



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

5311 One-Time Capital Application FFY 2020

Call for Projects: 08/2018

**Note: These are for rural areas only.*



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

Introduction

The Idaho Transportation Department's Public Transportation Office serves as a statewide leader for public transportation.

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 serving as a liaison between federal, state and local stakeholders.

Grant programs such as the 5311 Program are critical to ensuring that public transportation options of all kinds are available in Idaho.

The one-time grant application is an opportunity for unspent funds through project cost savings, or from unrequested funding, to be deployed in a stand-alone application, separate from the congressional, for projects that are capital and one-time in nature. These projects have a direct result in the rehabilitation and replacement of capital needs, thus having a direct impact on safety and efficiency throughout the state.

Through the application program, the ITD-PT Office ensures that the FTA programs and objectives are being met while funding the very important and crucial projects throughout the state.

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.



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

Program Description

Purpose:

This program provides, operating, planning, and capital assistance to states and federally recognized Indians tribes to support public transportation in rural areas with populations less than 50,000, where many residents often rely on public transit to reach their destinations.

Program Priorities:

1. Existing 5311 Services (Capital)
2. Expansion of 5311 Services (Capital)
3. New 5311 Service Operator (Capital)

Eligible Recipients:

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

Local Match:

- Capital 7.34% local share is required

Relevant Information:

- Federal program details and related Federal Circulars
 - <https://www.transit.dot.gov/funding/grants/grant-programs/formula-grants-other-urbanized-areas-5311>
- Copy of Grant Agreement with ITD if Awarded
 - <http://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>



Your Safety.
Your Mobility.
Your Economic Opportunity.

Application Information Form

Applicant: _____ Authorized Representative: _____
Address: _____ Phone: _____
Email Address: _____
DUNS # _____

Architect/Engineer/Planner *if applicable*: (Contact Name): _____ Phone: _____
Address: _____

PROJECT TYPE (MARK ONE)

- | | |
|--|---|
| <input type="checkbox"/> Facility Construction | <input type="checkbox"/> Replacement Vehicle Purchase |
| <input type="checkbox"/> Infrastructure Construction | <input type="checkbox"/> Expansion Vehicle Purchase |
| <input type="checkbox"/> Facility Renovations | <input type="checkbox"/> Vehicle Rehabilitation |
| <input type="checkbox"/> ADA Accessibility | <input type="checkbox"/> Transit Related Technology |
| <input type="checkbox"/> Planning | <input type="checkbox"/> Transit Related Equipment |
| <input type="checkbox"/> Marketing | <input type="checkbox"/> Other |

TOTAL PROJECT _____ : FEDERAL: _____ LOCAL MATCH: _____



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

Application Sections

Section 1: Project Description

Project Description: Up to 7 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 program that's being applied for. If FTA funding was previously used in this project, how is this funding request related 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. **Applicant Scope of Work:** Describe the scope of work for the project to be funded.



Section 2: Demonstration of Need

Demonstration of Need: Up to 15 points (4 page maximum, single sided) Applicants should demonstrate the specific need for the 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.

- d. Service Area Level of Need: Please discuss efforts, qualitative and quantitative that have been undertaken to determine the following levels of need.
 - i. 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).
 - ii. 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.
 - iii. 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.
 - iv. General Need: General need is an improvement not related to health and safety, but is a major improvement in services and/or infrastructure.
- e. Replacement need or expansion need:
 - i. If replacement, include information on asset to be replaced such as useful life, age, mileage, condition. Also provide plan for the asset being replaced such as disposal, retention, maintenance, etc.
 - ii. If expansion, explain how expansion will affect current conditions and services. Discuss how an expansion will be funded operationally if successful.
- f. Ridership (Scoring is based on the most recently published ITD-PT Annual Performance Report) **New providers please provide past 3 years of ridership data.*
 - i. Decreasing
 - ii. Staying the same
 - iii. Increasing
- g. Asset Condition (Scoring is based on the condition assessment parameters as outlined in an approved TAM plan) or by providing data on asset conditions.
 - i. Excellent condition
 - ii. Good Condition
 - iii. Adequate Condition
 - iv. Marginal Condition
 - v. Poor Condition



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

Section 3: Project Planning

Project Planning and Coordination: Up to 20 points (5 page maximum, single sided) In this section, the applicant should describe how the proposed project was developed; demonstrates a sound basis for the project, and if funded is ready to implement.

- h. Applicant should tie project to specific goals in ITD Statewide Public Transportation Plan and for 5310 projects the Locally Coordinated Plan for your Districts.
- i. Describe the Project Development Process
 - i. Describe coordination with local stakeholders on project development and involvement
 - ii. Describe efforts undertaken to coordinate and include the Minority and Low-Income Populations (Title VI)
 - iii. What is your plan to include Disadvantage Business Enterprises (DBE's) in this project?
 - iv. Identify any local Labor Unions (if applicable) as identified by the Department of Labor.
- j. 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.
- k. Provide Attachment B: Milestone Reporting
 - i. Be sure to include ITD-PT Application Award timeline.
 - ii. Be sure to include procurement process timelines as well as ordering and manufacturing, architecture & design, construction, etc.
- l. Provide Attachment C: NEPA Worksheet if applying for a project that moves dirt
 - i. Be sure to have all back-up environmental documentation, such as historical preservation, cities, counties, etc.



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

Section 4: Project Benefit & Evaluation

Project Benefits: Up to 3 points (2 page maximum, single sided) In this section applicants should identify expected project benefits, including goals and objectives for the project. Applications should address how the project impacts the following areas:

- m. Improve safety;
 - i. 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?
- n. Improve mobility;
 - i. What benefits will the general population receive from this project such as improved efficiency, increased ridership, improved mobility or improved service times/areas?
- o. Support local economic development and expand economic opportunity
 - i. 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.

- p. Describe how the applicant intends to continually evaluate success of the project.
 - i. Include in the description what kinds of data will be collected and discuss specific measures.
 - ii. How often will data be collected, used and evaluated?
- q. 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.
- r. Does the applicant have capacity to carry out the project as proposed?
 - i. Demonstrate sufficient levels of capacity to carry out the project. Examples might include organizational charts, financial statements, local match commitment letters, etc.
 - ii. Demonstrate the ability to manage grant funding and adhere to both FTA and State of Idaho rules and regulations. These regulations include 2 CFR200, FTA Circular 5010; FTA Circular 4220, FTA Master Agreement, and ITD Funding Agreement.



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

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.

- s. 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.
 - i. If this project has the ability to be scaled down please itemize for each type of funding.
 - ii. If Construction project, are Davis Bacon wage rates applicable to the project?
 - iii. Do you have the financial capability to operate on a reimbursement basis?
Please provide documentation that supports your answer.
- t. Provide an itemized estimated project budget
- u. Provide Attachment A: Project Budget Request Form



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

Section 6: Applicant Experience

FTA/ITD Experience: (Max 6 points) Internal only

Section 7: Application Professionalism

Application Presentation: (Max 3 points) Internal only



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

Application Submittal

Checklist

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

Grant application submission and acceptance by 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).

Send Complete Packets electronically to Juanita.risch@itd.idaho.gov or hard copy via mail to PO Box 7129 Boise, ID 83707-1129 Attn: ITD-Public Transportation



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

Application Timeline/Review Process

ITD-PT Office Application Process:

1. ITD-PT releases a call for applications – open for 60 days
2. ITD-PT reviews all applications for completeness and ensures eligibility
3. ITD-PT works with applicants to ensure all necessary information has been submitted for proper understanding of project request – 30 days
4. ITD-PT conducts initial technical review of all projects and posts 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.

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 lead Grants Officer(s) below:

Thank You!

Juanita Risch
Capital Grants Officer
Juanita.risch@itd.idaho.gov
208-334-8875