



Kootenai Metropolitan Planning Organization

Small Urban 5310 Application

Funding For October 1, 2018-September 30, 2021

Application Available: 3/01/2018-03/31/2018
Due March 31st, 2018 at 5pm (PST)



To: KMPO 250 Northwest Blvd., Suite 209 Coeur d' Alene, ID 83814

Email: kmpo@kmpo.net

Introduction

The Idaho Transportation Department's Public Transportation Office serves as a statewide leader for public transportation.

In keeping with ITD's strategic mission of "Your Safety, Your Mobility, and Your Economic Opportunity", the Public Transportation Office works to promote the success of all public transportation options throughout Idaho.

Among its many duties the Public Transportation Office is charged with statewide public transportation planning, coordination, grant administration, compliance, performance management, safety monitoring, technical assistance, and acting as a liaison between federal, state and local stakeholders.

Grant programs such as the FTA Section 5310 Programs are critical to ensuring that public transportation options of all kinds are available in Idaho.

Kootenai Metropolitan Planning Organization (KMPO), as the metropolitan planning organization for Kootenai County, works in collaboration with ITD and the other 4 MPO's around the State of Idaho to conduct the call for applications, prioritization, and then selection of programs or projects that desire to utilize FTA Section 5310 small urban funds for elderly and disabled services into and within the Coeur d' Alene Urbanized Area.



Program Description

Purpose:

To improve mobility for seniors and individuals with disabilities by removing barriers to transportation service and expanding transportation mobility options. This program supports transportation services planned, designed, and carried out to meet the special transportation needs of seniors and individuals within smaller urbanized areas with a population between 50,000 and 200,000. Eligible projects include both traditional capital investment and nontraditional investment beyond the ADA complementary paratransit services.

Eligible Recipients:

- Subrecipients: State or local government authorities, nonprofit organizations, operators of public transportation that receive grant funds indirectly through a recipient.

Local Match: Operating 50%, Purchase of Service 20%, Capital 20%

Relevant Information:

- Federal program details and related Federal Circulars
 - <https://www.transit.dot.gov/funding/grants/enhanced-mobility-seniors-individuals-disabilities-section-5310-program-technical>
- Copy of Grant Agreement with ITD if Awarded
 - <http://itd.idaho.gov/pt/>
 - "Grants" tab → "Grants Document" drop down menu
- National Environmental Policy Act – FTA Requirements
 - <https://www.transit.dot.gov/regulations-and-guidance/environmental-programs/national-environmental-policy-act>

Program Priorities:

1. Existing 5310 Services (Operating, Administration, Preventative Maintenance) (While Purchase of Service is considered capital under the FTA program, KMPO and ITD will consider it as eligible under this priority)
2. Capital Replacement of vehicles/equipment to improve State of Good Repair statewide performance
3. Expansion of 5310 Services (Operating, Administration, Preventative Maintenance) (While Purchase of Service is considered capital under the FTA program, KMPO and ITD will consider it as eligible under this priority)
3. New 5310 Operator (Operating, Administration, Preventative Maintenance) (While Purchase of Service is considered capital under the FTA program, KMPO and ITD will consider it as eligible under this priority)



Application Sections



Section 1: Demonstration of Need

Demonstration of Need for Section 5310 Transportation Funding: (3 page maximum, single sided) Applicants should demonstrate the need (new or continued) for the service/project in their local area.

Efforts and metrics will vary based on the unique aspects of each applicant and the project

- Include a description of data analysis conducted to identify gaps to existing services or vehicle replacement needs.
 - *Examples may include but are not limited to cost benefit analysis, return on investment, etc. describing the current gap in public transportation services.*

- Discuss efforts, qualitative and quantitative that were undertaken to determine need.
 - *Examples may include but are not limited to surveys and assessments conducted, needs studies, ridership history, funding history, etc.*

- Discuss collaboration with other existing providers on how gaps in service or need could be met by the application through existing or enhanced services.
 - *Provide documentation supporting collaboration with other providers and stakeholders supporting the need for the project.*



• Section 2: Project Description

Project Description: (4 page maximum, single sided) Provide a concise project description, specifically detailing the proposed project for which funds are being requested and how the project will specifically address the scope and objectives of the grant program. If the project received previous funding, explain how it was funded.

- Include detailed Scope of Work including but not limited to project duration, service approach, revenue hours of service, service schedule, cities served (service area), modes(s).

If vehicle replacement or other capital purchase, specifically identify the type of purchase (replacement or additional vehicle) and how the acquisition impacts your fleet condition, State of Good Repair, and capital replacement plan.

- Discuss rider origination and destination location as well as specific populations identified to be served (split out existing and projected new riders) specifically through this grant.
- Options that were considered prior to selecting this request.



Section 3: Project Planning

Project Planning and Coordination: (3 page maximum, single sided) In this section, the applicant should describe how the proposed project was developed and demonstrate that there is a sound basis for the project and that it is ready to implement if funded.

- Describe how it meets the needs of the service area identified in detail, and describe the Project Development Process
- Describe specific coordination with local stakeholders on this projects development and demonstration of public support
- Provide detailed project timeline and milestones for project delivery
- Provide required NEPA worksheet if applying for a capital grant that will be “moving dirt”
- Staffing levels required and organizational chart
- Specifically detail sources to account for local match
- Labor unions located in project service area
- Details on how coordination and inclusion with Minority and Low-Income Populations on this specific application was conducted, in compliance with Title VI requirements



Section 4: Project Benefits

Project Benefits: (3 page maximum, single sided) In this section applicants should identify expected project benefits, including specific goals and objectives for this project and generally the grant program. Applications should address how the project will:

- Improve efficiency or increased ridership;
- Improve safety and reliability to the rider;
- Improve mobility for those specifically identified to be served;
- Support local economic development efforts and expand economic opportunity for elderly and disabled populations;



Section 5: Project Evaluation

Project Evaluation: (2 page maximum, single sided) In this section applicants should describe the methodology that will be used to measure and evaluate the project and determine the project's performance and value to the community.

Evaluations and metrics will vary based on the unique aspects of the project, and the processes and policies of each organization

- Describe how the applicant will evaluate the performance of the project. Include a description currently collected performance measures and targets for existing services and data that will be collected and reported relevant to the specific performance measures. New service proposals should identify performance measures and proposed targets for comparison to actual performance during the grant period
 - *Examples may include but are not limited to budget, project milestones completed, cost per mile, cost per trip, revenue hours, service hours, safety reports, etc.*
- Describe how community engagement and ongoing ridership feedback will be used to evaluate the project's performance and value.
- Expecting the project under this grant to be successful, describe the sustainability plan for the service/project after the end of the grant period.



Section 6: Project Budget

See Attachment A for required Project Budget Request template with match rates auto populated. Screenshot below:

Note: The Scope of Work contained in the application will be used for the grant and subrecipient contract.

Fiscal Year 2018-2020 Project Budget Request												
			Subrecipient									
			Agreement Term		October 1, 2018-September 30, 2020							
			Contact Name									
			Address									
			Phone Number									
FTA Grant	Operating (OP) 50/50			Preventative Maintenance (PM) 80/20			Purchase of Service (PT) 80/20			Capital (CP) 80/20		
5310	Total	Federal	Match	Total	Federal	Match	Total	Federal	Match	Total	Federal	Match
		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
Total Project Cost			Total Federal Request			Total Match Needed			Scope of Work			
\$ -			\$ -			\$ -						
Subrecipient Printed Name												
Subrecipient Signature												
Date												



Application Submittal



Submittal Checklist

- ✓ **Cover Sheet (Optional)**
- ✓ **Sections 1-5 (Required)**
- ✓ **Section 6 (Required using Attachment A)**
- ✓ **Letters of Support (Optional but Recommended)**

Send to Kelly Lund:

Email: klund@kmpo.net

Mail: 250 Northwest Blvd. Suite 209

Coeur d' Alene ID 83814

ATTN: Kelly Lund

DUE March 31st, 2018
5pm (PST)



Application Timeline/Review Process

KMPO Office: Application Process:

1. KMPO releases a call for applications – open for 30 days
 - March 1, 2018-March 31, 2018
2. KMPO works with applicants to ensure all information is submitted – 15 days
 - April 1, 2018-April 16, 2018
3. KMPO in collaboration with KCATT develops proposed list of recommended projects and funding levels
4. KMPO posts recommended projects and funding levels for public comment
 - April 24, 2018-May 22, 2018
5. KCATT reviews recommendation and public comment and may concur or recommend changes to projects and/or funding levels
 - May 22, 2018
6. KMPO Board reviews KCATT recommendations and public comments; and makes final decision on project award and funding levels.
 - Estimated June 14, 2018
7. KMPO includes selected projects into the draft 2019-2023 Transportation Improvement Program
8. KMPO transmits selected projects and supporting documentation to ITD-Public Transportation Office for inclusion into the Statewide FTA Section 5310 POP and STIP.
9. ITD works with Grant Sub-recipient(s) to award and execute Agreements after FTA Grant Approval



Frequently Asked Questions

1. Can I apply for more than one grant for the same project?
 - a. Yes, however ITD-PT encourages all applicants to read through the priorities of each grant and assess which program is best suited for your project.
2. If I have multiple projects for the same funding source/grant, do I need to submit one application for each?
 - a. If there is more than one scope, such as operating and capital please submit one application for each project.
 - b. However, for 5310 grants ITD-PT and KMPO allow the operating and preventative maintenance under the same project scope to be applied for under one application.
3. How is the funding distributed?
 - a. For the 5310 program, funds are first distributed to each MPO based on the percentage of Elderly and Disabled population in that area. KMPO utilizes the priorities outlined in the application to select the funding to the subrecipients.
4. How are the projects evaluated?
 - a. See the Evaluation document posted to the ITD-PT [website](#) under the Grant Application Tab → Documents section
5. Who evaluates the projects and makes funding decisions?
 - a. There are multiple instances where projects are evaluated. The first is through the public comment period from April 24, 2018 – May 22, 2018. After public comment the KMPO evaluates and ranks the projects, and presents the funding scenarios to KCATT for their input. After KCATT, the KMPO staff presents the projects to the KMPO Board for final decision and then includes them in either the current or upcoming TIP/STIP
6. When will I be notified of the awards?
 - a. After the KMPO Board makes the funding decisions the KMPO office will notify all applicants of the awards. Awards will also be posted to the KMPO website.
7. If awarded, when will the funding begin and how long is the agreement for?
 - a. For operating grants, funding agreements will be executed for two separate one year terms. The first from October 1, 2018-September 30th-2019, and the second from October 1, 2019-September 30, 2020. For Capital grants, funding agreements will be executed for the full two years from October 1, 2018-September 30, 2020 unless specific circumstances arise.



8. Where can I find more information on each grant program (i.e. eligible projects and subrecipients)?
 - a. ITD-PT [website](#) under the “Grants” tab
 - b. FTA [website](#)

9. Where can I find more information on the rules and regulations subrecipients adhere to regarding FTA grants?
 - a. ITD PT [website](#) under “Grants” tab
 - b. FTA website <https://www.transit.dot.gov/funding/grants/grant-programs>

10. Who can I contact for additional questions?
 - a. Since KMPO is conducting the Section 5310 Small Urban call for projects of behalf of the ITD Public Transportation Office, you can contact either Glenn Miles at gmiles@kmpo.net (208) 930-4164 or Kim McGourty at kim.mcgourty@itd.idaho.gov or 208-334-4475. The ITD Public Transportation Office can address specific grant eligibilities or grant requirements as a potential subrecipient.



Thank You!

Thank you for your interest in this grant application and advancing public transportation for Idaho and the Coeur d' Alene Urbanized area. Questions regarding content within the application will be accepted up to 5 business days before the close of the application. If you have any questions on the application or the submittal process, please contact Glenn Miles at gmiles@kmpo.net or (208) 930-4164