming Trips

Trips will be confirmed at the time you make your reservation(s). Please verify dates, times and addresses before ending the call to ensure the accuracy of your scheduled trip.

BBT Vehicle Types

BBT uses a variety of branded vehicle types including lift-equipped vans and mini-vans with ramps that meet the Federal ADA Regulations. Rides will be scheduled based upon which vehicle best meets service needs.



On Board Ride Times

The average trip length can be 60 minutes or more. A trip may exceed or fall below that average depending on the circumstances.

Trip Pick Up Points

Where to Wait for your Ride

Operators will assist you to and from the threshold of a building. Operators must maintain physical sight of the vehicle at all times, and are not permitted to enter beyond the threshold or ground level of any building. If a rider will need assistance exiting the pick-up location, a companion or personal care attendant should travel with the rider in order to provide assistance.

Door-to-door service **DOES NOT** include any of the following:

- Assisting passengers on unsafe or steeply inclined mobility ramps or stairs
- Entering beyond the door threshold
- Locking/unlocking doors or activating/deactivating house alarms
- Loading/unloading personal items (child car seats will not be loaded/unloaded either)

If a rider cannot be left unattended (as a result of his or her age, disability or impairment), a companion or personal care attendant is required to receive the passenger upon the vehicle's arrival.

Apartments/Office Complexes

When scheduling your trip, please provide Customer Service with a specific building name and/or number within the complex.

The operator will pick up the rider at that specific building. If a rider's building is located within a gated community and requires special entry, be sure to provide Customer Service with an entry code, or, notify the security office to arrange entry for the Para-transit vehicle before pick-up time.

If the rider does not arrange entry, and the vehicle is unable to enter the pick-up area, the rider will be considered a No-Show. (*See NO-SHOWS)



Nursing Homes

Riders with pick-ups at nursing homes should meet the operator in front of the main lobby.

Operators are not permitted to go to rooms to pick up riders. Operators cannot assist riders in and out of a nursing home. Nursing home staff should be ready to assist the individual in or out of the building if necessary. Riders will be dropped off in front of the main lobby of the nursing home.

Adult Program/ Day Care Centers

Operators will make all attempts to secure standard wheelchairs and scooters. If a wheelchair or scooter exceeds the normal size, the operator may ask the rider to transfer to a seat, as it may be difficult to safely secure the passenger within the mobility device. It is the rider's choice to transfer or to remain in his or her mobility device.

Hospitals

Unless otherwise requested by the patron, the default drop-off location at all hospitals will be at the main entrance of the facility. The patron may request another drop off location if there is a safe place at an entrance nearer to the office he/she will be visiting. Please keep in mind that, unless a specific pick-up location is requested, the pick-up location for the return trip will default to the main hospital entrance.

Shopping Malls

When scheduling a trip to a shopping mall, the patron must specify the exact store entrance nearest to the street where he/she wishes to be dropped off and picked up (for example "Macy's East side entrance" or "food court entrance").

The default drop-off and pick-up locations will be at the street entrance nearest to the food court. Should the patron wish to be picked up for his/her return trip at any entrance other than the default location, the patron must request the pick-up location nearest to the street when scheduling a trip.

Vehicle Arrival - 5 Min Late Rule/Window Time

Transit operators will wait 5 minutes for a rider to board the vehicle when arriving within the 30-minute ready-time window. If a rider does not board the vehicle within the 5-minute wait time, the operator by dispatch directions will mark the rider as a No-Show and will depart the location.

BBT is not required to call the rider when the vehicle arrives or before leaving the pick-up location. Riders are expected to be ready to board the vehicle upon its arrival. When the vehicle arrives, you are required to present exact fare or a valid coupon. Please note: The operator cannot take you to your requested destination without the required fare.

Vehicle Is Late - Next Step

If the vehicle has not arrived by the end of your 30-minute pick-up window, please call your local Customer Service Representatives at:

Jefferson County—850-997-1323
Leon County—850-574-6064
Gadsden County—850-627-9958
Taylor County—850-584-5566
Madison County—850-973-4418

Using Wheelchairs or other Mobility Devices

BBT will make every attempt to accommodate standard wheelchairs, scooters, and other mobility devices. These devices should not exceed 48" in length, 30" in width and 600 pounds in total weight. Mobility devices larger than these standards may be denied service aboard BBT vehicles.

For our riders' safety, BBT cannot transport riders with broken mobility devices or devices without working brakes. Please be sure that wheelchairs or other mobility devices are clean, safe and in good working condition before traveling with BBT.

Securement on Boarding

Operators will make all attempts to secure standard wheelchairs and scooters. If a wheelchair or scooter exceeds the normal size, the operator may ask the rider to transfer to a seat, as it may be difficult to safely secure the passenger within the mobility device. It is the rider's choice to transfer or to remain in his or her mobility device.

Subscription Times

A subscription trip is defined as travel that will be repeated at the same times and days of the week for a specific purpose (work,

education, medical treatment, etc.). This type of trip must be made a minimum of twice a week for a minimum of 30 days. Patrons are required to book this trip for a two-week period before it is eligible to become classified as a subscription trip.

Any changes in frequency or time to a subscription trip will result in an additional week call-in period for those modifications to become a subscription. No more than two changes can be made within a 30-day period. Frequent cancellations could result in termination of a subscription.

Negotiated Trip Times

Occasionally, the exact time you wish to travel may not be available. In that case, Customer Service may offer you other choices that may be up to one hour earlier or one hour later than the time you wish to travel.

If you need to arrive at your destination by a specific time, tell the Customer Service Representative. They will attempt to give you a pick-up time that will get you to your destination on time. If your travel time is more flexible, you may be offered a negotiated trip time.

*No Shows

A No-Show occurs when you fail to board the BBT vehicle within five minutes after it arrives within the pick-up window or if you violate BBT policies and as a result you are not transported.

Trips that are not canceled at least two or more hours before your scheduled time will be considered a No-Show. If you receive a No-Show on your trip leaving from the point of origin, the return trip will automatically be canceled unless you request to keep the return trip.

No Show-Suspension of Services

When you accumulate a total of four No-Shows within a 30-day period, you will receive a written Notice of Service Suspension, and a 30-day service suspension will be imposed. A second suspension (four more no-shows) within a six-month period may result in an additional service suspension of 60 days.

If more than two suspensions occur in a six-month period, service will be canceled for up to one year.

No-Show Suspension Appeal

A rider who disputes the basis for a suspension of service, termination of service or loss of subscription privileges can call or write the office of BBT at:

PO Box 1721
Tallahassee, FL 32302

If a reconsideration hearing is requested, the hearing will be held by the local Transportation Disadvantaged Coordinating Board Grievance Committee if the suspension involves transportation provided under Florida's Transportation Disadvantaged Program.

Traveling With PCA's/Guests/ Service Animals

Personal Care Attendant–A personal care attendant can accompany a rider at no additional charge. Your file must indicate that you are eligible to have a personal care attendant travel with you, and you must reserve space for the attendant when scheduling your trip.

Children–Florida law requires that all children under the age of four or weighing less than 50 pounds must be properly restrained in a child safety seat. BBT DOES NOT PROVIDE CHILD SAFETY SEATS. Operators will not handle car seats.

(CONT'D) Traveling With PCA's/Guests/ Service Animals

Service Animals--Guide dogs and other service animals are allowed to accompany you if this need is indicated in your file. When scheduling a trip, please inform Customer Service if a service animal will be accompanying you on the trip.

Traveling With Packages - Two Package Limit

Carry-on packages are limited to 2 bags or similar-sized packages that can be carried by the patron on-board BBT vehicles. Operators do not assist riders with personal belongings. Patrons can keep travel carts loaded if the cart fits fully between the seat next to the passenger and the seat-back in front of that seat. Patrons must fold grocery carts if the cart cannot fit between the seat and the seat-back in front of it and secure their carry-on items to keep aisles and exits clear on the bus. Patrons must fold their own strollers or grocery carts when required.

If a patron requires the use of oxygen, it must be identified. It must be a portable tank.

Fares

All eligible riders, regardless of age, must pay exact fare when boarding. Operators cannot give change. BBT fare coupons or ride passes can be purchased from the office.

Florida statute 812.015: "Transit fare evasion"- to evade the payment of such fare, or to enter any mass transit, except as provided for the entry of fare-paying passengers, and shall constitute petit theft.

Rules of Conduct

Riders are asked to follow these rules of conduct to ensure the safety and comfort of all riders and the operator:

- No loud conversations on cell phones
- No eating, drinking or smoking on board
- No riding under the influence of alcohol or illegal drugs
- No abusive, threatening or obscene language or actions
- No discharge of bodily fluids or open wounds
- No deliberate fare evasion
- No physical abuse of another rider, or the operator
- No operating or tampering with any equipment while onboard a BBT vehicle
- No radios, MP3 players, compact disc players or other sound generating equipment are to be played aboard the vehicles **WITHOUT EAR PLUGS**

(CONT'D) Rules of Conduct

For safety reasons, please limit unnecessary conversation with operators when the vehicle is in motion.

Riders who violate the rules of conduct are subject to penalties, up to and including suspension of service.

Note: Riders who engage in physical abuse or cause physical injury to another rider or operator may be subject to immediate and permanent suspension, as well as possible criminal prosecution.

Florida Statute 784.07: Assault or battery of "public transit employees or agents" including bus operators, equipment maintenance personnel, or field supervisors is a criminal offense.

Operator Assistance

At the request of the patron, a BBT Operator may assist the patron from the outside door of their pick-up location to the outside door of their destination.

BBT Operators may not lock or unlock doors, lift or carry a patron, lift the patron's wheel-chair up or down steps, search for a patron in a building, carry/load bags or personal belongings, call the patron at home, or perform any other assistance that should be undertaken by a personal care attendant.

Big Bend Transit, Inc.
PO Box 1721
Tallahassee, FL 32302

Florida Law and Title VI of the Civil Rights Act of 1964 prohibits discrimation in the public accommodation on the basis of race, color, religion, sex, nation origin, handicap, or of martial status. Persons believing they have been discrimated against on these condidtions may file a complaint with the Florida Commission on Human Relations at 850-488-7082 or 800-342-8170 (voice messaging).

Learn more about our services at: www.bigbendtransit.org

gx gadsden express

gadsden connector
powered by Gadsden County

Quincy SHUTTLE

Madison SHUTTLE

Perry SHUTTLE

Contact your local office:

Jefferson County: 850-997-1323

Leon County: 850-574-6064

Gadsden County: 850-627-9958

Madison County: 850-973-4418

Taylor County: 850-584-5566

BIG BEND TRANSIT

TAYLOR COUNTY

Transportation Disadvantaged Application

Section I: General Information

Full Name: _____
Last *First* *M.I.*

Address: _____
Street Address *Apartment/Lot #*

_____
City *State* *ZIP Code*

Check one: ☐ House ☐ Apartment ☐ Mobile home ☐ Nursing home ☐ Group home

Is this address within the city limits? Check one: ☐ Yes ☐ No

For what type of travel do you intend to use this service? _____

_____

_____

How often do you plan to travel? ☐ Daily ☐ Weekly ☐ Monthly

Mailing Address: _____
Street Address *Apartment/Lot #*

_____
City *State* *ZIP Code*

Home Phone#: _____ Alternate Phone#: _____

Email: _____

SSN#: _____

Gender: _____ Birth Date : _____

(Attach copy of state ID or driver's license)

Emergency Contact Name: _____

Relationship: _____ Emergency Contact Phone#: _____

Section II: Mobility & Functionality Status

Check all Mobility Aids and/or Impairments that apply:

☐ Wheel Chair ☐ Walker ☐ Cane ☐ Crutches ☐ Leg Brace

☐ Portable Oxygen ☐ Totally Blind ☐ Legally Blind ☐ Service Animal

☐ Deaf ☐ Hearing Impaired ☐ Mentally Impaired ☐ Speech Impairment

If you checked "Mentally Impaired", please indicate the type of mental disability:

_____

_____

_____

_____

_____

I require an escort to travel. (Check one) ☐ Yes ☐ No

In case of mental or physical impairment, please answer the following questions:

1. Are you unable to drive yourself due to your disability? ☐ Yes ☐ No
   If "yes", explain why._____
   _____
   _____
   _____
2. How do you currently travel to your destinations?_____
3. Are you able to grip handles or railings? ☐ Yes ☐ No
4. Are you able to understand and follow directions/requests? ☐ Yes ☐ No
   (IF NO, A PERSONAL ESCORT IS REQUIRED WHEN TRAVELLING.)
5. Can you deal with unexpected situations or changes in routine? ☐ Yes
   ☐ No (IF NO, A PERSONAL ESCORT IS REQUIRED WHEN TRAVELLING.)

Section III: Income Status

1. Are you currently receiving Medicaid? ☐ Yes ☐ No
   If yes, include Medicaid#:_____
2. Check current assistance: ☐ Food Assistance (EBT) ☐ AFDC ☐ SSI
   (Must attach most current supporting documentation if applicable.)

3. How many individuals live in your household?_____
4. What is your annual household income?_____
   (Must attach most current supporting documentation, i.e.W2, 3-check stubs, etc.)
5. Do you or does anyone in your household have a car? ☐ Yes ☐ No
   5a. If "yes": **Owner's name**_____ **Tag #**_____
   Year_____ **Make**_____ **Model**_____
   5b. If "yes", is this vehicle available to you ☐ Sometimes ☐ Always ☐ Never?
6. Do you have friends or relatives who can transport you? ☐ Yes ☐ No
   6a. If "yes" are they able to transport you ☐ Sometimes ☐ Always ☐ Never?

Would you be interested in a **Perry Shuttle** bus pass for travel?
☐ Yes ☐ No

Section IV: Applicant Release

Applicant acknowledges that the information provided is true and correct to the best of their ability and will only be used to assess eligibility. *I hereby authorize my medical representative to release information regarding my level of functionality and need for transportation with BBT.* Any false information submitted will be found cause for immediate disqualification or revocation of eligibility.

_____

Applicant Signature *Date*

If you are signing on the applicant's behalf, please indicate relationship to applicant (i.e. legal guardian, parent, personal care attendant, etc.)

_____

_____

Signature *Date*

Section V:

If you have indicated that you are mentally or physically impaired, please have a Medical Professional (such as a licensed physician, nurse practitioner, physical therapist, social worker, etc.) review this application and complete the following—

1. Do the disabilities of the applicant require that he/she bring a personal care attendant or escort when travelling?(Check one☐ Yes☐ No (If "yes" the applicant **must** travel with an escort for **each** trip.)
2. Indicate which type of transportation is required by the applicant based upon his/her functionality. (Check one) ☐ Ambulatory Vehicle or ☐ Wheelchair & Walker accessible Vehicle

Please initial the following:
___I hereby certify that I have treated the above mentioned applicant and I am familiar with his/her disability and health condition.
___I hereby certify that I have read and agree with the information submitted in this application.

Please attach pertinent medical documentation (such as evaluations, test results, or reports) that would explain the diagnosis or limitations of the applicant. Failure to do so will delay eligibility determination.

I understand that by signing, I am acknowledging that the information in this evaluation is true and correct to the best of my knowledge. I certify that providing false or misleading information could result in the re-examination of eligibility status of the applicant and may be reported to the license/certification jurisdiction of the State of Florida.

_____

Print or type name of medical professional *License Number*

Office Address: _____
Street Address *Building/Suite#*

_____
City *State* *ZIP Code*

Office Phone#: _____ Extension: _____

_____
Signature *Date*

IF ANY SECTION IS LEFT BLANK, OR ANY REQUIRED DOCUMENTATION IS NOT SUBMITTED, THIS FORM **WILL BE RETURNED AND ELIGIBILITY CONSIDERATION WILL BE DELAYED**

Return this application along with supporting documentation to the following address:

Big Bend Transit, Inc.
PO Box 1721
Tallahassee, FL 32302

Visit our website www.bigbendtransit.org for more information about the services that Big Bend Transit, Inc. offers in your community.

****

Office Use Only:

Received Date:_____ Approved Date:_____ Denied Date:_____

APPENDIX C

GRIEVANCE PROCEDURES 2022 – 2023
TAYLOR COUNTY LOCAL COORDINATING BOARD
FOR THE TRANSPORTATION DISADVANTAGED
Updated September 22, 2022

The Taylor County Local Coordinating Board (LCB) for the Transportation Disadvantaged appointed by the Taylor County Board of Commissioners has established formal complaint/grievance procedures for the local transportation disadvantaged program. The County is required to have formal complaint/grievance procedures as specified by the Commission for the Transportation Disadvantaged pursuant to Chapter 427, Florida Statute and Rule 41-2.012, Florida Administrative Code (F.A.C) and the Local Coordinating Board and Planning Agency Operating Guidelines (August 2017). The Grievance Procedures are in compliance with Florida Commission for the Transportation Disadvantaged Local Grievance Guidelines for Transportation Disadvantaged Services (February 2010) and Florida Commission Transportation Disadvantaged Grievance Procedures (May 2015). The following rules and procedures shall constitute the grievance process to be used by the Coordinated Community Transportation Disadvantaged system in Taylor County.

SECTION 1. DEFINITIONS

As used in these rules and procedures the following words and terms shall have the meanings assigned therein. Additional program definitions can be found in Chapter 427, Florida Statutes and Rule 41-2, Florida Administrative Code.

1.1 Community Transportation Coordinator (CTC): means a transportation coordinator recommended by an appropriate Designated Official Planning Agency or a Metropolitan Planning Organization, if so applicable, as provided for in Section 427.015(1), Florida Statutes in an area outside the purview of a Metropolitan Planning Organization and approved by the Commission, to ensure that coordinated transportation services are provided to serve the transportation disadvantaged population in a designated service area. (The CTC for Taylor County is Big Bend Transit, Inc.)

1.2 Designated Official Planning Agency (DOPA): means the official body or agency designated by the Commission to fulfill the functions of transportation disadvantaged planning in areas not covered by a Metropolitan Planning Organization and approved by the Commission, to ensure that coordinated transportation services are provided to serve the transportation disadvantaged population in a designated service area. (Taylor County Board of Commissioners is the DOPA for Taylor County.)

1.3 Transportation Disadvantaged (TD) (User): means "Those persons who because of physical or mental disability, income status, age, or who for other reasons are unable to transport themselves or to purchase transportation and are, therefore, dependent on others to obtain access to employment, health care, education, shopping, social activities, or other life-sustaining activities, or children who are handicapped or high risk or at-risk" as defined in Section 411.202, Florida Statutes.

1.4 Agency: means an official, officer, commission, authority, council, committee, department, division, bureau, board, section, or any other unit or entity of the state or of a city, town, municipality, county, or other local governing body or a private nonprofit entity providing transportation services as all or part of its charter.

1.5 Transportation Operator: means one or more public, private for profit or private nonprofit entities engaged by the community transportation coordinator to provide service to transportation disadvantaged persons pursuant to a Transportation Disadvantaged Service Plan (TDSP)

1.6 Service Complaint: Means routine incidents that occur on a daily basis, are reported to the driver or dispatcher, or to other individuals involved with the daily operations, and are resolved within the course of a reasonable time period suitable to the complainant. Local service complaints are driven by the inability of the Community Transportation Coordinator (CTC) or transportation operators, not local service standards established by the Community Transportation Coordinator, local Coordinating Board, and the Taylor County Board of Commissioners. Big Bend Transit is both the CTC and the operator. Big Bend Transit does not use outside operators at this time. All service complaints shall be recorded and reported by the CTC to the LCB.

1.7 Formal Grievance: A written complaint to document any concerns or an unresolved service complaint regarding the operation or administration of TD services by the CTC, DOPA, or LCB. The Grievant, in their formal complaint, should demonstrate or establish their concerns as clearly as possible.

1.8 Administrative Hearing Process: Chapter 120, Florida Statutes.

1.9 Ombudsman Program: A toll-free telephone number established and administered by the Commission for the Transportation Disadvantaged to enable persons to access information and/or file complaints/grievances regarding transportation services provided under the coordinated effort of the Community Transportation Coordinator.

SECTION 2. OBJECTIVES

2.1 The objective of the grievance process shall be to serve as a mediator to hear and investigate and make recommendations in a timely manner on formal written complaints/grievances that are not resolved between the CTC and/or individual agencies working with the CTC and the customer. It is not the objective of the grievance process to "adjudicate" or have "determinative" powers. The objective shall be to assist in providing a resolution for the improvement of services.

2.2 The CTC, and its service operation and other subcontractors must post the contact person's name and telephone number in each vehicle regarding the reporting of complaints.

2.3 Rider brochures and other rider documents shall provide information on the complaint and grievance process including the TD Helpline Service when local resolution does not occur.

2.4 All materials pertaining to the grievance process will be made available, upon request, in a format accessible to all citizens including persons with disabilities.

2.5 A written copy of the grievance procedure shall be available to anyone upon request. The request shall be made to the CTC, Official Planning Agency, or the Commission for the Transportation Disadvantaged.

2.6 Apart from this grievance process, aggrieved parties with proper standing may also have recourse through Chapter 120, Florida Statutes Administrative Hearing Process or the judicial court system.

SECTION 3. COMPOSITION OF GRIEVANCE COMMITTEE AND TERMS

3.1 The Taylor County Local Coordinating Board shall appoint five (5) of its voting members to the Grievance Committee. The Grievance Committee will serve as a mediator to process and investigate complaints from agencies, users, potential users of the system, and the CTC in the designated service area and make recommendations to the LCB.

3.2 Members shall be appointed by the Chairperson of the LCB.

3.3 The Grievance Committee shall include one representative of client/rider.

3.4 The Chairperson of the LCB reserves the right to make reappointments should any conflict of interest arise.

3.5 The Planning Grant Manager or his/her designee shall also serve on the Grievance Committee.

3.6 Members of the Grievance Committee shall be appointed for a two (2) year term. Term limits of the grievance committee shall coincide with term limits of the Local Coordinating Board if applicable.

3.7 A member of the Grievance Committee may be removed for cause and/or conflict of interest by the LCB Chairperson who appointed him/her. Vacancies on the committee shall be filled in the same manner as the original appointment. The appointment to fill a vacancy shall only be for the remainder of the unexpired term being filled.

3.8 The Grievance Committee shall elect a Chairperson and Vice-Chairperson. The Chair and Vice-Chair shall serve for a one (1) year term but may serve consecutive terms.

3.9 A quorum of three (3) voting members shall be required for official action by the grievance committee. Meetings shall be held at such times as the necessitated by formally filed grievances.

SECTION 4. GRIEVANCE PROCESS

4.1 Grievance procedures will be those as specified by the Local Coordinating Board, developed from guidelines of the Commission for the Transportation Disadvantaged, and approved by the LCB as set forth below. The grievance procedures are for the purpose of fact-finding and not exercising adjudicative powers. It should be understood that these procedures are for the purpose of "hearing", "advising" and "making recommendations" on issues related to service delivery and administration of the transportation disadvantaged program in the Taylor County service area.

4.2 Apart from the grievance procedures outlined below, aggrieved parties with proper standing may also have recourse through the Commission for the Transportation Disadvantaged Chapter 120, Florida Statutes Administrative Hearing Process, or the judicial court system.

4.3 Service Complaints. All service complaints should be recorded and reported by the Community Transportation Coordinator (CTC) to the Local Coordinating Board. The CTC should also include statistics on service complaints. Service complaints may include but not be limited to:

a. Late trips (late pick up or drop off)
b. No show by transportation operator
c. No show by client/rider
d. Client/rider behavior
e. Driver behavior
f. Passenger comfort/discomfort
g. Service denial (refusing service to rider without an explanation as to why – such as the client may not qualify, lack of TD funds, etc.)
h. Unsafe driving
i. Others as deemed appropriate by the Local Coordinating Board

4.4 Formal Grievance. The client/rider, in their formal complaint, should demonstrate or establish their concerns as clearly as possible. The formal grievance process shall be open to addressing concerns by any person or agency including but not limited to: purchasing agencies, users, and potential users, private for-profit operators, private non-profit operators, the Community Transportation Coordinator, the Designated Official Planning Agency, elected officials and drivers. Formal grievances may include but are not limited to:

a. Chronic or recurring or unresolved service complaints
b. Violations of specific laws governing the provisions of the TD Services (i.e., Chapter 427, F.S., Rule 41-2 FAC and accompanying documents, Sunshine Law and ADA)
c. Denial of service
d. Suspension of service
e. Unresolved safety issues
f. Contract disputes (if applicable)
g. Coordination of disputes
h. Bidding disputes
i. Agency compliance
j. Conflicts of interest
k. Supplanting of funds
l. Billing and/or account procedures
m. Others as deemed appropriate by the Local Coordinating Board

4.5 All formal grievances filed must be written and at a minimum contain the following:

a. Name and address of the client/rider
b. A statement of the grounds for the grievance and supporting documentation, made in a clear and concise manner. This shall include efforts made by the client taken to resolve the issue.
c. An explanation of the relief desired by the client.

If the client does not supply the above information to substantiate the grievance, no further action shall be taken.

4.6 The following steps shall be taken after a formal grievance has been filed:

Step One: The customer shall first contact the Community Transportation Coordinator (CTC) or the entity which they have a complaint. Big Bend Transit, Inc. is the Taylor County CTC and can be contacted at 850-574-6266. Locally, complaints may be made at 850-584-5566. The customer may also contact the Commission for the Transportation Disadvantaged Ombudsman representative at 1-800-983-2435. The CTC will attempt to mediate and resolve the grievance. Minimum guidelines for the CTC include:

a. All CTC and transportation subcontractors (not applicable at this time) must make a written copy of their procedures and rider policies available to anyone, upon request.

b. All CTC and transportation subcontractors (not applicable at this time) must post the contact person and telephone number for access to information regarding reporting service complaints or filing a formal grievance in each of their vehicles in plain view of riders.

c. Grievance procedures must specify a minimum amount of days (not to exceed 15 working days) to respond to Grievant in writing noting the date the grievance was received and date by which a decision will be made.

d. The CTC will render a decision in writing, giving the complainant an explanation of the facts that lead to the CTC's decision and provide a method or ways to bring about a resolution.

e. All documents pertaining to the grievance process will be made available, upon request, in a format accessible to all persons including those with disabilities.

f. The CTC Board of Directors, owners or whoever is legally responsible must receive a copy of the grievance and response.

Step Two: If mediation with the CTC and/or the applicable entity is not successful, the CTC or the client may file an official complaint with the Planning Grant Manager or their designee of the Designated Official Planning Agency. Taylor County Board of Commissioners is the DOPA and the Planning Grant Manager can be reached at 850-838-3553.

Step Three: The Planning Grant Manager or their designee on behalf of the DOPA will make every effort to resolve the grievance by arranging a meeting between the involved parties in an attempt to assist them in reaching an amicable resolution. The meeting shall take place within seven (7) working days of receipt of all evidence regarding the grievance. The representative of the DOPA shall prepare a report regarding the meeting outcome. The report shall be sent to the client and the Chair of the Grievance Committee within seven (7) working days of the meeting.

Step Four: If the representative of the DOPA is unsuccessful at resolving the grievance through the process outlined in Step Three, the customer may request, in writing, that their grievance be heard by the Grievance Committee. This request shall be made within seven (7) working days of receipt of the report prepared as a result of the mediation meeting under Step Three and sent to the DOPA represented by the Local Coordinating Board (LCB) Chairman.

Step Five: Upon receipt of the written request for the grievance to be heard by the Grievance Committee, the LCB Chairman shall have fifteen (15) working days to contact Grievance Committee members and set up a grievance hearing date and location. The client and all parties involved shall be notified of the hearing date and location at least seven (7) working days prior to the hearing date by certified mail, return receipt requested.

Step Six: Upon conclusion of the hearing, the Grievance Committee must submit a written report of the hearing proceedings to the LCB Chairperson within ten (10) working days. The report must outline the grievance and the Grievance Committee's findings and recommendations. If the grievance is resolved through the hearing process in the above outlined steps, the grievance process will end. The final report will be forwarded to the members of the LCB.

Step Seven: If the grievance has not been resolved as outlined in the above steps, the client may request, in writing, that their grievance be heard by the full LCB. This request must be made in writing and sent to the LCB Chairman within five (5) working days of receipt of the Grievance Committee Hearing report. The client may make their request for a hearing before the LCB immediately following the Grievance Committee hearing, however until the final report is prepared from that meeting; the time frames established for notification of meeting herein apply.

Step Eight: The DOPA/ LCB Chairman shall have fifteen (15) working days to set a meeting date. LCB members shall have at least ten (10) working days notice of such meeting. The meeting shall be advertised as so appropriate in the news media and/or other mandated publications. The Grievance Committee's report must be received by the DOPA/ LCB Chairman within seven (7) working days of the hearing. The report shall then be forwarded to the client, members of the Grievance Committee, members of the Local Coordinating Board and all other persons/agencies directly involved in the grievance process.

Step Nine: The result/recommendations of the Local Coordinating Board hearing shall be outlined in a final report to be completed within seven (7) working days of the hearing. The report shall then be forwarded to the customer, members of the Local Coordinating Board, and all other persons/agencies directly involved in the grievance process.

If the grievance has not been resolved as outlined in these grievance procedures, the client/rider may exercise their adjudicative rights, use the Administrative Hearing Process outlined in Chapter 120, Florida Statutes, or request their grievance be heard by the Commission for the Transportation Disadvantaged through the Ombudsman Program established herein and the Commissions Grievance Process outlined in Section 5.

SECTION 5. COMMISSION FOR THE TRANSPORTATION DISADVANTAGED GRIEVANCE PROCESS

5.1 If the Local Coordinating Board does not resolve the grievance, the client will be informed of his/her right to file a formal grievance with the Ombudsman Program provided by the Commission for the Transportation Disadvantaged. The client may begin this process by contacting the Commission through the TD Helpline at 1-800-983-2435 or 850-410-5700 or by mail to: Florida Commission for the Transportation Disadvantaged, 605 Suwannee Street MS-49, Tallahassee, FL 32399-0450 or by email at www.dot.state.fl.us/ctd. For hearing or speech impaired clients they may call, 711 (Florida only) Florida Relay System or 850-410-

5708 for TTY. Upon request of the client, the Commission will provide the client with an accessible copy of the Commission's Grievance Procedures. The Ombudsman Program is available to anyone requesting assistance to resolve complaints or grievances.

All of the steps outlined in Section 4 must be attempted in the listed order before a grievance will move to the next step in the formal grievance process with the Commission for the Transportation Disadvantaged. The client should be sure to try and have as many details as possible when filing a complaint, such as dates, times, names, vehicle numbers, etc.

5.2 Chapter 427, F.S. does not expressly confer the power or authority for the Commission for the Transportation Disadvantaged to "hear and determine" a grievance between two third parties. The Commission for the Transportation Disadvantaged can listen to grievances and it can investigate them from a fact-finding perspective. It cannot be the "judge" or "arbiter" of the grievance in the sense of determining that one party's version of the facts is right and the other is wrong, and order the wrong party to somehow compensate the right party. On the other hand, the grievance may bring to light a problem within "the system". Similarly, if the grievance showed that one of the parties with whom the Commission for the Transportation Disadvantaged contracts was acting so aberrantly as to not be in compliance with its contract, the Commission for the Transportation Disadvantaged could exercise whatever contractual rights it has to correct the problem.

Accordingly, the Commission for the Transportation Disadvantaged may take part in the grievance process, if it wants to, for purposes of listening to the grieving parties and gathering the facts of the matter. It may not decide the grievance, where doing so would amount to an exercise of adjudicative powers.

5.3 Medicaid transportation service complaints, grievances, or appeals should be addressed through the Statewide Medicaid Managed Care (SMMC) System. The SMMC has a complaint process which can be accessed online at http:/www.ahca.myflorida.com/SMMC. Complaints can also be made by calling 1-877-711-3662.

5.4 If the Commission is unable to resolve the grievance, the client will be referred to the Office of Administrative Appeals or other legal venues appropriate to the specific nature of the grievance.

Grievance Procedures Process Chart at the Local Level

Type	Time Frame to File	Provide Transportation Services During Review	Time Frame to Resolve	Extension Time Frame	Time Frame to Send Written Notification of Resolution	Next Step (if any)
Complaint	Ninety (90) working days from the date of the incident that precipitated the complaint.	Yes	Fifteen (15) working days.	Ten (10) working days.	Five (5) working days from the date of the complaint.	File a grievance.
Grievance	Ninety (90) working days from the date of the action that precipitated the grievance to be filed.	Yes	Ninety (90) working days.	Fourteen (14) working days.	Seven (7) working days from the date of the resolution of the grievance.	File grievance with the Florida Commission for the Transportation Disadvantaged

NAMES AND ADDRESSES OF PERSONS/ENTITIES REFERENCED IN GRIEVANCE PROCEDURES

Big Bend Transit, Inc.
P.O. Box 1721
Tallahassee, Florida 32302
Contact: Shawn Mitchell- Transportation Manager
Phone: 850-574-6266
smitchell@bigbendtransit.org

Taylor County Planning Grant Manager
201 East Green St.
Perry, Florida 32347
Contact: Jami Evans
Phone: 850-838-3553
grants.assist@taylorcountygov.com

Taylor County Local Coordinating Board Chairperson: Pam Feagle
Taylor County Board of Commissioners
201 East Green St.
Perry, Florida 32347
Phone: 850-838-3500 ext 107

Florida Commission for the Transportation Disadvantaged Helpline 800-983-2435
or
Florida Commission for the Transportation Disadvantaged
605 Suwannee Street, MS-49
Tallahassee, FL 32399-0450
or
www.fdot.gov/ctd

You may also contact CTDOmbudsman@dot.state.fl.us for further information about Grievance Procedures.

For Hearing and Speech impaired call 711 (Florida only) Florida Relay System or 850-410-5708 for TTY

Americans with Disabilities Act (ADA) 800-514-0301 (Voice) and 800-514-0383 (TTY)

Disability Rights Florida 800-342-0823

CERTIFICATION

The undersigned hereby certifies that they are the Chairperson of the Transportation Disadvantaged Local Coordinating Board and that the foregoing is a full, true and correct copy of the Grievance/Complaint Rules and Procedures of this Board as reviewed and adopted on the 22nd day of September, 2022

Pam Feagle, Chairperson
Local Coordinating Board for the Transportation Disadvantaged

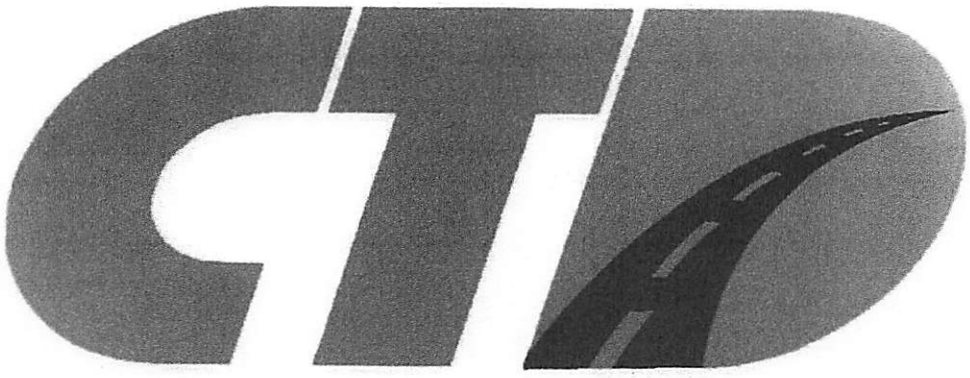
APPROVED BY THE TAYLOR COUNTY BOARD OF COMMISSIONERS, THE OFFICIAL DESIGNATED PLANNING AGENCY

Thomas Demps, Chairman
Taylor County Board of Commissioners

October 3, 2022
Date

Attachment 1: TD Local Grievance Guidelines for Transportation Disadvantaged Services
Attachment 2: Florida Commission for the Transportation Disadvantaged Grievance Procedures

Florida Commission for the



Transportation Disadvantaged

LOCAL GRIEVANCE GUIDELINES FOR TRANSPORATION DISADVANTAGED SERVICES

Prepared by the

Commission for the Transportation Disadvantaged
605 Suwannee Street, Mail Station 49
Tallahassee, Florida 32399-0450
Tool Free (800) 983-2345
(850) 410-5700

Updated February 2010

I. INTRODUCTION

The Commission for the Transportation Disadvantaged oversees, through contractual arrangements, a coordinated system of local transportation disadvantaged service providers in the state. At the local level Community Transportation Coordinators are responsible for the provision of service. The service area for which the Community Transportation Coordinator is responsible is, at a minimum, an entire county, but can include more than one county. The Community Transportation Coordinator can be a transportation operator and actually provide transportation service, or it can form a network of providers by contracting all or some of the service to other transportation operators.

Another key entity involved in the development, monitoring, support, and evaluation of the local service delivery system is the local Coordinating Board. Each county or service area has a local Coordinating Board to provide information, guidance and advice on the local coordinated system.

The purpose of these guidelines is to provide information and uniform guidance in regard to local grievance practices and procedures. It is to be applied by Community Transportation Coordinators and local Coordinating Boards in developing and implementing their local grievance procedures.

It is the intent of the Commission for the Transportation Disadvantaged to encourage resolution of grievances at the local level, and to educate the passengers, funding agencies, and any other interested parties about the grievance process(es).

II. FORMAL GRIEVANCE VS. SERVICE COMPLAINTS

As you develop your Grievance process(es), it is very important that we define and delineate the differences between what a formal grievance is, pursuant to Chapter 427 F.S. and Rule 41-2 F.A.C., and what daily service complaints are. Daily service complaints are routine in nature, occur once or several times in the course of a days' service, and are usually resolved immediately within the control center of the Community Transportation Coordinator. However, if left or unresolved, a routine service complaint can mushroom into a formal grievance. Further discussion of the differences between a Formal Grievance and a Service Complaint follows:

A. SERVICE COMPLAINT

Service complaints are routine incidents that occur on a daily basis, are reported to the driver or dispatcher, or to other individuals involved with the daily operations, and are resolved within the course of a reasonable time period suitable to the complainant. Local service complaints are driven by the inability of the Community Transportation Coordinator or transportation operators, not local service standards established by the Community Transportation Coordinator and local Coordinating Board. If the Community Transportation Coordinator is also an operator, their statistics on service complaints should be

included. Local standards should be developed regarding the reporting and parameters of service complaints.

Example:

Service Complaints may include but are not limited to:
-Late trips (late pickup and or late dropoff)
-No-show by transportation operator
-No-show by client
-Client behavior
-Driver behavior
-Passenger discomfort
-Service denial (refused service to client without an explanation as to why, i.e. may not qualify, lack of TD funds, etc.)

B. FORMAL GRIEVANCE

A formal grievance is a written complaint to document any concerns or an unresolved service complaints regarding the operation or administration of TD services by the Transportation Operator, Community Transportation Coordinator, designated official planning agency (DOPA), or local Coordinating Board. The Grievant, in their formal complaint, should demonstrate or establish their concerns as clearly as possible.

Example:

Formal Grievances may include but are not limited to:
-Chronic or reoccurring or unresolved Service Complaints
(Refer to description of service complaints)
-Violations of specific laws governing the provision of TD services i.e. Chapter 427 F.S., Rule 41-2 FAC and accompanying documents, Sunshine Law, ADA.
-Contract disputes (Agencies/Operators)
-Coordination disputes
-Bidding disputes
-Agency compliance
-Conflicts of interest
-Supplanting of funds
-Billing and /or accounting procedures

Again, these guidelines are to be used to focus on the minimum requirements in drafting and finalizing the formal grievances. This is a guide to assist in setting local standards for determining the process(es) to resolve formal grievances.

III. HEARING AND DETERMINING A GRIEVANCE

There is a distinct difference between "hearing" a grievance, and "hearing and determining" a grievance. There is no bar to a person or entity listening to or "hearing" a grievance. An entity may even investigate them, from a purely fact-finding perspective, as long as it does not, in the course of its investigation, impose requirements on third parties that are not supported by statute or contractual agreement.

However, when an entity makes a determination of the rights, duties, privileges, benefits, or legal relationships of a specified person or persons, it is exercising "adjudicative" or "determinative" powers. Deciding a grievance between two independent parties may fall within these parameters, depending on the nature of the grievance.

It should be noted that Chapter 427, F.S. grants no adjudicative powers to anyone. However, Rule 41-2,F.A.C. does provide for grievance processes at the local level:

1. LOCAL COORDINATING BOARD GRIEVANCE PROCESS

Rule 41-2.012(5)(f), F.A.C., provides for the local Coordinating Board to appoint a grievance committee to serve as a mediator to process and investigate complaints from agencies, users, potential users of the system and the Community Transportation Coordinator in the designated service area, and make recommendations to the local Coordinating Board (LCB) for improvement of service. Whereas the committee makes recommendations to the local Coordinating Board, and the local Coordinating Board is also an advisory body, neither entity has the authority to "hear and determine" a grievance. They only have the authority to "hear" and advise. It should be noted that even though the local Coordinating Board does not have determinative powers, the recognition of problems by the various members of the local Coordinating Board is a very useful mechanism to resolve many issues. In addition, it should be noted that since the local Coordinating Board is involved in the development and approval of the Transportation Disadvantaged Service Plan, and the annual evaluation of the Community Transportation Coordinator, there is considerable avenue for the local Coordinating Board to influence changes where needed.

This authority to hear and advise is the grievance procedure that is currently in place by all local Coordinating Boards and is a part of the Commission for the Transportation Disadvantaged planning grant deliverables. This procedure should not imply "determinative" powers, nor should the Commission for the Transportation Disadvantaged be included in the process as a final arbiter. However, the Commission for the Transportation Disadvantaged could be the recipient of a recommendation by the local Coordinating Board in matters pertaining to "the system" or matters within the contractual control of the Commission for the Transportation Disadvantaged. Further the Commission for the Transportation Disadvantaged may choose to listen to a grievance, with the

understanding that the Commission for the Transportation Disadvantaged is limited in its authority to rule on the grievance.

2. COMMUNITY TRANSPORTATION COORDINATOR GRIEVANCE PROCESS

The Transportation Disadvantaged Service Plan must be developed consistently with the Coordinated Transportation Contracting Instructions, incorporated by reference in Rule 41-2.002(27), F.A.C. Pursuant to these instructions, the Operations Element must contain at a minimum, the step-by-step process that the Community Transportation Coordinator uses to address "Service Complaints" and "Formal Grievances". The "Formal Grievance" part of this is intended to be the step-by-step process which allows for "hearing and determination" activities within the Community Transportation Coordinator's organization.

Therefore, it will provide steps by which a formal written grievance can be "heard" and a "determinative" action can be taken. The Community Transportation Coordinator's grievance procedure should ultimately end at its Board of Directors, Board of County Commissioners, Owner or whoever else is legally responsible for the actions of the Community Transportation Coordinator.

Apart from these grievance processes, aggrieved parties with proper standing may also have recourse through the Chapter 120, F.S., administrative hearings process or the judicial court system.

IV. MINIMUM REQUIREMENTS FOR FORMAL GRIEVANCE PROCEDURES BY COMMUNITY TRANSPORTATION COODINATOR & LOCAL COORDINATING BOARD

The following paragraphs contain minimum requirements for the development of grievance procedures by the Community Transportation Coordinator and local Coordinating Board as authorized by the Commission for the Transportation Disadvantaged pursuant to Chapter 427, Florida Statutes and Rule 41-2, F.A.C.

Formal grievance processes by the LCB or Community Transportation Coordinator shall be open to addressing concerns by any person or agency including but not limited to: Purchasing agencies, Users, Potential users, Private-for-profit operators, Private-nonprofit operators, Community Transportation Coordinator's, designated official planning agencies, Elected officials, and drivers.

A. The minimum guidelines for the local Coordinating Board's formal grievance procedures are:

1. The local Coordinating Board's formal grievance procedures should state that all grievances filed must be written and contain the following:

-The Name and Address of the complainant;
-A statement of the grounds for the grievance and supplemented by supporting documentation, made in a clear and concise manner; and
-An explanation by the complainant of the improvements needed to address the complaint.

2. All local Coordinating Board's must make a written copy of their grievance procedures available known to anyone, upon request.

3. Local Coordinating Board's grievance procedures should make known to whom and where grievances are to be sent.

4. The local Coordinating Board's grievance procedures must specify a maximum amount of days (not to exceed 60) that the local Coordinating Board has to respond to Grievant.

5. The local Coordinating Board will render a response in writing providing explanation or recommendations regarding the grievance.

6. The local Coordinating Board grievance subcommittee must review all grievances and report accordingly to the full local Coordinating Board.

7. All documents pertaining to the grievance process will be made available, upon request, in a format accessible to persons with disabilities.

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

B. The minimum guidelines for the Community Transportation Coordinator's formal grievance procedures regarding service and administrative complaints are:

1. The Community Transportation Coordinator's grievance procedures should state that all grievances filed must be written and contain the following:
-The name and address of the complainant;
-A statement of the grounds for the grievance and supplemented by supporting documentation, made in a clear and concise manner;
-An explanation of the relief desired by the complainant.

2. All Community Transportation Coordinators and transportation subcontractors (including coordination contractors) must make a

written copy of their grievance procedures and rider policies available to anyone, upon request.

3. All Community Transportation Coordinators and transportation subcontractors (including coordination contractors) must post the contact person and telephone number for access to information regarding reporting service complaints or filing a formal grievance in each of their vehicles in plain view of riders.

4. Grievance procedures must specify a minimum amount of days (not to exceed 15 working days) to respond to Grievant in writing noting the date of receipt and the date by which a decision will be made.

5. The Community Transportation Coordinator will render a decision in writing, giving the complainant an explanation of the facts that lead to the Community Transportation Coordinator's decision and provide a method or ways to bring about a resolution.

6. All documents pertaining to the grievance process will be made available, upon request, in a format accessible to persons with disabilities.

7. The Board of Directors, Owners, or whoever is legally responsible must receive a copy of the grievance and response.

The desire to integrate the Community Transportation Coordinator and local Coordinating Board formal grievance process(es) is a local option. Any desire to involve the Commission for the Transportation Disadvantaged can be accomplished only after the local process is completed. The last step in every local process must be to refer the grievant to the Commission for the Transportation Disadvantaged Grievance Procedures. These procedures were established to address grievances that are brought to the Commission. To file a grievance with the Commission, the customer may begin the process by contacting the Commission through the TD Helpline at (800) 983-2435 or via mail at: Florida Commission for the Transportation Disadvantaged; 605 Suwannee Street, MS-49; Tallahassee, FL 32399-0450 or by email at www.dot.state.fl.us/ctd Upon request, the Commission will provide the customer with an accessible copy of the Commission's Grievance Procedures.

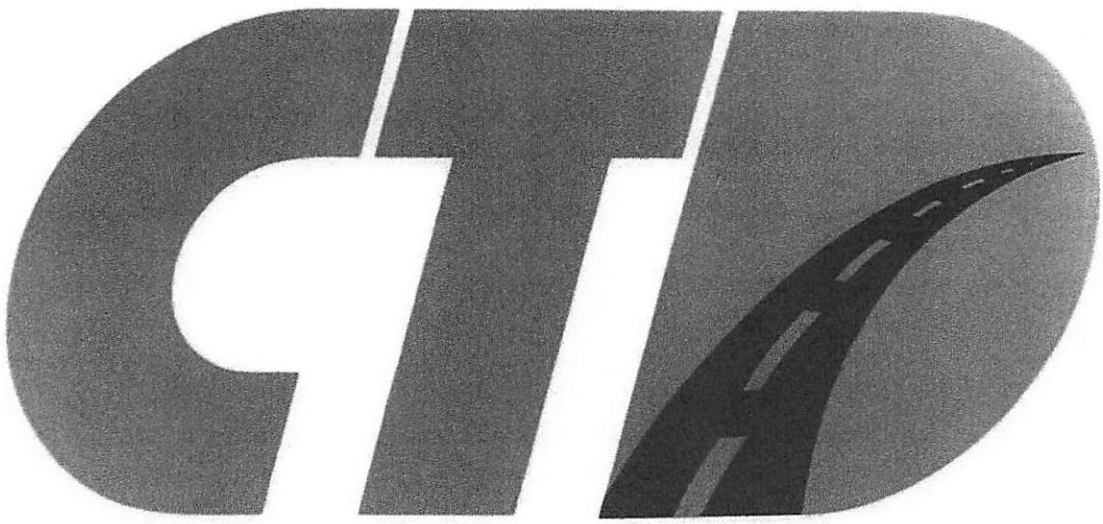
However, Chapter 427, F.S. does not expressly confer the power or authority for the Commission for the Transportation Disadvantaged to "hear and determine" a grievance between two third parties. The Commission for the Transportation Disadvantaged can listen to grievances and it can investigate them from a fact-finding perspective. It cannot be the "judge" or "arbiter" of the grievance in the sense of determining that one party's version of the facts is right and the other is wrong, and order the wrong party to somehow compensate the right party. On the other hand, the grievance may bring to light a problem within "the system". Similarly, if the grievance showed that one of the parties

with whom the Commission for the Transportation Disadvantaged contracts was acting so aberrantly as to not be in compliance with its contract, the Commission for the Transportation Disadvantaged could exercise whatever contractual rights it has to correct the problem.

Accordingly, the Commission for the Transportation Disadvantaged ' may take part in the grievance process, if it wants to, for purposes of listening to the grieving parties and gathering the facts of the matter. It may not decide the grievance, where doing so would amount to an exercise of adjudicative powers.

Medicaid complaints, appeals, and grievances will be addressed through the Medicaid Grievance System. All procedures must include a referral to Medicaid Fair Hearing, which are conducted through the Department of Children and Families.

Florida Commission for the



Transportation Disadvantaged

Grievance Procedures

Revised 05/26/2015

FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED
605 SUWANNEE STREET, MS-49
TALLAHASSEE, FL 32344

Florida Commission for the Transportation Disadvantaged

GRIEVANCE PROCEDURES

PURPOSE:

The intent of this procedure is to provide the Commission with guidelines to follow when grievances are presented to the Commission.

HISTORY/BACKGROUND:

The CTD program is centered on local involvement and control. All service complaints and grievances are encouraged to be addressed/resolved through local processes and appropriate channels. The Commission requires all local systems to have written procedures for addressing/resolving complaints and grievances. Complaints are defined by CTD as any documented customer concern involving timeliness, vehicle condition, quality of service, personnel behavior, and other operational policies. ***This does not pertain to issues concerning eligibility.*** Grievances are defined as unresolved complaints.

All issues which pertain to TD eligibility are referred to the local Appeals Process that is provided through the local Coordinating Board. Issues regarding ADA eligibility are referred to the appropriate Transit System and are not heard by the Commission. Individuals with ADA concerns may also be referred to the Americans with Disabilities Act toll-free information line, 800-514-0301 (voice), 800-514-0383 (TTY).

A complaint and grievance are required to have two processes which address how each will be addressed. Filing a complaint locally is always the first step. If the complaint is not resolved to the complaint's satisfaction, generally the next step in the local process would be to file a written grievance with the LCB. Once a grievance has been addressed by the LCB, then the Commission would consider hearing the grievance.

In some cases the local procedures will have a referral to the CTD's Ombudsman Program/TD Helpline as the last step in the complaint procedures. In these cases the Ombudsman Staff would attempt to assist the grievant; however, the grievance would not be heard by the CTD until the grievance had been addressed by the LCB.

It is due to this process, the Commission decided there needed to be procedures in place for addressing grievances that are brought to the Commission.

GRIEVANCE PROCEDURES

AUTHORITY:

Chapter 427.015(2), F.S. states "the recommendation or termination of any CTC shall be subject to approval by the CTD".

Chapter 427, F.S. does not expressly confer the power or authority for the CTD to hear and determine a grievance between two third parties. The CTD can listen to grievances and it can investigate them from a fact-finding perspective. It can not be the judge or arbiter of the grievance in the sense of determining that one party's version of the facts is right and the other is wrong, and order the wrong party to somehow compensate the right party. On the other hand, the grievance may bring to light a problem within the system. Similarly, if the grievance showed that one of the parties with within the CTD contracts was acting so aberrantly as to not be in compliance with its contract, the CTD could exercise whatever contractual rights it has to correct the problem.

Apart from these grievance processes, aggrieved parties with proper standing may also have recourse through the Chapter 120, F.S., administrative hearings process or the judicial court system.

SCOPE:

These procedures are required to be used by parties who wish to file a grievance with Commission related to transportation disadvantaged services provided in the State of Florida.

REFERENCES:

The Commission requires each local transportation system to have established local complaint and grievance procedures. Local grievance procedures are included in each local Transportation Disadvantaged Service Plan. A copy of the local grievance procedures may be obtained by requesting them from the CTC, Official Planning Agency, or Commission. A copy of the Commission's Grievance Procedures may be obtained by requesting them from the Florida Commission for Transportation Disadvantaged, 605 Suwannee Street, MS 49, Tallahassee, FL 32399-0450.

FORMS:

There is no form required at this time. The grievance must be in a written format and include all the background information and specifics regarding the grievance.



PROCEDURES:

1. All grievances submitted to the CTD must have first been submitted to and responded to by the local complaint and grievance processes.
2. All grievances must be submitted to the CTD in writing. The customer may begin this process by contacting the Commission through the CTD Helpline at (800) 983-2435 or via mail at: Florida Commission for the Transportation Disadvantaged; 605 Suwannee St., MS-49; Tallahassee, FL 32399-0450 or by email at 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.

3. An acknowledgement of having received the grievance will be sent out immediately by the CTD. The official response to the grievance by the CTD will be in writing within 30 days. Depending upon the factors involving resolving the grievance this deadline could be extended with notice to the grievant by the CTD.

4. All grievances submitted to the CTD will be forwarded to the Ombudsman Staff who will research the grievance and notify the CTD Executive Director and Ombudsman Committee Chair who will make recommendations on how the CTD will proceed.

5. The grievant and local representatives will be notified the Committee will be discussing the grievance at a certain time and place. If they so choose, they may attend the Ombudsman Committee meeting where they will be provided an opportunity to present information. CTD's legal counsel may be requested to attend. The Committee may conduct meetings/reviews at the local level or by conference call for the convenience of the consumer, as needed. The CTC, LCB Members, and others who are involved in the local transportation system may be requested to participate.

6. The decisions rendered by the Ombudsman Committee concerning a grievance will be reported to the Commission at the next scheduled meeting.

7. The Ombudsman Committee Chair may choose to bring the grievance directly to the Commission.

8. As a result of the grievance, Special Reviews, Operational Studies, and Legal Reviews may be conducted by the CTD, or authorized agents, in effort to address or resolve issues.

9. The customer also has the right to file a formal grievance with the Office of Administrative Appeals or other venues.

Big Bend Transit, Inc.

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

COMPLAINT/COMMENDATION FORM

Date Called In: _____ Time Called In: _____

Incident Called In By: _____ Telephone: _____

Date Of Incident: _____ Time Of Incident: _____

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

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

Did Complainant Request A Copy Of The Grievance Policy?
_____ Yes _____ No
If Yes, Address sent To: _____
_____

Nature Of Incident:

_____ Timeliness
_____ Vehicle Condition
_____ Vehicle Operation
_____ Other: _____
_____
_____

_____ Customer Service
_____ Poor Route Selection
_____ Trip Scheduling

Incident: _____

Incident Recorded By: _____

APPENDIX D

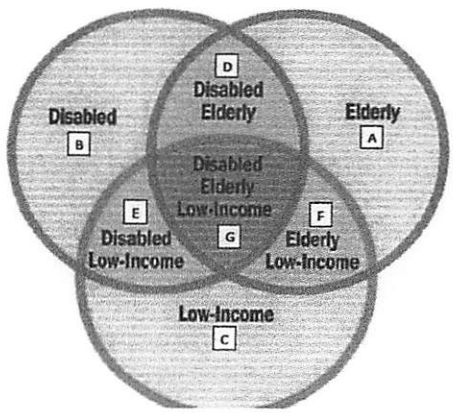
CALCULATION OF GENERAL TRANSPORTATION DISADVANTAGED POPULATION

Taylor County **Census Data fron 2019**

County Pop. By Age	Total Pop by Age	% of Total Pop	Population Below Poverty Level by Age	% of Total Pop Below Poverty Level by Age	Total Population with a Disability by Age	% of Total Pop with a Disability by Age	Total Pop with Disability and Below Poverty Level by Age	% Total Pop with a Disability and Below Poverty Level by Age
< 5 Years of Age	1,154	5.3%	427	2.0%	0	0.0%	0	0.00%
5-17	3,572	16.3%	1,000	4.6%	224	1.0%	41	0.19%
18-34	4,050	18.5%	645	2.9%	356	1.6%	121	0.55%
35-64	8,374	38.3%	916	4.2%	1,804	8.2%	509	2.33%
Total Non Elderly	**17,150**	**78.4%**	**2,988**	**13.7%**	**2,384**	**10.9%**	**671**	**3.07%**
65-74	2,751	12.6%	144	0.7%	811	3.7%	88	0.40%
75+	1,967	9.0%	50	0.2%	984	4.5%	103	0.47%
Total Elderly	**4,718**	**21.6%**	**194**	**0.9%**	**1,795**	**8.2%**	**191**	**0.87%**
Total	**21,868**	**100%**	**3,182**	**14.6%**	**4,179**	**19.1%**	**862**	**3.94%**

Double Counts Calculations		
E - Estimate non-elderly/disabled/ low income	From Base Data (I11)	671
B - Estimate non-elderly/ disabled/not low income	Subtract I11 from G11	1,713
G - Estimate elderly/disabled/low income	From Base Data (I14)	191
D- Estimate elderly/ disabled/not low income	Subtract I14 from G14	1,604
F - Estimate elderly/non-disabled/low income	Subtract I14 from E14	3
A - Estimate elderly/non-disabled/not low income	Subtract sum of J17, J18 and J19 from C14	2,920
C - Estimate low income/not elderly/not disabled	Subtract I11 from E11	2,317
Total - Non-Duplicated		**9,419**

General TD Population		% of Total
Non-Duplicated General TD Population Estimate	**9,419**	43.1%



CALCULATION OF CRITICAL NEED TRANSPORTATION DISADVANTAGED POPULATION

Taylor County

Census Data from: 2019

County Pop. By Age	Total Population with a Disability by Age	% with a Severe Disability by Age	Total Population with a Severe Disability by Age	% of Total Pop with Severe Disability by Age	% of Severe Disability Below Poverty Level	Total Severe Disability Below Poverty Level
< 5 Years of Age	0	4.20%	-	-		
5-17	224	4.20%	9	0.26%		
18-34	356	6.30%	22	0.55%		
35-64	1,804	13.84%	250	2.98%		
Total Non Elderly	**2,384**		**282**	**1.64%**	**28.60%**	**81**
65-74	811	27.12%	220	8.00%		
75+	984	46.55%	458	23.29%		
Total Elderly	**1,795**		**678**	**14.37%**	**11.70%**	**79**
Total	**4,179**		**960**	**4.39%**		**160**

Critical Need - Severely Disabled TD Population			
	Not Low Income	*Low Income*	*Totals*
Non-Elderly	201	81	282
Elderly	599	79	678
TOTAL	800	160	960

TRIP RATES USED	
Low Income Non Disabled Trip Rate	
Total	2.400
Less	
Transit	0.389
School Bus	0.063
Special Transit	0.049
	1.899
Severely Disabled Trip Rate	
Special Transit	0.049

	Low Income & Not Disabled = C + F	
Assumes 27.2%	xx % without auto access	2,320
		631
0.0%	xx % without transit access	
		0

CALCULATION OF DAILY TRIPS FOR THE CRITICAL NEED TD POPULATION

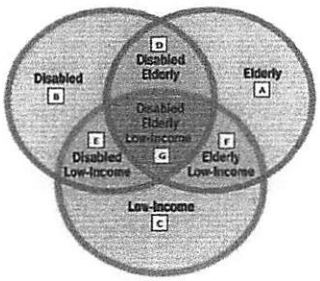
Calculation of Daily Trips

Total Actual Critical TD Population		Daily Trip Rates Per Person	Total Daily Trips
Severely Disabled	960	0.049	47
Low Income ND	-	1.899	0
Totals	960		47

FORECAST OF GENERAL AND CRITICAL NEED TRANSPORTATION DISADVANTAGED POPULATIONS

Taylor County

General TD Population Forecast	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Overlapping Circle Component											
E - Estimate non-elderly/disabled/ low income	671	673	675	678	680	682	684	686	689	691	693
B - Estimate non-elderly/ disabled/not low income	1,713	1,719	1,724	1,730	1,735	1,741	1,747	1,752	1,758	1,764	1,769
G - Estimate elderly/disabled/low income	191	192	192	193	193	194	195	195	196	197	197
D- Estimate elderly/ disabled/not low income	1,604	1,609	1,614	1,620	1,625	1,630	1,635	1,641	1,646	1,651	1,657
F - Estimate elderly/non-disabled/low income	3	3	3	3	3	3	3	3	3	3	3
A - Estimate elderly/non-disabled/not low income	2,920	2,929	2,939	2,949	2,958	2,968	2,977	2,987	2,997	3,006	3,016
C - Estimate low income/not elderly/not disabled	2,317	2,325	2,332	2,340	2,347	2,355	2,362	2,370	2,378	2,386	2,393
TOTAL GENERAL TD POPULATION	9,419	9,450	9,480	9,513	9,542	9,573	9,604	9,635	9,666	9,698	9,729
TOTAL POPULATION	21,868	21,939	22,010	22,082	22,153	22,225	22,297	22,370	22,442	22,515	22,588



Taylor County

Critical Need TD Population Forecast	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Total Critical TD Population											
Disabled	960	963	966	969	972	975	978	982	985	988	991
Low Income Not Disabled No Auto/Transit	0	0	0	0	0	0	0	0	0	0	0
Total Critical Need TD Population	*960*	*963*	*966*	*969*	*972*	*975*	*978*	*982*	*985*	*988*	*991*
Daily Trips - Critical Need TD Population											
Severely Disabled	47	47	47	47	48	48	48	48	48	48	49
Low Income - Not Disabled - No Access	0	0	0	0	0	0	0	0	0	0	0
Total Daily Trips Critical Need TD Population	47	48	49	49	50	51	52	53	54	55	56
Annual Trips	14,575	14,821	15,072	15,326	15,585	15,861	16,142	16,428	16,718	17,014	17,282

Assumes Annual Service Days = *310*

Annual Population Growth (as a percent) *0.32%*

APPENDIX E-1

VEHICLE# / ODOMETR	MAKE / YEAR	DEPARTMENT	SIZE	SERIAL NUMBER / FUEL	REGISTRATION NUM	VEHICLE LOCATION / VEHICLE DRIVER	VEH GVW / PLATE #	PURCH DT / INSRVICE	PURCH$ / RESELL	DEP/PD / PERIODS	VALUE	INSURE / LICENS	LIC / INS
0911	FORD	A 80208	L	1FBNE31L39DA91485		TAYLOR	0000000	08/26/2009	0	0		0	06
54701	2009	0006	U				X8488D	08/26/2009	0	0		0	01
1202	FORD	C 92349	M	1FDFE4FS4CDA78110		TAYLOR	0000000	07/27/2012	0	0		0	00
387760	2012	0006	U				X1177C----0131	07/27/2012	0	0		0	00
1301	FORD	C TDTF	M	1FDFE4FS3DDA85437		TAYLOR	0000000	06/13/2013	0	0		0	00
242094	2013	0006	U				X7480B----0133	06/19/2013	0	0		0	00
1405	FORD	C 92378	M	1FDFE4FS3EDB17241		TAYLOR	0000000	00/00/0000	0	0		0	00
322692	2014	0006	U				X4083C----0136	08/22/2014	0	0		0	00
1504	FORD	C 91255	M	1FDEE3FL4FDA37463		TAYLOR	0000000	00/00/0000	0	0		0	00
207800	2015	0006	U				X5513C	01/01/2016	0	0		0	00
1603	DODGE	91259	L	2C7WDGBG9GR195505		TAYLOR	0000000	00/00/0000	0	0		0	00
68837	2016	0006	U				X0383D	06/24/2016	0	0		0	01
1902	FORD	C 20014	M	1FDFE4FS1KDC02171		TAYLOR	0000000	11/01/2018	0	0		0	00
90836	2019	0006	U				X8319D	11/26/2018	0	0		0	00
2009	FORD	C	M	1FDFE4FN3MDC20443		TAYLOR	0000000	10/06/2020	0	0		0	00
1260	2021	0006	U				X6080E	00/00/0000	0	0		0	00

APPENDIX E-2

Bus Transit System Annual Safety and Security Certification

Certifying Compliance with Rule 14-90, FAC to the
Florida Department of Transportation (FDOT)

Certification Date (Current): 2023
Certification Year: (Previous): 2022
Name and Address of Bus Transit System: Big Bend Transit, Inc. 2201 Eisenhower Street Tallahassee, Florida 32302

The Bus Transit System (Agency) named above hereby certifies the following:

1. ***The Agency has adopted a System Safety Program Plan (SSPP) and a Security Program Plan (SPP) pursuant to the standards set forth in Rule Chapter 14-90, Florida Administrative Code.***

2. ***The Agency is in compliance with its adopted SSPP and SPP.***

3. ***The Agency has performed annual safety inspections on all operational vehicles in accordance with Rule Chapter 14-90, Florida Administrative Code.***

4. ***The Agency has conducted reviews of SSPP and SPP and the plans are up to date.***

Blue Ink Signature: _____ ***Date:*** ***January 10, 2023***

(Individual Responsible for Assurance of Compliance)

Name: ***Shawn Mitchell*** ***Title:*** ***General Manager***

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

Name: *Domingo Ortiz*

Address: *2201 Eisenhower Street Tallahassee, Florida 32302*

Name of Qualified Mechanic who Performed Annual Inspections: *Domingo Ortiz*

* *Note: Please do not edit or otherwise change this form.*

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

CERTIFICATE OF COMPLIANCE

for a

SECTION 5311 SUBRECIPIENT

(Certifying compliance with 49 CFR Parts 40, 655)

To

Florida Department of Transportation

725-030-10
TRANSIT
12/01

DATE 1/10/2023

Section 5311 Subrecipient Information:

AGENCY NAME: Big Bend Transit,Inc.

ADDRESS: 2201 Eisenhower street Tallahassee,FL

PHONE: 850-574-6266

FDOT District Office Information:

NAME: Toni Prough

ADDRE

PHONE: 850-330-1558

I, Shawn Mitchell (Name), General Manager (Title)

hereby certify that Big Bend Transit,Inc. (Name of Subrecepient) and its applicable contractor(s) (listing attached hereto) for Big Bend Transit,Inc (Name of Subrecepient) has (have) established and implemented an anti-drug and alcohol misuse prevention program in accordance with the provisions of 49 CFR Parts 40 and 655 as amended. I further certify that the employee training conducted under this part meets the requirements of 49 CFR Parts 40 and 655 as amended.

Signature

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

APPENDIX F

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

COUNTY: Taylor County
DUE: September 15, 2022

Coordinated Transportation			
ACTUAL PRIOR YEAR			
Local Funding		Direct Federal Funding	
Expenditures	# of Trips, Operating Subsidy or Capital	Expenditures	# of Trips, Operating Subsidy or Capital
$80,598	11,790		

Transportation Alternatives			
ACTUAL PRIOR YEAR			
Local Funding		Direct Federal Funding	
Expenditures	# of Trips, Operating Subsidy or Capital	Expenditures	# of Trips, Operating Subsidy or Capital

Other			
ACTUAL PRIOR YEAR			
Local Funding		Direct Federal Funding	
Expenditures	# of Trips, Operating Subsidy or Capital	Expenditures	# of Trips, Operating Subsidy or Capital

APPENDIX G

Florida Commission for the Transportation Disadvantaged

CTC Organization

County: Taylor
Fiscal Year: 7/1/2021 - 6/30/2022

CTC Status: Complete
CTD Status: Complete

Date Initiated: 9/7/2022

CTC Organization Name:	Big Bend Transit, Inc.
Address:	Post Office Box 1721
City:	Tallahassee
State:	FL
Zip Code:	32302
Organization Type:	Private Non Profit
Network Type:	Sole Source
Operating Environment:	Rural
Transportation Operators:	No
Number of Transportation Operators:	0
Coordination Contractors:	No
Number of Coordination Contractors:	0
Provide Out of County Trips:	Yes
Local Coordinating Board (LCB) Chairperson:	Pam Feagle
CTC Contact:	Shawn Mitchell
CTC Contact Title:	General Manager
CTC Contact Email:	smitchell@bigbendtransit.org
Phone:	(850) 574-6266

CTC Certification

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

CTC Representative (signature): _____

LCB Certification

I, Pam Feagle, as the Local Coordinating Board Chairperson, hereby, certify in accordance with Rule 41-2.007(6), F.A.C. that the Local Coordinating Board has reviewed this report and the Planning Agency has received a copy.

LCB Chairperson (signature): Pam Feagle

Florida Commission for the Transportation Disadvantaged

CTC Trips

County: Taylor **CTC Status:** Complete **CTC Organization:** Big Bend Transit, Inc.

Fiscal Year: 07/01/2021 - 06/30/2022 **CTD Status:** Complete

	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Service Type - One Way						
Fixed Route/Fixed Schedule						
Daily Pass Trips	0	N/A	0	0	N/A	0
Weekly Pass Trips	0	N/A	0	0	N/A	0
Monthly Pass Trips	0	N/A	0	0	N/A	0
Deviated Fixed Route Service	2,379	N/A	2,379	3,007	N/A	3,007
Complementary ADA Service	0	N/A	0	0	N/A	0
Paratransit						
Ambulatory	8,400	0	8,400	6,448	0	6,448
Non-Ambulatory	1,573	0	1,573	1,265	0	1,265
Stretcher	0	0	0	0	0	0
Transportation Network Companies	0	N/A	0	0	N/A	0
Taxi	0	N/A	0	0	N/A	0
School Board (School Bus)	0	N/A	0	0	N/A	0
Volunteers	0	N/A	0	0	N/A	0
Total - Service Type	12,352	0	12,352	10,720	0	10,720
Contracted Transportation Operator						
How many of the total trips were provided by Contracted Transportation Operators? (If the CTC provides transportation services, do not include the CTC	0	N/A	0	0	N/A	0
Total - Contracted Transportation Operator Trips	0	0	0	0	0	0
Revenue Source - One Way						
Agency for Health Care Administration (AHCA)	562	0	562	394	0	394
Agency for Persons with Disabilities (APD)	753	0	753	577	0	577
Comm for the Transportation Disadvantaged (CTD)	8,844	N/A	8,844	7,447	N/A	7,447
Dept of Economic Opportunity (DEO)	0	0	0	0	0	0
Dept of Children and Families (DCF)	0	0	0	0	0	0
Dept of Education (DOE)	0	0	0	0	0	0
Dept of Elder Affairs (DOEA)	0	0	0	0	0	0
Dept of Health (DOH)	3	0	3	4	0	4
Dept of Juvenile Justice (DJJ)	0	0	0	0	0	0
Dept of Transportation (DOT)	0	0	0	0	0	0
Local Government	1,794	0	1,794	2,029	0	2,029
Local Non-Government	396	0	396	269	0	269
Other Federal & State Programs	0	0	0	0	0	0
Total - Revenue Source	12,352	0	12,352	10,720	0	10,720

Florida Commission for the Transportation Disadvantaged

CTC Trips (cont'd)

County: Taylor
CTC Status: Complete
CTC Organization: Big Bend Transit, Inc.
Fiscal Year: 07/01/2021 - 06/30/2022
CTD Status: Complete

	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Passenger Type - One Way						
Older Adults	3,237	0	3,237	2,635	0	2,635
Children At Risk	12	0	12	105	0	105
Persons With Disabilities	4,566	0	4,566	2,823	0	2,823
Low Income	3,323	0	3,323	3,982	0	3,982
Other	1,214	0	1,214	1,175	0	1,175
Total - Passenger Type	12,352	0	12,352	10,720	0	10,720
Trip Purpose - One Way						
Medical	3,372	0	3,372	2,891	0	2,891
Employment	2,141	0	2,141	2,341	0	2,341
Education/Training/Daycare	2,631	0	2,631	2,008	0	2,008
Nutritional	1,092	0	1,092	1,551	0	1,551
Life-Sustaining/Other	3,116	0	3,116	1,929	0	1,929
Total - Trip Purpose	12,352	0	12,352	10,720	0	10,720
Unduplicated Passenger Head Count (UDPHC)						
UDPHC	429	0	429	457	0	457
Total - UDPHC	429	0	429	457	0	457
Unmet & No Shows						
Unmet Trip Requests	0	N/A	0	1	N/A	1
No Shows	128	N/A	128	85	N/A	85
Customer Feedback						
Complaints	1	N/A	1	0	N/A	0
Commendations	1	N/A	1	4	N/A	4

Florida Commission for the Transportation Disadvantaged

CTC Vehicles & Drivers

County: Taylor **CTC Status:** Complete **CTC Organization:** Big Bend Transit, Inc.

Fiscal Year: 07/01/2021 - 06/30/2022 **CTD Status:** Complete

	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Vehicle Miles						
Deviated Fixed Route Miles	36,419	N/A	36,419	35,969	N/A	35,969
Complementary ADA Service Miles	0	N/A	0	0	N/A	0
Paratransit Miles	182,399	0	182,399	125,302	0	125,302
Transportation Network Companies (TNC) Miles	0	N/A	0	0	N/A	0
Taxi Miles	0	N/A	0	0	N/A	0
School Board (School Bus) Miles	0	N/A	0	0	N/A	0
Volunteers Miles	0	N/A	0	0	N/A	0
Total - Vehicle Miles	218,818	0	218,818	161,271	0	161,271
Roadcalls & Accidents						
Roadcalls	0	0	0	1	0	1
Chargeable Accidents	0	0	0	0	0	0
Vehicle Inventory						
Total Number of Vehicles	10	0	10	10	0	10
Number of Wheelchair Accessible Vehicles	10	0	10	10	0	10
Drivers						
Number of Full Time & Part Time Drivers	6	0	6	5	0	5
Number of Volunteer Drivers	0	0	0	0	0	0

Florida Commission for the Transportation Disadvantaged

CTC Revenue Sources

County: Taylor
CTC Status: Complete
CTC Organization: Big Bend Transit, Inc.
Fiscal Year: 07/01/2021 - 06/30/2022
CTD Status: Complete

	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Revenue Sources						
Agency for Health Care Administration (AHCA)	$ 39,773	$ 0	$ 39,773	$ 36,086	$ 0	$ 36,086
Agency for Persons with Disabilities (APD)	$ 7,191	$ 0	$ 7,191	$ 5,510	$ 0	$ 5,510
Dept of Economic Opportunity (DEO)	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0
Dept of Children and Families (DCF)	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0
Dept of Education (DOE)	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0
Dept of Elder Affairs (DOEA)	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0
Dept of Health (DOH)	$ 134	$ 0	$ 134	$ 226	$ 0	$ 226
Dept of Juvenile Justice (DJJ)	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0
Commission for the Transportation Disadvantaged (CTD)						
Non-Sponsored Trip Program	$ 263,698	N/A	$ 263,698	$ 312,437	N/A	$ 312,437
Non-Sponsored Capital Equipment	$ 0	N/A	$ 0	$ 0	N/A	$ 0
Rural Capital Equipment	$ 0	N/A	$ 0	$ 83,877	N/A	$ 83,877
TD Other	$ 0	N/A	$ 0	$ 0	N/A	$ 0
Department of Transportation (DOT)						
49 USC 5307	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0
49 USC 5310	$ 0	$ 0	$ 0	$ 136,533	$ 0	$ 136,533
49 USC 5311	$ 302,449	$ 0	$ 302,449	$ 329,914	$ 0	$ 329,914
49 USC 5311 (f)	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0
Block Grant	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0
Service Development	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0
Commuter Assistance Program	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0
Other DOT	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0
Local Government						
School Board (School Bus)	$ 0	N/A	$ 0	$ 0	N/A	$ 0
County Cash	$ 47,040	$ 0	$ 47,040	$ 46,410	$ 0	$ 46,410
County In-Kind	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0
City Cash	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0
City In-Kind	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0
Other Cash	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0
Other In-Kind	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0
Local Non-Government						
Farebox	$ 25,928	$ 0	$ 25,928	$ 15,230	$ 0	$ 15,230
Donations/Contributions	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0
In-Kind Services	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0
Other Non-Government	$ 305	$ 0	$ 305	$ 1,404	$ 0	$ 1,404
Other Federal & State Programs						
Other Federal Programs	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0
Other State Programs	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0
Total - Revenue Sources	$ 686,518	$ 0	$ 686,518	$ 967,627	$ 0	$ 967,627

Florida Commission for the Transportation Disadvantaged

CTC Expense Sources

County: Taylor **CTC Status:** Complete **CTC Organization:** Big Bend Transit, Inc.

Fiscal Year: 07/01/2021 - 06/30/2022 **CTD Status:** Complete

	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Expense Sources						
Labor	$303,807	$0	$303,807	$284,855	$0	$284,855
Fringe Benefits	$119,742	$0	$119,742	$119,218	$0	$119,218
Services	$48,449	$0	$48,449	$40,188	$0	$40,188
Materials & Supplies Consumed	$100,657	$0	$100,657	$70,855	$0	$70,855
Utilities	$7,299	$0	$7,299	$9,191	$0	$9,191
Casualty & Liability	$60,377	$0	$60,377	$56,109	$0	$56,109
Taxes	$127	$0	$127	$278	$0	$278
Miscellaneous	$10,699	$0	$10,699	$11,055	$0	$11,055
Interest	$1,542	$0	$1,542	$1,455	$0	$1,455
Leases & Rentals	$12,814	$0	$12,814	$12,057	$0	$12,057
Capital Purchases	$8,221	$0	$8,221	$239,690	$0	$239,690
Contributed Services	$0	$0	$0	$0	$0	$0
Allocated Indirect Expenses	$0	$0	$0	$0	$0	$0
Purchased Transportation Services						
Bus Pass	$0	N/A	$0	$0	N/A	$0
School Board (School Bus)	$0	N/A	$0	$0	N/A	$0
Transportation Network Companies (TNC)	$0	N/A	$0	$0	N/A	$0
Taxi	$0	N/A	$0	$0	N/A	$0
Contracted Operator	$0	N/A	$0	$0	N/A	$0
Total - Expense Sources	$673,734	$0	$673,734	$844,951	$0	$844,951

County: Taylor
CTC: Big Bend Transit, Inc.
Contact: Shawn Mitchell
Post Office Box 1721
Tallahassee, FL 32302
850-574-6266
Email: smitchell@bigbendtransit.org

Demographics	Number
Total County Population	0
Unduplicated Head Count	429

Florida Commission for the Transportation Disadvantaged

Trips By Type of Service	2020	2021	2022
Fixed Route (FR)	0	0	0
Deviated FR	4,562	3,007	2,379
Complementary ADA	0	0	0
Paratransit	8,980	7,713	9,973
TNC	0	0	0
Taxi	0	0	0
School Board (School Bus)	0	0	0
Volunteers	0	0	0
TOTAL TRIPS	**13,542**	**10,720**	**12,352**

Passenger Trips By Trip Purpose			
Medical	4,034	2,891	3,372
Employment	2,680	2,341	2,141
Ed/Train/DayCare	4,071	2,008	2,631
Nutritional	1,671	1,551	1,092
Life-Sustaining/Other	1,086	1,929	3,116
TOTAL TRIPS	**13,542**	**10,720**	**12,352**

Passenger Trips By Revenue Source			
CTD	6,015	7,447	8,844
AHCA	1,505	394	562
APD	1,122	577	753
DOEA	0	0	0
DOE	0	0	0
Other	4,900	2,302	2,193
TOTAL TRIPS	**13,542**	**10,720**	**12,352**

Trips by Provider Type			
CTC	13,542	10,720	12,352
Transportation Operator	0	0	0
Coordination Contractor	0	0	0
TOTAL TRIPS	**13,542**	**10,720**	**12,352**

Vehicle Data	2020	2021	2022
Vehicle Miles	228,020	161,271	218,818
Roadcalls	2	1	0
Accidents	0	0	0
Vehicles	7	10	10
Drivers	6	5	6

Financial and General Data			
Expenses	$636,859	$844,951	$673,734
Revenues	$781,310	$967,627	$686,518
Commendations	0	4	1
Complaints	0	0	1
Passenger No-Shows	201	85	128
Unmet Trip Requests	0	1	0

Performance Measures			
Accidents per 100,000 Miles	0	0	0
Miles between Roadcalls	114,010	161,271	0
Avg. Trips per Passenger	19.21	23.46	28.79
Cost per Trip	$47.03	$78.82	$54.54
Cost per Paratransit Trip	$47.03	$78.82	$54.54
Cost per Total Mile	$2.79	$5.24	$3.08
Cost per Paratransit Mile	$2.79	$5.24	$3.08

APPENDIX H

Preliminary Information Worksheet

Version 1.4

CTC Name:	Big Bend Transit, Inc.
County (Service Area):	Taylor
Contact Person:	Shawn Mitchell
Phone #	850-574-6266 X111

**Throughout this v
triangles that incl
comments for you
hover your cursor
see the comment.**

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: Big Bend Transit, Inc.
County: Taylor

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

	Prior Year's ACTUALS from July 1st of 2020 to June 30th of 2021	Current Year's APPROVED Budget, as amended from July 1st of 2021 to June 30th of 2022	Upcoming Year's PROPOSED Budget from July 1st of 2022 to June 30th of 2023	% 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	$ 15,230	$ 15,687	$ 16,156	3.0%	3.0%	Purchase for Service. Farbox and other used for match
Medicaid Co-Pay Received						
Donations/ Contributions						
In-Kind, Contributed Services						
Other	$ 1,404	$ 1,446	$ 1,490	3.0%	3.0%	
Bus Pass Program Revenue						
Local Government						
District School Board						Purchase for Service. County Cash used for match
Compl. ADA Services						
County Cash	$ 46,410	$ 47,040	$ 47,040	1.4%	0.0%	
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	$ 312,374	$ 263,635	$ 263,635	-15.6%	0.0%	FY 21/22 From Current Grant Allocation
Non-Spons. Capital Equipment	$ 83,877			-100.0%		
Rural Capital Equipment						
Other TD (specify in explanation)						
Bus Pass Program Revenue						
USDOT & FDOT						
49 USC 5307						Used as Subsity. 5311 For FY 21/22 based on projected actual. That amount is carried over for FY 22/23
49 USC 5310	$ 136,533			-100.0%		
49 USC 5311 (Operating)	$ 329,914	$ 296,074	$ 296,074	-10.3%	0.0%	
49 USC 5311(Capital)						
Block Grant						
Service Development						
Commuter Assistance						
Other DOT (specify in explanation)						
Bus Pass Program Revenue						
AHCA						
Medicaid	$ 36,086	$ 22,482	$ 78,014	-37.7%	247.0%	Purchased for Service. Amounts used to balance
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						
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: Big Bend Transit, Inc.
County: Taylor

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

	Prior Year's ACTUALS from July 1st of 2020 to June 30th of 2021	Current Year's APPROVED Budget, as amended from July 1st of 2021 to June 30th of 2022	Upcoming Year's PROPOSED Budget from July 1st of 2022 to June 30th of 2023	% 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	$ 226	$ 233	$ 240	3.0%	3.0%	Purchase for Service
Developmental Services	$ 5,510	$ 5,675	$ 5,845	3.0%	3.0%	
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 =	**$967,564**	**$652,272**	**$708,495**	**-32.6%**	**8.6%**	
EXPENDITURES (CTC/Operators ONLY / Do **NOT** include Coordination Contractors!)						
Operating Expenditures						
Labor	$ 284,654	$ 299,087	$ 314,052	5.0%	5.0%	Wages are projected to increase by more than 3% due to the increase in the minimum wage in Florida. A portion of Fringe benefits will also increase for the same reason. Fuel costs (Materials) has increased by almost 100% since 2021. Fuel costs make up 67% of our materials cost. As such, Materials and supplies Expense will increase by 68% by FY 22/23
Fringe Benefits	$ 119,218	$ 123,987	$ 128,946	4.0%	4.0%	
Services	$ 40,168	$ 41,394	$ 42,635	3.0%	3.0%	
Materials and Supplies	$ 70,855	$ 94,946	$ 127,227	34.0%	34.0%	
Utilities	$ 9,191	$ 9,467	$ 9,751	3.0%	3.0%	
Casualty and Liability	$ 56,109	$ 57,792	$ 59,526	3.0%	3.0%	
Taxes	$ 278	$ 286	$ 295	3.0%	3.0%	
Purchased Transportation:						
Purchased Bus Pass Expenses						
School Bus Utilization Expenses						
Contracted Transportation Services						
Other						
Miscellaneous	$ 12,510	$ 12,885	$ 13,272	3.0%	3.0%	
Operating Debt Service - Principal & Interest						
Leases and Rentals	$ 12,057	$ 12,419	$ 12,791	3.0%	3.0%	
Contrib. to Capital Equip. Replacement Fund						
In-Kind, Contributed Services	$ -	$ -	$ -			
Allocated Indirect						
Capital Expenditures						
Equip. Purchases with Grant Funds	$ 220,410			-100.0%		
Equip. Purchases with Local Revenue	$ 19,289			-100.0%		
Equip. Purchases with Rate Generated Rev.						
Capital Debt Service - Principal & Interest						
ACTUAL YEAR GAIN	$122,605					
Total Expenditures =	**$844,959**	**$652,272**	**$708,495**	-22.8%	8.6%	

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.

Budgeted Rate Base Worksheet

Version 1.4 | CTC: Big Bend Transit, Inc. | County: Taylor

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

1	Upcoming Year's BUDGETED Revenues from July 1st of 2022 to June 30th of 2023 2	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? 3	Budgeted Rate Subsidy Revenue EXcluded from the Rate Base 4	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? 5	local match req.
REVENUES (CTC/Operators ONLY)					
Local Non-Govt					
Farebox	$ 16,158	$ 16,158	$ -		
Medicaid Co-Pay Received	$ -		$ -		
Donations/ Contributions	$ -		$ -		
In-Kind, Contributed Services	$ -	$ -	$ -		
Other	$ 1,490	$ 1,490	$ -		
Bus Pass Program Revenue	$ -	$ -	$ -		
Local Government					
District School Board	$ -	$ -	$ -		
Compl. ADA Services	$ -	$ -	$ -		
County Cash	$ 47,040	$ 47,040	$ -		
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	$ 263,635	$ 263,635	$ -	$ -	$ 29,293
Non-Spons. Capital Equipment	$ -	$ -	$ -	$ -	$ -
Rural Capital Equipment	$ -	$ -	$ -	$ -	$ -
Other TD	$ -		$ -		
Bus Pass Program Revenue	$ -	$ -	$ -		
USDOT & FDOT					
49 USC 5307	$ -	$ -	$ -		
49 USC 5310	$ -	$ -	$ -	$ -	$ -
49 USC 5311 (Operating)	$ 295,074		$ 295,074		
49 USC 5311(Capital)	$ -	$ -	$ -	$ -	$ -
Block Grant	$ -	$ -	$ -		
Service Development	$ -	$ -	$ -		
Commuter Assistance	$ -	$ -	$ -		
Other DOT	$ -		$ -		
Bus Pass Program Revenue	$ -	$ -	$ -		
AHCA					
Medicaid	$ 78,014	$ 78,014	$ -		
Other AHCA	$ -		$ -		
Bus Pass Program Revenue	$ -	$ -	$ -		
DCF					
Alcoh, Drug & Mental Health	$ -	$ -	$ -		
Family Safety & Preservation	$ -	$ -	$ -		
Comm. Care Dis./Aging & Adult Serv.	$ -	$ -	$ -		
Other DCF	$ -		$ -		
Bus Pass Program Revenue	$ -	$ -	$ -		
DOH					
Children Medical Services	$ -	$ -	$ -		
County Public Health	$ -	$ -	$ -		
Other DOH	$ -		$ -		
Bus Pass Program Revenue	$ -	$ -	$ -		
DOE (state)					
Carl Perkins	$ -	$ -	$ -		
Div of Blind Services	$ -	$ -	$ -		
Vocational Rehabilitation	$ -	$ -	$ -		
Day Care Programs	$ -	$ -	$ -		
Other DOE	$ -		$ -		
Bus Pass Program Revenue	$ -	$ -	$ -		
AWI					
WAGES/Workforce Board	$ -	$ -	$ -		
AWI	$ -		$ -		
Bus Pass Program Revenue	$ -	$ -	$ -		
DOEA					
Older Americans Act	$ -	$ -	$ -		
Community Care for Elderly	$ -	$ -	$ -		
Other DOEA	$ -		$ -		
Bus Pass Program Revenue	$ -	$ -	$ -		
DCA					
Community Services	$ -	$ -	$ -		
Other DCA	$ -		$ -		
Bus Pass Program Revenue	$ -	$ -	$ -		

YELLOW cells
are NEVER Generated by Applying Authorized Rates

BLUE cells
Should be funds generated by rates in this spreadsheet

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.

Budgeted Rate Base Worksheet

Version 1.4

CTC: Big Bend Transit, Inc.

County: Taylor

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

	Upcoming Year's BUDGETED Revenues from July 1st of 2022 to June 30th of 2023	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?
1	2	3	4	5
APD				
Office of Disability Determination	$ 240	$ 240	$ -	
Developmental Services	$ 5,846	$ 5,846	$ -	
Other APD	$ -		$ -	
Bus Pass Program Revenue	$ -	$ -	$ -	
DJJ				
DJJ	$ -		$ -	
Bus Pass Program Revenue	$ -	$ -	$ -	
Other Fed or State				
xxx	$ -		$ -	
xxx	$ -		$ -	
xxx	$ -		$ -	
Bus Pass Program Revenue	$ -	$ -	$ -	
Other Revenues				
Interest Earnings	$ -	$ -	$ -	
xxxx	$ -		$ -	
xxxx	$ -		$ -	
Bus Pass Program Revenue	$ -	$ -	$ -	
Balancing Revenue to Prevent Deficit				
Actual or Planned Use of Cash Reserve	$ -	$ -	$ -	
Total Revenues =	$ 706,495	$ 412,421	$ 296,074	$ -

EXPENDITURES (CTC/Operators ONLY)

Operating Expenditures	
Labor	$ 314,052
Fringe Benefits	$ 128,945
Services	$ 42,635
Materials and Supplies	$ 127,227
Utilities	$ 9,751
Casualty and Liability	$ 59,526
Taxes	$ 295
Purchased Transportation:	
Purchased Bus Pass Expenses	$ -
School Bus Utilization Expenses	$ -
Contracted Transportation Services	$ -
Other	$ -
Miscellaneous	$ 13,272
Operating Debt Service - Principal & Interest	$ -
Leases and Rentals	$ 12,791
Contrib. to Capital Equip. Replacement Fund	$ -
In-Kind, Contributed Services	$ -
Allocated Indirect	$ -
Capital Expenditures	
Equip. Purchases with Grant Funds	$ -
Equip. Purchases with Local Revenue	$ -
Equip. Purchases with Rate Generated Rev.	$ -
Capital Debt Service - Principal & Interest	$ -
	$ -
Total Expenditures =	$ 706,495
minus EXCLUDED Subsidy Revenue =	$ 296,074
Budgeted Total Expenditures INCLUDED in Rate Base =	$ 412,421
Rate Base Adjustment[1] =	($122,605)
Adjusted Expenditures Included in Rate Base =	$ 289,816

$ 296,074

Amount of Budgeted Operating Rate Subsidy Revenue

[1] 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.

[1] The Difference between Expenses and Revenues for Fiscal Year: 2020 - 2021

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

Worksheet for Program-wide Rates

CTC: Big Bend Transit, I Version 1.4
County: Taylor

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 =	156,650
Rate Per Passenger Mile = $	1.85
Total Projected Passenger Trips =	9,640
Rate Per Passenger Trip = $	30.06

Fiscal Year

2022 - 2023

Avg. Passenger Trip Length =	16.3 Miles

Rates If No Revenue Funds Were Identified As Subsidy Funds

Rate Per Passenger Mile = $	3.74
Rate Per Passenger Trip = $	60.78

*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: Big Bend Transit Version 1.4
County: Taylor

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

SECTION I: Services Provided

	Ambulatory	Wheelchair	Stretcher	Group
1. Will the CTC be providing any of these Services to transportation disadvantaged passengers in the upcoming budget year?.....	(•) Yes ( ) No	(•) Yes ( ) No	(•) Yes ( ) No	( ) Yes (•) 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

	Ambulatory	Wheelchair	Stretcher	Group
1. Will the CTC be contracting out any of these Services TOTALLY in the upcoming budget year?....	( ) Yes (•) No	( ) Yes (•) No	(•) Yes ( ) No	( ) Yes (•) 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	Answer # 2 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?....	( ) Yes (•) No	( ) Yes (•) No	( ) Yes (•) No	( ) Yes (•) No
	Leave Blank	Leave Blank	Leave Blank	Do NOT Complete Section II for Group Service
3. If you answered YES to #1 & #2 above, how much is the proposed contract amount for the service?				
How many of the total projected Passenger Miles relate to the contracted service?				
How many of the total projected passenger trips relate to the contracted service?				
Effective Rate for Contracted Services:	Ambulatory	Wheelchair	Stretcher	Group
per Passenger Mile =				
per Passenger Trip =				
	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 =	Combination Trip and Mile Rate			
Rate per Passenger Mile for Balance =				
	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

Worksheet for Multiple Service Rates

CTC: **Big Bend Transit** Version 1.4
County: **Taylor**

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

SECTION III: Escort Service

1. Do you want to charge all escorts a fee? ..... (Yes / No) — 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 ..... (Pass. Trip / Pass. Mile) — Leave Blank
   per passenger 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: 2022 - 2023

	Ambul	Wheel Chair	Stretcher	Group (Leave Blank)	
Projected Passenger Miles (excluding totally contracted services addressed in Section II) = 156,650	=	+	+	+ 0	Does Not = Total Projected Passenger Miles, minus miles for contracted services
Rate per Passenger Mile =	$0.00	$0.00	$0.00	$0.00 per passenger	$0.00 per group
Projected Passenger Trips (excluding totally contracted services addressed in Section II) = 9,640	= 8,290	+ 1,350	+	+	
Rate per Passenger Trip =	$27.33	$46.85	$0.00	$0.00 per passenger	$0.00 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 (Leave Blank)	
...INPUT the Desired Rate per Trip (but must be less than per trip rate above) =					$0.00
Rate per Passenger Mile for Balance =	$0.00	$0.00	$0.00	$0.00 per passenger	$0.00 per group

Rates If No Revenue Funds Were Identified As Subsidy Funds

	Ambul	Wheel Chair	Stretcher	Group	
Rate per Passenger Mile =	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0! per passenger	#DIV/0! per group
	Ambul	Wheel Chair	Stretcher	Group	
Rate per Passenger Trip =	$55.25	$94.72	$0.00	$0.00 per passenger	$0.00 per group

Program These Rates Into Your Medicaid Encounter Data

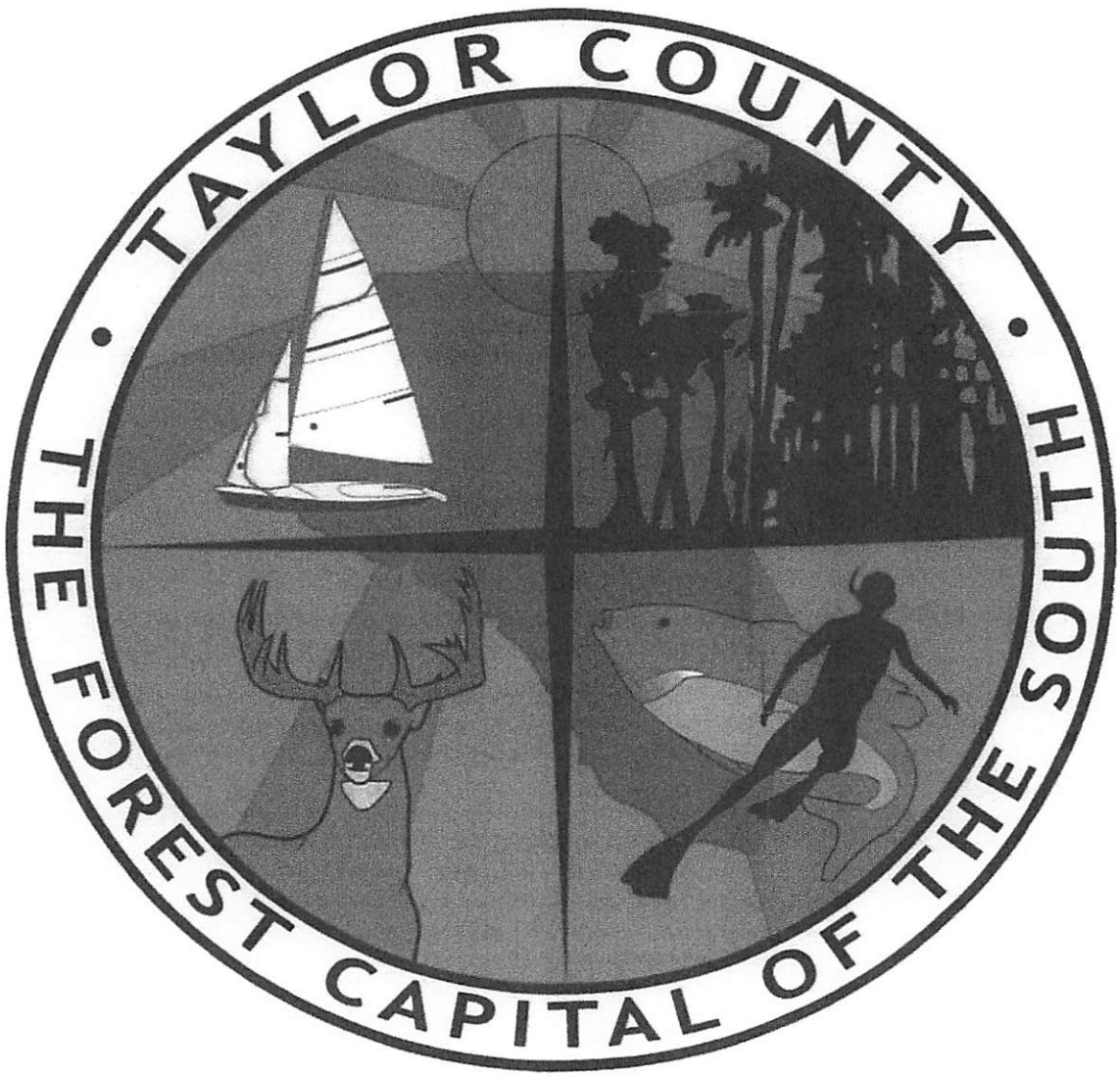
Worksheet for Multiple Service Rates

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

CTC: Big Bend Transi Version 1.4
County: Taylor

APPENDIX I

Taylor County
Transportation Disadvantaged
Local Coordinating Board
By-Laws 2022-2023



Updated September 22, 2022

Pam Feagle

Pam Feagle, Chairman
Local Coordinating Board of the Transportation Disadvantaged

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

Our Vision and Values: To provide the best possible transportation services to the transportation disadvantaged population, providing a viable program to assist in the improvement of the quality of life of our citizens.

SECTION 1: PREAMBLE

The following sets forth the by-laws which shall serve to guide the proper functioning of the Taylor County Transportation Disadvantaged Local Coordinating Board. The intent is to provide procedures and policies for fulfilling the requirements of Chapter 427, Florida Statutes, Rule 41-2, Florida Administrative Code (FAC), LCB and Planning Agency Operating Guidelines (August 2017) and subsequent laws setting forth requirements for the coordination of transportation services to the transportation disadvantaged. The by-laws also adhere to the policies and procedures as set forth by the Taylor County Board of Commissioners for County appointed and approved Committees and Advisory Boards.

SECTION II: NAME AND PURPOSE OF BOARD

A. **Name.** The name of the Coordinating Board shall be the **Taylor County Transportation Disadvantaged Local Coordinating Board (LCB),** hereinafter referred to as the Board.
B. **Purpose.** The purpose of the Board is to identify local service needs, assist in planning for said needs, assist with the selection and annual review of a Community Transportation Coordinator (CTC), provide information, advice and direction to the CTC on the provision of services to the transportation disadvantaged and assist in the development of the local Transportation Disadvantaged Service Plan (TDSP).

SECTION III: MEMBERSHIP, APPOINTMENT, TERM OF OFFICE, AND TERMINATION OF MEMBERSHIP

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

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

1. A County Commissioner or other elected official from service area.
2. A local representative from the Florida Department of Transportation.
3. A local representative from the Florida Department of Children and Family Services.
4. A person over sixty (60) years of age representing the elderly in the county.
5. The County's Veterans Service Officer or a person recommended by the local Veterans Service Officer representing the Veteran's in the County.
6. A local representative for children at risk.
7. A local representative from the Florida Department of Elder Affairs.

8. A representative of the Regional Workforce Development Board (Career Source of North Florida.)
9. A representative of the local medical community (local health department, long term care facilities, hospitals, assisted living facilities, kidney dialysis centers, etc.)
10. A person representing the disabled of the county.
11. A representative of the public education community which could include but not be limited to, a representative of the local School Board, school transportation services, or Head Start where the school district is responsible.
12. A person who is recognized by the Florida Association for Community Action representing the economically disadvantaged.
13. Two citizen advocate representatives with one who uses the transportation services as their primary means of transportation.
14. A representative of the Florida Agency for Health Care Administration.

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

C. Technical Advisors - Non-voting Members. Additional non-voting members may be appointed by the Board of County Commissioners or by majority vote of the LCB to provide technical advice as necessary.

D. Terms of Appointment. Except for the Chairperson and agency representative, the members of the board shall be appointed for three (3) year terms. Members may be reappointed if requested by the agency or group the member is representing and if approved by the Board of Commissioners. Terms are staggered to prevent a significant turnover during a particular period.

E. Termination of Membership. Any member of the Board may resign at any time by notice in writing to the LCB Chairman. If the member is from an Agency required by the Florida Commission for the Transportation Disadvantaged, the Agency shall be responsible for appointing a new member and their alternate. The Planning Grant Coordinator shall be notified by the Agency as to the new appointment(s). Attendance is required at scheduled meetings, except for reasons of an unavoidable nature. In each instance of an unavoidable absence, the member should ensure their alternate will attend. The Board of County Commissioners upon recommendation of the Planning Coordinator shall review, and consider rescinding the appointment of any voting member of the Board who fails to attend three (3) consecutive meetings. The County/Planning Agency shall maintain an attendance roster for each LCB meeting. This roster shall be submitted to the TD Commission with each quarterly report. The Taylor County LCB will follow the Advisory Committee Attendance Policy approved by the Taylor County Board of Commissioners and guidelines of the Florida Commission for the Transportation Disadvantaged.

SECTION IV: OFFICERS AND DUTIES

A. **Number.** The officers of the Local Coordinating Board shall be a Chairperson and a Vice-Chairperson.

B. **Chairperson.** The Chairperson shall preside at all meetings, and in the event of his/her absence, or at his/her direction; the Vice-Chairperson shall assume the duties and powers of the Chairperson. The Chairperson will be the appointee of the Taylor County Board of Commissioners. The Chairperson will serve until their elected term of office expires or otherwise replaced by the Board of Commissioners. The Chairperson is responsible for the minutes of the meeting and for all meeting notices and agendas. The Chairperson shall work closely with the Planning Coordinator planning meetings, reviewing required submissions under the terms of the grant contracts, and other meetings or events required for the Local Coordinating Board to be effective and in compliance with the Florida Commission for the Transportation Disadvantaged rules and regulations.

C. **Vice-Chairperson.** The Local Coordinating Board shall hold an organizational meeting each year for the purpose of electing a Vice-Chairperson. The Vice-Chairperson shall be elected by a majority vote of a quorum of the members of the Board and voting at the organizational meeting. The Vice-Chairperson shall serve a term of one year starting at the following meeting. LCB members can serve more than one term as Vice-Chairperson, but not for consecutive terms. The annual organizational meeting is held at the 1st quarter meeting in (normally September) to elect a Vice-Chairperson for the upcoming new fiscal/grant reporting year. If there is a tie vote for the Vice-Chairperson at the organizational meeting, a coin toss will be exercised at that time to determine the Vice-Chairperson.

SECTION V: BOARD MEETINGS

A. **Regular Meetings.** The Board shall meet as often as necessary in Order to meet its responsibilities. However, as required by Chapter 427.0157, Florida Statutes, the Board shall meet at least quarterly. The Board currently meets in September, December, March and June in concurrence with the State of Florida and Commission for the Transportation Disadvantaged fiscal year.

B. **Meeting Standards.** All meetings including committee meetings shall function under the "Government in the Sunshine Law". All meetings will provide an opportunity for public comment.

C. **Parliamentary Procedures.** The Local Coordinating Board will conduct business using parliamentary procedures as set forth and followed by the Taylor County Board of Commissioners.

D. **Quorum and Voting.** At all meetings of the Board, the presence in person of a majority of voting members shall be necessary and sufficient to constitute a quorum for the transaction of business. In the absence of a quorum, those present may without notice other than by announcement at the meeting, recess the meeting from time to time, until a quorum may be present. A quorum shall consist of at least 5 of the members. At all

meetings of the Board at which a quorum is present, all matters, except as otherwise expressly required by law or these bylaws, shall be decided by the vote of a majority of the members of the Board present. Roll Call votes will be held and documented when so needed. As required by Chapter 286.012, all Board members, including the Chairperson of the Board must vote on all official actions taken by the Board unless when there appears to be a possible conflict of interest with a member or members of the Board. Prior to the vote being taken, member(s) must publicly state to the Board the nature of his or her interest in the matter on which the vote it taken. Within fifteen days of the vote, the member(s) shall disclose the nature of his or her interest as public record.

E. **Notice of Meetings.** Notices and tentative agenda packages shall be sent to all Board Members, other interested parties, and the largest circulating newspaper in the designated area at least one week prior to the Board meeting. Such notice shall state the date, time, and the place of the meeting.

SECTION VI: STAFF

A. **General.** The County Commission shall provide the Local Coordinating Board with sufficient staff support and resources to enable the Board to fulfill its responsibilities as set forth in Chapter 427.0157 Florida Statutes and the Local Coordinating Board and Planning Agency Operating Guidelines (August 2017). These responsibilities include providing sufficient staff to manage and oversee the operations of the local program, assist in scheduling meetings, preparing meeting agenda packets, and other necessary administrative duties as required by the Local Coordinating Board within the limit of resources available.

SECTION VII: BOARD DUTIES

A. **Board Duties.** The Local Coordinating Board member duties, with the assistance of the Planning Grant staff, shall include but not be limited to duties as specified in Chapter 427, Florida Statutes and Rule 41-2. FAC.

1. Maintain official meeting minutes, including an attendance roster, reflecting official action and provide a copy to the State Commission and maintain a copy in the County Planning Managers files.
2. Review and approve the selection of the Community Transportation Coordinator (CTC) and the Memorandum of Agreement between the CTC and the TD Commission.
3. Annually review, make recommendations and approve the Transportation Disadvantaged Service Plan (TDSP) and annual updates to the TDSP. Ensure all appropriate parties are included in the process including the public, the planning agency and the CTC.
4. Annually evaluate the CTC's performance in general and relative to insurance, safety requirements and standards as referenced in Rule 41-2, 006, FAC, and results of standards in the most recent TDSP. The LCB shall set an annual percentage goal increase (or establish a percentage) for the number of trips provided within the system to be on public transit where such services are

available. (There is currently no other public transit service in Taylor County). The LCB shall utilize the Commission's Quality Assurance Performance Evaluation Tool to evaluate the performance of the CTC. This evaluation Tool and Summary will be submitted to the Commission upon approval by the LCB.

5. In cooperation with the CTC, review and provide recommendations to the Commission and the Taylor County Board of Commissioners, on all applications for local government, state or federal funds relating to transportation of the transportation disadvantaged in the designated service area to ensure that any expenditures within the designated service area are provided in the most cost effective and efficient manner (427.0157(3), FS). The accomplishment of this requirement shall include the development and implementation of a process by which the Coordinating Board and CTC have an opportunity to become aware of any federal, state or local government funding requests and provide recommendations regarding the expenditure of such funds. Such funds may include expenditures for operating, capital or administrative needs. Such a process should include at least:

   A. The review of applications to ensure that they are consistent with the TDSP. This review shall consider:
      a. The need for the requested funds or services;
      b. Consistency with local government comprehensive plans;
      c. Coordination with local transit agencies, including the CTC;
      d. Consistency with the TDSP;
      e. Whether such funds are adequately budgeted amounts for the services expected; and,
      f. Whether such funds will be spent in a manner consistent with the requirements of coordinated transportation laws and regulations.

   B. Notify the Commission of any unresolved funding requests without delays in the application process.

6. When requested, assist the CTC in establishing eligibility guidelines and trip priorities.
7. Review coordination strategies for service provision to the transportation disadvantaged in the designated service area to seek innovative ways to improve cost effectiveness, efficient, safety, operating hours, and types of service in an effort to increase ridership to a broader population (427.0157(5) FS). Such strategies should include:

   A. Evaluation of multi county or regional transportation opportunities. Supporting inter- and intra-county agreements to improve coordination as a way to reduce costs for service delivery, maintenance, insurance, or other identified strategies; and
   B. Seeking the involvement of the private and public sector, volunteers, public transit, school districts, elected officials and others in any plan for improved service delivery.

8. Appoint a Grievance Committee to serve as mediators to process and investigate complaints from agencies, users, potential users of the system, and the CTC in the County designated service area. The committee will make recommendations to the Board and address issues in a timely manner. Grievance procedures approved by the Local Coordinating Board and the Board of County Commissioners and in compliance with the Transportation Disadvantaged Commission standards, shall be followed.
9. Annually review coordination contracts (if applicable) to advise the CTC whether the continuation of said contract provides the most cost effective and efficient transportation available (41-2.008(3) FAC).
10. Annually hold a minimum of one (1) public hearing/workshop. This must be a separate meeting from a quarterly LCB meeting and must have its own agenda and minutes, for the purpose of receiving input on unmet needs or other issues that relate to local transportation services.
11. All LCB members will be trained on and comply with the requirements of Section 112.3143, Florida Statutes, concerning voting conflicts of interest (41-2.012(5)(d) FAC).
12. Work cooperatively with regional workforce development boards established in Chapter 445 to provide assistance in the development of innovative transportation services for participants in the welfare transition program (427.0157(7), FS).

SECTION VIII: COMMITTEES

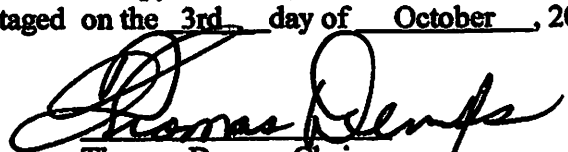
A. **Committees.** Committees shall be designated by the Chairperson as necessary to investigate and report on specific subject areas of interest to the Local Coordinating Board and to deal with administrative and legislative procedures.

SECTION IX: COMMUNICATIONS WITH OTHER ENTITIES AND AGENCIES

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

SECTION X: CERTIFICATIONS

The undersigned hereby certifies that the Taylor County Board of Commissioners has reviewed and approved a full, true, and correct copy of the By- Laws of the Local Coordinating Board of the Transportation Disadvantaged on the 3rd day of October, 2022.



Thomas Demps, Chairman
Taylor County Board of Commissioners

The undersigned hereby certified that the Local Coordinating Board has reviewed and approved a full, true, and correct copy of the Bylaws on the 22nd day of September, 2022.

Pam Feagle, Chairman
Local Coordinating Board for the
Transportation Disadvantaged.

APPENDIX J

Contract # TD-2138

Effective: 7/1/2021 to 6/30/2026

STATE OF FLORIDA
COMMISSION FOR THE TRANSPORTATION DISADVANTAGED
MEMORANDUM OF AGREEMENT

This Memorandum of Agreement is between the COMMISSION FOR THE TRANSPORTATION DISADVANTAGED, hereby referred to as the "Commission," and Big Bend Transit, Inc., Post Office Box 1721, Tallahassee, Florida, 32302, the COMMUNITY TRANSPORTATION COORDINATOR, designated pursuant to Chapter 427, F.S., to serve the transportation disadvantaged for the community that includes the entire area of Taylor county(ies), and hereafter referred to as the "Coordinator."

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

The Parties Agree:

I. The Coordinator Shall:

A. Become and remain totally apprised of all of the Transportation Disadvantaged resources available or planned in their designated service area. This knowledge will be used to plan, coordinate, and implement the most cost effective transportation disadvantaged transit system possible under the economic and other conditions that exist in the designated service area.

B. Plan and work with Community Transportation Coordinators in adjacent and other areas of the state to coordinate the provision of community trips that might be handled at a lower overall cost to the community by another Coordinator. This includes honoring any Commission-approved statewide certification program that allows for intercounty transportation opportunities.

C. Arrange for all services in accordance with Chapter 427, Florida Statutes, and Rule 41-2, FAC, and as further required by the Commission and the local Coordinating Board approved Transportation Disadvantaged Service Plan.

D. Return any acquired profits or surplus funds originating through the course of business as the Coordinator that are beyond the amounts(s) specifically identified and approved in the accompanying Transportation Disadvantaged Service Plan. Such profits or funds shall be returned to the Coordinator's transportation system or to any subsequent Coordinator, as a total transportation system subsidy, to be applied to the immediate following operational year. The Coordinator will include similar language in all coordination contracts to assure that transportation disadvantaged related revenues are put back into transportation disadvantaged services.

E. Accomplish this Project by:

1. Developing a Transportation Disadvantaged Service Plan for approval by the local Coordinating Board and the Commission. Coordinators who are newly designated to a particular service area shall submit a local Coordinating Board approved Transportation Disadvantaged Service Plan, within 120 calendar days following the execution of the Coordinator's initial memorandum of agreement with the Commission, for approval by the Commission. All subsequent Transportation Disadvantaged Service Plans shall be submitted and approved with the corresponding memorandum of agreement. The approved Transportation Disadvantaged Service Plan will be implemented and monitored to provide for community-wide transportation services for purchase by non-sponsored transportation disadvantaged persons, contracting social service agencies, and other entities that use local, state, or federal government funds for the purchase of transportation for the transportation disadvantaged.

2. Maximizing the use of available public school transportation resources and public fixed route or fixed schedule transit services and assuring that private or public transit, paratransit operators, and school boards have been afforded a fair opportunity to participate to the maximum extent feasible in the planning process and in the development of the provisions of the Transportation Disadvantaged Service Plan for the transportation disadvantaged.

3. Providing or arranging 24-hour, 7-day per week transportation disadvantaged service as required in the designated service area by any Federal, State or Local Government agency sponsoring such services. The provision of said services shall be furnished in accordance with the prior notification requirements identified in the local Coordinating Board and Commission approved Transportation Disadvantaged Service Plan.

4. Complying with all local, state, and federal laws and regulations that apply to the provision of transportation disadvantaged services.

5. Submitting to the Commission an Annual Operating Report detailing demographic, operational, and financial data regarding coordination activities in the designated service area. The report shall be prepared on forms provided by the Commission and according to the instructions of said forms.

F. Comply with Audit and Record Keeping Requirements by:

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

2. Assuming the responsibility of invoicing for any transportation services arranged, unless otherwise stipulated by a purchase of service contract or coordination contract.

3. Maintaining and filing with the Commission, local Coordinating Board, and all purchasing agencies/entities such progress, fiscal, inventory, and other reports as those entities may require during the period of this Agreement.

4. Providing copies of finance and compliance audits to the Commission and local Coordinating Board as requested by the Commission or local Coordinating Board.

G. Retain all financial records, supporting documents, statistical records, and any other documents pertinent to this Agreement for a period of five (5) years after termination of this Agreement. If an audit has been initiated and audit findings have not been resolved at the end of five (5) years, the records shall be retained until resolution of the audit findings. The Coordinator shall assure that these records shall be subject to inspection, review, or audit at all reasonable times by persons duly authorized by the Commission or this Agreement. They shall have full access to and the right to examine any of the said records and documents during the retention period.

H. Comply with Safety Requirements by:

1. Complying with Section 341.061, F.S., and Rule 14-90, FAC, concerning System Safety; or complying with Chapter 234.051, F.S., regarding school bus safety requirements for those services provided through a school board; and

2. Assuring compliance with local, state, and federal laws, and Commission policies relating to drug testing. Conduct drug and alcohol testing for safety sensitive job positions within the coordinated system regarding pre-employment, randomization, post-accident, and reasonable suspicion as required by the Federal Highway Administration and the Federal Transit Administration.

I. Comply with Commission insurance requirements by maintaining at least minimum liability insurance coverage in the amount of $200,000 for any one person and $300,000 per occurrence at all times during the existence of this Agreement for all transportation services purchased or provided for the transportation disadvantaged through the Community Transportation Coordinator. Upon the execution of this Agreement, the Coordinator shall add the Commission as an additional named insured to all insurance policies covering vehicles transporting the transportation disadvantaged. In the event of any cancellation or changes in the limits of liability in the insurance policy, the insurance agent or broker shall notify the Commission. The Coordinator shall insure that contracting transportation operators and coordination contractors also maintain the same minimum liability insurance, or an equal governmental insurance program. Insurance coverage in excess of $1 million per occurrence must be approved by the Commission and the local Coordinating Board before inclusion in the Transportation Disadvantaged Service Plan or in the justification of rates and fare structures. Such coverage may be provided by a self-insurance program established and operating under the laws of the State of Florida and written verification of insurance protection in accordance with Section 768.28, Florida Statutes, shall be provided to the Commission upon request.

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

K. Protect Civil Rights by:

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

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

L. To the extent allowed by Section 768.28, Florida Statutes, and only to the monetary and other limitations contained therein, indemnify and hold harmless the Commission and all of the Commission's members, officers, agents, and employees; purchasing agency/entity officers, agents, and employees; and the local, state, and federal governments from any claim, loss, damage, cost, charge or expense arising out of any act, action, neglect or omission by the Coordinator during the performance of this Agreement, whether direct or indirect, and whether to any person or property to which the Commission or said parties may be subject, except that neither the Coordinator nor any of its sub-contractors will be liable under this section for damages arising out of injury or damage to persons or property directly caused or resulting from the sole negligence of the Commission or any of its members, officers, agents or employees; purchasing agency/entity, officers, agents, and employees; and local, state, or federal governments. Nothing herein is intended to serve as a waiver of sovereign immunity by any agency/entity or Coordinator to which sovereign immunity may be applicable. Nothing herein shall be construed as consent by a state agency/entity or political subdivision of the State of Florida or the federal government to be sued by third parties in any matter arising out of any Agreement or contract. Notwithstanding the foregoing, pursuant to Section 768.28, Florida Statutes, no agency or subdivision of the state shall be required to indemnify, insure, or assume any liability for the Commission's negligence.

M. Comply with standards and performance requirements of the Commission, the local Coordinating Board approved Transportation Disadvantaged Service Plan, and any purchase of service contracting agencies/entities. Failure to meet the requirements or obligations set forth in this MOA, and performance requirements established and monitored by the local Coordinating Board in the approved Transportation Disadvantaged Service Plan, shall be due cause for non-payment of reimbursement invoices until such deficiencies have been addressed or corrected to the satisfaction of the Commission.

N. Comply with subcontracting requirements by executing or negotiating contracts for transportation services with Transportation Operators and Coordination Contractors, and assuring that the conditions of such contracts are maintained. The requirements of Part 1, Paragraph E.5. through M are to be included in all contracts, subcontracts, coordination contracts, and assignments made by the Coordinator for services under this Agreement. Said contracts, subcontracts, coordination contracts, and assignments will be reviewed and approved annually by the Coordinator and local Coordinating Board for conformance with the requirements of this Agreement.

O. Comply with the following requirements concerning drivers and vehicles:

1. Drivers for paratransit services, including coordination contractors, shall be required to announce and identify themselves by name and company in a manner that is conducive to communications with the specific passenger, upon pickup of each rider, group of riders, or representative, guardian, or associate of the rider, except in situations where the driver regularly transports the rider on a recurring basis. Each driver must have photo identification that is in view of the passenger. Name patches, inscriptions or badges that affix to driver clothing are acceptable. For transit services, the driver photo identification shall be in a conspicuous location in the vehicle.

2. The paratransit driver shall provide the passenger with boarding assistance, if necessary or requested, to the seating portion of the vehicle. The boarding assistance shall include opening the vehicle door, fastening the seat belt or utilization of wheelchair securement devices, storage of mobility assistive devices, and closing the vehicle door. In certain paratransit service categories, the driver may also be required to open and close doors to buildings, except in situations in which assistance in opening/closing building doors would not be safe for passengers remaining on the vehicle. Assisted access must be in a dignified manner. Drivers may not assist wheelchair up or down more than one step, unless it can be performed safely as determined by the passenger, guardian, and driver.

3. All vehicles shall be equipped with two-way communications in good working order and be audible to the driver at all times to the base.

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

P. Comply with other requirements as follows:

1. Transport an escort of a passenger and dependent children as locally negotiated and identified in the local Transportation Disadvantaged Service Plan.

2. Determine locally in the Transportation Disadvantaged Service Plan, the use, responsibility, and cost of child restraint devices.

3. Transport with the passenger at no additional charge, passenger property that can be carried by the passenger and/or driver in one trip and can be safely stowed on the vehicle. Additional requirements may be negotiated for carrying and loading rider property beyond this amount. Passenger property does not include wheelchairs, child seats, stretchers, secured oxygen, personal assistive devices, or intravenous devices.

4. Provide shelter, security, and safety of passengers at vehicle transfer points.

5. Post a local or other toll-free number for complaints or grievances inside each vehicle. The local complaint process shall be outlined as a section in the local Transportation Disadvantaged Service Plan including advising the dissatisfied person about the Commission's Ombudsman Program as a step within the process as approved by the local Coordinating Board.

6. Provide out-of-service-area trips, when determined locally and approved by the local Coordinating Board, except in instances where local ordinances prohibit such trips.

7. Keep interior of all vehicles free from dirt, grime, oil, trash, torn upholstery, damaged or broken seats, protruding metal or other objects or materials which could soil items placed in the vehicle or provide discomfort for the passenger.

8. Determine locally by the local Coordinating Board and provide in the local Transportation Disadvantaged Service Plan the billing requirements of the Community Transportation Coordinator. All bills shall be paid to subcontractors within 7 calendar days after receipt of said payment by the Coordinator, in accordance with Section 287.0585, Florida Statutes.

9. Maintain or have access to a passenger/trip database on each rider being transported within the system.

10. Provide each rider and escort, child, or personal care attendant adequate seating for paratransit services. No more passengers than the registered passenger seating capacity shall be scheduled or transported in a vehicle at any time. For transit services provided by transit vehicles, adequate seating or standing space will be provided to each rider and escort, child, or personal care attendant, and no more passengers than the registered passenger seating or standing capacity shall be scheduled or transported in a vehicle at any time.

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

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

II. The Commission Shall:

A. Recognize the Coordinator as the entity described in Section 427.011(5), Florida Statutes, and Rule 41-2.002(4), F.A.C.

B. Attempt to insure that all entities with transportation disadvantaged funds will purchase transportation disadvantaged services through the Coordinator's system.

III. The Coordinator and the Commission Further Agree:

A. Nothing in this Agreement shall require the Commission to observe or enforce compliance with any provision thereof, perform any other act or do any other thing in contravention of any applicable state law. If any of the provisions of this Agreement is found by a court of law to violate any applicable state law, the purchasing agency/entity will at once notify the Commission in writing in order that appropriate changes and modifications may be made by the Commission and the Coordinator to the end that the Coordinator may proceed as soon as possible with the provision of transportation services.

B. If any part or provision of this Agreement is held invalid, the remainder of this Agreement shall be binding on the parties hereto.

C. Termination Conditions:

1. Termination at Will - This Agreement may be terminated by either party upon no less than thirty (30) days notice, without cause. Said notice shall be delivered by certified mail, return receipt required, or in person with proof of delivery.

2. Termination for Breach - Unless the Coordinator's breach is waived by the Commission in writing, the Commission may, by written notice to the Coordinator, terminate this Agreement upon no less than twenty-four (24) hours notice. Said notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery. Waiver by the Commission of breach of any provision of this Agreement shall not be deemed to be a waiver of any other breach and shall not be construed to be a modification of the terms of this Agreement, and shall not act as a waiver or estoppel to enforcement of any provision of this Agreement. The provisions herein do not limit the Commission's right to remedies at law or to damages.

D. This agreement will expire unless an extension is granted to the Coordinator in writing by the Commission, in accordance with Chapter 287, Florida Statutes.

E. Renegotiations or Modifications of this Agreement shall only be valid when they have been reduced to writing, duly approved by the Commission, and signed by both parties hereto.

F. Notice and Contact:

The name and address of the contract manager for the Commission for this Agreement is: **Executive Director, 605 Suwannee Street, MS-49, Tallahassee, FL 32399-0450.** The representative/position of the Coordinator responsible for administration of the program under this Agreement is:
Shawn Mitchell, General Manager, Big Bend Transit
P.O. Box 1721, Tallahassee, Florida, 32302

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

This document has been reviewed in its entirety and approved by the local Coordinating Board at its official meeting held on 5/20/2021.

Shawn R. Mathews
Coordinating Board Vice-Chairperson

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

COMMUNITY TRANSPORTATION COORDINATOR:

Big Bend Transit, Inc.
Agency Name

Shawn Mitchell
Printed Name of Authorized Individual

Signature:

Title: General Manager

STATE OF FLORIDA, COMMISSION FOR THE TRANSPORTATION DISADVANTAGED:

David Darm
Printed Name of Authorized Individual

Signature:

Title: Executive Director

JAMIE ENGLISH
District 1

JIM MOODY
District 2

MICHAEL NEWMAN
District 3

PAM FEAGLE
District 4

THOMAS DEMPS
District 5

TAYLOR COUNTY
BOARD OF COUNTY COMMISSIONERS

GARY KNOWLES, Clerk of Court
Post Office Box 620
Perry, Florida 32348
(850) 838-3506 Phone
(850) 838-3549 Fax

LAWANDA PEMBERTON, County Administrator
201 East Green Street
Perry, Florida 32347
(850) 838-3500, extension 7 Phone
(850) 838-3501 Fax

CONRAD C. BISHOP, JR., County Attorney
Post Office Box 167
Perry, Florida 32348
(850) 584-6113 Phone
(850) 584-2433 Fax

Upon motion of Commissioner Feagle with second by Commissioner English and a vote of 5-0 the Board of Taylor County Board of County Commissioners, adopt the following resolution:

RESOLUTION

A RESOLUTION OF THE TAYLOR COUNTY BOARD OF COMMISSIONERS, HEREINAFTER BOARD. HEREBY APPROVES THE SELECTION OF BIG BEND TRANSIT, INC. AS THE COMMUNITY TRANSPORTATION COORDINATOR FOR TAYLOR COUNTY WITH THE FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED.

WHEREAS, THIS BOARD IS THE DESIGNATED OFFICIAL PLANNING AGENCY AND HAS THE AUTHORITY TO RECOMMEND THE SELECTION OF THE COMMUNITY TRANSPORTATION COORDINATOR FOR APPROVAL BY THE FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED. THE BOARD HAS FOLLOWED ALL PROCEDURES FOR SELECTION AS PER THE FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED GUIDELINES AND CHAPTER 427 FLORIDA STATUTES AND RULE 41-2, FAC.

THEREFORE BE IT RESOLVED:

1. THE BOARD RECOMMENDS THE DESIGNATION OF BIG BEND TRANSIT, INC. AS THE COMMUNITY TRANSPORTATION COORDINATOR.

2. THE BOARD AUTHORIZES THOMAS DEMPS TO FILE AND EXCUTE ANY CONTRACTS OR DOCUMENTS ASSOCIATED WITH THE SELECTION OF THE COMMUNITY TRANSPORTATION COORDINATOR ON BEHALF OF THE TAYLOR COUNTY BOARD OF COUNTY COMMISSIONERS WITH THE FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED.

DONE AND ORDERED IN REGULAR SESSION AT PERRY, FLORIDA THIS 25th DAY OF May 2021, A.D.

Board of County Commissioners
Taylor County, Florida

Attest: Gary K ***By:*** Thomas D
Gary Knowles, Clerk ***Thomas Demps, Chairman***

BIG BEND TRANSIT

Taylor County 2021-2026

FIVE-YEAR TRANSPORTATION DISADVANTAGED IMPROVEMENT PLAN

	PROJECT	IMPROVEMENT	ESTIMATED COST	ESTIMATED REVENUE SOURCE
1	Purchase replacement and/or expansion paratransit vehicle to provide. Transportation for the elderly and disabled.	23' cutaway buses with lift equipment 21' cutaway buses with lift equipment 5-passenger minivans	$750,000	U.S.C. Sec. 5310, FDOT, CTC
2	Provide paratransit transportation service to the elderly, handicapped and disadvantaged citizens residing in the county.	Operational Assistance	$750,000	U.S.C. Sec. 5311, Non-Government
3	Purchase miscellaneous equipment for operations and/or maintenance	Miscellaneous Equipment	$85,000	U.S.C. Sec. 5339, FDOT, CTC

TAYLOR COUNTY BOARD OF COMMISSIONERS	
County Commission Agenda Item	
SUBJECT/TITLE:	**Board to approve HUD Form 2880 for the Department of Economic Opportunity Small Cities Community Development Block Grant (CDBG) Subgrant Agreement – FFY 2019, Contract No. 20DB-OP-03-72-01-H05 for housing rehabilitation.**
MEETING DATE REQUESTED:	**March 21, 2023**

Statement of Issue: Board to approve HUD Form 2880 for the Department of Economic Opportunity Small Cities Community Development Block Grant (CDBG) Subgrant Agreement – FFY 2019, Contract No. 20DB-OP-03-72-01-H05 for housing rehabilitation.

Recommended Action: Approve HUD Form 2880.

Fiscal Impact: The County has been awarded a grant in the amount of $750,000 and will provide a match of $50,000 with SHIP funds.

Submitted By: Jami Evans, Grants Coordinator

Contact: Jami Evans

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues: The County has been awarded a grant in the amount of $750,000 through the CDBG Program which will be used for the rehabilitation of homes in the unincorporated areas of Taylor County. The funds can be used for the rehabilitation of existing site built homes, demolition and new construction of existing site built homes, and demolition and new construction for existing mobile homes. DEO requires and updated HUD Form 2880 be on file as per the grant agreement.

Attachments: HUD Form 2880

Applicant/Recipient Disclosure/Update Report

U.S. Department of Housing and Urban Development

OMB Approval No. 2510-0011 (exp. 11/30/2018)

Instructions. (See Public Reporting Statement and Privacy Act Statement and detailed instructions on page 2.)

Applicant/Recipient Information

Indicate whether this is an Initial Report ☐ or an Update Report ☑

1. Applicant/Recipient Name, Address, and Phone (include area code):
Taylor County, Florida, 201 E. Green Street, Perry, FL 32347 (850) 838-3500

2. Social Security Number or Employer ID Number:
59-6000879

3. HUD Program Name
Florida Small Cities CDBG Program Grant # 22DB-OP-03-72-01-H05

4. Amount of HUD Assistance Requested/Received
$750,000

5. State the name and location (street address, City and State) of the project or activity:
As yet unspecified properties

Part I Threshold Determinations

1. Are you applying for assistance for a specific project or activity? These terms do not include formula grants, such as public housing operating subsidy or CDBG block grants. (For further information see 24 CFR Sec. 4.3).
☑ Yes ☐ No

2. Have you received or do you expect to receive assistance within the jurisdiction of the Department (HUD), involving the project or activity in this application, in excess of $200,000 during this fiscal year (Oct. 1 - Sep. 30)? For further information, see 24 CFR Sec. 4.9
☑ Yes ☐ No.

If you answered "**No**" to either question 1 or 2, **Stop!** You do not need to complete the remainder of this form.
However, you must sign the certification at the end of the report.

Part II Other Government Assistance Provided or Requested / Expected Sources and Use of Funds.

Such assistance includes, but is not limited to, any grant, loan, subsidy, guarantee, insurance, payment, credit, or tax benefit.

Department/State/Local Agency Name and Address	Type of Assistance	Amount Requested/Provided	Expected Uses of the Funds
Taylor County	Staff time or funds	$50,000	Housing Rehabilitation

(**Note:** Use Additional pages if necessary.)

Part III Interested Parties. You must disclose:

1. All developers, contractors, or consultants involved in the application for the assistance or in the planning, development, or implementation of the project or activity and
2. any other person who has a financial interest in the project or activity for which the assistance is sought that exceeds $50,000 or 10 percent of the assistance (whichever is lower).

Alphabetical list of all persons with a reportable financial interest in the project or activity (For individuals, give the last name first)	Social Security No. or Employee ID No.	Type of Participation in Project/Activity	Financial Interest in Project/Activity ($ and %)
Guardian CRM, Inc.	13-4309252	Administration	$75,000

(**Note:** Use Additional pages if necessary.)

Certification

Warning: If you knowingly make a false statement on this form, you may be subject to civil or criminal penalties under Section 1001 of Title 18 of the United States Code. In addition, any person who knowingly and materially violates any required disclosures of information, including intentional non-disclosure, is subject to civil money penalty not to exceed $10,000 for each violation.
I certify that this information is true and complete.

Signature:	Date: (mm/dd/yyyy)
X	3/21/2023

Jamie English, Chair

Public reporting burden for this collection of information is estimated to average 2.0 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection information unless that collection displays a valid OMB control number.

Privacy Act Statement. Except for Social Security Numbers (SSNs) and Employer Identification Numbers (EINs), the Department of Housing and Urban Development (HUD) is authorized to collect all the information required by this form under section 102 of the Department of Housing and Urban Development Reform Act of 1989, 42 U.S.C. 3531. Disclosure of SSNs and EINs is voluntary. HUD is authorized to collect this information under the Housing and Community Development Act of 1987 42 U.S.C.3543 (a). The SSN or EIN is used as a unique identifier. The information you provide will enable HUD to carry out its responsibilities under Sections 102(b), (c), and (d) of the Department of Housing and Urban Development Reform Act of 1989, Pub. L. 101-235, approved December 15, 1989. These provisions will help ensure greater accountability and integrity in the provision of certain types of assistance administered by HUD. They will also help ensure that HUD assistance for a specific housing project under Section 102(d) is not more than is necessary to make the project feasible after taking account of other government assistance. HUD will make available to the public all applicant disclosure reports for five years in the case of applications for competitive assistance, and for generally three years in the case of other applications. Update reports will be made available along with the disclosure reports, but in no case for a period generally less than three years. All reports, both initial reports and update reports, will be made available in accordance with the Freedom of Information Act (5 U.S.C. §552) and HUD's implementing regulations at 24 CFR Part 15. HUD will use the information in evaluating individual assistance applications and in performing internal administrative analyses to assist in the management of specific HUD programs. The information will also be used in making the determination under Section 102(d) whether HUD assistance for a specific housing project is more than is necessary to make the project feasible after taking account of other government assistance. You must provide all the required information. Failure to provide any required information may delay the processing of your application, and may result in sanctions and penalties, including imposition of the administrative and civil money penalties specified under 24 CFR §4.38.

Note: This form only covers assistance made available by the Department. States and units of general local government that carry out responsibilities under Sections 102(b) and (c) of the Reform Act must develop their own procedures for complying with the Act.

Instructions

Overview.

A. Coverage. You must complete this report if:
   (1) You are applying for assistance from HUD for a specific project or activity and you have received, or expect to receive, assistance from HUD in excess of $200,000 during the during the fiscal year;
   (2) You are updating a prior report as discussed below; or
   (3) You are submitting an application for assistance to an entity other than HUD, a State or local government if the application is required by statute or regulation to be submitted to HUD for approval or for any other purpose.

B. Update reports (filed by "Recipients" of HUD Assistance):
General. All recipients of covered assistance must submit update reports to the Department to reflect substantial changes to the initial applicant disclosure reports.

Line-by-Line Instructions.

Applicant/Recipient Information.
All applicants for HUD competitive assistance, must complete the information required in blocks 1-5 of form HUD-2880:

1. Enter the full name, address, city, State, zip code, and telephone number (including area code) of the applicant/recipient. Where the applicant/recipient is an individual, the last name, first name, and middle initial must be entered.
2. Entry of the applicant/recipient's SSN or EIN, as appropriate, is optional.
3. Applicants enter the HUD program name under which the assistance is being requested.
4. Applicants enter the amount of HUD assistance that is being requested. Recipients enter the amount of HUD assistance that has been provided and to which the update report relates. The amounts are those stated in the application or award documentation. NOTE: In the case of assistance that is provided pursuant to contract over a period of time (such as project-based assistance under section 8 of the United States Housing Act of 1937), the amount of assistance to be reported includes all amounts that are to be provided over the term of the contract, irrespective of when they are to be received.
5. Applicants enter the name and full address of the project or activity for which the HUD assistance is sought. Recipients enter the name and full address of the HUD-assisted project or activity to which the update report relates. The most appropriate government identifying number must be used (e.g., RFP No.; IFB No.; grant announcement No.; or contract, grant, or loan No.) Include prefixes.

Part I. Threshold Determinations - Applicants Only

Part I contains information to help the applicant determine whether the remainder of the form must be completed. **Recipients filing Update Reports should not complete this Part.**

If the answer to ***either*** questions 1 or 2 is No, the applicant need not complete Parts II and III of the report, but must sign the certification at the end of the form.

Part II. Other Government Assistance and Expected Sources and Uses of Funds.

A. Other Government Assistance. This Part is to be completed by both applicants and recipients for assistance and recipients filing update reports. Applicants and recipients must report any other government assistance involved in the project or activity for which assistance is sought. Applicants and recipients must report any other government assistance involved in the project or activity. Other government assistance is defined in note 4 on the last page. For purposes of this definition, other government assistance is expected to be made available if, based on an assessment of all the circumstances involved, there are reasonable grounds to anticipate that the assistance will be forthcoming.

Both applicant and recipient disclosures must include all other government assistance involved with the HUD assistance, as well as any other government assistance that was made available before the request, but that has continuing vitality at the time of the request. Examples of this latter category include tax credits that provide for a number of years of tax benefits, and grant assistance that continues to benefit the project at the time of the assistance request.

The following information must be provided:

1. Enter the name and address, city, State, and zip code of the government agency making the assistance available.
2. State the type of other government assistance (e.g., loan, grant, loan insurance).
3. Enter the dollar amount of the other government assistance that is, or is expected to be, made available with respect to the project or activities for which the HUD assistance is sought (applicants) or has been provided (recipients).
4. Uses of funds. Each reportable use of funds must clearly identify the purpose to which they are to be put. Reasonable aggregations may be used, such as "total structure" to include a number of structural costs, such as roof, elevators, exterior masonry, etc.

B. Non-Government Assistance. Note that the applicant and recipient disclosure report must specify all expected sources and uses of funds - both from HUD ***and any other source*** - that have been or are to be, made available for the project or activity. Non-government sources of

funds typically include (but are not limited to) foundations and private contributors.

Part III. Interested Parties.

This Part is to be completed by both applicants and recipients filing update reports. Applicants must provide information on:

1. All developers, contractors, or consultants involved in the application for the assistance or in the planning, development, or implementation of the project or activity and
2. any other person who has a financial interest in the project or activity for which the assistance is sought that exceeds $50,000 or 10 percent of the assistance (whichever is lower).
   Note: A financial interest means any financial involvement in the project or activity, including (but not limited to) situations in which an individual or entity has an equity interest in the project or activity, shares in any profit on resale or any distribution of surplus cash or other assets of the project or activity, or receives compensation for any goods or services provided in connection with the project or activity. Residency of an individual in housing for which assistance is being sought is not, by itself, considered a covered financial interest.

The information required below must be provided.

1. Enter the full names and addresses. If the person is an entity, the listing must include the full name and address of the entity as well as the CEO. Please list all names alphabetically.
2. Entry of the Social Security Number (SSN) or Employee Identification Number (EIN), as appropriate, for each person listed is optional.
3. Enter the type of participation in the project or activity for each person listed: i.e., the person's specific role in the project (e.g., contractor, consultant, planner, investor).
4. Enter the financial interest in the project or activity for each person listed. The interest must be expressed both as a dollar amount and as a percentage of the amount of the HUD assistance involved.

Note that if any of the source/use information required by this report has been provided elsewhere in this application package, the applicant need not repeat the information, but need only refer to the form and location to incorporate it into this report. (It is likely that some of the information required by this report has been provided on SF 424A, and on various budget forms accompanying the application.) If this report requires information beyond that provided elsewhere in the application package, the applicant must include in this report all the additional information required.

Recipients must submit an update report for any change in previously disclosed sources and uses of funds as provided in Section I.D.5., above.

Notes:

1. All citations are to 24 CFR Part 4, which was published in the Federal Register. [April 1, 1996, at 63 Fed. Reg. 14448.]
2. Assistance means any contract, grant, loan, cooperative agreement, or other form of assistance, including the insurance or guarantee of a loan or mortgage, that is provided with respect to a specific project or activity under a program administered by the Department. The term does not include contracts, such as procurements contracts, that are subject to the Fed. Acquisition Regulation (FAR) (48 CFR Chapter 1).
3. See 24 CFR §4.9 for detailed guidance on how the threshold is calculated.
4. "Other government assistance" is defined to include any loan, grant, guarantee, insurance, payment, rebate, subsidy, credit, tax benefit, or any other form of direct or indirect assistance from the Federal government (other than that requested from HUD in the application), a State, or a unit of general local government, or any agency or instrumentality thereof, that is, or is expected to be made, available with respect to the project or activities for which the assistance is sought.
5. For the purpose of this form and 24 CFR Part 4, "person" means an individual (including a consultant, lobbyist, or lawyer); corporation; company; association; authority; firm; partnership; society; State, unit of general local government, or other government entity, or agency thereof (including a public housing agency); Indian tribe; and any other organization or group of people.

Applicant/Recipient Disclosure/Update Report

U.S. Department of Housing and Urban Development

OMB Approval No. 2510-0011 (exp. 11/30/2018)

Instructions. (See Public Reporting Statement and Privacy Act Statement and detailed instructions on page 2.)

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3. HUD Program Name
Florida Small Cities CDBG Program Grant # 22DB-OP-03-72-01-H05

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$750,000

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I certify that this information is true and complete.

Signature:	Date: (mm/dd/yyyy)
X	3/8/2023

Thomas Demps, Chair

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Recipients must submit an update report for any change in previously disclosed sources and uses of funds as provided in Section I.D.5., above.

Notes:

1. All citations are to 24 CFR Part 4, which was published in the Federal Register. [April 1, 1996, at 63 Fed. Reg. 14448.]
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5. For the purpose of this form and 24 CFR Part 4, "person" means an individual (including a consultant, lobbyist, or lawyer); corporation; company; association; authority; firm; partnership; society; State, unit of general local government, or other government entity, or agency thereof (including a public housing agency); Indian tribe; and any other organization or group of people.

TAYLOR COUNTY BOARD OF COMMISSIONERS

County Commission Agenda Item

SUBJECT/TITLE:	**Board to review and approve the Community Transportation Coordinator (CTC) Annual Evaluation 2022-2023 as required by the Florida Commission for the Transportation Disadvantaged.**
MEETING DATE REQUESTED:	**March 21, 2023**

Statement of Issue: Board to review and approve the CTC (Big Bend Transit) Annual Evaluation 2022-2023 for the local transportation disadvantaged programs.

Recommended Action: Approve the CTC Annual Evaluation.

Budgeted Expense: The CTC Annual Evaluation is a requirement for the County to receive funding from the Florida Commission for the Transportation Disadvantaged.

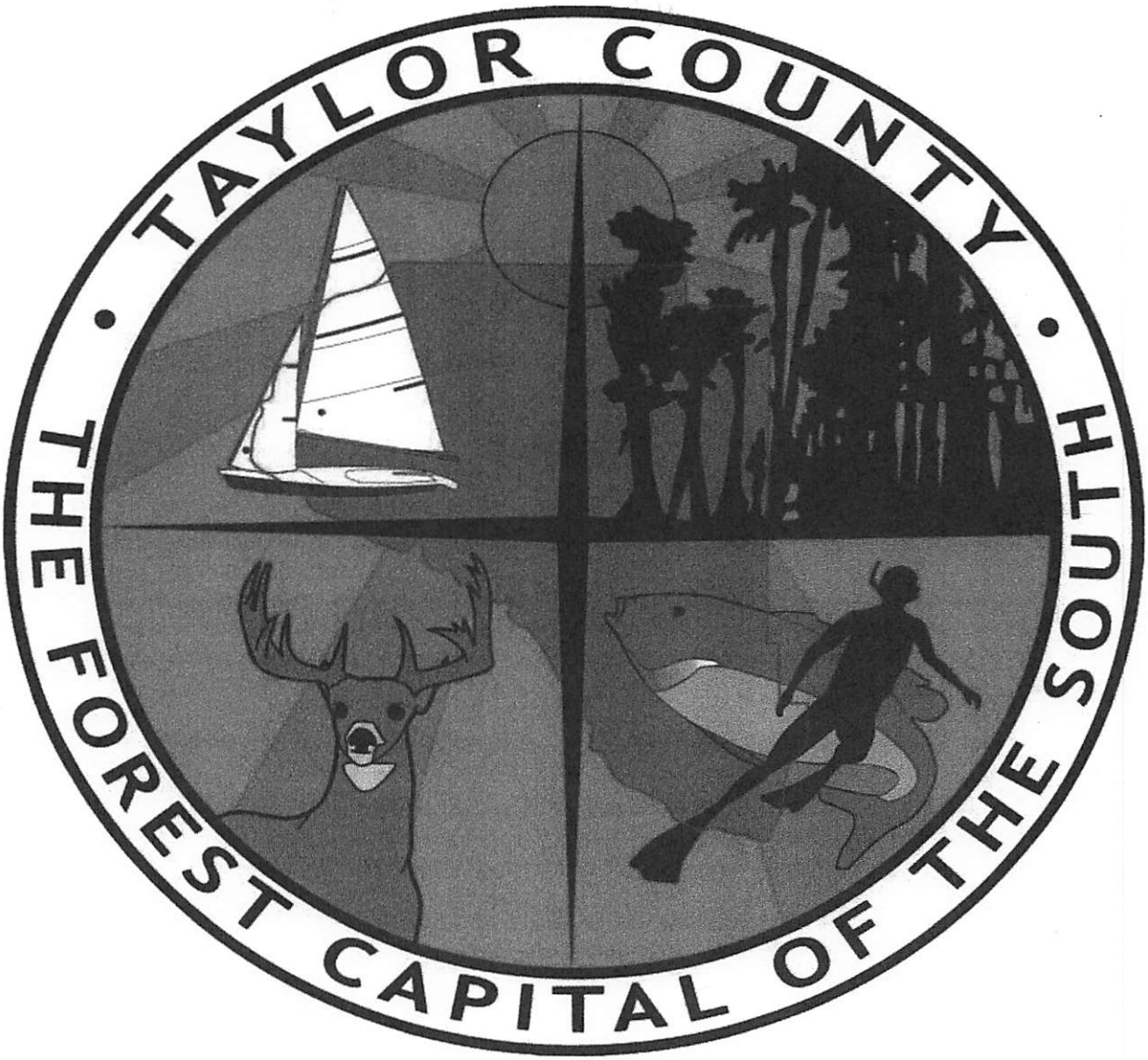
Submitted By: Jami Evans, Grant Coordinator

Contact: Jami Evans

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues: Per the terms of the Planning Grant Agreement, The CTC Annual Evaluation is a requirement. There were no negative findings and no complaints have been filed. The Local Coordinating Board for the Transportation Disadvantaged approved the annual evaluation at the March 9, 2023 meeting.

Attachments: CTC Annual Evaluation Workbook and attachments.



2022-2023 CTC Evaluation

TAYLOR COUNTY LOCAL COORDINATING BOARD
COMMUNITY TRANSPORTATION COORDINATOR
REVIEW FY 2022-2023

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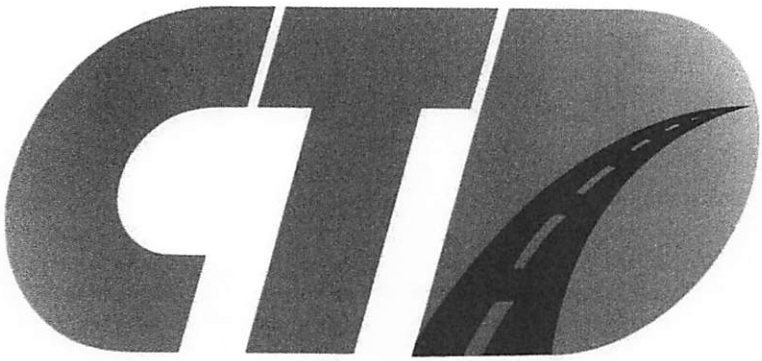
ATTACHMENT B	**BBT Brochures**
ATTACHMENT C	**Eligibility Applications**
ATTACHMENT D	**Annual Safety and Security Certification** **Annual Grant Self Certification**
ATTACHMENT E	**Certification of Compliance** **Drug and Alcohol Policy**
ATTACHMENT F	**LCB Grievance Procedures**
ATTACHMENT G	**TDSP Service Plan Section**
ATTACHMENT H	**Annual Operating Report**
ATTACHMENT I	**Miscellaneous**

CTC

EVALUATION WORKBOOK

Florida Commission for the



Transportation Disadvantaged

CTC BEING REVIEWED: Big Bend Transit, Inc.

COUNTY (IES): Taylor County

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

CONTACT: Shawn Mitchell **PHONE:** 850-574-6266

REVIEW PERIOD: FY 2022-2023 **REVIEW DATES:** 12/15/22, 2/28/23

PERSON CONDUCTING THE REVIEW: J. Evans, T. Copeland, D. Knight

CONTACT INFORMATION: Jami Evans 850-838-3553

FORMATTED 2011 – 2012

LCB EVALUATION WORKBOOK

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REVIEW CHECKLIST & SCHEDULE

COLLECT FOR REVIEW:

- ☐ APR Data Pages
- ☒ QA Section of TDSP
- ☒ Last Review (Date: 6/16/22)
- ☐ List of Omb. Calls
- ☐ QA Evaluation
- ☒ Status Report (from last review)
- ☒ AOR Submittal Date
- ☐ TD Clients to Verify
- ☐ TDTF Invoices
- ☐ Audit Report Submittal Date

ITEMS TO REVIEW ON-SITE:

- ☒ SSPP
- ☐ Policy/Procedure Manual
- ☒ Complaint Procedure
- ☒ Drug & Alcohol Policy (see certification)
- ☒ Grievance Procedure
- ☐ Driver Training Records (see certification)
- ☐ Contracts
- ☐ Other Agency Review Reports
- ☐ Budget
- ☐ Performance Standards
- ☐ Medicaid Documents

ITEMS TO REQUEST:

☒ **REQUEST INFORMATION FOR RIDER/BENEFICIARY SURVEY** (Rider/Beneficiary Name, Agency who paid for the trip [sorted by agency and totaled], and Phone Number)

☐ **REQUEST INFORMATION FOR CONTRACTOR SURVEY** (Contractor Name, Phone Number, Address and Contact Name)

☒ **REQUEST INFORMATION FOR PURCHASING AGENCY SURVEY** (Purchasing Agency Name, Phone Number, Address and Contact Name)

☒ **REQUEST ANNUAL QA SELF CERTIFICATION** (Due to CTD annually by January 15th).

☐ **MAKE ARRANGEMENTS FOR VEHICLES TO BE INSPECTED** (Only if purchased after 1992 and privately funded).

INFORMATION OR MATERIAL TO TAKE WITH YOU:

☐ Measuring Tape ☐ Stop Watch

EVALUATION INFORMATION

An LCB review will consist of, but is not limited to the following pages:

1	Cover Page
5 - 6	Entrance Interview Questions
12	Chapter 427.0155 (3) Review the CTC monitoring of contracted operators
13	Chapter 427.0155 (4) Review TDSP to determine utilization of school buses and public transportation services
19	Insurance
23	Rule 41-2.011 (2) Evaluation of cost-effectiveness of Coordination Contractors and Transportation Alternatives
25 - 29	Commission Standards and Local Standards
39	On-Site Observation
40 – 43	Surveys
44	Level of Cost - Worksheet 1
45- 46	Level of Competition – Worksheet 2
47 - 48	Level of Coordination – Worksheet 3

Notes to remember:

- **The CTC should not conduct the evaluation or surveys. If the CTC is also the PA, the PA should contract with an outside source to assist the LCB during the review process.**
- **Attach a copy of the Annual QA Self Certification.**

ENTRANCE INTERVIEW QUESTIONS

INTRODUCTION AND BRIEFING:

☑ Describe the evaluation process (LCB evaluates the CTC and forwards a copy of the evaluation to the CTD).

☑ The LCB reviews the CTC once every year to evaluate the operations and the performance of the local coordinator.

The LCB will be reviewing the following areas:

- ☑ Chapter 427, Rules 41-2 and 14-90, CTD Standards, and Local Standards
- ☑ Following up on the Status Report from last year and calls received from the Ombudsman program.
- ☑ Monitoring of contractors.
- ☑ Surveying riders/beneficiaries, purchasers of service, and contractors

☑ The LCB will issue a Review Report with the findings and recommendations to the CTC no later than 30 working days after the review has concluded.

☑ Once the CTC has received the Review Report, the CTC will submit a Status Report to the LCB within 30 working days.

☑ Give an update of Commission level activities (last meeting update and next meeting date), if needed.

USING THE APR, COMPILE THIS INFORMATION:

1. OPERATING ENVIRONMENT:

   ☑ RURAL ☐ URBAN

2. ORGANIZATION TYPE:

   ☐ PRIVATE-FOR-PROFIT
   ☑ PRIVATE NON-PROFIT
   ☐ GOVERNMENT
   ☐ TRANSPORTATION AGENCY

3. NETWORK TYPE:

- ☒ SOLE PROVIDER
- ☐ PARTIAL BROKERAGE
- ☐ COMPLETE BROKERAGE

4. NAME THE OPERATORS THAT YOUR COMPANY HAS CONTRACTS WITH:

Not applicable

5. NAME THE GROUPS THAT YOUR COMPANY HAS COORDINATION CONTRACTS WITH: Not applicable. BBT does not have Coordination Contracts.

Coordination Contract Agencies				
Name of Agency	**Address**	**City, State, Zip**	**Telephone Number**	**Contact**

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

Name of Agency	% of Trips	Name of Contact	Telephone Number
CTD	71.6%	Sheri Powers	850-410-5718
AHCA	4.5%	Deweece Ogden	904-789-4267
TAYLOR CO. BOCC	17.8%	Jami Evans	850-838-3553
APD	6%	Sheryl Dick-Stanford	904-789-4267

7. **REVIEW AND DISCUSS TD HELPLINE CALLS:**

	Number of calls	Closed Cases	Unsolved Cases
Cost	0		
Medicaid	0		
Quality of Service	0		
Service Availability	0		
Toll Permit	0		
Other	0		

GENERAL QUESTIONS

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

1. DESIGNATION DATE OF CTC: 7/01/2021

2. WHAT IS THE COMPLAINT PROCESS?

   See attachment

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

   Is the process being used? ☒ Yes ☐ No

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

4. DOES THE COMPLAINT FORM INCORPORATE ALL ELEMENTS OF THE CTD'S UNIFORM SERVICE REPORTING GUIDEBOOK?

   ☒ Yes ☐ No

5. DOES THE FORM HAVE A SECTION FOR RESOLUTION OF THE COMPLAINT?

   ☒ Yes ☐ No

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

6. IS A SUMMARY OF COMPLAINTS GIVEN TO THE LCB ON A REGULAR BASIS?

   ☒ Yes ☐ No

7. WHEN IS THE DISSATISFIED PARTY REFERRED TO THE TD HELPLINE?

   See Grievance Procedures attachment. Every effort will be made by the CTC and the LCB to satisfy the rider/party prior to referral to the TD Helpline.

8. WHEN A COMPLAINT IS FORWARDED TO YOUR OFFICE FROM THE OMBUDSMAN PROGRAM, IS THE COMPLAINT ENTERED INTO THE LOCAL COMPLAINT FILE/PROCESS?

   ☒ Yes ☐ No

   If no, what is done with the complaint?

9. DOES THE CTC PROVIDE WRITTEN RIDER/BENEFICIARY INFORMATION OR BROCHURES TO INFORM RIDERS/ BENEFICIARIES ABOUT TD SERVICES?

☒ Yes ☐ No If yes, what type?

The CTC (Big Bend Transit) provides brochures to riders and the brochure is distributed at key user locations in the County such as the VA office and clinic, the health department and County offices. The brochure is an attachment.

10. DOES THE RIDER/ BENEFICIARY INFORMATION OR BROCHURE LIST THE OMBUDSMAN NUMBER?

☒ Yes ☐ No

11. DOES THE RIDER/ BENEFICIARY INFORMATION OR BROCHURE LIST THE COMPLAINT PROCEDURE?

☒ Yes ☐ No

12. WHAT IS YOUR ELIGIBILITY PROCESS FOR TD RIDERS/ BENEFICIARIES?
By application. Applicants must qualify in one or more of the following: physical or mental disability, income, age, riders ability to transport themselves, and riders ability to purchase transportation.

Please Verify These Passengers Have an Eligibility Application on File:

TD Eligibility Verification			
Name of Client	**Address of client**	**Date of Ride**	**Application on File?**

13. WHAT INNOVATIVE IDEAS HAVE YOU IMPLEMENTED IN YOUR COORDINATED SYSTEM?

As a rural area with a large service area, the CTC works closely with adjacent counties to maximize available transportation services. The CTC works closely with the County to provide special programs/services such as the free annual holiday shuttle, Veterans programs, Special Needs Adult Program (SNAP), and transportation for local Special Olympics participants.

14. ARE THERE ANY AREAS WHERE COORDINATION CAN BE IMPROVED?

The CTC works closely with the County ensuring the best possible services are provided with available funding. The County hopes to expand its program to offer more services to the coastal communities located in the south end of the County, particularly Steinhatchee. The CTC currently provides door to door service for these areas and is continuing to evaluate the feasibility of providing more expanded services.

15. WHAT BARRIERS ARE THERE TO THE COORDINATED SYSTEM?

Distance and Financial. Taylor County is a rural county designated as one of "critical economic concern" and a Rural Area of Opportunity. The County is one of the largest in the state with 1,233 square miles and distance is also a barrier. The south end of the County is more than 40 miles from services such as medical and retail outlets. Travel is made more difficult due to more than half of the roads in the County being unpaved.

16. ARE THERE ANY AREAS THAT YOU FEEL THE COMMISSION SHOULD BE AWARE OF OR CAN ASSIST WITH?

Big Bend Transit (BBT) has been very responsive to the Taylor County LCB and staff. The Taylor County Board of Commissioners as well as the LCB have been pleased with BBT and the service they provide our citizens. BBT has always went above and beyond assisting the County with transportation needs and addressing any concerns or requests the County may have.

17. WHAT FUNDING AGENCIES DOES THE CTD NEED TO WORK CLOSELY WITH IN ORDER TO FACILITATE A BETTER-COORDINATED SYSTEM?

Department of Elderly Affairs or Senior Services. There seems to be a gap in the transportation services offered to seniors in Taylor County. Outlying rural areas definitely lack access to TD services. TD services are completely unaffordable in the outlying rural areas to many of our low income residents due to distance.

18. HOW ARE YOU MARKETING THE VOLUNTARY DOLLAR?

Voluntary dollars are marketed by information about the Transportation Disadvantaged Voluntary Trust Fund that is posted in both locations of the Tax Collectors office.

GENERAL QUESTIONS

Findings:

There are no findings which had a negative impact on the program. BBT responds immediately to requests made by the Taylor County BOCC, the Planning Grant Manager and the LCB. BBT works hard to satisfy local riders and is very responsive to any rider complaint. BBT has become a valuable member of the community and has gone above and beyond to provide assistance in any way possible to the County. Our riders, as well as the Board of County Commissioners and the LCB know BBT truly cares about the welfare of the citizens of Taylor County not just the TD population.

Recommendations:

Continue to meet riders needs and ensure complaints are addressed in a timely manner. Continue to work closely with the County addressing the needs of the local transportation disadvantaged as well as the local "in town" shuttle riders.

COMPLIANCE WITH CHAPTER 427, F.S.

Review the CTC contracts for compliance with 427.0155(1), F.S.
"Execute uniform contracts for service using a standard contract, which includes performance standards for operators."

ARE YOUR CONTRACTS UNIFORM? ☐ Yes ☐ No

IS THE CTD'S STANDARD CONTRACT UTILIZED? ☐ Yes ☐ No

DO THE CONTRACTS INCLUDE PERFORMANCE STANDARDS FOR THE TRANSPORTATION OPERATORS AND COORDINATION CONTRACTORS?

☐ Yes ☐ No

DO THE CONTRACTS INCLUDE THE PROPER LANGUAGE CONCERNING PAYMENT TO SUBCONTRACTORS? (Section 21.20: Payment to Subcontractors, T&E Grant, and FY)

☐ Yes ☐ No

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

Operator Name	Exp. Date	SSPP	AOR Reporting	Insurance
The CTC has no outside				
contracts with operators at				
this time.				

COMPLIANCE WITH CHAPTER 427, F.S.

Review the CTC last AOR submittal for compliance with 427. 0155(2)
"Collect Annual Operating Data for submittal to the Commission."

REPORTING TIMELINESS

Were the following items submitted on time?

a. Annual Operating Report ☒ Yes ☐ No

Any issues that need clarification? ☐ Yes ☒ No

Any problem areas on AOR that have been re-occurring?

List: There have been no re-occurring problem areas.

b. Memorandum of Agreement ☒ Yes ☐ No

c. Transportation Disadvantaged Service Plan ☒ Yes ☐ No

d. Grant Applications to TD Trust Fund ☒ Yes ☐ No

e. All other grant application (100%) ☒ Yes ☐ No

IS THE CTC IN COMPLIANCE WITH THIS SECTION? ☒ Yes ☐ No

Comments:

CTC was in compliance with Chapter 427, F.S. A copy of the last AOR is included in the evaluation attachments. There were no issues in the AOR that need clarification or were problematic. The CTC (Big Bend Transit) was reappointed to serve as the CTC in Taylor County in July 2021. The MOA will be in effect from July 1, 2021 to June 30, 2026.

COMPLIANCE WITH CHAPTER 427, F.S.

Review the CTC monitoring of its transportation operator contracts to ensure compliance with 427.0155(3), F.S.
"Review all transportation operator contracts annually."

WHAT TYPE OF MONITORING DOES THE CTC PERFORM ON ITS OPERATOR(S) AND HOW OFTEN IS IT CONDUCTED?

Daily monitoring and annual monitoring passenger surveys are conducted by the General Manager. BBT has a System Safety Program and Driver Alert Program. BBT obtained the Bus Transit System Annual Safety and Security Certification and the FDOT Certificate of Compliance required for Section 5311 funding. BBT currently does not use outside operators or contractors.

Is a written report issued to the operator? ☒ Yes ☐ No

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

WHAT TYPE OF MONITORING DOES THE CTC PERFORM ON ITS COORDINATION CONTRACTORS AND HOW OFTEN IS IT CONDUCTED?

Not applicable as BBT does not use a Coordination Contractor in Taylor County.

Is a written report issued? ☐ Yes ☐ No

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

WHAT ACTION IS TAKEN IF A CONTRACTOR RECEIVES AN UNFAVORABLE REPORT?

Not applicable

IS THE CTC IN COMPLIANCE WITH THIS SECTION? ☒ Yes ☐ No

ASK TO SEE DOCUMENTATION OF MONITORING REPORTS.

COMPLIANCE WITH CHAPTER 427, F.S.

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

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

The CTC does not utilize school buses in Taylor County.

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

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

☒ N/A

IS THERE A GOAL FOR TRANSFERRING PASSENGERS FROM PARATRANSIT TO TRANSIT?

☐ Yes ☒ No

If YES, what is the goal?

Not applicable

Is the CTC accomplishing the goal? ☐ Yes ☐ No

Not applicable

IS THE CTC IN COMPLIANCE WITH THIS REQUIREMENT? ☒ Yes ☐ No

Comments:
Taylor County does not have a public transit system.

COMPLIANCE WITH CHAPTER 427, F.S.

Review of local government, federal and state transportation applications for TD funds (all local, state or federal funding for TD services) for compliance with 427.0155(5).
"Review all applications for local government, federal, and state transportation disadvantaged funds, and develop cost-effective coordination strategies."

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

☒ Yes ☐ No

If Yes, describe the application review process.

The CTC prepares applicable transportation grant applications on behalf of Taylor County. The LCB reviews and approves the grant application at quarterly meetings or special meetings when so needed. The LCB is provided copies of grant applications at least 10 days prior to LCB meetings in which the application will be approved. The CTC also gives a brief presentation to the LCB at the meeting in which the application will be discussed and approved.

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

Not applicable

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

☐ Yes ☐ No

Not applicable

IS THE CTC IN COMPLIANCE WITH THIS SECTION? ☒ Yes ☐ No

Comments:

The LCB, CTC and County work closely together on pursuing grants and other funding sources to provide services to the transportation disadvantaged in Taylor County. Due to the County's fiscal constraints, grant funding assistance is critical to the success of the local TD program.

COMPLIANCE WITH CHAPTER 427, F.S.

Review priorities listed in the TDSP, according to Chapter 427.0155(7).
"Establish priorities with regard to the recipients of non-sponsored transportation disadvantaged services that are purchased with Transportation Disadvantaged Trust monies."

REVIEW THE QA SECTION OF THE TDSP (ask CTC to explain):

The QA Section of the TDSP has been reviewed with the CTC. The CTC is in compliance with Chapter 427.0155(7). The TDSP 2021-2026 was completed in December 2021.

WHAT ARE THE PRIORITIES FOR THE TDTF TRIPS?

Life Sustaining Medical Trips
Employment Trips
Essential Business Trips
Education/Training Trips
Nutrition/Meal Site Trips
Recreational/Social Trips

HOW ARE THESE PRIORITIES CARRIED OUT?

These priorities are instrumental in the scheduling process. The CTC Reservationist obtains all pertinent passenger information and utilizes CTS Software for the trip scheduling process. These measures ensure the priorities are being carried out.

IS THE CTC IN COMPLIANCE WITH THIS SECTION? ☒ Yes ☐ No

Comments:
The CTC is in compliance with Chapter 427.0155(7).

COMPLIANCE WITH CHAPTER 427, F.S.

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

Review the Operational section of the TDSP

1. Hours of Service:

   See attached Page 19A.

2. Hours of Intake:

   Applicable pages from the TDSP are an attachment to the evaluation.

3. Provisions for After Hours Reservations/Cancellations?

   Message on answering service.

4. What is the minimum required notice for reservations?

   One day in advance of the day of travel and needed transportation.
   Call on Friday for a Saturday or Monday ride.

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

   Thirty (30) days.

IS THE CTC IN COMPLIANCE WITH THIS SECTION? ☒ Yes ☐ No

Comments:
The CTC is in compliance and there are no problems in this area.

Service Hours:

Advance Reservation Services: Monday through Saturday 6:00 a.m. to 6:00 p.m.
The Fixed Route Local "In Town" Shuttle: Monday through Friday 7:30 a.m. to 5:52 p.m.
Veteran's shuttle to Lake City VA Hospital runs on Tuesdays at 7:30 a.m.
Veteran's shuttle to the VA medical facility in Tallahassee runs on Thursdays at 7:30 a.m.

COMPLIANCE WITH CHAPTER 427, F.S.

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

WHAT TYPE OF ARRANGEMENT DO YOU HAVE WITH THE LOCAL WAGES COALITION?

Purchase Order for reservation service and/or price arrangements approved by CTC.

HAVE ANY INNOVATIVE WAGES TRANSPORTATION SERVICES BEEN DEVELOPED?

Not at this time.

IS THE CTC IN COMPLIANCE WITH THIS SECTION? ☒ Yes ☐ No

Comments:
None. The CTC is in compliance.

CHAPTER 427

Findings:

There were no findings and the CTC is in compliance with Chapter 427, F.S.

Recommendations:

None at this time.

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

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

WHAT ARE THE MINIMUM LIABILITY INSURANCE REQUIREMENTS?

$100,000/Person
$200,000/Incident
CTC $1,000,000

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

$100,000/Person
$200,000/Incident

HOW MUCH DOES THE INSURANCE COST (per operator)?

Operator	Insurance Cost
BBT	$86,320

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

☐ Yes ☒ No

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

IS THE CTC IN COMPLIANCE WITH THIS SECTION? ☒ Yes ☐ No

Comments:
The CTC is in compliance with 41-2.006(1).

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

Compliance with 41-2.006(2), Safety Standards.
"...shall ensure the purchaser that their operations and services are in compliance with the safety requirements as specified in Section 341.061(2)(a), F.S. and 14-90, F.A.C."

Date of last SSPP Compliance Review 1/10/2023 *, Obtain a copy of this review.*

Review the last FDOT SSPP Compliance Review, if completed in over a year, check drivers' records. If the CTC has not monitored the operators, check drivers' files at the operator's site.

IS THE CTC IN COMPLIANCE WITH THIS SECTION? ☒ Yes ☐ No

ARE THE CTC CONTRACTED OPERATORS IN COMPLIANCE WITH THIS SECTION?
☐ Yes ☐ No

DRIVER REQUIREMENT CHART

Driver Last Name	Driver License	Last Physical	CPR/1st Aid	Def. Driving	ADA Training	Other-

Sample Size: 1-20 Drivers – 50-100% 21-100 Drivers – 20-50% 100+ Drivers – 5-10%

Driver Last Name	Driver License	Last Physical	CPR/1st Aid	Def. Driving	ADA Training	Other-

Sample Size: 1-20 Drivers – 50-100% 21-100 Drivers – 20-50% 100+ Drivers – 5-10%

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

Compliance with 41-2.006(3), Drug and Alcohol Testing
"...shall assure the purchaser of their continuing compliance with the applicable state or federal laws relating to drug testing..."

With which of the following does the CTC (and its contracted operators) Drug and Alcohol Policy comply?

- ☒ FTA (Receive Sect. 5307, 5309, or 5311 funding)
- ☐ FHWA (Drivers required to hold a CDL)
- ☐ Neither

REQUEST A COPY OF THE DRUG & ALCOHOL POLICY AND LATEST COMPLIANCE REVIEW.

DATE OF LAST DRUG & ALCOHOL POLICY REVIEW: 1/10/2023

IS THE CTC IN COMPLIANCE WITH THIS SECTION? ☒ Yes ☐ No

Comments:
The CTC is in compliance. A copy of the latest BBT Compliance Review and the Drug & Alcohol Policy are attachments to the evaluation.

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

Compliance with 41-2.011(2), Evaluating Cost-Effectiveness of Coordination Contractors and Transportation Alternatives.
"...contracts shall be reviewed annually by the Community Transportation Coordinator and the Coordinating Board as to the effectiveness and efficiency of the Transportation Operator or the renewal of any Coordination Contracts."

1. IF THE CTC HAS COORDINATION CONTRACTORS, DETERMINE THE COST-EFFECTIVENESS OF THESE CONTRACTORS.

Cost [CTC and Coordination Contractor (CC)]

	CTC	CC #1	CC #2	CC #3	CC #4
Flat contract rate (s) ($ amount / unit)					
Detail other rates as needed: (e.g. ambulatory, wheelchair, stretcher, out-of-county, group)					
Special or unique considerations that influence costs?					
Explanation: Not applicable. The CTC does not use Coordination Contractors.					

2. DO YOU HAVE TRANSPORTATION ALTERNATIVES? ☐ Yes ☒ No
(Those specific transportation services approved by rule or the Commission as a service not normally arranged by the Community Transportation Coordinator, but provided by the purchasing agency. Example: a neighbor providing the trip)

Cost [CTC and Transportation Alternative (Alt.)]

	CTC	Alt. #1	Alt. #2	Alt. #3	Alt. #4
Flat contract rate (s) ($ amount / unit)					
Detail other rates as needed: (e.g. ambulatory, wheelchair, stretcher, out-of-county, group)					
Special or unique considerations that influence costs?					
Explanation: The CTC does not have and/or use transportation alternatives.					

IS THE CTC IN COMPLIANCE WITH THIS SECTION? ☒ Yes ☐ No

RULE 41-2

Findings:

Not applicable

Recommendations:

Not applicable

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

Compliance with Commission Standards
"...shall adhere to Commission approved standards..."

Review the TDSP for the Commission standards.

Commission Standards	Comments
Local toll free phone number must be posted in all vehicles. Rule 41-2.006 (4) (f), F.A.C.: A local toll free phone number for complaints or grievances shall be posted inside the vehicle. The Transportation Disadvantaged 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 Transportation Disadvantaged Helpline phone number.	The number was posted in all vehicles and in an easy to see location.
Vehicle Cleanliness Rule 41-2.006 (4) (h), F.A.C.: Interior of all vehicles shall be free of dirt, grime, oil, trash, torn upholstery, damaged or broken seats, protruding metal or other objects or materials which could soil items placed in the vehicle or provide discomfort for the passenger.	The vehicles were clean and neat, and very well maintained.
Passenger/Trip Database Rule 41-2,006 (4) (j), F.A.C.: Passenger/trip data base must be maintained or accessible by the Community Transportation Coordinator on each rider being transported within the system.	In compliance.

Adequate seating Rule 41-2.006 (4) (k), F.A,C.: 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 searing 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.	There was adequate seating and storage.
Driver Identification Rule 41-2.006 (4) (l), F.A.C.: 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 specific passengers, 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.	The drivers were wearing identification on all occasions the Evaluation Committee rode the shuttle.
Passenger Assistance Rule 41-2.006 (4) (m), F.A.C.: The paratransit driver shall provide the passenger with boarding assistance, if necessary or requested, to the seating portion of the vehicle. The boarding assistance shall include opening the vehicle door, fastening the seat belt or wheelchair securement devices, storage of mobility assistive devices and dosing the vehicle door. In the door-through-door paratransit service category, the driver shall be required to open and dose 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.	The drivers were helpful and offered assistance to passengers in need. The drivers were particularly helpful to elderly riders who had packages and were very respectful to riders who did need assistance.
Smoking, Eating and Drinking Rule 41-2.006 (4) (n), F.A.C.: 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.	There were no signs of smoking, eating or drinking on the shuttle. The vehicle was clean and free of any type of trash or debris.

Two-way Communications Rule 41-2.006 (4) (p), F.A.C.: 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.	In compliance.
Air Conditioning/Heating Rule 41-2.006 (4) (q), F.A.C.: 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.	The Committee has rode the shuttle at various times and weather conditions. On all occasions the shuttle had a comfortable temperature. Drivers were very considerate of rider comfort.
Billing Requirements Rule 41-2.006 (4) (l), F.A.C.: 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 seven (7) calendar days to subcontractors, after receipt of said payment by the Community Transportation Coordinator, in accordance with Section 287.0585, Florida Statutes.	In compliance.

COMMISSION STANDARDS

Findings:

There were no findings. The CTC is in compliance with Commission Standards. As always, the drivers were very helpful and friendly to the passengers. All of the passengers that we spoke with were satisfied with the BBT services.

Recommendations:

Continue the great job!

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

Compliance with Local Standards
"...shall adhere to Commission approved standards..."

Review the TDSP for the Local standards.

Local Standards	Comments
Transport of Escorts and dependent children policy	Local Policy: Children under age 12 will be required to be accompanied by an escort. Escorts must be provided by the passenger. Escorts must be able to provide necessary assistance to the passenger. Escorts will be transported at the regular rate. The CTC was in compliance with TDSP standards.
Use, Responsibility, and cost of child restraint devices	Local Policy: All passengers under the age of 4 and/or under 50 pounds will be required to use a child restraint device. This device will be provided by the passenger. The CTC was in compliance.
Out-of-Service Area trips	Local Policy: Inter-county services between Taylor and Leon Counties is available weekly. Other inter-county services are provided when available. The CTC was in compliance with the TDSP.
CPR/1st Aid	Local Policy: All drivers shall be certified in CPR/ and 1st Aid. The CTC was in compliance.
Driver Criminal Background Screening	Local Policy: All drivers in the coordinated system shall meet Level 2 criminal background screening requirements in accordance with Chapter 435, Florida Statutes. The CTC was in compliance.
Rider Personal Property	Local Policy: Passengers shall be allowed to have two pieces of personal property which they can place in their lap. Passengers must be able to independently carry all items brought onto the vehicle. The CTC was in compliance.
Advance reservation requirements	Local Policy: There shall be a 24 hour notice requirement for all other trips scheduled within the coordinated system, except under special circumstances. The CTC was in compliance with the TDSP.
Pick-up Window	Local Policy: There is a ninety (90) minute pick-up window in place for all intra-county trips based on the arrival time of the passenger. There is a sixty (60) minute pick-up window in place for all intra-county trips based on the departure time of the passenger. The CTC was in compliance.

Measurable Standards/Goals	*Standard/Goal*	*Latest Figures*	*Is the CTC/Operator meeting the Standard?*
Public Transit Ridership	CTC	CTC	12,352
	Operator A	Operator A	
	Operator B	Operator B	
	Operator C	Operator C	
On-time performance	CTC	CTC	No complaints
	Operator A	Operator A	
	Operator B	Operator B	
	Operator C	Operator C	
Passenger No-shows	CTC	CTC	128
	Operator A	Operator A	
	Operator B	Operator B	
	Operator C	Operator C	
Accidents	CTC	CTC	0
	Operator A	Operator A	
	Operator B	Operator B	
	Operator C	Operator C	
Roadcalls *Average age of fleet:*	CTC	CTC	0
	Operator A	Operator A	
	Operator B	Operator B	
	Operator C	Operator C	
Complaints *Number filed:*	CTC	CTC	0
	Operator A	Operator A	
	Operator B	Operator B	
	Operator C	Operator C	
Call-Hold Time	CTC	CTC	No complaints
	Operator A	Operator A	
	Operator B	Operator B	
	Operator C	Operator C	

LOCAL STANDARDS

Findings:

There were no negative findings and the CTC meets both TD and local standards.

Recommendations:

Continue to meet standards and goals of the TDSP.

COMPLIANCE WITH AMERICANS WITH DISABILITIES ACT

REVIEW COPIES OF THE PUBLIC INFORMATION PROVIDED.

DOES PUBLIC INFORMATION STATE THAT ACCESSIBLE FORMATS ARE AVAILABLE UPON REQUEST? ☒ Yes ☐ No

ARE ACCESSIBLE FORMATS ON THE SHELF? ☒ Yes ☐ No

IF NOT, WHAT ARRANGEMENTS ARE IN PLACE TO HAVE MATERIAL PRODUCED IN A TIMELY FASHION UPON REQUEST?

DO YOU HAVE TTY EQUIPMENT OR UTILIZE THE FLORIDA RELAY SYSTEM?

☒ Yes ☐ No

IS THE TTY NUMBER OR THE FLORIDA RELAY SYSTEM NUMBERS LISTED WITH THE OFFICE PHONE NUMBER? ☒ Yes ☐ No

Florida Relay System:

1-800-955-8711

EXAMINE OPERATOR MANUALS AND RIDER INFORMATION. DO CURRENT POLICIES COMPLY WITH ADA PROVISION OF SERVICE REQUIREMENTS REGARDING THE FOLLOWING:

Provision of Service	Training Provided	Written Policy	Neither
Accommodating Mobility Aids	Yes	Yes	
Accommodating Life Support Systems (O_2 Tanks, IV's...)	Yes	Yes	
Passenger Restraint Policies	Yes	Yes	
Standee Policies (persons standing on the lift)	Yes	Yes	
Driver Assistance Requirements	Yes	Yes	
Personal Care Attendant Policies	Yes	Yes	
Service Animal Policies	Yes	Yes	
Transfer Policies (From mobility device to a seat)	Yes	Yes	
Equipment Operation (Lift and securement procedures)	Yes	Yes	
Passenger Sensitivity/Disability Awareness Training for Drivers	Yes	Yes	

RANDOMLY SELECT ONE OR TWO VEHICLES PER CONTRACTOR (DEPENDING ON SYSTEM SIZE) THAT ARE IDENTIFIED BY THE CTC AS BEING ADA ACCESSIBLE AND PURCHASED WITH PRIVATE FUNDING, AFTER 1992. CONDUCT AN INSPECTION USING THE ADA VEHICLE SPECIFICATION CHECKLIST.

All BBT vehicles meet ADA Standards.

INSPECT FACILITIES WHERE SERVICES ARE PROVIDED TO THE PUBLIC (ELIGIBILITY DETERMINATION, TICKET/COUPON SALES, ETC...).

IS A RAMP PROVIDED? ☐ Yes ☐ No

Not applicable for this evaluation.

ARE THE BATHROOMS ACCESSIBLE? ☐ Yes ☐ No

Not applicable for this evaluation.

Bus and Van Specification Checklist

Name of Provider: Not applicable for this review.

Vehicle Number (either VIN or provider fleet number):

Type of Vehicle: ☐ Minivan ☐ Van ☐ Bus (>22')
☐ Minibus (<= 22') ☐ Minibus (>22')

Person Conducting Review:

Date:

Review the owner's manual, check the stickers, or ask the driver the following:

- ☐ The lift must have a weight limit of at least 600 pounds.
- ☐ The lift must be equipped with an emergency back-up system (in case of loss of power to vehicle). Is the pole present?
- ☐ The lift must be "interlocked" with the brakes, transmission, or the door, so the lift will not move unless the interlock is engaged. Ensure the interlock is working correctly.

Have the driver lower the lift to the ground:

- ☐ Controls to operate the lift must require constant pressure.
- ☐ Controls must allow the up/down cycle to be reversed without causing the platform to "stow" while occupied.
- ☐ Sufficient lighting shall be provided in the step well or doorway next to the driver, and illuminate the street surface around the lift, the lighting should activate when the door/lift is in motion. Turn light switch on, to ensure lighting is working properly.

Once the lift is on the ground, review the following:

- ☐ Must have an inner barrier to prevent the mobility aid from rolling off the side closest to the vehicle until the platform is fully raised.
- ☐ Side barriers must be at least 1 ½ inches high.
- ☐ The outer barrier must be sufficient to prevent a wheelchair from riding over it.
- ☐ The platform must be slip-resistant.
- ☐ Gaps between the platform and any barrier must be no more than 5/8 of an inch.
- ☐ The lift must have two handrails.
- ☐ The handrails must be 30-38 inches above the platform surface.
- ☐ The handrails must have a useable grasping area of 8 inches, and must be at least 1 ½ inches wide and have sufficient knuckle clearance.
- ☐ The platform must be at least 28 1/2 inches wide measured at the platform surface, and 30 inches wide and 48 inches long measured 2 inches above the platform surface.

- ☐ If the ramp is not flush with the ground, for each inch off the ground the ramp must be 8 inches long.
- ☐ Lifts may be marked to identify the preferred standing position (suggested, not required)

Have the driver bring the lift up to the fully raised position (but not stowed):

- ☐ When in the fully raised position, the platform surface must be horizontally within 5/8 inch of the floor of the vehicle.
- ☐ The platform must not deflect more than 3 degrees in any direction. To test this, stand on the edge of the platform and carefully jump up and down to see how far the lift sways.
- ☐ The lift must be designed to allow boarding in either direction.

While inside the vehicle:

- ☐ Each securement system must have a clear floor area of 30 inches wide by 48 inches long.
- ☐ The securement system must accommodate all common wheelchairs and mobility aids.
- ☐ The securement system must keep mobility aids from moving no more than 2 inches in any direction.
- ☐ A seat belt and shoulder harness must be provided for each securement position, and must be separate from the security system of the mobility aid.

Vehicles under 22 feet must have:

- ☐ One securement system that can be either forward or rear-facing.
- ☐ Overhead clearance must be at least 56 inches. This includes the height of doors, the interior height along the path of travel, and the platform of the lift to the top of the door.

Vehicles over 22 feet must have:

- ☐ Must have 2 securement systems, and one must be forward-facing, the other can be either forward or rear-facing.
- ☐ Overhead clearance must be at least 68 inches. This includes the height of doors, the interior height along the path of travel, and the platform of the lift to the top of the door.

- ☐ Aisles, steps, and floor areas must be slip resistant.
- ☐ Steps or boarding edges of lift platforms must have a band of color which contrasts with the step/floor surface.

COMPLIANCE WITH AMERICANS WITH DISABILITIES ACT

Table 1. ADA Compliance Review - Provider/Contractor Level of Service Chart

Name of Service Provider/ Contractor	Total # of Vehicles Available for CTC Service	# of ADA Accessible Vehicles	Areas/Sub areas Served by Provider/Contractor
Big Bend Transit	8	8	Taylor County and surrounding area

BASED ON THE INFORMATION IN TABLE 1, DOES IT APPEAR THAT INDIVIDUALS REQUIRING THE USE OF ACCESSIBLE VEHICLES HAVE EQUAL SERVICE?

☒ Yes ☐ No

All riders of Big Bend Transit in Taylor County have equal service.

ADA COMPLIANCE

Findings:

No findings. The CTC was in compliance with ADA Standards.

Recommendations:

None at this time. BBT is in compliance with ADA Standards.

FY _____/____ GRANT QUESTIONS

The following questions relate to items specifically addressed in the FY _____/____ Trip and Equipment Grant.

DO YOU KEEP ALL RECORDS PERTAINING TO THE SPENDING OF TDTF DOLLARS FOR FIVE YEARS? (Section 7.10: Establishment and Maintenance of Accounting Records, T&E Grant, and FY 2021-2022 and 2022-2023)

☒ Yes ☐ No

ARE ALL ACCIDENTS THAT HAVE RESULTED IN A FATALITY REPORTED TO THE COMMISSION WITHIN 24 HOURS AFTER YOU HAVE RECEIVED NOTICE? (Section 14.80: Accidents, T/E Grant, and FY 2021-2022 and 2022-2023)

☒ Yes ☐ No

ARE ALL ACCIDENTS THAT HAVE RESULTED IN $1,000 WORTH OF DAMAGE REPORTED TO THE COMMISSION WITHIN 72 HOURS AFTER YOU HAVE RECEIVED NOTICE OF THE ACCIDENT? (Section 14.80: Accidents, T/E Grant, and FY 2021-2022 and 2022-2023)

☒ Yes ☐ No

STATUS REPORT FOLLOW-UP FROM LAST REVIEW(S)

DATE OF LAST REVIEW: 6/16/2022 STATUS REPORT DATED: 6/16/2022

CTD RECOMMENDATION:

There were no findings the last review.

CTC Response:

There were no findings and no complaints were filed.

Current Status:

The CTC was in compliance of TD, state, and local standards.

CTD RECOMMENDATION:

CTC Response:

Current Status:

CTD RECOMMENDATION:

CTC Response:

Current Status:

CTD RECOMMENDATION:

CTC Response:

Current Status:

CTD RECOMMENDATION:

CTC Response:

Current Status:

CTD RECOMMENDATION:

CTC Response:

Current Status:

ON-SITE OBSERVATION OF THE SYSTEM

RIDE A VEHICLE WITIN THE COORDINATED SYSTEM. REQUEST A COPY OF THE MANIFEST PAGE THAT CONTAINS THIS TRIP.

Date of Observation: 12/15/2022

Please list any special guests that were present: Jami Evans,Teresa Copeland

Location: Taylor County Courthouse

Number of Passengers picked up/dropped off: 5

Ambulatory 5

Non-Ambulatory

Was the driver on time? ☒ Yes ☐ No - How many minutes late/early?

Did the driver provide any passenger assistance? ☒ Yes ☐ No

Was the driver wearing any identification? ☒ Yes: ☒ Uniform ☒ Name Tag ☒ ID Badge ☐ No

Did the driver render an appropriate greeting?

☒ Yes ☐ No ☐ Driver regularly transports the rider, not necessary

If CTC has a policy on seat belts, did the driver ensure the passengers were properly belted? ☒ Yes ☐ No

Was the vehicle neat and clean, and free from dirt, torn upholstery, damaged or broken seats, protruding metal or other objects? ☒ Yes ☐ No

Is there a sign posted on the interior of the vehicle with both a local phone number and the TD Helpline for comments/complaints/commendations? ☒ Yes ☐ No

Does the vehicle have working heat and air conditioning? ☒ Yes ☐ No

Does the vehicle have two-way communications in good working order? ☒ Yes ☐ No

If used, was the lift in good working order? ☐ Yes ☐ No

Was there safe and appropriate seating for all passengers? ☒ Yes ☐ No

Did the driver properly use the lift and secure the passenger? ☐ Yes ☒ No

If No, please explain:

There were not any passengers during our ride that required the lift service.

CTC: Big Bend Transit, Inc. County: Taylor

Date of Ride: 12/15/2022

Funding Source	No. of Trips	No. of Riders/Beneficiaries	No. of Calls to Make	No. of Calls Made
CTD				
Medicaid				
Other		5 riders were on the shuttle.		
Other		All 5 riders were satisfied		
Other)				
Other				
Totals				

Number of Round Trips	Number of Riders/Beneficiaries to Survey
0 – 200	30%
201 – 1200	10%
1201 +	5%

Note: Attach the manifest

RIDER/BENEFICIARY SURVEY

Staff making call: J. Evans
Date of Call: 02/28/23
County: Taylor
Funding Source: TDD

1) Did you receive transportation service on 02/24/23 ? ☒ Yes or ☐ No

2) Where you charged an amount in addition to the co-payment? ☐ Yes or ☒ No

If so, how much?

3) How often do you normally obtain transportation?

☐ Daily 7 Days/Week ☐ Other ☒ 1-2 Times/Week ☐ 3-5Times/Week

4) Have you ever been denied transportation services?

☐ Yes

☒ No. If no, skip to question # 4

A. How many times in the last 6 months have you been refused transportation services?

☐ None ☐ 3-5 Times

☐ 1-2 Times ☐ 6-10 Times

If none, skip to question # 4.

B. What was the reason given for refusing you transportation services?

☐ Ineligible ☐ Space not available

☐ Lack of funds ☐ Destination outside service area

☐ Other _____

5) What do you normally use the service for?

☒ Medical ☐ Education/Training/Day Care

☐ Employment ☒ Life-Sustaining/Other

☐ Nutritional

6) Did you have a problem with your trip on 02/24/23 ?

☐ Yes. If yes, please state or choose problem from below

☒ No. If no, skip to question # 6

What type of problem did you have with your trip?

☐ Advance notice ☐ Cost

☐ Pick up times not convenient ☐ Late pick up-specify time of wait

☐ Assistance ☐ Accessibility

☐ Service Area Limits ☐ Late return pick up - length of wait

☐ Drivers - specify

☐ Vehicle condition

☐ Reservations - specify length of wait

☐ Other

7) On a scale of 1 to 10 (10 being most satisfied) rate the transportation you have been receiving.
10

8) What does transportation mean to you? (Permission granted by _____ for use in publications.)

Additional Comments:

They are always on time. She needs transportation to her dialysis appointments weekly as she does not have any other way to get there. Every driver is always very kind and helpful.

RIDER/BENEFICIARY SURVEY

Staff making call: J. Evans
Date of Call: 02/28/23
County: Taylor
Funding Source: Veterans

1) Did you receive transportation service on 02/02/23 ? ☒ Yes or ☐ No

2) Where you charged an amount in addition to the co-payment? ☐ Yes or ☒ No

If so, how much?

3) How often do you normally obtain transportation?

☐ Daily 7 Days/Week ☒ Other ☐ 1-2 Times/Week ☐ 3-5Times/Week

4) Have you ever been denied transportation services?

☐ Yes

☒ No. If no, skip to question # 4

A. How many times in the last 6 months have you been refused transportation services?

☐ None ☐ 3-5 Times

☐ 1-2 Times ☐ 6-10 Times

If none, skip to question # 4.

B. What was the reason given for refusing you transportation services?

☐ Ineligible ☐ Space not available

☐ Lack of funds ☐ Destination outside service area

☐ Other _____

5) What do you normally use the service for?

☒ Medical ☐ Education/Training/Day Care

☐ Employment ☐ Life-Sustaining/Other

☐ Nutritional

6) Did you have a problem with your trip on 02/02/23 ?

☐ Yes. If yes, please state or choose problem from below

☒ No. If no, skip to question # 6

What type of problem did you have with your trip?

☐ Advance notice ☐ Cost

☐ Pick up times not convenient ☐ Late pick up-specify time of wait

☐ Assistance ☐ Accessibility

☐ Service Area Limits ☐ Late return pick up - length of wait

☐ Drivers - specify

☐ Reservations - specify length of wait

☐ Vehicle condition

☐ Other

7) On a scale of 1 to 10 (10 being most satisfied) rate the transportation you have been receiving.
8

8) What does transportation mean to you? (Permission granted by _____ for use in publications.)

Additional Comments:

Convenient to get to medical appointments because he is a Veteran with no other transportation out of Taylor County. The trips do not cost him anything.

Contractor Survey

_____County

Not applicable in Taylor County.

Contractor name (optional)

1. Do the riders/beneficiaries call your facility directly to cancel a trip?

☐ Yes ☐ No

2. Do the riders/beneficiaries call your facility directly to issue a complaint?

☐ Yes ☐ No

3. Do you have a toll-free phone number for a rider/beneficiary to issue commendations and/or complaints posted on the interior of all vehicles that are used to transport TD riders?

☐ Yes ☐ No

If yes, is the phone number posted the CTC's?

☐ Yes ☐ No

4. Are the invoices you send to the CTC paid in a timely manner?

☐ Yes ☐ No

5. Does the CTC give your facility adequate time to report statistics?

☐ Yes ☐ No

6. Have you experienced any problems with the CTC?

☐ Yes ☐ No

If yes, what type of problems?

Comments:

PURCHASING AGENCY SURVEY

Staff making call: Jami Evans
Purchasing Agency name: Taylor County Board of Commissioners
Representative of Purchasing Agency: Sarah Weirick

1) Do you purchase transportation from the coordinated system?

☒ YES

☐ NO If no, why?

2) Which transportation operator provides services to your clients?

Big Bend Transit provides transportation for the Taylor County Veterans to the VA Hospital in Lake City and the VA medical facility in Tallahassee. Big Bend Transit also provides transportation to the Special Needs Adult Program (SNAP) and Special Olympics participants practices and local activities, as well as the local "in town" shuttle.

3) What is the primary purpose of purchasing transportation for your clients?

- ☒ Medical
- ☐ Employment
- ☒ Education/Training/Day Care
- ☐ Nutritional
- ☐ Life Sustaining/Other

4) On average, how often do your clients use the transportation system?

- ☐ 7 Days/Week
- ☐ 1-3 Times/Month
- ☐ 1-2 Times/Week
- ☐ Less than 1 Time/Month
- ☒ 3-5 Times/Week

5) Have you had any unresolved problems with the coordinated transportation system?

- ☐ Yes
- ☒ No If no, skip to question 7

6) What type of problems have you had with the coordinated system?

- ☐ Advance notice requirement [specify operator (s)]
- ☐ Cost [specify operator (s)]
- ☐ Service area limits [specify operator (s)]
- ☐ Pick up times not convenient [specify operator (s)]
- ☐ Vehicle condition [specify operator (s)]
- ☐ Lack of passenger assistance [specify operator (s)]
- ☐ Accessibility concerns [specify operator (s)]
- ☐ Complaints about drivers [specify operator (s)]
- ☐ Complaints about timeliness [specify operator (s)]
- ☐ Length of wait for reservations [specify operator (s)]
- ☐ Other [specify operator (s)] There were no problems this review period.

7) Overall, are you satisfied with the transportation you have purchased for your clients?

- ☒ Yes
- ☐ No If no, why? _____

Level of Cost
Worksheet 1

Insert Cost page from the AOR.

See Attachment H

Level of Competition
Worksheet 2

1. Inventory of Transportation Operators in the Service Area

	Column A Operators Available	Column B Operators Contracted in the System.	Column C Include Trips	Column D % of all Trips
Private Non-Profit	1		12,352	100%
Private For-Profit				
Government				
Public Transit Agency				
Total	1		12,352	100%

2. How many of the operators are coordination contractors? 0

3. Of the operators included in the local coordinated system, how many have the capability of expanding capacity? N/A

   Does the CTC have the ability to expand? Yes

4. Indicate the date the latest transportation operator was brought into the system. N/A

5. Does the CTC have a competitive procurement process? Yes

6. In the past five (5) years, how many times have the following methods been used in selection of the transportation operators?

	Low bid
	Requests for qualifications
	Negotiation only

	Requests for proposals
	Requests for interested parties

Which of the methods listed on the previous page was used to select the current operators?

Requests for qualifications and low bid. The value of the bid is also taken into consideration. Big Bend Transit is the only operator in Taylor County and currently does not use outside contractors.

7. Which of the following items are incorporated in the review and selection of transportation operators for inclusion in the coordinated system?

x	Capabilities of operator
x	Age of company
x	Previous experience
x	Management
x	Qualifications of staff
x	Resources
x	Economies of Scale
x	Contract Monitoring
x	Reporting Capabilities
x	Financial Strength
x	Performance Bond
x	Responsiveness to Solicitation

x	Scope of Work
x	Safety Program
x	Capacity
x	Training Program
x	Insurance
x	Accident History
x	Quality
x	Community Knowledge
x	Cost of the Contracting Process
x	Price
x	Distribution of Costs
	Other: (list)

8. If a competitive bid or request for proposals has been used to select the transportation operators, to how many potential operators was the request distributed in the most recently completed process? 4

How many responded? 1

The request for bids/proposals was distributed:

x Locally x Statewide _____ Nationally

9. Has the CTC reviewed the possibilities of competitively contracting any services other than transportation provision (such as fuel, maintenance, etc...)? Yes

Level of Availability (Coordination)
Worksheet 3

Planning – What are the coordinated plans for transporting the TD population?

CTC provides Advance Reservation (passenger) Intra-County Services, Advance Reservation (group) Intra-County Services, Advance Reservation Inter-County Services, Demand Response Service, Fixed Route Service, Non-Emergency Medical Stretcher Service, and Evacuation Service. BBT also has coordinated with the County on the weekly Veteran's Shuttles to the VA in Lake City and Tallahassee, Special Olympics Transportation Program for participants in the Special Olympics and the Special Needs Adult Program (SNAP). The coordinated plan is addressed in the TDSP.

Public Information – How is public information distributed about transportation services in the community?

BBT distributes a Coordinated Transportation System of Taylor County brochure throughout the County. The "in-town" shuttle schedule is also distributed throughout the County at the Taylor County Administrative Complex, Taylor County Public Library, Taylor County Health Department, Veteran's Service Office, and the VA Clinic. The County holds two public meetings annually to educate the public on the local TD program. The quarterly LCB meetings are also advertised to the public in the local paper. BBT also has a Ride BBT mobile app available for all smart phone users.

Certification – How are individual certifications and registrations coordinated for local TD transportation services?

BBT has a Transportation Disadvantaged Application to determine rider eligibility. Qualified beneficiaries receive a Transportation Service Letter and information on beneficiary rights, responsibilities and trip information. For general public reservations, riders must provide the scheduling personnel at BBT their name, phone number, origin and destination. BBT utilized CTS Software to coordinate transportation scheduling and beneficiary information.

Eligibility Records – What system is used to coordinate which individuals are eligible for special transportation services in the community?

BBT requires each individual to fill out a Transportation Disadvantaged Application to determine eligibility. Assistance is provided if needed to beneficiaries filling out the form. BBT maintains records on beneficiaries and CTS Software is used to assist with the maintenance of records and scheduling.

Call Intake – To what extent is transportation coordinated to ensure that a user can reach a Reservationist on the first call?

BBT has an on-site experienced Transportation Manager in the paratransit and transportation business. In addition to the Manager, BBT has staff specifically for call intake, reservations, customer service scheduling and dispatch.

Reservations – What is the reservation process? How is the duplication of a reservation prevented?

See attached Page 56A. The reservation process is also outlined in the Service Plan section of the TDSP. Applicable pages are an attachment to the evaluation. Reservation duplications are prevented with the use of the CTS Software.

Trip Allocation – How is the allocation of trip requests to providers coordinated?

The process of allocating trips is outlined in the TDSP and is an attachment to the evaluation.

Scheduling – How is the trip assignment to vehicles coordinated?

See attached Page 56A. The Service Plan section of the TDSP also provides information and is an attachment to the evaluation.

Reservations:

Utilizing CTS Software, Inc. reservations are taken as follows:

1. Customer or Agency representing a Client calls the CTC reservationist to request a trip. Trip request may be advanced day reservation (up to 30 days on advance) and, to a restricted extent, received on the same day. Subscription, standing order/repeat, trips need only be entered once, but are available for cancellation or alteration on any particular day.

2. CTC reservationist enters information pertinent to passenger registration into the system at this time, or in the case of a registered passenger, retrieves the passenger in the system by name or identification number. The reservationist questions the passenger for specific trip information, including day, time(s), origin, destination, one-way/roundtrip, and special instructions/conditions surrounding the trip. Upon completion of the reservation (entry into the system), the reservationist tells the passenger the time of earliest pick-up and the fare to be paid (if applicable), and gives the passenger a confirmation number which includes the date of the reservation and the time of the reservation was taken. Passenger eligibility for the trip requested, including Medicaid eligibility and qualification, is accomplished at the time the trip is reserved.

Scheduling:

Utilizing CTS Software Inc. trips are coordinated as follows:

1. Trips for the following day are scheduled to the appropriate driver/vehicle or assigned to the appropriate carrier.

2. Driver manifests and carrier assignments are generated by the system and distributed. Service is provided, to the extent possible, in accordance with the information on the manifest, with the driver/carrier entering actual pickup time and odometer reading, actual arrival time and odometer reading, and trip status code (completed, no-show, canceled, etc.) for each trip.

3. Completed driver manifests/carrier schedules are returned to the CTC, and vehicle and trip data is reconciled for accuracy and completeness.

4. Actual driver, vehicle and trip information is entered into the system. Each trip is brought up onto the computer screen and the is validated on things such as which passenger rode, cancelled, no-showed, or was not ready, pickup time, arrival time, and odometer readings. A second screen is used to capture vital trip information such as driver, vehicle beginning and ending odometer reading of the trip, driver times, and other information.

5. The validated system trip database is then used to generate the required agency invoices and reports, and carrier summaries.

6. Invoices and reports are forwarded to the appropriate agency or carrier.

Transport – How are the actual transportation services and modes of transportation coordinated?

See attached Page 56A. The Service Plan section of the TDSP also provides the information and is an attachment to the evaluation. It should be noted that BBT does not use outside contractors to provide transportation services at this time.

Dispatching – How is the real time communication and direction of drivers coordinated?

See attached Page 56A. The Service Plan section of the TDSP also provides this information and is an attachment to the evaluation.

General Service Monitoring – How is the overseeing of transportation operators coordinated?

See attached Page 56A.

Daily Service Monitoring – How are real-time resolutions to trip problems coordinated?

This is outlined in the TDSP and the applicable pages are an attachment to the evaluation.

Trip Reconciliation – How is the confirmation of official trips coordinated?

Trips are confirmed through the use of CTS Software. See attached Page 56A for additional information.

Billing – How is the process for requesting and processing fares, payments, and reimbursements coordinated?

See the Scheduling section of attached Page 56A.

Reporting – How is operating information reported, compiled, and examined?

See the Scheduling section of attached Page 56A.

Cost Resources – How are costs shared between the coordinator and the operators (s) in order to reduce the overall costs of the coordinated program?

The CTC does not use outside operators at this time, however through the use of CTS Software, the coordinator schedules trips to ensure for the most cost effective use of funds.

Information Resources – How is information shared with other organizations to ensure smooth service provision and increased service provision?

Big Bend Transit submits quarterly reports to the LCB for review. The quarterly reports are forwarded to the TD Commission in the Planning Grant quarterly reports. The information is also provided to the TD Commission in the Annual Operations Reports (AOR). The TD Commission and the LCB also approves the CTC Rate Model Sheets at a minimum of annually. The annual public hearings conducted by the LCB and the Board of County Commissioners are excellent resources for sharing information with the public. The County makes a great effort to ensure our citizens have adequate transportation services.

Overall – What type of formal agreement does the CTC have with organizations, which provide transportation in the community?

The CTC has a MOA with the TD Commission and the CTC Rate Model Sheets are approved annually by the TD Commission and the LCB. The CTC does not use outside operators at this time.

ATTACHMENT A

Big Bend Transit, Inc.

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

Complaint/Commendation Form

Date Called In: _____ Time Called In: _____

Incident Called In By: _____ Telephone: _____

Date Of Incident: _____ Time Of Incident: _____

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

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

Did Complainant Request A Copy Of The Grievance Policy?
_____ Yes _____ No
If Yes, Address sent To: _____
_____

Nature Of Incident:

_____ Timeliness
_____ Vehicle Condition
_____ Vehicle Operation
_____ Other: _____
_____
_____

_____ Customer Service
_____ Poor Route Selection
_____ Trip Scheduling

Incident: _____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Incident Recorded By: _____

Findings: _____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

By: _____ **Date:** _____

Disposition: _____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Authorized By: _____ **Date:** _____

incident(wdw1)

ATTACHMENT B

Transportation Service Information:

- The driver will assist you in boarding the van, if necessary.
- Drivers will wait five minutes for you.
- You must use the seatbelt provided.
- Child car seats will not be provided.
- You must have the ability to carry your own personal items. Personal items are to be limited to (2) bags or what you alone can carry.
- Return trips will be made within an hour and a half of the requested time.
- No smoking, eating or drinking on the vehicle.
- Advanced purchase of coupons/tokens is available.
- Accessible formats are available upon requests.

Go to our website to learn what else Big Bend Transit offers in your county:

www.bigbendtransit.org

Perry SHUTTLE

Florida Law and Title VI of the Civil Rights Act of 1964 prohibits discrimination in public accommodation on the basis of race, color, religion, sex, national origin, handicap, or of marital status. Persons believing they have been discriminated against on these conditions may file a complaint with the Florida Commission on Human Relations at 850-488-7082 or 800-342-8170 (voice messaging)



Courteous and Personalized Service...



Where is the Transportation Service Available?

Generally, you can ride to and from any location within Taylor County. The service is designed to get transportation disadvantaged individuals and the general public to their destinations.

What Transportation Will be Provided?

Generally, curb-to-curb transportation service will be available Monday through Saturday, 6:00 AM to 6:00 PM.

How Can I Access the Transportation Service?

Transportation requests must be made at least 1 day in advance of your travel needs. Call Big Bend Transit at (850) 584-5566 by 2:00 PM, Monday through Friday (call on Friday for a Saturday or Monday ride). You will be asked for your name, phone number, pickup address, where you are going and what time you need to arrive, if a return trip is wanted and if assistance for a disability (wheelchair, sight impaired, etc.) is required. You will be told the fare and what time to be ready for your pickup.

What is the Cost of the Transportation Service?

The one-way fare for the transportation service is based on the trip origin and destination. A one-way trip for a TD eligible person anywhere in Taylor County, Monday through Saturday, between 6:00 AM and 6:00 PM is $2.00. A one-way trip for a General Public person anywhere in Taylor County, Monday through Saturday, between 6:00 AM and 6:00 PM is $5.00. If you require that an escort accompany you on your ride, he/she would pay the same fare. This request should be made at the time of scheduling.

The one-way fare is paid each time you board the vehicle. The fare may be paid by cash, check, money order, or bus passes may be purchased. Exact fare is required. The driver carries no change. The driver cannot give a receipt.

If I Need to Change Plans or Cancel My Ride, What Do I Do?

Should you need to change your plans or cancel your ride, call (850) 584-5566 immediately. For a change of plans, please give advance notice within business hours the previous day. Failure to cancel your ride within 2 hours of your time of travel will result in a charge for the trip.

What is the Phone Number for the Transportation System in Taylor County?

(850) 584-5566 - Available from 8:00 AM to 5:00 PM, Monday through Friday or 1-800-955-8711 for TDD accessibility.

Need reliable and inexpensive transportation? Then the Perry Shuttle is here for you.

The Perry Shuttle is a public transportation service that operates **Monday through Friday from 7:30 am to 5:52 pm.** The Shuttle serves most of Perry with stops at popular locations throughout the city.

It's affordable, too, at **just $1 per trip.** Save even more with a 20-ride pass for $18 or a 40-ride pass for $35. 3/4 mile deviations are available along the route, but you must contact Big Bend Transit at (850) 973-4418 at least 24 hours in advance to schedule a non-designated stop or pick up.

You can visit **www.bigbendtransit.org** for an interactive map that displays real-time bus routing & scheduling information. You can also download the app to your smartphone. Simply use the QR code inside this brochure.

For more information about the Perry Shuttle and other Taylor County public transportation services, visit our website or call us at **(850) 584-5566.**

brochure_perryshuttle_v042519.indd 1

Perry SHUTTLE

is powered by

in partnership with

BIG BEND TRANSIT

FDOT

Florida Law and Title VI of the Civil Rights Act of 1964 prohibits discrimination in public accommodation on the basis of race, color, religion, sex, national origin, handicap, or of marital status. Persons believing they have been discriminated against on these conditions may file a complaint with the Florida Commission on Human Relations at 850-488-7082 or 800-342-8170 (voice messaging).

This brochure was developed with technical assistance provided by the Institute for Applied Business Research at the Florida State University College of Business.



Perry SHUTTLE

The Perry Shuttle operates Monday through Friday from 7:30 am until 5:52 pm. The Shuttle serves stops at the same time each hour.

The Shuttle does not operate between 12:30 pm and 1:30 pm.

To determine when the bus arrives at a stop, locate your stop # on the map and find that # on this schedule.

Each tick mark represents one minute. For example, the Shuttle arrives at Stop #17 13 minutes after the hour; it loads and unloads at Stop #1 at 30 minutes after the hour.

TIME		Stop Location
:00	13	Burger King (2144 S. Byron Butler)
:05	14	Dollar General (2028 S. Jefferson)
	15	WalMart (1900 S. Jefferson)
:10	16	Post Office (1600 S. Jefferson)
	17	Taylor Co. Courthouse (108 N. Jefferson)
:15	18	Public Library (403 N. Jefferson)
	19	Head Start (115 E Drew St.)
	20	Taylor County High School
:20	21	Health Dept. (1215 N. Peacock)
	22	Veteran's Administration (1224 N. Peacock)
	23	Premier Medical (215 E. Ash St.)
	24	Senior Citizens Ctr. (800 Wash St.)
:25	25	DMH Plaza (555 N. Byron Butler)
	26	Office of Elections (433 N. Byron Butler)
	27	Memorial Hospital (333 N. Byron Butler)
:30	1	Super Wash (1403 Hampton Spring Rd.)
:35	2	Perrytown Apartments (500 S. Warner Ave.)
	3	Jerkins Community Ctr. (1201 MLK Blvd.)
	4	Exxon (1209 Byron Butler Pkwy)
:40	5	Woodridge Apts. (709 W. Church St.)
	6	CVS (105 W. Hampton Spring Rd)
:45	7	Family Dollar (1503 S. Jefferson)
:50	8	Winn Dixie (2057 S. Byron Butler)
	9	Walgreen's (2117 S. Byron Butler)
:55	10	Southern Villas (335 Puckett Rd.)
	11	Stonegate Manor (544 Puckett Rd)
On the hour!	12	Big Bend Tech College (3233 S. Byron Butler)

Wi Fi

1 trip

20 ride pass = $18
40 ride pass = $35

Don't forget. The Shuttle ends service at 5:52 pm and does not provide service between 12:30 pm and 1:30 pm. Plan accordingly. Actual arrival and depature times may vary slightly due to traffic conditions.

To track the location of the Shuttle at any given time, visit **ww.bigbendtransit.org** or download the **RideBBT** app to your smartphone using the QR code below.



App Store

Google play

For assistance, please call Big Bend Transit at (850) 584-5566 or visit www.bigbendtransit.org

BIG BEND TRANSIT

BIG BEND TRANSIT

- Get real time estimates of the bus's location
- See your nearest stop and select a route
- Get important bus announcements

BIG BEND TRANSIT

Apple and Android QR Code

Get the free app: Ride BBT

Scan the QR code with your smartphone or search 'Ride BBT' in the app store.

ATTACHMENT C

BIG BEND TRANSIT

TAYLOR COUNTY

Transportation Disadvantaged Application

Section I: General Information

Full Name: _____
Last *First* *M.I.*

Address: _____
Street Address *Apartment/Lot #*

_____
City *State* *ZIP Code*

Check one: ☐ House ☐ Apartment ☐ Mobile home ☐ Nursing home ☐ Group home

Is this address within the city limits? Check one: ☐ Yes ☐ No

For what type of travel do you intend to use this service? _____

_____

_____

How often do you plan to travel? ☐ Daily ☐ Weekly ☐ Monthly

Mailing Address: _____
Street Address *Apartment/Lot #*

_____
City *State* *ZIP Code*

Home Phone#: _____ Alternate Phone#: _____

Email: _____

SSN#: _____

Gender: _____ Birth Date : _____
(Attach copy of state ID or driver's license)

Emergency Contact Name: _____

Relationship: _____ Emergency Contact Phone#: _____

Section II: Mobility & Functionality Status

Check all Mobility Aids and/or Impairments that apply:

☐ Wheel Chair ☐ Walker ☐ Cane ☐ Crutches ☐ Leg Brace

☐ Portable Oxygen ☐ Totally Blind ☐ Legally Blind ☐ Service Animal

☐ Deaf ☐ Hearing Impaired ☐ Mentally Impaired ☐ Speech Impairment

If you checked "Mentally Impaired", please indicate the type of mental disability:

_____

_____

_____

_____

_____

I require an escort to travel. (Check one) ☐ Yes ☐ No

In case of mental or physical impairment, please answer the following questions:

1. Are you unable to drive yourself due to your disability? ☐ Yes ☐ No
   - If "yes", explain why._____

     _____

     _____

     _____
2. How do you currently travel to your destinations?_____
3. Are you able to grip handles or railings? ☐ Yes ☐ No
4. Are you able to understand and follow directions/requests? ☐ Yes ☐ No (IF NO, A PERSONAL ESCORT IS REQUIRED WHEN TRAVELLING.)
5. Can you deal with unexpected situations or changes in routine? ☐ Yes ☐ No (IF NO, A PERSONAL ESCORT IS REQUIRED WHEN TRAVELLING.)

Section III: Income Status

1. Are you currently receiving Medicaid? ☐ Yes ☐ No
   If yes, include Medicaid#:_____
2. Check current assistance: ☐ Food Assistance (EBT) ☐ AFDC ☐ SSI
   (Must attach most current supporting documentation if applicable.)

3. How many individuals live in your household?_____
4. What is your annual household income?_____
   (Must attach most current supporting documentation, i.e.W2, 3-check stubs, etc.)
5. Do you or does anyone in your household have a car? ☐ Yes ☐ No
   5a. If "yes": **Owner's name**_____ **Tag #**_____
   Year_____ **Make**_____ **Model** _____
   5b. If "yes", is this vehicle available to you ☐ Sometimes ☐ Always ☐ Never?
6. Do you have friends or relatives who can transport you? ☐ Yes ☐ No
   6a. If "yes" are they able to transport you ☐ Sometimes ☐ Always ☐ Never?

Would you be interested in a **Perry Shuttle** bus pass for travel?
☐ Yes ☐ No

Section IV: Applicant Release

Applicant acknowledges that the information provided is true and correct to the best of their ability and will only be used to assess eligibility. *I hereby authorize my medical representative to release information regarding my level of functionality and need for transportation with BBT.* Any false information submitted will be found cause for immediate disqualification or revocation of eligibility.

_____

Applicant Signature *Date*

If you are signing on the applicant's behalf, please indicate relationship to applicant (i.e. legal guardian, parent, personal care attendant, etc.)

_____

_____

Signature *Date*

Section V:

If you have indicated that you are mentally or physically impaired, please have a Medical Professional (such as a licensed physician, nurse practitioner, physical therapist, social worker, etc.) review this application and complete the following—

1. Do the disabilities of the applicant require that he/she bring a personal care attendant or escort when travelling?(Check one☐ Yes☐ No (If "yes" the applicant **must** travel with an escort for **each** trip.)
2. Indicate which type of transportation is required by the applicant based upon his/her functionality. (Check one) ☐ Ambulatory Vehicle or ☐ Wheelchair & Walker accessible Vehicle

Please initial the following:
___I hereby certify that I have treated the above mentioned applicant and I am familiar with his/her disability and health condition.
___I hereby certify that I have read and agree with the information submitted in this application.

Please attach pertinent medical documentation (such as evaluations, test results, or reports) that would explain the diagnosis or limitations of the applicant. Failure to do so will delay eligibility determination.

I understand that by signing, I am acknowledging that the information in this evaluation is true and correct to the best of my knowledge. I certify that providing false or misleading information could result in the re-examination of eligibility status of the applicant and may be reported to the license/certification jurisdiction of the State of Florida.

_____
Print or type name of medical professional *License Number*

Office Address: _____
Street Address *Building/Suite#*

_____
City *State* *ZIP Code*

Office Phone#: _____ Extension: _____

_____
Signature *Date*

IF ANY SECTION IS LEFT BLANK, OR ANY REQUIRED DOCUMENTATION IS NOT SUBMITTED, THIS FORM **WILL BE RETURNED AND ELIGIBILITY CONSIDERATION WILL BE DELAYED**

Return this application along with supporting documentation to the following address:

Big Bend Transit, Inc.
PO Box 1721
Tallahassee, FL 32302

Visit our website www.bigbendtransit.org for more information about the services that Big Bend Transit, Inc. offers in your community.

****

Office Use Only:

Received Date:_____ Approved Date:_____ Denied Date:_____

ATTACHMENT D

Bus Transit System Annual Safety and Security Certification

Certifying Compliance with Rule 14-90, FAC to the
Florida Department of Transportation (FDOT)

Certification Date (Current): 2023
Certification Year: (Previous): 2022
Name and Address of Bus Transit System: Big Bend Transit, Inc. 2201 Eisenhower Street Tallahassee, Florida 32302

The Bus Transit System (Agency) named above hereby certifies the following:

1. ***The Agency has adopted a System Safety Program Plan (SSPP) and a Security Program Plan (SPP) pursuant to the standards set forth in Rule Chapter 14-90, Florida Administrative Code.***

2. ***The Agency is in compliance with its adopted SSPP and SPP.***

3. ***The Agency has performed annual safety inspections on all operational vehicles in accordance with Rule Chapter 14-90, Florida Administrative Code.***

4. ***The Agency has conducted reviews of SSPP and SPP and the plans are up to date.***

Blue Ink Signature: _____ ***Date:*** ***January 10, 2023***

(Individual Responsible for Assurance of Compliance)

Name: ***Shawn Mitchell*** ***Title:*** ***General Manager***

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

Name: *Domingo Ortiz*

Address: *2201 Eisenhower Street Tallahassee, Florida 32302*

Name of Qualified Mechanic who Performed Annual Inspections: *Domingo Ortiz*

* *Note: Please do not edit or otherwise change this form.*

Annual Grant Self Certification

Certifying compliance with United States Code Section 5309, 5310, 5311/ARRA, 5316, 5317, and 5339 Programs to the Florida Department of Transportation

Certification Date (Current): 2023
Certification Year: (Previous): 2022
Name and Address of Bus Transit System: Big Bend Transit,Inc.

The Bus Transit System (Agency) named above hereby certifies the following:

1. *The grant funded vehicles, facilities, and equipment continue to be used for the purpose for which the grants were awarded.*

2. *The vehicles, facilities, and equipment have not been sold, damaged or otherwise taken out of service. The Agency has notified the Department of all accidents and casualties within 24 hours of such events.*

3. *The Agency carries adequate insurance to maintain, repair, or replace the vehicles, facilities, and equipment in the event of loss or damage due to an accident or casualty.*

4. *The Agency's Preventative Maintenance Plan and Facilities and Equipment Preventative Maintenance Plan (if applicable) is current and the agency is in compliance with the Plan (s). The vehicles, facilities, and equipment are maintained in good working condition. Annual vehicle and wheelchair safety inspections have been performed on all operational buses.*

Blue Ink Signature: _____ ***Date:*** 1/13/2023

(Individual responsible for assurance of compliance)

Name: Shawn Mitchell *Title:* General Manager

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

Name: Domingo Ortiz

Address: 2201 Eisenhower St. Tallahassee, FL, 32310

Name of qualified mechanic who performed wheelchair inspections: Domingo Ortiz

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

Name: Domingo Ortiz

Address: 2201 Eisenhower St. Tallahassee, FL, 32310

Name of qualified mechanic who performed annual inspections: Domingo Ortiz

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

Name: Domingo Ortiz

Address: 2201 Eisenhower St. Tallahassee, FL, 32310

* *Note: Please do not edit or otherwise change this form.*

ATTACHMENT E

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

CERTIFICATE OF COMPLIANCE

for a

SECTION 5311 SUBRECIPIENT

(Certifying compliance with 49 CFR Parts 40, 655)

To

Florida Department of Transportation

725-030-10
TRANSIT
12/01

DATE 1/10/2023

Section 5311 Subrecipient Information:

AGENCY NAME: Big Bend Transit,Inc.

ADDRESS: 2201 Eisenhower street Tallahassee,FL

PHONE: 850-574-6266

FDOT District Office Information:

NAME: Toni Prough

ADDRE:

PHONE: 850-330-1558

I, Shawn Mitchell (Name), General Manager (Title)

hereby certify that Big Bend Transit,Inc. (Name of Subrecepient) and its applicable contractor(s) (listing attached hereto) for Big Bend Transit,Inc (Name of Subrecepient) has (have) established and implemented an anti-drug and alcohol misuse prevention program in accordance with the provisions of 49 CFR Parts 40 and 655 as amended. I further certify that the employee training conducted under this part meets the requirements of 49 CFR Parts 40 and 655 as amended.

Signature

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

BIG
BEND
TRANSIT

Substance Abuse Policy

Updated: January 2020

Big Bend Transit, Inc.
Substance Abuse Management Policy
In accordance with USDOT and FTA Regulations

Big Bend Transit, Inc. is dedicated to providing safe, dependable, and economical transportation service to its patrons. Big Bend Transit employees are a valuable resource and it is our agency's goal to provide a safe, healthy and satisfying working environment, free of the potential dangers posed by a safety-sensitive employee's use of prohibited drugs or misuse of alcohol.

This policy is established to comply with the Federal Transit Administration regulations codified as 49 CFR Part 655, as amended and USDOT regulations codified as 49 CFR Part 40, as amended. ***Policy provisions authorized by Big Bend Transit are italicized and bolded throughout this policy.*** All other policy provisions are implemented under the authority of the United States Department of Transportation (USDOT) and the Federal Transit Administration (FTA).

This policy is approved by: Shawn Mitchell

Title of approving official: General Manager

Signature of approving official: _____

Date signed: 2/7/2018

Policy effective date: 02/08/2018

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1. **Testing Program Background**

The Omnibus Transportation Employee Testing Act of 1991 (OTETA) directed the United States Department of Transportation (USDOT) to promulgate regulations outlining the procedures for transportation workplace drug and alcohol testing. The USDOT regulations titled, "Procedures for Transportation Workplace Drug and Alcohol Testing" are codified as 49 CFR Part 40. The regulations ensure uniform practices for specimen collections, laboratory analysis, medical review, result reporting and the Return-to-Duty process for violating employees. The regulations are applicable to safety-sensitive employees in transportation workplaces throughout the nation (transit, railroad, aviation, commercial drivers, etc.).

The OTETA also directed each transportation administration to craft industry-specific regulations that define which employees are subject to testing, the testing circumstances, policy statement requirements and training requirements, relevant to that industry. Big Bend Transit, Inc. is required to comply with both the USDOT regulations described above, as well as the Federal Transit Administration regulations "Prevention of Prohibited Drug Use and Alcohol Misuse in Transit Operations" which are codified as 49 CFR Part 655.

2. **Employee Applicability**

This policy and the USDOT/FTA testing program apply to all safety-sensitive Big Bend Transit employees. The policy also applies to volunteers who are required to hold a Commercial Drivers License (CDL) and volunteers that receive remuneration in excess of actual expenses accrued while carrying out assigned duties. Adherence to this policy and the USDOT/FTA testing program is a condition of employment in a safety-sensitive position with Big Bend Transit. All employees of Big Bend Transit who perform, or could be called upon to perform, any of the following duties are defined as safety-sensitive employees:

1. Operate a public transportation vehicle, while in or out of service
2. Operate an ancillary vehicle when the vehicle requires a commercial driver's license
3. Control the movement of a public transportation vehicle
4. Perform maintenance on a vehicle or equipment used in public transportation
5. Carry a firearm as part of transit security detail

The Big Bend Transit positions classified as safety-sensitive include:

- Transit Operators
- Transportation Managers and Assistant Transportation Managers
- Operations Assistants
- Mechanics, Maintenance Assistants and Maintenance Supervisor(s)
- Safety and Security Officer

3. **USDOT/FTA Prohibited Drug Classes**

- Amphetamines
- Cocaine
- Marijuana
- Opioids
- Phencyclidine (PCP)

4. **Pre-employment Drug and Alcohol Background Checks**

In accordance with 49 CFR Part 40.25, Big Bend Transit must make and document good faith efforts to perform drug and alcohol background checks for all applicants applying for a safety-sensitive position and all current employees applying for transfer into a safety-sensitive position. Testing information will be requested from each of the applicant's previous DOT covered employers during the two years prior to the date of application. Big Bend Transit must obtain the applicant's written consent for the release of their drug and alcohol testing information from their previous DOT covered employers to Big Bend Transit. Applicants refusing to provide written consent are prohibited from performing safety-sensitive functions for Big Bend Transit.

Safety-sensitive applicants who have previously violated the USDOT testing program must provide documentation that they have successfully completed the USDOT's Return-to-Duty process with a DOT-qualified Substance Abuse Professional (SAP). Failure to provide satisfactory documentation will exclude the applicant from being hired or transferred into a safety-sensitive position with Big Bend Transit.

5. **Pre-Employment Testing**

All applicants for safety-sensitive positions shall undergo a pre-employment urine drug test. Big Bend Transit must receive an MRO-verified negative drug test result prior to the applicant's first performance of any safety sensitive function, including behind-the-wheel training.

If an applicant's pre-employment urine drug test result is verified as positive, the applicant will be excluded from consideration for employment in a safety-sensitive position with Big Bend Transit. The applicant will be provided a list of USDOT-qualified Substance Abuse Professionals.

An employee returning from an extended leave period of 90 consecutive days or more, and whose name was also removed from the random testing pool for 90 days or more, must submit to a pre-employment urine drug test. Big Bend Transit must be in receipt of a negative drug test result prior to the employee resuming any safety-sensitive function.

6. **Random Testing**

Safety-sensitive employees will be subject to random, unannounced testing. Big Bend Transit will perform random testing in a manner that meets or exceeds the FTA minimum annual testing requirements, as amended. The selection of employees for random testing will be made using a scientifically valid method. All safety-sensitive employees will have an equal chance of being selected each time a random draw is performed. Random alcohol tests will be conducted just before, during or just after the employee's performance of a safety-sensitive function. Random drug tests may be conducted anytime an employee is on duty, on call for duty or on standby for duty.

Once an employee is notified that they have been selected for a random test, they must proceed immediately to the testing location. Failure to proceed immediately may be deemed

a refusal to test.

7. **Reasonable Suspicion Testing**

All safety-sensitive employees must submit to reasonable suspicion drug and/or alcohol testing when a supervisor or company official trained in detecting signs and symptoms of drug use and alcohol misuse has made specific, contemporaneous, articulable observations concerning an employee's appearance, speech, behavior and/or body odor. Reasonable suspicion testing for alcohol misuse will occur when observations are made just before, during, or just after the employee's performance of a safety-sensitive function. Reasonable suspicion testing for prohibited drugs may be conducted anytime an employee is on duty or on standby for duty and a trained supervisor has made the observations.

8. **Post-Accident Testing**

Fatal Accidents: Safety-sensitive employees must submit to post-accident drug and alcohol testing following an accident involving a public transportation vehicle that results in the loss of human life. In addition to a surviving operator of the vehicle, any other surviving, safety-sensitive employee whose performance could have contributed to the accident must also be tested.

Non-Fatal Accidents: All safety-sensitive employees whose actions cannot be completely discounted as a contributing factor must submit to post-accident drug and alcohol testing when a non-fatal accident meets one or more of the following thresholds:

1. An individual suffers bodily injury and immediately receives medical treatment away from the scene
2. One or more vehicles incurs disabling damage that requires the vehicle(s) to be towed away from the accident scene
3. If the public transportation vehicle is a rail car, trolley car, trolley bus or vessel and has been removed from service.

Big Bend Transit officials will use the best information available at the scene, to determine if a safety-sensitive employee's performance can be completely discounted as a contributing factor to the accident.

Post-accident drug and alcohol tests will be conducted as soon as practicable following the accident. Any safety-sensitive employee involved in an accident must refrain from alcohol use for eight (8) hours following the accident or until the employee undergoes a post-accident alcohol test. Any safety-sensitive employee who leaves the scene of the accident without a justifiable reason or explanation prior to submitting to drug and alcohol testing will be deemed to have refused the test. However, employees are not prohibited from leaving the scene of an accident to obtain assistance in responding to the accident or to obtain necessary emergency medical care.

9. **Urine Specimen Collections**

Urine specimen collections will be conducted in accordance with USDOT rule, 49 CFR Part 40, as amended. Collectors will be appropriately trained and qualified to perform urine specimen

collections for USDOT covered employers. Urine specimen collectors will use the split-specimen collection method and will afford the donor (employee) the greatest degree of privacy permitted per 49 CFR Part 40, as amended. When an observed collection is required, the observer will be of the same gender as the donor (employee).

10. **Refusal to Submit to Urine Drug Testing**

The following actions constitute a "refusal to test" in accordance with 49 CFR Part 40, as amended:

(1) Failure to appear for any test within a reasonable time, as determined by the employer, consistent with applicable DOT agency regulations, after being directed to do so by the employer (pre-employment testing not applicable).

(2) Failure to remain at the testing site until the testing process is completed (after the process has been started)

(3) Failure to provide a urine specimen for any drug test required by this part or DOT agency regulations

(4) In the case of a directly observed or monitored collection in a drug test, fail to permit the observation or monitoring of your provision of a specimen

(5) Failure to provide a sufficient amount of urine when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure

(6) Failure or decline to take an additional drug test the employer or collector has directed you to take

(7) Failure to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by Big Bend Transit

(8) Failure to cooperate with any part of the testing process (e.g., refuse to empty pockets when directed by the collector, behave in a confrontational way that disrupts the collection process, fail to wash hands after being directed to do so by the collector).

(9) For an observed collection, failure to follow the observer's instructions to raise your clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if you have any type of prosthetic or other device that could be used to interfere with the collection process.

(10) Possessing or wearing a prosthetic or other device that could be used to interfere with the collection process.

(11) Admitting to the collector or MRO that you adulterated or substituted the specimen.

(12) When the MRO verifies your drug test result as adulterated or substituted.

Refusing to submit to a USDOT/FTA required test is a violation of the USDOT/FTA testing program. Employees are required to be immediately removed from safety-sensitive duty and provided a list of USDOT-qualified Substance Abuse Professionals. ***Per Big Bend Transit authority, violation of the USDOT/FTA testing program will result in termination of employment.***

11. **Urine Specimen Analysis**

All specimens will be transported or shipped to a laboratory certified by the Department of Health and Human Services (DHHS). All specimens will be analyzed at the laboratory in accordance with 49 CFR Part 40, as amended. The procedures that will be used to test for the presence of prohibited drugs will protect the employee and the integrity of the drug testing process, safeguard the validity of the test results and ensure that the test results are attributed to the correct employee. Laboratory confirmed drug test results will be released only to a certified Medical Review Officer (MRO) for review and verification.

Negative-Dilute Specimens

Upon receipt of an MRO verified negative-dilute drug test result with creatinine levels greater than 5 mg/dl and less than 20 mg/dl, Big Bend Transit will require applicants and employees to submit to a second urine collection per 49 CFR Part 40.197. The collection of the second specimen will not be conducted using direct observation procedures. The MRO verified result of the second urine drug test will be accepted by Big Bend Transit as the final result and the test of record. ***Big Bend Transit will apply this policy provision uniformly for all pre-employment and random urine drug tests reported by the Medical Review Officer to have creatinine levels greater than 5mg/dl but less than 20mg/dl (negative-dilute results).*** Once notified that a second collection is required, employees must proceed immediately for testing. An employee's failure to report immediately may be deemed as a refusal to submit to testing, which is a violation of the USDOT/FTA testing program. ***Per Big Bend Transit's authority, violation of the USDOT/FTA testing program will result in termination of employment.***

12. **Role of the Medical Review Officer (MRO)**

The role of the Medical Review Officer is to review and verify laboratory confirmed test results obtained through a DOT-covered employer's testing program. When a non-negative drug test result is received, the MRO will communicate with the donor (employee) to determine if a legitimate medical explanation exists. When a legally prescribed medication has produced a non-negative result, the MRO will verify the prescription and report the result as "negative" to Big Bend Transit. Medical conditions and other information obtained by the MRO during the interview with the donor will be maintained in a confidential manner. However, if the MRO believes that a medication prescribed to the donor may pose a significant safety risk, the MRO will require the donor to contact his/her prescribing physician and request that the physician contact the MRO within 5 business days. The MRO and prescribing physician will consult to determine if the employee's medication use presents a significant safety risk. Big Bend Transit will be notified by the MRO when the outcome of the consultation results in a determination that the donor's medication use presents a significant safety risk. If the employee's prescribing physician fails to respond, the safety concern will be reported to Big Bend Transit without consultation. Based on the MRO recommendation, Big Bend Transit may deem the employee medically disqualified from performing safety-sensitive functions. The MRO assigned to review and verify laboratory drug test results for Big Bend Transit is:

Name of MRO:	Dr. Natalie Hartenbaum
Address:	100 Horizon Drive, Ste 102, Chalfont, PA 18914
Phone Number:	800-732-3784

Fax Number: 215-396-5610

13. **Consequence for MRO Verified Positive Drug Test**
When Big Bend Transit is notified of an MRO verified positive drug test, or a test refusal due to adulteration or substitution; the violating employee will be immediately removed from safety-sensitive duty and provided a list of DOT-qualified Substance Abuse Professionals. Applicants will be excluded from hire and provided a list of DOT-qualified Substance Abuse Professionals. ***Per Big Bend Transit authority, violation of the USDOT/FTA testing program will result in termination of employment.***

14. **Split Specimen Testing**
As an important employee protection, split specimen collection procedures will be used for all USDOT/FTA urine collections. When an employee challenges an MRO verified result, he/she may request that the split specimen (bottle B) be tested at a different DHHS certified laboratory that conducted the test of the primary specimen (bottle A). Instructions for requesting the split specimen test will be provided by the Medical Review Officer during his/her interview with the donor (employee). In accordance with USDOT rule, Big Bend Transit will ensure that the fee to process the split specimen test is covered, in order for a timely analysis of the split specimen. ***Big Bend Transit may seek reimbursement for the cost of the split specimen test.***

15. **Alcohol Prohibition**
Safety-sensitive employees are prohibited from consuming alcohol while performing safety-sensitive functions, within (4) four hours prior to performing a safety sensitive function, or during the hours that they are on call or standby for duty. No safety-sensitive employee shall report for duty or remain on duty while having an alcohol concentration of 0.02 or greater. Safety-sensitive employees must not consume alcohol within eight (8) hours following an accident or until the employee submits to post-accident testing, whichever occurs first.

16. **Alcohol Testing**
All alcohol screening tests and confirmation tests will be performed in accordance with USDOT rule, 49 CFR Part 40. The procedures that will be used to test for alcohol misuse will protect the employee and the integrity of the testing process, safeguard the validity of the test results, and ensure the test results are attributed to the correct employee.

When an alcohol-screening test indicates a blood alcohol concentration (BAC) of 0.02 or greater, a confirmation test will be performed using an evidential breath-testing device listed on the USDOT/ODAPC webpage as an "Approved Evidential Breath Measurement Device". The confirmed blood alcohol concentration (BAC) result will be transmitted by the technician to Big Bend Transit in a confidential manner. A safety-sensitive employee who has a confirmed blood alcohol concentration (BAC) of 0.02 or greater but less than 0.04 will be removed from safety-sensitive duties for a period of at least (8) eight hours or until test results fall <u>below</u> 0.02.

17. **Consequence for a USDOT/FTA Confirmed Alcohol Violation**
A safety-sensitive employee who has a confirmed blood alcohol concentration (BAC) of 0.04 or greater has violated the USDOT/FTA testing program and will be removed from safety-sensitive duty and provided a list of DOT-qualified Substance Abuse Professionals. ***Per Big Bend Transit***

authority, violation of the USDOT/FTA testing program will result in termination of employment.

18. **Refusal to Submit to Alcohol Testing**

The following actions constitute a refusal to submit to an alcohol test:
(1) Fail to appear for any test within a reasonable time, as determined by the employer, consistent with applicable DOT agency regulations, after being directed to do so by the employer.
(2) Fail to remain at the testing site until the testing process is complete
(3) Fail to provide an adequate amount of saliva or breath for any USDOT required alcohol test
(4) Fail to provide a sufficient breath specimen, and the physician has determined, through a required medical evaluation, that there was no adequate medical explanation for the failure
(5) Fail to undergo a medical examination or evaluation, as directed by the [Agency]
(6) Fail to sign the certification at Step 2 of the ATF
(7) Fail to cooperate with any part of the testing process.

Refusing to submit to a USDOT/FTA required test is a violation of USDOT/FTA testing program. Employees must be immediately removed from safety-sensitive duty and provided a list of USDOT-qualified Substance Abuse Professionals. ***Per Big Bend Transit authority, violation of the USDOT/FTA testing program will result in termination of employment.***

19. **Big Bend Transit Testing Program Contacts**

Designated Employer Representative (Drug & Alcohol Program Manager)
Name: Eric Landis

Phone: 850-574-6266 Ext. 112

Email: elandis@bigbendtransit.org

Alternate (back-up) Program Manager
Name: Kenny Metayer

Phone: 850-574-6266 Ext. 113

Email: kmetayer@bigbendtransit.org

The referenced USDOT and FTA regulations, as well informational material related to this testing program are available for review and/or download from the Florida Department of Transportation's Substance Abuse Management Website: http://sam.cutr.usf.edu. Further information may be obtained from the USDOT's Office of Drug and Alcohol Policy and Compliance website: https://www.transportation.gov/odapc and the Federal Transit Administration's (FTA) website: https://transit-safety.fta.dot.gov/DrugAndAlcohol/Default.aspx

Employee Acknowledgement of Receipt of Big Bend Transit, Inc. Substance Abuse Management Policy

I have received a legible copy of the Big Bend Transit Substance Abuse Management Policy. I understand that my employment in a safety-sensitive position with Big Bend Transit is conditioned upon full adherence to this policy.

Employee's Printed Name: _____

Employee's Signature: _____

Date: _____

ATTACHMENT F

GRIEVANCE PROCEDURES 2022 – 2023
TAYLOR COUNTY LOCAL COORDINATING BOARD
FOR THE TRANSPORTATION DISADVANTAGED

Updated September 22, 2022

The Taylor County Local Coordinating Board (LCB) for the Transportation Disadvantaged appointed by the Taylor County Board of Commissioners has established formal complaint/grievance procedures for the local transportation disadvantaged program. The County is required to have formal complaint/grievance procedures as specified by the Commission for the Transportation Disadvantaged pursuant to Chapter 427, Florida Statute and Rule 41-2.012, Florida Administrative Code (F.A.C) and the Local Coordinating Board and Planning Agency Operating Guidelines (August 2017). The Grievance Procedures are in compliance with Florida Commission for the Transportation Disadvantaged Local Grievance Guidelines for Transportation Disadvantaged Services (February 2010) and Florida Commission Transportation Disadvantaged Grievance Procedures (May 2015). The following rules and procedures shall constitute the grievance process to be used by the Coordinated Community Transportation Disadvantaged system in Taylor County.

SECTION 1. DEFINITIONS

As used in these rules and procedures the following words and terms shall have the meanings assigned therein. Additional program definitions can be found in Chapter 427, Florida Statutes and Rule 41-2, Florida Administrative Code.

1.1 Community Transportation Coordinator (CTC): means a transportation coordinator recommended by an appropriate Designated Official Planning Agency or a Metropolitan Planning Organization, if so applicable, as provided for in Section 427.015(1), Florida Statutes in an area outside the purview of a Metropolitan Planning Organization and approved by the Commission, to ensure that coordinated transportation services are provided to serve the transportation disadvantaged population in a designated service area. (The CTC for Taylor County is Big Bend Transit, Inc.)

1.2 Designated Official Planning Agency (DOPA): means the official body or agency designated by the Commission to fulfill the functions of transportation disadvantaged planning in areas not covered by a Metropolitan Planning Organization and approved by the Commission, to ensure that coordinated transportation services are provided to serve the transportation disadvantaged population in a designated service area. (Taylor County Board of Commissioners is the DOPA for Taylor County.)

1.3 Transportation Disadvantaged (TD) (User): means "Those persons who because of physical or mental disability, income status, age, or who for other reasons are unable to transport themselves or to purchase transportation and are, therefore, dependent on others to obtain access to employment, health care, education, shopping, social activities, or other life-sustaining activities, or children who are handicapped or high risk or at-risk" as defined in Section 411.202, Florida Statutes.

1.4 Agency: means an official, officer, commission, authority, council, committee, department, division, bureau, board, section, or any other unit or entity of the state or of a city, town, municipality, county, or other local governing body or a private nonprofit entity providing transportation services as all or part of its charter.

1.5 Transportation Operator: means one or more public, private for profit or private nonprofit entities engaged by the community transportation coordinator to provide service to transportation disadvantaged persons pursuant to a Transportation Disadvantaged Service Plan (TDSP)

1.6 Service Complaint: Means routine incidents that occur on a daily basis, are reported to the driver or dispatcher, or to other individuals involved with the daily operations, and are resolved within the course of a reasonable time period suitable to the complainant. Local service complaints are driven by the inability of the Community Transportation Coordinator (CTC) or transportation operators, not local service standards established by the Community Transportation Coordinator, local Coordinating Board, and the Taylor County Board of Commissioners. Big Bend Transit is both the CTC and the operator. Big Bend Transit does not use outside operators at this time. All service complaints shall be recorded and reported by the CTC to the LCB.

1.7 Formal Grievance: A written complaint to document any concerns or an unresolved service complaint regarding the operation or administration of TD services by the CTC, DOPA, or LCB. The Grievant, in their formal complaint, should demonstrate or establish their concerns as clearly as possible.

1.8 Administrative Hearing Process: Chapter 120, Florida Statutes.

1.9 Ombudsman Program: A toll-free telephone number established and administered by the Commission for the Transportation Disadvantaged to enable persons to access information and/or file complaints/grievances regarding transportation services provided under the coordinated effort of the Community Transportation Coordinator.

SECTION 2. OBJECTIVES

2.1 The objective of the grievance process shall be to serve as a mediator to hear and investigate and make recommendations in a timely manner on formal written complaints/grievances that are not resolved between the CTC and/or individual agencies working with the CTC and the customer. It is not the objective of the grievance process to "adjudicate" or have "determinative" powers. The objective shall be to assist in providing a resolution for the improvement of services.

2.2 The CTC, and its service operation and other subcontractors must post the contact person's name and telephone number in each vehicle regarding the reporting of complaints.

2.3 Rider brochures and other rider documents shall provide information on the complaint and grievance process including the TD Helpline Service when local resolution does not occur.

2.4 All materials pertaining to the grievance process will be made available, upon request, in a format accessible to all citizens including persons with disabilities.

2.5 A written copy of the grievance procedure shall be available to anyone upon request. The request shall be made to the CTC, Official Planning Agency, or the Commission for the Transportation Disadvantaged.

2.6 Apart from this grievance process, aggrieved parties with proper standing may also have recourse through Chapter 120, Florida Statutes Administrative Hearing Process or the judicial court system.

SECTION 3. COMPOSITION OF GRIEVANCE COMMITTEE AND TERMS

3.1 The Taylor County Local Coordinating Board shall appoint five (5) of its voting members to the Grievance Committee. The Grievance Committee will serve as a mediator to process and investigate complaints from agencies, users, potential users of the system, and the CTC in the designated service area and make recommendations to the LCB.

3.2 Members shall be appointed by the Chairperson of the LCB.

3.3 The Grievance Committee shall include one representative of client/rider.

3.4 The Chairperson of the LCB reserves the right to make reappointments should any conflict of interest arise.

3.5 The Planning Grant Manager or his/her designee shall also serve on the Grievance Committee.

3.6 Members of the Grievance Committee shall be appointed for a two (2) year term. Term limits of the grievance committee shall coincide with term limits of the Local Coordinating Board if applicable.

3.7 A member of the Grievance Committee may be removed for cause and/or conflict of interest by the LCB Chairperson who appointed him/her. Vacancies on the committee shall be filled in the same manner as the original appointment. The appointment to fill a vacancy shall only be for the remainder of the unexpired term being filled.

3.8 The Grievance Committee shall elect a Chairperson and Vice-Chairperson. The Chair and Vice-Chair shall serve for a one (1) year term but may serve consecutive terms.

3.9 A quorum of three (3) voting members shall be required for official action by the grievance committee. Meetings shall be held at such times as the necessitated by formally filed grievances.

SECTION 4. GRIEVANCE PROCESS

4.1 Grievance procedures will be those as specified by the Local Coordinating Board, developed from guidelines of the Commission for the Transportation Disadvantaged, and approved by the LCB as set forth below. The grievance procedures are for the purpose of fact-finding and not exercising adjudicative powers. It should be understood that these procedures are for the purpose of "hearing", "advising" and "making recommendations" on issues related to service delivery and administration of the transportation disadvantaged program in the Taylor County service area.

4.2 Apart from the grievance procedures outlined below, aggrieved parties with proper standing may also have recourse through the Commission for the Transportation Disadvantaged Chapter 120, Florida Statutes Administrative Hearing Process, or the judicial court system.

4.3 Service Complaints. All service complaints should be recorded and reported by the Community Transportation Coordinator (CTC) to the Local Coordinating Board. The CTC should also include statistics on service complaints. Service complaints may include but not be limited to:

a. Late trips (late pick up or drop off)
b. No show by transportation operator
c. No show by client/rider
d. Client/rider behavior
e. Driver behavior
f. Passenger comfort/discomfort
g. Service denial (refusing service to rider without an explanation as to why – such as the client may not qualify, lack of TD funds, etc.)
h. Unsafe driving
i. Others as deemed appropriate by the Local Coordinating Board

4.4 Formal Grievance. The client/rider, in their formal complaint, should demonstrate or establish their concerns as clearly as possible. The formal grievance process shall be open to addressing concerns by any person or agency including but not limited to: purchasing agencies, users, and potential users, private for-profit operators, private non-profit operators, the Community Transportation Coordinator, the Designated Official Planning Agency, elected officials and drivers. Formal grievances may include but are not limited to:

a. Chronic or recurring or unresolved service complaints
b. Violations of specific laws governing the provisions of the TD Services (i.e., Chapter 427, F.S., Rule 41-2 FAC and accompanying documents, Sunshine Law and ADA)
c. Denial of service
d. Suspension of service
e. Unresolved safety issues
f. Contract disputes (if applicable)
g. Coordination of disputes
h. Bidding disputes
i. Agency compliance
j. Conflicts of interest
k. Supplanting of funds
l. Billing and/or account procedures
m. Others as deemed appropriate by the Local Coordinating Board

4.5 All formal grievances filed must be written and at a minimum contain the following:

a. Name and address of the client/rider
b. A statement of the grounds for the grievance and supporting documentation, made in a clear and concise manner. This shall include efforts made by the client taken to resolve the issue.
c. An explanation of the relief desired by the client.

If the client does not supply the above information to substantiate the grievance, no further action shall be taken.

4.6 The following steps shall be taken after a formal grievance has been filed:

Step One: The customer shall first contact the Community Transportation Coordinator (CTC) or the entity which they have a complaint. Big Bend Transit, Inc. is the Taylor County CTC and can be contacted at 850-574-6266. Locally, complaints may be made at 850-584-5566. The customer may also contact the Commission for the Transportation Disadvantaged Ombudsman representative at 1-800-983-2435. The CTC will attempt to mediate and resolve the grievance. Minimum guidelines for the CTC include:

a. All CTC and transportation subcontractors (not applicable at this time) must make a written copy of their procedures and rider policies available to anyone, upon request.

b. All CTC and transportation subcontractors (not applicable at this time) must post the contact person and telephone number for access to information regarding reporting service complaints or filing a formal grievance in each of their vehicles in plain view of riders.

c. Grievance procedures must specify a minimum amount of days (not to exceed 15 working days) to respond to Grievant in writing noting the date the grievance was received and date by which a decision will be made.

d. The CTC will render a decision in writing, giving the complainant an explanation of the facts that lead to the CTC's decision and provide a method or ways to bring about a resolution.

e. All documents pertaining to the grievance process will be made available, upon request, in a format accessible to all persons including those with disabilities.

f. The CTC Board of Directors, owners or whoever is legally responsible must receive a copy of the grievance and response.

Step Two: If mediation with the CTC and/or the applicable entity is not successful, the CTC or the client may file an official complaint with the Planning Grant Manager or their designee of the Designated Official Planning Agency. Taylor County Board of Commissioners is the DOPA and the Planning Grant Manager can be reached at 850-838-3553.

Step Three: The Planning Grant Manager or their designee on behalf of the DOPA will make every effort to resolve the grievance by arranging a meeting between the involved parties in an attempt to assist them in reaching an amicable resolution. The meeting shall take place within seven (7) working days of receipt of all evidence regarding the grievance. The representative of the DOPA shall prepare a report regarding the meeting outcome. The report shall be sent to the client and the Chair of the Grievance Committee within seven (7) working days of the meeting.

Step Four: If the representative of the DOPA is unsuccessful at resolving the grievance through the process outlined in Step Three, the customer may request, in writing, that their grievance be heard by the Grievance Committee. This request shall be made within seven (7) working days of receipt of the report prepared as a result of the mediation meeting under Step Three and sent to the DOPA represented by the Local Coordinating Board (LCB) Chairman.

Step Five: Upon receipt of the written request for the grievance to be heard by the Grievance Committee, the LCB Chairman shall have fifteen (15) working days to contact Grievance Committee members and set up a grievance hearing date and location. The client and all parties involved shall be notified of the hearing date and location at least seven (7) working days prior to the hearing date by certified mail, return receipt requested.

Step Six: Upon conclusion of the hearing, the Grievance Committee must submit a written report of the hearing proceedings to the LCB Chairperson within ten (10) working days. The report must outline the grievance and the Grievance Committee's findings and recommendations. If the grievance is resolved through the hearing process in the above outlined steps, the grievance process will end. The final report will be forwarded to the members of the LCB.

Step Seven: If the grievance has not been resolved as outlined in the above steps, the client may request, in writing, that their grievance be heard by the full LCB. This request must be made in writing and sent to the LCB Chairman within five (5) working days of receipt of the Grievance Committee Hearing report. The client may make their request for a hearing before the LCB immediately following the Grievance Committee hearing, however until the final report is prepared from that meeting; the time frames established for notification of meeting herein apply.

Step Eight: The DOPA/ LCB Chairman shall have fifteen (15) working days to set a meeting date. LCB members shall have at least ten (10) working days notice of such meeting. The meeting shall be advertised as so appropriate in the news media and/or other mandated publications. The Grievance Committee's report must be received by the DOPA/ LCB Chairman within seven (7) working days of the hearing. The report shall then be forwarded to the client, members of the Grievance Committee, members of the Local Coordinating Board and all other persons/agencies directly involved in the grievance process.

Step Nine: The result/recommendations of the Local Coordinating Board hearing shall be outlined in a final report to be completed within seven (7) working days of the hearing. The report shall then be forwarded to the customer, members of the Local Coordinating Board, and all other persons/agencies directly involved in the grievance process.

If the grievance has not been resolved as outlined in these grievance procedures, the client/rider may exercise their adjudicative rights, use the Administrative Hearing Process outlined in Chapter 120, Florida Statutes, or request their grievance be heard by the Commission for the Transportation Disadvantaged through the Ombudsman Program established herein and the Commissions Grievance Process outlined in Section 5.

SECTION 5. COMMISSION FOR THE TRANSPORTATION DISADVANTAGED GRIEVANCE PROCESS

5.1 If the Local Coordinating Board does not resolve the grievance, the client will be informed of his/her right to file a formal grievance with the Ombudsman Program provided by the Commission for the Transportation Disadvantaged. The client may begin this process by contacting the Commission through the TD Helpline at 1-800-983-2435 or 850-410-5700 or by mail to: Florida Commission for the Transportation Disadvantaged, 605 Suwannee Street MS-49, Tallahassee, FL 32399-0450 or by email at www.dot.state.fl.us/ctd. For hearing or speech impaired clients they may call, 711 (Florida only) Florida Relay System or 850-410-

5708 for TTY. Upon request of the client, the Commission will provide the client with an accessible copy of the Commission's Grievance Procedures. The Ombudsman Program is available to anyone requesting assistance to resolve complaints or grievances.

All of the steps outlined in Section 4 must be attempted in the listed order before a grievance will move to the next step in the formal grievance process with the Commission for the Transportation Disadvantaged. The client should be sure to try and have as many details as possible when filing a complaint, such as dates, times, names, vehicle numbers, etc.

5.2 Chapter 427, F.S. does not expressly confer the power or authority for the Commission for the Transportation Disadvantaged to "hear and determine" a grievance between two third parties. The Commission for the Transportation Disadvantaged can listen to grievances and it can investigate them from a fact-finding perspective. It cannot be the "judge" or "arbiter" of the grievance in the sense of determining that one party's version of the facts is right and the other is wrong, and order the wrong party to somehow compensate the right party. On the other hand, the grievance may bring to light a problem within "the system". Similarly, if the grievance showed that one of the parties with whom the Commission for the Transportation Disadvantaged contracts was acting so aberrantly as to not be in compliance with its contract, the Commission for the Transportation Disadvantaged could exercise whatever contractual rights it has to correct the problem.

Accordingly, the Commission for the Transportation Disadvantaged may take part in the grievance process, if it wants to, for purposes of listening to the grieving parties and gathering the facts of the matter. It may not decide the grievance, where doing so would amount to an exercise of adjudicative powers.

5.3 Medicaid transportation service complaints, grievances, or appeals should be addressed through the Statewide Medicaid Managed Care (SMMC) System. The SMMC has a complaint process which can be accessed online at http:/www.ahca.myflorida.com/SMMC. Complaints can also be made by calling 1-877-711-3662.

5.4 If the Commission is unable to resolve the grievance, the client will be referred to the Office of Administrative Appeals or other legal venues appropriate to the specific nature of the grievance.

Grievance Procedures Process Chart at the Local Level

Type	Time Frame to File	Provide Transportation Services During Review	Time Frame to Resolve	Extension Time Frame	Time Frame to Send Written Notification of Resolution	Next Step (if any)
Complaint	Ninety (90) working days from the date of the incident that precipitated the complaint.	Yes	Fifteen (15) working days.	Ten (10) working days.	Five (5) working days from the date of the complaint.	File a grievance.
Grievance	Ninety (90) working days from the date of the action that precipitated the grievance to be filed.	Yes	Ninety (90) working days.	Fourteen (14) working days.	Seven (7) working days from the date of the resolution of the grievance.	File grievance with the Florida Commission for the Transportation Disadvantaged

NAMES AND ADDRESSES OF PERSONS/ENTITIES REFERENCED IN GRIEVANCE PROCEDURES

Big Bend Transit, Inc.
P.O. Box 1721
Tallahassee, Florida 32302
Contact: Shawn Mitchell- Transportation Manager
Phone: 850-574-6266
smitchell@bigbendtransit.org

Taylor County Planning Grant Manager
201 East Green St.
Perry, Florida 32347
Contact: Jami Evans
Phone: 850-838-3553
grants.assist@taylorcountygov.com

Taylor County Local Coordinating Board Chairperson: Pam Feagle
Taylor County Board of Commissioners
201 East Green St.
Perry, Florida 32347
Phone: 850-838-3500 ext 107

Florida Commission for the Transportation Disadvantaged Helpline 800-983-2435
or
Florida Commission for the Transportation Disadvantaged
605 Suwannee Street, MS-49
Tallahassee, FL 32399-0450
or
www.fdot.gov/ctd

You may also contact CTDOmbudsman@dot.state.fl.us for further information about Grievance Procedures.

For Hearing and Speech impaired call 711 (Florida only) Florida Relay System or 850-410-5708 for TTY

Americans with Disabilities Act (ADA) 800-514-0301 (Voice) and 800-514-0383 (TTY)

Disability Rights Florida 800-342-0823

CERTIFICATION

The undersigned hereby certifies that they are the Chairperson of the Transportation Disadvantaged Local Coordinating Board and that the foregoing is a full, true and correct copy of the Grievance/Complaint Rules and Procedures of this Board as reviewed and adopted on the 22nd day of September, 2022

Pam Feagle, Chairperson
Local Coordinating Board for the Transportation Disadvantaged

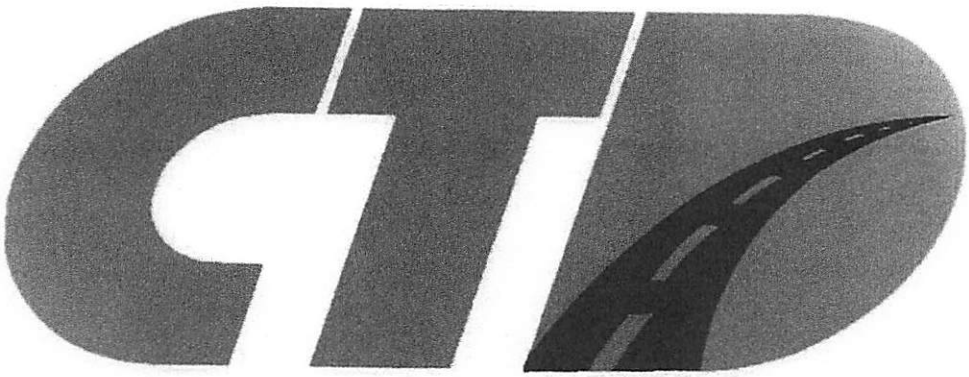
APPROVED BY THE TAYLOR COUNTY BOARD OF COMMISSIONERS, THE OFFICIAL DESIGNATED PLANNING AGENCY

Thomas Demps, Chairman
Taylor County Board of Commissioners

October 3, 2022
Date

Attachment 1: TD Local Grievance Guidelines for Transportation Disadvantaged Services
Attachment 2: Florida Commission for the Transportation Disadvantaged Grievance Procedures

Florida Commission for the



Transportation Disadvantaged

LOCAL GRIEVANCE GUIDELINES FOR TRANSPORATION DISADVANTAGED SERVICES

Prepared by the

Commission for the Transportation Disadvantaged
605 Suwannee Street, Mail Station 49
Tallahassee, Florida 32399-0450
Tool Free (800) 983-2345
(850) 410-5700

Updated February 2010

I. INTRODUCTION

The Commission for the Transportation Disadvantaged oversees, through contractual arrangements, a coordinated system of local transportation disadvantaged service providers in the state. At the local level Community Transportation Coordinators are responsible for the provision of service. The service area for which the Community Transportation Coordinator is responsible is, at a minimum, an entire county, but can include more than one county. The Community Transportation Coordinator can be a transportation operator and actually provide transportation service, or it can form a network of providers by contracting all or some of the service to other transportation operators.

Another key entity involved in the development, monitoring, support, and evaluation of the local service delivery system is the local Coordinating Board. Each county or service area has a local Coordinating Board to provide information, guidance and advice on the local coordinated system.

The purpose of these guidelines is to provide information and uniform guidance in regard to local grievance practices and procedures. It is to be applied by Community Transportation Coordinators and local Coordinating Boards in developing and implementing their local grievance procedures.

It is the intent of the Commission for the Transportation Disadvantaged to encourage resolution of grievances at the local level, and to educate the passengers, funding agencies, and any other interested parties about the grievance process(es).

II. FORMAL GRIEVANCE VS. SERVICE COMPLAINTS

As you develop your Grievance process(es), it is very important that we define and delineate the differences between what a formal grievance is, pursuant to Chapter 427 F.S. and Rule 41-2 F.A.C., and what daily service complaints are. Daily service complaints are routine in nature, occur once or several times in the course of a days' service, and are usually resolved immediately within the control center of the Community Transportation Coordinator. However, if left or unresolved, a routine service complaint can mushroom into a formal grievance. Further discussion of the differences between a Formal Grievance and a Service Complaint follows:

A. SERVICE COMPLAINT

Service complaints are routine incidents that occur on a daily basis, are reported to the driver or dispatcher, or to other individuals involved with the daily operations, and are resolved within the course of a reasonable time period suitable to the complainant. Local service complaints are driven by the inability of the Community Transportation Coordinator or transportation operators, not local service standards established by the Community Transportation Coordinator and local Coordinating Board. If the Community Transportation Coordinator is also an operator, their statistics on service complaints should be

included. Local standards should be developed regarding the reporting and parameters of service complaints.

Example:

Service Complaints may include but are not limited to:
-Late trips (late pickup and or late dropoff)
-No-show by transportation operator
-No-show by client
-Client behavior
-Driver behavior
-Passenger discomfort
-Service denial (refused service to client without an explanation as to why, i.e. may not qualify, lack of TD funds, etc.)

B. FORMAL GRIEVANCE

A formal grievance is a written complaint to document any concerns or an unresolved service complaints regarding the operation or administration of TD services by the Transportation Operator, Community Transportation Coordinator, designated official planning agency (DOPA), or local Coordinating Board. The Grievant, in their formal complaint, should demonstrate or establish their concerns as clearly as possible.

Example:

Formal Grievances may include but are not limited to:
-Chronic or reoccurring or unresolved Service Complaints
(Refer to description of service complaints)
-Violations of specific laws governing the provision of TD services i.e. Chapter 427 F.S., Rule 41-2 FAC and accompanying documents, Sunshine Law, ADA.
-Contract disputes (Agencies/Operators)
-Coordination disputes
-Bidding disputes
-Agency compliance
-Conflicts of interest
-Supplanting of funds
-Billing and /or accounting procedures

Again, these guidelines are to be used to focus on the minimum requirements in drafting and finalizing the formal grievances. This is a guide to assist in setting local standards for determining the process(es) to resolve formal grievances.

III. HEARING AND DETERMINING A GRIEVANCE

There is a distinct difference between "hearing" a grievance, and "hearing and determining" a grievance. There is no bar to a person or entity listening to or "hearing" a grievance. An entity may even investigate them, from a purely fact-finding perspective, as long as it does not, in the course of its investigation, impose requirements on third parties that are not supported by statute or contractual agreement.

However, when an entity makes a determination of the rights, duties, privileges, benefits, or legal relationships of a specified person or persons, it is exercising "adjudicative" or "determinative" powers. Deciding a grievance between two independent parties may fall within these parameters, depending on the nature of the grievance.

It should be noted that Chapter 427, F.S. grants no adjudicative powers to anyone. However, Rule 41-2,F.A.C. does provide for grievance processes at the local level:

1. LOCAL COORDINATING BOARD GRIEVANCE PROCESS

Rule 41-2.012(5)(f), F.A.C., provides for the local Coordinating Board to appoint a grievance committee to serve as a mediator to process and investigate complaints from agencies, users, potential users of the system and the Community Transportation Coordinator in the designated service area, and make recommendations to the local Coordinating Board (LCB) for improvement of service. Whereas the committee makes recommendations to the local Coordinating Board, and the local Coordinating Board is also an advisory body, neither entity has the authority to "hear and determine" a grievance. They only have the authority to "hear" and advise. It should be noted that even though the local Coordinating Board does not have determinative powers, the recognition of problems by the various members of the local Coordinating Board is a very useful mechanism to resolve many issues. In addition, it should be noted that since the local Coordinating Board is involved in the development and approval of the Transportation Disadvantaged Service Plan, and the annual evaluation of the Community Transportation Coordinator, there is considerable avenue for the local Coordinating Board to influence changes where needed.

This authority to hear and advise is the grievance procedure that is currently in place by all local Coordinating Boards and is a part of the Commission for the Transportation Disadvantaged planning grant deliverables. This procedure should not imply "determinative" powers, nor should the Commission for the Transportation Disadvantaged be included in the process as a final arbiter. However, the Commission for the Transportation Disadvantaged could be the recipient of a recommendation by the local Coordinating Board in matters pertaining to "the system" or matters within the contractual control of the Commission for the Transportation Disadvantaged. Further the Commission for the Transportation Disadvantaged may choose to listen to a grievance, with the

understanding that the Commission for the Transportation Disadvantaged is limited in its authority to rule on the grievance.

2. COMMUNITY TRANSPORTATION COORDINATOR GRIEVANCE PROCESS

The Transportation Disadvantaged Service Plan must be developed consistently with the Coordinated Transportation Contracting Instructions, incorporated by reference in Rule 41-2.002(27), F.A.C. Pursuant to these instructions, the Operations Element must contain at a minimum, the step-by-step process that the Community Transportation Coordinator uses to address "Service Complaints" and "Formal Grievances". The "Formal Grievance" part of this is intended to be the step-by-step process which allows for "hearing and determination" activities within the Community Transportation Coordinator's organization.

Therefore, it will provide steps by which a formal written grievance can be "heard" and a "determinative" action can be taken. The Community Transportation Coordinator's grievance procedure should ultimately end at its Board of Directors, Board of County Commissioners, Owner or whoever else is legally responsible for the actions of the Community Transportation Coordinator.

Apart from these grievance processes, aggrieved parties with proper standing may also have recourse through the Chapter 120, F.S., administrative hearings process or the judicial court system.

IV. MINIMUM REQUIREMENTS FOR FORMAL GRIEVANCE PROCEDURES BY COMMUNITY TRANSPORTATION COODINATOR & LOCAL COORDINATING BOARD

The following paragraphs contain minimum requirements for the development of grievance procedures by the Community Transportation Coordinator and local Coordinating Board as authorized by the Commission for the Transportation Disadvantaged pursuant to Chapter 427, Florida Statutes and Rule 41-2, F.A.C.

Formal grievance processes by the LCB or Community Transportation Coordinator shall be open to addressing concerns by any person or agency including but not limited to: Purchasing agencies, Users, Potential users, Private-for-profit operators, Private-nonprofit operators, Community Transportation Coordinator's, designated official planning agencies, Elected officials, and drivers.

A. The minimum guidelines for the local Coordinating Board's formal grievance procedures are:

1. The local Coordinating Board's formal grievance procedures should state that all grievances filed must be written and contain the following:

-The Name and Address of the complainant;
-A statement of the grounds for the grievance and supplemented by supporting documentation, made in a clear and concise manner; and
-An explanation by the complainant of the improvements needed to address the complaint.

2. All local Coordinating Board's must make a written copy of their grievance procedures available known to anyone, upon request.

3. Local Coordinating Board's grievance procedures should make known to whom and where grievances are to be sent.

4. The local Coordinating Board's grievance procedures must specify a maximum amount of days (not to exceed 60) that the local Coordinating Board has to respond to Grievant.

5. The local Coordinating Board will render a response in writing providing explanation or recommendations regarding the grievance.

6. The local Coordinating Board grievance subcommittee must review all grievances and report accordingly to the full local Coordinating Board.

7. All documents pertaining to the grievance process will be made available, upon request, in a format accessible to persons with disabilities.

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

B. The minimum guidelines for the Community Transportation Coordinator's formal grievance procedures regarding service and administrative complaints are:

1. The Community Transportation Coordinator's grievance procedures should state that all grievances filed must be written and contain the following:
-The name and address of the complainant;
-A statement of the grounds for the grievance and supplemented by supporting documentation, made in a clear and concise manner;
-An explanation of the relief desired by the complainant.

2. All Community Transportation Coordinators and transportation subcontractors (including coordination contractors) must make a

written copy of their grievance procedures and rider policies available to anyone, upon request.

3. All Community Transportation Coordinators and transportation subcontractors (including coordination contractors) must post the contact person and telephone number for access to information regarding reporting service complaints or filing a formal grievance in each of their vehicles in plain view of riders.

4. Grievance procedures must specify a minimum amount of days (not to exceed 15 working days) to respond to Grievant in writing noting the date of receipt and the date by which a decision will be made.

5. The Community Transportation Coordinator will render a decision in writing, giving the complainant an explanation of the facts that lead to the Community Transportation Coordinator's decision and provide a method or ways to bring about a resolution.

6. All documents pertaining to the grievance process will be made available, upon request, in a format accessible to persons with disabilities.

7. The Board of Directors, Owners, or whoever is legally responsible must receive a copy of the grievance and response.

The desire to integrate the Community Transportation Coordinator and local Coordinating Board formal grievance process(es) is a local option. Any desire to involve the Commission for the Transportation Disadvantaged can be accomplished only after the local process is completed. The last step in every local process must be to refer the grievant to the Commission for the Transportation Disadvantaged Grievance Procedures. These procedures were established to address grievances that are brought to the Commission. To file a grievance with the Commission, the customer may begin the process by contacting the Commission through the TD Helpline at (800) 983-2435 or via mail at: Florida Commission for the Transportation Disadvantaged; 605 Suwannee Street, MS-49; Tallahassee, FL 32399-0450 or by email at www.dot.state.fl.us/ctd Upon request, the Commission will provide the customer with an accessible copy of the Commission's Grievance Procedures.

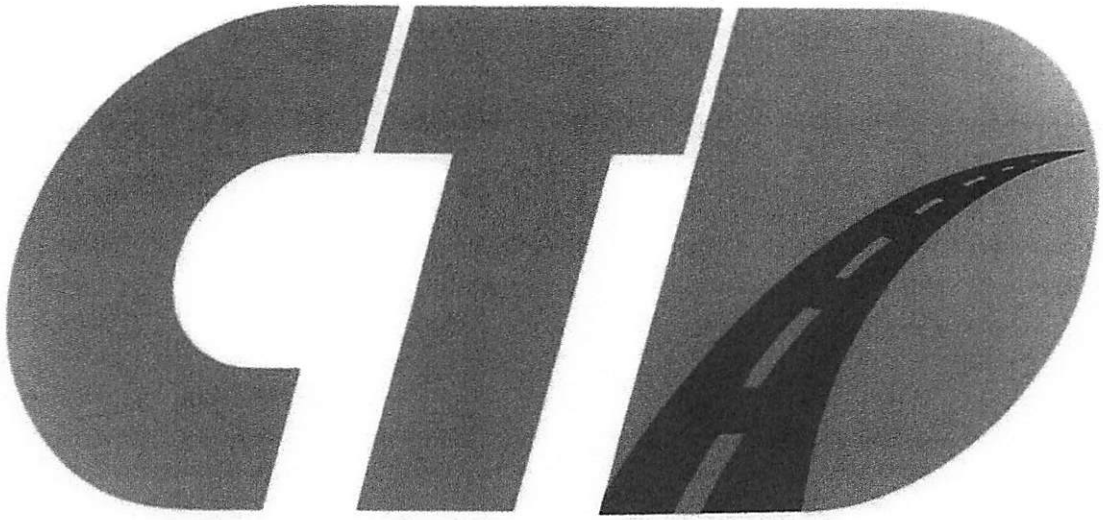
However, Chapter 427, F.S. does not expressly confer the power or authority for the Commission for the Transportation Disadvantaged to "hear and determine" a grievance between two third parties. The Commission for the Transportation Disadvantaged can listen to grievances and it can investigate them from a fact-finding perspective. It cannot be the "judge" or "arbiter" of the grievance in the sense of determining that one party's version of the facts is right and the other is wrong, and order the wrong party to somehow compensate the right party. On the other hand, the grievance may bring to light a problem within "the system". Similarly, if the grievance showed that one of the parties

with whom the Commission for the Transportation Disadvantaged contracts was acting so aberrantly as to not be in compliance with its contract, the Commission for the Transportation Disadvantaged could exercise whatever contractual rights it has to correct the problem.

Accordingly, the Commission for the Transportation Disadvantaged ' may take part in the grievance process, if it wants to, for purposes of listening to the grieving parties and gathering the facts of the matter. It may not decide the grievance, where doing so would amount to an exercise of adjudicative powers.

Medicaid complaints, appeals, and grievances will be addressed through the Medicaid Grievance System. All procedures must include a referral to Medicaid Fair Hearing, which are conducted through the Department of Children and Families.

Florida Commission for the



Transportation Disadvantaged

Grievance Procedures

Revised 05/26/2015

FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED
605 SUWANNEE STREET, MS-49
TALLAHASSEE, FL 32344

Florida Commission for the Transportation Disadvantaged

GRIEVANCE PROCEDURES

PURPOSE:

The intent of this procedure is to provide the Commission with guidelines to follow when grievances are presented to the Commission.

HISTORY/BACKGROUND:

The CTD program is centered on local involvement and control. All service complaints and grievances are encouraged to be addressed/resolved through local processes and appropriate channels. The Commission requires all local systems to have written procedures for addressing/resolving complaints and grievances. Complaints are defined by CTD as any documented customer concern involving timeliness, vehicle condition, quality of service, personnel behavior, and other operational policies. ***This does not pertain to issues concerning eligibility.*** Grievances are defined as unresolved complaints.

All issues which pertain to TD eligibility are referred to the local Appeals Process that is provided through the local Coordinating Board. Issues regarding ADA eligibility are referred to the appropriate Transit System and are not heard by the Commission. Individuals with ADA concerns may also be referred to the Americans with Disabilities Act toll-free information line, 800-514-0301 (voice), 800-514-0383 (TTY).

A complaint and grievance are required to have two processes which address how each will be addressed. Filing a complaint locally is always the first step. If the complaint is not resolved to the complaint's satisfaction, generally the next step in the local process would be to file a written grievance with the LCB. Once a grievance has been addressed by the LCB, then the Commission would consider hearing the grievance.

In some cases the local procedures will have a referral to the CTD's Ombudsman Program/TD Helpline as the last step in the complaint procedures. In these cases the Ombudsman Staff would attempt to assist the grievant; however, the grievance would not be heard by the CTD until the grievance had been addressed by the LCB.

It is due to this process, the Commission decided there needed to be procedures in place for addressing grievances that are brought to the Commission.



GRIEVANCE PROCEDURES

AUTHORITY:

Chapter 427.015(2), F.S. states "the recommendation or termination of any CTC shall be subject to approval by the CTD".

Chapter 427, F.S. does not expressly confer the power or authority for the CTD to hear and determine a grievance between two third parties. The CTD can listen to grievances and it can investigate them from a fact-finding perspective. It can not be the judge or arbiter of the grievance in the sense of determining that one party's version of the facts is right and the other is wrong, and order the wrong party to somehow compensate the right party. On the other hand, the grievance may bring to light a problem within the system. Similarly, if the grievance showed that one of the parties with within the CTD contracts was acting so aberrantly as to not be in compliance with its contract, the CTD could exercise whatever contractual rights it has to correct the problem.

Apart from these grievance processes, aggrieved parties with proper standing may also have recourse through the Chapter 120, F.S., administrative hearings process or the judicial court system.

SCOPE:

These procedures are required to be used by parties who wish to file a grievance with Commission related to transportation disadvantaged services provided in the State of Florida.

REFERENCES:

The Commission requires each local transportation system to have established local complaint and grievance procedures. Local grievance procedures are included in each local Transportation Disadvantaged Service Plan. A copy of the local grievance procedures may be obtained by requesting them from the CTC, Official Planning Agency, or Commission. A copy of the Commission's Grievance Procedures may be obtained by requesting them from the Florida Commission for Transportation Disadvantaged, 605 Suwannee Street, MS 49, Tallahassee, FL 32399-0450.

FORMS:

There is no form required at this time. The grievance must be in a written format and include all the background information and specifics regarding the grievance.



GRIEVANCE PROCEDURES

PROCEDURES:

1. All grievances submitted to the CTD must have first been submitted to and responded to by the local complaint and grievance processes.
2. All grievances must be submitted to the CTD in writing. The customer may begin this process by contacting the Commission through the CTD Helpline at (800) 983-2435 or via mail at: Florida Commission for the Transportation Disadvantaged; 605 Suwannee St., MS-49; Tallahassee, FL 32399-0450 or by email at 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.

3. An acknowledgement of having received the grievance will be sent out immediately by the CTD. The official response to the grievance by the CTD will be in writing within 30 days. Depending upon the factors involving resolving the grievance this deadline could be extended with notice to the grievant by the CTD.

4. All grievances submitted to the CTD will be forwarded to the Ombudsman Staff who will research the grievance and notify the CTD Executive Director and Ombudsman Committee Chair who will make recommendations on how the CTD will proceed.

5. The grievant and local representatives will be notified the Committee will be discussing the grievance at a certain time and place. If they so choose, they may attend the Ombudsman Committee meeting where they will be provided an opportunity to present information. CTD's legal counsel may be requested to attend. The Committee may conduct meetings/reviews at the local level or by conference call for the convenience of the consumer, as needed. The CTC, LCB Members, and others who are involved in the local transportation system may be requested to participate.

6. The decisions rendered by the Ombudsman Committee concerning a grievance will be reported to the Commission at the next scheduled meeting.

7. The Ombudsman Committee Chair may choose to bring the grievance directly to the Commission.

8. As a result of the grievance, Special Reviews, Operational Studies, and Legal Reviews may be conducted by the CTD, or authorized agents, in effort to address or resolve issues.

9. The customer also has the right to file a formal grievance with the Office of Administrative Appeals or other venues.

ATTACHMENT G

SECTION II SERVICE PLAN AND STANDARDS

A. OPERATIONS

The operations element is a profile of the Taylor County coordinated transportation system. This element is intended to provide basic information about the daily operations of Big Bend Transit and its contracted transportation operators.

1. TYPES, HOURS, AND DAYS OF SERVICE

Advance Reservation	Within Taylor-County	Curb to Curb Door to Door(on exception)	Ambulatory Wheelchair	24 Hour Advance Notice	Monday-Saturday 6:00 a.m. to 6:00 p.m.
Evacuation	Within Taylor County	Door to Door	Ambulatory Wheelchair	Service provided according to agreement.	Service provided according to agreement.
Fix Route	Within Perry city limits	Curb to Curb	Ambulatory Wheelchair	Daily (Perry Shuttle)	Monday through Friday

BARIATRIC TRANSPORTATION

Transportation Disadvantaged Program: Big Bend Transit is required to transport all "common wheelchairs. A common wheelchair is defined as a device which does not exceed 30 inches in width and 48 inches in length measured two inches above the ground and does not weigh more than 600 pounds when occupied. Wheelchairs that exceed these dimensions and weight may not to be transported.

HOURS AND DAYS OF SERVICE

Transportation Disadvantaged Program: Monday through Saturday, 6:00 a.m. to 6:00 p.m. excluding holidays

HOLIDAYS

Transportation Disadvantaged Program sponsored service will not be provided on the following observed holidays.

Thanksgiving Day
Christmas Day
New Year's Day

Non-Emergency Transportation Program sponsored service except for **urgent care** service will not be provided on the following observed holidays:

Thanksgiving Day
Christmas Day
New Year's Day
Martin Luther King, Jr.'s Birthday

Memorial Day
Independence Day
Labor Day

2. ACCESSING SERVICES

Office Hours
Big Bend Transit's office hours are Monday through Friday, 8:00 a.m. to 5:00 p.m.

PHONE NUMBER

Transportation Disadvantaged Program: (850) 584-5566 or Florida Relay Service at 1-800-955-8711 for TDD access

ADVANCE NOTIFICATION TIME

Transportation Disadvantaged Program -Trip reservations must be placed by 2:00 p.m. the day before travel and no more than 14 days in advance of the day of travel. Trips are scheduled Monday through Friday from 8:00 a.m. to 5:00 p.m.

TRIP CANCELLATION PROCESS

Trip cancellations shall be made to Big Bend Transit a minimum of two (2) hours prior to the earliest pick-up time. A "no show" will be charged to passengers who do not cancel trips a minimum of two (2) hours prior to their pick-up time. Hours for cancelling service are Monday through Friday 6:00 a.m. to 6:00 p.m.

NO-SHOW POLICIES

Transportation Disadvantaged Program - Trips must be cancelled a minimum of two hours before the scheduled pick-up time. If trips are not cancelled at least two hours in advance, the passenger will be considered a no-show. Cancellations at the door will be considered no-shows. If an individual is charged with frequent no-shows, they may be temporarily suspended from service.

On the first "no-show," the driver will leave a "no-show" notice on the client's door. On the second "no-show" occurrence, a letter of warning will be sent from the Community Transportation Coordinator. If a third infraction occurs within 60 days, the Community Transportation Coordinator will send a letter notifying the client that they have been suspended from service for a 30 day period. When the client is again reinstated to the program, and if three (3) infractions occur within 60 days, the suspension will be 45 days. When the client is again reinstated to the program and if three (3) infractions occur within 60 days, the suspension will be 60 days.

TRANSPORTATION DISADVANTAGED PROGRAM ELEGIBILITY

Big Bend Transit will determine through an eligibility application process whether an individual is unable to transport themselves or purchase transportation. Individuals who do not have an operational vehicle in the household; the ability to operate a vehicle; or the ability to find transportation from other sources are considered eligible for Transportation Disadvantaged Program services. Individuals who are unable to purchase transportation will also be considered for Transportation Disadvantaged program eligibility. A copy of the Eligibility Status Application Form is included in Appendix B. Criteria which will be used to determine TD eligibility includes:

- Physical or mental disability of rider
- Income status
- Age
- Rider's ability to transport themselves
- Rider's ability to purchase transportation services

Transportation Disadvantaged Program sponsored services are provided on a first-come, first served basis. Service sponsored by the Transportation Disadvantaged Program may be denied if there are insufficient funds to provide that service.

TRANSPORTATION DISADVANTAGED TRIP PRIORITIES

Big Bend Transit in cooperation with the Coordinating Board has established the following trip priorities for the use of the Transportation Disadvantaged Trust Funds:

- Life Sustaining Medical Trips
- Employment Trips
- Essential Business Trips
- Education/Training Trips
- Nutrition/Meal site Trips
- Recreational/Social Trips

3. TRANSPORTATION OPERATORS AND COORDINATION CONTRACTORS

Big Bend Transit is a sole source provider.

4. PUBLIC TRANSIT UTILIZATION

Not applicable.

5. SCHOOL BUS UTILIZATION

Currently, there is no need to use school buses at this time. If Big Bend Transit determines a need to use school buses in the future, the Taylor County School Board will be contacted for assistance.

6. VEHICLE INVENTORY

Big Bend Transit's vehicle inventory is shown as Exhibit E-1.

7. SYSTEM SAFETY PROGRAM CERTIFICATION

Big Bend Transit's System Safety Program Plan Certification is shown as Exhibit E-2.

8. INTER-COUNTY SERVICES

Big Bend Transit provides regular scheduled and non-scheduled inter-county transportation services. Big Bend Transit participates when operationally and cost effective in inter-county service routes operated by adjacent Community Transportation Coordinators.

9. NATURARL DISASTER/EMERGENCY PREPAREDNESS

Upon request, and on a capacity available basis, Big Bend Transit enters into disaster/emergency transportation assistance agreements with residential facilities to provide ambulatory and non-ambulatory transportation services.

10. MARKETING

The availability of Big Bend Transit transportation services will continue to be promoted through general and specific distribution of informational materials at locations which concentrate eligible population activity.

11. ACCEPTABLE ALTERNATIVES

There have been no acceptable alternatives for the provision of transportation service identified in Taylor County.

12. 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 Florida Commission for the Transportation Disadvantaged approved standards. These standards include:

DRUG AND ALCOHOL POLICY

Rule 41-2.006 (4) (a), F.A.C.: 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.

Local Policy: Big Bend Transit shall comply with his standard.

TRANSPORT OF ESCORTS AND DEPENDENT CHILDREN

Rule 41-2.006 (4) (b), F.A.C.: An escort of a passenger and dependent children are to be transported as locally negotiated and identified in the local Service Plan.

Local Policy: Children under age 12 will be required to be accompanied by an escort. Escorts must be provided by the passenger. Escorts must be able to provide the necessary assistance to the passenger. Escorts will be transported at the regular rate.

USE, RESPONSIBILITY, AND COST OF CHILD RESTRAINT DEVICES

Rule 41-2.006 (4) (c), F.A.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.
Local Policy: All passengers under the age of 4 and/or under 50 pounds will be required to use a child restraint device. This device will be provided by the passenger.

PASSENGER PROPERTY

Rule 41-2.006 (4) (d), F.A.C.: Passenger property that can be carried by the passenger and/or driver in one trip and can be safely stowed on the vehicle, shall be allowed to be transported with the passenger at no additional charge. Additional requirements may be negotiated for carrying and loading rider property

beyond this amount. Passenger property does not include wheelchairs, child seats, stretchers, secured oxygen, personal assistive devices, or intravenous devices.

Local Policy: Passengers shall be allowed to have two pieces of personal property which they can place in their lap. Passengers must be able to independently carry all items brought onto the vehicle.

LOCAL TOLL FREE NUMBER

Rule 41-2.006 (4) (f), F.A.C.: A local toll free phone number for complaints or grievances shall be posted inside the vehicle. The Transportation Disadvantaged 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 Transportation Disadvantaged Helpline phone number.

Local Policy: Big Bend Transit shall comply with this standard.

OUT-OF-SERVICE AREA TRIPS

Rule 41-2.006 (4) (g), F.A.C.: 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.

Local Policy: Inter-county services between Taylor and Leon Counties is available weekly. Other inter-county services are provided when available.

VEHICLE CLEANLINESS

Rule 41-2.006 (4) (h), F.A.C.: Interior of all vehicles shall be free of dirt, grime, oil, trash, torn upholstery, damaged or broken seats, protruding metal or other objects or materials which could soil items placed in the vehicle or provide discomfort for the passenger.

Local Policy: All vehicles shall be cleaned (interior and exterior) on a regular schedule (daily).

BILLING REQUIREMENTS

Rule 41-2.006 (4) (I), F.A.C.: 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 seven (7) calendar days to subcontractors, after receipt of said payment by the Community Transportation Coordinator, in accordance with Section 287.0585, Florida Statutes.
Local Policy: Big Bend Transit shall comply with his standard.

PASSENGER/TRIP DATABASE

Rule 41-2,006 (4) (j), F.A.C.: Passenger/trip data base must be maintained or accessible by the Community Transportation Coordinator on each rider being transported within the system.

Local Policy: Big Bend Transit shall comply with this standard.

ADEQUATE SEATING

Rule 41-2.006 (4) (k), F.A.C.: 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 searing 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.

Local Policy: Big Bend Transit shall comply with this standard.

DRIVER IDENTIFICATION

Rule 41-2.006 (4) (l), F.A.C.: 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 specific passengers, 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.

Local Policy: Big Bend Transit shall comply with this standard.

PASSENGER ASSISTANCE

Rule 41-2.006 (4) (m), F.A.C.: The paratransit driver shall provide the passenger with boarding assistance, if necessary or requested, to the seating portion of the vehicle. The boarding assistance shall include opening the vehicle door, fastening the seat belt or wheelchair securement devices, storage of mobility assistive devices and dosing the vehicle door. In the door-through-door paratransit service category, the driver shall be required to open and dose 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 wheelchairs up or down more than one step, unless it can be performed safely as determined by the passenger, guardian and driver.

Local Policy: Drivers are not permitted individually to assist persons in wheelchairs up or down more than one step, through grass or sand or an include of more than 8.33% (1:12 slope).

SMOKING, EATING, AND DRINKING

Rule 41-2.006 (4) (n), F.A.C.: 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.
Local Policy: The use of tobacco products on vehicles is prohibited. Eating and drinking on board the vehicle is also prohibited

PASSENGER NO-SHOWS

Rule 41-2.006 (4) (o), F.A.C.: 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.

Local Policy: Passenger no-shows are defined as trips not cancelled a minimum of two (2) hours prior to the scheduled pick-up time. Passengers shall be notified if they are considered a no-show.

TWO-WAY COMMUNICATIONS

Rule 41-2.006 (4) (p), F.A.C.: 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.

Local Policy: All vehicles shall have two-way radios.

AIR CONDITIONING/HEATING

Rule 41-2.006 (4) (q), F.A.C.: 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.

Local Policy: Big Bend Transit shall comply with this standard.

FIRST AID

Rule 41-2.006 (4) (r), F.A.C.: First Aid policy shall be determined locally and provided in the local Transportation Disadvantaged Service Plan.

Local Policy: All drivers shall be certified in First Aid.

CARDIOPULMONARY RESUSCITATION

Rule 41-2.006 (4) (s), F.A.C.: Cardiopulmonary resuscitation policy shall be determined locally and provided in the local Transportation Disadvantaged Service Plan.

Local Policy: All drivers shall be certified in cardiopulmonary resuscitation.

DRIVER CRIMINAL BACKGROUND SCREENING

Rule 41-2.006 (4) (t), F.A.C.: Driver background screening shall be determined locally, dependent up on purchasing agencies' requirements and provided in the local Transportation Disadvantaged Service Plan.

Local Policy: All drivers in the coordinated system shall meet Level 2 criminal background screening requirements in accordance with Chapter 435, Florida Statutes.

FIXED ROUTE TRANSIT UTILIZATION

Rule 41-2.006 (4) (u), F.A.C.: 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.

Local Policy: Big Bend Transit shall comply with this standard.

PICK-UP WINDOW

Rule 41-2.006 (4) (v), F.A.C.: 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.

Local Policy: There is a ninety (90) minute pick-up window in place for all intra-county trips based on the arrival time of the passenger. There is sixty (60) minute pick-up window in place for all intra-county trips based on the departure time of the passenger.

ON-TIME PERFORMANCE

Rule 41-2.006 (4) (w), F.A.C.: The Community Transportation Coordinator and 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 part of the Community Transportation Coordinator's evaluation of its contracted operators and the local Coordinating Board's evaluation of the Community Transportation Coordinator.

Local Policy: Big Bend Transit will have a 90 percent on-time performance rate for all completed trips. On-time performance will be measured by random sampling of trips.

ADVANCE RESERVATION REQUIREMENT

Rule 41-2.006 (4) (x), F.A.C.: 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

Local Policy: There shall be a 24 hour notice requirement for all other trips scheduled within the coordinated system, except under special circumstances.

SAFETY

Rule 41-2.006 (4) (y). F.A.C.: 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 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.

Local Policy: There shall be no more than 1.2 chargeable accidents per 100,000 miles during the evaluation period.

RELIABILITY

Rule 41-2.006 (4) (z), F.A.C.: 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

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

PASSENGER CODE OF CONDUCT

For everyone's safety, drivers and riders of the system are expected to act in an appropriate manner at all times and abide by the policies of Big Bend Transit.

- Riders shall be ready to board the vehicle within 5 minutes of its arrival.
- Riders shall be prepared to share their ride with other passengers.
- No person may eat, drink or smoke on board any vehicle.
- No passenger may operate or tamper with any equipment on board any vehicle.
- Riders may not have radios, cassette tape players, CD players or other sound generating devices in operation while on board a vehicle, UNLESS it is connected to a headset.
- Disruptive behavior, which results in a distraction to the driver is deemed a safety hazard. Such behavior will not be tolerated and shall be grounds for suspension of transportation privileges.

VERBAL ABUSE

Verbal abuse by a rider against staff, drivers or other clients will not be tolerated. Verbal abuse includes but is not limited to use of profanity, obscene gestures, yelling or screaming. Riders who verbally abuse staff, drivers or other clients may be suspended from service.

PHYSICAL ABUSE

Physical abuse of either a rider to another rider or rider to a driver will not be tolerated. Physical abuse includes but is not limited to grabbing, hitting or touching. Such abuse shall be deemed as assault. In such cases, the local police shall be notified, and the rider shall be issued a notice of suspension from service.

SUBSTANCE ABUSE

No passenger who is under the influence of alcohol or illegal drugs will be transported. If a passenger is scheduled to be returned home and they are under the influence, they will be required to find alternative means of transportation. If a pattern of such behavior **exists,** a suspension of transportation privileges shall be invoked.

PENALTIES

The following penalties shall apply to service sponsored by Florida's Transportation Disadvantaged Program.

Verbal Abuse

First offense - written warning
Second offense - one week suspension of services Third offense - 30 day suspension of services Fourth offense - 90 day suspension of services Fifth offense - permanently removed from service.

Physical Abuse

First offense - Big Bend Transit will issue a written notice of suspension for 90 days by certified mail. The notice will advise the rider that Big Bend Transit intends to suspend his or her riding privileges and the reason for such action.

Second offense - 180 day suspension of services Third offense - permanently removed from service.

APPEALS

A rider has ten (10) calendar days from the date of issuance of suspension notice to request a reconsideration hearing on the suspension. If a reconsideration hearing is requested, the hearing will be held by the Gadsden County Transportation Disadvantaged Coordinating Board Grievance Committee if the suspension involves transportation provided under Florida's Transportation Disadvantaged Program. All requests for reconsideration must be in writing and delivered to:

Big Bend Transit, Inc.
P.O Box 1721
Tallahassee, Florida 32302

The written request must include the name and address of the person who is requesting the hearing and a statement as to why his or her riding privileges should not be suspended. If the request is not received within ten (10) calendar days from the issue date of the suspension, then the suspension becomes effective ten (10) calendar days from the date of issue. Upon receipt of letter requesting the reconsideration hearing, a hearing shall be held within 10 working days. Gadsden County Board of Commissioners staff will advise the person requesting the reconsideration hearing by return correspondence of the date, time and location of the hearing.

The person will be given the opportunity to present the reasons why they believe the suspension should not take place. The Gadsden County Transportation Disadvantaged Coordinating Board Grievance Committee will make a recommendation whether or not to uphold the suspension. A written statement of the recommendation shall be forwarded to the person requesting the hearing within two (2) working days after the hearing by the Grievance Committee. A written statement of the decision whether or not to uphold the suspension shall be forwarded by certified mail within two (2) working days by Big Bend Transit to the person requesting the hearing.

15. COMPLAINTS

It is the goal of the Community Transportation Coordinator (Big Bend Transit-BBT) as well as the Local Coordinating Board to provide the best transportation services possible. Resolving and addressing complaints immediately is a priority. The Big Bend Transit and TD Helpline contact numbers are posted in a visible location in all CTC transport vehicles. Big Bend Transit has a formal complaint form which is provided to any rider or their representatives when so requested. The complaint form incorporates all elements of the CTD's Uniform Service Reporting Guidebook. If the passenger complaint cannot be resolved by the CTC in compliance with TD and local standards, the Grievance Procedures included in Appendix C will be followed. A copy of the Big Bend Transit Complaint Form is also included in Appendix C.

B. COST REVENUE ALLOCATION AND RATE STRUCTURE JUSTIFICATION

The CTC is required to prepare Rate Model Worksheets annually. The Rate Model Worksheet is approved by the Local Coordinating Board (LCB) and the Transportation Disadvantaged (TD) Commission. In addition to the Rate Model Worksheets, the CTC prepares and Annual Operations Report which again reflects rates and expenditures and this is also approved by the LCB and the TD Commission. The current Rate Model Worksheets are shown in Appendix H and the Annual Operations Report is shown in Appendix G.

The operations element is a profile of the Taylor County coordinated transportation system. This element is intended to provide basic information about the daily operations of Big Bend Transit and its contracted transportation operators.

ATTACHMENT H

JAMIE ENGLISH District 1 | JIM MOODY District 2 | MICHAEL NEWMAN District 3 | PAM FEAGLE District 4 | THOMAS DEMPS District 5

TAYLOR COUNTY
BOARD OF COUNTY COMMISSIONERS

GARY KNOWLES, Clerk
Post Office Box 620
Perry, Florida 32348
(850) 838-3506 Phone
(850) 838-3549 Fax

LAWANDA PEMBERTON, County Administrator
201 East Green Street
Perry, Florida 32347
(850) 838-3500, extension 7 Phone
(850) 838-3501 Fax

CONRAD C. BISHOP, JR., County Attorney
Post Office Box 167
Perry, Florida 32348
(850) 584-6113 Phone
(850) 584-2433 Fax

TRANSPORTATION DISADVANTAGED SERVICE PLAN
LOCAL COORDINATING BOARD
ROLL CALL VOTE
2021-2022 Annual Operating Report (AOR)

REPRESENTATION	MEMBER	VOTED FOR	VOTED AGAINST	ABSENT FROM VOTING
1. Chairperson (Taylor Co. BOCC)	Pam Feagle	✓		
2. Elderly (Over 60)	Edward Cullaro	✓		
3. Economically Disadvantaged	Theresa Copeland			✓
4. FDOT	Lauren Adams			✓
5. Disabled	Leslee Sunderland	✓		
6. Department of Health	Kristi Lutz	✓		
7. Career Source North Florida	Anthony ~~Diane Head~~ Jennings	✓		
8. Children at Risk	Rhonda Brooks	✓		
9. Taylor County School Board	Jill Rudd			✓
10. FAHCA Medicaid	Deweece Ogden			✓
11. Advocate	Ward Ketring			✓
12. Veterans	Denny Knight	✓		
13. Vocational Rehab	Geraldine Sparrow			✓
14. APD	Sheryl Dick-Stanford			✓

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

December 15, 2022
Date

Pam Feagle
Coordinating Board Chairperson

Approved by the Commission for the Transportation Disadvantaged

Date

Executive Director

Florida Commission for the Transportation Disadvantaged

CTC Organization

County: Taylor
Fiscal Year: 7/1/2021 - 6/30/2022

CTC Status: Complete
CTD Status: Complete

Date Initiated: 9/7/2022

CTC Organization Name:	Big Bend Transit, Inc.
Address:	Post Office Box 1721
City:	Tallahassee
State:	FL
Zip Code:	32302
Organization Type:	Private Non Profit
Network Type:	Sole Source
Operating Environment:	Rural
Transportation Operators:	No
Number of Transportation Operators:	0
Coordination Contractors:	No
Number of Coordination Contractors:	0
Provide Out of County Trips:	Yes
Local Coordinating Board (LCB) Chairperson:	Pam Feagle
CTC Contact:	Shawn Mitchell
CTC Contact Title:	General Manager
CTC Contact Email:	smitchell@bigbendtransit.org
Phone:	(850) 574-6266

CTC Certification

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

CTC Representative (signature): _____

LCB Certification

I, Pam Feagle, as the Local Coordinating Board Chairperson, hereby, certify in accordance with Rule 41-2.007(6), F.A.C. that the Local Coordinating Board has reviewed this report and the Planning Agency has received a copy.

LCB Chairperson (signature): Pam Feagle

Florida Commission for the Transportation Disadvantaged

CTC Trips

County: Taylor
CTC Status: Complete
CTC Organization: Big Bend Transit, Inc.
Fiscal Year: 07/01/2021 - 06/30/2022
CTD Status: Complete

	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Service Type - One Way						
Fixed Route/Fixed Schedule						
Daily Pass Trips	0	N/A	0	0	N/A	0
Weekly Pass Trips	0	N/A	0	0	N/A	0
Monthly Pass Trips	0	N/A	0	0	N/A	0
Deviated Fixed Route Service	2,379	N/A	2,379	3,007	N/A	3,007
Complementary ADA Service	0	N/A	0	0	N/A	0
Paratransit						
Ambulatory	8,400	0	8,400	6,448	0	6,448
Non-Ambulatory	1,573	0	1,573	1,265	0	1,265
Stretcher	0	0	0	0	0	0
Transportation Network Companies	0	N/A	0	0	N/A	0
Taxi	0	N/A	0	0	N/A	0
School Board (School Bus)	0	N/A	0	0	N/A	0
Volunteers	0	N/A	0	0	N/A	0
Total - Service Type	12,352	0	12,352	10,720	0	10,720
Contracted Transportation Operator						
How many of the total trips were provided by Contracted Transportation Operators? (If the CTC provides transportation services, do not include the CTC	0	N/A	0	0	N/A	0
Total - Contracted Transportation Operator Trips	0	0	0	0	0	0
Revenue Source - One Way						
Agency for Health Care Administration (AHCA)	562	0	562	394	0	394
Agency for Persons with Disabilities (APD)	753	0	753	577	0	577
Comm for the Transportation Disadvantaged (CTD)	8,844	N/A	8,844	7,447	N/A	7,447
Dept of Economic Opportunity (DEO)	0	0	0	0	0	0
Dept of Children and Families (DCF)	0	0	0	0	0	0
Dept of Education (DOE)	0	0	0	0	0	0
Dept of Elder Affairs (DOEA)	0	0	0	0	0	0
Dept of Health (DOH)	3	0	3	4	0	4
Dept of Juvenile Justice (DJJ)	0	0	0	0	0	0
Dept of Transportation (DOT)	0	0	0	0	0	0
Local Government	1,794	0	1,794	2,029	0	2,029
Local Non-Government	396	0	396	269	0	269
Other Federal & State Programs	0	0	0	0	0	0
Total - Revenue Source	12,352	0	12,352	10,720	0	10,720

Florida Commission for the Transportation Disadvantaged

CTC Trips (cont'd)

County: Taylor **CTC Status:** Complete **CTC Organization:** Big Bend Transit, Inc.

Fiscal Year: 07/01/2021 - 06/30/2022 **CTD Status:** Complete

	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Passenger Type - One Way						
Older Adults	3,237	0	3,237	2,635	0	2,635
Children At Risk	12	0	12	105	0	105
Persons With Disabilities	4,566	0	4,566	2,823	0	2,823
Low Income	3,323	0	3,323	3,982	0	3,982
Other	1,214	0	1,214	1,175	0	1,175
Total - Passenger Type	12,352	0	12,352	10,720	0	10,720
Trip Purpose - One Way						
Medical	3,372	0	3,372	2,891	0	2,891
Employment	2,141	0	2,141	2,341	0	2,341
Education/Training/Daycare	2,631	0	2,631	2,008	0	2,008
Nutritional	1,092	0	1,092	1,551	0	1,551
Life-Sustaining/Other	3,116	0	3,116	1,929	0	1,929
Total - Trip Purpose	12,352	0	12,352	10,720	0	10,720
Unduplicated Passenger Head Count (UDPHC)						
UDPHC	429	0	429	457	0	457
Total - UDPHC	429	0	429	457	0	457
Unmet & No Shows						
Unmet Trip Requests	0	N/A	0	1	N/A	1
No Shows	128	N/A	128	85	N/A	85
Customer Feedback						
Complaints	1	N/A	1	0	N/A	0
Commendations	1	N/A	1	4	N/A	4

Florida Commission for the Transportation Disadvantaged

CTC Vehicles & Drivers

County: Taylor **CTC Status:** Complete **CTC Organization:** Big Bend Transit, Inc.

Fiscal Year: 07/01/2021 - 06/30/2022 **CTD Status:** Complete

	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Vehicle Miles						
Deviated Fixed Route Miles	36,419	N/A	36,419	35,969	N/A	35,969
Complementary ADA Service Miles	0	N/A	0	0	N/A	0
Paratransit Miles	182,399	0	182,399	125,302	0	125,302
Transportation Network Companies (TNC) Miles	0	N/A	0	0	N/A	0
Taxi Miles	0	N/A	0	0	N/A	0
School Board (School Bus) Miles	0	N/A	0	0	N/A	0
Volunteers Miles	0	N/A	0	0	N/A	0
Total - Vehicle Miles	218,818	0	218,818	161,271	0	161,271
Roadcalls & Accidents						
Roadcalls	0	0	0	1	0	1
Chargeable Accidents	0	0	0	0	0	0
Vehicle Inventory						
Total Number of Vehicles	10	0	10	10	0	10
Number of Wheelchair Accessible Vehicles	10	0	10	10	0	10
Drivers						
Number of Full Time & Part Time Drivers	6	0	6	5	0	5
Number of Volunteer Drivers	0	0	0	0	0	0

Florida Commission for the Transportation Disadvantaged

CTC Revenue Sources

County: Taylor
CTC Status: Complete
CTC Organization: Big Bend Transit, Inc.
Fiscal Year: 07/01/2021 - 06/30/2022
CTD Status: Complete

	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Revenue Sources						
Agency for Health Care Administration (AHCA)	$ 39,773	$ 0	$ 39,773	$ 36,086	$ 0	$ 36,086
Agency for Persons with Disabilities (APD)	$ 7,191	$ 0	$ 7,191	$ 5,510	$ 0	$ 5,510
Dept of Economic Opportunity (DEO)	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0
Dept of Children and Families (DCF)	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0
Dept of Education (DOE)	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0
Dept of Elder Affairs (DOEA)	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0
Dept of Health (DOH)	$ 134	$ 0	$ 134	$ 226	$ 0	$ 226
Dept of Juvenile Justice (DJJ)	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0
Commission for the Transportation Disadvantaged (CTD)						
Non-Sponsored Trip Program	$ 263,698	N/A	$ 263,698	$ 312,437	N/A	$ 312,437
Non-Sponsored Capital Equipment	$ 0	N/A	$ 0	$ 0	N/A	$ 0
Rural Capital Equipment	$ 0	N/A	$ 0	$ 83,877	N/A	$ 83,877
TD Other	$ 0	N/A	$ 0	$ 0	N/A	$ 0
Department of Transportation (DOT)						
49 USC 5307	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0
49 USC 5310	$ 0	$ 0	$ 0	$ 136,533	$ 0	$ 136,533
49 USC 5311	$ 302,449	$ 0	$ 302,449	$ 329,914	$ 0	$ 329,914
49 USC 5311 (f)	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0
Block Grant	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0
Service Development	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0
Commuter Assistance Program	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0
Other DOT	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0
Local Government						
School Board (School Bus)	$ 0	N/A	$ 0	$ 0	N/A	$ 0
County Cash	$ 47,040	$ 0	$ 47,040	$ 46,410	$ 0	$ 46,410
County In-Kind	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0
City Cash	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0
City In-Kind	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0
Other Cash	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0
Other In-Kind	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0
Local Non-Government						
Farebox	$ 25,928	$ 0	$ 25,928	$ 15,230	$ 0	$ 15,230
Donations/Contributions	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0
In-Kind Services	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0
Other Non-Government	$ 305	$ 0	$ 305	$ 1,404	$ 0	$ 1,404
Other Federal & State Programs						
Other Federal Programs	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0
Other State Programs	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0
Total - Revenue Sources	$ 686,518	$ 0	$ 686,518	$ 967,627	$ 0	$ 967,627

Florida Commission for the Transportation Disadvantaged

CTC Expense Sources

County: Taylor **CTC Status:** Complete **CTC Organization:** Big Bend Transit, Inc.

Fiscal Year: 07/01/2021 - 06/30/2022 **CTD Status:** Complete

	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Expense Sources						
Labor	$ 303,807	$ 0	$ 303,807	$ 284,855	$ 0	$ 284,855
Fringe Benefits	$ 119,742	$ 0	$ 119,742	$ 119,218	$ 0	$ 119,218
Services	$ 48,449	$ 0	$ 48,449	$ 40,188	$ 0	$ 40,188
Materials & Supplies Consumed	$ 100,657	$ 0	$ 100,657	$ 70,855	$ 0	$ 70,855
Utilities	$ 7,299	$ 0	$ 7,299	$ 9,191	$ 0	$ 9,191
Casualty & Liability	$ 60,377	$ 0	$ 60,377	$ 56,109	$ 0	$ 56,109
Taxes	$ 127	$ 0	$ 127	$ 278	$ 0	$ 278
Miscellaneous	$ 10,699	$ 0	$ 10,699	$ 11,055	$ 0	$ 11,055
Interest	$ 1,542	$ 0	$ 1,542	$ 1,455	$ 0	$ 1,455
Leases & Rentals	$ 12,814	$ 0	$ 12,814	$ 12,057	$ 0	$ 12,057
Capital Purchases	$ 8,221	$ 0	$ 8,221	$ 239,690	$ 0	$ 239,690
Contributed Services	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0
Allocated Indirect Expenses	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0
Purchased Transportation Services						
Bus Pass	$ 0	N/A	$ 0	$ 0	N/A	$ 0
School Board (School Bus)	$ 0	N/A	$ 0	$ 0	N/A	$ 0
Transportation Network Companies (TNC)	$ 0	N/A	$ 0	$ 0	N/A	$ 0
Taxi	$ 0	N/A	$ 0	$ 0	N/A	$ 0
Contracted Operator	$ 0	N/A	$ 0	$ 0	N/A	$ 0
Total - Expense Sources	$ 673,734	$ 0	$ 673,734	$ 844,951	$ 0	$ 844,951

County: Taylor
CTC: Big Bend Transit, Inc.
Contact: Shawn Mitchell
Post Office Box 1721
Tallahassee, FL 32302
850-574-6266
Email: smitchell@bigbendtransit.org

Demographics	Number
Total County Population	0
Unduplicated Head Count	429

Florida Commission for the Transportation Disadvantaged

Trips By Type of Service	2020	2021	2022
Fixed Route (FR)	0	0	0
Deviated FR	4,562	3,007	2,379
Complementary ADA	0	0	0
Paratransit	8,980	7,713	9,973
TNC	0	0	0
Taxi	0	0	0
School Board (School Bus)	0	0	0
Volunteers	0	0	0
TOTAL TRIPS	**13,542**	**10,720**	**12,352**
Passenger Trips By Trip Purpose			
Medical	4,034	2,891	3,372
Employment	2,680	2,341	2,141
Ed/Train/DayCare	4,071	2,008	2,631
Nutritional	1,671	1,551	1,092
Life-Sustaining/Other	1,086	1,929	3,116
TOTAL TRIPS	**13,542**	**10,720**	**12,352**
Passenger Trips By Revenue Source			
CTD	6,015	7,447	8,844
AHCA	1,505	394	562
APD	1,122	577	753
DOEA	0	0	0
DOE	0	0	0
Other	4,900	2,302	2,193
TOTAL TRIPS	**13,542**	**10,720**	**12,352**
Trips by Provider Type			
CTC	13,542	10,720	12,352
Transportation Operator	0	0	0
Coordination Contractor	0	0	0
TOTAL TRIPS	**13,542**	**10,720**	**12,352**

Vehicle Data	2020	2021	2022
Vehicle Miles	228,020	161,271	218,818
Roadcalls	2	1	0
Accidents	0	0	0
Vehicles	7	10	10
Drivers	6	5	6
Financial and General Data			
Expenses	$636,859	$844,951	$673,734
Revenues	$781,310	$967,627	$686,518
Commendations	0	4	1
Complaints	0	0	1
Passenger No-Shows	201	85	128
Unmet Trip Requests	0	1	0
Performance Measures			
Accidents per 100,000 Miles	0	0	0
Miles between Roadcalls	114,010	161,271	0
Avg. Trips per Passenger	19.21	23.46	28.79
Cost per Trip	$47.03	$78.82	$54.54
Cost per Paratransit Trip	$47.03	$78.82	$54.54
Cost per Total Mile	$2.79	$5.24	$3.08
Cost per Paratransit Mile	$2.79	$5.24	$3.08

ATTACHMENT I

County:	Taylor
CTC:	Big Bend Transit, Inc.
Contact:	Shawn Mitchell
	Post Office Box 1721
	Tallahassee, FL 32302
	850-574-6266
Email:	smitchell@bigbendtransit.org

Demographics	Number
Total County Population	21,762
Unduplicated Head Count	429

Florida Commission for the
Transportation Disadvantaged

Trips By Type of Service	2020	2021	2022
Fixed Route (FR)	0	0	0
Deviated FR	4,562	3,007	2,379
Complementary ADA	0	0	0
Paratransit	8,980	7,713	9,973
TNC	0	0	0
Taxi	0	0	0
School Board (School Bus)	0	0	0
Volunteers	0	0	0
TOTAL TRIPS	**13,542**	**10,720**	**12,352**

Passenger Trips By Trip Purpose			
Medical	4,034	2,891	3,372
Employment	2,680	2,341	2,141
Ed/Train/DayCare	4,071	2,008	2,631
Nutritional	1,671	1,551	1,092
Life-Sustaining/Other	1,086	1,929	3,116
TOTAL TRIPS	**13,542**	**10,720**	**12,352**

Passenger Trips By Revenue Source			
CTD	6,015	7,447	8,844
AHCA	1,505	394	562
APD	1,122	577	753
DOEA	0	0	0
DOE	0	0	0
Other	4,900	2,302	2,193
TOTAL TRIPS	**13,542**	**10,720**	**12,352**

Trips by Provider Type			
CTC	13,542	10,720	12,352
Transportation Operator	0	0	0
Coordination Contractor	0	0	0
TOTAL TRIPS	**13,542**	**10,720**	**12,352**

Vehicle Data	2020	2021	2022
Vehicle Miles	228,020	161,271	218,818
Roadcalls	2	1	0
Accidents	0	0	0
Vehicles	7	10	10
Drivers	6	5	6

Financial and General Data			
Expenses	$ 636,859	$ 844,951	$ 673,734
Revenues	$ 781,310	$ 967,627	$ 686,518
Commendations	0	4	1
Complaints	0	0	1
Passenger No-Shows	201	85	128
Unmet Trip Requests	0	1	0

Performance Measures			
Accidents per 100,000 Miles	0.00	0.00	0.00
Miles between Roadcalls	114,010	161,271	0
Avg. Trips per Passenger	19.21	23.46	28.79
Cost per Trip	$47.03	$78.82	$54.54
Cost per Paratransit Trip	$47.03	$78.82	$54.54
Cost per Total Mile	$2.79	$5.24	$3.08
Cost per Paratransit Mile	$2.79	$5.24	$3.08

FY21/22 Trips By Purpose

County	Medical			Employment			Education, Training, Daycare		
	CTC/ Operator	Coordination Contractor	Total	CTC/ Operator	Coordination Contractor	Total	CTC/ Operator	Coordination Contractor	Total
Lee	10,200	22,147	32,347	5,195	0	5,195	2,100	28,392	30,492
Leon	17,500	0	17,500	20,596	0	20,596	20,321	0	20,321
Levy	6,359	0	6,359	35	0	35	15,296	0	15,296
Liberty	2,522	0	2,522	331	0	331	4	0	4
Madison	3,047	0	3,047	3,335	0	3,335	2,392	0	2,392
Manatee	21,851	0	21,851	9,578	302	9,880	15,337	17,749	33,086
Marion	39,527	0	39,527	2,362	106	2,468	2,667	7,397	10,064
Martin	6,009	1,220	7,229	400	1,580	1,980	190	30,622	30,812
Miami-Dade	0	133,159	133,159	0	1,967	1,967	0	164,304	164,304
Monroe	2,280	7,123	9,403	23	2,032	2,055	495	17,760	18,255
Nassau	20,040	0	20,040	4,576	0	4,576	3,199	0	3,199
Okaloosa	18,069	0	18,069	16,989	0	16,989	661	0	661
Okeechobee	5,948	0	5,948	582	0	582	97	0	97
Orange	136,637	9,949	146,586	98,285	0	98,285	29,999	91,744	121,743
Osceola	30,687	155	30,842	25,002	0	25,002	4,852	23,521	28,373
Palm Beach	99,467	0	99,467	332,902	0	332,902	237,534	0	237,534
Pasco	23,427	7,651	31,078	11,618	3,478	15,096	7,460	42,102	49,562
Pinellas	509,950	8,216	518,166	418,550	2,415	420,965	99,542	10,608	110,150
Polk	70,085	1,711	71,796	7,331	50	7,381	29,560	24,566	54,126
Putnam	10,005	0	10,005	12,306	0	12,306	10,395	0	10,395
Saint Johns	19,573	0	19,573	3,603	0	3,603	2,058	0	2,058
Saint Lucie	68,607	8,109	76,716	9,748	1,869	11,617	8,433	22,852	31,285
Santa Rosa	9,079	0	9,079	7,965	0	7,965	427	0	427
Sarasota	40,713	1,676	42,389	25,457	0	25,457	46,776	17,357	64,133
Seminole	35,211	14,318	49,529	27,837	0	27,837	11,769	5,549	17,318
Sumter	8,907	0	8,907	8,479	0	8,479	15,563	0	15,563
Suwannee	4,698	0	4,698	534	0	534	987	6,588	7,575
Taylor	3,372	0	3,372	2,141	0	2,141	2,631	0	2,631
Union	3,435	0	3,435	0	0	0	14	0	14
Volusia	66,728	3,997	70,725	27,849	7	27,856	29,870	7,546	37,416
Wakulla	3,699	0	3,699	1,686	0	1,686	424	0	424
Walton	7,454	0	7,454	4,831	0	4,831	4,843	0	4,843
Washington	4,450	0	4,450	3,410	0	3,410	642	0	642
TOTAL	**1,954,909**	**409,559**	**2,364,468**	**1,620,023**	**74,965**	**1,694,988**	**988,350**	**927,247**	**1,915,597**

FY21/22 Trips By Purpose

County	Nutritional			Life-Sustaining Other			System Total		
	CTC/ Operator	Coordination Contractor	Total	CTC/ Operator	Coordination Contractor	Total	CTC/ Operator	Coordination Contractor	Total
Lee	901	2,226	3,127	6,129	1,048	7,177	24,525	53,813	78,338
Leon	1,250	0	1,250	17,500	0	17,500	77,167	0	77,167
Levy	105	0	105	2,095	0	2,095	23,890	0	23,890
Liberty	228	0	228	1,660	0	1,660	4,745	0	4,745
Madison	496	0	496	1,165	0	1,165	10,435	0	10,435
Manatee	3,229	5	3,234	15,520	10,696	26,216	65,515	28,752	94,267
Marion	14,922	0	14,922	3,777	0	3,777	63,255	7,503	70,758
Martin	112	0	112	3,304	2,862	6,166	10,015	36,284	46,299
Miami-Dade	0	55,058	55,058	1,529,248	140,425	1,669,673	1,529,248	494,913	2,024,161
Monroe	0	709	709	3,854	4,395	8,249	6,652	32,019	38,671
Nassau	6,266	0	6,266	7,718	0	7,718	41,799	0	41,799
Okaloosa	1,884	0	1,884	1,762	0	1,762	39,365	0	39,365
Okeechobee	3,275	0	3,275	263	0	263	10,165	0	10,165
Orange	361	25,363	25,724	306,828	10,577	317,405	572,110	137,633	709,743
Osceola	28	2,275	2,303	89,806	60	89,866	150,375	26,011	176,386
Palm Beach	33,378	0	33,378	120,005	0	120,005	823,286	0	823,286
Pasco	4,378	2,436	6,814	14,826	9,199	24,025	61,709	64,866	126,575
Pinellas	36,242	3,695	39,937	80,863	8,237	89,100	1,145,147	33,171	1,178,318
Polk	2,538	512	3,050	167,478	9,225	176,703	276,992	36,064	313,056
Putnam	10,265	0	10,265	7,427	0	7,427	50,398	0	50,398
Saint Johns	7,378	0	7,378	95,630	0	95,630	128,242	0	128,242
Saint Lucie	0	1,671	1,671	35,767	3,722	39,489	122,555	38,223	160,778
Santa Rosa	35	0	35	1,833	0	1,833	19,339	0	19,339
Sarasota	1,017	0	1,017	23,965	11	23,976	137,928	19,044	156,972
Seminole	44	4,438	4,482	101,877	4,819	106,696	176,738	29,124	205,862
Sumter	2,224	0	2,224	9,163	0	9,163	44,336	0	44,336
Suwannee	3	0	3	2,719	0	2,719	8,941	6,588	15,529
Taylor	1,092	0	1,092	3,116	0	3,116	12,352	0	12,352
Union	0	0	0	81	0	81	3,530	0	3,530
Volusia	7,386	80	7,466	15,392	28,692	44,084	147,225	40,322	187,547
Wakulla	3,342	0	3,342	264	0	264	9,415	0	9,415
Walton	29	0	29	5,801	0	5,801	22,958	0	22,958
Washington	59	0	59	3,712	0	3,712	12,273	0	12,273
TOTAL	**469,497**	**146,835**	**616,332**	**3,552,548**	**468,122**	**4,020,670**	**8,585,327**	**2,026,728**	**10,612,055**

FY21/22 Trips By Passenger Type

County	Older Adults			Children At Risk			Persons With Disabilities		
	CTC/ Operator	Coordination Contractor	Total	CTC/ Operator	Coordination Contractor	Total	CTC/ Operator	Coordination Contractor	Total
Lee	5,636	20,337	25,973	0	0	0	17,408	19,322	36,730
Leon	28,000	0	28,000	1,200	0	1,200	38,346	0	38,346
Levy	4,800	0	4,800	0	0	0	4,790	0	4,790
Liberty	3,078	0	3,078	12	0	12	0	0	0
Madison	3,674	0	3,674	5	0	5	2,392	0	2,392
Manatee	578	2,839	3,417	0	0	0	51,687	25,913	77,600
Marion	5,773	0	5,773	30	0	30	51,355	7,503	58,858
Martin	8,015	6,200	14,215	0	0	0	1,883	29,333	31,216
Miami-Dade	0	137,559	137,559	0	9,998	9,998	0	182,571	182,571
Monroe	1,734	14,805	16,539	3,241	156	3,397	367	17,058	17,425
Nassau	26,760	0	26,760	47	0	47	5,399	0	5,399
Okaloosa	16,266	0	16,266	410	0	410	10,068	0	10,068
Okeechobee	6,953	0	6,953	1	0	1	1,566	0	1,566
Orange	215,483	32,743	248,226	5,409	0	5,409	195,271	104,890	300,161
Osceola	51,949	155	52,104	1,157	0	1,157	44,869	22,823	67,692
Palm Beach	305,460	0	305,460	0	0	0	342,305	0	342,305
Pasco	31,990	9,165	41,155	606	234	840	6,251	39,318	45,569
Pinellas	35,855	4,575	40,430	0	425	425	264,692	21,428	286,120
Polk	2,503	0	2,503	22,471	0	22,471	70,346	36,064	106,410
Putnam	0	0	0	0	0	0	10,395	0	10,395
Saint Johns	12,311	0	12,311	2	0	2	24,794	0	24,794
Saint Lucie	76,759	12,868	89,627	0	0	0	37,418	24,698	62,116
Santa Rosa	9,626	0	9,626	0	0	0	7,006	0	7,006
Sarasota	0	0	0	0	0	0	137,928	18,557	156,485
Seminole	62,378	9,014	71,392	1,786	0	1,786	62,202	20,070	82,272
Sumter	17,904	0	17,904	2,290	0	2,290	10,431	0	10,431
Suwannee	3,826	0	3,826	1	0	1	900	6,588	7,488
Taylor	3,237	0	3,237	12	0	12	4,566	0	4,566
Union	2,665	0	2,665	85	0	85	780	0	780
Volusia	91,280	32,717	123,997	0	0	0	55,945	7,605	63,550
Wakulla	2,755	0	2,755	0	0	0	849	0	849
Walton	9,858	0	9,858	5,240	0	5,240	7,654	0	7,654
Washington	4,881	0	4,881	65	0	65	7,144	0	7,144
TOTAL	**1,841,530**	**367,559**	**2,209,089**	**99,374**	**35,726**	**135,100**	**2,372,003**	**1,314,617**	**3,686,620**

FY21/22 Trips by Passenger Type

County	Low Income			Other			System Total		
	CTC/ Operator	Coordination Contractor	Total	CTC/ Operator	Coordination Contractor	Total	CTC/ Operator	Coordination Contractor	Total
Lee	1,481	14,154	15,635	0	0	0	24,525	53,813	78,338
Leon	4,371	0	4,371	5,250	0	5,250	77,167	0	77,167
Levy	6,896	0	6,896	7,404	0	7,404	23,890	0	23,890
Liberty	0	0	0	1,655	0	1,655	4,745	0	4,745
Madison	3,579	0	3,579	785	0	785	10,435	0	10,435
Manatee	4,961	0	4,961	8,289	0	8,289	65,515	28,752	94,267
Marion	6,080	0	6,080	17	0	17	63,255	7,503	70,758
Martin	117	483	600	0	268	268	10,015	36,284	46,299
Miami-Dade	1,529,247	20,893	1,550,140	1	143,892	143,893	1,529,248	494,913	2,024,161
Monroe	1,310	0	1,310	0	0	0	6,652	32,019	38,671
Nassau	4,555	0	4,555	5,038	0	5,038	41,799	0	41,799
Okaloosa	12,621	0	12,621	0	0	0	39,365	0	39,365
Okeechobee	1,268	0	1,268	377	0	377	10,165	0	10,165
Orange	1,757	0	1,757	154,190	0	154,190	572,110	137,633	709,743
Osceola	471	1,785	2,256	51,929	1,248	53,177	150,375	26,011	176,386
Palm Beach	172,763	0	172,763	2,758	0	2,758	823,286	0	823,286
Pasco	22,844	8,003	30,847	18	8,146	8,164	61,709	64,866	126,575
Pinellas	844,600	6,634	851,234	0	109	109	1,145,147	33,171	1,178,318
Polk	112,524	0	112,524	69,148	0	69,148	276,992	36,064	313,056
Putnam	40,003	0	40,003	0	0	0	50,398	0	50,398
Saint Johns	0	0	0	91,135	0	91,135	128,242	0	128,242
Saint Lucie	8,378	348	8,726	0	309	309	122,555	38,223	160,778
Santa Rosa	2,707	0	2,707	0	0	0	19,339	0	19,339
Sarasota	0	486	486	0	1	1	137,928	19,044	156,972
Seminole	958	38	996	49,414	2	49,416	176,738	29,124	205,862
Sumter	8,467	0	8,467	5,244	0	5,244	44,336	0	44,336
Suwannee	0	0	0	4,214	0	4,214	8,941	6,588	15,529
Taylor	3,323	0	3,323	1,214	0	1,214	12,352	0	12,352
Union	0	0	0	0	0	0	3,530	0	3,530
Volusia	0	0	0	0	0	0	147,225	40,322	187,547
Wakulla	102	0	102	5,709	0	5,709	9,415	0	9,415
Walton	206	0	206	0	0	0	22,958	0	22,958
Washington	183	0	183	0	0	0	12,273	0	12,273
TOTAL	**3,648,499**	**120,982**	**3,769,481**	**623,921**	**187,844**	**811,765**	**8,585,327**	**2,026,728**	**10,612,055**

FY21/22 Trips By Revenue Source

	AHCA			APD			CTD			DEO		
County	CTC / Op	CC	Total	CTC / Op	CC	Total	CTC / Op	CC	Total	CTC / Op	CC	Total
Lee	0	18,127	18,127	0	441	441	24,524	0	24,524	0	0	0
Leon	0	0	0	300	0	300	18,096	0	18,096	0	0	0
Levy	0	0	0	4,790	0	4,790	6,326	0	6,326	0	0	0
Liberty	1,454	0	1,454	0	0	0	2,995	0	2,995	0	0	0
Madison	557	0	557	2,213	0	2,213	6,357	0	6,357	0	0	0
Manatee	0	0	0	12,654	18,296	30,950	6,705	0	6,705	0	0	0
Marion	0	0	0	0	3,557	3,557	21,327	0	21,327	0	0	0
Martin	0	0	0	0	22,838	22,838	10,015	0	10,015	0	0	0
Miami-Dade	0	8,276	8,276	0	31,388	31,388	1,529,247	0	1,529,247	0	0	0
Monroe	0	13,011	13,011	0	0	0	6,652	0	6,652	0	0	0
Nassau	0	0	0	0	0	0	37,407	0	37,407	0	0	0
Okaloosa	4,221	0	4,221	0	0	0	22,681	0	22,681	0	0	0
Okeechobee	0	0	0	0	0	0	1,481	0	1,481	0	0	0
Orange	0	1,436	1,436	0	84,495	84,495	95,216	0	95,216	0	0	0
Osceola	0	0	0	0	22,210	22,210	24,476	0	24,476	0	0	0
Palm Beach	0	0	0	0	0	0	142,169	0	142,169	0	0	0
Pasco	0	0	0	0	33,606	33,606	39,865	0	39,865	0	0	0
Pinellas	0	1,731	1,731	62,980	8,869	71,849	846,566	0	846,566	0	0	0
Polk	0	1,734	1,734	0	18,857	18,857	99,278	0	99,278	0	0	0
Putnam	161	0	161	10,395	0	10,395	19,553	0	19,553	0	0	0
Saint Johns	0	0	0	0	0	0	26,666	0	26,666	0	0	0
Saint Lucie	0	756	756	0	19,791	19,791	27,567	0	27,567	0	0	0
Santa Rosa	0	0	0	2,232	0	2,232	11,089	0	11,089	0	0	0
Sarasota	0	1,022	1,022	0	0	0	47,226	0	47,226	0	0	0
Seminole	0	0	0	0	5,549	5,549	25,063	0	25,063	0	0	0
Sumter	0	0	0	13,915	0	13,915	19,200	0	19,200	0	0	0
Suwannee	0	0	0	889	6,588	7,477	5,098	0	5,098	0	0	0
Taylor	562	0	562	753	0	753	8,844	0	8,844	0	0	0
Union	1,748	0	1,748	0	0	0	1,558	0	1,558	0	0	0
Volusia	0	0	0	0	0	0	27,039	0	27,039	0	0	0
Wakulla	443	0	443	0	0	0	6,097	0	6,097	0	0	0
Walton	0	0	0	1,409	0	1,409	15,454	0	15,454	0	0	0
Washington	0	0	0	4,248	0	4,248	7,959	0	7,959	0	0	0
TOTAL	**46,365**	**111,034**	**157,399**	**185,307**	**627,193**	**812,500**	**4,190,777**	**0**	**4,190,777**	**0**	**944**	**944**

FY21/22 Trips By Revenue Source

	DCF			DOE			DOEA			DOH		
County	CTC / Op	CC	Total	CTC / Op	CC	Total	CTC / Op	CC	Total	CTC / Op	CC	Total
Lee	0	0	0	0	0	0	0	0	0	0	0	0
Leon	0	0	0	0	0	0	0	0	0	0	0	0
Levy	0	0	0	0	0	0	220	0	220	0	0	0
Liberty	0	0	0	0	0	0	206	0	206	0	0	0
Madison	0	0	0	0	0	0	0	0	0	4	0	4
Manatee	0	0	0	0	0	0	578	0	578	0	0	0
Marion	0	0	0	0	0	0	0	0	0	0	0	0
Martin	0	0	0	0	0	0	0	0	0	0	18	18
Miami-Dade	0	9,384	9,384	0	7,509	7,509	0	41,182	41,182	0	0	0
Monroe	0	4,405	4,405	0	0	0	0	0	0	0	0	0
Nassau	0	0	0	0	0	0	0	0	0	0	0	0
Okaloosa	0	0	0	0	0	0	1,618	0	1,618	0	0	0
Okeechobee	0	0	0	0	0	0	1,005	0	1,005	0	0	0
Orange	0	0	0	0	0	0	0	7,726	7,726	0	0	0
Osceola	0	0	0	0	0	0	0	1,353	1,353	0	0	0
Palm Beach	0	0	0	0	0	0	0	0	0	0	0	0
Pasco	0	1,888	1,888	0	0	0	15,126	0	15,126	0	0	0
Pinellas	0	7,882	7,882	0	0	0	35,563	0	35,563	0	0	0
Polk	18,881	5,814	24,695	29,436	0	29,436	2,060	0	2,060	17,496	0	17,496
Putnam	0	0	0	0	0	0	0	0	0	0	0	0
Saint Johns	0	0	0	0	0	0	0	0	0	0	0	0
Saint Lucie	0	0	0	0	0	0	0	3,625	3,625	0	46	46
Santa Rosa	0	0	0	0	0	0	0	0	0	0	0	0
Sarasota	0	0	0	0	0	0	0	0	0	0	0	0
Seminole	0	0	0	0	0	0	0	7,677	7,677	0	0	0
Sumter	0	0	0	0	0	0	539	0	539	0	0	0
Suwannee	0	0	0	0	0	0	0	0	0	19	0	19
Taylor	0	0	0	0	0	0	0	0	0	3	0	3
Union	0	0	0	0	0	0	0	0	0	0	0	0
Volusia	0	0	0	9,022	0	9,022	0	0	0	0	0	0
Wakulla	0	0	0	71	0	71	0	0	0	0	0	0
Walton	0	0	0	2	0	2	426	0	426	0	0	0
Washington	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	**18,881**	**43,050**	**61,931**	**55,237**	**58,828**	**114,065**	**136,751**	**93,846**	**230,597**	**17,560**	**64**	**17,624**

FY21/22 Trips By Revenue Source

	DJJ			FDOT			Local Government		
County	CTC / Op	CC	Total	CTC / Op	CC	Total	CTC / Op	CC	Total
Lee	0	0	0	0	17,773	17,773	1	17,246	17,247
Leon	0	0	0	4,500	0	4,500	45,000	0	45,000
Levy	0	0	0	12,554	0	12,554	0	0	0
Liberty	0	0	0	0	0	0	3	0	3
Madison	0	0	0	0	0	0	608	0	608
Manatee	0	0	0	1	2,621	2,622	45,576	0	45,576
Marion	0	0	0	26,894	3,751	30,645	78	0	78
Martin	0	0	0	0	0	0	0	483	483
Miami-Dade	0	0	0	0	34,679	34,679	1	138,775	138,776
Monroe	0	0	0	0	0	0	0	14,176	14,176
Nassau	0	0	0	3,969	0	3,969	423	0	423
Okaloosa	0	0	0	9,625	0	9,625	67	0	67
Okeechobee	0	0	0	7,679	0	7,679	0	0	0
Orange	0	0	0	0	16,158	16,158	38,682	13,612	52,294
Osceola	0	0	0	0	155	155	20,111	187	20,298
Palm Beach	0	0	0	0	0	0	681,117	0	681,117
Pasco	0	0	0	1,498	24,008	25,506	2,058	0	2,058
Pinellas	0	0	0	29,468	455	29,923	126,218	9,425	135,643
Polk	4,364	0	4,364	478	0	478	42,384	126	42,510
Putnam	0	0	0	20,285	0	20,285	1	0	1
Saint Johns	0	0	0	91,135	0	91,135	2	0	2
Saint Lucie	0	0	0	69,784	1,716	71,500	10,984	6,406	17,390
Santa Rosa	0	0	0	6,003	0	6,003	3	0	3
Sarasota	0	0	0	39,325	0	39,325	45,442	0	45,442
Seminole	0	0	0	0	13,439	13,439	14,003	0	14,003
Sumter	0	0	0	2,141	0	2,141	790	0	790
Suwannee	0	0	0	1	0	1	37	0	37
Taylor	0	0	0	0	0	0	1,794	0	1,794
Union	0	0	0	224	0	224	0	0	0
Volusia	0	0	0	99,363	0	99,363	10,352	0	10,352
Wakulla	0	0	0	0	0	0	0	0	0
Walton	0	0	0	2	0	2	2	0	2
Washington	0	0	0	2	0	2	6	0	6
TOTAL	**4,364**	**0**	**4,364**	**670,688**	**275,772**	**946,460**	**2,185,083**	**354,955**	**2,540,038**

FY21/22 Trips By Revenue Source

	Local Non Government			Other Fed/State Programs			Total by Revenue Source		
County	CTC / Op	CC	Total	CTC / Op	CC	Total	CTC / Op	CC	Total
Lee	0	226	226	0	0	0	24,525	53,813	78,338
Leon	9,271	0	9,271	0	0	0	77,167	0	77,167
Levy	0	0	0	0	0	0	23,890	0	23,890
Liberty	87	0	87	0	0	0	4,745	0	4,745
Madison	696	0	696	0	0	0	10,435	0	10,435
Manatee	1	7,835	7,836	0	0	0	65,515	28,752	94,267
Marion	14,925	195	15,120	31	0	31	63,255	7,503	70,758
Martin	0	7,565	7,565	0	5,380	5,380	10,015	36,284	46,299
Miami-Dade	0	177,498	177,498	0	46,222	46,222	1,529,248	494,913	2,024,161
Monroe	0	427	427	0	0	0	6,652	32,019	38,671
Nassau	0	0	0	0	0	0	41,799	0	41,799
Okaloosa	8	0	8	1,145	0	1,145	39,365	0	39,365
Okeechobee	0	0	0	0	0	0	10,165	0	10,165
Orange	195,693	3,893	199,586	242,519	10,313	252,832	572,110	137,633	709,743
Osceola	53,632	1,818	55,450	52,156	288	52,444	150,375	26,011	176,386
Palm Beach	0	0	0	0	0	0	823,286	0	823,286
Pasco	14	5,364	5,378	3,148	0	3,148	61,709	64,866	126,575
Pinellas	38,858	1,015	39,873	5,494	3,794	9,288	1,145,147	33,171	1,178,318
Polk	62,615	8,537	71,152	0	996	996	276,992	36,064	313,056
Putnam	2	0	2	1	0	1	50,398	0	50,398
Saint Johns	10,439	0	10,439	0	0	0	128,242	0	128,242
Saint Lucie	14,220	5,311	19,531	0	572	572	122,555	38,223	160,778
Santa Rosa	2	0	2	10	0	10	19,339	0	19,339
Sarasota	181	18,007	18,188	5,754	15	5,769	137,928	19,044	156,972
Seminole	66,322	1,318	67,640	71,350	1,141	72,491	176,738	29,124	205,862
Sumter	7,751	0	7,751	0	0	0	44,336	0	44,336
Suwannee	2,896	0	2,896	1	0	1	8,941	6,588	15,529
Taylor	396	0	396	0	0	0	12,352	0	12,352
Union	0	0	0	0	0	0	3,530	0	3,530
Volusia	1,449	40,322	41,771	0	0	0	147,225	40,322	187,547
Wakulla	0	0	0	2,804	0	2,804	9,415	0	9,415
Walton	423	0	423	5,240	0	5,240	22,958	0	22,958
Washington	33	0	33	25	0	25	12,273	0	12,273
TOTAL	**644,597**	**371,951**	**1,016,548**	**429,717**	**89,091**	**518,808**	**8,585,327**	**2,026,728**	**10,612,055**

TAYLOR COUNTY BOARD OF COMMISSIONERS

County Commission Agenda Item

SUBJECT/TITLE:	**THE BOARD TO CONSIDER APPROVAL OF REVISED PURCHASING POLICY.**
MEETING DATE REQUESTED:	MARCH 21, 2023

Statement of Issue: THE BOARD TO CONSIDER APPROVAL OF REVISED PURCHASING POLICY.

Recommended Action: APPROVE

Fiscal Impact: N/A

Budgeted Expense: N/A

Submitted By: MARSHA DURDEN

Contact: 850-838-3500 EXT. 7

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues: The CDBG policy review identified language that needed to be specifically stated within procurement processes to meet requirements for federal grant awards such as CDBG and other agencies that restrict reprocurement. Staff requests that the Board consider approval of revised purchasing policy.

Options: APPROVE/DENY

Attachments: Revised Purchasing Policy (Revised areas highlighted)
DEO Procurement Policy Review Checklist

Taylor County
Board of County Commissioners' Policy Manual

Policy #:	Title:	Amended Policy Approval Date:
3.00	PURCHASING POLICY	12/06/2021

PURPOSE

The purpose of this policy is to establish uniform guidelines for the procurement of materials and services. The manual is intended to help the departments understand the system, duties, and responsibilities of those involved in the purchasing process and to provide a foundation for effective, consistent and complete consideration of all aspects of the procurement task.

It shall be the individual responsibility of each county employee involved in the procurement process to understand and adhere to the adopted purchasing policies, procedures and regulations of Taylor County and the State of Florida. The payment of any unauthorized purchases shall be the sole responsibility of the person placing the order.

This purpose of this policy is to also establish guidelines for sub-recipient procurement and to provide guidance for meeting the requirements under 2 CFR including 2 CFR part 200.322 for Procurement of Recovered Materials, including compliance with section 6002 of the Solid Waste Disposal Act, and Appendix II to 2 CFR part 200 for Contract Provisions for Non-Federal Entity Contracts under Federal Awards. This policy is intended to replace policy 3.01.01 The Responsibilities and Functions of the Purchasing Department and policy 3.01.05.01 Purchasing Levels of Authority.

SECTION 1

THE RESPONSIBILITIES AND FUNCTIONS OF THE PURCHASING DEPARTMENT

Purchasing is responsible for establishing and administering purchasing policies; initiating reports necessary to permit analysis of purchasing performance; and the analysis and comparison of prices paid for inventory materials. The purchasing Department provides purchasing assistance to all the departments under the Board of County Commissioners and aids assists any constitutional office that requests assistance in purchasing.

The primary objectives are:

- To procure supplies at the least expense to the County while insuring quality.
- To promote an understanding of sound purchasing policy and procedures throughout all the departments of the County.
- To determine the most efficient and economical means of securing an item or service without sacrificing desirable control and principle of sound purchasing practices.
- Encourage competition and endeavor to obtain as full and open competition as possible on purchases.
- Work with the departments to promote good will between the County and is suppliers.
- To exchange ideas and information with other public purchasing agencies.

The Purchasing department shall serve as the central purchasing unit of Taylor County and develop and administer operational procedures governing the internal functions of this area. Except as otherwise specifically provided in this policy, the Purchasing Department shall in accordance with regulations promulgated by the Board of County Commissioners: purchase or supervise the purchase of supplies, materials, or equipment, defined within the scope of this policy. This department is tasked to determine when it is more economically feasible to

purchase in bulk rather than on an individual basis. The purchasing department along with the County Administrator is responsible for administering the procurement of goods and services.

VENDORS

We strive to maintain strong enduring relationships with vendors of proven ability and desire to meet our needs. To accomplish this, our purchasing activities will be conducted so those vendors will value our business and make every effort to furnish our requirements on the basis of quality, service and price.

New sources of supply will be given due consideration, as multiple sources of supply are necessary to ensure availability of materials.

A vendor may be removed from the County's bid list in the event that the vendor does not fulfill their obligation to the County. The Purchasing Department is responsible for monitoring vendor performance. Departments are to submit a Vendor Performance Evaluation Form (Exhibit A) to the Purchasing office when problems are experienced. Purchasing will then investigate the problem. Removal from the County's bid list will be by joint concurrence of the County Administrator and the purchasing department after carefully reviewing all performance feedback from other departments.

A vendor may be reinstated on the County's bid list by petitioning the County Purchasing department. Re-entry into the system would be after the petitioning vendor has provided

sufficient evidence to satisfy the County Administrator that the problems previously encountered have been corrected.

SECTION 2

THE RESPONSIBILITIES OF DEPARTMENT HEADS

Use preplanning in order to have the goods available when needed without relying upon emergency purchasing procedures. Emergency purchases should be kept to an absolute minimum!

Provide the purchasing department with a clear set of specifications on all items, with an individual cost of $500 or more, needed by their department.

Assist the purchasing department by suggesting the names of vendors that have access to the particular items being requested, especially technical items.

No department head has the authority to order purchases until they have received a purchase order.

Maintain with the purchasing department current authorization of any individual designated to sign requisitions in their absence.

Insure all personnel are aware and adhere to ALL purchasing procedures.

SECTION 3

THE REQUISITION

The primary role of the County's purchasing department is to meet valid needs for materials, goods, services, or equipment by providing the right products/services in the right quantity, at the right price, at the right time, and at the right place. To accomplish this, it is necessary for the various departments to inform purchasing of their requirements by the preparation of a requisition. The purchase requisition serves to inform the purchasing department of the needs of a specific user department and to correctly define the material or service requested. The requisition is not an order, merely the authorization for purchasing to begin the process for procuring the item(s) or service(s) in accordance with the established county policies and procedures.

The procedures that are set forth in the following parts of this manual have been established as a tool used by purchasing for the processing of all requisitions received. The purchasing process begins when a department initiates a requisition. It is necessary to establish certain facts so that the requisition can be property processed for a purchase order.

COMPLETING THE REQUISITION FORM (EXHIBIT B)

The instructions that follow outlines the proper step by step method for completion of the requisition form:

- Requisition number will be determined by purchasing.
- Vendor: Identifying information about the vendor.

- Ship to: Department and street address for delivery of goods.
- Quantity: Indicate each item and the quantity desired by the unit of measure such as: each, doze, gross, carton, case, gallon, pound, etc. If you are order by carton or case, please indicate the carton or case count on the requisition.
- Item: List the vendor's part number.
- Detailed Description: Give a careful and precise description of the specifications of an item desired (i.e. size, dimensions, type, weight, construction of item and/or equipment, and other pertinent information. If applicable, please provide a manufacturer's brand name and model for the purse of establishing a standard of quality. Requisitions with insufficient information will be returned to the department.
- Unit: Cost per unit.
- Amount: Quantity times unit cost equals amount.
- Date: The date the requisition is submitted to purchasing.
- Authorized Signature: To be signed by the department head or authorized designee.
- Department: The four numbers issued by finance for the particular department, which the expenditure should be charged against.
- Account Code: 5-digit line item code.

ITEMS WITH THE INCORRECT DEPARTMENT/ACCOUNT CODE WILL BE RETURNED TO THE DEPARTMENT.

PROCEDURES FOR ROUTING REQUISITIONS

The steps that follow present in general terms, the procedures for routing the requisitions, and are presented to create awareness and understanding to all involved in the acquisition process:

- The user department completes the requisition as outlined in the previous section.
- Purchasing will prepare new vendor forms when the desired vendor is not already in the system. Departments may be asked to assist with providing vendor information such as w-9.
- Requisitions, and if applicable, additional information are forwarded to purchasing.
- Requisitions are then processed in accordance with guidelines set forth in this manual and subsequent amendments.

EMERGENCY PURCHASES

The department head or designee may make or authorize others to make emergency purchases without competitive bidding when there exists a threat to public health, welfare, or safety. This shall be considered to also mean those situation where the operation of a department would be seriously impaired if immediate action was not taken. The following procedures shall govern:

- The department head or designee shall prepare requisition and then specify in writing on the requisition the details of the emergency and additionally complete the Emergency Certification Form (Exhibit C).
- When an emergency occurs during non-business hours and a delay would be detrimental to Taylor County, with the approval of the County Administrator, the department head or designee shall initiate an emergency purchase. Purchasing shall be furnished with proper documentation on the next workday. The purchase order will then be prepared by purchasing.

  Note: Poor planning does **not** constitute an emergency situation.

CAPITAL OUTLAY PURCHASES

Each budget year, the Board approves proposed capital outlay purchases for all departments. All items charged to a capital outlay account will be in excess of an amount established by the Board of County Commissioners and have a life expectancy of more than one year.

SOLE SOURCE PURCHASES

The purchasing procedure will allow for the exemption of sole source purchases from the competitive bidding when it is clearly determined to be impractical to procure through the competitive bidding process.

Some examples of generally accepted Sole Source guidelines are as follows:

- Proprietary Item/Service
- Parts/Equipment not interchangeable with similar parts from another manufacturer (compatibility).
- Only known item that will meet the specialized needs of the department of perform the intended functions.
- Parts/Equipment are required as part of an ongoing standardization process.

All Sole Source requests must be explained fully on the requisition and a Sole Source Certification Form (Exhibit D) must be completed. The purchasing department is responsible to verify sole source guidelines are followed.

YEAR END PURCHASES

The purpose of this section is to establish cut off dates and procedures for submittal and processing both year-end purchase requisitions for the current fiscal year and start-up purchase requisitions for the upcoming fiscal year.

This procedure is necessary to allow for the purchase, receipt, and payment of goods and services before September 30 of each fiscal year. This will assist Finance and Accounting in the timely preparation of the annual financial statements.

The procedure applies to all departments reporting to the Board of County Commissioners, and other agencies that have budgets authorized by the Board of County Commissioners.

Schedule for Submitting Requisitions

On an annual basis, the following time schedule will be followed:

September 1st: Cutoff date for receipt of requisitions in which normal ordering time is more than 3 weeks. Purchases that cannot be received and billed prior to September 30 may result in charges being incurred in the new fiscal budget year.

October 1: Processing of all requisitions for new fiscal year begins.

SECTION 4

THE PURCHASE ORDER

The department must check the availability of funds, prior to submitting a requisition. If the line item has insufficient funds, the Board of County Commissioners must approve a budget transfer prior to the purchase order being issued. In order for necessary purchase orders to be issued, the Board may choose to allow the Finance Director to temporarily approve normal transfers between Board meetings. The purchase order is the vendor's authorization to ship supplies, materials, equipment or to perform services specified therein. It constitutes a contract between the County and the vendor, and as such, it is a legal document and may not be changed by anyone other than the purchasing department or a duly authorized representative. The County Administrator, purchasing department or assigned designee is the only persons authorized to sign the purchase order.

PURCHASE ORDER EXEMPT ITEMS/SERVICES

An approved purchase order must be obtained in advance of obligation of any County funds.

Exceptions to this rule are:

- Salaries by position, which were included in the agency's annual budget.
- Travel expenses incurred in the course of official duties for a county employee.
- Routine overhead costs, permits, insurance and registration such as; natural gas, electricity, water, phone, and recurring garage collection.
- Hospital bills.
- Social Services indigent care.
- Medical services.
- Newspaper advertisements.
- Lime rock.
- Asphalt millings.
- Fuel.

When advance payment is required, the department is to note "prepayment" on the receiver or complete the Request for Vendor Payment Form (Exhibit E) and send to Finance and Accounting.

BLANKET ORDERS

A blanket purchase order is a purchase order with a maximum dollar limit. Each department head will be responsible for monitoring their individual blanket purchase order to insure that purchases are made within the guidelines and dollar limits set forth. Individual blanket purchase orders will be issued per department and per line account number.

The primary purpose of the purchase order is to state the agreement between the County and vendor. In addition, it authorizes deliver of the purchased material. Copies of the purchase order serves the purpose of notifying and advising all other affected departments of the details of the transaction. The purchase order is an essential document and control in the County's Financial System. A copy of the purchase order also serves as an accounting document for posting charges against the proper budget classification account. These charges, identified as "encumbrances," are utilized in the County's accounting system to ensure against over-expenditures. Also, the encumbrances serve to retain sufficient balances in reserve to pay for all purchase orders that have been issued, regardless of whether the invoice has been received or not.

THE RECEIVING REPORT

The receiving report, is a copy of the original purchase order. The ordering department will hold the copies in an open order file pending receipt of the materials, equipment, goods, services or construction. Upon delivery of the materials, equipment or goods, the designated employee will pull the appropriate receiving report, make an actual count of each item received and circle the count in the quantity column. Suitable inspection of delivered items will be made as a part of the count. Apparent discrepancies between the kind of goods ordered and received or evidence of damaged materials should be noted on the receiving report. Packing slips and delivery tickets should be attached to the receiving report and forwarded to Finance and Accounting. The completed receiving report must be signed and dated by the person who made the count. All receiving reports are to be sent to Finance and Accounting immediately. Do not hold receiving reports awaiting invoices. All vendors are instructed to send all invoices directly to Finance and Accounting. Finance and Accounting will NOT forward original invoices to departments where an itemized purchase order exists. Finance and Accounting at its discretion may make specific exceptions to this rule where specific circumstances make it justifiable.

PARTIAL RECEIPT OF GOODS OR SERVICES

A photo copy of the receiving report must be neatly marked for quantities received, signed and dated by the person making the count, countersigned if necessary and immediately forwarded to Finance and Accounting. Do not hold receiving reports awaiting invoices. All vendors are instructed to send all invoices directly to Finance and Accounting. Finance and Accounting will NOT forward original invoice to departments where an itemized purchase order exists. Finance and Accounting at its discretion may make specific exceptions to this rule where specific circumstances make it justifiable.

FINAL AFTER A PARTIAL

The original receiving report is marked for the amounts received in the final shipment, signed and dated by person making the count, and immediately forwarded to Finance and Accounting. Do not hold receiving reports awaiting invoices. All vendors are instructed to send all invoices directly to Finance and Accounting. Finance and Accounting will NOT forward original invoice to departments where an itemized purchase order exists. Finance and Accounting at its discretion may make specific exceptions to this rule where specific circumstances make it justifiable.

PAYMENTS

Payment of properly approved invoices, accompanied by proper evidence that the product has been accepted and received in good order in accordance with specifications, will be paid after approval by the Board of County Commissioners.

PURCHASING LEVELS OF AUTHORITY

The purchasing department is the only department authorized to issue purchase orders.

For purchases of single items less than $2,500 best purchasing practices should be used with purchase orders authorized by department heads. Purchase orders with a per unit cost of $2,500-

$34,999 will be authorized by the department head and County Administrator. Three written quotes are required if available. If three quotes are not available the "No quotes" must still be documented in writing including a copy of the email or fax requesting the quote. All requests for quotation should contain a written specification.

Note: Regardless of the number of individual items purchased or exemptions in the purchasing manual, any purchase order cumulatively totaling $15,000 or more must be approved by the County Administrator or designee.

Certain purchases may be exempted from the purchasing and/or bid process as defined in the policy (such as vehicles bought under state contract etc.).

Note: The requesting department shall pay particular attention to the contract/services agreements which have the potential to exceed to $50,000 limit over the life of the contract.

The local vendor preference ordinance remains in effect (Chapter 2 Article VI).

PAYMENT REQUESTS WHERE DIFFERENCES OCCUR BETWEEN INVOICES AND PURCHASE ORDER

The determination of differences between invoices and purchase orders is the responsibility of Finance and Accounting.

- The invoice shall be reviewed for propriety by Finance.
- The invoice shall be audited for correctness, proper signatures, and receiving report.
- If the invoice is appropriate it shall be paid.

CHANGES TO THE PURCHASE ORDER

Corrections amounting to 10% or more of the total purchase order amount are to be made via a formal change order. If a department feels there is a need to alter a purchase order or cancel a

purchase order they must submit their request to the purchasing department. Purchasing will notify Finance and Accounting. Finance and Accounting has final authority over account codes.

Note: A change order cannot be completed on a blanket purchase order. Also note, that a change order may be needed if the items received do not match the items on the purchase order.

PETTY CASH PROCEDURES

Petty cash funds are for making small purchases that cannot be made through the normal purchasing procedures. No single item expenditure from any petty cash fund shall exceed $50.00 nor shall any total purchase from such fund exceed $150.00 except when authorized by the Finance Director. Registration shall not be paid out of petty cash without prior approval of Finance and Accounting. Neither shall any amounts be expended from a petty cash fund for the purchase of equipment or payment of salaries. Expenditures from a petty cash fund shall be reimbursed as needed. Provided such expenditures:

- Are supported by itemized signed vouchers (vouchers are to be signed by the department head or a duly authorized designee). Cash and paid receipts must always equal the authorized fund balance amount. The check request form supported by receipts charged against the account shall be processed to obtain a check payable to the petty cash account.
- Qualify under the law as a legitimate public purpose.
- Are included within the approved annual budget of the agency.

A full accounting of all petty cash funds shall be made to Finance and Accounting in the course of periodic reviews of the accounts and records of the County Commission.

Petty Cash funds with bank accounts should be established in a name other than Taylor County, since these funds are not County deposits according to Chapters 280 and 136 Florida Statutes.

Petty Cash funds are a personal liability of the department head to whom the amount is advanced.

SECTION 5

BID PROCESS

This section defines the appropriate bid process utilized for purchasing materials, goods, services, construction or equipment of both specific dollar ranges or specific purchase types and the general procedures involved.

AUTHORITY/APPROVALS

Qualified bidders shall be determined based on the following criteria:

- Ability to deliver the product or perform the contract in a timely manner and consistent with county requirements.
- Experience and past performance.
- Acceptable warrant/guarantee of future maintenance and service.
- Possession of current licenses and certifications (when applicable).

GENERAL INFORMATION

PURCHASES OF SINGLE ITEMS LESS THAN $500

No quotation required. The purchasing department may place such orders based upon their experience and knowledge of pricing factors. Periodically, prices will be checked to insure the best price is being received. The department head or designee will sign requisitions for these purchases.

PURCHASES OF SINGLE ITEM COSTS $500 TO $1,499.99

For single item purchases $500 or more but less than $1,500; at least three (3) quotations shall be obtained if purchases do not qualify under the below listed categories. Quotes may come via phone or fax.

- Purchases at a price equal to or less than those prices on established County, State, Federal, the Florida Sheriff's Association, or other contract lists that have met the Florida procurement guidelines stated in Florida Statutes or are otherwise exempt from bidding.
- All supplies, materials, equipment, construction, or services purchased from another unit of government.
- Emergency purchases as provided in this manual.
- Sole Source purchases as provided in this manual.
- When the product is being procured directly from the manufacturer and/or standardization is determined necessary.
- Repairs shall be exempted.
- Purchases of used equipment, each such purchase shall be supported by one equipment appraisal report from the vendor.
- Library/Training Media and Materials – the purchase of library books, education and/or personnel tests, textbooks printed instructional materials, reference books, periodicals, databases, indexes, library media materials, e.g. audio and video cassettes, film strips, films, sound recordings, computer software, etc., and printed library cards.

  Note: education and/or personnel tests, data bases, and computer software are exempted for all departments.

- Purchases of real property.

PURCHASES OF SINGLE ITEM COSTS $1,500-$34,999.99

Requests for a single item purchase within these limits will follow the same requirements as purchases of $500 or more. In addition to those requirements, the requesting department shall include a justification for these purchases. The purchase requisition will be jointly reviewed and approved by the County Administrator and purchasing department prior to a purchase order being issued.

PROCUREMENT OF RECOVERED MATERIALS

In compliance with section 6002 of the Solid Waste Disposal Act and 2 CFR part 200.322, the County and its Contractors procure only items designated in EPA guidelines at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds $10,000 or the value of the quantity acquired during the preceding fiscal year exceeded $10,000. The County and its Contractors will procure solid waste management services in a manner that maximizes energy and resource recovery and establish an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

FORMAL BIDS

Normal requests for a commodity or service, which is anticipated to exceed $35,000 or more in cost, shall be subject to the formal competitive bidding. Purchases subject to formal competitive bidding shall be awarded by the Board of County Commissioners.

The local vendor preference ordinance remains in effect (Chapter 2 Article VI).

ADVERTISEMENT FOR COMPETITIVE BIDS OR PROPOSALS

All bids and/or proposals are advertised in compliance with F.S. 255.0525.

COMPETITIVE BIDDING PROCESS

The following competitive bidding process shall be accomplished as follows:

- Purchases of $35,000 or greater shall require advertising for sealed bids provided they are not on established county, state, federal or other negotiated contract lists that have met the Florida procurement guidelines stated in the Florida Statutes or are otherwise exempt from bidding in compliance with 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
- Departments needing to bid purchases or services must first present a draft bid package to the board for approval to go out for bids. Written specifications shall be clear, definite, and conform to standard specifications and shall be as general as possible in order to insure a variety of bidders.
- The County Administrator or designee shall have the responsibility of establishing a bid committee composed of department heads, and other county personnel when preparing specifications and evaluation of bids. The bid committee shall be composed of no less than three (3) members with one member designated as chairperson. A pre-bid conference shall be held if it's in the best interest of the County. The committee chairman shall be responsible for arranging pre-bid conferences, exhibits or demonstrations by vendors interested in presenting their products. The County has the option to require mandatory attendance of bidders at pre-bid conferences. The County shall have the right to reject any bid where the bidder fails to attend a mandatory pre-bid conference.
- Bids and quotations shall be opened at a regular scheduled board meeting. The bid invitation will include the designated time and place of the bid opening.
- Bids and quotations received late shall be returned to the bidder unopened with a notation on the bid of the time received.

- No bid may be withdrawn prior to the Board action without written consent of the Clerk of Court.
- Recommendations to the Board for action shall be determined on the basis of the lowest and/or best responsible qualified bid which meets specifications with consideration being given to specific quality of the product, its conformity to the specifications, its suitability to county needs, the delivery terms and the service and past performance of the vendor. In the case of identical qualified bids, the recommendation shall be made for the local vendor, or if there is none, the vendor who has the longest consistent reliable service to the County or by casting lots. Any rejection or recommendation other than the low bid shall be accompanied by a written statement of the Bid Committee giving reasons and justification for such action.
- After bids and quotations have been opened and tabulated, they shall be made available to those persons present who wish to study and/or copy them. Original copies of bids and quotations shall not be removed from the custody of the Clerk's office.
- Any person or firm wishing to protest a recommendation of the bid committee must submit a written protest to the Clerk of Court within three (3) days after the bid committee's meeting. The protest must clearly state the grounds for such protest and include documentation to support the protest. The Chairperson of the Board convene a bid protest review committee consisting of three (3) persons, one of which shall be a County Commissioner to conduct an informal hearing concerning the protest. The bid protest review committee shall present a written report of its findings to the County Commissioners at the Commission meeting that will consider the bid award.
- Final action on any bid shall be the decision of the Board in open session.
- No employee of the Board or Board Official shall use bid prices or receive any other preferential treatment in the making of personal purchases.

- No employee or Board Official shall make purchases for personal use through a department or the County.
- Payment of properly approved invoices, accompanied by proper evidence that the product has been accepted and received in good order and in accordance with specifications, shall be paid after approval of the Board of County Commissioners.
- The Board may authorize the negotiation of the purchase of additional commodities and services with the bid recipient as long as these additional commodities and services are related to the original bid. The Board may authorize additional purchases under a bid quote provided the vendor is in agreement and the bid is under one (1) year old. The Board may authorize negotiating with the bid recipient to reduce the cost to the County by changes in the base bid specifications.

See Exhibit G for the General Bid Considerations Form and Public Entity Crimes Form, which shall be part of all bid packets.

EXEMPTIONS FROM THE BIDDING PROCESS

The following types of purchases shall be exempt from any bidding requirements as set forth in this Purchasing manual:

- All supplies, materials, equipment, or services purchases at a price established by state, federal, county or other contracts that have met the Florida procurement guidelines or at a price equal to or less than those prices.
- All supplies materials, equipment, construction, or services purchased from another unit of government.
- Emergency purchases as provided in this purchasing manual.
- Sole Source purchases as provided in this purchasing manual.

- When the product is being procured directly from the manufacturer and/or standardization is determined necessary.
- All repairs shall be exempted.
- All purchases of used equipment must be approved by the County Administrator. The County Administrator may request an equipment appraisal.
- Library/Training Media and Materials. The requirements for bids from two(2) or more sources are waived for the purchase of library books, education and/or personnel tests, textbooks, printed instructional materials, reference books, periodicals, databases, indexes, library media materials, e.g. audio and video cassettes, film strips, films sound recordings, computer software etc. and printed library cards.
- Social Services (e.g., burials and indigent patient services).
- Advertisements
- All purchases of real property having a value of fifty thousand dollars ($50,000) or less; however, each purchase shall be supported by two (2) current, independent appraisal reports prepared by different MAI (Member of Appraiser's Institute) appraisers within eight (8) months of the proposed purchase.
- Services of a professional nature, including engineering, land surveying, architectural, and landscape architectural services controlled by Section 287.055, Florida Statutes; and medical and legal services.

BID BONDS

Each bid on a public construction project estimated to exceed $100,000 in cost must be accompanied by a bid bond payable to Taylor County for five percent (5%) of the total amount of the bid. The bid bond may be in the form of a certified or cashier's check payable to Taylor County

or a bond issued by a surety qualified to do business in the State of Florida. When the bids have been opened and compared, the County will return the bonds of all except two (2) lowest responsible bidders. When a contract is executed by the lowest responsible bidder and the public construction bond required by Section 255.05, Florida Statutes, together with certificates evidencing proof of necessary insurance requirements shall be properly executed and furnished to Taylor County, then the bid bonds of the two (2) lowest bidders shall be returned. If the lowest responsible bidder does not enter into the contract required by the County within thirty (30) days after written notice of award of contract and furnish to the County the required public construction bond along with proof of insurance as required in the bid documents; the mount of the bid bond of the lowest responsible bidder shall be forfeited to the County and the County may proceed to enter into a contract with the second lowest responsible bidder.

PUBLIC CONSTRUCTION BOND

On each public construction project exceeding $100,000 in cost, the successful bidder shall provide to the County within thirty (30) days after written notice of award a public construction bond in accordance with the provisions of Section 255.05, Florida Statutes, in the amount of one hundred per cent (100%) of the contract price issued by a corporate surety approved by the County and qualified to do business in the State of Florida.

ATTORNEYS-IN-FACT

Attorneys-in-fact who sign bid bonds or public construction bonds must file with each bond a certified and effective dated copy of their power of attorney.

INSURANCE REQUIREMENTS

All public construction projects shall require the contractor to secure all insurance requirements in the bid documents and specifically name the county as "additionally insured" on the certificate(s).

Insurance requirements shall be set by the Board of County Commissioners and may vary depending on the scope of work. However, they shall never be less than the minimum amounts prescribed by law.

IRREVOCABLE LETTER OF CREDIT

Upon approval of the County Administrator, a contractor may present and irrevocable letter of credit from a national or state chartered bank in lieu of any of the foregoing bonds for the same face value as required for the bond. The letter of credit shall be for a period of time not less than three months beyond the scheduled completion date.

PUBLIC ENTITY CRIMES STATEMENT

Where applicable, contractors and vendors shall be required to submit a Public Entity Crime Statement pursuant to F.S.287.133.

PUBLIC INSPECTION

All bid proposals, written quotations, and any associated documents shall be made available to the general public for inspection at any time following the bid opening date and time or deadline.

E-VERIFY

Beginning January 1, 2021, every public employer, contractor, and subcontractor shall register with and use the E-Verify system to verify the work authorization status of all newly hired employees. A public employer, contractor, or subcontractor may not enter into a contract unless each party to the contract registers with and uses the E-Verify system. Contractors and vendors shall be required to submit a copy of E-Verify certification, pursuant to F.S.448.095.

CONFLICT OF INTEREST

In compliance with F.S.200.318(c) (1), no employee, officer, or agent must participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the non-Federal entity must neither solicit nor accept gratuities, favors, or anything of monetary value from contractors of parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. Taylor County is resolute in providing a fair and equitable bidding process, and violations of the Conflict of Interest policy herein will result in progressive discipline up to and including termination.

FRAUDULENT MISCONDUCT AND ANTI-FRAUD AWARENESS

All purchasing and procurement goes through a minimum of a three step approval process.
All invoices and accounts payable goes through a minimum of a four step approval process.
All grant funding projects and purchases adhere to steps 1 and 2 as well as the policies and procedures of the funding agency, and the terms of executed grant contracts.

All property with a value of more than $5,000 is inventory tagged, tracked, and electronically maintained by the Board of Commissioners. Inventory is taken at a minimum annually. All Department Heads are responsible for all equipment and capital items in their assigned departments, and these responsibilities are clearly outlined in the inventory/tangible personal property manuals.

Elected officials, employees, appointed advisory boards/committees, and anyone who has a business relationship with Taylor County must abide by County anti-fraud policies and procedures. As a means to ensure all possible measures are taken by the County to eliminate any type of contractor fraud, bid submission documents and contracts may contain and require execution of the documents as listed in the purchasing policy. Any elected official, employee, appointed advisory board or committee member, or anyone who does business for or with Taylor County, who suspects dishonest or fraudulent behavior or activity should notify the Taylor County Personnel Manager at 850-838-3500 ext. 113, or the County Administrator's office at 850-838-3500 ext. 106 immediately. The complainant may be required to sign a written statement if the complaint is valid and requires action. Employees may also remain anonymous when contacting the Personnel Manager and/or the County Administrator's office. All employees are protected from adverse actions resulting from reporting suspected fraud or associated misconduct as per Florida Statutes 112.3187-112.31895. Taylor County prohibits retaliation for the reporting of suspected fraudulent or dishonest activity.

The reporting individual should not contact the suspected individual(s) in an effort to determine the facts, discuss the complaint, or demand restitution. The reporting individual should not discuss the case, facts, suspicions, or allegations with anyone other than the Personnel Manager and/or County Administrator unless directed to do so by the County Administrator and/or the County's legal counsel. It shall also be a violation of this policy for any informant/complainant to make a baseless allegation of fraudulent activity that is made with malice or reckless disregard for truth that is intended to be disruptive or to cause harm to another individual. Any violation of this nature may result in disciplinary action up to and including termination of employment.

Taylor County will conduct an investigation of reported fraud, improprieties, or irregularities. In accordance with Florida Statutes, until such time as the final report has been made, suspected frauds and the nature of the related audits/investigations shall remain confidential. Actions and sanctions which may be taken for fraudulent activity include:

1. Employees suspected of participating in fraudulent activity may be suspended without pay during the course of the investigation as determined by the Personnel Manager and the County Administrator's office.
2. Employees found to have participated in fraudulent activity will be subject to disciplinary action up to and including termination from employment, and possible criminal prosecution or civil action.
3. Employees found to have knowledge of fraudulent activity and who knowingly fail to report the activity will be subject to disciplinary action up to and including termination.
4. The relationship of individuals, firms, and entities doing business for or with Taylor County found to have participated in fraudulent activity as defined by this policy will be subject to review with the possible termination or modification of business for/or with the County and termination of all existing and pending contracts.
5. Appropriate law enforcement agencies, and agencies associated with the fraudulent activity such as, but not limited to, agencies that may have provided funding for projects, equipment or services which involved fraudulent activity may be subject to criminal or civil action if found to have participated in fraudulent activities while doing work for/or with Taylor County.

SECTION 6

FEDERAL AWARDS

NOTICE OF FEDERAL POLICY REQUIREMENTS

If any contract or purchase of services is being funded in whole or in part by assistance from any federal grant, the contract is subject to one or more applicable federal public policy requirements such as:

- Equal Employment Opportunity
- Affirmative Action
- Fair Labor Standards
- Energy Conservation
- Environmental Protection; and/or
- Other similar socio-economic programs

The County shall include in the contract all appropriate provisions giving the contractor notice of these requirements. Where applicable, the County shall include in the contract provisions the requirement that the contractor give a similar notice to all its subcontractors.

CONTRACTS PROVISIONS FOR FEDERALLY FUNDED PROJECTS

In compliance with 2 CFR Part §200.318 through 200.327 to include all applicable provisions identified in Appendix II of 2 CFR 200 (200.327), The County will ensure that all procured contracts for services or purchase of property or equipment contain all of the appropriate provisions set forth by these Federal regulations by conducting the following:

A. Review proposed technical specifications of the bid solicitation, prior to contract execution, to determine whether or not the bid solicitation will exceed the Federal simplified acquisition threshold of $150,000;

B. In the event the contract exceeds the Federal simplified acquisition threshold, the County will perform a cost/price analysis; make available upon request of the Federal awarding agency or pass-through entity, technical specifications on proposed procurements where the Federal awarding agency or pass-through entity believes such review is needed to ensure that the item or service specified is the one being proposed for acquisition pursuant to F.S.200.324; and ensure that the contract language addresses administrative, contractual or legal remedies in instances where Contractors violate or breach contract terms, and provide such sanctions and penalties as appropriate; will require a bid guarantee of five (5) percent of the bid price, will require a performance bond for 100% of the contract price, and will require a payment bond for 100 percent pursuant to F.S.200.325.

C. For contracts in excess of $10,000, the County will ensure that there is language that addresses termination for cause and for convenience by the County including the manner which it will be affected and the basis for settlement;

D. All Federally funded contracts will include the proper certifications for EEO, Non-Discrimination, and Code of Conduct policies (i.e., conflicts of interest);

E. All Federally funded contracts will include a certification clause that addresses the Davis Bacon Act and reporting requirements (when applicable);

F. All Federally funded contracts will include a certification clause in compliance with Contract Work Hours and Safety Standards Act (when applicable);

G. Any Federally funded contracts in excess of $150,000 will include a certification clause that requires compliance with applicable standards, order and regulations issued pursuant to the Clean Air Act and the Federal Water Pollution Contract Act;

H. A search will be conducted by the County in SAM.gov to ensure that the bidders are not debarred or suspended from participating in Federally funded projects, and are currently registered and licensed to perform the necessary work; and

I. All Federally funded contracts will include certification for Byrd Anti-Lobbying Amendment compliance.

J. All Federal contracts will include notification that the sub-recipient is responsible for the settlement of all contractual and administrative issues arising out of procurements under a Federal award pursuant to F.S.200.318 (k).

K. All Federally funded contracts will include a preference for domestic procurements involving goods, products, and materials pursuant to F.S.200.322

L. All Federally funded contracts will include certification of compliance with provisions related to procurement of recovered and recycled materials pursuant to F.S.200.232; and Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act.

M. Taylor County will maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

N. In compliance with F.S.200.403 and F.S. 200.404, Taylor County will ensure that Federal contracts meet the criteria for allowability and reasonableness of costs.

ECONOMY AND EFFICIENCY

In compliance with F.S.200.318 (e), the Taylor County Board of County Commissioners promotes cost-effective use of shared services across the Federal Government and may enter into state and

local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services. Competition requirements will be met with documented procurement actions using strategic sourcing, shared services, and other similar procurement arrangements. Taylor County accepts and reviews any value engineering opportunities as part of its construction contract process.

Taylor County will avoid acquisition of unnecessary or duplicative items. Consideration will be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.

Taylor County will conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state, local, or tribal geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts state licensing laws. When contracting for architectural engineering (A/E) services, geographic location may be selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

In compliance with 2 CFR 200.320 (b)(2)(iv), Taylor County may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby offeror's qualifications are evaluated and the most qualified offeror is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms that are a potential source to perform the proposed effort.

In compliance with 2 CFR 200.318 (j), Taylor County may use a time-and-materials type contract only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time-and-materials type contract means a contract whose cost to a non-Federal entity is the sum of: the actual cost of materials; and direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

Taylor County complies with F.S. 287.055 in the selection of engineers.

Further, Taylor County will assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

ASSIGNMENTS OF CONTRACTS

No agreement made pursuant to any sections of this policy shall be assigned or sublet as a whole or in part without the written consent of the County. Nor shall the contractor assign any moneys due or to become due to the contractor thereunder without the previous written consent of the County.

RIGHTS OF BOARD OF COUNTY COMMISSIONERS

Nothing in this policy shall be deemed to abrogate, annul, or limit the right of the Board, in the best interest of the County, to reject all bids received in response to a request, to determine in its sole discretion the responsiveness and responsibility of any bidder, to approve and authorize or to enter into any contract it deems necessary and desirable for the public welfare, or to vary the requirements of the Policy in any instance when desirable for the public good except for CDBG and other funding agencies that restrict reprocurement.

SECTION 7

WAREHOUSES

One primary function of the warehouse(s) is/are to maintain stock levels of materials and supplies common in use to one or more departments. The quantity purchased of such items is to insure maximum low cost. Materials may be direct shipped to the department location when possible.

STOCK LEVELS

Where stock levels are maintained, purchasing department or designee will perform physical handling of inventory including the receiving, issuing and stocking of shelves.

STORAGE OF MATERIALS

All materials of similar character shall be properly segregated and assigned permanent space and a definite location. Care will be taken to insure that materials are segregated by size, kind and grades for convenience in location when needed in taking inventory. When assigning materials to specific location in the storeroom, consideration must be given to the fact that there will be a greater number of withdrawals of some materials than others.

WAREHOUSE CATALOG

A warehouse stock catalog containing the descriptive listings of items, code numbers and estimated price will be published and maintained by the purchasing department.

WAREHOUSE REQUISITIONS

Departments drawing from the warehouse(s) will use standard warehouse requisition forms. This for must be completed with correct department account number, catalog number and description of materials needed. An authorized person receiving materials must sign the warehouse requisition.

MATERIALS RECEIVED AT WAREHOUSE(S)

The purchasing department or designee will be responsible for receiving and issuing all goods at the warehouse. The receiving of ordered items at the warehouse will be processed and verified in the same manner as any other purchase. Partial deliveries will be handled in the same manner as outlined in the purchasing procedures in this purchasing manual.

RECORD KEEPING

After receiving a shipment or partial shipment, the quantity of a given item should be entered into the inventory module, and added to the balance shown thereon. At the time of dispensing supplies, the reverse of the above applies. The quantity issued, along with the date, department and requisition number is entered and a new balance established.

ACCOUNTABILITY AND PERPETUAL INVENTORY CONTROL

The proper functioning of an inventory accounting system demands that all materials and supplies received, issued, and on hand be accounted for both in quantities and values, that the inventory be controlled by accounts in a general ledger, and that periodically the inventory records and accounts be verified by actual physical inventory. A systematic classification of titles of inventory items is absolutely essential to the proper accounting for the inventory.

Because of the large number of commodities that may be carried in stock, the classification shall provide for a definite grouping of like articles.

DETERMINATION OF MAXIMUM AND MINIMUM STOCK LEVELS

The maximum stock is the largest quantity permitted to be on hand at any one time. Generally, the amount of stock to be carried should be based on current needs, length of time necessary to replace stock, amount of storage space, ad quantities at which favorable prices may be secured. At times when market conditions are favorable, increased "maximum" quantities may be justified. The "minimum" stock is the smallest quantity that should be in stores at any one time and should be the

quantity needed for normal requirements during the time to replenish the supply. The amount of stock to be ordered at any one time would be the "maximum" less the mount on hand at the time of ordering.

SECTION 8

COUNTY PROCUREMENT RECORDS

All determinations and other written records pertaining to the solicitation, award or performance of a contract shall be maintained for the County in a contract file by the department head.

RETENTION OF PROCUREMENT RECORDS

All procurement records shall be retained and disposed of by the county in accordance with record retention guidelines and schedules established by the State of Florida.

RESPONSIBLE DEPARTMENT

All Departments

Sunset Date: none

EXHIBIT A

VENDOR PERFORMANCE EVALUATION

VENDOR: _____ DEPARTMENT: _____

ADDRESS: _____ AGENCY CONTACT_____

CITY _____ STATE _____ ZIP CODE _____

P.O. #_____ AMOUNT: _____ P.O. DATE: _____

CONTACT: _____ COMMODITY/SERVICE: _____

NATURE OF COMPLAINT

o Late delivery	o Shipment made collect
o Unauthorized substitution	o Request to cancel due to bid error
o Poor Quality	o Failure to furnish price list/catalog
o Failure to respond to letter/call	o Failure to replace damaged goods
o Poor service	o Repair parts not available
o Incorrect invoices	o Failure to provide warranty
o Failure to meet specifications	o Shipment of used goods
o Failure to identify shipment	o Short weight or over shipment

DETAILS OF COMPLAINT: (attach second page if necessary)

Has complaint been resolved? ____yes _____no

Complainant's Signature: _____ Title: _____

Department: _____ Phone No. _____ Date: _____

ACTION TAKEN BY BUYER:

_____

BUYER: _____ DATE: _____

EXHIBIT B

PURCHASE REQUISITION

EXHIBIT C

EMERGENCY CERTIFICATION FORM

DATE: _____

DEPARTMENT: _____

ACCOUNT CHARGED: _____

VENDOR: _____

ITEM

PURCHASED(S): _____

_____

SIGNATURE: _____

EMERGENCY

CIRCUMSTANCES: _____

_____

_____

EXHIBIT D

SOLE SOURCE CERTIFICATION

VENDOR NAME: _____

COMMODITY (General Description): _____

INITIAL ALL ENTRIES BELOW THAT APPLY TO THE PROPOSED PURCHASE. Attach additional data or support documentation if necessary. (More than one entry will apply to most ole source products or services).

SOLE SOURCE CERTIFICATION:

1. _____ Parts/equipment can only be obtained from original manufacturer – not available through distributors. (Items 3, 4, 5, or 6 must also be completed).

2. _____ Only authorized area distributor of the original manufacturer. (Items 3, 4, 5 or 6 must also be completed)

3. _____ Item/service owned by a private individual or corporation under trademark or patent.

4. _____ Parts/equipment not interchangeable with similar parts of another manufacturer. (Explain below)

5. _____ This is the only known item/source that will meet the specialized needs of this department or perform the intended function. (Explain below)

6. _____ Parts/equipment are required from this vendor to provide standardization. (Explain below)

7. _____ None of the above apply. Explanation for sole source request is detailed below.

COMMENTS/EXPLANATION: (Use reverse side if necessary)

On the basis of the foregoing, I recommend that competitive procurement be waived and that the service or material on the attached requisition be purchased as a sole source commodity.

Signed: _____ Department: _____

Department Head Signature

Approved: _____ Date: _____

Purchasing Department

EXHIBIT E

CHECK REQUEST

TO: Finance and Accounting

FROM: _____

Department Name

	Mailed directly to vendor
	Picked up by my department
	Picked up by the Vendor

Please prepare a check in payment to the below-named vendor for the purchase of goods or services which DO NOT require a purchase order, contract or travel authorization under the terms of the Taylor County Purchasing Manual.

VENDOR:

This check is to be (Choose One):

Name _____

Address_____

Address_____

Responsibility Cost Code

Invoice Number	Department	Account Number	Amount

I hereby certify that this payment complies with paragraph 1 of this form that the Goods/Services have been received, and payment is authorized.

Date: _____ Department Head or Authorized Signature: _____

EXHIBIT F

REQUEST FOR ASSISTANCE

DEPT. NAME _____ **PO #** _____

DEPT. HEAD SIG. _____ **ACCOUNT #** _____

VENDOR # _____ **VENDOR NAME** _____

Please accept this as formal authorization to amend the above order as follows:

ASSISTANCE REQUESTED: (Mark the appropriate item, and explain/justify below):

- o Cancellation Request
- o Change Amount — Amount — New PO Total
  - o Increase $_____ $_____
  - o Decrease $_____ $_____
- o Change Description/Text
- o Change Charge Code
  - o Old Charge Code
  - o New Charge Code
- o Other – Explain Below

Justification/Explanation:

_____

Authorized By: _____ Date: _____
Purchasing Department

INVITATION TO BID

The Taylor County Board of County Commissioners is soliciting bids for _____.

Sealed bids will be received by the Clerk of Courts, 1st Floor Courthouse or PO Box 620, Perry, Florida 32348, to arrive no later than _____, local time _____. Bids will be opened and read aloud at _____, local time, _____, in Taylor County Board of County Commissioners Board room, Old Post Office Complex, 201 E. Green Street, Perry, Florida.

Bid considerations/specifications **MUST** be obtained from the Clerk of Courts, 1st Floor Courthouse or PO Box 620, Perry, Florida 32348.

The Board reserves the right to accept and/or reject all bids and to award the bid in the best interest of the County.

Additional information may be obtained from:

BY ORDER OF THE BOARD OF COUNTY COMMISSIONERS, Taylor County, Florida

GENERAL BID CONSIDERATIONS

1. Bids must be submitted by mail or in person to the Clerk of Courts, 1st Floor Courthouse, or PO Box 620, Perry, Florida 32348 to arrive no later than _____, local time _____. Bids received late shall be returned unopened.

2. Bids must be in a sealed envelope plainly marked "_____" on the outside.

3. Once opened, no bid may be withdrawn prior to the Board of County Commissioners action without written consent of the Clerk of Court.

4. Bids must specifically state in their bids that it meets or exceeds the county's specifications. If it does not meet specifications, the bid must clearly list those items that do not meet the specifications. The bidder shall furnish a complete set of specifications on their product or services, if required by the specifications.

5. Bidders must complete and furnish with their bid, the Florida Public Entity Crimes Statement as required by F.S. 287.133(3) (a).

6. All bids submitted, requiring General Liability and Workers' Compensation Insurance, per the Bid Specifications, must include a certificate of Insurance showing Liability Insurance Coverage on the contractor, listing the County as additionally insured, or a sworn statement from an Insurance Agent, verifying that if the prospective bidder is awarded the bid, a Certificate of Insurance will be issued to the successful bidder within thirty (30) days of the acceptance of the

bid, in the amount stated in the bid specifications. Also include the Declaration page from the Insurance Policy showing Workers' Compensation Insurance on all employees working on the project. Any bidder, who does not furnish the required insurance documents within thirty (30) days after the bid award, is hereby advised the bid will be given to the next lowest bidder, who meets all bid specifications.

(General Bid Considerations continued on next page)

GENERAL BID CONSIDERATIONS

(Continued)

7. All bids must include E-Verify Certification pursuant to F.S.448.095. The E-Verify Memorandum of Understanding may be used for certification.

8. Bids shall be opened and read aloud on _____ at _____ in the Taylor County Board Room, Old Post Office Complex, 201 E. Green Street, Perry, Florida.

9. The Taylor County Board of County Commissioners reserves the right to accept or reject any and/or all bids in the best interest of Taylor County.

10. It is the responsibility of the bidder to fully understand and follow all conditions and specifications.

11. Bid considerations/specifications **MUST** be obtained from the Clerk of the Circuit Court, PO Box 620 Perry, Florida 32348,)850)838-3506.

12. For additional information, contact:

BID CHECK-LIST

Check Items Included

With Bid: ***Total Bid*** _____

_____ 1. Written Bid Quotation.

_____ 2. Certificate of Liability Insurance or Agent Statement as outlined in the General Bid Considerations (**MUST BE INCLUDED WITH BID**).

_____ 3. Declaration Page from Workers' Compensation Insurance or Exemption Certificate issued by the State. (**MUST BE INCLUDED WITH BID**).

_____ 4. Public Entity Crimes Affidavit, signed and notarized, as required by Chapter 287.133(3) (a) (**AFFIDAVIT MUST BE INCLUDED WITH BID SPECIFICATIONS**).

_____ 5. If a Bid Bond is required, **it must be submitted with the bid** in the amount of five percent (5%) of the bid amount.

If a performance Bond is required, the successful bidder must provide same prior to the County accepting the contract.

_____ 6. E-Verify certification is required, **(MUST BE INCLUDED WITH BID).**

The Bid Check-List **must be included with the submitted bid.**

Procurement Policy Review Checklist

Recipient: Taylor County Board of County Commissioners **Contract #:** _____

Review and Approval			
CDBG Staff	Approved	Signature	Date
Grant Manager	☐Yes ☐No		

Chapter 73C-23.0051(1), Florida Administrative Code (FAC), requires recipients to have a written procurement policy that complies with 2 Code of Federal Regulations (CFR) 200.317-.326 (2 CFR 200.317 – 2 CFR 200.326) and sections 255.0525 (Advertising for Bids or Proposals) and 287.055, Florida Statutes (FS) (Consultants Competitive Negotiation Act). The grant manager is responsible for reviewing and approving recipient procurement policies.

Desk Review			
1)	List the Date that the policy was adopted by the local government.	Date: 02/21/2023	
	Review the procurement policy and determine if the following criteria are met.		
General			
2)	Does the policy contain a written code of standards, which includes disciplinary actions, for conflicts of interest involving the following if they have a financial or other interest in the procurement:	2 CFR 200.318(c)	
	a) an employee, officer, or agent;		☒Yes ☐No
	b) any member of the immediate family of an employee, officer, or agent;		☒Yes ☐No
	c) his or her partner; or		☒Yes ☐No
	d) an organization which employs, is about to employ, any of the above.		☒Yes ☐No
3)	Does the policy contain procedures to resolve procurement protests? (Federal regulations do not require any specific procedures.)		☒Yes ☐No
4)	Does the policy contain cost analysis language, including a review of profit as a separate element, that will be performed when price was not included as an evaluation factor in RFP's, when change orders are submitted, or when only one bid/proposal was received.	2 CFR 200.32 This statute is "Reserved" and does not contain regulatory information	☐Yes ☒No
5)	Does the policy contain procedures for encouraging minority- and women-owned business participation? (Note: Sometimes this is covered in Affirmative Action Policy.)	2 CFR 200.321 Located in the AAP	☒Yes ☐No
6)	Does policy contain requirements that each procurement include a specific description of the technical requirements product or service being procured, including the expected number of units to be procured?	2 CFR 200.319(d)(1)	☒Yes ☐No
7)	Does the policy describe bonding requirements, including the dollar thresholds at which various types of bonds are required?	2 CFR 200.326	☒Yes ☐No
8)	Does the policy state that the subrecipient will only award contracts to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement, and describe the factors that will be considered in evaluating a contractor's level of responsibility (e.g.	2 CFR 200.318(h)	☒Yes ☐No

Procurement Policy Review Checklist

contractor integrity, compliance with public policy, record of past performance, and financial and technical resources)?		
9) Does the policy describe the subrecipient's recordkeeping procedures?	2 CFR 200.318(i)	☒Yes ☐No
10) Does the policy require a not-to-exceed price for time and materials contracts and describe oversight procedures if time-and-materials contracts will be used?	2 CFR 200.318(j)	☒Yes ☐No
11) Does the policy contain language that prohibits contractors who develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals from competing for such procurements?	2 CFR 200.318(b) In compliance with this statute but this doesn't match the description given.	☒Yes ☐No
12) Does the policy's section on cost analysis describe how all costs will be documented as allowable [2 CFR 200.403] and reasonable [2 CFR 200.404]?	2 CFR 200.403 2 CFR 200.404	☒Yes ☐No
13) Does the policy describe how Davis Bacon and Section 3 will be incorporated into procurements when applicable?		☒Yes ☐No
14) Does the policy describe how procurement documents will comply with Section 508 for accessibility of electronic information?	Section 508	☒Yes ☐No
15) Does the policy describe how Personally Identifiable Information, bids that include proprietary or copyrighted materials, and any financial statements submitted by bidders will be kept secure and private?		☒Yes ☐No
16) Does the policy include designation of a single point of contact (e.g. a "Cone of Silence") to prevent conflicts of interest between subrecipient staff and potential bidders?		☐Yes ☒No
17) Does the policy have language that would allow for piggybacking on contracts to avoid re-procurement? (Answer should be "no.")		☐Yes ☒No
18) Does the policy have language that describes award notification or negotiation procedures?		☒Yes ☐No
Note: If the policy contains a broadly-worded "Rights of the Council" which allows them to take any action they desire if it "is in the best interests" of the local government, the procurement policy cannot be accepted for CDBG funding.		

Micro Purchases		
Does the policy contain procurement threshold amounts for micro purchases of less than $10,000?	2 CFR 200.320 (a)(1)	☒Yes ☐No

Small Purchases		
Does the policy contain procurement threshold amounts for small purchases of more than $10,000 but less than $250,000?	2 CFR 200.320 (a)(2)	☒Yes ☐No

Competitive Bidding		
Does the policy contain recognition that section 255.0525, FS, applies to advertising for competitive bids or proposals?	FS 255.5025	☒Yes ☐No

Procurement Policy Review Checklist

Does the policy contain recognition that section 287.055, FS, applies to selection of engineers (in most cases)?	FS 287.055	☒Yes ☐No
Does the policy contain language that contracts will contain types of clauses required by 2 CFR 200.327 and Appendix II to Part 200?	2 CFR 200.327	☒Yes ☐No
Does the policy contain procurement procedures for sealed bids?	2 CFR 200.320(b)(1)	☒Yes ☐No
Does the policy contain procurement procedures for competitive proposals?	2 CFR 200.320(b)(2)	☒Yes ☐No
Does the policy contain procurement procedures for price is a factor, except architectural & engineering?	2 CFR 200.320(b)(2)(iv)	☒Yes ☐No

Non-Competitive Bidding		
Does the policy contain procedures that could restrict competition? (Answer should be "no.")	2 CFR 200.319	☐Yes ☒No
Does the policy contain procurement procedures for non-competitive procurement consistent with 2 CFR 200.320(c) and which notes that DEO approval is needed to award such a contract if it is over $25,000?	2 CFR 200.320(c)	☒Yes ☐No

Conclusions
Explain any finding(s) or concern(s) and specify corrective actions the Recipient must take to resolve the issue(s). Describe any technical assistance provided.

TAYLOR COUNTY BOARD OF COMMISSIONERS

County Commission Agenda Item

SUBJECT/TITLE:	**Requesting Board to approve and adopt the Anti-Fraud, Misconduct, Waste and Financial Abuse Policy and Procedures which replaces the existing Fraudulent Misconduct and Anti-Fraud Awareness Policy as per requirements of the Community Development Block Grant (CDBG) and HUD Program requirements.**
MEETING DATE REQUESTED:	**March 21, 2023**

Statement of Issue: To be in compliance with the CDBG and HUD grant programs requirements, the County is required to amend the existing Fraudulent Misconduct and Anti-Fraud Awareness Policy to have specific reference to those programs and have an anonymous complaint process in place. The new policy still complies fully with the requirements of the U.S. Department of Treasury and Restore Act requirements. The existing policy had been approved by the Board September 21, 2021.

Recommended Action: Board to approve and adopt the Anti-Fraud, Misconduct, Waste, and Financial Abuse Policy and Procedures.

Fiscal Impact: These policies and procedures are required to be eligible and in compliance with CDBG, HUD and U. S. Department of Treasury and Restore Act grant programs.

Budgeted Expense: Y/N Not Applicable

Submitted By: Melody Cox, Grant Writer
Contact: Melody Cox

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues: The Department of Economic Opportunity (DEO) determined the existing Fraudulent Misconduct and Anti-Fraud Awareness Policy did not fully comply with CDBG and HUD program requirements. The County is required to have specific CDBG/HUD references in the policy as well as an anonymous complaint process available to all citizens who wish to file a complaint. The new form is currently available at www.taylorcountygov.com.

Attachments: Anti-Fraud, Misconduct, Waste, and Financial Abuse Policy and Procedures

Taylor County
Board of County Commissioners

Anti-Fraud, Misconduct, Waste and Financial Abuse Policy and Procedures

Updated March 2023

Introduction

Taylor County Board of County Commissioners is committed to creating an ethical work environment and demonstrating a high level of integrity. Elected officials, management, and employees serve and hold their positions for the benefit of the public. To maintain public trust and promote the public interest, officials and all employees must:

- Be responsible stewards of the tax payer funds using County funds and resources in the most effective, efficient manner possible.
- Comply with all federal, state, local laws and regulations, and contractual obligations, as well as policies and standards established by the Taylor County Board of County Commissioners.
- Commit themselves to effective and responsible leadership as well as professional management of County businesses at all levels of local government.
- Maintain a high level of integrity and honesty as a trusted public servant.

Approved advisory boards and committees, vendors doing business with the County, and any others receiving any type of benefit or assistance from the County are also expected to adhere to high ethical, open, and honest standards associated with County business, benefits or assistance.

DEFINITIONS

Fraud: The intentional (willful or purposeful) deception or misrepresentation made by a person with the knowledge that the deception could result in some unauthorized benefit to himself/herself or some other person.

Waste: Waste includes over-utilizing services, supplies or equipment, or causing unnecessary costs through carelessness or inefficiency.

Abuse: Abuse includes activities that result in unnecessary costs Note: this is financial abuse, not physical or emotional abuse of a person. Physical or emotional abuse should be reported to law enforcement.

Taylor County Board of County Commissioners
Anti-Fraud, Mis*conduct, Waste, and Financial Abuse*
Policy and Procedures

Taylor County Board of County Commissioners, elected officials, employees, appointed advisory boards and committees, and anyone who does business for or with Taylor County are all expected to create an open, informative, ethical, and honest culture for our citizens. In addition, recipients and/or sub-recipients of assistance or any type of benefits from the County are expected to abide by this policy. This includes but it not limited to all Community Development Block Grant Programs (CDBG), Florida Housing Finance and the SHIP Program, Transportation Disadvantaged programs, American Rescue Plan and/or pandemic programs, and disaster assistance programs. This Policy is enforced to prohibit individuals from placing county resources at risk through fraudulent misconduct, misappropriation or abuse of assets, and fraudulent reporting of information impacting the County. It is the responsibility and required of the elected officials, employees, advisory boards/committees, and anyone doing business for or with, or receiving any type of benefit from Taylor County to abide by and enforce the provisions of this policy.

Actions constituting fraudulent misconduct, waste of assets, and financial waste include but are not limited to:

1. Any dishonest or fraudulent act.
2. Misappropriation or misuse of funds, supplies, equipment, or other assets.
3. Impropriety in the handling or reporting of money or financial transactions.
4. Profiteering as a result of insider knowledge of county activities.
5. Disclosing confidential and/or proprietary information to outside parties.
6. Accepting or seeking anything of material value from vendors, contractors, or vendors or any person that seeks a beneficial contract, or action.
7. Destruction, removal, or inappropriate use of records including electronic records, furniture, fixtures, equipment, and other county property.
8. Untrue representation about an important fact or event that causes Taylor County to suffer a monetary loss or loss of property.
9. Forgery or alteration of a document.
10. Authorizing or receiving compensation for hours or work not performed.
11. Theft of a check, cash, or other diversion of a tax payer payment.
12. Intentional untrue reporting of and misuse of grant or appropriated funds.
13. Deceiving or misrepresentation with the knowledge that the deception could result in some unauthorized benefit to him/herself or some other person.
14. Using another person identification.
15. Diversion of County and/or grant program resources.

All persons employed by the Taylor County Board of County Commissioners must abide by local policies and standards, state and federal regulations including Florida Statutes Chapter 112 Part III Code of Ethics, and the Florida Sunshine Law. Section III Employee Information and Requirements of the Taylor County Personnel Policies Manual specifically refers to Standards of Conduct and Ethics. All County employees receive a copy of the Manual when hired and are required to abide by all policies.

Fundamental elements of an effective Anti-Fraud, Misconduct, Waste and Financial Abuse Policy that are established by the County include:

1. Creating and maintaining a culture of honesty and integrity and an ethical work environment.
2. Setting the appropriate tone for intolerance of fraudulent acts by word and deed through compliance with all federal, state and local laws, rules, regulations, and policies.
3. Evaluation of the risks and types of fraud and implementing the process, procedures and controls needed to mitigate those risks.
4. Developing an appropriate oversight process.
5. Assign responsibility for the development of adequate management controls.

Execution of these elements include but are not limited to the following practices followed by the County Administrator's office, Human Resources, and management staff:

Hiring and Promoting Appropriate Employees

To be successful in preventing fraud, misconduct, waste, and financial abuse and creating an ethical work environment, the County has set forth policies that minimize the chance of hiring or promoting individuals with low levels of honesty, especially for positions of trust. Proactive hiring and promotion procedures include:

1. Conducting background investigations on individuals being considered for employment.
2. Thoroughly checking a candidate's education, employment history, and personal references.
3. Periodic training of all employees on the County's values, standards, and code of ethics.
4. Incorporating into regular performance reviews an evaluation of how each individual has contributed to creating an appropriate workplace environment in line with the County's values and code of ethics.

The County ensures compliance with Florida Statute 768.096- Employee presumption against negligent hiring.

Training

1. New employees are provided at the time of hiring, a copy of the Taylor County Personnel Policies Manual and Code of Ethics. These materials specifically cover an employee's duty to communicate actual or suspected fraud or misconduct. Employee conduct is outlined in Section III- Employee Information and Requirements of the Manual.
2. Employees receive refresher training periodically. Department Heads, Supervisors, and Coordinators receive training at a minimum of annually. It is the responsibility of Department Heads to ensure employees in their department(s) receive any updates or changes to personnel policies and information.
3. Flyers are posted at all County facilities which have employees in locations easily seen by all employees with contact information to report fraud without fear of any adverse actions.
4. Ensure employees know and understand they are fully protected from retaliation by management or other employees for reporting suspected wrong doing by the Whistleblowers Act and Florida Statute Chapter 112, Sections 112.3187-112.31895.

Purchasing and Inventory Procedures

The County has specific purchasing, procurement through the bidding processing, and inventory written policies, and procedures which are strictly adhered.

1. All purchasing and procurement goes through a **minimum** of a three step approval process.

2. All invoices and accounts payable go through a **minimum** of a four step approval process.
3. All grant funded projects and purchases adhere to Steps 1 and 2 of the Grants Administration Handbook, 2 CFR 200 federal standards, as well as the policies and procedures of the funding agency and the terms of executed grant contracts.
4. All property with a value of more than $5,000 is inventory tagged, tracked, and electronically maintained by the Board of County Commissioners. Inventory is taken at a **minimum** annually. All Department Heads are responsible for all equipment and capital items in departments they are responsible for and these responsibilities are clearly outlined in the inventory/tangible personal property manuals.

Elected officials, employees, appointed advisory boards/committees, and anyone who has a business relationship with Taylor County must abide by County anti-fraud policies and procedures. As a means to ensure all possible measures are taken by the County to eliminate any type of contractor fraud, bid submission documents and contracts may contain and require execution of the following documents as so applicable:

- Bid Affidavit
- Bid Bond
- Performance Bond
- Payment Bond
- Bidder's Qualification Questionnaire
- Form of Non-collusion Affidavit
- Drug-Free Workplace Certification
- Certification of Non-Segregated Facilities
- Indemnification And Hold Harmless
- Worker's Compensation Affidavit
- Florida Statutes, Public Entity Crimes Statement
- Davis-Bacon Certification
- Insurance Compliance Certification
- Standard Forms of Agreement
- Disadvantage Business Enterprise (DBE) Certificate of Compliance
- Standard Assurances
- Certification Regarding Debarment, Suspension And Other Responsibility Matters

All bid documents including Bid Committee review results and contracts will be retained by the County for a minimum of 7 years or longer if so specified by grant or funding agency contracts. All documents are available upon a public records request to the County.

An elected official, employee, appointed advisory board or committee member, or anyone who does business for or with Taylor County or receives benefits or assistance from The County who suspects dishonest or fraudulent behavior or activity should notify the Taylor County Human Resources Director at 850-838-3500 Ext. 113 or the County Administrator's office at 850-838-3500 Ext. 107 **immediately.** The complainant may be required to sign a written statement if the complaint is valid and requires action. Reporting anonymously is also encouraged and this report should include sufficient details of wrongdoing to allow for investigation. All employees are protected from adverse actions resulting from reporting suspected fraud or associated misconduct as per Florida Statutes 112.3187-112.31895 and the Protection for Whistleblowers Act 41USCs.4712. No person who acted in accordance with this policy shall be:

- Dismissed or threatened with dismissal
- Disciplined, suspended, or threatened with discipline or suspension

- Penalized or retaliated against
- Intimidated or coerced

The reporting individual should not contact the suspected individual(s) in an effort to determine the facts, discuss the complaint, or demand restitution. The reporting individual should not discuss the case, facts, suspicions, or allegations with anyone other than the Human Resources Director and/or the County Administrator unless directed to do so by the County Administrator and/or the County's legal counsel. It shall also be a violation of this policy for any informant/complainant to make a baseless allegation of fraudulent activity that is made with malice or reckless disregard for truth that is intended to be disruptive or to cause harm to another individual. Any violation of this nature may result in disciplinary action up to and including termination of employment.

Applicants requesting assistance though Community Development Block Grant (CDBG) programs or State of Florida Housing Assistance programs (SHIP) are required to fill out applications requesting assistance which require extensive documentation to determine program eligibility and the applications clearly outline the penalties for false or fraudulent information and statements.

Great care will be taken in the investigation of suspected fraud, theft, misappropriation, financial abuse, improprieties, irregularities, or misrepresentation as to avoid mistaken accusations or alerting suspected individuals that an investigation is under way. This is paramount in order to avoid damaging the reputation of persons suspected of fraudulent activity and subsequently found innocent of wrongful conduct and the protection of Taylor County from potential civil liability. In accordance with Florida Statutes, until such time as a final report has been made, suspected frauds and the nature of the related audits /investigations shall remain confidential.

Actions and sanctions which may be taken for fraudulent activity include:

1. Employees suspected of participating in fraudulent activity may be suspended without pay during the course of the investigation as determined so by Human Resources and the County Administrator's office.
2. Employees found to have participated in fraudulent activity will be subject to disciplinary action up to and including termination from employment and possible criminal prosecution or civil action.
3. Employees found to have knowledge of fraudulent activity and who knowingly fail to report the activity will be subject to disciplinary action up to and including termination from employment.
4. The relationship of individuals, firms, and entities doing business for or with Taylor County found to have participated in fraudulent activity as defined by this policy will be subject to review with the possible termination or modification of business for or with the county and termination of all existing and pending contracts.
5. Appropriate law enforcement agencies, and agencies associated with the fraudulent activity such as but not limited to agencies that may have provided funding for projects, equipment, or services which involved fraudulent activity will be notified.
6. Criminal or civil action may be taken against individuals, firms or entities found to have participated in fraudulent activities while doing work for or with Taylor County.
7. U. S. C. Title 18, Section 1001 may be enforced for CDBG programs which may include a fine of not more than $10,000 or imprisonment of not more than five (5) years, or both.

Anyone who suspects fraudulent activity, misuse of funds, theft or abuse of CDBG and/or Department of Economic Opportunity (DEO) funding by the County and/or recipient (or sub-recipient) may file an anonymous complaint with the County. The Complaint Form is available and submitted on the County's website home page at

www.taylorcountygov.com. If the complainant is not satisfied with the County's response to the complaint, a complaint or report of suspected fraud, waste or financial abuse may also be reported to the Department of Economic Opportunity's (DEO) Office of the Inspector General at OIG@deo.myflorida.com. If DEO's OIG determines that it is appropriate, it will coordinate its investigation with agencies such as the Florida Office of the Inspector General, the Florida Office of the Attorney General, or the Florida Department of Business and Professional Regulation.

The County Administrator is responsible for the administration, revision, interpretation, and enforcement of this policy. The policy will be reviewed annually and revised as so needed. In addition to policies set forth by the Taylor County Board of County Commissioners and policies set forth for employees in the Taylor County Personnel Policies Manual Employee Code of Ethics, the following guidelines will be adhered to by the County:

- Chapter 112 Florida Statutes
- Section 112.312 F.S. – Definitions
- Section 112.313 F. S. – Standards of Conduct
- Section 112.3187-112.31895 F.S. - Whistleblowers Act
- Chapter 119 Florida Statutes- Public Records Law
- Section 119.0713-Local Government Agency Exemptions from Inspection of Public Records
- Chapter 286 Florida Statutes – Sunshine Law
- Protection for Whistleblowers 41USCs.4712
- USC Title 18, Section 1001
- Florida Public Records Law, Chapter 119, Florida Statutes
- 45838 Federal Register/ Vol 84 No. 169
- 5844 Federal Register/ Vol 83 No. 28

ATTACHMENTS

1. Taylor County Personnel Policies- Section III Standards of Conduct And Ethics
2. Taylor County Employee Code of Ethics
3. Sample of County Anti-Fraud Flyer
4. Florida Statute Chapter 112 - Sections 112.313, 112.3187, and 112.31895
5. Florida Statute 768.096
6. Protection for Whistleblowers, 41USCs.4712
7. Sample of CDBG Application (Homeowners Assistance)

TAYLOR COUNTY BOARD OF COMMISSIONERS

County Commission Agenda Item

SUBJECT/TITLE:	**Board to review and approve the Quality Assurance/Quality Control Plan (QA/QC Plan) for Department of Community Development, Housing and Urban Development and Community Development Block Grants as required by the DEO CDBG-MIT Grant Program.**
MEETING DATE REQUESTED:	**March 21, 2023**

Statement of Issue: The DEO CDBG-MIT Program is requiring the County to develop and approve a Quality Assurance/Quality Control Plan for DEO, HUD, and CDBG programs. This plan applies to ONLY those grant programs.

Recommended Action: Approve QA/QC Plan.

Budgeted Expense: Yes. The cost for the purchase and installation of the new jail generator is $320,204. $289,300 is being funded by the DEO CDBG-MIT grant program and $30,904 is being funded by the Board.

Submitted By: Melody Cox, Grants Writer

Contact: Melody Cox

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues: The DEO CDBG-MIT grant program is requiring the County to develop a quality assurance/quality control plan to be used when administering DEO/HUD/CDBG grant funded programs/projects. The County was provided a checklist which outlined all required criteria of the plan.

Attachments: Quality Assurance/Quality Control Plan For Department of Community Development, Housing And Urban Development and Community Development Block Grants.

QUALITY ASSURANCE/QUALITY CONTROL PLAN FOR DEPARTMENT OF COMMUNITY DEVELOPMENT, HOUSING AND URBAN DEVELOPMENT AND COMMUNITY DEVELOPMENT BLOCK GRANTS

Taylor County developed this Quality Assurance/Quality Control (QA/QC) Plan to ensure Department of Economic Opportunity (DEO), Housing and Urban Development (HUD), and Community Development Block Grants (CDBG) are administered and expended in compliance with program requirements and federal, state, and local standards and guidelines. The Plan will reduce risks of DEO, HUD, and CDBG program non-conformance. To achieve these objectives, Taylor County will:

1. Exercise impartial, unbiased professional care when completing QA/QC reviews
2. Exhibit the highest level of professional objectivity in gathering, evaluating, and communicating information, findings, and conclusions about the processes and the data being examined.
3. Ensure a balanced assessment of each project review by not being unduly influenced by their own interests or by others in forming judgements.

The County's QA/QC policy was developed to outline a formal process to identify potential compliance issues and risks and implement best practices for the administration of DEO, HUD, CDBG programs and grants. More specifically, this plan will assist the County in complying with program monitoring requirements and the County will:

a. Perform document file reviews and utilize data collected during the monitoring/desk review process to improve program compliance, processes, and procedures. This includes internal and external reviews.
b. Confirm that program expenditures are eligible based on grant agreements (including agreement attachments and the Scope of Work), applicable state and federal laws, and DEO, HUD, and CDBG program guidelines and regulations.
c. Report exceptions and concerns to reduce DEO, HUD, and CDBG monitoring concerns, findings and/or recapture.
d. In the event compliance issues are identified, initiate corrective actions, and implement program controls as necessary in a timely manner.
e. Review continually for improvement using QA/QC Plan data and monitoring findings to improve program processes and procedures.
f. Ensure all expenditure and procurement procedures comply with DEO, HUD, CDBG, 2 CFR 200, and other applicable federal, state and local standards and requirements.
g. The QA/QC Plan will be updated annually (or as so needed) to ensure continuous improvement to DEO, HUD, and CDBG programs and the administration thereof.

The QA/QC review team will include but not be limited to: County Administrator; grants staff, engineering staff (if applicable); finance department; and any other staff and/or department who may

be directly involved in the project. In the unlikely event a serious finding or repayment is required of federal funds, the Board of Commissioners and the County's legal counsel will be included to resolve the non-compliance conflict and/or issue and take corrective action.

Grants administrative staff will develop and complete a quarterly report for all open DEO/HUD/CDBG grants which shall identify and include the following:

1. The number of observations, concerns, findings and exceptions found
2. The number of follow-up reviews for observations and concerns
3. A summary of exceptions/material exceptions, and exceptions corrected
4. Any additional controls implemented to mitigate further risk
5. Comparison of the reporting quarter's findings and performance to previous quarters for program management, QA/QC review team to assess grant program implementation, administration, and management over of the time of the grant period.
6. Any pending corrective action and development of Corrective Action Plan (CAP) if applicable .

QA/QC STRATEGY

Phase I: Pre-Construction

Phase I of the review process will ensure that all pre-construction requirements are met prior to the start of any form of construction, work, or issuance of a Notice To Proceed (NTP) and/or any element of the actual construction or other work. Areas to be reviewed for the compliance include:

1. All Environmental Reviews, Tribal, and Department of State Clearances and Reviews and any other applicable studies or requirements are completed and obtained.
2. All Procurement and bidding process' are completed to all applicable guidelines, requirements, and standards. This includes all construction and professional services contracts.
3. Ensure all recipients of funding and/or funding assistance are duly qualified.
4. Review construction contracts to ensure they fully comply with grant contract terms and conditions as well as federal, state, and local regulations and standards.
5. Ensure all staff, sub-recipients and individuals and/or firms issued contracts understand their roles and responsibilities related to the project.
6. Ensure grant funds are properly set aside and budgeted for project expenditures.

Phase II: Construction

Phase II ensures that the construction phase is implemented in accordance with the requirements of DEO, HUD, and CDBG programs and the construction and/or professional service contract(s). Areas to be reviewed for compliance include but are not limited to: project status reports are reviewed; change orders are not issued without proper documentation and Board approval; all invoices are reviewed and abide by the County's approval process; Davis-Bacon and related Acts and federal prevailing wage standards are adhered to (if applicable).

Phase III: Post Construction

When the project and/or construction is complete, a QA/QC review will be conducted to ensure that all paperwork and documentation related to the project is completed prior to final payment being made to the contractor and/or firms contracted to completed the project. Areas to be reviewed will include but not be limited to for compliance include:

1. If Changes Orders were issued ensure all work completed as per the Change Order.
2. Final inspections of project. If any "punch list" changes are required and/or requested ensure these items are complete.
3. Review all final invoices and ensure all final invoices submitted are per the terms of any and all contractual agreements.
4. Reconciliation of budget to ensure all expenditures comply with budgeted line items as approved by the Finance Department.

Phase IV: Project Closeout

Prior to final project close out, a final QA/QC review will be conducted. Areas to review for compliance will include but not be limited to:

1. Final review of all invoices related to the project.
2. Final cost reconciliation to ensure all costs comply with all contracts and per grant agreement budgets and approved expenditures.
3. Preparation and submission of final reports to DEO, HUD, CDBG, or appropriate funding agency.

Findings/Reporting/Issue Resolution Process

In the event the QA/QC review team should note a finding in the review process which could result in non-compliance it will be reported to the County Administrator immediately. All initial findings should be validated by a secondary QA/QC review. Findings (exceptions) shall be classified according to their potential impact on the outcome of DEO, HUD and CDBG Program/Project requirements. The classifications shall be as follows:

A. Observations/Concerns: Findings that DO NOT impact the outcome of the program/project but require resolution.
B. Findings/Material Exceptions: Findings that ARE likely to result in a DEO/HUD/CDBG finding, impact the program/project outcome, do not conform to program/project requirements and sanctions, and monitoring findings that may require repayment of federal funds.

Validated compliance issues and concerns will be addressed and resolved immediately and corrective action taken. In the event the finding has a direct impact on DEO, HUD or CDBG program compliance and/or may require the repayment of federal funds, the appropriate funding agency will be contacted immediately. Contact staff as per funding agency grant agreements (or otherwise assigned designees) will be the initial individual contacted. All concerns to DEO, HUD, CDBG, or other appropriate fund agencies will be made in writing by the County Administrator's office.

The County will take corrective actions immediately as per recommended and agreed to with the appropriate funding agency. A Corrective Action Plan (CAP) will be developed and strictly adhered to and enforced for all Finding/Material Exceptions that are systemic in nature. The County's QA/QC review team will follow up on identified compliance issues, ensure all elements of corrective action plans are complied with, and update or implement additional program controls if so needed. Written reports on follow up will be provided monthly to the Board of Commissioners and appropriate agencies if so needed. Each compliance issue and required corrective action will be addressed individually to ensure complete compliance of project and grant program and contract requirements. The County will maintain a complete and accurate record of all internal findings, and corrective actions taken with the grant agreement files and will maintain as per the terms of grant agreements. Copies of all monitoring's and/or findings made by DEO, HUD, CDBG or other appropriate funding agencies will also be maintained in the files. It will be the responsibility of the County to ensure contractors and vendors meet all requirements and any corrective action required completed before any final payments and/or project closeout is completed.

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TAYLOR COUNTY BOARD OF COMMISSIONERS

County Commission Agenda Item

SUBJECT/TITLE:	**Request to approve the submission of the Artificial Reef Monitoring Grant Application proposal.**
MEETING DATE REQUESTED:	MARCH 21, 2023

Statement of Issue: **Approve the reimbursement grant proposal for the Buckeye Reef Monitoring Grant Application for the fiscal year 2023-2024 to be submitted to FWC.**

Recommended Action: **Approve the submission of the Grant proposal to FWC.**

Fiscal Impact: **$10,000**

Budgeted Expense: **No**

Submitted By: **Victor Blanco, Marine Agent**

Contact: **850-838-3508**

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues: Several deployments of artificial reef materials have occurred off the Taylor County coastline (Buckeye reef and Steinhatchee reef). Artificial reefs increase fish habitat and populations, as well as the species diversity of important sportfish. Taylor County has been very supportive of artificial reefs due to the positive economic and environmental returns. The Florida Fish and Wildlife Commission has previously approved this application. We are asking the Board to approve the grant proposal to continue the artificial reef monitoring program.

Options: **Approve and get the grant funds and improve Taylor County economy.**
Deny approval

Attachments: Artificial Reef Monitoring Grant Application

FWC DIVISION OF MARINE FISHERIES MANAGEMENT

ARTIFICIAL REEF MONITORING GRANT APPLICATION

Applicant			Project Manager		
Name of local coastal government, university, or eligible not-for-profit corporation Taylor County Board of County Commissioners			Printed Name, Title Victor Blanco		
Mailing Address 201 East Green Street			Mailing Address 203 Forest Park Dr.		
Physical Address, for courier service, with zip code (if different than mailing address)			Physical Address, for courier service, with zip code (if different than mailing address)		
City Perry	State FL	Zip Code 32347	City Perry	State FL	Zip Code 32348
Telephone ( ) 838-3500	Fax ( ) 838-3501		Telephone ( ) 838-3508	Fax ( )	
FEID Number 59-6000879	DUNS Number		Email address victorblancomar@ufl.edu		

I hereby certify that all information submitted with this application is true and complete to the best of my knowledge.

Signature of Applicant | Date | Printed Name and Title

Project Description

Name of Proposed Monitoring Project: Buckeye Reef Monitoring

Duration of Project: 1 year

Type and Number of Monitoring Events: 12 Fish Census ____ Mapping ____ Other

Grant Funds Requested:	Matching Funds (cash only):	Total Project Cost:
$10,000.00	$0	$ 10,000

Monitored Reef Decription
(to be provided for each distinct reef site to be monitored)*

Name of Specific Reef to be Monitored: Buckeye Reef

Name of Permitted Site: Buckeye Reef

Original Funding Source Used to Construct the Specific Reef: FWC

and (if applicable): 22011 State of Florida Grant Number; 2022 Year State Funded; 20000 Amount State Funded

Types of Material to be Monitored: Concrete Cubes, Pyramids, Concrete culverts, Scrap metal

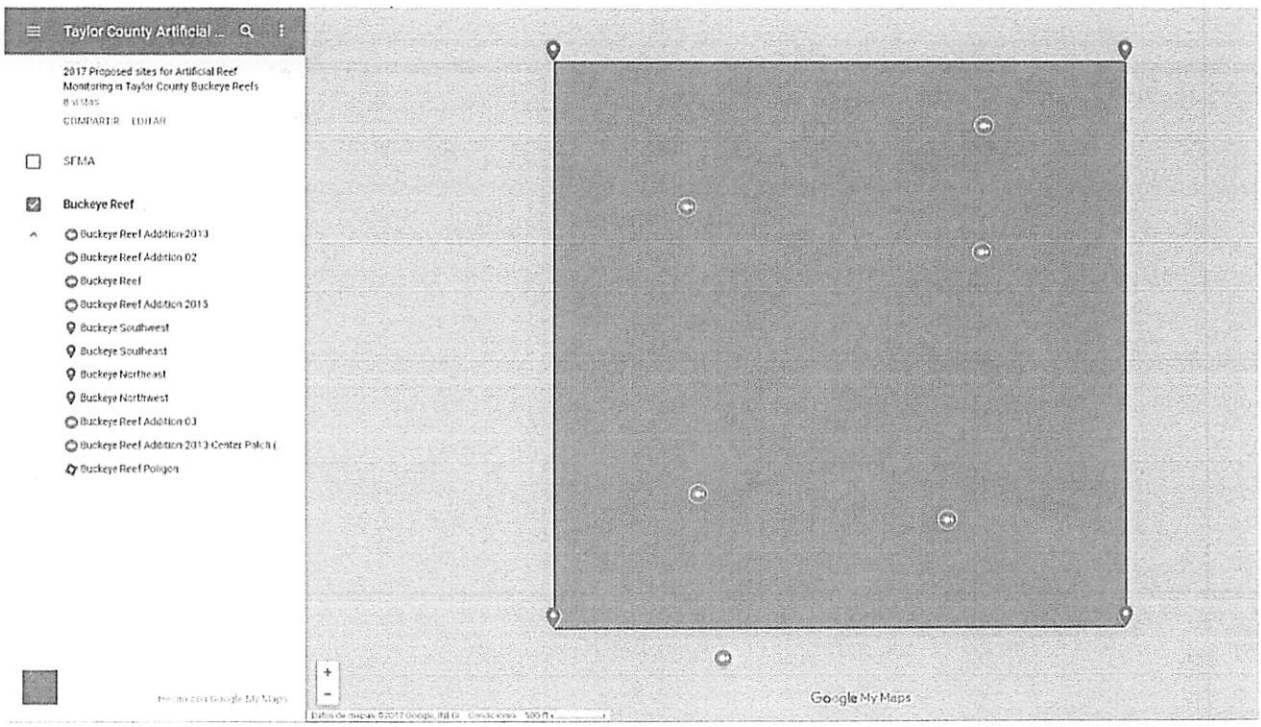
Deployment Date: 1995 to 2015 Maximum Depth: 50 Maximum Vertical Relief: 10

☐ Check here if information on additional specific reefs to be monitored is attached. *(see page two)

Taylor County Board of Commissioners

Taylor County Artificial Reef Monitoring Project

Buckeye Artificial Reef Monitoring Grant Application



Submitted to:
Florida Fish & Wildlife Conservation Commission
Division of Marine Fisheries
2022-2023 Funding Request

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JAMIE ENGLISH
District 1

JIM MOODY
District 2

MICHAEL NEWMAN
District 3

PAM FEAGLE
District 4

THOMAS DEMPS
District 5

TAYLOR COUNTY
BOARD OF COUNTY COMMISSIONERS

GARY KNOWLES, Clerk
Post Office Box 620
Perry, Florida 32348
(850) 838-3506 Phone
(850) 838-3549 Fax

LAWANDA PEMBERTON, County Administrator
201 East Green Street
Perry, Florida 32347
(850) 838-3500, extension 7 Phone
(850) 838-3501 Fax

CONRAD C. BISHOP, JR., County Attorney
Post Office Box 167
Perry, Florida 32348
(850) 584-6113 Phone
(850) 584-2433 Fax

March 7, 2022

Keith Mille
Florida Fish and Wildlife Conservation Commission
Division of Marine Fisheries - Artificial Reef Program
1875 Orange Ave East,
Tallahassee, FL 32311

Dear Mr. Mille:

Please accept our application entitled, "**Buckeye Reef Monitoring**". This proposal will expand publicly accessible information on fishing and diving reefs within the Buckeye Reef site permitted by the U.S. Army Corps of Engineers. If funded, six artificial reef sites will be monitored twice during the Summer 2022, twice during the Fall 2022, and twice during the Spring-Summer 2023. This project is proposed with the continued in cooperation with the UF-IFAS Taylor County Extension Service and the Taylor County Reef Research Team.

I also wanted to thank you, your staff, and all FWC for the continued support of the Taylor County artificial reef program. We are excited about the upcoming 2022-2023 reef monitoring.

Very respectfully,



Victor Blanco
University of Florida-IFAS
Taylor County Extension

Additional information may be obtained from:

Taylor County Extension Office
203 Forest Park Dr.
Perry, FL 32347
(850) 838-3508

TAYLOR COUNTY ARTIFICIAL REEF PROJECT
A Grant Application for Public Fishing Reefs Monitoring
Submitted by the Taylor County Board of County Commissioners to the
Florida Fish and Wildlife Conservation Commission
Division of Marine Fisheries Management - Artificial Reef Program
March, 2022

AREA CHARTS AND SITE MAPS OF THE PROJECT

1. A copy of a current NOAA nautical chart showing the specific reef(s) proposed to be monitored is attached as Figure 1 (Appendix A) at the back of this proposal.

a. NOAA nautical chart Tampa Bay to Cape San Blas, chart number 11407, 28th edition, 2002, with the perimeter and zones of the Buckeye Reef Site indicated as an authorized artificial reef sites to be monitored.

2. A copy of a separate drawing or map of the specific reef proposed for monitoring is attached as Figure 2 (Appendix A)

a. Includes scale in feet, the location of sampling stations, the distance in feet between sampling stations and the center of the site are included.

b. Table 1 provides a listing by reference number of the deployment date, type, amount of materials, and coordinates in latitude and longitude for the specific reef proposed for monitoring.

Table 1: Location of specific reef proposed for monitoring sites in Buckeye Reef - Taylor County.

Deploy No	Deploy Date	Materials	North	West	Depth
02-2020	08/2013	4 - Concrete Lindberg Cubes	29° 38.879'	83° 54.767'	50
05-2020	N.A.	Scrap metal	29° 38.675'	83° 54.507'	48
08-2020	09/2013	Concrete Culverts Pipes	29° 38.440'	83° 54.748'	50
09-2020	05/2003	Towers, 2 Fh Units And 2 Juniors	29° 38.190'	83° 54.706'	51
14-2020	06/1996	Pieces of Large Scrap Metal	29° 39.003'	83° 54.245'	47
18-2020	08/28/2015	Large Scrap Metal	29° 38.809'	83° 54.250'	47

MONITORING OBJECTIVES OF THE PROJECT

Introduction

The two main purposes of this project are to 1) continue the Taylor County's artificial reef monitoring program using the same sampling stations used in previous monitoring cycles and 2) evaluate the stability and function of the existing artificial reef materials previously deployed in the Buckeye Artificial Reef permitted site. To accomplish these goals, the following deliverables will be achieved: (1) host a re-training program for all Taylor County Reef Research Team volunteers on fish identification and data collection procedures; (2) conduct a minimum of 36 artificial reef biological and material assessments on six (6) patch reefs within the Buckeye

Artificial Reef permitted area; (3) draft a data analysis summary including the results of the conducted monitoring surveys and compare with previous year.

Overall, the monitoring efforts of this study will contribute to the database survey for comparison use for past and future monitoring efforts, in addition to increasing the County's knowledge on existing reef material stability for current recreational fisheries and diving and future artificial reef planning and deployment.

This study will monitor six (6) of the 41 separate patch reefs within the Buckeye Artificial Reef permitted area. These reefs were deployed between the years of 1996 and 2020. This area provides a great opportunity to observe three commonly used artificial reef materials (scrap metal, concrete modules, and secondary-use concrete) over time.

During this project, the six (6) patch reefs will be monitored through diver surveys. A minimum of 4 divers will collect fish census data and complete a material assessment for each site over a twelve (12) months sampling period. The goal is to perform two surveys per patch reef during the Summer 2022, two surveys per patch reef during Fall 2022, and two surveys per patch reef during Spring-Summer 2023. A minimum of two (2) survey dives will be performed each dive session. No sampling will be done in water temperatures less than 62°F.

3. Clearly State project monitoring objectives.

According to the Florida Fish and Wildlife Conservation Commission (FWC), reef monitoring is now a required component of any Florida artificial reef program. Monitoring includes recording the presence or absence of plant, invertebrate and fish species at a given reef site; measuring physical attributes, such as water temperature or subsidence of reef materials; and surveying reef use or determining the economic expenditures by anglers and divers who visit the reef.

Monitoring, or evaluating reef performance and determining how well the reef meets the objectives for which it was created, has been a neglected subject in many areas of the world. Typically, reef site selection, permitting, materials selection and deployment take precedence over the task of reef monitoring. The U.S. Army Corps of Engineers now requires reef monitoring as part of an artificial reef program so, no monitoring means no reef. Basically, monitoring enforces accountability. Through careful observation, measurement and scientific observation we can determine the role and status of the reef system and changes over time.

Monitoring efforts in Taylor County Artificial Reefs were disperse. In the late 1990's and early 2000's the software "Ask Sam" was used to transcribe the monitoring data, but with the obsolescence of the software and changes in the artificial reef program coordinator the information got lost and is not useful or accessible. In 2018, with FWC grant funds, eighteen (18) patch reefs were evaluated as part of the Buckeye Reef Monitoring Program; this project proposal is a consolidation of the efforts to build a robust and long-lasting monitoring program

in Taylor County artificial reefs system. In 2020, with FWC grant funds, six of the 18 patch reefs were evaluated during the monitoring program.

The artificial reef monitoring project goal is to provide meaningful, scientific-based, and consistent and periodically data to evaluate the bio-ecological and fisheries characteristics of the Artificial Reef Program in Buckeye reef site and stimulate management actions to promote the use and enjoyment of artificial reefs by the public.

The proposal for an artificial reef monitoring program in Taylor County and the use of the FWC grant will be based on the following objectives:

1. Assure Buckeye reef site compliance with the conditions defined in any authorizing permits, or other applicable laws or regulations.
2. Coordinate and train a group of volunteer divers in data collection procedures, quality assurance, and data management, plan and organize the dives, maintain data quality, and perform data analysis of selected monitored sites.
3. Descriptively and comparatively quantify the fish assemblages over time at Buckeye monitoring site as a method to document changes as a result of increased habitat provided by the artificial reefs.
4. Document the occurrence of any non-native marine fish, especially the Lionfish (*Pterois volitans*), to facilitate early detection and possible removal efforts.
5. Periodically and transparently disseminate the results of the analysis of the monitoring data to interesting parties to promote managing actions.

Buckeye Reef artificial monitoring reef sites selected for monitoring include a variation of 4 different materials (scrap metal, concrete tetrahedrons, concrete cubes, and concrete culverts) deployed at five different timeframes (1996, 2002, 2003, 2013 and 2015). A goal is to evaluate the impact of artificial reefs as variation of the reef material and configuration, as well as the evaluation of AR ecological succession and fish composition and assemblage. Artificial reef monitoring in Buckeye will take place at least once every semester, so variation during different seasons can be evaluated.

Observations that will be made at each compliance monitoring site are:

- Location of the artificial reef,
- Current height of material above the bottom (relief),
- Minimum vertical clearance to sea surface (include time of measurement for tide correction)
- General structural condition, i.e., intact, partly deteriorated, severely deteriorated, unrecognizable, collapsed, or absent,
- Settling condition,
- General fouling conditions on various materials,
- Presence or absence of selected species on different structures,

The monitoring scope includes but not limited to all variables of the FWC Dive Survey Form or a modification of the MBARA Diver's reef Survey Form:

1. Dive and diver data.
2. Bottom material and bottom composition.
3. Water and weather conditions.
4. Fish census and relative abundance.
5. Documentation of benthic communities.
6. Other Bio-ecological and socio-economic data.
7. Photographic and video documentation.

Capacity building will prepare the volunteers of the TCRRT in the fish and reef monitoring protocol. All members of the TCRRT will be trained in fish identification and census, among other topics. The Dive survey forms will be available to the TCRRT members to collect underwater data, so it will be designed and printed. On the other hand, the Dive Survey Form used to collect the monitoring information in the artificial reefs will be presented and discussed in different workshops.

Finally, the project will report and disseminate, periodically and transparently, the results of the analysis of the monitoring data to interesting parties to promote managing actions. The TCRRT and the UF/IFAS Extension Office will publish annual reports of findings to share with interested parties, like the Florida Fish and Wildlife Conservation Commission (FWC), the Florida Department of Environmental Protection, the National Marine Fisheries Service (NOAA), Taylor County Board of Commissioners, Taylor County Tourism Office, Taylor County Fishermen Associations, among others, and will also be available to be download on-line. Resume of this information will also be presented as press notes to local and State media and internet media.

The scope of the monitoring project in Taylor County includes:

- Biological assessment (reef structure and benthic communities)
- Fisheries Assessment (fish census and relative abundance)

4. Identify the value and usefulness of the proposed data collected to the FWC and how the data can be used to determine the reef's effectiveness in meeting the objectives for which the reef was constructed.

The FWC primary artificial reef program objectives are to provide financial and technical assistance to coastal local governments, nonprofit corporations and state universities to develop artificial reefs **and to monitor and evaluate these reefs**. Under the program, reefs have been constructed with one or more of the following intended objectives:

1. enhance private recreational and charter fishing and diving opportunities;
2. provide a socio-economic benefit to local coastal communities;

3. increase reef fish habitat;
4. reduce user conflicts;
5. facilitate reef related research;

Taking this into consideration we must say that the Taylor County has accomplish a lot in the artificial reef program deployments since 1996 but only little available monitoring data has been collected or shared with key stakeholder in order to evaluate the impacts of the county reefs until 2018 when FWC grant funds allowed to collect a baseline data to characterize the Buckeye reef sites.

On Nov. 21, 2003, the FWC adopted a state artificial reef strategic plan developed by an advisory board of interested stakeholders. The plan has six general goals, and next 3 relate to Taylor County Artificial Reef Monitoring project:

1. Assure that long-term social, economic and quality of life values of artificial reefs benefit the local and regional economies of Florida.
2. Utilize artificial reefs in scientific research to obtain a mechanistic and predictive understanding of how artificial reefs function ecologically and physically across spatial and temporal scales.
3. Use artificial reefs as a component of fisheries management.

The proposed Taylor County monitoring project will collect data that will allow describe and compare different material, at different depths deployed at different time scales, and also meets the FWC State of Florida Strategic Plan:

Goal B: Utilize artificial reefs in scientific research to obtain a mechanistic and predictive understanding of how artificial reef's function ecologically and physically across spatial and temporal scales.

Objective B1: Ensure priority questions are derived from practical needs.

Tactics T7: Identify artificial reef survey and ***monitoring gaps***.

Tactics T8: Guide the collection of data and monitoring of artificial reefs incorporating a broader integrated systems design perspective.

Objective B3: Ensure valid methods and consistent procedures for data collection and quality control.

Tactics T5: Integrate artificial reef monitoring data into a public access landscape network (GIS) of FWC Florida Marine Research Institute and elsewhere...

5. Identify how the project may address unresolved scientific issues or provide data relevant to artificial reef management.

Monitoring artificial reefs in Taylor County had a big gap of information and assessment to really understand and measure deployments impacts over fisheries resources, the marine ecosystem and economic. However, in 2018 a baseline of Buckeye reef structure was possible thanks to FWC

grant funds. More recently, in 2020, a second cycle of FWC funds were allocated to continue the monitoring program in The proposed Taylor County Artificial Reef Monitoring Project will stablish and continue a standardized process to solve the lack of information across spatial and temporal scales in Taylor County Buckeye artificial reef. The analysis of the monitoring information can be used in several ways to evaluate on a broad or specific scale too, and make the information the baseline for scientific evaluation of numerous issues on fish or ecosystem management, and reef related activities. Some issues that would be address include:

- Differences in artificial reef ecological structures in Taylor County Buckeye reef patches.
- Fish composition and abundance on Taylor County Buckeye artificial reef patches.
- Use of artificial reef material by the Lionfish invasive species.

6. Demonstrate that the project is fully endorsed by the local government coordinator, the county has a written plan in-place and will provide continuing (multi-year) monitoring support.

PROJECT DESIGN

Project Planning and Management

1. **Artificial reef monitoring and assessment plan**

A formal monitoring and assessment plan is being updated, but the main initiatives are presented in this section. Monitoring will be performed by a volunteer diver team that needs to be re-trained.

Taylor County has a history of active volunteers serving on a Marine Advisory Committee and as members of the Taylor County Reef Research Team (TCRRT). The Marine Advisory Committee serves to guide the direction of the development of new reef priorities and initiatives, while also serving as a marine advisory board for Taylor County Extension. The Marine & Natural Resource Agent in the UF-IFAS Cooperative Extension Program relies on feedback from citizens for program guidance. The TCRRT was inactive for several years but was reorganized in 2010; in 2016 they supported the FWC and Taylor County Artificial Reef deployments in the SFMA. Currently, the volunteer group has recruited new members as part of the 2018 Buckeye reef monitoring program and is working in finding and keeping new members. The TCRRT efforts has been strongly supported by local businesses and business partners including Steinhatchee Fisheries Management Area Technologies Inc., Scuba7 Dive Shop, Sea Hag Marina, Woods N' Water Magazine and the WNW Fishing Team, the Steinhatchee River Chamber of Commerce, Perry-Taylor Chamber of Commerce, Taylor County Tourism Development Council, Steinhatchee Projects Board, and many others.

Mapping of Deployment Locations

Following deployment of new materials, post-deployment dives will collect information required for required reports to FWC. Divers will examine the materials to ensure proper vertical orientation and to determine that all the permit requirements are met with respect to the acceptable bottom types, maximum allowable relief, and minimum clearance to the sea surface. Standard depth sounding equipment will verify approximate relief and clearance, and GPS receivers will be used to verify positional data for the post-deployment reports.

Documentation of the Benthic Reef Fauna

We will use video and photography to record the development of flora and fauna that colonize the surface of the reef material. Many of the TCRRT divers are photographers, and video cameras are available for use on the monitoring dives. Taylor County Extension also has two digital cameras in a waterproof housing which be used to document the development of the benthic community. Images collected as part of the volunteer diver monitoring efforts will be made available through postings to the Buckeye Reef YouTube Channel (https://www.youtube.com/channel/UComjf9pwwg9HtKj8XgEuW_g?view_as=subscriber) or through the Facebook page administered by the Taylor County Extension

(https://www.facebook.com/TaylorCountyExtension/) and the Taylor County Reef Research Team (http://www.facebook.com/TaCoReefTeam/).

Monitoring Reports

Data collected as part of the monitoring and assessment will be entered into electronic format (Excel database) and archived at the UF-IFAS Taylor County Extension office and uploaded to the Web-based site that will be developed and the Board of County Commissioner Website. Brief summary reports for each monitoring event will be prepared and also made available through the websites listed in this section. The reports at a minimum will include general observation on the reef sites, physical observations (current, visibility, water temperature, weather conditions) for the site, any mapping information collected and map products when/if produced.

2. **Local artificial reef management plan**

The local 5-year artificial reef management plan focuses on additional deployments to the existing Buckeye artificial reef permit areas, and the re-issued Buckeye Reef permit (ACOE Permit SAJ-1995-05915). Additions to the SFMA public reefs, permitted to the University of Florida for a research under the coordination of Dr. Bill Lindberg, were reef cube modules as part of FWC Contract FWC-11225. Any additions to the reef sites will also be according to the permits specifications, which allow for clean concrete rubble, limestone boulders, pre-fabricated artificial reef modules, heavy gauge steel materials.

The Taylor County Reef Committee and Taylor County Reef Research Team support the additions of secondary use materials to the Buckeye Reef as funding becomes available to deploy materials. The minimum clearance depth of materials at this site may be up to 24 feet at mean low water.

An earlier 5-10-year artificial reef management plan (last revised in November 2017) is in revision. A current draft is included in this section for reference. This plan must be approved by the Taylor County Reef Committee.

Taylor County Artificial Reef Management Plan 2018-2022
DRAFTED November 2017

Preface

Taylor County's first artificial reef was deployed in 1965 (Steinhatchee Reef). The current FWC artificial reef data file lists a total of 50 records. Taylor County waters have two permitted artificial reefs sites: 1) The Steinhatchee Fisheries Management Area (SFMA), whose permit holder is University of Florida (Dr. Bill Lindberg) as part of a long-term research proposal; and 2) the Buckeye reef, whose permit holder is the Taylor County Board of County Commissioners. The purpose of this document is to summarize Taylor County's artificial reef program and to establish a framework for the future deployment and management of artificial reefs along Taylor County's

coastline. This document is a draft of a working document of the Taylor County Artificial Reef Plan to be revised by the Taylor County Artificial Reef Committee in the coming meeting.

Introduction

Taylor County, located in the primarily undeveloped Big Bend of Florida, has some of Florida's most untouched and beautiful marine, estuarine and freshwater resources. Much of the coastal area, approximately 80% of the linear coastline, is in protection through public ownership. Taylor County has one of the longest coastlines of any Florida county (approximately 50 miles), abundant coastal islands, four riverine systems (Aucilla, Econfina, Fenholloway, and Steinhatchee rivers), and 42 published offshore artificial reef sites.

The Aucilla River is designated in a list of "Special Waters" of **Outstanding Florida Waters** (OFWs). National Wildlife Refuges and Aquatic Preserves are also included in the OFW designation. The St. Marks National Wildlife Refuge (NWR) extends into a portion of western Taylor County, spanning the mouth of the Aucilla River. The Aucilla River Unit in the St. Marks NWR is cooperatively managed by the U.S. Fish and Wildlife Service with Taylor County. Other public areas include submerged land managed by Florida Department of Environmental Protection (FDEP), part of the ***Big Bend Seagrasses Aquatic Preserve*** that spans along a large section of west Florida from Taylor to Citrus Counties and is managed by the Coastal and Aquatic Managed Areas Program-CAMA. Additional public lands are managed by the Florida Fish and Wildlife Conservation Commission (FWC), and the Florida Division of Forestry (FDOF) in the multiple subunits of the Big Bend Wildlife Management Areas (WMAs). These Big Bend WMAs include Hickory Mound, Snipe Island, Spring Creek, and Tide Swamp. The fifth Big Bend unit, Jena WMA, is located across the Steinhatchee River in neighboring Dixie County.

The Econfina River system winds through Econfina State Park also managed by the FDEP, (Florida Park Service). The Big Bend Saltwater Paddling trail also hugs the Coast of Taylor County for nearly 50 miles. Unlike many coastal counties of Florida, this coastal environment is not under as much increasing pressure related to population growth, storm water runoff, declining water quality and conflicting use issues. To protect and manage these resources the citizens of and visitors to Taylor County must have an understanding and appreciation of our marine and coastal systems. Increased ocean and environmental literacy is imperative to involve citizens and visitors in stewardship of Taylor County and Florida waters in general. Taylor County has a natural resource-based economy, and is designated by the Governor's Office of Tourism, Trade and Economic Development as one of the North-Central counties in the list of rural areas of critical economic concern. Taylor County exhibits many of the economic distress factors (e.g., low per capita income with 23% below poverty level, low housing values compared to state average, low per capita taxable values) which coupled with its low population level (21,400 in 2009 estimate from U.S. Census Bureau), makes it very vulnerable during economic downturns.

One of the main industries in Taylor County include silviculture, and related timber industries including the manufacture of wood products. Foley Timber and Land is one of the largest landowners in the state, managing more than 560,000 acres of Florida forest. Foley is the largest

private landowner in Taylor County. Foley's timberland is managed through several public-private partnerships, but more recently Foley has removed all of its land from participation in the FWC Wildlife Management Area program.

Buckeye, Inc. (BTI) is also one of the largest employers in Taylor County (approximately 580 employees) with another 1,400 full-time jobs that are created by their operation and are filled by contractors or suppliers. BTI produces chemical cellulose from wood that is used in a wide variety of products. University of Florida-IFAS is partnered with BTI in the development of the Stan Mayfield Bio Refinery Plant which will convert biomass into cellulosic ethanol and use biomass to manufacture other petroleum replacements. UF-IFAS will own and manage the pilot plant which began construction in 2010.

Government is another significant employer; Taylor Correctional Institute (Florida Department of Corrections) employed a staff of 337 in 2008.

Due to the nature-based economy, and the great importance of recreational activities and ecotourism to sustain businesses in the Big Bend of Florida, it is very important to have an informed and well-educated population to be good stewards of the environment. Further development of recreational opportunities in Taylor County would occur through further artificial reef construction, particularly in areas closer to shore and more accessible to small boats.

Taylor County Artificial Reef Program

Taylor County's artificial reef program is spearheaded by two main citizen bodies: the Taylor County Artificial Reef Committee (Reef Committee) and the Taylor County Reef Research Team (TCRRT, see http://www.facebook.com/TaCoReefTeam/).

Artificial Reef Committee – The purpose of the Reef Committee is to provide guidance and direction to the artificial reef program. This committee is responsible for establishing the short-term and long-term goals of the artificial reef program. Members are chosen based on their interest in artificial reefs and willingness to devote time to meetings and planning activities, as well as direct involvement as users. The Reef Committee strives for diversity to conduct an artificial reef program that serves the interest of all of Taylor County's citizens. Examples of possible members include marine operators, commercial fishermen, recreational fishermen, divers, environmentalists, and educators.

Taylor County Reef Research Team (TCRRT) is a volunteer-based non-profit organization that is closely tied to the Reef Committee. TCRRT is funded by the Taylor County Board of County Commissioners (BOCC) and dues paid by its members, or other donations received. Duties of the TCRRT include: applying for artificial reef permits, communicating with local, state and federal agencies, performing predevelopment and post-deployment site surveys, monitoring existing artificial reefs, fulfilling the requirements of artificial reef grants secured by the BOCC, and educating the public about artificial reefs and marine fisheries issues. Both the TCRRT and the

Reef Committee are operated in close contact with the University of Florida- IFAS, Taylor County Extension.

It is important to mention that the permit holder of the Steinhatchee Fisheries Management Area is the University of Florida, and the main purpose is a long term research on fisheries dynamics, specially about gag grouper, and as all planed and designed deployment had already been done, no more actions will be done towards artificial reef enhancements or new deployments (Lindberg, com pers. 2017), reason why the SFMA is not considered for the 2018-2022 Taylor County Artificial Reef Management Plan. Only Buckeye reef, whose permit holder is the Taylor County Board of County Commissioners and re-permitted or new reef sites will be considered for this plan.

Goals of the Artificial Reef Program

Short-term (< 5 years)

1. Renew ACOE permit for the Buckeye Reef site (expiring in 2020)
2. Perform periodic site surveys of all reef sites under active federal or state permits
3. Apply for external grants funds
4. Solicit donations of funds and materials of opportunity (secondary use)
5. Educate the public on responsible angling, angling ethics, catch-and-release techniques.
6. Establish monitoring programs of at least 3 years in duration for each newly deployed reef.
7. Assessment and, if viable, re-permitting of Andree Reef site.
8. Identification, evaluation and permitting of a shallow water artificial reef site.
9. Evaluate the economic impact of artificial reefs in Taylor County.
10. Join forces with neighboring Counties and other partners to standardize Artificial Reef efforts in the Big Bend Region.
11. Conduct Resident and Boaters Survey for Taylor County (through Florida Sea Grant College Program)
12. Establish priority list for the placement of new artificial reefs or other structures ("bird racks")

Long-term (> 5 years)

1. Maintain an active volunteer organization (TCRRT).
2. Construct or enhance one artificial reef site at least every other year (pending funding)
3. Establish partnership with the scientific research community (University of Florida), and the recreational fishing and scuba diving industries.

Materials to be used:

Materials of Opportunity- It is recognized that materials of opportunity, or secondary-use materials, will be one source for future new site construction or enhancement of existing sites. Before any materials of opportunity are accepted for donation, the County Attorney will be

consulted concerning liability issues. Only materials that are currently approved for the active permit will be accepted, pending consultation with the appropriate state or federal authorities. The materials must be stable, clean, and not pose any environmental risk. The public will be educated about materials of opportunity and be discouraged from pursuing materials prior to consulting with the Artificial Reef Committee, and local, state, and federal agencies.

Prefabricated Artificial Reef Modules- Prefabricated modules must be approved by pertinent funding and permitting agencies (FWC). The latest scientific knowledge will be used when selecting specific material and module types. The modules must be stable and not pose any environmental risk.

Current Priority Sites for Reef Development (permitted):
(1) Buckeye Reef Site (Taylor County is the permit holder)

17. **Marine Advisory Board activities with input on artificial reef issues**

The Taylor County Extension Office relies on public input and feedback in developing programs that meet the local needs of the community. This is a requirement of the University of Florida Cooperative Extension Service. The Marine Advisory Committee meets at least once annually.

Since 2017 the Taylor County UF/IFAS Marine Extension Agent is in contact with the Marine Advisory Committee members some of whom are also TCRRT members. This group helps set priorities for the artificial reef program. For example, we have pre-discussed re-permitting shallower sites, such as the Scott Andree (Big Bend Regional Reefs) due to increased requests from the public for sites closer to shore or identify new potential shallow water site for new artificial reefs deployments.

Former members are G.W. Pridgeon, Earle Greene, Catherine Bethea, Mike McKinney, Charlie Norwood, Jason Pecknold, and Jamie Pecknold, and current members include Clay Olson, Brett Lundy, William "Jody" Courtney, Charlie Norwood, Catherine Bethea and Mike Vernese. During the second semester 2019 a new board meeting will be held, and the new board members will start making decisions as an advisory group. Documentation of meeting summaries and minutes from marine advisory meetings (Marine Advisory Committee, Taylor County Reef Research Team) is included in **Appendix B.**

MONITORING METHODS AND SCHEDULES

7. Clearly present the data collection methods and describe why they are scientifically acceptable, proven field methods and are appropriate for the specific monitoring objectives stated above.

i. Data Collection Training Course

All volunteer members of Taylor Reef Research Team will attend and participate in a basic data collection and fish identification course. The course will be led by a University of Florida instructor who has the experience in preforming marine survey techniques, scientific diving and identifying Gulf of Mexico reef fish species. The course will cover, in detail, the proper methods for Stationary Visual Census (Bohnsack, 1986) and Reef Environmental Education Foundation's (R.E.E.F.) Roving Diver technique to collected fish census data. In addition to learning the survey procedures, volunteers will be taught how to correctly identify and estimate size and number of the observed fish. Underwater video and photos will be used as teaching aids and test material, to provide participates real surveying examples.

ii. Diver Surveys

Survey condition data will be recorded prior to each sampling events and will include survey date, patch reef name and coordinates, survey time, weather conditions/sea state, names of the surveyors, qualifications of the surveyors (if not identified in prior submitted report or original project application). All surveyors must get a 90% or better on the training exam to participate as a volunteer sampler for this Agreement.

Fish counting stations (or Benchmarks) will be installed to permanently marked the exact location fish census data was taken for each site. This will allow the same locations to be surveyed over multiple sessions and years. Material used for the benchmark will be durable and easily recognized from the existing artificial reef material. After attachment/placement of the benchmark, a GPS point will be taken of the location and notes taken of significant biota/landmarks to pinpoint the location in the event the marker disappears.

Fish census data will be collected using two methods, Stationary Visual Census technique (Bohnsack, 1986) and Reef Environmental Education Foundation's (R.E.E.F.) Roving Diver Method. During the timed stationary census species, counts, and size ranges will be recorded by an observer at the installed benchmark slowly rotating in place in a conceptual 7-meter (23 ft) radius surface-to substrate cylinder for 10 minutes. After the stationary census, roving diver counts will be conducted for the remainder of the dive (at least 10 minutes or enough time to cover the entire patch reef). The roving diver counts will use the R.E.E.F. Roving Diver Method, which estimates total numbers of fish using a logarithmic scale: single = 1, few = 2-10, Many = 11-100, Abundant = 100+. Special attention will be given to locating and identifying cryptic and reclusive species and juveniles throughout the entire reef. Any evidence of live or decease sea turtle activity will also be noted.

Two (2) dives will also video the entire survey. This video will be reviewed and compared to collected diver fish census data for quality assurance. The video will also be used to review any uncertain fish identification and as a future training tool for new volunteers.
In addition to the biological monitoring activities, it will also be conducted a material assessment for each site. Inspection of material will include material description, structural integrity/condition, material layout/footprint, top and bottom elevation of each artificial reef structure. Divers will also make note of site visibility and depth.

A 3-month sampling event progress report will be submitted to FWC in a spreadsheet format to provide an update of the surveyed site and brief findings of completed surveys. Upon project completion, a Data Analysis Summary detailing all sample collection, data analysis, and results (including statistical comparisons of reef sites) will be prepared and submitted for FWC review.

Monitoring photographs and video.

As mentioned before, two (2) dive pairs will video the entire survey. This video will be reviewed and compared to collected diver fish census data for quality assurance. The video will also be used to review any uncertain fish identification and as a future training tool for new volunteers. If necessary and considering that reef waters during winter can be too cold for divers, a second photograph and video recording method will be performed. The monitoring boat will be placed over all specific coordinates of selected artificial reefs monitoring sites and a camera will be dropped to bottom attached with a weight to record for 5 min all around the site. This operation will be performed only in a possible winter session.

All these methods have been clearly used or described in several reefs in US and Florida (Baine, 2001; Barber *et al.*, 2009; Diplock, 2011; Lindberg and Seaman, 2011; Lowry *et al.*, 2011; Lowry *et al*, 2012; Martin County Reef Research Team, 1997; MBARA, 2016; Sathe *et al.*, 2009; Seaman, 2004; Tessier *et al.*, 2005).

All base collecting forms are included in **Appendix C**.

8. Provide a detailed timeline and schedule for sampling events and a fee schedule per event to determine the cost-effectiveness of the project in relation to the quality, quantity and type of data expected to be collected. Include a detailed budget itemizing all anticipated project expenses in support of the proposed fee schedule.

Project Timeline and Monitoring Schedule

Task	2022				2023	
	Q1	Q2	Q3	Q4	Q1	Q2
FWC-Taylor Co. contract processing						
TCRRT Volunteers Recruiting						
Project Start Date						
TCRRT Volunteer Training & Capacity Building						
First Monitoring Session						
Second Monitoring Session						
Third Monitoring Session						
Data entry - QC/QA						
Mid-project update report						
Final project report						

Number of staff and percentage of time available for project tasks

Victor Blanco (Marine & Natural Resources Extension Agent): 10% of available time
Clay Olson (County Extension Advisor): 2% of available time
20 Artificial Reef Program Volunteers, Marine Advisory Committee Members, Taylor County Reef Research Team Members: 2% of available time

Taylor County Buckeye Artificial Reef Monitoring Project Budget.

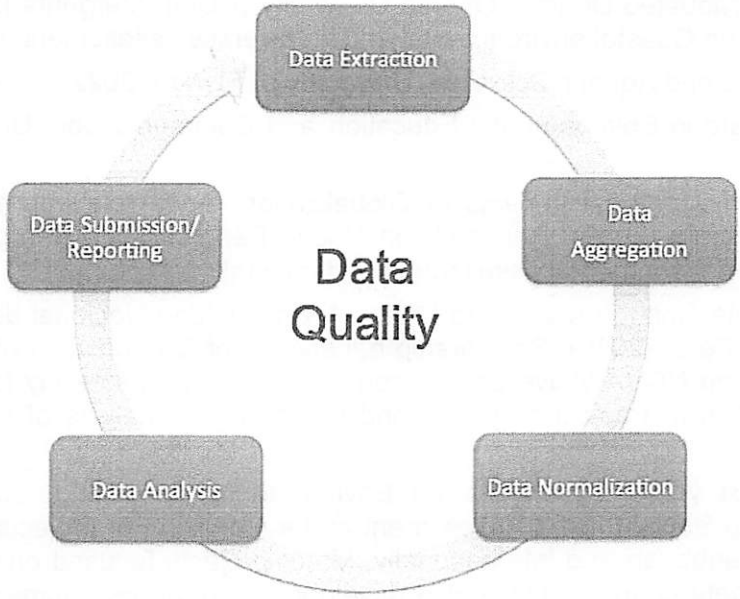
Budget Item	Amount
Artificial Reef Monitoring Training	800
June-August 2022 Monitoring Session (4 Dive dates)	6,400
September-December 2022 Monitoring Session (4 Dive dates)	6,400
March-May 2023 Monitoring (4 dive sessions)	6,400
TOTAL COST TO FWC	**20,000**

Each dive monitoring session will have a cost of One Thousand Six Hundred Dollars (US$ 1,600.00), that will include a charter boat, gas expenses and air fills for divers and a volunteer additional boat. Four dive dates are planned per season (one starting in June 2022, one starting in September 2022, and one starting in March 2023). The training session will have a cost of about $800.

QUALITY CONTROL PROCEDURES

9. Provide details on the procedures to be used to check on the quality of the data as it is collected and handled.

Data QC/QA is a key part for the success of the Taylor County Artificial Reef Monitoring project. Considering different type of data (biological and fish composition) will be collected using different types of methods/instruments (diving data logs, photo and video records, surveys) all information will be checked to assure the data is standardized and comparable before enter into de Database. Data will be classified on a temporal and spatial scale. Raw data will be reviewed and properly filed, then uploaded to a spreadsheet file.



Data Quality diagram for the Taylor County Artificial Reef Monitoring Project.

For QA there will be implemented 3 steps: 1) "DO", related to data collection, processing, custody, analysis, loading and reporting; 2) "CHECK" through different actions like inspections, reviews and audits; and 3) "ACT", based on a decision making over the other 2 steps.

10. List the qualifications, training and experience of the individuals performing the data collection and analysis.

The Monitoring Project in Taylor County will be coordinated by the Taylor County Sea Grant UF/IFAS Extension Agent. Other members need to be recruited and trained.

VICTOR BLANCO (Monitoring Project coordinator)

Resume of Experiences

- Project Manager of 2 Artificial Reef Monitoring Grants, and one Artificial Reef Enhancement Grant with FWC.
- Scuba Educators International (SEI) Assistant Instructor, and Instructor in Training (2022).
- Scuba School International (SSI) Dive Master (2021).
- PSI/PCI Visual Cylinder Inspector (No. 33064) (2021).
- SSI Certified Advanced Diver, Nitrox Diver, Deep Diver, Night Diver, Navigation, Dive Rescue, CPR, Oxygen Provider, AED (2021)
- AAUS Certified Diver (2017).
- NAUI CPR, Rescue, Nitrox and First Aids (2017).
- Experienced in "Census of Marine Life" methods.
- Open Water Scuba Diver. FVAS/CMAS (1992).

- Marine Biology Graduated Degree. Oriente University (UDO), Margarita Island, Venezuela. (1999). Research on Coastal environmental and biodiversity assessment and management.
- Master in Fisheries and Aquatic Sciences, University of Florida.(2022)
- Graduate Certificate in Environmental Education and Communication. University of Florida (2022).
- Master Degree on Territorial Impacts of Globalization. Andalucía International University (UNIA), Huelva. Spain (2000). Research on Nueva Esparta State (Margarita, Coche and Cubagua islands) environmental assessment and coastal management.
- Diploma on Climate Change and Kyoto Protocol. Universidad Nacional del Centro de Perú and Green Fund. Perú. (2010). Scholarship beneficiary of Organization of American States (OAS). Research on NOVA Wave energy converter (WEC) as strategy for climate change mitigation/adaptation in tropical countries and comparative analysis of the carbon market potential.
- Twenty-Three (23) years' experience on Environmental consulting, ecology field work, Environmental and Social Impact Assessment and supervision of projects and programs in Venezuela, the Caribbean and internationally. Major projects focused on natural resources management, climate change, sustainable development, rural development, ecology, island and coastal management, and biodiversity conservation.
- Employment record includes:
    - Florida Sea Grant UF/IFAS Marine Extension Agent, Taylor County. Florida (2016-current)
    - HINICIO. Latin America Senior Advisor. Venezuela and USA (2015-2016).
    - Consultoría Ambiental, C.A. (Environmental Consulting Corp) Co-Founder and Director. Margarita Island and Maracay, Venezuela (1999-2015).
    - Innovation and Development LLC. Coastal Specialist. Caracas, Venezuela. (2013-2014)
    - Project Area Coordinator. Ecology and Environment Directorate. Miranda State Government. Los Teques, Venezuela (2011-2013).
    - UNDP-GEF Consultant for the National Parks Institute (INPARQUES). Project 071841 Financial Sustainability of the National Parks System (SNAP). Caracas, Venezuela. (2011).
    - Professor of Subject "Conservation and Sustainable Use of Marine Resources". Caribbean Maritime University (UMC-Venezuela). 2008-2011.
    - UNESCO-Quito Consultant on Venezuelan Biosphere Reserves (2009).
    - UNDP/GEF Coordinator (Manager) and Technical Assessor of Project "Conservation and Sustainable Use of Biological Diversity at Biosphere Reserve and Orinoco river Delta Wetlands". Environmental Ministry, Venezuela (2006-2009).
    - Hydro-Biological Resources National Regulation Manager (2006). Hydro biological Resources National Regulation Manager's Office Assessor (2004-2005). National Aquaculture Development Manager's Office Assessor. Chief of Aragua State Fisheries Division (2003). National Institute of Fisheries and Aquaculture (INAPESCA). Venezuela.

Complete copy of the active ACOE permit with accompanying permit conditions applicable to the artificial reef sites (Buckeye and SFMA) included in the monitoring project.

Copies of the current U.S. Army Corps of Engineers permits are attached in ***Appendix D***.

Demonstration of public support for the proposed artificial reef project.

Resolutions and letters of public support are included in ***Appendix E***.

DELIVERABLES

11. Clearly Describe the final project deliverables

A. Deliverable #1 (Data Collection Training Course)

A total of one (1) unit of this deliverable will be submitted to FWC.

i. Specific Project Deliverables & Associated Tasks

One unit for this deliverable consists of the successful completion of a training course lead by a qualified instructor with experience in fish sampling and identification in the Gulf of Mexico.

ii. Minimum Level of Performance

The training course will be in compliance with the requirements stated in this project proposal. All taught fish sampling methods will be a detailed description of the survey procedures as described in this proposal. At least four (4) participants will attend the training and score at least a 90% on the final exam.

iii. Documentation / Criteria Used as Evidence of Performance

Documentation to track performance will be a copy of the power point or similar teaching tool addressing the material that was taught during the course, a sign in/out attendance sheet, and completed exams from all participants.

iv. Timeline for Completion

A draft syllabus including the number of in-class hours, training content and exam will be submitted to FWC for approval at least 30 days prior to the class. All documentation as evidence of the training course performance will be submit prior to conducting any diver surveys (Deliverable #2).

B. Deliverable #2 (Diver Surveys)

A total of 36 units of this deliverable are expected (two per each of the 6 sites, per three season / Summer 2022 – Fall 2022 – Spring 2023). Survey locations will only include reef sites described in **TABLE 1**.

v. Specific Project Deliverables & Associated Tasks

One unit for this deliverable consists of the successful completion of stationary observation fish census, roving diver fish census, and material assessment by a team of at least four (4) qualified divers that attended and passed the training course exam (Deliverable #1).

vi. Minimum Level of Performance

Sampling events will be in compliance with the survey procedures as described in this project proposal. Underwater horizontal visibility during a sampling event must be a minimum distance of at least 10 feet verified by a reference object 10 feet in distance from the surveyor.

vii. Documentation / Criteria Used as Evidence of Performance

Documentation to track performance will be one (1) progress report spreadsheet listing each reef surveyed providing information on the survey date, survey site and location, survey time, weather conditions/sea state, names of the surveyors, qualifications of the surveyors (if not identified in prior submitted report or original project application), survey method(s), types of reef materials surveyed, material relief, material condition and estimated horizontal underwater visibility. In addition, any problems

experienced or unusual observations or situations during any portion of the surveys shall be described in the progress report.

Tabular data will be provided in a standard XLS, XLSX, or a CSV tabular format that can readily be imported into any database or spreadsheet software.

viii. Timeline for Completion

A progress report detailing sampling events completed will be submitted to FWC four (4) months after the contract execution.

C. Deliverable #3 (Draft Version of the Data Analysis Summary)

i. Specific Project Deliverables & Associated Tasks

The Taylor County BOCC will provide a draft version of the Data Analysis Summary describing the project with an evaluation of the work performed and the analysis, results and benefits in sufficient detail to enable FWC to assess the completed project. The draft version of the Data Analysis Summary will contain summaries of each monitoring event including date, dive/video conditions, physical descriptions of material stability, tables and spreadsheet summarizing biological characteristics (species lists, fish counts, relative abundance, frequency of occurrence), and any sea turtle observations. The purpose of the draft summary is to provide FWC a minimum 30-day review period to provide the Taylor County BOCC with peer review comments on the final analysis summary.

ii. Minimum Level of Performance

At a minimum, the Data Analysis Summary draft will contain the following:

1. Cover page including title, grant number, date submitted, authors and contact information, and recommended citation;
2. A narrative section describing project background, methods, results of material assessment and fish census, and statistical analysis;
3. A discussion section to provide:
    a. conclusion and interpretation of results;

b. comparison of findings and conclusions with other studies or fish data in similar nearby areas
c. possible future research questions;
d. problems that limited the results of the project.

4. Tables, images, charts, and graphs;
5. Appendix listing the names, qualifications, and assigned tasks, of the survey participants for each survey conducted.
6. Appendix of location maps for each survey sites containing the following:
   a. Name of the site;
   b. Date surveyed;
   c. North Arrow and Scale Bar
   d. Reef material location
7. Appendix of all fish census data entered on the REEF website
8. A tabular inventory, photo documentation and condition of artificial reefs monitored;
9. All completed fish census data provided on the FWC fish census excel datasheet.
10. All raw and summarized data must be provided on accompanying CD(s), DVD(s), and/or USB;
11. If requested, all digital images and video must be provided on accompanying CD(s), DVD(s), and/or USB;
12. The entire hard copy final report also provided as a bookmarked Adobe Acrobat (=) file on a CD rom or USB, suitable for posting on the internet.

iii. Documentation / Criteria Used as Evidence of Performance

Documentation will be an electronic standard DOC, DOCX, or PDF document providing a written narrative, methods, results, statistical analysis, and discussion.

iv. Timeline for Completion

The draft version of the Data Analysis Summary will be submitted to FWC at least 60 days prior to the expiration date of the grant Agreement.

12. Clearly describe how the data will be transferred to the FWC, in acceptable format and demonstrate that the data will be comparable with FWC computers.

Documentation will be an electronic standard DOC, DOCX, or PDF document providing a written narrative, methods, results, statistical analysis, and discussion. All raw and summarized data will be provided to FWC on CD(s), DVD(s), and/or USB. All digital images and video will be provided on CD(s), DVD(s), and/or USB. The entire hard copy final report also provided as a bookmarked Adobe Acrobat (=) file on a CD rom or USB, suitable for posting on the internet.

NON-PROFIT ELIGIBILITY VERIFICATION

13. Documentation of 501c(3) tax status from the Internal Revenue Services

All County Governments are Non-profit organizations by the IRS. N.A.

14. Document of the Corporation by-laws and/or articles of incorporation which include artificial reef monitoring or development.

N.A.

PROCUREMENT OF COMMODITIES OR CONTRACTUAL SERVICES VERIFICATION

15. Documentation of the intended means which commodities or contractual services will be competitively procured. For any agreement requesting the use of sole source vendor, provide clear justification (in the response to this item) for Commission review and approval.

The Taylor County Board of County Commissioners will contract the Taylor County Reef Research Team (TCRRT) as a local non-profit (501c3) organization to lead the monitoring efforts in the County. Taylor County Reef Research Team was created in 1996 and it is mainly directed by Taylor County residents who have been involved in the county's artificial reef program since its inception. In 2018, the TCRRT was also leader of the Buckeye reef monitoring program with the county's Marine Extension Agent and the BOCC is very please of the work performed to date. As a rural county we highly recommend doing business locally, and in the case of the monitoring program we trust the responsibility and leadership of the TCRRT members.

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Barber, J., Whitmore, K., Rousseau, M., Chosid, D., and R. Glenn. 2009. Boston Harbor Artificial Reef Site Selection & Monitoring Program. Technical Report TR-35. Massachusetts Division of Marine Fisheries. Department of Fisheries, Wildlife and Environmental Law Enforcement, Executive Office of Energy and Environmental Affairs, Commonwealth of Massachusetts. 106 pp.

Diplock, John. 2011. Artificial reefs: Design and monitoring standards workshop – Final report. Project No. 2010/400. Australian Government. Fisheries Research and Development Corporation. Australia.

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FWC. 2003. State of Florida Artificial Reef Strategic Plan. Florida Fish and Wildlife Commission, Division of Marine Fisheries. 15 pp.

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Lowry, M., Folpp, H., Gregson, M., and Suthers, I. 2012. Comparison of baited remote underwater video (BRUV) and underwater visual census (UVC) for assessment of artificial reefs in estuaries. Journal of Experimental Marine Biology and Ecology. 416-417: 243-253.

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Department of Environmental Protection in partial fulfillment of the Bal Harbour Consent Order – OGC Case No. 94-2842.

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Swett, R.A., C. Adams, S. Larkin, A.W. Hodges, T.J. Stevens. 2011. Economic Impacts of Artificial Reefs for Six Southwest Florida Counties: Pinellas, Hillsborough, Manatee, Sarasota, Charlotte, Lee. Florida Sea Grant Program, TP-178, dated July 2011, 147pp.

Taylor County Board of County Commissioners. 2019. Data Analysis Summary of the 2018 Buckeye Reef Monitoring Program, Taylor County, Florida. Draft version. Grant Agreement FWC-17025. In press.

Tessier, E., Chabanet, P., Pothin, K., Soria, M., and Lasserre, G. 2005. Visual censuses of tropical fish aggregations on artificial reefs: slate versus video recording techniques. Journal of Experimental Marine Biology and Ecology. 1(315):17-30.

APPENDIX A

Figures 1 and 2 show the general location and site detail of the Buckeye Reef project area.

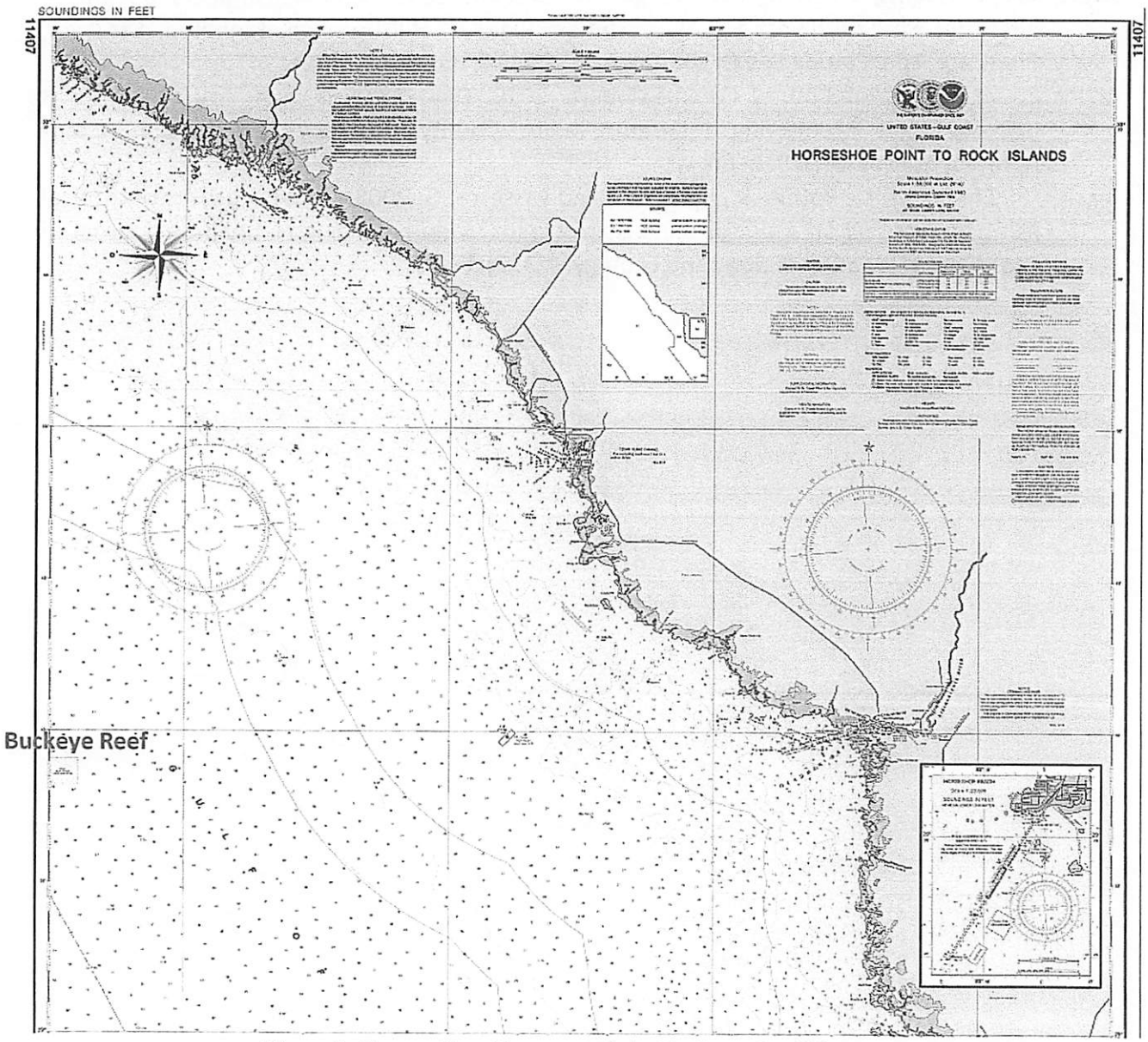
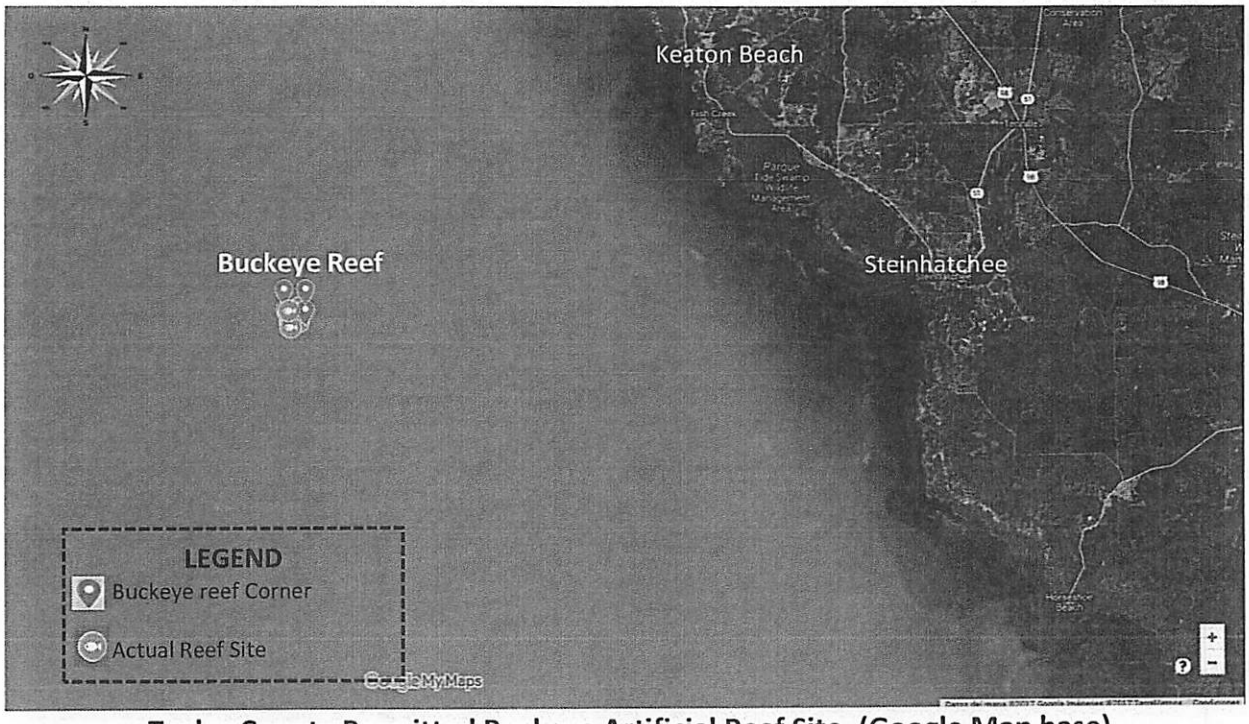
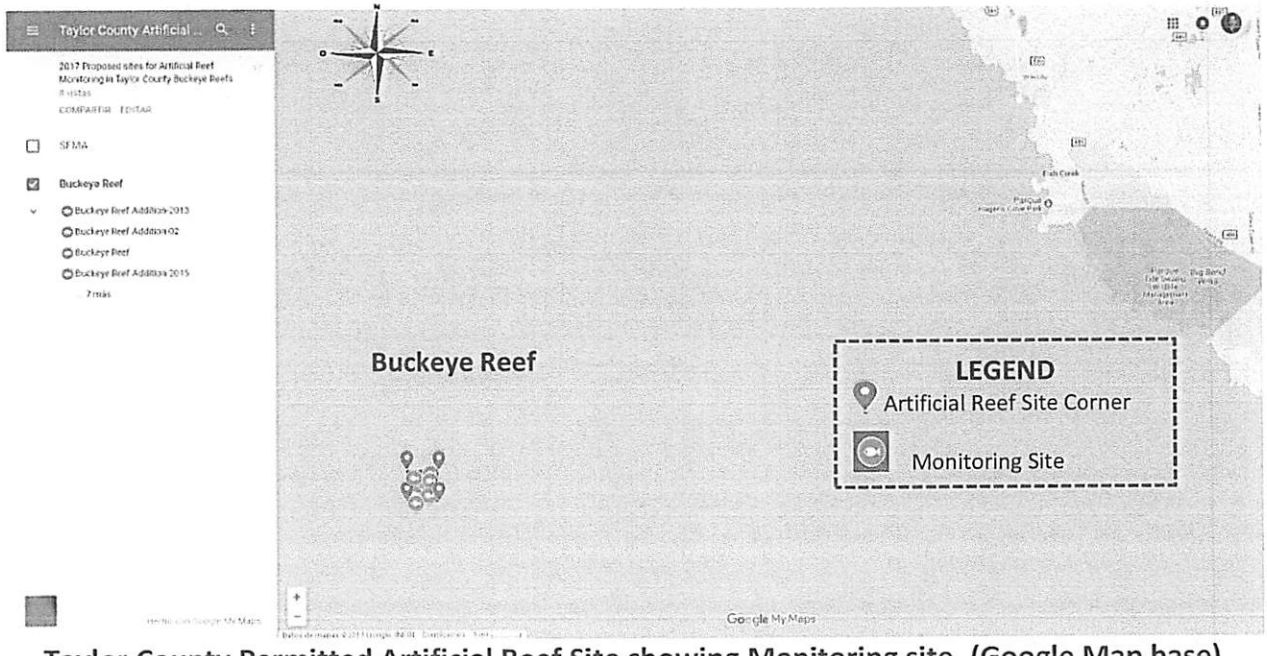


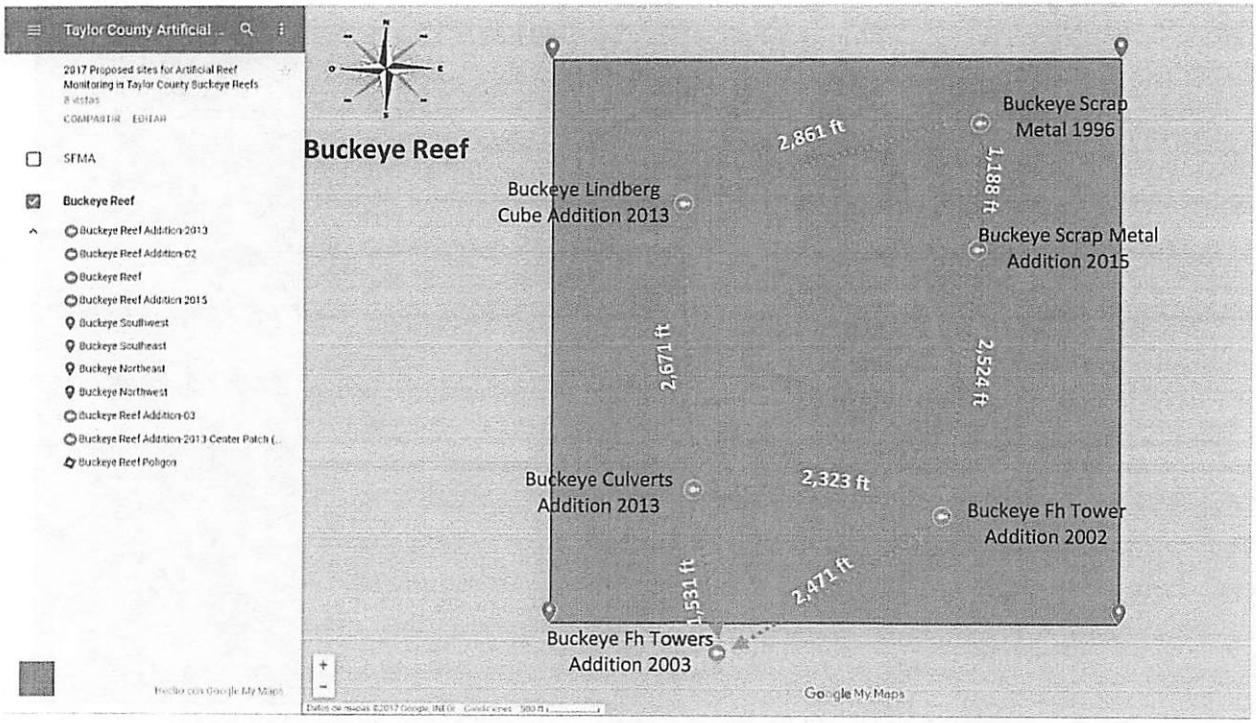
Figure 1. General location map of the Buckeye Reef Site.



Taylor County Permitted Buckeye Artificial Reef Site. (Google Map base).



Taylor County Permitted Artificial Reef Site showing Monitoring site. (Google Map base).



Specific Monitoring Sites at Buckeye reef.

APPENDIX B

Reef Monitoring Forms.



TCRRT FISH CENSUS

Diver name:		Date:	Reef:
Time:	Site Name:		
Lat.:	Long:	Depth (ft.):	Visibility (ft.):

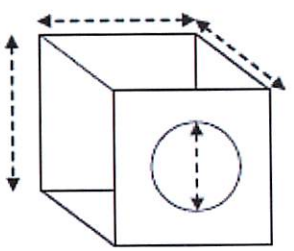
No	Common name	Adult Number		Adult Size	Juvenile Number		Juvenile Size
		Stationary	Roving		Stationary	Roving	
1	Tomtate						
2	Round Scad						
3	Black Sea Bass						
4	Pigfish						
5	Cubbyu						
6	Baitfish (sardines)						
7	White Grunt						
8	Gag Grouper						
9	Slippery Dick						
10	Atlantic Spadefish						
11	Belted Sandfish						
12	Greater Amberjack						
13	Seaweed Blenny						
14	Gray Triggerfish						
15	Gray Snapper						
16	Sand Perch						
17	Spottail Pinfish (seabream)						
18	Blue runner						
19	Sheephead						
20	Red Grouper						
21	Leopard Toadfish						
22	Gulf Flounder						
23	Red Porgy						
24	Mackerel						
25	Shark						
26	Ray						
27	Frogfish						
28	Cardinalfish						
29	Filefish						
30	Needlefish						
31	Blenny						
32	Sharksucker						
33	Wrasse						
34	Hogfish						
35	Red snapper						
36	Sand diver						
37	Barracura						
38	Cobia						
39	Drum						
40	Croacker						
41	Damselfish						
42	Lionfish						
42							
44							
Fish Abundance: Single (1); Few (2-10); Many (11-100); Abundant (>100)							

TCRRT DIVE LOG

Taylor County Reef Research Team

Date:	Site Name:		
Lat.:	Long:	Lat.:	Long:
Project:			
Buddy Team #:		Diver 1:	
Entry time:	Max depth:	Diver 2:	
Bottom time:		Diver 3:	
Purpose			
Monitoring:	Photo/Video:	Map:	Sediment:
Bottom Survey:	Fish count:	Material Eval.:	Specimen collection:
Other:			
Observations			
Water Temperature	Surface:	Bottom:	
Visibility:			
Thermocline (depth)		Sketch (Yes/No):	
Surface Current Direction		Estimated Current Velocity (mph):	
Bottom Current Direction		Estimated Current Velocity (mph):	

Artificial Reef Material			
Culverts/Pipes:	Scrap Metal:	Concrete Rubble:	Wreck:
Lindberg cube:	Reef ball:	Other module:	Other:
Material Condition		Number of structures assessed:	
Intact:	Cracked:	Broken:	Crumble:
Coverage (%):	Dominant Coverage	Reef material:	Incrusting algae:
Inches sunk:	Sponges:	Polyps:	Other:
Depth at bottom (ft.):	Reef height (ft.):	Relief (ft.):	



Sketch (upper view) North arrow

TAYLOR COUNTY BOARD OF COMMISSIONERS

County Commission Agenda Item

SUBJECT/TITLE:	**Request to approve the submission of the Artificial Reef Construction Grant Application proposal.**
MEETING DATE REQUESTED:	MARCH 21, 2023

Statement of Issue: Approve the reimbursement grant proposal for the Buckeye Reef enhancement, construction and deployment for $120,000 for the fiscal year 2023-2024 to be submitted to FWC.

Recommended Action: Approve the submission of the Grant proposal to FWC.

Fiscal Impact: $120,000

Budgeted Expense: No

Submitted By: Victor Blanco, Marine Agent

Contact: 850-838-3508

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues: Several deployments of artificial reef materials have occurred off the Taylor County coastline (Buckeye reef and Steinhatchee reef). Artificial reefs increase fish habitat and populations, as well as the species diversity of important sportfish. Taylor County has been very supportive of artificial reefs due to the positive economic and environmental returns. The Florida Fish and Wildlife Commission has previously approved this application. We are asking the Board to approve the grant proposal to construct and deploy reef materials.

Options: Approve and get the grant funds and improve Taylor County economy.
Deny approval

Attachments: Artificial Reef Construction Grant Application

FWC DIVISION OF MARINE FISHERIES MANAGEMENT

ARTIFICIAL REEF CONSTRUCTION GRANT APPLICATION

Applicant			Project Manager		
Name of local coastal government, university, or eligible not-for-profit corporation: Taylor County Board of County Commissioners			Printed Name, Title: Victor Blanco		
Mailing Address: 201 East Green Street			Mailing Address: 203 Forest Park Dr.		
Physical Address, for courier service, with zip code (if different than mailing address)			Physical Address, for courier service, with zip code (if different than mailing address)		
City: Perry	State: FL	Zip Code: 32347	City: Perry	State: FL	Zip Code: 32348
Telephone: (850) 838-3500	Fax: (850) 838-3501		Telephone: (850) 838-3508	Fax: ( )	
FEID Number: 59-6000879	DUNS Number:		Email address: victorblancomar@ufl.edu		

I hereby certify that all information submitted with this application is true and complete to the best of my knowledge.

Signature of Applicant | Date | Printed Name and Title

Project Description

Name of Proposed Reef Project: Buckeye Reef Enhancement

Types of Material Proposed for Deployment: Pre-Fabricated Concrete Modules

Amount of Material (tons), and/or Number of Module Units Proposed for Deployment: 10 (15') Super-reef, 4 grouper reef, and 4 Limestone reef

Proposed Coordinates LAT/LON decimal minutes: 29.63918, -83.91445 and 29.63789, -83.91438 **Depth (ft.):** 50

Grant Funds Requested:	Matching Funds (Cash Only):	Total Project Cost:
$ 120000	$ 0 (attach letter stating cash match amount)	$ 120,000

Artificial Reef Site Permit Information

(to be provided for each permitted site to be used, ***permits must be active and valid through Sept. 30, 2024***)

Name of Permit Holder: Taylor County Board of County Commissioners

(if different than applicant, attach a letter of authorization from the permit holder to use the site)

Name of Permitted Site: Buckeye Reef

☐ **Check here if the permitted site is located in State waters**

USACOE Permit Number: SAJ-1995-05915 (SP-LSL) — **Issued:** 09 / 08 / 2022 — **Expires:** 09 / 08 / 2032

FDEP Permit Number: (for sites located State waters) N.A. — **Issued:** / / — **Expires:** / /

☐ **Check here if information for additional permitted sites is attached.**

ALL APPLICANTS MUST SUBMIT RESPONSES TO THE FOLLOWING AS ATTACHMENTS CORRESPONDING TO THE INDICATED NUMBERS:

Attached

Project Site Selection and Environmental Assessment

1. A general location map using the most recent NOAA nautical chart showing:
   a. The chart name, chart number, and date of chart;
   b. The coastline adjacent to the proposed deployment location;
   c. The bearing and distance (in nautical miles) from a described navigational marker or distinctive topographical feature (e.g. mouth of inlet) to the proposed deployment location..... *(a-c required documentation)* ☑

2. An accurate and legible site-specific map (recommended on 8 1/2 x 11 paper) of the proposed deployment area showing:
   a. Compass rose with a north arrow, scale, and legend;
   b. Name of permitted site;
   c. Dimensions (in feet) of the permitted site (length/width for polygons, radius for circular sites);
   d. Area of the permitted site in acres and/or square nautical miles;
   e. Center and corner coordinates in latitude/longitude format as described in the Army Corps of Engineers permit;
   f. Directional orientation of permitted site in relation to the compass rose;
   g. Overlay of the permit corner coordinates with the most recent NOAA nautical chart and *compare the permit corner coordinates with the charted permit area. Discuss any discrepancies between the NOAA charted site and the permit*;
   h. Minimum and maximum water depths (feet, MLW) for the permitted site;
   i. <u>All previous public reef deployments in the permitted site and the proposed deployment with a reference number for each</u>;
   j. A table (on a separate page) which lists by reference number the deployment date, type, amount of materials, and coordinates in latitude/longitude for each prior deployment and the proposed deployment in the permitted site.
   k. The location of the closest natural habitats (e.g., hardbottom) to the deployment site..... *(a-k, required documentation)* ☑

3. The results and a discussion of a bottom survey for the proposed deployment site which includes the date the survey was accomplished, the type of survey used (visual or fathometer), an estimate of the total area surveyed (in square feet) and a description of the sediments or occurrence of natural hardbottom and/or existing artificial reefs observed. Provide confirmation that there is no natural hardbottom or seagrass habitat within 150 ft. of the deployment site. Note: visual surveys by SCUBA are required at depths of 100 fsw or less..... *(up to four points)* ☑

4. An environmental assessment that justifies the project site based upon minimum environmental impact. The environmental assessment should include a description of potential onsite, offsite, and cumulative impacts of the proposed artificial reef construction project on vegetation, threatened or endangered species, fisheries, wildlife, water quality, and cultural resources..... *(up to five points)* ☑

5. A discussion of the availability of other relevant prior biological, or environmental data associated with the proposed reef site or general reef vicinity..... *(up to four points)* ☑

6. A discussion of the range of wave height, current velocity, temperature, salinity, visibility, tidal range, and other physical oceanography conditions and how those factors may affect the project..... *(up to five points)* ☑

7. Material Placement Report Forms for any previously unsubmitted non-FWCC funded public reef projects completed during the last calendar year (as required by Federal Permit conditions), listed by material type and deployment date..... *(Statute requirement)* ☑

8. The number of existing artificial reef deployments (materials) within a 0.25 nm radius of the proposed project. Depict each deployment on the site-specific drawing required in number 2(i) above (more points awarded for fewer deployments)..... *(up to four points)* ☑

UF | IFAS Extension
UNIVERSITY of FLORIDA

Sea Grant
Florida

Taylor County Board of Commissioners

Buckeye Reef Enhancement

Artificial Reef Construction Grant Application

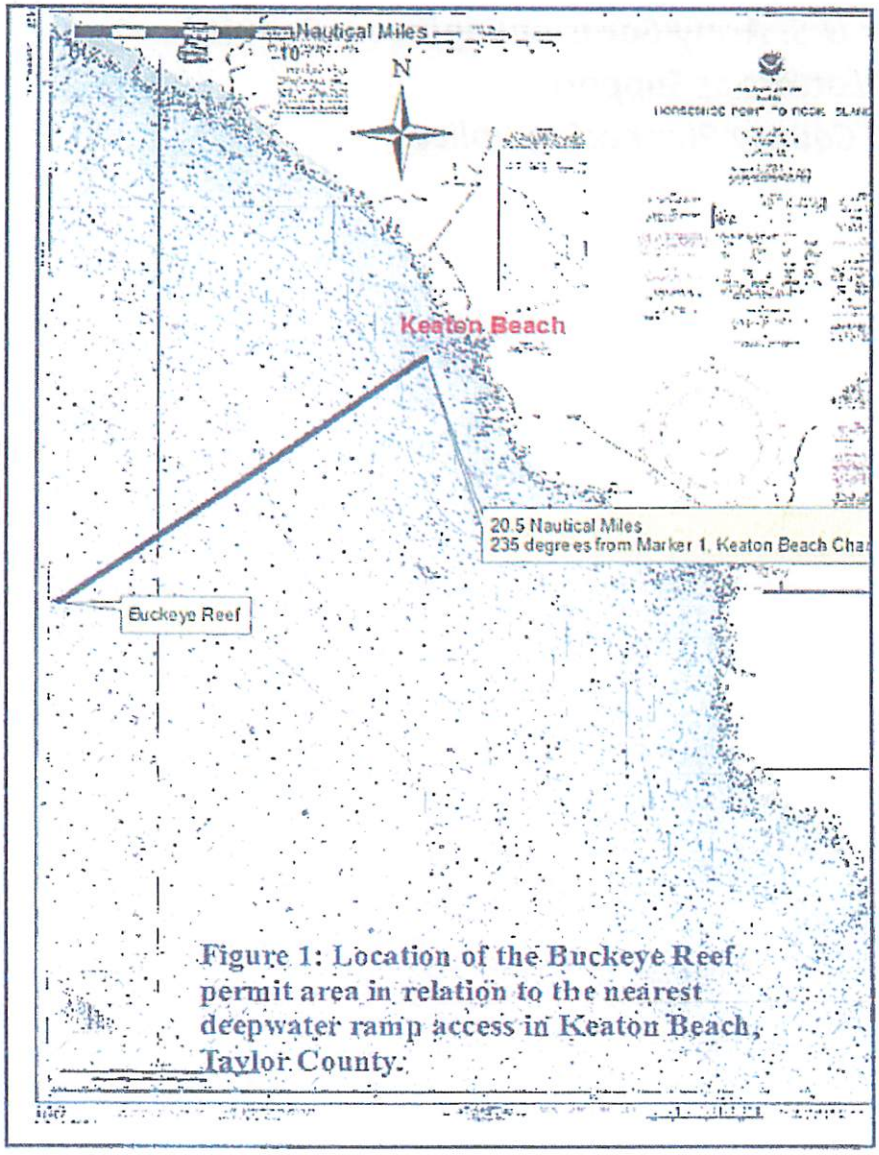


Figure 1: Location of the Buckeye Reef permit area in relation to the nearest deepwater ramp access in Keaton Beach, Taylor County.

Submitted to:
Florida Fish & Wildlife Conservation Commission

Division of Marine Fisheries
2023-2024 Funding Request

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Appendix E ~Letters of Support
Appendix F ~ County Purchasing Policy

JAMIE ENGLISH
District 1

JIM MOODY
District 2

MICHAEL NEWMAN
District 3

PAM FEAGLE
District 4

THOMAS DEMPS
District 5

TAYLOR COUNTY
BOARD OF COUNTY COMMISSIONERS

GARY KNOWLES, Clerk
Post Office Box 620
Perry, Florida 32348
(850) 838-3506 Phone
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March 21, 2023

Keith Mille
Florida Fish and Wildlife Conservation Commission
Division of Marine Fisheries - Artificial Reef Program
1875 Orange Ave East,
Tallahassee, FL 32311

Dear Mr. Mille:

Please accept our application entitled, "**Buckeye Reef Enhancement**". This proposal will expand publicly accessible fishing and diving reefs within the large area artificial reef site (LAARS) permitted by the U.S. Army Corps of Engineers. If funded, high relief concrete reef modules will be placed in multiple locations within the Buckeye Artificial Reef site. This project is proposed with the continued in cooperation with the UF-IFAS Taylor County Extension Service and Dixie County Board of County Commissioners.

I also wanted to thank you, your staff, and all FWC for the continued support of the Taylor County artificial reef program. We are excited about the upcoming 2023-2024 reef enhancements.

Very respectfully,

Victor Blanco
University of Florida-IFAS
Taylor County Extension

Additional information may be obtained from:

Taylor County Extension Office
203 Forest Park Dr.
Perry, FL 32347
(850) 838-3508

BUCKEYE REEF ENHANCEMENT
A Grant Application for Continued Construction of Public Fishing Reefs
Submitted by the Taylor County Board of County Commissioners to the
Florida Fish and Wildlife Conservation Commission
Division of Marine Fisheries Management
Artificial Reef Program
March, 2023

Project Site Selection and Environmental Assessment

1. A general location map is attached as Figure 1 (Appendix A) at the back of this proposal.

a. NOAA nautical chart Tampa Bay to Cape San Blas, chart number 11407, 28th edition, 2002, with the perimeter and zones of the Buckeye Reef site indicated as an authorized "Fish Heaven" artificial reef site.

b. The adjacent coastline is as depicted on the NOAA chart.

c. Bearing and distance is shown from the Keaton Beach navigation channel (Marker 1) to the center of the Buckeye Reef site.

2. A site-specific map is attached as Figure 2 (Appendix A); if funded this proposal is will enhance publicly-known fishing reefs for which new deployment locations will be advertised via news articles, magazines and via online media (UF-IFAS *Solutions for Your Life* website and social media such as Facebook)

a. North arrow, scale and legend are all included.

b. Name of site: Buckeye Reef

c. Dimensions of the Buckeye Reef permit area are 4 nautical miles.

d. Area encompassed of the Buckeye Reef is 4 square nautical miles.

e. Center and corner coordinates (GPS) of the Buckeye Reef are on the map.

f. Directional orientation of site is shown in relation to north arrow; a compass rose is visible in Figure 1.

g. The most recent NOAA nautical chart was used (see map legend), with no known discrepancies.

h. Within the Buckeye permit area, minimum water depth is 45 ft MLW. Maximum water depth is 51 ft MLW.

i. The new corner coordinates of the Buckeye Reef are as follows:

Reef Boundaries: Corner Coordinates	Latitude (North)	Longitude (West)
Northeast Corner	29° 39.0996'	83° 53.0034'
Southeast Corner	29° 37.3662'	83° 53.0034'
Southwest Corner	29° 37.3662'	83° 55.0002'
Northwest Corner	29° 39.0996'	83° 55.0002'
Center	29° 38.2332'	83° 54.0000'

j. Table 1 provides a listing by reference number of the deployment date, type, amount of materials, and coordinates in latitude and longitude for the previous reef construction using FWC funding.

Table 1: Previous material deployments with FWC Funding.

Deploy No	Deploy Date	Materials	North	West	North (DD)	West (DD)	Depth
Buckeye Reef	06/29/1996	56 Pieces of Large Scrap Metal From Buckeye Paper Mill	29° 39.003'	83° 54.245'	29.65004442	-83.90407948	47
Buckeye Reef Addition-02	06/26/2002	25 Fh Towers + 25 Fh Modules, 13 Patch Reefs	29° 38.400'	83° 54.310'	29.63999442	-83.90516281	48
Buckeye Reef Addition-03	05/01/2003	27 Patch Reefs of 2 Towers, 2 Fh Units And 2 Juniors	29° 38.190'	83° 54.706'	29.63649442	-83.91176615	51
Buckeye Reef Addition-04	09/07/2012	21 Pieces of Large Scrap Metal From Buckeye Paper Mill	29° 39.037'	83° 54.269'	29.65062442	-83.90447615	51
Buckeye Reef Addition-13	08/28/2013	120 Concrete Cubes	29° 38.879'	83° 54.767'	29.64797775	-83.91277948	48
Buckeye Reef Addition 2015	08/28/2015	Large Pieces of Scrap Metal From Buckeye Paper Mill	29° 38.860'	83° 54.276'	29.64767342	-83.90460515	49
Dasher Memorial Reef	08/28/2015	Replica Boat 4'x8'x3'	29° 38.601'	83° 54.795'	29.64335242	-83.91324714	49
Buckeye Reef Lindberg Modules	07/31/2020	66 Concrete cubes in 8 patch reefs	29°38.280'	83° 54.857'	29.63800	-83.91428	50

k. Some gradient or density of "hard bottom" is found in Buckeye site. See Appendix B for side scan imagery.

3. Bottom Surveys.

Specific sites were selected for the deployment of reefs by using side scan images provided by FWC. The most recent of these surveys was performed by FWC in November 2017. This survey located suitable sites for enhancement over clear sandy bottom locations West center of the boundary of the current permitted area, near previous Fish Haven towers locations (Table 1).

The side scan sonar is towed behind a survey vessel and is equipped with two side-facing transducers that generate and receive sound signals. When a signal is generated it propagates through the water column and reflects off the seafloor and then back to the transducer. The intensity at which the return signal is received is interpreted into an image that is deciphered by a trained survey technician. As the survey vessel moves through the water, a streaming image of the seafloor is generated.

There are many other areas within the permit area that have been identified as potential locations for further reef additions. **Figure 5 (Appendix A)** has proposed deployment sites indicated, which would require further study (see below). FWC had provided side scan sonar support to aid in locating sand bottom areas prior to additional SCUBA surveys (**Appendix B**).

Proposed locations are as follows (from Figure 5, Appendix A):

New Reef Deployment Site	Latitude N	Longitude W
Buckeye 2023-1	29.63918	-83.91445
Buckeye 2023-2	29.63789	-83.91438
Buckeye 2023-3	29.63856	-83.91522

4. Environmental assessment justifying the site based upon minimum environmental impact.

Vegetation- Overall for Florida, seagrass species are limited by light availability and color in the water depths of the Buckeye Reef (45-50'). No seagrass beds are known within the Buckeye Reef perimeter. Macro algae do occur attached to hard substrate, but hard substrate will be avoided, thereby also avoiding colonial sessile invertebrates that may be associated.

Sand communities

Infaunal and epifaunal soft bottom communities are sometimes overlooked when assessing environmental considerations for placement of artificial reef materials. These communities have resource value and in many ways support the productivity of the overall community structure located within them. The placement of artificial reefs in sand plain habitats will directly impact some of the benthic fauna within and on the surface of sediments, particularly for those areas directly underneath placed reef materials. Benthic predators (both vertebrates and invertebrates) will also impact these soft bottom communities out to some distance from the reef materials.

Threatened or endangered species- Endangered or threatened species (ETS) which may occur in the area include but are not limited to: smalltooth sawfish, Florida Manatee, green sea turtle, loggerhead sea turtle, leatherback sea turtle, Kemp's Ridley sea turtle, hawksbill sea turtle, and Gulf sturgeon. The proposed project may provide increased habitat availability for one prohibited species (*Epinephelus itajara*- Goliath grouper). Goliath grouper are often found on artificial structures and have been regularly observed in the project area. The project construction will have no expected impact on vulnerable, threatened or endangered species. There may be some impact from unintended hook-and line mortality on Goliath grouper through catch and release, but is expected to be minimal.

Fisheries- Impacts to regulated fisheries species is not anticipated only through enhancement of reefs already present in the Buckeye site. The main goal of the reef construction is, however, to increase fishing and diving opportunities. One species may be of concern based on current stock assessments, gag grouper. Under current gag grouper regulations in federal jurisdiction, fish (22" minimum TL) will only be able to be harvested in July through October. At other times of the year, these reefs will serve as a habitat refuge utilized during growth, development and sexual maturation as juvenile gag move offshore from inshore nursery grounds. At these depths other fishery impacts in the region are not anticipated.

Wildlife- The installation of additional artificial reef materials is anticipated to create a benthic environment mimicking natural hard bottom areas in the region, thus enhancing and promoting benthic wildlife. Observations on the current Buckeye materials suggest that sponges, zoanthids, macro algae, octocorals, and small stony corals will colonize the new materials. This colonization will provide additional habitat for small site-attached fishes such as gobies, blennies and small seabass species. It will also be inhabited by shrimp, crabs, urchins, sea stars, brittle stars, and many groups of mollusks including gastropods, bivalves and octopus.

Water quality- The proposed project will have no effect on water quality other than slightly elevated turbidity during material deployment. Hard bottom areas will be avoided during deployment so impacts to attached invertebrate species are not anticipated.

Cultural resources- The proposed project will have no effect on existing cultural resources in the region. No known submerged historic sites (e.g., ship wrecks or paleo-indian sites) are known in the proposed area.

5. **Availability of other relevant prior biological or environmental data associated with the proposed reef site.**

Biological surveys in the northeastern Gulf of Mexico have included historic cruises for biological inventory (see *Memoirs of the Hourglass Cruises* published by FWC-FMRI, http://research.myfwc.com/publications/). These studies, although they did not perform directed sampling in the specific area where Buckeye Reef is located, do address the broader study area of the eastern Gulf of Mexico. On a more local scale, several peer-reviewed publications address reef ecology, reef fish biology and benthic habitat linkages in the Big Bend region (Posey et al., 1992, 1996, 1998; Lindberg et al., 2006). These studies resulted from research on the Suwannee Regional Reef System located south of the proposed enhancement site.

6. **Oceanographic factors that may affect the project.**

There are no clear cut oceanographic events that will have direct effects on the project, other than short term weather events including passage of frontal systems or tropical weather systems. Cold fronts are the major forcing system affecting wind and sea conditions from approximately

September-June. After the passage of cold fronts strong northerly winds may blow the water away from shore ("blow down tides"). These events are short-lived and would not normally affect the project other than causing difficulties proceeding to and from port. There are no prevailing winds or sea current patterns that produce conditions adverse to the installation, maintenance and monitoring, or longevity of the reef modules. In general, winds are more southerly in the summer and more northerly in the winter, but there are no clear "prevailing winds". Tropical weather systems (June-November) are not predictable other than peaking in formation from mid-August to mid-September.

Wind strength mainly controls wave height, regardless of the forcing factor (e.g., tropical front, winter cold front). High winds usually cause increased wave height in the region, but may be moderated by the fetch in particular locations for winds "offshore" or coming off land. Seas subside quickly after such events due to the aforementioned lack of prevailing sustained air currents, and friction from the broad, shallow continental shelf.

In this region of the Gulf of Mexico, water currents involve a strong tidal component, which in this area follows the bathymetric profile (decreasing depth from SW to NE). Although circulation rings may spin off the Gulf Loop Current, there are no prevailing hydrological currents close to shore that influence this region. Because the primary currents affecting the Big Bend are tidal, they vary in magnitude and duration with lunar period and season.

Water temperatures range from 30°C (85°F) in the summer to 10°C (50°F) in the winter. Salinity in the region is fairly stable at 35.5-37.5 parts per thousand. Heavy rainfall on land within the watersheds for Big Bend river systems can have impacts on surface salinities when vertical stratification sometimes occurs, which can be evident miles offshore. These occasional large freshwater influxes to nearshore environments may be associated with terrestrial flooding and result in short periods of decreased salinity, increased color (tannins and lignins) and increased levels of suspended solids. Larger scale weather forcing also occurs during El Nino and La Nina events but is not expected to affect the project other than short term changes in water quality. Horizontal visibility in the region is highly variable, ranging from 0-50 ft. Meteorological events (fronts, storms), freshwater riverine input and water depth control horizontal visibility.

Tides are mixed semi-diurnal in this region of Florida with a maximum range of approximately 1.25 m (4.1 ft). Only tidal-driven currents will affect the site proposed for enhancement, due to its location in a subtidal portion of the shelf (30-40 ft).

7. Material Placement Reports.

There are no previously unsubmitted non-FWC funded public reef projects completed during the last calendar year. All projects in the Buckeye site were constructed under FWC contracts (see above). As instructed the material placement reports are not included in this application because they were filed as part of the completion process for previous FWC contracts. All deployment information is recorded in the FWC artificial reef database available online, from which Table 1 information was extracted.

8. Existing artificial reefs within 0.25 nautical miles of proposed project.

Previous deployments within the Buckeye reef site are situated in multiple locations. There are no other permitted artificial reef sites within 0.25 nautical miles of the Buckeye reef site. The closest known artificial reef (not permitted) is the wreck of a crane & barge is 6.83 nautical miles west of the Buckeye site (29° 38.765'N, 83° 52.889'W). This wreck is a popular dive and fishing destination that supports an abundant reef fish and epifaunal community.

PROJECT OBJECTIVES

9. Specific, measurable objectives to gauge the success of the project.

Materials will be deployed in their planned locations within the Buckeye Reef site. Materials will be deployed so as not to exceed the maximum relief (18') and a minimum clearance of 32'. Specific locations for deployment have been selected based on the depth of overlying sand to the rocky substrate as determined by side scan images. Ideally the depth of sand veneer will be 10-20 cm or less, which will prevent materials from subsiding too deeply into the sediments, and will be checked during the pre-deployment dive survey.

10. Plan to measure the success of project objective achievement.

A. The first objective for this reef construction project will be to deploy reef materials within the permitted artificial reef boundaries.

- To ensure reefs are deployed where intended, a minimum of two GPS units will be used to ensure all reef materials are within the within the permit area. After final site marking occurs just before reef construction begins, information logged in the field will be input into GIS software to verify geopositions. Points along the boundary perimeters will be used with GPS mapping systems (DGPS or WAAS) to ensure that all deployments are within the permitted area.

B. The second objective is to make certain that the minimum navigation clearance is not exceeded.

- Materials will be deployed so that the maximum relief of 12' stated in the USACE permit is not exceeded. Mean Low Water in the Buckeye reef permit area ranges from approximately 45 – 50 feet, leaving a minimum navigation clearance of 32 feet.
- To ensure that the deployed materials do not, in fact, exceed minimum navigation clearance, the highest point of all patch reefs will be measured with SCUBA and documented during follow up inspections that occur shortly after construction. During these field dives, sonar will also be used to determine approximate relief height.

C. The third objective is to ensure that no reef modules are damaged after deployment and that the positioning of the materials is acceptable.

- A complete survey using divers and/or side-scan sonar of all reef modules in all patch reefs will be performed within one year of the date of final deployment. Side scan sonar will also be used to determine acceptable bottom types with diver ground trothing.

D. The fourth objective is to build a reef that is both durable and stable.

- Monitoring by the Taylor County Reef Research Team, and FWC site visits by Division of Marine Fisheries, have shown all materials deployed in the Buckeye site have remained stable and have not subsided into the sediments. Prefabricated concrete modules have proved durable and have not deteriorated over time.
- Regarding durability, i.e. how long the reef materials will last in the marine environment in a form that will maintain its function, good site selection is key to success. If sediments are too soft, over long time periods the cube reef modules have subsided in reef locations, but in most cases placing materials in sand-limited systems (sand veneer over rock) has proved effective. Ideally reefs will last 20 years or more. The initial deployment at Steinhatchee Fisheries Management Area in 2007 has now lasted 10 years, surviving through several tropical systems.

E. The fifth objective is to develop increased tourism, boater activity, and enhance economic factors in Taylor County.

- Artificial reef development acts as an attractant for boaters. Economic studies show dollars invested often results in a multiplier for the dollars returned to a local area, which based on these studies may vary considering depending on the location in Florida. Conservatively, the State has directly invested more than $350,000 dollars in artificial reef development in Taylor County coastal waters. This does not include any in-kind or cash match provided by local sources. In one Florida Panhandle study, the benefit-to-cost–ratio was estimated to be 131 (Bell et al., 1998). In several Florida studies reviewed by Adams et al. (2009), all resulted in benefits that exceeded costs. This could be particularly important for rural, economically depressed counties that rely heavily on tourism. A recent comprehensive study was completed for six southwest Florida counties (Swett et al., 2011). This study found that in 2009, an estimated $253.35M was spent in artificial reef trip related activities in a six county area, resulting in $16.6M in business taxes and 2,595 full or part-time jobs. More local to the project area, Florida Sea Grant, University of Florida Cooperative Extension Service, and Taylor County Extension recently completed a needs study of coastal access points and boat ramps. Boat trips from selected marine facilities in Taylor County generated in excess of $10M dollars in annual revenue (Sidman et al., 2011), with fishing as the highest-ranked activity reported by boaters completing mail surveys. Other components of the Taylor County Artificial Reef Program have secondary objective to enhance economic development in the area, through several mechanisms including increased boating opportunities in the public fishing reefs, and increased sport diver locations. In addition to the stated objectives, see Section 15 related to other monitoring objectives in development including period surveys for fish and reef stability.

PROJECT DESIGN

11. Reef design and configuration.

Due to the good performance and durability of the types of materials that are currently on the site, the design proposed is to supplement additional locations within the Buckeye Reef permit area with similar materials.

Enhancement proposed includes additional high relief concrete modules with a minimum height of 3' and maximum 15' high. There are several known manufacturers that provide bids on fabrication and marine operations for reef placement. TCRRT members have experience with prefabricated concrete modules already deployed on the Buckeye site (Table 1), and with other products that have been used in Florida waters. The consensus of the Taylor County Marine Advisory Committee (Extension Planning) and current TCRRT members is to place prefabricated reef modules (Super reefs (15'), Florida Limestone pyramids and Grouper reefs) with a minimum height of 3' and the largest surface area for attachment of hard bottom organisms. Units would be place in 3 groups of 6 units spaced minimum of 5m apart. Depending on the results of the bid project we expect to develop 3 groupings of 6 concrete modules for a total of 18 modules (Figure 2, Appendix A).

12. Durability and stability of reef materials.

In general, the current requirement from FWC is to have individual reef modules or individual pieces of secondary use with a minimum weight of 500 lbs. This is in part to ensure that materials are heavy enough to remain in place during major wave action. This would normally only occur during tropical weather systems or severe winter storms (e.g., March 13, 1993 Storm of the Century). Observational information from long-term volunteer divers indicates the Buckeye site has weathered several tropical systems with no ill effects or losses of materials from deployed locations. Over the longer term, sites with deeper sand deposits in shallower areas located in State waters (e.g., the Steinhatchee Artificial Reef in 20' of water) have not fared as well with partial burial of some materials over periods of decades. That said, even with low relief the "Steinhatchee Reef" is a very popular fishing spot, particularly during winter months when sheepshead and Gulf flounder aggregate at the site during spawning activity. The "Andree Reef", part of the Big Bend Regional Reef System, is another shallow site built in State waters in 27' depths, similar to the "Steinhatchee Reef". The Andree Reefs 1 & 2 have remained a popular diving and fishing destination since 1995, with stable materials and little movement of individual reef modules.

The Suwannee Regional Reef System (SRRS) was constructed of reef modules like those used in the public fishing reef zone of the SFMA. The SRRS is composed of 23 reef arrays, each comprised of either 24 or 96 cubes, and all in 12 m (40 ft) of water. Installation of the reefs started in 1990. Since 1990 the reefs have been exposed to direct hits multiple tropical storms and hurricanes,

and one severe winter low system. The cubes have weathered these storms with no displacement and minimal shifting from their original positions. The time that has passed since the reefs were deployed (almost 3 decades) demonstrates the structural integrity and stability of the materials proposed here for use at depths comparable to the SRRS.

Project Planning and Management

13. Project Timeline and Construction Schedule

Task	2023				2024	
	Q1	Q2	Q3	Q4	Q1	Q2
FWC-Taylor Co. grant proposal evaluation						
FWC-Taylor Co. contract processing						
Project Start Date						
Prepare bid specifications						
Issue RFP for bids						
Receive and evaluate bids						
Select & authorize contractor						
Fabrication of reef modules						
FWC and Taylor Co. inspection of reef modules						
Transportation & barge loading						
Taylor Co. site marking						
Reef deployment activities						
Mid-project update report						
Final project report						

14. Number of staff and percentage of time available for project tasks

Victor Blanco (Marine & Natural Resources Extension Agent): 10% of available time
Clay Olson (Taylor County Reef Research Team Director): 1% of available time
2 Artificial Reef Program Volunteers, Marine Advisory Committee Members, Taylor County Reef Research Team Members: 1% of available time

15. Artificial reef monitoring and assessment plan

A formal monitoring and assessment plan is being developed, but the main initiatives are presented in this section. Monitoring will be performed by a volunteer diver team that has been trained and performing the monitoring program for the last 5 years.

Taylor County has a history of active volunteers serving on a Marine Advisory Committee and as members of the Taylor County Reef Research Team (TCRRT). The Marine Advisory Committee

serves to guide the direction of the development of new reef priorities and initiatives, while also serving as a marine advisory board for Taylor County Extension (see Section 17 for more detail). The Marine & Natural Resource Agent in the UF-IFAS Cooperative Extension Program relies on feedback from citizens for program guidance. The TCRRT was inactive for several years but was reorganized in 2010 and resumed actively meeting on a monthly basis in 2011. Currently, the volunteer group has recruited past members to re-join, and has been successful in finding new members. The TCRRT efforts has been strongly supported by local businesses and business partners including Buckeye Technologies Inc., Scuba7 Dive Shop, Sea Hag Marina, Woods N' Water Magazine and the WNW Fishing Team, the Steinhatchee River Chamber of Commerce, Perry-Taylor Chamber of Commerce, Taylor County Tourism Development Council, Steinhatchee Projects Board, and many others.

The University of Florida, Program of Fisheries and Aquatic Sciences, is also partnered with the Taylor County Artificial Reef Program. Support provided by Dr. Bill Lindberg's research program has allowed for side-scan sonar work to be completed for other Taylor County Reef program projects, which including diving support, photodocumentation, and GIS analysis of side scan data collected. The UF research program stores a research boat in a local marine facility in Steinhatchee.

A couple of grant for Buckeye Reef monitoring were approved in 2017 and 2020. The County has successfully completed both grants and has developed information material shared with the fishing and diving community. Taylor County has plans to continue the monitoring process by May 2022, including fish census and video/photo identification.

Mapping of Deployment Locations

Following deployment of new materials, post-deployment dives will collect information required for reports to FWC. Divers will examine the materials to ensure proper vertical orientation and to determine that all the permit requirements are met with respect to the acceptable bottom types, maximum allowable relief, and minimum clearance to the sea surface. Standard depth sounding equipment will verify approximate relief and clearance, and both handheld and mounted GPS receivers will be used to verify positional data for the post-deployment reports.

Documentation of the Benthic Reef Fauna

We will use photography to record the development of flora and fauna that colonize the surface of the reef material. Many of the TCRRT divers are photographers, and both digital still and video cameras are available for use on the monitoring dives. Taylor County Extension also has one digital still camera in a waterproof housing which be used to document the development of the benthic community. Images collected as part of the volunteer diver monitoring efforts will be made available through postings to the Taylor County UF/IFAS website (http://taylor.ifas.ufl.edu) and through the Facebook page administered by the Taylor County Reef Team (http://www.facebook.com/TaCoReefTeam/).

Monitoring Reports

Data collected as part of the monitoring and assessment will be entered into electronic format and archived at the UF-IFAS Taylor County Extension office. Brief summary reports for each monitoring event will be prepared and also made available through the websites listed in this section. The reports at a minimum will include general observation on the reef sites, physical observations (current, visibility, water temperature, weather conditions) for the site, any mapping information collected and GIS map products when produced.

16. **Local artificial reef management plan**

The 2020-2025 local 5-year artificial reef management plan focuses on expansion and additional deployments to the existing artificial reef permit area and the **Buckeye Reef permit (ACOE Permit SAJ-1995-05915)**, and includes:

- Expansion zone for the Buckeye reef site, including areas to the south and west of the current permitted area, from 1 nm^2 to 4 nm^2. (Completed)
- Integral monitoring process of the Artificial Reef sites in Taylor County waters. (In process)
- Side scan and, if pertinent, re-permitting of the Andree Reef site, for future new deployments.
- Identification, assessment and permitting of two shallow water artificial reef sites in Taylor County state waters. (Feasibility under discussion)
- Future artificial reef enhancement in extended area of the Buckeye artificial reef sites in Taylor County waters.
- Future artificial reef enhancement in new artificial reef Site in partnership with Anderson-Columbia.

The plan doesn't include actions in the Public Fishing Zone portion of the Steinhatchee Fisheries Management Area or SFMA (ACOE Permit SAJ-2002-4178), considering UF is the permit holder and according to Bill Lindberg it is to its full capacity for the research purposes it was designed.

Any additions to the Buckeye Reef site will also be according to the permit specifications, which allow for clean concrete rubble, limestone boulders, pre-fabricated artificial reef modules, heavy gauge steel materials. An example of the heavy gauge steel materials stated in the permit is surplus military tanks.

The Taylor County Reef Committee and Taylor County Reef Research Team support the additions of secondary use materials to the Buckeye Reef as funding becomes available to deploy materials. The minimum clearance depth of materials at this site may be up to 24 feet at mean low water.

An earlier 5-10 year artificial reef management plan (last drafted in November 2017) is a work in progress that will be updated and reviewed in 2022. A current draft is included in this section for reference. This plan must be approved by the Taylor County Reef Committee in 2022.

Taylor County Artificial Reef Management Plan 2020-2025
DRAFTED November 2020

Preface

Taylor County's first artificial reef was deployed in 1965 (Steinhatchee Reef). The current FWC artificial reef data file lists a total of 50 records. Taylor County waters have two well stablished artificial reefs sites: 1) The Steinhatchee Fisheries Management Area (SFMA), whose permit holder was the University of Florida (Dr. Bill Lindberg) as part of a long-term research proposal; and 2) the Buckeye Reef, whose permit holder is the Taylor County Board of County Commissioners. The purpose of this document is to summarize Taylor County's artificial reef program and to establish a framework for the future deployment and management of artificial reefs along Taylor County's coastline. This document is a draft of a working document of the Taylor County Artificial Reef Plan to be revised by the Taylor County Artificial Reef Committee in the coming meeting in 2022.

Introduction

Taylor County, located in the primarily undeveloped Big Bend of Florida, has some of Florida's most untouched and beautiful marine, estuarine and freshwater resources. Much of the coastal area, approximately 80% of the linear coastline, is in protection through public ownership. Taylor County has one of the longest coastlines of any Florida county (approximately 50 miles), abundant coastal islands, four riverine systems (Aucilla, Econfina, Fenholloway, and Steinhatchee rivers), and 50 published offshore artificial reef sites.

The Aucilla River is designated in a list of "Special Waters" of **Outstanding Florida Waters** (OFWs). National Wildlife Refuges and Aquatic Preserves are also included in the OFW designation. The St. Marks National Wildlife Refuge (NWR) extends into a portion of western Taylor County, spanning the mouth of the Aucilla River. The Aucilla River Unit in the St. Marks NWR is cooperatively managed by the U.S. Fish and Wildlife Service with Taylor County. Other public areas include submerged land managed by Florida Department of Environmental Protection (FDEP), part of the ***Big Bend Seagrasses Aquatic Preserve*** that spans along a large section of west Florida from Taylor to Citrus Counties and is managed by the Coastal and Aquatic Managed Areas Program-CAMA. Additional public lands are managed by the Florida Fish and Wildlife Conservation Commission (FWC), and the Florida Division of Forestry (FDOF) in the multiple subunits of the Big Bend Wildlife Management Areas (WMAs). These Big Bend WMAs include Hickory Mound, Snipe Island, Spring Creek, and Tide Swamp. The fifth Big Bend unit, Jena WMA, is located across the Steinhatchee River in neighboring Dixie County.

The Econfina River system winds through Econfina State Park also managed by the FDEP, (Florida Park Service). The Big Bend Saltwater Paddling trail also hugs the Coast of Taylor County for nearly 50 miles. Unlike many coastal counties of Florida, this coastal environment is not under as much increasing pressure related to population growth, storm water runoff, declining water quality and conflicting use issues. In order to protect and manage these resources the citizens of and visitors to Taylor County must have an understanding and appreciation of our marine and coastal

systems. Increased ocean and environmental literacy is imperative to involve citizens and visitors in stewardship of Taylor County and Florida waters in general. Taylor County has a natural resource based economy, and is designated by the Governor's Office of Tourism, Trade and Economic Development as one of the North-Central counties in the list of rural areas of critical economic concern. Taylor County exhibits many of the economic distress factors (e.g., low per capita income with 23% below poverty level, low housing values compared to state average, low per capita taxable values) which coupled with its low population level (21,400 in 2009 estimate from U.S. Census Bureau), makes it very vulnerable during economic downturns.

One of the main industries in Taylor County include silviculture, and related timber industries including the manufacture of wood products. Foley Timber and Land is one of the largest landowners in the state, managing more than 560,000 acres of Florida forest. Foley is the largest private landowner in Taylor County. Foley's timberland is managed through a number of public-private partnerships, but more recently Foley has removed all of its land from participation in the FWC Wildlife Management Area program.

Buckeye, Inc. (BTI) is also one of the largest employers in Taylor County (approximately 580 employees) with another 1,400 full-time jobs that are created by their operation and are filled by contractors or suppliers. BTI produces chemical cellulose from wood that is used in a wide variety of products. University of Florida-IFAS is partnered with BTI in the development of the Stan Mayfield Bio Refinery Plant which will convert biomass into cellulosic ethanol, and use biomass to manufacture other petroleum replacements. UF-IFAS will own and manage the pilot plant which began construction in 2010.

Government is another significant employer; Taylor Correctional Institute (Florida Department of Corrections) employed a staff of 337 in 2008.

Due to the nature-based economy, and the great importance of recreational activities and ecotourism to sustain businesses in the Big Bend of Florida, it is very important to have an informed and well-educated population to be good stewards of the environment. Further development of recreational opportunities in Taylor County would occur through further artificial reef construction, particularly in areas closer to shore and more accessible to small boats.

Taylor County Artificial Reef Program

Taylor County's artificial reef program is spearheaded by two main citizen bodies: the Taylor County Artificial Reef Committee (Reef Committee) and the Taylor County Reef Research Team (TCRRT, see http://www.facebook.com/TaCoReefTeam/).

Artificial Reef Committee – The purpose of the Reef Committee is to provide guidance and direction to the artificial reef program. This committee is responsible for establishing the short-term and long term goals of the artificial reef program. Members are chosen based on their interest in artificial reefs and willingness to devote time to meetings and planning activities, as well as direct involvement as users. The Reef Committee strives for diversity in order to conduct

an artificial reef program that serves the interest of all of Taylor County's citizens. Examples of possible members include marine operators, commercial fishermen, recreational fishermen, divers, environmentalists, and educators.

Taylor County Reef Research Team (TCRRT) is a volunteer-based non-profit organization that is closely tied to the Reef Committee. TCRRT is funded by the Taylor County Board of County Commissioners (BOCC) and dues paid by its members. Duties of the TCRRT include: applying for artificial reef permits, communicating with local, state and federal agencies, performing predevelopment and post-deployment site surveys, monitoring existing artificial reefs, fulfilling the requirements of artificial reef grants secured by the BOCC, and educating the public about artificial reefs and marine fisheries issues. Both the TCRRT and the Reef Committee are operated in close contact with the University of Florida- IFAS, Taylor County Extension.

It is important to mention that the permit holder of the Steinhatchee Fisheries Management Area is the University of Florida, and the main purpose is a long term research on fisheries dynamics, specially about gag grouper, and as all planed and designed deployment had already been done, no more actions will be done towards artificial reef enhancements or new deployments (Lindberg, com pers. 2017), reason why the SFMA is not considered for the 2020-2025 Taylor County Artificial Reef Management Plan. Only Buckeye reef, whose permit holder is the Taylor County Board of County Commissioners and re-permitted or new reef sites will be considered for this plan.

Goals of the Artificial Reef Program

Short-term (< 5 years)

1. Renew USCOE permit for the Buckeye Reef site (expiring in 2020)
2. Support the Development of an Off-shore artificial reef in partnership with Anderson-Columbia.
3. Perform periodic site surveys of all reef sites under active federal or state permits
4. Apply for external grants funds
5. Solicit donations of funds and materials of opportunity (secondary use)
6. Educate the public on responsible angling, angling ethics, catch-and-release techniques.
7. Establish monitoring programs of at least 1 year in duration for each newly deployed reef.
8. Assessment and, if viable, re-permitting of Andree Reef site.
9. Identification, evaluation and permitting of shallow water artificial reef sites.
10. Evaluate the economic impact of artificial reefs in Taylor County.
11. Join forces with neighboring Counties and other partners to standardize Artificial Reef efforts in the Big Bend Region.
12. Conduct Resident and Boaters Survey for Taylor County (through Florida Sea Grant College Program)
13. Establish priority list for the placement of new artificial reefs or other structures ("bird racks")

Long-term (> 5 years)

1. Maintain an active volunteer organization (TCRRT).
2. Construct or enhance one artificial reef sites at least every other year (pending funding)
3. Establish partnership with the scientific research community (University of Florida), and the recreational fishing and scuba diving industries.

Materials to be used:

Materials of Opportunity- It is recognized that materials of opportunity, or secondary-use materials, will be one source for future new site construction or enhancement of existing sites. Before any materials of opportunity are accepted for donation, the County Attorney will be consulted concerning liability issues. Only materials that are currently approved for the particular active permit will be accepted, pending consultation with the appropriate state or federal authorities. The materials must be stable, clean, and not pose any environmental risk. The public will be educated about materials of opportunity and be discouraged from pursuing materials prior to consulting with the Artificial Reef Committee, and local, state, and federal agencies.

Prefabricated Artificial Reef Modules- Prefabricated modules must be approved by pertinent funding and permitting agencies. The latest scientific knowledge will be used when selecting specific material and module types. The modules must be stable and not pose any environmental risk.

Current Priority Sites for Reef Development (permitted):
(1) Buckeye Reef Site (Taylor County is the permit holder)

17. **Marine Advisory Board activities with input on artificial reef issues**

The Taylor County Extension Office relies on public input and feedback in developing programs that meet the local needs of the community. This is a requirement of the University of Florida Cooperative Extension Service. The Marine Advisory Committee meets at least once annually, with the last meeting held in December of 2011.

Since 2017 the Taylor County UF/IFAS Marine Extension Agent is in contact with the Marine Advisory Committee members some of whom are also TCRRT members. This group helps set priorities for the artificial reef program. For example, we have pre-discussed re-permitting shallower sites, such as the Scott Andree (Big Bend Regional Reefs) due to increased requests from the public for sites closer to shore or identify new potential shallow water site for new artificial reefs deployments.

Current members are Pam Wessels, Earle Greene, Catherine Bethea, Jim Zurbrick, Danielle Norwood, Bill Pillow, Benjie Tuten, Brett Lundy, Jody Courtney, Clay Olson, and Jeannie Mathis. Before the end of first semester 2022 a new board meeting will be held to elect board members. Documentation of previous meeting summaries and minutes from marine advisory meetings (Marine Advisory Committee, Taylor County Reef Research Team) are included in **Appendix C.**

18. **One complete copy of the active ACOE permit with accompanying permit conditions applicable to the project.**

A copy of the expired U.S. Army Corps of Engineers permit is attached in **Appendix D.** It is important to clarify that the re-authorization process of this permit started in 2019 and is in the final stages to be re-issued. We also include copies of the communications with and from the USCOE staff processing the permit. **The permit will be issue before the end of first semester 2022**.

Local Demand and Public Access

19. **Demonstration of public support for the proposed artificial reef project.**
Resolutions and letters of public support are included in **Appendix E.**

20. **The presence of navigable inlet access points within 20 nautical miles of the project site.**
Steinhatchee Boat Ramp (Old Ideal Marina) is a port within 17.5 NM of the eastern margin of the proposed reef enhancement site (Figure 1) and Keaton Beach canal marker is 20.5 miles. Steinhatchee has a USCG maintained channels and several access points for boat launching, storage, dockage and fueling. Taylor County operates and maintains public access facilities in multiple locations, including Keaton Beach public boat ramp. The Buckeye is due west of the Steinhatchee River mouth.

Material Transport and Ownership

21. **Plan to address logistics, coordination, staging area availability, material location, and material transport and handling.**

The marine contractor selected for this project will be responsible to Taylor County for all aspects of reef material fabrication, storage and staging, transportation and handling both by land and by sea, and direct placement of the pre-fabricated modules on the seafloor at locations specified and temporarily buoyed by a dive team. The Taylor County Cooperative Extension project representative will inspect reef materials prior to their departure from port. A Taylor County dive team representative and the Cooperative Extension project representative, coordinating volunteer divers, will be present to oversee material deployment and perform post-deployment inspections.

The bid specifications will be detailed in requiring a turn-key operation for all aspects of the reef construction. Taylor County will oversee the construction operation on site to ensure compliance with the ACOE permit as a responsibility to the permit holder.

22. **Assurance of the availability of reef material for the propose project, with an itemized list describing materials proposed to be deployed.**

As secondary use materials will not be used in the proposed project, the section is not applicable. All reef modules will be fabricated under contract with the selected marine contractor. A standard commercially available concrete mix will be used which has proven durability and effectiveness based on past reef performance in the Gulf of Mexico. Typically a concrete mix would a have a minimum test strength of 3,000 PSI and not allow for use of end-of-day pours.

23. **Proof of ownership.**

Taylor County will use the requested grant funds from FWC to purchase the reef modules in accordance with terms negotiated through the competitive bidding and contracting process. The contractor winning the award will be entirely responsible for fabrication, transportation, and placement of the reef modules.

Project Practicality

24. **An approximate estimate of handling and transportation costs for secondary use materials, and/or purchase, handling, and transportation cost per unit for prefabricated materials.**
This project will not employ secondary use materials, only pre-fabricated concrete modules specified designed for deployment as artificial fish habitat. The proposed budget for the enhancement to the Buckeye Reef Site is detailed in Table 3.

Table 3: Buckeye Reef Construction/Enhancement

Budget Item	Amount
Construction Costs	
Artificial Reef Contractor - 18 Prefab concrete modules estimated @ $5,900 deployed	119,000
Taylor County Budget for Project Oversight	
Equipment, repairs, field supplies	500
Diving expenses	100
Fuel & oil	400
TOTAL COST TO FWC	**120,000**

25. **Percentage of financial match of the project.**

Taylor County will not cash match for the total project cost.

26. **The applicant's total artificial reef construction/monitoring budget for the current calendar year including a description and amounts of additional funding by funding source.**

N.A.

Non-profit Eligibility Verification

27. **Documentation of 501(c)(3) tax status from the Internal Revenue Service.**

This section is not applicable to this grant application. Taylor County is submitting the grant application to the FWC and if funded will manage and administer all aspects of the proposed reef construction project.

28. **Documentation of the corporation's by-laws and/or articles of incorporation which include artificial reef monitoring and/or development as an objective.**

This section is not applicable to this grant application. Taylor County is submitting the grant application to the FWC and if funded will manage and administer all aspects of the proposed reef construction project.

Procurement of Commodities or Contractual Services Verification

29. **Documentation of the intended means which commodities or contractual services will be procured, pursuant to the requirements of Section 287.057, Florida Statutes.**

Taylor County will conduct procurement following all State requirements per Section 287.057, Florida Statutes. A copy of the Taylor County Purchasing Policy is attached in **Appendix F.** A contract for the construction, handling, transportation, and deployment of the prefabricated concrete modules will be awarded by a competitive bid process.

References

Adams, C., Lindberg, W., and Stevely, J. 2009. Economic benefits associated with Florida's artificial reefs.

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Posey, M.H., T.D. Alphin, S. Banner, F. Vose and W. Lindberg. 1998. Temporal variability, diversity and guild structure of a benthic community in the northeastern Gulf of Mexico. Bulletin of Marine Science, 63(1): 143- 155.

Sidman, C., T. Fik, G. Davidson, A. Hodges, R. Swett and F. Vose. 2011. "Planning for Waterway Access in Taylor County, Florida: Residents and Users Speak", Florida Sea Grant Program, TP-177, dated June 2011, 44 pp.

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APPENDIX A

Figures 1 and 2 show the general location and site detail of the project area, the Buckeye Reef Site.

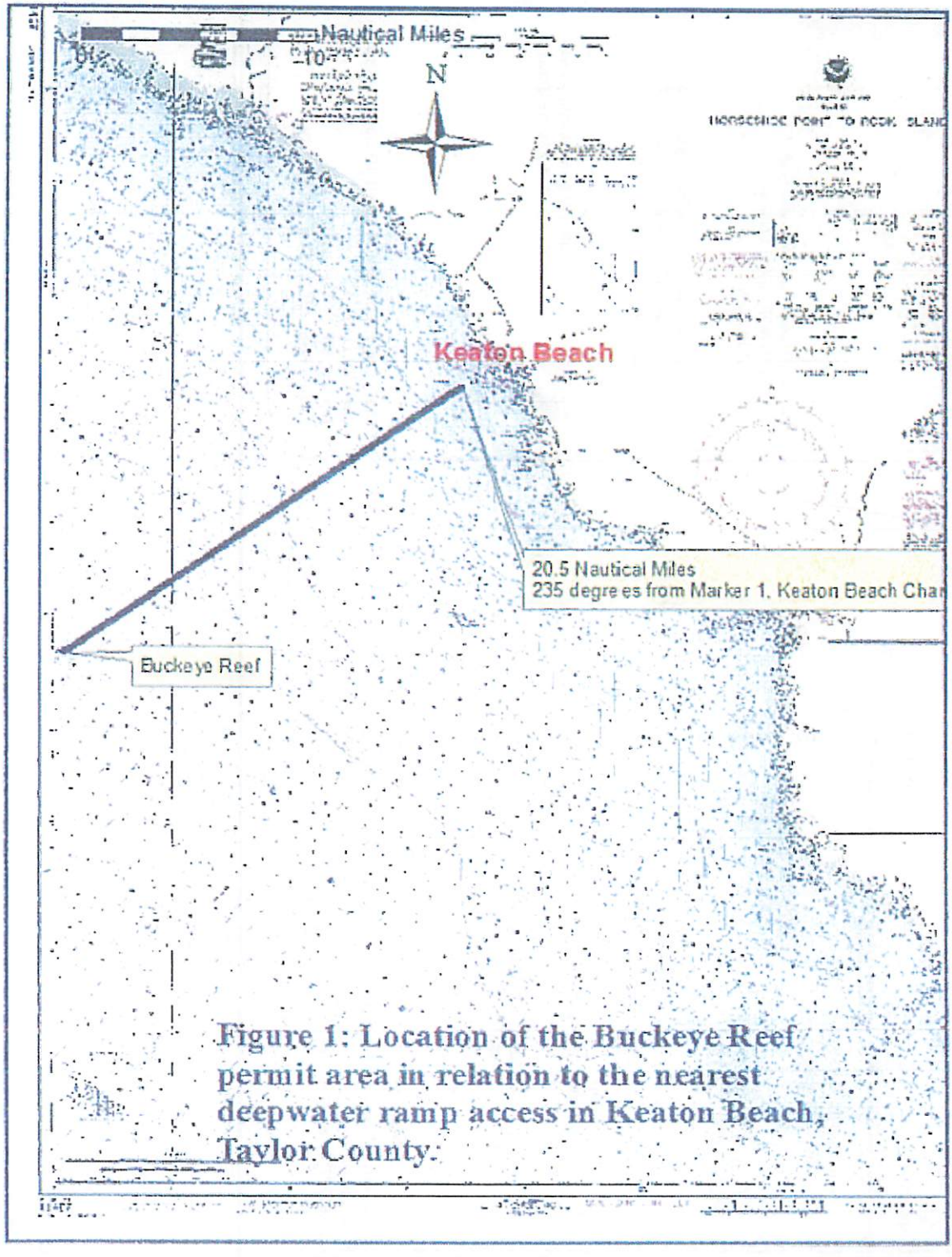
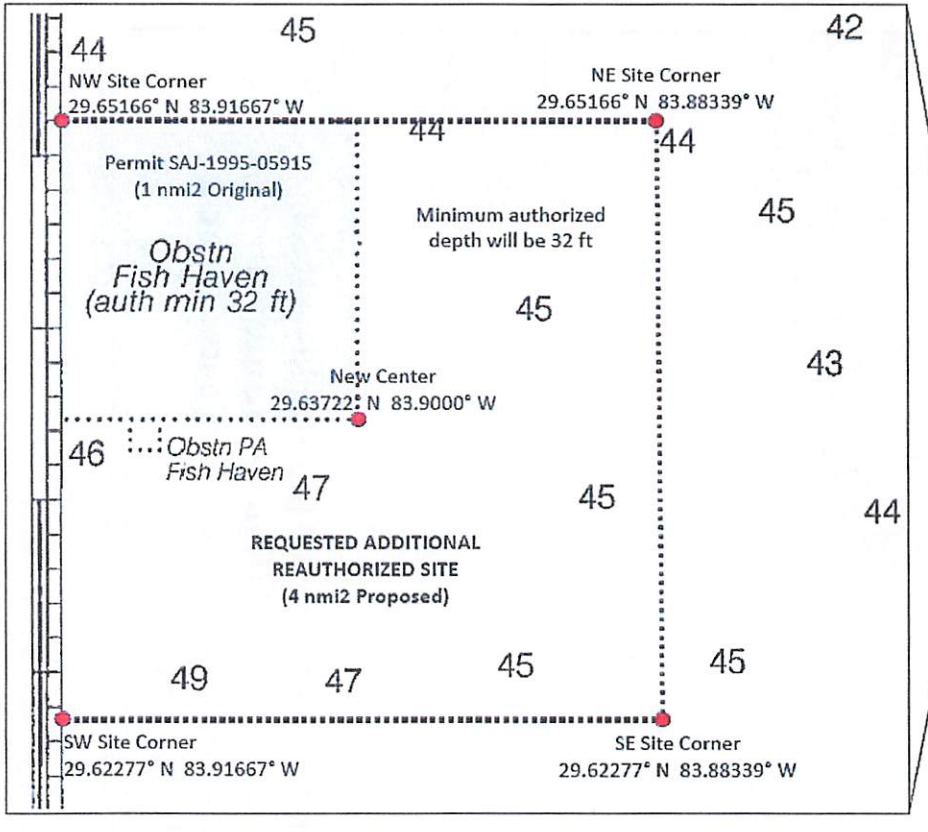
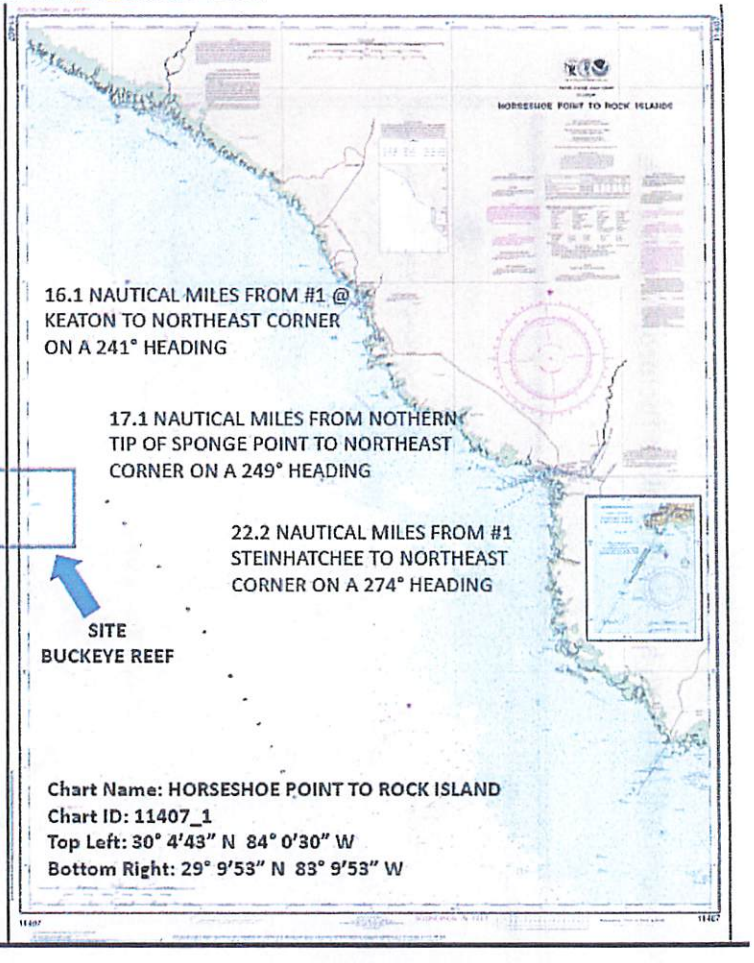


Figure 1: Location of the Buckeye Reef permit area in relation to the nearest deepwater ramp access in Keaton Beach, Taylor County.

TAYLOR COUNTY PROPOSED ARTIFICIAL REEF (Annexes)

APPLICANT: Taylor County
FILE: SAJ-1995-05915 (IP-SWA)
DATE: AUGUST 2020





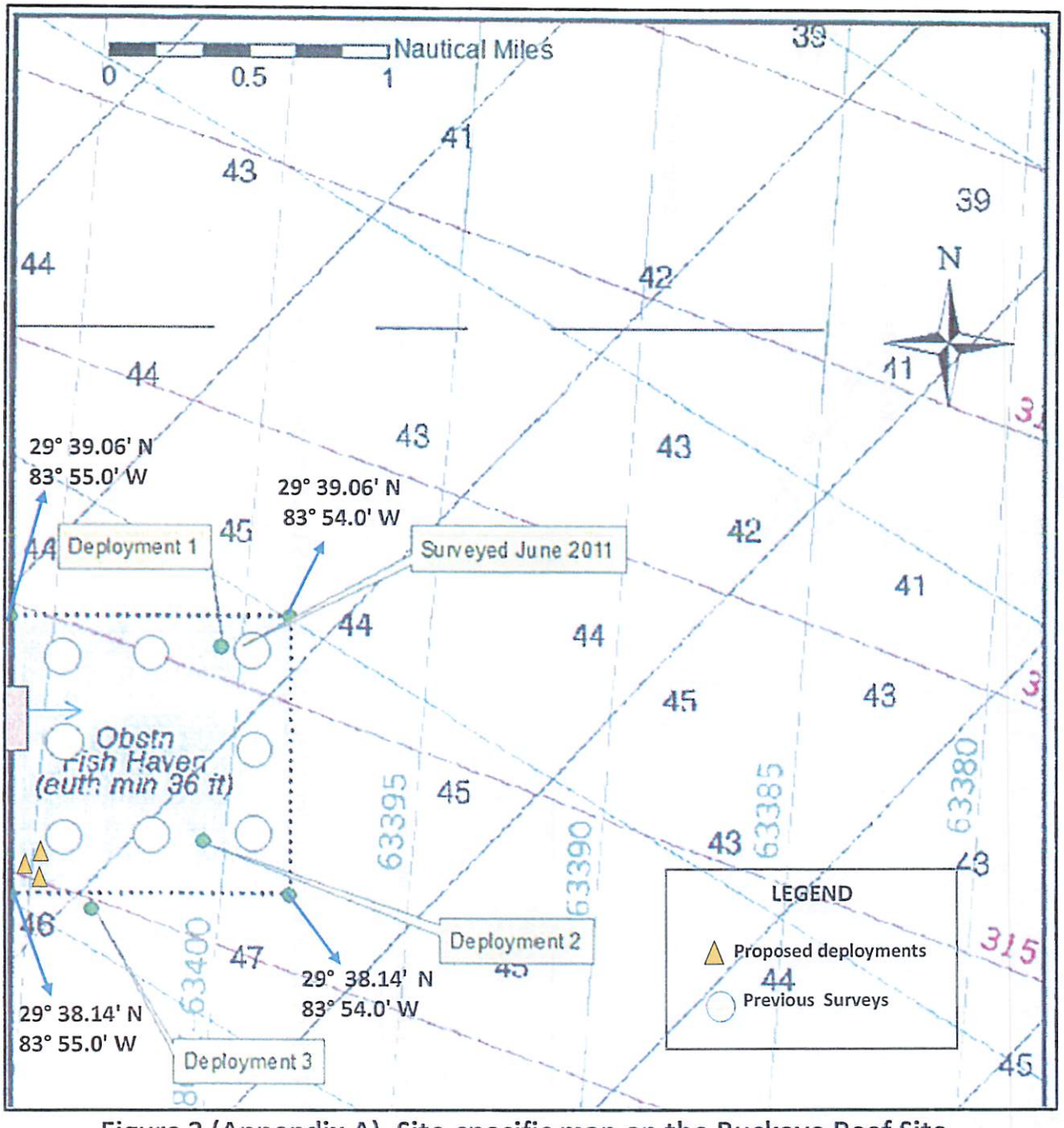


Figure 2 (Appendix A). Site-specific map on the Buckeye Reef Site.

Proposed locations are as follows (from Figure 2 and 4, Appendix A):

New Reef Deployment Site	Latitude N	Longitude W
Buckeye 2023-1	29.63918	-83.91445
Buckeye 2023-2	29.63789	-83.91438
Buckeye 2023-2	29.63856	-83.91522

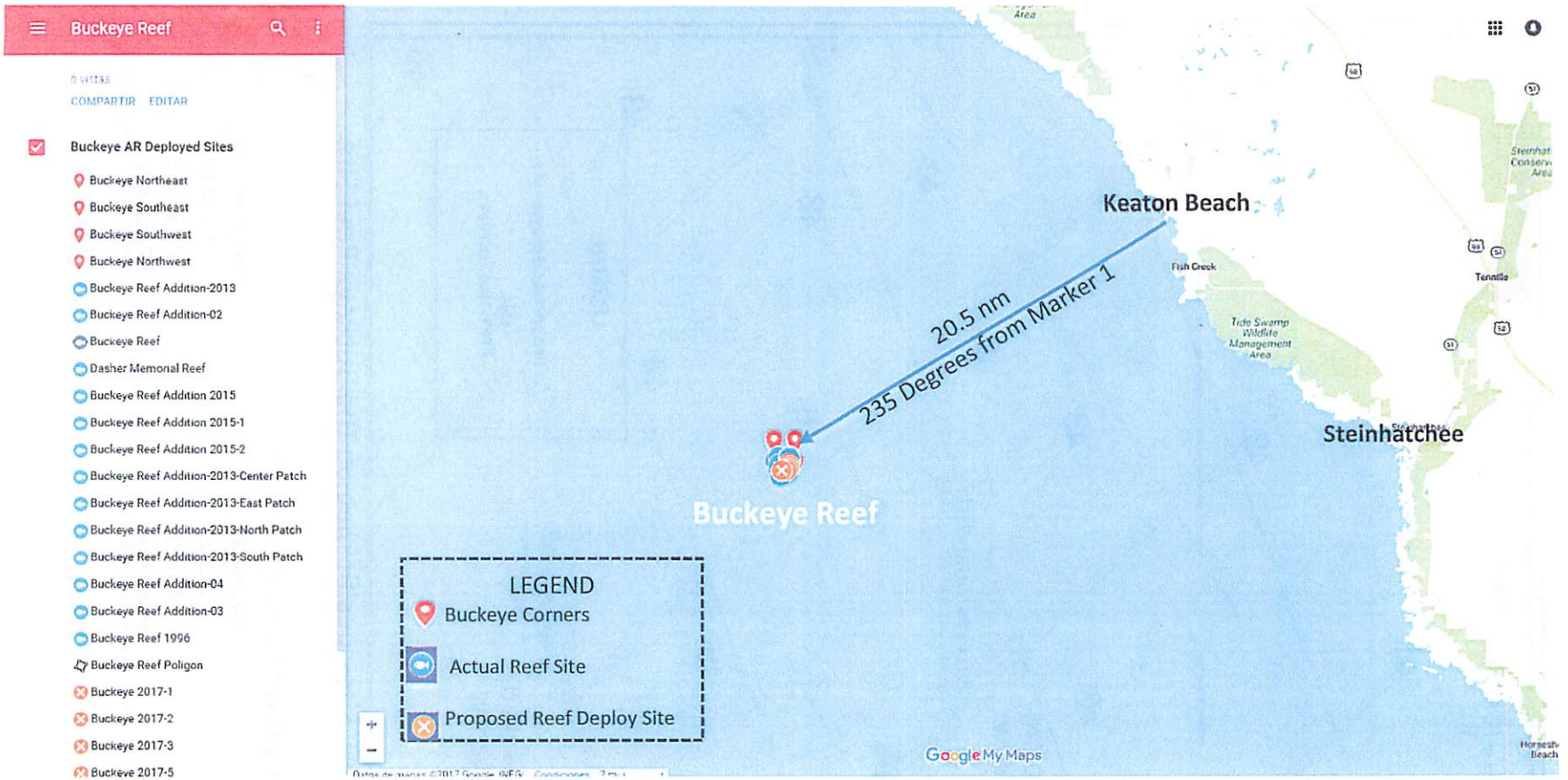


Figure 3. Taylor County Buckeye Permited Artificial Reef Sites. (Google Map base).

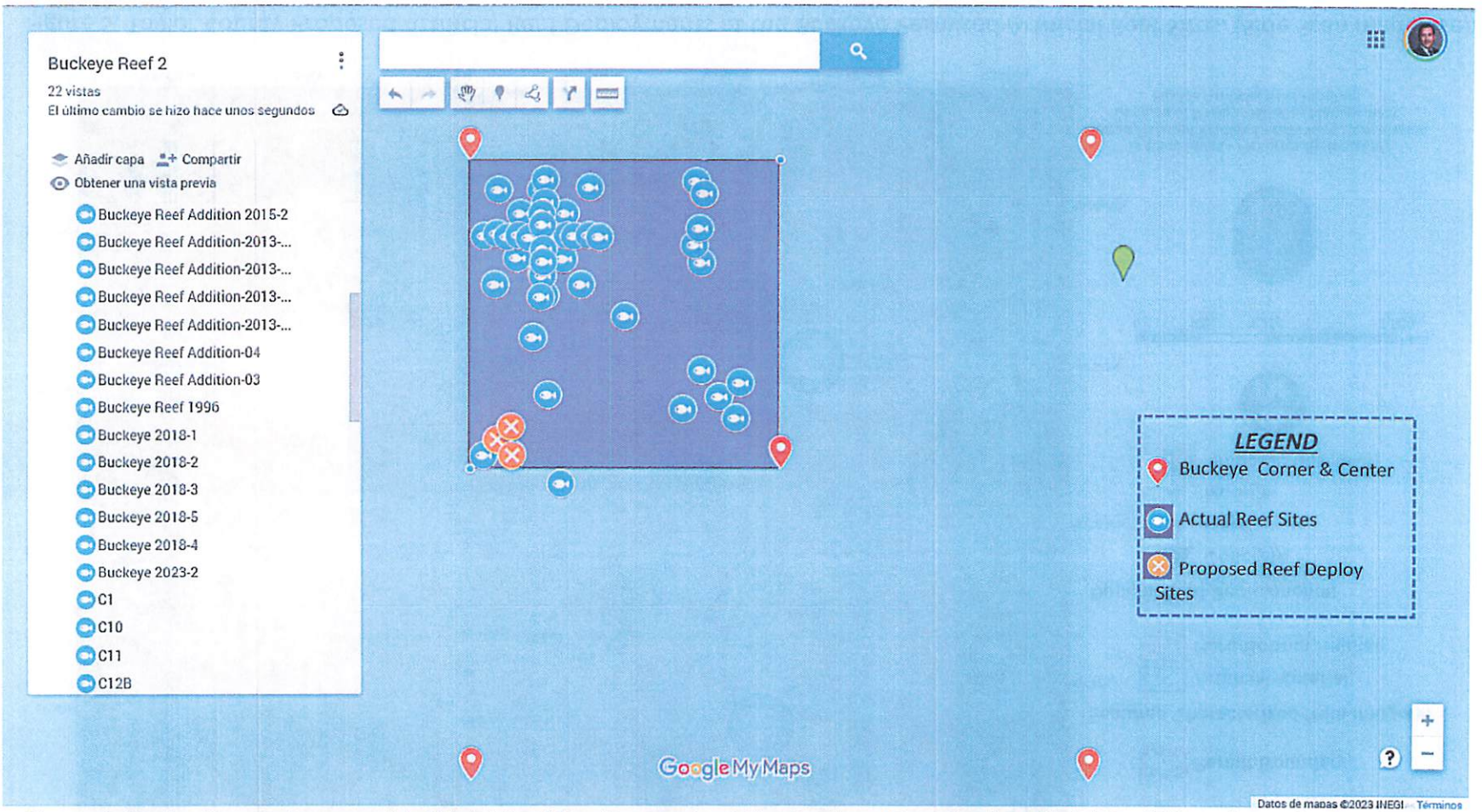


Figure 4. Taylor County Proposed Artificial Reef Deployments at the Buckeye Permited Artificial Reef Sites. (Google Map base).

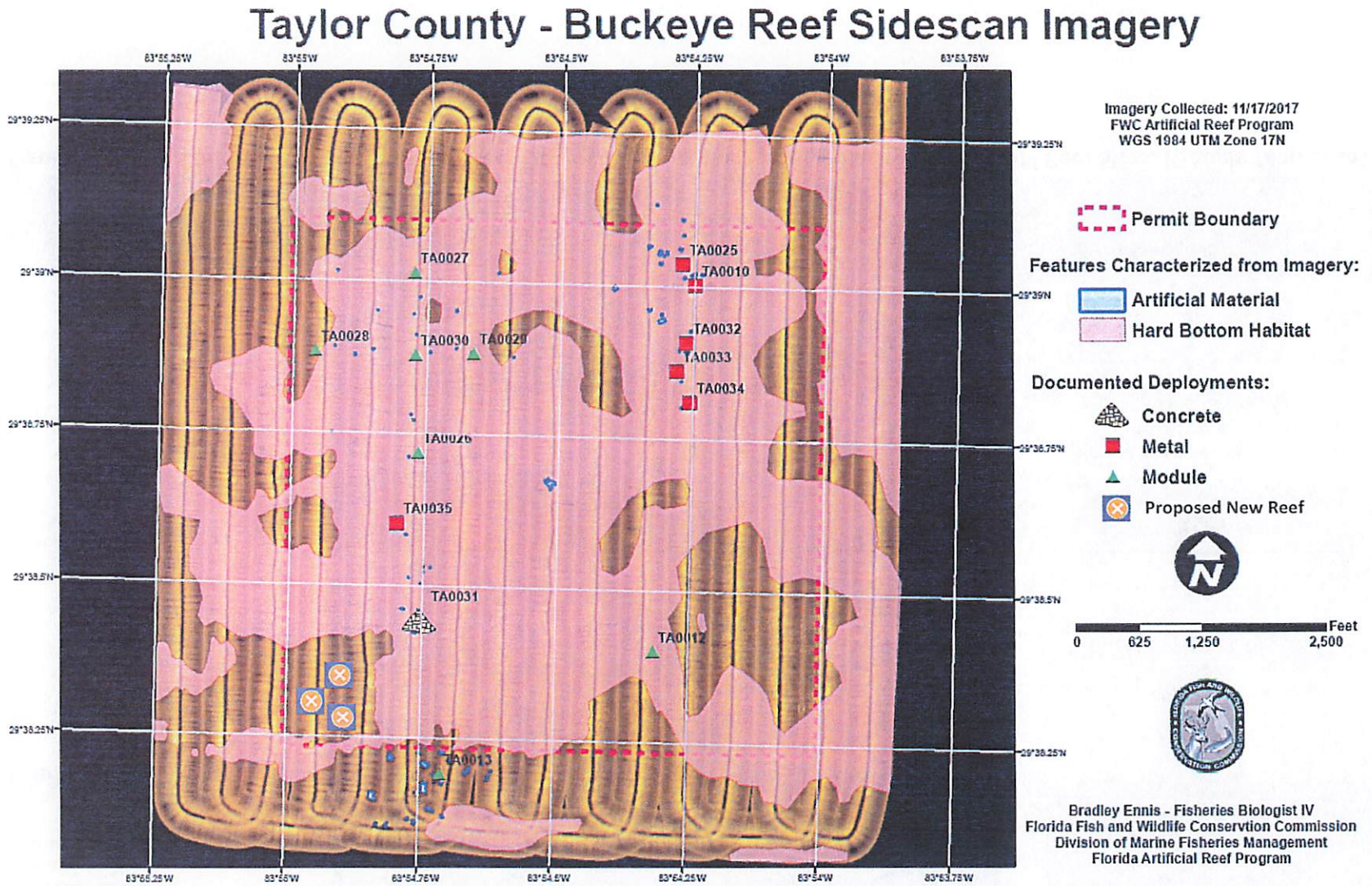


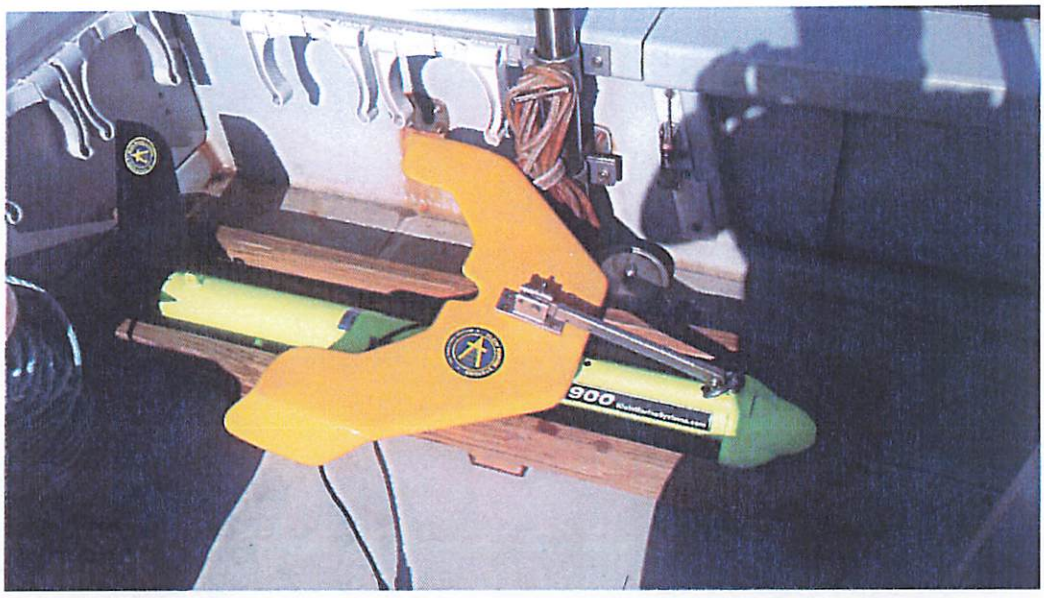
Figure 5. Taylor County Proposed Artificial Reef Deployments at the Buckeye Permited Artificial Reef Sites. (Side Scan map base).

APPENDIX B

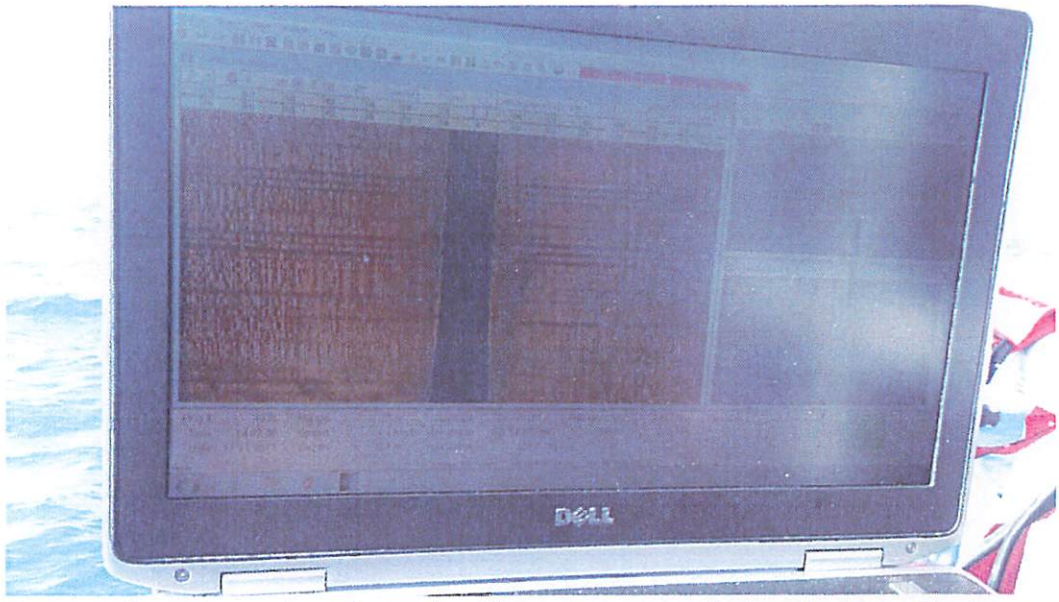
"2017 Side Scan of the Buckeye Reef Site, Taylor County, Fl". Bradley Ennis, Fisheries Biologist IV, Division of Marine Fisheries Management - Artificial Reef Program, Florida Fish and Wildlife Conservation Commission (FWC)

System 3900 Digital Side Scan Sonar

Designed to address the demanding requirements for search and recovery operations, The Klein System 3900 is heavily utilized by police, fire departments, port authorities and surveyors across the globe. This solution utilizes Klein's high frequency 455/900 kHz transducers for optimal range and image performance.



Side scan system at FWC vessel during Buckeye Reef survey.



Preliminary images received from the Side scan system during Buckeye Reef survey.

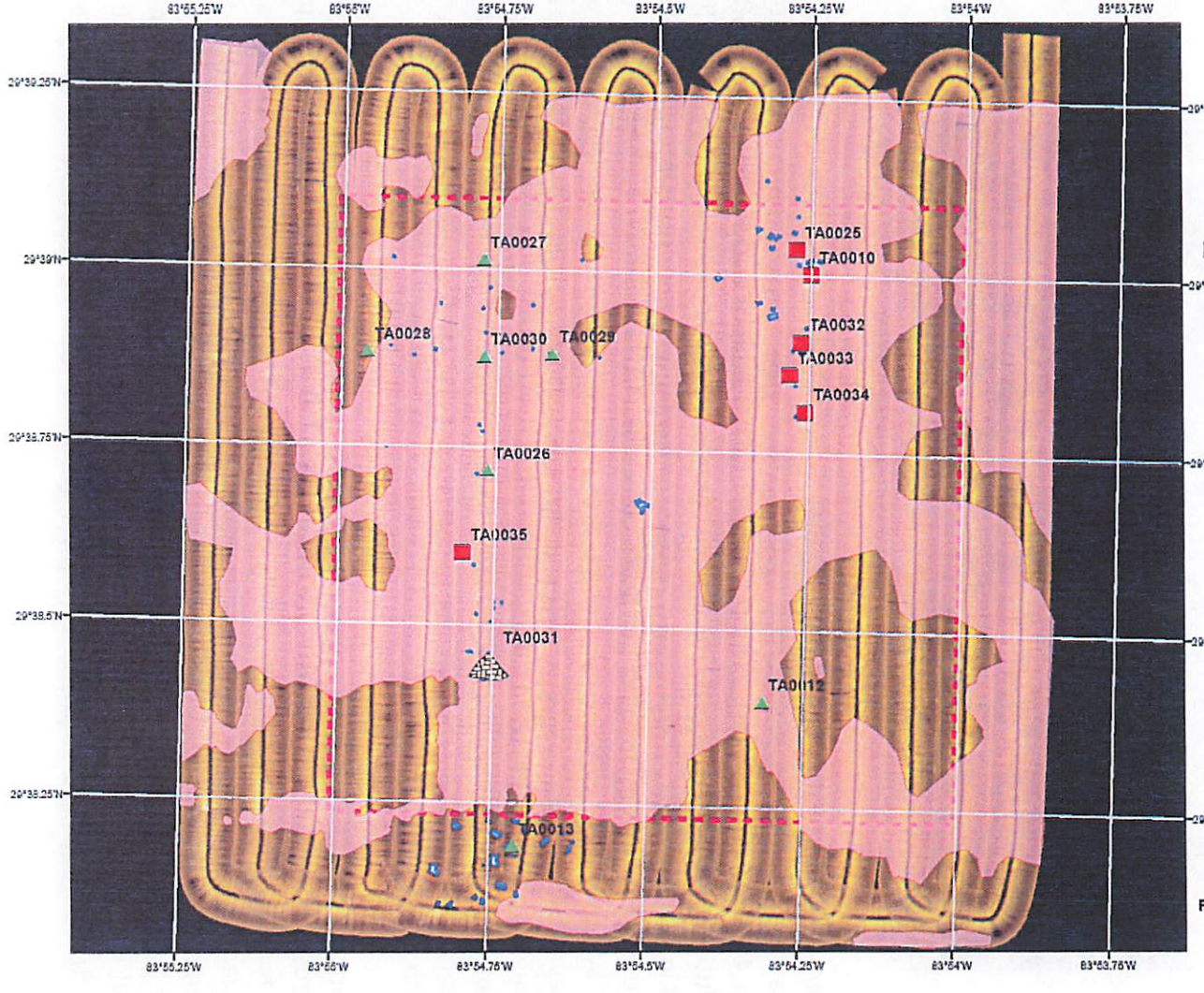


Side scan system set up at FWC vessel during Buckeye Reef survey.

Klein's System 3900 is an extremely high resolution, digital sonar for use in search and recovery missions that require a portable side scan system. The model is a selectable, dual-frequency system with 445 kHz, which offers excellent range and resolution, and 900 kHz, which offers higher resolution of identified targets. The system configured to be operated by one person from a small boat in shallow water. The standard system configuration comes complete with a splash-proof Transceiver Processing Unit (TPU), custom-configured laptop and 50 m of lightweight tow cable. The system 3900 towfish electronics are housed in a stainless steel body with phosphorescent finish. Klein's System 3900 employs the same advanced signal processing and core electronics capabilities found in our popular multi-beam, side scan systems, producing the finest possible side scan sonar imagery available today. Coupled with Klein's world-renowned SonarPro® software, the System 3900 makes survey acquisition fast, easy and provides the operator with powerful tools for the most professional data analysis possible.

On Friday November 17th, 2017, a commission of FWC agent Bradley Ennis and Taylor County Marine Extension Agent, Victor Blanco, went to Buckeye reef site to do a side scan in a FWC vessel. The following image shows the results of the side scan in Buckeye reef. The side scan sonar is towed behind a survey vessel and is equipped with two side-facing transducers that generate and receive sound signals. When a signal is generated it propagates through the water column and reflects off the seafloor and then back to the transducer. The intensity at which the return signal is received is interpreted into an image that is deciphered by a trained survey technician. As the survey vessel moves through the water, a streaming image of the seafloor is generated.

Taylor County - Buckeye Reef Sidescan Imagery



Imagery Collected: 11/17/2017
FWC Artificial Reef Program
WGS 1984 UTM Zone 17N

Permit Boundary

Features Characterized from Imagery:

Artificial Material

Hard Bottom Habitat

Documented Deployments:

Concrete

Metal

Module

N

0 625 1,250 2,500 Feet

Bradley Ennis - Fisheries Biologist IV
Florida Fish and Wildlife Conservtion Commission
Division of Marine Fisheries Management
Florida Artificial Reef Program

APPENDIX C

Documentation of the activities and involvement of a Marine Advisory Board with Taylor County Extension Artificial Reef Program, as referred to in Section 17.

Minutes-Artificial Reef Advisory Committee
1/4/2017 (5:00 – 6:30 PM)

Attendees- Clay Olson, William Jody Courtney, Victor Blanco.

Agenda

1. Introduction of new marine extension agent
2. 2017 TCRRT plan
3. TCRRT meetings
4. TCRRT account auditing?
5. Paul Angel Family Foundation funding opportunity
6. Reef monitoring plan
7. Diving certification
8. 2017 FWC artificial reef program grant application
9. New deployments (site selection)
10. Shallow water artificial reef (sites identification and preliminary survey)
11. Fundraising strategy
12. Others

We used the agenda to discuss the programs in development for Taylor County Artificial Reef program for the marine and natural resources extension program. The agenda items have been annotated to capture the key points of the discussions. Materials distributed for the meeting included a fact sheet on the economic impact of artificial reef, and a draft proposal for the Paul Angel Foundation request for proposals.

We agree to have next meeting in 2018 after the marine extension agent is aware and knowledgeable enough about the marine, fishing and artificial reefs issues in the county. A new strategy to enroll new TCRRT member needs to be developed and put into action as soon as possible, especially after preparing and sending funding applications for FWC grants for artificial reef enhancement and monitoring.

Minutes for Taylor County Marine Advisory Committee Meeting
November 18, 2019- 12:00 PM

UF-IFAS Extension, Forest Capital Hall

Call to order, introduction of guests
12:00 PM- Victor Blanco called the meeting to order, with eight in attendance, including Jeannie Mathis (School District Board), Catherine Bethea (community member), Pam Wessels (Steinhatchee Chamber of Commerce), Danielle Norwood (Sea Hag Marina), Earle Green (founder), Jim Zurbrick (commercial fishermen), Bill Pillow (Woods N' Water Magazine), and Benjie Tuten (local businessman).

Agenda Items and Discussion
Victor Blanco included in the agenda: Update of Taylor County marine extension programs. List of Projects / activities. Priorization of activities. Feedback from committee members.

Victor Blanco delivered a presentation of all extension programing in place and most of the activities involved in each program. The Committee members agreed that: 1) Recreational fisheries support, especially in scallops, and coastal species like red drum and sea trout, are fundamental for the sustainability of the region. 2) Artificial reefs enhancement and monitoring is the second most important program / activity that must continue and improve by recruiting and training new Taylor County Reef Research Team members, securing funding to continue artificial reef deployments at Buckeye reef, and selecting and permitting at least one inshore artificial reef site in the next five years. 3) Contributions to the Citizen Science programs, including horseshoe crabs, derelict crab traps removal, marine animal rescue, and artificial reef monitoring are a great way to increase Taylor County's community awareness and knowledge about the diverse coastal and marine issues. 4) Waterway markers management and improving is fundamental for the safety during navigation; keep the good work on inspecting and upgrading the markers in all county waterways. 5) Informal education for youth must be increased at all levels, in the School District public schools, including Perry and Steinhatchee. Hands-on activities must be offered to promote aquatic sciences among local youth.

Motion to adjourn at 1:00 PM.

Minutes for Taylor County Reef Team Meeting
February 28, 2012- 7PM

UF-IFAS Extension, Forest Capital Hall

Call to order, introduction of guests
707 PM- Brett Lundy called the meeting to order, with eight in attendance including four officers. Charlie Norwood made his first meeting and will be joining the team with a family membership. Welcome aboard to the Norwood family. Fred Vose motioned to approve the minutes from the January 10th meeting, second by Jason Pecknold, approved.

Treasury report
Mike McKinney reported the current balance in the checking account is $2,631.36 as of the January 31, 2012 statement.

Executive Board members and committee reports
Water conditions and dive reports was moved to the beginning of the meeting, to fast track planning for surveys needed for the upcoming SFMA reef deployments. We planned the bottom survey methods at the seven proposed sites for cube reefs in the public fishing area. Jody reported that a few short gag were seen on the southernmost reef (#4) and that the conditions were sand all around the reef material. He also reported seeing another boat fishing one of the sites to the north. Temperatures were in the mid to low 60s, with phenomenal visibility in the last few weeks.
(1)Update on contracting from Fred Vose- SFMA reef enhancement project, bid documents approved & distributed, public notice was in Friday's paper (2/24/2012)
(2)Update on funds from Tourism Development Council- line item amended into the TDC budget Taylor County Finance & Accounting requested new Buckeye reef construction be accomplished by purchase order, which is now supported by the County Administrator Need to get additional quotes for Buckeye enhancements using TDC funds D& L Contracting has vendor registration forms to get approved to perform work for Taylor County
(3) Taylor BOCC approved developing proposal for an enhancement to Buckeye Reef in the 2012/2013 grant cycle.
Grant deadline was extended from March 16 to April 20, 2012.
Need letters of support for reef construction proposal.
Need detailed donated materials list (number of pieces and individual weights).
FWC is suggesting a minimum of 1000 tons for a full $60,000 proposal.
Fred to check into potential costs for pre-fab units as alternative to the use of donated materials.
Charlie Norwood was going to approach someone from Anderson Columbia about materials and potential support for deployments.
Discussed artificial reef planning document updates. Longer term planning should include a push for shallower reef permit areas. We discussed re-permitting of the Big Bend reef site (Andree reefs), the old Steinhatchee reef site, and possible site off Econfina River. Impact to seagrass communities would have to be addressed/avoided when considering sites closer to shore, particularly if within the Big Bend Seagrasses Aquatic Preserve.

New business

We discussed election of officers 2012, which will be done as part of the March regular meeting (Nominations) and April Annual meeting.

Fred moved to renew corporate status submit annual report, second by Jason, approved. This needs to be completed by May 1st and has to be submitted electronically by the registered agent by May 1st.

Jason and Jaime Pecknold resigned as TCRRT Directors. The team recognizes their contributions to the team efforts and in support of recreational diving in Taylor County. We wish them well in their relocation to Texas.

Motion to adjourn at 8:25 PM.

Minutes-Marine & Natural Resources Advisory Committee
11/10/2011 (12:00 – 1:30PM)

Attendees- Mike McKinney, GW Pridgeon, Catherine Bethea, Earle Greene, Jason Pecknold, Fred Vose.

We used the agenda below to discuss the programs in development for Taylor County for the marine and natural resources extension program. The agenda items have been annotated to capture the key points of the discussions. Materials distributed for the meeting included a fact sheet on the economic impact of artificial reef related activities in six southwest Florida Counties, copies of the revised Recreational Scalloping brochure (Citrus County), and an information packet on the FWC Coastal Wildlife Conservation Initiative.

PROGRAM 1- Boating and Waterways-

Artificial Reef Program

-Two funding awards pending ($172,000 from FWC, $10,000 from TDC)

Contract from FWC to Taylor County BOCC is under preparation for enhancement to the public and conservation portions of the Steinhatchee Fisheries Management Area. Taylor County will manage the contract for the now combined University of Florida and Taylor County construction grants in 2012.

The Tourism Development Council granted a request for $10,000 for enhancement of artificial reef sites (Buckeye Reef) to promote increased visitors and ecotourism. The TDC was presented an invoice from the Taylor County Reef Research Team (TCRRT) in November.

The importance of continuing to support development or enhancement of existing shallow sites was discussed, due to the high use at some of these sites such as the Steinhatchee Reef in 20' of water.

This is reflected as priorities in past artificial reef plan documents. However, because a reef permit is active for the offshore site (Buckeye Reef) and is required, reef construction funds in the 2012 FWC request for proposals will be requested for that site. The Big Bend Seagrasses Preserve may present challenges to developing new permit areas closer to shore. TCRRT is proposing to use donated materials (Buckeye scrap steel and secondary use concrete-FDOT has culverts available in Perry). Several bottom areas were surveyed on the Buckeye reef permit using reef volunteer team divers to locate a suitable deployment location.

-Developed partnerships with local industry and seeking private donations/support.

Buckeye Technologies Inc. is holding scrap steel materials committed for donation to Taylor County for enhancing the Buckeye artificial reef site. Scuba 7 graciously donated $500 cash to the team this fall. The TCRRT is seeking donations from other private donors, adding to the success of $1100 netted from a fundraiser event selling smoked pork butts. Details on the TCRRT activities are available in the minutes distributed from the monthly meetings.

Boating and waterways management (with Florida Sea Grant and other partners)

-Regional workshop held in Santa Rosa County August 2011

Fred Vose served as a steering committee member for the Northwest Regional Meeting held in Milton, Florida. Charles Sidman presented the results of the Taylor County Boating Access study released in June 2011.

-Member of steering committee for large, statewide conference in May 2012 (St. Pete) Vose works cooperatively with the FSG Boating and Waterways Planning Program in Gainesville, and spends one day weekly in their Gainesville office on the UF main campus (Dr. Bob Swett's lab).
-Service to County for maintenance of uniform waterway markers, boating restriction zones and many other marine issues Resolving problems related to the waterway restrictions and uniform water markers in Keaton Beach, Steinhatchee and Econfina rivers is ongoing.
-Boating Access Study completed, working toward providing additional analysis and support to the County for future planning.
Vose presented two talks at the Waterfronts Florida meeting in Steinhatchee (November 2011). Both talks focused on economic impacts of boating-related activities (artificial reefs and boat launch facilities).

PROGRAM 2- Ocean & Environmental Literacy
Fred Vose presented a pre-season scalloping seminar sponsored by the Taylor County Soil and Water Conservation Board (Steinhatchee, June 2011). This event was well attended (approximately 50 attendees). The Soil & Water Board is interested in promoting seagrass protection with informational signs or kiosks at the boating access points (Scallop saying "Keep your prop out of my condo" etc.). Discussed providing incentives for attendance at educational seminars (discounted annual ramp decals).

Florida-Georgia Extension Wildlife management committee
Held multiple workshops in north Florida and South Georgia (UGA). This works teams with multiple UF, UGA and agency folks (DEP,USDA,FWC, DOF).
Festival events
-Sunbelt Expo at UF IFAS building (Moultrie, GA)
Worked with Bay County Sea Grant agent and UF Fisheries & Aquatic Sciences student on live mangrove / fish exhibit and clam farming touch (3 days- ~15,000 passed through UF-IFAS building).
-Fiddler Crab Festival (Steinhatchee)
Assisted the Steinhatchee River Chamber of Commerce with their youth fishing clinic, and partnered with FWC in a separate booth (catch and release techniques/venting/circle hook gear).
-Master Gardeners event (Perry)
Used booth to promote Florida Master naturalist program and artificial reef program.
-"Jakes Day" a National Wild Turkey Federation event (Perry)
Coordinated booths with FWC wildlife and outreach and education staff (displays of wildlife specimens, marine touch tank, and angling ethics displays.
Florida Master Naturalist Program
-Coastal systems Module in April-May 2011
Graduated first class in May 2011 (eight students), with additional classes. The courses are being team-taught with Carolyn Saft (Suwannee County Extension-Live Oak).
-Next Coastal Systems class in Jan-Feb 2012
Go to http://masternaturalist.org/ for list of schedules and registration.
Youth development activities with schools and 4-H programs

- Several TCHS students are interested in marine or natural resource careers, and our extension office was contacted about volunteering/mentoring.
Two of the students attended the October 13th Taylor County Extension open house. Vose met with Sharon Jandula (TCHS contact/ESE) and one student in early November to discuss potential volunteer activities. A third student is the child of a 4-H volunteer.
- Career Day for 9th graders (TCHS contact- Renee Ratliff).
Teamed with Lori Wiggins (4-H Coordinator) in four 30 minute presentations to four classes (65 students).
- Both student and adult volunteers assist with 4-H programs, including after school clubs, special events, residential summer camps, and summer day camp activities.
One volunteer organized a "Marine Club" that met monthly Fall 2010-Spring 2011. We also received a program development grant from Florida Sea Grant ($3000) that was used to purchase GPS and compass equipment similar to what is available at the Camp Cherry Lake facility. One summer day camp in 2011 taught orienteering skills at Camp Cherry Lake (6 teen volunteer assisted). We also held the annual "Agriculture and Natural Resources Day" in April 2011 which had a GPS navigation experience, attended by all Taylor County 5th graders (sponsored by an Ag in the Classroom Grant to Lori Wiggins).

Highlights of Discussions

NOTE: All team advisory committee members contributed to discussions on the various topics brought up by specific members listed below

Earle Greene suggested that a multi-prong approach to the marine programs was a good direction for the developing programs (artificial reef program leadership, boating and waterways planning/coastal access, and general public education). He indicated that the current Marine Advisory Committee could serve to pick up where the Coastal Committee left off (BOCC appointed committee that no longer meets). He distributed a table that listed eleven coastal issues priorities identified by the Coastal Committee (see attached table). The central part of the county was mentioned as particularly vulnerable to losing public access if privately owned launch facilities change hands or are closed (such as Spring Warrior). Earle supports having a workshop with the BOCC to discuss the results of the Taylor Boating Access Study and set future priorities for new goals (now that the highest priorities such as the Steinhatchee Ramp (completed) and added parking at the (Keaton Beach Ramp & Keaton Beach Coastal Park) construction is soon to be underway.
There was discussion of tactics to increase attendance at educational seminars. Catherine Bethea discussed the annual scallop seminars sponsored by the Soil and Water Board, and past priorities on preservation of coastal habitats important to the Big Bend Area (sea grasses). We discussed providing some incentive to the public if a seagrass awareness workshop was attended (possibly reduced cost of the annual Taylor County Boat Ramp Decal?).
We discussed specific program that could be offered for youth in the school system. Jason Pecknold suggested checking out a program he discovered while attending the DEMA (Diving Equipment Manufacturers Association) annual show (contact Anna Crawley-

http://diveintoyourimagination.com). He also has provided a copy of the "Oceans for Youth" DVD that has good materials for middle and high school age students.
On fundraising, GW Pridgeon proposed creating a sticker that could be used to solicit small donations at local businesses. He has donated numerous times to the organizations that way (get a ticker for a dollar donation).
This could be a way to develop funding for youth education or the artificial reef program (TCRRT logos on stickers).
Mike McKinney discussed challenges with keeping volunteers active in various programs such as the artificial reef team. He also asked questions about covering more freshwater related public education topics that kids would enjoy. He mentioned the films of the late Wes Skiles diving through the aquifer in Alachua County as an example of interesting topics on the importance of our water habitats in Florida.

From Coastal Priorities- 2006 List (Top 14)

1. Steinhatchee Boat Ramp
2. Dredging / channel markers upstream of bridge on Steinhatchee River
3. Aucilla Ramp Improvements
4. Charter boat dockage/municipal pier in Steinhatchee
5. Dallas Creek ramp improvements and other possible enhancements
6. Maintenance dredging of Keaton channel, Keaton and Cedar Island canals
7. Additional parking for Keaton ramp
8. Dark Island canal dredging
9. Spring Warrior ramp
10. Fenholloway ramp improvements
11. Dredging and/or navigational markers at mouth of Econfina River
12. Dredging and/or navigational markers at mouth of Aucilla River
13. Channel markers and/or navigational markers at mouth of Spring Warrior Creek
14. Keaton-Steinhatchee Scenic Route

APPENDIX D

Copy of U.S. Army Corps of Engineers permit for the Buckeye Reef site, as referred to in Section 18. Permit SAJ-2002-04178 (MOD-JML)

DEPARTMENT OF THE ARMY PERMIT

Permittee: Ms. LaWanda Pemberton
Taylor County Board of County Commissioners
201 East Green Street
Perry, Florida 32347

Permit No: SAJ-1995-05915 (SP-LSL)

Issuing Office: U.S. Army Engineer District, Jacksonville

NOTE: The term "you" and its derivatives, as used in this permit, means the permittee or any future transferee. The term "this office" refers to the appropriate district or division office of the U.S. Army Corps of Engineers (Corps) having jurisdiction over the permitted activity or the appropriate official of that office acting under the authority of the commanding officer.

You are authorized to perform work in accordance with the terms and conditions specified below.

Project Description: You are authorized to expand an existing offshore artificial reef, known as Buckeye Reef, from 1 square nautical mile to 4 square nautical miles. The navigational clearance will be -32 feet Mean Low Water. All reef materials will be consistent with the publication *Guidelines for Marine Artificial Reef Materials*, 2nd edition, the National Artificial Reef Plan, the state of Florida Artificial Reef Strategic Plan, and the Organization for Artificial Reefs' *Artificial Reef Development Plan.* A 50' buffer zone will be implemented inside the site borders on all sides where no materials will be deployed to ensure all reef materials are deployed within the permitted site. The work described above is to be completed in accordance with the 3 pages of drawings and 5 attachments affixed at the end of this permit instrument.

Project Location: The artificial reef site is located in the Gulf of Mexico, southwest of Taylor County, Florida. The reef site is approximately 16.1 nautical miles (southwest on compass bearing 241) of Keaton Beach and is referred to as Buckeye Reef with central coordinates below:

Central Coordinates:

		Decimal Degrees (DD)		Degrees Decimal Minutes (DDM)	
	Point	Latitude (N)	Longitude (W)	Latitude (N)	Longitude (W)
1	Centroid	29.63722°	-83.9000°	29° 38.2332'	83° 54.0000'
2	Northeast Corner	29.65166°	-83.88339°	29° 39.0996'	83° 53.0034'
3	Southeast Corner	29.62277°	-83.88339°	29° 37.3662'	83° 53.0034'

4	Southwest Corner	29.62277°	-83.91667°	29° 37.3662'	83° 55.0002'
5	Northwest Corner	29.65166°	-83.91667°	29° 39.0996'	83° 55.0002'

Directions to site: From Keaton Beach, the northeast corner of the reef is located 16.1 nautical miles on a 241° heading.

Permit Conditions

General Conditions:

1. The time limit for completing the work authorized ends on _____. If you find that you need more time to complete the authorized activity, submit your request for a time extension to this office for consideration at least one month before the above date is reached.

2. You must maintain the activity authorized by this permit in good condition and in conformance with the terms and conditions of this permit. You are not relieved of this requirement if you abandon the permitted activity, although you may make a good faith transfer to a third party in compliance with General Condition 4 below. Should you wish to cease to maintain the authorized activity or should you desire to abandon it without a good faith transfer, you must obtain a modification of this permit from this office, which may require restoration of the area.

3. If you discover any previously unknown historic or archeological remains while accomplishing the activity authorized by this permit, you must immediately notify this office of what you have found. We will initiate the Federal and State coordination required to determine if the remains warrant a recovery effort or if the site is eligible for listing in the National Register of Historic Places.

4. If you sell the property associated with this permit, you must obtain the signature and the mailing address of the new owner in the space provided and forward a copy of the permit to this office to validate the transfer of this authorization.

5. If a conditioned water quality certification has been issued for your project, you must comply with the conditions specified in the certification as special conditions to this permit. For your convenience, a copy of the certification is attached if it contains such conditions.

6. You must allow representatives from this office to inspect the authorized activity at any time deemed necessary to ensure that it is being or has been accomplished in accordance with the terms and conditions of your permit.

Special Conditions:

1. **Reporting Addresses:** The Permittee shall reference this permit number, SAJ-1995-05915, on all correspondence. Unless specifically notified to the contrary, the Permittee shall use the following addresses for transmitting correspondence to the referenced agencies:

   a. U.S. Army Corps of Engineers
   415 Richard Jackson Boulevard, Suite 411, Panama City Beach, Florida 32407

   or by email: SAJ-RD-Enforcement@usace.army.mil

   b. National Oceanic and Atmospheric Administration (NOAA)
   Marine Chart Division
   Office of Coast Survey, N/CS26, Sta. 7317
   1315 East-West Highway
   Silver Springs, MD 20910-3282

   or email: ocs.ndb@noaa.gov

   c. Commander, U.S. Coast Guard (USCG)
   Hale Boggs Federal Building
   500 Poydras Street
   New Orleans, Louisiana 70130

   d. Florida Fish and Wildlife Conservation Commission (FFWCC)
   Artificial Reef Program
   620 S. Meridian Street, MS 4B2
   Tallahassee, Florida 32399

   or email: artificialreefdeployments@MyFWC.com

2. **Initial Agency Notification:** The Permittee shall provide to the U.S. Army Corps of Engineers (Corps), National Oceanic and Atmospheric Administration (NOAA), and U.S. Coast Guard (USCG) written notification of the planned deployment

start date at least 2 weeks prior to the initial deployment on the authorized artificial reef site.

3. **Posting of Permit:** The Permittee shall have available and maintain for review a copy of this permit and approved plans at the construction site.

4. **Agency Changes/Approvals:** Should any other agency require and/or approve changes to the work authorized or obligated by this permit, the Permittee is advised a modification to this permit instrument is required prior to initiation of those changes. It is the Permittee's responsibility to request a modification of this permit from the Panama City Permits Section. The Corps reserves the right to fully evaluate, amend, and approve or deny the request for modification of this permit.

5. **Authorized Reef Materials:** No reef materials or module will weigh less than 500 pounds. Reef materials shall be clean and free from asphalt, petroleum, other hydrocarbons and toxic residues, loose free floating material or other deleterious substances. All artificial reef materials and/or structures will be selected, designed, constructed, and deployed to create stable and durable marine habitat. The Permittee shall deploy only the following authorized reef materials:

   a. Prefabricated artificial reef modules composed of ferrous and/or aluminum-alloy metals, ¼ inch or more in thickness, concrete, rock, or a combination of these materials.

   b. Natural rock boulders and other pre-cast concrete material such as culverts, stormwater junction boxes, power poles, railroad ties, jersey barriers, or other similar concrete material.

   c. Clean steel and concrete bridge or large building demolition materials such as slabs or pilings with all steel reinforcement rods severed as close to the concrete surface as possible but not to extend more than 6 inches to ensure the rod will not create a fishing tackle or diver ensnaring hazard.

   d. Heavy gauge ferrous & aluminum alloy metal material components or structures, ¼ inch or more in thickness, such as utility poles and antenna towers.

   e. Heavy gauge ferrous and aluminum alloy metal hulled vessels which equal or exceed 60 feet hull length prepared and deployed in accordance with all

applicable U.S. Coast Guard, U.S. Environmental Protection Agency, Florida Fish and Wildlife Conservation Commission, or other applicable state or federal agency regulations or policies. The vessel shall not be deployed until all necessary inspections and clearances have been obtained or waived and a stability analysis has been completed demonstrating the vessel will be stable during a 50-year storm event based on vessel and deployment site characteristics. The Permittee shall follow the National guidance regarding preparation of vessels for deployment as artificial reefs which are available at http://www.epa.gov/owow/oceans/habitat/artificialreefs/index.html. The Permittee shall provide a record of all inspections, clearances or waivers to the Corps along with the pre-deployment notification.

6. **Pre-Deployment Notification:** No less than 14 days prior to deployment of material on an artificial reef, the Permittee shall transmit by electronic mail ("email") a complete and signed "Florida Artificial Reef Materials Cargo Manifest and Pre-Deployment Notification" form (Attachment A), to the Corps and Florida Fish and Wildlife Conservation Commission (FFWCC) to allow inspection of the proposed reef materials as deemed necessary by the agencies. Inspection is allowable at the staging area. By signing the Pre-Deployment Notification, the Permittee certifies all materials are free from asphalt, petroleum, other hydrocarbons and toxic residues. The Permittee shall not deploy material if notified by the Corps or FFWCC that the material is questionable. The material needs to be evaluated before it is released for deployment. Any material deemed unacceptable for reef material will be disposed in an approved upland disposal site.

   Deployment of the material shall not occur until after the end of the 14-day inspection period. The Permittee shall ensure both a copy of this permit and the signed "Florida Artificial Reef Materials Cargo Manifest and Pre-Deployment Notification" form are maintained aboard the deployment vessel at all times during loading, transit, and deployment.

7. **Post-Deployment Placement Report/As-Built Drawing:** No less than 30 days after deployment at the reef site, the Permittee shall transmit by email to the Corps, FFWCC, and NOAA a complete and signed "Florida Artificial Reef Materials Placement Report and Post-Deployment Notification" form (Attachment B). Please note, the Corps requires the latitude and longitude to be accurate within 5 meters horizontal distance on the post-deployment report. Attach to the report an as-built drawing containing the approximate deployment configurations and the height of the material after placement. Depth shall be verified utilizing

fathometer, depth sounder, or similar device accurate to within 1 meter. Also, include information on the condition of the material at the time of deployment. The report and drawing shall be limited to a few pages per deployment. Representative photographs and/or video, if available, should be submitted.

8. **Reef Parameters:** The Permittee shall deploy all reef materials within the site boundaries as defined on permit drawing page 1 and 2 of 3. A minimum clearance of -32 feet from the top of the deployed material relative to mean low water (MLW) shall be maintained.

9. **Violation of Reef Parameters Notification:** In the event reef material is deployed in a location or manner contrary to the Reef Parameters Special Condition, the Permittee shall immediately notify the USCG Station and provide information as requested by the station. The Permittee shall notify NOAA, USCG and Corps in writing within 24 hours of the occurrence. At a minimum the written notification shall explain how the deployed material exceeds the authorized reef parameters, a description of the material, a description of the vessel traffic in the area, the deployment location in nautical miles at compass bearing from obvious landmarks, the location of the unauthorized material in latitude and longitude coordinates (degree, minute, decimal minute format to the third decimal place), and the water depth above the material from MLW. The document will list the information provided by telephone to the USCG as noted above and include the time of the call and the name of the USCG personnel receiving the information.

10. **Protection of Existing Resources:** The Permittee shall not deploy artificial reef materials until an assessment of the bottom conditions have been accomplished by diver, submersible video camera, fathometer, depth/bottom sounder (e.g. "fish finder"), or side-scan sonar. The inspection of the deployment area may occur at the time of deployment, but no more than 1 year prior to deployment. The Permittee shall maintain a deployment buffer of at least 200 feet from any submerged beds of sea grasses, coral reefs, live bottom, areas supporting growth of sponges, sea fans, soft corals, and other sessile macroinvertebrates generally associated with rock outcrops, oyster reefs, scallop beds, clam beds, or areas where there are unique or unusual concentrations of bottom-dwelling marine organisms. Should the assessment find any evidence of cultural/archaeological resources such as sunken vessels, ballast, historic refuse piles, or careenage areas, the Permittee shall also maintain a deployment buffer of at least 200 feet from these resources.

The Permittee shall provide of the information obtained from the assessment to the Corps no less than 14 days prior to deployment of material on an artificial reef in conjunction with the pre-deployment notification.

11. **Ownership/Maintenance/Liability:** By signing this permit, the Permittee certifies and acknowledges ownership of all artificial reef materials deployed on the reef, accepts responsibility for maintenance of the artificial reef, and possesses the ability to assume liability for all damages that may arise with respect to the artificial reef.

12. **Assurance of Navigation and Maintenance:** The Permittee understands and agrees that, if future operations by the United States require the removal, relocation, or other alteration, of the structures or work herein authorized, or if in the opinion of the Secretary of the Army or his authorized representative, said structure or work shall cause unreasonable obstruction to the free navigation of the navigable waters, the Permittee will be required, upon due notice from the Corps, to remove, relocate, or alter the structural work or obstructions caused thereby, without expense to the United States. No claim shall be made against the United States on account of any such removal or alteration.

13. **Marine Life Entrapment:** Neither reef structure nor material or the method of design or deployment should pose more than minimal risk of entrapping fish, marine turtles, or marine mammals. The Permittee shall take all necessary action to minimize this risk. Any observation of entrapped marine turtles or marine mammals on this artificial reef site should be reported immediately to the Enforcement Section by telephone at 850-763-0717, extension 1, and the National Marine Fisheries Service by telephone at 727-824-5301.

14. **Manatee Conditions:** The Permittee shall comply with the "Standard Manatee Conditions for In-Water Work – 2011" (Attachment C).

15. **Sea Turtle/Sawfish/Sturgeon Guidelines:** The Permittee shall comply with the National Marine Fisheries Service's "Sea Turtle and Smalltooth Sawfish Construction Conditions", which also applies to sturgeon (Attachment D).

16. **Protected Species Guidance:** The Permittee shall comply with the "Vessel Strike Avoidance Measures and Injured or Dead Protected Species Reporting" (Attachment E), for marine turtles and marine mammals.

17. Cultural Resources/Historic Properties:

a. No structure or work shall adversely affect impact or disturb properties listed in the *National Register of Historic Places* (NRHP) or those eligible for inclusion in the NRHP.

b. If during the ground disturbing activities and construction work within the permit area, there are archaeological/cultural materials encountered which were not the subject of a previous cultural resources assessment survey (and which shall include, but not be limited to: pottery, modified shell, flora, fauna, human remains, ceramics, stone tools or metal implements, dugout canoes, evidence of structures or any other physical remains that could be associated with Native American cultures or early colonial or American settlement), the Permittee shall immediately stop all work and ground-disturbing activities within a 100-meter diameter of the discovery and notify the Corps within the same business day (8 hours). The Corps shall then notify the Florida State Historic Preservation Officer (SHPO) and the appropriate Tribal Historic Preservation Officer(s) (THPO(s)) to assess the significance of the discovery and devise appropriate actions.

c. Additional cultural resources assessments may be required of the permit area in the case of unanticipated discoveries as referenced in accordance with the above Special Condition; and if deemed necessary by the SHPO, THPO(s), or Corps, in accordance with 36 CFR 800 or 33 CFR 325, Appendix C (5). Based, on the circumstances of the discovery, equity to all parties, and considerations of the public interest, the Corps may modify, suspend or revoke the permit in accordance with 33 CFR Part 325.7. Such activity shall not resume on non-federal lands without written authorization from the SHPO for finds under his or her jurisdiction, and from the Corps.

d. In the unlikely event that unmarked human remains are identified on non-federal lands, they will be treated in accordance with Section 872.05 Florida Statutes. All work and ground disturbing activities within a 100-meter diameter of the unmarked human remains shall immediately cease and the Permittee shall immediately notify the medical examiner, Corps, and State Archeologist within the same business day (8-hours). The Corps shall then notify the appropriate SHPO and THPO(s). Based, on the circumstances of the discovery, equity to all parties, and considerations of the public interest, the Corps may modify, suspend or revoke the permit in accordance with 33 CFR Part 325.7. Such activity shall not

resume without written authorization from the State Archeologist and from the Corps.

Further Information:

1. Congressional Authorities: You have been authorized to undertake the activity described above pursuant to:

(X) Section 10 of the Rivers and Harbors Act of 1899 (33 U.S.C. 403)

( ) Section 404 of the Clean Water Act (33 U.S.C. 1344)

( ) Section 103 of the Marine Protection, Research and Sanctuaries Act of 1972 (33 U.S.C. 1413)

( ) Section 14 of the Rivers and Harbors Act of 1899 (33 U.S.C. 408)

2. Limits of this authorization.

a. This permit does not obviate the need to obtain other Federal, State, or local authorizations required by law.

b. This permit does not grant any property rights or exclusive privileges.

c. This permit does not authorize any injury to the property or rights of others.

d. This permit does not authorize interference with any existing or proposed Federal projects.

3. Limits of Federal Liability. In issuing this permit, the Federal Government does not assume any liability for the following:

a. Damages to the permitted project or uses thereof as a result of other permitted or unpermitted activities or from natural causes.

b. Damages to the permitted project or uses thereof as a result of current or future activities undertaken by or on behalf of the United States in the public interest.

c. Damages to persons, property, or to other permitted or unpermitted activities or structures caused by the activity authorized by this permit.

d. Design or construction deficiencies associated with the permitted work.

e. Damage claims associated with any future modification, suspension, or revocation of this permit.

4. Reliance on Applicant's Data: The determination of this office that issuance of this permit is not contrary to the public interest was made in reliance on the information you provided.

5. Reevaluation of Permit Decision: This office may reevaluate its decision on this permit at any time the circumstances warrant. Circumstances that could require a reevaluation include, but are not limited to, the following:

a. You fail to comply with the terms and conditions of this permit.

b. The information provided by you in support of your permit application proves to have been false, incomplete, or inaccurate (see 4 above).

c. Significant new information surfaces which this office did not consider in reaching the original public interest decision.

Such a reevaluation may result in a determination that it is appropriate to use the suspension, modification, and revocation procedures contained in 33 CFR 325.7 or enforcement procedures such as those contained in 33 CFR 326.4 and 326.5. The referenced enforcement procedures provide for the issuance of an administrative order requiring you comply with the terms and conditions of your permit and for the initiation of legal action where appropriate. You will be required to pay for any corrective measures ordered by this office, and if you fail to comply with such directive, this office may in certain situations (such as those specified in 33 CFR 209.170) accomplish the corrective measures by contract or otherwise and bill you for the cost.

6. Extensions: General Condition 1 establishes a time limit for the completion of the activity authorized by this permit. Unless there are circumstances requiring either a prompt completion of the authorized activity or a reevaluation of the public interest decision, the Corps will normally give favorable consideration to a request for an extension of this time limit.

Your signature below, as permittee, indicates that you accept and agree to comply with the terms and conditions of this permit.

LaWanda Pemberton — 9/7/2022
(PERMITTEE) (DATE)

LaWanda Pemberton
(PERMITTEE NAME-PRINTED)

This permit becomes effective when the Federal official, designated to act for the Secretary of the Army, has signed below.

(DISTRICT ENGINEER) (DATE)
For James L. Booth
Colonel, U.S. Army
District Commander

Attachments to Department of the Army Permit Number SAJ-1995-05915

1. PERMIT DRAWINGS: 3 pages.

2. PRE-DEPLOYMENT NOTIFICATION: 2 pages, *Florida Artificial Reef Materials Cargo Manifest and Pre-Deployment Notification.*

3. POST-DEPLOYMENT PLACEMENT REPORT: 2 pages, *Florida Artificial Reef Materials Placement Report and Post-Deployment Notification.*

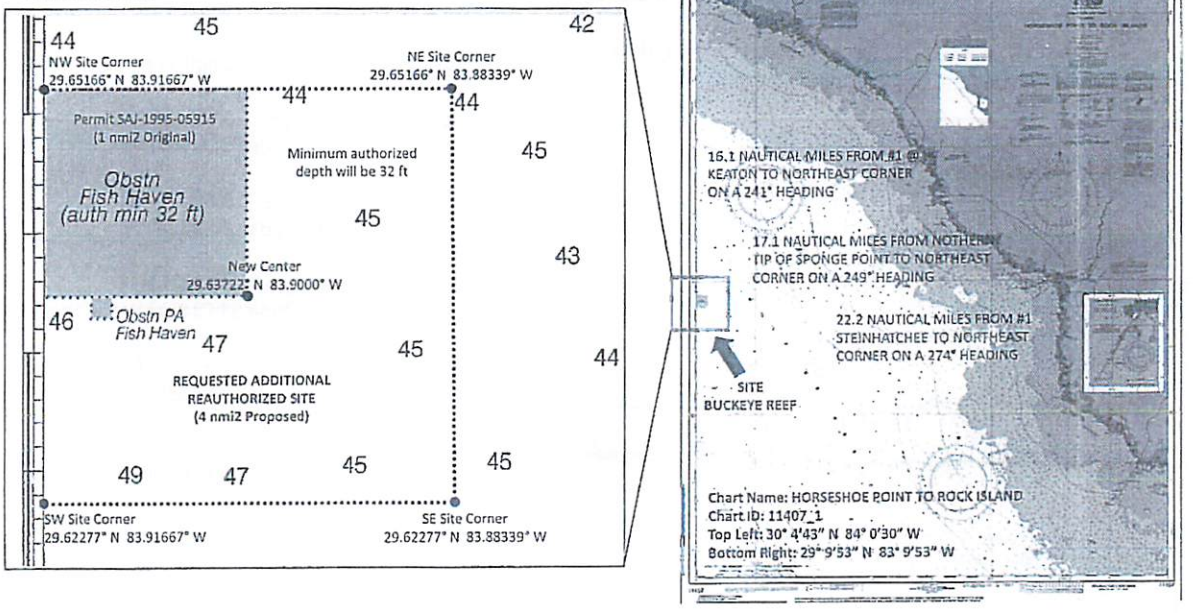
4. MANATEE CONDITIONS: 2 pages, *Standard Manatee Conditions for In-Water Work – 2011.*

5. SEA TURTLE/SAWFISH/STURGEON GUIDELINES: 1 page, *Sea Turtle and Smalltooth Sawfish Construction Conditions.*

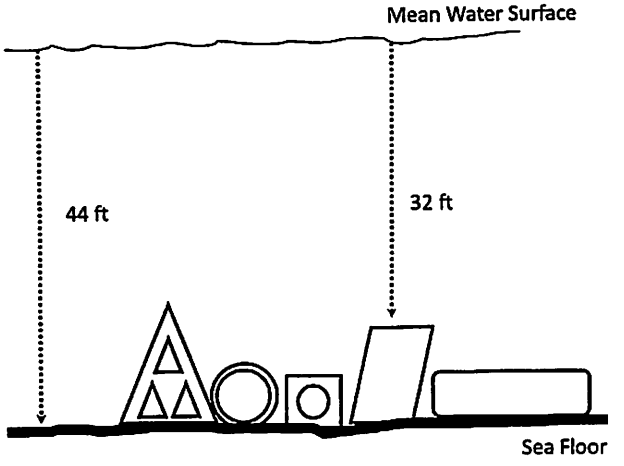
6. PROTECTED SPECIES GUIDANCE: 2 pages, *Vessel Strike Avoidance Measures and Reporting for Mariners.*

TAYLOR COUNTY PROPOSED ARTIFICIAL REEF (Annexes)

APPLICANT: Taylor County
FILE: SAJ-1995-05915 (IP-SWA)
DATE: AUGUST 2020



TAYLOR COUNTY PROPOSED ARTIFICIAL REEF (Annexes)



Artificial Reef Latitude and Longitude:

NW Site Corner: Latitude 29.65166° N
Longitude 83.91667° W

NE Site Corner: Latitude 29.65166° N
Longitude 83.88339° W

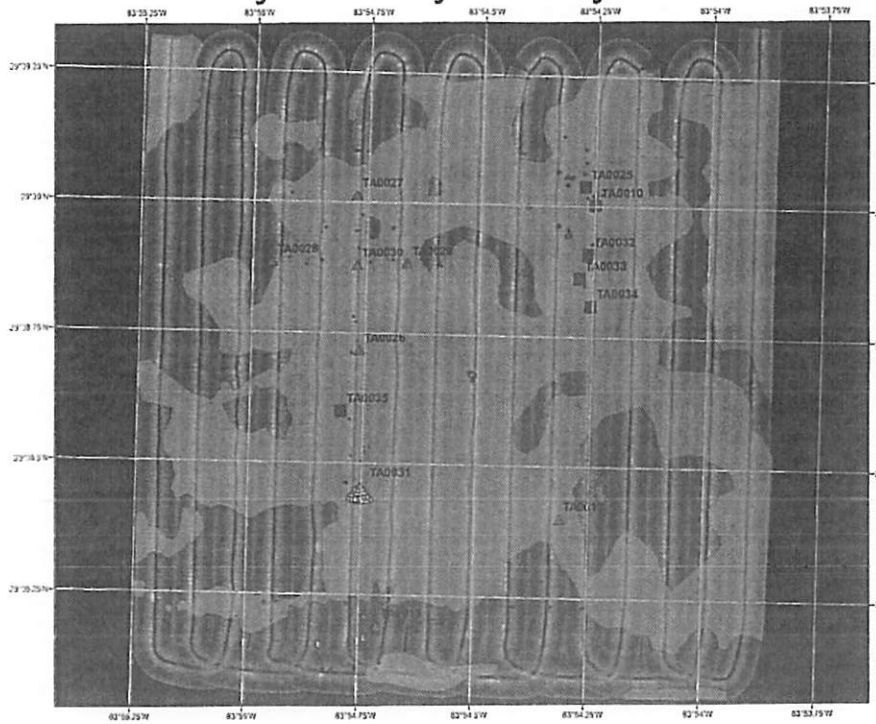
SW Site Corner: Latitude 29.62277° N
Longitude 83.91667° W

SE Site Corner: Latitude 29.62277° N
Longitude 83.88339° W

New Center: Latitude 29.63722° N
Longitude 83.9000° W

APPLICANT: Taylor County
FILE: SAJ-1995-05915 (IP-SWA)
DATE: AUGUST 2020

Taylor County - Buckeye Reef Sidescan Imagery



Imagery Collected: 11/17/2017
FWC Artificial Reef Program
WGS 1984 UTM Zone 17N

Permit Boundary

Features Characterized from Imagery:

- Artificial Material
- Hard Bottom Habitat

Documented Deployments:

- Concrete
- Metal
- Module

N

0 625 1,250 2,500 Feet

Bradley Ennis - Fisheries Biologist IV
Florida Fish and Wildlife Conservtion Commission
Division of Marine Fisheries Management
Florida Artificial Reef Program

APPENDIX E

Resolutions and letters of support, as referred to in Section 19.

Attached as a separate digital file

APPENDIX F

Taylor County Purchasing Policy, as referred to in Section 29.

Attached as a separate digital file

TAYLOR COUNTY BOARD OF COMMISSIONERS

County Commission Agenda Item

SUBJECT/TITLE:	Ratification of online SAFER Grant Application Submission
Meeting Date:	3/21/2023

Statement of Issue: The SAFER grant application was submitted to meet the deadline of 3/17/2023

Recommendation: Ratify the online grant application submission for the recruitment and retention of volunteer fire fighters.

Fiscal Impact: $ _____ **Budgeted Expense**: Yes ☐ No ☐ N/A ☒

Submitted By: Dan Cassel

Contact: _____

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues: If awarded the board would still have the opportunity to not accept the award. If awarded and accepted there is no cost match requirement. The submitted application includes hiring a full time volunteer coordinator, funds for marketing/ advertising, funds for a cadet program, new turnout gear for all new Volunteers fire fighters, and a stipend program for training and emergency response.

Options: 1. _____

2. _____

Attachments: 1. _____

System for Award Management (SAM.gov) profile

Please identify your organization to be associated with this application.
All organization information in this section will come from the System for Award Management (SAM) profile for that organization.

COUNTY OF TAYLOR

Information current from SAM.gov as of:	**03/05/2023**
UEI-EFT:	**REHMLLBHALS6**
DUNS (includes DUNS+4):	**065887796**
Employer Identification Number (EIN):	**596000879**
Organization legal name:	**COUNTY OF TAYLOR**
Organization (doing business as) name:	
Mailing address:	**P.O. BOX 620 ATTN FINANCE DIRECTOR PERRY, FL 32348-0620**
Physical address:	**201 E GREEN ST PERRY, FL 32347-2737**
Is your organization delinquent on any federal debt?	**N**
SAM.gov registration status:	**Active as of 02/22/2023**

☑ We have reviewed our bank account information on our SAM.gov profile to ensure it is up to date

Applicant information

Please provide the following additional information about the department or organization applying for this grant.

Applicant Name (i.e., fire department or organization name)	**Taylor County Board of County Commissioners - Fire Rescue**

Main address of location impacted by this grant

Main address 1	**201 East Green St.**
Main address 2	
City	**Perry**
State/territory	**FL**
Zip code	**32347**
Zip extension	**2737**
In what county/parish is your organization physically located? If you have more than one station, in what county/parish is your main station located?	**Taylor**

Applicant characteristics

The SAFER (Staffing for Adequate Fire and Emergency Response) program intends to improve or restore local fire departments' staffing and deployment capabilities so they may more effectively respond to emergencies. With the restored or enhanced staffing, grantees should see a reduction in response times and an increase in the number of trained personnel assembled at the incident scene. Grant funds are available in two activities: Hiring Firefighters and Recruitment and Retention of Volunteer Firefighters. Please review the Notice of Funding Opportunity for information on available program areas and for more information on the evaluation process and conditions of award.
Please provide the following additional information about the applicant.

Applicant type	**Fire Department/Fire District**
What kind of organization do you represent?	**Combination (Majority Volunteer)**
What is the percentage of career members in your organization?	**49**
Which activity are you applying for?	**Recruitment and Retention of Volunteer Firefighters**
Is this grant application a regional request? A regional request provides a direct regional and/or local benefit beyond your organization. You may apply for a regional request on behalf of your organization and any number of other participating eligible organizations within your region.	**No**
How many stations are operated by your department?	**7**
Does your organization protect critical infrastructure of the state?	**Yes**
Please describe the critical infrastructure protected below.	**Taylor County is home to a Florida Gas Transmission Plant and pipeline. The pipeline is part of a 4,900 mile interstate natural gas system that encompasses eight states. In years past at the local facility there was an explosion that killed four and destroyed six homes. The fire disrupted service to business and utilities in six states for several days until repairs could be made. On a local level we protect a paper mill that represents a large percentage of the counties workforce along with the various business that exist to support it. If the business was closed it would be catastrophic to local economy. Taylor County Fire Rescue is the primary fire response for the Florida State Correctional Institute within Taylor County**
Do you currently report to the National Fire Incident Reporting System (NFIRS)?	**Yes**
Please enter your FDIN/FDID.	**37022**

Operating budget

What was your department's operating budget (e.g., personnel, maintenance of apparatus, equipment, facilities, utility costs, purchasing expendable items, etc.) related to fire-related programs and emergency response for the current (at time of application) fiscal year, as well as the previous three fiscal years?

Current Fiscal Year (i.e., 2021) **2023**

Fiscal Year	Operating budget
2023	$1,582,523.00
2022	$1,405,443.00
2021	$1,341,857.00
2020	$1,346,127.00

What percentage of the declared operating budget is dedicated to personnel costs (salary, benefits, overtime costs, etc.)? **85**

Does your department have any rainy day reserves, emergency funds, or capital outlay? **Yes**

What is the total amount currently set aside? **793250.00**

Describe the planned purpose of this fund. **The department was budgeted for capital outlay purchases this year, those funds are being used to purchase a new fire engine, fire squad /quick response truck, and to be used as as matching funds if awarded the grant. If not awarded remaining funds will be used to purchase as many radios as possible**

What percentage of the declared operating budget is derived from the following	2023
Taxes	100
Bond issues	0
EMS billing	0
Grants	0
Donations	0
Fund drives	0
Fee for service	0
Other	0

What percentage of the declared operating budget is derived from the following	2023
Total	100 %

Describe your financial need to include descriptions of the following:

- Income vs. expense breakdown of the current annual budget
- Budget shortfalls and the inability to address financial needs without federal assistance
- Actions taken to obtain funding elsewhere (i.e. state assistance programs or other grant programs); how similar projects have been funded in the past
- How your critical functions are affected without this funding

Taylor County is large geographically and rural in population. This creates a challenge in that we have a limited taxing base while still having a large area to serve. The minimum wage in the state of Florida is being increased to $15 hour that has created an additional challenge on our county governments limited budget. In spite of these challenges our department has also had to being steps into increase numbers of career fire fighters to combat against a decreasing number of volunteer fire fighter as well as replacing fire stations, apparatus and equipment. In effort to increase our volunteer numbers and limit cost of having to create and fund more career fire fighters our department has developed an aggressive recruit and retention plan. One large aspect of our plan is to create a dedicated volunteer coordinator. This position is critical to the success of the plan but at a cost that is difficult to fund.

Other funding sources

This fiscal year, are you receiving Federal funding from any other grant program for the same purpose for which you are applying for this grant?	**No**
This fiscal year, are you receiving Federal funding from any other grant program regardless of purpose?	**No**

Applicant and community trends

Please provide the following additional information about the applicant.

Injuries and fatalities	2022	2021	2020
What is the total number of fire-related civilian fatalities in your jurisdiction over the last three calendar years?	1	0	0
What is the total number of fire-related civilian injuries in your jurisdiction over the last three calendar years?	0	0	0
What is the total number of line of duty member fatalities in your jurisdiction over the last three calendar years?	0	0	0
What is the total number of line of duty member injuries in your jurisdiction over the last three calendar years?	0	0	0
What is the total number of members with self-inflicted fatalities over the last three years?	0	0	0

How many frontline vehicles does your organization have in each of the types or classes of vehicle listed below that respond to first alarm assignments in support of NFPA 1710/1720? You must include vehicles that are leased or on long-term loan as well as any vehicles that have been ordered or otherwise currently under contract for purchase or lease by your organization but not yet in your possession.

Filled riding positions
The number of filled riding positions must be equal or less than the number of frontline apparatus multiplied by the number of available riding positions.

Type or class of vehicles	Number of frontline apparatus	Number of available riding positions	Number of filled riding positions
Engines or pumpers (pumping capacity of 750 gallons per minute (GPM) or greater and water capacity of 300 gallons or more): pumper, pumper/tanker, rescue/pumper, foam pumper, CAFS pumper, type I, type II engine urban interface.	7	4	25
Ambulances for transport and/or emergency response.	0	0	0
Tankers or tenders (water capacity of 1,000 gallons or more).	1	2	2
Aerial apparatus: aerial ladder truck, telescoping, articulating, ladder towers, platform, tiller ladder truck, quint.	1	3	3
Brush/quick attack (pumping capacity of less than 750 GPM and water carrying capacity of at least 300 gallons): brush truck, patrol unit (pickup w/ skid unit), quick attack unit, mini-pumper, type III engine, type IV engine, type V engine, type VI engine, type VII engine.	4	2	8
Rescue vehicles: rescue squad, rescue (light, medium, heavy), technical rescue vehicle, hazardous materials unit.	0	0	0
Additional vehicles: EMS chase vehicle, air/light unit, rehab units, bomb unit, technical support (command, operational support/supply), hose tender, salvage truck, ARFF (aircraft rescue firefighting), command/mobile communications vehicle.	2	4	8

Is your department facing a new risk, expanding service to a new area, or experiencing an increased call volume?	**Yes**
Please explain how your department is facing a new risk, expanding service to a new area, or experiencing an increased call volume.	**TCFR call volume has been on a steady increase, countywide volume has doubled over the past nine to ten years. With a declining number of volunteer fire fighters our county has had to start increasing career level positions which has further created financial burdens of increased payroll and fire station reconstruction to house full time employees.**

Community description

Please provide the following additional information about the community your organization serves.

Type of jurisdiction served	**County**
What type of community does your organization serve?	**Rural**
What is the square mileage of your first due response zone/jurisdiction served?	**1232**
What percentage of your primary response area is protected by hydrants?	**2**

What percentage of your primary response area is for the following:	**Percentage (must sum to 100%)**
Agriculture, wildland, open space, or undeveloped properties	86
Commercial and industrial purposes	5
Residential purposes	9
Total	100

What is the permanent resident population of your first due response zone/jurisdiction served?	**21815**
Do you have a seasonal increase in population?	**Yes**
What is your seasonal increase in population (number of people)?	**5000**
Please describe your organization and/or community that you serve.	**Taylor County Fire Rescue is a combination service operating seven stations to provide service to a very large and rural county. Taylor County is very diverse and creates a diverse set of challenges to our service. Being a coastal community we have many visitors that will change our population seasonally. We are home to large high hazard businesses such as wood & paper mills, and munitions plants. Being so rural we have vast areas of undeveloped timber land that creates a large wild land/urban interface threat. Our city seat is the intersection of three large state highways which brings an increased number of traffic incidents. In addition to our road ways we also have a railway both carrying hazardous material loads.**

Call volume

Summary

Summary of responses per year by category. Enter whole numbers only. If you have no calls for any of the categories, enter 0.

Summary of responses per year per category	**2022**	**2021**	**2020**
Fire - NFIRS Series 100	146	103	118

Summary of responses per year per category	2022	2021	2020
Overpressure Rupture, Explosion, Overheat (No Fire) - NFIRS Series 200	2	1	1
Rescue & Emergency Medical Service Incident - NFIRS Series 300	348	299	351
Hazardous Condition (No Fire) - NFIRS Series 400	78	42	68
Service Call - NFIRS Series 500	47	55	39
Good Intent Call - NFIRS Series 600	103	107	105
False Alarm & Falls Call - NFIRS Series 700	29	30	22
Severe Weather & Natural Disaster - NFIRS Series 800	5	3	5
Special Incident Type - NFIRS Series 900	3	6	3
Total	761	646	712

Fire

How many responses per year by category? Enter whole numbers only. If you have no calls for any of the categories, enter 0.

How many responses per year per category?	2022	2021	2020
"Structure Fire" (Of the NFIRS Series 100 calls, NFIRS Codes 111-120)	55	33	33
"Vehicle Fire" (Of the NFIRS Series 100 calls, NFIRS Codes 130-138)	22	18	19
"Vegetation Fire" (Of the NFIRS Series 100 calls, NFIRS Codes 140-143)	50	30	47
Total	127	81	99

What is the total acreage of all vegetation fires? Enter whole numbers only. If you have no vegetation fires, enter 0.

Total acreage per year	2022	2021	2020
Total acreage of all vegetation fires	127	81	99

Rescue and emergency medical service incidents

How many responses per year per category?	2022	2021	2020
"Motor Vehicle Accidents" (Of the NFIRS Series 300 calls, NFIRS Codes 322-324)	96	83	77
"Extrications from Vehicles" (Of the NFIRS Series 300 calls, NFIRS Code 352)	1	1	2

How many responses per year per category?	2022	2021	2020
"Rescues" (Of the NFIRS Series 300 calls, NFIRS Code 300, 351, 353-381)	13	15	3
EMS-BLS Response Calls	233	195	235
EMS-ALS Response Calls	0	0	0
EMS-BLS Scheduled Transports	0	0	0
EMS-ALS Scheduled Transports	0	0	0
Community Paramedic Response Calls	0	0	0
Total	343	294	317

Mutual and automatic aid

How many responses per year by category? Enter whole numbers only. If you have no calls for any of the categories, enter 0.

How many responses per year per category?	2022	2021	2020
Amount of times the organization received Mutual Aid	15	8	11
Amount of times the organization received Automatic Aid	0	0	0
Amount of times the organization provided Mutual Aid	39	42	21
Amount of times the organization provided Automatic Aid	0	0	0
Of the Mutual and Automatic Aid responses, amount that were structure fires	54	50	32
Total	108	100	64

Grant request details

Instructions

If you intend to request funds for an activity, you must answer all of the activity specific questions and specify at least one budget item budget object class information. The cost figures you provide do not have to be firm quotes from your vendors, but they should be estimated based on research of current prices (i.e., check with at least two vendors for your estimates). If you do not have these estimates, you can come back and modify this area at any point before you submit your application to DHS. Select grant writer fee when adding an activity if there is a grant-writing fee associated with the preparation of the request. At least one 12-month period must have values greater than zero.budget object class information.

Grand total: $927,084.72

Program area: Recruitment and retention

▸	**Activity: Recruitment and Retention**	**$927,084.72**

Grant request summary

The table below summarizes the number of items and total cost within each activity you have requested funding for. This table will update as you change the items within your grant request details.

Grant request summary

Category	Number of sub-categories	Total cost
Explorer/Cadet/Mentoring Programs	2	$15,800.00
Marketing Program	3	$54,000.00
Recruitment & Retention Coordinator	2	$340,884.72
Personal Protective Equipment (PPE)	1	$134,400.00
Nominal Stipend	2	$382,000.00
Total	10	$927,084.72

Is your proposed project limited to one or more of the following activities ⓘ : Planning and development of policies or processes. Management, administrative, or personnel actions. Classroom-based training. Acquisition of mobile and portable equipment (not involving installation) on or in a building.
Yes

Budget summary

Budget summary

Object class categories	Year 1	Year 2	Year 3	Year 4	Total
Personnel	$46,372.18	$46,372.18	$46,372.18	$46,372.18	$185,488.72
Fringe benefits	$125,349.00	$131,349.00	$137,349.00	$143,349.00	$537,396.00
Travel	$0.00	$0.00	$0.00	$0.00	$0.00
Equipment	$37,200.00	$37,200.00	$37,200.00	$37,200.00	$148,800.00
Supplies	$0.00	$0.00	$0.00	$0.00	$0.00
Contractual	$0.00	$0.00	$0.00	$0.00	$0.00
Construction	$0.00	$0.00	$0.00	$0.00	$0.00

Object class categories	Year 1	Year 2	Year 3	Year 4	Total
Other	$11,850.00	$15,850.00	$15,850.00	$11,850.00	$55,400.00
Total direct charges	$220,771.18	$230,771.18	$236,771.18	$238,771.18	$927,084.72
Indirect charges	$0.00	$0.00	$0.00	$0.00	$0.00
TOTAL	$220,771.18	$230,771.18	$236,771.18	$238,771.18	$927,084.72
Non-federal resources					
Applicant					$0.00
State					$0.00
Other sources					$0.00
Remarks					
Total Federal and Non-federal resources					
Federal resources	$220,771.18	$230,771.18	$236,771.18	$238,771.18	$927,084.72
Non-federal resources	$0.00	$0.00	$0.00	$0.00	$0.00
TOTAL	$220,771.18	$230,771.18	$236,771.18	$238,771.18	$927,084.72
Program income					$0.00

Contact information

Did any individual or organization assist with the development, preparation, or review of the application to include drafting or writing the narrative and budget, whether that person, entity, or agent is compensated or not and whether the assistance took place prior to submitting the application?
No

Secondary point of contact

Please provide a secondary point of contact for this grant.

The Authorized Organization Representative (AOR) who submits the application will be identified as the primary point of contact for the grant. Please provide one secondary point of contact for this grant below. The secondary contact can be members of the fire department or organizations applying for the grant that will see the grant through completion, are familiar with the grant application, and have the authority to make decisions on and to act upon this grant application. The secondary point of contact can also be an individual who assisted with the development, preparation, or review of the application.

William Kennedy	**Primary phone**	**Additional phones**
Lieutenant	8508383522	8508386579
	Work	Mobile

WKennedy@taylorcountygov. **Fax**

Assurance and certifications

OMB number: 4040-0007, Expiration date: 02/28/2022 View burden statement

SF-424B: Assurances - Non-Construction Programs

OMB Number: 4040-0007
Expiration Date: 02/28/2022

Certain of these assurances may not be applicable to your project or program. If you have any questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C.§§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee- 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333),

regarding labor standards for federally-assisted construction subagreements.

10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is $10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

Certifications regarding lobbying

OMB Number: 4040-0013
Expiration Date: 02/28/2022

Certification for Contracts, Grants, Loans, and Cooperative Agreements

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

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

OMB number: 4040-0013, Expiration date: 02/28/2022 View burden statement

SF-LLL: Disclosure of Lobbying Activities

OMB Number: 4040-0013
Expiration Date: 02/28/2022

Complete only if the applicant is required to do so by 44 C.F.R. part 18. Generally disclosure is required when applying for a grant of more than $100,000 and if any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Further, the recipient shall file a disclosure form at the end of each calendar quarter in which there occurs any event described in 44 C.F.R. § 18.110(c) that requires disclosure or that materially affects the accuracy of the information contained in any disclosure form previously filed by the applicant.

The applicant is not currently required to submit the SF-LLL.

Notice of funding opportunity

I certify that the applicant organization has consulted the appropriate Notice of Funding Opportunity and that all requested activities are programmatically allowable, technically feasible, and can be completed within the award's Period of Performance (POP).

Accuracy of application

I certify that I represent the organization applying for this grant and have reviewed and confirmed the accuracy of all application information submitted. Regardless of intent, the submission of information that is false or misleading may result in actions by FEMA that include, but are not limited to: the submitted application not being considered for award, enforcement actions taken against an existing award pending investigation or review, or referral to the DHS Office of Inspector General.

Authorized Organizational Representative for the grant

By signing this application, I certify that I understand that inputting my password below signifies that I am the identified Authorized Organization Representative for this grant. Further, I understand that this electronic signature shall bind the organization as if the application were physically signed and filed.

Authorization to submit application on behalf of applicant organization

By signing this application, I certify that I am either an employee or official of the applicant organization and am authorized to submit this application on behalf of my organization; or, if I am not an employee or official of the applicant organization, I certify that the applicant organization is aware I am submitting this application on its behalf, that I have written authorization from the applicant organization to submit this application on their behalf, and that I have provided contact information for an employee or official of the applicant organization in addition to my contact information.

TAYLOR COUNTY BOARD OF COMMISSIONERS

County Commission Agenda Item

SUBJECT/TITLE:	Board to consider amending Section 42-82 of the Land Development Code to reduce the number of members on the Planning Board and the term lengths for board members
MEETING DATE REQUESTED:	March 21, 2023

Statement of Issue: Amend the Land Development Code

Budgeted Expense: Yes ☐ No ☐ N/A ☒

Submitted By: Danny Griner

Contact: building.director@taylorcountygov.com

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues: Staff is requesting that the board agree to amend the Land Development Code to reduce the number of Planning Board members from seven to five and adjusting the term lengths to two year terms. The amendment would consist of amending Section 42-82(a) from seven members to five and amending Section 42-82(b) from three years to two years. Staff will agenda reappointment of board members for the May 16th meeting with term expiration dates as follows:

Chris Carter	5/17/25
Earl Ketring	5/17/25
Sally Roberts	5/17/25
Donnie Pickford	5/17/24
Blair Beaty	5/17/24

Options:

1. Approve public hearing for amendment
2. Deny the request

TAYLOR COUNTY BOARD OF COMMISSIONERS

County Commission Agenda Item

SUBJECT/TITLE:	COMMISSIONERS TO CONSIDER AWARD OF THE CR-361 (BEACH RD) HIGHWAY SAFETY IMPROVEMENT LOCAL AGENCY PROGRAM PROJECT TO ANDERSON COLUMBIA CO., INC.
MEETING DATE REQUESTED:	March 21, 2023

Statement of Issue: The Board received and opened proposals for the CR-361 (Beach RD) Highway Safety Improvement Program project on February 21, 2023. The Board appointed Hank Evans, Kenneth Dudley and Scott Knight as the Bid Review Committee.

Project Bids are as follows:

Anderson Columbia Co., Inc.	$537,000.00
Capital Asphalt, Inc.	$746,774.72
TRP Contracting Group, LLC	$650,000.00

Recommended Action: The Board should award the CR-361 (Beach RD) Highway Safety Improvement Program project in the amount of $537,000.00 to Anderson Columbia Co., Inc. as the apparent lowest responsive bidder.

Fiscal Impact: FISCAL YR 2022/23 - $750,473.00 HSIP Funding

Budgeted Expense: YES

Submitted By: ENGINEERING DIVISION

Contact: COUNTY ENGINEER

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues:

The Board requested and received bids on February 17, 2023 for the CR-361 (Beach RD) Highway Safety Improvement Local Agency Program Project. The project will construct or install various safety improvements including guardrail, signage, pavement markings and audible vibratory treatments from Steinhatchee to the intersection of CR-361 with US HWY 19 just south of Perry, FL. On February 21, 2023, the three bids received were opened and distributed to the Bid Committee for review. These bids were reviewed and the results of that review is as follows:

Required Items	*Company Name*		
	Anderson Columbia Co., Inc.	*Capital Asphalt, Inc.*	*TRP Contracting Group, LLC.*
Bid Bond	✓, 5%	✓, 5%	✓, 5%
Insurance - Liability /Workers Compensation	✓ Expires 5/1/2023	✓ Expires 8/17/2023	✓ Expires 2/12/2024
Workers' Compensation Hold Harmless	WC Insurance ✓	WC Insurance ✓	WC Insurance ✓
Public Entity Crimes Affidavit	✓	✓	✓
Valid Business Contractor License/ FDOT PreQualified	✓	✓	✓
E-Verify Registration	✓	✓	✓ (Usage Statement)
LAP Certification of Current Capacity	✓	✓	✓
Bid Opportunity List for Commodities & Contractual	✓ Southeast Sod&Seed Emerald Coast Striping	✓	✓ Safety Contractors Arrive Alive Traffic Control
Disclosure of Lobbying Activities	✓	✓	✓
Non-Collusion Declaration & Compliance	✓	✓	✓
Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion	✓	✓	✓
Contract Addenda	N/A	N/A	N/A
Proposed Subcontractors/Suppliers and Portion of Work	Acme Barricades – 15% Emerald Coast – 29%	X, TBD	Safety Contractors– Guardrail/Signing (24%)
Proposal Amount	**$537,000.00**	**$746,774.72**	**$650,000.00**

This Bid Committee determined Anderson Columbia Co., Inc. presented the lowest of the three bid responses received and was found to have met the solicitation submission requirements. Additionally, Anderson's proposal is within the allotted project Budget and has received approval from FDOT for project award. Therefore, Staff recommends that the Board award the CR-361 (Beach RD) Highway Safety Improvement Program project in the amount of $537,000.00 to Anderson Columbia Co., Inc. as the apparent lowest responsive bidder.

Options:

1) Award the CR-361 (Beach RD) Highway Safety Improvement Program project to Anderson Columbia Co., Inc. in the amount of $537,000.00.

2) Reject or revise the award stating reasons for that position.

Attachments:

Anderson Columbia Co., Inc. Bid

Review Committee:

Hank Evans, Public Works Director

Kenneth Dudley, County Engineer

Scott Knight, Public Works Superintendent

Kenneth Dudley

From: Lamey, Cassandra <Cassandra.Lamey@dot.state.fl.us>
Sent: Monday, March 13, 2023 1:12 PM
To: Kenneth Dudley
Cc: Webb, Paul
Subject: G2G59 / 445563-1-58-01 CR361(BEACH ROAD) - CONCURRENCE TO AWARD

Good afternoon:

This letter serves as your notice of **Concurrence of Award** of the subject contract to the lowest responsive bidder: **Anderson Columbia.** The draft construction contract has been reviewed by District staff and is approved for use. You are authorized to proceed with award of the contract.

Once you have executed the contract:

- Send copy of the executed contract with bid bond, required forms signed by the contractor and current FHWA 1273 with appropriate wage table.
- Send draft form of your NTP to contractor for review
- Update GAP to include the advertise date, award date and any other pertinent contractor information within the Local Agency "Contracts" screen.

All supplemental agreements and/or change orders, regardless of dollar amount/time, must be approved by the LAP Administrator prior to the effective date. Invoices should be sent quarterly to d2.lgp_invoicing@dot.state.fl.us and questions should be directed to the responsible Coordinator/Administrator.

Sincerely,
Cassandra Lamey, FCCM, CPM

Local Programs Coordinator
State Grants Manager
Florida Department of Transportation | District 2
386.961.7391 | cassandra.lamey@dot.state.fl.us

From: Kenneth Dudley <county.engineer@taylorcountygov.com>
Sent: Wednesday, March 8, 2023 1:51 PM
To: Lamey, Cassandra <Cassandra.Lamey@dot.state.fl.us>
Cc: Webb, Paul <Paul.Webb@dot.state.fl.us>; KEVIN.SHOEMAKER@STVINC.COM; Hank Evans <publicworks.director@taylorcountygov.com>; Scott Knight <roadsupervisor@taylorcountygov.com>; Williams, Lori <lwilliams@consoreng.com>
Subject: RE: G2G59 / 445563-1-58-01 CR361(BEACH ROAD)

Good afternoon,
Just checking to see if FDOT has issued a formal position of concurrence or comment(s) for modification? I have to submit on or before 3/14/2023 for the 3/21/2023 Agenda Conference.

COPY

BID FORM

CR 361 (Beach Rd) Highway Safety Improvement LAP Project

3030.005 OEC

TABLE OF ARTICLES

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ARTICLE 1 – BID RECIPIENT

1.01 This Bid is submitted to:

Taylor County Board of County Commissioners
Clerk of Court
1st Floor Courthouse, Suite 102
108 North Jefferson St.
Perry, Florida 32347

1.02 The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with Owner in the form included in the Bidding Documents to perform all Work as specified or indicated in the Bidding Documents for the prices and within the times indicated in this Bid and in accordance with the other terms and conditions of the Bidding Documents.

ARTICLE 2 – BIDDER'S ACKNOWLEDGEMENTS

2.01 Bidder accepts all of the terms and conditions of the Instructions to Bidders, including without limitation those dealing with the disposition of Bid security. This Bid will remain subject to acceptance for 60 days after the Bid opening, or for such longer period of time that Bidder may agree to in writing upon request of Owner.

ARTICLE 3 – BIDDER'S REPRESENTATIONS

3.01 In submitting this Bid, Bidder represents that:

A. Bidder has examined and carefully studied the Bidding Documents, the other related data identified in the Bidding Documents, and the following Addenda, receipt of which is hereby acknowledged.

Addendum No.	Addendum Date

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B. Bidder has visited the Site and become familiar with and is satisfied as to the general, local and Site conditions that may affect cost, progress, and performance of the Work.

C. Bidder is familiar with and is satisfied as to all federal, state and local Laws and Regulations that may affect cost, progress and performance of the Work.

D. Bidder has carefully studied all: (1) reports of explorations and tests of subsurface conditions at or contiguous to the Site and all drawings of physical conditions in or relating to existing surface or subsurface structures at or contiguous to the Site (except Underground Facilities) which have been identified in SC-4.02, and (2) reports and drawings of Hazardous Environmental Conditions that have been identified in SC-4.06.

E. Bidder has obtained and carefully studied (or accepts the consequences for not doing so) all additional or supplementary examinations, investigations, explorations, tests, studies and data concerning conditions (surface, subsurface and Underground Facilities) at or contiguous to the Site which may affect cost, progress, or performance of the Work or which relate to any aspect of the means, methods, techniques, sequences, and procedures of construction to be employed by Bidder, including applying the specific means, methods, techniques, sequences, and procedures of construction expressly required by the Bidding Documents to be employed by Bidder, and safety precautions and programs incident thereto.

F. Bidder does not consider that any further examinations, investigations, explorations, tests, studies, or data are necessary for the determination of this Bid for performance of the Work at the price(s) bid and within the times and in accordance with the other terms and conditions of the Bidding Documents.

G. Bidder is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Bidding Documents.

H. Bidder has correlated the information known to Bidder, information and observations obtained from visits to the Site, reports and drawings identified in the Bidding Documents, and all additional examinations, investigations, explorations, tests, studies, and data with the Bidding Documents.

I. Bidder has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder has discovered in the Bidding Documents, and the written resolution thereof by Engineer is acceptable to Bidder.

J. The Bidding Documents are generally sufficient to indicate and convey understanding of all terms and conditions for the performance of the Work for which this Bid is submitted.

K. Bidder will submit written evidence of its authority to do business in the state where the Project is located not later than the date of its execution of the Agreement.

ARTICLE 4 – FURTHER REPRESENTATIONS

4.01 Bidder further represents that:

A. this Bid is genuine and not made in the interest of or on behalf of any undisclosed individual or entity and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation;

B. Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid;

C. Bidder has not solicited or induced any individual or entity to refrain from bidding; and

D. Bidder has not sought by collusion to obtain for itself any advantage over any other Bidder or over Owner.

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ARTICLE 5 – BASIS OF BID

5.01 Bidder will complete the Work in accordance with the Contract Documents for the following price(s):

CR 361 (Beach RD) Highway Safety Improvement LAP Project

Total Lump Sum Bid Price FIVE HUNDRED THIRTY-SEVEN THOUSAND AND 00/100 DOLLARS ($537,000.00)
60 Days (words) (numerals)

Any and all specified cash allowances are included in the price(s) set forth above and have been computed in accordance with Paragraph 11.02 of the General Conditions.

Bidder acknowledges that estimated quantities are not guaranteed, and are solely for the purpose of comparison of Bids, and final payment for all Unit Price Bid items will be based on actual quantities, determined as provided in the Contract Documents.

Bidder also acknowledges that the award of this project or any portion thereof will be contingent upon the availability of funds. If funding is not available to award the project in its entirety, the Board of County Commissioners reserves the right to award portions thereof so as to remain within available funding. Such partial award will not relieve the Bidder from complying with the full requirements of the awarded portions as more specifically detailed within these specifications.

ARTICLE 6 – TIME OF COMPLETION

6.01 Bidder agrees that the Work will be substantially complete and will be completed and ready for final payment in accordance with Paragraph 14.07.B of the General Conditions on or before the dates or within the number of calendar days indicated in the Agreement.

6.02 Bidder accepts the provisions of the Agreement as to liquidated damages in the event of failure to complete the Work within the Contract Times.

ARTICLE 7 – ATTACHMENTS TO THIS BID

7.01 The following documents are attached to and made a condition of this Bid:

A. Required Bid security in the form of_____

B. Certificate of Liability Insurance or Agency Statement

C. Declaration Page form Workers' Compensation Insurance or Exemption Issued by the State of Florida

D. Workers' Compensation Hold Harmless Agreement (Required when submitting a W.C. exemption)

E. Public Entity Crimes Affidavit, signed and notarized, as required by Chapter 287.133(3)(a), F.S.

F. Valid Business/Contractor Licensing/Registration Information

G. Proof of current qualification with the Florida Department of Transportation in Tallahassee, Florida to conduct the scope of work outlined in these specifications. (Guardrail, Signage and Pavement Markings)

H. List of Proposed Subcontractors and portion of work provided (Include: Scope of proposed Work, Value of work, % of total)

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I. Proof of Contractor and any subcontractors enrollment in and compliance with the Department of Homeland Security's E-Verify Employment Eligibility Verification system or a statement that such compliance will be prior achieved prior to contract execution.

J. LAP Certification of Current Capacity (FDOT Form 525-010-46)

K. Bid Opportunity Form (FDOT Form 375-040-62)

L. Lobbying Certification (FDOT Form 375-030-33)

M. Disclosure of Lobbying Activities (FDOT Form 375-030-34)

N. Non-Collusion Declaration (FDOT Form 575-060-13)

O. Certification Regarding Debarment and Suspension (FDOT Form 375-030-32)

ARTICLE 8 – DEFINED TERMS

8.01 The terms used in this Bid with initial capital letters have the meanings stated in the Instructions to Bidders, the General Conditions, and the Supplementary Conditions.

ARTICLE 9 – BID SUBMITTAL

9.01 This Bid submitted by:

If Bidder is:

An Individual

Name (typed or printed): _____

By: _____ (SEAL)
(Individual's signature)

Doing business as: _____

A Partnership

Partnership Name: _____ (SEAL)

By: _____
(Signature of general partner – attach evidence of authority to sign)

Name (typed or printed). _____

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A Corporation

Corporation Name: Anderson Columbia Co., Inc. (SEAL)

State of Incorporation: Florida

Type (General Business, Professional Service, Limited Liability): General Business

By: _____

(Signature – attach evidence of authority to sign)

Name (typed or printed): B. Tony Williams Jr.

Title: Vice President (CORPORATE SEAL)

Attest: _____

Brian P. Schreiber, Secretary

Date of Authorization to do business in *FLORIDA* is 03 / 07 / 1988

A Joint Venture

Name of Joint Venture: _____

First Joint Venturer Name: _____ (SEAL)

By: _____

(Signature of first joint venture partner – attach evidence of authority to sign)

Name (typed or printed): _____

Title: _____

Second Joint Venturer Name: _____ (SEAL)

By: _____

(Signature of second joint venture partner – attach evidence of authority to sign)

Name (typed or printed): _____

Title: _____

(Each joint venturer must sign. The manner of signing for each individual, partnership, and corporation that is a party to the joint venture should be in the manner indicated above.)

Bidder's Business Address: P.O. Box 1829, Lake City, Florida 32056

EJCDC C-410 Suggested Bid Form for Construction Contracts
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Phone No. 386.752.7585 Fax No. 386.755.9132

SUBMITTED on February 17th 20 23.

State Contractor License No. CGC060909. (If applicable)

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HOLD HARMLESS, RELEASE AND INDEMNITY AGREEMENT

COMES NOW, Anderson Columbia Co., Inc. (Contractor), after having obtained a State of Florida Workers' Compensation Exemption Certificate, a copy of which is attached hereto and marked Exhibit "A", and in Consideration of Taylor County (Owner) having accepted said Worker's Compensation exemption and Owner having agreed for Contractor to proceed with the following project, to-wit:

CR 361 (Beach RD) Highway Safety Improvement LAP Project
Taylor County, Florida

Contract: The intent of this contract is to secure all labor and equipment required for the Highway Safety Improvement (LAP) Project along CR 361 (Beach Road) in Taylor County, Florida. The project consists of signage improvements including audible/vibratory pavement markings and raised pavement markers along with some additional guardrail replacement, as more fully detailed in the project plans and specifications.

The term **Contractor** is hereby defined to include all owners, managing members, employees and successors contractually obligated to perform the above project.
The term **Owner** is hereby defined to include Taylor County Board of County Commissioners, it directors, employees, attorney(s), and designated representatives.

1. Contractor hereby agrees to indemnify, hold harmless and defend Owner from any liability, claim, demand, action, cause of action, suit, loss, damage, expense, cost, attorney fee, settlement or judgment as a result any injury while performing the above project. I will not allow anyone to subcontract and no other person will be allowed on the job site.

2. Contractor also hereby agrees to indemnify, hold harmless and release Owner, from any liability, claim, demand, action, cause of action, suit, loss, damage, expense, cost, settlement or judgment for any medical, dental, orthopedic, surgery or any expense as a result of any injury on said project.

3. Contractor hereby agrees to release Owner from liability of whatever kind of nature as a result of any injury on the above project.

4. Contractor hereby agrees that venue of any litigation, as a result of this Hold Harmless Release and Indemnity Agreement shall be exclusively in Taylor County, Florida and the laws of the State of Florida shall govern.

5. Contractor hereby agrees that they have relied on the legal advice of an attorney and that they fully understand this agreement and have voluntarily executed same.

DONE AND EXECUTED this 17th day of February 2023

WITNESS:

Brian P. Schreiber, Secretary

Dylan Reed, Estimator

(Signature) E. Tony Williams Jr., Vice President

STATE OF FLORIDA
COUNTY OF Columbia

I hereby certify that on this day personally appeared before me, an officer duly authorized to administer oaths and take acknowledgments, E. Tony Williams Jr. to me well known and known to me to be the individual described in and who executed the foregoing, and acknowledged before me that they executed the same freely and voluntarily for the purpose therein expressed.

Witness my hand and official seal this 17th day of February 2023

AMANDA ADAMS
Notary Public - State of Florida
Commission # HH 271351
My Comm. Expires Jun 7, 2026
Bonded through National Notary Assn.

NOTARY PUBLIC Amanda Adams

My Commission Expires: June 7th 2026

Accepted by Taylor County, Florida this ____ day of _____

by _____

SWORN STATEMENT UNDER SECTION 287.133(3)(a), FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid, Proposal or Contract No. 2020-005-OEC for Taylor County Board of County Commissioners- CR 361 (Beach RD) Highway Safety Improvements.

2. This sworn statement is submitted by Anderson Columbia Co., Inc.
(Name of entity submitting sworn statement)

Whose business address is 871 NW Guerdon Street, Lake City, Florida 32056

_____ and

(if applicable) its Federal Employer Identification Number (FEIN) is 59-2871935.
(if the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____.)

3. My name is E. Tony Williams Jr. and my relationship to the entity name above is Vice President.

4. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

5. I understand that "convicted" or "conviction" as defined in Paragraph 287-133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court or record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

6. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
   a. A predecessor or successor of a person convicted of a public entity crime: or
   b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

7. I understand that a "person" as defined in Paragraph 287.133(1)(g)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provisions of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

8. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies.)

X Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members or agents who are active in management of the entity, nor affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

____ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, share holders, employees, members, or agents who are active in management of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989 AND (Please indicate which additional statement applies.)

____ There has been a proceeding concerning the conviction before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final order.)

____ The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing office of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order.)

____ The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by or pending with the Department of General Services.)

(Signature) E. Tony Williams Jr., Vice President

February 17th 2023
(Date)

STATE OF Florida

COUNTY OF Columbia

PERSONALLY APPEARED BEFORE ME, the undersigned authority, E. Tony Williams Jr.
(Name of individual signing)
who, after first being sworn by me, affixed his/her signature in the space provided above on this 17th day of February, 2023

NOTARY PUBLIC Amanda Adams

My commission expires: June 7th 2026

AMANDA ADAMS
Notary Public - State of Florida
Commission # HH 273353
My Comm. Expires Jun 7, 2026
Bonded through National Notary Assn.

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

LAP CERTIFICATION OF CURRENT CAPACITY

CONFIDENTIAL per Ch 337.1401 F.S.

For bids to be received on February 17th 2023
(Letting Date)

Fill in your FDOT Vendor Number
VF 592871935
(Only applicable to FDOT pre-qualified contractors)

CERTIFICATE

I hereby certify that the amount of any proposal submitted by this bidder for the above letting does not exceed the amount of the Firm's CURRENT CAPACITY (maximum capacity rating less total uncompleted work).

The total uncompleted work as shown on the "Status of Contracts on Hand" report (page 2) $ 648,222,999.72

I further certify that the "Status of Contracts on Hand" report (page 2) was prepared as follows:

1. If the letting is before the 25th day of the month, the certificate and report reflect the uncompleted work as of the 15th day of the month, last preceding the month of the letting.

2. If the letting is after the 25th day of the month, the certificate and report reflects the uncompleted work in progress as of the 15th day of the month of the letting.

3. All new contracts (and subcontracts) awarded earlier than five days before the letting date are included in the report and charged against our total rating.

I certify that the information above is correct.

Sworn to and subscribed this 17th day of January, 20 23.

Anderson Columbia Co., Inc.
NAME OF FIRM

By: E. Tony Williams Jr., Vice President
Title

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

STATUS OF CONTRACTS ON HAND

CONTRACTOR:
ANDERSON COLUMBIA CO., INC.
POST OFFICE 1829
LAKE CITY, FL 32056

STATUS AS OF: January 30th 2023

(Furnish full information about all of your contracts, whether prime or subcontracts, whether in progress or awarded, but not yet begun, and regardless of work where contracted.)

	PROJECT, OWNER, LOCATION AND DESCRIPTION	CONTRACTS (OR SUBCONTRACT) AMOUNT	AMOUNT SUBLET TO OTHERS	BALANCE OF CONTRACT AMOUNT	UNCOMPLETED WORK TO BE DONE AS PRIME CONTRACTOR	UNCOMPLETED WORK TO BE DONE AS SUB-CONTRACTOR	% COMPLETE	
219107	SR 20 PH [illegible]	49,152,249.10	12,288,062	36,864,187	7,788,624		0.7895	0.211
220802	SR 200 (US 90) (CLAY CO) FIN 430952-4[illegible]	6,410,862.71	1,603,716	4,806,147	783,043		0.8371	0.163
221102	SR 9 (I-95) JOHNSON CO [illegible]	30,954,331.75	7,738,563	23,215,748	10,133,726		0.5635	0.437
221103	SR 25 (US 41) OLD FARM CO [illegible]	6,315,868.26	1,578,967	4,736,901	149,406		0.9684	0.032
221104	SR 101 (PALM AVE) DUVAL CO [illegible]	7,918,882.00	1,979,741	5,939,272	316,074		0.9460	0.053
221107	[illegible]	8,173,679.00	2,293,470	5,880,409	2,666,860		0.6121	0.388
221207	CITY OF LAKE CITY ASSUAL ASPHALT [illegible]	507,464.00	126,866	380,598	105,905		0.7216	0.278
221210	[illegible]	17,353,024.03	4,338,256	13,014,768	11,578,245		0.1102	0.890
222102	[illegible]	31,969,186.00	7,992,297	23,976,890	17,286,950		0.2790	0.721
222103	SR 15 (DIXIE) [illegible]	8,658,470.00	1,864,618	4,993,853	2,812,096		0.4371	0.403
222104	SR 26 ALACHUA CO [illegible]	2,518,963.00	629,741	1,889,222	1,868,792		0.0108	0.989
222106	[illegible]	8,536,880.88	2,134,220	6,402,661	5,453,401		0.1482	0.852
222107	SR 23 (CLAY CO) FROM COMMERCIAL CIRCLE TO SR 16	13,369,605.76	3,342,401	10,027,204	5,884,330		0.4131	0.587
222108	[illegible]	6,620,042.85	1,655,011	4,965,032	4,929,214		0.0072	0.993
222109	SR 10 (US 90) FROM CAMP MADISON RD TO I-10 IN [illegible]	8,857,265.91	2,164,316	6,692,949	3,862,704		0.4229	0.595
222110	[illegible]	5,311,070.57	1,327,768	3,983,303	2,957,874		0.2574	0.743
222111	[illegible]	886,260.00	221,565	664,695	162,501		0.7556	0.154
222112	SR 25 (US 41) from I-75 (SR 93) to CR 252	10,897,084.41	2,674,271	8,222,813	7,930,379		0.0115	0.966
222113	SR 20 (US 27) from Alachua County Line to Suwannee County Line	11,841,194.18	2,960,299	8,880,896	8,780,993		0.0112	0.988
222114	SR 10 (US 90) from Eastern Hamilton to Madison	8,601,469.45	2,150,367	6,451,102	5,803,511		0.0100	0.899
222115	SR 93 (I-75) from Columbia Co Line, To Hamilton Co Line, Suwannee Co	10,003,741.00	2,500,935	7,502,806	7,459,035		0.0058	0.994
222116	[illegible]	1,386,582.46	346,641	1,039,922	592,183		0.4305	0.569
222117	SR 8 (I-10) Post Rd SR 5145 S 129 To E of the Columbia Co Line	16,609,734.00	4,150,059	12,459,176	12,434,005		0.0013	0.998
222118	SR 244 (US 129) and SR 247 W. Pine Ave. From Six Sqm To Live Oak and ALSR 244 (US 129) Structure	9,774,522.93	2,443,906	7,331,717	7,331,717		0.0000	1.000
222119	Dist /St-Wide Milling & Resurf, Alachua & Duval Co	2,185,962.42	546,491	1,639,473	1,639,473		0.0000	1.000
222120	SR 93 (I-75) From S of CR 240 To N of SR 47 and From N of SR 8 (I-10) To the Structure	25,595,210.34	6,398,553	19,196,658	19,196,658		0.0000	1.000
222121	SR 55 (US 221) From Cedar St. To the Madison Co. Line (Includes SR 359A)	10,782,104.64	2,695,526	8,086,579	8,086,579		0.0000	1.000
222122	SR 47 From SR 20 (US 27) To I-75, Columbia Co	12,471,549.36	3,117,887	9,353,661	9,353,661		0.0000	1.000
222201	[illegible]	1,237,438.00	309,360	838,079	204,487		0.7559	0.229
222204	SR Bascom Norris Dr. From Oakland Ave. NW to Oakland Ave.	403,372.00	100,843	302,529	184,493		0.3900	0.610
222205	Dixie Co. Airport-Various A/C Connector Pavement Dixie Co	1,691,312.96	422,828	1,268,485	1,263,621		0.0038	0.996
222207	[illegible]	507,568.00	126,892	380,676	171,768		0.5488	0.451
222208	[illegible]	260,554.00	65,139	195,416	195,416		0.0000	1.000
222209	[illegible]	2,568,911.99	642,233	1,926,678	1,926,678		0.0000	1.000

Not other total

379,524,598.67
268,688,412.85
648,222,998.72

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

STATUS OF CONTRACTS ON HAND

CONTRACTOR:
ANDERSON COLUMBIA CO., INC.
POST OFFICE 1829
LAKE CITY, FL 32056

STATUS AS OF: January 30th 2023

(Furnish full information about all of your contracts, whether prime or subcontracts, whether in progress or awarded, but not yet begun, and regardless of who else contracted.)

					UNCOMPLETED TO BE DONE	AMOUNT TO		
	PROJECT, OWNER, LOCATION AND DESCRIPTION	CONTRACTS (OR SUBCONTRACT) AMOUNT	AMOUNT SUBLET TO OTHERS	BALANCE OF CONTRACT AMOUNT	AS PRIME CONTRACTOR	AS SUB-CONTRACTOR	% COMPLETE	
222210	CR 146 Widening and Resurfacing; Dixie Co	2,943,861.27	736,371	2,208,112	2,208,112		0.0000	1.000
222802	Resurfacing Various Asphalt & Various Concrete; Suwannee Co	709,603.00	177,401	532,202	507,969		0.0456	0.954
222803	Lake Hayden Loop Roadway Bridge Culvert Construction; Hamilton Co	725,881.45	181,350	544,050	544,050		0.0000	1.000
223201	Cypress Lake Road Asphalt Surface Treating	4,861,547.24	1,076,387	3,076,160	3,076,160		0.0000	1.000
223202	SR 49(Bell Avenue) Resurfacing from NE 190th Street to SR 349; Dixie Co	1,736,422.79	349,856	1,049,567	1,049,567		0.0000	1.000
223203	CR 255 from CR 129 to SR 47; Gilchrist Co	3,490,521.41	872,381	2,617,143	2,617,143		0.0000	1.000
223701	Pavement Replacement and Site Work; Cross City, FL	355,571.00	88,893	266,680	266,680		0.0000	1.000
318108	SR 30(US 98) from CR 30A(Alt US 98) to CR 30(Gulf Beach Hwy); Gulf Co	13,298,722.00	3,324,681	9,974,042	1,793,993		0.8233	0.177
320102-	SR 30(US 98) from CR 30A(Alt US 98) to CR 30(Gulf Beach Hwy); Gulf Co	25,468,128.00	6,367,032	19,101,096	8,984,882		0.6473	0.450
320105-	SR 77 & SR 8(I-10) from CR 2321(Bonifay Airport Rd) to SR 8(I-10); Holmes Co	27,541,918.00	6,885,460	20,656,459	12,653,972		0.3874	0.613
320106	SR 20 from CR 65(Old Bainbridge Rd) to CR 270(Pensacola St); Leon Co	7,505,162.37	1,876,788	5,628,664	571,567		0.8984	0.102
320205	SOUTHBOUND OPPOSITE DIRECTION BYPASS(PHASE 5 AND EAST WEST CONNECTOR HIGHWAY)	21,681,293.49	5,420,323	16,260,970	9,221,713		0.4326	0.567
321105	SR 85(FERDON BLVD) from CR 123(Antioch Church Rd) to SR 85(Eglin Pkwy); Okaloosa Co	25,338,703.76	6,334,676	19,004,028	10,927,044		0.4250	0.575
321106	SR 85(FERDON BLVD) from SR 85(Eglin Pkwy) to CR 123(Antioch Church Rd); Okaloosa Co	20,065,805.82	5,016,451	15,049,354	12,659,940		0.1587	0.842
321107	SR 8(I-10) from CR 4(Ochlockonee River) to CR 157(Joe Chaires Rd); Gadsden Co	55,334,584.35	13,833,646	41,500,938	34,021,356		0.1802	0.820
321108	SR 57(US 19) from CR 2131(Old Lloyd Rd) to CR 14(Shadeville Rd); Jefferson Co	2,044,978.02	511,245	1,533,734	595,494		0.6117	0.388
321110	SR 20 from CR 4(Ochlockonee River) to CR 12(Bloxham Cutoff Rd); Gadsden Co	7,326,287.00	1,831,572	5,494,715	2,670,683		0.3320	0.868
322101	SR 61(US 319) from CR 365(Woodville Hwy) to CR 61(Crawfordville Hwy); Wakulla Co	3,254,371.00	813,593	2,440,778	229,714		0.9059	0.092
322102	SR 20 from CR 4(Ochlockonee River) to CR 65(Old Bainbridge Rd); Gadsden Co	2,400,477.00	600,119	1,800,358	1,542		0.9991	0.001
322104	DISTRICT WIDE PAVEMENT EDITS	500,000.00	125,000	375,000	295,113		0.2130	0.787
322105	SR 85(CRAB ORCHARD RD) from SR 85(EGLIN PKWY) to SR 85(EGLIN PKWY); Okaloosa Co	10,103,367.78	2,525,842	7,577,526	7,467,408		0.0115	0.985
322106	SR 85(CRAB ORCHARD RD) from SR 20(JOHN SIMS PKWY) to SR 85(EGLIN PKWY); Okaloosa Co	3,303,932.44	826,983	2,477,949	2,414,465		0.0256	0.974
322107	SR 10(US 90) Gadsden Co from SR 267(Aspalaga Path) to Escambia Co Line; Gadsden Co	6,162,045.00	1,540,511	4,621,534	4,599,086		0.0049	0.995
322108	SR 10(US 90) from End of 4 Lane to Washington Co; Jackson Co	2,487,432.00	621,858	1,865,574	1,767,454		0.0526	0.947
322109	SR 71(US 231) from SR 30(US 98) to SR 8(I-10) to SR 71(US 231); Bay Co	2,911,605.09	727,976	2,183,629	2,145,653		0.0174	0.982
322110	SR 10(US 90) from Intersection of East Bound Traffic and West Bound Traffic at Chipley, FL	758,981.28	189,745	569,236	327,622		0.4245	0.576
322111	SR 15(Blue Crest Parkway) from SR 30(Gulf Beach Hwy) to CR 2315(Blue Ash)	16,030,560.00	4,007,640	12,022,920	11,915,886		0.0089	0.991
322112	SR 77(Lisenby Ave) from SR 30(US 98) to SR 8(I-10); Bay Co	12,857,576.00	3,214,394	9,643,182	9,589,583		0.0056	0.994
322113	SR 8(I-10) EB; Jackson Co to SR 73(US 231);	2,186,364.55	546,091	1,640,073	1,068,209		0.0348	0.969
322114	CR 172(Hathaway Rd) from Hamilton County Rd. to State Rd.	535,084.00	133,771	401,313	396,947		0.0109	0.989
322115	SR 8(I-10) from End SR 71(DOR St) to End CR 161(Hammond Rd);	3,380,507.64	845,127	2,535,381	2,533,944		0.0006	0.999
322116	SR 10(Blountstown Hwy) from SR 69(Jct of Park Ave) to SR 71(Jct of Pear Park Rd); Calhoun Co	9,290,257.56	2,322,614	6,967,643	6,967,643		0.0000	1.000
322117	SR 8(I-10) from End SR 276 to 4 Miles East SR 71; Jackson Co	19,984,474.30	4,996,119	14,988,356	14,988,356		0.0000	1.000
322118	SR 10(US 90) from 0.3mile West SR 8(I-10) to Cason Pinches Rd; Washington Co	3,481,796.71	870,827	2,612,780	2,612,780		0.0000	1.000
322201	FY 22 ANNUAL RESURFACING; DISTRICT FY22	5,684,964.68	1,421,327	4,263,641	672,256		0.8424	0.158

[illegible] DEPARTMENT OF TRANSPORTATION

STATUS OF CONTRACTS ON HAND

CONTRACTOR:
ANDERSON COLUMBIA CO., INC.
POST OFFICE 1529
LAKE CITY, FL 32056

STATUS AS OF: January 30th 2023

[illegible]
379,524,586.87
268,698,412.85
648,222,999.72

(Furnish full information about all of your contracts, whether prime or subcontracts, whether in progress or awarded, but not yet begun, and regardless of with whom contracted.)

	PROJECT, OWNER, LOCATION AND DESCRIPTION	CONTRACTS (OR SUBCONTRACT) AMOUNT	AMOUNT SUBLET TO OTHERS	BALANCE OF CONTRACT AMOUNT	UNCOMPLETED TO BE DONE AS PRIME CONTRACTOR	UNCOMPLETED TO BE DONE AS SUB-CONTRACTOR	% COMPLETE	
322202	[illegible]	3,607,668.00	901,917	2,705,751	2,375,853		0.1220	0.878
322203	Rogers Road, Williams Road, and Pecan Commons Road, Washington Co	3,379,648.00	844,913	2,534,736	2,521,417		0.0053	0.995
322701	[illegible]	45,382.00	11,346	34,037	34,037		0.0000	1.000
323101	[illegible]	3,930,189.06	982,547	2,947,642	2,947,642		0.0000	1.000
323201	Carter Circle, South Chain Lake Road to State Road 77, Washington Co	1,300,039.91	325,010	975,030	975,030		0.0000	1.000
323202	Roadway Rehabilitation (DI) Phase VI, (Alapaw Resurfacing) (Salt Roads) Bay Co	3,265,264.61	816,316	2,448,948	2,448,948		0.0000	1.000
518108	[illegible]	8,700,476.25	2,175,119	6,525,357	2,915,439		0.5530	0.447
519101	[illegible]	8,175,556.00	7,293,869	6,881,687	673,480		0.0921	0.098
520205	[illegible]	22,293,214.94	5,573,304	16,719,911	9,877,971		0.4090	0.591
521101	[illegible]	8,256,347.00	2,064,087	6,192,260	4,708,269		0.2400	0.760
521107	[illegible]	17,297,815.30	4,324,454	12,973,361	12,906,875		0.0051	0.995
521108	[illegible]	4,189,999.00	1,050,000	3,149,999	1,591,936		0.4946	0.505
521201	[illegible]	5,073,311.39	1,268,328	3,804,984	314,011		0.9175	0.083
521602	[illegible]	3,458,402.91	864,801	2,593,602	773,617		0.7017	0.298
522101	[illegible]	3,077,145.60	769,286	2,307,859	1,150,605		0.5014	0.499
522602	[illegible]	675,606.50	168,902	506,706	503,611		0.0061	0.994
523701	[illegible]	125,000.00	31,250	93,750	93,750		0.0000	1.000
821103	[illegible]	16,275,505.00	4,068,876	12,206,629	2,343,272		0.8080	0.192
821601	[illegible]	525,413.29	131,353	394,060	775,467		0.3018	0.698
822101	[illegible]	16,561,765.00	4,140,441	12,421,324	9,137,933		0.2643	0.736
822102	[illegible]	6,836,810.42	1,709,228	5,127,583	135,348		0.9736	0.026
822103	[illegible]	40,010,772.00	10,002,693	30,008,079	28,667,100		0.0446	0.956
822104	[illegible]	3,841,696.46	960,402	2,881,296	2,880,751		0.0002	1.000
822205	[illegible]	2,950,398.58	737,600	2,212,808	1,189,030		0.4627	0.537
822208	[illegible]	1,000,000.00	250,000	750,000	462,194		0.3837	0.616
822209	[illegible]	4,030,244.87	1,007,561	3,022,684	514,211		0.8299	0.170
822210	[illegible]	1,931,478.36	482,820	1,448,759	1,147,149		0.2082	0.792
822702	[illegible]	730,525.19	185,131	655,382	327,142		0.4110	0.589
822801	[illegible]	796,703.10	199,176	567,527	121,961		0.7850	0.204
822802	[illegible]	131,493.75	32,873	98,620	98,620		0.0000	1.000
91109	[illegible]	20,467,325.23	5,116,831	15,350,494	1,450,703		0.0905	0.095
817107	US 83, HIDALGO CO (LAJOYA BYPASS)	86,721,250.10	21,680,312	65,040,938	6,031,708		0.9073	0.093
918105	US 83 WEBB CO NH-2019(048); 0037-09-033	48,516,707.00	12,129,177	36,387,530	3,614,798		0.9034	0.099
918105	SH 88, FNIO CO STP 1902(058)	16,776,784.00	4,194,696	12,582,088	1,238,088		0.9016	0.098
919106	SH 35, FNIO CO STP 1902 (059)	23,696,120.27	5,924,030	17,772,090	438,606		0.9753	0.025

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

STATUS OF CONTRACTS ON HAND

CONTRACTOR:
ANDERSON COLUMBIA CO., INC.
POST OFFICE 1829
LAKE CITY, FL 32056

STATUS AS OF: January 30th 2023

(Furnish full information about all of your contracts, whether prime or subcontracts, whether in progress or awarded, but not begun, and regardless of with whom contracted.)

	1 PROJECT, OWNER, LOCATION AND DESCRIPTION	2 CONTRACTS (OR SUBCONTRACT) AMOUNT	3 AMOUNT SUBLET TO OTHERS	4 BALANCE OF CONTRACT AMOUNT	5 UNCOMPLETED AMOUNT TO BE DONE AS PRIME CONTRACTOR	6 AMOUNT TO BE DONE AS SUB-CONTRACTOR	% COMPLETE	
819108	US 83 WEBB CO; NH-2019(047)	68,000,587.00	17,000,149	51,000,448	28,464,901		0.4807	0.518
920105	VA. HIDALGO CO. BORDER INSPECTION SAFETY FACILITY	8,901,890.50	2,226,423	6,675,268	1,374,631		0.1961	0.208
920106	FM 468 LASALLE CO	15,381,336.00	3,845,334	11,536,001	7,194,229		0.3761	0.624
920107	SH 119 KARNES CO	20,546,951.00	5,136,736	15,410,213	953,082		0.9382	0.062
921101	FM 1472 WEBB CO	8,440,696.00	1,610,174	4,830,522	1,338,537		0.7229	0.277
921103	SH 359 WEBB CO	5,198,095.00	1,299,774	3,899,321	991,704		0.7457	0.254
921105	FM 2688, DIMMIT CO	10,414,378.00	2,603,595	7,810,784	4,268,743		0.4535	0.547
921108	IH 35 ATASCOSA CO	8,585,345.78	1,641,336	4,924,009	3,180,225		0.3541	0.646
921111	US 277 MAVERICK CO	5,512,871.65	1,378,218	4,134,654	2,909,124		0.2964	0.704
921207	VALLEY WELL ROADWAY IMPROVEMENTS	3,234,856.88	808,715	2,426,145	362,254		0.8507	0.149
921208	INTERNATIONAL BRIDGE RD-CITY OF DEL RIO	447,135.44	111,784	335,352	324,222		0.0332	0.967
922101	IH35 WEBB CO; CONTRACT 0018-05-104; PROJECT NO. C-18-5-104	14,151,645.00	3,537,911	10,613,734	3,156,379		0.2026	0.297
922102	US 77 KLEBERG CO	175,599,087.00	43,675,072	131,625,065	126,234,807		0.0306	0.959
922103	US 281, JIM WELLS CO, PROJECT NO. F2022 (654) C# 0254-03-061	15,454,122.02	3,963,539	11,390,582	7,471,736		0.3216	0.628
922104	US 281, Jim Wells Co.	11,570,098.00	2,992,525	8,577,514	8,555,380		0.0026	0.994
922601	IH 35, LA Salle County	1,889,517.00	467,379	1,422,138	1,258,861		0.1151	0.842
922602	IH-35, Lasalle Co.	711,285.00	177,934	533,471	533,471		0.0000	1.000
922603	IH-35, Lasalle Co.	779,466.00	194,972	584,615	584,615		0.0000	1.000
	NOTE: Columns 2 and 3 to show total contract (or subcontract) amounts. Column 4 to be difference between columns 2 and 3. Amount in columns 5 or 6 to be uncompleted portion of amount in column 4. All amounts to be shown to nearest $100. The Contractor may consolidate and list as a single item all contracts which, individually, do not exceed 3% of total, and which, in aggregate, amount to less than 20% of the total.		0	0	0			0.000
				TOTALS	646,222,999.72			
				TOTAL UNCOMPLETED WORK ON HAND TO BE DONE BY YOU (TOTAL-COLUMNS 5 AND 6)	$	646,222,999.72		

[redacted]
379,524,586.87
268,698,412.85
646,222,999.72

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

BID OPPORTUNITY LIST FOR COMMODITIES & CONTRACTUAL SERVICES

375-040-62
PROCUREMENT
01/16

Prime Contractor: Anderson Columbia Co., Inc.

Address/Phone Number: P.O. Box 1829, Lake City, FL. 32056

Procurement Number: _____

49 CFR Part 26.11 The list is intended to be a listing of all firms that are participating, or attempting to participate, on DOT-assisted contracts. The list must include all firms that bid on prime contracts, or bid or quote subcontracts and supplies materials on DOT-assisted projects, including both DBEs and non-DBEs. This list must include all subcontractors contacting you and expressing an interest in teaming with you on a specific DOT-assisted project. Prime contractors must provide information for Numbers 1, 2, 3 and 4, and should provide any information they have available on Numbers 5, 6, and 7 for themselves, and their subcontractors.

1. Federal Tax ID Number: 27-1135577
2. Firm Name: Southeast Sod & Seed, LLC
3. Phone: 352.356.0302
4. Address: P.O. Box 181, Cross City, FL. 32628
5. Year Firm Established: _____

6. [X] DBE
   [ ] Non-DBE

7. Annual Gross Receipts
   [ ] Less than $1 million
   [ ] Between $1 - $5 million
   [ ] Between $5 - $10 million
   [ ] Between $10 - $15 million
   [ ] More than $15 million

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1. Federal Tax ID Number: 20-8743994
2. Firm Name: Emerald Coast Striping, LLC
3. Phone: 850.215.4875
4. Address: 1901 East Ave. Panama City, FL. 32405
5. Year Firm Established: _____

6. [ ] DBE
   [X] Non-DBE

7. Annual Gross Receipts
   [ ] Less than $1 million
   [ ] Between $1 - $5 million
   [ ] Between $5 - $10 million
   [ ] Between $10 - $15 million
   [ ] More than $15 million

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1. Federal Tax ID Number: _____
2. Firm Name: _____
3. Phone: _____
4. Address: _____
5. Year Firm Established: _____

6. [ ] DBE
   [ ] Non-DBE

7. Annual Gross Receipts
   [ ] Less than $1 million
   [ ] Between $1 - $5 million
   [ ] Between $5 - $10 million
   [ ] Between $10 - $15 million
   [ ] More than $15 million

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1. Federal Tax ID Number: _____
2. Firm Name: _____
3. Phone: _____
4. Address: _____
5. Year Firm Established: _____

6. [ ] DBE
   [ ] Non-DBE

7. Annual Gross Receipts
   [ ] Less than $1 million
   [ ] Between $1 - $5 million
   [ ] Between $5 - $10 million
   [ ] Between $10 - $15 million
   [ ] More than $15 million

AS APPLICABLE, PLEASE SUBMIT THIS FORM WITH YOUR:

BID SHEET (Invitation to Bid – ITB)
PRICE PROPOSAL (Request for Proposal – RFP)
REPLY (Invitation to Negotiate – ITN)

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

CERTIFICATION FOR DISCLOSURE OF LOBBYING ACTIVITIES ON FEDERAL-AID CONTRACTS

(Compliance with 49CFR, Section 20.100 (b))

The prospective participant certifies, by signing this certification, that to the best of his or her knowledge and belief:

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

(2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities", in accordance with its instructions. (Standard Form-LLL can be obtained from the Florida Department of Transportation's Professional Services Administrator or Procurement Office.)

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1952, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

The prospective participant also agrees by submitting his or her proposal that he or she shall require that the language of this certification be included in all lower-tier subcontracts, which exceed $100,000 and that all such subrecipients shall certify and disclose accordingly.

Name of Consultant: Anderson Columbia Co., Inc.

By: E Tony Williams Jr. Date: February 17th 2023

Authorized Signature:

Title: Vice President

STATE OF FLORIDA/FLORIDA DEPARTMENT OF TRANSPORTATION

DISCLOSURE OF LOBBYING ACTIVITIES

375-030-08
PROCUREMENT
02/18

Is this form applicable to your firm?
YES ☐ NO ☒
If no, then please complete section 4 below for "Prime"

1. Type of Federal Action:	2. Status of Federal Action:	3. Report Type:
a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	a. bid/offer/application b. initial award c. post-award	a. initial filing b. material change For Material Change Only: Year: _____ Quarter: _____ Date of last report: _____ (mm/dd/yyyy):

4. Name and Address of Reporting Entity:	5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:
☒ Prime ☐ Subawardee Tier _____, *if known:* Anderson Columbia Co., Inc. P.O. Box 1609 Lake City, FL 32056 Congressional District, *if known*: 4c	Congressional District, *if known*:
6. Federal Department/Agency:	7. Federal Program Name/Description:
	CFDA Number, *if applicable*:
8. Federal Action Number, *if known*:	9. Award Amount, *if known*: $
10. a. Name and Address of Lobbying Registrant (*if individual, last name, first name, MI*):	b. Individuals Performing Services (*including address if different from* 10a) (*last name, first name, MI*):

11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Signature: [signature]
Print Name: E. Tony Williams Jr.
Title: Vice President
Telephone No.: 386.752.7585 Date (mm/dd/yyyy): Feb 17th 2023

Federal Use Only:

Authorized for Local Reproduction
Standard Form LLL (Rev. 7-97)

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.

2. Identify the status of the covered Federal action.

3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.

4. Enter the fullname, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.

5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.

6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.

7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.

8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."

9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.

10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

    (b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).

11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

NON-COLLUSION DECLARATION AND COMPLIANCE WITH 49 CFR § 29

ITEM/SEGMENT NO.: 2020-005-OEC
F.A.P. NO.: 445563-15801
MANAGING DISTRICT: District Two
PARCEL NO.:
COUNTY OF: TAYLOR
BID LETTING OF: February 17th, 2023

I, E. Tony Williams Jr. (NAME), hereby declare that I am Vice President (TITLE) of Anderson Columbia Co., Inc. (FIRM) of Lake City, FL. (CITY AND STATE)

and that I am the person responsible within my firm for the final decision as to the price(s) and amount of this Bid on this State Project.

I further declare that:

1. The prices(s) and amount of this bid have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition with any other contractor, bidder or potential bidder.

2. Neither the price(s) nor the amount of this bid have been disclosed to any other firm or person who is a bidder or potential bidder on this project, and will not be so disclosed prior to the bid opening.

3. No attempt has been made or will be made to solicit, cause or induce any other firm or person to refrain from bidding on this project, or to submit a bid higher than the bid of this firm, or any intentionally high or non-competitive bid or other form of complementary bid.

4. The bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary bid.

5. My firm has not offered or entered into a subcontract or agreement regarding the purchase of materials or services from any firm or person, or offered, promised or paid cash or anything of value to any firm or person, whether in connection with this or any other project, in consideration for an agreement or promise by any firm or person to refrain from bidding or to submit a complementary bid on this project.

6. My firm has not accepted or been promised any subcontract or agreement regarding the sale of materials or services to any firm or person, and has not been promised or paid cash or anything of value by any firm or person, whether in connection with this or any other project, in consideration for my firm's submitting a complementary bid, or agreeing to do so, on this project.

7. I have made a diligent inquiry of all members, officers, employees, and agents of my firm with responsibilities relating to the preparation, approval or submission of my firm's bid on this project and have been advised by each of them that he or she has not participated in any communication, consultation, discussion, agreement, collusion, act or other conduct inconsistent with any of the statements and representations made in this Declaration.

8. As required by Section 337.165, Florida Statutes, the firm has fully informed the Department of Transportation in writing of all convictions of the firm, its affiliates (as defined in Section 337.165(l)(a), Florida Statutes), and all directors, officers, and employees of the firm and its affiliates for violation of state or federal antitrust laws with respect to a public contract or for violation of any state or federal law involving fraud, bribery, collusion, conspiracy or material misrepresentation with respect to a public contract. This includes disclosure of the names of current employees of the firm or affiliates who were convicted of contract crimes while in the employ of another company.

9. I certify that, except as noted below, neither my firm nor any person associated therewith in the capacity of owner, partner, director, officer, principal, investigator, project director, manager, auditor, and/or position involving the administration of Federal funds:

(a) is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions, as defined in 49 CFR §29.110(a), by any Federal department or agency;

(b) has within a three-year period preceding this certification been convicted of or had a civil judgment rendered against him or her for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a Federal, State or local government transaction or public contract; violation of Federal or State antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;

(c) is presently indicted for or otherwise criminally or civilly charged by a Federal, State or local governmental entity with commission of any of the offenses enumerated in paragraph 9(b) of this certification; and

(d) has within a three-year period preceding this certification had one or more Federal, State or local government public transactions terminated for cause or default.

10. I(We) certify that I(We) shall not knowingly enter into any transaction with any subcontractor, material supplier, or vendor who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this contract by any Federal Agency unless authorized by the Department.

Where I am unable to declare or certify as to any of the statements contained in the above stated paragraphs numbered (1) through (10), I have provided an explanation in the "Exceptions" portion below or by attached separate sheet.

EXCEPTIONS:

(Any exception listed above will not necessarily result in denial of award, but will be considered in determining bidder responsibility. For any exception noted, indicate to whom it applies, initiating agency and dates of agency action. Providing false information may result in criminal prosecution and/or administrative sanctions.)

I declare under penalty of perjury that the foregoing is true and correct.

CONTRACTOR: (Seal)

BY: E. Tony Williams Jr., Vice President
NAME AND TITLE PRINTED

WITNESS: Brian P. Schreiber, Secretary

BY: [signature]
SIGNATURE

WITNESS: [signature]
Dylan Reed, Estimator

Executed on this 17th day of February, 2023

FAILURE TO FULLY COMPLETE AND EXECUTE THIS DOCUMENT MAY RESULT IN THE BID BEING DECLARED NONRESPONSIVE

REQUIRED CONTRACT PROVISIONS

This certification applies to subcontractors, material suppliers, vendors and other lower tier participants.

- Appendix B of 49 CFR Part 29 –

Appendix B—Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transactions

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this proposal that it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion–Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transactions

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntary excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION-LOWER TIER COVERED TRANSACTIONS FOR FEDERAL AID CONTRACTS (Compliance with 2 CFR Parts 180 and 1200)

FHWA-1273 PROCUREMENT 11/05

It is certified that neither the below identified firm nor its principals are presently suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

Name of Contractor: Anderson Columbia Co., Inc.

By: [signature]

Date: February 17th 2023

Title: R. Tony Williams Jr., Vice President

Instructions for Certification

Instructions for Certification - Lower Tier Participants:
(Applicable to all subcontracts, purchase orders and other lower tier transactions requiring prior FHWA approval or estimated to cost $25,000 or more - 2 CFR Parts 180 and 1200).

a. By signing and submitting this proposal, the prospective lower tier is providing the certification set out below.

b. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

c. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous by reason of changed circumstances.

d. The terms "covered transaction," "debarred," "suspended," "ineligible," "participant," "person," "principal," and "voluntarily excluded," as used in this clause, are defined in 2 CFR Parts 180 and 1200. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations. "First Tier Covered Transactions" refers to any covered transaction between a grantee or subgrantee of Federal funds and a participant (such as the prime or general contract). "Lower Tier Covered Transactions" refers to any covered transaction under a First Tier Covered Transaction (such as subcontracts). "First Tier Participant" refers to the participant who has entered into a covered transaction with a grantee or subgrantee of Federal funds (such as the prime or general contractor). "Lower Tier Participant" refers any participant who has entered into a covered transaction with a First Tier Participant or other Lower Tier Participants (such as subcontractors and suppliers).

e. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

f. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions exceeding the $25,000 threshold.

g. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any lower tier prospective participants, each participant may, but is not required to, check the Excluded Parties List System website (https://www.epls.gov/), which is compiled by the General Services Administration.

h. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

i. Except for transactions authorized under paragraph e of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

BID BOND

Any singular reference to Bidder, Surety, Owner, or other party shall be considered plural where applicable.

BIDDER (Name and Address): Anderson Columbia Co., Inc.
P.O. Box 1829
Lake City, FL 32056

SURETY (Name and Address of Principal Place of Business):
Travelers Casualty and Surety Company of America and Berkshire Hathaway Specialty Insurance Company
One Tower Square, Hartford, CT 06183 1314 Douglas St., Suite 1400, Omaha, NE 68102

OWNER (Name and Address):
TAYLOR COUNTY BOARD OF COUNTY COMMISSIONERS
108 NORTH JEFFERSON ST.
PERRY FL. 32347

BID
Bid Due Date: February 17, 2023

Project (Brief Description Including Location): *CR 361 (Beach Road) Highway Safety Improvements (LAP) Project.* The intent of this contract is to secure all labor and equipment required for the Highway Safety Improvement (LAP) Project along CR 361 (Beach Road) in Taylor County, Florida. This project consists of signage improvements including audible/vibratory pavement markings and raised pavement markers along with some additional guardrail replacement, as more fully detailed in the project plans and specifications.

BOND
Bond Number: Bid Bond
Date (Not later than Bid due date): 2/17/2023
Penal Sum: Five percent of the amount bid (Words) 5% of amount bid (Figures)

Surety and Bidder, intending to be legally bound hereby, subject to the terms printed on the reverse side hereof, do each cause this Bid Bond to be duly executed on its behalf by its authorized officer, agent, or representative.

BIDDER

Anderson Columbia Co., Inc. (Seal)
Bidder's Name and Corporate Seal

By: [signature]
Signature and Title: E. Tony Williams Jr., Vice President

Attest: [signature]
Signature and Title: Amanda Adams, Contract Administrator

SURETY

Travelers Casualty and Surety Company of America and Berkshire Hathaway Specialty Insurance Company (Seal)
Surety's Name and Corporate Seal

By: [signature]
Signature and Title: Kevin R. Wojtowicz, Attorney-in-Fact
(Attach Power of Attorney)

Attest: [signature]
Signature and Title: Amy Scott, Witness

Note: Above addresses are to be used for giving required notice.

TRAVELERS

Travelers Casualty and Surety Company of America
Travelers Casualty and Surety Company
St. Paul Fire and Marine Insurance Company

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company are corporations duly organized under the laws of the State of Connecticut (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint **KEVIN R WOJTOWICZ** of **ST PETERSBURG**, **Florida**, their true and lawful Attorney(s)-in-Fact, to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

IN WITNESS WHEREOF, the Companies have caused this instrument to be signed, and their corporate seals to be hereto affixed, this **21st** day of **April, 2021**.

State of Connecticut

City of Hartford ss.

By: _____
Robert L. Raney, Senior Vice President

On this the **21st** day of **April, 2021**, before me personally appeared **Robert L. Raney**, who acknowledged himself to be the Senior Vice President of each of the Companies, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of said Companies by himself as a duly authorized officer.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

My Commission expires the **30th** day of **June, 2026**

_____
Anna P. Nowik, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of each of the Companies, which resolutions are now in full force and effect, reading as follows:

RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

FURTHER RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

FURTHER RESOLVED, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

FURTHER RESOLVED, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or undertaking to which it is attached.

I, **Kevin E. Hughes**, the undersigned, Assistant Secretary of each of the Companies, do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which remains in full force and effect.

Dated this **17th** day of **February**, **2023**

_____
Kevin E. Hughes, Assistant Secretary

To verify the authenticity of this Power of Attorney, please call us at 1-800-421-3880.
Please refer to the above-named Attorney(s)-in-Fact and the details of the bond to which this Power of Attorney is attached.

Berkshire Hathaway Specialty Insurance

31246

Power Of Attorney

BERKSHIRE HATHAWAY SPECIALTY INSURANCE COMPANY
NATIONAL INDEMNITY COMPANY / NATIONAL LIABILITY & FIRE INSURANCE COMPANY

Know all men by these presents, that BERKSHIRE HATHAWAY SPECIALTY INSURANCE COMPANY, a corporation existing under and by virtue of the laws of the State of Nebraska and having its office at One Beacon Street, 31st Floor, Boston, Massachusetts 02108, NATIONAL INDEMNITY COMPANY, a corporation existing under and by virtue of the laws of the State of Nebraska and having its office at 3024 Harney Street, Omaha, Nebraska 68131 and NATIONAL LIABILITY & FIRE INSURANCE COMPANY, a corporation existing under and by virtue of the laws of the State of Connecticut and having an office at 100 First Stamford Place, Stamford, Connecticut 06902 (hereinafter collectively the "Companies") pursuant to and by the authority granted and set forth herein, do hereby name, constitute and appoint, David R. Markowitz, 1000 Cordell Reese Dr., Ste 300 of the city of Key Largo, State of Florida, their true and lawful attorney(s)-in-fact to make, execute, seal, acknowledge, and deliver, for and on their behalf as surety and as their act and deed, any and all undertakings, bonds, or other such writings obligatory in the nature thereof, in pursuance of these presents, the execution of which shall be as binding upon the Companies as if it has been duly signed and executed by their regularly elected officers in their own proper persons. This authority for the Attorney-in-Fact shall be limited to the execution of the attached bond(s) or other such writings obligatory in the nature thereof.

In witness whereof, this Power of Attorney has been subscribed by authorized officers of the Companies, and the corporate seals of the Companies have been affixed hereto this date of December 20, 2018. This Power of Attorney is made and executed pursuant to and by authority of the Bylaws, Resolutions of the Board of Directors, and other Authorizations of BERKSHIRE HATHAWAY SPECIALTY INSURANCE COMPANY, NATIONAL INDEMNITY COMPANY, and NATIONAL LIABILITY & FIRE INSURANCE COMPANY, which are in full force and effect, each reading as shown on the back page of this Power of Attorney, respectively. The following signature by an authorized officer of the Company may be a facsimile, which shall be deemed like evidence of and constitute the written signature of such officer of the Company for all purposes regarding this Power of Attorney, including the satisfaction of any signature requirements on any and all undertakings, bonds, or other such writings obligatory in the nature thereof, to which this Power of Attorney applies.

BERKSHIRE HATHAWAY SPECIALTY INSURANCE COMPANY

By: David Fields, Executive Vice President

NATIONAL INDEMNITY COMPANY
NATIONAL LIABILITY & FIRE INSURANCE COMPANY

By: David Fields, Vice President

NOTARY
State of Massachusetts, County of Suffolk, ss:
On this 20th day of December, 2018, before me appeared David Fields, Executive Vice President of BERKSHIRE HATHAWAY SPECIALTY INSURANCE COMPANY and Vice President of NATIONAL INDEMNITY COMPANY and NATIONAL LIABILITY & FIRE INSURANCE COMPANY, who being duly sworn, says that his capacity is as designated above for such Companies; that he knows the corporate seals of the Companies; that the seals affixed to the foregoing instrument are such corporate seals; that they were affixed by order of the Board of Directors or other governing body of said Companies pursuant to its Bylaws, Resolutions and other Authorizations, and that he signed said instrument in that capacity of said Companies.

[Notary Seal]

GEOFFREY A. DELISIO
NOTARY PUBLIC
Commonwealth of Massachusetts
My Comm. Expires November 19, 2021

Notary Public

I, Ralph Tortorella, the undersigned, Officer of BERKSHIRE HATHAWAY SPECIALTY INSURANCE COMPANY, NATIONAL INDEMNITY COMPANY and NATIONAL LIABILITY & FIRE INSURANCE COMPANY, do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies which is in full force and effect and has not been revoked. IN TESTIMONY WHEREOF, I have hereunto affixed the seals of said Companies this February 17, 2023.

Officer

To confirm the authenticity of this Power of Attorney please contact us at: bhsiclegal@bhspecialty.com, Attention: Surety Department, One Beacon Street, 31st Floor, Boston, MA 02108 | (770) 625-2310 or by mail to the above address. Any Power of Attorney bearing a date more than sixty (60) days from the date of issuance hereof is void.

BHSIC, NICO & NLF POA (2018)

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 2/10/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
PentaRisk Associates of Georgia
1870 The Exchange SW
Suite 100
Atlanta GA 30339

CONTACT NAME: Robyn Byrd
PHONE (A/C, No, Ext): 404-809-2551 FAX (A/C, No): 404-809-2531
E-MAIL ADDRESS: rbyrd@pentarisk.com

INSURED
Anderson Columbia Co., Inc.
P.O. Box 1829
Lake City FL 32056

ANDECOL-02

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Liberty Mutual Fire Insurance Company	23035
INSURER B: RSUI Indemnity Company	22314
INSURER C: Safety National Casualty Corporation	15105
INSURER D: Indemnity National Insurance Company	18468
INSURER E: Endurance American Specialty Insurance Company	41718
INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 338205726 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY	Y	Y	TB2-651-289907-102	5/1/2022	5/1/2023	EACH OCCURRENCE	$ 2,000,000
	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 300,000
							MED EXP (Any one person)	$ 10,000
							PERSONAL & ADV INJURY	$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 4,000,000
	POLICY X PRO-JECT X LOC						PRODUCTS - COMP/OP AGG	$ 4,000,000
	OTHER:							$
A	AUTOMOBILE LIABILITY	Y	Y	AS2-651-289907-082	5/1/2022	5/1/2023	COMBINED SINGLE LIMIT (Ea accident)	$ 2,000,000
	X ANY AUTO						BODILY INJURY (Per person)	$
	X OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	X HIRED AUTOS ONLY / X NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
B	UMBRELLA LIAB X OCCUR	Y	Y	NHA097825	5/1/2022	5/1/2023	EACH OCCURRENCE	$ 10,000,000
D	X EXCESS LIAB CLAIMS-MADE			XS0001074 22	5/1/2022	5/1/2023		
E				EXC30000098106	5/1/2022	5/1/2023	AGGREGATE	$ 10,000,000
	DED RETENTION $							$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY		Y	SP 4066411	4/1/2022	4/1/2023	X PER STATUTE / OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N [N] N/A						E.L. EACH ACCIDENT	$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
RE. CR 361 (Beach RD) Highway Safety Improvements FDOT LAP Project: Taylor Co.

Taylor County Board of County Commissioners is added as additional insured as required by written contract for General Liability, per attached.

CERTIFICATE HOLDER

Taylor County Board of County Commissioners
108 N. Jefferson St.
Perry FL 32347

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Policy Number TB2-651-289907-102
Issued by Liberty Mutual Fire Insurance Co.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

COMMERCIAL GENERAL LIABILITY
ADDITIONAL INSURED ENHANCEMENT FOR CONTRACTORS

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

Index of modified items:

Item 1. **Blanket Additional Insured Where Required By Written Agreement**
Lessors of Leased Equipment
Managers or Lessors of Premises
Mortgagees, Assignees or Receivers
Owners, Lessees or Contractors
Architects, Engineers or Surveyors
Any Person or Organization
Item 2. **Blanket Additional Insured – Grantor Of Permits**
Item 3. **Other Insurance Amendment**

Item 1. **Blanket Additional Insured Where Required By Written Agreement**

Paragraph 2. of Section II – Who Is An Insured is amended to add the following:

Additional Insured by Written Agreement

The following are insureds under the policy when you have agreed in a written agreement to provide them coverage as additional insureds under your policy:

1. **Lessors of Leased Equipment:** The person(s) or organization(s) from whom you lease equipment, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your maintenance, operation or use of equipment leased to you by such person(s) or organization(s).

   This insurance does not apply to any "occurrence" which takes place after the equipment lease expires.

2. **Managers or Lessors of Premises:** Any manager(s) or lessor(s) of premises leased to you in which the written lease agreement obligates you to procure additional insured coverage.

   The coverage afforded to the additional insured is limited to liability in connection with the ownership, maintenance or use of the premises leased to you and caused, in whole or in part, by some negligent act(s) or omission(s) of you, your "employees", your agents or your subcontractors. There is no coverage for the additional insured for liability arising out of the sole negligence of the additional insured or those acting on behalf of the additional insured, except as provided below.

   If the written agreement obligates you to procure additional insured coverage for the additional insured's sole negligence, then the coverage for the additional insured shall conform to the agreement, but only if the applicable law would allow you to indemnify the additional insured for liability arising out of the additional insured's sole negligence.

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This insurance does not apply to:

a. Any "occurrence" which takes place after you cease to be a tenant in that premises or to lease that land;

b. Structural alterations, new construction or demolition operations performed by or on behalf of that manager or lessor; or

c. Any premises for which coverage is excluded by endorsement.

3. **Mortgagees, Assignees or Receivers**: Any person(s) or organization(s) with respect to their liability as mortgagee, assignee or receiver and arising out of your ownership, maintenance or use of the premises.

   This insurance does not apply to structural alterations, new construction and demolition operations performed by or on behalf of such person(s) or organization(s).

4. **Owners, Lessees or Contractors**: Any person(s) or organization(s) to whom you are obligated to procure additional insured coverage, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your act(s) or omission(s) or the act(s) or omission(s) of your "employees", your agents, or your subcontractors, in the performance of your ongoing operations.

   This insurance does not apply to "bodily injury", "property damage", or "personal and advertising injury" arising out of "your work" included in the "products-completed operations hazard" unless you are required to provide such coverage for the additional insured by the written agreement, and then only for the period of time required by the written agreement and only for liability caused, in whole or in part, by your act(s) or omission(s) or the act(s) or omission(s) of your "employees", your agents, or your subcontractors.

   There is no coverage for the additional insured for liability arising out of the sole negligence of the additional insured or those acting on behalf of the additional insured, except as provided below.

   If the written agreement obligates you to procure additional insured coverage for the additional insured's sole negligence, then the coverage for the additional insured shall conform to the agreement, but only if the applicable law would allow you to indemnify the additional insured for liability arising out the additional insured's sole negligence.

   This insurance does not apply to "bodily injury", "property damage" or "personal and advertising injury" arising out of the rendering of, or failure to render, any professional architectural, engineering or surveying services, including:

   a. The preparing, approving, or failing to prepare or approve, maps, shop drawings, opinions, reports, surveys, field orders, change orders or drawings and specifications; or

   b. Supervisory, inspection, architectural or engineering activities.

   This exclusion applies even if the claims against any insured allege negligence or other wrongdoing in the supervision, hiring, employment, training or monitoring of others by that insured, if the "occurrence" which caused the "bodily injury" or "property damage", or the offense which caused the "personal and advertising injury", involved the rendering of or failure to render any professional services.

5. **Architects, Engineers or Surveyors**: Any architect, engineer, or surveyor engaged by you but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your act(s) or omission(s) or the act(s) or omission(s) of those acting on your behalf:

   a. In connection with your premises; or

   b. In the performance of your ongoing operations.

   This insurance does not apply to "bodily injury", "property damage" or "personal and advertising injury" arising out of the rendering of or failure to render any professional services by or for you, including:

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a. The preparing, approving, or failing to prepare or approve, maps, shop drawings, opinions, reports, surveys, field orders, change orders or drawings and specifications; or

b. Supervisory, inspection, architectural or engineering activities.

This exclusion applies even if the claims against any insured allege negligence or other wrongdoing in the supervision, hiring, employment, training or monitoring of others by that insured, if the "occurrence" which caused the "bodily injury" or "property damage", or the offense which caused the "personal and advertising injury", involved the rendering of or failure to render any professional services by or for you.

6. **Any Person or Organization Other Than a Joint Venture**: Any person(s) or organization(s) (other than a joint venture of which you are a member) for whom you are obligated to procure additional insured coverage, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your act(s) or omission(s) or the act(s) or omission(s) of those acting on your behalf:

   a. In the performance of your ongoing operations; or

   b. In connection with premises owned by or rented to you.

   This insurance does not apply to:

   a. Any person(s) or organization(s) more specifically covered in Paragraphs 1 through 5 above;

   b. Any construction, renovation, demolition or installation operations performed by or on behalf of you, or those operating on your behalf; or

   c. Any person(s) or organization(s) whose profession, business or occupation is that of an architect, surveyor or engineer with respect to liability arising out of the rendering of, or failure to render, any professional architectural, engineering or surveying services, including:

      (1) The preparing, approving or failing to prepare or approve, maps, drawings, opinions, reports, surveys, field orders, change orders, designs and specifications; or

      (2) Supervisory, inspection, architectural or engineering activities.

   This exclusion applies even if the claims against any insured allege negligence or other wrongdoing in the supervision, hiring, employment, training or monitoring of others by that insured, if the "occurrence" which caused the "bodily injury" or "property damage", or the offense which caused the "personal and advertising injury", involved the rendering of or failure to render any professional services by or on behalf of you, or those operating on your behalf.

The insurance afforded to any person(s) or organization(s) as an insured under this Item 1:

1. Applies to the extent permitted by law;

2. Applies only to the scope of coverage and the minimum limits of insurance required by the written agreement, but in no event exceeds either the scope of coverage or the limits of insurance provided by this policy;

3. Does not apply to any person(s) or organization(s) for any "bodily injury", "property damage" or "personal and advertising injury" if any other additional insured endorsement attached to this policy applies to such person(s) or organization(s) with regard to the "bodily injury", "property damage" or "personal and advertising injury";

4. Applies only if the "bodily injury" or "property damage" occurs, or the offense giving rise to the "personal and advertising injury" is committed, subsequent to the execution of the written agreement; and

5. Applies only if the written agreement is in effect at the time the "bodily injury" or "property damage" occurs, or at the time the offense giving rise to the "personal and advertising injury" is committed.

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Item 2. **Blanket Additional Insured – Grantor Of Permits**

Paragraph 2. of Section II - Who Is An Insured is amended to add the following:

Any state, municipality or political subdivision that has issued you a permit in connection with any operations performed by you or on your behalf, or in connection with premises you own, rent or control, and to which this insurance applies, but only to the extent that you are required to provide additional insured status to the state, municipality or political subdivision as a condition of receiving and maintaining the permit. Such state, municipality or political subdivision that has issued you a permit is an insured only with respect to their liability as grantor of such permit to you.

However, with respect to the state, municipality or political subdivision:

1. Coverage will be no broader than required; and

2. Limits of insurance will not exceed the minimum limits of insurance required as a condition for receiving or maintaining the permit;

but neither the scope of coverage nor the limits of insurance will exceed those provided by this policy.

This insurance does not apply to:

1. "Bodily injury", "property damage" or "personal and advertising injury" arising out of operations performed for the state, municipality or political subdivision;

2. Any "bodily injury" or "property damage" included within the "products-completed operations hazard", except when required by written agreement initiated prior to loss; or

3. "Bodily injury", "property damage" or "personal and advertising injury", unless negligently caused, in whole or in part, by you or those acting on your behalf.

Item 3. **Other Insurance Amendment**

If you are obligated under a written agreement to provide liability insurance on a primary, excess, contingent, or any other basis for any person(s) or organization(s) that qualifies as an additional insured on this policy, this policy will apply solely on the basis required by such written agreement and Paragraph 4. Other Insurance of Section IV – Commercial General Liability Conditions will not apply. Where the applicable written agreement does not specify on what basis the liability insurance will apply, the provisions of Paragraph 4. Other Insurance of Section IV – Commercial General Liability Conditions will apply. However, this insurance is excess over any other insurance available to the additional insured for which it is also covered as an additional insured by attachment of an endorsement to another policy providing coverage for the same "occurrence", claim or "suit".

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WORKERS COMPENSATION AND EMPLOYERS LIABILITY INSURANCE POLICY

INFORMATION PAGE

Liberty Mutual. INSURANCE
175 Berkeley Street Boston, MA 02116

Issued by LM Insurance Corporation (a stock company) 27243

Policy Number	WA5-65D-289907-112	Issuing Office	Lewiston, ME
New		Issue Date	05/24/2022
Account Number	5-289907	Sub Account	0002

1. Insured and Mailing Address
Anderson Columbia Company, Inc.
PO Box 1829
Lake City FL 32056

FEIN 59-2871935

Risk ID 917961832

Status Corporation

Other workplaces not shown above: See Item 4. Premium - Extension of Information Page

2. Policy Period: The policy period is from 05/01/2022 to 05/01/2023 12:01 A.M. standard time at the Insured's mailing address.

3. Coverage

A. Workers Compensation Insurance: Part One of the policy applies to the Workers Compensation Law of the states listed here: TX

B. Employers Liability Insurance: Part Two of the policy applies to work in each state listed in Item 3.A. The limits of our liability under Part Two are:

Bodily Injury by Accident	$	1,000,000	each accident
Bodily Injury by Disease	$	1,000,000	policy limit
Bodily Injury by Disease	$	1,000,000	each employee

C. Other States Insurance: Part Three of the policy applies to the states, if any, listed here:
All States except those listed in Item 3.A and the States of:
ND OH WA WY

D. This policy includes these endorsements and schedules: See Item 3. Coverage D - Extension of Information Page

4. Premium: The premium for this policy will be determined by our Manuals of Rules, Classifications, Rates and Rating Plans. All information required below is subject to verification and change by audit.

Classifications	Code Number	Premium Basis Total Estimated Annual Remuneration	Rate per $100 of Remuneration	Estimated Annual Premium
See Extension of Information Page				
Minimum Premium	$250 (TX)	Total Estimated Annual Premium	$	223,678
Premium will be billed Monthly		Deposit Premium	$	223,678

Producer 0002 013706
ACRISURE LLC DBA PENTARISK INSURANCE
SERVICES LLC
1870 THE EXCHANGE SE STE 100
ATLANTA GA 303392021

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LM Insurance Corporation

Item 3. Coverage D - Extension of Information Page

Miscellaneous Form and Endorsement Schedule

Policy Notices and Applications

Form Number	Form Name
SNW 42 03 05 20	Have a Workers' Compensation Complaint Or Need Help?
GPO 4756 R5	Liberty Mutual WC Privacy Practices Disclosure Notice
SNW 04 14 03 21	Liberty Mutual Privacy Notice - California
SNW 42 01 10 13	Texas Risk Control Services

Policy Schedules

Form Number	Form Name
WC 00 00 00 C	Workers Compensation And Employers Liability Insurance Policy Jacket
WC 00 00 01 A	Information Page
GPO 4741	Miscellaneous Form and Endorsement Schedule
PA 505	Premium Summary Report by State
GPO 2923	Item 4. Premium - Extension of Information Page
GPO 4162 R1	Named Insured Link Schedule

Policy Endorsements

Form Number	Form Name	Comments
WC 00 03 03 C	Employers Liability Coverage	
WC 00 04 14 A	90-Day Reporting Requirement - Notification of Change in Ownership	
WC 00 04 19	Premium Due Date Endorsement	
WC 00 04 22 C	Terrorism Risk Insurance Program Reauthorization Act Disclosure	
WC 00 04 25	Experience Rating Modification Factor Revision	
WC 34 03 01 C	Ohio Employers Liability Coverage	
WC 42 03 01 J	Texas Amendatory	
WC 42 03 04 B	Texas Waiver of Our Right to Recover From Others	
WC 42 04 07	Texas - Audit Premium and Retrospective Premium	
WC 99 06 27 R2	Deductible Endorsement	
WC 99 06 54	Texas Deductible Endorsement	
WC 99 16 71	Unintentional Errors and Omissions Endorsement	
WC 99 20 39 A	Washington Amendatory	

LM Insurance Corporation

Item 3. Coverage D - Extension of Information Page

Miscellaneous Form and Endorsement Schedule

Continued:

Policy Endorsements		
Form Number	Form Name	Comments
WC 99 20 54	Participating Provision	
WC 99 20 58 A	Washington Deductible	
WC 99 20 63	North Dakota Amendatory	
WC 99 20 85	Wyoming Amendatory	
WM 90 01 06 10	Knowledge and Notice of Occurrence	

State Premium Summary

State	Payroll Exposure	Total Premium	Assessment & Surcharge
North Dakota	0	0	0
Ohio	0	0	0
Texas	14,160,000	223,678	0
Washington	0	0	0
Wyoming	0	0	0
Totals	14,160,000	223,678	0

Item 4. Premium - Extension of Information Page

Classification of Operations		Premium Basis	Rate	
Entries in this item, except as specifically provided elsewhere in this policy, do not modify any of the other provisions of this policy	Class Code	Payroll - Unless otherwise indicated a) Flat Charge b) Per Capita c) Passenger Seat d) Premium e) Other	Payroll Per $.00	Estimated Premium
North Dakota				
Subject to Supplemental Employers Liability Endorsement				
Total Payroll	0003	If Any	.06	0
Terrorism	9740		.00	0
Ohio				
Subject to Supplemental Employers Liability Endorsement				
Total Payroll	0003	If Any	.06	0
Terrorism	9740		.00	0
Texas				
TX				
Weslaco: 2210 VO Tech Dr 78596				
Big Wells: Highway 85 West 78830				
Asphalt Works & Drivers	1463	900,000	5.76	51,840
Sand and Gravel Production - Commercial Plants & Drivers	4000	1,300,000	1.44	18,720
Analytical Chemist	4511	675,000	.26	1,755
Concrete Construction - Bridges & Drivers	5203	1,500,000	3.23	48,450
Concrete Construction NOC & Drivers	5213	375,000	1.65	6,188
Street or Road Construction - All Operations & Drivers	5506	5,200,000	2.14	111,280
Contractor - Executive Supervisor or Construction Superintendent	5606	1,175,000	.30	3,525

Item 4. Premium - Extension of Information Page

Classification of Operations Entries in this item, except as specifically provided elsewhere in this policy, do not modify any of the other provisions of this policy	Class Code	Premium Basis Payroll - Unless otherwise indicated a: Flat Charge b: Per Capita c: Passenger Seat d: Premium e: Other	Rate Payroll Per $ of	Estimated Premium
Continued:				
Texas				
Sewer Construction - All Operations & Drivers	6306	300,000	2.34	7,020
Contractor's Permanent Yard	8227	925,000	.90	8,325
Clerical Office Employees NOC	8810	1,810,000	.04	724
Manual Premium				**$257,827**
Waiver of Subrogation Premium	0930			5,157
Employers Liability Increased Limits Premium	9812		.014	3,610
Experience Modification(1.77 FNL)	9898	d) 266,594		205,277
Modified Premium				**$471,871**
Large Deductible Credit	9663		.5291	(249,667)
Standard Premium				**$222,204**
Expense Constant	0900			200
Terrorism	9740	14,160,000	.009	1,274
Total Premium for Texas				**$223,678**
Washington				
Subject to Supplemental Employers Liability Endorsement				
Total Payroll	0003	If Any	.05	0
Terrorism	9740		.00	0

Item 4. Premium - Extension of Information Page

Classification of Operations Entries in this item, except as specifically provided elsewhere in this policy, do not modify any of the other provisions of this policy.	Class Code	Premium Basis Payroll - Unless otherwise indicated a) Flat Charge b) Per Capita c) Passenger Seat d) Premium e) Other	Rate Payroll- Per $100	Estimated Premium
Continued:				
Wyoming				
Subject to Supplemental Employers Liability Endorsement				
Total Payroll	0003	If Any	.06	0
Terrorism	9740		.00	0

NAMED INSURED LINK SCHEDULE

Name Link Code	Insured Name/Location	City	State	Zip
001	Anderson Columbia Company, Inc.			
001	Telephone Number: (386) 752-7585			
001	FEIN: 59-2871935			
001	Legal Status: Corporation			
001	No Specific Location		ND	
001	No Specific Location		OH	
001	No Specific Location		WA	
001	No Specific Location		WY	
001	Highway 85 West	Big Wells	TX	78830
001	2210 VO Tech Dr	Weslaco	TX	78596

Local Business Tax Renewal

Account Number	New Business Date	Local Business Tax Year
1031	7/26/1989	2022

Business Address
ANDERSON COLUMBIA CO INC
871 NW GUERDON ST
LAKE CITY FL 32055

Mailing Address
ANDERSON COLUMBIA CO INC
PO BOX 1829
LAKE CITY FL 32056

Units 145

Status ACTIVE ACCOUNT

Occupation
BUSINESS TAX RECEIPT

Local Business Tax Fee	$30.00

Date Paid	Receipt	Amount Paid
7/11/2022	1505228.0001	$30.00

Ron DeSantis, Governor

Melanie S. Griffin, Secretary

Florida dbpr

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

CONSTRUCTION INDUSTRY LICENSING BOARD

THE GENERAL CONTRACTOR HEREIN IS CERTIFIED UNDER THE PROVISIONS OF CHAPTER 489, FLORIDA STATUTES

WILLIAMS, ERVIN TONY JR

ANDERSON COLUMBIA CO INC
[redacted] NW GUERDON ST
LAKE CITY FL 32055

LICENSE NUMBER: CGC060909

EXPIRATION DATE: AUGUST 31, 2024

Always verify licenses online at MyFloridaLicense.com

Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.

ANDERSON COLUMBIA CO., INC.
P.O. BOX 1829 - Lake City, FL 32056-1829
386.752.7585 - (386) 755-5439 FAX

PROPOSED SUBCONTRACTORS- CR 361 (Beach RD) Highway Safety Improvements FDOT LAP Project, Taylor Co.

1. Company Name ACME BARRICADES, LC
   Address 9800 NORMANDY BLVD, JACKSONVILLE, FL 32221
   Contact Phone 904-781-1950
   Portion of Work Provided
   Scope of Work Signs/Guardrail Value 78,500.00 % of Total 14.6

2. Company Name EMERALD COAST STRIPING, LLC
   Address 1901 N. EAST AVE, PANAMA CITY, FL 32405
   Contact Phone 850-215-4875
   Portion of Work Provided
   Scope of Work Payement Markings Value 157,700.00 % of Total 29.4

3. Company Name
   Address
   Contact Phone
   Portion of Work Provided
   Scope of Work Value % of Total

E. Tony Williams Jr., Vice President

E-Verify

Company ID Number: 254136

THE E-VERIFY MEMORANDUM OF UNDERSTANDING FOR EMPLOYERS

ARTICLE I
PURPOSE AND AUTHORITY

The parties to this agreement are the Department of Homeland Security (DHS) and the Anderson Columbia Co., Inc. (Employer). The purpose of this agreement is to set forth terms and conditions which the Employer will follow while participating in E-Verify.

E-Verify is a program that electronically confirms an employee's eligibility to work in the United States after completion of Form I-9, Employment Eligibility Verification (Form I-9). This Memorandum of Understanding (MOU) explains certain features of the E-Verify program and describes specific responsibilities of the Employer, the Social Security Administration (SSA), and DHS.

Authority for the E-Verify program is found in Title IV, Subtitle A, of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), Pub. L. 104-208, 110 Stat. 3009, as amended (8 U.S.C. § 1324a note). The Federal Acquisition Regulation (FAR) Subpart 22.18, "Employment Eligibility Verification" and Executive Order 12989, as amended, provide authority for Federal contractors and subcontractors (Federal contractor) to use E-Verify to verify the employment eligibility of certain employees working on Federal contracts.

ARTICLE II
RESPONSIBILITIES

A. RESPONSIBILITIES OF THE EMPLOYER

1. The Employer agrees to display the following notices supplied by DHS in a prominent place that is clearly visible to prospective employees and all employees who are to be verified through the system:

   a. Notice of E-Verify Participation

   b. Notice of Right to Work

2. The Employer agrees to provide to the SSA and DHS the names, titles, addresses, and telephone numbers of the Employer representatives to be contacted about E-Verify. The Employer also agrees to keep such information current by providing updated information to SSA and DHS whenever the representatives' contact information changes.

3. The Employer agrees to grant E-Verify access only to current employees who need E-Verify access. Employers must promptly terminate an employee's E-Verify access if the employer is separated from the company or no longer needs access to E-Verify.

4. The Employer agrees to become familiar with and comply with the most recent version of the E-Verify User Manual.

5. The Employer agrees that any Employer Representative who will create E-Verify cases will complete the E-Verify Tutorial before that individual creates any cases.

a. The Employer agrees that all Employer representatives will take the refresher tutorials when prompted by E-Verify in order to continue using E-Verify. Failure to complete a refresher tutorial will prevent the Employer Representative from continued use of E-Verify.

6. The Employer agrees to comply with current Form I-9 procedures, with two exceptions:

a. If an employee presents a "List B" identity document, the Employer agrees to only accept "List B" documents that contain a photo. (List B documents identified in 8 C.F.R. § 274a.2(b)(1)(B)) can be presented during the Form I-9 process to establish identity.) If an employee objects to the photo requirement for religious reasons, the Employer should contact E-Verify at 888-464-4218.

b. If an employee presents a DHS Form I-551 (Permanent Resident Card), Form I-766 (Employment Authorization Document), or U.S. Passport or Passport Card to complete Form I-9, the Employer agrees to make a photocopy of the document and to retain the photocopy with the employee's Form I-9. The Employer will use the photocopy to verify the photo and to assist DHS with its review of photo mismatches that employees contest. DHS may in the future designate other documents that activate the photo screening tool.

Note: Subject only to the exceptions noted previously in this paragraph, employees still retain the right to present any List A, or List B and List C, document(s) to complete the Form I-9.

7. The Employer agrees to record the case verification number on the employee's Form I-9 or to print the screen containing the case verification number and attach it to the employee's Form I-9.

8. The Employer agrees that, although it participates in E-Verify, the Employer has a responsibility to complete, retain, and make available for inspection Forms I-9 that relate to its employees, or from other requirements of applicable regulations or laws, including the obligation to comply with the antidiscrimination requirements of section 274B of the INA with respect to Form I-9 procedures.

a. The following modified requirements are the only exceptions to an Employer's obligation to not employ unauthorized workers and comply with the anti-discrimination provision of the INA: (1) List B identity documents must have photos, as described in paragraph 6 above; (2) When an Employer confirms the identity and employment eligibility of newly hired employee using E-Verify procedures, the Employer establishes a rebuttable presumption that it has not violated section 274A(a)(1)(A) of the Immigration and Nationality Act (INA) with respect to the hiring of that employee; (3) If the Employer receives a final nonconfirmation for an employee, but continues to employ that person, the Employer must notify DHS and the Employer is subject to a civil money penalty between $550 and $1,100 for each failure to notify DHS of continued employment following a final nonconfirmation; (4) If the Employer continues to employ an employee after receiving a final nonconfirmation, then the Employer is subject to a rebuttable presumption that it has knowingly

employed an unauthorized alien in violation of section 274A(a)(1)(A); and (5) no E-Verify participant is civilly or criminally liable under any law for any action taken in good faith based on information provided through the E-Verify.

b. DHS reserves the right to conduct Form I-9 compliance inspections, as well as any other enforcement or compliance activity authorized by law, including site visits, to ensure proper use of E-Verify.

9. The Employer is strictly prohibited from creating an E-Verify case before the employee has been hired, meaning that a firm offer of employment was extended and accepted and Form I-9 was completed. The Employer agrees to create an E-Verify case for new employees within three Employer business days after each employee has been hired (after both Sections 1 and 2 of Form I-9 have been completed), and to complete as many steps of the E-Verify process as are necessary according to the E-Verify User Manual. If E-Verify is temporarily unavailable, the three-day time period will be extended until it is again operational in order to accommodate the Employer's attempting, in good faith, to make inquiries during the period of unavailability.

10. The Employer agrees not to use E-Verify for pre-employment screening of job applicants, in support of any unlawful employment practice, or for any other use that this MOU or the E-Verify User Manual does not authorize.

11. The Employer must use E-Verify for all new employees. The Employer will not verify selectively and will not verify employees hired before the effective date of this MOU. Employers who are Federal contractors may qualify for exceptions to this requirement as described in Article II.B of this MOU.

12. The Employer agrees to follow appropriate procedures (see Article III below) regarding tentative nonconfirmations. The Employer must promptly notify employees in private of the finding and provide them with the notice and letter containing information specific to the employee's E-Verify case. The Employer agrees to provide both the English and the translated notice and letter for employees with limited English proficiency to employees. The Employer agrees to provide written referral instructions to employees and instruct affected employees to bring the English copy of the letter to the SSA. The Employer must allow employees to contest the finding, and not take adverse action against employees if they choose to contest the finding, while their case is still pending. Further, when employees contest a tentative nonconfirmation based upon a photo mismatch, the Employer must take additional steps (see Article III.B. below) to contact DHS with information necessary to resolve the challenge.

13. The Employer agrees not to take any adverse action against an employee based upon the employee's perceived employment eligibility status while SSA or DHS is processing the verification request unless the Employer obtains knowledge (as defined in 8 C.F.R. § 274a.1(l)) that the employee is not work authorized. The Employer understands that an initial inability of the SSA or DHS automated verification system to verify work authorization, a tentative nonconfirmation, a case in continuance (indicating the need for additional time for the government to resolve a case), or the finding of a photo mismatch, does not establish, and should not be interpreted as, evidence that the employee is not work authorized. In any of such cases, the employee must be provided a full and fair opportunity to contest the finding, and if he or she does so, the employee may not be terminated or suffer any adverse employment consequences based upon the employee's perceived employment eligibility status

(including denying, reducing, or extending work hours, delaying or preventing training, requiring an employee to work in poorer conditions, withholding pay, refusing to assign the employee to a Federal contract or other assignment, or otherwise assuming that he or she is unauthorized to work) until and unless secondary verification by SSA or DHS has been completed and a final nonconfirmation has been issued. If the employee does not choose to contest a tentative nonconfirmation or a photo mismatch or if a secondary verification is completed and a final nonconfirmation is issued, then the Employer can find the employee is not work authorized and terminate the employee's employment. Employers or employees with questions about a final nonconfirmation may call E-Verify at 1-888-464-4218 (customer service) or 1-888-897-7781 (worker hotline).

14. The Employer agrees to comply with Title VII of the Civil Rights Act of 1964 and section 274B of the INA as applicable by not discriminating unlawfully against any individual in hiring, firing, employment eligibility verification, or recruitment or referral practices because of his or her national origin or citizenship status, or by committing discriminatory documentary practices. The Employer understands that such illegal practices can include selective verification or use of E-Verify except as provided in part D below, or discharging or refusing to hire employees because they appear or sound "foreign" or have received tentative nonconfirmations. The Employer further understands that any violation of the immigration-related unfair employment practices provisions in section 274B of the INA could subject the Employer to civil penalties, back pay awards, and other sanctions, and violations of Title VII could subject the Employer to back pay awards, compensatory and punitive damages. Violations of either section 274B of the INA or Title VII may also lead to the termination of its participation in E-Verify. If the Employer has any questions relating to the anti-discrimination provision, it should contact OSC at 1-800-255-8155 or 1-800-237-2515 (TDD).

15. The Employer agrees that it will use the information it receives from E-Verify only to confirm the employment eligibility of employees as authorized by this MOU. The Employer agrees that it will safeguard this information, and means of access to it (such as PINS and passwords), to ensure that it is not used for any other purpose and as necessary to protect its confidentiality, including ensuring that it is not disseminated to any person other than employees of the Employer who are authorized to perform the Employer's responsibilities under this MOU, except for such dissemination as may be authorized in advance by SSA or DHS for legitimate purposes.

16. The Employer agrees to notify DHS immediately in the event of a breach of personal information. Breaches are defined as loss of control or unauthorized access to E-Verify personal data. All suspected or confirmed breaches should be reported by calling 1-888-464-4218 or via email at E-Verify@dhs.gov. Please use "Privacy Incident – Password" in the subject line of your email when sending a breach report to E-Verify.

17. The Employer acknowledges that the information it receives from SSA is governed by the Privacy Act (5 U.S.C. § 552a(i)(1) and (3)) and the Social Security Act (42 U.S.C. 1306(a)). Any person who obtains this information under false pretenses or uses it for any purpose other than as provided for in this MOU may be subject to criminal penalties.

18. The Employer agrees to cooperate with DHS and SSA in their compliance monitoring and evaluation of E-Verify, which includes permitting DHS, SSA, their contractors and other agents, upon

reasonable notice, to review Forms I-9 and other employment records and to interview it and its employees regarding the Employer's use of E-Verify, and to respond in a prompt and accurate manner to DHS requests for information relating to their participation in E-Verify.

19. The Employer shall not make any false or unauthorized claims or references about its participation in E-Verify on its website, in advertising materials, or other media. The Employer shall not describe its services as federally-approved, federally-certified, or federally-recognized, or use language with a similar intent on its website or other materials provided to the public. Entering into this MOU does not mean that E-Verify endorses or authorizes your E-Verify services and any claim to that effect is false.

20. The Employer shall not state in its website or other public documents that any language used therein has been provided or approved by DHS, USCIS or the Verification Division, without first obtaining the prior written consent of DHS.

21. The Employer agrees that E-Verify trademarks and logos may be used only under license by DHS/USCIS (see M-795 (Web)) and, other than pursuant to the specific terms of such license, may not be used in any manner that might imply that the Employer's services, products, websites, or publications are sponsored by, endorsed by, licensed by, or affiliated with DHS, USCIS, or E-Verify.

22. The Employer understands that if it uses E-Verify procedures for any purpose other than as authorized by this MOU, the Employer may be subject to appropriate legal action and termination of its participation in E-Verify according to this MOU.

B. RESPONSIBILITIES OF FEDERAL CONTRACTORS

1. If the Employer is a Federal contractor with the FAR E-Verify clause subject to the employment verification terms in Subpart 22.18 of the FAR, it will become familiar with and comply with the most current version of the E-Verify User Manual for Federal Contractors as well as the E-Verify Supplemental Guide for Federal Contractors.

2. In addition to the responsibilities of every employer outlined in this MOU, the Employer understands that if it is a Federal contractor subject to the employment verification terms in Subpart 22.18 of the FAR it must verify the employment eligibility of any "employee assigned to the contract" (as defined in FAR 22.1801). Once an employee has been verified through E-Verify by the Employer, the Employer may not create a second case for the employee through E-Verify.

a. An Employer that is not enrolled in E-Verify as a Federal contractor at the time of a contract award must enroll as a Federal contractor in the E-Verify program within 30 calendar days of contract award and, within 90 days of enrollment, begin to verify employment eligibility of new hires using E-Verify. The Employer must verify those employees who are working in the United States, whether or not they are assigned to the contract. Once the Employer begins verifying new hires, such verification of new hires must be initiated within three business days after the hire date. Once enrolled in E-Verify as a Federal contractor, the Employer must begin verification of employees assigned to the contract within 90 calendar days after the date of enrollment or within 30 days of an employee's assignment to the contract, whichever date is later.

b. Employers enrolled in E-Verify as a Federal contractor for 90 days or more at the time of a contract award must use E-Verify to begin verification of employment eligibility for new hires of the Employer who are working in the United States, whether or not assigned to the contract, within three business days after the date of hire. If the Employer is enrolled in E-Verify as a Federal contractor for 90 calendar days or less at the time of contract award, the Employer must, within 90 days of enrollment, begin to use E-Verify to initiate verification of new hires of the contractor who are working in the United States, whether or not assigned to the contract. Such verification of new hires must be initiated within three business days after the date of hire. An Employer enrolled as a Federal contractor in E-Verify must begin verification of each employee assigned to the contract within 90 calendar days after date of contract award or within 30 days after assignment to the contract, whichever is later.

c. Federal contractors that are institutions of higher education (as defined at 20 U.S.C. 1001(a)), state or local governments, governments of Federally recognized Indian tribes, or sureties performing under a takeover agreement entered into with a Federal agency under a performance bond may choose to only verify new and existing employees assigned to the Federal contract. Such Federal contractors may, however, elect to verify all new hires, and/or all existing employees hired after November 6, 1986. Employers in this category must begin verification of employees assigned to the contract within 90 calendar days after the date of enrollment or within 30 days of an employee's assignment to the contract, whichever date is later.

d. Upon enrollment, Employers who are Federal contractors may elect to verify employment eligibility of all existing employees working in the United States who were hired after November 6, 1986, instead of verifying only those employees assigned to a covered Federal contract. After enrollment, Employers must elect to verify existing staff following DHS procedures and begin E-Verify verification of all existing employees within 180 days after the election.

e. The Employer may use a previously completed Form I-9 as the basis for creating an E-Verify case for an employee assigned to a contract as long as:

i. That Form I-9 is complete (including the SSN) and complies with Article II.A.6,

ii. The employee's work authorization has not expired, and

iii. The Employer has reviewed the Form I-9 information either in person or in communications with the employee to ensure that the employee's Section 1, Form I-9 attestation has not changed (including, but not limited to, a lawful permanent resident alien having become a naturalized U.S. citizen).

f. The Employer shall complete a new Form I-9 consistent with Article II.A.6 or update the previous Form I-9 to provide the necessary information if:

i. The Employer cannot determine that Form I-9 complies with Article II.A.6,

ii. The employee's basis for work authorization as attested in Section 1 has expired or changed, or

iii. The Form I-9 contains no SSN or is otherwise incomplete.

Note: If Section 1 of Form I-9 is otherwise valid and up-to-date and the form otherwise complies with

Article II.C.5, but reflects documentation (such as a U.S. passport or Form I-551) that expired after completing Form I-9, the Employer shall not require the production of additional documentation, or use the photo screening tool described in Article II.A.5, subject to any additional or superseding instructions that may be provided on this subject in the E-Verify User Manual.

g. The Employer agrees not to require a second verification using E-Verify of any assigned employee who has previously been verified as a newly hired employee under this MOU or to authorize verification of any existing employee by any Employer that is not a Federal contractor based on this Article.

3. The Employer understands that if it is a Federal contractor, its compliance with this MOU is a performance requirement under the terms of the Federal contract or subcontract, and the Employer consents to the release of information relating to compliance with its verification responsibilities under this MOU to contracting officers or other officials authorized to review the Employer's compliance with Federal contracting requirements.

C. RESPONSIBILITIES OF SSA

1. SSA agrees to allow DHS to compare data provided by the Employer against SSA's database. SSA sends DHS confirmation that the data sent either matches or does not match the information in SSA's database.

2. SSA agrees to safeguard the information the Employer provides through E-Verify procedures. SSA also agrees to limit access to such information, as is appropriate by law, to individuals responsible for the verification of Social Security numbers or responsible for evaluation of E-Verify or such other persons or entities who may be authorized by SSA as governed by the Privacy Act (5 U.S.C. § 552a), the Social Security Act (42 U.S.C. 1306(a)), and SSA regulations (20 CFR Part 401).

3. SSA agrees to provide case results from its database within three Federal Government work days of the initial inquiry. E-Verify provides the information to the Employer.

4. SSA agrees to update SSA records as necessary if the employee who contests the SSA tentative nonconfirmation visits an SSA field office and provides the required evidence. If the employee visits an SSA field office within the eight Federal Government work days from the date of referral to SSA, SSA agrees to update SSA records, if appropriate, within the eight-day period unless SSA determines that more than eight days may be necessary. In such cases, SSA will provide additional instructions to the employee. If the employee does not visit SSA in the time allowed, E-Verify may provide a final nonconfirmation to the employer.

Note: If an Employer experiences technical problems, or has a policy question, the employer should contact E-Verify at 1-888-464-4218.

D. RESPONSIBILITIES OF DHS

1. DHS agrees to provide the Employer with selected data from DHS databases to enable the Employer to conduct, to the extent authorized by this MOU:

a. Automated verification checks on alien employees by electronic means, and

b. Photo verification checks (when available) on employees.

2. DHS agrees to assist the Employer with operational problems associated with the Employer's participation in E-Verify. DHS agrees to provide the Employer names, titles, addresses, and telephone numbers of DHS representatives to be contacted during the E-Verify process.

3. DHS agrees to provide to the Employer with access to E-Verify training materials as well as an E-Verify User Manual that contain instructions on E-Verify policies, procedures, and requirements for both SSA and DHS, including restrictions on the use of E-Verify.

4. DHS agrees to train Employers on all important changes made to E-Verify through the use of mandatory refresher tutorials and updates to the E-Verify User Manual. Even without changes to E-Verify, DHS reserves the right to require employers to take mandatory refresher tutorials.

5. DHS agrees to provide to the Employer a notice, which indicates the Employer's participation in E-Verify. DHS also agrees to provide to the Employer anti-discrimination notices issued by the Office of Special Counsel for Immigration-Related Unfair Employment Practices (OSC), Civil Rights Division, U.S. Department of Justice.

6. DHS agrees to issue each of the Employer's E-Verify users a unique user identification number and password that permits them to log in to E-Verify.

7. DHS agrees to safeguard the information the Employer provides, and to limit access to such information to individuals responsible for the verification process, for evaluation of E-Verify, or to such other persons or entities as may be authorized by applicable law. Information will be used only to verify the accuracy of Social Security numbers and employment eligibility, to enforce the INA and Federal criminal laws, and to administer Federal contracting requirements.

8. DHS agrees to provide a means of automated verification that provides (in conjunction with SSA verification procedures) confirmation or tentative nonconfirmation of employees' employment eligibility within three Federal Government work days of the initial inquiry.

9. DHS agrees to provide a means of secondary verification (including updating DHS records) for employees who contest DHS tentative nonconfirmations and photo mismatch tentative nonconfirmations. This provides final confirmation or nonconfirmation of the employees' employment eligibility within 10 Federal Government work days of the date of referral to DHS, unless DHS determines that more than 10 days may be necessary. In such cases, DHS will provide additional verification instructions.

ARTICLE III

REFERRAL OF INDIVIDUALS TO SSA AND DHS

A. REFERRAL TO SSA

1. If the Employer receives a tentative nonconfirmation issued by SSA, the Employer must print the notice as directed by E-Verify. The Employer must promptly notify employees in private of the finding and provide them with the notice and letter containing information specific to the employee's E-Verify

case. The Employer also agrees to provide both the English and the translated notice and letter for employees with limited English proficiency to employees. The Employer agrees to provide written referral instructions to employees and instruct affected employees to bring the English copy of the letter to the SSA. The Employer must allow employees to contest the finding, and not take adverse action against employees if they choose to contest the finding, while their case is still pending.

2. The Employer agrees to obtain the employee's response about whether he or she will contest the tentative nonconfirmation as soon as possible after the Employer receives the tentative nonconfirmation. Only the employee may determine whether he or she will contest the tentative nonconfirmation.

3. After a tentative nonconfirmation, the Employer will refer employees to SSA field offices only as directed by E-Verify. The Employer must record the case verification number, review the employee information submitted to E-Verify to identify any errors, and find out whether the employee contests the tentative nonconfirmation. The Employer will transmit the Social Security number, or any other corrected employee information that SSA requests, to SSA for verification again if this review indicates a need to do so.

4. The Employer will instruct the employee to visit an SSA office within eight Federal Government work days. SSA will electronically transmit the result of the referral to the Employer within 10 Federal Government work days of the referral unless it determines that more than 10 days is necessary.

5. While waiting for case results, the Employer agrees to check the E-Verify system regularly for case updates.

6. The Employer agrees not to ask the employee to obtain a printout from the Social Security Administration number database (the Numident) or other written verification of the SSN from the SSA.

B. REFERRAL TO DHS

1. If the Employer receives a tentative nonconfirmation issued by DHS, the Employer must promptly notify employees in private of the finding and provide them with the notice and letter containing information specific to the employee's E-Verify case. The Employer also agrees to provide both the English and the translated notice and letter for employees with limited English proficiency to employees. The Employer must allow employees to contest the finding, and not take adverse action against employees if they choose to contest the finding, while their case is still pending.

2. The Employer agrees to obtain the employee's response about whether he or she will contest the tentative nonconfirmation as soon as possible after the Employer receives the tentative nonconfirmation. Only the employee may determine whether he or she will contest the tentative nonconfirmation.

3. The Employer agrees to refer individuals to DHS only when the employee chooses to contest a tentative nonconfirmation.

4. If the employee contests a tentative nonconfirmation issued by DHS, the Employer will instruct the

employee to contact DHS through its toll-free hotline (as found on the referral letter) within eight Federal Government work days.

5. If the Employer finds a photo mismatch, the Employer must provide the photo mismatch tentative nonconfirmation notice and follow the instructions outlined in paragraph 1 of this section for tentative nonconfirmations, generally.

6. The Employer agrees that if an employee contests a tentative nonconfirmation based upon a photo mismatch, the Employer will send a copy of the employee's Form I-551, Form I-766, U.S. Passport, or passport card to DHS for review by:

a. Scanning and uploading the document, or

b. Sending a photocopy of the document by express mail (furnished and paid for by the employer).

7. The Employer understands that if it cannot determine whether there is a photo match/mismatch, the Employer must forward the employee's documentation to DHS as described in the preceding paragraph. The Employer agrees to resolve the case as specified by the DHS representative who will determine the photo match or mismatch.

8. DHS will electronically transmit the result of the referral to the Employer within 10 Federal Government work days of the referral unless it determines that more than 10 days is necessary.

9. While waiting for case results, the Employer agrees to check the E-Verify system regularly for case updates.

ARTICLE IV
SERVICE PROVISIONS

A. NO SERVICE FEES

1. SSA and DHS will not charge the Employer for verification services performed under this MOU. The Employer is responsible for providing equipment needed to make inquiries. To access E-Verify, an Employer will need a personal computer with Internet access.

ARTICLE V
MODIFICATION AND TERMINATION

A. MODIFICATION

1. This MOU is effective upon the signature of all parties and shall continue in effect for as long as the SSA and DHS operates the E-Verify program unless modified in writing by the mutual consent of all parties.

2. Any and all E-Verify system enhancements by DHS or SSA, including but not limited to E-Verify checking against additional data sources and instituting new verification policies or procedures, will be covered under this MOU and will not cause the need for a supplemental MOU that outlines these changes.

B. TERMINATION

1. The Employer may terminate this MOU and its participation in E-Verify at any time upon 30 days prior written notice to the other parties.

2. Notwithstanding Article V, part A of this MOU, DHS may terminate this MOU, and thereby the Employer's participation in E-Verify, with or without notice at any time if deemed necessary because of the requirements of law or policy, or upon a determination by SSA or DHS that there has been a breach of system integrity or security by the Employer, or a failure on the part of the Employer to comply with established E-Verify procedures and/or legal requirements. The Employer understands that if it is a Federal contractor, termination of this MOU by any party for any reason may negatively affect the performance of its contractual responsibilities. Similarly, the Employer understands that if it is in a state where E-Verify is mandatory, termination of this by any party MOU may negatively affect the Employer's business.

3. An Employer that is a Federal contractor may terminate this MOU when the Federal contract that requires its participation in E-Verify is terminated or completed. In such cases, the Federal contractor must provide written notice to DHS. If an Employer that is a Federal contractor fails to provide such notice, then that Employer will remain an E-Verify participant, will remain bound by the terms of this MOU that apply to non-Federal contractor participants, and will be required to use the E-Verify procedures to verify the employment eligibility of all newly hired employees.

4. The Employer agrees that E-Verify is not liable for any losses, financial or otherwise, if the Employer is terminated from E-Verify.

ARTICLE VI
PARTIES

A. Some or all SSA and DHS responsibilities under this MOU may be performed by contractor(s), and SSA and DHS may adjust verification responsibilities between each other as necessary. By separate agreement with DHS, SSA has agreed to perform its responsibilities as described in this MOU.

B. Nothing in this MOU is intended, or should be construed, to create any right or benefit, substantive or procedural, enforceable at law by any third party against the United States, its agencies, officers, or employees, or against the Employer, its agents, officers, or employees.

C. The Employer may not assign, directly or indirectly, whether by operation of law, change of control or merger, all or any part of its rights or obligations under this MOU without the prior written consent of DHS, which consent shall not be unreasonably withheld or delayed. Any attempt to sublicense, assign, or transfer any of the rights, duties, or obligations herein is void.

D. Each party shall be solely responsible for defending any claim or action against it arising out of or related to E-Verify or this MOU, whether civil or criminal, and for any liability wherefrom, including (but not limited to) any dispute between the Employer and any other person or entity regarding the applicability of Section 403(d) of IIRIRA to any action taken or allegedly taken by the Employer.

E. The Employer understands that its participation in E-Verify is not confidential information and may be disclosed as authorized or required by law and DHS or SSA policy, including but not limited to,

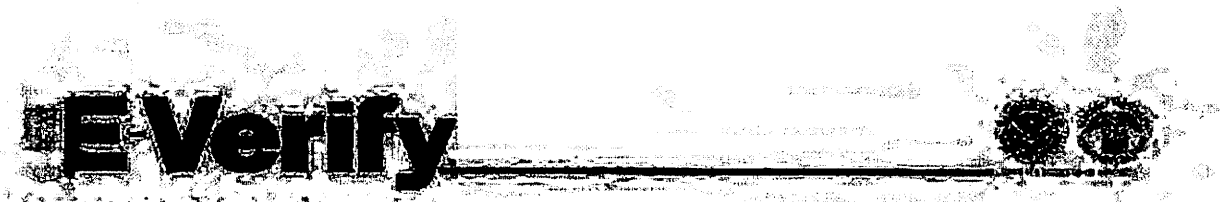
Congressional oversight, E-Verify publicity and media inquiries, determinations of compliance with Federal contractual requirements, and responses to inquiries under the Freedom of Information Act (FOIA).

F. The individuals whose signatures appear below represent that they are authorized to enter into this MOU on behalf of the Employer and DHS respectively. The Employer understands that any inaccurate statement, representation, data or other information provided to DHS may subject the Employer, its subcontractors, its employees, or its representatives to: (1) prosecution for false statements pursuant to 18 U.S.C. 1001 and/or; (2) immediate termination of its MOU and/or; (3) possible debarment or suspension.

G. The foregoing constitutes the full agreement on this subject between DHS and the Employer.

To be accepted as an E-Verify participant, you should only sign the Employer's Section of the signature page. If you have any questions, contact E-Verify at 1-888-464-4218.

E-Verify



Company ID Number: 254136

Approved by:

Employer Anderson Columbia Co., Inc.	
Name (Please Type or Print) Tonya E Wasson	**Title**
Signature Electronically Signed	**Date** 09/18/2009
Department of Homeland Security – Verification Division	
Name (Please Type or Print) USCIS Verification Division	**Title**
Signature Electronically Signed	**Date** 09/18/2009

E-Verify

Company ID Number: 254136

Information Required for the E-Verify Program	
Information relating to your Company:	
Company Name	Anderson Columbia Co., Inc.
Company Facility Address	871 Guerdon Street Lake City, FL 32056
Company Alternate Address	PO Box 1829 Lake City, FL 32087
County or Parish	COLUMBIA
Employer Identification Number	592871935
North American Industry Classification Systems Code	238
Parent Company	Anderson Columbia Co., Inc.
Number of Employees	1,000 to 2,499
Number of Sites Verified for	3

E-Verify

Company ID Number: 254136

Are you verifying for more than 1 site? If yes, please provide the number of sites verified for in each State:

FLORIDA	1 site(s)
GEORGIA	1 site(s)
TEXAS	1 site(s)

E-Verify

Company ID Number: 254136

Information relating to the Program Administrator(s) for your Company on policy questions or operational problems:

Name	Patti A Chiappini
Phone Number	(386) 752 - 7585 ext. 231
Fax Number	(386) 755 - 9132
Email Address	chiappinip@andersoncolumbia.com

Name	Mark Resler
Phone Number	(386) 752 - 7585 ext. 252
Fax Number	(386) 755 - 9132
Email Address	mresler@andersoncolumbia.com

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RON DESANTIS
GOVERNOR

Florida Department of Transportation
605 Suwannee Street
Tallahassee, FL 32399-0450

JARED W. PERDUE, P.E.
SECRETARY

April 25, 2022

ANDERSON COLUMBIA CO., INC.
971 NW GUERDON STREET
LAKE CITY, FLORIDA 32055

RE: CERTIFICATE OF QUALIFICATION

The Department of Transportation has qualified your company for the type of work indicated below.

FDOT APPROVED WORK CLASSES:
DEBRIS REMOVAL (EMERGENCY), DRAINAGE, FENCING, FLEXIBLE PAVING, GRADING, GRASSING, SEEDING AND SODDING, GUARDRAIL, HOT PLANT-MIXED BITUM. COURSES, INTERMEDIATE BRIDGES, MAJOR BRIDGE - BRIDGES OF CONVENTIONAL CONSTRUCTION WHICH ARE OVER A WATER OPENING OF 1,000 FEET OR MORE, MAJOR BRIDGE - CURVED STEEL GIRDERS, MAJOR BRIDGE - MULTI-LEVEL ROADWAYS, MAJOR BRIDGE - STEEL TRUSS CONSTRUCTION, MINOR BRIDGES, PORTLAND CEMENT CONCRETE ROADWAY PAVING, R&R INTERMEDIATE BRIDGES ("R&R" IS REPAIR AND REHABILITATE), R&R MAJOR BRIDGE - BRIDGES OF CONVENTIONAL CONSTRUCTION WHICH ARE OVER A WATER OPENING OF 1,000 FEET OR MORE, R&R MINOR BRIDGES, ROADWAY SIGNING, SIDEWALK, UTILITY WORK

Unless notified otherwise, this Certificate of Qualification WILL expire 6/30/2023.

In accordance with Section 337.14(4), Florida Statutes, changes to Ability Factor or Maximum Capacity Rating will not take effect until after the expiration of the current certificate of prequalification (if applicable).

In accordance with Section 337.14(1), Florida Statutes, an application for qualification must be filed within (4) months of the ending date of the applicant's audited annual financial statements.

If the company's maximum capacity has been revised, it may be accessed by logging into the Contractor Prequalification Application System via the following link:
HTTPS://fdotwp1.dot.state.fl.us/ContractorPrequalification

Once logged in, select "View" for the most recently approved application, and then click the "Manage" and "Application Summary" tabs.

The company may apply for a Revised Certificate of Qualification at any time prior to the expiration date of this certificate according to Section 14-22.0041(3), Florida Administrative Code (F.A.C.), by accessing the most recently approved application as shown above and choosing "Update" instead of "View." If certification in additional classes of work is desired, documentation is needed to show that the company has performed such work.

All prequalified contractors are required by Section 14-22.006(3), F.A.C., to certify their work underway monthly in order to adjust maximum bidding capacity to available bidding capacity. You can find the link to this report at the website shown above.

Sincerely,

James E. Taylor II

for Alan Autry, Manager
Contracts Administration Office

AA:cg

2022 FLORIDA PROFIT CORPORATION ANNUAL REPORT

DOCUMENT# M71821

Entity Name: ANDERSON COLUMBIA CO., INC.

Current Principal Place of Business:

871 NW GUERDON STREET
LAKE CITY, FL 32055

Current Mailing Address:

P.O. BOX 1829
LAKE CITY, FL 32056-1829 US

FEI Number: 59-2871935

FILED
Feb 23, 2022
Secretary of State
4998833055CC

Certificate of Status Desired: No

Name and Address of Current Registered Agent:

SCHREIBER, BRIAN P
871 NW GUERDON ST
LAKE CITY, FL 32055 US

The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida.

SIGNATURE: BRIAN P SCHREIBER 02/23/2022

Electronic Signature of Registered Agent — Date

Officer/Director Detail :

Title	P, D
Name	ANDERSON III, JOE H.
Address	871 NW GUERDON STREET
City-State-Zip:	LAKE CITY FL 32055

Title	S, D
Name	SCHREIBER, BRIAN
Address	871 NW GUERDON STREET
City-State-Zip:	LAKE CITY FL 32055

Title	VP, D
Name	CHILDERS, CINDY A
Address	871 NW GUERDON STREET
City-State-Zip:	LAKE CITY FL 32055

Title	ASST. SECRETARY
Name	MADDUX, ALISA
Address	PO BOX 1829
City-State-Zip:	LAKE CITY FL 32056

Title	VP
Name	WILLIAMS, TONY
Address	871 NW GUERDON STREET
City-State-Zip:	LAKE CITY FL 32055

Title	VP, D
Name	ANDERSON, DOUGLAS M
Address	871 NW GUERDON STREET
City-State-Zip:	LAKE CITY FL 32055

Title	VP, D
Name	STRICKLAND, GENE
Address	871 NW GUERDON STREET
City-State-Zip:	LAKE CITY FL 32055

Title	ASST. SECRETARY
Name	STOLL, KATHY
Address	P.O. BOX 1829
City-State-Zip:	LAKE CITY FL 32055

Continues on page 2

I hereby certify that the information indicated on this report or supplemental report is true and accurate and that my electronic signature shall have the same legal effect as if made under oath; that I am an officer or director of the corporation or the receiver or trustee empowered to execute this report as required by Chapter 607, Florida Statutes; and that my name appears above, or on an attachment with all other like empowered.

SIGNATURE: BRIAN P. SCHREIBER SECRETARY 02/23/2022

Electronic Signature of Signing Officer/Director Detail — Date

Officer/Director Detail Continued :

Title	VP
Name	BOOTH, DOUG
Address	871 NW GUERDON STREET
City-State-Zip:	LAKE CITY FL 32055

Title	ASST. SECRETARY
Name	STAHL, SCHLEY
Address	P.O. BOX 1829
City-State-Zip:	LAKE CITY FL 32056-1829

The Bishop Law Firm, P.A.

Attorneys at Law

CONRAD C. BISHOP, JR.
CONRAD C. "SONNY" BISHOP, III

POST OFFICE BOX 167
411 N. WASHINGTON STREET
PERRY, FLORIDA 32348

IN MEMORIAL OF
KATHLEEN MCCARTHY BISHOP 1966-2013

(850) 584-6113
FAX (850) 584-2433

March 6, 2023

VIA E-MAIL

Ms. Lawanda Pemberton
County Administrator
County Offices
201 E. Green Street
Perry, Florida 32347

Hon. Gary Knowles
Clerk of Court
Post Office Box 620
Perry, Florida 32348

Re: Amending Ordinance to Ad Valorem Tax Exemption

Dear LaWanda and Gary:

Pursuant to the Board's instructions, please find a draft on the amending of the Ad Valorem Tax Exemption Ordinance.

I also enclose a Notice to go in the paper.

Please review this carefully as this is a draft.

Thank you and I hope you are doing fine.

Respectfully,

Conrad C. Bishop, Jr.

CCB/kp

enclosures

ORDINANCE NO._____

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF TAYLOR COUNTY, FLORIDA AMENDING ORDINANCE NO. 2009-08 (TAYLOR COUNTY CODE ARTICLE II SECTION 70-31 ET SEQ) WHICH PROVIDES THAT AN ELIGIBLE BUSINESS WHICH HAS RECEIVED AN ECONOMIC DEVELOPMENT AD VALOREM TAX EXEMPTION FAILS TO PAY ITS AD VALOREM TAXES FOR A WHOLE YEAR, MAY TERMINATE SAID EXEMPTION BY THE PASSAGE OF AN ORDINANCE REPEALING SAID EXEMPTION; PROVIDING SEVERABILITY AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, as the Board of County Commissioners of Taylor County, Florida has previously passed an Ordinance providing a general procedure for granting Economic Development Ad Valorem Tax Exemptions, and

WHEREAS, the Board has found a need if applicable to be able to terminate an eligible business grant of exemptions or partial exemptions for ad valorem taxes upon the entities failure to pay ad valorem taxes for a whole year, and

THEREFORE, BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF TAYLOR COUNTY, FLORIDA, as follows:

SECTION 1. Short Title. This Ordinance shall be known as amendment to the "Economic Development Ad Valorem Tax Exemption Ordinance of the Taylor County Board of County Commissioners."

SECTION 2. It has come to the attention of the Board of County Commissioners that a business that has been granted an ad valorem tax exemption has failed to pay its ad valorem taxes for a whole year may begin the following procedure to repeal (terminate) that business ad valorem tax exemption:

1. Step one, notify said business by certified mail return receipt requested that the Board intends to repeal (terminate) their exemptions by preparing an Ordinance of Repeal after thirty (30) days receipt of the notice if the ad valorem taxes have not been paid.

2. Step two, the proposed Ordinance be advertised pursuant to Chapter 125 Florida Statute and a public hearing will be set and had.

3. Step three, the passage or non-passage of the Ordinance shall be at the sole discretion of the Board.

SECTION 3. Severability. If any word, phrase, clause, section or portion of this Ordinance shall be held Invalid or unconstitutional by a court of competent jurisdiction, such portion or words shall be deemed a separate and independent provision and such holding shall not affect the validity of the remaining portions thereof.

SECTION 4. Effective Date. This ordinance shall become effective immediately upon receipt of official acknowledgement from the office of the Secretary of State of Florida that this ordinance has been filed in said office.

PASSED AND ADOPTED in regular session this ___ day of_____, 2023.

BOARD OF COUNTY COMMISSIONERS
TAYLOR COUNTY, FLORIDA

BY:_____
JAMIE ENGLISH, Chairperson

ATTEST:

_____
GARY KNOWLES, Clerk

NOTICE (PURSUANT TO FLORIDA STATUTE 125.66)

Notice is hereby given that the Board of County Commissioners of Taylor County, Florida will hold a public hearing on the passage of the proposed Ordinance amending Ordinance No. 2009-08, the public hearing shall be held at the Board of County Commission Meeting Room, Taylor County Courthouse Annex, Old Post Office Building in Perry, Florida, at the regular board meeting on _____, 2023, at _____. The title of the proposed ordinance is:

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF TAYLOR COUNTY, FLORIDA AMENDING ORDINANCE NO. 2009-08 (TAYLOR COUNTY CODE ARTICLE II SECTION 70-31 ET SEG) WHICH PROVIDES THAT AN ELIGIBLE BUSINESS WHICH HAS RECEIVED AN ECONOMIC DEVELOPMENT AD VALOREM TAX EXEMPTION FAILS TO PAY ITS AD VALOREM TAXES FOR A WHOLE YEAR, MAY TERMINATE SAID EXEMPTION BY THE PASSAGE OF AN ORDINANCE REPEALING SAID EXEMPTION; PROVIDING SEVERABILITY AND PROVIDING AN EFFECTIVE DATE.

The proposed ordinance may be inspected by the public at the Clerk of the Circuit Court's Office at the Taylor County Courthouse, Perry, Taylor County, Florida.

All members of the public are welcome to attend. Notice is further hereby given, pursuant to Florida Statute 286.0105, that any person or persons deciding to appeal any matter considered at this public hearing will need a record of the hearing and may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

DATED this _____ day of _____, 2023, by GARY KNOWLES, Clerk of the Circuit Court and Clerk of the Board of County Commissioners of Taylor County, Florida.

The Bishop Law Firm, P.A.
Attorneys at Law

CONRAD C. BISHOP, JR.
CONRAD C. "SONNY" BISHOP, III

POST OFFICE BOX 167
411 N. WASHINGTON STREET
PERRY, FLORIDA 32348

IN MEMORIAL OF
KATHLEEN MCCARTHY BISHOP 1966-2013

(850) 584-6113
FAX (850) 584-2433

March 6, 2023

VIA E-MAIL

Ms. Lawanda Pemberton
County Administrator
County Offices
201 E. Green Street
Perry, Florida 32347

Hon. Gary Knowles
Clerk of Court
Post Office Box 620
Perry, Florida 32348

Re: Repeal of Ordinances 2003-14 and 2006-01

Dear LaWanda and Gary:

Enclosed please find two (2) draft Ordinances and Notices to repeal incentive ordinances.

If you have a question, please let me know.

Thank you and I hope you are doing fine.

Respectfully,

Conrad C. Bishop, Jr.

CCB/kp

enclosures

ORDINANCE NO. _____

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF TAYLOR COUNTY, FLORIDA WHICH REPEALS ORDINANCE 2003-14, PROVIDING SEVERABILITY AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, it has come to the attention of the Board of County Commissioners that since the passage of Ordinance 2003-14, the Taylor County Economic Incentive Grant Program has not been utilized, and

WHEREAS, the Board feels that the said Ordinance should be repealed

THEREFORE, BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF TAYLOR COUNTY, FLORIDA, as follows:

SECTION 1. Ordinance 2003-14 is repealed.

SECTION 2. Severability. If any word, phrase, clause, section or portion of this Ordinance shall be held Invalid or unconstitutional by a court of competent jurisdiction, such portion or words shall be deemed a separate and independent provision and such holding shall not affect the validity of the remaining portions thereof.

SECTION 3. Effective Date. This ordinance shall become effective immediately upon receipt of official acknowledgement from the office of the Secretary of State of Florida that this ordinance has been filed in said office.

PASSED AND ADOPTED in regular session this ___ day of _____, 2023.

BOARD OF COUNTY COMMISSIONERS
TAYLOR COUNTY, FLORIDA

BY:_____
JAMIE ENGLISH, Chairperson

ATTEST:

_____
GARY KNOWLES, Clerk

NOTICE (PURSUANT TO FLORIDA STATUTE 125.66)

Notice is hereby given that the Board of County Commissioners of Taylor County, Florida will hold a public hearing on the passage of the proposed Ordinance repealing Ordinance 2003-14, the public hearing shall be held at the Board of County Commission Meeting Room, Taylor County Courthouse Annex, Old Post Office Building in Perry, Florida, at the regular board meeting on _____, 2023, at _____. The title of the proposed ordinance is:

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF TAYLOR COUNTY, FLORIDA WHICH REPEALS ORDINANCE 2003-14, PROVIDING SEVERABILITY AND PROVIDING AN EFFECTIVE DATE.

The proposed ordinance may be inspected by the public at the Clerk of the Circuit Court's Office at the Taylor County Courthouse, Perry, Taylor County, Florida.

All members of the public are welcome to attend. Notice is further hereby given, pursuant to Florida Statute 286.0105, that any person or persons deciding to appeal any matter considered at this public hearing will need a record of the hearing and may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

DATED this _____ day of _____, 2023, by GARY KNOWLES, Clerk of the Circuit Court and Clerk of the Board of County Commissioners of Taylor County, Florida.

ORDINANCE NO. _____

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF TAYLOR COUNTY, FLORIDA WHICH REPEALS ORDINANCE 2006-01, PROVIDING SEVERABILITY AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, it has come to the attention of the Board of County Commissioners that since the passage of Ordinance 2006-01, the Taylor County Economic Incentive Grant Program has not been utilized, and

WHEREAS, the Board feels that the said Ordinance should be repealed

THEREFORE, BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF TAYLOR COUNTY, FLORIDA, as follows:

SECTION 1. Ordinance 2006-01 is repealed.

SECTION 2. Severability. If any word, phrase, clause, section or portion of this Ordinance shall be held Invalid or unconstitutional by a court of competent jurisdiction, such portion or words shall be deemed a separate and independent provision and such holding shall not affect the validity of the remaining portions thereof.

SECTION 3. Effective Date. This ordinance shall become effective immediately upon receipt of official acknowledgement from the office of the Secretary of State of Florida that this ordinance has been filed in said office.

PASSED AND ADOPTED in regular session this ___ day of _____, 2023.

BOARD OF COUNTY COMMISSIONERS
TAYLOR COUNTY, FLORIDA

BY:_____
JAMIE ENGLISH, Chairperson

ATTEST:

_____
GARY KNOWLES, Clerk

NOTICE (PURSUANT TO FLORIDA STATUTE 125.66)

Notice is hereby given that the Board of County Commissioners of Taylor County, Florida will hold a public hearing on the passage of the proposed Ordinance repealing Ordinance 2006-01, the public hearing shall be held at the Board of County Commission Meeting Room, Taylor County Courthouse Annex, Old Post Office Building in Perry, Florida, at the regular board meeting on _____, 2023, at _____. The title of the proposed ordinance is:

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF TAYLOR COUNTY, FLORIDA WHICH REPEALS ORDINANCE 2006-01, PROVIDING SEVERABILITY AND PROVIDING AN EFFECTIVE DATE.

The proposed ordinance may be inspected by the public at the Clerk of the Circuit Court's Office at the Taylor County Courthouse, Perry, Taylor County, Florida.

All members of the public are welcome to attend. Notice is further hereby given, pursuant to Florida Statute 286.0105, that any person or persons deciding to appeal any matter considered at this public hearing will need a record of the hearing and may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

DATED this _____ day of _____, 2023, by GARY KNOWLES, Clerk of the Circuit Court and Clerk of the Board of County Commissioners of Taylor County, Florida.

TAYLOR COUNTY BOARD OF COMMISSIONERS

County Commission Agenda Item

SUBJECT/TITLE:	**The Board to consider the appointment of one member to the Taylor County Development Authority Board.**
MEETING DATE REQUESTED:	**March 21, 2023**

Statement of Issue: To appoint one member to TCDA Board

Recommended Action: Appoint members

Fiscal Impact: N/A

Budgeted Expense: N/A

Submitted By: LaWanda Pemberton, County Administrator

Contact: 850-838-3500 ext. 6

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues: The term John Hart has ended due to his acceptance of the position of City Manager. His term expires 5/2024.

The vacancy on the Board has been advertised via the TCDA website.

Options: Appoint

Attachments: Applications from Ernestine Mitchell, Sara Vinson, John Byrne and Thomas "Jeff" Sadler. Mr. Byrne submitted his application originally in April 2022. TCDA Staff has been unable to confirm his continued interest as of 3/2/2023.

Committee Roster

LaWanda Pemberton

From: Traci Rowell
Sent: Thursday, March 16, 2023 8:28 AM
To: LaWanda Pemberton
Subject: TCDA Board

TCDA	EXPIRES	3 YEARS
JOHN SINGER	05.14.2025	TAYLOR COUNTY DEVELOPMENT AUTHORITY
DON EVERETT JR	05.14.2025	TAYLOR COUNTY DEVELOPMENT AUTHORITY
JAMES REED	05.14.2024	TAYLOR COUNTY DEVELOPMENT AUTHORITY
WALLACE HOLMES, JR	05.14.2025	TAYLOR COUNTY DEVELOPMENT AUTHORITY
BLAIR BEATY	05.14.2024	TAYLOR COUNTY DEVELOPMENT AUTHORITY
JOHN HART	05.14.2024	TAYLOR COUNTY DEVELOPMENT AUTHORITY
MATT ECKEL	05.14.2024	TAYLOR COUNTY DEVELOPMENT AUTHORITY
PAM FEAGLE - EX OFFICIO	ex officio	TAYLOR COUNTY DEVELOPMENT AUTHORITY
VENITA WOODFAULK - EX OFFICO	ex officio	TAYLOR COUNTY DEVELOPMENT AUTHORITY

Traci M Rowell
Personnel Manager
Taylor County Board of County Commissioners
201 E Green Street
Perry, Florida 32347
P-850-838-3500 Ext. 8
F- 850-838-3501
TRowell@taylorcountygov.com

Marsha Durden

From: LaWanda Pemberton
Sent: Thursday, March 02, 2023 8:11 AM
To: Marsha Durden
Subject: FW: TCDA Board Applicants

For next Board agenda

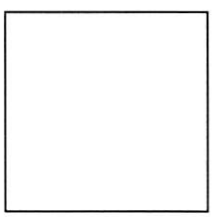
From: Taylor County Development Authority <tcdaperry@gmail.com>
Sent: Thursday, March 2, 2023 8:05 AM
To: LaWanda Pemberton <LPemberton@taylorcountygov.com>
Subject: Re: TCDA Board Applicants

Good Morning LaWanda,
Pardon me, there is a 4th.

Form Summary	
Name	Ernestine Mitchell
Phone	850-295-4258
Address	129 S Beverly St Perry FL 32348
Email	ernestinemitchell11@gmail.com
Are you a resident of Taylor County?	Yes
Will you make a good faith effort to attend all board meetings?	Yes

Form Summary	
Will you support TCDA's mission of job creation?	Yes
Are you willing to attend annual strategic planning sessions.	Yes
Have you ever served on the TCDA Board?	No
Please explain your interest in serving on the TCDA Board.	As a lifelong resident of Taylor County, it would love desire to collaborate and develop partnership with co economic development by an environment for new ar
Please describe your experiences and/or qualifications that you believe would benefit the TCDA's mission of job creation.	I bring a comprehensive set of skills that I believe wil community outreach, and fundraising, providing a fir compassion have afforded me excellent organization

The message has been sent from 24.131.46.63 us at 2023-02-25 on Chrome 110.0.0.0
Entry ID: 10
Referrer: https://www.tcdaperry.com/
Form Host: https://form.123formbuilder.com/5915040/form



On Thu, Mar 2, 2023 at 8:01 AM Taylor County Development Authority <tcdaperry@gmail.com> wrote:

> Good Morning LaWanda,

Marsha Durden

From: Taylor County Development Authority <tcdaperry@gmail.com>
Sent: Monday, February 07, 2022 7:58 AM
To: LaWanda Pemberton
Subject: Fwd: TCDA Board Member Application Submission

FYI

---------- Forwarded message ---------
From: **Ray Curtis** <noreply@123formbuilder.com>
Date: Fri, Feb 4, 2022 at 12:57 PM
Subject: TCDA Board Member Application Submission
To: <tcdaperry@gmail.com>

Dear Board Applicant,
We have received your application for Board Membership and wanted to thank you for your interest in the TCDA. If there are no openings at this time, we will keep your application on file for future consideration. When an opening comes available, your application will be submitted to the Board of County Commissioners (BoCC) for consideration. If there has been an extended period of time between the submission date and an opening, we will reach out to you prior to the appointment by the BoCC to confirm your interest. If you have any questions please do not hesitate to contact us.
Thanks,
Paula

Paula Carlton
Administrative Assistant
Taylor County Development Authority
103 East Ellis Street
Perry, FL 32347
850.584.5627
tcdaperry@gmail.com

Form Summary

Name	Sara Vinson
Phone	850-838-5279
Address	2335 Andrew Morgan Dr Perry 32347
Email	sara.vinson@hotmail.com
Are you a resident of Taylor County?	Yes
Will you make a good faith effort to attend all board meetings?	Yes
Will you support TCDA's mission of job creation?	Yes

Form Summary

Are you willing to attend annual strategic planning sessions.	Yes
Have you ever served on the TCDA Board?	No
Please explain your interest in serving on the TCDA Board.	I am interested in serving on the TCDA Board to help ensure that the growth of Taylor County is in the best interest of our youth. Taylor County over the last few years has seen an increase in new businesses, however there is still a lack of businesses which promote a family friendly culture. Lack of housing is also a big issue for business owners or families relocating to Taylor County. If we want businesses to consider Taylor County, we need to develop a town they want to live in by providing adequate housing, events and safe places for children, well-paid jobs, great school systems and restaurants.
Please describe your experiences and/or qualifications that you believe would benefit the TCDA's mission of job creation.	My husband and I were both born and raised in Perry. We lived in Gainesville when first married and have now been back in Perry for seven years. Our decision to move back was focused around our son being closer to family and being raised around nature in a small town. We experienced how difficult it was to move to Taylor County searching for adequate housing and a well-paid job. Qualifications: Bachelor of Science, Business Management, Florida State University 2008 Drafting & Architectural Design, North Florida Community College, 2006

The message has been sent from 68.46.226.77 us at 2022-02-04 on Safari 14.1.2
Entry ID: 7
Referrer: https://www.tcdaperry.com
Form Host: https://form.123formbuilder.com/5915040/form

Hi LaWanda & Wallace,

Please find the board applicant submission below.

Thanks,

Paula

---------- Forwarded message ---------
From: **Ray Curtis** <noreply@123formbuilder.com>
Date: Mon, Apr 18, 2022 at 1:12 PM
Subject: TCDA Board Member Application Submission
To: <tcdaperry@gmail.com>

Dear Board Applicant,

We have received your application for Board Membership and wanted to thank you for your interest in the TCDA. If there are no openings at this time, we will keep your application on file for future consideration. When an opening comes available, your application will be submitted to the Board of County Commissioners (BoCC) for consideration. If there has been an extended period of time between the submission date and an opening, we will reach out to you prior to the appointment by the BoCC to confirm your interest. If you have any questions please do not hesitate to contact us.

Thanks,
Paula

Paula Carlton

Administrative Assistant

Taylor County Development Authority

103 East Ellis Street

Perry, FL 32347

850.584.5627

tcdaperry@gmail.com

Form Summary

Name	John Corrigan Byrne
Phone	850-251-1229

Form Summary

Address	1988 Ellison Gamble RD Perry 32348
Email	WFHCorri@gmail.com
Are you a resident of Taylor County?	Yes
Will you make a good faith effort to attend all board meetings?	Yes
Will you support TCDA's mission of job creation?	Yes
Are you willing to attend annual strategic planning sessions.	Yes
Have you ever served on the TCDA Board?	No
Please explain your interest in serving on the TCDA Board.	Became interested with the Broadband Initiativ
Please describe your experiences and/or qualifications that you believe would benefit the TCDA's mission of job creation.	Navy Veteran, 4 year degree- BS Communicati World traveler, Large Work Experiences

The message has been sent from 67.158.154.144 us at 2022-04-18 on Chrome 97.0.4692.71
Entry ID: 8
Referrer: https://www.tcdaperry.com/
Form Host: https://form.123formbuilder.com/5915040/form

LaWanda Pemberton

From: Ray Curtis <noreply@123formbuilder.com>
Sent: Saturday, February 25, 2023 10:19 PM
To: tcdaperry@gmail.com
Subject: TCDA Board Member Application Submission

Dear Board Applicant,
We have received your application for Board Membership and wanted to thank you for your interest in the TCDA. If there are no openings at this time, we will keep your application on file for future consideration. When an opening comes available, your application will be submitted to the Board of County Commissioners (BoCC) for consideration. If there has been an extended period of time between the submission date and an opening, we will reach out to you prior to the appointment by the BoCC to confirm your interest. If you have any questions please do not hesitate to contact us.
Thanks,
Paula

Paula Carlton
Administrative Assistant
Taylor County Development Authority
103 East Ellis Street
Perry, FL 32347
850.584.5627
tcdaperry@gmail.com

Form Summary

Name	Thomas "Jeff" Sadler
Phone	850-559-3765
Address	2110 Wilder Creek Dr Perry 32347
Email	jefferysadler@outlook.com

Form Summary

Are you a resident of Taylor County?	Yes
Will you make a good faith effort to attend all board meetings?	Yes
Will you support TCDA's mission of job creation?	Yes
Are you willing to attend annual strategic planning sessions.	Yes
Have you ever served on the TCDA Board?	No
Please explain your interest in serving on the TCDA Board.	I am writing to express my strong interest in becoming a member of the board of directors for the Taylor County Development Authority. As a passionate advocate for economic development and a desire to give back to the community, I believe that serving on this board would be an excellent opportunity to make a positive impact in the Taylor County area. Through my professional experience in [relevant industry/field], I have gained skills and knowledge that would be valuable in contributing to the board's strategic planning and decision-making processes. Additionally, I am excited about the networking opportunities and potential for learning and growth that come with serving on a board of directors. Thank you for considering my application. I am available to discuss my qualifications and interest in further detail at your convenience.

Form Summary

Please describe your experiences and/or qualifications that you believe would benefit the TCDA's mission of job creation.	As a business professional, I possess a wealth of experience that I believe will be valuable to the board. I have extensive experience in leading cross-functional teams, which has enabled me to deliver successful projects by building consensus among team members with differing perspectives and opinions. This skill will be useful in bringing together board members with diverse viewpoints. Furthermore, I have a proven track record of increasing revenue, efficiency, and profits through proactive business management strategies. I am confident that this skill will be useful in evaluating the financial health of organizations and determining whether they would be a great fit for the county and its people. In addition, I have experience in overseeing and optimizing operations while providing visionary leadership and expertise in technology implementation, budgeting, and strategic planning. I believe this skill will be useful in ensuring that an organization's operations are running smoothly and understanding its growth potential for long-term growth in Taylor County. Finally, I possess a strong ability to deliver forward-thinking leadership backed by an in-depth understanding of relevant technologies and trends in the business industry. I believe this skill will be valuable in identifying and pursuing opportunities that can provide job creation for the people of Taylor County. Overall, my experiences in business operations and management demonstrate that I have a wide range of skills that would be valuable for a board member, including leadership, management, and business acumen. I am eager to contribute to the growth and success of Taylor County.

The message has been sent from 67.158.160.28 us at 2023-02-25 on Chrome 110.0.0.0
Entry ID: 11
Referrer: https://www.tcdaperry.com/
Form Host: https://form.123formbuilder.com/5915040/form

(27)

TAYLOR COUNTY BOARD OF COMMISSIONERS

County Commission Agenda Item

SUBJECT/TITLE:	**The Board to consider amending the Memorandum of Understanding with the Taylor County Baseball Association (TCBA).**
MEETING DATE REQUESTED:	**March 21, 2023**

Statement of Issue: To revise year two responsibilities: the provision of volunteers for Concessions.

Recommended Action: Amend MOU

Fiscal Impact: Labor and food costs, which should be covered by concessions sales.

Budgeted Expense: Yes

Submitted by: LaWanda Pemberton, County Administrator

Contact: 850-838-3500 ext. 6

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues: Taylor County Baseball Association has requested the amendment of the existing MOU to remove the provision to provide volunteers for concession sales. The County has advertised for concessions employees and is currently staffed, although this can change from week to week. As of this week TCBA has reported they do not have sufficient volunteers to operate Concessions and have a reported number of 256 children registered for baseball.

TCBA is requesting Concessions 4 days per week for games. Staff feels that we can staff at least Monday- Thursdays but Friday evenings and Saturday events may present a staffing challenge.

Options: Amend/ Do not Amend MOU

Attachments: MOU
Request for Amendment from TCBA

TAYLOR COUNTY
EST. 2021
BASEBALL
ASSOCIATION

December 13, 2022

Good morning,

According to the Memorandum of Understanding (MOU) between the Taylor County Board of County Commissioners (the Board) and the Taylor County Baseball Association, Inc (the League) set forth and executed on 07/09/21, there shall be adjustments made in responsibilities from year one to year two. Said adjustments being-

i) CONCESSIONS: The league will provide volunteers to serve in the concession area at each game hosted in the Taylor County Sports Complex. The league will be entitled to retain 50% of the profits collected at the concessions area during the times the League provides volunteers to work in the concessions area.

iii) UNIFORMS AND TROPHIES. The league will be responsible for providing all uniforms and trophies.

Regarding i) CONCESSIONS, due to the fact that the Board was unable to obtain adequate financial records concerning baseball season concessions for prior years, as well as the League's concern that there are not enough volunteers to provide adequate support in the concessions area during baseball games as we initially planned, **the League is requesting to be excused from this responsibility.**

Please note, like last year there will be baseball games scheduled on Monday, Tuesday, Thursday, and Friday. The county will need to have the concessions area open for business on all days with schedule baseball games.

Regarding iii) UNIFORMS AND TROPHIES, The League is in a good financial position to take over the cost of uniforms of trophies in year two so we will accept this responsibility as stated in the MOU.

Please contact League President Cori Johnson to make an appointment as soon as possible to meet and discuss having the MOU revisions as stated above. Cori can be reached at 850-843-2177 or corijohnson87@gmail.com.

Thank you,
Taylor County Baseball Association, Inc.

MEMORANDUM OF UNDERSTANDING (MOU)

Between

The Taylor County Board of County Commissioners

and

Taylor County Baseball Association, Inc.

This is an agreement between the Taylor County Board of County Commissioners, hereinafter called *the Board* and The Taylor County Baseball Association, Inc., hereinafter called *the League.*

I. PURPOSE AND SCOPE

The purpose of this MOU is to clearly identify the roles and responsibilities of each parties as they relate to the provision and regulation of a parent ran baseball league in Taylor County, FL.

In Particular, this MOU is intended to:

i) Enhance the current baseball program by integrating a parent organization in the facilitation of the league.
ii) Increase participation within the league through the enhanced role of the parent organization.
iii) Reduce costs to the league and the Board by serving as the beginning of a transition to a wholly ran and funded baseball program by a parent organization.
iv) Clarify the roles and responsibilities of both parties in the facilitation of the baseball program.

II. BACKGROUND

The city of Perry and the Board have an agreement in place to provide recreation sports leagues and recreation facilities to the residents of Taylor County. This agreement sets goals to facilitate the provision of quality recreation leagues while remaining fiscally responsible to the tax payers of Taylor County. To meet these goals of fiscal responsibility and quality service the Board has recognized that the establishment of parent organizations to facilitate recreation leagues is critical. This MOU seeks to assist in the establishment of a parent organization to ultimately be solely responsible for the facilitation and maintenance of a baseball program in Taylor County.

III. RESPONSIBILITIES OF THE BOARD AND OF THE LEAGUE: THREE YEAR TRANSITION AGREEMENT

The Board and the League, in an effort to facilitate successful transition to a wholly ran and funded baseball program by a parent organization, have mutually agreed on a three (3) year plan which alters the responsibilities of the Board and the League as outlined below:

YEAR ONE BOARD RESPONSIBILITIES:

In Year One of the Agreement, the Board shall undertake the following activities:

i) Provide the League with registration signs.
ii) Allow the League to use all baseball equipment currently purchased and maintained by the Board.
iii) Purchase and provide jerseys, hats and coaches' shirts.

iv) Pay all Babe Ruth league fees and insurance premiums;
v) Provide concessions for all League Games. This include both providing all concession workers and supplies as well as retaining all profits collected from concessions.
vi) Maintain and prepare all game fields in the Taylor County Sports Complex and provide lighting in coordination with the League's scheduling.

YEAR ONE LEAGUE RESPONSIBILITIES:

In Year One of the Agreement, the League shall undertake the following activities:

i) Solicit and collect all registration forms and fees. Copies of all collected registration forms must be provided to County recreation staff.
ii) Solicit and collect all sponsorship fees.
iii) Purchase and maintain any new equipment needed for the safe facilitation of the baseball program.
iv) Purchase and provide trophies and awards to program participants.
v) Assist county staff in the enforcement of league and Sports Complex rules.
vi) GATE FEES: The League will provide volunteers to collect a gate fee to be charged at the election of the league. The League will be entitled to retain any and all gate fees collected.
vii) The League will be responsible to provide and compensate umpires.

YEAR TWO ADJUSTMENTS IN RESPONSIBILITIES:

In Year Two of the Agreement, the responsibilities of the Board and the League will be adjusted from year one only as outlined below:

i) CONCESSIONS: The League will provide volunteers to serve in the concession area at each game hosted in the Taylor County Sports Complex. The League will be entitled to retain 50% of the profits collected at the concessions area during the times the League provides volunteers to work in the concessions area.
iii) UNIFORMS AND TROPHIES. The League will be responsible for providing all uniforms and trophies.

YEAR THREE ADJUSTMENTS IN RESPONSIBILITIES In Year Three of the Agreement, the responsibilities of the Board and the League will be adjusted from years One and Two one only as outlined below:

i) The League will take full responsibility of concessions. The League will provide concessions for all League Games. This include both providing all concession workers and supplies as well as retaining all profits collected from concessions.
ii) The League will take over all responsibilities and receipts of the League activities except that, the Board will continue to maintain and prepare all game fields in the Taylor County Sports Complex and to provide lighting in coordination with the League's scheduling.

IV. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:

i) The League will retain all revenues collected from registration fees and sponsorships for the purpose of raising funds to take on more of the Board's responsibilities in future seasons.
ii) Any and all modifications to this MOU must be mutually agreed upon in writing.
iii) Should, in the Board's exclusive opinion, the League be found noncompliant in the roles and responsibilities outlined in this MOU, then the Board may terminate this Agreement. Upon termination of this Agreement by the Board, the League must remit the remaining balance of funds collected from participants and sponsors to the Board within thirty (30) days.

IV. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THAT:
This MOU shall be in effect upon the signature of the Board's and the League's authorized officials. It shall be in force from the date of execution to December 31, 2024. The Board and the League indicate agreement with this MOU by their signatures.

Signatures and dates

The Taylor County Board of County Commissioners:

Thomas Demps

Chairman: THOMAS DEMPS Date

Seal

BOARD OF COUNTY COMMISSIONERS TAYLOR COUNTY SEAL FLORIDA

Attest: Gary Knowles

Gary Knowles, Clerk

The Taylor County Baseball Association, Inc:

Cori Johnson 7/9/2021

President: CORI JOHNSON Date

Witnesses:

Lawanda Pemberton

W D Davis