



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

Vehicle Investment Program (VIP) Annual Capital 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:

The Vehicle Investment Program (VIP) provides capital funding for demand response providers to replace, rehabilitate, and purchase buses to support the continuation and expansion of public transportation services.

Eligible Recipients:

- Designated recipients and states that operate a demand response service or who allocate funding demand response bus operators. This includes private non-profits, state or local government authorities, operators of public transportation services, including private operators of public transportation services, and tribal governments.

Local Match: 20% local share is required

Relevant Information:

- Idaho Transportation Department Program Page
 - http://itd.idaho.gov/public_transportation/vip_funding.html
- Copy of Grant Agreement with ITD if Awarded
 - 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. Capital for Existing 5310 Operators
2. Capital for Expansion of Existing 5310 Operators
3. Capital for New 5310 Operators



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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
- 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, 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 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 Signature			Date									
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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