

# TransCIP Application Checklist – Section 5339

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. CTC Agreement or Certification	X		
6. FDOT Certification and Assurances	X		
7. Standard Lobby Certification	X		
8. Leasing Certification	X		
9. Certification of Equivalent Service	X		
10. Form 424: Application for Federal Assistance	X		
11. Federal Certifications and Assurances	X		
12. FTA Section 5333b Assurance	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. Local Clearinghouse Agency-RPC Cover Letter			X
16. Triennial Review- CAP Closeout	X		
17. Organization Chart	X		
18. Completed Sample Vehicle Order Form(s) <i>None available in TRIPS</i>		X	

# Florida Department of Transportation

## Capital Assistance Application

Federal Fiscal Year 2023 / State Fiscal Year 2024



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

**Bus and Bus Facilities Formula**

**Program for Rural Areas**

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

## Applicant Information

Item	Instruction	Agency Response
Agency (Applicant) Legal Name:		Levy County Board of County Commissioners
Applicant Status: <i>A first-time applicant has not received any funding for the past two grant cycles</i>	Use drop-down to select	Returning applicant
Is the applicant a Community Transportation Coordinator (CTC)? <i>If yes, please attach Transportation Disadvantaged Service Plan (TDSP), CTC Certification, and Annual Operating Report (AOR) where indicated in TransCIP.</i>	Use drop-down to select	Yes
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>  Federal Taxpayer ID Number:  <a href="#">My Florida Marketplace Vendor Number</a>	Use link to access information. Select district(s) affected by the proposed project(s).	Three
Federal Taxpayer ID Number:		59-6000717
<a href="#">My Florida Marketplace Vendor Number</a>	Use link to access information	
Applicant Fiscal period start and end dates: <i>State Fiscal period from: July 1, 2022 to June 30, 2023</i>		October 1, 2022 to September 30, 2023
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? <i>*If yes, please answer all questions. If no, disregard remaining questions in this questionnaire.</i>	Pre-populates from Applicant Status		
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	Yes	
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

Budget for Year of Anticipated Award

Enable adding rows: +

Disable adding rows: -

### Operating & Administrative Expenses

Instructions	Object Class	Code	Amount
Use drop-down to select	Labor	5010	\$140,000
Use drop-down to select	Operators' Salaries and Wages	5011	\$313,800
Use drop-down to select	Other Salaries and Wages	5013	\$150,000
Use drop-down to select	Fringe Benefits	5015	\$310,000
Use drop-down to select	Materials and Supplies	5030	\$40,000
Use drop-down to select	Fuel and Lubricants	5031	\$175,000
Use drop-down to select	Other Materials and Supplies	5039	\$40,000
Use drop-down to select	Utilities	5040	\$15,000
Use drop-down to select	Miscellaneous Expenses	5090	\$35,000
Use drop-down to select		-	\$0
Use drop-down to select		-	\$0
Use drop-down to select		-	\$0
			<b>\$1,218,800</b>

**Operating & Administrative Revenues**

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

**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	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 the CTC for Levy County. Levy County Transit is the county agency that provides transportation services to the residents of Levy County. 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	56
Program mission	The mission of the agency is to always provide a safe and reliable transportation service to the residents of the county. Providing clean and well maintained vehicles on a daily basis for residents to feel safe and comfortable while using the transportation services. Events and meetings within the county are attended to bring continued awareness of the availability of services provided to those in need.	100	65
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
Program objectives	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.	100	59
Service, route, and trip types provided	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.	100	60
Total number of employees in organization	11	-	-
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, 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?

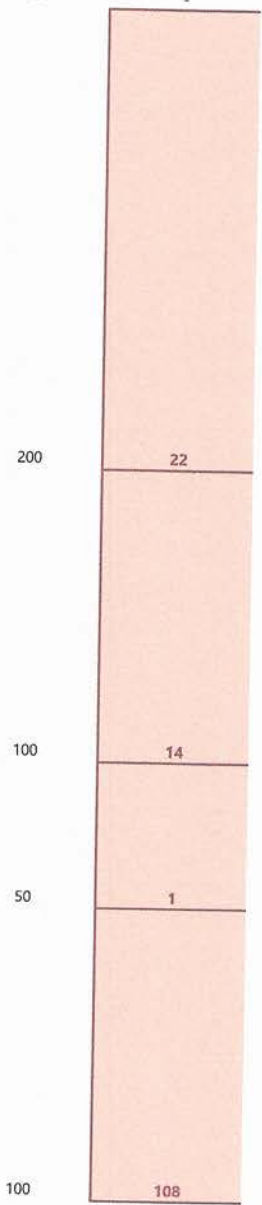
Transportation services are available and open to any and all residents of Levy County.

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 over seen 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 schedulers 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.



**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	Completion Check
<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.	23,843	Ride Data Report - CTS	COMPLETE
<u>Unduplicated Passengers per Year</u> Unique (non-repeat) passengers served within the reporting year	232	Daily Management Statistics Report - CTS	COMPLETE

## Vehicle Request

Project Type	Examples
Expansion Vehicles	<ul style="list-style-type: none"> <li>—Large heavy-duty transit buses 35'-40'</li> <li>—Small heavy-duty transit buses 30'</li> </ul>
Replacement Vehicles	<ul style="list-style-type: none"> <li>—Minibus</li> <li>—Standard Cutaway</li> <li>—Minivan</li> </ul>

Project Description	
General Project Description:	<p>The agency, Levy County Transit is a county department under the Levy County Board of County Commissioners, provides Non-emergency, door to door paratransit service to the residents of Levy County. Levy County is a large rural county with a land area of 1,118 square miles. Levy County is the Community Transportation Coordinator (CTC) and are responsible for delivery of transportation disadvantaged services within its designated service area, on a full-time basis. All transportation services are available to the general public. With the large area that services are provided the buses running routes daily accumulate approximately 200-250 miles per day. Many of the roads traveled within the county are grade roads, which take a toll on all the vehicles. The vehicle needing to be replaced is a 2016-E450 and has a seating capacity of 14 ambulator seats and two wheelchair positions. The current mileage on this vehicle is 202706. This vehicle is used as a spare when needed and</p> <p style="text-align: center;"><b>Project-Related Improvements</b></p>
Will the project allow your agency to: Provide more hours of service and/or more trips?	<p>With the additional drivers currently being hired this bus will assist in providing more trips into areas such as Cedar Key, which trips are being provided only on Friday's. (Trips are provided on a daily basis for extenuating circumstances). Providing more life sustaining trips into other services areas that are currently limited.</p>
Expand service to a larger geographic area?	<p>With this bus, services into those areas such as Cedar Key, Inglis and Yankeetown, can be scheduled on a daily basis for the residents in those areas.</p>
Reduce headways/increase frequency?	<p>Increase trips in frequency for those areas of the county mentioned above, that currently have limited days of service.</p>

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

Not applicable

*Example:* The vehicle replacements in this application were identified using the prioritization tool in agency's most recent TAM Plan, in order for the agency's fleet to meet its State of Good Repair targets.

Address projected vulnerabilities?

Not applicable

Expand access to essential services?

Services for life sustaining trips such as shopping, education and work related will increase with the replacement of this bus.

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?

Not applicable

Overcome any challenges or difficulties your agency is experiencing?

Currently this agency is not experiencing any challenges since the vehicle is in good working condition. However, with the age and number of miles that buses at this agency accumulate daily, the cost of repairs will begin to increase. If this bus is not replaced within a year maybe two, then this agency will face difficulties due to the bus having to be taken out of service permanently.

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.

The current inventory of buses that are used on a daily basis have seating capacity for 14 riders and two wheelchair positions. This agency is currently taking applications to hire two additional drivers. The hiring of additional driver's will help keep the office staff from driving on a daily basis to provide the trips scheduled. Currently the agency has 9 vehicles with the seating capacity above and two additional buses that have 10 seats & 2 wheelchair positions and the other is a transit bus with 8 seats and one wheelchair position but you lose two of those seats to accommodate the wheelchair. With that being said, when 2 additional driver's are hired that will leave us with one 14 seat bus and the two smaller buses as backup. This puts scheduling of trips in a tough position by possibly not having enough seating if there are several of the daily run buses needing service or repairs. This vehicle will assure the agency of scheduling additional trips on a daily basis.

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?

In the event that this application is not fully funded, this agency will continue to provide services. The bus being requested for replacement will continue to be serviced on time and kept in good working condition, with hopes that no major repairs will be 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.

With Levy County being the CTC, this agency has a Local Coordinating Board that reviews operations, provides recommendations on all applications for funds relating to the transportation disadvantaged in the service area designated and to ensure those services are provided in the most cost effective and efficient manner.

#### 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.

Used Trips contract and bus is set up with the same number of seating and wheelchair positions as the one this bus will replace.

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.

Upon receipt of the grant award, the order would be placed with the chosen vendor under the TRIPS contracts. Upon delivery of bus and inspection by this agency, all related paperwork would be sent to CUTR for payment to vendor. Prior to the bus being put into service all signage, decals and FDOT assigned number would be installed. An outside vendor would install the two-way radio and the bus must be set up as a county asset with asset sticker placed on bus. This bus would then be put into service.

If you are requesting a vehicle that requires a driver with a CDL, how will you ensure that your driver(s) maintain CDL certification

This bus does not require a CDL driver.

If the requested vehicles or 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 vehicles/equipment to lessees and/or private operators been completed?

Not Applicable

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.

Not Applicable

Vehicle and Equipment Request

+ Enable adding rows

- Disable adding rows

Vehicle Request

Instructions	Description	ALI	Fuel Type	Useful Life (Years)	Passenger Seats	Wheelchair Positions	Quantity	Unit Cost	Total Cost	Federal Share	State (TRC) Share	Order Form Completed
Use drop-down to select request description	Bus - Replacement Under 30'	11.12.04	Gasoline	5	10	2	1	\$126,000	\$126,000	\$100,800	\$31,500	<input type="checkbox"/>
Use drop-down to select request description									\$0	\$0	\$0	<input type="checkbox"/>
Use drop-down to select request description									\$0	\$0	\$0	<input type="checkbox"/>
Use drop-down to select request description									\$0	\$0	\$0	<input type="checkbox"/>
Use drop-down to select request description									\$0	\$0	\$0	<input type="checkbox"/>
Use drop-down to select request description									\$0	\$0	\$0	<input type="checkbox"/>
Use drop-down to select request description									\$0	\$0	\$0	<input type="checkbox"/>
Use drop-down to select request description									\$0	\$0	\$0	<input type="checkbox"/>
Use drop-down to select request description									\$0	\$0	\$0	<input type="checkbox"/>
Use drop-down to select request description									\$0	\$0	\$0	<input type="checkbox"/>
Use drop-down to select request description									\$0	\$0	\$0	<input type="checkbox"/>
<b>Total</b>		-	-	-	10	2	1	-	\$126,000	\$100,800	\$31,500	-



Vehicles to be Replaced

FDOT Control #	VIN	Make	Type	Year	Ramp or Lift	Passenger Seats	Wheelchair Positions	Status	Mileage
91299	1FDFE4FS1HDCS3064	Ford	E450	2016	Lift	14	2	Active	202706
<b>Total/Average</b>						14	2		202,706

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	$23843/232=102.77/52=1.97X1$ $2X52=1229.28$	COMPLETE
<u>Unduplicated Passengers per Year</u>	232	244	$232X5\%=243.60$	COMPLETE



LEVY COUNTY BOARD OF COUNTY COMMISSIONERS  
Government Serving Citizens

COMMISSIONERS  
John Meeks, Vice Chair  
Rock Meeks, Chair  
Desiree Mills  
Lilly Rooks  
Matt Brooks

**STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION**

**GRANT APPLICATION**

*Levy County Board of County Commissioners*, submits this Application for the Section 5339 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 Department 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 6<sup>th</sup> 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*

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*Signature*

---

*Russell Meeks, Jr.*

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*Typed Name and Title of Authorized Representative*

December 6, 2022

*Date*

**RESOLUTION NUMBER 2022-74**

**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 5339 FOR FISCAL YEAR 2022-2023, THE ACCEPTANCE OF A GRANT AWARD, THE PURCHASE OF VEHICLES AND/OR EQUIPMENT AND/OR 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 5339 for FY 2022-2023 from the Florida Department of Transportation (the "Section 5339 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 5339; and

**WHEREAS**, this Resolution is required to comply with Section 5339 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 Section 5339 Grant application(s), required supporting documents, certifications and assurances to the Florida Department of Transportation is 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; purchase vehicles/equipment and/or expend grant funds pursuant to a 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 5339 Grant agreement time extensions as may be necessary.
4. This Resolution shall take effect immediately upon adoption.

**Duly Adopted** this 6<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

AFFP

1110 LC LCT PURCHASE BUS Not

# Affidavit of Publication

STATE OF FLORIDA }  
COUNTY OF CITRUS } SS

1110 LC LCT PURCHASE BUS

Notice of Public Hearing by Levy County Transit

Before the undersigned authority personally appeared Deborah McPherson, who on oath says that she is an Accounting Clerk of the Levy Citizen, a weekly newspaper published at 17 NE 3rd Street, Chiefland, FL in Levy County, Florida; that the attached copy of advertisement, being a legal notice in the matter of 1110 LC LCT PURCHASE BUS, was published in said newspaper by print in the issues of November 10, 2022 or by publication on the newspaper's website, if authorized, on November 10, 2022.

All interested parties within Levy County are hereby advised that Levy County Transit is applying to the Florida Department of Transportation for a capital grant under Section 5339 of the Federal Transit Act of 1991, as amended, for the purchase of One Standard Cutaway Bus to be used for the provision of public transit services within Levy County and surrounding areas.

A Public Hearing has been scheduled at 9:00 a.m. on November 17, 2022, located at 310 School Street, in the County Commission Boardroom for the purpose of advising all interested parties of service being contemplated if grant funds are awarded, and to ensure that contemplated services would not represent a duplication of 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 Monday, November 14, 2022.

Affiant further says that the newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes.

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 accommodations on the basis of race, color, sex, national origin, 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).

Published on November 10, 2022

Deborah McPherson  
Affiant

Sworn to and subscribed before me this 10th day of November 2022, by Deborah McPherson who is personally known to me.

Maria A. Parks  
Maria A. Parks, Notary Public 4/20/2025



MARIA A. PARKS  
Commission # HH 099773  
Expires April 20, 2025  
Bonded Thru Budget Notary Services

Publisher's Fee: \$ 31.30  
50002675 50048542

Alicia Tretheway  
LEVY COUNTY BOCC-Legals  
PO BOX 310  
BRONSON, FL 32621

## **1110 LC LCT PURCHASE BUS**

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Published on November 10, 2022

Contract # TD2034

Effective: 7/1/2020 to 6/30/2025

STATE OF FLORIDA  
COMMISSION FOR THE TRANSPORTATION DISADVANTAGED  
**MEMORANDUM OF AGREEMENT**

This Memorandum of Agreement is between the COMMISSION FOR THE TRANSPORTATION DISADVANTAGED, hereby referred to as the "Commission," and Levy County Board of County Commissioners/Levy County Transit, Post Office Box 310, Bronson, Florida 32621 the COMMUNITY TRANSPORTATION COORDINATOR, designated pursuant to Chapter 427, F.S., to serve the transportation disadvantaged for the community that includes the entire area of Levy county(ies), and hereafter referred to as the "Coordinator."

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

The Parties Agree:

I. The Coordinator Shall:

- A. Become and remain totally apprised of all of the Transportation Disadvantaged resources available or planned in their designated service area. This knowledge will be used to plan, coordinate, and implement the most cost effective transportation disadvantaged transit system possible under the economic and other conditions that exist in the designated service area.
- B. Plan and work with Community Transportation Coordinators in adjacent and other areas of the state to coordinate the provision of community trips that might be handled at a lower overall cost to the community by another Coordinator. This includes honoring any Commission-approved statewide certification program that allows for intercounty transportation opportunities.
- C. Arrange for all services in accordance with Chapter 427, Florida Statutes, and Rule 41-2, FAC, and as further required by the Commission and the local Coordinating Board approved Transportation Disadvantaged Service Plan.
- D. Return any acquired profits or surplus funds originating through the course of business as the Coordinator that are beyond the amounts(s) specifically identified and approved in the accompanying Transportation Disadvantaged Service Plan. Such profits or funds shall be returned to the Coordinator's transportation system or to any subsequent Coordinator, as a total transportation system subsidy, to be applied to the immediate following operational year. The Coordinator will include similar language in all coordination contracts to assure that transportation disadvantaged related revenues are put back into transportation disadvantaged services.



E. Accomplish this Project by:

1. Developing a Transportation Disadvantaged Service Plan for approval by the local Coordinating Board and the Commission. Coordinators who are newly designated to a particular service area shall submit a local Coordinating Board approved Transportation Disadvantaged Service Plan, within 120 calendar days following the execution of the Coordinator's initial memorandum of agreement with the Commission, for approval by the Commission. All subsequent Transportation Disadvantaged Service Plans shall be submitted and approved with the corresponding memorandum of agreement. The approved Transportation Disadvantaged Service Plan will be implemented and monitored to provide for community-wide transportation services for purchase by non-sponsored transportation disadvantaged persons, contracting social service agencies, and other entities that use local, state, or federal government funds for the purchase of transportation for the transportation disadvantaged.
2. Maximizing the use of available public school transportation resources and public fixed route or fixed schedule transit services and assuring that private or public transit, paratransit operators, and school boards have been afforded a fair opportunity to participate to the maximum extent feasible in the planning process and in the development of the provisions of the Transportation Disadvantaged Service Plan for the transportation disadvantaged.
3. Providing or arranging 24-hour, 7-day per week transportation disadvantaged service as required in the designated service area by any Federal, State or Local Government agency sponsoring such services. The provision of said services shall be furnished in accordance with the prior notification requirements identified in the local Coordinating Board and Commission approved Transportation Disadvantaged Service Plan.
4. Complying with all local, state, and federal laws and regulations that apply to the provision of transportation disadvantaged services.
5. Submitting to the Commission an Annual Operating Report detailing demographic, operational, and financial data regarding coordination activities in the designated service area. The report shall be prepared on forms provided by the Commission and according to the instructions of said forms.

F. Comply with Audit and Record Keeping Requirements by:

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

2. Assuming the responsibility of invoicing for any transportation services arranged, unless otherwise stipulated by a purchase of service contract or coordination contract.
  3. Maintaining and filing with the Commission, local Coordinating Board, and all purchasing agencies/entities such progress, fiscal, inventory, and other reports as those entities may require during the period of this Agreement.
  4. Providing copies of finance and compliance audits to the Commission and local Coordinating Board as requested by the Commission or local Coordinating Board.
- G. Retain all financial records, supporting documents, statistical records, and any other documents pertinent to this Agreement for a period of five (5) years after termination of this Agreement. If an audit has been initiated and audit findings have not been resolved at the end of five (5) years, the records shall be retained until resolution of the audit findings. The Coordinator shall assure that these records shall be subject to inspection, review, or audit at all reasonable times by persons duly authorized by the Commission or this Agreement. They shall have full access to and the right to examine any of the said records and documents during the retention period.
- H. Comply with Safety Requirements by:
1. Complying with Section 341.061, F.S., and Rule 14-90, FAC, concerning System Safety; or complying with Chapter 234.051, F.S., regarding school bus safety requirements for those services provided through a school board; and
  2. Assuring compliance with local, state, and federal laws, and Commission policies relating to drug testing. Conduct drug and alcohol testing for safety sensitive job positions within the coordinated system regarding pre-employment, randomization, post-accident, and reasonable suspicion as required by the Federal Highway Administration and the Federal Transit Administration.
- I. Comply with Commission insurance requirements by maintaining at least minimum liability insurance coverage in the amount of \$200,000 for any one person and \$300,000 per occurrence at all times during the existence of this Agreement for all transportation services purchased or provided for the transportation disadvantaged through the Community Transportation Coordinator. Upon the execution of this Agreement, the Coordinator shall add the Commission as an additional **named insured** to all insurance policies covering vehicles transporting the transportation disadvantaged. In the event of any cancellation or changes in the limits of liability in the insurance policy, the insurance agent or broker shall notify the Commission. The Coordinator shall insure that contracting transportation operators and coordination contractors also maintain the same minimum liability insurance, or an equal governmental insurance program. Insurance coverage in excess of \$1 million per occurrence must be approved by the Commission and the local Coordinating Board before inclusion in the Transportation Disadvantaged Service Plan or in the justification of rates and fare structures. Such coverage may be provided by a self-insurance program established and operating under the laws of the State of Florida and written verification of insurance protection in accordance with Section 768.28, Florida Statutes, shall be provided to the Commission upon request.

- J. Safeguard information by not using or disclosing any information concerning a user of services under this Agreement for any purpose not in conformity with the local, state and federal regulations (45 CFR, Part 205.50), except upon order of a court, written consent of the recipient, or his/her responsible parent or guardian when authorized by law.
- K. Protect Civil Rights by:
1. Complying with state and federal laws including but not limited to laws regarding discrimination on the basis of sex, race, religion, age, disability, sexual orientation, or national origin. The Coordinator gives this assurance in consideration of and for the purpose of obtaining federal grants, loans, contracts (except contracts of insurance or guaranty), property, discounts, or other federal financial assistance to programs or activities receiving or benefiting from federal financial assistance and agreeing to complete a Civil Rights Compliance Questionnaire if so requested by the Commission.
  2. Agreeing that compliance with this assurance constitutes a condition of continued receipt of or benefit from federal financial assistance, and that it is binding upon the Coordinator, its successors, subcontractors, transferee, and assignees for the period during which such assistance is provided. Assure that all operators, subcontractors, subgrantee, or others with whom the Coordinator arranges to provide services or benefits to participants or employees in connection with any of its programs and activities are not discriminating against those participants or employees in violation of the above statutes, regulations, guidelines, and standards. In the event of failure to comply, the Coordinator agrees that the Commission may, at its discretion, seek a court order requiring compliance with the terms of this assurance or seek other appropriate judicial or administrative relief, to include assistance being terminated and further assistance being denied.
- L. To the extent allowed by Section 768.28, Florida Statutes, and only to the monetary and other limitations contained therein, indemnify and hold harmless the Commission and all of the Commission's members, officers, agents, and employees; purchasing agency/entity officers, agents, and employees; and the local, state, and federal governments from any claim, loss, damage, cost, charge or expense arising out of any act, action, neglect or omission by the Coordinator during the performance of this Agreement, whether direct or indirect, and whether to any person or property to which the Commission or said parties may be subject, except that neither the Coordinator nor any of its sub-contractors will be liable under this section for damages arising out of injury or damage to persons or property directly caused or resulting from the sole negligence of the Commission or any of its members, officers, agents or employees; purchasing agency/entity, officers, agents, and employees; and local, state, or federal governments. Nothing herein is intended to serve as a waiver of sovereign immunity by any agency/entity or Coordinator to which sovereign immunity may be applicable. Nothing herein shall be construed as consent by a state agency/entity or political subdivision of the State of Florida or the federal government to be sued by third parties in any matter arising out of any Agreement or contract. Notwithstanding the foregoing, pursuant to Section 768.28, Florida Statutes, no agency or subdivision of the state shall be required to indemnify, insure, or assume any liability for the Commission's negligence.

- M. Comply with standards and performance requirements of the Commission, the local Coordinating Board approved Transportation Disadvantaged Service Plan, and any purchase of service contracting agencies/entities. Failure to meet the requirements or obligations set forth in this MOA, and performance requirements established and monitored by the local Coordinating Board in the approved Transportation Disadvantaged Service Plan, shall be due cause for non-payment of reimbursement invoices until such deficiencies have been addressed or corrected to the satisfaction of the Commission.
- N. Comply with subcontracting requirements by executing or negotiating contracts for transportation services with Transportation Operators and Coordination Contractors, and assuring that the conditions of such contracts are maintained. The requirements of Part 1, Paragraph E.5. through M are to be included in all contracts, subcontracts, coordination contracts, and assignments made by the Coordinator for services under this Agreement. Said contracts, subcontracts, coordination contracts, and assignments will be reviewed and approved annually by the Coordinator and local Coordinating Board for conformance with the requirements of this Agreement.
- O. Comply with the following requirements concerning drivers and vehicles:
1. Drivers for paratransit services, including coordination contractors, shall be required to announce and identify themselves by name and company in a manner that is conducive to communications with the specific passenger, upon pickup of each rider, group of riders, or representative, guardian, or associate of the rider, except in situations where the driver regularly transports the rider on a recurring basis. Each driver must have photo identification that is in view of the passenger. Name patches, inscriptions or badges that affix to driver clothing are acceptable. For transit services, the driver photo identification shall be in a conspicuous location in the vehicle.
  2. The paratransit driver shall provide the passenger with boarding assistance, if necessary or requested, to the seating portion of the vehicle. The boarding assistance shall include opening the vehicle door, fastening the seat belt or utilization of wheelchair securement devices, storage of mobility assistive devices, and closing the vehicle door. In certain paratransit service categories, the driver may also be required to open and close doors to buildings, except in situations in which assistance in opening/closing building doors would not be safe for passengers remaining on the vehicle. Assisted access must be in a dignified manner. Drivers may not assist wheelchair up or down more than one step, unless it can be performed safely as determined by the passenger, guardian, and driver.
  3. All vehicles shall be equipped with two-way communications in good working order and be audible to the driver at all times to the base.
  4. All vehicles providing service within the coordinated system, shall have working air conditioners and heaters in each vehicle. Vehicles that do not have a working air conditioner or heater will be scheduled for repair or replacement as soon as possible.

P. Comply with other requirements as follows:

1. Transport an escort of a passenger and dependent children as locally negotiated and identified in the local Transportation Disadvantaged Service Plan.
2. Determine locally in the Transportation Disadvantaged Service Plan, the use, responsibility, and cost of child restraint devices.
3. Transport with the passenger at no additional charge, passenger property that can be carried by the passenger and/or driver in one trip and can be safely stowed on the vehicle. Additional requirements may be negotiated for carrying and loading rider property beyond this amount. Passenger property does not include wheelchairs, child seats, stretchers, secured oxygen, personal assistive devices, or intravenous devices.
4. Provide shelter, security, and safety of passengers at vehicle transfer points.
5. Post a local or other toll-free number for complaints or grievances inside each vehicle. The local complaint process shall be outlined as a section in the local Transportation Disadvantaged Service Plan including advising the dissatisfied person about the Commission's Ombudsman Program as a step within the process as approved by the local Coordinating Board.
6. Provide out-of-service-area trips, when determined locally and approved by the local Coordinating Board, except in instances where local ordinances prohibit such trips.
7. Keep interior of all vehicles free from dirt, grime, oil, trash, torn upholstery, damaged or broken seats, protruding metal or other objects or materials which could soil items placed in the vehicle or provide discomfort for the passenger.
8. Determine locally by the local Coordinating Board and provide in the local Transportation Disadvantaged Service Plan the billing requirements of the Community Transportation Coordinator. All bills shall be paid to subcontractors within 7 calendar days after receipt of said payment by the Coordinator, in accordance with Section 287.0585, Florida Statutes.
9. Maintain or have access to a passenger/trip database on each rider being transported within the system.
10. Provide each rider and escort, child, or personal care attendant adequate seating for paratransit services. No more passengers than the registered passenger seating capacity shall be scheduled or transported in a vehicle at any time. For transit services provided by transit vehicles, adequate seating or standing space will be provided to each rider and escort, child, or personal care attendant, and no more passengers than the registered passenger seating or standing capacity shall be scheduled or transported in a vehicle at any time.
11. First Aid shall be determined locally and provided in the local Transportation Disadvantaged Service Plan.

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

II. The Commission Shall:

- A. Recognize the Coordinator as the entity described in Section 427.011(5), Florida Statutes, and Rule 41-2.002(4), F.A.C.
- B. Attempt to insure that all entities with transportation disadvantaged funds will purchase transportation disadvantaged services through the Coordinator's system.

III. The Coordinator and the Commission Further Agree:

- A. Nothing in this Agreement shall require the Commission to observe or enforce compliance with any provision thereof, perform any other act or do any other thing in contravention of any applicable state law. If any of the provisions of this Agreement is found by a court of law to violate any applicable state law, the purchasing agency/entity will at once notify the Commission in writing in order that appropriate changes and modifications may be made by the Commission and the Coordinator to the end that the Coordinator may proceed as soon as possible with the provision of transportation services.
- B. If any part or provision of this Agreement is held invalid, the remainder of this Agreement shall be binding on the parties hereto.
- C. Termination Conditions:
  - 1. Termination at Will - This Agreement may be terminated by either party upon no less than thirty (30) days notice, without cause. Said notice shall be delivered by certified mail, return receipt required, or in person with proof of delivery.
  - 2. Termination for Breach - Unless the Coordinator's breach is waived by the Commission in writing, the Commission may, by written notice to the Coordinator, terminate this Agreement upon no less than twenty-four (24) hours notice. Said notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery. Waiver by the Commission of breach of any provision of this Agreement shall not be deemed to be a waiver of any other breach and shall not be construed to be a modification of the terms of this Agreement, and shall not act as a waiver or estoppel to enforcement of any provision of this Agreement. The provisions herein do not limit the Commission's right to remedies at law or to damages.
- D. This agreement will expire unless an extension is granted to the Coordinator in writing by the Commission, in accordance with Chapter 287, Florida Statutes.
- E. Renegotiations or Modifications of this Agreement shall only be valid when they have been reduced to writing, duly approved by the Commission, and signed by both parties hereto.

F. Notice and Contact:

The name and address of the contract manager for the Commission for this Agreement is: **Executive Director, 605 Suwannee Street, MS-49, Tallahassee, FL 32399-0450.** The representative/position of the Coordinator responsible for administration of the program under this Agreement is:

Connie Conley, General Manger  
Levy County Transit, Post Office Box 310, Bronson, Florida 32621

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

This document has been reviewed in its entirety and approved by the local Coordinating Board at its official meeting held on \_\_\_\_\_.

\_\_\_\_\_  
Coordinating Board Chairperson

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

COMMUNITY TRANSPORTATION  
COORDINATOR:

STATE OF FLORIDA, COMMISSION FOR  
THE TRANSPORTATION DISADVANTAGED:

Levy County Board of County Commissioners  
Agency Name

David Darm  
Printed Name of Authorized Individual

Matt Brooks  
Printed Name of Authorized Individual

Signature: [Signature]

Signature: [Signature]

Title: fr Executive Director

Title: Board Chairman

APPROVED AS TO FORM AND LEGAL  
SUFFICIENCY Anne Bast Brown  
Anne Bast Brown, County Attorney

## **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 5339 dated 6<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–
- 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 becomes unserviceable.
- 14 It will submit an annual financial audit report to FDOT ([FDOTSingleAudit@dot.state.fl.us](mailto: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 6, 2022 **Date**

\_\_\_\_\_ **Signature of Authorized Representative**

Russell Meeks, Jr./Board Chairman **Typed Name and Title of Authorized Representative**

## Standard Lobbying Certification Form

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 6, 2022 **Date**

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

Russell Meeks, Jr./Board Chairman **Typed Name and Title of Authorized Representative**

**Leasing Certification**

**MEMORANDUM for FTA 5339**

**Date:** December 6, 2022

**From:** Russell Meeks, Jr.  
(Typed name and title)

\_\_\_\_\_  
(Signature)

Levy County Board of County Commissioners  
(Typed or printed agency name)

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

**Subject:** FFY 2023 GRANT APPLICATION TO THE FEDERAL TRANSIT ADMINISTRATION,  
CAPITAL GRANTS FOR NON-URBANIZED AREAS PROGRAM,  
49 UNITED STATES CODE SECTION 5339

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**Leasing**

Will the Levy County Board of County Commissioners, as applicant to the Federal Transit Administration Section 5339 Program, lease the proposed vehicle(s) (or any other equipment that may be awarded to the Applicant) to a third-party?

Yes     No

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, 5339, 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 6<sup>th</sup> day of December, 2022

Russell Meeks, Jr.

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*Name and title of authorized representative*

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*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:**

CFDA Title:

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

20.526

\* Title:

49 U.S.C. Section 5339 Bus and Bus Facilities Program for Rural Area

**13. Competition Identification Number:**

Title:

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

Levy County

Add Attachment

Delete Attachment

View Attachment

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

Capital purchase for replacement vehicle.

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.

**17. Proposed Project:**

\* a. Start Date:

\* b. End Date:

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

* a. Federal	<input type="text" value="126,000.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* 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="126,000.00"/>

**\* 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

**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	X
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	_____ X
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	_____ X
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: 12/06/2022

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: \_\_\_\_\_

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.*

## FTA Section 5333 (b) Assurance

**Note:** By signing the following assurance, the recipient of Section 5339 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 9040.1G, Chapter VIII](#)); (2) agreeing to alternative comparable arrangements approved by the [Department of Labor \(DOL\)](#); or (3) obtaining a waiver from the DOL.

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 5339 Program.

December 6, 2022 Date

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

Russell Meeks, Jr. /Board Chairman Typed Name and Title 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**

(See Appendix for Example)

1 Identify Recipients of Transportation Assistance Under this Grant	2 Site Project by Name, Description, and Provider (e.g. Recipient, other Agency, or Contractor)	3 Identify Other Eligible Surface Transportation Providers (Type of Service)	4 Identify Unions (and Providers) Representing Employees of Providers in Columns 1, 2, and 3
Levy County Board of County Commissioners	Application 49 U.S.C. Section 5339 Capital	N/A	Laborers International Union of North Florida, AFL, CIO



*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)

### 5.1 Levy County Transit Organization Chart

