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February 11, 2016

TO: Levy County Transportation Disadvantaged Coordinating Board
FROM: Lynn Godfrey, AICP, Senior Planner
SUBJECT: Meeting Announcement

The Levy County Transportation Disadvantaged Coordinating Board will meet **Thursday, February 18, 2016 at 10:00 a.m.** in the Board of County Commissioners' Meeting Room located at 355 S. Court Street in Bronson, Florida. All Board members are encouraged to attend this meeting.

Attached is the meeting agenda and supporting materials. If you have any questions, please do not hesitate to contact me at extension 110.

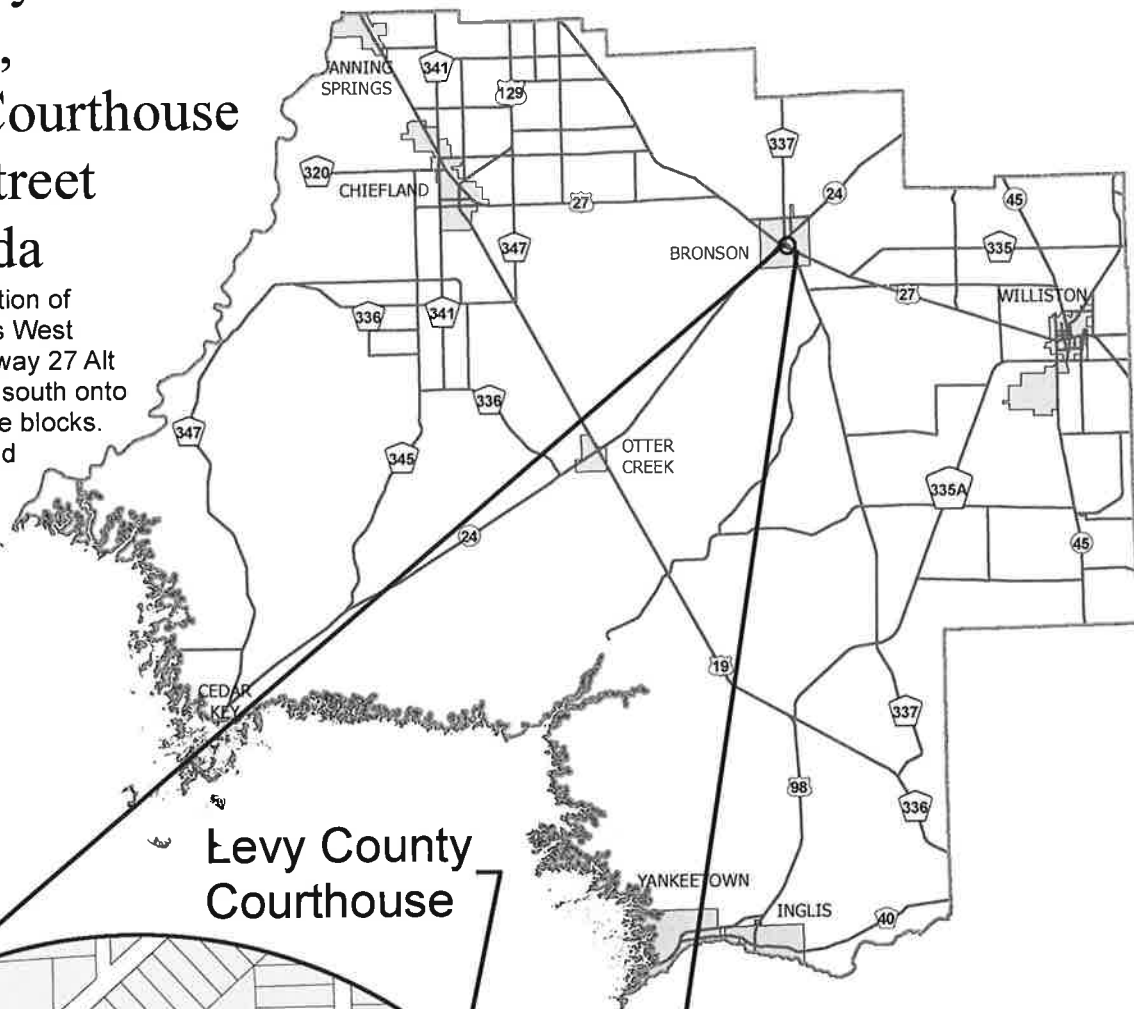
Attachments

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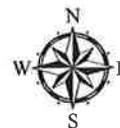
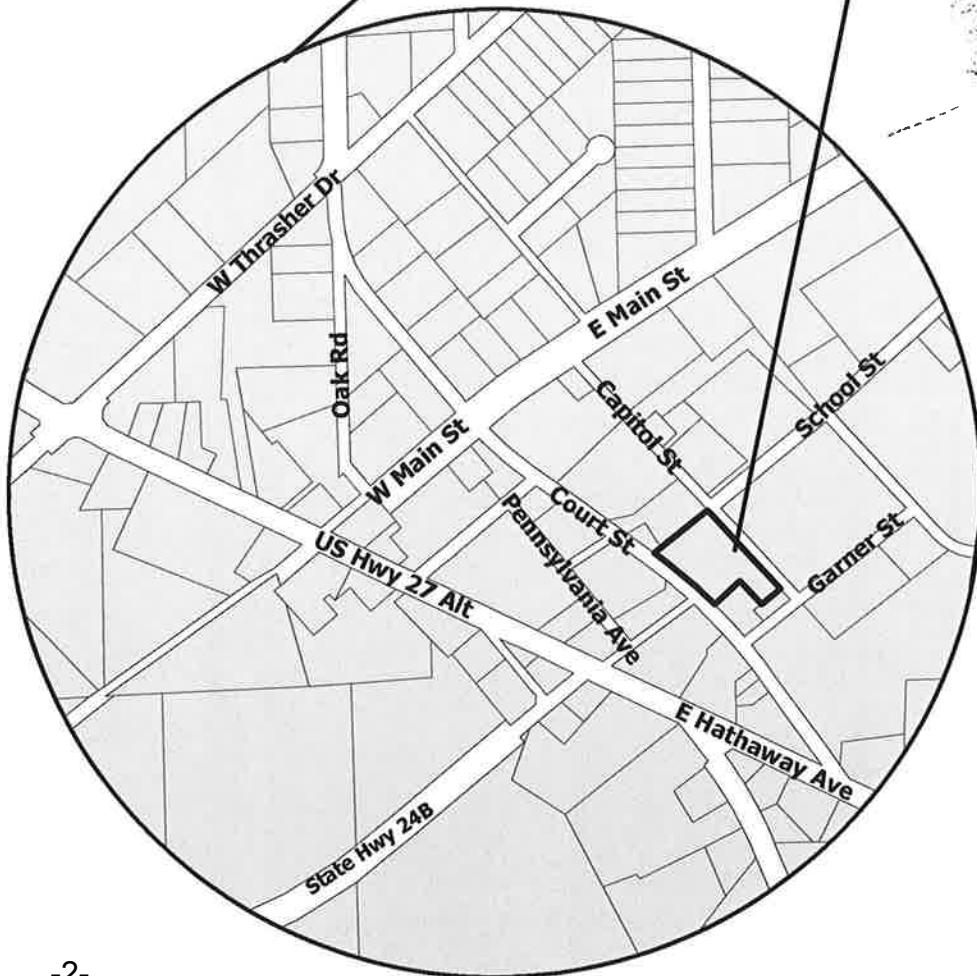
Dedicated to improving the quality of life of the Region's citizens,
by coordinating growth management, protecting regional resources,
promoting economic development and providing technical services to local governments.

Board of County Commissioners' Meeting Room, Levy County Courthouse 355 S. Court Street Bronson, Florida

Directions: From the intersection of State Road 24 (also known as West Thrasher Drive) and US Highway 27 Alt in the Town of Bronson, head south onto US Highway 27 Alt about three blocks. Turn left onto Court Street, and the Levy County Courthouse will be on the right.



**Levy County
Courthouse**



1 inch = 667 feet





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**LEVY COUNTY
TRANSPORTATION DISADVANTAGED COORDINATING BOARD**

MEETING ANNOUNCEMENT AND AGENDA

**Board of County Commissioners' Meeting Room
355 S. Court Street
Bronson, Florida**

**Thursday
February 18, 2016
10:00 a.m.**

I. BUSINESS MEETING – CALL TO ORDER

A. Pledge of Allegiance

B. Invocation

C. Roll Call

D. Public Comments

E. Approval of the Meeting Agenda

ACTION REQUIRED

**F. Approval of the November 19, 2015
Minutes**

Page 7

ACTION REQUIRED

II. UNFINISHED BUSINESS

A. Annual Performance Evaluation

Page 11

ACTION REQUIRED

Levy County Transit will answer questions regarding the annual performance evaluation

B. Appoint Grievance Committee Member

Page 17

ACTION REQUIRED

The Chair needs to appoint a member to the Grievance Committee

III. NEW BUSINESS

- A. Levy County Transportation Disadvantaged Service Plan Amendments** **Page 19** **ACTION REQUIRED**

The Board needs to review and approve amendments to the Levy County Transportation Disadvantaged Service Plan

- B. Operations Reports** **Page 53** **NO ACTION REQUIRED**

IV. OTHER BUSINESS

- A. Comments**

- 1. Members**
- 2. Citizens**

V. FUTURE MEETING DATES

- A. April 21, 2016 at 10:00 a.m.**
- B. August 18, 2016 at 10:00 a.m.**
- C. November 17, 2016 at 10:00 a.m.**

* Please note that this is a tentative meeting schedule, all dates and times are subject to change.

If you have any questions concerning the enclosed materials, please do not hesitate to contact me at 1-800-226-0690, extension 110.

**LEVY COUNTY
TRANSPORTATION DISADVANTAGED COORDINATING BOARD**

MEMBER/REPRESENTING	ALTERNATE/REPRESENTING
Commissioner John Meeks Local Elected Official/Chair	Danny Stevens Local Elected Official
Sandra Collins Florida Department of Transportation Grievance/Annual Evaluation Committee Member	Doreen Joyner-Howard Florida Department of Transportation
Vickie Menasco Florida Department of Children and Families Annual Evaluation Committee Member	Amy Burton Florida Department of Children and Families
Jeff Aboumrad Florida Department of Education	Peter Shepis Florida Department of Education
Matthew Pearson Florida Department of Elder Affairs Annual Evaluation Committee Member	Bernadette Preble Florida Department of Elder Affairs
Deweese Ogden Florida Agency for Health Care Administration Grievance/Annual Evaluation Committee Member	Pamela Hagley Florida Agency for Health Care Administration
Kathleen Woodring Regional Workforce Board	Dale French Regional Workforce Board
Katrina Bowers Florida Association for Community Action Term ending June 30, 2017	Cindy Morgan Florida Association for Community Action Term ending June 30, 2017
Bruce Greenlee Public Education	Joseph Wain Public Education
Robert E. Lowyns Veterans Grievance/Annual Evaluation Committee Member Term ending June 30, 2017	Julie E. Rose Veterans Term ending June 30, 2017
Renate M. Cannon, Vice-Chair Citizen Advocate Term ending June 30, 2018	Vacant Citizen Advocate Term ending June 30, 2018
Tammy Jean Ippolito Citizen Advocate - User Term ending June 30, 2018	Vacant Citizen Advocate - User Term ending June 30, 2018
Lindon Lindsey Persons with Disabilities Grievance/Annual Evaluation Committee Member Term ending June 30, 2018	Vacant Persons with Disabilities Term ending June 30, 2018
Vacant Elderly Term ending June 30, 2017	Vacant Elderly Term ending June 30, 2017
Vacant Medical Community Term ending June 30, 2016	Vacant Medical Community Term ending June 30, 2016
Tonya Hiers Children at Risk Term ending June 30, 2016	Brooke Ward Children at Risk Term ending June 30, 2016
Vacant Private Transit Term ending June 30, 2016	Vacant Private Transit Term ending June 30, 2016

Note: Unless specified, members and alternates serve at the pleasure of the North Central Florida Regional Planning Council.

**LEVY COUNTY
TRANSPORTATION DISADVANTAGED COORDINATING BOARD
MEETING MINUTES**

Board of County Commissioners' Meeting Room
355 S. Court Street
Bronson, Florida

Thursday
November 19, 2015
10:00 a.m.

VOTING MEMBERS PRESENT

Sandra Collins, Florida Department of Transportation Representative
Lindon Lindsey, Persons with Disabilities Representative
Renate M. Cannon, Citizen Advocate
Tonya Hiers, Children at Risk Representative
Pamela Hagley, Florida Agency for Health Care Administration Representative
Robert Lowyns, Veterans Representative
Kathleen Woodring, Regional Workforce Board Representative

VOTING MEMBERS ABSENT

Tammy Ippolito, Citizen Advocate - User
Steve Tyson, Public Education Representative
Melinda M. Jordan Florida Department of Education Representative
Commissioner John Meeks, Chair
Vickie Menasco, Florida Department of Children and Families Representative
Katrina Bowers, Florida Association for Community Action Representative

STAFF PRESENT

Lauren Yeatter, North Central Florida Regional Planning Council

I. BUSINESS MEETING CALL TO ORDER

Ms. Lynn Godfrey, North Central Florida Regional Planning Council Senior Planner, stated that Chair Meeks and Vice-Chair Tyson are not present to Chair the meeting. She said the Board may nominate and Acting Chair.

The Board asked Ms. Godfrey if she would conduct the meeting. Ms. Godfrey called the meeting to order at 10:02 a.m.

Ms. Cannon asked that the invocation be given before the reciting the Pledge of Allegiance.

A. Invocation

Ms. Cannon gave the invocation.

B. Pledge of Allegiance

Ms. Cannon led the Board in reciting the Pledge of Allegiance.

C. Roll Call

The roll was called by Ms. Godfrey and a quorum was declared present.

D. Public Comments

Ms. Godfrey asked if anyone wished to make any public comments.

E. Approval of the Meeting Agenda

ACTION: Sandra Collins moved to approve the meeting agenda. Renate Cannon seconded; motion passed unanimously.

F. Approval of the August 20, 2015 Meeting Minutes

Ms. Ranate Cannon asked that the minutes be corrected to state Chair Meeks led the Board in reciting the Pledge of Allegiance after the invocation was given.

ACTION: Ranate Cannon moved to approve the August 20, 2015 minutes as corrected. Vickie Menasco seconded; motion passed unanimously.

II. NEW BUSINESS

A. Annual Performance Evaluation

Ms. Godfrey stated that the Board is required to review Levy County Transit's performance as the Community Transportation Coordinator for Levy County annually. She said the Annual Evaluation Committee met prior to the Board meeting and recommended approval of the draft performance evaluation. She said the Committee also recommended inviting Board members to participate in the on-site observation next year.

The Board reviewed the performance evaluation.

ACTION: Renate Cannon moved to approve Levy County Transit's annual performance evaluation. Robert Lowyns seconded; motion passed unanimously.

B. Annual Operations Report

Ms. Godfrey stated that Levy County Transit is required to submit an Annual Operations Report to the Florida Commission for the Transportation Disadvantaged by September 15 of each year. She said the Fiscal Year 2014/15 Annual Operations Report is included in the meeting packet for the Board's review.

The Board reviewed the Annual Operations Report.

C. Elect Vice-Chair

Ms. Godfrey stated that the Board needs to elect a Vice-Chair annually. She said the Board may re-elect Mr. Tyson as Vice Chair or elect a new Vice-Chair.

ACTION: Sandra Collins moved to elect Ms. Renate Cannon as Vice-Chair. Robert Lowyns seconded; motion passed unanimously.

D. Appoint Grievance Committee Member

The Board deferred this agenda item due to Chair Meek's absence.

E. Rural Area Capital Assistance Program Grant Awards

Ms. Godfrey stated that Levy County Transit applied for Rural Area Capital Assistance Program Grant funds. She said the grant awards are listed in the meeting packet for the Board's information.

III. OTHER BUSINESS

A. Comments

1. Members

Ms. Renate Cannon stated that the meeting notice and agenda she received was in an oversized envelope and the postage paid to mail it was almost \$2.00.

Ms. Godfrey apologized and said she would discuss this issue with the receptionist. She thanked Ms. Cannon for calling it to her attention.

2. Citizens

There were no citizen comments.

IV. FUTURE MEETING DATES

Ms. Godfrey stated that the next meeting of the Board is scheduled for Thursday, January 21, 2015 at 10:00 a.m.

ADJOURNMENT

The meeting was adjourned at 10:30 a.m.

Coordinating Board Chair

Date

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February 11, 2016

TO: Levy County Transportation Disadvantaged Coordinating Board
FROM: Lynn Godfrey, AICP, Senior Planner
SUBJECT: Levy County Transit Annual Performance Evaluation

RECOMMENDATION

No action required. For information only.

BACKGROUND

At the November 19, 2015 meeting, the Board requested the following information concerning Levy County Transit's annual performance evaluation:

1. The Riders' Guide states "Standing orders are a privilege and will be cancelled if abused or if waivers go unpaid for more than 30 days." The Board asked what the "waivers" are.
2. The Board asked for clarification regarding the description of "no show return trips" in the Riders' Guide.
3. The Board asked about the availability of fare tickets noted in the Riders' Guide.
4. The Board asked why Levy County Transit had 20 roadcalls during the 2014/15 reporting period.

Levy County Transit staff will address the Board's questions at the meeting. If you have any questions concerning this matter, please do not hesitate to contact me.

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Levy County Transit
970 E Hathaway Ave
Suite A
Bronson, Florida 32621



RIDERS GUIDE



OFFICE HOURS:
MONDAY - FRIDAY
6AM - 6PM

ALL SERVICES AVAILABLE TO THE
GENERAL PUBLIC
970 East Hathaway Avenue
Suite A
Bronson, Florida 32621

Reservations: (352) 486-3485
Fax: (352) 486-3312
Toll Free 1-800-733-5389
(Transportation Dept.)
1-800-955-8771 TDD

Quick Reference

Office hours Mon - Fri, 6am - 6pm
Phone: (352)486-3485
Fax: (352)486-3312



Toll Free: (800)733-5389 TDD: (800)955-8771 or Dial 711

When calling please know your appointment date/time, place (address), and approximately how long your appointment will last.

Please place reservations 3 days in advance (not including weekends/holidays).

Please provide 24 hour notice for canceled appointments.

Please have exact change for drivers.

The Coordinated Transportation System (Levy County Transit) is comprised of the Levy Board of County Commissioners (BOCC), which is a policy oversight body; and the Community Transportation Coordinator. Levy County Transit, which oversees the day to day management of the system, documents reservations, bills/invoices, schedules trips and employs the drivers who operate the vehicles. In an effort to explain the services this RIDERS GUIDE is offered. Everyone associated with Levy County Transit is committed to providing quality services.

Levy County Transit is a **NON-EMERGENCY**, **Door to Door** and **Limited Door through Door Service**. Door to Door service provides riders with driver assistance to and from the front door of your pick up and drop off location and while entering or exiting the vehicle.

COMMUNITY DISASTER EMERGENCY PROCEDURES

During a Community Disaster, Levy County Transit will make every attempt to transport clients as needed or scheduled. Dependent upon the nature of the disaster it may be necessary to establish pickup and drop off points due to weather, road decay, water and other situations that make it unsafe to travel on some roads. In the event of a disaster, through coordination with the local Emergency Operations Center and the BOCC, the agencies vehicles will be utilized to evacuate the general Public and Special Needs Population of Levy County to Safe Shelters.

Levy County Transit PARATRANSIT SERVICE

- Service Animals may accompany their rider.
- Personal Care Attendant (PCA) is allowed to travel with rider to provide personal or medical needs.
- Please provide 24 HOUR NOTICE if you must cancel a reservation.
- This is a SHARED RIDE SERVICE. Vehicles may stop to let other riders on or off before you reach your destination. If you are requesting a ride for a specific appointment time please make sure to mention that time when requesting your reservation.
- When making your reservation please plan your trip 3 days in advance (not including weekends). We try to accommodate everyone, however, in the event that we are booked for the day you are requesting you may request to be placed on STANDBY; if we have a cancellation you will be transported.
- If you are planning on traveling three (3) or more times per week at the same time to the same location we can arrange a STANDING ORDER for you. If a trip needs canceled the rider must give 24 hours notice. **Standing orders are a privilege and will be cancelled if abused or if waivers go unpaid for more than 30 days.**
- The ORINATION PICK UP WINDOW is the window of time to expect a driver from Levy County Transit to pick you up from your residence (or original point of transfer) and transport you to your destination. We have a two (2) hour window, which means you may be picked up 2 hours prior to your appointment. In extreme cases this window may be 3 hours (Inglis, Cedar Key and outlying towns).
- The RETURN PICK UP WINDOW is the window of time to expect a driver to arrive for the return trip. This window includes 15 minutes before the scheduled time and up to 30 minutes after the scheduled time. Please remember we are picking up additional riders.
- The DROP OFF WINDOW is the time the driver may arrive at your scheduled destination. The driver has a 15 minute window from your scheduled drop off time. Remember we are also dropping off other riders.
- A NO SHOW occurs when the driver arrives within the pickup window and the rider is not prepared to travel, is not available or their trip was not cancelled in the required manner. If you NO SHOW or CANCEL at the door for the first part of your trip, then all rides that day will be canceled.

We make all efforts to contact the rider. Late cancels are the same as a no-show.

- **NO SHOW RETURN** occurs when a rider is absent for their return trip. The rider must call when they have completed their appointment and a no-show return trip will be scheduled on a **STAND BY** status. All attempts will be made to have a return trip in 3 hours if possible. If a no-show rider can provide acceptable and verifiable evidence to Levy County Transit that a no-show was due to unforeseen and unavoidable circumstances, the missed trip will not be counted as a no-show unless such evidence does not discount the rider.

WHO IS ELIGIBLE / HOW

MEDICAID - State and Federal funding source for medical transportation. Must complete an application.

NON-SPONSORED - (Transportation Disadvantaged Non-sponsored Funding). Transit alternative for those individuals who may qualify for transportation but do not qualify under any other funding source. Must complete an application to determine qualification.

OTHER FUNDING SOURCES - please call for other funding availability. Passenger fares will vary depending on

the trip sponsorship. Fares will be collected at the time of boarding. (Please have exact change, fare tickets will be provided in place of change.) You may also purchase fare tickets at the main office in Bronson or from the driver.

CODE OF CONDUCT

Riders and Drivers are required to follow these rules of conduct to ensure everyone's safety.

- Smoking or any form of tobacco is not permitted on the vehicle.
- Eating or drinking is not permitted on the vehicle unless medically necessary.
- Riders and Drivers under the influence of alcohol or illegal drugs will not be tolerated.
- Abusive, threatening, obscene language or similar actions are not permitted.
- Riders are responsible for exact cash fare or fare ticket change will be provided.
- Operating or tampering with equipment while on board the vehicle is prohibited.
- Passengers may use personal listening devices with headphones only.
- Any behavior that is disruptive to the driver or other passengers will not be tolerated.
- Riders are not permitted to ask drivers for special treatment or to make extra stops during transport.
- Riders are not permitted to exit the vehicle during transport until they have reached their destination.

FLCTD

Annual Operations Report

Section IV: Vehicle Info

County: Levy	Fiscal Year: July 1, 2014 - June 30, 2015		
Status: Complete			
FLCTD Status: Approved			
Section IV: Vehicle Information			
1. Mileage Information			
	Vehicle Miles		Revenue Miles
CTC:	731044		610042
Transportation Providers:	0		0
Coordination Contractors:	0		0
School Bus Utilization Agreement:	0		0
Total:	731044		610042
2. Roadcalls			
	20		
3. Accidents			
	Chargeable		Non-Chargeable
Total Accidents Person Only:	0		0
Total Accidents Vehicle Only:	0		2
Total Accidents Person & Vehicle:	0		0
Total Accidents:	0		2
Grand Total:	2		
4. Total Number of Vehicles			
	24		
		Count	Percentage
a. Total vehicles that are wheelchair accessible:		22	91.00%
b. Total vehicles that are stretcher equipped:		3	12.00%

**PERFORMANCE TRENDS - LEVY COUNTY TRANSIT
LEVY COUNTY**

PERFORMANCE STANDARD	MEASURE	Fiscal Year 7/1/12 - 6/30/2013	Fiscal Year 7/1/13 - 6/30/14	Fiscal Year 7/1/14 - 6/30/15	Percent Change 2013/14 - 2014/15
TOTAL SERVICE	Total Passenger Trips	61,425	57,480	46,318	-24%
	Total Revenue Vehicle Miles	706,612	700,143	610,042	-15%
	Total Vehicle Miles	842,193	834,915	731,044	-14%
	Total Driver Hours	36,400	32,213	25,007	-29%
SERVICE EFFECTIVENESS	Passenger Trips/Revenue Vehicle Mile	0.09	0.08	0.08	-8%
	Passenger Trips/Vehicle Mile	0.07	0.07	0.06	-9%
	Average Miles/Trip	14	15	16	8%
	Passenger Trips/Driver Hour	1.7	1.8	1.9	4%
COST EFFECTIVENESS & EFFICIENCY	Total Revenue	\$1,806,260	\$1,643,938	\$1,802,136	9%
	Total Expenses	\$1,620,909	\$1,634,238	\$1,544,139	-6%
	Cost/Passenger Trip	\$26.39	\$28.43	\$33.34	15%
	Cost/Vehicle Mile	\$1.92	\$1.96	\$2.11	7%
	Cost/Revenue Vehicle Mile	\$2.29	\$2.33	\$2.53	8%
	Cost/Vehicle	\$67,538	\$68,093	\$64,339	-6%
	Cost/Driver Hour	\$44.53	\$50.73	\$61.75	18%
VEHICLE UTILIZATION	Total Vehicles	24	24	24	0%
	Passenger Trips/Vehicles	2,559	2,395	1,930	-24%
	Vehicle Miles/Vehicle	35,091	34,788	30,460	-14%
	Revenue Vehicle Miles/Vehicle	29,442	29,173	25,418	-15%
SAFETY	Total Number of Accidents	0	2	2	0%
	Accidents/100,000 Miles	0.00	0.24	0.27	12%
SERVICE AVAILABILITY	Average Vehicle Miles Between Roadcalls	210,548	55,661	36,552	-52%
	Roadcalls	4	15	20	25%
	Passenger No-Shows	1142	1501	1084	-38%
	Number of Trip Denials	212	56	50	-12%

Source: Annual Operations Reports



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2009 NW 67th Place, Gainesville, FL 32653 -1603 • 352.955.2200

February 11, 2016

TO: Levy County Transportation Disadvantaged Coordinating Board
 FROM: Lynn Godfrey, AICP, Senior Planner
 SUBJECT: Appoint Grievance Committee Member

RECOMMENDATION

The Chair needs to appoint a Board member to the Grievance Committee.

BACKGROUND

The following four Board members have been appointed to the Grievance Committee:

1. Sandra Collins, Florida Department of Transportation Representative
2. Deweece Ogden, Florida Agency for Health Care Administration Representative
3. Lindon Lindsey, Persons with Disabilities Representative
4. Robert E. Lowyns, Veterans Representative

Chapter I.E. of the Board's Grievance Procedures requires the Chair appoint five (5) voting members to a Grievance Committee. The Chair needs to appoint one additional member to the Grievance Committee.

Please do not hesitate to contact me if you have any questions concerning this matter.

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February 11, 2016

TO: Levy County Transportation Disadvantaged Coordinating Board
FROM: Lynn Godfrey, AICP, Senior Planner
SUBJECT: Levy County Transportation Disadvantaged Service Plan Amendments

RECOMMENDATION

Approve the Levy County Transportation Disadvantaged Service Plan amendments.

BACKGROUND

Projects selected for funding under Moving Ahead for Progress in the 21st Century (MAP-21) Act programs must be derived from a Coordinated Public Transit-Human Services Transportation Plan. The Plan must be developed through a process that includes representatives of public, private, and nonprofit transportation and human services providers and participation by the public.

In addition, Rule 41-2.011(6) of the Florida Administrative Code requires the Board to review all applications for local, state and federal transportation disadvantaged funds submitted for and planned for use in Levy County.

Attached are draft amendments to the Levy County Transportation Disadvantaged Service Plan that meet the federal and state requirements. Also, attached are Levy County Transit's applications for U.S.C. Section 5311 and Section 5339 grant funds.

If you have any questions concerning this matter, please do not hesitate to contact me.

Attachments

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3. Barriers to Coordination

Medicaid non-emergency transportation services are no longer coordinated through Florida's Coordinated Transportation System in Levy County. In May 2014, the Florida Agency for Health Care Administration implemented Florida's Managed Medical Care Program. The Managed Medical Care Program requires Managed Medical Assistance Plans to provide transportation to their enrollees who have no other means of transportation available.

The Managed Medical Assistance Plans provide transportation services directly through their own network of transportation providers. According Chapter 2 of the Florida Agency for Health Care Administration Transportation Coverage, Limitations and Reimbursement Handbook, July 1997, "Medicaid is required by Chapter 427, Florida Statutes to purchase transportation services through the designated Community Transportation Coordinator, unless those services are not cost effective or the Community Transportation Coordinator does not coordinate Medicaid transportation services."

Other barriers to the coordination of transportation services in Levy County include the following:

- low density, rural population limiting ability to group trips while maintaining an acceptable level of service;
- limited availability of medical services/facilities in county necessitating out-of-county trips;
- differing agency requirements for client transportation services (e.g., maximum allowable "ready to go" window); and
- cost, insurance and safety standard concerns relating to the use of public school vehicles do not meet safety standards and are difficult to insure on a temporary basis.

4. Needs Assessment

United States Code Section 5311 Grant Program

PROJECT	PROJECT YEAR	LOCATION	ESTIMATED COST	FUNDING SOURCE
Continuation and growth of trips provided under the U.S.C. Section 5311 Grant Program.	2016/17	Levy County	\$175,000	United States Code Section 5311
			\$175,000	Levy County Board of County Commissioners

United States Code Section 5339 Grant Program

PROJECT	PROJECT YEAR	LOCATION	ESTIMATED COST	FUNDING SOURCE
Purchase two vehicles	2016/17	Levy, County	\$157,348	United States Code Section 5339

Rural Area Capital Assistance Program

PROJECT	PROJECT YEAR	LOCATION	ESTIMATED COST	FUNDING SOURCE
Purchase replacement vehicle.	2015/16	Levy County	\$73,259	Rural Area Capital Assistance Program Grant

Transportation Disadvantaged Trust Fund Grant

PROJECT	PROJECT YEAR	LOCATION	ESTIMATED COST	FUNDING SOURCE
Provide trips to transportation disadvantaged individuals.	2015/16	Levy County	\$364,754 \$40,528	Transportation Disadvantaged Trust Fund Levy County Board of County Commissioners

5. Goals, Objectives and Strategies

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

- Objective 1.1** Identify and monitor demand for transportation services among the transportation disadvantaged.
- 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.

**Levy County Board of County
Commissioners/Levy County Transit**

Section U.S.C. 5311 Grant

December 8, 2015

**COUNTY COMMISSIONERS
LEVY COUNTY, FLORIDA**



**GOVERNMENT
SERVING
CITIZENS**

John Meeks
District 1

Rock Meeks
District 2

Mike Joyner
District 3

Lilly Rooks
District 4

Danny Stevens
District 5

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION GRANT APPLICATION

December 8, 2015

Ms. Doreen Joyner-Howard, Manager of Modal Development
District Two Office
2198 Edison Avenue, Mail Station 2813
Jacksonville, Florida 32204

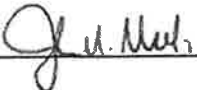
Dear Ms. Doreen Joyner-Howard,

The Levy County Board of County Commissioners hereby 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.

The Levy County Board County Commissioners further agrees, to the extent provided by law (in case of a government agency in accordance with Sections 129.07 and 768.28 Florida Statutes) to indemnify, defend and hold harmless the Department and all of its officers, agents and employees from any claim, loss, damage, cost, charge or expense out of the non-compliance by the Agency, its officers, agents or employees, with any of the assurances stated in this application.

This application is submitted on this 8th day of December, 2015 with two (2) original resolutions of the original resolution authorizing John Meeks, Board Chairman of the Levy County Board of County Commissioner to sign this Application.

Levy County Board of County Commissioners

By: 

Title: John Meeks/Board Chairman

Date: December 8, 2015

P.O. Box 310 Bronson Florida 32621
Telephone (352) 486-5218 Fax (352) 486-5167
e-mail: levybocc@levycounty.org Website: Levycounty.org

**RESOLUTION
2015-58**

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF LEVY COUNTY, FLORIDA AUTHORIZING THE SIGNING AND SUBMISSION OF A GRANT APPLICATION AND SUPPORTING DOCUMENTS AND ASSURANCES FOR FISCAL YEAR 2016 FOR A GRANT UNDER 49 U.S.C. SECTION 5311 TO THE FLORIDA DEPARTMENT OF TRANSPORTATION, THE ACCEPTANCE OF A GRANT AWARD, THE PURCHASE OF VEHICLES AND/OR EQUIPMENT AND/OR EXPENDITURE OF GRANT FUNDS PURSUANT TO A GRANT AWARD, AND THE PERFORMANCE OF OTHER FUNCTIONS AND DUTIES RELATED TO THE GRANT APPLICATION, ACCEPTANCE, AND ADMINISTRATION.

WHEREAS, the Board of County Commissioners of Levy County, Florida (hereinafter the "Applicant") authorizes the below named designee(s) on behalf of the Applicant, to: sign and submit grant application(s) and all required supporting documents; give all required certifications and assurances; accept grant award(s) and execute and administer related joint participation agreement(s), including supplements; request joint participation agreement time extensions; purchase vehicles/equipment and/or expend grant funds pursuant to a grant award; and execute and submit other supporting documents as may be required by the Florida Department of Transportation; and

WHEREAS, the Applicant desires to and has the fiscal and managerial capability, matching funds and legal authority to apply for and accept grants and make purchases and/or expend funds pursuant to grant awards made by the Florida Department of Transportation as authorized by Chapter 341, Florida Statutes, and/or by the Federal Transit Administration Act of 1964, as amended, including but not limited to 49 U.S.C Sections 5310, 5311, 5311-F, 5316, and 5317, where applicable.

NOW, THEREFORE BE IT RESOLVED:

1. The above recitals are true and correct and are incorporated herein as if fully set forth in the body of this Resolution.
2. This resolution applies to Federal Program(s) under 49 U.S.C. Section 5311.
3. The submission of grant application(s), required supporting documents, certifications and assurances to the Florida Department of Transportation is approved.

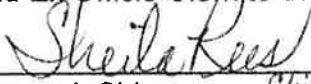
4. John Meeks, the Chair of the Board of County Commissioners, or such Chair's duly appointed successor in title, or such Chair's designee, is hereby designated and authorized on behalf of the Applicant to: sign and submit grant application(s) and all required supporting documents and any amendments; give all required certifications and assurances; accept grant award(s) and execute and administer related joint participation agreement(s), including supplements; request joint participation agreement time extensions; purchase vehicles/equipment and/or expend grant funds pursuant to a grant award; and execute and submit other supporting documents as may be required by the Florida Department of Transportation, unless and until this authorization is specifically rescinded and written notice thereof is sent by certified mail, return receipt requested, to and received by the Florida Department of Transportation at the following address: Attention: Doreen Joyner-Howard, AICP, District Modal Development Manager, Florida Department of Transportation, 2198 Edison Avenue, MS 2806, Jacksonville, FL 32204-2730.

5. Connie Conley, Director, Levy County Transit Department, or her successor or designee, is also hereby designated and authorized to sign requests for joint participation agreement time extensions as may be required.

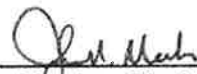
DULY PASSED AND ADOPTED this the 8th day of December, 2015.

**BOARD OF COUNTY COMMISSIONERS
LEVY COUNTY, FLORIDA**

ATTEST: Clerk of the Circuit Court
and Ex Officio Clerk to the Board

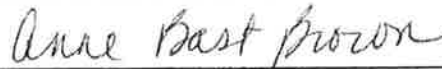


Danny J. Shipp *Chief Deputy*



John Meeks, Chair

**APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:**



Anne Bast Brown, County Attorney

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" value="12/08/2015"/>	4. Applicant Identifier: <input type="text"/>	
5a. Federal Entity Identifier: <input type="text"/>	5b. Federal Award Identifier: <input type="text"/>	
State Use Only:		
6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text" value="1001"/>	
B. APPLICANT INFORMATION:		
* a. Legal Name: <input type="text" value="Levy County a Political Subdivision of the State of Florida"/>		
* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text" value="59-6000717"/>	* c. Organizational DUNS: <input type="text" value="0826435110000"/>	
d. Address:		
* Street1: <input type="text" value="355 S Court Street, P.O. Box 310"/>	Street2: <input type="text"/>	
* City: <input type="text" value="Bronson"/>	County/Parish: <input type="text"/>	
* State: <input type="text" value="FL: Florida"/>	Province: <input type="text"/>	
* Country: <input type="text" value="USA: UNITED STATES"/>	* Zip / Postal Code: <input type="text" value="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: <input type="text" value="Connie"/>	
Middle Name: <input type="text"/>	* Last Name: <input type="text" value="Conley"/>	
Suffix: <input type="text"/>	Title: <input type="text" value="Director"/>	
Organizational Affiliation: <input type="text"/>		
* Telephone Number: <input type="text" value="352-486-3485"/>	Fax Number: <input type="text" value="352-486-3312"/>	
* Email: <input type="text" value="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:

CFDA Title:

*** 12. Funding Opportunity Number:**

20.509

* Title

Title USC Section 5311 Operating

13. Competition Identification Number:

Title:

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

Add Attachment

Delete Attachment

View Attachment

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

Funds for operational expenses for continuation and growth of trips provided under the provision of Section 5311 Grant.

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="300,000.00"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text" value="300,000.00"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="600,000.00"/>

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

- Yes No

If "Yes", provide explanation and attach

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:

Middle Name:

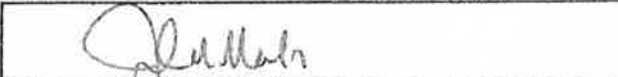
* Last Name:

Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative: 

* Date Signed:

Exhibit A

Current System Description

Levy County Transit is a County Agency under the direction of the Levy County Board of County Commissioners and is the CTC (Community Transportation Coordinator) for the County.

Levy County Transit provides transportation to the general public of the county to destinations in and around surrounding counties. Levy County has a land area of 1118 square miles and is predominantly a rural county. Based on the 2010 Census data and the 2013 BEBR estimates for persons per square mile in City and Town are 36.04. Total county population is estimated at 40,304.

1. The missions and goals of this county agency are to provide a safe, reliable and professional service to the citizens of this county. We strive daily to meet or exceed the expectations of those who depend on this vital service to reach their desired destinations. The continued efforts to bring awareness and educate the public on the services that we bring to this county are an ongoing process. The opportunities this service provides and continues to bring to the citizens have been immeasurable. With the projection of increased population for the age group 65+, trips are expected to increase dramatically over the next 5 years for this County.
2. The Levy County Board of County Commissioners is the governing board that approves or denies any and all services, contracts, and or grants for funding or capital purchases. Levy County Transit provides para-transit, door to door services meeting ADA guidelines. This service includes transportation for all individuals including those that must be transported by stretcher. Currently this agency has 16 employees to run the daily operations. There are no subcontractors for services provided to our residents.
3. The County is the Insured since we are a county agency. All supervision, trainings and administrations are sole responsibility of the Levy County Transit Director and trained staff. When trainings are offered by FDOT and or CUTR, personnel are sent to become certified in the areas of training to

- assist in the training or refresher training of employees. All trainings follow the guidelines of the Chapter 427, Rule Chapter 14-90 and compliance of the System Safety Program Plan.
4. The majority of repairs/maintenance and all preventative maintenance services are performed at the County maintenance facility by the Transit agency mechanic. In the event that the mechanic is out, County maintenance employees handle the repairs. Occasional repairs arise that must be outsourced so quotes are received for the repairs. Our daily goal is to keep maintenance costs as low as possible.
 5. Currently there are 16 employees, 11 of whom are drivers (with two of the 11 being out on Worker's Comp), one mechanic, one dispatcher, one scheduler, one Office Manager and the Director. Efforts are currently underway to hire additional drivers to meet the demand of trips.
 6. All drivers hold a CDL license with passenger endorsement, DOT physical and first aid/CPR Training. Additional refresher training is given several times a year and as the need arises for individual drivers. Three office staff are qualified to fill in as drivers when the need arises due to illness, vacation or unforeseen emergencies. It is imperative for our agency to have the benefit of the office staff to meet our demands when necessary. All drivers are trained and have the ability to drive any and all buses, for any and all services we provide.
 7. Levy County Transit provides demand response, door to door para-transit service to all areas within our County. There are nine dedicated runs in the a.m. for the ARC's, two private schools (which are also open to the public), and dialysis treatments. Each of the dedicated runs are returned in the afternoon as well. All other trips we provide are demand response trips, scheduled around the above mentioned run for efficiency. All trips are scheduled in-house, with efficiency and timeliness of calls being answered as our priorities. In the past year, October 1, 2014 through September 30, 2015, a total of 45,896 trips were provided. Of these trips, 11,202 were provided to the elderly or disabled. During this same period, 707,603 service miles were driven, with 589,639 of those miles being revenue miles.



**Levy County Transit
Service Area Map**

□ Service Area



1 inch is approximately 13 miles



EXHIBIT A-1: FACT SHEET

Name of Applicant: Levy County Board of County Commissioners/Levy County Transit

	CURRENTLY	IF GRANT IS AWARDED
1. Number of one-way passenger trips.* PER YEAR	48064	49025
2. Number of individuals served unduplicated (first ride per rider per fiscal year). PER YEAR**	1961	2000
3. Number of vehicles used for this service. ACTUAL	11	13
4. Number of ambulatory seats. AVERAGE PER VEHICLE (Total ambulatory seats divided by total number of fleet vehicles)	12.73	12.73
5. Number of wheelchair positions. AVERAGE PER VEHICLE (Total wheelchair positions divided by total number of fleet vehicles)	2.42	2.42
6. Vehicle miles traveled. PER YEAR	707603	714679
7. Average vehicle miles PER DAY	200	240
8. Normal vehicle hours in operation. PER DAY	9.74	10
9. Normal number of days in operation. PER WEEK	5	5
10. Trip length (roundtrip). AVERAGE	17.5	17.5

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

* One way passenger trip is the unit of service provided each time a passenger enters the vehicle, is transported, then exits the vehicle. Each different destination would constitute a passenger trip

** The unduplicated riders are for current year and the subsequent year once the grant is awarded

EXHIBIT B

Proposed Project Description

Section 5311 Operating

1. Levy County Transit is a government authority operating under the Levy County Board of County Commissioners. Levy County Transit relies on funding from Federal, State and local levels. The local funding is generated through trips provided to a private school (open to general public), a charter school (also open to general public), and private pay/reduced fare trips. Advertising has given this agency an additional stream of funding to help with match for the grants received. This application for the U.S.C Section 5311 funding will be used for repairs/maintenance and fuel costs. All vehicles are used for all funding sources due to multi-loading, for efficiency.
2. Levy County Transit provides service five days a week. This service was recently reduced from seven to five days due to the reduction in requests for Saturday service and the amount of no-show trips at the door. Three days a week service begins with first pickup at 3:30 a.m. for dialysis treatments. Dialysis service is provided five days a week. When the dialysis service was discontinued, this agency worked closely with the centers to change the days of dialysis for our riders. Trips to work, shopping and personal business continue to be offered during the week. Office hours are 6:00 a.m. to 6:00 p.m., Monday through Friday. All trips provided are to residents of Levy County. This funding is an important factor in helping with the trips we currently provide and those we expect to gain as time moves forward.

3. With the lack of industry within this very rural county, we have been able to give hope and promise to many who would otherwise be dependent on family or friends for transportation and in some cases would be without transportation at all.
4. With the opportunity that this 5311 funding gives us to provide the many trips to individuals, it is our desire to continue to help those on a daily basis. We are asking for the funding to help us help others that otherwise would be without transportation.
5. Our average trip length is 28 miles due to the service areas we provide trips to. The transportation provided to the residents of this county is invaluable to many. With the 5311 operating funds, we can continue to help those in need.

FORM B-1: TRANSPORTATION RELATED OPERATING AND ADMINISTRATIVE EXPENSES

Name of Applicant: Levy County Board of County Commissioners

Name of Transit Program: Levy County Transit

Applicant Fiscal period start and end dates: October 1, 2016 to September 30, 2017

State Fiscal period from: July 1, 2016 to June 30, 2017

EXPENSE CATEGORY	TOTAL EXPENSE	FTA ELIGIBLE EXPENSE
Labor (501)	\$476,165.00	\$476,165.00
Fringe and Benefits (502)	260,242.00	260,242.00
Services (503)	54,900.00	54,900.00
Materials and Supplies (504)	7,620.00	7,620.00
Vehicle Maintenance (504.01)	290,000.00	290,000.00
Utilities (505)	8,200.00	8,200.00
Insurance (506)	40,700.00	40,700.00
Licenses and Taxes (507)	0.00	0.00
Purchased Transit Service (508)	0.00	0.00
Miscellaneous (509)	81,752.00	81,752.00
Leases and Rentals (512)	0.00	0.00
Depreciation (513)	200,000.00	
TOTAL	\$1,419,579.00	\$ 1,219,579.00 (a)

SECTION 5311 GRANT REQUEST:

Total FTA Eligible Expenses (from Form B-1, above) \$1,219,579.00 (a)

Rural Passenger Fares (from Form B-2) \$ 102,000.00 (b)

Operating Deficit \$1,117,579.00 (c)

[FTA Eligible Expenses (a) minus Rural Passenger Fares (b)] (from Form B-2)

Section 5311 Request \$ 300,000.00 (d)

(No more than 50% of Operating Deficit)

Grant Total All Revenues (from Form B-2) \$ 963,286.00 *(e)

Note: If Grand Total Revenues (e) exceeds FTA Eligible Expenses (a), reduce the Section 5311 Request (d) by that amount.

FORM B-2: TRANSPORTATION-RELATED OPERATING AND ADMINISTRATIVE REVENUES

Name of Applicant: Levy County Board of County Commissioners

Name of Transit Program: Levy County Transit

Applicant Fiscal period start and end dates: October 1, 2016 to September 30, 2017

State Fiscal period from July 1, 2016 to June 30, 2017

OPERATING REVENUE CATEGORY	TOTAL REVENUE	REVENUE USED AS FTA MATCH
Passenger Fares for Transit Service (401)	Total= \$ 102,000.00 Rural =\$ 102,000.00 (b)	
Special Transit Fares (402)	50,000.00	50,000.00
School Bus Service Revenues (403)	0.00	
Freight Tariffs (404)	0.00	0.00
Charter Service Revenues (405)	0.00	
Auxiliary Transportation Revenues (406)	12,500.00	12,500.00
Non-transportation Revenues (407)	0.00	0.00
Total Operating Revenue	\$164,500.00	\$62,500.00
OTHER REVENUE CATEGORY		
Taxes Levied directly by the Transit System (408)	0.00	0.00
Local Cash Grants and Reimbursements (409)	0.00	0.00
Local Special Fare Assistance (410)	0.00	0.00
State Cash Grants and Reimbursements (411)	405,286.00	405,286.00
State Special Fare Assistance (412)	107,500.00	107,500.00
Federal Cash Grants and Reimbursements (413)	450,000.00	450,000.00
Interest Income (414)	500.00	500.00
Contributed Services (430)	0.00	0.00
Contributed Cash (431)	0.00	0.00
Subsidy from Other Sectors of Operations (440)	0.00	0.00
Total of Other Revenue	\$963,286.00	\$963,286.00
GRAND TOTAL ALL REVENUE	\$1,127,786.00	\$1,025,786.00 (e)

Levy County Board of County
Commissioners/Levy County Transit

Section U.S.C. 5339 Grant

December 8, 2015

COUNTY COMMISSIONERS LEVY COUNTY, FLORIDA



GOVERNMENT
SERVING
CITIZENS

John Meeks
District 1

Rock Meeks
District 2

Mike Joyner
District 3

Lilly Rooks
District 4

Danny Stevens
District 5

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION GRANT APPLICATION

December 8, 2015
Ms. Doreen Joyner-Howard, Manager of Modal Development
District Two Office
2198 Edison Avenue, Mail Station 2813
Jacksonville, Florida 32204


Dear Ms. Doreen Joyner-Howard,

The Levy County Board of County Commissioners hereby submits this application for the Section 5339 Program Grant and agrees to comply with all assurances and exhibits attached hereto and by this reference made a part thereof, as itemized in the Checklist for Application Completeness.

The Levy County Board County Commissioners further agrees, to the extent provided by law (in case of a government agency in accordance with Sections 129.07 and 768.28 Florida Statutes) to indemnify, defend and hold harmless the Department and all of its officers, agents and employees from any claim, loss, damage, cost, charge or expense out of the non-compliance by the Agency, its officers, agents or employees, with any of the assurances stated in this application.

This application is submitted on this 8th day of December, 2015 with two (2) original resolutions of the original resolution authorizing John Meeks, Board Chairman of the Levy County Board of County Commissioner to sign this Application.

Levy County Board of County Commissioners

By:  _____

Title: John Meeks/Board Chairman

Date: December 8, 2015

P.O. Box 310 Bronson Florida 32621
Telephone (352) 486-5218 Fax (352) 486-5167
e-mail: levybocc@levycounty.org Website: Levycounty.org

**RESOLUTION
2015-59**

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF LEVY COUNTY, FLORIDA AUTHORIZING THE SIGNING AND SUBMISSION OF A GRANT APPLICATION AND SUPPORTING DOCUMENTS AND ASSURANCES FOR FISCAL YEAR 2016 FOR A GRANT UNDER 49 U.S.C. SECTION 5339 TO THE FLORIDA DEPARTMENT OF TRANSPORTATION, THE ACCEPTANCE OF A GRANT AWARD, THE PURCHASE OF VEHICLES AND/OR EQUIPMENT AND/OR EXPENDITURE OF GRANT FUNDS PURSUANT TO A GRANT AWARD, AND THE PERFORMANCE OF OTHER FUNCTIONS AND DUTIES RELATED TO THE GRANT APPLICATION, ACCEPTANCE, AND ADMINISTRATION.

WHEREAS, the Board of County Commissioners of Levy County, Florida (hereinafter the "Applicant") authorizes the below named designee(s) on behalf of the Applicant, to: sign and submit grant application(s) and all required supporting documents; give all required certifications and assurances; accept grant award(s) and execute and administer related joint participation agreement(s), including supplements; request joint participation agreement time extensions; purchase vehicles/equipment and/or expend grant funds pursuant to a grant award; and execute and submit other supporting documents as may be required by the Florida Department of Transportation; and

WHEREAS, the Applicant desires to and has the fiscal and managerial capability, matching funds and legal authority to apply for and accept grants and make purchases and/or expend funds pursuant to grant awards made by the Florida Department of Transportation as authorized by Chapter 341, Florida Statutes, and/or by the Federal Transit Administration Act of 1964, as amended, including but not limited to 49 U.S.C Sections 5310, 5311, 5311-F, 5316, 5317, and 5339 where applicable.

NOW, THEREFORE BE IT RESOLVED:

1. The above recitals are true and correct and are incorporated herein as if fully set forth in the body of this Resolution.
2. This resolution applies to Federal Program(s) under 49 U.S.C. Section 5339.
3. The submission of grant application(s), required supporting documents, certifications and assurances to the Florida Department of Transportation is approved.


4. John Meeks, the Chair of the Board of County Commissioners, or such Chair's duly appointed successor in title, or such Chair's designee, is hereby designated and authorized on behalf of the Applicant to: sign and submit grant application(s) and all required supporting documents and any amendments; give all required certifications and assurances; accept grant award(s) and execute and administer related joint participation agreement(s), including supplements; request joint participation agreement time extensions; purchase vehicles/equipment and/or expend grant funds pursuant to a grant award; and execute and submit other supporting documents as may be required by the Florida Department of Transportation, unless and until this authorization is specifically rescinded and written notice thereof is sent by certified mail, return receipt requested, to and received by the Florida Department of Transportation at the following address: Attention: Doreen Joyner-Howard, AICP, District Modal Development Manager, Florida Department of Transportation, 2198 Edison Avenue, MS 2806, Jacksonville, FL 32204-2730.

5. Connie Conley, Director, Levy County Transit Department, or her successor or designee, is also hereby designated and authorized to sign requests for joint participation agreement time extensions as may be required.

DULY PASSED AND ADOPTED this the 8th day of December, 2015.

**BOARD OF COUNTY COMMISSIONERS
LEVY COUNTY, FLORIDA**

ATTEST: Clerk of the Circuit Court
and Ex. Officio Clerk to the Board




Danny J. Shipp - Chief Deputy



John Meeks, Chair

**APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:**



Anne Bast Brown, County Attorney

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): _____ * Other (Specify): _____
* 3. Date Received: 12/08/2015	4. Applicant Identifier: _____	
5a. Federal Entity Identifier: _____	5b. Federal Award Identifier: _____	
State Use Only:		
6. Date Received by State: _____	7. State Application Identifier: _____	
B. 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. Organizational DUNS: 0826435110000	
d. Address:		
* Street1: 355 S Court Street, P.O. Box 310	_____	
Street2: _____	_____	
* City: Bronson	_____	
County/Parish: _____	_____	
* State: _____	FL: Florida	
Province: _____	_____	
* Country: _____	USA: UNITED STATES	
* Zip / Postal Code: 32621-9998	_____	
e. Organizational Unit:		
Department Name: _____	Division Name: _____	
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix: _____	* First Name: Connie	
Middle Name: _____	_____	
* Last Name: Conley	_____	
Suffix: _____	_____	
Title: Director		
Organizational Affiliation: _____		
* Telephone Number: 352-486-3485	Fax Number: 352-486-3312	
* 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:

CFDA Title:

*** 12. Funding Opportunity Number:**

20-5026

* Title:

Title USC Section 5339 Capital Assistance

13. Competition Identification Number:

Title:

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

Add Attachment

Delete Attachment

View Attachment

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

For purchase of two (2) 23' buses, 12 passenger seating and two (2) wheelchair positions to include 4 cameras each.

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:
* a. Applicant * b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed

17. Proposed Project:
* a. Start Date: * b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="157,348.00"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="157,348.00"/>

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**
 a. This application was made available to the State under the Executive Order 12372 Process for review on
 b. Program is subject to E.O. 12372 but has not been selected by the State for review.
 c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**
 Yes No
If "Yes", provide explanation and attach

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**
 ** I AGREE
** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:
Prefix: * First Name:
Middle Name:
* Last Name:
Suffix:
* Title:
* Telephone Number: Fax Number:
* Email:
* Signature of Authorized Representative: * Date Signed:

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

Exhibit A

Current System Description

Levy County Transit is a County Agency under the direction of the Levy County Board of County Commissioners and is the CTC (Community Transportation Coordinator) for the County.

Levy County Transit provides transportation to the general public of the county to destinations in and around surrounding counties. Levy County has a land area of 1118 square miles and is predominantly a rural county. Based on the 2010 Census data and the 2013 BEBR estimates for persons per square mile in City and Town are 36.04. Total county population is estimated at 40,304.

1. The missions and goals of this county agency are to provide a safe, reliable and professional service to the citizens of this county. We strive daily to meet or exceed the expectations of those who depend on this vital service to reach their desired destinations. The continued efforts to bring awareness and educate the public on the services that we bring to this county are an ongoing process. The opportunities this service provides and continues to bring to the citizens have been immeasurable. With the projection of increased population for the age group 65+, trips are expected to increase dramatically over the next 5 years for this County.
2. The Levy County Board of County Commissioners is the governing board that approves or denies any and all services, contracts, and or grants for funding or capital purchases. Levy County Transit provides para-transit, door to door services meeting ADA guidelines. This service includes transportation for all individuals including those that must be transported by stretcher. Currently this agency has 16 employees to run the daily operations. There are no subcontractors for services provided to our residents.
3. The County is the Insured since we are a county agency. All supervision, trainings and administrations are sole responsibility of the Levy County Transit Director and trained staff. When trainings are offered by FDOT and or CUTR, personnel are sent to become certified in the areas of training to

assist in the training or refresher training of employees. All trainings follow the guidelines of the Chapter 427, Rule Chapter 14-90 and compliance of the System Safety Program Plan.

4. The majority of repairs/maintenance and all preventative maintenance services are performed at the County maintenance facility by the Transit agency mechanic. In the event that the mechanic is out, County maintenance employees handle the repairs. Occasional repairs arise that must be outsourced so quotes are received for the repairs. Our daily goal is to keep maintenance costs as low as possible.
5. Currently there are 16 employees, 11 of whom are drivers (with two of the 11 being out on Worker's Comp), one mechanic, one dispatcher, one scheduler, one Office Manager and the Director. Efforts are currently underway to hire additional drivers to meet the demand of trips.
6. All drivers hold a CDL license with passenger endorsement, DOT physical and first aid/CPR Training. Additional refresher training is given several times a year and as the need arises for individual drivers. Three office staff are qualified to fill in as drivers when the need arises due to illness, vacation or unforeseen emergencies. It is imperative for our agency to have the benefit of the office staff to meet our demands when necessary. All drivers are trained and have the ability to drive any and all buses, for any and all services we provide.
7. Levy County Transit provides demand response, door to door para-transit service to all areas within our County. There are nine dedicated runs in the a.m. for the ARC's, two private schools (which are also open to the public), and dialysis treatments. Each of the dedicated runs are returned in the afternoon as well. All other trips we provide are demand response trips, scheduled around the above mentioned run for efficiency. All trips are scheduled in-house, with efficiency and timeliness of calls being answered as our priorities. In the past year, October 1, 2014 through September 30, 2015, a total of 45,896 trips were provided. Of these trips, 11,202 were provided to the elderly or disabled. During this same period, 707,603 service miles were driven, with 589,639 of those miles being revenue miles.

EXHIBIT A-1: FACT SHEET

Name of Applicant: Levy County Board of County Commissioners/Levy County Transit

	CURRENTLY	IF GRANT IS AWARDED
1. Number of one-way passenger trips.* PER YEAR	48064	49025
2. Number of individuals served unduplicated (first ride per rider per fiscal year). PER YEAR**	1961	2000
3. Number of vehicles used for this service. ACTUAL	11	13
4. Number of ambulatory seats. AVERAGE PER VEHICLE (Total ambulatory seats divided by total number of fleet vehicles)	12.73	12.73
5. Number of wheelchair positions. AVERAGE PER VEHICLE (Total wheelchair positions divided by total number of fleet vehicles)	2.42	2.42
6. Vehicle miles traveled. PER YEAR	707603	714679
7. Average vehicle miles PER DAY	200	240
8. Normal vehicle hours in operation. PER DAY	9.74	10
9. Normal number of days in operation. PER WEEK	5	5
10. Trip length (roundtrip). AVERAGE	17.5	17.5

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

* One way passenger trip is the unit of service provided each time a passenger enters the vehicle, is transported, then exits the vehicle. Each different destination would constitute a passenger trip

** The unduplicated riders are for current year and the subsequent year once the grant is awarded

EXHIBIT B

Proposed Project Description

Section 5339 Capital Assistance

- 1.** This project is to replace several buses LCT 15 and LCT 20 that have well over 350,000 miles on each bus. The current need is to replace buses that have met full life expectancy and move current vehicles into the reserve fleet. With Levy County having a land mass of 1118 square miles, transportation is being providing to all areas of the county. A large majority of the medical trips are located outside of the county. Therefore mileage accumulates quickly. Trips provided out of county include Gainesville, Trenton, and facilities in Marion and Citrus Counties.
- 2.** Nineteen of the 24 current vehicles in inventory are aged at six to nine years old with ten of the 24 being in excess of 190,000 miles. The vehicles that will be placed into reserve currently have in excess of 350,000 miles, with the exception of the two mini-vans and one vehicle that was converted for stretchers only. The larger buses in our inventory are used primarily for dedicated runs due to the size of the buses and the rural areas that we serve, there are areas these buses cannot travel. Therefore the drivers will be required to return and get into smaller buses.
- 3.** The need to replace vehicles is pertinent to help with the rising cost of repairs and maintenance. With the new buses, maintenance costs will decrease and will give additional seating to continue current services with anticipated new growth for the general public in Levy County.
- 4.** See current Vehicle Inventory with this grant application.
- 5.** Primarily all maintenance and repairs are done at the County maintenance facility, by a mechanic hired specifically for transportation. Service on every vehicle is performed at 5000 mile intervals. There are repairs that arise that must be out sourced due to lack of equipment for the repairs. The mechanic is available Monday thru Friday 6:30 a.m. to 4:30 p.m. or later as needed. The mechanic is also available during weekends due to holiday schedules for life sustaining trips or if a weather emergency was to arise.

During vacation or sick time off for the mechanic, the County mechanics will handle repairs and maintenance.

6. Levy County Transit is a government agency, also being the CTC and provides all transportation services. Demand Response, door to door service is provided to all residents, meeting or exceeding ADA compliance. The majority of trips are provided to County residents with the exception of trips provided to the Levy ARC from Gilchrist County.
7. Hours of service operation begin at 3:30 a.m. and end upon completion of last rider being returned home at the end of the day. This time is anywhere between 6:00 p.m. to 8:00 p.m. Office hours are 6:00 a.m. to 6:00 p.m., Monday through Friday.
8. Refresher training is provided at least twice a year for all employees. This refresher training includes wheelchair securement, stretcher load/unload, defensive driving and numerous other training topics. Upon incidents or accidents by drivers, individual refresher training courses are given. Record retention is primarily through scanning of documentation; however, documentation is also kept in original forms in file cabinets. Vehicle maintenance files are kept by the County maintenance facility and in-house by the lead driver.
All drivers are required to have CDL, class C, B or A, with passenger endorsement and hold a current DOT physical.
System Safety Plan is updated annually or as needed by the Director.
All requirements to meet the guidelines for a Drug Free Work Place are handled by the Drug and Alcohol Program Manager, the Director. The agency is current with all requirements.

VEHICLE INVENTORY

Form C-4

Agency: Levy County Transit

Date of Inventory: 11/21/2015

Agency Veh #	Year	Make	Model	Vehicle Type*	VIN #	Current mileage	Needs FDOT #	FDOT #	Title on Hand	Title Req Sent	Title #	Lift Type	Seats + W/C Pos	Average Miles/yr	Projected Retirement	Funded by (specific program)	Comments
LCT 1	2013	Chev	4500	D	1GB6G5BGXD1170903	115318	N	N/A	N	N	112209265	Braun	12 / 2 wc	55000		RCAP	Length 23'
LCT 2	2014	Chevy	E450	D	1FDFE4FS1DDA92970	115886	Y	91220	N	N	113116792	Braun	12st/4wc	55000		RCAP	Length 23'
LCT 3	2014	Ford	E450	D	1FDFE4FS2EDA83583	84133	N	N/A	N	N	115596382	Braun	12st/3wc	55000		RCAP	Length 23'
LCT 4	2014	Ford	E450	D	1FDFE4FS4EDB10055	75652	Y		N	N		Braun	12st/4wc	55000		5317	Length 23'
LCT 5	2015	Ford	Turt	D	1FDXE4FS4EDB00758	44088	Y		N	N	118348995	Braun	14st/2wc	55000		5310	Length 24'
LCT 6	2015	Ford	Turt	D	1FDWE3FL6FDA28090	19091	N	N/A	N	N		Braun	10/2wc	55000		RCAP	Length 23'
LCT 15	2006	Ford	F350	D	1FDWE35S25HA24070	384552	Y	90226	Y	Y	94940930	Ricon	8sts/2wc	55000	2009	5310	Length 22'
LCT 21	2006	Ford	E250	F	1FBNE31LX6DB28964	49464	N	XXXX	N	N	96833282	N/A	STR ONLY	1200	2009	TD	Length 20'
LCT 22	2006	Chev	C3500	D	1GBJG31U361264615	369456	N	xxxx	Y	Y	97187971	Ricon	8sts/2wc	55000	2011	RCAP	Length 22'
LCT 25	2008	Chev	Uplan	E	1GBDV13W88D211562	105083	N	xxxx	Y	Y	101705102	RAMP	5sts/1wc	33000	2012	FTA	N/8
LCT 26	2009	Chev	C3500	D	1GBJG31K481232919	272256	Y	90255	N	N	102274239	Ricon	8sts/2wc	55000		5310	Length 22'
LCT 27	2009	Chev	C3500	D	1GBJG31K091130969	309639	Y	9119	N	N	102490347	Ricon	8sts/2wc	55000		5316	Length 22'
LCT 28	2009	Chev	C3500	D	1GBJG31K491102902	280019	Y	9185	N	N	104469699	Braun	14st/4wc	55000		5316	Length 22'
LCT 29	2010	Ford	E450	D	1FDXE4FL9ADA82423	260796	Y	90274	N	N	104906251	Braun	12st/2wc	55000		5310	Length 22'
LCT 31	2010	Dodge	GC	E	2D4RN4DEXAR498479	33388	N	xxxx	Y	Y	107029213	RAMP	4sts/1wc	30000		5309	N/A
LCT32	2011	Chev	3500	D	1GBJG31K891104071	197229	N	xxxx	N	N	107818152	Braun	12st/4wc	55000		RCAP	Length 23'
LCT 102	2006	Chev	C5500	C	1GBESV1226F417974	283731	N	xxxx	Y	Y	95728950	Ricon	20st/3wc	45000	2011	FTA	Length 29'
LCT 103	2006	Chev	C5500	C	1GBESV1216F417495	258270	N	xxxx	Y	Y	95728812	Ricon	20st/3wc	45000	2011	FTA	Length 29'
LCT 104	2007	Chev	C4500	C	1GBE4V12X7F404619	220425	N	xxxx	Y	Y	97583272	Ricon	16st/2wc	45000	2011	FTA	Length 29'
LCT 105	2007	Chev	C4500	C	1GBESV1977F425650	182600	N	xxxx	Y	Y	99597366	Ricon	22st/2wc	45000	2011	FTA	Length 29'
LCT 106	2010	Chev	C4500	C	1GBE4V1G99F413097	175645	Y	80235	N	N	103996617	Braun	16st/2wc	45000		ARRA	Length 26'
LCT 107	2010	Chev	C4500	C	1GBE4V1G89F413057	125247	Y	80238	N	N	103996497	N/A	24st/0wc	45000		ARRA	Length 26'
LCT 108	2010	Chev	C4500	C	1GBE4V1G99F413111	182787	Y	80237	N	N	103996569	Braun	16st/2wc	45000		ARRA	Length 26'
LCT 109	2010	Chev	C4500	C	1GBE4V1G99F413083	135594	Y	80236	N	N	103996492	Braun	16st/2wc	45000		ARRA	Length 26'

* Refer to the following vehicle type definitions for identifying vehicle type -

- Type A, Transit Buses Heavy Duty: Heavy Duty Buses, approximately 30-40 feet, manufactured as Fixed Route Transit Equipment, using diesel (or alternative fuel) engines, and are considered to have a minimum useful life of twelve (12) years, and/or 500,000 miles.
- Type B, Transit Bus Medium Duty: Transit Buses, approximately 30-40 feet in length, manufactured as Fixed Route Transit Equipment, using diesel (or alternative fuel) engines, and are considered to have a minimum useful life of
- Type C, Transit Bus: May be purpose built which are assembled using add-on bodies installed by a manufacturer other than the original equipment chassis supplier. These vehicles are usually under thirty (30') feet in length. These units shall be classified as having a minimum useful life of seven (7) years, and/or 200,000 miles.
- Type D, Transit Bus: Assembled using add-on bodies installed by manufacturers other than the original equipment chassis supplier and usually under twenty-eight (28') feet in length. These units shall be classified as having a minimum useful life five (5) years, and/or 150,000 miles.
- Type E, Transit Bus (Modified Mini Vans): Vehicles with modified original equipment by manufacturers of the body and chassis which may include the installation and use of manual ramps for accessibility. They shall be classified as having a minimum useful life of four (4) years, and/or 100,000 miles.
- Type F, Transit Bus (Modified Mini Vans): Vehicles with modified original equipment by manufacturers of the body and chassis which may include the installation and use of manual ramps for accessibility. They shall be classified as having a minimum useful life of four (4) years, and/or 100,000 miles.
- Type G, Service Trucks: (up to 1/2 ton capacity) shall be classified as having a minimum useful life of five (5) years and/or 150,000 miles.

FORM C-5: CAPITAL REQUEST FORM

VEHICLE REQUEST

	R or E (a)	Number requested	Description (b) (c)	Estimated Cost
	R	2	23' bus, 12 seats/2 wheelchair positions with lift and four (4) cameras. Gasoline	\$157,348.00
	Sub- total			\$157,348.00

EQUIPMENT REQUEST (c)

	Sub- total			\$

(a) Replacement (R) or Expansion (E).

(b) Provide a brief description including the length and type vehicle, type of fuel, lift or ramp, number of seats and wheelchair positions. Do not show the Make. For example, 22' gasoline bus with lift, 12 amb. seats, 2 w/c positions.

(c) Show mobile radios and identify the type of radio (i.e two way radio or stereo radio), computer hardware/software, etc. under "Equipment Request."

VEHICLE SUBTOTAL \$157,348.00+ EQUIPMENT SUBTOTALS \$ 0.00 = \$ 157,348.00 (x).

(x) X 80% = \$ 0.00 [The Federal award amount, show this amount on Form 424 in block

18(a)]



III.B.

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February 11, 2016

TO: Levy County Transportation Disadvantaged Coordinating Board

FROM: Lynn Godfrey, AICP, Senior Planner

SUBJECT: Operations Reports

RECOMMENDATION

No action required. This agenda item is for information only.

BACKGROUND

Levy County Transit staff will distribute the operations reports at the meeting.

If you have any questions regarding the attached information, please contact me.

t:\lynn\td2016\levy\memos\statfeb.docx

Dedicated to improving the quality of life of the Region's citizens,
by coordinating growth management, protecting regional resources,
promoting economic development and providing technical services to local governments.

Lynn Godfrey

From: Irvine, John P. [John.Irvine@dot.state.fl.us]
Sent: Thursday, January 28, 2016 11:17 AM
To: Connie Conley
Cc: CO-CTD Staff; Lynn Godfrey
Subject: Good News - Levy County Transit

Connie,

We had a TD exhibit for Senior Day at the Capitol yesterday. It was a well-attended event and the weather was incredible.

Two sweet ladies from Levy County stopped by our booth and once they found out who we are and what we did, they were very complimentary of Levy County Transit. They recalled a funeral that was held at a lodge where they had no way to get this person using a wheelchair to the event. They said "Levy County Transit provided the transportation and they didn't even charge for it!" They added they feel very blessed to have such a wonderful program in their community.

I wanted to share our appreciation for the good work you all doing in your community.

Please share this email with your team!



John Irvine
Transportation Disadvantaged Specialist
Project Manager – Area 6
Tel: (850) 410-5712
Email: john.irvine@dot.state.fl.us
Website: www.dot.state.fl.us/ctd

FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED

605 Suwannee Street, Mail Station 49
Tallahassee, Florida 32399

Tel: (850) 410-5700 Fax (850) 410-5752

TD Helpline: 1-800-983-2435



ATTENDANCE RECORD

**LEVY COUNTY
TRANSPORTATION DISADVANTAGED
COORDINATING BOARD**

MEMBER/ORGANIZATION	NAME	1/15/2015	4/15/2015	8/20/2015	11/19/2015
Chair	Commissioner John Meeks	P	P	P	A
Alternate Member	Danny Stevens	A	A	A	A
Florida Department of Transportation	Sandra Collins	P	A	P	P
Alternate Member	Doreen Joyner-Howard	A	A	A	A
Florida Department of Children and Families	Vickie Menasco	P	P	P	A
Alternate Member	Amy Burton	A	A	A	A
Florida Department of Education	Vacant				
Alternate Member	Vacant				
Florida Department of Elder Affairs	Vacant				
Alternate Member	Bernadette Preble	A	A	A	A
Florida Agency for Health Care Administration	Deweece Ogden			A	A
Alternate Member	Pamela Hagley			A	P
Regional Workforce Board	Kathleen Woodring	A	P	A	P
Alternate Member	Dale French	P	A	P	A
Florida Association for Community Action	Katrina Bowers	A	A	A	A
Alternate Member	Cindy Morgan	A	A	A	A
Public Education	Bruce Greenlee				
Alternate Member	Joseph Wain	A	A	A	A
Veterans	Robert E. Lowyns	P	A	P	P
Alternate Member	Julie E. Rose	A	P	A	A
Citizen Advocate	Renate M. Cannon	P	P	P	P
Alternate Member	Vacant				
Citizen Advocate-User	Tammy Jean Ippolito	P	P	P	A
Alternate Member	Vacant				
Persons with Disabilities	Lindon Lindsey	P	P	P	P
Alternate Member	Vacant				
Elderly	Vacant				
Alternate Member	Vacant				
Local Medical Community	Vacant				
Alternate Member	Vacant				
Children at Risk	Tonya Hiers	P	A	A	P
Alternate Member	Brooke Ward	A	P	P	A
Private Transit	Vacant				
Alternate Member	Vacant				

LEGEND KEY: P-Present A-Absent

ATTENDANCE POLICY: According to Section G (10) of the Bylaws: "The North Central Florida Regional Planning Council shall review and consider rescinding the appointment of any voting member of the Board who fails to attend three consecutive meetings."