



## Public Transportation Service Provider Application

For services effective October 1, 2016 – September 30, 2018

- 5310 Small Urban Projects
- 5310 Rural Acquisition of Service (aka Purchase of Service)
- 5311 Rural Service
- 5311 Rural Intercity Feeder Service

The estimated Small Urban and Rural 5310 & Rural 5311 funds available for this application process will be as follows:

5310 Small Urban			5310 Rural		
<b>Total Estimated</b>		\$ 1,383,771	<b>Total Estimated</b>		\$ 703,570
District 1	22%	\$ 304,430	District 1	16%	\$ 115,315
District 2	7%	\$ 96,864	District 2	11%	\$ 74,719
District 3	35%	\$ 484,320	District 3	23%	\$ 159,921
District 4	N/A	\$ -	District 4	25%	\$ 179,129
District 5	16%	\$ 221,403	District 5	11%	\$ 79,644
District 6	20%	\$ 276,754	District 6	13%	\$ 94,841
<b>100%</b>		<b>\$ 1,383,771</b>	<b>100%</b>		<b>\$ 703,570</b>
5311 Rural			5311 Rural Intercity (Feeder Service)		
		\$ 11,472,456			\$ 2,294,490
District 1	14%	\$ 1,648,592	Statewide		
District 2	10%	\$ 1,128,890			
District 3	22%	\$ 2,575,566			
District 4	26%	\$ 2,969,072			
District 5	12%	\$ 1,359,486			
District 6	16%	\$ 1,790,850			
<b>100%</b>		<b>\$ 11,472,456</b>			

### **Application Information**

Application Title:	Public Transportation Transit Service(s)
Application Purpose:	The applicants are applying for Federal Transit funds that will be funded in a Funding Agreement for October 1, 2016 to September 30, 2018 funding for Service providers to include <b>5310 Small Urban</b> Projects; <b>5310 Rural</b> Acquisition for Service (aka Purchase of Service) and <b>5311 Rural</b> Fixed, deviated fixed, Paratransit, demand response service providers. <b>5311(f) Intercity</b> Feeder Service ( <i>see below for definition</i> )
Application Lead:	Sandy Frazier, Public Transportation Grants Officer <a href="mailto:sandy.frazier@itd.idaho.gov">sandy.frazier@itd.idaho.gov</a> (208) 334-8286
Submit Application	<a href="mailto:sandy.frazier@itd.idaho.gov">sandy.frazier@itd.idaho.gov</a>
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	October 1, 2016 – September 30, 2018

### **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 service to be provided within Idaho for Transit Service. ITD is prioritizing these services by existing services specifically built upon previous work identifying and prioritizing implementable programs in Idaho that can have immediate impacts on transportation options.

It is important in framing Service(s) concept as it is applied in this process. The “public transportation system” is made up of a number of elements that interact and often overlap. The major components of a public transportation system are: (for definitions of each service please see State Management Plan)

1. **5310 - Acquisition of Service** (aka Purchase of Service)
2. **5311 - Fixed Route** bus service for the general public

3. **5311 - Deviated Fixed Route** for general public where the transit service will deviate up to ¼ of a mile off the fixed route (By request only).
4. **5311 - Paratransit bus service** for passengers who are not able to utilize the fixed route system due to functional disabilities in the community(s) as described in the Americans with Disabilities Act (ADA), including subsidized taxi programs.
5. **5311 - Demand response** service for passengers who schedule 24 hours in advance.
6. **5311 - Commuter Service** characterized by service predominantly in one direction during peak periods, with limited stops, the use of multi-ride tickets and routes of extended length, usually between the central business district and outlying suburbs. Commuter service does not require additional complementary Paratransit service.
7. **5311(f) - Intercity Service** - A non-profit who can offer Accessible “feeder” service (transit service that provides access) to commuter rail, commuter bus, intercity rail and intercity bus stations for which complementary Paratransit service is not required under the ADA.

ITD-PT aims to optimize all transportation resources in Idaho. The role of the Service(s) provider will vary among communities depending on the populations being served, and the resources at hand. National Resource Center for Human Transportation Coordination:

- Increase Ridership and the movement of people.
- Customer needs and the discrete travel needs of *individual* consumers the entire trip, not just that portion of the trip on one mode or another.
- Improvements to the effectiveness, efficiency and quality of the travel services being delivered.
- Promotion of transit-oriented development, livable communities and energy efficient sustainable communities.
- Improvements in the information available about those services.

ITD-PT is looking for Applicants who can meet the Service Activities 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

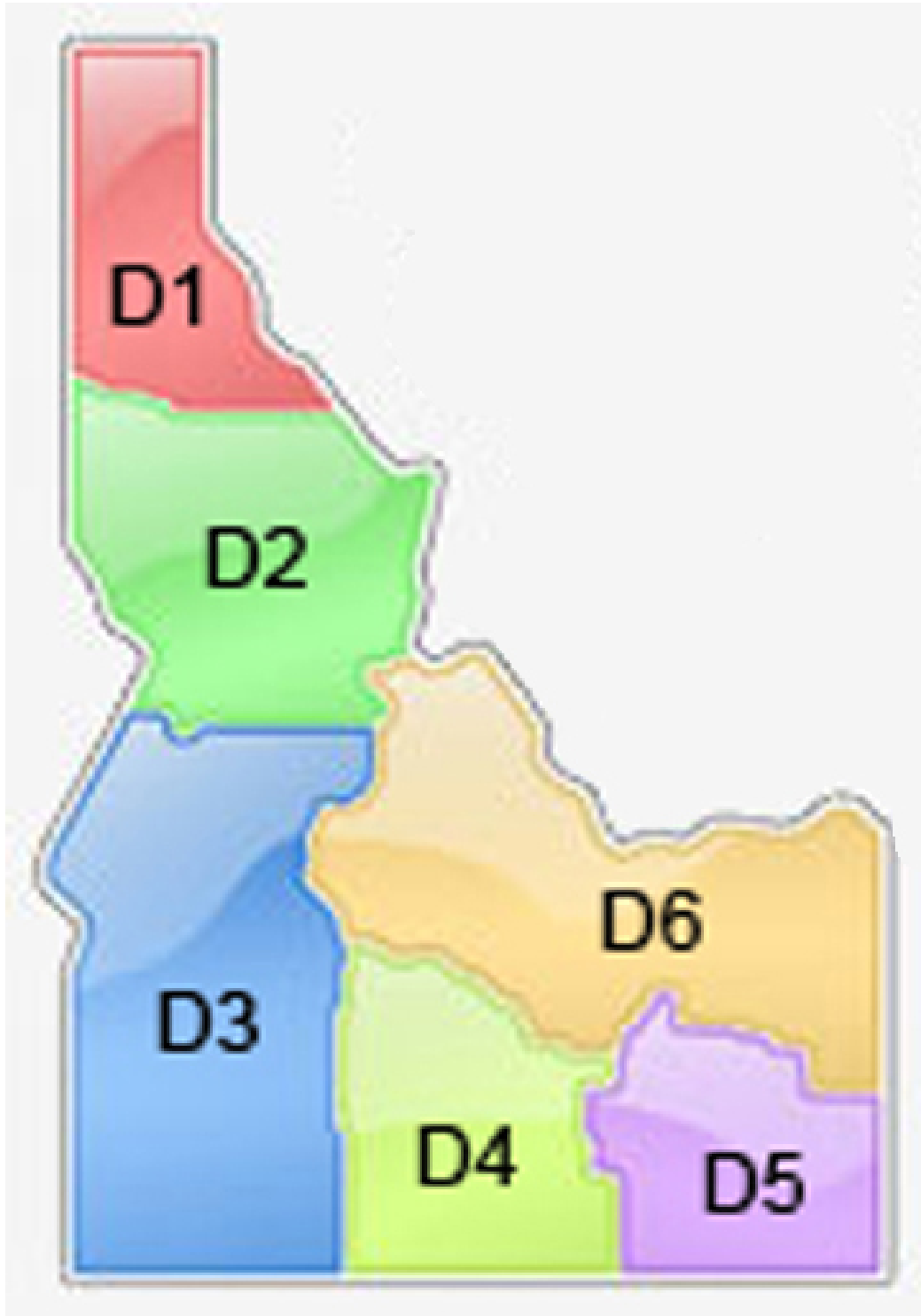
District 3: Ada, Adams, Boise, Canyon, Elmore, Gem, Owyhee, Payette, Valley, Washington

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](mailto: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 Services 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 the 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 service(s) to be performed 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 providing services under this application. For positions that are not filled, a position description (including requisite qualifications/experience) should be provided.

5. **Scope of Work** –

Keep in mind that you will be evaluated on your answers based on the methodologies and completeness of the response to each service you offer. *If one of the services below do not pertain to you please respond with N/A: Example 5.1 N/A and skip 5.1.1.*

5.1 How does your agency ensure minorities and low-income populations have access to your services?

5.2 How does your agency ensure that populations with limited English proficiency know about your services?

**5.3** For each service area you must include a detailed route map(s) and counties served, along with the following:

**5.3.1 Fixed Route**

**5.3.1.1** Applicant must include start/end time and days of the week you provide service.

**5.3.1.2** Applicant must include stops and times.

**5.3.2 Deviated Fixed Route**

**5.3.2.1** Applicant must describe service: *example* how far outside of the Fixed Route do you deviate? Do you require advanced notice etc.

**5.3.2.2** Applicant must include start/end time and days of the week you provide service.

**5.3.3 Paratransit**

**5.3.3.1** Applicant must include start/end time and days of the week you provide this service.

**5.3.3.2** Applicant must include purpose of this service.

**5.3.4 Demand Response**

**5.3.4.1** Applicant must include all requirements by the customer to schedule Demand Response.

**5.3.4.2** Applicant must include start/end and days of the week you provide this service.

**5.3.5 Commuter Service**

**5.3.5.1** Applicant must explain service(s) including start time(s) and where the routes go and when they return.

**5.3.6 Intercity Feeder Service**

**5.3.6.1** Applicant must describe how they meet the Intercity Feeder Service.

**5.3.7 (5310 Only) Acquisition of Service (Purchase of Service)**

**5.3.7.1** Applicant must describe how you offer Acquisition of Service.

**5.3.7.2** Applicant must describe who the customers you offer service to are.

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

**5.5** 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.).

**5.5.1** Describe how you will coordinate and collect data for all transit services you provide such as: ridership, miles, and assets etc. to include contact and location information and how you plan to keep data up-to-date?

**5.5.2** If your organization offers Paratransit or Demand response, describe how you will track data to meet: *Compliance reports. Each recipient shall keep on file for one year all complaints of noncompliance received. A record of all such complaints, which may be in summary form, shall be kept for five years. Each recipient shall keep such other records and submit to the responsible Departmental official or his/her designee timely, complete and accurate compliance reports at such times, and in such form, and containing such information as the responsible Department official may prescribe. In the case in which a primary recipient extends Federal financial assistance to any other recipient, the other recipient shall also submit compliance reports to the primary recipient so as to enable the primary recipient to prepare its report.*

**6.** How will, or does, your organization participate in the coordinated public transit and human services transportation planning efforts in your district(s)?

**7.** Identification of Risks and Constraints – Based on the Scope of Work detailed in this application, identify any risks or constraints that you will need to address prior to or during the performance of the application’s scope of work; as well as description of how you will address each one.

**8. 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.

- Applicant must use the format established in Appendix B-5310 and Appendix B-5311 and B-5311 Intercity Feeder Service to respond to the cost of this application.
- Applicant must provide a fully-burdened rate which includes but not limited to, all operating and personnel expenses, such as overhead, salaries, supplies, travel that may not be covered by RTAP etc. Also review SMP for allowable travel and allowable expenses.

**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.

## **Priorities for 5310**

### **Priority One**

55% or all of the funds is to continue capital cost for contracting (aka as acquisition of transportation services under a contract or aka purchase of service), to support public transportation capital projects that meet the special needs of seniors (65 and over) and individuals with disabilities when public transportation is insufficient, unavailable or inappropriate.

### **Priority Two**

45% of available funds will go to projects that Exceed the ADA minimum requirements, improve access to fixed-route, provide alternative to public transportations that assist seniors and individuals with disabilities with transportation.

## **Priorities for 5311**

### **Priority One**

The first funding priority is to continue operating assistance to current Section 5310 and 5311 recipients.

Here exists a continuing demand for public transportation service and a need for federal subsidy.

### **Priority Two**

The second priority for funding is to support capital projects for existing systems. If and when capital funding is made available, eligible requests will be prioritized on the following basis:

- Replacement of old, worn-out or unsafe revenue vehicles.
- Purchase of vehicles for the expansion of existing services or purchase of additional vehicles to meet demonstrated capacity problems on current routes.
- Purchase of miscellaneous capital equipment (e.g. radios, shop equipment, etc.).

- Construction and/or renovation of facilities.

### **Priority Three**

The third priority is the funding of operating and capital expenses for new rural transportation systems. When establishing new service, ITD-PT may give priority to those areas which are in economically distressed counties. Other areas may also be considered.

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 questions are due and when answers to the questions will be posted.

<b>Question #</b>	<b>Question</b>	<b>ITD-PT Response</b>
<b>1</b>		
<b>2</b>		
<b>3</b>		
<b>4</b>		
<b>5</b>		
<b>6</b>		
<b>7</b>		
<b>8</b>		
<b>9</b>		
<b>10</b>		
<b>11</b>		
<b>12</b>		



## Attachment B

### Public Transportation Services Application Form

Required for Submission

#### Application Information

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Full Company Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

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District 1 \_\_\_ District 2 \_\_\_ District 3 \_\_\_ District 4 \_\_\_ District 5 \_\_\_ District 6 \_\_\_

#### Type of Service(s) you are applying for: (Please check as many as you need)

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\_\_\_ **5310** Acquisition for Service (aka Purchase of Service)

\_\_\_ **5311** Fixed Route

\_\_\_ **5311** Deviated fixed

\_\_\_ **5311** Paratransit

\_\_\_ **5311** Demand response

\_\_\_ **5311** Intercity Feeder Service

#### Capital you are applying for:

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\_\_\_ **5310**

\_\_\_ **5311**

See Attachment A for Budget amounts requested