



FTA SECTION 5311 FORMULA GRANTS FOR RURAL AREAS



**PROGRAM
APPLICATION AND
INSTRUCTIONS FOR
2022 - 2024**

**IDAHO TRANSPORTATION
DEPARTMENT- PUBLIC
TRANSPORTATION OFFICE**



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PART ONE:

INTRODUCTION

Public Transportation Vision and Mission:

- To be a National Leader in Developing an Innovative Public Transportation System.
- To Grow 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 working towards 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.

This document provides guidance and application instructions for the Federal Transit Administration (FTA) Section 5311 Formula Grants for Rural Areas Program. This program funds eligible administration, operations, preventive maintenance, planning, mobility management, and capital projects for transportation agencies providing general public transportation services.

The FTA apportions Section 5311 funds to states using a formula. States then allocate those funds to subrecipients. When funding permits, Idaho allocates its Section 5311 funds to qualified subrecipients using a base allocation and the subrecipients grant application. New providers seeking federal assistance will not receive a base allocation for the first year they submit an application; Funding will be based solely on project application.

Estimated allocations for 2022-2024 Section 5311 Formula grant awards are shown in the table on page 6.

The ITD Public Transportation Office will administer grant awards through grant agreements. Reimbursements for eligible expenses will be made on a monthly basis upon submittal of satisfactory progress reports and expense documentation.

Section 5311 program requirements and parameters are guided by:

- FTA Circular C 9040.1.G: <https://www.transit.dot.gov/regulations-and-guidance/fta-circulars/formula-grants-rural-areas-program-guidance-and-application>
- FTA Circular C 5010.1E (grant management): <https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/regulations-and-guidance/fta-circulars/58051/5010-1e-circular-award-management-requirements-7-16-18.pdf>
- FTA Circular C 4220.1F (third party contracting): <https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/Third%20Party%20Contracting%20Guidance%20%28Circular%204220.1F%29.pdf>

PROGRAM PUROSES AND ELIGIBILITY

Sections 5311 Funds are intended to:

- Enhance access in rural areas to health care, shopping, education, employment, public services, and recreation.
- Assist in the maintenance, development, improvement, and use of public transportation systems in rural areas.
- Encourage and facilitate the most efficient use of all transportation funds used to provide passenger transportation in rural areas through the coordination of programs and services.
- Provide financial assistance to help carry out national goals related to mobility for all.
- Encourage mobility management, employment-related transportation alternatives, joint development practices, and transit-oriented development.

ELIGIBLE APPLICANTS

Section 5311 funds are distributed to prequalified subrecipients operating transit services in rural communities with populations of fewer than 50,000 people. This includes:

- Local governments,
- Non-profit organizations, and
- Indian Tribes

FUNDING AVAILABILITY

The 2022 – 2024 allocations maintain funding for all subrecipients at a minimum of 80 percent of the pervious congressional cycles allocation.*

For the October 1, 2022 through September 30, 2024 grant agreement period, the ITD PT Office estimates the funding availability for the section 5311 program as shown on the following chart.

Agency Name:	Allocation Estimate:
SPOT Bus	\$901,032
CDA Tribe	\$558,821
Shoshone County	\$193,435
SMART	\$1,084,378
Appaloosa Express (Nez Perce Tribe)	\$133,092
TVT	\$2,472,433
MRTA	\$2,610,216
Trans IV	\$685,428
PRT	\$1,179,222
Shoshone Bannock Tribe	\$186,762
Lemhi Ride	\$262,745
START Bus	\$463,268
START Grant Targee Resort	\$245,130
TOAL 5311 Allocation to Providers:	\$10,731,207

DISTRICT ALLOCATIONS:

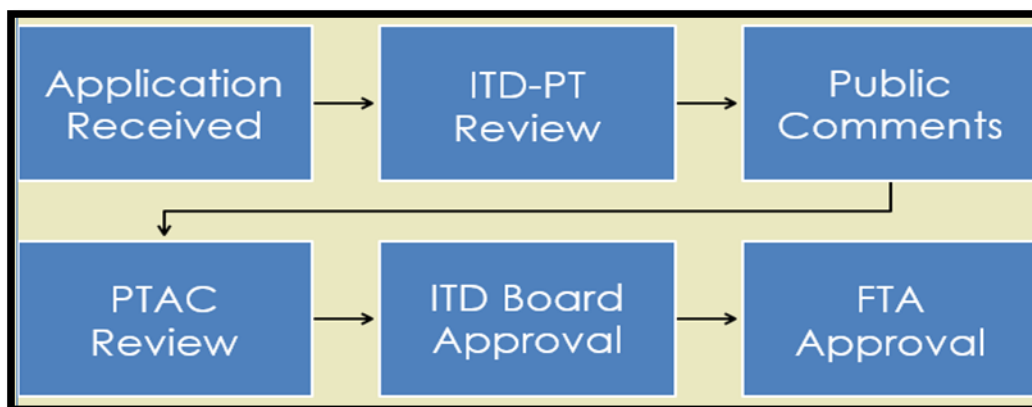
5311 - Rural/Intercity/RTAP					
01/19/21	FTA Award 5311	100%	\$	9,103,451.00	RTAP Allocation
	St Admin (10% of 100% allocation)	10%	\$	910,345.10	\$ 141,389.00
	Inter City (15% of 100% allocation)	15%	\$	1,365,517.65	
	Balance goes to Rural (100%-st. Admin-IC= Rural balance)		\$	6,827,588.25	
	District (Rural)				InterCity
	D1	14%	\$	981,124.43	\$ 196,224.89
	D2	10%	\$	671,834.68	\$ 134,366.94
	D3	22%	\$	1,532,793.56	\$ 306,558.71
	D4	26%	\$	1,766,979.84	\$ 353,395.97
	D5	12%	\$	809,069.21	\$ 161,813.84
	D6	16%	\$	1,065,786.53	\$ 213,157.31
	Total Rural % and Total Rural Funded	100%	\$	6,827,588.25	\$ 1,365,517.65
	<i>2nd check</i>		\$	-	\$ -

*The Idaho Transportation Department Public Transit office will ONLY use base allocations when FTA funding permits. These base funding allocations are not guaranteed and subrecipients will be notified when base allocations are not possible for the current grant cycle.

APPLICATION TIMELINE/ REVIEW PROCESS:

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 8.5 x 11 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 sheet may be in excel.)
5. ITD releases a call for applications – open until October 31st, 2021
6. ITD-PT will do an initial review process of all project applications submitted. Once the initial review is done, the PT office will work one-on-one with providers to ensure applications are complete and accurate (Technical Assistance)– November & December 2021
7. ITD-PT posts final applications for public comment- 30 days- January 2022
8. Public Transportation Advisory Council (PTAC) comments and concurrence of ITD-PT funding recommendations– spring 2022
10. Idaho Transportation Board review ITD-PT recommendations, PTAC concurrence and comments, public comment, and makes final decision on project award and funding levels – spring 2022
11. ITD-PT Office programs funding with FTA – summer 2022
12. Funding Begins – October, 1 2022 (Note- capital projects have the possibility of starting sooner if funding is programmed with FTA before Oct. 1st)



FREQUENTLY ASKED QUESTIONS

1. Can I apply for more than one grant for the same project?
 - Yes. However, ITD-PT encourages all applicants to read the priorities of each grant and assess which program is best suited for your project. ITD-PT will assist applicants with choosing an appropriate funding source to apply for as well as direct applicants during the technical assistance period if another source is better suited for their project.
2. If I have multiple projects for the same funding source/grant, do I need to submit one application for each?
 - If there is more than one scope, such as operating and capital, please submit one application for each project. However, for the 5310 and 5311 grants, we allow the admin, operating, and preventative maintenance under the same project scope to be applied for under one application.
3. How is funding distributed?
 - For the 5310 program, funds are first distributed to each district based on the percentage of Elderly and Disabled population in that area. From the district level, ITD-PT utilized the priorities outlined in the application to award the funding to the subrecipients. For the 5311, 5339, and VIP programs, funds are first distributed to each district based on the rural population percentage. From the district level, ITD-PT utilized the priorities outlined in the application to award the funding to the subrecipients.
4. How are the projects evaluated?
 - See scoring sheet at the end of this document for a full breakdown of section scoring.
5. Who evaluated the projects and makes funding decisions?
 - There are multiple instances where projects are evaluated. The first is through the ITD-PT staff technical review and then through the public comment period. After public comment, the ITD-PT office re-evaluates and ranks the projects, and presents the funding scenarios to the PTAC for their input. After PTAC, the ITD-PT office presents the projects to the Idaho Transportation Board for final decision.
6. When will I be notified of the awards?
 - After the Idaho Transportation Board makes the funding decisions, the PT office will notify all applicants of the awards. Awards will also be posted to the PT website. Throughout the process and each step, there will be constant communication with all applicants.
7. If awarded, when will the funding begin and how long is the agreement for?
 - For operating grants, funding agreements will be executed for two separate one year terms. The first from October 1, 2022 – September 30, 2023, and the second from October 1, 2023 – September 30, 2024. For Capital grants, funding agreements will be

executed for the full two years from October 1, 2022 – September 30, 2024 unless specific circumstances arise where the project could start sooner.

8. Where can I find more information on each grant program and requirements (i.e. eligible projects and subrecipients)?
 - ITD PT Website under the “Grants” tab
 - FTA website

PART TWO: INSTRUCTIONS

SECTION ONE: PROJECT DESCRIPTION

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 (4 page maximum, single sided).

- 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

SECTION TWO: DEMONSTRATION OF NEED

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 (3 page maximum, single sided)

For this section, you will need to fill out attachment D (Demonstration of Need worksheet), as well as answer the questions below.

Meeting ADA Requirements:

If fixed route, please describe how you are meeting the requirements of the Americans with Disabilities Act

Marketing and/or Advertising:

Explain how people know about or can access the transit provider for service

Sustaining existing services or expansion need:

Describe efforts, qualitative and quantitative, that you undertook to determine need, the reason for sustaining current levels or expanding, and include any pertinent documents to supplement your answer (i.e. surveys, studies, planning documents, route maps, ridership history and projected ridership, spending history, etc.).

SECTION THREE: PROJECT PLANNING

Applicants should describe how the proposed project was developed and demonstrate that there is a second basis for the project and that it is ready to implement if funded.

- a) 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
 - a. Coordination with local stakeholders on project development and involvement
 - b. Efforts undertaken to coordinate and include minority and low income populations (Title VI)
 - c. Plans to include Disadvantage Business Enterprises (DBE's) in this project
 - d. 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. Letters of support must be from external stakeholders, not agency board members. (I.e. letters of support, workshop agendas, meeting minutes, and survey results, etc.)
- d) Provide Attachment B: Milestone Reporting (N/A for non-capital project applications)
 - a. Include ITD-PT Application Award timeline
 - b. Include procurement process timeline, ordering and manufacturing timeline, architecture & design, construction, etc.

SECTION FOUR: PROJECT BENEFITS/EVALUATION

Project Benefits:

In this section, applicants should identify expected project benefits, including basic goals and objectives for the project. Applications should address how the project impacts:

- a) 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) Mobility: What benefits will the general population receive from this project such as improved efficiency, increased ridership, improved mobility or improved services times/areas?
- c) Local economic development and 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:

In this section, applicants should also describe the methodology that will be used to measure, evaluate, and determine the project's value to the community.

- a) Describe how the applicant continually intends to evaluate the success of the project.

- a. include what kinds of data will be collected and discuss specific measures
 - b. How often will data be collected, used and evaluated?
- b) 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.
- c) Does the applicant have capacity to carry out the project as proposed?
- a. Demonstrate sufficient levels of capacity to carry out the project. (I.e. organizational charts, financial statements, local match commitment letters, etc.)
 - b. 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.

SECTION FIVE: PROJECT BUDGET

Applicants should describe how the project budget was determined, detail any projections in estimates for longer-term projects, and 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.
 - a. (If applicable) If this project has the ability to be scaled down please itemize each type of funding.
 - b. If construction project, are David Bacon wage rates applicable to the project?
 - c. 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

APPLICATION SUBMITTAL & CHECKLIST

- Cover Sheet (optional)
- Agency Information Sheet
- Sections 1-5 (Required)
- Attachments
 - o Attachment A: Budget Sheet
 - o Attachment B: Milestone Reporting (If applying for capital)
 - o Attachment C: NEPA Worksheet (If applying for capital)
 - o Attachment D: Demonstration of Need
- Letters of Support

PART THREE: SCORING BREAKDOWN

Below is the scoring breakdown of how the ITD Public Transportation Office will be scoring all project applications. No action needs to be taken for this section.

Section One: Project Description

Category	Description and Metrics
FTA Program Eligibility	Scope does not meet FTA goals and/or is not clearly defined= 0 Scope meets FTA program goals and is clearly defined= 5
ITD-PT Program Priorities	New Provider= 1 Expansion for existing services= 3 Continuation of existing services= 5

Max Points: 10

Section Two: Demonstration of Need

Category	Description and Metrics
Meeting ADA Requirements	Does applicant meet ADA requirements? Yes= 3 No= 0
Marketing/Advertising	Applicant did not explain how people find out/gain access to service= 0 Applicant vaguely explained how people find out/gain access to service= 1 Applicant thoroughly explained how people find out/gain access to service= 3
Replacement or Expansion	Expansion Asset/ Additional Expansion of Services= 2 Replacement of Asset/ Sustaining Existing Services= 4
Ridership	This information is based on ITD-PT Annual Performance Report as well as information provided on the demonstration of need attachment: Decreasing= 0 Staying the same= 1 Increasing= 3
Asset Condition	This information is gathered through our asset management program: Excellent Condition= 1

Good Condition= 2
 Adequate Condition= 3
 Poor Condition= 5
 Removed from Service= 6

Max 19 points

Section Three: Project Planning

Category	Description and Metrics
Statewide Plan/LCP	Did applicant tie project to specific Statewide Plan/LCP goals or action items? Yes= 3 No= 0
Public Support	Level of Public Support Demonstrated: Applicant provided one letter of support for an eligible source= 1 Applicant provided 2-3 letters of support from an eligible source= 3 Applicant provided 4+ letters of support from an eligible source= 5
Project Milestones	Milestones were not provided= 0 Milestones were provided but not adequate for scope= 1 Milestones were provided and adequate for scope= 3 Milestones not required for operating projects= 3
Project Timeline	Project timeline is subject to change= 1 Project timeline is adequate and shovel ready= 3 Operating project timeline N/A for existing providers= 3

Max 14 points

Section Four: Project Benefits & Evaluation

Category	Description and Metrics
ITD Strategic Goals: <i>Safety, Mobility, and Economic Opportunity</i>	Did not mention strategic goals= 0 Impacts 1 area of mission= 1 Impacts 2 areas of mission= 2 Impacts all three areas of mission= 3
Measures of Success	Applicant did not mention measures of success and/or indicate specific

	<p>measures to evaluate the success of the project= 0</p> <p>Applicant vaguely outlined specific measures to evaluate success of the project= 3</p> <p>Applicant clearly outlined specific measures to evaluate the success of the project= 5</p>
Sustainability	<p>Applicant did not address sustainability/maintenance efforts= 0</p> <p>Applicant mentioned sustainability/maintenance efforts= 1</p> <p>Applicants clearly demonstrated ability to sustain/maintain project and/or assets= 3</p>
Grant Management Capacity Level	<p>Applicant did not mention or indicate specific ability to manage funds= 0</p> <p>Applicant vaguely outlined ability to manage funds= 3</p> <p>Applicant clearly outlined specific ability to manage funds= 5</p>

Max 16 Points

Section Five: Budget

Category	Description and Metrics
Itemized Budget	<p>Is the itemized budget adequate for execution of scope?</p> <p>Yes= 3</p> <p>No= 0</p>
Local Match	<p>Did the provider indicate their ability to contribute local match?</p> <p>Yes= 3</p> <p>No= 0</p>

Max 6 Points

Section Six: ITD/FTA Experience

This section is scored based off of info provided by the ITD-PT office

Category	Description and Metrics
FTA	<p>Low Experience (0-2 Years)= 0</p> <p>Medium Experience (3-5 Years)= 3</p> <p>High Experience (5+ Years)= 5</p>
ITD Technical Assistance Rating	<p>High= 0</p> <p>Medium= 1</p> <p>Low= 2</p>

Funding Agreement Execution	<p>Has not demonstrated the ability to complete previous projects on time, within scope, and/or within budget = 0</p> <p>Has demonstrated the ability to complete projects with minimal deviation with scope, schedule and budget = 1</p> <p>Has demonstrated the ability to complete projects on time or within scope = 3</p>
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Max 10 Points

Section Seven: Application Presentation/Professionalism

This section has a score range between 0 and 5. Each project application will be assessed on its professionalism and presentation which includes grammar, typos, format, and overall appearance.

Section Eight: Attachments

Each attachment is worth 5 points if you have it, and 0 if you do not.

- ✓ Budget Attachment
- ✓ Milestone Reporting
- ✓ NEPA Worksheet (N/A for Operation projects)
- ✓ Demonstration of Need Attachment

Max of 20 Points

Total Maximum Points for Total Project Application: 100