SANTA ROSA COUNTY TRANSPORTATION DISADVANTAGED COORDINATING BOARD

Staff to Florida-Alabama TPO

Mailing: **P.O. Box 11399; Pensacola, FL 32524-1399**
(850) 332-7976 Fax: **637-1923** Toll Free: **1-800-226-8914**

Web Site: www.ECRC.org

Rhett Rowell
Chair

Melissa Stuckey
Vice-Chair

The Santa Rosa County Transportation Disadvantaged Coordinating Board will hold a Public Workshop followed by the Board meeting:

When: **Tuesday, May 26, 2026 at 3:00 p.m.**
Where: **Pace Library, 4750 Pace Patriot Blvd. (Meeting Room), Pace, FL**

PUBLIC WORKSHOP

I. A. Call to order / Invocation / Pledge – Board Chair

B. House Keeping – TPO Staff

II. Public Workshop – Board Chair / TPO Staff

Public Comments:

Any person who wishes to address the Board in person is requested to fill out a speaker request form obtained from staff. Speakers are asked to introduce themselves and to limit their remarks to three minutes.

Public input is valuable to Santa Rosa County TD program, we encourage our communities to submit input through a variety of avenues. Comments can be submitted via Online Survey, phone, eComment Card, or email.

Workshop online Public Transportation Survey

Phone Comments can be submitted by calling 850-637-1131

eComments can be submitted directly online.

eComment Card

(Click here to submit your comment online)

Email

Submit your comments directly to our marketing team at marketing@ecrc.org.

All comments must be submitted at least 24 hours prior *to the meeting; in order to be read during the public workshop or public comment part of the meeting. Comments submitted after the 24 hour deadline will be recorded and disseminated to the board. Please email marketing@ecrc.org with additional question or concerns.*

III. Close Public Workshop – Board Chair

BOARD AGENDA

I. A. Call to order – Board Chair

B. Approval of the Agenda – Board Chair

C. Public Comments : Please see above Public Workshop for instructions.
For Information Presentation: TPO Staff (Agenda Item I-C)

D. Approval of February 24, 2026 Board meeting minutes
For Action Presentation: Chair (Agenda Item I-D)

II. Old Business:

III. New Business:

A. Membership Certification
For Action Presentation: TPO Staff (Agenda Item III-A)

B. Transportation Disadvantaged Service Plan (TDSP)
For Action Presentation: TPO Staff (Agenda Item III-B)

C. Board meeting Schedule
For Action Presentation: TPO Staff (Agenda Item III-C)

D. Community Transportation Coordinator (CTC) Report
For Information Presentation: CTC Staff (Agenda Item III-D)

E. Transportation Planning Organization Quarterly Report
For Information Presentation: TPO Staff (Agenda Item III-E)

F. Commission for the Transportation Disadvantaged Correspondence
For Information Presentation: TPO Staff (Agenda Item III-F)

G. Grant Review
For Information Presentation: CTC/TPO Staff (Agenda Item III-G)

IV. Other Business

V. Adjourn

Next Board meeting date:
Tuesday, August 18, 2026 at 3:00 p.m.

VISIT OUR WEB SITE AT: **WWW.ECRC.ORG**
FOR FULL AGENDA PACKETS
AND ADDITIONAL EMERALD COAST REGIONAL COUNCIL INFORMATION

In compliance with the Americans with Disabilities Act, reasonable accommodations to access meeting, and for limited English proficiency, are available upon request. Persons who require special accommodations under the Americans with Disabilities Act or persons who require translation services should contact our Marketing Team toll-free at 800-226-8914 or TTY 711, at least 48 hours in advance.

Parainformacion en espanol, puede llamar a Ada Clark al 850-332-7976, ext. 278 o TTY 711. Sinecesita acomodaciones especiales, por favor llame 48 horas de antemanos.

Participation is solicited without regard to race, color, national origin, age, sex, religion, disability, or family status. Persons who believe they have been discriminated against on these conditions may file a complaint with the Title VI Coordinator, 850-332-7976, ext. 220.

AGENDA ITEM I-D

SUBJECT: Approval of minutes

BACKGROUND: The minutes from February 24, 2026 Board meeting will be reviewed and approved by the Local Coordinating Board.

REQUESTED ACTION: **A motion and vote to approve the February 24, 2026 Board meeting minutes.**

DRAFT

SANTA ROSA COUNTY TRANSPORTATION DISADVANTAGED
COORDINATING BOARD MEETING MINUTES 02/24/26
Emerald Coast Regional Council *(Designated Staff)*

Santa Rosa County Auditorium, 4530 Spikes Way, Milton, FL
(Meeting was also available for call-in or virtual)

Date of Meeting	05/27/25	08/19/25	12/02/25	**02/24/26**
Agency for Health Care Admin. **Wesley Whiteside**/Alt Agency Staff	P	P	P	**P**
Agency for Persons W/Disabilities **Dwayne Jones** /Alt Agency Staff	P	P	P	**P**
Children at Risk **Melissa Stuckey** /Alt Ron Geri	P	P	P	**P**
Citizen - Vacant/Alt Vacant	Vacant	Vacant	Vacant	Vacant
Citizen User of Transportation Cassandra Buchanant/Alt Vacant	A	A	A	A
Community Action **Laura Gilliam**/Alt Melissa Lewis	P	PV	P	**P**
Department of Education Sherrie Dean/Alt Valerie Clark	P	A	A	A
Department of Elder Affairs Anna Dyess/Alt **David Alexander**	P	A	A	**P**
Disabled - Vacant/Alt Vacant	Vacant	Vacant	Vacant	Vacant
Elderly - Vacant/Alt Vacant	Vacant	Vacant	Vacant	Vacant
Elected Official-Chair **Rhett Rowell**/Alt Melissa Stuckey	P	P	A	**P**
FL Dept. of Children & Families Melisa Sidoti/Alt **Dorothea Jones**	P	PV	P	**PV**
FL Dept of Transportation Toni Prough/Alt Zachary Balassone	P	PV	A	A
Local Medical Community Vacant/Alt Vacant	Vacant	Vacant	Vacant	Vacant
Mass Transit - N/A	N/A	N/A	N/A	N/A
Private Transportation Industry Vacant/Alt Vacant	Vacant	Vacant	Vacant	Vacant
Public Education **Dana Fleming** /Alt Vacant	P	A	A	**P**
Veterans **Laurie Schulze** /Alt Agency Staff	P	A	P	**P**
Workforce Development Board Marcus McBride/Alt **Bill Barron**	A	P	P	**P**

* V indicates member attended virtually or by phone.

OTHERS PRESENT: Regina Jennings, Howard Vanselow, and Gina Watson – V.

Quorum Present

I. Call to Order and Approval of the Agenda

Chair Rowell called the meeting to order. The Pledge of Allegiance was recited and the Chair asked for approval of the agenda.

Action: David Alexander moved to approve the agenda. Bill Barron seconded the motion, and it passed unanimously.

Public Comments

None

Approval of the December 2, 2025 Board Meeting Minutes

Chair Rowell called for action on the December 2, 2025 board meeting minutes.

Dana Fleming noted the need to update the membership for Public Education on the first page. Howard Vanselow agreed to make this update.

Action: Melissa Stuckey moved to approve the December 2, 2025 board meeting minutes as corrected. Wesley Whiteside seconded the motion, and it passed unanimously.

II. Old Business

None

III. New Business:

A. Community Transportation Coordinator Evaluation

Howard Vanselow presented the annual CTC evaluation for Tri-County Community Council, the county's private non-profit and sole transportation provider. Tri-County primarily serves a rural/small urban area, with 86% of trips funded by the Transportation Disadvantaged Commission and 13% by APD. No state helpline complaints were reported. Tri-County conducts its own annual vehicle safety inspections, holds no coordination contracts, and operates without fixed-route service; school transport is limited to eligible after-school trips. Liability coverage exceeds state requirements. Office and trip observations showed no issues, and Lori Schultz's ride-along reflected positive, safe driver performance. Policies for escorts (required under age 16 unless exempted) and child seat requirements (under age 6) were reviewed.

Howard Vanselow noted that out-of-county trips are provided case-by-case, including limited weekly travel to Escambia County. Drivers maintain first aid and CPR certifications and all hold Level II background screenings. Riders may bring two bags, with flexibility when space allows. Reservations must be made 1–30 days in advance, with a one-hour pickup window. Performance metrics exceeded goals with 97% on-time performance, a 0.1% no-show rate, one accident per 232,000 miles, and no complaints or road calls. Passenger surveys showed high satisfaction, with 86% rating service “very good.” Costs and trip volumes have remained stable over the past three years. Tri-County can expand services only with additional funding, vehicles, and staffing. Administrative processes—including TDSP compliance, eligibility review, reservations by phone/fax/email, software-supported scheduling, two-way communication for dispatch, trip validation, billing, and community outreach—continue to operate effectively.

Action: David Alexander moved to approve the CTC Evaluation as presented. Dwayne Jones seconded the motion, and it passed unanimously.

B. Community Transportation Coordinator (CTC) Report and Information

Regina Jennings provided the Santa Ros County Tri-County Community Council 2nd quarter data on behalf of Joel Paul. She stated there are 13 vehicles in service, there were 94,626 revenue miles driven during the quarter. There were no unmet requests, and the on-time percentage was 97%.

Action: Information Only.

C. Transportation Planning Organization Quarterly Report

Howard Vanselow provided to the board a summary of the quarterly report on the Transportation Disadvantaged activities submitted by the TPO. During this period, (October - December 2025), the Annual Operating Report was reviewed and approved at the last meeting, as was the quarterly report. The August meeting minutes were approved, and the agenda for the November meeting was prepared and the meeting was advertised as required. Staff attended the CTD business meetings held in September and December during the second quarter.

Action: Information Only

D. Annual Rider Survey (Demand Response/Paratransit)

Howard Vanselow explained that to monitor the services provided to the transportation disadvantaged by the CTC, an annual survey of the riders is conducted. The data received from the surveys assists the CTC to identify the goals and objectives that have been achieved, as well as determine any deficiencies.

Howard Vanselow asked board members to share the rider survey with clients, agencies, and riders; the Rider Survey is also available online.

Action: Information Only

E. Commission for the Transportation Disadvantaged Correspondence

Howard Vanselow provided an update on upcoming events for the Commission for Transportation Disadvantaged. FDOT Legislative Day is scheduled for February 17, and several members may already be traveling to Tallahassee for other organizational activities. He also mentioned the Triple Crown Rodeo as another upcoming event. Members were invited to contact him if they wish to listen in on any of the Commission's business meetings.

Action: Information Only

F. Grant Review

Howard Vanselow stated that there were no grants to bring before the board at the time; Tri-County Community Council attended FDOT's grant workshop in November, and they completed everything that was due by the January deadline.

IV. Other Business

A. Annual Board Training

Howard Vanselow stated the Commission for Transportation Disadvantaged requires annual board training on the coordinated transportation system and Florida Ethics Laws and Sunshine Amendment, and reviewed the Florida Coordinated Transportation System organizational structure, as well as Florida Statue, rules, purpose, and duties of the board.

Action: Information Only

V. Adjourn – There being no further business the meeting adjourned.

AGENDA ITEM III-A

SUBJECT: Membership Certification

BACKGROUND: In preparation for the Annual Membership Certification, the board is asked to review the draft membership certification to determine which members desire to continue serving and solicit recommendations for new members for vacancies. The Membership Certification will be presented to the Florida-Alabama Transportation Planning Organization for approval prior to sending to the Commission for Transportation Disadvantaged.

Members whose term is ending are eligible to continue serving if willing and able.

REQUESTED ACTION: **A motion and vote to recommend the Membership Certification to be presented to the Florida-Alabama TPO for approval.**

Coordinating Board Membership Certification
Santa Rosa County, Florida

Name: Florida-Alabama Transportation Planning Organization
Address: P. O. Box 11399, Pensacola, FL 32524

The Metropolitan Planning Organization named above hereby certifies to the following:

1. The membership of the Local Coordinating Board, established pursuant to Rule 41-2.012(3), FAC, does in fact represent the appropriate parties as identified in the following list; and
2. The membership represents, to the maximum extent feasible, a cross section of the local community.

Representation	Member	Alternate	Term
(1) Chair (Elected Official & Vice Chair)	Rhett Rowell	Melissa Stuckey	
(2) Florida Department of Transportation	Toni Prough	Zachary Balassone	
(3) Department of Children & Families	Melissa Sidoti	Dorothea Jones	
(4) Local Public Education	Dana Fleming	Agency Staff	
(5) Florida Department of Education	Sherrie Dean	Agency Staff	
(6) Veteran Services	Laurie Schultz	Agency Staff	
(7) Community Action	Laura Gilliam	Melissa Lewis	
(8) Elderly	Vacant	Vacant	
(9) Disabled	Vacant	Vacant	
(10) Citizen Advocate	Vacant	Vacant	
(11) Citizen User	Cassandra Buchanant	Vacant	2024-2027
(12) Children at Risk	Melissa Stuckey	Ron Geri	
(13) Mass/Public Transit	N/A	N/A	
(14) Department of Elder Affairs	Anna Dyess	David Alexander	
(15) Private Transportation Industry	Vacant	Vacant	
(16) Agency for Health Care Administration	Wesley Whiteside	Agency Staff	
(17) Agency for Person with Disabilities	Dwayne Jones	Agency Staff	
(18) Workforce Development Board	Marcus McBride	Bill Barron	
(19) Local Medical Community	Vacant	Vacant	

Signature: ______________________________ Title: FL-AL TPO Chair

Date: ______________________

AGENDA ITEM III-B

SUBJECT: Transportation Disadvantaged Service Plan

BACKGROUND: As required by Rule 41-2.009 (4). In consultation with the Community Transportation Coordinator (CTC) and Coordinating Board (LCB), each Metropolitan Planning Organization or Designated Official Planning Agency shall develop and annually update, a Transportation Disadvantaged Service Plan. The Transportation Disadvantaged Service Plan shall be developed in a manner which assures that local planning agencies, responsible for preparing comprehensive plans, have the opportunity to review and comment on it, and shall not be inconsistent with applicable local government comprehensive plans, MPO long range comprehensive plans, transit development plans, and other local, regional, and state transportation plans. The Transportation Disadvantaged Service Plan shall be reviewed for final disposition by the Coordinating Board and the Commission.

The TDSP will serve as the Human Services Coordinated Transportation Plan for Santa Rosa County. Services approved for funding must be identified in the TDSP as a need and included in the goals and objectives. The annual TDSP update will be presented at the meeting for LCB review and approval.

Link to current TDSP:
Santa Rosa County TDSP Aug 2025

Enclosed are the updates to the 2026 TDSP for your review.

RECOMMENDED ACTION: **A motion and Roll Call Vote to approve the Transportation Disadvantaged Service Plan.**

Coordinator

Tri-County Community Council
Joel Paul, Jr. Executive Director
7255 E. Hwy 90
Milton, FL 32583
Phone: 850.626.6806

LCB Chairperson

Commissioner Rhett Rowell, Chair
Santa Rosa County Local Coordinating Board (LCB)

Planning Agency

Florida-Alabama TPO
Transportation Planning Organization

EMERALD COAST REGIONAL COUNCIL
Staff to FL-AL TPO

Emerald **C**oast **R**egional **C**ouncil:
Florida-Alabama TPO and LCB Staff

Howard Vanselow, Regional Planner
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Pensacola, FL 32524-1399
Phone: 850.332.7976 / Toll Free: 800.226.8914
Fax: 850.637.1923
Website: www.ecrc.org

Public Participation

The Santa Rosa County Transportation Disadvantaged Board includes representatives of public, private, and non-profit transportation and human services providers as well as the public to participate in the development and update of the Santa Rosa County Transportation Disadvantaged Service Plan. The list below includes public participation activities.

The FL-AL Transportation Planning Organization (TPO) conducts public transportation campaigns throughout the year in order to promote, educate, and garner support for public transportation in the area.

Months	Event	Activity
June	FPTA/FDOT/CUTR Professional Development Workshop	Professional development and training.
Oct	CTD Workshop	Receiving training and information.
Nov	FTA/FDOT Workshop	FTA/FDOT Grant Programs Training Workshop

The FL-AL Transportation Planning Organization (TPO) conducts public transportation campaigns throughout the year in order to promote, educate, and garner support for public transportation in the area.

Florida-Alabama TPO Public Participation Plan can be found at: FL-AL TPO Public Involvement

Transporation Disadvantaged

2026 PUBLIC WORKSHOP And COMMUNITY SURVEY

Transportation Disadvantaged ***Public Workshop was held on May 26, 2026.*** The Workshop was available in person and online to offer an opportunity for anyone with comments or questions to address the Local Coordinating Board. The Workshop was promoted using the following methods: Eblast and News Release to appropriate lists, Facebook post, regular Public Notice Procedure, placed Display Ad in appropriate area publication and posted on the ECRC Calendar.

Needs Assessment

In assessing the transportation (service and capital purchase) needs and demands for individuals with disabilities, elderly, low income, and high risk and at-risk children, the following projects with estimated costs and funding sources have been identified and are summarized below.

Project	County	Estimated Cost	Funding Source
Formula (competitive) grant to enhance mobility for seniors and persons with disabilities by providing funds for programs to serve the special needs of transit-dependent populations beyond traditional public transportation services.	Santa Rosa	To be determined	Enhanced Mobility of Seniors and Individuals with Disabilities (5310)
Capital and/or operating assistance to provide rural transportation services in Santa Rosa County.	Santa Rosa	~~$92,500~~ **$120,000**	Non-Urbanized Area (5311)
Capital funding to replace, rehabilitate, and purchase buses, vans, and related equipment, and to construct bus-related facilities. Funds are eligible to be transferred by the state to supplement urban and rural formula grant programs (e.g., 5307 and 5311).	Santa Rosa & Escambia	To be determined	Bus & Bus Facilities (5339)
To determine whether a new or innovative technique or measure can be used to improve or expand public transit services. Service Development Projects specifically include projects involving the use of new technologies; services, routes, or vehicle frequencies; the purchase of special transportation services; and other such techniques for increasing service to the riding public.	Santa Rosa	To be determined	Public Transit Service Development Funds
Provide transportation services for other human services organizations through the transportation services coordinated by the Community Transportation Coordinator (CTC).	Santa Rosa	~~$497,509~~ $ 18,000 $ 0 ~~$40,000~~ ~~$37,269~~	CTD-TD **501,020** County DOE-VR APD **41,000** Fare-box **37,668**

GOAL 1: Ensure availability of transportation services to the Transportation Disadvantaged	
OBJECTIVES	**STRATEGIES**
1. Provide service to riders who only have paratransit service as a means of transportation.	a. Continue to work with others such as Vocational Rehab, FDOT, CTD, and COA. b. Continue to pursue work related transportation opportunities by meeting with agencies. c. Maximize cooperation between entities not involved in the Florida Coordinated Transportation System. d. Network with other Community Transportation. e. Coordinate by sharing system improvements and funding opportunities with providers who receive FTA, DOT, and CTD funding. f. Utilize agency input to assist in developing policies, planning, and procedures.
2. Continue to promote passenger and general public awareness of all transportation services.	a. Update public educational information on transportation services. b. Enhance informational materials for riders of the system and upgrade when necessary. c. Update company website to include system material.
3. Provide operations for deviated fixed route.	a. Continue planning Santa Rosa Transit Shuttle, which will relieve some of the CTDTF ~~and Medicaid~~ trip burden by allowing access to a mass transit type system.
4. Driver recruitment and retainment	a. Monitor service levels and ensure the availabilities of enough drivers b. Work within the agency to increase recruitment while working to maintain current drivers c. Work with outside agencies to assist with recruitment when needed
GOAL 2: Ensure cost-effective and efficient transportation services.	
OBJECTIVES	**STRATEGIES**
1. Deliver effective service by the most cost effective means.	a. Monitor and report number of trip denials. b. Monitor and report number of no-shows and take corrective action when necessary. c. Report system efficiency, cost effectiveness monthly to management and identify best practices that would improve the cost effectiveness of the entire system. d. Monitor trips per hour. e. Continue quarterly LCB reporting.
GOAL 3: Ensure quality of service provided to the Transportation Disadvantaged	
OBJECTIVES	**STRATEGIES**
1. Maintain courteous and respectful customer relations.	a. Conduct customer service training for all new employees and update required training for all existing employees. b. Educate individual and agency customers of all applicable transportation policies and procedures. c. Use rider survey feedback and AOR complaints/commendations as tools to encourage entire staff to improve consistently excellent service in the safest manner. d. Continue to conduct quarterly safety sensitivity training.
2. Ensure and improve customer comfort.	a. Continue preventive maintenance checks including AC, heat, seat belts, and lift equipment. b. Continue visual checks on lights, seats and flooring inside the vehicle.

3. Ensure and improve customer safety.	a. Conduct safety training as required for new employees and update for existing employees. b. Report all accidents and road call records. c. Maintain System Safety Program Plan, Hazard and Security Plan, and Maintenance Program Plan. d. Drivers will continue to report daily inspection logs and any discrepancies must be reported immediately so corrective action can be taken. e. Educate nursing homes and dialysis units the importance on preparing clients for transportation in a timely manner preventing unnecessary delay for that vehicle schedule.
GOAL 4: Ensure necessary funding to support the program	
OBJECTIVES	**STRATEGIES**
1. Solicit funds to meet more of the trip demand.	a. Seek funding from local government to provide local match for transportation services while pursuing private funding through community involvement with local businesses and agencies.
2. Encourage all human service agencies to identify and assign adequate funding to meet transportation needs of their clients.	a. Encourage all area human service providers to attend Local Coordinating Board meetings. b. Encourage all agencies to list transportation costs as a separate budget line item to encourage a dedicated transportation allocation for their clients. c. Provide 50% match for voucher purchased local and human services providers within Santa Rosa County. d. The planning agency (ECRC) will monitor Intergovernmental Coordination and Response request and update the CTC and LCB of grants involving transportation disadvantaged services.
3. Encourage local government to include paratransit services in FTA grant.	a. Continue to stress the need for local government to review data from the CTC and surrounding counties to see the importance of its involvement in paratransit.
GOAL 5: Ensure program accountability	
OBJECTIVES	**STRATEGIES**
1. Comply with procedures, rules and regulations outlined by Florida Legislature and the Transportation Disadvantaged Commission.	a. Comply with contract standards and submit an accurate Annual Operating Report including all Purchase of Service and Coordination Contracts data. (Continuous)
2. Provide uniform, accurate, and timely submittal of data for contract requirements.	a. Comply with the Community Transportation Disadvantaged contract requirements. (Continuous)
3. Collect, compile report and maintain necessary data for program evaluation.	a. Prepare a quarterly report to the LCB outlining activities over the quarter. (Quarterly)

Tri-County Community Council Inc.
Transportation Training Plan ~~2025~~ 2026

The following training plan is intended to facilitate the training needs of the Tri-County Community Council, Inc. Transportation Program. Records of training will be maintained on a spreadsheet at the Administrative Office identifying employee training. Additional training will be provided as needed and noted in training records.

January	Defensive Driving
February	QUARTERLY MEETING - Driver Handbook, SSPP, HIPPA
March	Passenger Assistance & Securement
April	Operation of wheelchair lift and other special equipment; Driving conditions
May	QUARTERLY MEETING - HSP, Handling of Emergencies & Security Threats
June	Operations Bus and Equipment Inspections, Bus Equipment Familiarization; Pre-& Post-Trip Inspections
July	Safe Transport of Oxygen; Wireless Communication Plan/Cell phone safety
August	QUARTERLY MEETING - Basic Operations and Maneuvering; HS Training
September	Security & Threat Awareness
October	Boarding & Alighting Passengers; Evacuations
November	QUARTERLY MEETING - Drug and Alcohol Training; BBP
December	Training for accidents & incidents that have happened throughout the year; Accident Policy.

At orientation, each employee is given a copy of the Transportation Handbook, System Safety Program Plan, DOT Substance Abuse Policies, Zero Tolerance and Core Competency Training, and shown videos: DOT Drug and Alcohol Testing: Your Rights and Responsibilities, A Drug Free Workplace-What an Employee Can Do, Recognizing Drug and Alcohol Abuse and Blood Borne Pathogens for Transit Employees. Employees are also required to complete on-line courses for The Agency for Persons with Disabilities as well as a course that satisfies The Department of Children & Families HIPPA requirements. Drivers will receive First Aid training. Drivers will receive CPR training if mandated by funding source.

IMPLEMENTATION SCHEDULE

Increasing system efficiency is a primary component of this Implementation Plan. The implementation plan also involves execution of the plan's policies and goals & objectives. For the TDSP, the implementation plan identifies actions and activities, type of action required, responsible entity for taking the action, and the timing. The Community Transportation Coordinator will provide an overview of the ongoing system improvements and review steps, as well as provide a timeline for actions and strategies to meet the above stated goals.

Action/Strategy	Responsible Agency	Time Frame to be Completed
Continue to collaborate with agencies such as Vocational Rehab, FDOT CareerSource..	CTC	Continuous
Coordinate with organizations who have received federal 5317 New Freedom funding for transportation service to people with disabilities.	CTC	Continuous
Keep Maintenance Plan, System Safety Program Plan, and Hazard & Security Plan updated.	CTC	Ongoing
Collaborate with Santa Rosa County and Florida-Alabama TPO to Continue Santa Rosa Transit public transportation service, made possible by the Federal Section 5316 Job Access ~~and Reverse Commute (JARC) program.~~	CTC	Ongoing
Network with other Community Transportation Coordinators by sharing system improvements and funding.	CTC	Continuous
Update website for educating public on transportation services.	CTC	As needed
Update informational materials (brochures) for riders of the system when necessary.	CTC	Continuous
Monitor and report number of no-shows and take corrective action when necessary.	CTC	Continuous
Reward employees for excellent service through internal customer service recognition.	CTC	Quarterly
Provide employee customer service training throughout the year. Pursue additional employee training opportunities.	CTC	Continuous
Use rider survey comments and AOR complaints/recommendations as tools to encourage drivers to consistently provide excellent service in the safest manner.	CTC	Continuous
Highlight safety practices to employees through internal safety briefing program.	CTC	Quarterly
Conduct safety training as required for new employees and update existing employees.	CTC	Immediate & Continuous
Report all accident and road call records to DOT, TD Commission and other appropriate agencies as necessary.	CTC	Immediate & Continuous
Maintain dialogue with health care facilities to enhance coordination of appointment times.	CTC	Continuous

Encourage area human service providers to attend Local Coordinating Board meetings.	CTC	Ongoing
Comply with contract standards by submitting an accurate Annual Operating Report including all Purchase of Services and Coordination Contracts data.	CTC	Continuous
Comply with the Community Transportation Disadvantaged contract requirements.	CTC	Continuous
Prepare a quarterly report to the LCB outlining activities over the Quarter.	CTC	Quarterly

The Santa Rosa County vehicle replacement plan is summarized below and illustrates the projected schedule for replacing public transportation vehicles.

SANTA ROSA COUNTY VEHICLE REPLACEMENT PLAN

Type of Purchase	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Fleet Replacement	NA	**Qty (6) – 2 W/C** **8 Passenger**	NA	**Qty (2) – 2 W/C** **8 Passenger**	**Qty (2) – 2 W/C** **8 Passenger**
Maintenance Shop/ Office Equipment	Replacement Equipment	Replacement Equipment	Replacement Equipment	Replacement Equipment	Replacement Equipment
TOTAL	**$0**	**$190,459**	**$0**	**$282,004**	**$298,480.00**

Service Plan

OPERATIONS

The operations element is a profile of the Coordinator’s current system which provides basic information about the Coordinator’s daily operations. This element is intended to give someone with little or no knowledge of the transportation operations an adequate level of understanding. A Glossary of Terms is provided in the appendices of this plan.

Types, Hours and Days of Service

Coordinated transportation service is curb to curb. Specific transportation needs are included in Contracts, Purchase of Service Agreements, and Client Intake Forms. All trips must be pre-authorized. Advance reservation is requested by noon the prior working day. Santa Rosa Transportation services can be scheduled Monday through Friday 8:00 a.m. – 4:30 p.m. with the exception of agency recognized holidays. Transportation service is provided twenty-four (24) hours a day - seven (7) days per week.

These services are provided through either:

a. Advance Reservation: A trip request, which is reserved 1 to 30 days in advance dependent upon driver/vehicle availability. Each person can request 2 trips per day.

b. Demand Response: Trips that are provided with less than 24 hour advance notice are dependent upon driver/vehicle availability.

Acceptable para-transit demand response trips are normally for urgent care. All approved demand response trips are scheduled on driver/vehicle availability.

When arranging transportation, the caller is responsible for providing the date, the appointment time, the pick-up address, the exact destination address to include building and suite numbers and what mobility device (wheelchair, scooter, walker, child restraint seats, escorts, etc.) will be used if any. Given the reason for the trip, clients will receive a call informing them of the pick-up time.

In the urban area, the pick-up time is normally one and a half hours prior to the appointment depending on distance and number of passengers being transported. Reservationist will then read the trip information back and have the caller verify that the information is correct. Scheduled pick up and return time pickups have a 30-minute window but can be up to 1 hour in extreme circumstances. In the event a return time is not available (dialysis, doctor's office, etc.), there will be a two-hour return time. If the client will not be ready in within two hours, they can call the office to adjust the time. If there is a last minute adjustment in time, the vehicle will pick you up within 90 minutes.

The CTC has experienced some problems with nursing homes and dialysis facilities not having all the requirements for transport. This creates delays for other clients riding on the same vehicle. To reduce the recurrence of this problem, an effort has been made to educate the facilities on the importance of having all the requirements for transport.

Accessing Services

This section includes detailed information regarding: (a) the phone number and office hours in which services can be scheduled. Include alternative communications such as internet reservations and Relay Service; (b) the method and advanced notification time required to obtain services; (c) an explanation of the cancellation process and requirements; (d) no show procedure (both Coordinator and rider), including any applicable penalties; and (e) procedures for dispatching backup service or after-hours service.

(a) Phone numbers and office hours.

Tri-County Community Council is the Community Transportation Coordinator (CTC) for Santa Rosa County.

The office is open to the public Monday through Friday from **8:00 a.m. until 4:30 p.m.**

Agencies may call the office as early as 8:00 a.m. by calling on the agency line **(850) 626-6806**.

Trip requests from the public can be arranged by calling **(850) 626-6806**.

Hearing impaired clients may utilize the Florida Relay System by calling **1-800-955-8770**.

The CTC reserves the right to request that clients make reasonable adjustments in pick up times to effectively provide shared ride trips.

(b) *Advanced notification*. Advance reservations are recommended for more efficient scheduling of service. Please make advance reservations as soon as you can. Advance notification will increase the likelihood of meeting your specific transportation needs. Reservations will be scheduled based on driver/vehicle availability.

(c) *Cancellation requirements* You may call our office to cancel a ride on the day of that trip. Cancellations should be done in enough time to inform the driver before leaving to pick up the client, two hours or more prior to the appointment time. The CTC's office or designated staff is the only way to cancel trips that will be occurring on future dates. Clients should never cancel future trips by means of a driver or a carrier. The CTC office number is (850) 626-6806. For after-hours cancellation or issues, a voice mail can be left on the office phone. Clients may also call the Transportation Operations Office at (850) 547-3688 or reach the Administrative Office at (800) 395-2696.

(d) *No show procedure*. If a rider fails to notify the Community Transportation Coordinator of trip cancellation and an expense is incurred due to a vehicle being dispatched and the rider is not available or decides not to go, then the rider is classified as a "No Show." Failure to cancel a trip in the proper manner may result in a "*no show*." A no show occurs when:

1. The client is not ready within the five-minute window given at time of pick-up.
2. The client is not at the pre-arranged pick up point.
3. The client refuses to go when the driver arrives.
4. The client refuses to pay the required fare.

Penalties. Actions for excessive no-shows.

1. First no show driver will leave a "No Show" notice on the door. Office staff will contact the rider and inform them of the show policy.
2. After a second no show occurs, a letter of warning is sent to the client from the CTC.
3. If a third infraction occurs within sixty days, a letter notifying the client that they have been suspended from service for a 90-day period will be sent out by the CTC. Once the client has been reinstated the same actions will apply.

There may be occasions when a client is not picked up through no fault of the client (CTC error). This is not a *no-show*. When this type of error occurs and the CTC's office is alerted, we will make every effort to return this trip into a priority trip.

Any client who rides under a co-payment program is responsible for payment each time they board the vehicle. All co-pays are the responsibility of the client.

(e) *Backup / after-hours service*. Whenever there is a delay due to a mechanical breakdown, traffic or weather conditions, the driver of the vehicle is responsible for making radio contact with the dispatcher and alerting them of the situation. The dispatcher will make every effort to contact the various agencies and/or family members of those clients.

When the cause of the delay is a breakdown or an accident that has disabled the vehicle, other available vehicles will be dispatched to assist in the transport of those clients.

In the event of an accident, the driver will immediately begin to check for any possible injuries. The driver will contact the Office Manager or designee and report the accident and request assistance (ambulance, police, agencies) if needed. The Office Manager will then contact the Transportation Operations Assistant Director or designee to notify them of the accident. Other vehicles will be dispatched to assist in the transport of the clients. A detailed accident report will be completed by the driver, and the Transportation Operations Assistant Director or designee. The Transportation Accounts

Receivable Specialist will complete and submit the FDOT D3 Crash Report as soon as information is received but no later than 24 hours.

Eligibility

Non-Sponsor. The CTC is responsible for verifying eligibility for the Transportation Disadvantaged Non-Sponsored program. To become eligible for this program, an application must be completed and submitted to the CTC's office and the individual must meet at least one of the following criteria:

1. **Age – 60 or older or 17 or younger**
2. **Income – below federal poverty guidelines of 200%**
3. **Disability – verified by medical professional or designee**.

Individuals utilizing the Non-Sponsored Program may request trips 1 to 30 days in advance dependent upon driver/vehicle availability. Each person can request **1** trip-per day. This helps to reduce the number of phone calls coming into the reservation office. This procedure is only allowed based on current funding and may be changed or discontinued based on future funding levels.

Transportation Operators and Coordination Contractors

The process that is used to contract with an operator is based on the need for service. The agency has issued a Request for Proposal.

Public Transit Utilization

Tri-County Community Council, Inc. operates as the CTC for Santa Rosa County. There is no public fixed route transit system in Santa Rosa County

School Bus Utilization

Current CTC resources are adequate and actually more cost effective than school bus utilization.

Vehicle Inventory

A Vehicle Inventory of the vehicles utilized in the coordinated system is included in the appendices.

System Safety Program Plan Certification

Each Transportation Operator and Coordination Contractor from whom service is purchased or funded by local government, state or federal transportation disadvantaged funds, shall ensure the purchasers that their operations and services are in compliance with the safety requirements as specified in Section 341.061, Florida Statutes, and Chapter 14-90, F.A.C. The System Safety Program Plan certification can be found in the appendices.

Intercounty Services

Transportation operators and coordination contractors are required to plan and work with county and municipal community transportation representatives, transportation operators, and coordination contractors 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.

Through the efforts of the Emerald Coast Regional Council, there has been discussions with Escambia, Santa Rosa, and Okaloosa Counties to study the feasibility of coordinating transportation through the 3 counties. These discussions will continue as we receive updated census data and new urbanized area boundaries are determined.

Emergency Preparedness and Response

In the event of an activation of an emergency situation within Santa Rosa County, the CTC's main goal is the continued safety and welfare of their clients. The CTC maintains consistent contact with Santa Rosa County Emergency Management Staff and Florida Department of Transportation Transit staff. Santa Rosa County's Public Information Office will provide updates on the availability of transportation disadvantaged services during an event through news releases and social media posts. In a worst case scenario, the CTC will provide

County support for transportation services.

Educational Efforts/Marketing

Tri-County Community Council, Inc. uses public speaking engagements, public service announcements, pamphlets and the local media to market its transportation system to potential purchasers of service, disadvantaged public and non-sponsored persons.

Tri-County Community Council, Inc. personnel attend local civic club and inter-agency meetings on a regular basis to educate the public on transportation issues. Rider and User Agency surveys are used to evaluate the performance of the Community Transportation Coordinator.

The CTC's vehicles are used as marketing tools as they are clearly marked with telephone numbers.

A user guide is provided upon request and to all new riders. The user guide highlights eligibility for transportation services, how to access service, information needed to schedule trip, how to cancel appointments, complaint process and safety system requirements.

All publications/announcements should include and comply with the following: *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).*

Information about transportation service is continually provided through brochures, public service announcements, speaking engagements, TPO meetings, Emerald Coast Regional Council programs, and the agency website.

Acceptable Alternatives

Tri-County Community Council, Inc. is Santa Rosa County's public transit system. If acceptable alternatives are identified, they are discussed during the Annual Evaluation and presented to the LCB. Costs associated with insurance requirements, standards, training and other safety features prohibit private providers from being brought into the coordinated system.

Service Standards

Service standards are integral to the development and implementation of a quality transportation program to the transportation disadvantaged in a service area. Local service standards have been developed jointly by the Local Coordinating Board, the Planning Agency, and the Coordinator, consistent with those of the Commission. The following standards have been implemented by Tri-County Community Council.

Drug and Alcohol Policy. All operators participating in the coordinated system must adhere to Department of Transportation 49 CFR Part 40 and shall have a written Drug and Alcohol Policy in place to be in compliance with FTA and FHWA. The CTC participates in the Drug and Alcohol State Consortium administered by Vault Health.

Escorts and children. Children under the age of 16 and individuals requiring special loading assistance will be required to be accompanied by an escort. The escorts must be able to provide the necessary assistance to the passenger. If agencies or clients are not providing escorts as required, the CTC reserves the right to refuse service. Exceptions will be permitted with prior approval of the Executive Director.

Child Restraints. All riders under the age of **six** must use a crash-tested, federally approved child restraint device. The child restraint devices will be provided by the funding source, or family. In no event will a child under six be transported by a vehicle without a child restraint device.

Rider Property. Passengers will be allowed to bring up to two carry-on bags or packages on board the vehicle that can be securely placed in their lap or on the floor between the client's legs. Passengers must be able to independently carry any items brought onto the vehicle. Drivers will not be allowed to carry packages. Mobility or medical equipment (e.g., oxygen, cane, etc.) is not counted in the two items.

Vehicle Transfer Points. Vehicle transfer points will be located in a safe, well-lit and secured area that provides shelter.

Local Toll Free Phone Number for Consumer Comment. Toll free phone numbers will be included in the complaint process. The following numbers will be posted on letter size paper with 18 point or larger font in all vehicles.

Tri-County Community Council:	**1-800-395-2696**
TD Ombudsman:	1-800-983-2435

Out of Service Area Trips. The CTC will provide out-of-service area trips based on trip purpose and funding source on a case-by-case basis.

Vehicle Cleanliness. All vehicles should be free of dirt, trash, and sand. All vehicle interiors and exteriors will be cleaned on a regular basis.

Billing Requirements to Contracted Operators. The CTC shall make payments to the operator within a seven (7) day period once payment has been received from an agency. Payment will be based upon reconciled driver manifests and completed monthly carrier reports.

Cancellations, no-shows, rejected claims, and uncorrectable accounts are not reimbursable.

Rider/Trip Data. The CTC will collect the name, phone number, address, funding source eligibility, and any other pertinent information on each client.

Adequate Seating. Vehicle seating will not exceed the manufacturer's recommended capacity.

Driver Identification. All drivers are required to have either picture identification or nametag displayed and uniform shirt at all times while transporting passengers.

Passenger Assistance. All drivers will be required to assist those passengers needing or requesting assistance from exterior door to exterior door and on/off the vehicle.

Smoking and Eating on Vehicles. There will be no smoking at any time on any vehicles in the coordinated system. Eating and drinking will be at the discretion of the Transportation Operations Director.

No-Show Policies. Passenger no-shows are defined as trips not canceled prior to dispatch of the vehicle. Please see the accessing service portion of the TDSP update.

Communication Equipment. All vehicles will establish a two-way communication source through the utilization of cellular phone.

Vehicle Air Conditioning and Heating Equipment. All vehicles must have a workable air conditioning and heating system prior to the transport of passengers within the coordinated system. If the air conditioning/heating is not working properly, a backup vehicle will be assigned to the trip and repairs will be made to ensure proper working condition. If either element is not functioning properly, the operator is responsible for repairing prior to providing passenger service with that vehicle.

First Aid Policy. The CTC staff will have First Aid Training.

Cardiopulmonary Resuscitation. The CTC does not require CPR unless mandated by funding source.

Pick-Up Window. Clients to be ready for pick up 30 minutes prior to their scheduled pick-up time. The "pick up window" for your trip will be 30 minutes before or 30 minutes after your scheduled pick up time. The driver will only wait five minutes for you to board from the beginning of the pick-up window. If you do not board within five minutes, the driver will notify dispatch, and depart without you and you will be considered a no-show.

For example: Be ready at the beginning of the pickup window. If your scheduled pick-up time is 8:15 am your pick-up window begins at 7:45 a.m., so be ready at 7:45 a.m.

30 Minutes Before Scheduled Pick up Time and 30 Minutes After				
7:45am	←	**8:15am**	→	**8:45am**

Trips of greater distances may require a larger pick-up window. When calling in for a reservation, the client will be told when they need to be ready based on the appointment time and the length of trip. The first 30 minutes of that hour is utilized to pick-up clients. For scheduled returns, pick-up should occur within 30 minutes after that time. For those times that a client is unable to provide a return time (e.g., surgery, release from hospital, etc.), an automatic two-hour return time will be assigned. If the client will not be ready within the two hours, they can call to adjust the time. A late pick up time adjustment could result in an extended wait.

On-Time Performance. The primary operator will have a 90% on-time performance rate for all completed trips.

Advance Reservation Requirements. Prior day request is required

Public Transit Ridership. There is currently no fixed-route public transit available in Santa Rosa County, except in a small portion of Gulf Breeze.

Complaints. Total complaints per year shall not exceed one-half of one percent (0.5% or 0.005) of the total trips per year. Each complaint will be addressed by the CTC. The LCB shall be briefed of each complaint and its status/resolution on a quarterly basis.

Accidents. One chargeable accident per 100,000 miles will be the maximum allowable number of accidents for the evaluation period.

Road Calls. There should be no less than 10,000 miles between road calls.

Call Hold Time. The CTC attempts to answer calls within 5 rings. If customer is placed on hold, every effort is made to respond within a two-minute time frame If calls roll to voice mail, they will be returned in the order received.

Driver Criminal Background Screening. All drivers in the coordinated system must have a clear Level Two background screening prior to providing passenger service.

Service Effectiveness. The CTC and the LCB shall review the Annual Operating Report and determine acceptable levels for the performance measures that will be used to evaluate the service of effectiveness of the contracted operators.

Contract Monitoring. The CTC will perform at a minimum an annual evaluation of the contracted operator using the FDOT Safety Certification process.

Riding Lifts. Clients who are unable to step up on vehicles will be allowed to ride the lift on vehicles that meet the ADA safety standards; namely, those vehicles having handrails. Drivers will not ride on the lifts. The safety of the clients is our primary concern.

COST/REVENUE ALLOCATION & RATE STRUCTURE JUSTIFICATION

The Commission has established the Rate Calculation Model, a standard process for the development of rates for transportation services that are arranged or provided by the Coordinator. This model can be used by the Commission in comparing and approving rates to be paid to and used by Coordinators and in determining cost-based rates to be charged to all purchasing agencies.

The Rate Calculation Model Worksheets and Rates for Services are reviewed and updated annually. The Rate Calculation Model allows for annual changes to occur based on changes to the level of service, expenditures and revenues. The Commission′s rate calculation model is used to develop rates for non-sponsored trips. Other purchasing agencies have their methods of developing rates for transportation services using vehicle mile rates and pick up fees.

Rates for transportation services are included in the service rates summary table below. The summary details type of service provided, unit rate whether passenger mile or trip, and cost per unit.

The Commission for the Transportation Disadvantaged determined that combination rates would no longer be applicable and allowed each CTC to determine whether to use the passenger mile rate or passenger trip rate. The Santa Rosa County CTC has chosen to use the **passenger mile rates**. The Rate Model Worksheets for **FY ~~2025/26~~ 2026/27** are located in the appendices for reference.

Santa Rosa County
Service Rates Summary

TYPE OF SERVICE PROVIDED	UNIT	2024/25 Passenger Mile Rates Only	2025/26 Passenger Mile Rates Only	**2026/27 Passenger Mile Rates Only**
Ambulatory	Passenger Mile	$ 2.61	$ 2.57	**$ 2.62**
Wheelchair	Passenger Mile	$ 4.47	$ 4.41	**$ 4.49**
Stretcher	Passenger Mile	$ 9.31	$9.20	**NA**

Appendices

A. Memorandum of Agreement between CTD and CTC

B. Transportation Disadvantaged Program Concept Chart

C. Organization Chart

D. Paratransit Vehicle Inventory

E. Safety System Program Plan (SSPP) Certifications

F. Glossary of Terms

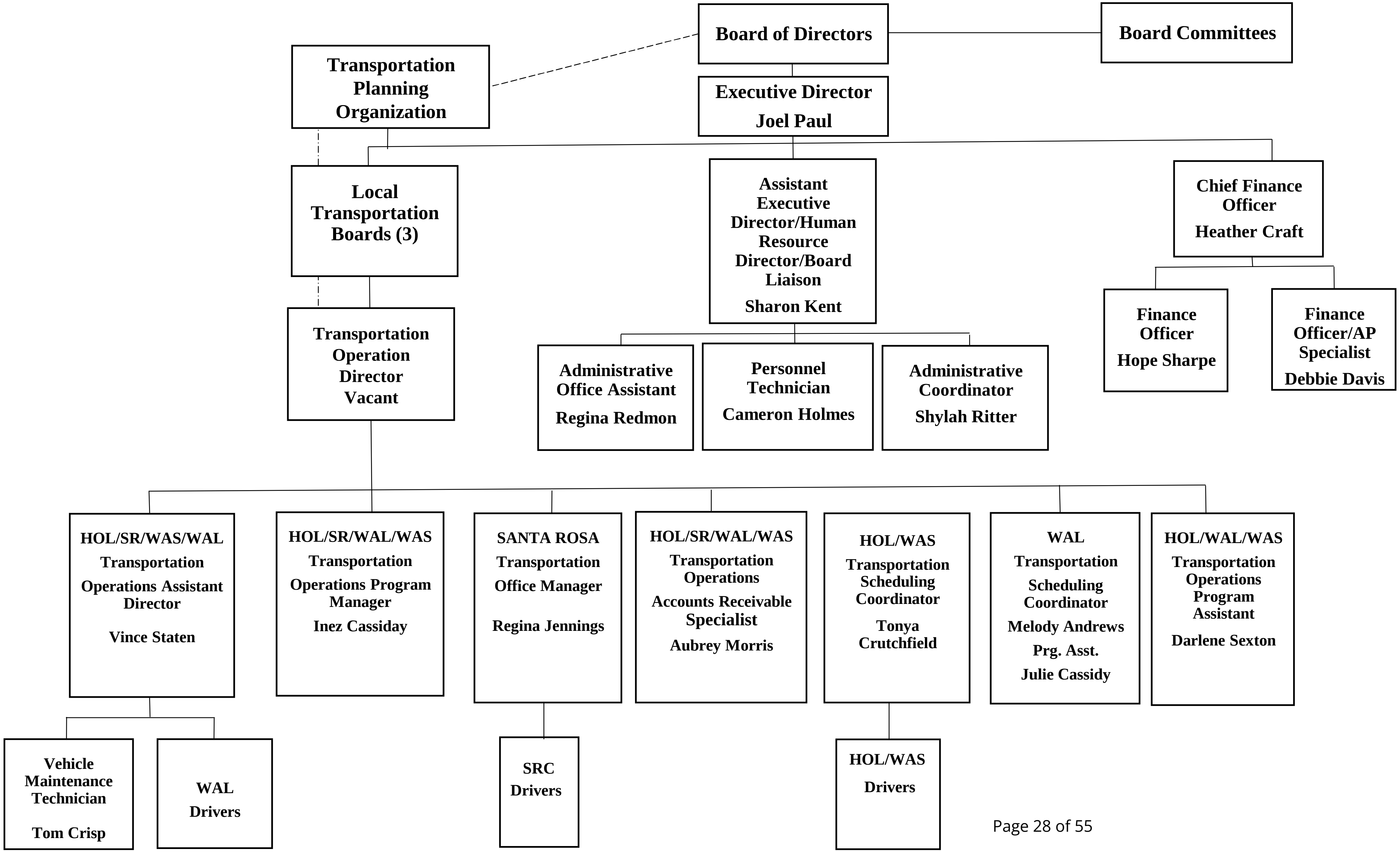
G. Rider Survey Results & Comparisons

H. Rider Survey Comments

I. CTC Evaluation

J. Rate Model Worksheets

Tri-County Community Council, Inc.
Organizational Chart – Transportation



Trans. 3-17-2026

SANTA ROSA VEHICLE INVENTORY

YEAR	MAKE	MODEL	VEHICLE #	SERIAL #	CONDITION	MILEAGE	CAPACITY	TYPE	DOT#	COST	TAG NUMBER
2013	FORD	E-250	8	1FTNE2EL0DDA63619	USED	257,192	9A	II	92359	$40,450.00	TD1913
2014	FORD	E-250	13	1FTNE2EL0EDB15252	USED	265,109	9A	II	92387	$40,300.00	TD8429
2014	FORD	E-250	14	1FTNE2EL2EDB15253	USED	267,701	9A	II	92386	$40,300.00	TD8428
2016	FORD	CHAMPION	17	1FDEE3FL8GDC17062	USED	278,693	2 WC/ 8 Passenger	II	93336	$65,054.00	TE1455
2016	FORD	CHAMPION	18	1FDEE3FLXGDC17063	USED	243,256	2 WC/ 8 Passenger	II	93337	$65,054.00	TE1456
2016	FORD	CHAMPION	19	1FDEE3FL1GDC17064	USED	299,419	2 WC/ 8 Passenger	II	93338	$65,054.00	TE7485
2018	FORD	CHAMPION	21	1FDFE4FS3JDC09640	NEW	254,019	4W/10A	I	94306	$75,300.90	TG2795
2025	Chrysler	VOYAGER	22	2C4RC1CG0SR571056	NEW	1,677	1 WC/ 5 A	II	30136	$77,113.00	X4857F
2016	FORD	Mobility Transportation	23	1FBVU4XG9GKB57419	USED	18,461	2 WC/ 7 A	II	70723		X1797F
2024	FORD	ABILITRAX	24	1FBAX2X81RKA77814	NEW	430	2WC/ 6 A	II	30156	$ 95,229.48	X5064F
2024	FORD	ABILITRAX	25	1FBAX2X85RKA77802	NEW	394	2WC/ 6 A	II	30157	$ 95,229.48	X5065F
2015	TOYOTA	SIENNA	196	5TDZK3DC7FS655205	NEW	235,011	7 PASSENGER- VAN	II	92402	$25,048.00	X4764D

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
CERTIFICATION OF COMPLIANCE
for
PUBLIC-SECTOR BUS TRANSIT SYSTEMS
(Certifying compliance with F.S. 341.061 & RULE14-90 F.A.C.)
to
Florida Department of Transportation

This Certifies year 2025.

DATE: January 22, 2026

TRANSIT SYSTEM: Tri-County Community Council, Inc.

ADDRESS: 302 North Oklahoma Street; P.O. Box 1210, Bonifay, FL 32425

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

1. The adoption of a System Safety Program Plan (SSPP) & Security Program Plan (SPP) pursuant to Florida Department of Transportation safety standards set forth in Rule Chapter 14-90, Florida Administrative Code.

2. Compliance with adopted safety standards in the SSPP & SPP.

3. Performance of annual safety inspections on all operational buses in accordance with Rule 14-90.009, FAC.

Signature: [signature]

Name: Joel Paul, Jr. Title: Executive Director
(Type or Print)

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

Name/Company: Santa Rosa County - Firestone (Florida Stores of Milton)

Address: 6715 Caroline Street, Milton, FL 32570

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

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
CERTIFICATION OF COMPLIANCE
for
SECTION 5311 SUBRECIPIENT
(Certifying compliance with 49 CFR Part 40, 655)
To
Florida Department of Transportation
Substance Abuse Program

Date: January 22, 2026

SECTION 5311 Subrecipient Information:

AGENCY NAME: Tri-County Community Council, Inc.

ADDRESS: 302 North Oklahoma Street; P.O. Box 1210 Bonifay, FL 32425

PHONE: (850) 547-3689

FDOT District Office Information:

Name: FDOT, District 3, Public Transit Office

ADDRESS: 1074 US 90, Chipley, FL 32428

PHONE: ______________

I, Joel Paul, Jr. (Name), Executive Director (Title)

hereby certify that Tri-County Community Council, Inc. (Name of Subrecipient) and its applicable contractor(s) (listing attached hereto) for Tri-County Community Council, Inc. (Name of Subrecipient), has (have) established and implemented an anti-drug and alcohol misuse prevention programs 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)

SANTA ROSA COUNTY RIDER SURVEY RESULTS & COMPARISONS

QUESTION	#	RESPONSE	TCC 2024	TCC 2025	TCC 2026	TCC 2024	TCC 2025	TCC 2026
DEPENDABILITY - Schedule a trip for the time period I need?	1	A - Very Good	4	31	13	16%	86%	68%
		B - Good	3	4	4	12%	11%	21%
		C - Neutral	10	0	2	40%	0%	11%
		D - Poor	3	0	0	12%	0%	0%
		E - Very Poor	5	1	0	20%	3%	0%
		Total	25	36	19	100%	100%	100%
SERVICE RUNS WHEN I NEED IT?	2	A - Very Good	5	29	12	20%	81%	63%
		B - Good	2	6	3	8%	17%	16%
		C - Neutral	10	0	4	40%	0%	21%
		D - Poor	4	0	0	16%	0%	0%
		E - Very Poor	4	1	0	16%	3%	0%
		Total	25	36	19	100%	100%	100%
EASY TO ARRANGE TRIPS?	3	A - Very Good	4	33	15	16%	92%	79%
		B - Good	3	3	2	12%	8%	11%
		C - Neutral	9	0	2	36%	0%	11%
		D - Poor	4	0	0	16%	0%	0%
		E - Very Poor	5	0	0	20%	0%	0%
		Total	25	36	19	100%	100%	100%
IT IS CONVENIENT TO CHANGE SCHEDULED TRIPS WHEN NECESSARY?	4	A - Very Good	4	30	13	16%	83%	68%
		B - Good	3	4	3	12%	11%	16%
		C - Neutral	12	2	3	48%	6%	16%
		D - Poor	1	0	0	4%	0%	0%
		E - Very Poor	5	0	0	20%	0%	0%
		Total	25	36	19	100%	100%	100%
COMFORT / CLEANLINESS The vehicles are clean and maintained?	5	A - Very Good	6	32	13	24%	89%	68%
		B - Good	5	2	3	20%	6%	16%
		C - Neutral	12	2	3	48%	6%	16%
		D - Poor	0	0	0	0%	0%	0%
		E - Very Poor	2	0	0	8%	0%	0%
		Total	25	36	19	100%	100%	100%
THE DRIVER PROVIDES A SAFE AND COMFORTABLE RIDE?	6	A - Very Good	7	30	14	28%	83%	74%
		B - Good	4	3	2	16%	8%	11%
		C - Neutral	12	3	3	48%	8%	16%
		D - Poor	0	0	0	0%	0%	0%
		E - Very Poor	2	0	0	8%	0%	0%
		Total	25	36	19	100%	100%	100%
WAITING TIME - The vehicle picks me up within 30 minutes of my scheduled time?	7	A - Very Good	5	30	11	20%	83%	58%
		B - Good	3	5	4	12%	14%	21%
		C - Neutral	13	1	4	52%	3%	21%
		D - Poor	2	0	0	8%	0%	0%
		E - Very Poor	2	0	0	8%	0%	0%
		Total	25	36	19	100%	100%	100%
I ARRIVED AT MY DESTINATION AT THE SCHEDULED TIME?	8	A - Very Good	5	30	14	20%	83%	74%
		B - Good	4	6	1	16%	17%	5%
		C - Neutral	13	0	4	52%	0%	21%
		D - Poor	1	0	0	4%	0%	0%
		E - Very Poor	2	0	0	8%	0%	0%
		Total	25	36	19	100%	100%	100%

SANTA ROSA COUNTY RIDER SURVEY RESULTS & COMPARISONS

QUESTION	#	RESPONSE	TCC 2024	TCC 2025	TCC 2026	TCC 2024	TCC 2025	TCC 2026
COST - Amount I pay for my trip is reasonable?	9	A - Very Good	5	30	15	20%	83%	79%
		B - Good	2	4	2	8%	11%	11%
		C - Neutral	13	2	2	52%	6%	11%
		D - Poor	2	0	0	8%	0%	0%
		E - Very Poor	3	0	0	12%	0%	0%
		Total	25	36	19	100%	100%	100%
THE RESERVATIONIST IS PLEASANT?	10	A - Very Good	7	32	14	29%	89%	74%
		B - Good	2	4	2	8%	11%	11%
		C - Neutral	14	0	3	58%	0%	16%
		D - Poor	0	0	0	0%	0%	0%
		E - Very Poor	2	0	0	8%	0%	0%
		Total	24	36	19	104%	100%	100%
THE DRIVERS ARE COURTEOUS AND HELPFUL?	11	A - Very Good	7	31	14	28%	86%	74%
		B - Good	3	4	3	12%	11%	16%
		C - Neutral	13	1	2	52%	3%	11%
		D - Poor	0	0	0	0%	0%	0%
		E - Very Poor	2	0	0	8%	0%	0%
		Total	25	36	19	100%	100%	100%
OVERALL COURTESY OF EMPLOYEES?	12	A - Very Good	6	30	15	24%	83%	79%
		B - Good	5	5	2	20%	14%	11%
		C - Neutral	12	1	2	48%	3%	11%
		D - Poor	0	0	0	0%	0%	0%
		E - Very Poor	2	0	0	8%	0%	0%
		Total	25	36	19	100%	100%	100%
OVERALL SATISFACTION OF SERVICES?	13	A - Very Good	7	31	14	28%	86%	74%
		B - Good	3	4	2	12%	11%	11%
		C - Neutral	11	1	0	44%	3%	0%
		D - Poor	2	0	3	8%	0%	16%
		E - Very Poor	2	0	0	8%	0%	0%
		Total	25	36	19	100%	100%	100%
WHERE ARE YOU GOING ON YOUR TRIP (FINAL DESTINATION)?	14	A. Med/Dent	8	12	8	32%	33%	42%
		B. Sch/Wrk	8	14	9	32%	39%	47%
		C. Groc/Shop	2	2	1	8%	6%	5%
		D. Rec/Errand	2	3	0	8%	8%	0%
		E. Other	5	5	1	20%	14%	5%
		Total	25	36	19	100%	100%	100%
ON AVERAGE, HOW OFTEN DO YOU USE COMMUNITY TRANSPORTATION A MONTH?	15	A. Rarely	17	4	1	68%	11%	5%
		B. 1-2 days	4	1	1	16%	3%	5%
		C. 3-4 days	1	8	8	4%	22%	42%
		D. 5-10 days	0	7	2	0%	19%	11%
		E. 11+ days	3	16	7	12%	44%	37%
		Total	25	36	19	100%	100%	100%
IF NOT BY COMMUNITY TRANSPORTATION, HOW WOULD YOU MAKE THIS TRIP?	16	A. Drive	6	2	1	24%	6%	5%
		B. Would not go	9	21	6	36%	58%	32%
		C. Carpool	4	10	6	16%	28%	32%
		D. Other	6	3	3	24%	8%	16%
		E. Bus Service	0	0	3	0%	0%	16%
		Total	25	36	19	100%	100%	100%

Survey Results by Zip Code

	Zip Code	#	%
Milton, Munson, Allentown, Berrydale, Point Baker, Spring Hill, and Roeville	32559	0	0%
Gulf Breeze	32561	0	0%
Tiger Point, Woodlawn Beach, Midway, and Oriole Beach	32563	0	0%
Jay, Chumuckla, Mount Carmel, Mineral Springs, Fidelis, and Cobbtown	32565	0	0%
Navarre, and Holley	32566	1	5%
Milton, Munson, Allentown, Berrydale, Point Baker, Spring Hill, and Roeville	32570	7	37%
Pace	32571	4	21%
Bagdad, East Milton, Avalon, Dickerson City, Mulat, Harold, and Parkerville	32583	4	21%
	No Response	3	16%
	Total	19	100%

SANTA ROSA COUNTY COMMUNITY TRANSPORTATION

2026 RIDER SURVEY COMMENTS

1. Santa Rosa County does not have any public transportation. The number of seniors needing transportation is significant. Residents are forced to own cars long into their later years because of this. Doctor appointment.

2. Drivers are very polite and nice to talk to.

3. Good service. Good drivers.

Preliminary Information Worksheet

Version 1.4

CTC Name:	Tri-County Community Council, Inc.
County (Service Area):	Santa Rosa County
Contact Person:	Joel Paul, Jr.
Phone #	850-547-3689

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: **Tri-County Community Council, Inc.**
County: **Santa Rosa County**

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

	Prior Year's **ACTUALS** from July 1st of **2024** to June 30th of **2025**	Current Year's **APPROVED** Budget, **as amended** from July 1st of **2025** to June 30th of **2026**	Upcoming Year's **PROPOSED** Budget from July 1st of **2026** to June 30th of **2027**	% 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	$ 24,895	$ 21,530	$ 37,569	-13.5%	74.5%	FAREBOX USED AS MATCH FOR THE T/E CONTRACT. Projected: Increased client fares.
Medicaid Co-Pay Received						
Donations/ Contributions						
In-Kind, Contributed Services						
Other						
Bus Pass Program Revenue						
Local Government						
District School Board						
Compl. ADA Services						
County Cash	$ 18,000	$ 18,000	$ 18,000	0.0%	0.0%	COUNTY CASH USED AS MATCH FOR THE T/E CONTRACT.
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	$ 472,512	$ 501,020	$ 501,020	6.0%	0.0%	Trip & Equipment grant funds to be used for the purchase of a portion of the cost of the trip as generated by the rate model. This grant requires a 10% match. Projected: Increased funds for Trip & Equipment.
Non-Spons. Capital Equipment						
Rural Capital Equipment						
Other TD (specify in explanation)						
Bus Pass Program Revenue						
USDOT & FDOT						
49 USC 5307						Projected revenue source from 5311. Funding received from this source will be used as operating subsidy (50/50 match requirement). Difference combining all 4 counties as one grant. Other DOT: DOT 5339 funds to purchase a vehicle. In 2025-2026 we received 3 vehicles. In 2026-2027 we are expecting 1 vehicle.
49 USC 5310						
49 USC 5311 (Operating)	$ 46,259	$ 114,412	$ 114,500	147.3%	0.1%	
49 USC 5311(Capital)						
Block Grant						
Service Development						
Commuter Assistance						
Other DOT (specify in explanation)		$ 261,572	$ 96,000		-63.3%	
Bus Pass Program Revenue						
AHCA						
Medicaid						No longer provide AHCA trips.
Other AHCA (specify in explanation)	$ 117	$ -	$ -	-100.0%		
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: Tri-County Community Council, Inc.
County: Santa Rosa County

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

1	2 Prior Year's **ACTUALS** from July 1st of **2024** to June 30th of **2025**	3 Current Year's **APPROVED** Budget, **as amended** from July 1st of **2025** to June 30th of **2026**	4 Upcoming Year's **PROPOSED** Budget from July 1st of **2026** to June 30th of **2027**	5 % Change from Prior Year to Current Year	6 Proposed % Change from Current Year to Upcoming Year	7 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
APD						
Office of Disability Determination						THIS IS FUNDING IS USED TO PURCHASE TRIPS AT A DIFFERENT BUT SIMILAR PRICE OF THE RATE MODEL. Increased demand for APD service.
Developmental Services	$ 40,001	$ 49,660	$ 49,000	24.1%	-1.3%	
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						Projected fuel tax refund will be used as match for TDTF funds. We are expecting a decrease in fuel tax refunds
Fuel Tax Refund	$ 3,598	$ 100	$ 100	-97.2%	0.0%	
xxxx						
Bus Pass Program Revenue						
Balancing Revenue to Prevent Deficit						
Actual or Planned Use of Cash Reserve	$ 146,837					
Balancing Revenue is Short By =		None	None			
Total Revenues =	**$752,219**	**$966,294**	**$816,189**	28.5%	-15.5%	

EXPENDITURES (CTC/Operators ONLY / Do **NOT** include Coordination Contractors!)	2	3	4	5	6	7
Operating Expenditures						
Labor	$ 343,083	$ 345,000	$ 358,900	0.6%	4.0%	Services increase due to inflation.
Fringe Benefits	$ 62,809	$ 63,000	$ 64,234	0.3%	2.0%	
Services	$ 10,680	$ 11,000	$ 11,500	3.0%	4.5%	Materials & Supplies decrease b/c we received several new vehicles to replace the older fleet.
Materials and Supplies	$ 235,234	$ 183,907	$ 182,000	-21.8%	-1.0%	
Utilities	$ 23,197	$ 23,005	$ 23,005	-0.8%	0.0%	
Casualty and Liability	$ 56,215	$ 60,000	$ 61,500	6.7%	2.5%	Taxes increased to purchase tags for the new vehicles.
Taxes	$ 31	$ 50	$ 50	61.3%	0.0%	
Purchased Transportation:						Casualty & Liability increase due to receiving new vehicles.
Purchased Bus Pass Expenses						
School Bus Utilization Expenses						Miscellaneous decrease due to internally we are looking at ways to save.
Contracted Transportation Services						
Other						EXPENSES FULLY ALLOCATED-- NO FUNDS INDIRECT ALLOCATE.
Miscellaneous	$ 9,700	$ 7,000	$ 7,000	-27.8%	0.0%	
Operating Debt Service - Principal & Interest						MISCELLANEOUS IS TRAVEL, BUILDING MAINTENACE, CLEANING SERVICE FOR BUILDING, & YEARLY FIRE EXTINGUISHER SERVICE.
Leases and Rentals	$ 11,270	$ 11,760	$ 12,000	4.3%	2.0%	
Contrib. to Capital Equip. Replacement Fund						
In-Kind, Contributed Services	$ -	$ -	$ -			CAPITAL EXPENDITURES DECREASED DUE TO PURCHASE OF 1 VEHICLE VS 3 IN THE PRIOR YEAR.
Allocated Indirect						
Capital Expenditures						
Equip. Purchases with Grant Funds		$ 261,572	$ 96,000		-63.3%	
Equip. Purchases with Local Revenue						
Equip. Purchases with Rate Generated Rev.						
Capital Debt Service - Principal & Interest						
Total Expenditures =	**$752,219**	**$966,294**	**$816,189**	28.5%	-15.5%	

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

Budgeted Rate Base Worksheet

Version 1.4

CTC: **Tri-County Community Council, Inc.**
County: **Santa Rosa County**

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 **2026** to June 30th of **2027**	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 **EX**cluded 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	
REVENUES (CTC/Operators ONLY)					
Local Non-Govt					
Farebox	$ 37,569	$ 37,569	$ -		
Medicaid Co-Pay Received	$ -		$ -		
Donations/ Contributions	$ -		$ -		
In-Kind, Contributed Services	$ -	$ -	$ -		
Other	$ -		$ -		
Bus Pass Program Revenue	$ -	$ -	$ -		
Local Government					
District School Board	$ -	$ -	$ -		
Compl. ADA Services	$ -	$ -	$ -		
County Cash	$ 18,000	$ 18,000	$ -		
County In-Kind, Contributed Services	$ -	$ -	$ -		
City Cash	$ -		$ -		
City In-kind, Contributed Services	$ -	$ -	$ -		
Other Cash	$ -		$ -		
Other In-Kind, Contributed Services	$ -	$ -	$ -		
Bus Pass Program Revenue	$ -	$ -	$ -		
CTD					local match req.
Non-Spons. Trip Program	$ 501,020	$ 501,020	$ -	$ -	$ 55,669
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)	$ 114,500		$ 114,500		
49 USC 5311(Capital)	$ -	$ -	$ -	$ -	$ -
Block Grant	$ -	$ -	$ -		
Service Development	$ -	$ -	$ -		
Commuter Assistance	$ -	$ -	$ -		
Other DOT	$ 96,000		$ 96,000	$ 96,000	
Bus Pass Program Revenue	$ -	$ -	$ -		
AHCA					
Medicaid	$ -	$ -	$ -		
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: Tri-County Community Council, Inc.
County: Santa Rosa County

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 **2026** to June 30th of **2027** (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 **EX**cluded 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)
APD				
Office of Disability Determination	$ -	$ -	$ -	
Developmental Services	$ 49,000	$ 49,000	$ -	
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	$ -	$ -	$ -	
Fuel Tax Refund	$ 100		$ 100	
xxxx	$ -		$ -	
Bus Pass Program Revenue	$ -	$ -	$ -	
Balancing Revenue to Prevent Deficit				
Actual or Planned Use of Cash Reserve	$ -	$ -	$ -	
Total Revenues =	**$ 816,189**	**$ 605,589**	**$ 210,600**	**$ 96,000**

$ 114,600

Amount of Budgeted Operating Rate Subsidy Revenue

EXPENDITURES (CTC/Operators ONLY)	
Operating Expenditures	
Labor	$ 358,900
Fringe Benefits	$ 64,234
Services	$ 11,500
Materials and Supplies	$ 182,000
Utilities	$ 23,005
Casualty and Liability	$ 61,500
Taxes	$ 50
Purchased Transportation:	
Purchased Bus Pass Expenses	$ -
School Bus Utilization Expenses	$ -
Contracted Transportation Services	$ -
Other	$ -
Miscellaneous	$ 7,000
Operating Debt Service - Principal & Interest	$ -
Leases and Rentals	$ 12,000
Contrib. to Capital Equip. Replacement Fund	$ -
In-Kind, Contributed Services	$ -
Allocated Indirect	$ -
Capital Expenditures	
Equip. Purchases with Grant Funds	$ 96,000
Equip. Purchases with Local Revenue	$ -
Equip. Purchases with Rate Generated Rev.	$ -
Capital Debt Service - Principal & Interest	$ -
	$ -
Total Expenditures =	**$ 816,189**
minus **EXCLUDED** Subsidy Revenue =	$ 210,600
Budgeted Total Expenditures **INCLUDED** in Rate Base =	$ 605,589
Rate Base Adjustment[1] =	$ -
Adjusted Expenditures Included in Rate Base =	**$ 605,589**

[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 exlanation area of the Comprehensive Budget tab.

[1] The Difference between Expenses and Revenues for Fiscal Year: **2024 - 2025**

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

Worksheet for Program-wide Rates

CTC: **Tri-County Commu** Version 1.4
County: **Santa Rosa County**

*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 =	200,000
Rate Per Passenger Mile = $	**3.03**
Total Projected **Passenger** Trips =	16,000
Rate Per Passenger Trip = $	**37.85**

Fiscal Year

2026 - 2027

Avg. Passenger Trip Length = 12.5 Miles

Rates If No Revenue Funds Were Identified As Subsidy Funds

Rate Per Passenger Mile = $	**4.08**
Rate Per Passenger Trip = $	**51.01**

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: **Tri-County Com** Version 1.4
County: **Santa Rosa County**

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

SECTION I: Services Provided

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

	Ambulatory	Wheelchair	Stretcher	Group
Answer	Yes	Yes	No	No
	Go to Section II for Ambulatory Service	Go to Section II for Wheelchair Service	STOP! Do NOT Complete Sections II - V for Stretcher Service	STOP! Do NOT Complete Sections II - V for Group Service

SECTION II: Contracted Services

	Ambulatory	Wheelchair	Stretcher	Group
1. Will the CTC be contracting out any of these Services TOTALLY in the upcoming budget year?....	No	No	No	No
	Skip # 2, 3 & 4 and Go to Section III for Ambulatory Service	Skip # 2, 3 & 4 and Go to Section III for Wheelchair Service	Do Not Complete Section II for Stretcher Service	Do Not Complete Section II for Group Service
2. If you answered YES to #1 above, do you want to arrive at the billing rate by simply dividing the proposed contract amount by the projected Passenger Miles / passenger trips?.....	No	No	No	No
	Leave Blank	Leave Blank	Do NOT Complete Section II for Stretcher Service	Do NOT Complete Section II for Group Service
3. If you answered YES to #1 & #2 above, how much is the proposed contract amount for the service?				
How many of the total projected Passenger Miles relate to the contracted service?				
How many of the total projected passenger trips relate to the contracted service?				

Effective Rate for **Contracted Services:**	Ambulatory	Wheelchair	Stretcher	Group
per **Passenger Mile** =				
per P**assenger Trip** =				
	Go to Section III for Ambulatory Service	Go to Section III for Wheelchair Service	Do NOT Complete Section II for Stretcher Service	Do NOT Complete Section II for Group Service

4. If you answered # 3 & want a Combined Rate per Trip PLUS a per Mile add-on for 1 or more services,	Combination Trip and Mile Rate			
INPUT the Desired per Trip Rate (but must be less than per trip rate in #3 above =				
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	Do NOT Complete Section II for Stretcher Service	Do NOT Complete Section II for Group Service

Worksheet for Multiple Service Rates

CTC: **Tri-County Com** Version 1.4
County: **Santa Rosa County**

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
   per passenger mile?......................... ○ Pass. Mile — **Leave Blank**

3. If you answered Yes to # 1 and completed # 2, for how many of the projected Passenger Trips / Passenger Miles will a passenger be accompanied by an escort? — Leave Blank

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 Mulitple 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: 2026 - 2027

	Total	Ambul	Wheel Chair	Stretcher (Leave Blank)	Group (Leave Blank)	
Projected Passenger Miles (excluding totally contracted services addressed in Section II) =	200,000	156,000	44,000		0	
Rate per Passenger Mile =		$2.62	$4.49	$0.00	$0.00 per passenger	$0.00 per group

	Total	Ambul	Wheel Chair	Stretcher (Leave Blank)	Group (Leave Blank)	
Projected Passenger Trips (excluding totally contracted services addressed in Section II) =	16,000	15,200	800			
Rate per Passenger Trip =		$36.54	$62.65	$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 (Leave Blank)	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 =	$2.62	$4.49	$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 =	$3.53	$6.05	$0.00	$0.00 per passenger	$0.00 per group
Rate per Passenger Trip =	$49.25	$84.43	$0.00	$0.00 per passenger	$0.00 per group

Program These Rates Into Your Medicaid Encounter Data

AGENDA ITEM III-C

SUBJECT: Santa Rosa County's Transportation Disadvantaged Coordinating Board Meeting Schedule

BACKGROUND: 2026-2027 Coordinating Board Meeting and Evaluation Schedule
All meetings are scheduled to start at 10:00 am.

- August 18, 2026 Board Meeting
- December 1, 2026 Board Meeting
- January 13, 2027 CTC Evaluation
- February 23, 2027 Board Meeting
- May 25, 2027 Board Meeting and Public Workshop

***** Meeting/Evaluation schedule is subject to change *****

REQUESTED ACTION: **A motion and vote to approve the Transportation Disadvantaged Coordinating Board Schedule.**

AGENDA ITEM III-D

SUBJECT: Community Transportation Coordinator (CTC) Report

BACKGROUND: The Local Coordinating Board shall evaluate services provided by the CTC and seek innovative ways to improve cost-effectiveness, efficiency, and safety. In order to fulfill this requirement, the board has requested that the CTC provide a quarterly summary of coordination activities and a financial report of sponsored and non-sponsored trip costs in the Santa Rosa County service area.

CTC staff may also provide any additional information in an effort to keep the Local Coordinating Board informed of the progress being made in Community Transportation.

- Quarterly Report
- Other updates

REQUESTED ACTION: For Information.

Santa Rosa County Coordinated Transportation Report

CTC: **Tri-County Community Council, Inc**

3rd Quarter
Jan - Mar
FY 2025-2026

Trips	Jan	Feb	Mar	0
Ambulatory	1,176	1,116	1,220	3,512
Non-Ambulatory	161	127	164	452
Stretcher	0	0	0	0
Total	1,337	1,243	1,384	**3,964**
Trip by Purchaser				
CTD/Non-Sponsored	1,005	901	997	2,903
APD / Med Wavier	208	210	246	664
MMA / Logisticare	0	0	0	0
DCF/DS	0	0	0	0
Dept of Ed / VR	0	0	0	0
Dept of Elder Affairs	0	0	0	0
FDOT / 5311	124	132	141	397
Local Govern	0	0	0	0
Other	0	0	0	0
Total	1,337	1,243	1,384	**3,964**
Trip by Purpose				
Medical	430	379	476	1,285
Employment	622	585	600	1,807
Education/Training	0	2	0	2
Shopping	94	67	88	249
Nutrition	14	7	17	38
Other	177	203	203	583
Total	1,337	1,243	1,384	**3,964**

Total Trips Provided Comparison by Quarter

FY 2025-2026	Q1	Q2	Q3	Q4	Year to Date
	4,330	4,133	3,964		**12,427**

Previous Year FY 2024-2025	Q1	Q2	Q3	Q4	Previous Yr Total
	4,968	4,959	4,234	4,602	**18,763**

	Jan	Feb	Mar		
Vehicles in Service	10	10	10	10	Average
Revenue Miles	14,858	13,898	15,285	44,041	Total

Revenue Miles Comparison by Quarter

FY 2025-2026	Q1	Q2	Q3	Q4	Year to Date
	46,967	47,659	44,041		**138,667**

Previous Year FY 2024-2025	Q1	Q2	Q3	Q4	Previous Yr Total
	51,008	52,212	44,037	46,142	**193,399**

Santa Rosa County Community Transportation Coordinator Report -- 3rd Quarter

	Jan	Feb	Mar		
Unmet Request	0	0	0	0	Total
Unduplicated Riders	115	109	114	113	Average

Unmet Request Comparison by Quarter

FY 2025-2026	Q1	Q2	Q3	Q4	Year to Date
Unmet Request	0	0	0		**0**
Aver Undup Riders	114	108	113		**111.67**

FY 2024-2025	Q1	Q2	Q3	Q4	Total
Unmet Request	4	6	7	0	**17**
Aver Undup Riders	128	121	113	118	**120**

	Oct	Nov	Dec		
Cost per Trip	$32.07	$30.45	$31.89	**$31.47**	Average
Cost/Expenses	42,876	37,854	44,138	**$124,868**	Total

FY 2025-2026	Q1	Q2	Q3	Q4	Average/Total
Cost per Trip	$33.94	$33.34	$31.50		**$32.96**
Cost/Expenses	146,958	137,774	124,868		**$409,600**

FY 2024-2025	Q1	Q2	Q3	Q4	Average/Total
Cost per Trip	$32.66	$33.28	$33.35	$33.50	**$33.18**
Cost/Expenses	162,252	165,037	141,194	154,158	**622,641**

	Jan	Feb	Mar		
On Time Percentage	98%	98%	98%	98%	Average
# of Calls Received	NA	NA	NA	0	Total
Call Hold Time	NA	NA	NA	0:00	Average

Revenue Miles Comparison by Quarter

FY 2025-2026	Q1	Q2	Q3	Q4	Average/Total
On Time Percentage	98%	97%	98%		**98%**
# of Calls Received	Not tracked	Not tracked	Not tracked	Not tracked	0
Call Hold Time	Not tracked	Not tracked	Not tracked	Not tracked	#DIV/0!

FY 2024-2025	Q1	Q2	Q3	Q4	Average/Total
On Time Percentage	98%	96%	97%	96%	97%
# of Calls Received	Not tracked	Not tracked	Not tracked	Not tracked	0
Call Hold Time	Not tracked	Not tracked	Not tracked	Not tracked	0:00

Santa Rosa County Community Transportation Coordinator Report -- 3rd Quarter

No-Shows				
	Jan	Feb	Mar	Total
CTD/Non-Sponsored	0	0	0	0
APD / Med Wavier	0	0	0	0
MMA / Logisticare	0	0	0	0
DCF/DS	0	0	0	0
Dept of Ed / VR	0	0	0	0
Dept of Elder Affairs	0	0	0	0
FDOT / 5311	0	0	0	0
Local Govern	0	0	0	0
Other	0	0	0	0
Total	0	0	0	**0**
Percentage of Trips	**0.00%**	**0.00%**	**0.00%**	**0.00%**

No-Show Comparison by Quarter

FY 2025-2026	Q1	Q2	Q3	Q4	Year to Date
No-Shows	0	0	0		**0**
Percentage of Trips	0.00%	0.00%	0.00%		**0.00%**

FY 2024-2025	Q1	Q2	Q3	Q4	Total/Average
No-Shows	3	2	2	14	**21**
Percentage of Trips	0.06%	0.04%	0.05%	0.30%	**0.11%**

	Jan	Feb	Mar	Total
Commendations	0	0	0	**0**
Complaints/Concerns	0	0	0	**0**

FY 2025-2026	Q1	Q2	Q3	Q4	Year to Date
Commendations	0	0	0		**0**
Complaints/Concerns	0	0	0		**0**

FY 2024-2025	Q1	Q2	Q3	Q4	Year to Date
Commendations	0	0	0	0	**0**
Complaints/Concerns	0	0	0	0	**0**

Comments

Santa Rosa County Community Transportation Coordinator Report -- 3rd Quarter

	Jan	Feb	Mar	Total
Accidents	0	0	0	0
Incident	0	0	0	0
Roadcalls	0	1	1	2
Total	0	1	1	2

Accident/Incident/Roadcalls Comparison by Quarter

FY 2025-2026	Q1	Q2	Q3	Q4	Year to Date
Accident	0	1	0		**1**
Incident	0	1	0		**1**
Roadcalls	3	0	2		**5**

FY 2024-2025	Q1	Q2	Q3	Q4	Total
Accident	0	0	0	0	**0**
Incident	0	0	0	1	**1**
Roadcalls	0	0	0	3	**3**

Accident Comments

Operator Payments	Jan	Feb	Mar	Total
	$0.00	$0.00	$0.00	$0.00
	$0.00	$0.00	$0.00	$0.00
	$0.00	$0.00	$0.00	$0.00
Total	$0.00	$0.00	$0.00	$0.00

Operator Payments Comparison by Quarter

FY 2025-2026	Q1	Q2	Q3	Q4	Year to Date
		$0.00	$0.00		**$0.00**
		$0.00	$0.00		**$0.00**
		$0.00	$0.00		**$0.00**

FY 2024-2025	Q1	Q2	Q3	Q4	Total
	$0.00	$0.00	$0.00	$0.00	**$0.00**
	$0.00	$0.00	$0.00	$0.00	**$0.00**
	$0.00	$0.00	$0.00	$0.00	**$0.00**

AGENDA ITEM III-E

SUBJECT: Planning Grant Agreement Tasks
Quarterly Progress Report

BACKGROUND: Emerald Coast Regional Council as designated staff to the Florida-Alabama Transportation Planning Organization (TPO) submits a quarterly report to the Commission for the Transportation Disadvantaged on planning grant tasks. The **third quarter** report is enclosed for board review.

REQUESTED ACTION: For information.

FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED

PLANNING AGENCY QUARTERLY REPORT

SERVICE AREA/COUNTIES:		INVOICE NUMBER:	G3D41 Q3
SANTA ROSA		**INVOICE DATE:**	*May 8, 2026*
		QUARTER SERVICE DATES:	*January 1 - March 31,* 2026

AGENCY
West Florida Regional Planning Council (Florida-Alabama TPO) d.b.a. Emerald Coast

I	PROGRAM MANAGEMENT	PROGRESS
A.	When necessary and in cooperation with the LCB, **solicit and recommend a CTC**. The selection will be accomplished, to the maximum extent feasible, through public competitive bidding or proposals in accordance with applicable laws and rules. Such recommendation shall be presented to the Commission by Planning Agency staff or their designee as needed. (Tasks 2A)	No activity to report. Tri-County Community Council, Inc designation is from 7/01/25 to 6/30/30.
B.	Develop and maintain a process for the **appointment and reappointment of voting and non-voting members** to the local coordinating board. (41-2.012, FAC)	The process is in place and current roster is sent with each invoice. The annual membership certification is scheduled for the 4th Quarter.
C.	Prepare **agendas** for local coordinating board meetings consistent with the *Local Coordinating Board and Planning Agency Operating Guidelines* . (Task 3)	The agenda for the February LCB meeting was prepared and was consistent with the Guidelines.
D.	Prepare official **minutes** of local coordinating board meetings regardless of a quorum) and submit a copy along with the quarterly report to the Commission. For committee meetings, prepare minutes in the form of a brief summary of basic points, discussions, decisions, and recommendations to the full board. Keep records of all meetings for at least five years. (Task 3)	The minutes for the December 25 LCB Meeting were presented for LCB approval. Draft minutes of the February 2026 LCB meetings where prepared and will be submitted to CTD (Q3 invoice).
E.	Provide at least one **public workshop** annually by each local coordinating board, and assist the Commission, as requested, in co-sponsoring public workshops. This public workshop must be in addition to the local coordinating board meetings. It may, however, be held in conjunction with the scheduled local coordinating board meeting (immediately following or prior to the local coordinating board meeting). (Task 4)	No activity to report. Public Workshop has been scheduled to take place during 4th Quarter.

F. Provide staff support for **committees** of the local coordinating board. (Task 3)	No activity to report.
G. Develop and update annually **by-laws** for local coordinating board approval. Approved by-laws shall be submitted to the Commission. (Task 5)	Annual by-laws were prepared and presented at December 2025 LCB meeting. These have been approved and documents have been provided to CTD (Q1 invoice).
H. Develop, annually update, and implement local coordinating board **grievance procedures** in accordance with the Commission guidelines. Procedures shall include a step within the local complaint and/or grievance procedure that advises a dissatisfied person about the Commission's Ombudsman Program. A copy of the approved procedures shall be submitted to the Commission. (Task 6)	Grievance procedures were prepared and presented at August 2025 LCB meeting. These have been approved and documents have been provided to CTD (Q1 invoice).
I. Provide the Commission with a current **membership roster and mailing list** of local coordinating board members. The membership roster shall be submitted with the first quarterly report and when there is a change in membership. (Task 3)	The current roster and mailing list have been included with this, the first quarterly report.
J. Provide **public notice** of local coordinating board meetings and local public workshops in accordance with the *Coordinating Board and Planning Agency Operating Guidelines* . (Task 3)	Public notice was given in the local paper and on the ECRC webpage. A copy of the advertisement for the meeting has been provided to the CTD (Q2 invoice).
K. Review and comment on the **Annual Operating Report** for submittal to the local coordinating board, and forward comments/concerns to the Commission for the Transportation Disadvantaged. (Task 7)	The Annual Operating Report was reviewed by staff and present at the December 2025 local coordinating board for approval and signature. (Q2 invoice).
L. Report the **actual expenditures** (AER) of direct federal and local government transportation funds to the Commission for the Transportation Disadvantaged no later than September 15th. (Task 8)	The Actual Expenditures Report was submitted to the CTD on September 15, 2025. (Q1 invoice)

II. SERVICE DEVELOPMENT	**PROGRESS**
A. Jointly, with the community transportation coordinator and the local coordinating board, develop the **Transportation Disadvantaged Service Plan (TDSP)** following CTD guidelines. (Task 1)	No activity to report

B.	Encourage integration of “transportation disadvantaged” issues into **local and regional comprehensive plans**. Ensure activities of the local coordinating board and community transportation coordinator are consistent with local and state comprehensive planning activities including the Florida Transportation Plan. (427.015, FS)	The Transportation Disadvantaged program is included in the Florida-Alabama TPO Public Transportation Priorities.
C.	Encourage the local community transportation coordinator to work cooperatively with **regional workforce boards** established in Chapter 445, F.S., and provide assistance in the development of innovative transportation services for participants in the welfare transition program. (427.0157, FS)	The regional workforce board is represented on the LCB. No additional activity to report.

III.	TECHNICAL ASSISTANCE, TRAINING, AND EVALUATION	PROGRESS
A.	Provide the LCB with **quarterly reports** of local TD program administrative support accomplishments as outlined in the grant agreement and any other activities related to the TD program. (Task 9)	The quarterly report was included in the agenda packet for LCB review for the February 2026 meeting.
B.	Attend at least one **Commission-sponsored training**, including but not limited to, the CTD's regional meetings, the CTD's annual training workshop, or other sponsored training. (Task 10)	No activity to report.
C.	Attend at least one **CTD meeting** each year within budget/staff/schedule availability.	Staff attended CTD Business meetings on September 25, 2025, and December 8, 2025.
D.	Notify CTD staff of local **TD concerns** that may require special investigations.	No activity to report.
E.	Provide **training** for newly-appointed LCB members. (Task 3)	Annual board training was accomplished at the Feb 2026 LCB meeting and is also provided as needed.
F.	Provide **assistance** to the CTC, purchasing agencies, and others, as needed, which may include participation in, and initiating when necessary, local or regional meetings to discuss TD needs, service evaluation and opportunities for service improvement.	No activity to report.

G.	To the extent feasible, collect and review **proposed funding applications** involving "TD" funds consistent with Chapter 427, F.S., and Rule 41-2, F.A.C., and provide recommendations to the LCB. (427.0157, FS)	No activity to report.
H.	Ensure the local coordinating board conducts, as a minimum, **an annual evaluation** of the community transportation coordinator. The local coordinating board shall evaluate the coordinator using the Commission's *Evaluation Workbook for Community Transportation Coordinators and Providers in Florida* (at a minimum using the modules concerning Competition In Use of Operators, Cost-Effectiveness and Efficiency, and Availability of Service) and local standards as defined in the Transportation Disadvantaged Service Plan. (Task 2B)	Board members volunteered to conduct the evaluation and complete ride along trip observations at the November 25 meeting. Annual Evaluation was conducted in January 2026 and the Evaluation Workbook was reviewed and approved at the February 2026 LCB meeting. (Q3 Invoice)
I.	Assist the CTD in **joint reviews** of the CTC.	No activity to report.
J.	Ensure the LCB annually reviews **coordination contracts** to advise the CTC whether the continuation of said contract provides the most cost effective and efficient transportation available, consistent with Rule 41-2, F.A.C.	Coordination contracts are reviewed as needed and are discussed during the Annual Evaluation.
K.	Implement recommendations identified in the CTD's **QAPE** reviews.	No activity to report.

Other Items of Development and Update in accordance with Laws, Rules, and Commission policy:

By submission of this Quarterly Report, the information provided is accurate and accountable and corresponds with the activities for this quarter.

Howard K. Vanselow

Representative

Date 8 May 2026

Revised: 06/30/2021

AGENDA ITEM III-F

SUBJECT: Commission for Transportation Disadvantaged Correspondence

BACKGROUND: In order to keep the Board informed, selected information available from the Commission for Transportation Disadvantaged (CTD) is enclosed for Board review.

2026 Scheduled Events

Date	Time	Event	Location
May 6	2:00PM - 4:00PM (ET)	Innovative Service Development Grant Program Informational Webinar	Virtual Teams Meeting
June 8-10	TBA	2026 FPTA/FDOT/CUTR Professional Development Workshop & Transit Safety and Operations Summit (PDW)	Embassy Suites, Tampa
June 11	2:00 PM (ET)	Commission Business Meeting	June 11
September 17	2:00 PM (ET)	Commission Business Meeting	September 17
October 25-27	TBA	FPTA Annual Conference	Rosen Center Orlando, FL
December 10	2:00 PM (ET)	Commission Business Meeting	TBA

Commission for the Transportation Disadvantaged website:
https://ctd.fdot.gov/index.htm

REQUESTED ACTION: For Information.

AGENDA ITEM III-G

SUBJECT: Grant Review

BACKGROUND: Any grants for TD funds may be reviewed by the LCB. Any grant application received will be presented to the Board for review and comment.

-- FY2026-27 Transportation Disadvantaged Trip and Equipment Grant Allocations

FY 25-26 Total Funds W/ 10% Match	**FY 26-27** Total Funds W/ 10% Match
$ 556,688	**$ TBD**

REQUESTED ACTION: For information.