

**Florida Department of Transportation  
Capital Assistance Application**



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

**Bus and Bus Facilities Formula Capital Program for Rural Areas**

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

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

## Proposed Budget for Transportation Program

### Statement of Need

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

Please limit your response to the space provided.

Levy County Transit is the 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 for operational, and trip reimbursement, and the award of vehicles to provide the transportation services. 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. As the budget below will depict, without state and federal funding, the transit department would not exist.

### Budget for Year of Anticipated Award

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

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

#### Operating & Administrative Expenses

Instructions	Object Class	Code	Amount
Use drop-down to select	Operators' Salaries and Wages	5011	\$320,109
Use drop-down to select	Other Salaries and Wages	5013	\$316,942
Use drop-down to select	Fringe Benefits	5015	\$250,250
Use drop-down to select	Materials and Supplies	5030	\$7,950
Use drop-down to select	Fuel and Lubricants	5031	\$115,000
Use drop-down to select	Tires and Tubes	5032	\$10,000
Use drop-down to select	Other Materials and Supplies	5039	\$24,800
Use drop-down to select	Utilities	5040	\$16,900
Use drop-down to select	Miscellaneous Expenses	5090	\$34,200
Use drop-down to select		-	\$0
Use drop-down to select		-	\$0
Use drop-down to select		-	\$0
			<b>\$1,096,151</b>

**Operating & Administrative Revenues**

Instructions	Object Class	Code	Amount
Use drop-down to select	Passenger Fares	4110	\$17,000
Use drop-down to select	Passenger-Paid Fares	4111	\$55,000
Use drop-down to select	Organization-Paid Fares	4112	\$36,500
Use drop-down to select	State Transportation Fund	4420	\$390,298
Use drop-down to select	Federal Funds	4500	\$555,774
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>\$1,054,572</b>

## 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.

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.

### Instructions:

Each District will determine the deadline for vehicle information data entry to align with the Federal Fiscal Year 2026 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:**

11/17/2025

## 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
<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. The service provided is open to the general public.</p>
<p>In the last state fiscal year (July-June) have there been any organizational changes or operating changes?</p>	<p>No major changes have occurred or taken place within the last fiscal year. The agency has struggled to hire or replace drivers that have resigned.</p>
<p>Program mission, goals, and/or objectives</p>	<p>The program mission is to provide a safe and reliable mode of transportation to residents of Levy County. To provide clean, and well maintained vehicles on a dialy basis, for residents to feel safe, and comfortable, while using the service. The agency will be contracting with Medicaid to provide services to Medicaid recipients. This will increase ridership and productivity.</p>

Service, route, and trip types provided

The agency provided door to door, non-emergency transportation, Monday - Friday to the residents of Levy County. Levy County has a geographical area of 1118 square miles. During holidays, service is provided on either 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 agency's service area.

What are the sources of the transportation program's funding for operations (e.g., state, local, federal, private foundations, fares, other program fees)?

The funding received to provide transportation services is mainly state and federal funding. The agency collects farebox, miscellaneous fares (private pay/reduced fares for those who do not qualify under the TD grant funding), APD trips are provided and a few occasional trips for SREC to the senior center.

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

Maintenance is performed in house, with the exception of major repairs. All vehicles are serviced within the 5,000 mile requirement. Annual inspections are performed on all vehicles in December each year.

**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.

Service Characteristic	Value	Data Collection/ Calculation Method
<p><u>Unlinked Passenger Trips (UPT)</u>                      The number of boardings on public transportation vehicles during the fiscal year. Transit agencies must count passengers each time they board vehicles, no matter how many vehicles they use to travel from their origin to their destination. If a transit vehicle changes routes while passengers are onboard (interlining), transit agencies should not recount the passengers. Employees or contractors on transit agency business are not passengers. For demand response (DR) modes, transit agencies must include personal care attendants and companions in UPT counts as long as they are not employees of the transit agency. This includes attendants and companions that ride fare free.</p>	<p align="center">16,409</p>	<p align="center">CTS scheduling software ~ Daily                      Management Statistics Report for the period of 10/01/2024-09/30/2025</p>
<p><u>Unduplicated Passengers per Year</u>                      Unique (non-repeat) passengers served within the reporting year</p>	<p align="center">264</p>	<p align="center">CTS scheduling software ~ Daily                      Management Statistics Report for the period of 10/01/2024-09/30/2025</p>

### 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		
<b>Expansion Vehicles</b>	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 Bus, Small Cutaway Bus, Small Cutaway w/ Low Floor)
<b>Replacement Vehicles</b>	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 <b>note</b> 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

Replace a revenue vehicle that is a 2019 - 14 passenger with 2 wheelchair positions with 206.651 miles. This vehicle will be placed in a backup line, however may need to be used daily. The request for a new vehicle is to replace one of three vehicles that meet the requirement of age and miles for replacement. With the expectation of additional trips in 2026 by contracting and providing transportation trips to Medicaid recipients, this will substantially increase mileages on all vehicles.

### Project-Related Improvements

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

Will the project allow your agency to:

Provide more hours of service and/or more trips?

This vehicle will assist in reducing the costs for repairs and maintenance, and will put the vehicle being replaced in the line as a back-up vehicle, which is needed. Currently, there are 3 operators. Two of the office staff are filling in daily to provide trips. Three new full time employees will begin training on November 17, and interviews are being held to hire two part-time employees. These new hires are to fill current vacancies, and prepare for the additional trips expected with the contracting with Medicaid.

Expand service to a larger geographic area within the same District?

Acquiring a new vehicle will ensure reduction of maintenance issues that arise with older vehicles. Cedar Key and Yankeetown are set for limited services due to operator shortages. The goal is to open these areas back up to daily services. This would ultimately add additional trips as well as the addition of Medicaid trips. The service will not be expanded outside of the current service area, but more trips will be provided with the Medicaid trips. This will put more riders on each bus which will enhance efficiency.

Reduce headways/increase frequency?

Increase trips in frequency for those areas of the county that have limited days of service due to driver shortages and reduce repair costs.

<p>Support a capital investment strategy in alignment with a Strategic Plan, Capital Improvement Plan, or Transit Asset Management Plan?</p> <p><i>Example:</i> The 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.</p>	<p>Not Applicable</p>
<p>Address projected vulnerabilities?</p>	<p>Not Applicable</p>
<p>Expand access to essential services?</p>	<p>Services for life sustaining trips such as shopping, education and work related, will increase with the replacement of the older vehicle, and the hiring of the new operators. Service hours can be extended from 15:00 to 17:00 for the return trips. Currently, return trips for riders must be no later than 15:00. Being able to provide transportation for all services will increase trip count.</p>
<p>Enhance passenger experience (e.g., added amenities)?</p>	<p>Not Applicable</p>
<p>Decreases transportation costs, improve access to mobility options, and spur economic activity in underserved/disadvantaged communities?</p>	<p>This vehicle is to basically replace the older vehicle, however with the hiring of additional operators, the older vehicle will be used for excess trips, and used while other vehicles are out of service for maintenance.</p>
<p>Overcome any operations and administrative challenges or difficulties your agency is experiencing?</p>	<p>The agency just recently hired three new operators that will begin training the week of November 17. The shortage of drivers for this agency has been difficult, but office staff are driving daily to cover trips for the operator shortage. The vehicle requested for replacement is still in great shape and good working condition. However, with the age and mileage on the vehicle replacement request, the vehicle will be well over 250,000 or possibly 250,000 miles before this agency would receive the new vehicle.</p>
<p>If a grant award will be used to maintain services, specifically explain how it will be used in the context of total service. How will the project improve your organization's overall operations and provision of public transportation services?</p>	<p>This vehicle will be used on a daily basis, acquiring approximately 200 plus miles per day. With the replacement of one of the current inventory of vehicles, repairs, and maintenance costs are minimal compared to the vehicles with many miles and 5 or more years in age. Repairs and maintenance on all vehicles, follow the Maintenance manual created by the agency and approved by FDOT. Replacing the vehicle will decrease the costs of repairs, and maintenance for the next 5 years. This replacement is necessary due to recent multiple repairs due to the age and mileage. Preventing mechanical breakdowns while a vehicle is in service is of the utmost importance. Road calls to vehicles in service that break down while transporting riders, is very costly. Therefore, replacing this vehicle will ensure to decrease road calls or major repairs.</p>

<p>How will your agency maintain adequate financial, maintenance, and operating records to comply with Federal Transit Administration (FTA) reporting requirements?</p> <p>FTA reporting requirements include, but are not limited to, detailed project information for the Annual Program of Projects, Project Status Reports, Milestone Activity Reports, NTD reporting, DBE reports, etc.</p>	<p>Annual budgets being created, prior to approval, are analyzed by closely reviewing prior years expenditures and projecting for the new fiscal year by increasing specific G/L lines to ensure all related expenditures are covered. Financial records are kept with the finance department and reports are available for review. Maintenance records are kept in house and all work orders, and invoices are kept in specific files for each vehicle. Operating records can be reviewed within the CTS software for trip scheduling. All reports used for reporting statistics for the ADR, Rate Model, and NTD are accessible through the scheduling software, and ADG for financial reporting.</p>
<p>If this grant is not fully funded, can you still proceed with your transportation program? If applicable, consider providing an explanation of the scalability of the project</p>	<p>The program can and will continue, but the increase of repairs and maintenance costs will increase. There are 2 more vehicles in the fleet that currently have over 195,000 miles.</p>
<p><b>Project Readiness</b></p>	
<p><b>Instructions:</b> If the proposed project is for vehicles, equipment, or other capital items, please provide a detailed description of project activities:</p>	
<p>If applicable, please provide any pertinent information used to make a determination on the reasonableness of cost, i.e., independent cost estimates, quotes, etc.</p>	<p>The order and purchase of a vehicle is placed with a vendor through the TRIPS contracts. No outside vendors are considered for purchasing vehicles.</p>
<p>Please provide a full, detailed timeline of the project. The schedule should contain sufficient detail that identifies all steps or phases needed to implement the work proposed, and whether the proposed timeline is achievable. Moreover, the project schedule should identify all major project milestones. Examples of such milestones include approval of purchase orders, specifications, and estimates; procurement; goals; delivery, installation, and invoicing; FDOT for reimbursement.</p>	<p>Upon receipt of the grant award, contact will be made with CUTR and the vendor, advising that the grant was approved. The vehicle order will be placed with the chosen vendor through the TRIPS contracts. When the vehicle is received, the vehicle is inspected by the mechanic to verify that the vehicle is in good condition and that all specifications of the order form are met. All related paperwork including invoice and copies of paperwork received from delivery of vehicle will be forwarded to CUTR. The vehicle will have all signage, decals and FDOT numbers placed, prior to being put into service.</p>
<p>If you are requesting a vehicle that requires a driver with a Commercial Driver's License (CDL), how will your organization ensure that your driver(s) maintain CDL certification?</p>	<p>Not Applicable</p>
<p>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?</p>	<p>Not Applicable</p>
<p>Describe any local support and coordination or public outreach that has already occurred. Applicants should consider including a list 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.</p>	<p>Not Applicable</p>

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>.

- General Instructions:**
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

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

Under Description, select the project type from the drop down box. Under Detail, which is required to complete, include lift or ramp and vehicle make. For example, 2023 Ford Transit with ramp. For Useful Life information, see reference table in Resources tab. In the Fuel Type, enter the main energy source for the vehicle (gasoline, diesel, electric, etc.) Please note, when filling out Passenger Seats and Wheelchair Positions, if both 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. 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	Detail	ALI	Fuel Type	Useful Life (Years)	Passenger Seats	Wheelchair Positions	Quantity	Unit Cost	Total Cost	Federal Share	State (TRC) Share	Toll Revenue Credit Request (Yes/No)	Order Form Completed
Use drop-down to select request description	Bus - Replacement Under 30'	2026 Ford E450 with lift and cameras	11,12,04	Gasoline	5	14	2	1	\$165,337	\$165,337	\$165,337	\$42,084	Yes	<input checked="" 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"/>
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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>						14	2	1		165,337	165,337	42,084		



Service Characteristics			
Service Characteristic	Before Project	If the grant is awarded	Date Collection/Calculation Method
Unlinked Passenger Trips (UPT)	16,409	18,050	$16409 \times 10\% + 16050$
Unduplicated Passengers per Year	264	326	$16409/264 \times 62.15 + 264 + 62.326$