



VEHICLE INVESTMENT PROGRAM (VIP) ANNUAL APPLICATION



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 Idaho Transportation Department's Vehicle Investment Program.

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.

Vehicle Investment Program requirements and parameters are guided by:

- ITD-PT Grant Program Website
<https://itd.idaho.gov/pt/>
- National Environmental Policy Act- FTA Requirements
<https://www.transit.dot.gov/regulations-and-programs/environmental-programs/legislation-regulation-and-guidance>
- 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 PURPOSES AND ELIGIBILITY

The Vehicle Investment Program (VIP) provides capital funding for demand response providers to replace, rehabilitate, and purchase buses to support the continuation and expansion of public transportation services.

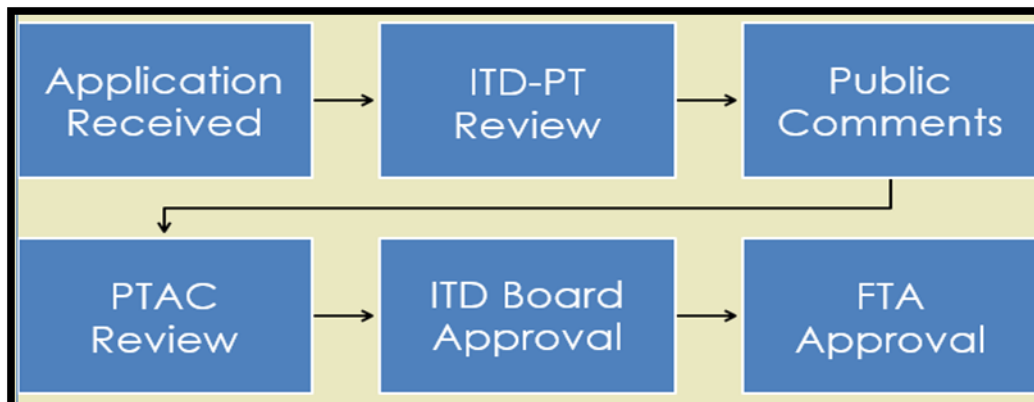
ELIGIBLE APPLICANTS

Eligible recipients include designated recipients and states that operate a demand response service or who allocate funding demand response bus operators. This includes private non-profits, state or local government authorities, operators of public transportation services, including private operators of public transportation services, and tribal governments.

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 reach?
 - 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.

Service Area Level of Need

Please discuss efforts, qualitative and quantitative that have been undertaken to determine which of the following level of need this project falls under.

- **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).
- **Moderate Need:** In order to be considered a moderate need, the applicant must illustrate that the current situation would become a violation if it is left uncorrected.
- **General Need:** General need is an improvement not related to health and safety, but is a major improvement in services and/or infrastructure.

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
 - 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 current provider 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
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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	<p>Applicant did not mention measures of success and/or indicate specific measures to evaluate the success of the project= 0</p> <p>Applicant vaguely outlined specific measures to evaluate success of the project= 1</p> <p>Applicant clearly outlined specific measures to evaluate the success of the project= 3</p>
Sustainability	<p>Applicant did not address sustainability/maintenance efforts= 0</p> <p>Applicant mentioned sustainability/maintenance efforts= 3</p> <p>Applicants clearly demonstrated ability to sustain/maintain project and/or assets= 5</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	High= 0

	Medium= 1 Low= 2
Funding Agreement Execution	Has not demonstrated the ability to complete previous projects on time, within scope, and/or within budget = 0 Has demonstrated the ability to complete projects with minimal deviation with scope, schedule and budget = 1 Has demonstrated the ability to complete projects on time or within scope = 3

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 Worksheet

Max of 20 Points

Total Maximum Points for Total Project Application: 100