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**U.S.C 49-5311(f)
Intercity Bus Application
Funding effective
October 1, 2019-
September 30, 2021**

Application Period:
08/27/2018 – 10/27/2018



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Statewide Funding Available for 5311(f) Intercity Bus Capital

\$468,727



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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 and local stakeholders.



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Program Description

Background:

The Federal Transit Administration (FTA), in cooperation with the intercity transportation industry, has developed funding programs specifically for intercity public transit service. The 49 U.S.C. Section 5311(f) program provides funding for intercity bus connections, defined as:

“Regularly scheduled bus service for the general public that operates with limited stops over fixed routes connecting two or more urban areas not in close proximity, that has the capacity for transporting baggage carried by passengers, and that makes meaningful connections with scheduled intercity bus service to more distant points, if such service is available.”

Program Goals:

- Support the connection between non-urbanized areas and the larger regional or national system of intercity bus service.
- Contract for support services to meet the intercity travel needs of residents in non-urbanized areas.
- Support the infrastructure of the intercity bus network through planning and marketing assistance and capital investments in facilities and route subsidies.



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Recipients: The Idaho Transportation Department-Public Transportation Office (ITD-PT) is the direct recipient of the federal transit program grant funds. ITD has been designated by Idaho's Governor to administer the Section 5311(f) Program.

Subrecipients are those that receive federal transit program grant funds indirectly through a recipient (ITD).

Eligible Subrecipients: For-profit operators of intercity bus services.

Match Requirements: Federal funds require a local match:
Local Match: Capital/Planning/Marketing 20%

In-Kind Match for Intercity Bus: Section 5311(g)(3)(D) provides that in the case of an intercity bus project that includes both feeder service and an unsubsidized segment of intercity bus service to which the feeder service connects, the local match "may be derived from the costs of a private operator for the unsubsidized segment of intercity bus service as an in-kind match for the operating costs of connecting rural intercity bus feeder service funded under 5311(f)."

a. Defining the FTA Assisted Project. To use the net project cost provided by a private operator as in-kind match, the FTA-assisted project must be defined as including both the feeder service and an unsubsidized segment of the intercity bus network to which it connects.

b. Sources of In-Kind Match. The unsubsidized private operator costs can be used as the local match only "if the private operator agrees in writing to the use of the costs of the private



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operator for the unsubsidized segment of intercity bus service as an in-kind match.”

c. Cost Allowable As In-Kind Match. In order to be eligible to be used as in-kind match, a cost must be otherwise allowable under the project. Thus to be eligible under Section 5311, the net project costs contributed by the private operator as in-kind match must connect the rural community to further points.

Program Funding Objectives:

Capital (Match: 80/20)

Examples of capital projects:

- Procurement of a new vehicle
- Purchase of existing or construction of new intercity bus and intermodal facilities (these projects include new intercity bus stations, intermodal facilities, repairs to existing stations, accessibility improvements to existing stations, passenger amenities at rural transit facilities, signs, shelters, benches, and so forth. A major consideration is to improve service quality and attractiveness).
- Wheelchair lifts and related accessibility equipment for vehicles.
- Computers and other Intelligent Transportation Services (ITS) equipment.
- Preventive maintenance for vehicles

Marketing (Match: 80/20)

Examples of marketing projects:

- Developing a marketing plan for intercity services.
- Conducting market research.
- Developing user information materials.
- Installing trailblazer signs.



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- Conducting promotional activities.
- Developing community relations and partnerships.

Planning (Match: 80/20)

Examples of planning projects

- Feasibility and location studies for intermodal facilities as it relates to intercity bus services.



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Application Sections



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Section 1: Funding Applying For

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

Capital

Marketing

Planning



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Section 2: Reason for Services

Reason for request of Public Transportation Funding for services:
(3 page maximum, single sided)

- Discuss efforts, qualitative and quantitative that were undertaken to determine need for requested funds. Explain why the proposed project will not be provided without Federal funding. (data analysis)
- Detailed description of need for federal assistance funding. Why do you need/want 5311(f) funding?
- Describe any activities that your agency has undertaken to plan for the future transportation needs of your service area. Do you plan to expand your services (either federally subsidized or profitable) to other geographic areas or other population groups in the next 3-5 years? Do you have a 3-5 year plan? (If no, please explain. If yes, attach a copy.)
- Please describe the characteristics of your service area which might have an impact on the necessity of providing public transportation (e.g., population, terrain, tourism, economy and/or business climate, etc.).



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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, provide details.

- Include detailed Scope of Work
- For Vehicles, describe the vehicle you are applying for and how it supports intercity bus services (attach copy of asset management plan).
 - Vehicle purchase details:
 - Quantity:
 - Fuel type:
 - Estimated cost (each) attach bid documents:
 - Number of seats with ADA deployment:
 - Total Seating capacity:
- For Facility projects, include description, sketch, plans, location, ownership, life of buildings, in addition to a categorical exclusion worksheet (NEPA) if project will be “moving dirt”.



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- For Marketing and/or Planning, Include detailed Scope of Work.
- Discuss rider origination and destination location.
- Description of Transportation Service – Include a map showing where your transportation service operates. This description shall include the routes and schedules used by your transportation project. In detail please outline and identify which routes the proposed project will be supporting.



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Section 4: Financial/Grant Management Capability and Organization Information

Financial Capacity: (5 page maximum, single sided) Applicants should ensure that all documentation supports a response that provides a clear understanding of service capability and articulates your awareness of requirements inherent to federally subsidized intercity bus service (including all FTA reporting requirements, ADA, Title VI, etc.) Provide details demonstrating your familiarity with 5311(f) funding compliance.

- Please give a detailed description of your organization's fiscal capabilities in such financial management areas as budgeting, forecasting, cash management, cost allocation, and fiscal analysis. Attach a copy of your transportation budget/financial statements for the previous year which support your costs and expenses.
- Please describe the process (steps) that your organization follows in order to monitor, evaluate, and improve aspects of your organization's transportation program. Please include efforts (i.e., advisory groups, monthly meetings, public hearings) made by organizational personnel to inform its board members and the general public of this process.
- Describe the experience your agency has in managing grants and/or other governmental grant programs.



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- Provide any anticipated sources of local match if known.
- How will you ensure sufficient match if anticipated revenues fall short?
- Provide a description of the proposed project team structure and internal controls to be used during the course of the project, including any subcontractors. Provide an organizational chart of your firm indicating lines of authority for personnel involved in performance of this potential contract and job descriptions of listed personnel. The chart should also identify the individual the applicant designates with prime responsibility and final authority for the work, including contract work. In addition, please describe your process and any mechanisms used for tracking ridership, costs, revenue, complaints, etc.



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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 the project 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 fill out the milestones for project delivery. (Required Appendix B Milestone Report)
- Provide required signed NEPA worksheet if applying for a capital grant that will be “moving dirt” (Attachment C NEPA Worksheet).
- Are you a part of any Labor Unions?



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Section 6: Title VI

Title VI: (5 page maximum, single sided) In this section, Please describe your understanding of Title VI of the Civil Rights Act of 1964. *“Intercity bus operators are subject to the Department of Transportation’s (DOT) Americans with Disabilities Act of 1990 (ADA) over-the-road bus regulations, at 49 CFR part 37, subpart H (49 CFR 37.181 et seq.). Effective October 29, 2012, 100 percent of over-the-road buses operated by large operators (Class I motor carriers) that provide fixed-route service—service operated along a prescribed route according to a fixed schedule—must be readily accessible to and usable by individuals with disabilities, including individuals who use wheelchairs. Small operators must either ensure their vehicles are readily accessible to and usable by individuals with disabilities, including individuals who use wheelchairs, or must ensure that equivalent service, as defined in 49 CFR 37.105, is provided to individuals with disabilities. Generally, over-the-road buses that comply with 49 CFR part 38, subpart G (49 CFR 38.151 et seq.) will be considered accessible. In the event the intercity bus service is provided by a public entity or under contract to a public entity, the vehicles must be compliant with both 49 CFR 38.23 and subpart G of part 38. Complementary paratransit service is not required for intercity bus service.”*

- Describe your understanding of Title VI as it pertains to your organization providing public transportation.
- Who would be responsible for coordinating and ensuring that future Title VI Program requirements, Equal Employment Opportunity (EEO) requirements and Disadvantaged Business Enterprise Program (DBE) requirements are fulfilled by your organization?



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- Does your organization have a Title VI Plan in place which includes the following documents:
 - Title VI Policy Statement?
 - Limited English Proficiency (LEP) Plan?
- How does your organization notify the public of their rights under Title VI?
- How does your organization identify, investigate and track Title VI complaints? Do these procedures afford the public due process for resolving complaints?
- Please describe how the transportation services currently provided by your organization meet the needs of the Elderly and Disabled, Minorities, and Low Income Individuals?
- Please describe what service monitoring activities are undertaken by your organization to compare the level and quality of service provided to predominantly minority areas with service provided in other areas to ensure so that the end result of policies and decision making is equitable service. Please explain how often these activities are conducted by your organization.



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- Describe your coordination and inclusion with Minority and Low-Income Populations.
- Have you had any discrimination complaints based on Title VI – Nondiscrimination in the Provision of Service? (If yes, explain).



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Section 7: 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 safety;
- Improve mobility for underserved rural areas of Idaho;
- Support local economic development and expand economic opportunity for the community;



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Section 8: 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. How will you maintain the asset/project after the close of the grant and throughout its useful life?



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Section 9: Appendixes

See Appendix A for required Project Budget Request template (excel sheet) with match rates auto populated.

If you are requesting funds for a vehicle, technology, or equipment purchase we require at least one quote for the asset you are requesting funds to purchase.

If you are requesting funds for construction we require a cost-estimate breakdown signed and stamped by a design professional no more than 10-days after the submittal of this application.

Sample Screenshot below:

Federal Fiscal Year 2018 Project Budget Request												
				Subrecipient								
				Agreement Term		October 1, 2018-September 30, 2019						
				Contact Name								
				Address								
				Phone Number								
FTA Grant	Operating			Capital			Planning			Marketing		
5311(f)	Total	Federal	Match	Total	Federal	Match	Total	Federal	Match	Total	Federal	Match
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Project Cost			Total Federal Request			Total Match Needed			Scope of Work			
\$ -			\$ -			\$ -						
Subrecipient Printed Name												
Subrecipient Signature												
Date												



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APPENDIX B

Milestone Report

APPENDIX C

NEPA Worksheet

APPENDIX D

FTA Federal Clauses (Supplemental A)

APPENDIX E

FTA Certifications and Assurances (Supplement B)



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Application Submittal



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Submittal Checklist

1. Cover Sheet (Optional)
2. Sections 1-8 (Required)
3. Section 9 (Required: Appendix A and B; C if applicable; For Applicant to Review: Appendix C, D) Appendix C and D are required upon selection for funding as part of ITD-PT Funding Agreement.
4. Letters of Support (Optional but Recommended)
5. Three References (e.g., banks, customers, community leaders, etc.)(Required)

Submittal Instructions

Submit application and required documents to lead grants officer.

1. Applications must be typed in black font, Times New Roman, size 12-14 font.
2. Be sure application pages are printed on 8.5x11 paper and any attachments are folded to size.
3. Applications must have page numbers.
4. Applications must be submitted in pdf or word files only. (Attachment A and budget sheets may be in excel).



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Submit electronically to: Rachel.Pallister@itd.idaho.gov

or

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



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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 and for accuracy – 30 days
3. ITD-PT develops proposed list for initial technical review and posts for public comment period – 30 days
4. Public Transportation Advisory Council (PTAC) reviews recommendation and public comment and may concur or recommend changes to projects and/or funding levels.
5. 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 below:

Rachel Pallister
208-334-8822

Rachel.Pallister@itd.idaho.gov