



FFY 2021 CARES Act One-Time Technology 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:

Ada Finlayson, Grants & Contracts Officer

PTCapital@itd.idaho.gov

208 334-8848

Timeline/Review Process

1. October 01, 2020: Application Released
2. November 30, 2020: Application Close
3. December 01 – 30, 2020: Technical Assistance
4. December 31, 2020 – January 29, 2021: Public Comment
5. February 2021: PTAC reviews ITD-PT recommendations and public comments and may concur or recommend changes to projects and/or funding levels.
6. February 2021: Idaho Transportation Board reviews ITD-PT recommendations, PTAC response, and public comment in their determination of final project award and funding levels.
7. April 1, 2021: 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
- 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: Ada Finlayson, PO 7129, Boise, ID 83707
- Or email to: 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 Description:

TOTAL PROJECT COST: _____

FEDERAL SHARE: _____ LOCAL MATCH: _____



Introduction

ITD Public Transportation Vision:

National Leader in Developing Innovative Public Transportation Systems

ITD Public Transportation 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: 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

Eligible Recipients:

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

Eligible Projects:

- New or upgraded Intelligent Transportation Systems (ITS) technology solutions for public transportation, not to exceed a 2 year duration. All customer-facing software must be ADA compliant.

Examples of capabilities include, but are not limited to: dispatch and scheduling, preventative maintenance, asset management, automated passenger counters, safety, security, data collection, integrated payment systems, mobile apps, automated annunciators, business intelligence, and real-time passenger information.

Local Match: 100% federally funded, no match required.

Relevant Information:

- Federal program details and related Federal Circulars
 - <https://www.transit.dot.gov/cares-act>
- 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

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 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

Section 2: Project Planning

Project Planning and Coordination: up to 16 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.
- 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. 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



Section 3: 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 4: Project Budget

Project Budget: Up to 8 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.
 - Does this project have the ability to be scaled down? If so, please itemize for each type of funding.



- 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 5: Applicant Experience

FTA/ITD Experience: Up to 6 points (Internal scoring only – no response needed)

Section 6: Application Professionalism

Application Presentation and Neatness: Up to 6 points (Internal scoring only – no response needed)