
U.S.C 49-5311(f)
Intercity Bus
Application

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

Submitted by: Regional
Public Transportation
Inc., dba SMART Transit

Submitted January 31, 2018

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

<mailto:Rachel.Pallister@itd.idaho.gov>

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 Submit via mail to: ATT Rachel Pallister
Public Transportation Office PO Box 7129 Boise, ID 83707

Section 1: Funding Applying for

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

Operating

Capital

Marketing

Planning

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.

The City of Moscow, during development of the city's Transportation Plan, contracted with Nelson and Nygaard to conduct surveys related to public transportation. A Ridecheck Analysis and Onboard Passenger Survey were completed for SMART Transit services in 2012.

The City of Moscow also conducts an annual citizen survey soliciting input on city services including public transit.

SMART Transit has contracted for passenger and community surveys in the spring of 2018 to update its working data analysis.

- Discuss efforts, either qualitative or quantitative that were undertaken to determine need.

Regional Public Transportation Inc., dba SMART Transit's services are targeted to all community members who want a low cost, sustainable mode of transportation, but specifically to low-income individuals, the elderly, and individuals with disabilities as these are populations that may not have any transportation alternatives without public transit opportunities.

The City of Moscow is home to approximately 24,500 residents, yet SMART Transit provided more than 155,000 rides with both the fixed route and demand response services in 2017. SMART's consistently strong ridership numbers, even in the face of declining fuel prices, declining unemployment, as well as a declining trend in transit ridership nationwide; indicate that there exists a significant section of the population dedicated to the use of public transportation services within the community.

Based on the Ridecheck Analysis and Onboard Passenger Survey (2012) completed by Nelson and Nygaard, the majority of SMART Transit fixed route riders are low-income – 51% of respondents reported a yearly income of less than \$15,000.

According to the 2016 City of Moscow Citizen Survey, 25% of respondents were aged 65 or older. With a quarter of the service area's residents classifiable as 'elderly', there is a significant population within the service area that rely on SMART Transit's services to help maintain high quality of life even as independent personal mobility decreases.

According to the 2016 Disability Statistics Annual Report, A Publication of the *Rehabilitation Research and Training Center on Disability Statistics and Demographics*, 10.7% to 12.5% of the 2013 Idaho population aged 18-64 living in the community had a disability; while 35.2% to 37.2% of those 65 and older living in the community had a disability. 8.3% to 10.4% of the 2015 Idaho population aged 18-64 had cognitive, visual or hearing disabilities.

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.

SMART provides affordable, efficient, and reliable mobility options in the city of Moscow in Latah County for access by the general public, including many individuals who may not have any other means of transportation. SMART provides a fixed route system and demand response service (Dial-a-Ride) 6:40 a.m. and 6:00 p.m. Monday through Friday. The East & West fixed routes have a common layover period at the Moscow Intermodal Transit Center (ITC), a collaborative construction effort between the City of Moscow and the University of Idaho.

The ITC was purpose built to serve as a hub for many modes of transportation in the community where riders are provided access to bicycle amenities, local transit, UI campus parking and transportation, purchase bus tickets and board buses from intercity provider Northwestern Trailways, and make connections to the national Greyhound intercity system. The ITC lobby is open for intercity patrons Monday through Friday 6:15 a.m. to 6:00 p.m. and provides a comfortable indoor waiting area with restrooms and vending machines (except for weekend service). The exterior of the ITC provides a covered intercity bus boarding and alighting area.

SMART's local transit also operates out of the Moscow ITC and promotes connectivity in the available mobility options by acting as a ticket agent for Northwestern Trailways and Greyhound intercity bus services. Due to SMART's roles as an intercity ticket agent, provider of local small transit operations that make meaningful connections to intercity services at the joint use bus stop/depot at the Intermodal Transit Center, as well as the provision/operation of the intercity bus depot itself, a portion of overhead expense is eligible under intercity program funding. Should the request for federal funds not be entirely met under the 5311 program, 5311(f) intercity feeder service funds are being requested as a supplement.

In light of the \$60,000 shortfall anticipated by the proposed funding levels announced by the Idaho Transportation Department's Public Transportation Office for FY19-FY20, funds awarded through the 5311(f) program can be utilized in covering the overhead costs associated with maintaining a public-

facing storefront for Northwestern Trailways ticket sales. This would allow the funds awarded via the base 5311 program to be utilized in covering SMART's operational costs.

- For Capital purchases, list detailed specs and vehicle cost.

N/A

- For Facility projects, include a categorical exclusion worksheet if applying for a facility (included in back of application).

N/A

- Include detailed Scope of Work for all projects applying for including marketing and planning projects.

See above.

- Discuss rider origination and destination location.

The origination and destination locations of SMART's local service include several high density residential areas around Moscow and the ITC intercity bus depot.

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.

See Attachments B and C

- Describe the experience your agency has in managing grants and/or other governmental grant programs.

Since its inception 25 years ago, SMART Transit has managed grants awarded under both the FTA rural operating and capital programs in order to sustain operations and fund vehicle purchases. SMART has participated in the state-funded Vehicle Investment Program for additional capital purchases. Further, SMART has received and managed several local and regional grants awarded by entities such as the Latah County Community Foundation, the Walmart Foundation which funded the purchase of a demand response vehicle, and annual allocations provided by the United Way.

- Local Match: Provide any anticipated sources of local match if known

SMART Transit utilizes community partnership contributions provided by the City of Moscow and the University of Idaho to fulfill local match requirements. Additional match revenue comes from Medicaid, Community Action Partnership contracts and intercity ticket commissions, as well as donations made by the United Way, New Saint Andrews College, and by several gracious riders.

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

Both the fixed route system and the demand response service provide a much needed transportation option to the Moscow community, including those that need transportation to connect with intercity services. In 2016, 88% of rides provided on SMART's demand response service were to elderly and/or individuals with disabilities. Additionally, according to the Ridecheck Analysis performed by Nelson & Nygaard in 2012, over 51% of all fixed route passengers reported household incomes of less than \$15,000 with another 21% reporting less than \$34,999.

SMART is engaged in an ongoing strategic planning process scheduled to be completed in April of 2018. As part of that process, surveys of current riders and the wider community, as well as public input and coordination with the Transportation Commission are all being undertaken by management and SMART's Board of Directors to ensure that the project development process is as informed as reasonably possible.

SMART's Board of Directors is comprised of representatives from throughout the community. Board membership currently includes a county commissioner, representation from the University of Idaho, the city supervisor for the City of Moscow, two City Council members, representatives for seniors and the mobility-challenged, an economic development coordinator, and the current president of the Associated Students of the University of Idaho. The broad representation provided by such variation on the Board of Directors ensures that the needs of the service area are regularly brought before the Board to ensure that SMART's services are actively working towards the relief of those needs.

- Describe coordination with local stakeholders on project development

Stakeholders for various projects includes the general population of the City of Moscow, Latah County, Moscow City Council and Transportation Commission, the University of Idaho administration and student body representation, the Chamber of Commerce, various living groups, and local businesses, as well as SMART Transit's Board of Directors. Coordination is achieved by maintaining these valuable

relationships and seeking input from them as needed. Stakeholders are kept up to date on SMART activity via monthly scheduled meetings, as well as other informal interactions.

- Provide detailed project timeline and milestones for project delivery

N/A Application for continuation of existing services.

- Provide required NEPA worksheet if applying for a capital grant that will be “moving dirt”

N/A

- Staffing Levels

SMART Transit maintains two administrative positions, the Executive and Assistant Directors, two full time dispatchers, and nine drivers, five full-time and two part-time.

- Labor Unions (if applicable)

N/A

- Coordination and inclusion with Minority and Low-Income Populations

Based on the Ridecheck Analysis (2012) completed by Nelson and Nygaard, the majority of SMART Transit riders are low-income – 51% of respondents reported a yearly income of less than \$15,000. SMART Transit’s fixed route system is fare-free due to the considerable contributions by local agencies, allowing for those on a low or fixed income to get to and from necessary destinations throughout the community.

SMART Transit’s website offers information about services provided and schedules and brochures are distributed throughout the community. Distribution network locations include the Public Health Department, CHAS non-profit health clinic, grocery stores, major medical facilities, UI Student Housing and several senior housing complexes such as Good Samaritan Village, Aspen Park, and Creekside Properties. The UI International Programs office and the Dean of Students distribute local and regional transportation options on a USB flash drive to all incoming students during orientation. Periodically, SMART attends the Latah County Human Needs Council meetings. Some non-profit and other agencies represented on this council include property management companies that provide low income housing options, Family Promise of the Palouse, St. Vincent de Paul, Disability Action Center, and the Center for Civic Engagement.

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;

SMART has historically enjoyed strong ridership numbers in relation to the size of the community served. Operations within 2019-2020 include the implementation of SMART Transit's first comprehensive marketing policy which is expected to better engage both university students and community members who are unfamiliar with the fixed route and demand response services, increasing ridership on both services.

Within the last five years, SMART has reduced overhead costs, consolidating all administrative functions within two positions, and cross-trained dispatchers as drivers. In practice, this allows SMART to operate all services and executive functions with only eleven—nine full-time and two part-time—employees.

- Improve safety;

SMART Transit strives to promote safety in transportation, both while on the bus and while interacting with the public transit system. Ongoing training for drivers and dispatchers including defensive driving and skill refreshers promotes the overall safety of our passengers, while rider alerts and other information advising safe crossings and the utilization of designated stops helps protect them and others on the road while waiting for the bus.

- Improve mobility;

The beginning of FY 2019 will see SMART Transit's fixed route and demand response expansions fully operational, with the specific scope of that expansion to be determined in the early spring of 2018. Improvements to mobility will depend on the expansion option pursued, but all three expansion options being considered—the creation of an additional route, extended service hours, and Saturday service—stand to greatly improve the mobility of those community members who rely on SMART Transit for their transportation needs, above and beyond the fixed route's existing coverage of the community.

The creation of an additional route would allow SMART's fixed route system to provide expanded coverage to residential areas not currently being reached. Similarly, Saturday service would allow more options for those reliant on public transit to connect with intercity service.

- **Support local economic development and expand economic opportunity;**

Both services allow elderly, low income, and persons with disabilities to function independently in the Moscow community at little or no cost. Individuals with limited income can access national bus travel. Other benefits enjoyed by the greater community include the relief of traffic congestion, the reduction of pollution caused by automobile emissions, and the mitigation of parking congestion by reducing the number of personal vehicles moving around the community.

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.

SMART's programs are continually evaluated based on multiple measures. Regular evaluation of the program efficiencies and demographics are performed by the Idaho Transportation Department Public Transportation (ITD-PT), and the SMART Board of Directors. In addition, management continually monitors operations to ensure effective and efficient service is provided to Dial-A-Ride and fixed route riders. The intended outcome will be accomplished if, at the end of the budget year, a consistent or improved level of service was maintained while staying within budgetary parameters, as approved by the SMART Board of Directors.

Transit services are measured by the numbers of rides provided, whether the rides were on time, and if demand was met. Ridership data is an important measure and assists in determining the usability of services. The more rides provided without complaint, the more satisfied customers. SMART is very aware of passenger satisfaction and strives to encourage customer feedback by displaying contact information prominently on every bus as well as the website and brochures. SMART tracks complaints, as well as other events on a daily event log. Drivers and dispatch staff also convey all specific client concerns to management.

- Describe how community information and continuous input will be used to evaluate the project's value.

SMART maintains regular contact with the District 2 Public Transportation Advisory Council (PTAC) representative. SMART's Executive Director attends PTAC meetings and ITD board meetings, whenever feasible.

The City of Moscow Transportation Commission coordinates locally between modes including bike-ped, sidewalks, transit, and personal automobiles, and as such plays a strong role as a community partner for SMART, both in an advisory and collaborative role. Additionally, SMART assisted the City of Moscow and University of Idaho in the collaborative effort to build the Intermodal Transit Center.

Since then, the Center has become a symbol of coordination and pride in the Moscow community, providing a central hub for bike-ped, SMART-operated transit, on-campus parking and transportation for the University of Idaho, and intercity bus service provided by Northwestern Trailways.

SMART provides program information on service schedules and brochures. Service information is also promoted on its website, www.smarttransit.org. Service information, rider alerts, and promotional stories and events are provided on SMART's Twitter page (@MoveSmartMoscow) and Facebook page.

- 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.

The funds requested are to supplement the continued provision of existing services. This existing level of service includes service expansion to be implemented by the summer of 2018. SMART is fortunate to have two dedicated community stakeholders as partners that provide matching funds for the grant dollars in the City of Moscow and the University of Idaho. Maintaining the support of both principal donors is vital to the continued existence of SMART Transit services and keeping these relationships strong is a leading priority for management. Additional priorities include further diversification of local donor support from the business and private sectors.

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:

			Subrecipient									
			Agreement Term			October 1, 2018-September 30, 2019						
			Contact Name									
			Address									
			Phone Number									
nt	Operating			Capital			Planning			Marketing		
	Total	Federal	Match	Total	Federal	Match	Total	Federal	Match	Total	Federal	Match
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Project Cost			Total Federal Request			Total Match Needed			Scope of Work			
-			\$ -			\$ -						
Subrecipient Printed Name			Subrecipient Signature			Date						

Federal Fiscal Year 2019 Project Budget Request

Subrecipient	Regional Public Transportation Inc dba Smart Transit
Agreement Term	October 1, 2018-September 30, 2019
Contact Name	Dan Gray
Address	PO Box 3854, Moscow, ID 83843
Phone Number	208-883-7165

FTA Grant	Operating			Capital			Planning			Marketing		
	Total	Federal	Match	Total	Federal	Match	Total	Federal	Match	Total	Federal	Match
5311(f)	\$ 28,000.00	\$ 14,000.00	\$ 14,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Total Project Cost	28,000.00	Total Federal Request	14,000.00	Total Match Needed	14,000.00
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Scope of Work

The ITC was purpose built to serve as a hub for many modes of transportation in the community where riders are provided access to bicycle amenities, local transit, UT campus parking and transportation, purchase bus tickets and board buses from intercity provider Northwestern Trailways, and make connections to the national Greyhound intercity system. The ITC lobby is open for intercity patrons Monday through Friday 6:15 a.m. to 6:00 p.m. and provides a comfortable indoor waiting area with restrooms and vending machines (except for weekend service). The exterior of the ITC provides a covered intercity bus boarding and alighting area.

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Daniel Gray
Subrecipient Printed Name

[Signature]
Subrecipient Signature

07/21/18
Date

Summary Budget FY18

ATTACHMENT B

Revenue - Government		Budget
1	Federal Transit Grant 5311 (Oct '16)	\$ 532,692
2	Federal Transit Grant 5311 (f) (Oct '16)	14,021
3	Rural Transit Assistance Program (RTAP)	11,000
4	City of Moscow	123,600
5	Latah County	5,000
		686,313
Revenue - Public Support		
6	University of Idaho	124,218
7	Donations (Corporate, Business, Individuals)	5,000
8	Donations - In-kind	8,000
		137,218
Revenue - Program Income		
9	Fares - Dial-a-Ride	2,000
10	Medicaid/Contract	28,000
		30,000
Revenue - Other		
11	Advertising Revenue	2,000
12	Ticket Agent Commissions	5,000
13	Miscellaneous	-
14	Fundraising	2,000
15	Interest	300
		9,300
Total Operating Revenue		
16		862,831
Expenses - Personnel		
1	Wages	377,000
2	Wages, Overtime Premiums	1,500
3	Payroll Taxes	35,800
4	Workers Compensation	19,300
5	Medical Benefit	77,200
6	Employee Contribution to Medical Benefit	(3,800)
7	Short Term Disability Benefit	3,300
8	Life Insurance Benefit	950
		511,250
Expenses - Administrative		
9	Advertising/Marketing	1,500
10	Board Expense	150
11	Dues & Subscriptions	1,500
12	Employee Expense	4,000
13	Postage/Mailing	1,500
14	Printing/Copying	1,500
15	Supplies, Office	800
16	Telephone/Internet	300
17	Leases/Rentals	18,300
		29,550
Expenses - Contract Services		
18	Professional Fees, Accounting & Legal	9,000
19	Payroll Service	2,300
20	Insurance, Directors & Officers	3,400
21	Insurance, Property, Auto & Liability	39,600
22	Employee Drug & Alcohol Testing Program	1,300
23	Other Contract Services	1,000
		56,600
Expenses - Maintenance & Operations		
24	Communication Expense (radio, cell phone)	3,200
25	Fuel/Oil/Lubricants	55,000
26	Licenses, DOT/Vehicle	100
27	Cleaning	1,500
28	Repair/Maintenance/Bus Supplies	54,000
29	Tires	8,000
30	Loss Recovery (warranty, insurance)	(600)
		121,200
Expenses - Information Technology		
31	Hardware/Software/Website	16,500
32	Wireless Data Service	2,100
33	RouteMatch Software	13,195
34	Repair & Support Services	8,500
		40,295
Expenses - Travel & Training		
35	Meeting/Conference Fees	3,000
36	Staff Development/Training	7,600
37	Travel	7,000
		17,600
Expenses - Other		
38	Fundraising	1,000
39	Bank Charges	30
40	Uncollectable Revenue	100
41	Miscellaneous	1,000
42	Budgeted Fixed Route Expansion	60,000
43	Non-Capitalized Equipment (under \$3,000)	1,000
		63,130
Total Operating Expenses		
44		\$ 839,625

ATTACHMENT C

REGIONAL PUBLIC TRANSPORTATION, INC.
dba SMART TRANSIT
Moscow, Idaho

Audited Financial Statements
For the Years Ended September 30, 2016 and 2015

REGIONAL PUBLIC TRANSPORTATION, INC.
dba SMART TRANSIT
Moscow, Idaho

Audited Financial Statements
For the Years Ended September 30, 2016 and 2015

REGIONAL PUBLIC TRANSPORTATION, INC.
dba SMART TRANSIT
Moscow, Idaho

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INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
Regional Public Transportation, Inc. dba SMART Transit
Moscow, Idaho 83843

We have audited the accompanying financial statements of Regional Public Transportation, Inc. dba SMART Transit (a nonprofit organization) which comprise the statements of financial position as of September 30, 2016 and 2015 and the related statements of activities and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Regional Public Transportation, Inc. dba SMART Transit as of September 30, 2016 and 2015, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Report on Supplementary Information

Our audits were conducted for the purpose of forming an opinion on the financial statements as a whole. The supplementary information on pages 10 - 14 is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements taken as a whole.

Hayden Ross, PLLC

Moscow, Idaho
January 13, 2017

REGIONAL PUBLIC TRANSPORTATION, INC.
dba SMART TRANSIT
Moscow, Idaho

STATEMENTS OF FINANCIAL POSITION
September 30, 2016 and 2015

	2016	2015
ASSETS		
Current assets		
Cash	325,911	346,448
Grants and contracts receivable	119,738	52,589
Prepaid expenses	9,595	10,179
Total current assets	455,244	409,216
Property and Equipment		
Property and equipment	639,605	632,855
Vehicles not placed in service	134,116	-
Less accumulated depreciation	(549,245)	(521,049)
Net Property and Equipment	224,476	111,806
TOTAL ASSETS	\$ 679,720	\$ 521,022
LIABILITIES		
Current liabilities		
Accounts payable	16,833	20,593
Accrued payroll and payroll taxes payable	5,004	12,091
Accrued compensated absences	9,706	8,129
Deferred revenue	-	90,000
Total current liabilities	31,543	130,813
Net assets		
Unrestricted	648,177	390,209
Total net assets	648,177	390,209
TOTAL LIABILITIES AND NET ASSETS	\$ 679,720	\$ 521,022

REGIONAL PUBLIC TRANSPORTATION, INC.
dba SMART TRANSIT
Moscow, Idaho

STATEMENTS OF ACTIVITIES
For the Years Ended September 30, 2016 and 2015

	<u>2016</u>	<u>2015</u>
UNRESTRICTED NET ASSETS		
Unrestricted revenues and gains		
Public support and non-government grants	148,530	97,291
Government grants	716,781	558,459
Program service revenue	31,289	34,707
Interest	363	313
In-kind revenue	2,551	9,049
Total unrestricted revenues and gains	<u>899,514</u>	<u>699,819</u>
 Expenses		
Program services	571,790	566,828
Support services	69,756	75,024
Total expenses	<u>641,546</u>	<u>641,852</u>
 Increase in net assets	257,968	57,967
 Net assets - beginning	<u>390,209</u>	<u>332,242</u>
 Net assets - ending	<u>\$ 648,177</u>	<u>\$ 390,209</u>

REGIONAL PUBLIC TRANSPORTATION, INC.
dba SMART TRANSIT
Moscow, Idaho

STATEMENTS OF CASH FLOWS
For the Years Ended September 30, 2016 and 2015

	2016	2015
CASH FLOWS PROVIDED BY OPERATING ACTIVITIES		
Change in net assets	257,968	57,967
Adjustment to reconcile change in net assets to net cash provided by operating activities:		
Depreciation	28,196	29,490
(Increase) decrease in current assets:		
Grants receivable	(67,149)	26,454
Prepaid expenses	584	367
Increase (decrease) in operating liabilities:		
Accounts payable	(3,760)	(2,780)
Accrued payroll	(7,087)	1,182
Accrued compensated absences	1,577	(3,982)
Unearned revenue	(90,000)	90,000
Net cash provided by operating activities	120,329	198,698
CASH FLOWS USED IN INVESTING ACTIVITIES		
Purchase of fixed assets	(140,866)	(5,244)
INCREASE (DECREASE) IN CASH	(20,537)	193,454
CASH, beginning of year	346,448	152,994
CASH, end of year	\$ 325,911	\$ 346,448

REGIONAL PUBLIC TRANSPORTATION, INC.
dba SMART TRANSIT
Moscow, Idaho

NOTES TO THE FINANCIAL STATEMENTS
September 30, 2016 and 2015

NOTE 1 Organization and Nature of Activities

The Entity – Regional Public Transportation, Inc., dba SMART Transit (the Organization), is a non-profit organization that provides accessible transportation services to the general public in Moscow, Idaho and surrounding areas.

NOTE 2 Summary of Significant Accounting Policies

Basis of Accounting – The financial statements of the Organization have been prepared on the accrual basis of accounting and accordingly reflect all significant receivables, payables and other liabilities.

Use of Estimates – The process of preparing financial statements in conformity with accounting principles generally accepted in the United States of America requires the use of estimates and assumptions regarding certain types of assets, liabilities, revenues and expenses, and actual results may differ from estimated amounts.

Property and Equipment – Property and equipment are carried at cost or, if donated, at the approximate fair value at the date of donation. The Organization has adopted a capitalization policy and uses a \$3,000 threshold on equipment with a life of more than 2 years for capitalization purposes. Depreciation is computed using the straight-line method over estimated useful lives of five to seven years.

Revenue Recognition – Contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted support, depending on the existence and/or nature of any donor restrictions. Contributions received with donor-imposed restrictions that are met in the same year in which the contributions are received are classified as unrestricted contributions.

All donor-restricted contributions are reported as an increase in temporarily or permanently restricted net assets, depending on the nature of the restriction.

When a restriction expires (that is, when a stipulated time restriction ends or purpose restriction is accomplished), temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.

Contributed Services – The Organization generally pays for services requiring specific expertise. During 2016 and 2015, the Organization received contributed services for professional services. Accordingly, \$2,551 and \$9,049 has been included as contributed services for professional fees, respectively. In addition, individuals volunteer their time and perform a variety of tasks that

NOTE 2 Summary of Significant Accounting Policies (Continued)

assist the Organization, but these services do not meet the criteria for recognition as contributed services.

Income Taxes – The Organization is exempt from federal and state income taxes under Internal Revenue Code Section 501(c)(3). In addition, the Organization has been determined by the Internal Revenue Service not to be a “private foundation” within the meaning of Section 509(a) of the Internal Revenue Code.

The Organization’s Form 990, *Return of Organization Exempt from Income Tax*, for the years ending 2014, 2015 and 2016 are subject to examination by the IRS, generally for three years after they were filed.

Cash and Cash Equivalents – Cash and cash equivalents include all monies in banks and highly liquid investments with maturity dates of less than three months.

Accounts Receivable – Accounts receivables are stated at the amount management expects to collect from outstanding balances. Balances that are still outstanding after management has used reasonable collection efforts are written off directly to bad debts. In 2016 and 2015, no allowance has been recorded as management deems all amounts to be collectible.

Deferred Revenue – Deferred revenues consist of certain payments received for services to be rendered in the next fiscal year.

Intentions to Give – Contributions are recognized when the donor makes a promise to give to the Organization that is, in substance, unconditional. Conditional promises to give are recognized when the conditions on which they depend are substantially met and the promises become unconditional.

Compensated Absences – The Organization has a policy of granting personal leave, or paid time off (PTO) to full-time employees upon hire. PTO may be accrued up to a maximum of twenty days. PTO accrued before leaving employment will be paid at the time of separation. PTO is available to all full-time employees based on length of service. PTO has been accrued on the statement of financial position.

Advertising Costs – Advertising costs are expensed as incurred.

Subsequent Events – Management has evaluated subsequent events through the date of the audit report. This is the date the financial statements were available to be issued. Management has concluded that no material subsequent events have occurred.

NOTE 3 Accounts Receivable

Receivables as of September 30 consist of the following:

	<u>2016</u>	<u>2015</u>
Grants		
Idaho Transportation Department	87,178	50,509
University of Idaho	30,000	-
Idaho Medicaid	528	715
Other	<u>2,032</u>	<u>1,365</u>
Total	<u>\$ 119,738</u>	<u>\$ 52,589</u>

NOTE 4 Concentration of Credit Risk

Receivables consist primarily of amounts due from federal, state and local agencies. The Organization does not require collateral and its receivables are unsecured.

The Organization maintains bank accounts at various financial institutions. Accounts at an Institution are insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000. Cash at these institutions exceeded federally insured limits at various times throughout the year.

NOTE 5 Major Funding Sources

The Organization received a large percentage of its revenues from the following sources for the years ended September 30:

	<u>2016</u>	<u>2015</u>
Federal grants	60%	63%
Local governments	19%	18%

NOTE 6 Leases

The Organization entered into a lease agreement with the City of Moscow for its main business office. The initial lease period was December 1, 2012 through September 30, 2015 at a rate of \$1,275 per month, scheduled to increase annually in the amount equal to the average of the preceding three years value for the month of March of the Consumer Price Index for All Urban Consumers (CPI-U) effective October 1 of each year. The rent rate during the initial lease period, which expired September 30, 2015, did not increase and remained at \$1,275. The Organization continued to lease the property on a month-to-month basis pending finalization of new lease terms. Effective October 1, 2015, the monthly rent rate was increased to \$1,355, which was determined per the initial lease terms, as if the scheduled increases had occurred each October 1. On March 1, 2016, a renewed lease was executed for a five-year term beginning October 1, 2015 and ending September 30, 2020. Effective October 1, 2016, the monthly rent rate increased to \$1,363, determined per the initial lease terms. The lease is cancelable by the Organization unilaterally with 6 month notice.

The Organization also rents storage units on a month-to-month basis.

NOTE 6 Leases (Continued)

Rent expense for the year ending September 30, 2016 and 2015 was \$17,700 and \$16,740, respectively.

NOTE 7 Property and Equipment

In September 2016, the Organization purchased a bus that was not placed into service until October 2016. This was due to modifications necessary for a new bus to be service ready. Since the bus was not yet placed in service as of September 30, 2016, no depreciation expense recorded.

SUPPLEMENTARY INFORMATION



REGIONAL PUBLIC TRANSPORTATION, INC.
dba SMART TRANSIT
Moscow, Idaho

SCHEDULES OF EXPENSES
For the Years Ended September 30, 2016 and 2015

	<u>2016</u>	<u>2015</u>	
Personnel			
Wages	311,471	311,499	
Payroll taxes	46,359	36,364	
Medical insurance	55,350	47,469	
Total personnel	413,180	395,332	
Administrative			
Advertising	147	386	
Dues and subscriptions	1,525	790	
Employee expense	2,465	3,418	
Licenses	42	46	
Postage	413	611	
Printing and copies	1,401	340	
Office supplies	239	481	
Telephone & internet	123	85	
Rent and utilities	17,700	16,740	
Total administrative	24,055	22,897	
Contract services			
Professional fees	9,170	10,314	
Insurance	32,460	36,415	
Drug testing	602	1,369	
Total contract services	42,232	48,098	
Maintenance and operations			
Communications (radio, cell)	2,288	2,275	
Vehicle fuel and oil	30,727	34,929	
Vehicle repairs	72,320	38,861	
Vehicle tires	9,505	4,845	
Total maintenance and operations	114,840	80,910	
Information technology			
Computer equipment, software and support	16,242	14,600	
Total information technology	16,242	14,600	
Travel and training			
Training	1,100	1,398	
Travel and meals	406	(1,258)	
Total travel and training	1,506	140	
Other			
Miscellaneous	964	807	
Small equipment	320	610	
Grant pass through	-	48,945	
Bad debts (recovery)	11	23	
Total other	1,295	50,385	
Total expense excluding depreciation	613,350	612,362	
Depreciation	28,196	29,490	
Total expense	<u>\$ 641,546</u>	<u>\$ 641,852</u>	

REGIONAL PUBLIC TRANSPORTATION, INC.
dba SMART TRANSIT
Moscow, Idaho

SCHEDULE OF REVENUES - BUDGET TO ACTUAL
For the Year Ended September 30, 2016

	<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
Revenues			
Public support and non-government grants			
Operating	133,700	126,081	(7,619)
Capital	94,620	25,000	(69,620)
Government grants			
Operating	605,033	554,488	(50,545)
Capital	409,480	162,293	(247,187)
Program service revenue	38,500	31,289	(7,211)
Interest	350	363	13
Total	<u>\$ 1,281,683</u>	<u>\$ 899,514</u>	<u>\$ (382,169)</u>

REGIONAL PUBLIC TRANSPORTATION, INC.
dba SMART TRANSIT
Moscow, Idaho

SCHEDULE OF REVENUES - BUDGET TO ACTUAL
For the Year Ended September 30, 2015

	<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
Revenues			
Public support and non-government grants			
Operating	123,700	106,340	(17,360)
Capital	41,600	-	(41,600)
Government grants			
Operating	570,442	555,459	(14,983)
Capital	258,000	3,000	(255,000)
Program service revenue	39,500	34,707	(4,793)
Interest	350	313	(37)
Total	<u>\$ 1,033,592</u>	<u>\$ 699,819</u>	<u>\$ (333,773)</u>

REGIONAL PUBLIC TRANSPORTATION, INC.
dba SMART TRANSIT
Moscow, Idaho

SCHEDULE OF EXPENSES - BUDGET TO ACTUAL
For the Year Ended September 30, 2016

	<u>Budget</u>	<u>Actual</u>	Variance Favorable (Unfavorable)
Personnel			
Wages	371,200	311,471	59,729
Payroll taxes	49,900	46,359	3,541
Employee benefits	74,100	55,350	18,750
Administrative			
Advertising	3,700	147	3,553
Board expenses	150	-	150
Dues and subscriptions	1,200	1,525	(325)
Employee expense	3,500	2,465	1,035
Licenses	50	42	8
Postage	1,500	413	1,087
Printing and copies	1,200	1,401	(201)
Office supplies	800	239	561
Telephone & internet	960	123	837
Rent and utilities	17,700	17,700	-
Contract services			
Professional fees	10,900	9,170	1,730
Insurance	39,670	32,460	7,210
Drug testing	1,300	602	698
Maintenance and operations			
Communications (radio, cell)	2,400	2,288	112
Vehicle fuel and oil	55,000	30,727	24,273
Vehicle repairs	51,500	72,320	(20,820)
Vehicle tires	6,000	9,505	(3,505)
Information technology			
Computer equipment, software and support	16,050	6,362	9,688
ITS Software	14,250	9,880	4,370
Travel and training			
Training	3,100	1,100	2,000
Travel and meals	1,500	406	1,094
Other			
Miscellaneous	3,080	964	2,116
Small equipment	13,000	320	12,680
Bad debts (recoveries)	100	11	89
Total expense excluding depreciation	<u>743,810</u>	<u>613,350</u>	<u>130,460</u>
Depreciation	<u>40,000</u>	<u>28,196</u>	<u>11,804</u>
Total expense	<u><u>\$ 783,810</u></u>	<u><u>\$ 641,546</u></u>	<u><u>\$ 142,264</u></u>

REGIONAL PUBLIC TRANSPORTATION, INC.
dba SMART TRANSIT
Moscow, Idaho

SCHEDULE OF EXPENSES - BUDGET TO ACTUAL
For the Year Ended September 30, 2015

	<u>Budget</u>	<u>Actual</u>	Variance Favorable (Unfavorable)
Personnel			
Wages	346,623	311,499	35,124
Payroll taxes	44,800	36,364	8,436
Employee benefits	58,300	47,469	10,831
Administrative			
Advertising	3,700	386	3,314
Board expenses	150	-	150
Dues and subscriptions	1,200	790	410
Employee expense	3,000	3,418	(418)
Licenses	50	46	4
Postage	1,500	611	889
Printing and copies	1,500	340	1,160
Office supplies	800	481	319
Telephone and internet	1,200	85	1,115
Rent and utilities	17,030	16,740	290
Contract services			
Professional fees	10,100	10,314	(214)
Insurance	36,200	36,415	(215)
Drug testing	1,300	1,369	(69)
Maintenance and operations			
Communications (radio, cell phone)	2,400	2,275	125
Vehicle fuel and oil	55,000	34,929	20,071
Vehicle repairs	52,000	38,861	13,139
Vehicle tires	8,000	4,845	3,155
Information technology			
Computer equipment, software and support	14,350	14,600	(250)
ITS Software	15,950	-	15,950
Travel and training			
Training	3,100	1,398	1,702
Travel and meals	1,500	(1,258)	2,758
Other			
Miscellaneous	3,080	807	2,273
Small equipment	-	610	(610)
Grant pass through	-	48,945	(48,945)
Bad debts	100	23	77
Total excluding depreciation	<u>682,933</u>	<u>612,362</u>	<u>70,571</u>
Depreciation	<u>40,000</u>	<u>29,490</u>	<u>10,510</u>
Total expense	<u><u>\$ 722,933</u></u>	<u><u>\$ 641,852</u></u>	<u><u>\$ 81,081</u></u>

