

THE APPLICATION, STEP-BY-STEP

No new applications under Sections 5310 and 5311 will be accepted in 2011—only **application updates!**

Instructions for Section A, Application Section for All Applicants

All applicants must complete this section! Be thorough but concise. Space on the form is limited!

Please, no “shaggy dog” stories or “bleeding heart” tales of specific clients! Anecdotal stories have limited value for grant reviewers evaluating applications. Keep your responses objective and on point.

Section A asks applicants to summarize the project request. Specific project details are requested in the sections for each individual grant.

A1. Project Request Summary

Project Name. Give a one-sentence title for your project request. Use a what-who format, like “Two Bus Replacements Under 5310 for Softail County,” or “Mobility Management Training for the Town of Iron Horse using New Freedom Funds.” This is a simple way for the grant evaluators to identify your project easily.

Project Description. Provide a two or three sentence description of your request.

If you are asking for more than one project, or you are asking for funds from more than one grant source, fill out the remaining boxes in this subsection.

A2. Proposed Subcontractors or Sub-Recipients

List all contractors or sub-recipients who will perform activities associated with any proposed project for which this application seeks FTA funding assistance. Federal regulations require *all* subgrantees to comply with applicable federal laws, regulations, and directives except to the extent the State determines otherwise in writing. Grantees must

enter into written agreements (subcontracts) with each subgrantee stating the terms and conditions of assistance if subcontractors take on responsibilities of the project usually performed by the grantee.

A3. Funding Request Summary

These two tables asks you to summarize all the grant funding requests you are applying for. Enter the amount of federal funds you’re requesting under each grant. The remainder of the column should fill in automatically. Keep track of the values in each cell, you’ll use them again.

➔ If the table fails to calculate automatically, don’t panic! It’s probably a software problem. Do one of two things—manually enter the values in the appropriate cells (if the document allows you to); or recreate the table in a separate document, either word processing or spreadsheet and include it when you submit the application.

Because there are four pots of funding in this application, it is important the grant evaluators have a summary of all your funding requests. It is also important for you to see the full scope of the amount of local funding being committed by making these requests for federal funds.

Make sure the figures listed in this table and are the same as listed in the grant specific sections of the application.

A4. Transportation 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 effectively with other agencies to provide or participate in a network of transportation service generally receive higher scores than applicants who do not.

Evaluators consider each applicant’s unique environment, such as service area popula-

tion, 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 don't generally provide transportation services).

If you broker service, describe how the brokering service meets the transportation needs of all agencies involved.

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. CDOT expects all applicants for funding assistance to have contacted human service agencies that need service (e.g., Welfare to Work, Temporary Assistance to Needy Families). CDOT 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. CDOT 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. CDOT'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.

CDOT recognizes the coordination criteria has historically and to some extent present-

ly, place emphasis on human services transportation. Since resort areas tend to have fewer human service programs and providers, resort area applicants might consider themselves at a disadvantage. This is not the intent. Applicants from resort areas should address coordination differently, highlighting their coordination with the local chamber of commerce, resort association, ski lift operator, lodges, commercial operators, and so forth. Of particular concern, of course, is employee transportation, and, in many areas working with the increasing number of non-English speaking employees.

CDOT is sensitive to applicants from sparsely populated areas of the state. If applicable, stress the limited opportunities to coordinate with the few, if any, other transportation providers.

Applicants for FTA funds who operate in an urbanized area must take special care to coordinate with the primary bus operator in the area (examples would be Denver's RTD, Colorado Spring's Mountain Metro Transit, Fort Collins' TransFort). Be sure your service plans do not conflict with the primary bus operator if you plan service within these areas.

A4.1 Resource Coordination

If you can reply "yes" to the questions in this subsection, provide a brief description or explanation in the adjacent text box.

If you broker transportation service, tell us the essential elements of your service.

Likewise, 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.

A4.2 Community Coordination

Tell us who the other transit providers are in your area. Describe what you've done to coordinate with those providers. Next, describe any problems—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.).

Finally, if your agency has made special coordinating efforts at, give us a brief description of that here.

A4.1 Human Service– Transportation Coordination

Participation in a human service-transportation plan **is required** for 5310, 5316, and 5317 applicants. Applicants for these grants are required to fill in this section.

Answer yes or no to whether you attended a CDOT-sponsored and/or 2035 planning related human service-transportation coordination meeting within the last year.

Provide brief detail about what you've done since that meeting. Answer, also briefly, what efforts you have at local coordination planning, if any, and how successful those efforts have been.

Finally, provide the names of the agencies you are working on coordination efforts with.

Instructions for Section B, Evaluation Narrative for FTA Section 5310

If you received funding assistance from the Section 5310 program, you must **update** answers to the questions in this section by simply indicating whether there were any significant changes from their 2010–2011 application. The IAC scores for the update will be the same as those awarded for the application.

Fully complete the Project Information sections that provide information about your service, operating and performance.

B.4.a Updated Section 5310 Project Information for CY 2011

In previous years, the information required in this section was collected in the Agency Profile. Section 5310 applicants (if you are *not* applying for 5310 funds, *do not complete*

this section) are required to complete all the information asked for, this information determines performance measures used at the time of contracting!

B.4.a.1 Updated Section 5310 Project Information for CY 2011

Please only provide the information as it applies to the service the vehicle(s) you are requesting are going to provide. Demand Response is the primary form of service 5310 applicants provide. Fixed Route and Deviated Fixed Route are services mainly provided by general public transit operators. Only complete the questions for the service(s) you provide; leave the other sections blank.

B4a.2 Updated Section 5310 Administrative and Operating Expenses for CY 2011

Again, please only provide budget numbers applicable to the service the vehicle you are applying for is going to provide. If your vehicle(s) request is only going to provide service for a certain number of routes, provide this information only. If your vehicle(s) request is going to provide service for your whole transportation program, provide those budget numbers.

B4a.3 Updated Section 5310 Service Information for CY 2011

Again, only provide information as applicable to the service the vehicle(s) you are requesting are going to provide.

B4a.4 Updated Section 5310 Performance Information for CY 2011

These numbers are your performance measures that will be incorporated in your scope of work at the time of contract. The form should fill in automatically, if it doesn't, submit the information in a separate document. To determine these numbers, use the guidelines provided below or contact Matthew Paswaters at 303-757-9771.

Cost per Mile: Divide your total Administrative and Operating Expenses by your Total Number of Vehicle Service Miles.

Cost per Vehicle Service Hour: Divide your total Administrative and Operating Expenses by your Total Number of Vehicle Service Hours.

Cost per Passenger Trip: Divide your total Administrative and Operating Expenses by your Total Number of Passenger Trips.

Passenger Trip per Service Hour: Divide your passenger trips by your vehicle service hours.

B4.b Updated Subcontractor's 5310 Project Information for CY 2011

Complete the section according to the instructions under B.4a *ONLY for applicants who have sub-contractors or sub-recipients* in your grant application applying for 5310 funds. If you are not applying for funds under 5310 on behalf of a subcontractor, please do not complete this section.

If you have multiple subcontractors applying for 5310 funds, please copy this page and complete it for as many subcontractors as applicable.

Instructions for Section C, Updated Proposed Scope of Work for Section 5311

Applicants updating information to their Section 5311 application for 2010–2011 must answer the questions in this section.

The IAC scores for the update will be the same as those awarded for the full 2010–2011 application. See the section in these Instructions “Evaluation Criteria for Section 5310 and Section 5311” for a description of how the Merit Score was used to evaluate applications for FTA funding assistance.

C.1. Section 5311 Project Funding Requests for Calendar Year 2011

Indicate the amounts of total Section 5311 funding requested in 2010 and 2011. You will need to specify the FTA and the Local portions for each category (administration, operating, capital) of funds requested as well as the total costs of the project(s) for both years.

Guidance on Section 5311 Administration and Operating Requests. Legitimate requests for Section 5311 administration and operation assistance should take into consideration that, under FTA regulations, the maximum amount you can be awarded in operating assistance is 50 percent of your operating deficit, which is defined as the net costs of operating the transit service (total transportation expenses sans capital costs minus the revenue generated by operating the system).

Thus, to calculate the maximum amount of Section 5311 assistance you could **possibly** be awarded would be to take your operating deficit and multiply it by 0.5.

In regards to administration assistance, it is generally CDOT's policy not to allow more than 20 percent of a Section 5311 award be for administrative costs. Thus, the maximum amount of administration funding assistance considered a legitimate request is 20 percent of the Operating Deficit.

Most importantly, be aware that in most cases these calculations will be more than your agency will be awarded because of the size of the grant. However, these calculations should serve as a guideline to help make your Section 5311 Administration and Operating funding requests within reason.

The following is an example of these calculations:

Transit Agency X's Total Operating Expenses (Excluding Capital) = \$300,000

Transit Agency X's Total Operating Revenue (Fares, Donates, Etc.) = \$100,000

Transit Agency *X*'s Operating Deficit (Operating Expenses – Operating Revenue) = \$200,000

Transit Agency *X*'s Maximum FTA Request (Operating Deficit x 0.5) = \$100,000

Transit Agency *X*'s Maximum FTA Administration Request (Max. FTA Request x 0.2) = \$20,000

Note: These figures do not determine how much funding assistance you may request—they merely put a cap on what requests are considered legitimate based on the size of a transit agency's budget. Nor do these calculations guarantee your agency will be funded at the requested level or funded at all.

C.2. Description of Service

Describe in detail the services you propose. If your requests are funded it will be necessary to write a formal Scope of Work. The descriptions you give in this section will provide the basis for the contract's Scope of Work (Exhibit A) between the State and your agency (if your project is selected for funding).

Because these descriptions will be put in the contract, you must be thorough to accurately represent the service you will provide using the federal grant funds.

If you are awarded FTA funds, but less than what you requested, you will have the opportunity to revise this section before finalizing the Contract, Scope of Work, Exhibit A, for 2010 and 2011 to reflect the actual funding received.

You need to be *specific* about the services you are proposing to offer if you are to be funded at the level you request. This means you must describe the number of routes or demand responsive services and what times of day these services will be available. Include the days and hours these services will be offered (and if each route has different schedules, you need to explain that).

Mention any seasonal fluctuations you propose in the service and how you will meet the ADA complimentary paratransit requirements for fixed route service or how demand responsive services that are mainly targeted

to seniors or the disabled will be made available to the general public.

You DO NOT HAVE to describe in detail each and every single fixed route, subscription service, or demand responsive service you offer, the number of stops it serves, or the origins and destinations of each route, etc.

C.3. Updated Section 5311 Sources of Match for 2011 Funding Requests

Specify the source of funds to be used the local match for the Section 5311 funding you are requesting.

C.4. Service Area Population

Download the Population for Colorado Counties and Municipalities spreadsheet from the State Demography Office:

(http://dola.colorado.gov/dlg/demog/pop_muni_estimates.html). Choose the "Municipalities within Counties, 2000–2007" table and save it.

List all Census Designated Places (CDPs) and incorporated areas (legally recognized municipalities, i.e., towns, cities) that receive regular, on-going public transportation service from your agency. DO NOT LIST the entire population of a county or the population of unincorporated areas within a county.

If you have questions about your service area population, please contact Matt Paswaters at 303-757-9771.

SERVICE AREA POPULATION		
#	Census Designated Places (CDP)/ Incorporated Areas	July 2007 Population
1		
2		
3		
4		
5		
	Total Service Area Population	

B.5.a Updated Section 5311 Project Information for CY 2011

The information required in this section in the past was collected in the Agency Profile. 5311 applicants (if you are **not** applying for 5311 funds, please do not complete this section) are required to complete all the information asked for, this information determines the performance measures used at the time of contracting!

B5a.1 Updated Section 5311 Project Information for CY 2011

Please only provide information as it applies to the service you are requesting funds for in the grant application. Demand Response is the primary form of service 5310 applicants provide. Fixed Route and Deviated Fixed Route are services mainly provided by 5311 general public transit operators. Only complete the questions for the service(s) you provide; leave the other sections blank.

B5a.2 Updated Section 5311 Administrative and Operating Expenses for CY 2011

Please only provide budget numbers applicable to the service you are requesting funds for under Section 5311 for 2010.

B5a.3 Updated Section 5311 Service Information for CY 2011

Again, only provide information as applicable to the service you are requesting funds for.

B5a.4 Updated Section 5311 Performance Information for CY 2011

These numbers are your performance measures that will be incorporated in your scope of work at the time of contract. The table should fill in automatically. If it doesn't, submit the information in a separate document. To determine these numbers, use the

guidelines provided below or contact Matthew Paswaters at 303-757-9771.

Cost per Mile: Divide your total Administrative and Operating Expenses by your Total Number of Vehicle Service Miles.

Cost per Vehicle Service Hour: Divide your total Administrative and Operating Expenses by your Total Number of Vehicle Service Hours.

Cost per Passenger Trip: Divide your total Administrative and Operating Expenses by your Total Number of Passenger Trips.

Passenger Trip per Service Hour: Divide your passenger trips by your vehicle service hours.

B5.b Updated Subcontractor's 5311 Project Information for CY 2011

Complete the section according to the instructions under B.5a ONLY for applicants who have sub-contractors or sub-recipients in your grant application applying for 5311 funds. If you are not applying for funds under 5311 on behalf of a subcontractor, *please do not complete this section.*

If you have multiple subcontractors applying for 5311 funds, please copy this page and complete it for as many subcontractors as applicable.

Section D, Application Instructions for Section 5311(f), Intercity Bus

D.1. Identification of Intercity Bus Service

Identify whether the service for which you are seeking funding is an existing service (existing as of 2/1/2009), a continuation or an expansion of the existing service, or a proposed new service (not currently not currently funded by CDOT as of 2/2/2009). If you are applying for funding for a new service, complete the separate application for NEW Intercity Bus services.

D1.1 Description of Intercity Bus Service

List the beginning and ending points of the route (Denver to Omaha, for example), the highway route numbers in Colorado that the service predominantly operates on (for example, I-76), and all stops and/or stations that the service stops at along the route.

D.1.2 Operating Characteristics of Intercity Bus Service

Identify the total mileage of the route for which you are seeking funding. For example, the total route-miles for a service between Omaha, Nebraska, and Denver, Colorado are

approximately 540 one-way route-miles, while the Colorado one-way route-miles would be approximately 187 one-way route-miles. If the service runs 365 days a year, the annual Colorado-Segment Roundtrip Bus-Miles would be 136,510 miles ((187 miles x 2) x 365 days per year). If two daily roundtrips are operated, the total Annual Colorado-Segment Roundtrip Bus-Miles would be 273,020 miles.

If a “second” bus is run, identify the number of days a second was run in 2008. Include that mileage with the total and explain how you arrived at that figure.

D.2.1 Boardings

Identify the total annual boardings for both the full route (for example, Omaha to Denver) and the Annual Colorado Boardings (boardings at Colorado stations only). Please provide actual boarding figures for 2008 and estimates of boardings for 2009, 2010, and 2011. If you do not collect ridership data in this format, please identify an estimate of the figures and explain how that estimate was determined.

D.3. Funding Applied for in States other than Colorado

Identify both the funding amounts applied for in other states (for 2008, 2009, and 2010) and awarded from those states (2008 figures only).

Fully-Allocated Costs per Bus-Mile Example				
Fully-Allocated Costs per Bus-Mile	Actual and Estimated Costs Per Bus-Mile			
	2008 (actual)	2009 (estimated)	2010 (estimated)	2011 (estimated)
Operating Costs/ Bus-Mile	\$1.07	\$1.13	\$1.12	\$1.05
Capital Cost/ Bus-Mile	\$0.82	\$0.82	\$0.84	\$0.92
Preventive Maintenance/Bus-Mile	\$0.12	\$0.13	\$0.14	\$0.16
Admin. Cost/Bus-Mile	\$0.42	\$0.44	\$0.46	\$0.48
Other Cost/Bus-Mile	\$0.07	\$0.08	\$0.09	\$0.09
Other Cost/Bus-Mile				
Total Regular-Route Cost per Bus-Mile	\$2.50	\$2.60	\$2.65	\$2.70

D.4. Coordination

If the route you operate is also served by another intercity bus company or agency, indicate whether you have coordinated services with the other company or agency. If you have, briefly describe the nature of that coordination (for example, coordination of schedules, sharing of equipment or maintenance facilities, joint ticketing, and so forth.).

D.5. Costs and Revenues Per Mile

Provide a financial statement from your agency that supports the identified costs and revenues per bus-mile. Applicants must clearly identify where in the Financial Statement the stated costs and revenues per mile are from.

Identify the route–segment for which cost and revenue figures apply (for example, Omaha to Denver, or Nebraska/Colorado state line to Denver).

Identify what portion of the costs per mile (in cents per mile) is attributable to fuel price increases. Only provide the fuel-price increase here rather than the total fuel cost. Provide this fuel-increase for 2008.

D.5.1. Costs per Mile

Identify the Fully-Allocated Cost per Bus-Mile. This per bus-mile cost multiplied by the total annual bus-miles should add up to the total annual cost of running the service. See the table, *Fully-Allocated Costs per Bus-Mile*, for an example.

D.5.2. Revenues

Identify all revenues per Bus-Mile. The per bus-mile revenues multiplied by the total annual bus-miles should add up to the total annual regular-route revenues. If you do not calculate revenues in this manner, estimate revenues per bus-mile and attach an explanation of how those revenues are allocated on a per bus-mile basis.

D.6. Sources of Match

Identify the required local match amount for each category (operating, administrative, and capital) and describe the source of that local match. The 5311(f) program only allows CDOT to fund up to 50 percent of the operating deficit.

The FTA now allows for up to 100 percent funding of the operating deficit using an in-kind mechanism. The applicant must identify the specific percentage of the operating deficit applied for and should discuss with CDOT any funding requests over 50 percent of the operating deficit.

That deficit is the total costs per bus-mile minus the total revenues per bus-mile. Fare revenue cannot be applied to local match, as it is already part of the revenue per bus-mile. The local match might be identified simply as “operating loss.”

D.7. Intercity Bus Funding Request

In this section, identify the amount of federal funds requested, the local match amounts, and the total project cost for each category of administrative, operating, and capital costs. The “federal funds requested” section is your request for funding.

D.8. Service and Funding Justifications

Provide concise answers to each question in the spaces provided. Also, confirm that you have provided the required support material and/or attachments by checking the applicable box. Beyond the data you’ve provided above, this section provides you with an opportunity to explain your request and why it should be funded.

Sections E (JARC) and F for (New Freedom) Application Instructions

Although there are separate forms for Section 5316 and 5317, the instructions are the same. Answers should be thorough, but concise.

E/F 1. Project Request Summary

Project Name. Provide a name or title to identify your proposed project. This will be the same as you entered under “Summary of Project Request” in Section A of this application.

If this is for a JARC request, tell us if you’ve received JARC funds before, for what years, and for what amount.

Brief Description of Proposed Project. Write a summary of your proposed project. This will also be the same as you entered under “Summary of Project Request” in Section A, *Application Section for All Applicants* of this application.

E/F 2. Project Funding Request

In this table, write the amount of FTA funding you are requesting for capital, operating, or planning expenses for 2010. The rest of the table should fill in automatically. If it doesn’t and the table doesn’t work properly, provide the information separately in another document.

Repeat the process for funding requests you may have for 2011.

E/F 3. Project Details

This series of questions ask you to think through the basis of your proposal. What is the problem you are trying to solve? What are the core issues? Why is it important to solve this problem? Clear identification of the “problem” or “issue” helps establish the strategic relationship to your “solution,” the proposed project. It helps us understand

what issue your proposal addresses. It helps us understand that your proposal actually addresses what you’ve identified as the issue or problem. (In this context, we’re using *problem* and *issue interchangeably*.)

Each of the fill in boxes will accept 1,000 characters. You must be detailed, but you won’t be able to write an essay!

Help us understand what your project will accomplish and why it’s needed. Give us your estimated start date and service area.

Why is the need so great you feel it necessary to address it? What led to the need and how did you arrive at these conclusions?

Why is your agency or organization the right one to request these funds and address the need?

Explain in detail how your proposal addresses JARC/New Freedom program goals (see the section on Program Goals earlier in these instructions).

If you are applying for 5317, New Freedom funding, be absolutely certain you address both program goals of providing new transportation services or new transportation alternatives AND providing services or alternatives that go *beyond the ADA*.

Will your project provide more service or greater access to service? Explain how.

What is likely to happen if you don’t receive funding? What will the consequences be? What impact would it have on the problem you’ve identified? How would your agency be affected? Your clientele? Don’t exaggerate and be straight-forward.

E/F 4. Project Stakeholders

Who will directly benefit from your project? Describe how your project will benefit them.

In addition to the intended beneficiaries, identify the primary stakeholders. Who else is likely to be, or has the potential to be, affected by your project? (This could, for example, include employees who hire low income or disabled workers or county workers who try to place those individuals.) Are you working with them, communicating with

them? Do they agree with your assessment of the issue? Be aware of individuals, agencies, interests, etc., that could influence your project, whether favorably or unfavorably. Ultimately, you may need to seek agreement or cooperation from them. Knowing who these interests are and supporting positive communicating with them will help ensure the success of your project.

Which of the above-identified stakeholders are participants in this project and in what way.

E/F 5. Project Elements

How committed are you to this project? Would you be able to do this project if it weren't for grant funding?

What have you done to pull together funds to use for match? Describe your efforts to leverage funds.

Are you asking for start-up funds, pilot funds, or funds for a short-term project? If you are, tell us how long the project will be. If this funding is for ongoing or other long-term activities, give us a description of what you think that will look like.

Are you proposing a transportation service? Will it be a fixed route, demand responsive, subscription, or other service? Explain how that service will be provided. If the service is fixed route, describe it with a fair amount of detail. Tell us why you decided a fixed route is the best solution.

Explain how will you inform potential riders of your service.

E/F 6. Project Funding

How will you spend the funds you're asking for? Tell us *exactly* what services will you provide or what products will you purchase.

What are the costs of the project?

What assumptions are built into your costs? Where does your cost information come from?

Include a detailed budget sheet with your application.

Be very specific, this will become part of your contracted Scope of Work if you are funded.

E/F 7. Project Performance and Project Milestones

How will you know your project is working successfully? How will you quantify that success over time? How will you monitor and evaluate performance?

Tell us how you will market your project (if applicable). How will you ensure your targeted beneficiaries will be aware of and be interested in your project? How will you know if they're happy with what you're doing?

If there is anything else you'd like to tell us about your project, something you'd like to add, something we've neglected to ask, or comments you'd like to make, do so here.

You want your project to succeed. We want your project to succeed, too. Make a comprehensive list of the major objectives or milestones you need to achieve in order for the project to be successful—for the problem to be solved. These fields allow 400 characters, so be reasonably detailed. Tell us when you anticipate reaching these objectives or milestones.

We encourage you to be strategic and methodological in your thinking. For your own use, after you've identified your objectives or milestones, we suggest translating each of them into measurable, operational objectives.

E/F 8. Project Performance

FTA has developed and requires the performance measures from grant recipients. The table asks what kind of service your project will provide and for the data relevant to that kind of service. The table also asks whether you have or provide various types of vehicles and if so, for the data relevant to them.

Once you are funded, FTA and CDOT will ask for these measures quarterly. On this application though, give us your full-year estimate for 2010 and 2011.

