


# 2012 GRANT Pre-Application

## GENERAL INSTRUCTIONS:

- I. Complete all pages and enter responses in all fields.
- II. Required fields are marked with a \*

## Section A - Organization Information

1 - Short Name or Common Acronym *	MRTA	
2 - Operating Name *	Mountain Rides Transportation Authority	
3 - Legal Name *	Mountain Rides Transportation Authority	
4 - Physical Address #1 *	800 1st Avenue North	
5 - Physical Address #2	PO Box 3091	
6 - Physical City *	Ketchum	
7 - Physical State *	ID	
8 - Physical Zip *	83340	
9 - Mailing Address same as Physical Address? *	<b>NO</b>	Please enter Mailing Address
10 - Mailing Address #1	PO Box 3091	
11 - Mailing Address #2		
12 - Mailing City	Ketchum	
13 - Mailing State	ID	
14 - Mailing Zip	83340	
15 - Business Phone #1 *	208-788-7433	
16 - Business Phone #2		
17 - Business Fax	866-554-1103	
18 - Business E-Mail	<a href="mailto:jason@mountainrides.org">jason@mountainrides.org</a>	
19 - Home Page / Web Address	<a href="http://www.mountainrides.org">www.mountainrides.org</a>	
20 - What date was this organization formed?	5/1/2007	
21 - Established RPTA? *	<b>NO</b>	
22 - What counties does this organization currently serve?	Blaine, Jerome, Camas, Lincoln, Twin Falls	
23 - What FTA Programs are associated with each county?	Blaine and Twin have 5311 funding. Blaine has 5316 and 5317. Twin, Jerome, Lincoln have some 5316 for vanpool. Camas currently has none but may have 5316 with start of new vanpool.	
24 - Congressional District Entity Resides in *	<b>2ND DISTRICT</b>	
25 - Congressional District Served *	<b>2ND DISTRICT</b>	
26 - List the Local Mobility Networks (LMMN) you are currently serving? *	Primarily 4A but a couple of vanpools originate in 4B.	
27 - DUNS Number *	02-0510-0860	
28 - Employer ID # EIN *	82-0382250	
29 - Current By Laws? *	<b>YES</b>	Upload a copy with your Pre-application
30 - Current Audit? *	<b>YES</b>	Upload a copy with your Pre-application
31 - Current Drug/Alcohol Policy? *	<b>YES</b>	Upload a copy with your Pre-application
32 - Do you Use a Cost Allocation Methodology? *	<b>YES</b>	
Describe the Methodology (500 Characters Maximum)	MRTA maintains a coding structure to ensure costs are categorized appropriately. The coding structure consists of 3 levels of coding as follows: 1) Expense account ( e.g. payroll,fuel, repairs, supplies etc.; 2) Route (e.g. Valley, Blue, Red etc.) or Service, which relates to a particular strategy; 3) Department (Operations, Maintenance, Marketing, Bikle/Pedestrian, Administration). Through this coding system, using Quickbooks, we are able to directly tie each dollar spent to the type of expense, reimbursement program (grant) and department. This system allows us to be very careful to only expense reimbursement once per expense.	
33 - Do you have a Board of Directors?	<b>YES</b>	Upload a list of your Board members and meeting schedule with your Pre-application
34 - Do you currently have a Vehicle Replacement Plan?	<b>YES</b>	Upload a copy with your Pre-application
35 - Agency Type *	<b>Rural Public Transit</b>	
 <b>*Mandatory!!</b> Private non-profit applicants must attach a copy of their IRS Letter of Determination for 501(c)3 non-profit status to their submitted Pre-Application		
35 - Number of volunteer drivers (annual total)	30	
36 - Number of personal vehicles in service (annual total)	0	
37 - Average Trip Length (miles)	n/a	
38 - TEAM Recipient ID#	2893	

## 2012 GRANT Pre-Application

39 - Description of products/services currently provided by this organization.* (500 Characters Maximum)	MRTA provides public transportation services to residents, home owners and tourists of Blaine County through its fixed route bus service connecting the towns of Ketchum, Sun Valley, Hailey and Bellevue. As part of this service, MRTA provides complimentary ADA paratransit van service. In addition, Mountain Rides provides commuter vanpool service to workers residing in Twin Falls, Jerome, Lincoln, Camas Counties and commuting to or within Blaine County.
40 - Governing Board Meeting Schedule* (500 Characters Maximum)	Third Wednesday of each month at noon, 2012 schedule is as follows: 1/18; 2/15, 3/21,4/18,5/16,6/20,7/18,8/15, 9/19, 10/17, 11/21,12/19

### Section B - CERTIFICATIONS AND ASSURANCES

#### Instructions:

There are Certifications and Assurances that apply to sub-recipients receiving federal funding. The Sub-recipient's Board Chair or designated individual must indicate the organization is willing to comply with the applicable certifications, assurances, and procedures in order to receive federal funding. These documents are available for download from the internet at: <http://i-way.org/Tool%20Box/documentlibrary> under the heading of **Federal Transit Administration (FTA) Documents & Links**.

1 - Will the organization comply with applicable certifications, assurances, and procedures?

YES, the organization is willing to comply with any applicable certifications, assurances, and procedures.

NO, the organization is NOT willing to comply with the applicable certifications, assurances, and procedures.

(NOTE: NO means you will not be eligible to receive funding.)

**YES**

**Please note:** a subrecipient of the State of Idaho is required to comply with certain pass-through requirements. Here are the references:

**Audits** (Procedure M-2010-20), **Open Meeting** (Procedure M-2010-19) <http://i-way.org/Mobility%20Funding/procedures>

**Procurement** <http://adm.idaho.gov/adminrules/rules/idapa38/0501.pdf>

[http://www.fta.dot.gov/funding/grants\\_financing\\_6036.html](http://www.fta.dot.gov/funding/grants_financing_6036.html)

**State Meeting and Travel** <http://www.sco.idaho.gov/web/sbe/sbeweb.nsf/pages/trvlpolicy.html>

### Section C - RESOURCE & COMMUNITY COORDINATION

1 - Do you share resources in any significant way with other agencies (e.g., maintenance/ mechanics, vehicles, staff/drivers, facilities, marketing, insurance, fuel purchases, training, bilingual programs, etc.)? If yes, provide a brief description.\*

**YES**

Description  
(700 Characters Maximum)

Yes, MRTA is committed to sharing resources. Examples of this include working on Senior Connection (local senior center) vehicles in the MRTA shop, combining with local agencies who operate vehicles on a bulk parts purchasing program at NAPA, establishing a partnership with City of Ketchum and Sun Valley Ski Education Foundation to use vanpool vans for kids rec programs, working on joint marketing programs with local marketing committees, disposing of old buses at significantly reduced prices for benefit of non-profits, creating van share program for local agencies, and providing advice to local/district agencies on how to apply for federal transportation aid. We are currently working on a proposal to build and share a bulk fuel tank facility with local city partners to effect fuel cost savings for all partners as well as a bike share program with the City of Hailey.

2 - Have you realized any measurable or quantifiable savings in costs directly through, or as a result of, your coordination efforts? If yes, provide a brief description.\*

**YES**

## 2012 GRANT Pre-Application

Description (700 Characters Maximum)	Yes, as a result of coordination with the Senior Connection they have been able to reduce their service by one day per week and shift those users to MRTA's Hailey Route. This reduced the overall costs to move these seniors by 20%. MRTA has coordinated with other local municipalities to form a purchasing group for vehicle parts which results in a 20% cost savings to MRTA on parts. Cooperation with the City of Ketchum on a new bulk fuel tank will result in MRTA fuel cost savings of \$13,000 per year. Our partnership with Webb Landscaspe results in savings of approximately \$1000 per year through use of their tire machine for our vans, use of their maintenance employees for our landscaping needs (snow plow in winter, irrigation and yard work in summmer) in exchange for allowing parking of their vehicles on our property. In less quantifiable terms, van share with Sun Valley Ski Education Foundation has reduced SOV and carpools from schools to the ski resort, and transports approximately 20 kids four days per week in 2 vans. Our joint marketing efforts with Sun Valley Company and the Sun Valley Marketing Alliance include links to our website from their website, posting of our route information and maps and photos on their sites.
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3 - Describe your efforts to work with other organizations, agencies, businesses, and other appropriate community interests in order to provide service (e.g., employers, medical centers, social service agencies, visitor services, activity centers, etc.). \* (Enter N/A if not applicable)

Description (500 Characters Maximum)	MRTA has strong partnerships with local businesses to purchase bus passes for employees or users - these partnerships include the YMCA, Webb Landscape, the Forest Service, Blaine Co. School District, The Community School, St. Luke's Regional Medical Center and Clinic, Sun Valley Company, and Atkinsons' markets. MRTA also provides discounted passes to local non-profits including Community Library, ERC, The Advocates, SV Center for the Arts, and Hunger Coalition. MRTA partners on bike/pedestrian issues and infrastructure with Wood River Bike Coalition and Blaine Co. Recreation District, as well as the local cities. We also have developed a schoralship program to assist low income persons in the purchase of discounted bus passes. MRTA commuter services aid smaller local employers in getting employees to work cost efficiently through MRTA vanpool services. This includes such businesses as Sun Valley Bronze, Rocky Mountain Hardware, Sawtooth Plumbing, St. Luke's Hospital.
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### Section D - PROJECT INFORMATION

1 - In which state(s) will your project provide service? *	<input checked="" type="checkbox"/> Idaho	<input type="checkbox"/> Montana	<input type="checkbox"/> Nevada
	<input type="checkbox"/> Oregon	<input type="checkbox"/> Utah	<input type="checkbox"/> Washington
	<input type="checkbox"/> Wyoming		
2 - Strategy Number *	4A.L020		
3 - Strategy Name *	Increase Mobility Between Communities in the Wood River Valley by providing express services.		
4 - Project Name *	Valley Route express service		
5 - Please describe your project * (500 Characters Maximum)	Valley Route has been very successful in the past few years in growing ridership from 62,477 in 2007 to 162,384 in 2011. Going forward, more service will result in more ridership and better overall mobility for the community. By serving commuters with lower incomes, this project fits within JARC guidelines. By expanding Valley Route service to provide express service during traditional commute hours, we will meet the goal of the strategy. Express trips will connect Hailey and Ketchum with limited stops & quicker route timing to help get commuters to their destination more efficiently.		
6 - What mode will this project use? *	<b>Fixed Route</b>		
7 - Which funding program do you intend to apply for? *	<b>5316</b>		
8 - List the Districts this project will serve. *	District 4		
9 - List the Local Mobility Networks (LMMN) this project will serve.*	4A		
10 - Is this project dependent on any of your other projects? *	<b>YES</b>		

## 2012 GRANT Pre-Application

Identify the other projects that are dependent on this one. (500 Characters)	This project would rely on the existing Valley Route baseline weekday service as its foundation with evening and weekend service serving as a compliment to that base service. Valley Route base service is being requested through 5311 funding and strategy 4A.D001.	
11 - Are you submitting other projects as options for this strategy? *		<b>NO</b>
Identify the other projects that are options to this strategy. (500 Characters)		
12 - Does this project directly interconnect with other mobility options? *		<b>YES</b>
Identify the other mobility options. (500 Characters)	The Valley Route does connect to all major downtown areas of each community within the Wood River Valley and does allow bike and pedestrian connectivity from the Valley Route bus stops. Shuttle, taxi, and senior transportation all have the possibility of connecting to MRTA Valley Route services.	

### Section E - Required Documents to Be Submitted With Application - Checklist

<b>Instructions:</b> Update the entry for each document to show a status of 'Included' as documents are prepared for uploading.		
1 - Current Bylaws	• If Applicable	<b>Included</b>
2 - Current Audit	<ul style="list-style-type: none"> <li>• For any companies which historically have received Federal funds - most recent audit.</li> <li>• For all other companies, audit report will be provided on anniversary data of grant agreement.</li> </ul>	<b>Included</b>
3 - Drug Alcohol Policy	• If Applicable - You will need this if you are applying for 5311 funds.	<b>Included</b>
4 - Board of Directors Information	<ul style="list-style-type: none"> <li>• Meeting Schedule</li> <li>• Board Contact Information</li> </ul>	<b>Included</b>
5 - Vehicle Replacement Plan	• If you are purchasing a new vehicle, you will need to have a replacement plan.	<b>Included</b>
6 - IRS Letter of Determination for 501(C)3 non-profit status	• If Applicable	<b>Not Included</b>

### Section F - Signature

By typing your initials in the box to the right you are verifying that you have read, understood, and agreed to all the requirements of this pre-application. This mark will act as your electronic signature:			<b>JMM</b>
<b>Name and Title</b>	<b>Jason Miller, Executive Director</b>	<b>Date</b>	<b>1/18/2012</b>