

**Florida Department of Transportation
Capital & Operating Assistance Application**



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

STOP: Before starting 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.

All applications must align demonstration of benefits with applicable USDOT memorandums implementing recent Executive Orders.

Agency Name:	Lee County Board of County Commissioners	Use drop down to select or type to enter
Project Type(s):	Operating	Use drop-down to select
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.

Instructions: 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.

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

Certification: Connie Conley

Date: 11/6/2025

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 county transportation department for the Levy County Board of County Commissioners. The Levy BOCC is the CTC for Levy County. The transit department must be a self-sufficient department, through grant awards. No general funds are budgeted or received from the county budget. The department depends solely on state and federal grant awards, to continue providing the much needed transportation services to the residents of Levy County. This funding is used to offset employee wages, benefits and fuel costs. As the budget below will depict, without the state and federal funding, the transit department would not exist.

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
G2Z65	5/31/2024	4/30/2029	\$265,000	\$67,540	12/31/2025
G3D59	6/4/2025	5/31/2028	\$488,234	\$488,234	1/31/2027
Pending	N/A	N/A	\$395,000		

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.

Operating & Administrative Expenses

Instructions	Object Class	Code	Amount
Use drop-down to select Object Class	Operators' Salaries and Wages	5011	\$ 320,109
Use drop-down to select Object Class	Other Salaries and Wages	5013	\$ 316,942
Use drop-down to select Object Class	Fringe Benefits	5015	\$ 250,250
Use drop-down to select Object Class	Materials and Supplies	5030	\$ 7,950

Use drop-down to select Object Class	Fuel and Lubricants	5031	\$	115,000
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	\$	24,800
Use drop-down to select Object Class	Utilities	5040	\$	16,900
Use drop-down to select Object Class	Miscellaneous Expenses	5090	\$	34,200
Use drop-down to select Object Class		-		
Use drop-down to select Object Class		-	\$	-
Use drop-down to select Object Class		-	\$	-
			\$	1,096,151

Operating & Administrative Revenues				
Instructions	Object Class	Code	Amount	
Use drop-down to select Object Class	Passenger Fares	4110	\$	17,000
Use drop-down to select Object Class	Passenger-Paid Fares	4111	\$	55,000
Use drop-down to select Object Class	Organization-Paid Fares	4112	\$	36,500
Use drop-down to select Object Class	State Transportation Fund	4420	\$	390,298

Current System Description

The Current System Description Tab provides space for a short description of your organization and the services it provides. 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 Board of County Commissioners is a government authority, and is the CTC for Levy County. The transit department, Levy County Transit provides door to door, non-emergency transportation to the residents of Levy County.</p>	100	35
<p>Program mission, goals, and/or objectives</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. The agency strives to increase ridership by promoting services through county wide partnerships, and attending events.</p>	100	59

<p>Service, route, and trip types provided</p>	<p>The agency provides door to door, non-emergency transportation Monday - Friday to the residents of Levy County. Levy County has a geographical area of 118 square miles. During holidays, service is provided to dialysis riders on alternate days of service. These alternate days for dialysis service are usually provided on a Saturday or Sunday. The transportation service provided is open to the general public. Trips may need to be prioritized due to driver shortages, but all types of trips are allowed, within the agencies service areas.</p>	<p>86</p>
<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>No major changes have taken place with this agency. However, steps are being taken to provide Medicaid trips, which have not been provided since 2012.</p>	<p>25</p>
<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. All populations within Levy County are eligible, and are encouraged to use the transportation services.</p>	<p>32</p>

100

100

100

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.

Instructions: 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
<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>	16,409	CTS scheduling software ~ Daily Management Statistics Report for the period 10/1/24-09/30/25
<p><u>Unduplicated Passengers per Year</u> Unique (non-repeat) passengers served within the reporting year</p>	264	CTS scheduling software ~ Daily Management Statistics Report for the period 10/1/24-09/30/25

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	\$637,051	\$318,525	\$318,526
Fringe Benefits	\$250,250	\$125,125	\$125,125
Contractual Services		\$0	\$0
Other Direct Costs	\$115,000	\$57,500	\$57,500
a.		\$0	\$0
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	\$1,002,301	\$501,150	\$501,151
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

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%)

\$501,150

Revenue Type <i>Use dropdown to select</i>	Description	Amount
State Government	Trip & Equipment Grant	\$300,000
Local Government	Farebox & Misc Fares	\$70,000
Local Government	Beginning Cash	\$131,150
Operating Match Total:		\$501,150

Project Description

Instructions: Describe the project being requested within the application.

Levy County Transit is a department of the Levy County Board of County Commissioners. The department does not receive funding from the county budget. The department is self sufficient through the grants awarded to provide transportation service to the residents of Levy County. The operational funding being requested will help to off set the expense of the operations of the department. With the increase of minimum wage, the cost of wages and benefits has drastically increased over the past few years. The department is in the process of working towards increasing ridership by returning to providing rides to Medicaid recipients. This services has not been provided by this agency for approximatley 13 years. There is a definite need to provide this service to the residents of Levy County. Providing this service will increase the need to hire additional drivers to provide services. Hours and days of service may need to be extended to fit the need.

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

Providing transportation services to the Medicaid recipients within Levy County will enhance and increase ridership. Days and times of service will be

Service Characteristics

Service Characteristic	Before Project	If the grant is awarded	Data Collection/Calculation Method
<u>Unlinked Passenger Trips (UPT)</u>	16,409	18,050	16409 X 10%= 18050
<u>Unduplicated Passengers per Year</u>	264	326	16409/264=62.15, 264+62=326

Vehicle 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	Types of Vehicles		
Expansion Vehicles	Expansion vehicles are those acquisitions of revenue vehicles which expand existing transit services. Such as new routes, increased frequency on existing routes, and/or increases in paratransit or demand responsive systems.	Sedans	Unmodified Vans/Commuter Vans, Modified Minivans	Medium to Heavy Duty Transit and Cutaway Buses <30' (Modified Minibuses, Transit Bus Standard Cutaway, Small Cutaway Bus, Small Cutaway w/ Low Floor)
Replacement Vehicles	Replacement vehicles are those acquisitions of revenue vehicles which are intended to replace those which have reached the end of minimum normal service life. It is important to note that agencies must clearly identify which vehicles from the existing fleet will be replaced along with the age and mileage of each vehicle to be replaced.			Medium to Heavy Duty Transit and Cutaway Buses >30' (Transit Bus)

Project Description

N/A

Project-Related Improvements

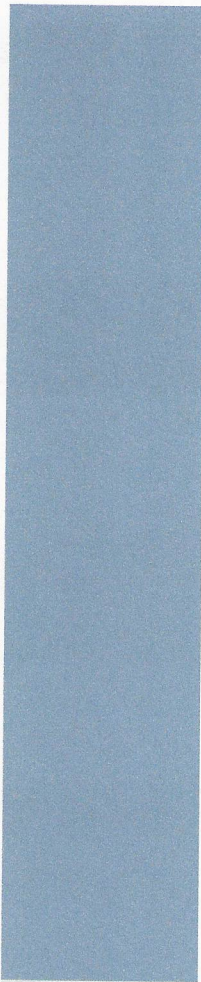
Instructions: Describe how the grant funding will improve your agency's transportation service in one or more areas. Applicants may also consider conducting scenario planning, cost-benefit analysis, and/or fiscal impact analysis to illustrate how transportation service will be enhanced.

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?
- Reduce headways/increase frequency?
- Support a capital investment strategy in alignment with a Strategic Plan, Capital Improvement Plan, or Transit Asset Management Plan? **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?
- Expand access to essential services?
- Enhance passenger experience (e.g. added amenities)?
- Decrease transportation costs, improve access to mobility options, and spur economic activity in underserved/disadvantaged communities?
- Overcome any challenges or difficulties your agency is experiencing?

Project Readiness

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. 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.



Vehicle Request

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

1. Select Desired Vehicle (Cutaway, Minibus etc)
2. Choose Vendor (use drop down arrow next to vendor name to see information)
3. Select Order Packet
4. Complete Order Form

General Instructions:

If not using the TRIPS contract, 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.

Under Description/Vehicle Type, include the length and type vehicle, lift or ramp, number of seats and wheelchair positions. For example, 22' gasoline bus with lift, twelve (12) ambulatory seats, and two (2) wheelchair positions are occupied the ambulatory seats will be reduced to eight (8). Any bus options that are part of purchasing the bus itself should be part of the vehicle request and NOT separated out under equipment. For Useful Life information, see reference table in Resources tab. Cost estimates should be supported by order forms or quotes.

Table Instructions:

Requests should be listed in order of priority. Unit costs must be listed in whole numbers only. If more space is needed to accommodate your request, add more rows to the table.

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	Passenger Seats (Total)	Wheelchair Positions (Total)
Use drop-down to select request description									\$0	\$0	\$0	<input type="checkbox"/>	0	0
Use drop-down to select request description									\$0	\$0	\$0	<input type="checkbox"/>	0	0
Use drop-down to select request description									\$0	\$0	\$0	<input type="checkbox"/>	0	0
Use drop-down to select request description									\$0	\$0	\$0	<input type="checkbox"/>	0	0
Use drop-down to select request description									\$0	\$0	\$0	<input type="checkbox"/>	0	0
Use drop-down to select request description									\$0	\$0	\$0	<input type="checkbox"/>	0	0
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Use drop-down to select request description									\$0	\$0	\$0	<input type="checkbox"/>	0	0
Use drop-down to select request description									\$0	\$0	\$0	<input type="checkbox"/>	0	0
Use drop-down to select request description									\$0	\$0	\$0	<input type="checkbox"/>	0	0
Use drop-down to select request description									\$0	\$0	\$0	<input type="checkbox"/>	0	0
Total					0	0	0		\$0	\$0	\$0		0	0

Service Characteristics			
Service Characteristic	Before Project	If the grant is awarded	Data Collection/Calculation Method
Unlinked Passenger Trips (UPT)	16,409		
Unduplicated Passengers per Year	264		

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Project Description

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Project-Related Improvements

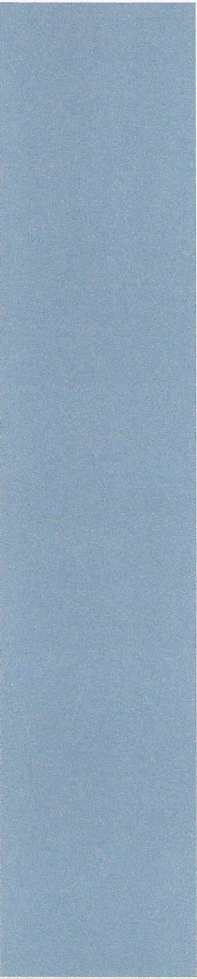
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Use drop-down to select request description									\$0	\$0	\$0	<input type="checkbox"/>	0	0
Use drop-down to select request description									\$0	\$0	\$0	<input type="checkbox"/>	0	0
Use drop-down to select request description									\$0	\$0	\$0	<input type="checkbox"/>	0	0
Use drop-down to select request description									\$0	\$0	\$0	<input type="checkbox"/>	0	0
Use drop-down to select request description									\$0	\$0	\$0	<input type="checkbox"/>	0	0
Use drop-down to select request description									\$0	\$0	\$0	<input type="checkbox"/>	0	0
Use drop-down to select request description									\$0	\$0	\$0	<input type="checkbox"/>	0	0
Use drop-down to select request description									\$0	\$0	\$0	<input type="checkbox"/>	0	0
Total					0	0	0		\$0	\$0	\$0		0	0

Service Characteristics			
Service Characteristic	Before Project	If the grant is awarded	Data Collection/Calculation Method
Unlinked Passenger Trips (UPT)	16,409		
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Instructions for TransCIP Attachments

Each form and certification provides FDOT with information it must have to make required assurances to the Federal government and to make project selections. It is important that each required form and certification be complete and correct. Applicants should be aware that there are criminal sanctions for furnishing false information in order to obtain federal grants (18 U.S.C. 1001, Crimes and Criminal Procedure – Statements or entries generally).

The complete application should be uploaded into the Department's grant management system (TransCIP). Electronic resolutions, applications, and acceptance of grant awards are acceptable. Incomplete, illegible, or unsigned applications may be rejected.

Questions regarding Section 5311 applications or the application process should be directed to the FDOT District Office in the applicant's service area, as shown in the Resources tab. All signature pages must be completed following the board resolution date. Some forms may not be required based on the type of application being submitted, please review the following details to understand form requirements. Each applicant will be responsible for attaching applicable forms to project application within TransCIP.

1 - Grant Proposal Excel Workbook - Each program application should contain the Grant Proposal provided within this Excel Workbook. This workbook has a built in validation process to ensure completion based on the projects submitted. Once complete, the Excel workbook should be uploaded to TransCIP within the associated opportunity.

2 - Cover Letter - A sample cover letter is included in the grant application for reference. The cover letter must be completed on agency letterhead and signed by the agency representative authorized in the Governing Board's Resolution. This representative must be the same individual referenced throughout the application as "the authorized agency representative." This ensures one consistent point of contact for questions and follow-up regarding the application.

3 - Governing Board's Resolution - A sample resolution form is included in the grant application for reference. The resolution must be completed on agency letterhead and signed by the chairperson of the agency's board. A new signed resolution must be submitted for each grant application and reference each program that is being applied for in that year.

4 - Public Hearing Notice - An opportunity for a public hearing is required ONLY for public agencies requesting capital grants under Section 5311. An application for Section 5311 submitted by a public agency should contain a copy of the notice of public hearing and an affidavit of publication. A sample public notice is in the application. A public notice should contain all pertinent information relating to the project (such as number and types of vehicles as well as the estimated cost of the vehicles) and should be published at least one time in a newspaper of general circulation in the applicant's service area, no less than 15 or more than 30 days prior to the submission of an application. The notice should state that persons requesting a hearing must notify the applicant of the request, in writing, and send a copy of the request for a hearing to the FDOT District Office.

The deadline for hearing requests must be prior to the date applications are due at the District Office. If a hearing is requested:

1 - A hearing must be conducted;

2 - The FDOT District Office must be notified of the date, time, and location of the hearing; and

3 - A copy of the minutes of the hearing (to include a discussion of issues raised and resolution of issues) must be submitted to the FDOT District Office, before a Section 5311 award can be made.

5 - Local Clearinghouse Agency/RPC Cover Letter (Required if proposed project is for facilities) - If the grant application is for facilities, please include a copy of the cover letter submitted to the local clearinghouse agency or RPC.

6 - FDOT Certification and Assurances - To be completed and signed by the individual authorized by the governing board of the applicant agency and uploaded into TransCIP.

7 - Standard Lobby Certification - All grant awards issued to a recipient in the amount of \$100,000 or more must include a standard lobbying certification signed by the authorized agency representative.

8 - FTA Section 5333 (b) Assurance - All applicants must include a signed FTA Section 5333 (B) Assurance form, available in the 5311 Grant Application. By signing the following assurance, the recipient of Section 5311 and/or 5311(f) assistance assures it will comply with the labor protection provisions of 49 U.S.C. 5333(b) by one of the following actions: (1) signing the Special Warranty for the Rural Area Program (see FTA Circular C9040.1G, Chapter VIII); (2) agreeing to alternative comparable arrangements approved by the (Department of Labor (DOL); or (3) obtaining a waiver from the DOL)

9 - Leasing Certification - This certification must be completed by all applicants for capital assistance and signed by the authorized agency representative. This certification does not need to be completed if the applicant plans to lease the vehicle. It also must be completed to certify that the agency will NOT lease the vehicle if that is the case.

10 - Certification of Equivalent Service - The "Certification of Equivalent Service" must be completed for all non-accessible vehicles.

11 - Form 424: Application for Federal Assistance - ALL applicants must complete the Standard Application for Federal Assistance (OMB 4040-0004 Form 424) . The code assigned to the Section 5311 Program in the Catalog of Federal Domestic Assistance is 20.509. This code should be shown in Section 11 of the form followed by the title: "Formula Grants for Rural Areas, Section 5311." Further instructions for Form 424 can be found on the "Resources" tab with in this workbook.

12 - Federal Certifications and Assurances - The last page (Appendix A) of the annual Federal Register Notice that applies to Federal Certifications and Assurances provides applicants with a single signature page on which an applicant and its attorney must certify compliance with the requirements of the various FTA grants or cooperative agreements. The Federal Register Notice is revised annually and is usually available around January 1 of each year. Applicants may obtain a copy of the current year document through the internet at the FTA website. If unable to access the form, applicants may contact their FDOT District Office for assistance. The appropriate signed Federal certification/assurance form must be included in the application when it is submitted to the FDOT District Office.

If the FTA Certifications & Assurances are not available for the year of application, applicants may use the previous year's form. When the current year form becomes available, applicants must submit an updated form. The signature page for Federal Certifications and Assurances (include the page listing the certification categories) must be signed by the individual authorized by the applicant's governing board to sign and submit applications, and its attorney.

All applicants must use the current year form and it must be the actual form from the FTA. This form cannot be an edited version of a prior year's forms or a recreation of the form. DO NOT copy Federal Certifications & Assurances onto agency letterhead for signature, it will be returned to you and delay processing your grant request.

13 - Title VI Plan (Required if not previously submitted to District) - If an applicant has not previously submitted their Title VI plan to the Department, a copy must be included with the application. A template for this attachment may be obtained from your District office and/or the FDOT State Management Plan. Existing grantees may submit their Title VI Plan's concurrence letter.

14 - Protection of the Environment (Required if the proposed project is for facilities) - Most transit projects funded under Section 5311 will be classified by FTA as categorical exclusions. Examples of categorical exclusions include purchase of transit vehicles, and purchase of office equipment. If the proposed project is for construction or acquisition of facilities or other buildings, further evaluation may be required before a determination can be made that the project is a categorical exclusion. A Categorical Exclusion (CE) is described in 23 CFR 771, as a project which, based upon experience with similar actions, does not individually or cumulatively have a significant environmental effect, and is excluded from the requirement to prepare an Environmental Assessment (EA) or an Environmental Impact Statement (EIS). Therefore, a project that qualifies as a CE generally requires a lower level of documentation. These projects do not bring significant impacts to planned growth or land use for the area; do not require the relocation of significant numbers of people; do not have a significant impact on any natural, cultural, recreational, historic, or other resources; do not involve significant air, noise, or water quality impacts; do not have significant impacts on travel patterns; and do not otherwise individually or cumulatively have any significant environmental impacts.

Types of projects that have been determined by FTA to qualify as CEs, and normally do not require any further National Environmental Policy Act (NEPA) approvals by FTA, are listed in 23 CFR 771.118(c). Additional actions which meet the criteria for a CE but may be designated as CEs only after FTA approval are listed in 23 CFR 771.118 (d). In these cases, the applicant must submit documentation which demonstrates that the specific conditions or criteria for these CEs are satisfied and that significant environmental effects will not result.

To meet the requirements of a CE determination, a proposed project may not be impermissibly segmented from a larger project. This means that a project may be proposed to be implemented in phases or as part of a larger undertaking, but must still demonstrate independent utility, connect logical termini, and should not restrict consideration of alternatives. In order to meet a CE designation, a proposed project cannot have substantial controversy on environmental grounds, or significant impact to properties protected by Section 4(f) of the US DOT Act (public park and recreation lands, wildlife and waterfowl refuges, and historic sites) or Section 106 of the National Historic Preservation Act (cultural resources including historic and archaeological sites). The presence of features such as wetlands and floodplains within the project area would likely also require additional documentation. The applicant should contact the Florida Department of Transportation (FDOT) District Office for assistance with determining the level of documentation required. The FDOT will use a description of the proposed project, along with any maps or figures to assist with determining if a proposed project is likely to meet FTA criteria for a CE. See the "Resources" tab for a link to the FTA Region 4 Categorical Exclusion checklist.

15 - Organization Chart - Upload a full organizational chart for your organization into TransCIP as part of your application documents. This is required for all program applications regardless of project type.

16 - Proof of Local Match - 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.

17 - Completed Sample Order Form - To identify vehicle type and estimated cost visit <http://tripsflorida.org/>. NOTE: All vehicle requests must be supported with a completed sample order form for estimating the vehicle cost. The order form can be obtained from <http://www.tripsflorida.org/contracts.html>

1. Select Desired Vehicle
2. Choose Vendor (use drop down arrow next to vendor name to see information)
3. Select Order Packet
4. Complete Exhibit A (Order Form)

The Florida Department of Management Services (DMS) Contract can be found at <https://www.dms.myflorida.com/>

18 - Triennial Review- Closeout/Concurrence Letter or CAP - Required if the agency's latest Triennial Review included a CAP. The CAP is required once a deficiency and /or area of concern is identified after FDOT completes a triennial review and inspection. For more information, see FDOT's Triennial Review Process as part of the State Management Plan at <https://www.fdot.gov/fdottransit/transitofficehome/grantsadministration.shtm>.

19 - Affidavit Regarding Labor and Services - Requires an authorized representative of the applicant (if a nongovernmental entity) to attest that the applicant does not use coercion for labor or services as defined in 787.06, Florida Statutes. Required when a contract is executed, renewed, or extended between a nongovernmental entity and a governmental entity.

You may upload other relevant documents such as project timelines, scopes or RFPs into TransCIP in the "Additional Documents" folder associated with the application.

I have read and understood the contents of this tab.