

MOBILITY POLICY & GUIDANCE

Policy Subject	Author	Policy #
Mandatory Deadlines and Participation Requirement	GaTeam	M-2010-03

This policy supersedes all previous policies and policy documents on this subject.

Purpose:

The purpose of this policy is to outline actions taken in the event an applicant for assistance does not adhere to a mandatory deadline associated with the submission of a document or does not meet minimum participation requirements.

Scope:

This policy applies to all applicants participating in a funding cycle administered through the Idaho Transportation Department's Division of Public Transportation.

Definitions:

- Assistance: All Federal, State, and local funding as well as all non-cash contributions
- Deadline: A date established for the submission of a document or applicant participation
- Funding Cycle: An entire process associated with the awarding of assistance
- GaTeam: The Grants/Contracting section of the ITD Division of Public Transportation
- Document Submission: Applies to any document associated with a particular funding cycle

Procedures:

An application for assistance will not be accepted or considered for funding if any deadline was not adhered to including those associated with the submission of a mandatory document or the applicant does not meet mandatory participation requirements.

Exceptions:

None

References:

None

Federal Requirement:

No

Improves Coordination:

Policy clarifies funding process for all applicants.

Approval:

- Public Transportation Advisory Council (PTAC)
- Idaho Transportation Department – Division of Public Transportation