



*Your Safety.
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5311

Annual Application

Funding For October 1, 2018-September 30, 2020

Application Available: 9/01/2017-10/31/2017

Due October 31st, 2017 at 5pm (MST)



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Introduction

The Idaho Transportation Department's Public Transportation Office serves as a statewide leader for public transportation.

In keeping with ITD's strategic mission of "Your Safety, Your Mobility, and Your Economic Opportunity", the Public Transportation Office works to promote the success of all public transportation options throughout Idaho.

Among its many duties the Public Transportation Office is charged with statewide public transportation planning, coordination, grant administration, compliance, performance management, safety monitoring, technical assistance, and acting as a liaison between federal, state and local stakeholders.

Grant programs such as this are critical to ensuring that public transportation options of all kinds are available in Idaho.



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Program Description

Purpose:

This program provides, operating, planning, and capital assistance to states and federally recognized Indians tribes to support public transportation in rural areas with populations less than 50,000, where many residents often rely on public transit to reach their destinations.

Eligible Recipients:

- Subrecipients: State or local government authorities, nonprofit organizations, operators of public transportation or intercity bus service that receive funds indirectly through a recipient.

Local Match:

- Administration 20%, Operating 42.5%, Preventative Maintenance 7.34%, Capital 7.34%, Mobility Management 7.34%

Relevant Information:

- Federal program details and related Federal Circulars
 - <https://www.transit.dot.gov/funding/grants/grant-programs/formula-grants-other-urbanized-areas-5311>
- Copy of Grant Agreement with ITD if Awarded
 - <http://itd.idaho.gov/pt/>
 - “Grants” tab → “Grants Document” drop down menu
- National Environmental Policy Act – FTA Requirements
 - <https://www.transit.dot.gov/regulations-and-guidance/environmental-programs/national-environmental-policy-act>

Program Priorities:

1. Existing 5311 Services (Operating, Administration, Preventative Maintenance)
2. Expansion of 5311 Services (Operating, Administration, Preventative Maintenance)
3. New 5311 Service Operator (Operating, Administration, Preventative Maintenance)
4. Capital (Encouraged to Apply for 5339)



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Application Sections



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Section 1: Demonstration of Need

Demonstration of Need for Public Transportation Funding: (3 page maximum, single sided) Applicants should demonstrate the need for the service/project in their local area.

Efforts and metrics will vary based on the unique aspects of each applicant and the project

- Include a description of any data analysis conducted.
 - *Examples may include but are not limited to cost benefit analysis, return on investment, etc. describing the current gap in public transit.*

- Discuss efforts, either qualitative or quantitative that were undertaken to determine need.
 - *Examples may include but are not limited to surveys and assessments conducted, needs studies, ridership history, funding history, etc.*



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Section 2: Project Description

Project Description: (4 page maximum, single sided) Provide a concise project description, specifically detailing the proposed project for which funds are being requested and how the project addresses the scope and objectives of the grant program. If the project was previously funded by ITD, explain how it was funded.

- Include detailed Scope of Work including but not limited to hours of service, counties and cities served (service area), mode, and populations served.
- Discuss rider origination and destination location.



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Section 3: Project Planning

Project Planning and Coordination: (3 page maximum, single sided) In this section, the applicant should describe how the proposed project was developed and demonstrate that there is a sound basis for the project and that it is ready to implement if funded.

- Describe how it meets the needs of the service area identified in detail, and describe the Project Development Process
- Describe coordination with local stakeholders on project development and demonstration of public support
- Provide detailed project timeline and milestones for project delivery
- Provide required NEPA worksheet if applying for a capital grant that will be “moving dirt”
- Staffing Levels and Organization Chart
- Details on how to account for local match
- Labor unions located in project District
- Details on how coordination and inclusion with Minority and Low-Income Populations was conducted, in compliance with Title VI requirements



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Section 4: Project Benefits

Project Benefits: (3 page maximum, single sided) In this section applicants should identify expected project benefits, including basic goals and objectives for the project. Applications should address how the project will:

- Improve efficiency or increase ridership;
- Improve safety;
- Improve mobility;
- Support local economic development and expand economic opportunity



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Section 5: Project Service/Evaluation

Project Service and Evaluation: (2 page maximum) In this section applicants should describe the methodology that will be used to measure and evaluate the project and determine the project's value to the community.

Evaluations and metrics will vary based on the unique aspects of the project, and the processes and policies of each organization

- Describe how the applicant intends to evaluate success of the project. Include in the description any data that will be collected and relevant to the specific measures.
 - *Examples may include but are not limited to budget, project milestones completed, cost per mile, cost per trip, revenue hours, service hours, safety reports, etc.*
- Describe how community information and continuous input will be used to evaluate the project's value.
- Expecting the project under this grant to be successful, describe how the agency plans to sustain the service/project after the end of the grant period.



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Section 6: Project Budget

See Attachment A for required Project Budget Request template with match rates auto populated. Screenshot below:

Fiscal year 2018-2020 Project Budget Request												
			Subrecipient									
			Agreement Term			October 1, 2018-September 30, 2020						
			Contact Name									
			Address									
			Phone Number									
FTA Grant	AN 80/20			OP 57.5/42.5			PM 92.66/7.34			CP 80/20		
5311	Total	Federal	Match	Total	Federal	Match	Total	Federal	Match	Total	Federal	Match
		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
Total Project Cost			Total Federal Request			Total Match Needed			Scope of Work			
\$ -			\$ -			\$ -						
Subrecipient Printed Name			Subrecipient Signature			Date						



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Application Submittal



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Submittal Checklist

- ✓ **Cover Sheet (Optional)**
- ✓ **Sections 1-5 (Required)**
- ✓ **Section 6 (Required using Attachment A)**
- ✓ **Letters of Support (Optional but Recommended)**

Send to Kim McGourty:

Email: Kim.mcgourty@itd.idaho.gov

Mail: 3311 W. State St. Boise, ID, 83713

ATTN: Kim McGourty, Public Transportation

Fax: 208-334-4424

DUE OCTOBER 31st, 2017
5pm (MST)

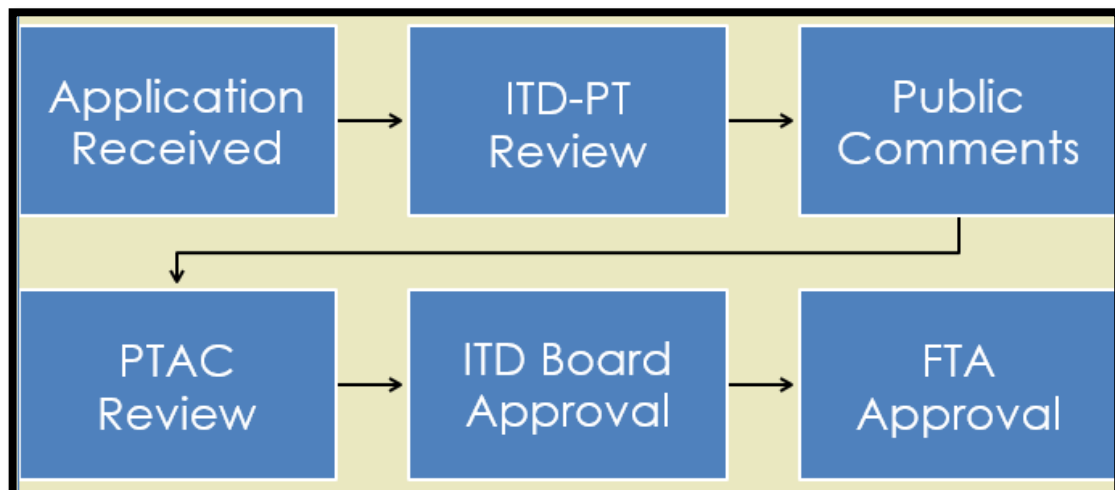


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Application Timeline/Review Process

ITD-PT Office: Application Process:

1. ITD releases a call for applications – open for 60 days
 - September 1, 2017 - October 31, 2017
2. ITD works with applicants to ensure all information is submitted – 30 days
 - November 1, 2017 - November 30, 2017
3. ITD-PT develops proposed list of recommended projects and funding levels
4. ITD-PT posts recommended projects and funding levels for public comment – 60 days
 - December 1, 2017 - January 30, 2018
5. Public Transportation Advisory Council (PTAC) reviews recommendation and public comment and may concur or recommend changes to projects and/or funding levels
 - Estimated February 2018
6. Idaho Transportation Board reviews ITD-PT recommendations, PTAC concurrence or recommended changes, and public comment; and makes final decision on project award and funding levels.
 - Estimated March 2018





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Frequently Asked Questions

1. Can I apply for more than one grant for the same project?
 - a. Yes, however ITD-PT encourages all applicants to read through the priorities of each grant and assess which program is best suited for your project.
2. If I have multiple projects for the same funding source/grant, do I need to submit one application for each?
 - a. If there is more than one scope, such as operating and capital please submit one application for each project.
 - b. However, for the 5310 and 5311 grants we allow the admin, operating, and preventative maintenance under the same project scope to be applied for under one application.
3. How is the funding distributed?
 - a. For the 5310 program, funds are first distributed to each district based on the percentage of Elderly and Disabled population in that area. From the district level, ITD-PT utilized the priorities outlined in the application to award the funding to the subrecipients.
 - b. For the 5311, 5339, and VIP programs, funds are first distributed to each district based on the rural population percentage. From the district level, ITD-PT utilized the priorities outlined in the application to award the funding to the subrecipients.
4. How are the projects evaluated?
 - a. See the Evaluation document posted to the ITD-PT [website](#) under the Grant Application Tab → Documents section
5. Who evaluates the projects and makes funding decisions?
 - a. There are multiple instances where projects are evaluated. The first is through the public comment period from December 1-January 30th. After public comment the ITD-PT office evaluates and ranks the projects, and presents the funding scenarios to PTAC for their input. After PTAC, the ITD-PT office presents the projects to the ITD Board for final decision
6. When will I be notified of the awards?
 - a. After the Idaho Transportation Board makes the funding decisions the PT office will notify all applicants of the awards. Awards will also be posted to the PT website.



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7. If awarded, when will the funding begin and how long is the agreement for?
 - a. For operating grants, funding agreements will be executed for two separate one year terms. The first from October 1, 2018-September 30th-2019, and the second from October 1, 2019-September 30, 2020. For Capital grants, funding agreements will be executed for the full two years from October 1, 2018-September 30, 2020 unless specific circumstances arise.

8. Where can I find more information on each grant program (i.e. eligible projects and subrecipients)?
 - a. ITD-PT [website](#) under the “Grants” tab
 - b. FTA [website](#)

9. Where can I find more information on the rules and regulations subrecipients adhere to regarding FTA grants?
 - a. ITD PT [website](#) under “Grants” tab
 - b. FTA website <https://www.transit.dot.gov/funding/grants/grant-programs>

10. Who can I contact for additional questions?
 - a. Kim McGourty at kim.mcgourty@itd.idaho.gov or 208-334-4475



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Thank You!

Thank you for your interest in this grant application and advancing transportation for Idaho. Questions regarding content within the application will be accepted up to 10 business days before the close of the application. If you have any questions on the application or the submittal process, please contact Kim McGourty at kim.mcgourty@itd.idaho.gov or 208-334-4475.