


## 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 *	VRT		
2 - Operating Name *	Valley Regional Transit		
3 - Legal Name *	Valley Regional Transit		
4 - Physical Address #1 *	700 N East 2nd		
5 - Physical Address #2	Suite 100		
6 - Physical City *	Meridian		
7 - Physical State *	Idaho		
8 - Physical Zip *	83642		
9 - Mailing Address same as Physical Address? *	YES		
10 - Mailing Address #1			
11 - Mailing Address #2			
12 - Mailing City			
13 - Mailing State			
14 - Mailing Zip			
15 - Business Phone #1 *	208-345-7433		
16 - Business Phone #2	208-846-8547		
17 - Business Fax	208-846-8564		
18 - Business E-Mail	<a href="mailto:mbarker@valleyregiontransit.org">mbarker@valleyregiontransit.org</a>		
19 - Home Page / Web Address	<a href="http://valleyregionaltransit.org">valleyregionaltransit.org</a>		
20 - What date was this organization formed?	1/1/1999		
21 - Established RPTA? *	YES		
22 - What counties does this organization currently serve?	Ada County Canyon County Coordinates with adjacent counties		
23 - What FTA Programs are associated with each county?	5307, 5310, 5311, 5316R, 5316SU, 5316 LU 5317R, 5317SU, 5317LU		
24 - Congressional District Entity Resides in *	2ND DISTRICT		
25 - Congressional District Served *	BOTH		
26 - List the Local Mobility Networks (LMMN) you are currently serving? *	District 3C Coordinates with other districts		
27 - DUNS Number *	13975893		
28 - Employer ID # EIN *	820515697		
29 - Current By Laws? *	YES	Upload a copy with your Pre-application	
30 - Current Audit? *	YES	Upload a copy with your Pre-application	
31 - Current Drug/Alcohol Policy? *	YES	Upload a copy with your Pre-application	
32 - Do you Use a Cost Allocation Methodology? *	NO		
	Describe the Methodology (500 Characters Maximum)		
33 - Do you have a Board of Directors?	<<Select>>		
34 - Do you currently have a Vehicle Replacement Plan?	YES	Upload a copy with your Pre-application	
35 - Agency Type *	State General and Local Government (State or City or		
 <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)	Number of volunteers in the Volunteer Driver Program varies. Drivers for fixed line and access service are paid staff.		
36 - Number of personal vehicles in service (annual total)	Volunteer Driver Program has not in place for a year.		
37 - Average Trip Length (miles)			

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38 - TEAM Recipient ID#	
39 - Description of products/services currently provided by this organization.* (500 Characters Maximum)	Valley Regional Transit (VRT) is the regional transportation authority in Ada and Canyon counties. As such VRT coordinates transportation in the region to ensure that services are provided in the most efficient and expansive means possible. VRT also contracts to operate fixed line and paratransit bus service in Ada and Canyon counties. VRT provides travel training, It has a volunteer driver program and a vehicle sharing program. VRT is establishing a Canyon County vanpool program.
40 - Governing Board Meeting Schedule * (500 Characters Maximum)	VRT Full Board meets twice a year - roll is to set policy and budget. VRT Executive Board meets monthly - roll is to ensure projects and services meet Board established policy and budget. Regional Coordination Council meets monthly - roll is to review projects and services from perspective of the various populations they represent and make recommendations to the Executive Board.

### 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.	<b>YES</b>
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.)	

**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. *	<b>YES</b>
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Description (700 Characters Maximum)	<p>VRT coordinates with many transportation providers and social service agencies in the area. Currently, VRT is participating in the following shared funding projects (partners identified):</p> <ol style="list-style-type: none"> <li>1) College of Western Idaho Park &amp; Ride (CWI)</li> <li>2) 511 Website (ITD)</li> <li>3) Capital Asset Management System (ACHD, BSU and ITD)</li> <li>4) One Call/One Click Information System (ITD and CTAI)</li> <li>5) State St. Signal Upgrade (ACHD)</li> <li>6) Bus Stop Enhancements (ACHD, Cities of Caldwell and Nampa)</li> <li>7) Rt 55 (State Independent Living Council)</li> </ol> <p>VRT participates in the following projects which share staff hours.</p> <ol style="list-style-type: none"> <li>1) Senior Transportation Project</li> <li>2) Refugee Transportation Project</li> <li>3) State St. Corridor Project</li> <li>4) BSU Park &amp; Ride</li> </ol>
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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. *	<b>YES</b>
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Description (700 Characters Maximum)	1) College of Western Idaho donated the land for the P&R valued at \$350,000 2) ITD contributed several hundred thousand dollars to the project 3) ITD is providing nearly \$100,000 to help make the system statewide 4) ITD and CTAI are providing local match along with VRT on this cooperative project. 5) ACHD shared grant funds to help implement the transit component of this project. 6) ACHD and VRT are coordinating construction to reduce costs to both agencies. 7) State Independent Living Council is providing grant funding toward this service.
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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)	VRT's role is to coordinate with other organizations and service providers to maximize service coverage and efficiency. VRT is on many transportation committees. VRT works with senior centers and social service agencies to coordinate transportation for clients. VRT works with agencies to pool volunteer drivers into one system. VRT partners to develop technology to improve operations and customer service. VRT partners with employers, schools and agencies to provide discounted bus passes.
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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 \*      3C. L019

3 - Strategy Name \*      Provide Mobility Options to Access Educational and Job Training Opportunities

4 - Project Name \*      VRT GoRide Job Access Transportation

5 - Please describe your project \*  
(500 Characters Maximum)

Project will provide driver training to refugees, qualifying them as drivers to transport refugees and others to temporary training and jobs. Drivers will use vehicle sharing pool vehicles. Drivers will gain experience to progress to jobs in the transportation field. Fixed transit or vanpools often won't work to get people to temporary jobs and training. Many refugees do not have drivers licenses yet or vehicles. Mountain States Group and the Department of Labor will identify drivers to train and find work and training opportunities. Project includes small urban and rural areas.

6 - What mode will this project use? \*      **Other**

7 - Which funding program do you intend to apply for? \*      **5316**

8 - List the Districts this project will serve. \*      District 3

9 - List the Local Mobility Networks (LMMN) this project will serve.\*      3C

10 - Is this project dependent on any of your other projects? \*      **NO**

Identify the other projects that are dependent on this one. (500 Characters)	This project is dependent on the vehicle sharing program which is already funded and in place through VRT. It is not dependent on any other projects currently being applied for.
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11 - Are you submitting other projects as options for this strategy? \* **NO**

Identify the other projects that are options to this strategy.  
(500 Characters)

12 - Does this project directly interconnect with other mobility options? \* **YES**

Identify the other mobility options.  
(500 Characters)

This project is connected with VRT's vehicle sharing program. The vehicle sharing program consists of a pool of vehicles that agencies and organizations can borrow when needed rather than obtaining their own which they don't need on a full time basis.

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

#### Instructions:

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	• For any companies which historically have received Federal funds - most recent audit. • For all other companies, audit report will be provided on anniversary date of grant agreement.	<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	• Meeting Schedule • Board Contact Information	<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:

**KF**

<b>Name and Title</b>	<b>Kelli Fairless, Executive Director</b>	<b>Date</b>	<b>1/18/2012</b>
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