

Florida Department of Transportation
Capital & Operating Assistance Application



49 U.S.C. Section 5311, CFDA 20.509
Formula Grants for Rural Areas

Agency Name:	Levy County BOCC	
Project Type(s):	Operating	
FDOT District:	Two	

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: 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: 10/30/2024

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).

Please limit your response to 250 words.

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 is self-sufficient, with no budgeted funding from the county's general fund. The department depends on state and federal grants for operating funds to provide the transportation services for Levy County. This funding is used to offset employee wages, benefits, and fuel costs. As the budget below depicts, without the state and federal funding, the department would not exist.

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.

Enable adding rows: 

Disable adding rows: 

Current and Pending Section 5311 Awards

List all current and pending Section 5311 contracts.

Contract Number or Pending	Execution Date or Not Applicable	Expiration Date or Not Applicable	Original Amount	Current Balance	Expected Closeout Date
Pending	N/A	N/A	\$488,232	\$488,232	Open
Pending	N/A	N/A	\$140,000	\$140,000	Open
G2R38	11/17/2023	12/31/2026	\$350,000	\$166,416	12/1/2024

Operating & Administrative Expenses

Instructions	Object Class	Code	Amount
Use drop-down to select Object Class	Operators' Salaries and Wages	5011	\$ 257,738
Use drop-down to select Object Class	Other Salaries and Wages	5013	\$ 307,822
Use drop-down to select Object Class	Fringe Benefits	5015	\$ 222,368

Use drop-down to select
Object Class

Materials and Supplies

5030

\$

15,100

Use drop-down to select Object Class	Fuel and Lubricants	5031	\$	167,000
Use drop-down to select Object Class	Tires and Tubes	5032	\$	10,000
Use drop-down to select Object Class	Other Materials and Supplies	5039	\$	44,900
Use drop-down to select Object Class	Utilities	5040	\$	11,400
Use drop-down to select Object Class	Miscellaneous Expenses	5090	\$	35,400
Use drop-down to select Object Class		-	\$	-
Use drop-down to select Object Class		-	\$	-
Use drop-down to select Object Class		-	\$	-
			\$	1,071,728

Operating & Administrative Revenues			Code	Amount
Use drop-down to select Object Class	Passenger Fares	4110	\$	60,000
Use drop-down to select Object Class	Passenger-Paid Fares	4111	\$	17,000
Use drop-down to select Object Class	Organization-Paid Fares	4112	\$	38,000

Use drop-down to select Object Class	State Government Funds	4400	\$	360,032
Use drop-down to select Object Class	Federal Funds	4500	\$	628,232

Current System Description

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.

Instructions:

Questions:	Response	Maximum Word Count	Word Count
<p>Please provide a brief general overview of the organization type (i.e., government authority, private non-profit, etc.) including:</p>	<p>Levy County Transit is a department of the Levy County Board of County Commissioners. The department provides transportation services to the residents of Levy County. Levy County has a land area of 1,188 square miles. There are eight incorporated areas and numerous unincorporated communities, that the agency provides services to. All transportation services are open to the general public. All vehicles and trips meet ADA guidelines.</p>	100	66
<p>Program mission and goals:</p>	<p>The program mission is to provide a safe and reliable mode of transportation service to the residents of the county. To provide clean and well maintained vehicles on a daily basis, for residents to feel safe and comfortable, while using the transportation services.</p>	100	43

<p>Please inform the Department of any major organizational or operational changes since the submittal of your last application, examples include: implementation of mobility on demand services or leadership changes.</p>	<p>The county hired a County Manager to replace the retiring County Coordinator. The new county manager will have more authority to handle county business among the departments within the county. No other changes have occurred since last grant season.</p>		100	39
<p>According to your Title VI Plan, what populations do you serve?</p>	<p>76% Caucasian, 9.5% Latino, 8.4% African American, 0.7% Asian American, 0.3% Native American, and 4.5% Other</p>		100	16

Service Characteristic	Value	Data Collection/ Calculation
<p>Service Characteristics 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.</p>		

Unlinked Passenger Trips (UPT)

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.

Unduplicated Passengers per Year

Unique (non-repeat) passengers served within the reporting year

		CTS Daily Management Statistics Report 10/01/2023 - 09/30/2024
	18,159	
	263	CTS Ride Data Report 10/01/2023 - 09/30/2024

Operating Award 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. Operating Award Requests should be entered in whole numbers only.

Operating Award Request			
Budget Category	Total	Federal	Local
Salaries	\$450,000	\$225,000	\$225,000
Fringe Benefits	\$220,000	\$110,000	\$110,000
Contractual Services		\$0	\$0
Other Direct Costs		\$0	\$0
Fuel	\$120,000	\$60,000	\$60,000
b.		\$0	\$0
c.		\$0	\$0
d.		\$0	\$0
e.		\$0	\$0
f.		\$0	\$0
g.		\$0	\$0
h.		\$0	\$0
i.		\$0	\$0
j.		\$0	\$0
k.		\$0	\$0
l.		\$0	\$0
m.		\$0	\$0
n.		\$0	\$0
o.		\$0	\$0
p.		\$0	\$0
Indirect Costs		\$0	\$0
Total	\$790,000	\$395,000	\$395,000

The above information should be transferred to Form 424.

The total should match 18g within Form 424.

The total should match 18a within Form 424.

The total should match 18d within Form 424.

Proof of Local Match – Operating Projects

Instructions:

The Section 5311 federal share of eligible operating expenses may not exceed 50%. Some combination of state, local, or private funding sources must be identified and committed to provide the required non-Federal share. The non-Federal share may be cash, or in kind. Funds may be local, private, state, or (up to one half) unrestricted Federal funds. Funds may not include any borrowed against the value of capital equipment funded in whole or in part by State and/or Federal sources.

The Section 5311 Program permits up to one half the required match to be derived from other unrestricted Federal funds. Federal funds are unrestricted when a Federal agency permits its funds to match Section 5311. Essentially all Federal Social Service Programs using transit services are unrestricted, such as Medicaid, employment training, vocational rehabilitation services and Temporary Assistance for Needy Families; other U.S. DOT Programs are not considered unrestricted Federal funds. Contract revenue from the provision of transportation services to social service agencies may also be used as local match. The costs associated with providing the contract revenue service must be included in the project budget if using contract revenue as match.

Non-cash, in-kind contributions such as donations of goods or services and volunteered services are eligible to be counted towards the local match only if the value of such is formally documented, supported and pre-approved by the District Office. Any funds committed as match to another Federal program may not be used to match Section 5311 funds.

Local match may be derived from any non-U.S. Department of Transportation (USDOT) Federal Program, state programs, local contributions or grants.

Applicants may not borrow funds to use as match nor may they place liens on Section 5311-funded vehicles or equipment.

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.

Required Match (50%) **\$395,000**

Revenue Type <i>Use dropdown to select</i>	Description	Amount
State Government	Trip & Equipment	\$360,032
Federal Government	Med-waiver APD	\$38,000
Local Government	Misc Fares and Fare box	\$77,000

Operating Match Total: **\$475,032**

Project Description

Instructions: Describe the project being requested within the application.

5311 Operational funding is used in large to off set wages, benefits, and fuel expense in providing transportation trips to the residents in Levy County. Without this funding the agency could not function and provide the trips to those residents that depend on the transportation to get them to medical trips that sustain their lives or to life sustaining trips, such as shopping for household needs.

Project-Related Improvements

Instructions:

Describe how the grant funding will improve your agency's transportation service in one or more areas. Applicants may also consider conducting scenario planning, cost-benefit analysis, and/or fiscal impact analysis to illustrate how transportation service will be enhanced.

Consider the below questions when identifying project related improvements. Will the project allow your agency to:

- Provide more hours of service and/or more trips?
- Expand service to a larger geographic area?
- Reduce headways/increase frequency?
- Expand access to essential services

This funding will definitely aid in providing more trips on a daily basis. With the need to provide additional life sustaining trips, to include grocery shopping, pharmacy, recreational, social and employment opportunities.

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	$263 \times 5\% = 13.15 + 263 = 276$