



IDAHO TRANSPORTATION DEPARTMENT 2012 PRE-APPLICATION GUIDANCE for FTA GRANT ASSISTANCE

DIRECTIONS

This is the Pre-Application for Federal Transit Administration (FTA) Formula 5310, 5311, 5316 and 5317 assistance for Funding Fiscal Year 2013. The deadline for submission is 11:59 PM Mountain Standard Time, January 19, 2012. No late applications will be accepted.

1. Please complete Section A, Organization Information.
2. Section B is the acknowledgement of FTA Certifications and Assurances. There are also links to Audits and Open Meeting procedures; Procurement links, both state and federal; and the Idaho meeting and travel policies. Please read through these. If you are awarded funds, you will be required to follow these procedures and policies.
3. Complete Section C, Resource and Community Coordination. Be complete in answering these questions.
4. Complete Section D, describing the project for which you are seeking assistance.
5. Complete Section E, Required Documents checklist, please make sure this includes Capital inventory and your IRS letter confirming non-profit status (if applicable).
6. Complete Section F, Signature.
7. Save a copy of your completed application.
8. Hold 'Ctrl' and click on 'Click Here' next to the APPLICATION UPLOAD button. A webpage will come up for submitting your application.
9. Provide all requested information regarding your application, attach your file, and click on 'Submit'.





[Click Here](#)

APPLICATION
UPLOAD



FUNDING CALENDAR – 2012 FUNDING CYCLE

	January 19th – Pre-Applications are due and must be submitted online by 11:59 PM Mountain Standard Time. Mandatory for Applicants.		
	January 20th through March 23rd – Public Comment Period		
	<p>February 14th through February 25th – District Coordination Meetings. Attendance Mandatory for Applicants.</p> <table style="width: 100%; border: none;"> <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> <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 6: January 31st 4:00 – 6:00 PM Ameritel Inn – Spectrum- Idaho Falls 2501 S. 25th Street East</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> <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 4: February 2nd 4:00 – 6:00 PM La Quinta – Twin Falls (formerly AmeriTel) 539 Poleline Rd</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 2: January 31st 4:00 – 6:00 PM Best Western University Inn 1516 Pullman Road Moscow, ID 83843 208-882-0550</p> <p>District 6: January 31st 4:00 – 6:00 PM Ameritel Inn – Spectrum- Idaho Falls 2501 S. 25th Street East</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 5: February 1st 4:00 – 6:00 PM Ameritel Inn – Pocatello 1440 Bench Rd Pocatello, ID 83201 800-600-6602</p> <p>District 4: February 2nd 4:00 – 6:00 PM La Quinta – Twin Falls (formerly AmeriTel) 539 Poleline Rd</p>
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	Idaho Falls, ID 83406 208-552-2500	Twin Falls, ID 83301 208-736-9600
	February 27th – Full application packages are due and must be submitted by 11:59 PM Mountain Standard Time. Mandatory for Applicants.	
	March 21st through April 4th – District Balancing Meetings. Attendance Mandatory for Applicants either by Webinar or in Person.	
	District 4: March 21st 9:00 AM – 11:00 AM Holiday Inn Express 1554 Fillmore Twin Falls ID 83301 (208) 732-6001	District 2: April 2nd 2:00 PM – 4:00 PM Best Western University Inn 1516 Pullman Road Moscow, ID 83843 (208) 882-0550
	District 5: March 21st 2:30 PM – 4:30 PM Ameritel Inn – Pocatello 1440 Bench Rd Pocatello ID 83201 (800) 600-6602	District 1: April 3rd 9:00 AM – 11:00 AM Ameritel Inn-CDA 333 Ironwood Ave Coeur d'Alene ID 83814 (208) 665-9000
	District 6: March 22nd 9:00 AM – 11:00 AM Ameritel Inn – Spectrum- Idaho Falls 2501 S. 25 th Street East Idaho Falls ID 83406 (208) 552-2500	District 3: April 4th 2:00 – 4:00 PM Caldwell Public Library 1010 Dearborn Caldwell, ID 83605 (208) 459-3242
	April 24th – IMC Balancing Meeting. Attendance Mandatory for Applicants either by Webinar or in Person. All district awards will be approved by the PTAC Committee. PTAC Committee members may have questions. This meeting is mandatory. It is in the best interest of applicants to be at the meeting in person, but you may also participate by webinar to answer questions. The PTAC Committee does not have to approve DCC recommendations. Note: Meeting location will be in Boise; venue and meeting time To Be Determined.	
	May 2012 – ITD Board Approval at their monthly Board meeting.	

IMPORTANT NOTES

	1. Your proposed project(s) MUST be in response to a prioritized strategy in local coordination plan(s). If your project does not address a strategy, it will not be considered. View plans and strategies online at http://i-way.org/Community/districts .
	2. You must be up to date with performance reporting on current services from at least January 1, 2011 through the present.
	3. Mobility Managers for each District can provide technical assistance with coordination plans and strategies for your service areas. A list of Mobility Managers can be found here .
	4. If you have non- application questions, you can email the GATeam@itd.idaho.gov or call 800-527-7985
	5. Be sure to enroll yourself at www.i-Way.org so you can receive updates on mobility funding opportunities.
	6. In the event there are changes to this application or process, we will post these in FAQs at http://i-way.org/Mobility%20Funding/ITD/App%20Process/current-funding .
	<p>7. An audit is REQUIRED for the 2012 Grant Application.</p> <p>Entities 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): Single audit or program-specific audit each fiscal year.</p> <p style="text-align: center;">-----</p> <p>Entities whose annual budget (from all sources) exceeds \$250,000 and expend any amount in a year in combined Federal awards: a full and complete audit of financial statements is required each fiscal year.</p> <p style="text-align: center;">-----</p> <p>Entities whose annual budget (from all sources) exceeds \$100,000 but does not exceed \$250,000 and expend any amount in a year of combined Federal awards: A biennial financial statements audit at a minimum is required. Biennial audits shall include an audit of each fiscal year since the previous audit.</p> <p style="text-align: center;">-----</p> <p>Entities whose annual budget (from all sources) exceeds \$50,000 but does not exceed \$100,000 and expend any amount in a year of combined Federal awards: A biennial financial statements review is required. Biennial reviews shall include a review of each fiscal year since the previous review.</p> <p style="text-align: center;">-----</p> <p>Entities whose annual budget (from all sources) does not exceed \$50,000 and expend any amount in a year of combined Federal awards: Minimal 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.</p> <p style="text-align: center;">-----</p> <p><i>Please see the complete policy for audit requirements at http://www.i-way.org, Policy M-2010-20.</i></p>

Instructions for Section A - Organization Information

Complete all items in this section completely. Make sure you collect the documents to upload with the Pre-Application.

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 Audit, and the Project Request Summary (Pre-Application). If applicable to your organization, the following documents need to be uploaded at this time: Current By Laws, Current Drug/Alcohol Policy, Description of your Cost Allocation Methodology, Vehicle Replacement Plan and Board of Directors Information.

The Division of Transportation Performance (TP) will not accept your Pre-Application if it is not uploaded to <http://i-way.org/MobilityFunding/ITD/AppProcess/upload> by the deadline. If you need help with upload, please contact your Mobility Manager.

If you are submitting more than one pre-application, the information required in addition to your pre-application needs to be submitted only once.

Instructions for Section B - Certifications and Assurances

Please read through the Certifications and Assurances. Here is a link to the FTA document: <http://i-way.org/Tool%20Box/documentlibrary> under the heading of **Federal Transit Administration (FTA) Documents & Links**. When you have read and agree with them, please select YES in the dropdown box.

If your organization is awarded funds through this funding application, please be aware that you will be asked to comply with Federal and State pass-through requirements to remain eligible to receive the funds.

Here is a list of documents to review:

<http://i-way.org/Mobility%20Funding/procedures> : **Audits** – Procedure M-2010-20, **Open Meeting** – Procedure M-2010-19, **Procurement** - <http://adm.idaho.gov/adminrules/rules/idapa38/0501.pdf>, http://www.fta.dot.gov/funding/grants_financing_6036.html
State Meeting & Travel - <http://www.sco.idaho.gov/web/sbe/sbeweb.nsf/pages/trvlpolicy.htm>

Instructions for Section C - Resource & Community Coordination

Coordination of services means the integration of transportation provider services with social/human service agencies, commercial operators, other transportation providers, community organizations, etc. Applicants who work with and participate in their Local Mobility Management Network (LMMN) generally receive higher scores than applicants who do not.

Evaluators consider each applicant's unique environment, such as service area population, the number of human service agencies/providers that operate within the service area and how effectively the applicant has worked with them.

List public and private transit operators in your service area and describe your relationships with them. Describe the quality and depth of your mutual or joint coordination. List contractual agreements with these organizations (even those who do not generally provide transportation services).

To the maximum extent possible, applicants are expected to contact and work with all transportation providers in their service area, including human service agencies that provide service or purchase service. The Idaho Mobility Council, District Coordinating Councils, and Idaho Transportation Department expect all applicants for funding

assistance to have contacted human service agencies that need service (e.g., Welfare to Work, Temporary Assistance to Needy Families). ITD also expects applicants to have contacted and be in contact with employers that need service for employees and/or potential employees, subsidized housing facilities, and any other agency that has consumers needing transportation to access their services.

For a variety of reasons, it may be difficult for some applicants to coordinate services with others in their community. ITD recognizes an applicant's "good faith effort" in community coordination of transportation services as much as it does successful, actual outcomes of coordination, such as service and/or coordinating agreements. ITD's position is FTA funds are awarded to a *community* for the provision of *services* in that community, based on the merits of an applicant's proposal. Therefore, evaluation of an applicant's coordination of services includes an assessment of the *community's* ability and willingness to coordinate transportation services and make the best possible use of all available resources as well as an applicant's willingness to coordinate their services. If a community chooses not to do so, it is a negative reflection on that *community* and not necessarily on the applicant.

QUESTIONS 1 & 2

If you can reply “yes” (dropdown box) to the questions in this subsection, provide a brief description or explanation in the text box.

Tell us how you share resources in any meaningful way. Examples could be a county providing vehicle maintenance or your collaboration with other agencies on training activities.

QUESTION 3

Tell us about your positive or negative experiences. Next, describe any problems or barriers you may have encountered in the process.

Now tell us what you’ve done and the efforts you’ve made to coordinate your services with other organizations, agencies, etc., that are not transit providers (e.g. hospitals, dialysis centers, resort chambers, etc.).

If your agency has made special coordinating efforts, give us a brief description.

Instructions for Section D - Project Information

Projects are submitted in response to a single mobility strategy identified and prioritized in the Local Coordination Plans. Click [here](#) to view a list of the updated local plans. ***Please note this has changed from the 2011 Funding Application.***

The single mobility strategy applied for will use one mode and one funding program. If there is another mode or source of funding associated with this project, it will require a separate Pre-Application and Application.

Project should be described and how it will meet the identified strategy.

For each project, indicate whether it is dependent on any of your other projects; if so, which ones?

If you submit multiple projects as options for the same strategy, indicate so and identify the other projects. Example: You want to develop a route (strategy) from City A to City B, identify each proposed project separately.

Instructions for Section E - Required Documents to Be Submitted With Application – Checklist

This is a checklist for you to make sure you have all the appropriate, required documentation for this project.

Instructions for Section F, Signature

This section is your digital signature. Please complete it before uploading.