

# 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 *	YBP		
2 - Operating Name *	Yellowstone Business Partnership (on behalf of Linx)		
3 - Legal Name *	Yellowstone Business Council dba Yellowstone Business Partnership		
4 - Physical Address #1 *	Idaho Falls Field Office and Interim Linx Headquarters		
5 - Physical Address #2	151 N. Ridge Ave. Suite 260		
6 - Physical City *	Idaho Falls		
7 - Physical State *	Idaho		
8 - Physical Zip *	83402		
9 - Mailing Address same as Physical Address? *	<b>NO</b>	Please enter Mailing Address	
10 - Mailing Address #1	PO Box 7337		
11 - Mailing Address #2			
12 - Mailing City	Bozeman		
13 - Mailing State	Montana		
14 - Mailing Zip	59771		
15 - Business Phone #1 *	208-528-0269		
16 - Business Phone #2			
17 - Business Fax	208-524-7736		
18 - Business E-Mail	<a href="mailto:jbrown@yellowstonebusiness.org">jbrown@yellowstonebusiness.org</a>		
19 - Home Page / Web Address	<a href="http://www.yellowstonebusiness.org">www.yellowstonebusiness.org</a>		
20 - What date was this organization formed?	8/24/2001		
21 - Established RPTA? *	<b>NO</b>		
22 - What counties does this organization currently serve?	In Eastern Idaho Linx provider members serve: Fremont, Teton, Madison, Jefferson, Clark, Bonneville, and Lemhi (in District 6) and Bingham, Bannock, Caribou, Franklin, Bear Lake, Oneida and Power counties.		
23 - What FTA Programs are associated with each county?	5310 - Fremont, Teton, Madison, Jefferson, Clark, Bonneville, Lemhi, Bingham, Bannock, Caribou, Franklin, Bear Lake, Oneida and Power. 5311 - Fremont, Teton, Madison, Jefferson, Clark, Bonneville (non-UZA), Lemhi, Bingham, Bannock (non-UZA), Caribou, Franklin, and Bear Lake. 5316 - Fremont, Teton, Madison, Jefferson, Clark, Bonneville, Bingham, Bannock, Caribou, Franklin, and Bear Lake. 5317 - Fremont, Teton, Madison, Jefferson, Clark, Bonneville, Bingham, Bannock, Caribou, Franklin, and Bear Lake.		
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? *	LMMN 5A, LMMN 5B, LMMN 5C, LMMN 5D - Bannock Only, LMMN 6B excepting Butte		
27 - DUNS Number *	114472397		
28 - Employer ID # EIN *	81-0543889		
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)	YBP maintains the books for Linx under an administrative services agreement. YBP uses cost-accounting procedures in Quick Books Non-Profit and classes are assigned to the following program areas: general/administrative; marketing/communications; sales; technology development; and Yellowstone Pilot. Prior to February 1, 2011, YBP accounted for the Linx program as part of its ARRA grant. The attached financial statements reflect this relationship for the 2010 fiscal year.		
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	

## 2012 GRANT Pre-Application

34 - Do you currently have a Vehicle Replacement Plan?	NO
35 - Agency Type *	Private Non-Profit

 **\*Mandatory!!** 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)	n/a
36 - Number of personal vehicles in service (annual total)	n/a
37 - Average Trip Length (miles)	n/a
38 - TEAM Recipient ID#	n/a

39 - Description of products/services currently provided by this organization.* (500 Characters Maximum)	YBP creates programs and partnerships that enhance the environmental, social and economic well-being of the Greater Yellowstone region. YBP spearheaded the formation of the Linx Regional Transportation Cooperative to enhance mobility across the tri-state region (Idaho, Montana and Wyoming) and within both national parks. YBP and Linx are coordinating the routes and schedules of 20+ providers and marketing to local, state, regional, national and international customers
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40 - Governing Board Meeting Schedule * (500 Characters Maximum)	There are two governing boards relevant to this pre-application. The YBP board meets three times/year in February, May (annual meeting) and October, plus there are monthly teleconferences given the director distribution across three states. The Linx board has established a quarterly meeting pattern to date (February, May, August, Oct/Nov) with Executive Committee teleconferences in-between. The Linx annual meeting is held each February.
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### 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.	YES
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/trvpolicy.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
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Description (700 Characters Maximum)	YBP is maintaining a close relationship with Linx during its start up years, including sharing our resources and contacts to help ensure the co-op's ultimate success. These resources include: legal support through co-op development centers; shared office and equipment; access to YBP business members for support; chartering of Linx member buses for YBP events; introduction to key agency officials (e.g. park superintendents, forest supervisors); and grant writing to secure pilot and operational funding (grants from ITD, HUD, NSB, USDA-RD, New Belgium Brewing, Partners for Prosperity, and Brainerd Foundation).
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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. *	YES
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## 2012 GRANT Pre-Application

Description (700 Characters Maximum)	To date YBP has invested more than \$700,000 received from grants, contracts, and private investment to develop Linx and all of its programs. This would have required significant capital investment by each provider if financed by individual companies (estimated at \$30K+ rather than a \$2K stock purchase). As owners in Linx, each member has access to: newly developed transit technologies; an online reservation and ticket system; a central website directing customers to providers in the tri-state region; reduced rates on GTFS creation and maintenance; and strategic marketing opportunities. Future investments are planned to launch a rider-investor program, enhance trip planning capabilities, and develop smart card technologies.
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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)	Linx provides the platform through which multiple organizations, agencies, businesses and individuals can mutually benefit. The blended co-op consists of riders who use the transportation services, providers that operate routes, and investors and social service agencies that seek improved regional mobility. Linx has gained national attention as it is coordinating its providers' transportation services within Yellowstone National Park under a 3-year pilot demonstration. See <a href="http://www.linx.coop">www.linx.coop</a> for a list of current members.
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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 checked="" type="checkbox"/> Utah	<input checked="" type="checkbox"/> Washington
	<input type="checkbox"/> Wyoming		

2 - Strategy Number \*      5D.L029

3 - Strategy Name \*      Ensure schools/education transit services are available throughout LMMN 5D and promote those services

4 - Project Name \*      3. Linx on Campus

5 - Please describe your project \*  
 (500 Characters Maximum)      Throughout Greater Yellowstone there are two- and four-year colleges and trade schools that, under this project, will be evaluated for their cost and delivery efficiencies in supplying student transportation. In Eastern Idaho this includes expanding and improving both on-and off-campus transportation options through cooperation with EITC, BYU-I, ISU, and University Place. In addition to commuting to classes, this assistance could include chartering event and booster buses and serving special events and vacation travel.

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

7 - Which funding program do you intend to apply for? \*      **5311**

8 - List the Districts this project will serve. \*      Greatest benefit to District 5

9 - List the Local Mobility Networks (LMMN) this project will serve.\*      Benefits most LMMN 5D

10 - Is this project dependent on any of your other projects? \*      **YES**

Identify the other projects that this one is dependent on. (500 Characters)	Linx Central - Information Outreach
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## 2012 GRANT Pre-Application

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)

Bike Linx, Fly Linx

### 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.

Document	Notes	Status
1 - Current Bylaws	• If Applicable	Included
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.	Included
3 - Drug Alcohol Policy	• If Applicable - You will need this if you are applying for 5311 funds.	Included
4 - Board of Directors Information	• Meeting Schedule • Board Contact Information	Included
5 - Vehicle Replacement Plan	• If you are purchasing a new vehicle, you will need to have a replacement plan.	Not Included
6 - IRS Letter of Determination for 501(C)3 non-profit status	• If Applicable	Included

### 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:

**JMB**

Name and Title	Signature	Date
Janice M. Brown		1/19/2012