



*Your Safety.  
Your Mobility.  
Your Economic Opportunity.*

# 5311 Operating Annual Application FY 19-20

Application Issued: XX/XX/XXXX



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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/public\\_transportation/application\\_program.html](http://itd.idaho.gov/public_transportation/application_program.html)
- 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.

- 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 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 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.
- 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
- 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
- Labor Unions
- Coordination and inclusion with Minority and Low-Income Populations



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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.

- 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 6: Project Budget

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

Fiscal year 2016 Project Budget Request												
			Subrecipient									
			Agreement Term			October 1, 2016-September 30, 2017						
			Contact Name									
			Address									
			Phone Number									
FTA Grant	AN 80/20			OP 57.5/42.5			PM 92.66/7.34			CP 80/20		
	Total	Federal	Match	Total	Federal	Match	Total	Federal	Match	Total	Federal	Match
5311	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Project Cost			Total Federal Request			Total Match Needed			Scope of Work			
\$ -			\$ -			\$ -						
Subrecipient Printed Name			Subrecipient Signature			Date						
Subrecipient Printed Name			Subrecipient Signature			Date						
Subrecipient Printed Name			Subrecipient Signature			Date						



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# **Application Submittal**



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## **Submittal Checklist**

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



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# Application Timeline/Review Process

## ITD-PT Office: Application Process:

1. ITD releases a call for applications – open for 60 days
2. ITD works with applicants to ensure all information is submitted – 30 days
3. ITD-PT develops proposed list of recommended projects and funding levels
4. ITD-PT posts recommended projects and funding levels for public comment – 30 days
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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## 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 the lead Grants Officer(s) below:

Name	E-mail	Phone
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Name	E-mail	Phone
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