

Frequently Asked Questions (FAQs)

February 27, 2012

Question	Answer
Do we include the federal funds requested in the current application under Section 10.2, or do the lines for FTA funds refer to other FTA funds?	Yes, include the federal funds request on this application under Section 10.2. The lines for FTA funds include both the funds being requested in this application and other FTA funds.

January 27, 2012

Question	Answer
There is no choice of Small Urban or Rural for 5316 and 5317.	If you are applying for 5316 or 5317 funding: unlock the application (it has no password) and put your choice in the cell next to where you choose your funding. If you have questions, please email the gateam@itd.idaho.gov .
Is the Current Services Level Collection Form required this year?	This year we changed the pre-application and application. In this process the Current Services Level Collection Form was overlooked. It ended up not being a requirement of the application process simply by omission. We would like you to upload it to i-way if at all possible.

January 26, 2012

Question	Answer
Not all the required documents were uploaded with my pre-application. Can I upload them?	Some applicants did not upload all required documents with their pre application. Since the coordinating meeting is to give feedback on the pre-app for this year only we will give applicants a chance to up load missing documents along with any changes the day after the coordinating meeting.

We don't have a formal Vehicle Replacement Plan. We use our vehicles until or beyond their useful life is met. What do we do?	A simple replacement schedule will work stating useful life, if you use the vehicle until the useful life or miles have past, if you intend on using the vehicle beyond useful life until repairs are too costly.
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January 23, 2012

Question	Answer
Depreciation and Amortization in the Application Expenses Section 10.1	Please do not fill in an amount on the Depreciation and Amortization lines in Section 10.1 of the Application. This will skew your expenses.

January 13, 2012

Question	Answer
CHANGE IN PRE-APPLICATION DEADLINE	The due date of the pre-application has been changed to Thursday, January 19th, 11:59 PM, Mountain Standard Time.
Are you using the most current Strategies?	<p>Please make sure you are using the 2011 Strategies. To see the list of strategies for this year, click here and select your district on the map.</p> <p>We found that the strategies listed in two places on i-way.org. One set was 2010 and the other set was 2011. We have removed the 2010 set. If you've started your pre-applications, make sure the strategies you've selected are in the 2011 list.</p>
Can I upload more than one document on the I-way Upload page?	<p>Yes. You have to fill out the whole screen (including the verification box at the bottom). Hit submit.</p> <p>Here is the link to the upload load page. Save it as a favorite on your browser. http://i-way.org/Mobility%20Funding/ITD/App%20Process/upload</p> <p>After you've submitted a document, if you hit the BACK button, it does not refresh the page. The verification box has the same</p>

	letters/numbers in it as the previous submit. This combination cannot be used again. Please make sure the page is refreshed.
Do I have to physically sign my pre-application or application?	No. You need to follow the instruction in the signature section of each document. We are using digital signature for these two documents. We will require your original signature on the agreement if you are funded.

January 12, 2012

Question	Answer
Can 5310 be used for Purchase of Service	Yes
Will the PowerPoint be available online	The PowerPoint and all of the documents you will need for this funding cycle are out on i-way.org (http://i-way.org/Mobility%20Funding/ITD/App%20Process/current-funding) under the Forms/Additional Documents heading.
What is an established RPTA?	This is in the Idaho code: http://legislature.idaho.gov/idstat/Title40 Chapter 21
What is a team recipient ID#?	If you are a registered user of TEAM you will have this number. If you do not know what it is, say NO.
Where there is a district wide strategy listed in separate LMMNs, and the district wide strategy is the same in each LMMN, is there a need to complete a separate application per LMMN? i.e. LMMN 2a, 2b, and 2c all list “volunteer driver program” as a strategy.	http://i-way.org/Community/districts
What should we answer to Section A, question 23: <i>FTA programs that are associated to each county.</i>	Either list the program funding and the county(ies) that receive service with that funding, for example: 5311 – Ada, Canyon, Gem, Owyhee. OR list the County and the program(s) that fund service there, for example: Ada – 5311, 5316. Whichever is easier.
Can we select more than one Congressional District?	Yes – your choices are 1 st District, 2 nd District, Both
Why are you asking about volunteer drivers?	Subrecipients have volunteer drivers. This information is needed for some of our reporting. If you do not use volunteer drivers, do not answer.

What do you mean by <i>Number of personal vehicles in service</i> ?	Subrecipients use some volunteers who use their personal vehicles to provide service.
Where do we find the guidance?	http://i-way.org/Mobility%20Funding/ITD/App%20Process/current-funding under the heading Forms/Additional Documents .
Do we have to upload all required documentation (i.e. Current Bylaws, Current Audit, Drug Alcohol Policy, Board of Directors Information, Vehicle Replacement Plan, IRS Letter of Determination for 501(c)3 non-profit status) with every pre-application?	Upload one set of these documents with only one of the pre-applications.
What are User-side Subsidies?	User-side Subsidies are discounted or reduced fares for taxi rides. You can find a Application Definitions document http://i-way.org/Mobility%20Funding/ITD/App%20Process/current-funding under the heading Forms/Additional Documents .
Are 5316 and 5317 projects limited to demonstration/pilot projects as in previous years?	No, that is no longer a criteria for this funding.
Will Student Fees from University of Idaho-ASUI be considered local private contribution or state public contribution?	Do your best to put it in the category you feel best fits.

January 10, 2012

Question	Answer
What is the match percentage for Administration in the 5311 program?	<p>The Application Guidance was in error. It listed the match as 8%. It is 20%. The guidance has been corrected. You can find it at: http://i-way.org/Mobility%20Funding/ITD/App%20Process/current-funding</p> <p>Here are the match rates for all programs:</p> <ul style="list-style-type: none"> 5310 – Capital - 8% 5311 – Admin – 20% <ul style="list-style-type: none"> Operating – 42.5% Preventive Maintenance – 8% Capital – 8% 5316 & 5317 <ul style="list-style-type: none"> Operating – 50%

Preventive Maintenance – 20%
 Mobility Management – 20%
 Capital – 8%

January 5, 2012

Question	Answer
Where is the glossary or definition list?	The Application Definitions document is located here: http://i-way.org/Mobility%20Funding/ITD/App%20Process/current-funding under the heading Forms/Additional Documents .
Where are the detailed descriptions of expenses elements?	The eligible expenses are listed in the Program Overviews that was presented during the webinar: http://i-way.org/Mobility%20Funding/ITD/App%20Process/current-funding under the heading Forms/Additional Documents . It contains links to the circulars which will have eligible expenses listed. Also in this section are Program Guidances for 5310, 5311, 5316, and 5317. They have that include eligible expenses. These lists are not comprehensive. You can also see the circulars at: http://www.fta.dot.gov/legislation_law/13718.html
In the pre-application one question was “ <i>Does this project directly connect with other mobility options</i> ”. What does <i>mobility options</i> mean?	Mobility Options: bicycle paths, pedestrian paths, Park & Ride lots, bus routes.
If there are changes to the pre-application requested by the DCC, when do I have to have the changes submitted by?	The updated pre-application has to be submitted by 11:59pm the next business day.
Is the <i>new project after 2005</i> referred to in 5317 a federal requirement or a state requirement?	This is a federal requirement.
Do I have to upload the audit, By-Laws, etc. that are required (with the pre-application) with every pre-application?	No, upload these documents with the first pre-application only.
Will the glossary include a definition and example of in-kind match?	Expense elements are detailed in the circulars and allowable expenses are in the powerpoint presentation. For in-kind match, please refer to

	the last page of the Application Guidance. You can find these documents at: http://i-way.org/Mobility%20Funding/ITD/App%20Process/current-funding
Match question - What if you are new and have not worked with AMR before?	You can write that you plan on using AMR for match, however, verification would have to be provided prior to funding. As a first step, provide confirmation that you are signed up with AMR and the projected funds you expect to receive.
What does the Letter of Intent need to have?	Letters of Intent need to be on the letter head of the provider offering the match. If applicant is furnishing the match or using, for example, AMR, use your letterhead. Explain how you intend to match; you will need backup from a year ago showing what you were reimbursed from AMR, ridership, etc.

January 3, 2012

Question	Answer
Do organizations that do purchase of service need to list the vehicles of their sub-contractor in the pre-application vehicle inventory?	Yes
Current Service Level Collection Form . With no services established yet, I don't have any information to input. Do I need to complete it?	The intent of the form is to capture current services. We have collected current services from all of the active subrecipients. If you are a new applicant and currently providing service please list on the form.
When and where are the District Meetings going to be held?	The meeting dates are located in the 2012 Application Calendar . The calendar has meeting times and places for each district for the Coordination meetings and the Balancing meetings.
Intercity services and Statewide strategies: Must an applicant providing service in multiple districts attend each of the district meetings and present their application.	Yes, the applicant must attend each of the District meetings to present their projects.

What is a service mile?	(Revenue) Service Miles- the miles driven when the vehicle is “in service” carrying passengers whether or not fares are charged. It excludes the miles the vehicle travels from the garage to start the route and from the end of the route to the garage.
Do I need to bring hard copies of the application? What do you mean by electronic format?	No, please bring a thumb drive with a copy of your projects. We will download the projects to project on a screen and return the thumb drive to you
I can't find a strategy for a project I want to submit an application for. Can I submit the application anyway?	Transportation Performance (TP) will only accept applications for strategies identified in a plan and listed as a priority. To read through the strategies in your Local Mobility Manager Network, please see: http://i-way.org/Community/networks .
Whom do I contact if I have questions about the application?	gateam@itd.idaho.gov
When can I start my project?	Subrecipients typically can expect to initiate services or start capital procurements for projects that receive funds on April 1 of the applicable calendar year. Any work done before the prior to April 1 st cannot be reimbursed.
How can we avoid some of the most common problems applicants encounter?	<ul style="list-style-type: none"> • Allow enough time to work on the application! • Don't wait until the last minute to upload your applicant (in case you have technical problems) • Allow enough time to get board of director's (if required) approval to submit the application. • Save data as it's entered. • Answer the questions that are asked. • Write clearly and plainly, be brief, objective, and don't embellish.
Is buying used buses ok?	Yes, however this is case by case.
Is the 2012 Operating Plan Tool required with the Application?	The Operating Plan Tool is not a required document. It is provided for those applicants needing assistance in determining grant amounts to

	request based on a route and program. All applicants must submit an operations plan justifying their request for funding.
Do I have to publish a public notice?	TP will publish a notice in the local papers twice a year (Jan and July) letting all interested parties know that the posting of notices can be found on the www.i-Way.org website. To get email notifications of these notices as they are posted on the website, a person needs to register with i-Way.org/register .
What is the difference between Rural and Small Urban?	Small Urban is a population between 50,000 and 200,000. Rural is a population less than 50,000.
What is the Letter of Intent that is being asked for with the Application? Letters of support have always been sufficient in the past...	TP needs a letter of Intent from the contributor stating that they plan to support the match, we understand it could change by the time the Agreement is signed. Most sub-recipients say they can get this type of letter. Please be aware that you will need a Letter of Commitment at the time of signing the Agreement stating that the contributor is giving said amount as a match.
I get match from Medicaid, I can't get a letter of Intent from them. What do I do?	For Medicaid, TP will accept a letter from you stating that you get Medicaid dollars and are expecting a certain amount for the FY2013 year.
What are the funding amounts for each district?	TP has not determined the amounts. The State is using a zero-based budget approach, with that said applicants need to build their budget based on the costs of the routes or services they are proposing to provide. Applicants need present an operating plan with their application to substantiate your funding request.

<p>Why would we be asked to participate in a program other than what we have applied for?</p>	<p>If your project and strategy fits the funding of another program better, TP may ask if you would be willing to accept funds from another program.</p> <p>TP usually have more requests than we have funds for the 5311 programs, so if your project would fit another program and there is no more funding in the program you are requesting you may be offer to fund it with other funding.</p> <p>You are free not to accept funding from another program. With the limited funds available TP wants to make sure you have the benefit of all the available funding.</p>
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