



## FFY 2024 5310 Rural One-Time Capital Application

Thank you for your interest in this grant application and advancing transportation for the State of 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 feel free to contact the application contact listed below.

### **Application Contact:**

Shauna Miller, Grants & Contracts Officer

[PTCapital@itd.idaho.gov](mailto:PTCapital@itd.idaho.gov)

### **Timeline/Review Process**

1. October 31, 2022: Application Release
2. January 13, 2023: Application Close
3. February 12 – March 13, 2023: Technical Assistance
4. March 14 – April 13, 2023: Public Comment
5. April 2023: PTAC reviews ITD-PT recommendations and public comments and may concur or recommend changes to projects and/or funding levels.
6. May 2023: Idaho Transportation Board reviews ITD-PT recommendations, PTAC response, and public comment in their determination of final project award and funding levels.
7. Summer 2023: ITD-PT Office programs with FTA
8. October 1, 2023: Funding begins. Please note, capital projects have the possibility of start sooner if funding is programmed with FTA before this date.

### **Application Submittal Checklist**

- Cover Sheet
- Sections 1-5
- Section 6-7 (ITD-PT Internal Review of Application)
- Attachments
  - Attachment A: Budget Sheet
  - Attachment B: Milestone Reporting
  - Attachment C: NEPA Worksheet
  - Attachment D: Demonstration of Need
- Back-Up Documentation
- Letters of Support (specific to the project)

### **Application Specifications**

- Font: Black, Times New Roman, size 12-14
- Paper: 8 ½ x 11, drawings may be larger
- Format: pdf or word (Attachment A and budget sheets may be in excel)
- Pages must be numbered

### **Application Submission**

Please submit all items in the submittal checklist formatted as outlined in the application specifications to:

- ITD – Public Transportation Office, Attn: Shauna Miller, PO 7129, Boise, ID 83707
- Or email to: [PTCapital@itd.idaho.gov](mailto:PTCapital@itd.idaho.gov)



**Application Information Form**

Applicant: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

DUNS #: \_\_\_\_\_

Architect/Engineer/Planner if applicable: (Contact Name): \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

PROJECT TYPE (MARK ONE)

\_\_\_ Facility Construction

\_\_\_ Replacement Vehicle Purchase

\_\_\_ Infrastructure Construction

\_\_\_ Expansion Vehicle Purchase

\_\_\_ Facility Renovations

\_\_\_ Vehicle Rehabilitation

\_\_\_ ADA Accessibility

\_\_\_ Transit Related Technology

\_\_\_ Planning

\_\_\_ Transit Related Equipment

\_\_\_ Marketing

\_\_\_ Other (specify) \_\_\_\_\_

TOTAL PROJECT COST: \_\_\_\_\_

FEDERAL SHARE: \_\_\_\_\_ LOCAL MATCH: \_\_\_\_\_



## **Introduction**

### **Public Transportation Vision:**

National Leader in Developing Innovative Public Transportation Systems

### **Mission:**

*Growing Idaho's Mobility Network by Providing Exceptional Customer Service and Leveraging Emerging Technology*

The Idaho Transportation Department's Public Transportation Office (ITD-PT) 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.

## **Program Description**

Purpose: To improve mobility for seniors and individuals with disabilities by removing barriers to transportation service and expanding transportation mobility options. This program supports transportation services planned, designed, and carried out to meet the special transportation needs of seniors and individuals within rural areas with a population less than 50,000. Eligible projects include both traditional capital investment and nontraditional investment beyond the ADA complementary paratransit services.

### Program Priorities:

1. Existing 5310 Services (Capital, Preventative Maintenance)
2. Expansion of 5310 Services (Capital, Preventative Maintenance)
3. New 5310 Operator (Capital, Preventative Maintenance)

### Eligible Recipients:

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

Local Match: 20% local share is required

Minimum Score for consideration: 50 points

### Relevant Information:

- Federal program details and related Federal Circulars
  - <https://www.transit.dot.gov/funding/grants/enhanced-mobility-seniors-individuals-disabilities-section-5310-program-technical>
- Copy of Grant Agreement with ITD if Awarded
  - <https://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>
- 2 CFR 200 – Uniform Administrative Requirements, Cost Principles, and Audit for ALL Federal Awards
  - [https://ecfr.io/Title-02/cfr200\\_main](https://ecfr.io/Title-02/cfr200_main)

### **Section 1: Project Description**

Project Description: Up to 10 points (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 FTA grant program and ITD-PT priorities. If the project was previously funded by ITD, explain how this funding request relates to that project.

- a. FTA Program Eligibility: Discuss how project meets the FTA funding source program purpose
- b. ITD Call for Project Priorities: Discuss how the project meets the ITD-PT call for project priorities
- c. Application Scope of Work: Describe in detail the scope of work for the project you are proposing
- d. Contractor Information: Will this project use third party contractors? If so, please provide necessary contractor information.
  - Name of Third Party Contractor
  - Physical Address
  - Contact Information

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

Demonstration of Need for Public Transportation Funding: Up to 24 points (3 page maximum, single sided) Applicants should demonstrate the specific need for the service/project in their local area. Points will be assigned based on the narrative and supporting documentation provided to substantiate the degree of need as defined below.

- a. Service Area Level of Need: Please discuss efforts, qualitative and quantitative that have been undertaken to determine the following levels of need.
  - Critical Need: Critical need is defined as an existing, officially identified violation of federal or state health or safety regulations. If the entity has critical need the regulations being violated must be documented (i.e. compliance order, consent order or notice of violation).
  - Moderate Need: Moderate need is an officially identified problem related to health and safety regulations, but the agency is not in violation of any regulation.
  - Potential Need: In order to be considered a potential need, the applying agency must illustrate that the current situation would become a violation if it is left uncorrected.
  - General Need: General need is an improvement not related to health and safety, but is a major improvement in services and/or infrastructure.



- b. Sustaining existing services or expansion need:
  - Describe efforts, qualitative or quantitative, that were undertaken to determine need, the reason for sustaining current levels or expanding, and include any pertinent documents to supplement your answer (examples may include: surveys, studies, planning documents, route maps, ridership history and projected ridership, spending history etc.)
  
- c. Ridership (Scoring is based on the most recently published ITD-PT Annual Performance Report) \*New providers please provide past 3 years of ridership data.
  - Decreasing
  - Staying the same
  - Increasing
  
- d. If applying for a vehicle:
  - Asset Condition (Scoring is based on the condition assessment parameters as outlined in an approved TAM plan) or by providing data on asset conditions.
    - Excellent condition
    - Good Condition
    - Adequate Condition
    - Marginal Condition
    - Poor Condition
    - Removed from services

### **Section 3: Project Planning**

Project Planning and Coordination: up to 24 points (5 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.

- a. Applicant should tie project to specific goals in ITD Statewide Public Transportation Plan and for 5310 projects the Locally Coordinated Plan for your Districts.
- b. Describe the Project Development Process
  - Describe coordination with local stakeholders on project development and involvement
  - Describe efforts undertaken to coordinate and include the Minority and Low-Income Populations (Title VI)
  - What is your plan to include Disadvantage Business Enterprises (DBE's) in this project?
  - Identify any local Labor Unions (if applicable) as identified by the Department of Labor.
  
- c. Please list the public participation efforts of this project up to the time of application submittal. This can include letters of support, workshop agenda's, meeting minutes, and survey results, etc.



- d. Provide Attachment B: Milestone Reporting
  - Be sure to include ITD-PT Application Award timeline.
  - Be sure to include procurement process timelines as well as ordering and manufacturing, architecture & design, construction, etc. At a minimum must include the following milestones:
    - Solicitation/RFP
    - Contract Award
    - Start Work
    - Complete Work
    - Close-out Contract
  
- e. Provide Attachment C (if applicable): NEPA Worksheet if applying for a project that moves dirt.
  - Be sure to have all back-up environmental documentation, such as historical preservation, cities, counties, etc.

**Section 4: Project Benefits/Evaluation**

Project Benefits: up to 3 points (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 impacts the following areas:

- a. Improve safety;
  - What benefits will the general population receive from this project such as improved safety, easier accessibility to facilities/amenities or meeting health and safety regulation standards?
  
- b. Improve mobility;
  - What benefits will the general population receive from this project such as improved efficiency, increased ridership, improved mobility or improved service times/areas?
  
- c. Support local economic development and expand economic opportunity
  - What benefits will the community and business community receive from this project such as increased ridership within community, improved service times to allow for appointment making, easier accessibility to businesses, etc.?



Project Evaluation: up to 13 points (3 page maximum, single sided). In this section applicants should also describe the methodology that will be used to measure and evaluate the project and determine the project's value to the community.

- a. Describe how the applicant intends to continually evaluate success of the project.
- b. Include in the description what kinds of data will be collected and discuss specific measures.
- c. How often will data be collected, used and evaluated?
  - Expecting the project under this grant to be successful, describe how the agency plans to sustain/maintain the asset/project after the end of the grant period.
  - Does the applicant have capacity to carry out the project as proposed?
    - Demonstrate sufficient levels of capacity to carry out the project. Examples might include organizational charts, financial statements, local match commitment letters, etc.
    - Demonstrate the ability to manage grant funding and adhere to both FTA and State of Idaho rules and regulations. These regulations include 2 CFR 200, FTA Circular 5010; FTA Circular 4220, FTA

### **Section 5: Project Budget**

Project Budget: Up to 11 points (2 page maximum, single sided) In this section applicants should describe how the project budget was determined. Applicants should detail any projections in estimates for longer-term projects. Applicants should detail all major milestones and methods to ensure on-time delivery of project.

- a. Budget Narrative: Describe the source and status of all funding for the project according to the instructions. Include description of how costs/estimates were determined.
  - (if applicable) If this project has the ability to be scaled down please itemize for each type of funding.
  - If Construction project, are Davis Bacon wage rates applicable to the project?
  - Do you have the financial capability to operate on a reimbursement basis? Please provide documentation that supports your answer.
- b. Provide an itemized and broken down estimated project budget
- c. Provide Attachment A: Project Budget Request Form

### **Section 6: Applicant Experience**

FTA/ITD Experience: Up to 10 points (Internal scoring only – no response needed)

### **Section 7: Application Professionalism**

Application Presentation and Neatness: Up to 5 points (Internal scoring only – no response needed)