



# One-Time CARES Application

**YOUR *Safety***



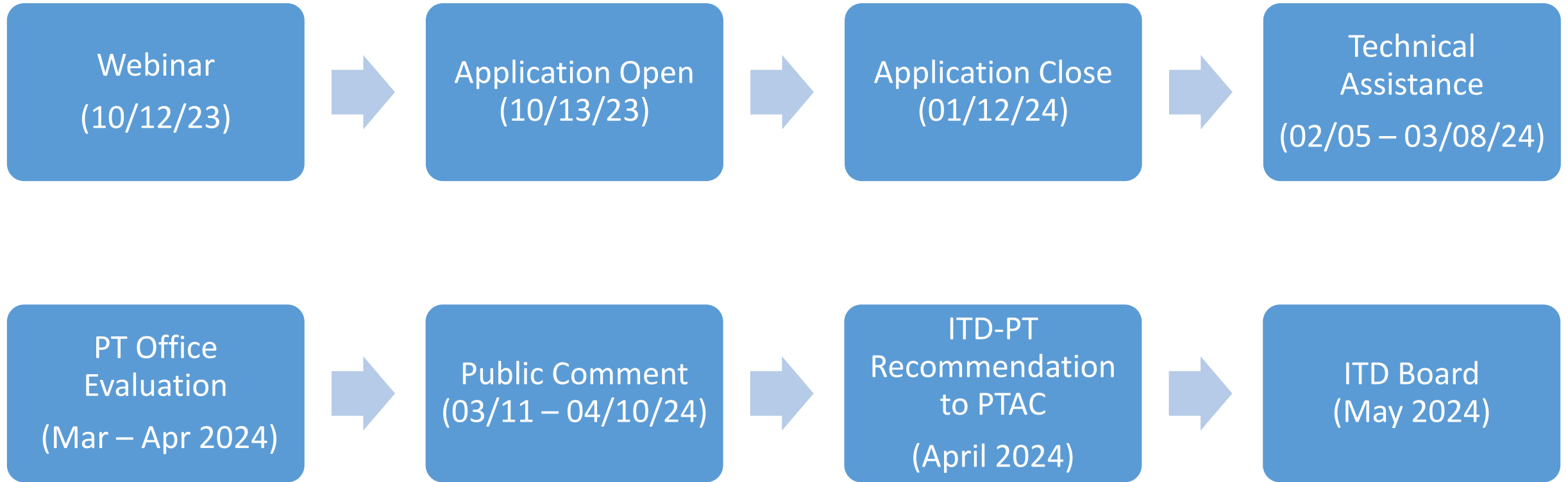
**YOUR *Mobility***



**YOUR *Economic Opportunity***



# Application Timeline



# Available Funding

District	Available Funding
District 1	\$795,462
District 2	\$568,187
District 3	\$1,250,012
District 4	\$1,477,287
District 5	\$681,825
District 6	\$909,100
<b>Total Funding</b>	<b>\$5,681,872</b>



# 5311 Funding Application

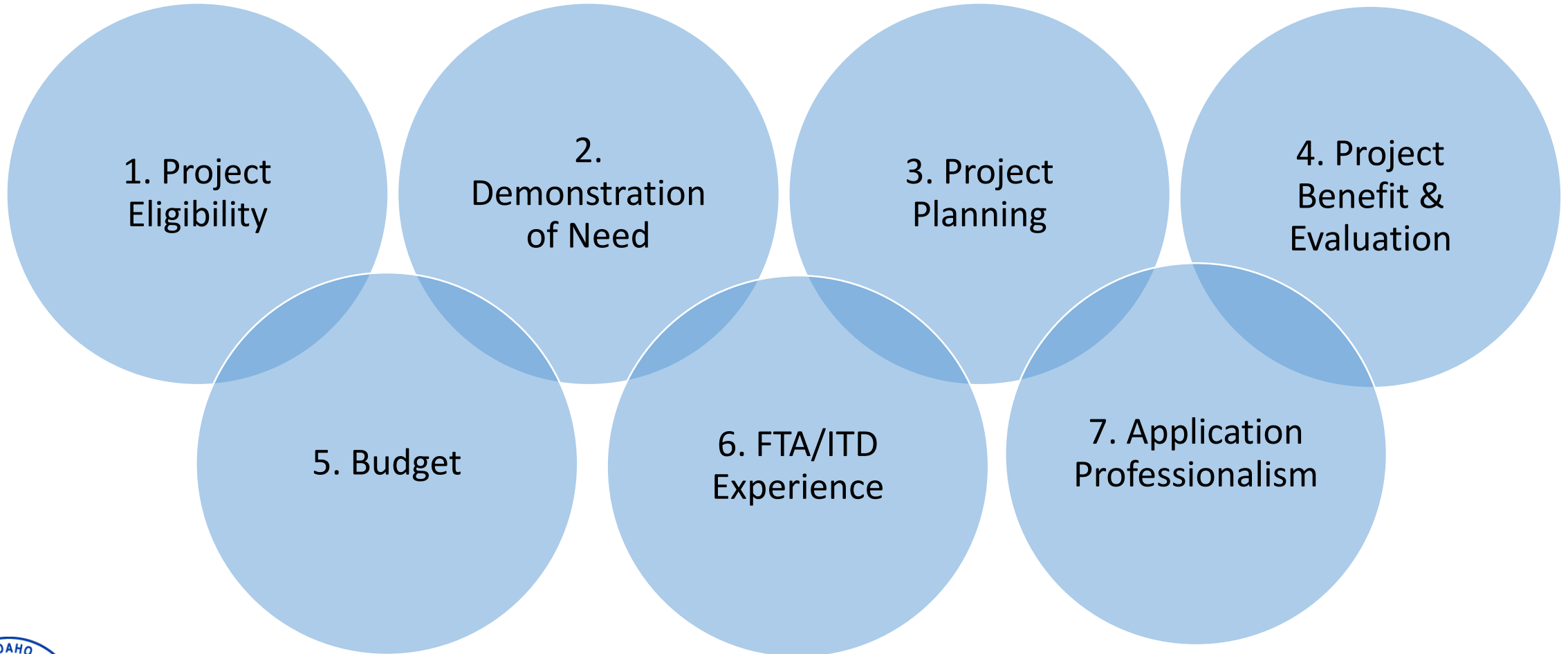
- Program Purpose
- Program Priorities:
  - Existing 5311 Services
  - Expansion of 5311 Services
  - New 5311 Operator
- Eligible Recipients
  - Subrecipients: State or local government authorities, nonprofit organizations, operators of public transportation that receive grant funds indirectly through a recipient.
- Local Match: None



# Evaluation

Maximum Application Score = 100

**MINIMUM APPLICATION SCORE: 50**



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# 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.

- FTA Program Eligibility: Discuss how project meets the FTA funding source program purpose
- ITD Call for Project Priorities: Discuss how the project meets the ITD-PT call for project priorities
- Application Scope of Work: Describe in detail the scope of work for the project you are proposing



## 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 in the application.

Attachment D – Demonstration of Need worksheet



## Section 2: Demonstration of Need Continued...

Meeting ADA Requirements

Marketing and/or Advertising

Sustaining existing services or expansion need:

- Efforts that were undertaken to determine need
- Reason for sustaining current levels or expanding
- Include any pertinent documents to supplement your answer





## Section 2: Demonstration of Need Continued...

- Ridership
  - Based on the most recently published ITD-PT Annual Performance Report
- Asset Condition



## 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.



## Section 3: Project Planning Continued...

- ITD Statewide Public Transportation Plan
- Locally Coordinated Plans (5310)
- Project Development Process
- Public Participation
- Attachment B: Milestone Reporting
- Attachment C: NEPA Worksheet



## 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:

- Safety
- Mobility
- Economic Opportunity



## Section 4: Project Benefits/Evaluation Continued...

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.

- Describe how the applicant intends to continually evaluate success of the project.
- Include in the description what kinds of data will be collected and discuss specific measures.
- How often will data be collected, used and evaluated?



## 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.

- Budget narrative
- Itemized and broken down estimated project budget
- Attachment A



Maximum Score = 10

## Section 6: Applicant Experience

Maximum Score = 5

## Section 7: Applicant Professionalism



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# Details, Details, Details



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# Application Contact:

Sam Carroll, Grants & Contracts Officer  
208 334-8139

[PTCares@itd.Idaho.gov](mailto:PTCares@itd.Idaho.gov)



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# 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/SSA/Rolling Stock 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: Sam Carroll  
PO 7129, Boise, ID 83707
- Or email to: [PTCares@itd.idaho.gov](mailto:PTCares@itd.idaho.gov)



Public Transportation Application Program
The Federal Transit Administration (FTA) funds, which are allocated to Idaho's Public Transportation Office, are crucial to the continued operation of public transportation services and the capital infrastructure in the State.

Congressional Appropriation Applications

The Idaho Transportation Department's Public Transportation Office (ITD-PT) receives an annual federal appropriation from the Federal Transit Administration (FTA) in which is utilized for the congressional application cycle.

ALL APPLICATIONS ARE DUE JANUARY 12, 2024.

- Application Lead: Sam.Carroll@itd.idaho.gov
Applications can be submitted to: PTOps@itd.idaho.gov, ITD - Public Transportation Office, Attn: Sam Carroll, PO Box 7129, Boise, ID 83707-1129

- 5310 Congressional Application
FFY 2024 5310 Congressional Application
Attachment A: 5310 Budget
Attachment B: 5310 Milestone
Attachment C: 5310 NEPA Worksheet
Attachment C: 5310 Sole Source Aquifer
Attachment C: Rolling Stock Replacement Report
Attachment D: 5310 Demonstration of Need
FFY 2024 Scoring Sheet

- 5311 Congressional Application
FFY 2024 5311 Congressional Application
Attachment A: 5311 Budget
Attachment B: 5311 Milestone
Attachment C: 5311 NEPA Worksheet
Attachment C: 5311 Sole Source Aquifer
Attachment C: Rolling Stock Replacement Report
Attachment D: 5311 Demonstration of Need
FFY 2024 Scoring Sheet

- 5339 One-Time Application
FFY 2024 5339 Congressional Application
Attachment A: 5339 Budget
Attachment B: 5339 Milestone
Attachment C: 5339 NEPA Worksheet
Attachment C: 5339 Sole Source Aquifer
Attachment C: Rolling Stock Replacement Report
Attachment D: 5339 Demonstration of Need
FFY 2024 Scoring Sheet

- VIP One-Time Application
FFY 2024 VIP Congressional Application
Attachment A: VIP Budget
Attachment B: VIP Milestone
Attachment C: VIP NEPA Worksheet
Attachment C: VIP Sole Source Aquifer
Attachment C: Rolling Stock Replacement Report
Attachment D: VIP Demonstration of Need
FFY 2024 Scoring Sheet

One-Time Grants

- FFY 2024 Scoring Sheet

One-Time Grants

One-Time Grants

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CARES One-Time Application

- CARES One-Time Application
Attachment A: CARES Budget
Attachment B: CARES Milestone
Attachment C: CARES NEPA Worksheet
Attachment C: CARES Sole Source Aquifer
Attachment C: CARES Rolling Stock Replacement Report
Attachment D: CARES Demonstration of Need
FFY 2024 Scoring Sheet

# Technical Assistance Webinar

**November 16, 2023**

**1:30 – 2:30 MT**



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# QUESTIONS



**YOUR Safety** . . . ► **YOUR Mobility** . . . ► **YOUR Economic Opportunity**