

Florida Department of Transportation Capital Assistance Application



49 U.S.C. Section 5339, CFDA 20.526

Bus and Bus Facilities Formula Capital Program for Rural Areas

STOP: Before beginning your application, make sure all agency profile information is up-to-date in TransCIP. The agency profile provides critical information. If the agency profile is incorrect, your application may be considered incomplete or ineligible for consideration.

Agency Name:	Levy County BOCC	Use drop-down to select or type to enter
FDOT District:	Two	Use drop-down to select

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.

Each District will determine the deadline for vehicle information data entry to align with the Federal Fiscal Year 2025 application process. All updates must be completed by the deadline identified by your District, which may be different from that of other application elements.

Instructions:

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

Failure to update inventory information will have a negative impact on your application. This information is critical in determining need and replacement status. Additionally, lack of updated information may cause a service enhancement project to not receive funding.

Certification: Connie Conley

Date: 11/6/2024

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). A description of any budget shortfall may be included.

Please limit your response to the space provided.

Levy County Transit is the transportation department for the Levy County Board of County Commissioners. The Levy BOCC is the CTC for the county. The department receives no funding from the general budget from the county. Therefore, the agency is self-sufficient and relies on the funding received through grants, APD funding, and fares collected through farebox or reduced fares for those residents of the county that do not qualify under the Transportation Disadvantage grant funding.

Budget for Year of Anticipated Award

All applicants for all request types must complete this budget form. For each component, amounts reported should be based on projected values for the year of anticipated award for the current grant application.

Instructions: Amounts reflected in the Program Budget must be limited to those operating and administrative expenses/revenues supporting the applicant's transportation program. For agencies whose primary purpose is not transportation, the transportation program budget must be separated out from general administration and other agency functions. Shared costs such as facility rental and utilities must be allocated to the transportation program on a reasonable and specified basis.

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Operating & Administrative Expenses			
Instructions	Object Class	Code	Amount
Use drop-down to select	Operators' Salaries and Wages	5011	\$257,739
Use drop-down to select	Other Salaries and Wages	5013	\$307,822
Use drop-down to select	Fringe Benefits	5015	\$222,368
Use drop-down to select	Materials and Supplies	5030	\$15,100
Use drop-down to select	Fuel and Lubricants	5031	\$167,000
Use drop-down to select	Tires and Tubes	5032	\$10,000
Use drop-down to select	Other Materials and Supplies	5039	\$44,900
Use drop-down to select	Utilities	5040	\$11,400
Use drop-down to select	Miscellaneous Expenses	5090	\$35,400
Use drop-down to select		-	\$0
Use drop-down to select		-	\$0
Use drop-down to select		-	\$0
			\$1,071,729

Operating & Administrative Revenues

Instructions	Object Class	Code	Amount
Use drop-down to select	Passenger Fares	4110	\$60,000
Use drop-down to select	Passenger-Paid Fares	4111	\$17,000
Use drop-down to select	Organization-Paid Fares	4112	\$38,000
Use drop-down to select	State Government Funds	4400	\$360,032
Use drop-down to select	Federal Funds	4500	\$628,232
Use drop-down to select		-	\$0
Use drop-down to select		-	\$0
Use drop-down to select		-	\$0
Use drop-down to select		-	\$0
Use drop-down to select		-	\$0
Use drop-down to select		-	\$0
Use drop-down to select		-	\$0
Use drop-down to select		-	\$0
			\$1,103,264

Current System Description

Instructions:

Current System Description Tab provides space for a short description of who the applicant is and what services they provide. The form is in a question and answer format with designated text boxes (the applicant's response to the question must not exceed the space provided or word counts where indicated). If the applicant is a CTC, relevant pages of a Transportation Disadvantaged Service Plan (TDSP) and Annual Operating Report (AOR) containing the above information may be provided within TransCIP.

Questions:	Response
Please provide a brief general overview of the organization type (i.e., government authority, private non-profit, etc.) including:	Levy County Transit is a department of the Levy County Board of County Commissioners. The Levy BOCC is a government entity. The transit department provides trips to the residents of Levy County. The county has a land mass of 1,188 square miles. There are eight incorporated areas and numerous unincorporated communities, that the department provides services to. All services are open to the general public.
Program mission	The program mission is to provide a safe and reliable mode of transportation service to the residents of the county. The service provided takes residents into areas within the service area described in the TDSP, for those in need of transportation to and from life sustaining locations. All vehicles are kept clean and maintained on a daily basis, so that residents feel safe and comfortable, while using the transportation services.
Program goals	Goals include: Growth in ridership, contracts with Medicaid providers, to help with the growth in ridership, dedicated drivers, and continued safety of miles driven daily with no at fault accidents.

<p>Program objectives</p>	<p>Efficiency of scheduling trips is a priority, to provide as many trips with any driver on any given day, to utilize the number of seats available on each bus. Continuing to reach out to the public to bring awareness of the service, types of trips, hours of service, and assist persons with the application process for using the service.</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>What are the sources of the transportation program's funding for operations (e.g., state, local, federal, private foundations, fares, other program fees)?</p>	<p>Funding comes largely from Federal, State grants, APD trips provided to the Levy ARC, farebox and miscellaneous fares.</p>

To what extent does your agency serve minority populations? You may cite your agency's Title VI program to identify minority population groups served.

The area of service cover all of Levy County. The following are percentages of minority populatations within the county. Caucasian-76%, Latino-9.5%, African American-8.4%, Asian American-0.7%, Native America-0.3%, and Other-4.5%. All populations are encouraged to use the transportation service. Applicaions and riders guides are available in Spanish.

Briefly describe your agency's vehicle maintenance program. Which services are outsourced (e.g., oil changes)? Explain how vehicles are maintained without interruptions in service.

The agency's mechanic oversees the maintenanc program. The majority of the repairs are performed and completed at the County maintenance shop. All warranty work is sent out to a dealership including any major repairs, such as transmission or major engine work. All service are completed at 5,000 mile intervals and backup vehicles are used to avoid interruption of services.

Service Characteristics

Instructions: The service characteristics sheet is used to determine and report the anticipated quantitative impacts of the proposed project on your agency's transportation program. A calculation column has been provided to calculate the necessary data for both the current transportation program and if awarded. Please include the source of the data, e.g., Trapeze, direct observation, driver logs, maintenance records, etc.

Service Characteristic	Value	Data Collection/ Calculation Method
<p><u>Unlinked Passenger Trips (UPT)</u> 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.</p>	<p align="center">18,159</p>	<p>CTS Daily Management Statistics - Report 10/01/2023 - 09/30/2024</p>
<p><u>Unduplicated Passengers per Year</u> Unique (non-repeat) passengers served within the reporting year</p>	<p align="center">263</p>	<p>CTS Ride Data Report 10/01/2023 - 09/30/2024</p>

Equipment Request

Instructions: Applicants must submit a full request description as part of the application. Responses must be entered in a question/answer format where indicated. Where a field or word count is included, the length of the applicant's response must not exceed the space or word count provided. The project description should not repeat the Current System Description.

Project Type	Examples
Equipment	<ul style="list-style-type: none"> —Fare boxes —Communications equipment —Security/surveillance equipment for vehicles and/or buildings —Shop equipment (alignment machines, bus washing machines, tire changers, etc.) —Bus shelters —Bus stop signage —Wheelchair lifts —Other miscellaneous equipment

Project Description

Instructions: Describe the project being requested within this application.

This agency has had the plan for years to build a maintenance shop at the location of the current transit offices, where all transit vehicles are located. There is a grant award that will bring this shop to life. A grant was also awarded for shop equipment. However, there is additional shop equipment needed and furniture for the offices on the east side of the transit building. Part of the office staff to include the mechanic, will move into the vacant office spaces. A conference room is needed to hold meetings, such as LCB meetings, FDOT meetings, triennial reviews and other meetings as needed. So, this request is for additional shop equipment, furniture for offices and conference room furniture.

Project-Related Improvements

Instructions: Describe how the grant funding will improve your agency's transportation service in one or more areas. If an area is not intended to be improved by the proposed project, indicate "Not Applicable". Applicants may also consider conducting scenario planning, cost-benefit analysis, and/or fiscal impact analysis to illustrate how transportation service will be enhanced.

Provide more hours of service and/or more trips?	N/A	
Expand service to a larger geographic area within the District?	N/A	
Reduce headways/increase frequency?	N/A	

<p>Support a capital investment strategy in alignment with a Strategic Plan, Capital Improvement Plan, or Transit Asset Management Plan?</p> <p><i>Example:</i> The equipment replacements in this application were identified using the prioritization tool in agency's most recent TAM Plan, in order for the agency's assets to meet State of Good Repair targets.</p>	<p>The Levy County Transit building is in need of additional equipment to properly perform repairs and maintenance on all transit vehicles. Furthermore, aesthetically inside and outside the building is in need of upgrades. This request for furniture and equipment goes in hand with the Capital Improvements that will be brought to fruition over the next two years.</p>
<p>Address projected vulnerabilities?</p>	<p>Lack of funds within the department budget to purchase additional tools, shop equipment, and furniture for the new maintenance shop project, and offices on the maintenance side of the building.</p>
<p>Expand access to essential services?</p>	<p>N/A</p>
<p>Enhance passenger experience (e.g., added amenities)?</p>	<p>N/A</p>
<p>Decreases transportation costs, improve access to mobility options, and spur economic activity in underserved/disadvantaged communities?</p>	<p>N/A</p>
<p>Overcome any challenges or difficulties your agency is experiencing?</p>	<p>The shop equipment requested will ensure that the agency doesn't have to "borrow" equipment from the county maintenance shop. The mechanic has some tools, however there are tools at the current county maintenance shop that will be needed at the new maintenance shop. Part of the staff will be moved into the empty offices on the east side (maintenance shop side) of the building. This move will open up opportunities to reconstruct offices on the west side of the building for storage and other uses.</p>

<p>If a grant award will be used to maintain services, specifically explain how it will be used in the context of total service. In the case that a grant award is granted to maintain services as opposed to expand them, it is important to explain how the award would still improve the overall operations and provision of transportation services. 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.?</p>	<p>All records for the project will be kept on site, to include financial records, operating records, and maintenance records. All original documents that the finance office requires, will be copied and kept in specific grant files, and kept at the transit office. All reporting for this project will be completed by the transit director. All reporting will be provided within the timeline specified by FDOT.</p>
<p>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?</p>	<p>If this grant application request is not fully funded, the maintenance portion of the request, will not hinder the maintenance from being performed on vehicles. The office furniture, if not funded will not be replaced. The current furniture that is over 20 years old will be moved into the office on the west side of the building. As for the furniture for a conference room, that furniture will not be purchased, therefore there will be no conference room for meetings.</p>

Project Readiness

Instructions: If the proposed project is for vehicles, equipment, or other capital items, please provide a detailed description of project activities:

<p>If applicable, please provide any pertinent information used to make a determination on the reasonableness of cost, i.e., independent cost estimates, quotes, etc.</p>	<p>Quotes have been obtained from numerous vendors for each piece of equipment and furniture.</p>
<p>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.</p> <p>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.</p>	<p>Upon receipt of a fully executed PTGA, the process of obtaining current pricing on all equipment and furniture will begin. Purchase orders will be obtained with the quotes and purchased within the guidelines of the procurement policy. Upon receipt of equipment, purchase order and invoices will be submitted to the county finance office for payment. Payments to vendors are paid within 30 days through the finance office. A copy of the check is requested by this office prior to mailing to vendor and a copy of the cancelled check is also received. These documents along with the quotes and any forms required by FDOT for reimbursement will be completed and emailed to appropriate FDOT office.</p>
<p>If the requested equipment will be used by a lessee or private operator under contract to the applicant agency, how will oversight be undertaken of the proposed lessee/operator? Has an equitable plan for distribution of equipment to lessees and/or private operators been completed?</p>	<p>All equipment and furniture will be used solely by Levy County Transit.</p>

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.

This grant will be sent to the local planning council to be placed into the TDSP. These projects will be placed on the LCB agenda and discussed at a meeting. The Local Coordinating Board is always supportive of the grants written and received for the agency.

Equipment Request

All equipment requests must be supported with a completed sample order form or Independent Cost Estimate in order to generate a more accurate estimation of the equipment cost. If using the TRIPS Contract, the order form can be obtained from <http://www.tripsflorida.org/contracts.html>:

- Instructions:**
1. Select Desired equipment
 2. Choose Vendor (use drop down arrow next to vendor name to see information)
 3. Select Order Packet
 4. Complete Order Form

If not using the TRIPS, a quote should be uploaded from the desired vendor. This supporting documentation should be uploaded in TransCIP. Once uploaded in TransCIP, applicants should check the box to indicate the forms have been uploaded.



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Equipment Request

List the number of items under Quantity and select a Description from the drop down box that best describes your project. Under Detail, provide further details, which is required to complete (i.e. two-way radio or stereo radio, computer hardware/software, etc.). If more space is needed to accommodate your request, add more rows to the table. The Department strongly encourages agencies seek quotes and/or independent cost estimates for equipment during the application development process to ensure full project cost is accounted for in the request. Unit costs must be listed in whole numbers only.

Detail should be provided at the item level: for example, if multiple types of equipment are being requested there may be multiple lines in the table with the same ALI code, but with different details (e.g., office furniture, tablets, other technology hardware), useful life, quantities, and unit costs. Quotes or independent cost estimates must be provided for each type of item.

Instructions	Description	ALI	Detail	Useful Life (Years)	Quantity	Unit Cost	Total Cost	Federal Share	State (TRC) Share
Use drop-down to select request description	Shop Equipment Acquisition	11.42.06	Forklift-5000 lb capacity	20+	1	\$40,250	\$40,250	\$40,250	\$10,063
Use drop-down to select request description	Shop Equipment Acquisition	11.42.06	Master Tool Set	20+	3	\$15,000	\$45,000	\$45,000	\$11,250
Use drop-down to select request description	Miscellaneous Equipment Acquisition	11.42.20	Office Desks	20+	3	\$1,177	\$3,531	\$3,531	\$883
Use drop-down to select request description	Miscellaneous Equipment Acquisition	11.42.20	Office Desk Chairs	5+	5	\$500	\$2,500	\$2,500	\$625
Use drop-down to select request description							\$0	\$0	\$0
	Total						\$91,281	\$91,281	\$22,820

Service Characteristics			
Service Characteristic	Before Project	If the grant is awarded	Data Collection/Calculation Method
<u>Unlinked Passenger Trips (UPT)</u>	18,159	19,067	$18159 \times 5\% = 908 + 18159 = 19067$
<u>Unduplicated Passengers per Year</u>	263	276	$263 \times 5\% = 13 + 263 = 276$

Facility Request

Instructions: Applicants must submit a full request description as part of the application. Responses must be entered in a question/answer format where indicated. Where a field or word count is included, the length of the applicant's response must not exceed the space or word count provided. The project description should not repeat the Current System Description.

Project Type	Examples
Facilities	<ul style="list-style-type: none"> —Passenger Amenity Projects —Transit Centers —Transit Fueling and Electric Charging Stations

Project Description

Instructions: Describe the project being requested within this application.

N/A

Project-Related Improvements

Instructions: Describe how the grant funding will improve your agency's transportation service in one or more areas. If an area is not intended to be improved by the proposed project, indicate "Not Applicable". Applicants may also consider conducting scenario planning, cost-benefit analysis, and/or fiscal impact analysis to illustrate how transportation service will be enhanced.

Provide more hours of service and/or more trips?

N/A

Expand service to a larger geographic area?

N/A

Reduce headways/increase frequency?

N/A

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

N/A

Address projected vulnerabilities?

N/A

Expand access to essential services?

N/A

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

N/A

<p>Decreases transportation costs, improve access to mobility options, and spur economic activity in underserved/disadvantaged communities?</p>	<p>N/A</p>
<p>Overcome any challenges or difficulties your agency is experiencing?</p>	<p>N/A</p>
<p>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.?</p>	<p>N/A</p>
<p>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?</p>	<p>N/A</p>

Project Readiness

Instructions: If the proposed project is for vehicles, equipment, or other capital items, please provide a detailed description of project activities:

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

Facility Projects

Instructions: For all facility project requests, provide the following information.

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.

N/A

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.

N/A

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

N/A

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

N/A

Instructions:	Identify whether grant funds will be used for a third-party contractor to carry out the project (or any portion of the project).
Yes/No	

Facility Request

Instructions:

Select the activity in the Description column using the drop down box that most closely matches the facility line item request. Enter additional detail about the project in the Detail column, which is required to complete. Unit costs must be entered in whole numbers only.



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Instructions	Description	ALI	Detail	Useful Life (Years)	Quantity	Unit Cost	Total Cost	Federal Share	State TRC Share
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
Use drop-down to select request description							\$0	\$0	\$0
Total		-	-	-	-	-	\$0	\$0	\$0

Service Characteristics

Service Characteristic	Before Project	If the grant is awarded	Data Collection/Calculation Method
Unlinked Passenger Trips (UPT)	18,159		
Unduplicated Passengers per Year	263		