

MOBILITY POLICY & GUIDANCE

Policy Subject	Author	Policy #
Securing Potential “Jobs for Main Street” Transit Funding	GaTeam	M-2010-07

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

Purpose:

This policy establishes a process to secure all federal American Recovery and Reinvestment Act (ARRA) stimulus II transit dollars that come to Idaho.

Scope:

Based on the proposed *Jobs for Main Street* legislation project sponsors will be required to have 50% of their awarded funds under contract within 90 days following the date of apportionment and the remaining 50% under contract within 1 year following the date of apportionment.

In response to this requirement, the Idaho Transportation Department’s Division of Public Transportation has developed a process to identify projects that potentially will not meet these contracting requirements and identify sponsors that have available project opportunities.

Acting as the representative of the Governor, the Idaho Transportation Department’s Division of Public Transportation will sweep funds from sponsor projects that are unable to verify contract execution within the established timeline and reallocate those funds to sponsors that can verify projects that meet these contracting requirements.

This policy applies to the 5307 Small Urban and 5311 Rural federal programs that the ITD’s Division of Public Transportation is authorized to administer either as a direct recipient or as the authority that signs the supplemental agreement and passes the funds to a designee.

Definitions:

- Project Sponsors: Applies to the designated recipient as well as the direct recipient.
- FTA Section 5311, Non-urbanized Area Program:
 - C 9040.1F: http://www.fta.dot.gov/documents/FTA_C_9040.1F.pdf
 - **Chapter III: Apportionments:** 1.d. (2) Transfer of Section 5307 Funds to Section 5311. The Governor may transfer any amount of the State’s apportionment for urbanized areas under 200,000 population to any urbanized area in the State, or to supplement the State’s Section 5311 program. The Governor may make such transfers only after consultation with responsible local-elected officials and publicly owned operators of public transportation services in each area to which the funding was originally apportioned. The Governor may transfer funds without consultation within the last 90 days in which the funds are available for obligation.
- FTA Section 5307, Urbanized Area Formula Program:
 - C 9030.1C: http://www.fta.dot.gov/laws/circulars/leg_reg_4125.html

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Procedures:

- 1) All projects must either have, or be part of, a current State Transportation Improvement Program (STIP) Key number.
- 2) By March 31, 2010, all Small Urban project sponsors must verify the ability to enter into one or more contracts for at least 50% of the sponsor's funding within the 90 days of apportionment and provide verification that they will be able to enter into contracts for the remaining 50% within 1 year of the apportionment by doing the following:
 - a. Provide a contract amendment schedule and identified existing/new tasks that can be amended in existing contracts within the 90 days from apportionment for the initial 50% of the apportionment and within 1 year for the remaining 50%, or
 - b. Provide a procurement schedule that identifies when a corresponding Request for Proposals (RFP)/Invitation for Bids (IFB) will be released. These documents will verify that all contracts will be executed within 90 days from the apportionment for the first 50% or within 1 year for the remaining 50%.
 - c. If a project is for construction, an environmental approval schedule needs to be submitted to verify that the Federal Transit Administration (FTA) either has approved the project as a Categorical Exclusion or can approve it within the contracting timeline.
- 3) For the first 50%, Small Urban sponsors must submit their contracting verifications to ITD's Division of Public Transportation by March 31, 2010. If contracting cannot be verified by March 31, 2010, the Division will request the Metropolitan Planning Organization's (MPO) to rebalance the Small Urban apportionment by April 15th.
 - a. Note: Any Small Urban sponsor that does NOT provide contracting verification by March 31, 2010, will not be eligible to receive any apportionments from other Small Urban areas.
- 4) For the second 50%, Small Urban sponsors must submit their contracting verifications to ITD's Division of Public Transportation no later than three-months prior to the end of the first year following the apportionment. If contracting cannot be verified by that time, the Division will request the MPO's to rebalance the Small Urban apportionment by the 15th of the tenth-month from the date of apportionment.
- 5) Any Small Urban sponsor projects that have not been reallocated by the MPO balancing dates, will be swept by the Idaho Transportation Department's Division of Public Transportation and redistributed to sponsors or projects that have provided contracting verification.

Exceptions:

Dates, percentages, and criteria identified in the scope and procedures sections of this policy will be adjusted to coincide with the final "Jobs for Main Street" legislation.

References:

None

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Improves Coordination:

Policy clarifies funding process for all applicants.

Approval:

Idaho Transportation Department – Division of Public Transportation

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