

Public Transportation Capital Asset(s) Application

One Time Capital Projects - Rural

For Funding effective November 1, 2015 – September 30, 2017



ITD-PT has available two (2) years of Rural 5339 Capital funds available for Service providers and VIP funds available for Demand Response for a One(1) time projects. The funding available:

5339 Capital Service Providers	(VIP) Demand Response Only
\$2,498,288	\$257,200.00
Statewide	Statewide

Application Information

Application Title:	Public Transportation Transit Capital Asset(s)
Application Purpose:	The applicants are applying for Federal Transit funds that will be funded in a Funding Agreement for November 1, 2015 to September 30, 2017 funding of one (1) time Capital Assets(s) that has a useful life of at least one (1) year or longer, this includes rolling stock and all other such property used in the provision of public transit service(s).
Application Lead:	Sandy Frazier, Public Transportation Grants Officer sandy.frazier@itd.idaho.gov (208) 334-8286
Submit Application	sandy.frazier@itd.idaho.gov
Deadline to Receive Questions	March 13, 2015 at 11:59 pm PST
Application Closing	March 31, 2015 at 11:59 pm PST
PTAC determine recommendation to ITD Board	July 2015
ITD Board Approval	August 2015
Initial Term of Funding Agreement	November 1, 2015 – September 30, 2017

Questions

Questions must be submitted, in writing, using the form Attachment A; to the Application Lead by the date and time noted above, in order to be considered. Answers to all written questions submitted by deadline above, will be posted on the ITD Website: <http://itd.idaho.gov/>

The questions will be posted on Tuesday March 17, 2015 by 5:00 pm MT.

Background

The Idaho Transportation Department, Public Transportation (ITD-PT) is seeking applications for Rural Capital Assets. Types of eligible capital include construction, and improvement of public transit facilities and equipment needed for a safe, efficient, and coordinated public transportation system.

Examples of eligible capital projects include, but are not limited to:

- Bus purchase
- Vans or other Paratransit vehicles
- Radios and communications equipment
- Passenger shelters, bus stop signs, park and ride lots, and similar passenger amenities
- Wheelchair lifts and restraints
- Vehicle rehabilitation, remanufacture, or overhaul
- Operational support such as computer hardware or software
- Construction or rehabilitation of transit facilities including design, engineering, and land acquisition

- Facilities to provide access for bicycles to transit facilities or equipment for transporting bicycles on transit vehicles
- Pedestrian and bicycle access to a public transportation facility
- Construction, renovation, and improvement of intercity bus stations and terminals
- Renovation and improvement of historic transportation facilities
- Safety and security equipment and facilities (including surveillance, and related intelligent transportation system applications)
- Facilities that incorporate community services such as daycare or health care
- Capital projects for, and improving, equipment or a facility for an intermodal transfer facility or transportation mall; and construction of space for commercial uses
- The introduction of new technology, through innovative and improved products, into public transportation

ITD-PT aims to optimize all transportation resources in Idaho. The role of the Service(s) will vary among communities depending on the populations being served and the resources at hand.

ITD-PT is looking for Applicants who can meet the Capital projects either by district and/or counties (See list of districts below and map). ITD-PT is striving to remove the boundaries between districts and encourage sub recipients to work and partner to serve the communities of Idaho as outlined in the Scope of Work.

District 1: Benewah, Bonner, Boundary, Kootenai, Shoshone

District 2: Clearwater, Idaho, Latah, Lewis, Nez Perce

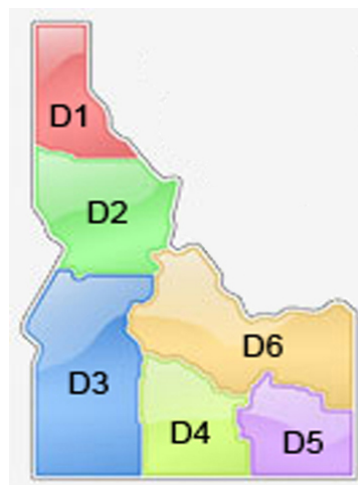
District 3: Ada, Adams, Boise, Canyon, Elmore, Gem, Owyhee, Payette, Valley, Washington

District 4: Blaine, Camas, Cassia, Gooding, Jerome, Lincoln, Minidoka, Twin Falls

District 5: Bannock, Bear Lake, Bingham, Caribou, Franklin, Oneida, Power

District 6: Bonneville, Butte, Clark, Custer, Fremont, Jefferson, Lemhi, Madison, Teton

District Map



Instructions for Submission of Application

1. **Applicant may submit electronically, by postage or hand deliver only** by the close date and time found in the Application Information:

1.1 Electronic: Sandy.frazier@itd.idaho.gov

1.2 Mail: ITD-PT ATTN: Sandy Frazier, PO Box 7129, Boise, Idaho 83707

1.3 Hand deliver: 3311 W. State St. Boise, Idaho Transportation Department
Attn: Sandy Frazier

2. **Application** (see attached Public Transportation Capital Project(s) Application Form Attachment B)
3. **Cover Letter** – The applicant must include a cover letter on official letterhead of the applicant’s name, mailing address, telephone number, email address, website and name of the authorized signer. The letter must also be signed by the authorized individual to commit to the applicant’s proposal. The cover letter must also include:
 - A statement indicating the applicant’s acceptance of and willingness to comply, with all State and Federal Transit Administration (FTA) requirements.
 - Executive Summary: Include a condensed summary of the Scope of Work demonstrating an understanding of the requirements in this application.
4. **Organization and Staffing:** Describe your qualifications to successfully complete the Scope of Work by providing a detailed response to the following:
 - Qualifications of Personnel: Provide resumes for employees who will be managing and/or directly purchase any assets under this application. For positions that are not filled, a position description (including requisite qualifications/experience) should be provided.

5. **Scope of Work –**

Keeping in mind that you will be evaluated on your answers below, ITD-PT will review your answers based on the methodologies and completeness of the response to each question. *If one of the questions below do not pertain to you please respond with N/A: Example 5.1 N/A and skip 5.1.1.*

5.1 **Vehicle Asset(s)**

FTA and ITD-PT encourage maximum use of vehicle(s) during the period they are used to serve the project or program needs for which it was acquired, the recipient or sub recipient shall make it available for use on other projects or programs or as long as such other use does not interfere with the service for which the vehicle was originally acquired. First preference for such other use will be given to other projects or programs

sponsored by FTA, and second preference will be given to projects or programs sponsored by other federal agencies. Finally, vehicles may be used by non-federally funded providers first to meet the needs of seniors and people with disabilities, and then to serve the transportation needs of the general public on an incidental basis.

5.1.1 Describe how you will use the Vehicle Asset(s) to the maximum use as per above?

5.1.2 Vehicle(s)

- Quantity
- Fuel Type
- Estimated Cost (each)
- Number of Seats with ADA deployed
- Number of ADA stations
- Total Capacity
- Estimated Deliver after procurement process

5.1.3 Provide a summary of which program(s) and services the vehicle(s) will be utilized in and how it will increase ridership and improve efficiency.

5.1.4 Describe how you will maintain vehicle(s) for the useful life. This will include, but is not limited to: regular maintenance requirements, tire replacement, repairs, insurance etc.

5.1.5 You must have an Asset Management plan. Please attach your Asset Management plan.

5.1.6 Applicant must describe who your customers and/or agencies that you operate and will coordinate with in your service area(s) for each vehicle you plan to purchase

5.1.7 What efforts does your organization make to promote services and increase ridership? Please describe and include all brochures or any other information that you use to promote services in your transit service area(s).

5.1.8 ITD-PT will have deliverables, milestones and due dates. Please describe how you will meet each requirement listed below (personnel, proposed time line, methodologies to be used etc.).

5.1.9 Describe how you will coordinate and collect data for your vehicle asset(s) such as ridership and miles.

5.2 Equipment Project

5.2.1 Describe what the Equipment will be used for.

- 5.2.2** Briefly describe the type, quantity and the purpose of the equipment.
- 5.2.3** Describe if any hardware, software, radios or any other materials are new or will upgrade the current equipment. How it will improve services for your operation.
- 5.2.4** Describe how you plan to procure this equipment and what your estimated useful life will be.
- 5.2.5** In section 5.1.5 we asked for your asset management plan you must include how you manage and maintain equipment projects.

5.3 Facility Projects

- 5.3.1** Describe the facility project you are applying for: i.e. any new, existing improvement, repair or expansion etc.
- 5.3.2** Provide a detailed scope of the project plan, and/or necessity, timelines, any information to support the facility project to ensure plan and vision is been thought through. Describe community support or any detailed information to help support the need and why this project should be funded.

Applicant must also have a Letter Of Verification from the Board of Directors in approving the submission of this document that certifies all of the following:

- The transit organization herein is a private non-profit agency that serves elderly individuals and individuals with disabilities.
 - Sufficient funds will be available to provide the required local match and to operate the capital project.
 - Sufficient managerial and fiscal resources exist to implement and manage the grant as outlined in this document.
 - The project items purchased under this grant shall be maintained in accordance with the detailed maintenance schedules as stipulated by the manufacturer.
 - The sub-grantee agrees to meet the applicable federal requirements including charter requirements.
 - The sub-grantee will not engage in school bus operations exclusively for the transportation of students and school personnel in competition with private school bus operators.
- 5.3.3** You must include a Facility Maintenance Policy, Explain the procedures to ensure facility equipment is inspected and maintained per manufacturer's warranty instructions on daily, weekly, monthly, quarterly and annual basis and as defined in your Facility Maintenance Policy.

Applicants who receives an award letter approving any capital projects, applicant must contact the capital projects grant's officer within 30 days of receiving the award letter to find out what steps are required before the Funding Agreement is issued.

6. **Applicant's Cost Proposal** – Cost will be evaluated by the cost model that offers ITD-PT the best possible value over the term of the Funding Agreement.
7. Applicant must use the format established in Appendix B to respond to the cost of this application.
8. Applicant must provide best market analysis to support the capital purchase.
9. **Applicant's Match** – ITD-PT understands that match letters are difficult at best to collect, so ITD-PT will be asking 6 months before the Funding Agreement goes into effect for the awarded applicants (Sub recipient) to provide match commitment letter(s) (*April 1 through 30, 2016*). For the purpose of this application list the providers who potentially will supply match and the plan of how you will have enough match letters and estimated amounts for the funding application that will start October 1, 2016 – September 30, 2018.

Application Review and Evaluation

The objective of ITD-PT in this application is to ensure the applicant(s) will produce the best possible results of this application.

Priority One

ITD-PT will ensure that applicant has capital replacement policies in place to ensure that it is using program funds according to federal eligibility requirements.

Applicant can support and use the Capital to the full extent possible. In general, all federal grant requirements must be met at the appropriate time for the project to remain eligible for federal funding. Specifically:

- (1) Pre-award authority is not a legal or implied commitment that the project(s) will be approved for FTA assistance or that FTA will obligate federal funds. Furthermore, it is not a legal or implied commitment that all activities undertaken by the applicant will be eligible for inclusion in the project(s).
- (2) All FTA statutory, procedural and contractual requirements must be met.
- (3) The recipient must take no action that prejudices the legal and administrative findings that FTA must make in order to approve a project.

(4) Local funds expended by the recipient pursuant to and after the date of the pre-award authority, will be eligible for credit toward local match or reimbursement if FTA later makes a grant for the project(s) or project amendment(s). Local funds expended by the recipient before the date of the pre-award authority, will not be eligible for credit toward local match or reimbursement. Furthermore, the expenditure of local funds on activities such as land acquisition, demolition or construction before the date of pre-award authority for those activities (i.e., the completion of the environmental review process) would compromise FTA's ability to comply with federal environmental laws and may render the project ineligible for FTA funding.

(5) The federal amount of any future FTA assistance awarded to the recipient for the project will be determined on the basis of the overall scope of activities, and the prevailing statutory provisions with respect to the federal/local match ratio at the time the funds are obligated.

(6) For funds to which the pre-award authority applies, the authority expires with the lapsing of the fiscal year funds.

(7) When a grant for the project is subsequently awarded, the Federal Financial Report must indicate the use of pre-award authority.

(8) More information regarding pre-award authority can be found in FTA's annual apportionment notice published in the *Federal Register*.

(9) Safety and Security (Map-21) requirements will be met.

Priority Two

Before the ITD-PT will approve any new rural transit project, the following must be determined:

- Goals and Objectives of an agency should determine why and to whom it wants to provide transportation. As the mission of the transportation program is clarified, there are specific issues that will shape a transportation system. These include:
 - Determining the geographic area to be served, the area's greatest transportation needs and current transportation resources.
- Needs Assessment once the goals, objectives and service area are defined. A provider must determine what transportation needs are not being met by conducting a needs assessment within the proposed service area.

These needs assessment will aid a system in determining:

- Transportation needs for human services clients as well as the general public.
- Revenue sources to provide an adequate level of service to meet these needs.

- Existing transportation services, both public and private as well as existing vehicles in the service area, including their type, age, condition, seating capacity and whether for sale, lease or shared use.
- New vehicle and other capital needs.
- Municipal government support of rural transit.
- A multi-year financial plan. ITD-PT reserves the right to fund projects aimed at meeting transit needs that may not be identified through the public processes outlined below.

April 1 – April 30 - *ITD conducts review of all submitted applications*

May 1 – May 31- *ITD conducts technical assistance with applicants regarding application*

June 1 – June 30 – *Public Comment*

- ITD solicits comments on applications from organizations identified in statute 40-514, and the general public (also see PT Outreach Program). Applications submitted to PTAC at this time.

July 1 – July - *PTAC Meeting*

- ITD staff will compile applications and comments received and submit final summary to PTAC 7 business days prior to meeting.

July PTAC Meeting: PTAC reviews and advises on applications recommendations

August - *ITD Monthly Board Meeting*

- ITD Staff will present a summary of proposed recommended application funding agreed to by PTAC with ITD staff analysis.
- ITD PT will seek ITD Board approval on proposed recommended application funding.

Attachment A

Questions must be submitted to Application Lead (found in Application Information). Using this form you may ask as many questions as you need. **Please Note** the date that all questions are due and when answers will be posted.

Question #	Question	ITD-PT Response
1		
2		
3		
4		
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9		
10		
11		
12		



Attachment B

Public Transportation Capital Project Application Form

Required for Submission

Application Information

Full Company Name: _____

Street Address: _____ City/State/Zip: _____

Phone: _____ Email: _____

Service Provider _____ Demand Response Provider _____

District you are applying for: (Please check as many as you need)

District 1 ___ District 2 ___ District 3 ___ District 4 ___ District 5 ___ District 6 ___

Type of Capital Project(s) you are applying for: (Please check as many as you need)

___ Vehicle

___ Equipment

___ Facility

See Attachment C for Budget amounts requested