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January 11, 2018

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, January 18, 2018 at 10:00 a.m.** in the Board of County Commissioners' Meeting Room located at 355 S. Court Street in Bronson, Florida. This is an important meeting of the Board. All Board members are encouraged to attend this meeting.

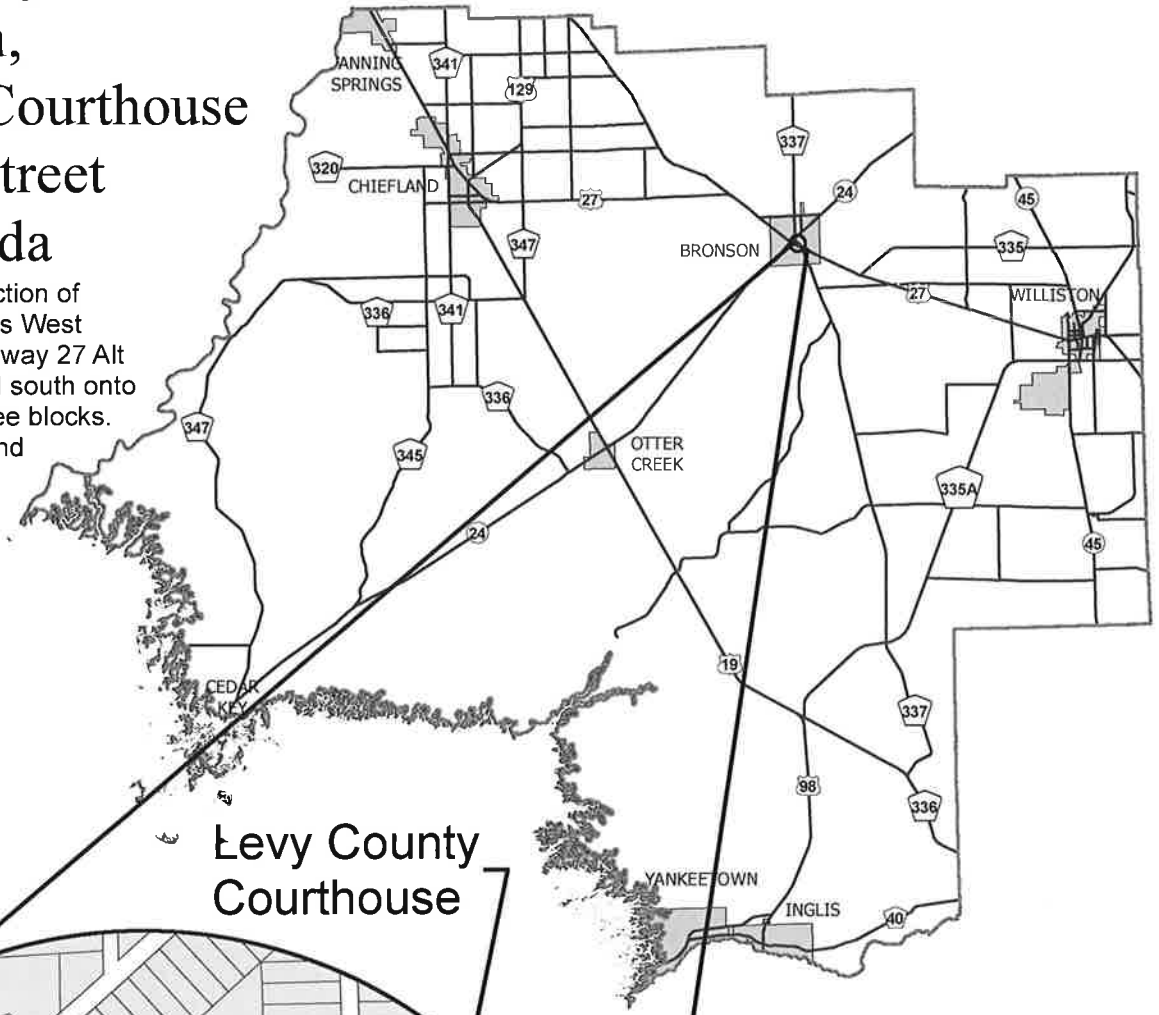
Attached is the meeting agenda and supporting materials. If you have any questions, please do not hesitate to contact me at extension 110.

Attachments

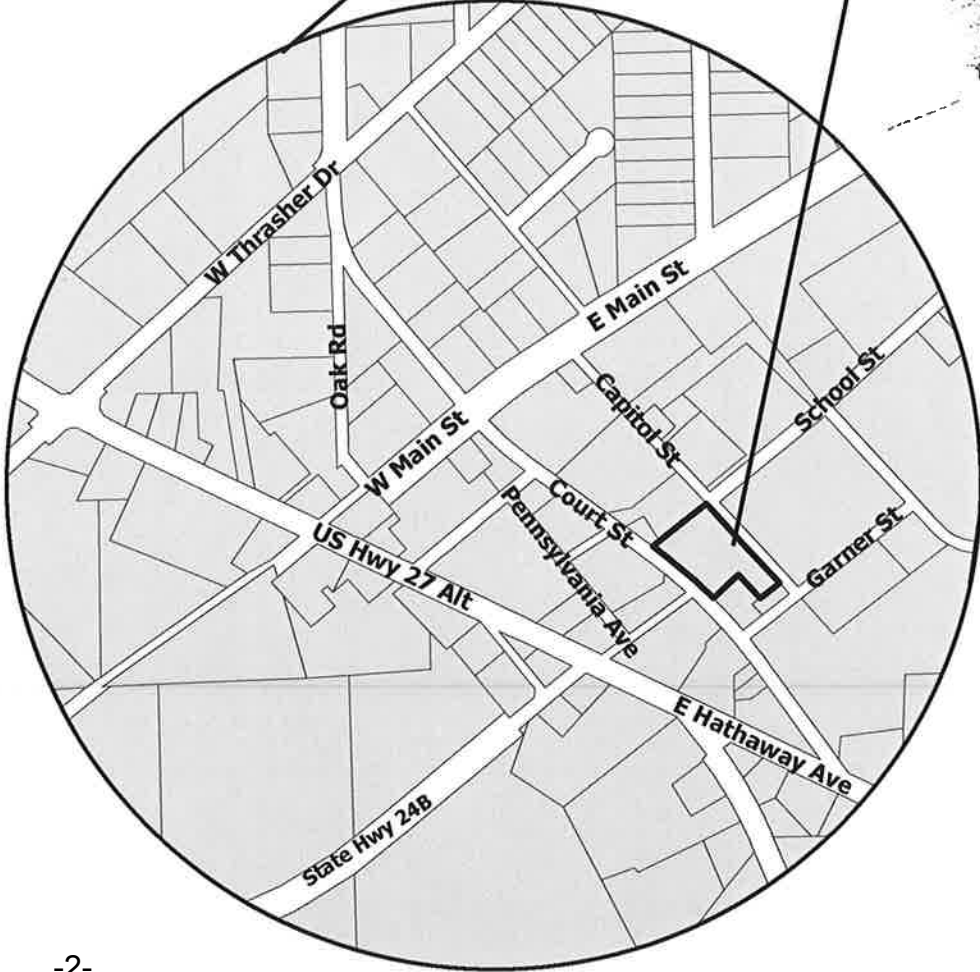
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Board of County Commissioners' Meeting Room, Levy County Courthouse 355 S. Court Street Bronson, Florida

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
January 18, 2018
10:00 a.m.

BUSINESS MEETING – CALL TO ORDER

- A. Invocation**
- B. Pledge of Allegiance**
- C. Roll Call**
- D. Public Comments**
- E. Approval of the Meeting Agenda** **ACTION REQUIRED**
- F. Approval of the November 16, 2017 Minutes** **Page 7** **ACTION REQUIRED**

II. UNFINISHED BUSINESS

- A. Levy County Transit Rider's Guide** **Page 11** **NO ACTION REQUIRED**
Levy County Transit will distribute the new Rider's Guide at the meeting
- B. Americans With Disabilities Act (ADA)** **Page 13** **NO ACTION REQUIRED**
Enclosed is information requested by the Board regarding non-discrimination requirements under the Americans With Disabilities Act

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. Levy County Transit Operations Reports** **Page 65** **NO ACTION REQUIRED**

III. OTHER BUSINESS

- A. Comments**

IV. FUTURE MEETING DATES

- A. April 19, 2018 at 10:00 a.m.**
B. August 16, 2018 at 10:00 a.m.
C. November 15, 2018 at 10:00 a.m.
D. January 18, 2019 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	Commissioner Matt Brooks 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 Grievance/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	Vacant Florida Department of Elder Affairs
Deweece Ogden Florida Agency for Health Care Administration Grievance/Annual Evaluation Committee Member	Pamela Hagley Florida Agency for Health Care Administration
Dale French Regional Workforce Board	Kathleen Woodring Regional Workforce Board
Vacant Florida Association for Community Action Term ending June 30, 2020	Vacant Florida Association for Community Action Term ending June 30, 2020
Bruce Greenlee Public Education Grievance Committee Member	Joseph Wain Public Education
Robert E. Lowyns Veterans Grievance/Annual Evaluation Committee Member Term ending June 30, 2020	Julie E. Rose Veterans Term ending June 30, 2020
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
Vacant Persons with Disabilities Annual Evaluation Committee Member Term ending June 30, 2018	Vacant Persons with Disabilities Term ending June 30, 2018
Vacant Elderly Term ending June 30, 2020	Vacant Elderly Term ending June 30, 2020
Vacant Medical Community Term ending June 30, 2019	Vacant Medical Community Term ending June 30, 2019
Sandra Woodard Children at Risk Term ending June 30, 2019	Brooke Ward Children at Risk Term ending June 30, 2019
Vacant Private Transit Term ending June 30, 2019	Vacant Private Transit Term ending June 30, 2019

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 16, 2017
10:00 a.m.

VOTING MEMBERS PRESENT

Renate M. Cannon, Citizen Advocate, Vice-Chair
Sandra Collins, Florida Department of Transportation Representative
Dale French, Regional Workforce Board Representative
Robert Lowyns, Veterans Representative
Vickie Menasco, Florida Department of Children and Families Representative
Matthew Pearson, Florida Department of Elder Affairs Representative

VOTING MEMBERS ABSENT

Jeff Aboumrad Florida Department of Education Representative
Bruce Greenlee, Public Education Representative
Tammy Ippolito, Citizen Advocate - User
Commissioner John Meeks, Chair
Dewece Ogden, Florida Agency for Health Care Administration
Sandra Woodard, Children at Risk Representative

OTHERS PRESENT

Connie Conley, Levy County Transit

STAFF PRESENT

Lynn Godfrey, North Central Florida Regional Planning Council

I. BUSINESS MEETING CALL TO ORDER

Vice-Chair Cannon called the meeting to order at 10:00 a.m.

A. Invocation

Vice-Chair Cannon gave the invocation.

B. Pledge of Allegiance

Vice-Chair 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

There were no comments.

E. Approval of the Meeting Agenda

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

F. Approval of the September 21, 2017 Meeting Minutes

ACTION: Sandra Collins moved to approve the September 21, 2017 meeting minutes. Dale French seconded; motion passed unanimously.

II. NEW BUSINESS

A. Annual Performance Evaluation

Ms. Lynn Godfrey, North Central Florida Regional Planning Council Senior Planner, stated that the Board needs to review and approve Levy County Transit's 2016/17 annual performance evaluation.

Ms. Connie Conley, Levy County Transit Director, stated that a new Rider's Guide is available. She said she will provide the Board with the new Rider's Guide at the next meeting.

Vice-Chair Cannon read a letter that appeared in the local newspaper regarding Levy County Transit.

The Board asked staff to research whether Levy County Transit is allowed to charge higher fares to passengers who use mobility devices.

ACTION: Dale French moved to approve Levy County Transit's 2016/17 annual performance evaluation. Vickie Menasco seconded; motion passed unanimously.

B. 2016/17 Annual Operations Report

Ms. Godfrey stated that the Board is required to review the 2016/17 Annual Operations Report.

The Board reviewed the 2016/17 Annual Operations Report.

C. 2017/18 Rural Capital Assistance Grant Program Application

Ms. Conley discussed Levy County Transit's Rural Area Capital Assistance Grant Program application.

ACTION: Dale French moved to approve Levy County Transit's 2017/18 Rural Area Capital Assistance Grant Program application. Sandra Collins seconded; motion passed unanimously.

D. Elect Vice-Chair

ACTION: Sandra Collins moved to re-elect Renate Cannon as Vice-Chair. Vickie Menasco seconded; motion passed unanimously.

E. Levy County Transit Operations Reports

Ms. Conley discussed the operations reports.

III. OTHER BUSINESS

A. Comments

1. Members

There were no comments.

2. Citizens

There were no comments.

IV. FUTURE MEETING DATES

Vice-Chair Cannon stated that the next meeting of the Board is scheduled for Thursday, January 18, 2018 at 10:00 a.m.

ADJOURNMENT

The meeting was adjourned at 11:20 a.m.

Coordinating Board Chair

Date

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II . A

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January 11, 2018

TO: Levy County Transportation Disadvantaged Coordinating Board
FROM: Lynn Godfrey, AICP, Senior Planner
SUBJECT: Levy County Transit Rider's Guide

RECOMMENDATION

For information only. No action required.

BACKGROUND

Levy County Transit staff will distribute copies of the new Rider's Guide at the meeting.

If you have any questions regarding the Rider's Guide, please do not hesitate to contact me at extension 110.

t:\lynn\td2018\levy\memos\ridersguide.docx



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January 11, 2018

TO: Levy County Transportation Disadvantaged Coordinating Board
FROM: Lynn Godfrey, AICP, Senior Planner
SUBJECT: Americans With Disabilities Act

RECOMMENDATION

For information only. No action required.

BACKGROUND

At the November 16, 2017 meeting, the Board asked staff to research whether Levy County Transit is allowed to charge higher fares to passengers who use mobility devices. According to the Code of Federal Regulations, Title 49, Subtitle A, Part 37, Section 37.5(d), an entity shall not impose special charges on individuals with disabilities, including individuals who use wheelchairs.

Attached is information requested by the Board. If you have any questions concerning the attached information, please do not hesitate to contact me at extension 110.

Attachments

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Part 37--Transportation Services for Individuals with Disabilities

[Code of Federal Regulations]

[Title 49, Volume 1]

[Revised as of October 1, 2007]

From the U.S. Government Printing Office via GPO Access

[CITE: 49CFR37]

[Page 412-501]

TITLE 49--TRANSPORTATION

Subtitle A--Office of the Secretary of Transportation

PART 37_ TRANSPORTATION SERVICES FOR INDIVIDUALS WITH DISABILITIES (ADA)

Table of Contents

Subpart A General

Sec.

37.1 Purpose.

37.3 Definitions.

37.5 Nondiscrimination.

37.7 Standards for accessible vehicles.

37.9 Standards for accessible transportation facilities.

37.11 Administrative enforcement.

37.13 Effective date for certain vehicle specifications.

37.15 Temporary suspension of certain detectable warning requirements.

37.16-37.19 [Reserved]

Subpart B Applicability

37.21 Applicability: General.

37.23 Service under contract.

37.25 University transportation systems.

[Submit Feedback >](#)

Vehicle, as the term is applied to private entities, does not include a rail passenger car, railroad locomotive, railroad freight car, or railroad caboose, or other rail rolling stock described in section 242 of title III of the Act.

Wheelchair means a mobility aid belonging to any class of three or four-wheeled devices, usable indoors, designed for and used by individuals with mobility impairments, whether operated manually or powered. A "common wheelchair" is such 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.

[56 FR 45621, Sept. 6, 1991, as amended at 58 FR 63101, Nov. 30, 1993; 61 FR 25415, May 21, 1996; 63 FR 51690, Sept. 28, 1998]

Sec. 37.5 Nondiscrimination.

(a) No entity shall discriminate against an individual with a disability in connection with the provision of transportation service.

(b) Notwithstanding the provision of any special transportation service to individuals with disabilities, an entity shall not, on the basis of disability, deny to any individual with a disability the opportunity to use the entity's transportation service for the general public, if the individual is capable of using that service.

(c) An entity shall not require an individual with a disability to use designated priority seats, if the individual does not choose to use these seats.

(d) An entity shall not impose special charges, not authorized by this part, on individuals with disabilities, including individuals who use wheelchairs, for providing services required by this part or otherwise necessary to accommodate them.

(e) An entity shall not require that an individual with disabilities be accompanied by an attendant.

(f) Private entities that are primarily engaged in the business of transporting people and whose operations affect commerce shall not discriminate against any individual on the basis of disability in the full and equal enjoyment of specified transportation services. This obligation includes, with respect to the provision of transportation services, compliance with the requirements of the rules of the Department of Justice concerning eligibility criteria, making reasonable modifications, providing auxiliary aids and services, and removing barriers (28 CFR 36.301-36.306).

(g) An entity shall not refuse to serve an individual with a disability or require anything contrary to this part because its insurance company conditions coverage or rates on the absence of individuals with disabilities or requirements contrary to this part.

(h) It is not discrimination under this part for an entity to refuse to provide

[Submit Feedback >](#)



Transit Manager's Toolkit

Welcome +

Administration & Compliance

- Mission and Leadership
- In-house vs. Contracted Management/Operations
- ADA
- 5311 Grant Management Requirements
- Drug and Alcohol Programs
- Civil Rights
- Procurement 1
- Procurement 2
- Human

ADA (Americans with Disabilities Act)

The Americans with Disabilities Act of 1990 “set the foundation for guaranteeing equal opportunity for people with disabilities in employment; public transportation; public accommodations, such as stores, shopping malls, restaurants and hotels; government services; and telecommunications” (ADA Essentials for Transit Board Members).

The following section will discuss requirements for public transportation entities and their private contractors that provide public transportation services. Fixed routes, general public demand response services, deviated or flexible routes, and complementary paratransit services all are subject to the Americans with Disabilities Act. Note that these are highlighted aspects of the ADA regulations as they pertain to public transportation entities and not an exhaustive list of all compliance requirements. ADA regulations are also issued by **other federal agencies** such as the Departments of Justice, Education, Health and Human Services, Labor, Interior, and Housing and Urban Development. There will be occasions where different agencies overlap, and in one case, explained later, where the regulations conflict.

Transit managers should be aware that compliance with the Americans with Disabilities Act covers virtually every aspect of transit operations, from transit system employees, to service on the street, to vehicle purchasing, to transit facility design. Daily operations are impacted by the need to deliver consistent, high quality service to members of the riding public regardless of their disabilities or abilities.

Resources

Operations +

Tribal Transit +

Section Resources

Suggest A
TopicDidn't see what you
needed? Suggest a
new topic here!**Click here to
suggest your topic.**

The information presented in this section is based on the U.S. Department of Transportation regulations: **49 CFR Part 37- Transportation Services for Individuals with Disabilities (ADA)** and **49 CFR Part 38- Americans with Disabilities Act (ADA) Accessibility Specifications for Transportation Vehicles** . **Changes to the U.S. DOT Americans with Disabilities Act regulations effective in October 2011 are also cited** .

ADA regulations are complex and contain information applicable to more than bus modes of transportation. Much of this information will not apply to your transit operations. However, we suggest that you download both Parts 37 and 38 and keep them as references, flagging or highlighting the parts that pertain specifically to public transit bus operations.

Some requirements apply to all providers regardless of the type of service. These include nondiscrimination, vehicle accessibility, provision of service, and "other" vehicle requirements. Other requirements only apply to operators of fixed route or demand response service – these sections are labeled accordingly.

Non-discrimination requirements

While the nondiscrimination requirements in 49 CFR Section 37.5 state that you may not discriminate against people with disabilities, there are some ambiguities. A clear statement of organizational policy can help you clarify exactly how you will deliver public transit service in a non-discriminatory manner. These requirements apply to both fixed route systems and rural programs operating other types of public transit service. **The U.S. DOT regulations specifically address these points:**

- You cannot discriminate against a person with a disability in the provision of transportation service. (Section 37.5(a))
- You cannot, on the basis of disability, deny an individual with a disability the opportunity to use the general transportation system if that person is capable of using that service. (Section 37.5 (b))
- You cannot require that an ambulatory person with a disability use priority seating. (Section 37.5 (c))
- **You cannot impose special charges on individuals with disabilities, including those who use a wheelchair. (Section 37.5(d))** ****Note that this is not the same as charging an ADA-eligible paratransit fare that is equal to the base fixed route fare times two (see section on ADA Paratransit Service Criteria).**
- You cannot require that an individual with a disability be accompanied by an attendant. (Section 37.5(e))
- You cannot refuse service to an individual with disabilities because your insurance coverage or rates are based on the absence of individuals with disabilities. (Section 37.5(g))
- You are NOT required to provide service to an individual with disabilities if that individual engages in violent, seriously disruptive or illegal conduct. However, you cannot deny service to an individual with disabilities because his/her disability results in appearance or involuntary behavior that may offend, annoy, or inconvenience employees or other persons. (Section 37.5 (h))

Provision of service requirements

Section 37 Subpart G of the U.S. DOT Americans with Disabilities Act regulations describes how carefully you must attend to maintaining the accessibility features of your



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January 11, 2018

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, according to the Florida Administrative Code 41-2.011(6):

“In cooperation with the local Coordinating Board, the Community Transportation Coordinator shall review all applications for local government, federal and state transportation disadvantaged funds submitted from or planned for use in their designated service area.”

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 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 of existing and public transportation services and increasing service provision.	2018/19	Levy County	\$326,946	United States Code Section 5311
			\$326,946	Levy County Board of County Commissioners

United States Code Section 5339 Grant Program

PROJECT	PROJECT YEAR	LOCATION	ESTIMATED COST	FUNDING SOURCE
Purchase one replacement vehicle	2018/19	Levy, County	\$76,019	United States Code Section 5339

Rural Area Capital Assistance Program

PROJECT	PROJECT YEAR	LOCATION	ESTIMATED COST	FUNDING SOURCE
Purchase one replacement vehicle.	2017/18	Levy County	\$68,364	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.	2016/17	Levy County	\$426,612 \$47,401	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.

Florida Department of Transportation





49 U.S.C. Section 5311 Capital & Operating Assistance – FFY 2018 Grant Application

Formula Grants for Rural Areas
CFDA 20.509

Legal Applicant Name: Levy County Board of County Commissioners

First Time Applicant **Previous Applicant**

Applicant Information

		49 U.S.C. Section 5311, Formula Grants for Rural Areas: GRANT APPLICATION	
		Agency (Applicant) Legal Name: Levy County Board of County Commissioner/Levy County Transit	
Physical Address (No P.O. Box): 355 S Court Street			
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 Code: 32621	Congressional District: Second
Federal Taxpayer ID Number: 59-6000717			
Applicant Fiscal period start and end dates: <u>October 1, 2018</u> to <u>September 30, 2019</u> State Fiscal period from: <u>July 1, 2018 to June 30, 2019</u>			
Applicant's DUNS Number: 082643511 Unique 9-Digit number issued by Dun & Bradstreet. May be obtained free of charge at: http://fedgov.dnb.com/webform			
Project's Service Area: Levy List the county or counties that will be served by the proposed project.			
Executive Director: Connie Conley		Grant Contact Person (if different than Executive Director): Same	
Telephone: 352-486-3485		Telephone:	
Fax: 352-486-3312		Fax:	
E-mail Address: conley-connie@levycounty.org		Email Address:	
Current Vehicle Inventory: _____ Vans <u>2</u> Vans/Lifts _____ Sedans or Minivans Enter Number in Fleet <p style="text-align: center;"><u>11</u> Buses/Cutaways <u>6</u> Other _____ N/A</p>			
Authorizing Representative certifying to the information contained in this application is true and accurate. Signature (Authorizing Representative) [blue ink]:  _____ Printed Name: John Meeks Title: Board Chairman Email Address: district1@levycounty.org *Must attach a Resolution of Authority from your Board (original document) for the person signing all documents on behalf of your agency. See Exhibit B			

COUNTY COMMISSIONERS LEVY COUNTY, FLORIDA



GOVERNMENT
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CITIZENS

John Meeks
District 1

Rock Meeks
District 2

Mike Joyner
District 3

Lilly Rooks
District 4

Matt Brooks
District 5

December 5, 2017

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 the FDOT 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 Monday, December 11, 2017, with two (2) original resolutions or certified copies of the original resolution authorizing John Meeks, Board Chairman to sign this Application.

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

Signature: 

Typed Name and Title of Authorized Representative: John Meeks, Board Chairman

Date: December 5, 2017

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

**RESOLUTION
2017-069**

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF LEVY COUNTY, FLORIDA AUTHORIZING THE SIGNING AND SUBMISSION OF A GRANT APPLICATION AND SUPPORTING DOCUMENTS, CERTIFICATIONS AND ASSURANCES FOR FISCAL YEAR 2018 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 to the Florida Department of Transportation; accept grant award(s) from and execute and administer related joint participation agreement(s), including supplements, with the Florida Department of Transportation; 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 Section 5311, 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.

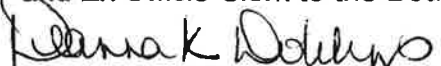
4. John Meeks, the Chair of the Board of County Commissioners, or such Chair's duly appointed successor in title, or such Chair's designee, is hereby designated and authorized on behalf of the Applicant to: sign and submit grant application(s) and all required supporting documents and any amendments; give all required certifications and assurances; accept grant award(s) from and execute and administer related joint participation agreement(s), including supplements, with the Florida Department of Transportation; 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.

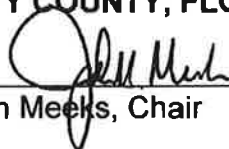
DULY PASSED AND ADOPTED this the 5th day of December, 2017.

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

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



for Danny J. Shipp



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: 12/11/2017	4. Applicant Identifier: _____	
5a. Federal Entity Identifier: _____	5b. Federal Award Identifier: _____	
State Use Only:		
6. Date Received by State: _____	7. State Application Identifier: _____	
8. APPLICANT INFORMATION:		
* a. Legal Name: Levy County 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	_____	
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: _____		
Organizational Affiliation: _____		
* Telephone Number: 352-486-3485	Fax Number: _____	
* Email: conley-connie@levycounty.org		

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

B: County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

*** Other (specify):**

*** 10. Name of Federal Agency:**

Federal Transit Administration

11. Catalog of Federal Domestic Assistance Number:

CFDA Title:

*** 12. Funding Opportunity Number:**

20.509

*** Title:**

Formula Grants for Rural Areas, Section 5311

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:**

Funding assistance for continuation of transportation services to residents of Levy County.

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="326,946.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="326,946.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="653,892.00"/>

*** 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.

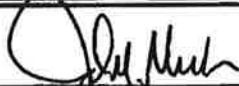
Authorized Representative:

Prefix: * First Name:
Middle Name:
* Last Name:
Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative: 

* Date Signed:

Form A-1: Current System Description

(a) 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).

Levy County BOCC/Levy County Transit has been the CTC for Levy County since 2004. This agency is a government authority that provides demand response and door to door service to the general public for the purpose of transportation to and from locations within the service areas. The goals of Levy County Transit is to improve mobility options for low income, elderly and disabled citizens. However, services are provided to all citizens that may have transportation needs. Levy County's 1,118 square miles is made up of a population of approximately 40,553. Serving this area is a challenge with the expanse between riders and destinations. The objective of this agency is to schedule daily trips provided in the most efficient means possible, to as many residents as possible. Efficiency of scheduling daily trips is imperative for this agency to capitalize on funding that is received.

(b) Please provide information below (Maximum 100 words):

- Organizational structure (**attach an organizational chart at the end of this section**)
- Total number of employees in organization 15
- Total number of transportation-related employees in the organization 15

The agency consists of 15 employees. Of these there are 7 full time, 2 part time, 1 dispatcher, 1 scheduler, 1 office manager and the director.

Currently the dispatcher and scheduler drive daily runs covering shifts due to shortages of drivers. The goal is to hire two more part time employees.

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

Levy County is self-insured as county government. All supervision, trainings and administration of daily business is the responsibility of the agency Director. New and or refresher trainings are attended when possible to continue education for employee training. All employee training follows the guidelines of the Chapter 14-90 compliance and System Safety Program Plan.

- (d) 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)

The agency receives State Transportation Disadvantaged funding, Federal 5311 operational funding, Med-waiver funding (Agency for Persons with Disabilities) to local ARC's, Access2Care (Medicaid trips through a broker), Suwannee River Economic Council, Private Pay funds (these are trips that do not qualify for funding due to income) and two (2) local schools. These school trips are open to the general public and are not considered charter trips. Revenues from the County General Fund are allocated into the budget.

- (e) 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 CTC, relevant pages of a TDSP and AOR containing the above information may be provided. Please do not attach entire documents.

(e)

1. Service Hours: Monday thru Friday service begins as early as 4:00 a.m. for dialysis trips. The final riders of the day are usually dropped off between 6:00 and 6:30 p.m. No weekend service is provided. There are daily routes with subscription trips between the morning run and afternoon return runs. Those routes are for dialysis, ARC's, Meal site, and schools. All services provided are open to the general public. The schools are not School Board trips nor considered to be Charter trips. Other riders are scheduled with the school trips as they fit within the scheduled route and times. All other trips are subscription, demand response trips called in by the individual rider.

2. Staffing: Every employee of Levy County Transit including the office staff are trained under the training guidelines of the System Safety Program Plan. Several times a year safety trainings are held with refresher trainings in different aspects of vehicle equipment. Chapter 14-90 online training/testing has been included into new hire training and refresher trainings this year. All current and future employees will take this training/testing on a yearly basis.

3. 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 driver 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. The Director maintains and retains all employee DOT, Drug & Alcohol and training files in separate locked cabinets.

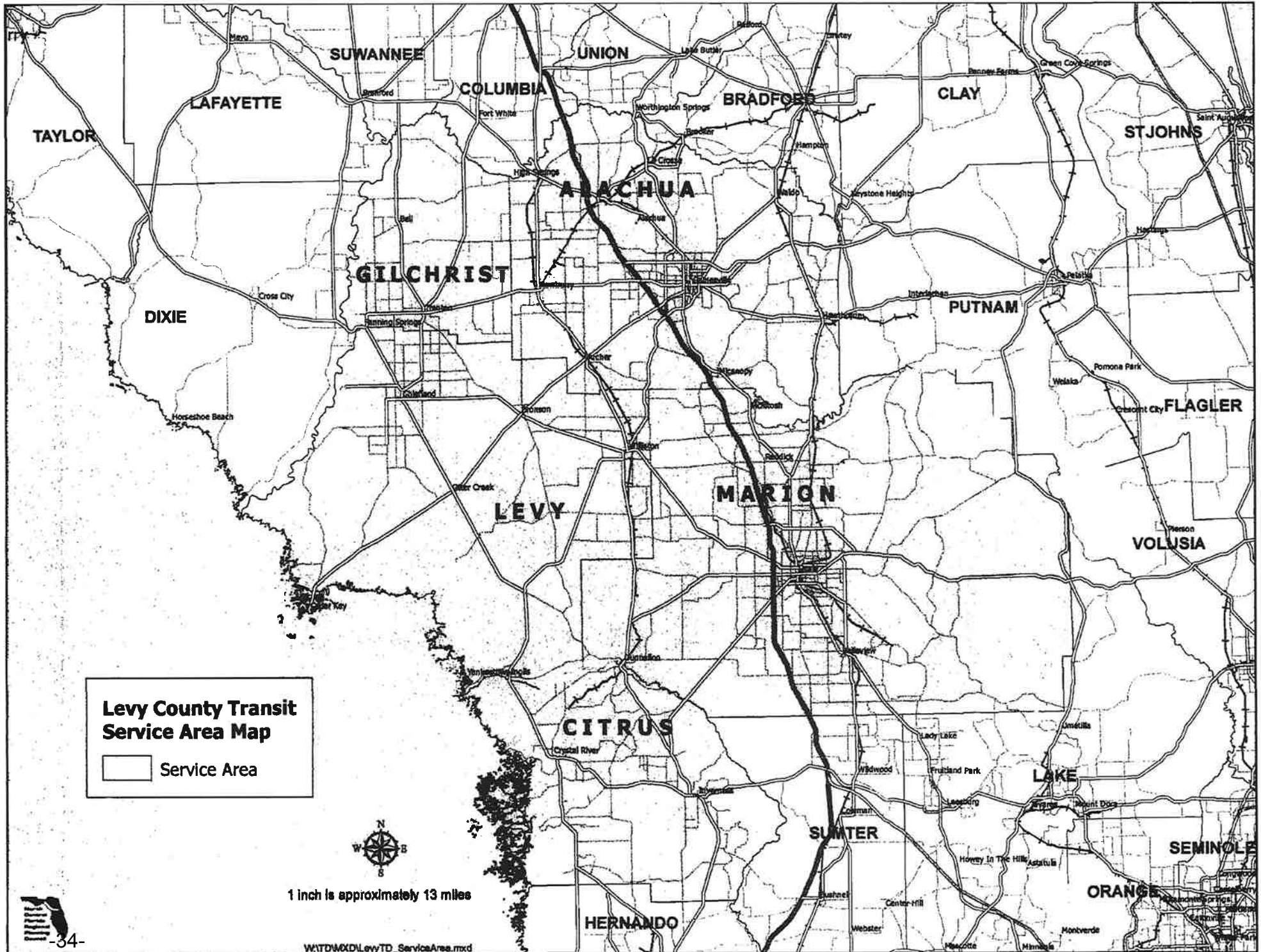
4. Vehicle Maintenance: Performed by a mechanic employed by Levy County Transit that has responsibility to perform service, maintenance and repairs on all buses. Each bus is scheduled for maintenance every 5000 miles and an annual inspections are completed by end of each year. All repairs are completed 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 holidays that buses run to provide dialysis trips. The services that may be outsourced would include engine rebuilds, transmission repairs, and body damaged repairs.

5. Service Routes and Ridership Numbers: The agency has set service routes that are related to the Levy ARC, Alachua ARC, dialysis centers, and schools. The pickup and drop off locations for the listed routes are located at various locations within Levy County, Gilchrist County and Gainesville. All other trips are demand response. The demand response trips are residents of the county and destinations include within the county, Gainesville, Crystal River, Dunnellon, and occasionally Lecanto. The ridership numbers for the past year are approximately 525. Approximately 140 - 150 trips are scheduled each day.

6. System Safety Plan: The agency SSPP is updated annually or as changes occur within the agency throughout the year and would require updates prior to the yearly update.

7. 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 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 Director's office.

8. 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.



Levy County Transit Service Area Map

Service Area



1 inch is approximately 13 miles

Form A-2: Fact Sheet

	Calculations (current system)	Current System	Calculations (if grant is awarded)	If Grant is Awarded (Estimates are acceptable)
1	Number of total one-way trips served by the agency PER YEAR. *	RouteMatch 10/01/16-11/30/16 4339 trips, CTS 12/1/16-09/30/2017 21168 Trips	(a)25507	25507
2	Number of individuals served unduplicated (first ride per fiscal year) PER YEAR. **	RM 10/1/16-11/30/16 – 38 trips CTS 12/1/16-09/30/2017 – 464 trips	(b)502	502
3	Number of vehicles used for this service ACTUAL.	12 buses used but average is 10.	(c)10	10
4	Number of ambulatory seats. AVERAGE PER VEHICLE (Total ambulatory seats divided by total number of fleet vehicles)	136/10	(d)13.60	13.60

	Calculations (current system)	Current System	Calculations (if grant is awarded)	If Grant is Awarded (Estimates are acceptable)	
5	Number of wheelchair positions AVERAGE PER VEHICLE (Total wheelchair positions divided by total number of fleet vehicles)	21/10	(e)2.10	21/10	2.10
6	Vehicle miles traveled. PER YEAR	RM 10/1/16-11/30/16 – 94066 CTS 12/1/16-09/30/17 - 465375	(f)559441		559441
7	Average vehicle miles. PER DAY	559441/256/10	(g)218.54		218.52
8	Normal vehicle hours in operation. PER DAY	21165/256/10	(h)8.27		8.27
9	Normal number of days in operation. PER WEEK	Monday – Friday except on Thanksgiving and Christmas Day	5	Monday – Friday except on Thanksgiving and Christmas Day	5
10	Trip length (roundtrip). AVERAGE	Miles/Trip Count	21.94	Miles/Trip Count	21.94

Form B-1: 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.

The goal each and every year is to increase trips for the agency to those in need of transportation without hiring additional drivers. The service the agency provides is invaluable to many residents within the county. Due to the size of the county, expanding the service area at this time is not an option. To expand would require additional drivers to transport into areas that would take one driver out of the daily runs to provide trips for only one or two riders. Providing this type of service would not be realistic for the agency. The funding received with this grant makes it possible to continue to provide services to the current and new residents.

Challenges: Without this funding, services for residents would be cut drastically. Days and hours of services would need to be reduced and a reduction in staff would occur. This grant offsets the expenditures of the services provided.

- (b) 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.

The 5311 Operating grant will be used to invoice salaries and benefits. Salaries are the largest expenditure for the agency. The County's finance office, which is the Clerk of Court finance maintains all finances for the agency. Grant invoices are reviewed and approved by the finance office prior to submitting to the district office for reimbursement. Reports are pulled from the finance APD website by the agency throughout the year to oversee the finances of the current fiscal year and make changes as needed to meet or exceed the expectations of the agency budget.

All FTA reporting is completed by the director of the agency. Records pulled for FTA reporting requirements are kept within the agency office by the director and reports and documentation are kept indefinitely in a file specific to the report required.

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

This grant funding is the partial backbone to the agency providing transportation to the residents of Levy County. Without this funding transportation for all non-medical could no longer be provided and many of the medical trips would be decreased substantially, as well as the current days and hours of service.

Funding sources to provide trips have decreased over the past several years, yet expenses continue to rise. The expanse of the county to provide trips is a challenge when it comes to efficiency of scheduling. However, every effort for efficiency is of the utmost importance.

Form B-2: Financial Capacity – Proposed Budget for Transportation Program

Estimated Revenues <i>See Instruction Manual</i>	Revenue Amount <i>Entire Transportation program</i>	Revenue Used as FTA Match Amount <i>5311 Program Only</i>
Passenger Fares for Transit Service (401)	\$ 45,000	45,000
Special Transit Fares (402)	45,000	45,000
School Bus Service Revenues (403)	0.00	0.00
Freight Tariffs (404)	0.00	0.00
Charter Service Revenues (405)	0.00	0.00
Auxiliary Transportation Revenues (406)	0.00	0.00
Non-transportation Revenues (407)	0.00	0.00
Total Revenue	\$90,000.00	90,000.00
Other Revenue Categories		
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)	19,000	19,000
State Cash Grants and Reimbursements (411)	426,317	426,317
State Special Fare Assistance (412)	0.00	0.00
Federal Cash Grants and Reimbursements (413)	225,960	0.00
Interest Income (414)	0.00	0.00
Contributed Services (430)	0.00	0.00
Contributed Cash (431)	0.00	0.00
Subsidy from Other Sectors of Operations (440)	330,000	330,000
Total of Other Revenue	\$1,001,277	775,317
Grand Total All Revenue	\$1,091,277	865,317.00

Estimated Expenses <i>See Instruction Manual</i>	Expense Amount <i>Entire Transportation program</i>	FTA Eligible Expense <i>5311 Program Only</i>
Labor (501)	461,749	461,749
Fringe & Benefits (502)	252,720	252,720
Services (503)	40,000	40,000
Materials & Supplies (504)	18,000	18,000
Vehicle Maintenance (504.01)	215,000	215,000
Utilities (505)	16,500	16,500
Insurance (506)	0.00	0.00
Licenses & Taxes (507)	0.00	0.00
Purchased Transit Service (508)	0.00	0.00
Miscellaneous (509)*	17,500	17,500
Leases & Rentals (512)	0.00	0.00
Depreciation (513)	0.00	0.00
Grand Total All Expenses	\$1,021,469.00	\$1,021,469.00

Operating Funding Sources			
Sources	Prior Year	Current Year	Next year
TD Grant	\$426,612.00	\$348,817.00	\$348,817.00
Med-waiver	\$72,576.00	\$72,500.00	\$72,500.00
SREC	\$23,157.00	\$19,000.00	\$19,000.00
Medicaid	\$7,829.00	\$5,000.00	\$5,000.00
Fees-Misc	\$39,825.00	\$45,000.00	\$45,000.00
Farebox	51,830.00	\$45,000.00	\$45,000.00
5311	\$621,829.00	\$535,317.00	535,317.00

Proof of Local Match

Source	Amount
TD Grant	\$348,817.00
Med-waiver	\$72,500.00
SREC	\$19,000.00
Medicaid	\$5,000.00
Fees Misc	\$230,000.00
Total Local Match – 50 % of Total Project Cost	\$675,317.00

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

- Transportation Disadvantaged (TD) allocation,
- Written statements from county commissions, state agencies, city managers, mayors, town councils, organizations, accounting firms and financial institutions.



Signature [blue ink]

John Meeks/Board Chairman

Typed Name and Title of Authorized Representative

December 5, 2017

Date

Florida Department of Transportation



U.S.C. Section 5339 Capital Assistance Application – FFY 2018

BUS AND BUS FACILITIES FORMULA PROGRAM
FOR RURAL AREAS
CFDA 20.526

Legal Applicant Name: Levy County Board of County Commissioners

First Time Applicant **Previous Applicant**

Applicant Information

		49 U.S.C. Section 5339, Bus and Bus Facilities Formula Program for Rural Areas: GRANT APPLICATION	
Agency (Applicant) Legal Name: Levy County Board of County Commissioners			
Physical Address (No P.O. Box): 355 S Court Street			
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 Code: 32621	Congressional District: Second
Federal Taxpayer ID Number: 59-6000717			
Applicant Fiscal period start and end dates: <u>October 1, 2018</u> to <u>September 30, 2019</u> <i>State Fiscal period from: July 1, 2018 to June 30, 2019</i>			
Applicant's DUNS Number: 082643511 Unique 9-Digit number issued by Dun & Bradstreet. May be obtained free of charge at: http://fedgov.dnb.com/webform			
Project's Service Area: Levy List the county or counties that will be served by the proposed project.			
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: ___ Vans <u>2</u> Vans/Lifts ___ Sedans or Minivans Enter Number in Fleet <p style="text-align: center;"><u>11</u> Buses/Cutaways <u>6</u> Other ___ N/A</p>			
Authorizing Representative certifying to the information contained in this application is true and accurate. Signature (Authorizing Representative) [blue ink]:  Printed Name: John Meeks Title: Board Chairman Email Address: district1@levycounty.org *Must attach a Resolution of Authority from your Board (original document) for the person signing all documents on behalf of your agency. See Exhibit B			

COUNTY COMMISSIONERS LEVY COUNTY, FLORIDA



GOVERNMENT
SERVING
CITIZENS

John Meeks
District 1

Rock Meeks
District 2

Mike Joyner
District 3

Lilly Rooks
District 4

Matt Brooks
District 5

December 5, 2017

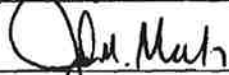
STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION GRANT APPLICATION

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

Levy County Board of County Commissioners further agrees, to the extent provided by law (in case of a government agency in accordance with Sections 129.07 and 768.28, Florida Statutes) to indemnify, defend and hold harmless the FDOT 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 Monday, December 11, 2017, with two (2) original resolutions or certified copies of the original resolution authorizing John Meeks, Board Chairman to sign this Application.

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

Signature: 

Typed Name and Title of Authorized Representative: John Meeks, Board Chairman

Date: December 5, 2017

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

**RESOLUTION
2017-070**

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 2018 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 to the Florida Department of Transportation; accept grant award(s) from and execute and administer related joint participation agreement(s), including supplements, with the Florida Department of Transportation; 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 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.

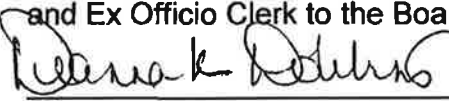
4. John Meeks, the Chair of the Board of County Commissioners, or such Chair's duly appointed successor in title, or such Chair's designee, is hereby designated and authorized on behalf of the Applicant to: sign and submit grant application(s) and all required supporting documents and any amendments; give all required certifications and assurances; accept grant award(s) from and execute and administer related joint participation agreement(s), including supplements, request joint participation agreement time extensions with the Florida Department of Transportation; 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.

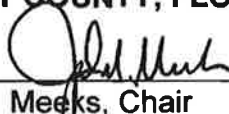
5. Connie Conley, Director, Levy County Transit Department, or her successor or designee, is also hereby designated and authorized to sign requests for joint participation agreement time extensions as may be required.

DULY PASSED AND ADOPTED this the 5th day of December, 2017.

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

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


for Danny J. Shipp


John Meeks, Chair

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


Anne Bast Brown, County Attorney

z:\res\5339.capital.FY2018-2019
LR2017-073

Form A-1: Current System Description

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

Levy County Board of County Commissioners/Levy County Transit is a government authority that provides a Para-transit, demand response, door to door non-emergency transportation to the residents of Levy County. Trips are provided to the general public at large within the service areas in and around Levy County. The out of county service areas include Gainesville, Trenton, and limited areas in Crystal River and Marion County. Types of transportation trips provided are life sustaining (dialysis, cancer treatments), medical, nutritional, education and or training, shopping and social/recreational. All trips meet or exceed the guidelines for ADA, (Americans with Disabilities Act).

The mission of the agency is to continue providing a safe and reliable transportation service to residents within the county. Meetings are attended as well as various events within the county to bring awareness of the availability of transportation to all residents. This has been and will be an ongoing goal for increasing ridership. There is a need for increased funding in this rural county. There are trips that riders must pay out of pocket for their fare due to the decrease in funding over the past several years. Management diligently looks for opportunities of growth and monitors of funding to maximize the funding received on State and Federal levels.

2. Please provide information below (Maximum 100 words):

- Organizational structure (**attach an organizational chart at the end of this section**)
- Total number of employees in the organization 15
- Total number of transportation-related employees in the organization 15

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

Levy County is self-insured as county government. All supervision, trainings and administration of daily business is the responsibility of the agency Director. New and or refresher trainings are attended when possible for continuation of learning for employee training. All training follows the guidelines of the Chapter 14-90 compliance and System Safety Program Plan.

4. 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;
- A detailed description of service routes and ridership numbers
- System safety plan;
- Drug-free workplace ; and
- Data collection methods, including how data was collected to complete Exhibit A-1.

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

4.

1. Service Hours: Monday thru Friday service begins as early as 4:00 a.m. for dialysis trips. The final riders of the day are usually dropped off between 6:00 and 6:30 p.m. No weekend service is provided. There are daily routes with subscription trips between the morning run and afternoon return runs. Those routes are for dialysis, ARC's, Meal site, and schools. All services provided are open to the general public. The schools are not School Board trips nor considered to be Charter trips. Other riders are scheduled with the school trips as they fit within the scheduled route and times. All other trips are subscription, demand response trips called in by the individual rider.

2. Staffing: Every employee of Levy County Transit including the office staff are trained under the training guidelines of the System Safety Program Plan. Several times a year safety trainings are held with refresher trainings in different aspects of vehicle equipment. Chapter 14-90 online training/testing has been included into new hire training and refresher trainings this year. All current and future employees will take this training/testing on a yearly basis.

3. 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 driver 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. The Director maintains and retains all employee DOT, Drug & Alcohol and training files in separate locked cabinets.

4. Vehicle Maintenance: Performed by a mechanic employed by Levy County Transit that has responsibility to perform service, maintenance and repairs on all buses. Each bus is scheduled for maintenance every 5000 miles and an 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 holidays that buses run to provide dialysis trips. The services that may be outsourced would include engine rebuilds, transmission repairs, and body damaged repairs.

5. Service Routes and Ridership Numbers: The agency has set service routes that are related to the Levy ARC, Alachua ARC, dialysis centers, and schools. The pickup and drop off locations for the listed routes are located at various locations within Levy County, Gilchrist County and Gainesville. All other trips are demand response. The demand response trips are residents of the county and destinations include within the county, Gainesville, Crystal River, Dunnellon, and occasionally Lecanto. The ridership numbers for the past year are approximately 525. Approximately 140 – 150 trips are scheduled each day.

6. System Safety Plan: The agency SSPP is updated annually or as changes occur within the agency throughout the year and would require updates prior to the yearly update.

7. 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 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 Director's office.

8. 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.

Form A-2: Fact sheet

(The information listed should be specific to the Section 5339 funds and not agency wide).

	CURRENTLY	IF GRANT IS AWARDED
1. Number of one-way passenger trips. ¹ PER YEAR (Show Calculations)	25507	25507
2. Number of individuals served unduplicated (first ride per rider per fiscal year) ² . PER YEAR (Show Calculations)	502	502
3. Number of vehicles used for this service. ACTUAL	10	10
4. Number of ambulatory seats. AVERAGE PER VEHICLE (Show Calculations) (Total ambulatory seats divided by total number of fleet vehicles)	13.60 136/10	13.60 136/10
5. Number of wheelchair positions. AVERAGE PER VEHICLE (Show Calculations) (Total wheelchair positions divided by total number of fleet vehicles)	2.10 21/10	2.10 21/10
6. Vehicle Miles traveled. PER YEAR	559441	559441
7. Average vehicle miles PER DAY	218.54 559441/256/10	218.54
8. Normal vehicle hours in operation. PER DAY	8.27 21165/256/10	8.27
9. Normal number of days in operation. PER WEEK	5	5
10. Trip length (roundtrip). AVERAGE	21.94	21.94

¹ 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

² The unduplicated riders are for current year and the subsequent year once the grant is awarded

Form B: Proposed Project Description

1. 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?

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

Hours of Service: Currently the hours for daily service begin at approximately 4:15 a.m. and end at approximately 18:30, Monday thru Friday. There is not enough need for weekend service as there was in the past when funding was available under the 5316 and 5317 programs.

Service Expansion: With the land expanse being 1118 square miles for Levy County and providing service into all areas of the county, to expand service into other areas would require numerous more employees and buses to accommodate any trips. The surrounding areas of Levy County are very rural with populations less than this county. The ability to expand would also increase the two hour windows that are currently in place for picking up and dropping off riders to their desired destinations. With current funding restraints, expanding services are not feasible.

Shorter headways: Scheduling is performed daily with intent of efficiency for every bus. Shorter headways are not always possible with the land expanse.

Trips: Providing more trips is the goal of this agency year after year. With a large majority of the population in need of transportation being recipients of Medicaid, increasing trips is a challenge. The brokers for Medicaid transportation have not made it appealing for CTC's to contract for those trips. However, every effort is made to bring awareness that this county agency provides transportation to all residents.

The challenges this agency faces is the reduction of buses over the past several years due to the age and mileage of current buses. Recently a bus with 178,000 miles was involved in an accident, at no fault of the transit driver that has left this agency with one less bus. All buses currently in use are Turtle Top buses with 14 or less seating capacity. The need for larger buses with seating capacity of 16 or more seats are currently not being used. In the past there were several daily routes with ARC's and the private schools that required the larger buses. However, the need for the use of these buses no longer exist at this time. It is not cost effective to use the larger buses.

3. If this grant application is for a **vehicle/equipment**:

- provide a detailed explanation of the need for the vehicle and provide documentation of the need
- describe whether the intent is to replace existing vehicles/equipment or purchase additional vehicles/equipment
- describe how vehicles will be maintained without interruptions in service (who, what, where, and when)
- describe who will drive the vehicle, the number of drivers, and CDL certifications

Need: Current need is to replace a vehicle that was totaled due to an accident caused by another vehicle. Ten buses are used daily and occasionally 11 depending on trips. The bus that was totaled was used daily. Another bus that is still in the active roster has over 355,000 miles. It is being used daily with the loss of the other bus. Buses are being serviced late in the day due to shortage of buses in reserve.

Intent: To replace bus that was totaled.

Maintenance of Vehicles: The agency has a mechanic that performs all repairs and maintenance of all transit vehicles. These repairs take place at the County Maintenance Facility. The agency does not have a maintenance facility for repairs of buses. The mechanic works daily (Monday-Friday) from 6:30 until any and all service and or repairs have been completed.

Drivers: All employees of the agency are required to have current driver training, DOT physicals and First Aid/CPR, including the office staff. Some of the drivers and office staff hold a CDL license with passenger endorsement for driving larger buses if needed.

Form D-1: Capital Request Form³

To identify vehicle type and estimate cost visit <http://tripsflorida.org/>

All vehicle requests must be supported with a completed sample order form for estimating the vehicle cost.

The order form can be obtained from <http://www.tripsflorida.org/contracts.html>

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

The Auto and Light Truck contract can be found at [The Florida Department of Management Services \(DMIS\) website](#)

VEHICLE REQUEST

Replacement (R) or Expansion (E)	Description/ Vehicle Type	Fuel Type	Useful Life (See Application Instructions)	Quantity	Estimated Cost (from Order Form)
Replacement	23' gas bus with lift, 14 seats and 2 wheelchair positions and 4 cameras	Gas	5 years or 200,000 miles	1(one)	76,019.00
				Sub-total	\$76,019.00

*Under Description/Vehicle Type, include the length and type vehicle, lift or ramp, number of seats and wheelchair positions. For example, 22' gasoline bus with lift, 12 ambulatory seats, and 2 wheelchair positions. **Any bus options that are part of purchasing the bus itself should be part of the vehicle request and NOT separated out under equipment.**

Replacement Vehicles (R)

If the capital request includes replacement vehicles, add a comma instead of a period? Please list the vehicles in your current fleet that you are intending to replace with the vehicle from your vehicle request.

YEAR	TYPE	MAKE	MILES	VIN	FDOT Control #
2014	D	Ford	178792	1FDFE4FS4EDB10055	70206

Equipment Request

If item requested is after-market, it is recommended to gather and retain at least two estimates for the equipment requested. Purchases must be approved at the local level and follow the [Procurement Guidelines](#).

Description*	Useful Life (See Application Instructions)	Quantity	Estimated Cost
N/A			

* List the number of items and provide a brief description (i.e. two-way radio or stereo radio, computer hardware/software, etc.)

<div style="border: 1px solid black; width: 100%; height: 40px; margin-bottom: 5px;"></div> <p>\$</p>	+	<div style="border: 1px solid black; width: 100%; height: 40px; margin-bottom: 5px;"></div> <p>\$</p>	=	<div style="border: 1px solid black; width: 100%; height: 40px; margin-bottom: 5px;"></div> <p>\$</p>
Vehicle Subtotal	Plus	Equipment Subtotal	Equals	Total Cost
<div style="border: 1px solid black; width: 100%; height: 40px; margin-bottom: 5px;"></div> <p>\$</p>	*	<div style="border: 1px solid black; width: 100%; height: 40px; margin-bottom: 5px; text-align: center;"> <p>0.8</p> </div> <p>80%</p>	=	<div style="border: 1px solid black; width: 100%; height: 40px; margin-bottom: 5px;"></div> <p>\$</p>
Total Cost	Multiplied by	80%	Equals	Federal Request Form 424, Block 18 (a)

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="12/11/2017"/>	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"/>	<input type="text"/>	
Street2: <input type="text"/>	<input type="text"/>	
* City: <input type="text" value="Bronson"/>	<input type="text"/>	
County/Parish: <input type="text"/>	<input type="text"/>	
* State: <input type="text" value="FL: Florida"/>	<input type="text"/>	
Province: <input type="text"/>	<input type="text"/>	
* Country: <input type="text" value="USA: UNITED STATES"/>	<input type="text"/>	
* Zip / Postal Code: <input type="text" value="32621-9998"/>	<input type="text"/>	
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"/>	<input type="text"/>	
* Last Name: <input type="text" value="Conley"/>	<input type="text"/>	
Suffix: <input type="text"/>	<input type="text"/>	
Title: <input type="text"/>	<input type="text"/>	
Organizational Affiliation: <input type="text"/>		
* Telephone Number: <input type="text" value="352-486-3485"/>	Fax Number: <input type="text"/>	
* 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:**

20.526

*** Title:**

Bus and Bus Facilities Formula Program

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:**

Capital purchase to replace a vehicle that was totaled in an accident at no fault of the driver of the bus.

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="76,019.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="76,019.00"/>

*** 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:

2017-18 Shirley Conroy Rural Area Capital Assistance Program Grant Summary									
County(ies)	Applicant Name	Agency Type / % Rural Population (2010 Census)	Capital Equipment Requested (Prioritized as listed)	Total Project Cost (100%)	TD Dollar Amount (90% or 100% REDI)	Required Match (10% or 0% REDI)	Committee Recommendations	Funding	Staff Notes
Alachua	MV Contract Transportation, Inc.	For Profit 21.2%	1. Mobile Radios and set up \$27,325 2. Two 22' wheelchair accessible vehicles (\$71,431 each) - Replacements	\$170,097.00	\$153,087.30	\$17,009.70	Fund one replacement vehicle	\$64,288.00	
Baker	Baker County Council on Aging, Inc.	Non-Profit 59.5%	1. Two 23' wheelchair accessible vehicles \$153,786 (or \$76,893 each) - Replacements 2. One generator system \$4,797	\$158,583.00	\$158,583.00	\$0.00	Fund one replacement vehicle	\$76,893.00	Requests REDI match waiver.
Bay	Bay County BOCC	Government 12%	Two 23' wheelchair accessible vehicles with two-way radios (includes installation) \$82,196 each - Replacement	\$164,392.00	\$147,952.80	\$16,439.20	Fund one replacement vehicle	\$73,976.00	
Bradford	Suwannee River Economic Council, Inc.	Non-Profit 75.5%	One wheelchair accessible vehicle Replacement	\$70,000.00	\$70,000.00	\$0.00	Do not fund	\$0.00	Vehicle marked for replacement has not met its useful life.
Calhoun	Calhoun County Senior Citizens Association, Inc.	Non-Profit 67.5%	One 24' wheelchair accessible vehicle - replacement	\$79,265.00	\$71,338.50	\$7,926.50	Do not fund	\$0.00	Vehicle marked for replacement has not met its useful life.
Clay	Clay County Council on Aging, Inc.	Non-Profit 15.0%	1. One 24' wheelchair accessible vehicle \$106,476 - replacement. 2. Bus graphics and installation \$1,250 3. Two computers with dual monitors \$2,778	\$110,504.00	\$99,454.00	\$11,050.00	Fund one replacement vehicle	\$95,828.00	
Collier	Collier County Board of County Commissioners	Government 8.5%	One 24' wheelchair accessible vehicle - replacement.	\$83,493.00	\$75,143.70	\$8,349.30	Do not fund	\$0.00	Vehicle marked for replacement has not met its useful life.
Columbia/ Hamilton/ Suwannee	Suwannee Valley Transit Authority	Government 69.3%	1) One 20' ambulatory transit van \$64,348 - replacement 2) CTS Software, Hardware & Installation \$53,689 3) One Crew-cab Truck \$38,535	\$156,572.00	\$156,572.00	\$0.00	Fund one replacement vehicle	\$64,348.00	Requests REDI match waiver.
Dixie	Suwannee River Economic Council, Inc.	Non-Profit 77%	One wheelchair accessible vehicle replacement	\$70,000.00	\$70,000.00	\$0.00	Do not fund	\$0.00	Vehicle marked for replacement has not met its useful life.
Gilchrist	Suwannee River Economic Council, Inc.	Non-Profit 83.9%	One wheelchair accessible vehicle replacement	\$70,000.00	\$70,000.00	\$0.00	Do not fund	\$0.00	Vehicle marked for replacement has not met its useful life.

2017-18 Shirley Conroy Rural Area Capital Assistance Program Grant Summary									
County(ies)	Applicant Name	Agency Type / % Rural Population (2010 Census)	Capital Equipment Requested (Prioritized as listed)	Total Project Cost (100%)	TD Dollar Amount (90% or 100% REDI)	Required Match (10% or 0% REDI)	Committee Recommendations	Funding	Staff Notes
Gulf	Gulf County Association for Retarded Citizens, Inc.	Non-Profit 77.1%	1) Two 7 passenger minivans (\$21,380 each) 2) Installation fee for security cameras in each veh (\$300 each)	\$43,360.00	\$43,360.00	\$0.00	Fund as requested	\$43,360.00	Requests REDI match waiver.
Hardee/ Highlands/ Okeechobee	MV Contract Transportation, Inc.	For Profit 29.2%	Two wheelchair accessible minivans (\$43,982 each) - replacement	\$87,784.00	\$79,005.60	\$8,778.40	Fund as requested	\$79,005.60	
Hendry/ Glades	Good Wheels, Inc.	Non-Profit 46.0%	1) Four 23' wheelchair accessible vehicles (\$77,168 each) - replacement. 2) One 30' wheelchair accessible vehicle (\$139,146) - replacement	\$447,818.00	\$447,818.00	\$0.00	Fund one replacement vehicle	\$77,168.00	Requests REDI match waiver.
Hernando	Mid Florida Community Services, Inc.	Non-Profit 19.4%	Two 22' wheelchair accessible vehicles (\$69,000 each) - replacement.	\$138,000.00	\$124,200.00	\$13,800.00	Fund one replacement vehicle (\$62,100). *Fund 2nd replacement vehicle (\$53,785).	\$115,885.00	*Per Committee's instructions, staff recommends funding of 2nd replacement vehicle. Mid-Florida has agreed to fund the difference in price, if required.
Indian River	Senior Resource Association, Inc.	Non-Profit 5%	1) XG-25M 700/800 MHZ 35W base mounted radio system \$2,895.43 2) Twenty-four mobile radios for paratransit vehicles \$66,395.76 3) Ten hand-held radios for transit support staff \$19,944.20 Final price includes a Vendor discount of (\$13,760)	\$75,474.39	\$67,926.95	\$7,547.44	Fund first two priorities.	\$52,697.00	Recommended funding includes vendor discount
Jackson	Jackson County Transportation	Non-Profit 75.4%	Two 22' ambulatory vehicles (\$70,756 each) - replacement	\$141,512.00	\$141,512.00	\$0.00	Fund one replacement vehicle	\$70,756.00	Requests REDI match waiver.
Lafayette	Suwannee River Economic Council, Inc.	Non-Profit 100%	One wheelchair accessible vehicle. Addition to fleet.	\$70,000.00	\$70,000.00	\$0.00	Fund as requested	\$69,822.00	Requests REDI match waiver. Recommended award price is consistent price listed on vehicle order form.
Levy	Levy County Board of County Commissioners	Government 92.0%	Two 22' wheelchair accessible vehicles (\$68,364 each) - Replacement	\$136,728.00	\$136,728.00	\$0.00	Fund one replacement vehicle	\$68,364.00	Requests REDI match waiver.
Marion	Marion Senior Services, Inc.	Non-Profit 31.0%	1) RouteMatch Interactive Voice Response Notification Module/System \$63,380 2) One 24" wheelchair accessible vehicle \$86,075 - replacement	\$149,455.00	\$134,509.50	\$14,945.50	Fund first priority	\$57,042.00	

2017-18 Shirley Conroy Rural Area Capital Assistance Program Grant Summary									
County(ies)	Applicant Name	Agency Type / % Rural Population (2010 Census)	Capital Equipment Requested (Prioritized as listed)	Total Project Cost (100%)	TD Dollar Amount (90% or 100% REDI)	Required Match (10% or 0% REDI)	Committee Recommendations	Funding	Staff Notes
Nassau	Nassau County Council on Aging, Inc.	Non-Profit 48.1%	One 26' wheelchair accessible vehicle (addition to fleet)	\$88,924.00	\$88,924.00	\$0.00	Do not fund	\$0.00	Requests REDI match waiver.
Okaloosa	Okaloosa County Board of County Commissioners	Government 12.1%	Two 22' wheelchair accessible vehicles (\$67,689 each). Both vehicles are addition to fleet.	\$135,378.00	\$121,840.20	\$13,537.80	Fund one vehicle.	\$60,920.00	
Polk	Lakeland Area Mass Transit District	Government 13.5%	One 23' wheelchair accessible vehicle - replacement	\$110,394.00	\$99,355.00	\$11,039.00	Do not fund	\$0.00	Receiving four vehicles through 5310.
Putnam	Ride Solution, Inc.	Non-Profit 56.2%	One 24' wheelchair accessible vehicle - replacement	\$93,606.00	\$93,606.00	\$0.00	Fund as requested	\$93,606.00	Requests REDI match waiver.
St Johns	St Johns Co COA	Non-Profit 23.8%	Design and install new security system for Transit Facility	\$22,000.00	\$22,000.00	\$0.00	Do not fund	\$0.00	
Union	Suwannee River Economic Council, Inc.	Non-Profit 67.4%	One wheelchair accessible vehicle Replacement	\$70,000.00	\$70,000.00	\$0.00	Fund as requested	\$69,822.00	Requests REDI match waiver. Recommended award price is consistent price listed on vehicle order form.
Volusia	Votran, Inc.	Government 9.9%	1. Radio Upgrade / Replacement Signs \$127,106 2. Genfare Data Unit \$93,325 3. 5% Direct project support \$11,022	\$231,453.00	\$208,307.00	\$23,146.00	Do not fund	\$0.00	
Wakulla	Wakulla Senior Citizens Center, Inc.	Non-Profit 61.7%	1. One 22' 12-passenger vehicle - Replacement \$70,097 2. Vehicle lettering \$450	\$70,547.00	\$63,492.30	\$7,054.70	Fund as requested	\$63,492.00	
					\$3,084,715.85	\$160,623.54		\$1,297,272.60	

Available Funding = \$1,297,273.00 Remaining = \$0.40

			Annual Amount Available		\$1,400,000.00				
Holmes/ Washington (Transferred to this fiscal year)	Tri-County Community Council, Inc.	Non-Profit	One Cutaway Vehicle (expansion of fleet)		\$102,727.00				
				Balance	\$1,297,273.00				



January 11, 2018

TO: Levy County Transportation Disadvantaged Coordinating Board
FROM: Lynn Godfrey, AICP, Senior Planner
SUBJECT: Levy County Transit Operations Reports

RECOMMENDATION

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

BACKGROUND

Attached are the following reports for the Board's review:

1. October - December 2017 Operations Report;
2. October - December 2017 Complaint/Commendation Report; and
3. October - December 2017 Trip Denial Report.

If you have any questions regarding the attached reports, please do not hesitate to contact me.

Attachments

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**QUARTERLY OPERATING REPORT
LEVY COUNTY TRANSIT
LEVY COUNTY
OCTOBER - DECEMBER 2017**

OPERATING DATA	LEVY COUNTY TRANSIT
NUMBER OF INVOICED TRIPS	5,685
Florida Commission for the Transportation Disadvantaged	2,675
Florida Managed Medical Assistance Program	114
Florida Department of Elder Affairs	234
Other	2,662
TOTAL VEHICLE MILES	126,537
TOTAL REVENUE VEHICLE MILES	111,125
TOTAL VEHICLE HOURS	4,751
TOTAL DOLLARS INVOICED	\$138,305.29
Florida Commission for the Transportation Disadvantaged	\$87,201.00
Florida Managed Medical Assistance Program	\$5,174.00
Florida Department of Elder Affairs	\$4,111.35
Other	\$41,818.94
AVERAGE COST PER TRIP	\$24.33
Florida Commission for the Transportation Disadvantaged	\$32.60
Florida Managed Medical Assistance Program	\$45.39
Florida Department of Elder Affairs	\$17.57
Other	\$15.71
AVERAGE COST PER VEHICLE MILE	\$1.09
AVERAGE COST PER REVENUE VEHICLE MILE	\$1.24
AVERAGE COST PER VEHICLE HOUR	\$29.11
TRIP PURPOSE*	
Medical	2,319
Employment	112
Education/Training	2,405
Shopping	126
Meal Site	256
Recreation	148
Other	319
NUMBER OF TRIPS DENIED	54
NUMBER OF SINGLE PASSENGER TRIPS PROVIDED	5,685
PERCENT OF SINGLE PASSENGER TRIPS	100%
NUMBER OF ACCIDENTS	1
NUMBER OF VEHICLES	10
AVERAGE TRIPS PER VEHICLE	569
AVERAGE MILES PER TRIP	22
NUMBER OF ROADCALLS	1
MILES BETWEEN ROADCALLS	111,125

Source: Levy County Transit

**LEVY COUNTY
SERVICE COMPLAINTS/COMMENDATIONS
OCTOBER - DECEMBER 2017**

TYPE OF COMPLAINT	TOTAL	Resolved
Vehicle Condition	0	
Driver's Behavior	0	
Client Behavior	0	
Tardiness - Late pickup	0	
Tardiness - Late dropoff	0	
No Show by Operator	0	
Dispatch/Scheduling	0	
Service Denial	0	
Other	0	
TOTALS	0	0
COMMENDATIONS	5	

Source: Levy County Transit

**LEVY COUNTY
UNMET TRANSPORTATION NEEDS
OCTOBER - DECEMBER 2017**

REASON FOR TRIP DENIAL	NUMBER OF TRIP DENIALS
Lack of Funding	0
Trip Purpose	0
Out of Service Area Trip	0
Insufficient Advance Notice	3
After Hours Trip Request	0
Weekend Trip Request	0
Other (Non-medical/driver short)	48
TOTALS	51

Source: Levy County Transit

ATTENDANCE RECORD

**LEVY COUNTY
TRANSPORTATION DISADVANTAGED
COORDINATING BOARD**

MEMBER/ORGANIZATION	NAME	1/19/2017	4/20/2017	9/21/2017	11/16/2017
Chair	Commissioner John Meeks	P	P	P	A
Alternate Member	Commissioner Matt Brooks			A	A
Florida Department of Transportation	Sandra Collins	P	P	P	P
Alternate Member	Doreen Joyner-Howard	A	A	A	A
Florida Department of Children and Families	Vickie Menasco	P	P	A	P
Alternate Member	Amy Burton	A	A	A	A
Florida Department of Education	Jeff Aboumrad	P	P	P	A
Alternate Member	Peter Shepis	A	A	A	A
Florida Department of Elder Affairs	Matthew Pearson	A	P	A	P
Alternate Member	Vacant				
Florida Agency for Health Care Administration	Deweese Ogden	A	A	A	A
Alternate Member	Pamela Hagley	A	A	A	A
Regional Workforce Board	Dale French	P	P	P	P
Alternate Member	Kathleen Woodring	A	A	A	A
Florida Association for Community Action	Vacant				
Alternate Member	Vacant				
Public Education	Bruce Greenlee	A	P	A	A
Alternate Member	Joseph Wain	A	A	A	A
Veterans	Robert E. Lowyns	P	P	P	P
Alternate Member	Julie E. Rose	A	A	A	A
Citizen Advocate	Renate M. Cannon	P	P	P	P
Alternate Member	Vacant				
Citizen Advocate-User	Tammy Jean Ippolito	P	A	A	A
Alternate Member	Vacant				
Persons with Disabilities	Vacant				
Alternate Member	Vacant				
Elderly	Vacant				
Alternate Member	Vacant				
Local Medical Community	Vacant				
Alternate Member	Vacant				
Children at Risk	Sandra Woodard	P	P	P	A
Alternate Member	Brooke Ward	A	A	A	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."

