

# Florida Department of Transportation

## Capital Assistance Application

Federal Fiscal Year 2023 / State Fiscal Year 2024



**49 U.S.C. Section 5311, CFDA 20.509**

**Formula Grants for Rural Areas**

|                     |   |
|---------------------|---|
| <b>Agency Name:</b> | Levy County Board of County Commissioners |
| <b>District:</b>    | Two                                       |

## Applicant Information

| Item   | Instruction   | Agency Response                           |
|--|---|---|
| Agency (Applicant) Legal Name:   |   | Levy County Board of County Commissioners |
| Applicant Status:<br><i>A first-time applicant has not received any funding for the past two grant cycles</i>    | Use drop down to select   | Returning applicant                       |
| Applicant's County (If Applicant has offices in more than one county, list county where main office is located): |   | Levy County                               |
| Physical Address (No P.O. Box):  |   | 310 School Street                         |
| City:  |   | Bronson                                   |
| State:   |   | Florida                                   |
| Zip + 4 Code:  |   | 32621-6707                                |
| <a href="#">Congressional District:</a>  | Use link to access information. Identify the Congressional District(s) for the proposed project area. | Three                                     |
| Federal Taxpayer ID Number:  | Use link to access information  | 59-6000717                                |
| <a href="#">My Florida Marketplace Vendor Number</a>   |   |   |
| Applicant Fiscal period start and end dates:<br><i>State Fiscal period from: July 1, 2022 to June 30, 2023</i>   |   | October 1, 2022 to September 2023         |
| Project Service Area:<br><i>List the county or counties that will be served by the proposed project.</i>         |   | Levy                                      |
| Executive Director:  |   | Connie Conley                             |
| Telephone:   |   | 352-486-3485                              |
| Fax:   |   | 352-486-3312                              |
| Grant Contact Person (if different than Executive Director):   |   |   |
| Telephone:   |   |   |
| Fax:   |   |   |
| Email Address:   |   | conley-connie@levycounty.org              |

## Eligibility Questionnaire

|  |                                      | Yes / No | Additional Information |
|--|--------------------------------------|----------|------------------------|
| Are you a returning applicant?<br><i>*If yes, please answer all questions. If no, disregard remaining questions in this questionnaire.</i> | Auto-populates from Applicant Status | Yes      |                        |
| Has your agency completed an FDOT Triennial Oversight Review?  | Use drop down to select              | No       |                        |
| What date(s) did the review occur?   |                                      | N/A      |                        |
| If yes, is your agency currently in compliance?  | Use drop down to select              | N/A      |                        |
| If your agency is not in compliance, do you have a corrective action plan to come into compliance?   | Use drop down to select              | N/A      |                        |
| If yes, what is the date of anticipated date of corrective action closeout?  |                                      | N/A      |                        |
| Is your agency registered on SAM.gov? Note: Agency must register each year/application cycle.  | Use drop down to select              | Yes      |                        |
| SAM Unique Entity Identifier   |                                      |          |                        |

SAM Registration Expiration Date



## Revenue Vehicle Inventory Certification

Applicants must ensure that the inventory in TransCIP is updated and includes all revenue vehicles. Only required fields must be completed. However, we encourage agencies to enter as much information as is readily available.

**Instructions:** Each District will determine the deadline for vehicle information data entry to align with the Federal Fiscal Year 2023 application process. All updates must be completed by the deadline identified by your District, which may be different from that of other application elements.

The name of the accountable personnel and date of last inventory update must be provided in the fields below.

**Certification:** Connie Conley

**Date:** 10/25/2022

## Proposed Budget for Transportation Program

### Statement of Need

Please provide a narrative interpretation of how the below budget reflects your agency's need. Explain the purpose of the grant request in terms of the need for funding availability (as opposed to project merits, which must be described in the Proposed Project Description).

Levy County Transit is the transportation agency and CTC for Levy County. The agency does not receive any funding from the County's general budget to provide transportation services to the residents of the County. The agency is solely run off funding acquired through State and Federal grants, reduced fare trips, trips fares, Suwannee River Economic Council (Meal Site), and Med-waiver trips (ARC). Funding for improvements to the property or building are not available within the operational budget. The agency must budget daily operations and oversee the budget closely. Improvements need to be made to the property and building to move the maintenance shop onto the transit property however, without capital grant funding, those improvements will never be made. The transit agency does not receive local funding from the county's general fund. The building and property were purchased with grant funding with the intent of future improvements to include a maintenance facility being built on the same property as the transit offices and where the buses are housed.

### Budget for Year of Anticipated Award

**Operating & Administrative Expenses**

| <b>Instructions</b>                  | <b>Object Class</b>           | <b>Code</b> | <b>Amount</b>       |
|--------------------------------------|-------------------------------|-------------|---------------------|
| Use drop-down to select Object Class | Labor                         | 5010        | \$ 140,000          |
| Use drop-down to select Object Class | Operators' Salaries and Wages | 5011        | \$ 313,800          |
| Use drop-down to select Object Class | Other Salaries and Wages      | 5013        | \$ 150,000          |
| Use drop-down to select Object Class | Fringe Benefits               | 5015        | \$ 310,000          |
| Use drop-down to select Object Class | Materials and Supplies        | 5030        | \$ 40,000           |
| Use drop-down to select Object Class | Fuel and Lubricants           | 5031        | \$ 175,000          |
| Use drop-down to select Object Class | Other Materials and Supplies  | 5039        | \$ 40,000           |
| Use drop-down to select Object Class | Utilities                     | 5040        | \$ 15,000           |
| Use drop-down to select Object Class | Miscellaneous Expenses        | 5090        | \$ 35,000           |
| Use drop-down to select Object Class |                               | -           | \$ -                |
| Use drop-down to select Object Class |                               | -           | \$ -                |
| Use drop-down to select Object Class |                               | -           | \$ -                |
|                                      |                               |             | <b>\$ 1,218,800</b> |

**Operating & Administrative Revenues**

| <b>Instructions</b>                  | <b>Object Class</b>     | <b>Code</b> | <b>Amount</b>       |
|--------------------------------------|-------------------------|-------------|---------------------|
| Use drop-down to select Object Class | Passenger Fares         | 4110        | \$ 25,000           |
| Use drop-down to select Object Class | Passenger-Paid Fares    | 4111        | \$ 12,000           |
| Use drop-down to select Object Class | Organization-Paid Fares | 4112        | \$ 40,000           |
| Use drop-down to select Object Class | State Government Funds  | 4400        | \$ 523,000          |
| Use drop-down to select Object Class | Federal Funds           | 4500        | \$ 622,741          |
| Use drop-down to select Object Class |                         | -           | \$ -                |
| Use drop-down to select Object Class |                         | -           | \$ -                |
| Use drop-down to select Object Class |                         | -           | \$ -                |
| Use drop-down to select Object Class |                         | -           | \$ -                |
| Use drop-down to select Object Class |                         | -           | \$ -                |
| Use drop-down to select Object Class |                         | -           | \$ -                |
| Use drop-down to select Object Class |                         | -           | \$ -                |
|                                      |                         |             | <b>\$ 1,222,741</b> |

## Current System Description

| Questions:   | Response   | Maximum Word Count | Word Count |
|--|--|--------------------|------------|
| Please provide a brief general overview of the organization type (i.e., government authority, private non-profit, etc.) including: | Levy County Board of County Commissioners is a government authority who was awarded the agreement to become the CTC for Levy County in early 2000. Levy County Transit is the county agency that provides transportation services to the residents of Levy County as the CTC. Trips are open to the general public and the type of trips provided are Para-transit, demand response, and door to door non-emergency. All trips meet ADA guidelines.  | 100                | 72         |
| Program mission  | The mission is to provide a safe, reliable and economical transportation service within our county, in an attempt to improve the quality of life for all residents.  | 100                | 27         |
| Program goals  | The goals of this agency are to regain ridership prior to COVID 19. Ridership is still well below numbers of trips provided prior to COVID. Lack of driver's, due to leaving for higher paying jobs, has also been an issue that affected the number of trips taken on a daily basis. New driver's have been hired and trained, so the goal is to schedule as many trips and increase the type of trips to include those that this agency had to deny due to lack of driver's and the need to prioritize what trips could be provided. | 100                | 97         |



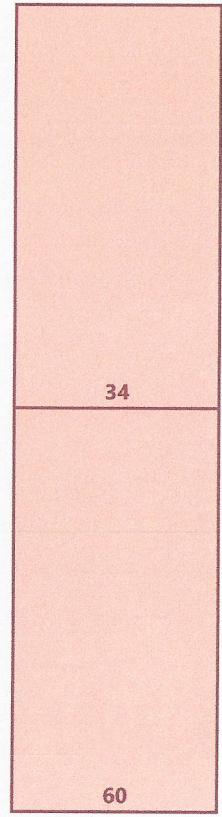
|  |  |
|--|--|
| <p>Program objectives</p>                        | <p>Identify the demand for transportation services. Provide services to meet as much of the demand for transportation services among the transportation disadvantaged population as possible. Maximize the availability of local, state, and federal funding.</p>  |
| <p>Service, route, and trip types provided</p>   | <p>Services provided are to the residents of Levy County. The service areas that trips are provided to are within the county, Trenton for dialysis trips, Gainesville for all trip types, and Dunnellon for residents in Inglis and Yankeetown that need shopping trips to Wal-mart. Services are provided to the general public for medical, nutritional, work related, education/training, shopping and social/recreational.</p> |
| <p>Total number of employees in organization</p> | <p>11</p>  |

100

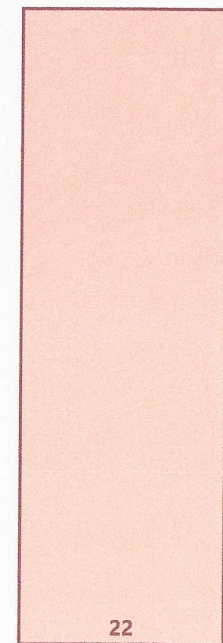
34

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|  |   |   |   |
|--|---|---|---|
| Total number of operators (including volunteer drivers)  | 5   | - | - |
| Total number of transportation-related employees in the organization   | 6   | - | - |
| Identify the personnel responsible for the following transportation program functions (Name, Title, Email, Phone):   |   | - | - |
| Insurance  | Levy County Board of County Commissioners, Karen Blackburn/HR Assistant, LevyCounty.org, 352-486-5218 Ext. 3  | - | - |
| Training (e.g., wheelchair lift operation, passenger assistance)   | Connie Conley, Director, conley-connie@levycounty.org, 352-486-3485   | - | - |
| Management   | Connie Conley, Director, conley-connie@levycounty.org, 352-486-3485   | - | - |
| Administration (e.g., records maintenance)   | Connie Conley, Director, conley-connie@levycounty.org, 352-486-3485   | - | - |
| What are the sources of the transportation program's funding for operations (e.g., state, local, federal, private foundations, fares, other program fees)? | State: TD Funding, Suwannee River Economic Council, APD-Med-waiver, Local: 2 Schools, Farebox (TD co-payments), Misc Fees (Reduced trip fares), Federal: 5311 Operational | - | - |



To what extent does your agency serve minority populations?

Transportation services are available and open to any and all residents of Levy County. Applications and rider's guides are available in spanish upon request.

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|  |   |
|--|---|
| Is your agency minority-owned?   | No  |
| Briefly describe your agency's vehicle maintenance program. Which services are outsourced (e.g., oil changes)? How are vehicles are maintained without interruptions in service? | This agency's maintenance program is overseen by the agency's mechanic. The majority of work performed is completed by the mechanic at the county maintenance shop. Services are scheduled at 5000 mile intervals for all vehicles and annual inspections are performed yearly. The repairs that would be outsourced, if needed would be transmission work, engine repairs and warranty work. A white board is located in the scheduler's office with the next service mileage displayed and updated daily to reflect current mileages. The mechanic and scheduler work together in making sure all vehicles are serviced on time. Several other vehicles are available to move into service during scheduled services. |

50

1

100

108

| Service Characteristics   |        |  |                  |
|---|--------|--|------------------|
| Service Characteristic  | Value  | Data Collection/ Calculation Method      | Completion Check |
| <u>Unlinked Passenger Trips (UPT)</u><br>The number of boardings on public transportation vehicles during the fiscal year. Transit agencies must count passengers each time they board vehicles, no matter how many vehicles they use to travel from their origin to their destination. If a transit vehicle changes routes while passengers are onboard (interlining), transit agencies should not recount the passengers. Employees or contractors on transit agency business are not passengers. For demand response (DR) modes, transit agencies must include personal care attendants and companions in UPT counts as long as they are not employees of the transit agency. This includes attendants and companions that ride fare free. | 23,843 | Ride Data Report - CTS                   | COMPLETE         |
| <u>Unduplicated Passengers per Year</u><br>Unique (non-repeat) passengers served within the reporting year  | 232    | Daily Management Statistics Report - CTS | COMPLETE         |

## Rural Cost Allocation Methodology

[A map of urbanized areas in Florida as defined by the 2010 Census is available at this link.](#)

| Demand Response         |   |  |
|-------------------------|---|--|
| Total Unique Passengers | Total Unique Passengers Living in Non-Urbanized Areas | % Rural Service (by unique passengers) |
| 244                     | 244   | 100%                                   |
| Total Passenger Miles   | Total Non-Urbanized Passenger Miles                   | % Rural Service (by passenger miles)   |
| 235855                  | 235855  | 100%                                   |
| Total Passenger Hours   | Total Non-Urbanized Passenger Hours                   | % Rural Service (by passenger hours)   |
| 11400                   | 11400   | 100%                                   |
| Fixed Route             |   |  |
| Total Route Miles       | Total Non-Urbanized Route Miles                       | % Rural Service (by route miles)       |
| 272705                  | 272705  | 100%                                   |

## Facility Request

| Project Type | Examples   |
|--------------|--|
| Facilities   | —Passenger Amenity Projects<br>—Transit Centers<br>—Transit Fueling and Electric Charging Stations |

### Project Description

|                              |  |
|------------------------------|--|
| General Project Description: | Rehab east side of building to add a maintenance bay so that all maintenance and repairs can be completed at the transit facility. |
|------------------------------|--|

### Project-Related Improvements

|  |   |
|--|---|
| Will the project allow your agency to:<br>Provide more hours of service and/or more trips? | The project as a whole will assist in decreasing the turn around time for repairs & maintenance. Therefore, putting vehicles back in service quicker. Currently all repairs and maintenance of the buses are completed at the county maintenance facility about two miles from the transit facility. The buses are shuttled back and forth for those repairs. Many times when a service or repair is needed, the mechanic must wait for a lift to become available, which adds additional time for the service or repair to be completed. |
| Expand service to a larger geographic area?  | Not Applicable  |

Reduce headways/increase frequency?

Not Applicable

Support a capital investment strategy in alignment with a Strategic Plan, Capital Improvement Plan, or Transit Asset Management Plan?

The request of funding for paving will be a part of a larger renovation project which will be a Capital Improvement Plan of the current transit facility.

Address projected vulnerabilities?

Possible difficulties obtaining construction materials needed for the project. Weather could be a factor in delaying the project. Time will be built into project for possible instances.

Expand access to essential services?

Save time in performing the maintenance and repairs to the buses, which would return them back to in service sooner. Some parts such as oil filters, air filters, brake pads, and tires would be on site, which again would assist in putting a vehicle back in service sooner.

Enhance passenger experience (e.g., added amenities)?

Not Applicable



Decreases transportation costs, improve access to mobility options, and spur economic activity in underserved/disadvantaged communities?

Expansion of facility to include the paving of current area and maintenance facility, will decrease costs associated with the commuting of buses back and forth and improve the time frame for vehicle maintenance.

Overcome any challenges or difficulties your agency is experiencing?

Currently all maintenance on buses for this facility are completed at the county maintenance facility which is approximately 2 miles from the transit facility. Buses must be shuttled back and forth for any repairs or maintenance. The mechanic is back and forth between the transit facility and county maintenance facility many times a day. All paperwork that the mechanic is responsible for or when calls must be made to vendor for prices or to order parts, the mechanic must again drive back to the transit facility from the county maintenance shop and back again.

If a grant award will be used to maintain services, specifically explain how it will be used in the context of total service. Make sure to include information on how the agency will maintain adequate financial, maintenance, and operating records and comply with FTA reporting requirements including information for the Annual Program of Projects Status Reports, Milestone Activity Reports, NTD reporting, DBE reports etc.?

Having this project completed will create efficiencies in time and money.

If this grant is not fully funded, can you still proceed with your transportation program? If applicable, consider providing an explanation of the scalability of the project?

This agency will continue to find and take the opportunity to apply for funding to complete the project in phases, if needed.

Please provide a description of local support and coordination for the project. This can be exemplified by explaining the integration of the proposed project within a Transit Development Plan (TDP), Transportation Disadvantaged Service Plan (TDSP), a Comprehensive Plan, a Congestion Management Plan, Strategic Plan, Capital Improvement Plan, and/or other Transit Supportive Plans.

Applicants should also include a list of all project parties involved in delivering the project and describe details on efforts to collaborate among stakeholders.

The Board of County Commissioners are on board and showed their support by approving the application process, by a unanimous vote. The project to renovate and build a transit maintenance facility has been a much needed project for years. This will eliminate the shuttling of the buses by the mechanic, tools and small parts can be kept in a maintenance shop and all equipment used for repairs and maintenance will be used only by the transit agency. The mechanic currently keeps small parts and all hand tools in the tool boxes on the maintenance truck.

### Project Readiness

If applicable, please provide any pertinent information used to make a determination on the reasonableness of cost, i.e., independent cost estimates, quotes, etc.

The County was asked to send someone to the transit facility for an estimate of costs to provide the labor and materials for the areas to be paved. The men that came were shown what areas need to be paved or repaved. The quote that was sent for the cost of paving is \$165,177.80

Please provide a full, detailed timeline of the project. The schedule should contain sufficient detail that identifies all steps or phases needed to implement the work proposed, and whether the proposed timeline is achievable.

Moreover, the project schedule should identify all major project milestones. Examples of such milestones include approval of purchase orders, specifications, and estimates; procurement goals; delivery; installation; and invoicing FDOT for reimbursement.

The timeline expected for completion of the entire project is approximately 8 months after approval of the grant application.

Describe any local support and coordination or public outreach that has already occurred. Applicants should consider including a lists of all project parties involved in delivering the project and describe details on efforts to collaborate among stakeholders.

In addition, applicants can elaborate on the transit supportive plan that cites the proposed project. For example, is the project referenced in a Transit Development Plan (TDP), Transportation Disadvantaged Service Plan (TDSP), a Comprehensive Plan, or a Congestion Management Plan.

The Board of County Commissioners has unanimously voted to approve the grant applications for this project.

Facility Projects

If applicable, please provide any pertinent information that may be on record to make a determination on reasonableness of cost, sufficiency of preliminary engineering, and design work completed.

This project was reviewed by Edward Kane with HDR staff. Further discussion took place with HDR staff, DOT staff and transit director to review the analysis of costs put together by Mr. Kane. Some changes were made to decrease the cost of the project and discuss the actual need to build what is currently needed for the maintenance shop.

Please provide a full, detailed timeline of the project. The schedule should contain sufficient detail that identifies all steps or phases needed to implement the work proposed, and whether the proposed timeline is achievable.

Moreover, the project schedule should identify all major project milestones. Examples of such milestones include approval of plans, specifications, and estimates; procurement goals; state and local approvals; project partnership and implementation agreements; and start and completion of NEPA and other applicable environmental reviews and approvals including permitting, design completion, and right of way acquisition, if applicable.

Contingent on award.

Please provide a description of all material risks to the project and the strategies that the lead applicant and any project partners have undertaken or will undertake to mitigate those risks.

Project risks include, but not limited to, procurement delays, environmental uncertainties, increases in real estate acquisition costs, uncommitted local match and/or unavailability of preferred vehicles or equipment.

Once grant is awarded, the finance department will set up G/L codes for purchasing and make funds available for the purchase of goods needed. A list of goods needed for purchase will be reviewed immediately and the procurement process will begin. The county has a procurement coordinator to oversee all procurement procedures for goods and equipment that are purchased for the project.

Is there a draft building maintenance plan for the proposed facility? If no, please indicate timeframe for draft plan ahead of project implementation.

No. Building maintenance plan can be created within 2 months prior to project implementation.

**Proof of Local Match – Capital Projects**

Applicants may not borrow funds to use as match nor may they place liens on Section 5311-funded vehicles or equipment. The breakdown of funding for the Section 5311 grant program is 80% Federal and 20% local for capital projects, meaning the Federal share of eligible capital costs may not exceed 80% of the total award, and with the remaining 20% being supported by a local match. Agency will order capital equipment directly from the vendor and pay 100% of the purchase at time of delivery. Agency will invoice the Department for the 80% federal reimbursement. The authorized representative that signs the proof of local match must be the same representative authorized by the Governing Board's Resolution.

Supporting documentation of match funds must be uploaded into TransCIP. Proof may include, but is not limited to:

- (1) Transportation Disadvantaged (TD) allocation,
- (2) Letter on official letterhead from the applicant's CEO attesting to match availability and commitment,
- (3) Written statements from county commissions, state agencies, city managers, mayors, town councils, organizations, accounting firms and financial institutions.

| <b>Capital Project Total:</b>                        |   | <b>\$1,329,703</b> |
|--|---|--------------------|
| <b>Revenue Type</b><br><i>Use dropdown to select</i> | <b>Description</b>                      | <b>Amount</b>      |
| Local Government                                     | Reserve for Contingencies               | \$113,200          |
| Local Government                                     | Reserve for Capital Outlay              | \$101,700          |
| Local Government                                     | Reserve for ending cash carried forward | \$51,041           |
|  |   |                    |
|  |   |                    |
|  |   |                    |
|  |   |                    |
| <b>Total</b>   | -                                       | <b>\$265,941</b>   |

Facility Request

+ Enable adding rows

- Disable adding rows

| Instructions                                | Description                           | ALI      | Detail                          | Useful Life (Years) | Quantity | Unit Cost   | Total Cost  | Federal Share | Local Share |
|---|---------------------------------------|----------|---------------------------------|---------------------|----------|-------------|-------------|---------------|-------------|
| Use drop-down to select request description | Admin/Maint Facility Rehab/Renovation | 11.44.03 | Service Bay, ramp, replace door | 40 years            | 1        | \$1,329,703 | \$1,329,703 | \$1,063,762   | \$265,941   |
| Use drop-down to select request description |                                       |          |                                 |                     |          |             | \$0         | \$0           | \$0         |
| Use drop-down to select request description |                                       |          |                                 |                     |          |             | \$0         | \$0           | \$0         |
| Use drop-down to select request description |                                       |          |                                 |                     |          |             | \$0         | \$0           | \$0         |
| <b>Total</b>                                |                                       | -        | -                               | -                   | -        | -           | \$1,329,703 | \$1,063,762   | \$265,941   |

**Service Characteristics**

| Service Characteristic                  | Before Project | If the grant is awarded | Data Collection/Calculation Method                                | Completion Check |
|---|----------------|-------------------------|---|------------------|
| <u>Unlinked Passenger Trips (UPT)</u>   | 23,843         | 25,072                  | $23843/232 = 102.77/52 = 1.97 \times 12$<br>$\times 52 = 1229.28$ | COMPLETE         |
| <u>Unduplicated Passengers per Year</u> | 232            | 244                     | $232 \times 5\% = 243.60$   | COMPLETE         |



LEVY COUNTY BOARD OF COUNTY COMMISSIONERS  
Government Serving Citizens

COMMISSIONERS  
John Meeks, Vice Chair  
Rock Meeks, Chair  
Desiree Mills  
Tim Hodge  
Matt Brooks

## STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION GRANT APPLICATION

*Levy County Board of County Commissioners*, submits this Application for the Section 5311 Program Grant and agrees to comply with all assurances and exhibits attached hereto and by this reference made a part thereof, as itemized in the Checklist for Application Completeness.

*Levy County Board of County Commissioners*, further agrees, to the extent provided by law (in case of a government agency in accordance with Sections 129.07 and 768.28, Florida Statutes) to indemnify, defend and hold harmless the FDOT and all of its officers, agents and employees from any claim, loss, damage, cost, charge, or expense out of the non-compliance by the Agency, its officers, agents or employees, with any of the assurances stated in this Application.

This Application is submitted on this \_\_\_ day of December, 2022 with an original resolution or certified copy of the original resolution authorizing the *active Board Chair Person* to sign this Application.

Authorized representative signs below certifying that all information contained in this application is true and accurate.

Levy County Board of County Commissioners

\_\_\_\_\_  
*Agency Name*

\_\_\_\_\_  
*Signature*

*Russell Meeks, Jr. /Board Chairman*

\_\_\_\_\_  
*Typed Name and Title of Authorized Representative*

December 20, 2022

*Date*



**RESOLUTION NUMBER 2022-77**

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF LEVY COUNTY, FLORIDA AUTHORIZING THE EXECUTION AND SUBMISSION OF A GRANT APPLICATION AND SUPPORTING DOCUMENTS AND ASSURANCES TO THE FLORIDA DEPARTMENT OF TRANSPORTATION FOR A CAPITAL ASSISTANCE GRANT UNDER 49 U.S.C. SECTION 5311 (FORMULA GRANTS FOR RURAL AREAS) FOR FEDERAL FISCAL YEAR 2023/STATE FISCAL YEAR 2024; AUTHORIZING THE ACCEPTANCE OF A GRANT AWARD, THE EXPENDITURE OF GRANT FUNDS, AND THE PERFORMANCE OF OTHER FUNCTIONS AND DUTIES RELATED TO GRANT APPLICATION, ACCEPTANCE, AND ADMINISTRATION; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the County (the "Applicant") desires to apply for a Capital Assistance Grant under 49 U.S.C. Section 5311 (Formula Grants for Rural Areas) for Federal Fiscal Year 2023/State Fiscal Year 2024 from the Florida Department of Transportation (the "Section 5311 Grant");

**WHEREAS**, the Applicant has the fiscal and managerial capability, matching funds and legal authority to apply for and accept grants and make purchases and/or expend funds pursuant to grant awards made by the Florida Department of Transportation as authorized by Chapter 341, Florida Statutes, and/or by the Federal Transit Administration Act of 1964, as amended, including but not limited to 49 U.S.C Section 5311; and

**WHEREAS**, this Resolution is required to comply with Section 5311 Grant Program conditions.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of County Commissioners of Levy County, Florida (the "Board"), that:

1. The submission of the Section 5311 Grant application, together with all required supporting documents, certifications and assurances to the Florida Department of Transportation for the purpose of making improvements to transit facility building(s) is hereby approved.
2. The Chair of the Board of County Commissioners, or Vice-Chair in the absence of the Chair, is designated and authorized on behalf of the Applicant to: sign and submit grant application(s) and all required supporting documents and any amendments; give all required certifications and assurances; accept grant award(s) from and execute and administer related public transportation grant agreement(s), including supplements; expend grant funds pursuant to the grant award; and execute and submit other supporting documents as may be required by the Florida Department of Transportation, unless and until this authorization is specifically rescinded and written notice thereof is sent by certified mail, return receipt requested, to and received by the Florida Department of Transportation at

the following address: Attention: Doreen Joyner-Howard, AICP, District Modal Development Manager, Florida Department of Transportation, 2198 Edison Avenue, MS 2806, Jacksonville, FL 32204-2730.

3. The Director of the Levy County Transit Department, or successor or designee, is designated and authorized on behalf of the Applicant to sign requests for Section 5311 Grant agreement time extensions as may be necessary.
4. This Resolution shall take effect immediately upon adoption.

**Duly Adopted** this 20<sup>th</sup> day of December, 2022.

BOARD OF COUNTY COMMISSIONERS  
LEVY COUNTY, FLORIDA

ATTEST: Clerk of the Circuit Court  
and Ex Officio Clerk to the Board

\_\_\_\_\_  
Danny J. Shipp

\_\_\_\_\_  
Russell Meeks Jr., Chairman

Approved as to form and legal sufficiency

\_\_\_\_\_  
Nicolle M. Shalley, County Attorney

## **Notice of Public Hearing by Levy County Transit**

All interested parties within Levy County are hereby advised that Levy County Board of County Commissioners is applying to the Florida Department of Transportation for a capital grant under Section 5311 of the Federal Transit Act of 1991, as amended, for the purchase of *Goods and labor for a maintenance facility at Levy County Transit* to be used for the provision of public transit services within Levy County.

This notice is to provide an opportunity for a Public Hearing for this project. This public notice is to ensure that this project and the contemplated services will not duplicate current or proposed services provided by existing transit or paratransit operators in the area.

This hearing will be conducted if and only if a written request for the hearing is received by *November 21, 2022*.

Requests for a hearing must be addressed to *Levy County Transit, 970 E Hathaway Avenue, Bronson, FL 32621* and a copy sent to *Florida Department of Transportation, 2198 Edison Ave. MS 2806, Jacksonville, FL 32204-2730. Attention: Doreen Howard*

All public notices must include the following language:

Florida Law and Title VI of the Civil Rights Act of 1964 Prohibits Discrimination in Public accommodation on the basis of race, color, sex, religion, national origin, age, disability, income 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).



**LEVY COUNTY BOARD OF COUNTY COMMISSIONERS    COMMISSIONERS**  
**Government Serving Citizens**

**John Meeks, Vice Chair**  
**Rock Meeks, Chair**  
**Desiree Mills**  
**Tim Hodge**  
**Matt Brooks**

November 22, 2022

Lynn Godfrey  
Senior Planner  
North Central Florida Regional Planning Council  
2009 NW 67<sup>th</sup> PL.  
Gainesville, FL 32653-1603

RE: Section 5311 Capital Grant Application for FY 2023/2024

Dear Mrs. Godfrey

The Levy County Board of County Commissioners/Levy County Transit is applying for a capital assistance grant for a maintenance facility to be built at the transit facility. A local match of 20% will be provided with non-federal funds that are in a reserve.

The application is a request of funds to build a maintenance bay at the transit facility that will be equipped with equipment used to service and repair all transit vehicles.

This letter and the enclosed grant application, serves as notification of applying for federal assistance under 49 U.S.C. Section 5311, CFDA 20.509. Formula Grants for Rural Areas.

Sincerely,

  
Connie Conley

Director  
Levy County Transit

## **FDOT Certification and Assurances**

*Levy County Board of County Commissioners*, certifies and assures to the Florida Department of Transportation regarding its Application under U.S.C. Section 5311 dated 20<sup>th</sup> day of December, 2022.

- 1 It shall adhere to all Certifications and Assurances made to the federal government in its Application.
- 2 It shall comply with Florida Statutes:
  - Section 341.051–Administration and financing of public transit and intercity bus service programs and projects
  - Section 341.061 (2)–Transit Safety Standards; Inspections and System Safety Reviews
  - Section 252.42 – Government equipment, services and facilities: In the event of any emergency, the division may make available any equipment, services, or facilities owned or organized by the state or its political subdivisions for use in the affected area upon request of the duly constituted authority of the area or upon the request of any recognized and accredited relief agency through such duly constituted authority.
- 3 It shall comply with Florida Administrative Code:
  - Rule Chapter 14-73–Public Transportation
  - Rule Chapter 14-90–Equipment and Operational Safety Standards for Bus Transit Systems
  - Rule Chapter 14-90.0041–Medical Examination for Bus System Driver
  - Rule Chapter 41-2–Commission for the Transportation Disadvantaged
- 4 It shall comply with FDOT's:
  - Bus Transit System Safety Program Procedure No. 725-030-009  
(Does not apply to Section 5310 only recipients)
  - Public Transit Substance Abuse Management Program Procedure No. 725-030-035
  - Transit Vehicle Inventory Management Procedure No. 725-030-025
  - Public Transportation Vehicle Leasing Procedure No. 725-030-001
  - Guidelines for Acquiring Vehicles
  - Procurement Guidance for Transit Agencies Manual
- 5 It has the fiscal and managerial capability and legal authority to file the application.
- 6 Local matching funds will be available to purchase vehicles/equipment at the time an order is placed.
- 7 It will carry adequate insurance to maintain, repair, or replace project vehicles/equipment in the event of loss or damage due to an accident or casualty.

- 8 It will maintain project vehicles/equipment in good working order for the useful life of the vehicles/equipment.
- 9 It will return project vehicles/equipment to FDOT if, for any reason, they are no longer needed or used for the purpose intended.
- 10 It recognizes FDOT's authority to remove vehicles/equipment from its premises, at no cost to FDOT, if FDOT determines the vehicles/equipment are not used for the purpose intended, improperly maintained, uninsured, or operated unsafely.
- 11 It will not enter into any lease of project vehicles/equipment or contract for transportation services with any third party without prior approval of FDOT.
- 12 It will notify FDOT within **24 hours** of any accident or casualty involving project vehicles/ equipment, and submit related reports as required by FDOT.
- 13 It will notify FDOT and request assistance if a vehicle should become unserviceable.
- 14 It will submit an annual financial audit report to FDOT (FDOTSingleAudit@dot.state.fl.us), if required.
- 15 It will undergo a triennial review and inspection by FDOT to determine compliance with the baseline requirements. If found not in compliance, it must send a progress report to the local FDOT District office on a quarterly basis outlining the agency's progress towards compliance.

December 20, 2022

**Date**

\_\_\_\_\_  
**Signature of Contractor's Authorized Official**

Russell Meeks, Jr. / Board Chairman

**Name and Title of Contractor's Authorized Official**

## Standard Lobbying Certification

The undersigned *Levy County Board of County Commissioners* certifies, to the best of his or her knowledge and belief, that:

- 1 No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- 2 If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form--LLL, "Disclosure Form to Report Lobbying," (a copy of the form can be obtained from [FDOT's website](#)) in accordance with its instructions [as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96). Note: Language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 2 U.S.C. 1601, et seq.)]
- 3 The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

**NOTE:** Pursuant to 31 U.S.C. § 1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure or failure.

The *Levy County Board of County Commissioners*, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. A 3801, et seq., apply to this certification and disclosure, if any.

December 20, 2022 Date

\_\_\_\_\_  
Signature of Contractor's Authorized Official

Russell Meeks, Jr. / Board Chairman  
Name and Title of Contractor's Authorized Official

## FTA Section 5333 (b) Assurance

(Note: By signing the following assurance, the recipient of Section 5311 and/or 5311(f) assistance assures it will comply with the labor protection provisions of 49 U.S.C. 5333(b) by one of the following actions: (1) signing the Special Warranty for the Rural Area Program ([see FTA Circular C 9040.IG, Chapter VIII](#)) (2) agreeing to alternative comparable arrangements approved by the ([Department of Labor \(DOL\)](#)); or (3) obtaining a waiver from the DOL.)

The Levy County Board of County Commissioners, (hereinafter referred to as the "Recipient") HEREBY ASSURES that the "Special Section 5333 (b) Warranty for Application to the Small Urban and Rural Program" has been reviewed and certifies to the Florida Department of Transportation that it will comply with its provisions and all its provisions will be incorporated into any contract between the recipient and any sub-recipient which will expend funds received as a result of an application to the Florida Department of Transportation under the FTA Section 5311 Program.

December 20, 2022

*Date*

Russell Meeks, Jr. / Board Chairman

*Name and title of authorized representative*

---

*Signature of authorized representative*

**Note: All applicants must complete the following form and submit it with the above Assurance.**

LISTING OF RECIPIENTS, OTHER ELIGIBLE SURFACE TRANSPORTATION PROVIDERS, UNIONS OF SUB-RECIPIENTS, AND LABOR ORGANIZATIONS REPRESENTING EMPLOYEES OF SUCH PROVIDERS, IF ANY

| 1<br>Identify Recipients of Transportation Assistance Under this Grant. | 2<br>Site Project by Name, Description, and Provider (e.g. Recipient, other Agency, or Contractor) | 3<br>Identify Other Eligible Surface Transportation Providers (Type of Service) | 4<br>Identify Unions (and Providers) Representing Employees of Providers in Columns 1, 2, and 3 |
|---|--|---|---|
| Levy County Board of County Commissioners                               | Application FTA Section 5311 Capital Grant   | N/A   | Laborers International Union of Florida, AFL, CIO   |
|   |  |   |   |
|   |  |   |   |
|   |  |   |   |



## Leasing Certification

### Memorandum for FTA 5311

December 20, 2022

**Date:** \_\_\_\_\_

Levy County Board of County Commissioners

**From:** \_\_\_\_\_

#### Signature

Russell Meeks, Jr. /Board Chairman

*Typed name and title*

Levy County Board of County Commissioners

*Typed or printed agency name*

**To:** Florida Department of Transportation, District Office Modal Development Office/Public Transit

**Subject:** FFY23/SFY24 GRANT APPLICATION TO THE FEDERAL TRANSIT ADMINISTRATION, OPERATING OR CAPITAL GRANTS FOR RURAL AREAS PROGRAM, 49 UNITED STATES CODE SECTION 5311

#### Leasing:

Will the Levy County Board of County Commissioners, as applicant to the Federal Transit Administration Section 5311 Program, lease the proposed vehicle(s) or equipment out to a third-party?

No

Yes

If yes, specify to whom:

**NOTE:** It is the responsibility of the applicant agency to ensure District approval of all lease agreements.

## Certification of Equivalent Service

### CERTIFICATION OF EQUIVALENT SERVICE

Levy County Board of County Commissioners certifies that its demand responsive service offered to individuals with disabilities, including individuals who use wheelchairs, is equivalent to the level and quality of service offered to individuals without disabilities. Such service, when viewed in its entirety, is provided in the most integrated setting feasible and is equivalent with respect to:

- 1 Response time;
- 2 Fares;
- 3 Geographic service area;
- 4 Hours and days of service;
- 5 Restrictions on trip purpose;
- 6 Availability of information and reservation capability; and
- 7 Constraints on capacity or service availability.

In accordance with 49 CFR Part 37, public entities operating demand responsive systems for the general public which receive financial assistance under 49 U.S.C. 5310 and 5311 of the Federal Transit Administration (FTA) funds must file this certification with the appropriate state program office before procuring any non-accessible vehicle. Such public entities not receiving FTA funds shall also file the certification with the appropriate state office program. Such public entities receiving FTA funds under any other section of the FTA Programs must file the certification with the appropriate FTA regional office. This certification is valid for no longer than one year from its date of filing. Non-public transportation systems that serve their own clients, such as social service agencies, are required to complete this form.

Executed this 20<sup>th</sup> day of December, 2022

Russell Meeks, Jr. / Board Chairman

Name and title of authorized representative

Signature of authorized representative

### Application for Federal Assistance SF-424

**\* 1. Type of Submission:**

- Preapplication
- Application
- Changed/Corrected Application

**\* 2. Type of Application:**

- New
- Continuation
- Revision

\* If Revision, select appropriate letter(s):

\_\_\_\_\_

\* Other (Specify):

\_\_\_\_\_

\* 3. Date Received:

\_\_\_\_\_

4. Applicant Identifier:

\_\_\_\_\_

5a. Federal Entity Identifier:

\_\_\_\_\_

5b. Federal Award Identifier:

\_\_\_\_\_

**State Use Only:**

6. Date Received by State:

\_\_\_\_\_

7. State Application Identifier:

\_\_\_\_\_

**8. APPLICANT INFORMATION:**

\* a. Legal Name:

Levy County Board of County Commissioners

\* b. Employer/Taxpayer Identification Number (EIN/TIN):

59-6000717

\* c. Organizational DUNS:

0826435110000

**d. Address:**

\* Street1:

310 School Street

Street2:

\_\_\_\_\_

\* City:

Bronson

County/Parish:

\_\_\_\_\_

\* State:

FL: Florida

Province:

\_\_\_\_\_

\* Country:

\_\_\_\_\_

\* Zip / Postal Code:

32626-9998

**e. Organizational Unit:**

Department Name:

\_\_\_\_\_

Division Name:

\_\_\_\_\_

**f. Name and contact information of person to be contacted on matters involving this application:**

Prefix:

\_\_\_\_\_

\* First Name:

Connie

Middle Name:

\_\_\_\_\_

\* Last Name:

Conley

Suffix:

\_\_\_\_\_

Title: Director

Organizational Affiliation:

\_\_\_\_\_

\* Telephone Number:

352-486-3485

Fax Number:

\_\_\_\_\_

\* Email:

conley-connie@levycounty.org

**Application for Federal Assistance SF-424**

**\* 9. Type of Applicant 1: Select Applicant Type:**

B: County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

**\* 10. Name of Federal Agency:**

Federal Transit Authority

**11. Catalog of Federal Domestic Assistance Number:**

20.509

CFDA Title:

Formula Grants for Rural Areas, Section 5311

**\* 12. Funding Opportunity Number:**

\* Title:

**13. Competition Identification Number:**

Title:

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

Levy

Add Attachment

Delete Attachment

View Attachment

**\* 15. Descriptive Title of Applicant's Project:**

Capital project to build maintenance bay at current transit facility

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

**Application for Federal Assistance SF-424**

**16. Congressional Districts Of:**

\* a. Applicant

\* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

**17. Proposed Project:**

\* a. Start Date:

\* b. End Date:

**18. Estimated Funding (\$):**

|                     |   |
|---------------------|---|
| * a. Federal        | <input type="text" value="1,063,762.56"/> |
| * b. Applicant      | <input type="text" value="265940.64"/>    |
| * c. State          | <input type="text" value="0.00"/>         |
| * d. Local          | <input type="text" value="0.00"/>         |
| * e. Other          | <input type="text" value="0.00"/>         |
| * f. Program Income | <input type="text" value="0.00"/>         |
| * g. TOTAL          | <input type="text" value="1,329,703.20"/> |

**\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

**\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes  No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

**21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

\*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix:  \* First Name:

Middle Name:

\* Last Name:

Suffix:

\* Title:

\* Telephone Number:  Fax Number:

\* Email:

\* Signature of Authorized Representative:

\* Date Signed:

**FEDERAL FISCAL YEAR 2022 CERTIFICATIONS AND ASSURANCES FOR FTA ASSISTANCE PROGRAMS**

(Signature pages alternate to providing Certifications and Assurances in TrAMS.)

Name of Applicant: Levy County Board of County Commissioners

The Applicant certifies to the applicable provisions of all categories: *(check here)* \_\_\_\_\_.

*Or,*

The Applicant certifies to the applicable provisions of the categories it has selected:

| <b>Category</b>  | <b>Certification</b> |
|--|----------------------|
| 01 Certifications and Assurances Required of Every Applicant   | X                    |
| 02 Public Transportation Agency Safety Plans   | _____                |
| 03 Tax Liability and Felony Convictions  | _____                |
| 04 Lobbying  | X                    |
| 05 Private Sector Protections  | _____                |
| 06 Transit Asset Management Plan   | _____                |
| 07 Rolling Stock Buy America Reviews and Bus Testing   | _____                |
| 08 Urbanized Area Formula Grants Program   | _____                |
| 09 Formula Grants for Rural Areas  | X                    |
| 10 Fixed Guideway Capital Investment Grants and the Expedited Project Delivery for Capital Investment Grants Pilot Program | _____                |
| 11 Grants for Buses and Bus Facilities and Low or No Emission Vehicle Deployment Grant Programs                            | _____                |

- 12 Enhanced Mobility of Seniors and Individuals with Disabilities Programs \_\_\_\_\_
- 13 State of Good Repair Grants \_\_\_\_\_
- 14 Infrastructure Finance Programs \_\_\_\_\_
- 15 Alcohol and Controlled Substances Testing     X
- 16 Rail Safety Training and Oversight \_\_\_\_\_
- 17 Demand Responsive Service \_\_\_\_\_
- 18 Interest and Financing Costs \_\_\_\_\_
- 19 Cybersecurity Certification for Rail Rolling Stock and Operations \_\_\_\_\_
- 20 Tribal Transit Programs \_\_\_\_\_
- 21 Emergency Relief Program \_\_\_\_\_

**CERTIFICATIONS AND ASSURANCES SIGNATURE PAGE**

**AFFIRMATION OF APPLICANT**

Name of the Applicant: Levy County Board of County Commissioners

BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all federal laws, regulations, and requirements, follow applicable federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in the federal fiscal year, irrespective of whether the individual that acted on his or her Applicant’s behalf continues to represent it.

The Certifications and Assurances the Applicant selects apply to each Award for which it now seeks, or may later seek federal assistance to be awarded by FTA during the federal fiscal year.

The Applicant affirms the truthfulness and accuracy of the Certifications and Assurances it has selected in the statements submitted with this document and any other submission made to FTA, and acknowledges that the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. § 3801 *et seq.*, and implementing U.S. DOT regulations, “Program Fraud Civil Remedies,” 49 CFR part 31, apply to any certification, assurance or submission made to FTA. The criminal provisions of 18 U.S.C. § 1001 apply to any certification, assurance, or submission made in connection with a federal public transportation program authorized by 49 U.S.C. chapter 53 or any other statute

In signing this document, I declare under penalties of perjury that the foregoing Certifications and Assurances, and any other statements made by me on behalf of the Applicant are true and accurate.

Signature \_\_\_\_\_ Date: **12/20/2022**

Name Russell Meeks, Jr. / Board Chairman Authorized Representative of Applicant

**AFFIRMATION OF APPLICANT’S ATTORNEY**

For (Name of Applicant): \_\_\_\_\_

As the undersigned Attorney for the above-named Applicant, I hereby affirm to the Applicant that it has authority under state, local, or tribal government law, as applicable, to make and comply with the Certifications and Assurances as indicated on the foregoing pages. I further affirm that, in my opinion, the Certifications and Assurances have been legally made and constitute legal and binding obligations on it.

I further affirm that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these Certifications and Assurances, or of the performance of its FTA assisted Award.

Signature \_\_\_\_\_ Date: 12/20/2022

Name \_\_\_\_\_ Attorney for Applicant

*Each Applicant for federal assistance to be awarded by FTA must provide an Affirmation of Applicant’s Attorney pertaining to the Applicant’s legal capacity. The Applicant may enter its electronic signature in lieu of the Attorney’s signature within TrAMS, provided the Applicant has on file and uploaded to TrAMS this hard-copy Affirmation, signed by the attorney and dated this federal fiscal year.*



# MEMORANDUM

Florida Department of Transportation  
District 2 Environmental Management Office

**Date:** December 12, 2022

**To:** Geanelly Reveron, Rural/Urban Transportation Coordinator

**Copy:** Doreen Joyner-Howard, Freight, Logistics, and Passenger Ops Manager  
Terri Newman, Environmental Manager

**From:** Aja Stoppe, Environmental Specialist

**Subject:** Levy Co Transit Grant Application Preliminary Environmental Review

---

Environmental Management Office staff conducted a preliminary desktop and limited roadside review of the Levy County Transit property at 970 E Hathaway Ave (SR 500), Bronson, Florida. The purpose of this preliminary review is to identify conditions requiring additional consideration if the property is subject to future National Environmental Policy Act (NEPA) analysis.

Levy County Transit's grant application proposes to remodel the existing transit facilities building and pave/re-pave areas used for parking. A diagram of the proposed improvements was provided by Levy County Transit and is included as an attachment. A location map of the property is also included as an attachment. A field review of the property was conducted on June 15, 2022.

## **Preliminary Review Summary:**

### **Wetlands**

Based upon review of GIS data from the National Wetlands Inventory (NWI) and Suwanee River Water Management District (SJRWMD), the property does not appear to contain jurisdictional wetlands or natural surface waters. Permitting requirements should be coordinated with local and state agencies that govern this process.

### **Floodplains**

Review of Federal Emergency Management Agency (FEMA) GIS data indicates the property lies entirely outside the 100- and 500-year floodplains.

### **Protected Species/Habitats or Essential Fish Habitat**

Review of Florida Geographic Data Library GIS data indicates there are no documented occurrences of state or federally listed plants or animals, and no federally designated critical habitat or essential fish habitat (EFH) is present on the property. No listed or protected species were observed during the field review.

Areas of suitable habitat for gopher tortoises were noted through aerial and visual observations of the subject property. These habitat areas are separated by security fencing and are not included in

areas scoped for proposed grant improvements.

There is a low probability the proposed grant improvements will have any involvement with protected species or habitat.

### **Historic and/or Archaeological Resources protected under Section 106 of the National Historic Preservation Act**

No Section 4(f) properties are present within the subject parcel, and no resources eligible for the National Register of Historic Places (NRHP) are within or adjacent to the parcel.

A desktop review of historical resources data was conducted to determine whether any properties eligible for the NRHP are present with the subject parcel. The Florida Master Site File was reviewed using GIS layers provided by the State Historic Preservation Officer (SHPO) to identify these historic properties and past cultural resource surveys. One architectural survey of the area was produced in 1993. The survey did not identify any historic resources within or adjacent to the subject parcel.

The Levy County Property Appraiser records reports the structure within the subject parcel was constructed in 1989. The structure has very low potential to be eligible for designation as a NRHP based on visual observations of the structures and they are less than 50 years old. Overall, the parcel is of limited concern for impacts to historic resources.

### **Contamination**

A desktop contamination screening evaluation and site reconnaissance determined there were no sites within or adjacent to the subject property enrolled in regulatory hazardous storage or contamination cleanup programs. Historical evidence indicates there were no prior suspect activities at or near the subject property based on review of available historical aerials and interview with current property manager.

Observations made during the site reconnaissance did not note any areas of significant concern within the subject property.

Possible asbestos containing materials or lead based paint may be encountered during renovation of the existing structures. Further evaluation of areas with proposed renovation should be considered prior to disturbance of the existing structure and are standard recommendations.

### **Noise**

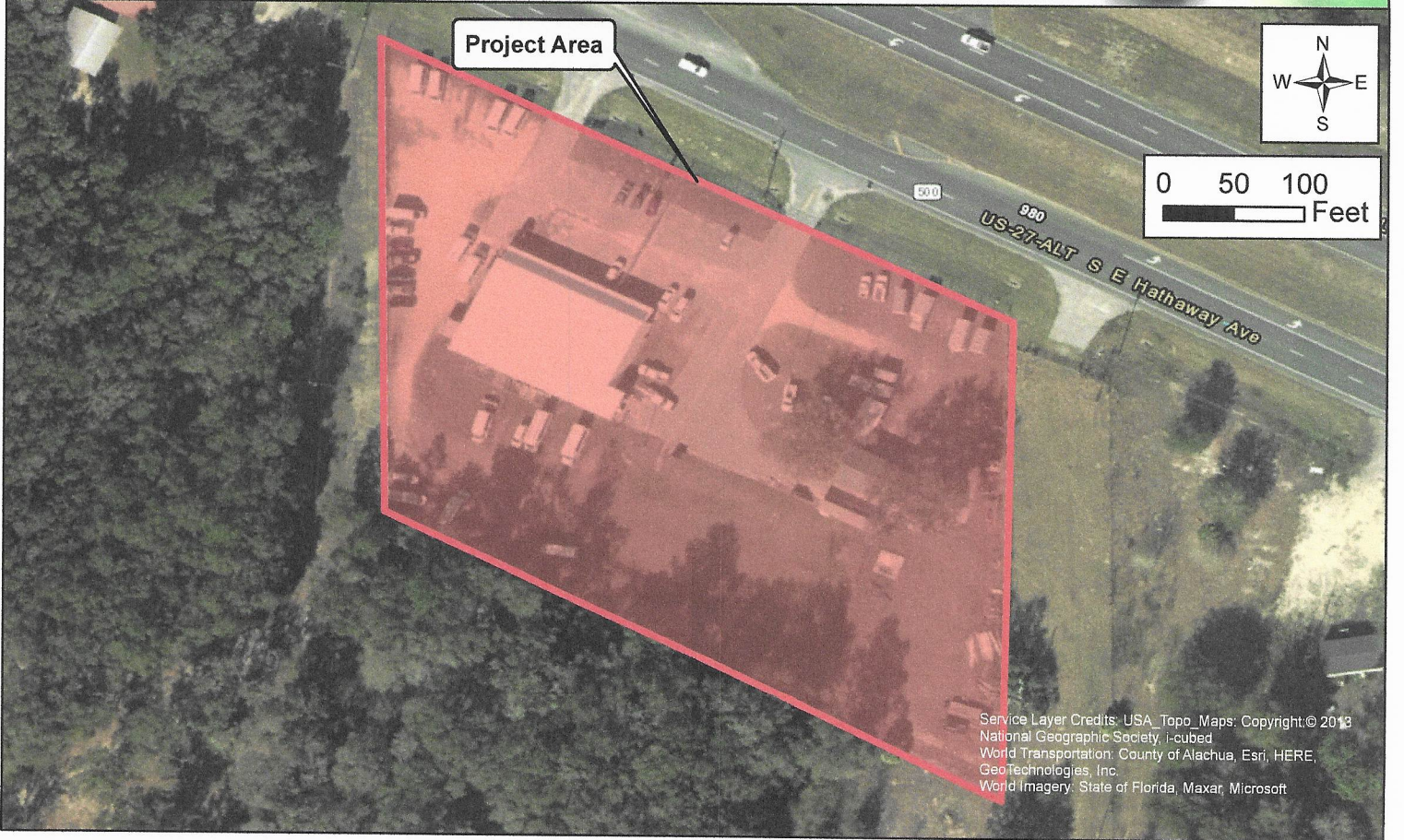
The proposed facility improvements would fall under a Type III Project. It and would not require a traffic noise study.

### **Summary Conclusion:**

The proposed improvements would meet the criteria to be evaluated for NEPA analysis as a Type 1 Categorical Exclusion environmental document under the 23 CFR 771.117 action (d) 9 "Rehabilitation or reconstruction of existing rail and bus buildings and ancillary facilities where only minor amounts of additional land are required and there is not a substantial increase in the number of users."

Attachments (2): Transit Property Improvements Diagram, Property Location Map

# Levy Co Transit RAISE Grant Location Map

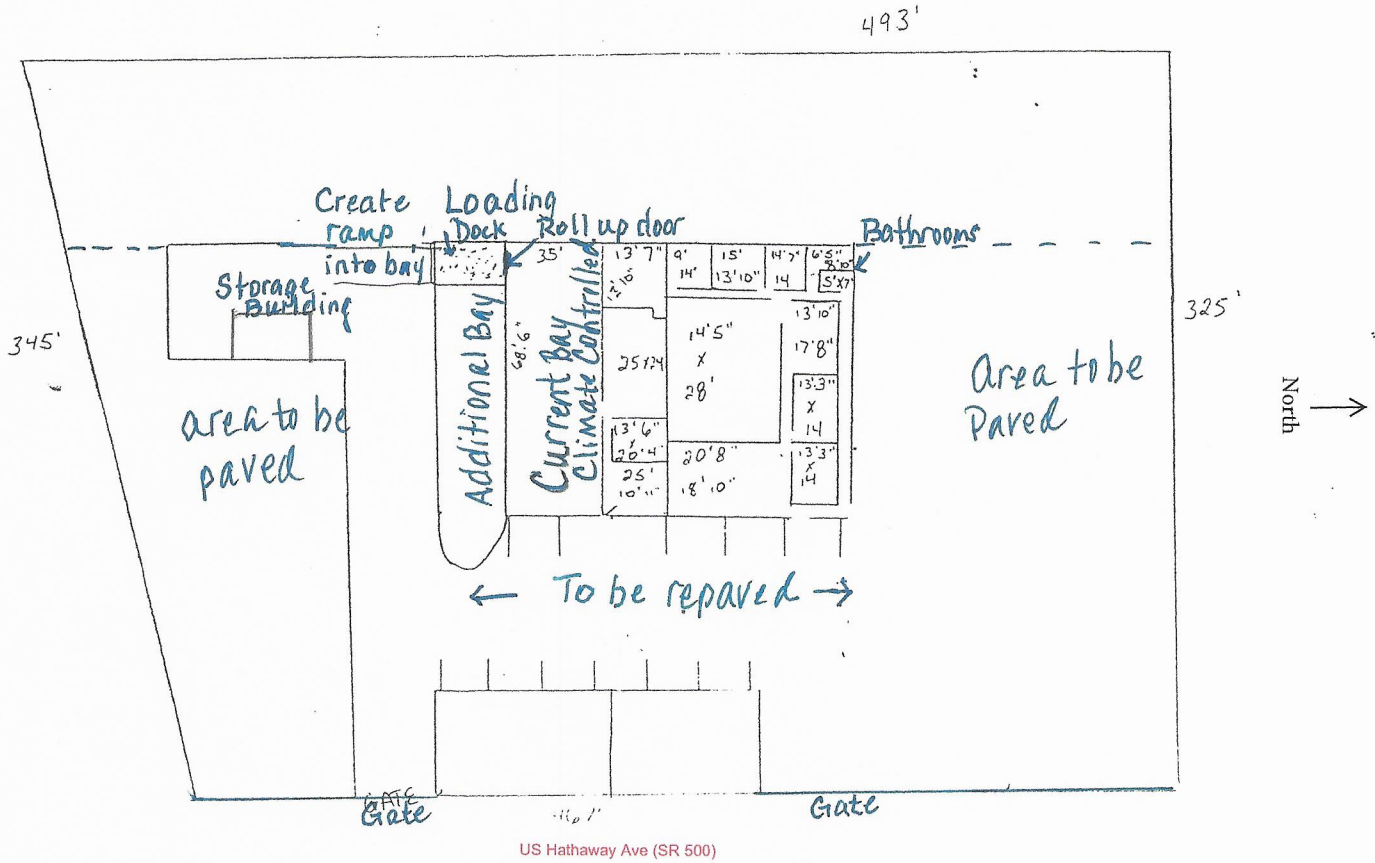


# TRANSPORTATION BLDG.

8-15-03



## CONSTRUCTION & MAINT.





*Florida Department of Transportation*

RICK SCOTT  
GOVERNOR

2198 Edison Avenue MS2806  
Jacksonville, FL 32204-2730

ANANTH PRASAD, P.E.  
SECRETARY

August 7, 2014

Connie Conley, Director  
Levy County Transit  
970A E. Hathaway Avenue, Bronson, FL 32621

**RE: Letter of Compliance with Rule Chapter 14-90, Florida Administrative Code**

Dear Ms. Conley,

I'm pleased to notify you that the Department has completed the Levy County Transit Bus Transit System Safety and Security Compliance Audit, June 2014 and we find your agency to be in compliance with the provisions of Rule Chapter 14-90, Florida Administrative Code (F.A.C.). Thank you for addressing the "Deficiencies" and "Areas of Concern" identified by the Department during the subject audit and subsequently communicating the completion of the corrective actions through August 6, 2014.

We appreciate the level of support and cooperation received from the agency's staff during the conduct of the compliance audit and also noted your efforts in addressing safety system compliance with the subject Rule. Per the Department's Bus Transit System Safety Program Procedure 725-030-009-j, we will be returning to your agency no later than 2017 for our next compliance audit. If you have any questions or would like to discuss any concerns in the meantime please contact me at (904) 360-5650. We look forward to continuing working with your agency in your efforts to serve the safe transportation needs of your constituents.

Sincerely,

**Doreen Joyner-Howard, AICP**  
District Modal Development Manager  
Florida Department of Transportation  
2198 Edison Avenue MS 2806  
Jacksonville, FL 32204-2730  
Phone: (904) 360-5650  
Email: doreen.joynerhoward@dot.state.fl.us

CC: Sandra Collins (FDOT), Janell Damato (FDOT), Theodis Perry (FDOT), Santanu Roy (HDR); Micah Gilliom (HDR); Lauren Adams (HDR)



LEVY COUNTY BOARD OF COUNTY COMMISSIONERS      COMMISSIONERS  
Government Serving Citizens

John Meeks, Vice Chair  
Rock Meeks, Chair  
Desiree Mills  
Tim Hodge  
Matt Brooks

December 20, 2022

Re: Proof of Match

The following is to attest that 20% match funding is available for Capital Improvements under Section 5311 for Admin/Maintenance Facility Rehab/Renovation. This funding is reserve funding in the budget of the County Transit Agency that will be allocated to serve as the 20% match needed for the Section 5311 Capital Assistance Grant application, if approved. The total match funding needed for this project at the 20% is \$265,940.64. Documentation of this available funding is attached.

Respectfully,

A handwritten signature in blue ink, appearing to read "W.D.", is written over the word "Respectfully,".

Wilbur Dean  
County Coordinator

**\* Simple G/L Inquiry**



This program allows you to select groupings of account numbers to report on.

- The G/L Accounts are selected based on the Fiscal year, Fiscal Month, Account Types and G/L Account Number *matching* entered.
- See the field help for G/L Matches field for detailed instructions on pattern matching.
- G/L Accounts are filtered based on your Security Settings.

Fiscal Year:    
 Fiscal Month:    
 G/L Matches:    
 G/L Acct#: Sort Position:    
 G/L Acct#: Sort Length:

Account Type:

- A - Asset
- L - Liability
- Q - Equity
- N - Encumbrance

Show Details   
 Include Zero Value Details   
 Do NOT Show Details   
 SubTotal Fund   
 SubTotal GL Type

Submit

Records Per Page:

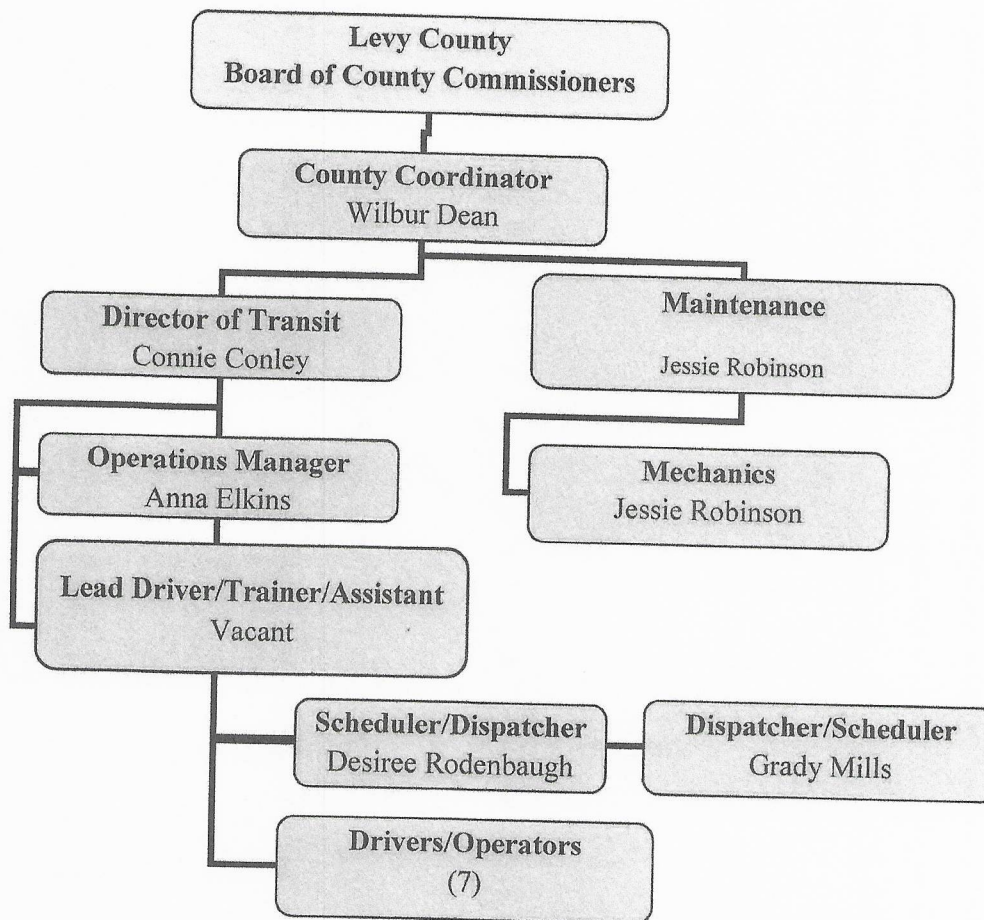


| Account Number     | Description                                 | Budget     | Adjusted Budget | Year Beg Balance | MTD Amount | YTD Amount | Out Encum | Balance    | % REC / EXP | Details                         |
|--------------------|---|------------|-----------------|------------------|------------|------------|-----------|------------|-------------|---------------------------------|
| 108-9900-544-99010 | USES - RESERVE FOR CONTINGENCIES            | 113,200.00 | 113,200.00      | 0.00             | 0.00       | 0.00       | 0.00      | 113,200.00 | 0.00        | <a href="#">View GL Account</a> |
| 108-9900-544-99020 | USES - RESERVE FOR ENDING CASH TO BE CAR... | 150,000.00 | 150,000.00      | 0.00             | 0.00       | 0.00       | 0.00      | 150,000.00 | 0.00        | <a href="#">View GL Account</a> |
| 108-9900-544-99060 | USES - RESERVE FOR CAPITAL OUTLAY           | 101,700.00 | 101,700.00      | 0.00             | 0.00       | 0.00       | 0.00      | 101,700.00 | 0.00        | <a href="#">View GL Account</a> |
|                    | ** GRAND TOTAL **                           | 364,900.00 | 364,900.00      | 0.00             | 0.00       | 0.00       | 0.00      | 364,900.00 | 0.0         |                                 |

1 to 3 of 3 Records



### 5.1 Levy County Transit Organization Chart



# TransCIP Application Checklist – Section 5311

| ITEM   | Yes | No | N/A |
|--|-----|----|-----|
| 1. Grant Proposal – Excel Workbooks  | X   |    |     |
| 2. Cover Letter  | X   |    |     |
| 3. Governing Board’s Resolution  | X   |    |     |
| 4. Public Hearing Notice ( <i>Required for Public Agencies applying for capital projects</i> )           | X   |    |     |
| 5. Local Clearinghouse Agency/RPC Cover Letter ( <i>Required if proposed project is for facilities</i> ) | X   |    |     |
| 6. FDOT Certification and Assurances   | X   |    |     |
| 7. Standard Lobby Certification  | X   |    |     |
| 8. FTA Section 5333 (b) Assurance  | X   |    |     |
| 9. Leasing Certification   | X   |    |     |
| 10. Certification of Equivalent Service  | X   |    |     |
| 11. Form 424: Application for Federal Assistance   | X   |    |     |
| 12. Federal Certifications and Assurances  | X   |    |     |
| 13. Title VI Plan ( <i>Required if not previously submitted to District</i> )                            |     | X  |     |
| 14. Protection of the Environment ( <i>Required if the proposed project is for facilities</i> )          | X   |    |     |
| 15. Triennial Review- CAP Closeout   | X   |    |     |
| 16. Proof of Local Match   | X   |    |     |
| 17. Organization Chart   | X   |    |     |
| 18. Completed Sample Vehicle Order Form(s)   |     |    | X   |

| Phase | Upgrade                                 | Cost          | Notes   |
|-------|---|---------------|---|
|       | Remodel office space                    | \$ -          | Allowance   |
| 1     | <b>Add service bay 40'x60'x18' tall</b> | \$ 720,000.00 | Changed the size of the service bay. This is the size the add |
| 1     | Add ramp at loading dock                | \$ 30,000.00  | 30' run, 3' rise, 12' wide                                    |
|       | Septic tank replacement                 | \$ -          | Allowance   |
| 2     | Gate service                            | \$ 10,000.00  | Assumes that full gate replacement not necessary              |
|       | New flooring                            |               | 1/2 of the space  |
|       | New maintenance equipment               | \$ -          | See list on 2nd tab   |
|       | Furniture for mechanics office          | \$ -          | Allowance   |
| 3     | New phone system                        | \$ 15,000.00  | Allowance   |
| 1     | Door replacement west side              | \$ 3,800.00   |   |
| 2     | <b>Asphalt paving</b>                   | \$ 165,178.00 |   |
|       | Stand alone canopy 40'x60'x18' tall     |               |   |
|       | Replace porch roof beam                 | \$ -          | Allowance   |
|       |   | \$ 943,978.00 |   |

|       |
|-------|
| Phase |
| 1     |
| 2     |
| 3     |

|                 |                                       |  |  |
|-----------------|---------------------------------------|--|--|
| \$ 188,795.60   | Contingency                           |  |  |
| \$ 1,132,773.60 | Sub Total                             |  |  |
| \$ 135,932.83   | A&E                                   |  |  |
| \$ 396,470.76   | Permits, Contractor Profit, Insurance |  |  |
| \$ 1,665,177.19 |                                       |  |  |

|              |    |
|--------------|----|
| Fleet        |    |
| 24' cut away | 12 |
| 27'          | 2  |
| Non-rev      | 4  |

ed bay should be. If this size is going to cost more than the \$375,000, then I will remove gate service, and new phone system

| Upgrade       | Contingency (20%) | A&E (12%)     | Permits, Contractor Profit, Insurance (35%) | Total           | Match (20%)   |
|---------------|-------------------|---------------|---|-----------------|---------------|
| \$ 753,800.00 | \$ 150,760.00     | \$ 108,547.20 | \$ 316,596.00                               | \$ 1,329,703.20 | \$ 265,940.64 |
| \$ 175,178.00 | \$ 35,035.60      | \$ 25,225.63  | \$ 73,574.76                                | \$ 309,013.99   | \$ 61,802.80  |
| \$ 15,000.00  | \$ 3,000.00       | \$ 2,160.00   | \$ 6,300.00                                 | \$ 26,460.00    | \$ 5,292.00   |
| \$ 943,978.00 | \$ 188,795.60     | \$ 135,932.83 | \$ 396,470.76                               | \$ 1,665,177.19 | \$ 333,035.44 |