

# Florida Department of Transportation

## Capital & Operating Assistance Application

Federal Fiscal Year 2021 / State Fiscal Year 2022



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

**Agency Name:** Levy County Board of County Commissioners

**Project Type(s):**

- Capital
- Operating

# Application Checklist

Each of the below items must be included with your Section 5311 Grant Application submittal in the same order as the checklist.

- Application Checklist (this form)
- Applicant Information

## **PART I - APPLICANT ELIGIBILITY**


- Eligibility Questionnaire (*only applicable for returning applicants*)
- Exhibit A: Cover Letter
- Exhibit B: Governing Board's Resolution
- Exhibit C: Public Hearing Notice
- Exhibit D: Local Clearinghouse Agency/RPC Cover Letter (*Required if proposed project is for facilities*)

Date received: \_\_\_\_\_

## **PART II - FUNDING REQUEST**

- Form A-1: Current System Description
- Form A-2: Fact Sheet
  - Organization Chart
- Form A-3: Proposed Project Description
- Form B-1: Financial Capacity - Proposed Budget for Transportation Program
  - Proof of Local Match
  - Supporting Documentation
- Form B-2: Operations Phase- Estimate of Project Costs by Budget Category
- Form B-3: Capital Request
  - Completed Sample Order Form(s)
- Form C: Current Vehicle and Transportation Equipment Inventory
- Exhibit I: FDOT Certification and Assurances
- Exhibit J: Standard Lobby Certification
- Exhibit K: FTA Section 5333 (b) Assurance
- Exhibit L: Leasing Certification
- Exhibit M: Certification of Equivalent Service
- Form 424: Application for Federal Assistance
- Exhibit N: Federal Certifications and Assurances To be submitted in January 2021
- Exhibit O: Title VI Plan (*Required if not previously submitted to District*)
- Exhibit P: Protection of the Environment (*Required if the proposed project is for facilities*)
- Exhibit Q: Triennial Review- CAP Closeout

# Applicant Information

		49 U.S.C. Section 5311, Formula Grants for Rural Areas: <b>GRANT APPLICATION</b>			
Agency (Applicant) Legal Name: Levy County Board of County Commissioners		Physical Address (No P.O. Box): 970 E Hathaway Ave., Bronson, FL 32621			
Applicant Status: <input type="checkbox"/> First-time applicant <input checked="" type="checkbox"/> Returning applicant <i>A first-time applicant has not received any funding for the past two grant cycles</i>					
Applicant's County: Levy If Applicant has offices in more than one county, list county where main office is located					
City: Bronson	State: FL	Zip + 4 Code: 32621-6707	Congressional District: Second		
Federal Taxpayer ID Number: 59-6000717		Applicant's DUNS Number: <i>Unique 9-Digit number issued by Dun &amp; Bradstreet. May be obtained free of charge at: <a href="http://fedgov.dnb.com/webform">http://fedgov.dnb.com/webform</a></i> 082643511			
Applicant Fiscal period start and end dates: <u>October 1, 2021</u> to <u>September 30, 2022</u> <i>State Fiscal period from: July 1, 2020 to June 30, 2021</i>					
Project's Service Area: Levy <i>List the county or counties that will be served by the proposed project.</i>					
Executive Director: Connie Conley		Grant Contact Person (if different than Executive Director):			
Telephone: 352-486-3485		Telephone:			
Fax: 352-486-3312		Fax:			
E-mail Address: Conley-connie@levycounty.org		Email Address:			
Current Vehicle Inventory Enter Number for <b>ENTIRE</b> Fleet in each category:	Sedans: 0	Vans: 0	MiniVans with Ramp: 0	Buses(Cutaways) 15	Buses (Medium Duty) 3
	Other:				N/A
Authorizing Representative certifying to the information contained in this application is true and accurate. Signature (Authorizing Representative) <input checked="" type="checkbox"/> _____ Printed Name: <u>Matthew Brooks</u> Title: <u>Board Chairman</u> Email Address: <u>district5@levycounty.org</u> *Must attach a Resolution of Authority from your Board (original document) for the person signing <b>ALL</b> documents on behalf of your agency. See Exhibit B					

# PART I – APPLICANT ELIGIBILITY

## Eligibility Questionnaire

This questionnaire applies to returning applicants. If you are a current grant sub-recipient and are not compliant with all FDOT and FTA Section 5311 requirements, you will not be eligible to receive grant funds until compliance has been determined. You must be in compliance at time of grant award execution.

<p>Are you a returning applicant? *If yes, please answer all questions. If no, disregard remaining questions in this questionnaire.</p>	<p><input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No</p>
<p>Has your agency completed a Triennial Oversight Review? If yes, what date(s) did the review occur? <u>May 5, 2020</u> If yes, is your agency currently in compliance?</p>	<p><input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> Review Scheduled <input type="checkbox"/> Was not notified by FDOT District Office <input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> N/A</p>
<p>If your agency is not in compliance, do you have a corrective action plan to come into compliance? If yes, what is the date of anticipated date of corrective action closeout? _____</p>	<p><input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> N/A</p>
<p>Is your agency registered on SAM.gov? <i>Note: Agency must register each year/application cycle.</i></p>	<p><input checked="" type="checkbox"/> Yes If yes, registration expiration date: <input type="checkbox"/> No</p>
<p>_____</p> <p><i>Signature</i> <u>Matthew Brooks/Board Chairman</u> <i>Typed Name and Title</i></p> <p>_____</p> <p><i>Date</i></p>	



**LEVY COUNTY BOARD OF COUNTY COMMISSIONERS**  
**Government Serving Citizens**

**COMMISSIONERS**

**John Meeks**  
**Rock Meeks**  
**Mike Joyner, Vice Chair**  
**Lilly Rooks**  
**Matt Brooks, Chair**

**Exhibit A: Cover Letter**

**STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION**  
**GRANT APPLICATION**

Levy County Board of County Commissioners, submits this Application for the Section 5311 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 FDOT and all of its officers, agents and employees from any claim, loss, damage, cost, charge, or expense arising 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 \_\_\_\_day of \_\_\_\_\_, with an original resolution or certified copy of the original resolution authorizing Matthew Brooks/Board Chairman to sign this Application.

Levy County Board of County Commissioners

\_\_\_\_\_  
*Agency Name*

X  
\_\_\_\_\_  
*Signature*

Matthew Brooks/Board Chairman

\_\_\_\_\_  
*Typed Name and Title of Authorized Representative*

\_\_\_\_\_  
*Date*

Original Resolution to be inserted in place  
of this sheet

# PART II - FUNDING REQUEST

## Form A-1: Current System Description

Please provide a brief general overview of the organization type (i.e., government authority, private non-profit, etc.) including its mission, program goals, and objectives (Maximum 300 words).

The Levy County Board of County Commission is a government authority appointed and designated as the Community Transportation Coordinator (CTC) that provides various types of trips to the general public/residents of Levy County. All trips are provided in para-transit vehicles and trips types are considered non-emergency. The agency provides door to door, demand response service to residents of Levy County. The ongoing mission is to provide safe, reliable and timely transportation to destinations requested by residents within the agencies service areas. Trips types provided are medical, life sustaining, nutritional, education, shopping and social/recreational trips. The goal of the agency is to continue to provide as many trips as possible to meet the required needs of the residents. The service areas that trips are provided outside of the county include Trenton, Gainesville, and limited areas in Crystal River, Dunnellon and Lecanto. Service areas outside of the county are limited due to the geographical size of Levy County and needing to load as many riders as possible to similar destinations for maximum efficiency. Funding for replacement vehicles is vital to the continued growth and current services provided. Objectives are to continue to increase trips, schedule efficiently, keeping preventive maintenance top priority and to run the agency effectively and efficiently. Pages from the current TDSP relating to mission, goals and objectives, attached.

Please provide information below:

Organizational structure (*attach an organizational chart at the end of this section*)

Total number of employees in organization 11

Total number of transportation-related employees in the organization 11

Who is responsible for insurance, training, management, and administration of the agency's transportation programs? (Maximum 100 words)

The Levy County Board of County Commissioners provides and oversees insurance for all entities of the county covering properties and vehicles. Training of transit employees is provided by trained individuals within the agency. All trainings follow or exceed the guidelines of the Chapter 14-90 and the System Safety Program Plan. Administration of the agency as a whole is overseen by the department director, while administration of individual programs are implemented by the office manager and the director.

How are the operations of the transportation program currently funded? What are the sources of the funding (e.g., state, local, federal, private foundations, fares, other program fees)? (Maximum 200 words)

Program funding for the operation of the agency is a combination of funding sources to include:

Transportation Disadvantaged (State), 5311 Operational (Federal), Suwannee River Economic Council (State), Med-waiver (State), and 5311 trips which are comprised of private pay/reduced fare and school trips (not school board trips) only a co-pay for each rider.



**Fully explain your transportation program:**

Service hours, planned service, routes and trip types;

Staffing—include plan for training on vehicle equipment such as wheelchair lifts, etc.;

Records maintenance—who, what methods, use of databases, spreadsheets etc.;

Vehicle maintenance—who, what, when and where. Which services are outsourced (e.g., oil changes)? Include a section on how vehicles are maintained without interruptions in service;

System safety plan;

Drug-free workplace; and

Data collection methods, including how data was collected to complete Exhibit A-2.

*Note: If the applicant is a Community Transportation Coordinator (CTC), relevant pages of a Transportation Disadvantaged Service Plan (TDSP) and AOR containing the above information may be provided. Please do not attach entire documents.*

- **Service Hours:** The agency provides trips Monday – Friday with the exception of Thanksgiving and Christmas Day. Weekend services are provided for dialysis when holiday schedules must be changed. Hours of service run daily from approximately 3:30 – 18:00 or until last rider has been dropped off. Daily routes are scheduled providing trips to the two ARC's, meal site, dialysis and schools with demand response trips being scheduled within the routes of those subscription trips for efficiency. All services provided are open to the general public.
- **Staffing:** All staff including office staff are trained and certified to step in and drive as the need arises. Each employee has approximately 80-90 hours of in house training and another 80 hours or more of on the road training with a seasoned driver, before being road tested. Included in training and refresher are the following tools; videos, online RTAP modules, online drug and alcohol, online APD, online NIMS ICS-100 (FEMA), wheelchair securement (video and hands on), First Aid/CPR, online Rule Chapter 14-90, pre-trip inspection of bus, other miscellaneous trainings and training of the SSPP, HSP and TDSP.
- **Records Maintenance:** Office staff maintain and keep all records of importance. The office manager maintains all records for invoicing of contracts, (with the exception of Federal grants), spreadsheets for revenues and expenditures, rider applications, daily fare box collection, verifying daily manifest for trips, miles and hours. Financial record keeping for Levy County Transit is provided by the Levy County Clerk's office through the Board of County Commissioners. CTS software is used to schedule and maintain all customer trip related information for reporting and scheduling. The department head maintains and retains all employee DOT, drug & alcohol and training files in separate locked cabinets.

- **Vehicle Maintenance:** Performed by a mechanic employed by Levy County Transit that has all current ASE Certifications, completed A/C maintenance technician, Fogmaker inspection, and Ricon service and repair certifications. He is responsible to perform and diagnosis all services, maintenance and repairs on all buses. Each bus is scheduled for maintenance every 5000 miles, 100,000 mile inspections and annual inspections are completed by end of each year. All repairs are completed at the county maintenance facility on a daily basis. The mechanic is available Monday thru Friday from 6:30 a.m. until all repairs or services for the day have been completed. He is on call on for hours prior to 6:30 and holidays that buses run to provide dialysis trips. Services that may be outsourced would include engine rebuilds, transmission repairs, and body damage repairs. A whiteboard is kept and updated daily with each vehicle and included is the mileage for service due. Daily the mechanic reviews the pre and post trip inspection sheets and when a vehicle is within approximately 600 miles of service, this is noted on the board and scheduling for service of that bus is set. The board is located in the scheduling office for easy review as the trips are scheduled for the daily routes. The scheduler then has access at all times of vehicles coming up for service and aware of when a bus will be pulled out of service, so scheduling of a backup vehicle is used during this period of time. This system tracks when a vehicle is approaching the 5000 mile mark for service or a 100,000 mile service and what vehicles are available for backup.
- **Service Routes and Ridership Numbers:** The agency has set service routes that are related to the Levy ARC, Alachua ARC, dialysis centers, SREC and schools. The pickup and drop off locations for the listed routes are located at various locations within Levy, Gilchrist County and Gainesville. All other trips are demand response. The demand response trips are provided to residents of the county and destinations include within the county, Gainesville, Crystal River, Dunnellon, and occasionally Lecanto. Unduplicated ridership for this time period is 392. During this period a total of 30,415 rides were provided. Approximately 110 – 125 trips are scheduled each day.
- **System Safety Plan:** The agencies SSPP is updated annually or as changes occur within the agency throughout the year. Any major changes to this document would then require board approval by the Levy County Board of County Commissioners
- **Drug-free workplace:** The agency has a Zero Tolerance Substance Abuse Policy. Chapters 49 CFR Part 40 and 655 are strictly adhered and enforced. All applicants are required to pass pre-employment drug screen testing prior to a job offer. Random, reasonable suspicion, post-accident, return to duty and follow up testing are required as part of the Federal Transit Authority. Random testing is performed every quarter. Record keeping is maintained in the department head office.

- **Data Collection Methods:** All data needed for reporting comes from CTS Software used to maintain rider information, trips, and destinations. Documentation pertaining to all trips can be pulled from the software for information used for grants, NTD reporting, Rate Model, and Annual Operating Reports. Information pulled include trip counts, mileages, service hours, one-way trips, trip purpose, and a management statistics report.

## **B. Service Area Profile and Demographics**

### **1. Levy County Service Area Description**

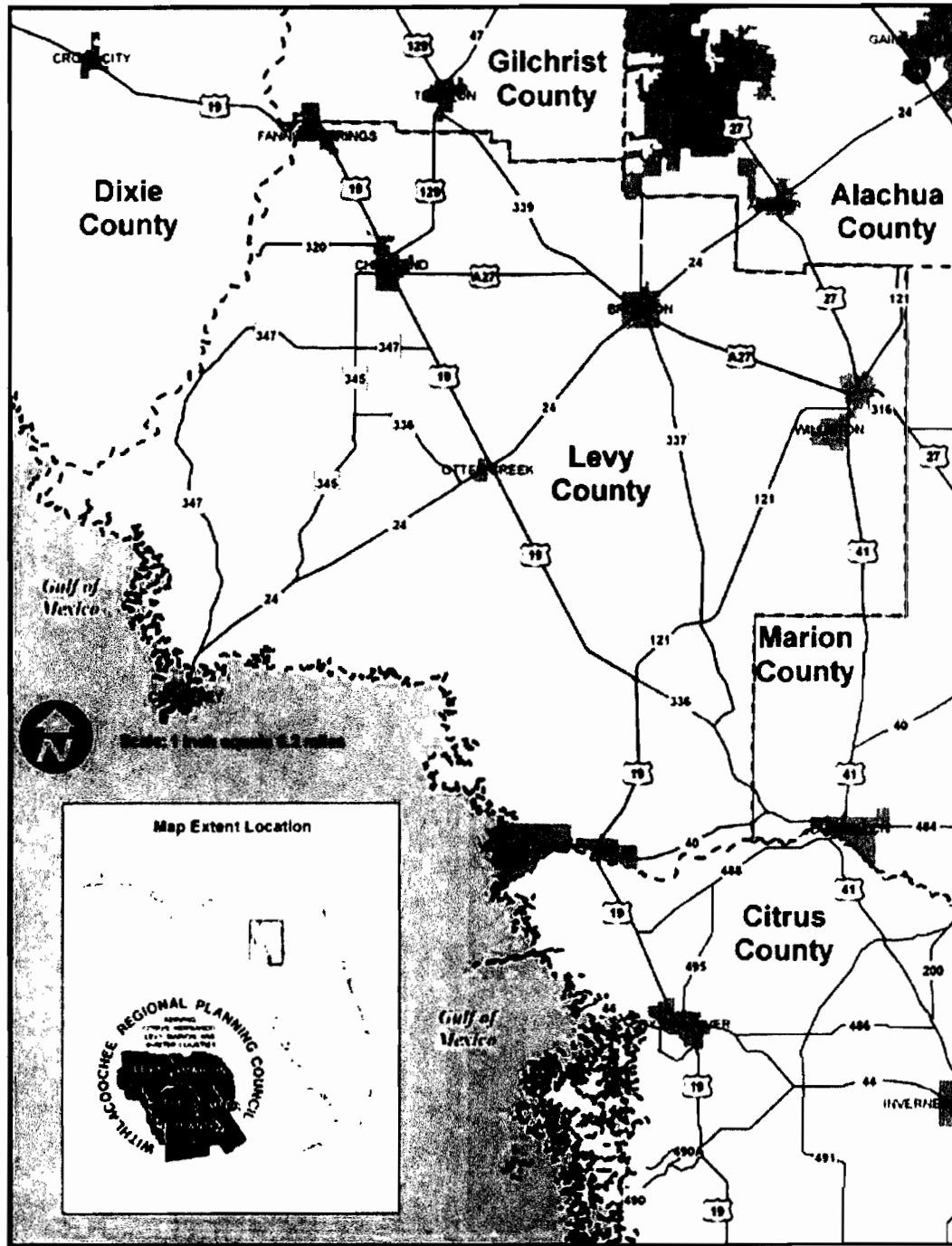
Levy County has a land area of 1,118 square miles and is surrounded by Dixie County, Gilchrist County and Alachua County to the north, Marion County to the east, Citrus County to the south and the Gulf of Mexico to the west. The county has eight incorporated areas including Bronson, Cedar Key, Chiefland, Inglis, Otter Creek, Williston, Yankeetown and a part of Fanning Springs. It also has numerous unincorporated named communities including Fowler's Bluff, Camp Azalea, Rosewood, Gulf Hammock, Morriston, Montbrook and Raleigh. Map 1 shows Levy County's location in relation to the other counties in the state. Map 2 shows the locations of the county's cities, towns and Census Divisions (Cedar Key-Yankeetown, Chiefland and Williston-Bronson).

### **2. Demographics**

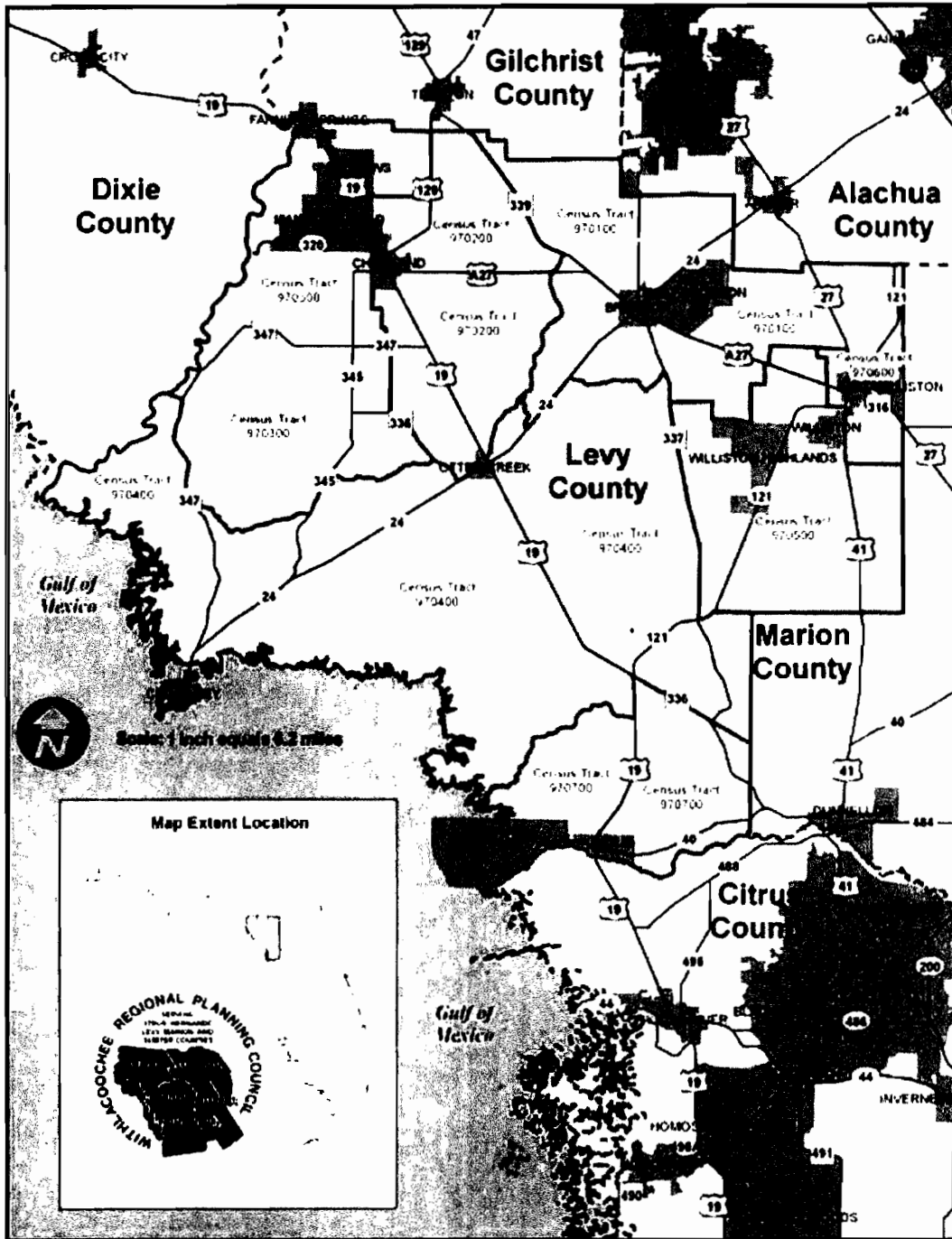
#### **a. Land Use**

The purpose of this section is to provide information concerning Levy County's existing land use. This information was obtained from Levy County's Comprehensive Plan. As indicated in the Future Land Use Map (see map 3), the major existing land uses in the County are agriculture, forestry and conservation. Less than 5 percent of the County's land area is in residential use. There are population concentrations in numerous incorporated areas and unincorporated named communities dispersed across the county. The dominant trend in recent years, however, has been sparse development on inexpensive lots out in the county. That trend is expected to continue unless certain population magnets, such as heavy industry, appear. Very little industry has been established anywhere in the county to date.

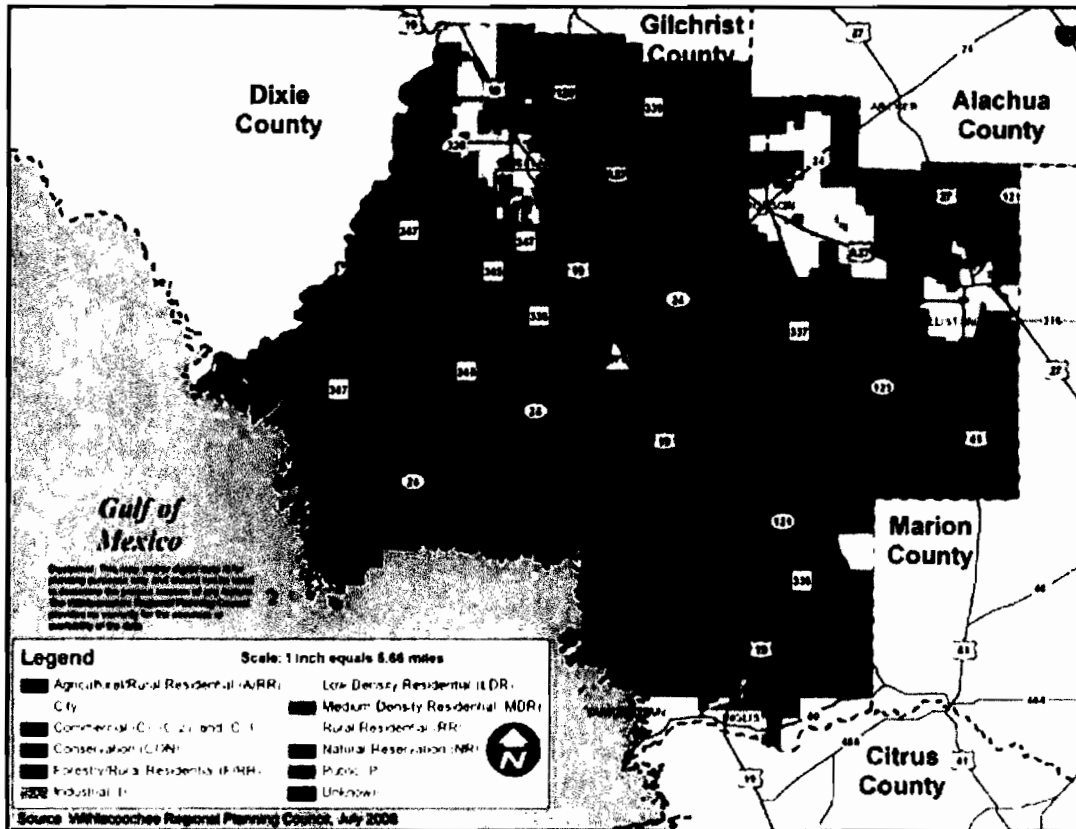
LEVY COUNTY WITHIN THE STATE OF FLORIDA



LEVY COUNTY CENSUS DIVISIONS, CITIES AND CENSUS DESIGNATED PLACE



LEVY COUNTY FUTURE LAND USE



b. Population/Composition

According to the 2010 US Census Bureau, Levy County's 2010 population was 40,801. The Bureau of Economic and Business Research estimates Levy County's 2017 total population as 40,015. Table 1 shows, the population of Levy County.

**Transportation Disadvantaged Trip & Equipment Grant Program**

<b>APPLICANT</b>	<b>PROJECT</b>	<b>PROJECT YEAR</b>	<b>PROJECT LOCATION</b>	<b>ESTIMATED PROJECT COST</b>	<b>PROJECT FUNDING SOURCE</b>
Levy County Board of County Commissioners	Provide trips to transportation disadvantaged individuals.	2020/21	Levy County	\$413,839.00  \$ 45,982.00	Transportation Disadvantaged Trust Fund  Levy County Board of County Commissioners

**Rural Area Capital Assistance Program**

<b>APPLICANT</b>	<b>PROJECT</b>	<b>PROJECT YEAR</b>	<b>LOCATION</b>	<b>ESTIMATED COST</b>	<b>FUNDING SOURCE</b>
Levy County Board of County Commissioners	Purchase one replacement vehicle	2020/21	Levy County	\$82,746.00	Rural Area Capital Assistance Program Grant

## **5. Goals and Objectives**

**GOAL 1 Ensure the availability of transportation services to meet the needs of the transportation disadvantaged.**

- Objective 1.1** Identify the demand for transportation services.
- Objective 1.2** Provide services to meet as much of the demand for transportation services among the transportation disadvantaged as possible within available resources.
- Objective 1.3** Employ measures, as needed and appropriate, for controlling the rate at which funding available for non-sponsored trips is expended and for targeting funding available for non-sponsored trips to individuals with the greatest need.
- Objective 1.4** Monitor and maximize the availability of local, state and federal government funding for transportation services for the transportation disadvantaged.
- Objective 1.5** Identify and pursue potential sources of additional funding for transportation services and partnership opportunities. Seek, in particular, to stimulate or facilitate the use of private funding to reduce reliance on public subsidies.
- Objective 1.6** Eliminate physical barriers to the use of transportation services by ensuring compliance with the Americans with Disabilities Act.
- Objective 1.7** Monitor land use/development patterns to inform decision-making regarding service delivery and the allocation of resources.
- Objective 1.8** Participate in local, regional and state transportation and comprehensive planning processes to ensure that transportation disadvantaged issues are considered.



**Objective 1.9** Monitor changes in the health care and other service systems used by the transportation disadvantaged to identify potential impacts on the County's coordinated transportation system.

**GOAL 2** **Ensure that transportation services are provided in the most effective and efficient manner possible.**

**Objective 2.1** Coordinate transportation resources for the transportation disadvantaged available in or planned for the service area to the maximum extent possible.

**Objective 2.2** Maximize the use of existing transportation resources to meet the demand for transportation services among the transportation disadvantaged.

**Objective 2.3** Maximize the use of measures that promote effective and efficient service delivery without unduly inconveniencing riders.

**Objective 2.4** Pursue coordination efforts with other Community Transportation Coordinators as appropriate for the purposes of reducing costs, increasing transportation services available and facilitating the provision of inter county trips.

**GOAL 3** **Ensure that quality transportation services are provided.**

**Objective 3.1** Ensure transportation services are provided in a safe, reliable and courteous manner.

**Objective 3.2** Monitor and evaluate the performance of the Community Transportation Coordinator.

**Objective 3.3** Provide processes for addressing service complaints and formal grievances on transportation-related matters.

**GOAL 4** **Ensure program accountability.**

**Objective 4.1** Comply with the requirements of Chapter 427, Florida Statutes, and Rule Chapter 41-2, Florida Administrative Code.

**Objective 4.2** Prepare plans, contracts, reports and other documents required by Chapter 427, Florida Statutes, and Rule Chapter 41-2, Florida Administrative Code.

**GOAL 5** **Increase public awareness of and involvement in the transportation disadvantaged program.**

**Objective 5.1** Undertake marketing and outreach activities to increase public awareness of and involvement in Florida's Transportation Disadvantaged Program. Project a consumer-oriented, customer service image.

**Objective 5.2** Conduct at least one public workshop a year to allow individuals, agencies, organizations and others a formal opportunity to provide input on matters relating to local transportation services for the transportation disadvantaged.

**GOAL 6 Provide affordable transportation services to low-income persons.**

- Objective 7.1** Develop transportation services for daily living activities.
- Objective 7.2** Research the feasibility of providing deviated fixed route service that provides service within Levy County.
- Objective 7.3** Advertise the available transportation services once a year.

**GOAL 7 Increase transportation services provided in Levy County.**

- Objective 7.1** Annually research local, state, and federal funding opportunities to increase services available to the transportation disadvantaged population in Levy County.
- Objective 7.2** Annually identify projects that can be funded under the Federal Transit Administration's grant programs.

## 6. Implementation Plan

GOAL/STRATEGIES	RESPONSIBLE PARTY(IES)	DATE
<b>Goal 1: Ensure the availability of transportation services to meet the needs of the transportation disadvantaged population.</b>		
Identify and monitor demand for transportation disadvantaged services.	Community Transportation Coordinator	Ongoing
Provide services to meet as much of the demand for transportation services among the transportation disadvantaged population as possible within available resources.	Community Transportation Coordinator	Ongoing
Employ measures, as needed and appropriate, for controlling the rate at which funding available for non-sponsored trips is expended and for targeting funding available for non-sponsored trips to individuals with the greatest need.	Community Transportation Coordinator	Ongoing
Monitor and maximize the availability of local, state and federal government funding for transportation services for the transportation disadvantaged.	Community Transportation Coordinator	Ongoing
Identify and pursue potential sources of additional funding for transportation services and partnership opportunities. Seek, in particular, to stimulate or facilitate the use of private funding to reduce reliance on public subsidies.	Community Transportation Coordinator	Ongoing
Eliminate physical barriers to the use of transportation services by ensuring compliance with the Americans with Disabilities Act.	Community Transportation Coordinator	Ongoing
Participate in local, regional and state transportation and comprehensive planning processes to ensure that transportation disadvantaged issues are considered.	Community Transportation Coordinator	Ongoing
Monitor changes in the health care and other service systems used by the transportation disadvantaged to identify potential impacts on the County's coordinated transportation system.	Community Transportation Coordinator	Ongoing

Transportation Disadvantaged Service Plan

GOAL/STRATEGIES	RESPONSIBLE PARTY(IES)	DATE
<b>Goal 2: Ensure that transportation services are provided in the most effective and efficient manner possible.</b>		
Coordinate transportation resources for the transportation disadvantaged available in or planned for the service area to the maximum extent possible.	Community Transportation Coordinator	Ongoing
Maximize the use of existing transportation resources to meet the demand for transportation services among the transportation disadvantaged.	Community Transportation Coordinator	Ongoing
GOAL/STRATEGIES	RESPONSIBLE PARTY(IES)	DATE
Maximize the use of measures that promote effective and efficient service delivery without unduly inconveniencing riders.	Community Transportation Coordinator	Ongoing
Pursue coordination efforts with other Community Transportation Coordinators as appropriate for the purposes of reducing costs, increasing transportation services available and facilitating the provision of inter county trips.	Community Transportation Coordinator	Ongoing

GOAL/STRATEGIES	RESPONSIBLE PARTY(IES)	DATE
<b>Goal 3: Ensure that quality transportation services are provided.</b>		
Ensure transportation services are provided in a safe, reliable and courteous manner.	Community Transportation Coordinator	Ongoing
Monitor and evaluate the performance of the Community Transportation Coordinator.	Local Coordinating Board	Annually
Provide processes for addressing service complaints and formal grievances on transportation-related matters.	Local Coordinating Board Community Transportation Coordinator	Ongoing

GOAL/STRATEGIES	RESPONSIBLE PARTY(IES)	DATE
<b>Goal 4: Ensure program accountability.</b>		
Comply with the requirements of Chapter 427, Florida Statutes, and Rule Chapter 41-2, Florida Administrative Code.	Community Transportation Coordinator	Ongoing
Prepare plans, contracts, reports and other documents required by Chapter 427, Florida Statutes, and Rule Chapter 41-2, Florida Administrative Code.	Community Transportation Coordinator	Ongoing

GOAL/STRATEGIES	RESPONSIBLE PARTY(IES)	DATE
<b>Goal 5: Increase public awareness of and involvement in Florida's Transportation Disadvantaged Program.</b>		
Undertake marketing and outreach activities to increase public awareness of and involvement in Florida's Transportation Disadvantaged Program. Project a consumer-oriented, customer service image.	Community Transportation Coordinator	Ongoing

**Transportation Disadvantaged Service Plan**

Conduct at least one public workshop a year to allow individuals, agencies, organizations and others a formal opportunity to provide input on matters relating to local transportation services for the transportation disadvantaged.	Local Coordinating Board	Annually
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------	----------

<b>GOAL/STRATEGIES</b>	<b>RESPONSIBLE PARTY(IES)</b>	<b>DATE</b>
<b>Goal 6: Encourage volunteers to participate in the coordinated transportation system.</b>		
Undertake marketing and outreach activities to increase volunteering opportunities with the county's coordinated transportation system.	Community Transportation Coordinator	Ongoing

<b>GOAL/STRATEGIES</b>	<b>RESPONSIBLE PARTY(IES)</b>	<b>DATE</b>
<b>Goal 7: Provide affordable transportation to low income persons.</b>		
Develop transportation services for daily living activities.	Community Transportation Coordinator	Ongoing
Research the feasibility of providing deviated fixed route service that provides service within Levy County.	Community Transportation Coordinator	Ongoing
Advertise the available transportation services once a year.	Community Transportation Coordinator	Annually

<b>GOAL/STRATEGIES</b>	<b>RESPONSIBLE PARTY(IES)</b>	<b>DATE</b>
<b>Goal 8: Increase the provision of public transportation in Levy County.</b>		
Annually research local, state, and federal funding opportunities to increase services available to the transportation disadvantaged population in Levy County.	Community Transportation Coordinator	As needed
Annually identify projects that can be funded under the Federal Transit Administration's grant programs.	Community Transportation Coordinator	As needed

## Chapter II: Service Plan

### A. Operations

The operations element is a profile of the Levy County coordinated transportation system. This element is intended to provide basic information about the daily operations of Levy County Transit and its contracted transportation operators.

#### 1. Types, Hours and Days of Service

##### a. Hours and Days of Service

Transportation services provided by Levy County Transit are available from 6:00 a.m. to 6:00 p.m. Monday through Friday excluding holidays.

##### **The ARC of Levy County (Florida Agency for Persons with Disabilities)**

Weekdays (excluding holidays), door to door subscription service within Levy County to the Levy ARC facility in Otter Creek as coordinated through the Levy ARC and the Florida Department of Children and Families.

##### **Florida's Managed Medical Care Program (Florida Agency for Health Care Administration)**

Service is provided by Managed Medical Assistance Plans through a network of Transportation Management Organizations. Levy County Transit does not have contracts in place to provide service to Managed Medical Care Program clients.

##### **Suwannee River Economic Council, Inc. (Florida Department of Elder Affairs)**

Weekdays (excluding holidays) subscription trips to meal sites as coordinated through coordination contractor. Currently two sites are served; Chiefland and Williston two days per week.

##### **Florida Commission for the Transportation Disadvantaged - Transportation Disadvantaged Program**

Weekdays (excluding holidays) door to door and curb to curb reservation and demand response trips for Transportation Disadvantaged Program eligible individuals to various destinations in and out of Levy County (ambulatory and wheelchair).

Levy County Transit does not restrict the time for morning trips. However, Levy County Transit may request that no appointments be made after 2:00 p.m. in order to allow for multi-loading of passengers.

Levy County Transit does not provide medical assistance during transport or assistance with medical devices such as changing oxygen tanks. Persons requiring specialized medical assistance or emergency medical treatment must contact a local medical transportation provider or 911 for emergency medical service.

## b. Holidays

Transportation services will only be provided on the following holidays for passengers travelling to dialysis and chemotherapy appointments who have no other means of transportation.

Veteran's Day  
Thanksgiving  
Thanksgiving Holiday (day after Thanksgiving)  
Christmas Day  
Christmas Holiday (day after Christmas)  
New Year's Day  
Martin Luther King, Jr.'s Birthday  
Presidents' Day  
Memorial Day  
Independence Day  
Labor Day  
Good Friday

## c. Bariatric Transportation

Levy County Transit will transport all common wheelchairs. A common wheelchair is defined as a device which does not exceed 30 inches in width and 48 inches in length measured two inches above the ground and does not weigh more than 600 pounds when occupied. Wheelchairs that exceed these dimensions and weight may not be transported.

## 2. Accessing Services

### a. Hours of Operation

**Office Hours:** Riders are encouraged to make arrangements for reservation for transportation services by calling the Levy County Transit office in Bronson between 7:00 a.m. to 5:00 p.m. Monday through Friday (excluding holidays). Individuals who use the TDD system can reach Levy County Transit through the Florida Relay Service at 1.800.955.8771.

**Hours of Operation:** Monday through Friday, 6:00 a.m. to 6:00 p.m. (excluding holidays).

Passengers must be ready to be picked-up two (2) hours prior to their scheduled pick up time.

### b. Phone Number

352.486.3485.

### c. Advance Notification Time

Trip reservations must be made a minimum of three days in advance (not including weekends/holidays).

## Form A-2: Fact Sheet

	Calculations <sup>1</sup> (current system)	Current System	Calculations <sup>1</sup> (if grant is awarded)	If Grant is Awarded (Estimates are acceptable)
1 Number of total one-way trips served by the agency <b>PER YEAR *</b>	CTS Software – Statistic Report used for trip info: 10/1/19 – 09/30/20	20,933	20933x40%=29,306.20 Reinstatement of trips to ARC's and SREC lost during COVID	29,306
2 Number of individuals served unduplicated (first ride per fiscal year) <b>PER YEAR **</b>	CTS Software – Statistic Report used for trip info: 10/1/19 – 09/30/20	324	324x25%=405	405
3 Number of vehicles used for this service <b>ACTUAL</b>	CTS Software – Statistic Report used for trip info: 10/1/19 – 09/30/20	16	One less vehicle due to retiring 2 and one new replacement	15
1 Number of ambulatory seats. <b>AVERAGE PER VEHICLE</b> (Total ambulatory seats divided by total number of fleet vehicles)	235/17=13.82	13.82	223/16=13.93	13.93

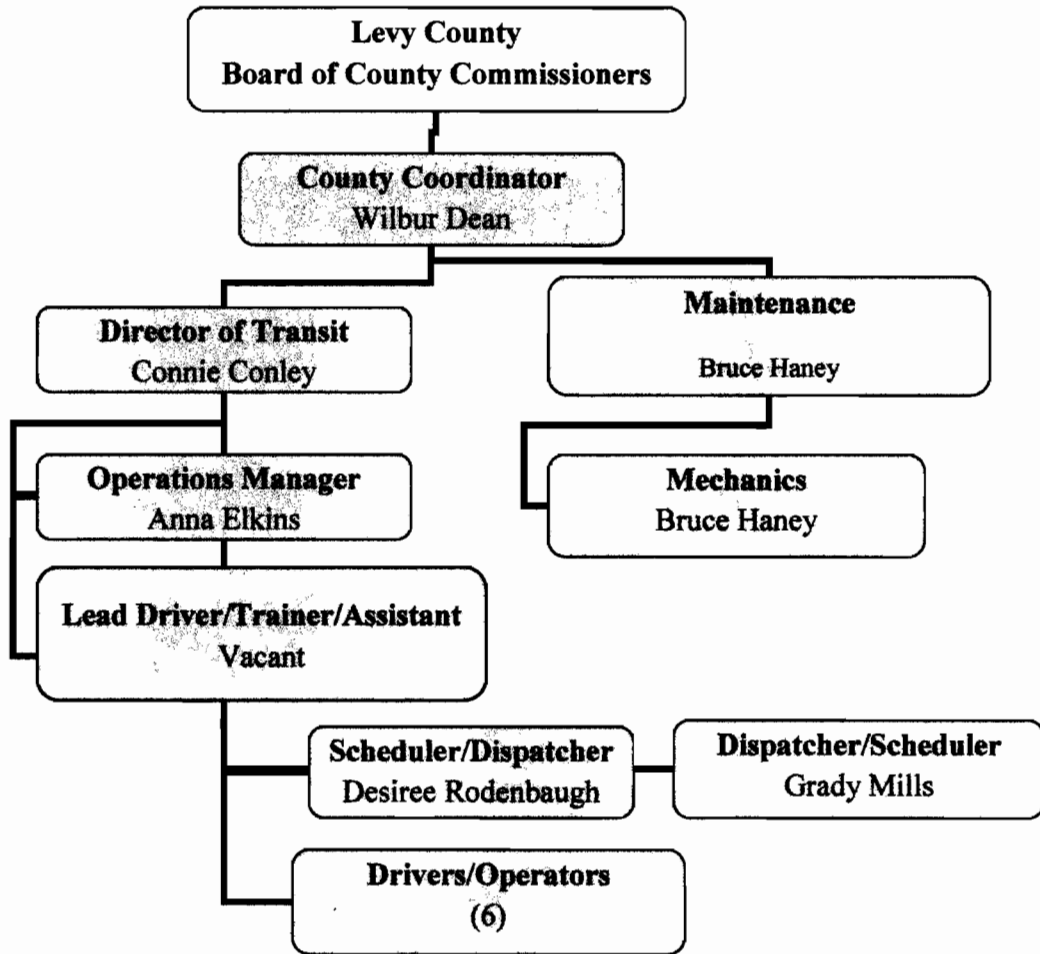
1 If a software program is used to obtain the required data for the fact sheet, please include the source of the data, i.e., Trapeze).

	Calculations (current system)	Current System	Calculations (if grant is awarded)	If Grant is Awarded (Estimates are acceptable)	
5	Number of wheelchair positions <b>AVERAGE PER VEHICLE</b> (Total wheelchair positions divided by total number of fleet vehicles)	$31/17=1.82$	1.82	$29/16=1.81$	1.81
6	Vehicle miles traveled. <b>PER YEAR</b>	CTS Software – Statistic Report used for trip info: 10/1/19 – 09/30/20	330,737	$330,737 \times 25\% = 413,421.25$	413,421
7	Average vehicle miles. <b>PER DAY</b>	$330,737/262/6.21=203.27$ Miles/days of service/average vehicles used for service	203.27	$413421/262/7=225.42$	225.42
8	Normal vehicle hours in operation. <b>PER DAY</b>	$13311.93/262/6.21=8.18$ Hours/days of service/average vehicles used for service	8.18	$10 \times 7 \times 262 = 18,340$ Hours x Vehicles x days of service	10
9	Normal number of days in operation. <b>PER WEEK</b>	Monday-Friday, with exception of a Saturday or Sunday service to cover holiday schedules for dialysis	5		5
10	Trip length (roundtrip). <b>AVERAGE</b>	$330,737/20933=15.79$ Miles/Trips	15.79	$413,421/29,306=14.10$ Miles/Trips	14.10

The information listed should be specific to the Section 5311 funds and not agency wide.



### 5.1 Levy County Transit Organization Chart



## Form A-3: Proposed Project Description

(a) How will the grant funding improve your agency's transportation service? Provide detail.

Will it be used to:

- \* Provide more hours of service?
- \* Expand service to a larger geographic area?
- \* Provide shorter headways?
- \* Provide more trips?
- \* Replace existing equipment?
- \* Purchase additional vehicles/equipment?

Also, highlight the challenges or difficulties that your agency will overcome if awarded these funds.

***Provide more hours of service?*** Monday - Friday service is currently being provided, with hours beginning as early as 3:30 a.m. until approximately 18:00 hours or until the last rider has been dropped off. With the hours trips are being provide, there is no room for improvement during the week day service provided. Weekend services are not provided at this time largely due to costs associated with weekend trips. In the event additional funding was to become available, trips could be provided on weekends, as has occurred in the past.

***Expand Service to a larger geographic area?*** Levy County is a large county consisting of 1118 square miles, with a population of approximately 40,000 residents. The transit office is located in Bronson, which is the County seat and basically the center of the County. From Bronson to Cedar Key, (Levy County) is 33 miles. To transport a rider from Cedar Key into Gainesville, is a 59 mile one way trip. For example, if service were to be expanded into Marion County (Ocala), the distance from the transit office alone is 38 miles. Trip lengths such as this type of trip would not be cost effective and pulls a driver out of the area for extended lengths of time for one possibly two riders. This would ultimately lead the agency to hire additional drivers to provide only a few trips.

***Provide Shorter Headways?*** Scheduling of trips in a rural area the size of Levy County is challenging but all efforts are made to be as efficient as possible.

***Provide more trips?*** Efforts are continually made for public awareness that the agency provides transportation to the general public. Applications for services are mailed and received back in the office on a daily basis for new ridership. All applications are approved for transportation. With the current COVID pandemic, ridership has been drastically reduced. This is due to many riders not wanting to be out in public and many appointments are being done virtually, so riders do not have to go into an appointment.

***Replace existing equipment?*** Vehicle inventory is replaced or moved into reserve/backup, once the threshold of 5 years and 200,000 miles have been met. With the distance of daily travel, vehicles have well exceeded the 200,000 miles once the vehicle has met the 5 year threshold. As for other equipment, new computers and server were recently replaced through a State grant. Equipment that may be needed for repairs of vehicles has not been an issue or concern for several years. If the need arises for replacement of such equipment the agency has matching funds for grants that would assist in replacement.

***Purchase additional vehicles/equipment?*** For this FY 21/22 grant period, the only vehicles that will be purchased are previously awarded vehicles. For this FY 21/22 grant period, no additional vehicles will be purchased. The agency has sufficient vehicles to perform current and any additional growth in trips.

**Challenges/Difficulties** – Without the additional reimbursement received from the 5311 funds, this agency would be hard pressed to provide all the needed trips that are currently being provided. This agency provides private pay/reduced fare trips for those residents that do not meet the threshold guidelines under the Transportation Disadvantaged grant funds. The majority of the trips provided under the private pay/reduced fare, are life sustaining, such as grocery shopping. Levy County Transit is a self-sufficient county agency that must provide services based on a budget of grants received and contracted revenues. The agency budget does not include funding from the County's general budget. With the award of 5311 funding, all current and future trips will continue to be provided.

If a grant award will be used to maintain services as described in Form A-1, 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.

Funding requested for this grant is used to assist with expenditures related to trips that are not subsidized by other funding sources. These trips are open to the general public and are not prioritized. All financial records are recorded and maintained with the County's finance office, run by the Clerk of Court, Levy County. All invoicing of grants are reviewed and approved by the finance office prior to submitting to the district office for reimbursement. Reports are periodically pulled from the ADG website and reviewed by the director to oversee and regulate expenditures as needed to maintain current FY budget.

All reporting required by State and Federal guidelines are prepared by the director of the agency. Reports pulled for all reporting requirements are kept indefinitely in files specific to the report. These reports are submitted in a timely manner.

Maintenance records are kept in the office and updated daily by the mechanic. Each vehicle has an individual maintenance/repair file, with current work orders and invoices attached.

If this grant is not fully funded, can you still proceed with your transportation program? Explain.

This specific grant funding is fundamental in providing trips that are not subsidized by another funding source. Without the funding, there are many trips the agency would be unable to provide. The agency solely survives on the funding received from federal, state and local agreements to provide trips as the CTC, to the residents of the county. Service hours and possibly days of service could be effected if not fully funded.

**All Non-CTC Applicants:** Have you met with the CTC and, if so, how are you providing a service they cannot? Provide detailed information supporting this determination. *Applications submitted without the appropriate CTC coordination agreement may be rejected by FDOT. Grant awards will not be made without an appropriate coordination agreement.*

N/A

This coordination agreement must be enforced the entire time of the grant (vehicle life or operating PTGA expiration).

## Operating Requests Only

(a) Please specify year of activity for operating assistance.

FY 2022 \_\_\_\_\_

## Capital Requests Only

(a) If this capital request includes equipment, please describe the purpose of the request.

(b) If you are requesting a vehicle that requires a driver with a CDL:

- Who will drive the vehicle?
- How will you ensure that your driver(s) maintain CDL certification?

(c) If the requested vehicles or equipment will be used by a lessee or private operator under contract to the applicant agency, identify the proposed lessee/operator.

- Include an equitable plan for distribution of vehicles/equipment to lessees and/or private operators.

(d) If this capital request is for bus related facilities

- Please provide any pertinent documents that may be on record, to make a determination on such things as reasonableness of cost, sufficiency of preliminary engineering and design work completed.
- Please provide a full, detailed scope of the project, including but not limited to a project schedule, construction days, method of procurement, etc.
- Please provide a detailed description of all project activities included in the construction of the facility.

**NOTE: If awarded, the agency must prepare a draft/proposed facilities/building maintenance plan that will need to be adopted after construction of facilities.**

**Form B-1: Financial Capacity – Proposed Budget for Transportation Program****Estimated Transportation Program Operating & Administrative Expenses***October 1, 2021 to September 30, 2022*

<b>Code</b>	<b>Object Class</b>	<b>Amount</b>
5010	Labor	\$454,743
5015	Fringe Benefits	\$383,278
5020	Services	\$27,300
5030	Materials and Supplies	\$176,000
5040	Utilities	\$25,000
5050	Casualty and Liability Costs	\$20,000
5060	Taxes	\$0.00
5100	Purchased Transportation	\$0.00
5090	Miscellaneous	\$22,500
5230	Capital Leases	\$0.00
5260	Depreciation	\$0.00
-	Other	\$0.00
<b>Grand Total All Expenses</b>		<b>\$1,108,821.00</b>



**Estimated Transportation Program Operating & Administrative Revenues**  
*October 1, 2021 to September 30, 2022*

<b>Code</b>	<b>Object Class</b>	<b>Amount</b>
<b>4111</b>	Passenger-Paid Fares	\$70,000
<b>4112</b>	Organization-Paid Fares	\$85,000
<b>4310</b>	General Revenues of the Local Government	\$0.00
<b>4390</b>	Other Local Funds	\$15,000
<b>4420</b>	State Transportation Fund	\$459,821
<b>4500</b>	Federal Funds-5311 CARES Act	\$400,000
<b>4610</b>	Contributed Services	\$0.00
<b>4630</b>	Sales and Disposals of Assets	\$0.00
-	Other – State Med-waiver	\$79,000
<b>Grand Total All Revenues</b>		<b>\$1,108,821.00</b>

## Proof of Local Match - Operating Projects

<b>Operating Project Total:</b>		\$
<b>Match Source</b>		<b>Amount</b>
TD - Trip & Equipment		\$459,821
State - Med-waiver		\$79,000
SREC		\$15,000
		\$
		\$
		\$
<b>Operating Match Total:</b>		\$553,821.00
50% of Operating Project Total		

## Proof of Local Match - Capital Projects

<b>Capital Project Total:</b>		\$
<b>Match Source</b>		<b>Amount</b>
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
<b>Capital Match Total:</b>		\$
10% of Capital Project Total		

Attach documentation of match funds directly after this page. Proof may consist of, but not be limited to:

- Transportation Disadvantaged (TD) allocation,
- *Letter on official letterhead from the applicant's CEO attesting to match availability and commitment,*
- Written statements from county commissions, state agencies, city managers, mayors, town councils, organizations, accounting firms and financial institutions.

*X*

---

*Signature*

*Matthew Brooks/Board Chairman*

---

*Typed Name and Title of Authorized Representative*

---

*Date*

FM/JOB No(s). 43202718401/43202818401  
CONTRACT NO. 61008  
AGREEMENT DATE: July 1, 2020

**EXHIBIT "C"**

**STATE FINANCIAL ASSISTANCE (FLORIDA SINGLE AUDIT ACT)**

**THE STATE RESOURCES AWARDED PURSUANT TO THIS AGREEMENT CONSIST OF THE FOLLOWING:**

**SUBJECT TO SECTION 215.97, FLORIDA STATUTES:**

**Awarding Agency:** Commission for the Transportation Disadvantaged/Florida Department of Transportation  
**State Project Title:** COMMISSION FOR THE TRANSPORTATION DISADVANTAGED (CTD) TRIP AND EQUIPMENT GRANT PROGRAM  
**CSFA Number:** 55.001  
**\*Award Amount:** \$413,839.00

\*The state award amount may change with supplemental agreements

Specific project information for CSFA Number 55.001 is provided at:  
<https://apps.fldfs.com/fsaa/searchCatalog.aspx>

**COMPLIANCE REQUIREMENTS APPLICABLE TO STATE RESOURCES AWARDED PURSUANT TO THIS AGREEMENT:**

State Project Compliance Requirements for CSFA Number 55.001 are provided at:  
<https://apps.fldfs.com/fsaa/searchCompliance.aspx>

The State Projects Compliance Supplement is provided at: <https://apps.fldfs.com/fsaa/compliance.aspx>

for Fiscal Year: 2021, Version: 11, Revenue Accounts

Account Number	Description	2019 Budget	2019 Actual	2020 Budget	2020 Actual	2021 Budget
108-3314920	Fed-5311 AR897	0.00	0.00	0.00	0.00	0.00
108-3314921	Fed-5317 ARA92	0.00	0.00	0.00	0.00	0.00
108-3314924	FED 5311 G0765	225,000.00	0.00	240,084.00	0.00	0.00
108-3314928	Fed-5317 G0V28 #	0.00	101,434.74	0.00	0.00	0.00
108-3314940	Fed-5311 ARQ87	0.00	0.00	0.00	0.00	0.00
108-3314998	Fed-5311 Operati	100,000.00	0.00	0.00	0.00	0.00
108-331G253	Fed-5311 G1930 #	240,084.00	61,002.24	0.00	179,081.76	0.00
108-331G272	Fed-5311 G1L06 #	0.00	0.00	0.00	0.00	387,300.00
108-331G276	Fed-5311 CARES #	0.00	0.00	1,387,903.00	0.00	1,167,800.00
108-3344922	ST TD 2016/17	0.00	0.00	0.00	0.00	0.00
108-3344927	St - TD 2016/17	0.00	0.00	0.00	0.00	0.00
108-3344932	Shirley Conroy R	0.00	0.00	0.00	0.00	0.00
108-3344934	ST-T/E G0M58 #21	378,513.00	0.00	0.00	0.00	0.00
108-3344937	St RCAP 2017 GOG	0.00	0.00	0.00	0.00	0.00
108-334G230	St T/E G0X41 #23	0.00	294,289.04	459,803.00	0.00	0.00
108-334G234	St Local Program	14,536.00	14,535.11	0.00	0.00	0.00
108-334G255	St T/E G1A43 #2	0.00	88,847.60	0.00	279,746.44	459,821.00
108-334G260	St-RCAP G1B03	17,560.00	17,560.00	0.00	0.00	0.00
108-334G278	St T/E G1008 #2	0.00	0.00	0.00	59,604.09	0.00
108-3443002	Fees-Parebox	45,000.00	20,978.50	45,000.00	19,340.00	12,500.00
108-3443003	Fees-Medicaid/Ac	15,000.00	5,481.00	0.00	0.00	0.00
108-3443005	Fees-Med Waiver	79,000.00	101,054.15	79,000.00	45,625.56	79,000.00
108-3443006	Fees-SREC	7,500.00	20,504.19	7,500.00	8,890.42	15,000.00
108-3443007	Fees-Med Waiver/	0.00	0.00	0.00	0.00	0.00
108-3443008	Fees-Misc	45,000.00	64,504.79	45,000.00	41,398.24	45,000.00
108-3611000	Interest	0.00	112.94	0.00	160.98	0.00
108-3612000	Dividends	0.00	0.00	0.00	0.00	0.00
108-3650001	Sale of Surplus	0.00	0.00	0.00	0.00	0.00
108-3660002	Donations-Transi	0.00	0.00	0.00	0.00	0.00
108-3690003	Miscellaneous Re	0.00	15.00	0.00	80.00	0.00
108-3694001	Reimb-Miscellane	0.00	778.00	0.00	0.00	0.00
108-3694008	Reimb-Workmand's	0.00	0.00	0.00	0.00	0.00
108-3810010	Transfer/General	50,000.00	50,000.00	50,000.00	0.00	62,300.00
108-3899001	SOURCE - BEGINNI	200,000.00	0.00	300,000.00	0.00	325,000.00
108-3899002	Cash Bal Fwd-Res	0.00	0.00	0.00	0.00	0.00
108-3899003	Est Uncollectibl	44,751.00-	0.00	47,000.00-	0.00	109,000.00-
** Grand Totals **		1,372,442.00	841,097.30	2,567,290.00	633,927.49	2,444,721.00

Unavailable until CARES Funding Expended

## Form B-2: Operations Phase- Estimate of Project Costs by Budget Category

Budget Category	Local	Federal	Total
Salaries	200,000	200,000	400,000
Fringe Benefits	150,000	150,000	300,000
Contractual Services			
Travel			
Other Direct Costs	37,500	37,500	75,000
Indirect Costs			
<i>Totals</i>	<i>\$387,500</i>	<i>\$387,500</i>	<i>\$775,000</i>

Budget category amounts are estimates. While the contract is active, amounts can be shifted between items without amendment (because they are all within the Operations Phase), but the revised budget must be submitted to the District to be approved and updated in the Florida Accountability Contract Tracking System (FACTS).

### Cost Reimbursement

The Agency will submit invoices for cost reimbursement on a:

- Monthly
- Quarterly
- Other: \_\_\_\_\_

basis upon the approval of the deliverables including the expenditure detail provided by the Agency.

## **Exhibit I: 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 5311 dated \_\_\_\_\_ day of \_\_\_\_\_, 2020

- 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–Commission for the Transportation Disadvantaged
- 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 should become unserviceable.
- 14 It will submit an annual financial audit report to FDOT (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.

\_\_\_\_\_, 2020  
**Date**

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

Matthew Brooks/Board Chairman  
**Name and Title of Contractor's Authorized Official**



## Exhibit J: Standard Lobbying Certification

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.

Date \_\_\_\_\_, 2020

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

Matthew Brooks, Board Chairman  
Name and Title of Contractor's Authorized Official

**Exhibit K: FTA Section 5333 (b) Assurance**

(Note: 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 C 9040.IG, Chapter VIII (2) agreeing to alternative comparable arrangements approved by the (Department of Labor (DOL); or (3) obtaining a waiver from the DOL.)

The **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 5311 Program.

\_\_\_\_\_, 2020  
*Date*

Matthew Brooks, Board Chairman  
*Name and title of authorized representative*

X  
*Signature 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**

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
<b>Levy County Board of County Commissioners/Levy County Transit</b>	<b>Application 49 U.S.C. Section 5311 Operating Assistance for FY 2021/2022, to help in assisting with the cost of providing trips to the general public in Levy County provided by Levy County Transit, the CTC for Levy County.</b>	N/A	<b>Laborers’ International Union of North America, CIO</b>

**Application for Federal Assistance SF-424**

* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------

* 3. Date Received: <input type="text"/>	4. Applicant Identifier: N/A
---------------------------------------------	---------------------------------

5a. Federal Entity Identifier: N/A	5b. Federal Award Identifier: <input type="text"/>
---------------------------------------	-------------------------------------------------------

**State Use Only:**

6. Date Received by State: <input type="text"/>	7. State Application Identifier: 1001
-------------------------------------------------	---------------------------------------

**8. APPLICANT INFORMATION:**

* a. Legal Name: Levy County a Political Subdivision of the State of Florida	
* b. Employer/Taxpayer Identification Number (EIN/TIN): 59-6000717	* c. UEI: 082643511000

**d. Address:**

* Street1: 310 School Street
Street2: <input type="text"/>
* City: Bronson
County/Parish: <input type="text"/>
* State: FL: Florida
Province: <input type="text"/>
* Country: USA: UNITED STATES
* Zip / Postal Code: 32621-9998

**e. Organizational Unit:**

Department Name: <input type="text"/>	Division Name: <input type="text"/>
---------------------------------------	-------------------------------------

**f. Name and contact information of person to be contacted on matters involving this application:**

Prefix: <input type="text"/>	* First Name: Connie
Middle Name: <input type="text"/>	
* Last Name: Conley	
Suffix: <input type="text"/>	

Title: Director
-----------------

Organizational Affiliation: <input type="text"/>
--------------------------------------------------

* Telephone Number: 352-486-3485	Fax Number: <input type="text"/>
----------------------------------	----------------------------------

* 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 Administration

**11. Catalog of Federal Domestic Assistance Number:**

20.509

CFDA Title:

Formula Grants for Rural Areas, Section 5311

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

Not Applicable

\* Title:

N/A

**13. Competition Identification Number:**

Not Applicable

Title:

N/A

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

Levy County

Add Attachment

Delete Attachment

View Attachment

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

Funds used to assist in new and current transportation trips, not subsidized by any other revenue/funding source.

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.

Add Attachment

Delete Attachment

View Attachment

**17. Proposed Project:**

\* a. Start Date:

\* b. End Date:

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

* a. Federal	<input type="text" value="387,500.00"/>
* b. Applicant	<input type="text" value="387,500.00"/>
* 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="775,000.00"/>

**\* 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

Add Attachment

Delete Attachment

View Attachment

**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:



**Florida Department of Transportation**

**RON DESANTIS**  
GOVERNOR

1109 S. Marion Avenue MS 2018  
Lake City, FL 32025

**KEVIN J. THIBAUT, P.E.**  
SECRETARY

October 30, 2020

Ms. Connie Conley  
Director  
Levy County Transit  
970A E. Hathaway Avenue  
Bronson, Florida 32621

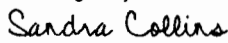
**Re: Levy County Transit Grant Review - Letter of Compliance, May 2020**

Dear Ms. Conley,

I'm pleased to notify you that the Department has completed the Levy County Transit Grant Review, May 2020 and we find your agency to be in compliance with State and Federal requirements.

We appreciate the level of support and cooperation received from the Agency's staff during the Grant Review and also noted your efforts in addressing the requirements set forth by the Department's Procedures. We will be scheduling our next Grant Review per State requirements. If you have any questions or would like to discuss any concerns in the meantime, please contact me at (386) 961-7870 or [sandra.collins@dot.state.fl.us](mailto:sandra.collins@dot.state.fl.us). We look forward to continuing to work with your agency in your efforts to serve transportation needs of your constituents.

Sincerely,

DocuSigned by:  
  
E15FFE6335D54C6

**Sandra Collins, CPM**  
Programs Coordinator  
Florida Department of Transportation  
District Two Office  
1109 South Marion Avenue  
Lake City, FL 32025-5874  
Phone: (386) 961-7870  
Email: [sandra.collins@dot.state.fl.us](mailto:sandra.collins@dot.state.fl.us)

cc: Doreen Joyner-Howard (FDOT), Janell Damato (FDOT), Thee Perry (FDOT), Christina Nalsen (FDOT), Santanu Roy (HDR), Micah Gilliom (HDR), Lauren Adams (HDR)



**Florida Department of Transportation**

RON DESANTIS  
GOVERNOR

1109 S. Marion Avenue MS 2018  
Lake City, FL 32025

KEVIN J. THIBAUT, P.E.  
SECRETARY

October 30, 2020

Ms. Connie Conley  
Director  
Levy County Transit  
970A E. Hathaway Avenue  
Bronson, Florida 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, Security, and Maintenance Review, May 2020 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 findings from the subject review and subsequently communicating the completion of the corrective actions through October 30, 2020.

We appreciate the level of support and cooperation received from the agency's staff during the compliance audit and 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 within 3 years for our next compliance audit. If you have any questions or would like to discuss any concerns in the meantime, please contact me at (386) 961-7870 or [sandra.collins@dot.state.fl.us](mailto:sandra.collins@dot.state.fl.us). We look forward to continuing to work with your agency in your efforts to serve the safe transportation needs of your constituents.

Sincerely,

DocuSigned by:  
*Sandra Collins*  
E15FFE6335D54C6.

**Sandra Collins, CPM**  
Programs Coordinator  
Florida Department of Transportation  
District Two Office  
1109 South Marion Avenue  
Lake City, FL 32025-5874  
Phone: (386) 961-7870  
Email: [sandra.collins@dot.state.fl.us](mailto:sandra.collins@dot.state.fl.us)

cc: Doreen Joyner-Howard (FDOT), Janell Damato (FDOT), Thee Perry (FDOT), Christina Nalsen (FDOT), Santanu Roy (HDR, Inc.), Micah Gilliom (HDR, Inc.), Lauren Adams (HDR, Inc.)