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# U.S.C 49-5311(f)

## Intercity Bus Application

For services effective October 1, 2018- September 30, 2019

Application Available: 01/03/2018-02/01/2018

Due February 1, 2018 at 5pm (MST)



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# Statewide Funding Available for 5311(f) Intercity Bus:

**\$1,192,351**



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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:**

FTA defines intercity bus service as a regularly scheduled bus service for the general public which operates with limited stops over fixed routes connecting two or more urban areas not in close proximity, which has the capacity for transporting baggage carried by passengers, and which makes meaningful connections with scheduled intercity bus service to more distant points, if such service is available

FEEDER SERVICE. The “coordination of rural connections between small transit operations and intercity bus carriers” may include the provision of service that acts as a feeder to intercity bus service, and which makes meaningful connections with scheduled intercity bus service to more distant points.

The State will use a merit-based selection process to ensure that the applicant is qualified, will provide eligible service, can comply with federal and state requirements, and is the best, or only, provider available to offer service at a fair and reasonable cost.

## **Program Goals:**

- Support the connection between nonurbanized areas and the larger regional or national system of intercity bus service
- Support services to meet the intercity travel needs of residents in nonurbanized areas.
- Support the infrastructure of the intercity bus network through planning and marketing assistance and capital investments in facilities.
- FTA encourages States to use the funding under 49 U.S.C. 5311(f) to support these national objectives, as well as priorities determined by the State.



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### **Eligible Recipients:**

- Subrecipients: states and local governmental authorities, nonprofit organizations, operators of public transportation, and for intercity bus private for-profit operators of transit services or intercity bus services.

Local Match: Operating 50%, Capital/Planning/Marketing 20%

### **Relevant Information:**

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

### **Program Priorities:**

#### **1. Operating (Match: 50/50)**

“Regularly scheduled bus service for the general public that operates with limited stops over fixed routes connecting two or more urban areas not in close proximity, that has the capacity for transporting baggage carried by passengers, and that makes meaningful connections with scheduled intercity bus service to more distant points, if such service is available”.

**FEEDER SERVICE.** The “coordination of rural connections between small transit operations and intercity bus carriers” may include the provision of service that acts as a feeder to intercity bus service, and which makes meaningful connections with scheduled intercity bus service to more distant points.

- Maintaining existing intercity routes—support for existing intercity services



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that are not producing sufficient revenue to warrant continuation by a private- for-profit carrier without assistance.

- Maintaining existing intercity networks—support for existing intercity services on a regional or statewide basis.
- New or replacement intercity routes—service on corridors or segments that are not currently served either because intercity bus service has been discontinued or it never existed.
- Funding individual trips—subsidizing ticket purchases (also known as user-side subsidies) for some or all intercity passengers.
- Rural feeder service—service provided by a local or regional provider that makes meaningful connections with the national intercity services.

**Metrics:**

- Cost (per trip, per mile, per passenger, etc.)
- Passenger boardings/projected ridership
- Total vehicle-miles
- Revenue-miles
- Revenue by source (i.e., fares, package express, advertising, etc.)
- Expenses (typically a rate per mile times the number of miles)
- Road calls or service events (e.g., service interruptions).
- Hours of operation
- Number of meaningful stops/points of intermodal connections
- Percentage of the state they will be serving with their routes
- Sufficient match
- ADA accessible vehicles



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## **2. Capital Projects (Match: 80/20)**

Capital programs can improve the quality of service, assist in maintaining service, reduce operating (e.g., maintenance) costs, improve intermodal connectivity, and increase accessibility.

- Vehicle capital (information should be required about the capacity of the vehicle to carry baggage)
- Intercity bus and intermodal facilities (these projects include new intercity bus stations, intermodal facilities, repairs to existing stations, accessibility improvements to existing stations, passenger amenities at rural transit facilities, signs, shelters, benches, and so forth. A major rationale is to improve service quality and attractiveness.)
- Wheelchair lifts and related accessibility equipment
- Computers and other Intelligent Transportation Services (ITS) equipment
- Preventive maintenance

*Use of Section 5311(f) funds for capital projects in Urbanized Areas (UZAs) is limited to those aspects of the project that can be identified as directly benefiting and supporting service to and from rural areas. These projects must be included in both the Metropolitan Transportation Improvement Program (TIP) and the Statewide Transportation Improvement Program (STIP) and follow the appropriate project selection requirements contained in the joint planning rule.*

### **Metrics:**

- Passenger boardings by vehicle
- Lift boardings



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- Total vehicle-miles
- Revenue-miles in scheduled service (or on a particular route or service, if specified)
- Fuel consumption (as an indicator of condition)
- Maintenance activities, repairs and expenses
- Accidents or other damage
- Reporting may be requested on:
  - Number of boardings
  - Number of wheelchair boardings
  - Operating expenses (e.g., utilities)
  - Maintenance and repair expenses
  - Revenues from vending, subleases, advertising, and any other related activities
- Noteworthy events (e.g., incidents, accidents, crime, etc.)

### **3. Marketing (Match: 80/20)**

- Marketing can be an effective strategy for supporting rural intercity bus service. Under the marketing function, there are a number of approaches and activities that can be considered and implemented, such as:
  - Developing a marketing plan for intercity services
  - Conducting market research
  - Developing user information materials
  - Installing trailblazer signs
  - Conducting promotional activities
  - Developing community relations and partnerships





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#### **4. Planning** (Match: 80/20)

- Intercity planning funds can be used for feasibility and location studies for intermodal facilities in rural areas or in urban areas (to the extent that the facility serves rural services).



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# **Application Sections**



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## **Section 1: Funding Applying for**

Check the box below for the category or categories of funding being applied for:

Operating

Capital

Marketing

Planning



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## **Section 2: Demonstration of Need**

**Demonstration of Need for Public Transportation Funding: (3 page maximum, single sided)**

- Include a description of any data analysis conducted.
- Discuss efforts, either qualitative or quantitative that were undertaken to determine need.



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## Section 3: Project Description

**Project Description:** (5 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 program. If the project was previously funded by ITD, explain what 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.
- For Capital purchases, list detailed specs and vehicle cost.
- For Facility projects, include a categorical exclusion worksheet if applying for a facility (included in back of application).
- Include detailed Scope of Work for all projects applying for including marketing and planning projects.
- Discuss rider origination and destination location.
- Service Hours Subsidized Route:  
What hours of the day and days of the week does the proposed federally subsidized route operate in Idaho? (If more than one route is proposed please fill out a service hour listing for each.)
- Costs and revenue per mile estimates for each of your proposed federally subsidized routes in Idaho:



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- a) Cost per mile
  - b) Cost per one way passenger trip
  - c) Capital Cost (vehicle depreciation) per Mile
  - d) Administrative Cost per Mile
  - e) Preventive Maintenance per Mile
  - f) Other identified Cost per Mile
  - g) Total Fully-Allocated Cost per Mile
  - h) Other sources of revenue (contributions, mill levy, advertising, ride contracts, or other grants)
  - i) Identify the route segment (Idaho segment only) for which costs and revenue calculations apply:
  - j) Total one-way route miles:
  - k) Total Idaho route miles:
  - l) Annual no. of days of service:
  - m) Annual Idaho –segment roundtrip route miles:
  - n) In calculating route costs, what is your per gallon fuel cost used in the calculation? *This would be the figure used as the base fuel price during the operations – a higher reported per gallon fuel cost would be adjusted as a surcharge.*
  - o) Passenger Revenue per Route Mile
  - p) Freight/Package Express Rev. per Route Mile
  - q) Administrative Revenue per Route Mile
  - r) Other Identified Revenue per Route Mile
  - s) Total Annual Regular Route Revenue per Mile
- Service Hours Non-Federal Subsidized Route:  
What hours of the day and days of the week does your non-federal subsidized (i.e. profitable) routes operation in Idaho? (If more than one route please fill out a service hour listing for each.)



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- Costs and revenue per mile estimates for each of your non-federally subsidized routes in Idaho:
  - a) Cost per mile
  - b) Cost per one way passenger trip
  - c) Capital Cost (vehicle depreciation) per Mile
  - d) Administrative Cost per Mile
  - e) Preventive Maintenance per Mile
  - f) Other identified Cost per Mile
  - g) Total Fully-Allocated Cost per Mile
  - h) Other sources of revenue (contributions, mill levy, advertising, ride contracts, or other grants)
  - i) Identify the route segment (Idaho segment only) for which costs and revenue calculations apply:
  - j) Total one-way route miles:
  - k) Total Idaho route miles:
  - l) Annual no. of days of service:
  - m) Annual Idaho –segment roundtrip route miles:
  
  - n) In calculating route costs, what is your per gallon fuel cost used in the calculation? ***This would be the figure used as the base fuel price during the operations – a higher reported per gallon fuel cost would be adjusted as a surcharge.***
  - o) Passenger Revenue per Route Mile
  - p) Freight/Package Express Rev. per Route Mile
  - q) Administrative Revenue per Route Mile
  - r) Other Identified Revenue per Route Mile
  - s) Total Annual Regular Route Revenue per Mile
  
- Identify proposed fare structure



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- Description of Transportation Service – Include a map showing where your transportation service operates. This description shall include the routes and schedules used by your transportation project. In detail please outline and identify which routes you are seeking federal funding to subsidize services, and also the non-federally funded routes which are not being included in this application.





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## **Section 4: Financial/Grant Management Capability**

**Financial Capacity:** (3 page maximum, single sided) The federal funds requested cannot be used to replace local funds. Describe your financial support from any local government and list sources of anticipated local match.

- Attach a copy of your agency transportation budget/financial statements for the previous year that support costs.
- Describe the experience your agency has in managing grants and/or other governmental grant programs.
- Local Match: Provide any anticipated sources of local match if known



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## Section 5: 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
- 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
- Labor Unions (if applicable)
- Coordination and inclusion with Minority and Low-Income Populations



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## Section 6: 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 increased ridership;
- Improve safety;
- Improve mobility;
- Support local economic development and expand economic opportunity;



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## **Section 7: Project Service/Evaluation**

**Project Service and Evaluation:** (2 page maximum, single sided) 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.

- Describe how the applicant intends to evaluate success of the project. Include in the description what data will be collected and relevant to the specific measures.
- 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 8: Project Budget

See Attachment A for required Project Budget Request template with match rates auto populated. Include any quotes or documentation to support Capital costs (i.e. vehicle purchases, facilities, equipment etc.)

Sample Screenshot below:

Federal Fiscal Year 2019 Project Budget Request												
			Subrecipient									
			Agreement Term		October 1, 2018-September 30, 2019							
			Contact Name									
			Address									
			Phone Number									
FTA Grant	Operating			Capital			Planning			Marketing		
	Total	Federal	Match	Total	Federal	Match	Total	Federal	Match	Total	Federal	Match
5311(f)	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -		\$ -		\$ -	
<b>Total Project Cost</b>			<b>Total Federal Request</b>			<b>Total Match Needed</b>			<b>Scope of Work</b>			
\$ -			\$ -			\$ -						
Subrecipient Printed Name			Subrecipient Signature			Date						



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# **Application Submittal**



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# Submittal Checklist

1. Cover Sheet (Optional)
2. Sections 1-7 (Required)
3. Section 8 (Required using Attachment A)
4. Letters of Support (Optional but Recommended)

# Submittal Instructions

Submit application and required documents to lead grants officer by February 1, 2018 by 5pm (MST)

Submit via email to: [Rachel.Pallister@itd.idaho.gov](mailto:Rachel.Pallister@itd.idaho.gov)

Submit via mail to:

ATT Rachel Pallister

Public Transportation Office

PO Box 7129

Boise, ID 83707



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# Application Timeline/Review Process

## ITD-PT Office: Application Process:

1. ITD releases a call for applications – open for 30 days
2. ITD works with applicants to ensure all information is submitted
3. ITD-PT develops proposed list of recommended projects and funding levels
4. ITD-PT posts recommended projects and funding levels for public comment
5. Public Transportation Advisory Council (PTAC) reviews recommendation and public comment and may concur or recommend changes to projects and/or funding levels
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.





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## Frequently Asked Questions

1. How will reimbursements be calculated for the subsidized routes?

A: FTA requires that farebox revenue be deducted from operating expenses to determine the net operating deficit to be used as the basis for grant reimbursement. ITD defines farebox revenue as money paid by the passenger to the service provider

2. What is eligible for local match?

A: The unsubsidized private operator costs can be used as the local match only if the private operator agrees in writing to use the costs of the private operator for the unsubsidized route of intercity bus service as an in-kind match. The costs must be otherwise allowable under the project, thus to be eligible under Section 5311, the net project costs contributed by the private operator as in-kind match must connect the rural community to further points. Fare revenues of the private operator for the unsubsidized segments must be subtracted from the total cost to operate the unsubsidized segment to determine the eligible amount of in-kind match. If the amount calculated as in-kind match does not provide sufficient match for the entire operating deficit of the feeder service, additional cash match is required.



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3. Can for-profit transit providers apply?  
A: Yes, eligible applicants are non-profit agencies, public entities, Indian tribes, and private for-profit agencies.
  
4. Can more than one applicant be awarded funds?  
A: ITD-PT will look at all applicants and evaluate which proposed services/projects will best serve Idaho's Intercity Bus needs, based on the four (4) priorities listed in the application. One or more applicants may be awarded 5311(f) grant money.
  
5. Will 5311(f) subrecipients be subject to ITD-PT's site reviews?  
A: Yes, ITD-PT conducts site reviews of all grant subrecipients.



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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 5 business days before the close of the application. If you have any questions on the application or the submittal process, please contact the lead Grants Officer below:

Rachel Pallister  
208-334-8822

[Rachel.Pallister@itd.idaho.gov](mailto:Rachel.Pallister@itd.idaho.gov)