

ITD APPLICATION INSTRUCTIONS

AND GRANT GUIDELINES



**2012
FTA GRANT
ASSISTANCE**



JANUARY 2012

TABLE OF CONTENTS

2..... Table of Contents	
3..... General Instructions and Background	
3..... Frequently Asked Questions	
4..... Application Submittal	
5..... Audit Requirement for 2012 Funding Application	
6..... Instructions and Technical Assistance	
7..... Grant Timeline	
9..... Grant Type Determination	
9..... Program Category Match Percentage	
	9... . Grant Funding Availability
	10..... Grant Application Checklist
	11..... Grant Program Goals
	Section 5310
	Section 5311
	Section 5316
	Section 5317
	15.... Summary of In-Kind Match Valuation

GENERAL INSTRUCTIONS AND BACKGROUND

These are the instructions and guidelines for completing a 2012 funding application to the Idaho Transportation Department (ITD) for Federal Transit Administration (FTA) funds. This application is the only opportunity to apply for funding from the FTA Section 5310, 5311, 5316 and 5317.

The complete application package includes these instructions and the application form. The application is in Excel.

This year all applicants must submit mandatory pre-application information. The information includes your Organization Profile, Capital inventory, your IRS letter confirming non-profit status (if applicable), Current IRS Form W-9, Current Audit, and the Project Request Summary (Pre-Application). These are to be submitted by January 19, 2012. If applicable to your organization, the following documents need to be uploaded as well: Current By Laws, Current Drug/Alcohol Policy, Description of your Cost Allocation Methodology, Vehicle Replacement Plan and Board of Directors Information.

The application must be submitted with the applicable documents, i.e. Route Maps, Operating Plan, Route Schedule times for operating funds, and letters of Intent from local match contributors. The total dollar amount of these letters must equal your required match for this project.

Transportation Performance Division (TP) will not accept your application if it is not uploaded to <http://i-way.org/MobilityFunding/ITD/AppProcess/upload> by the deadline of February 27, 2012, 11:59 PM Mountain Standard Time. If you need help with uploading, please contact your Mobility Manager.

Frequently Asked Questions

Frequently Asked Questions can be viewed on I-Way at <http://i-way.org/Mobility%20Funding/ITD/App%20Process/current-funding>. They will be updated regularly.

This year submission of the pre-application includes several more documents:

- Organization Profile
- Capital Inventory
- Non-profit IRS Confirmation letter (if applicable)
- Project Request Summary (pre-application)
- Current By-Laws
- Current Drug/Alcohol Policy
- Cost Allocation Methodology
- Vehicle Replacement Plan
- Board of Directors Information

Documents to submit with your application:

- Route Maps
- Operating Plan
- Route Schedules
- Letters of Intent from local match contributors

APPLICATION SUBMITTAL

Please give yourself enough time for uploading your application. If you need assistance, please contact your local Mobility Manager

District 1 – Clif Warren, (208) 610-4289
 District 2 – John Murray, (208) 553-3076
 District 3 – Brooke Green, (208) 559-4402

District 4 – Vanessa Fry, (208) 720-8310
 District 5 – Brett Nelson, (208) 241-4379
 District 6 – Jeff Osgood, (208) 559-4401

We require that you upload your completed Application by **11:59 PM Mountain Standard Time (MST), Monday, February 27, 2012** at <http://i-way.org/Mobility%20Funding/ITD/App%20Process/upload>. You will receive a date stamped confirmation that must be stamped prior to midnight Mountain Standard Time.

Important!

	January 19th - You MUST upload Capital Inventory, Confirmation of non-profit status (if applicable), and Pre-Application. Upload the forms online at http://i-way.org/Mobility%20Funding/ITD/App%20Process/upload . Pre-applications are due by 11:59 PM MST.
	February 27th - Applications for 2012 funding are due. Applications must have a project strategy that meets the criteria for 5310 – Elderly and Individuals with Disabilities, 5311 – Non-Urban Bus Program, 5316 – Job Access and Reverse Commute, 5317 – New Freedom.
	Your proposed project MUST be in response to a strategy in your LMMN plan. An application without a strategy in your LMMN plan will not be accepted. View strategies and LMMN plans online at http://i-way.org/Mobility%20Funding/ITD/App%20Process/upload .
	Transportation Performance will provide technical assistance to help you with your application through webinars on Thursday, January 5 th , 9:00-11:00 AM MST; Tuesday, January 10 th , 1:30-3:30 PM MST; and Tuesday, February 7, 1:30-3:30 PM MST. You can view the webinar dates at http://i-way.org/Mobility%20Funding/ITD/App%20Process/current-funding . FAQs will be posted on the website.
	If you have any technical questions about the application, you can email GATeam@itd.idaho.gov or call 800-527-7985. If you have questions regarding LMMN Plans or Strategies or need help filling out your application, please contact your local Mobility Manager.
	We hope there will be no changes with the application, but should there be we will post in FAQs at http://i-way.org/Mobility%20Funding/ITD/App%20Process/current-funding
	You can find a complete list of “LMMN Prioritized Strategies” by going to http://i-way.org/Mobility%20Funding/ITD/App%20Process/current-funding .

An Audit Is REQUIRED for the Grant Application

An entity expending \$500,000 or more in a year in combined Federal awards (including any funds received from Federal sources outside ITD: US federal contracts, subcontracts, loans grants, subgrants, and/or cooperative agreements) requires an A-133 Single Audit or program-specific audit each fiscal year.

An entity whose annual budget (from all sources) exceeds \$250,000 and expends any amount in a year in combined Federal awards are required to have a full and complete audit of financial statements each fiscal year.

An entity whose annual budget (from all sources) exceeds \$100,000 but does not exceed \$250,000 and expends any amount in a year of combined Federal awards has a minimum requirement of financial statements audit on a biennial basis. Biennial audits shall include an audit of each fiscal year since the previous audit.

An entity whose annual budget (from all sources) exceeds \$50,000 but does not exceed \$100,000 and expends any amount in a year of combined Federal awards has a minimum requirement of financial statements review on a biennial basis. Biennial review shall include a review of each fiscal year since the previous review.

An entity whose annual budget (from all sources) does not exceed \$50,000 and expends any amount in a year of combined Federal awards has a minimum requirement of financial statements review by Transportation Performance on a biennial basis. Biennial Transportation Performance reviews shall include a review of each fiscal year since the previous review.

Please see the complete policy for audit requirements at <http://i-way.org/Mobility%20Funding/ITD/procedures>, Policy M-2010-20.

INSTRUCTIONS AND TECHNICAL ASSISTANCE

ITD has designed the *Application Instructions and Grant Guidelines* to give you the information and resources you need to complete the application. It's available online at:

<http://i-way.org/Mobility%20Funding/ITD/App%20Process/current-funding>. The Instructions and Guidebook contain complete instructions for all forms, assurances, attachments, as well as other reference information.

The GATeam has scheduled Technical Assistance webinars Thursday, January 5, 9-11 AM MST; Tuesday, January 10, 1:30-3:30 PM MST; and Tuesday, February 7, 1:30-3:30 PM MST. The dates will also be listed on the website at www.i-Way.org/calendars/funding.

Please contact the GATeam@itd.idaho.gov for the contact information on the Webinar. We will send it to you.

ITD will post frequently asked questions on the website at <http://i-way.org/Mobility%20Funding/ITD/App%20Process/current-funding>.

ITD will provide technical assistance to help complete the application. However, the content of the application is the sole responsibility of the applicant. ITD's assistance is not a guarantee of funding.

2012 Grant Timeline – for the most up-to-date information dates, times, and locations look at the calendar at www.i-Way.org/current-funding

<p>January 5, 2012 January 10, 2012</p>	<p>Technical assistance webinars will be held on Thursday, January 5, 9-11 AM MST; Tuesday, January 10, 1:30-3:30 PM MST; and Tuesday, February 7, 1:30-3:30 PM MST.</p>						
<p>January 19, 2012</p>	<p>Mandatory Pre-applications are due by 11:59 PM MST. You must upload to http://i-way.org/upload . You will receive a date stamped confirmation that must be stamped prior to Midnight MST. Agency Profile, Capital Inventory, Confirmation of non-profit status (if applicable), and Pre-Application are to be submitted at this time.</p>						
<p>February 18, 2012</p>	<p>ITD will post submitted Pre-Applications on http://i-way.org/Mobility%20Funding/ITD/App%20Process/current-funding. This is the beginning of the public comment period for 2012 funding application proposed projects.</p>						
<p>January 30 – February 2, 2012</p>	<p>Mandatory - District Coordinating meetings held in each district. Proposers must present their Pre-Application projects to the public.</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>District 3: January 30th 4:00 – 6:00 PM Caldwell Public Library 1010 Dearborn Caldwell, ID 83605 208-459-3242</p> </td> <td style="width: 50%; vertical-align: top;"> <p>District 1: February 1st 4:00 – 6:00 PM Ameritel Inn-CDA 333 Ironwood Ave Coeur d’Alene, ID 83814 208-665-9000</p> </td> </tr> <tr> <td style="vertical-align: top;"> <p>District 2: January 31st 4:00 – 6:00 PM Best Western University Inn 1516 Pullman Road Moscow, ID 83843 208-882-0550</p> </td> <td style="vertical-align: top;"> <p>District 5: February 1st 4:00 – 6:00 PM Ameritel Inn – Pocatello 1440 Bench Rd Pocatello, ID 83201 800-600-6602</p> </td> </tr> <tr> <td style="vertical-align: top;"> <p>District 6: January 31st 4:00 – 6:00 PM Ameritel Inn – Spectrum- Idaho Falls 2501 S. 25th Street East Idaho Falls, ID 83406 208-552-2500</p> </td> <td style="vertical-align: top;"> <p>District 4: February 2nd 4:00 – 6:00 PM La Quinta – Twin Falls (formerly AmeriTel) 539 Poleline Rd Twin Falls, ID 83301 208-736-9600</p> </td> </tr> </table>	<p>District 3: January 30th 4:00 – 6:00 PM Caldwell Public Library 1010 Dearborn Caldwell, ID 83605 208-459-3242</p>	<p>District 1: February 1st 4:00 – 6:00 PM Ameritel Inn-CDA 333 Ironwood Ave Coeur d’Alene, ID 83814 208-665-9000</p>	<p>District 2: January 31st 4:00 – 6:00 PM Best Western University Inn 1516 Pullman Road Moscow, ID 83843 208-882-0550</p>	<p>District 5: February 1st 4:00 – 6:00 PM Ameritel Inn – Pocatello 1440 Bench Rd Pocatello, ID 83201 800-600-6602</p>	<p>District 6: January 31st 4:00 – 6:00 PM Ameritel Inn – Spectrum- Idaho Falls 2501 S. 25th Street East Idaho Falls, ID 83406 208-552-2500</p>	<p>District 4: February 2nd 4:00 – 6:00 PM La Quinta – Twin Falls (formerly AmeriTel) 539 Poleline Rd Twin Falls, ID 83301 208-736-9600</p>
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<p>See District meeting dates for your deadline</p>	<p>Mandatory - Deadline for proposers to add or change Pre-Application projects presented at the District meetings to ITD. You must have presented the change at the coordinating meetings and it must meet all of the required criteria. You must upload any changes the day following your district’s coordinating meeting.</p>						
<p>February 7, 2012</p>	<p>Technical assistance webinar: 1:30-3:30 PM MST. Please contact the GA-Team@itd.idaho.gov for Webinar access.</p>						
<p>February 27, 2012</p>	<p>Mandatory - complete Applications for 2012 are due by 11:59 PM MST. Upload at http://i-way.org/Mobility%20Funding/ITD/App%20Process/upload</p>						

<p>March 21 – April 4, 2012</p>	<p>District Coordinating Council (DCC) funding recommendation meetings held in each district. These meetings are not mandatory for applicants. But from experience, it is in the applicant’s best interest to attend or be on the conference call in case the DCC has questions about your project. The DCC will make no attempt to contact applicants to clarify information.</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>District 4: March 21st 9:00 AM – 11:00 AM La Quinta – Twin Falls (formerly AmeriTel) 539 Poleline Rd Twin Falls, ID 83301 208-736-9600</p> <p>District 5: March 21st 2:30 PM – 4:30 PM Ameritel Inn – Pocatello 1440 Bench Rd Pocatello ID 83201 800-600-6602</p> <p>District 6: March 22nd 9:00 AM – 11:00 AM Ameritel Inn – Spectrum- Idaho Falls 2501 S. 25th Street East Idaho Falls ID 83406 208-552-2500</p> </td> <td style="width: 50%; vertical-align: top;"> <p>District 2: April 2nd 2:00 PM – 4:00 PM Best Western University Inn 1516 Pullman Road Moscow, ID 83843 208-882-0550</p> <p>District 1: April 3rd 9:00 AM – 11:00 AM Ameritel Inn-CDA 333 Ironwood Ave Coeur d’Alene ID 83814 208-665-9000</p> <p>District 3: April 4th 2:00 – 4:00 PM Caldwell Public Library 1010 Dearborn Caldwell, ID 83605 208-459-3242</p> </td> </tr> </table>	<p>District 4: March 21st 9:00 AM – 11:00 AM La Quinta – Twin Falls (formerly AmeriTel) 539 Poleline Rd Twin Falls, ID 83301 208-736-9600</p> <p>District 5: March 21st 2:30 PM – 4:30 PM Ameritel Inn – Pocatello 1440 Bench Rd Pocatello ID 83201 800-600-6602</p> <p>District 6: March 22nd 9:00 AM – 11:00 AM Ameritel Inn – Spectrum- Idaho Falls 2501 S. 25th Street East Idaho Falls ID 83406 208-552-2500</p>	<p>District 2: April 2nd 2:00 PM – 4:00 PM Best Western University Inn 1516 Pullman Road Moscow, ID 83843 208-882-0550</p> <p>District 1: April 3rd 9:00 AM – 11:00 AM Ameritel Inn-CDA 333 Ironwood Ave Coeur d’Alene ID 83814 208-665-9000</p> <p>District 3: April 4th 2:00 – 4:00 PM Caldwell Public Library 1010 Dearborn Caldwell, ID 83605 208-459-3242</p>
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<p>April 24, 2012</p>	<p>IMC funding recommendation meeting. PTAC will make funding recommendations for all statewide strategies, review DCC recommendations and make final recommendations to the ITD Board for final approval. Attendance for applicants is not mandatory however, it is in the best interest of applicants to be at the meeting in person or participate by webinar to answer questions. No attempt will be made to contact applicants to clarify information.</p>		
<p>May 2012</p>	<p>PTAC recommendations will go to the ITD Board to be approved.</p>		
<p>April 2013</p>	<p>Execute subrecipient agreements and commence projects. No expenditures will be available for reimbursement prior to April 1, 2013.</p>		

GRANT TYPE DETERMINATION

The table below summarizes how you can use Federal Transit Administration funds for your projects and will help you determine the appropriate funding source.

WHAT FUNDS CAN BE USED FOR						TARGETED CLIENT BASE		
GRANT NAME	CAPITAL		OPERATING	ADMINISTRATIVE	PREVENTIVE MAINTENANCE	CLIENT TYPE		
	Vehicles/Rolling Stock	Other Capital				Commuter	General Public	Elderly/Disabled
5310	Yes	Yes	No	No	No	No	No	Yes
5311	Yes	Yes	Yes	Yes	Yes	No	Yes	No
5316	Yes	Yes	Yes	No	Yes	Yes	No	No
5317	Yes	Yes	Yes	No	Yes	No	No	Yes

PROGRAM CATEGORY MATCH PERCENTAGE

PROGRAM	CAPITAL	ADMINISTRATIVE	OPERATING	PREVENTIVE MAINTENANCE
5310	8%			
5311	8%	20%	42.5%	8%
5316	20%		50%	20%
5317	20%		50%	20%

FUNDING AVAILABILITY

In the spirit of the Governor’s desire to eliminate all unnecessary expenditures, ITD-TP has adopted a Zero-Based Budgeting approach for the FTA grant application process.

Zero-Based Budgeting is about defining the work you do then taking action to make it more effective and efficient. The idea is to start building your budget from zero. By aligning specific programs and services, funding should then be determined based on what it will take to run those programs and services.

This process will require much thought and effort on your part to perform an honest review and examination of your business by identifying only those essential programs and services and the costs necessary to deliver results. Based on the outcome of this process your request for Federal assistance must be justified and supported.

Please bear in mind that you may be offered another funding source to fund your project if applicable. Transportation Performance is always looking to utilize all federal and state funding sources. This may result in local match requirements changing from your original request.

Thank you for your interest, support, and effort in making public transportation an integral solution of the state’s transportation needs.

GRANT APPLICATION CHECKLIST

Check the boxes below after you've completed the items and include this checklist with your application. All applicants must provide the information in "ALL APPLICANTS"; additional information is required for each of the funding program.

ALL APPLICANTS must upload with pre-application by January 17, 2012 11:50 PM MST		
<input type="checkbox"/>	1	Capital Inventory, Confirmation of IRS 501(c)(3) status (if applicable), and Pre-Application
<input type="checkbox"/>	3	Current By-Laws, Current Drug/Alcohol Policy, Description of your Cost Allocation Methodology, Vehicle Replacement Plan and Board of Directors Information.
<input type="checkbox"/>	2	Most recent audit or A-133 financial audit with a list of deficiencies, findings and plans for corrective action .
<input type="checkbox"/>	4	All federal Certifications and Assurances signed by the authorized representative. <i>Follow the Certs and Assurances checklist for mandatory and program-specific assurance.</i>
<input type="checkbox"/>	5	Current IRS Form W-9: submit signed Form W-9 each year.

5310 APPLICANTS		
<input type="checkbox"/>	1	Letter of Intent from Local Match contributors
<input type="checkbox"/>	2	Operating Plan including budget

5311, 5316 & 5317 APPLICANTS		
<input type="checkbox"/>	1	Submit an operating budget at the route level that supports your funding request. If needed, an operational plan worksheet is provided for your use, if needed at: http://i-way.org/Mobility%20Funding/ITD/App%20Process/current-funding under Forms/Additional Documents
<input type="checkbox"/>	2	In-Kind Match Report (See section on federal and local match requirements), if applicable
<input type="checkbox"/>	3	Current bus schedule and fare information (for public transit operations)
<input type="checkbox"/>	4	Submit fare structure if applying for operating assistance
<input type="checkbox"/>	5	Letter of Intent from Local Match and/or In-Kind contributors (In-Kind cannot be used for rolling stock)
<input type="checkbox"/>	6	Include a map(s) of the Transportation Route(s)

GRANT PROGRAM GOALS

Passage of the most recent transportation reauthorization bill made a number of changes that affect transit providers. The authorizing legislation, “*The Safe, Accountable, Flexible, Efficient, Transportation Equity Act: A Legacy for Users (SAFETEA-LU, Pub. L. 109–059)*”, was enacted on August 10, 2005. The legislation provides “guaranteed funding” for federal transportation programs over six years through Federal Fiscal Year 2009. We are currently on a continuing resolution until a new transportation bill is passed by Congress.

Under SAFETEA-LU (49 CFR, Subtitle III, Chapter 53, *Public Transportation*), the federal government states that “it is in the interest of the United States...to foster the development and revitalization of public transportation systems that—

- maximize the safe, secure, and efficient mobility of individuals; minimize environmental impacts; and minimize transportation-related fuel consumption and reliance on foreign oil.”

ITD encourages grant applicants to consider and to articulate how their proposed project or request meets the goals stated above *and* of the grant program(s) for which they are applying.

Section 5310

The goal of Section 5310, the Transportation for Elderly Persons and Persons with Disabilities Program, is *to improve mobility for the elderly and persons with disabilities.*

These funds are available for capital expenses to support the provision of transportation services to meet the special needs of elderly persons and persons with disabilities.

Examples of capital expenses include:

Capital Expenses	
VEHICLES/ROLLING STOCK	
✓	Buses (body on chassis vehicles; cutaway vans)
✓	Vans/Minivans

RADIO AND COMMUNICATION EQUIPMENT, COMPUTER HARDWARE/SOFTWARE	
FLEET MAINTENANCE EQUIPMENT	
VEHICLE EQUIPMENT/PARTS	
✓	Wheelchair lifts and restraints (bought individually, not as part of buses above)
REHABILITATION	
✓	Vehicle rehabilitation, manufacture, or overhaul
OPERATIONS and MAINTENANCE STRUCTURES	
✓	For example, vehicle shelters, bus shelters, maintenance structures.
PURCHASE OF SERVICE	
✓	This includes User-side Subsidies
OTHER	
✓	The introduction of new technology, through innovative and improved products, into mass transportation; and
✓	Transit related intelligent transportation systems.

For more information: <http://i-way.org/Mobility%20Funding/ITD/App%20Processes/current-funding>, Program Guidance 5310EID.

Section 5311

Section 5311, the Rural Areas Program provides financial assistance for *public* transportation programs in non-urbanized (rural) areas. Funds may be used for capital, operating, planning, intercity and administrative assistance.

Operating Expenses
Operating expenses costs directly related to system operations. At a minimum, the following items are considered operating expenses: fuel, oil, drivers' and dispatchers' salaries and fringe benefits, and licenses.

Project Administrative Expenses
Eligible project administrative costs may include:
<ul style="list-style-type: none"> ✓ General administrative expenses such as salaries of the project director, secretary, and book-keeper;
<ul style="list-style-type: none"> ✓ Marketing expenses;
<ul style="list-style-type: none"> ✓ Insurance premiums or payments to a self-insurance reserve;
<ul style="list-style-type: none"> ✓ Office supplies;
<ul style="list-style-type: none"> ✓ Facilities and equipment rental;
<ul style="list-style-type: none"> ✓ Administrative costs for drug and alcohol testing.

Capital Expenses
Acquiring, constructing, and improving public transit facilities and equipment needed for a safe, efficient, and coordinated public transportation system. Examples of eligible capital expenditures include:
VEHICLES/ROLLING STOCK
<ul style="list-style-type: none"> ✓ Buses
<ul style="list-style-type: none"> ✓ Vans or other Paratransit vehicles
VEHICLE EQUIPMENT/PARTS

<ul style="list-style-type: none"> ✓ Wheelchair lifts and restraints
RADIOS AND COMMUNICATION EQUIPMENT, COMPUTER HARDWARE/SOFTWARE
FLEET MAINTENANCE EQUIPMENT
<ul style="list-style-type: none"> ✓ Initial component installation costs
FACILITIES OR STRUCTURES
<ul style="list-style-type: none"> ✓ Construction or rehabilitation of transit facilities including design, and engineering;
<ul style="list-style-type: none"> ✓ Facilities to provide access for bicycles to transit facilities or equipment for transporting bicycles on transit vehicles;
<ul style="list-style-type: none"> ✓ Passenger shelters, bus stop signs, and similar passenger amenities.
REHABILITATION
<ul style="list-style-type: none"> ✓ Vehicle rehabilitation, manufacture, or overhaul
OTHER
<ul style="list-style-type: none"> ✓ The introduction of new technology, through innovative and improved products, into mass transportation; and
<ul style="list-style-type: none"> ✓ Transit related intelligent transportation systems.

For more information: <http://i-way.org/Mobility%20Funding/ITD/App%20Processes/current-funding>, Program Guidance 5311 Non-Urban Area.

Section 5316

The goal of the 5316 – JARC - program is to improve access to transportation services to employment and employment related activities for welfare recipients and eligible low-income individuals. In addition, it aids in transporting residents of urbanized areas and nonurbanized areas to suburban employment opportunities. Funds from the JARC program are available for capital, plan-

ning, and operating expenses that support the development and maintenance of transportation services designed to transport low-income individuals to and from jobs and activities related to the employment, and to support reverse commute projects.

For more information: <http://i-way.org/Mobility%20Funding/ITD/App%20Process/current-funding>, Program Guidance 5316 JARC.

5316 Reimbursable Expenses
Improving public transit facilities and equipment needed for a safe, efficient, and coordinated public transportation system beyond the Americans with Disabilities Act requirements. Examples of eligible expenditures include:
SUPPORT REVERSE COMMUTE PROJECTS
<ul style="list-style-type: none"> ✓ Late-night and weekend service, Guaranteed ride home service, Shuttle service. ✓ Expanding fixed-route public transit routes ✓ Demand-responsive van service ✓ Ridesharing and carpooling activities
VOUCHER PROGRAMS
TRANSIT-RELATED ASPECTS OF BICYCLING
<ul style="list-style-type: none"> ✓ Adding bicycle racks to vehicles to support individuals that bicycle a portion of their commute ✓ Providing bicycle storage at transit stations
INSTALLING TECHNOLOGY
<ul style="list-style-type: none"> Acquiring Geographic Information System (GIS) Tools ✓ Implementing Intelligent Transportation Systems (ITS) ✓ Deploying vehicle position-monitoring systems
VEHICLES/ROLLING STOCK
<ul style="list-style-type: none"> ✓ Purchase or lease of a van or bus dedicated to shuttling employees from residences to a suburban workplace

Section 5317

The goal of the Section 5317 - New Freedom - program is to provide additional tools to overcome existing barriers facing Americans with disabilities seeking integration into the work force and full participation in society. New Freedom funds are available for capital and operating expenses that support **new** public transportation service beyond those required by the Americans with Disabilities Act of 1990 (ADA); and **new** public transportation alternatives beyond those required by the ADA designed to assist individuals with disabilities with accessing transportation services including transportation to and from jobs and employment support services. For the purpose of the New Freedom Program, “new” service is any service or activity that was not operational on August 10, 2005 and did not have an identified funding source as of that date.

5317 Reimbursable Expenses
Improving public transit facilities and equipment needed for a safe, efficient, and coordinated public transportation system beyond the Americans with Disabilities Act requirements. Examples of eligible capital expenditures include:
VEHICLES/ROLLING STOCK
<ul style="list-style-type: none"> ✓ Vehicles to support new accessible Taxi, ride sharing and vanpooling programs
VOUCHER PROGRAMS
ACCESSIBILITY IMPROVEMENTS TO TRANSIT AND INTERMODAL STATIONS NOT DESIGNATED AS KEY STATIONS
<ul style="list-style-type: none"> ✓ Building an accessible path to a bus stop that is currently inaccessible; ✓ Adding an elevator or ramps, detectable warnings, or other accessibility improvements to non-key stations that are not otherwise re-

<p>quired under the ADA;</p> <p>✓ Improving signage, or way finding technology.</p>
<p>OPERATIONAL PLANNING TECHNOLOGY ACQUISITION</p> <p>✓ Plan and operate Geographic Information System (GIS) Tools</p> <p>✓ Global Positioning System Technology</p> <p>✓ Coordinated vehicle scheduling, dispatching and monitoring technologies.</p> <p>✓ Coordinated vehicle scheduling</p> <p>✓ Deploying vehicle position-monitoring systems</p>
<p>PROVISION OF COORDINATION SERVICES</p> <p>✓ Employer-oriented Transportation Management Organizations' and Human Service Organizations' customer-oriented travel navigator systems and neighborhood travel coordination activities</p>
<p>OTHER</p> <p>✓ Implementation of other technology improvements that enhance accessibility for people with disabilities.</p>

For more information: <http://i-way.org/Mobility%20Funding/ITD/App%20Processes/current-funding>, Program Guidance 5317 New Freedom.

Summary of In-Kind Match Valuation

If the budget includes in-kind contributions as part of the local match, it must be identified and described within the application. In-Kind match must only include goods and services donated for the project that would represent eligible grant activities and are cost avoidance. Documentation for goods and services are in the application under Section 11.3. It includes specifying the donated goods or service, how the fair market value (FMV) was determined and the timeframe for the commitment. Volunteer time can only be charged at either the prevailing wage or the wage rate paid to an employee performing similar duties.

Match must come from an outside source, i.e., not from the applying agency, and match must benefit the project directly.

In-kind expenses must be included as *both* revenues and expenses in your budget.

Examples of In-Kind Match: Donated goods, Donated services, Volunteers

Examples of How to Estimate the Value of In-Kind Match

Equipment/Goods. A 2004 Dodge Caravan with 30,000 miles is donated to HDM, a non-profit organization that provides rides for their grant-funded specialized transportation program. The FMV of the van is determined when the vehicle is donated by using a Kelly Blue Book or a National Auto Dealership of America (NADA) Used Car Value Guide.

CONDITION	Excellent	Good	Fair
VALUE	\$11,660	\$10,935	\$9,995

Services. Maria, an attorney who normally charges \$160 per billable hour, donates her services to a non-profit transportation provider. If she provides 10 hours of legal services, the in-kind market value would be \$1,600 (10 hours @ \$160/hour).