Monthly Provider Outreach

April 30, 2024

Your Safety • Your Mobility • Your Economic Opportunity

April Agenda

- *Safety Share
- *ITD-PT Updates
- *FTA Updates
- State Fiscal Year End
- Performance Reporting
- RTAP Program

* Standing Agenda Item

April Agenda

- Drug & Alcohol Testing & Key Takeaways from FTA's Conference
- DBE Survey
- *Summit Updates
- *Upcoming Trainings
- *Provider Barriers, Challenges, & Successes
- May Agenda

* Standing Agenda Item

Safety Share

Stats

3

The top three causes of crashes in Idaho work zones from 2017 to 2021 were following another vehicle too closely, distracted or inattentive driving and failing to yield

36

From 2017 to 2021, Idaho had 3,119 crashes in work zones resulting in 36 deaths

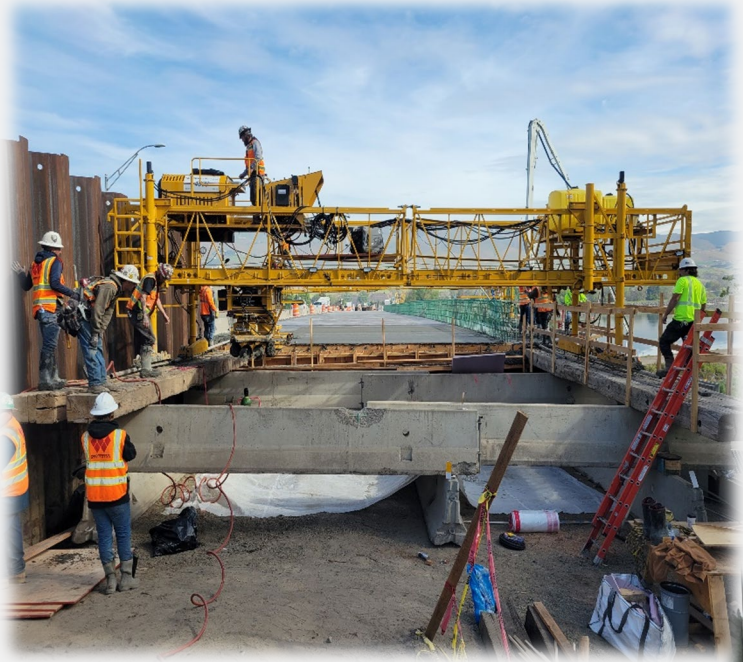
100

More than 100 road construction workers are killed in work zones across the nation each year. Half of these die from being struck by motor vehicles

63%

Rear ending caused 63% of multiple-vehicle crashes in Idaho work zones from 2017 to 2021

Most people killed in work zones are motorists, passengers and pedestrians



Your Safety • Your Mobility • Your Economic Opportunity

IDAHO TRANSPORTATION DEPARTMENT

ITD-PT Office Updates

ITD-PT Office Updates

- Travel Season
- **Certs & Assurances - DUE 05/01**
  - Payments will be held for non-compliance
- Reimbursement Request Timeline
  - Budget – 180 days
  - 60 days from close of month
  - 60 days for ITD-PT to process
  - 30 days for ITD AP to process
  - Account for corrections
- Application Update

ITD-PT Office Updates

- Email Reminders:
  - Operating: PTOps@itd.idaho.gov
  - Operating Billing: PTBilling@itd.idaho.gov
  - Capital & Capital Billing: PTCapital@itd.idaho.gov

FTA Updates

FTA Updates

- Circular Updates:
  - 5010 Oversight
  - 5307
  - 5310
  - 5311
  - 5339
  - PTASP
- DBE Program Changes
- 2024 Apportionment Tables

State Fiscal Year End

State Fiscal Year End

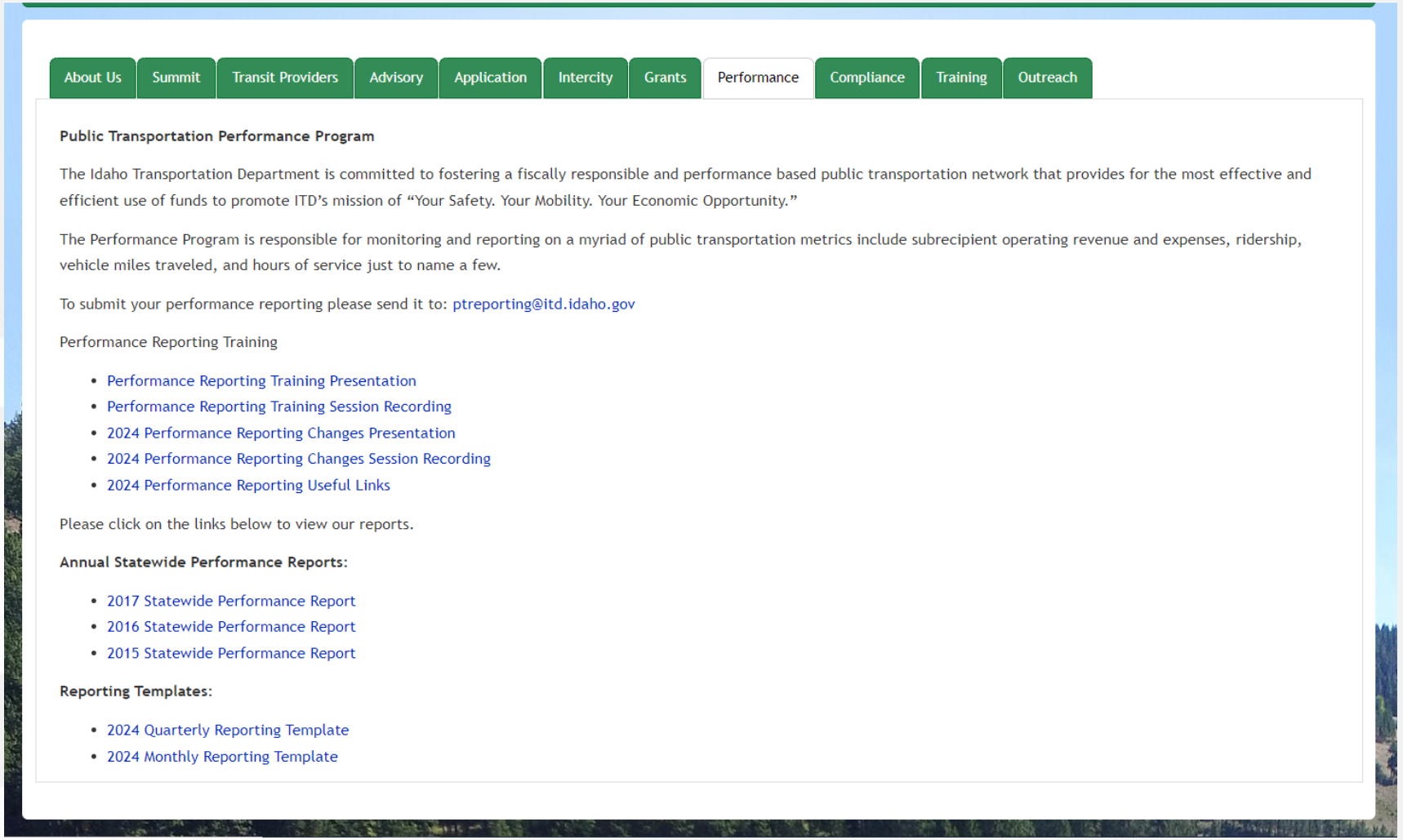
- Lead: Shauna Miller
- State Fiscal Year: July 1 – June 30
  - Last Day in SFY 24 to submit reimbursement requests to ITD-PT: May 29
    - Please note: Agencies can continue to submit reimbursement requests after this date but payment won't be received until July
  - Last Day in SFY 24 to receive payment from ITD-PT: June 10-14
  - First Day in SFY 25 to receive payment from ITD-PT: July 8-10
    - Please note: Due to the high volume of payments AP will have to process, there may be a delay in receiving payment. Please budget for 30 day process time.

Performance Reporting

Performance Reporting

- Lead: Sam Carroll
- Reporting for February due 4/30/24
- Reporting for Q1 and March due 5/31/2024
- Past Due Reporting
  - Will begin holding payment 07/01/2024 for non-compliance
- Reminders
  - New GTFS requirements for Fixed Route providers
  - Updated safety reporting requirements
  - Current odometer readings
  - Financial information should balance
- Training and reference materials on ITD-PT Website Performance tab

Performance Reporting



RTAP Program

RTAP Program

- Lead: Shauna Miller
- Individual Scholarships:
  - Maximum of $5,000 per scholarship
  - Maximum of two (2) individuals per training, workshop or conferences
  - Maximum of three (3) training, workshop, or conference scholarships per individual per calendar year
  - ITD Hosted trainings do not apply towards the maximums.
  - Webinars, online conferences, and online trainings do not currently apply towards the maximums.
- In-House Training Scholarships

RTAP Program

- ITD-PT RTAP Scholarship **will** reimburse the applicant for the following:
  - Training, workshops, conference fees and/or materials
  - Lodging (GSA rate, governmental rate or conference hotel ***only-please provide documentation***)
  - Lowest cost of travel, whether airfare or mileage (must include map documentation of mileage being requested)
  - Airline & Baggage Fees
  - Meals only when requested as part of scholarship
  - Parking, Taxi and/or Shuttle fees
  - Rental Car upon request ****ITD-PT encourages use of public transportation*

- ITD-PT RTAP Scholarship **will not** reimburse the applicant for the following:
  - Travel insurance
  - Entertainment costs
  - Costs not originally accounted for in the scholarship application

RTAP Program

- Applying
  - Submit the Application Form and backup documentation for estimates **only**- This will be used to determine the eligibility of the training and the expenses being requested.
  - Forms can be filled out electronically and allow for electronic signature for email submissions.
    - Email: shauna.miller@itd.idaho.gov
  - You can also print, sign, and send the forms to:
    - Idaho Transportation Department, Public Transportation Office
      Attention: Shauna Miller, 2600 Frontage Road, Lewiston, ID 83501

Public Transportation (PT) Office

Training & Development

Education and understanding of public transportation is essential to its continued usage and growth in Idaho. That is why ITD-PT has created the Public Transportation Training and Development Program. This Program consists of ITD-PT's Idaho Rural Technical Assistance Program (RTAP). Please see the information below to learn more about our efforts:

Upcoming Trainings

Rural Transportation Assistance Program (RTAP)

Rural Transportation Assistance Program (RTAP)

The Idaho Transportation Department Public Transportation Office (ITD-PT) is responsible for administering Idaho's Rural Transportation Assistance Program (RTAP) with funding provided by the Federal Transit Administration (FTA). ITD-PT is committed to fostering a safe, mobility focused public transportation program throughout Idaho that promotes economic opportunity and growth for all of Idaho. ITD-PT budgets the 5311(b) RTAP funds on an annual basis and will offer scholarship opportunities until such funds are exhausted.

RTAP Program Overview

1. Application Submittal
2. Application Review & Notification
3. Attend Training/Receive Materials
4. Reimbursement Request & Payment

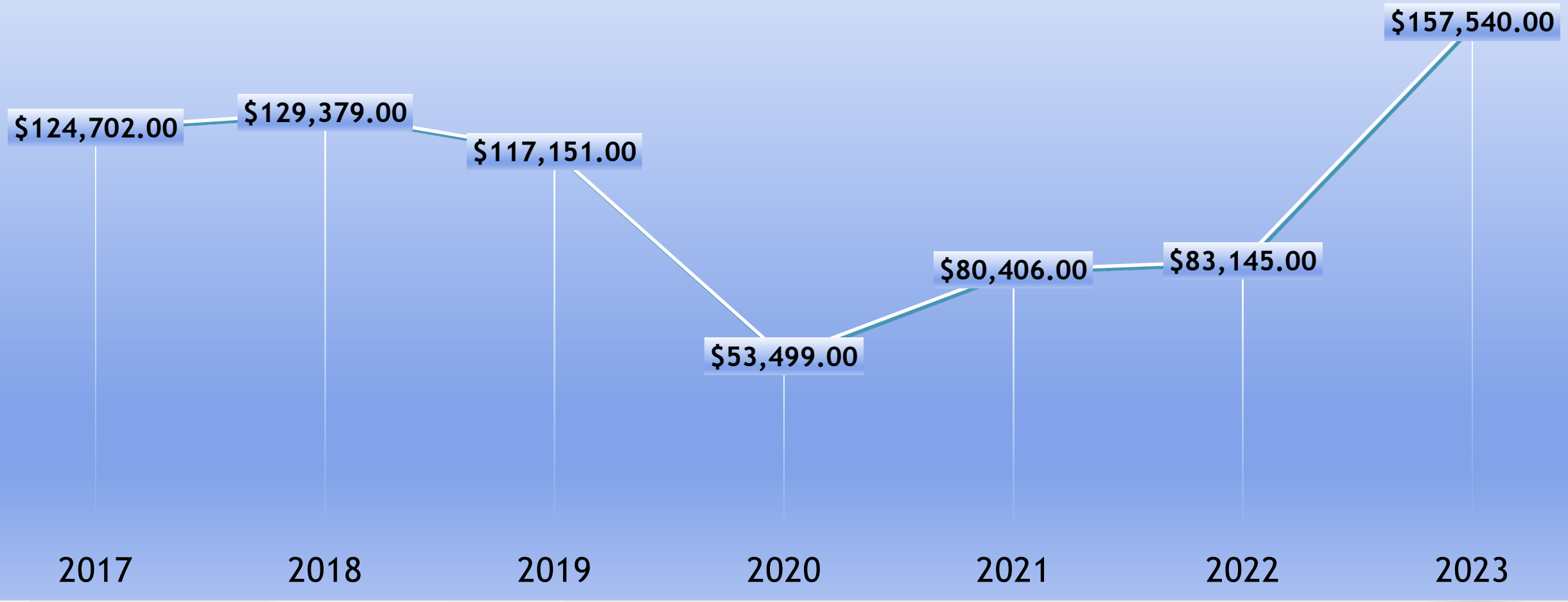
- RTAP Program Guidelines
- RTAP Individual Scholarship Application
- RTAP Individual Scholarship Application Fillable Form
- RTAP In House Scholarship Application
- RTAP In House Scholarship Application Fillable Form
- RTAP Individual Expense Form
- RTAP Per Diem Allowances

2023 Rural Transportation Assistance Program (RTAP)

- Appropriation: $167,986

- Scholarships Awarded:
  - $157,540
  - Agencies: 13
  - Scholarships: 70
  - Cost: $126,642
  - Cancelations: $3,000

SCHOLARSHIP AWARDS



District Allocations

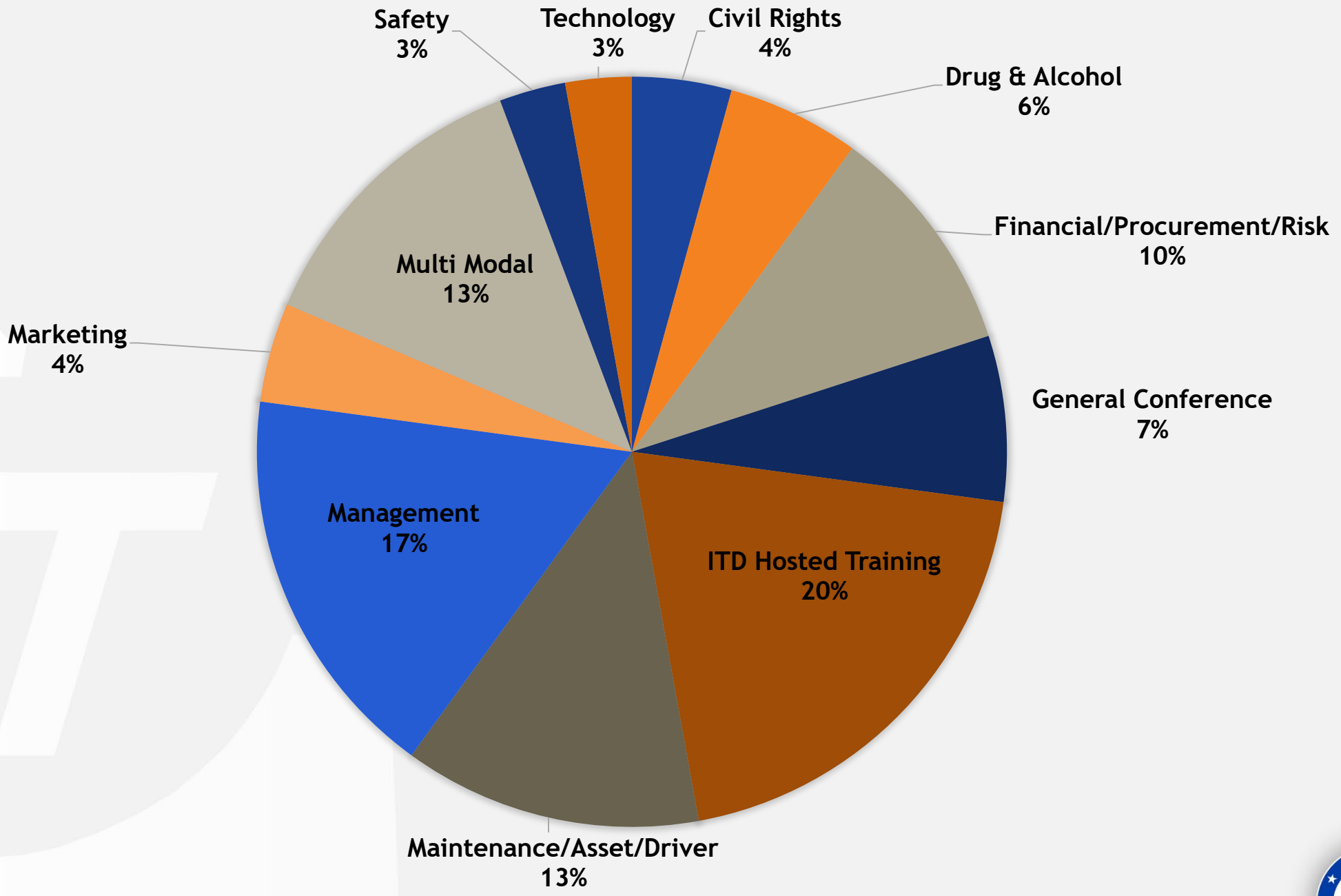
District	Scholarships	Awards
1	10	$12,674.00
2	7	$18,700.00
3	15	$42,800.00
4	29	$61,366.00
5	7	$19,300.00
6	2	$2,700.00

Scholarship Amounts

Amount	Scholarships
Up to $1,000	19
$1,001 - $2,000	18
$2,001 - $3,000	7
$3,001 - $4,000	19
$4,001 - $5,000	7

Scholarship Types

Type	Scholarships
Online	10
In Person	60


Safety
3%
Technology
3%
Civil Rights
4%
Drug & Alcohol
6%
Financial/Procurement/Risk
10%
General Conference
7%
ITD Hosted Training
20%
Maintenance/Asset/Driver
13%
Management
17%
Marketing
4%
Multi Modal
13%

Drug & Alcohol Conference

Drug & Alcohol Conference

- Drug & Alcohol Program Lead: Shauna Miller

DBE Reporting

Disadvantaged Business Enterprise (DBE)

- Lead: Shauna Miller
- DBE Survey Due: May 10
  - If you received a survey you MUST respond, even if no contract activity
  - Payments will be held for non-compliance
- Reporting Period: 10/01/2023 – 03/31/2024
- First Tab: Summary
- Second Tab: Contract Information

DBE Rule Making Changes

Ronnie Winks

DBE Program Coordinator

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New DBE Rules Making Changes

- The new rule making changes take affect on May 9th, 2024
- All rules and changes can be found at https://www.transportation.gov/DBEFinalRule
  - They have summary documents and webinars available
- These changes will affect all DOT funded programs, i.e., FTA, FAA, FHWA
- The rule making change added clear FTA Tier I and FTA Tier II definitions.
- DBE Certification standards have changed some affecting PNW, Interstate Applications, NCA now DOE, etc.

FTA Tier I and FTA Tier II

- “The final rule includes definitions for FTA Tier I and FTA Tier II recipients. Further, the final rule adds paragraphs to § 26.21(a)(2) to list the applicable requirements for Tier II recipients more clearly. The Department notes that under the new requirement, all FTA recipients that receive planning, capital, or operating assistance and award FTA funded contracts must have a DBE program.”
- “The Department does not anticipate any reduction in awards to DBEs by Tier II recipients under the new rules, especially in light of increased funds being awarded by FTA to transit agencies. Further, FTA will be conducting more oversight of recipients currently awarding $250,000 or less.”

FTA Tier I and FTA Tier II (cont.)

- "FTA will remain responsible for ensuring that all FTA recipients subject to the DBE program are awarding and administering their contracts in a nondiscriminatory manner, and the reporting requirements under the new rules will provide FTA the information needed to ensure compliance."

FTA Tier I and FTA Tier II (cont.)

- “As a matter of clarification, whether a recipient is tier I or II is determined by the value of contracts it awards, not the value of funds it receives from FTA.”
- “The Department expects recipients to budget and plan accordingly, and if a large grant is awarded then appropriate and commensurate resources should be devoted to compliance.”

DBE Certification Changes

- The owners PNW (personal net worth) has been changed and moved to $2.047 million
  - Retirement is now excluded from PNW calculations
  - Leased cars for owners excluded from PNW
- Created a new definition of Distributor, i.e. drop-shipped goods
  - 40% of the contract credit for a distributor can count towards DBE credit.

DBE Certification Changes (cont.)

- “Applicants have to submit a personal narrative detailing the experiences that demonstrate the social and economic disadvantages they have had to contend with. While applicants bear the burden of both production and persuasion with respect to all elements of certification, certifiers must holistically evaluate all presented evidence before making a determination.”

DBE Certification Changes (cont.)

- The on-site reviews will have more in-depth questions for pending firms to clearly understand control
  - “It comes down to whether the SEDO in fact—not just in theory or on paper—runs the show. The SEDO must show that they possess not only the authority to make decisions, but in fact make those decisions.”
- On-sites will now all need to be recorded for when/if a firm wants to appeal to the USDOT any denial of certification.
- If simple things are needed to cure an application, the UCP must give the firm a chance to fix or provide information needed.
  - The UCP must set realistic deadlines for the firms to cure their application

DBE Certification Changes (cont.)

- The firm will have one application in their JOC (jurisdiction of original certification) where they are initially certified.
- The Firm can then apply to multiple states after certified by sending a cover letter with all states applying for with a signed DOE (Declaration of Eligibility). The states applying for then have 10 days to accept the firm into the program.
  - Those additional states then have 30 days to request applications from the JOC if they'd like to further review what was approved.

DBE Certification Changes (cont.)

- If the firm is to be decertified and they are certified in multiple states, those states will all come together to make a case to either keep them in the program or remove them.
  - They are either still certified in all of the states or in none of the states. It is a complete multiple state decision.

DBE Certification Changes (cont.)

- UCP firms have 90 days to process a firms application
  - They can apply for one 30-day extension for the application to process
- Firms have 45 days to appeal a decision to USDOT
- Firms have the opportunity to reapply sometime within a 12-month period, whatever is determined by the UCP

DBE Certification Changes (cont.)

- All firms have to submit a signed DOE each year, formally the NCA (no change affidavit) to remain certified
  - “We have noted that, with respect to firms that fails to file a timely DOE and documentation of gross receipts, the summary suspension process of § 26.88(b)(2)(ii) enables more rapid action than the decertification procedures of § 26.87. The final rule provides failure to file a timely DOE as an optional ground for summary suspension.”
- All firms that are certified in multiple states will have the same date to submit their DOE
  - USDOT will help to make the changes go into affect for already certified firms across the US

Questions/Comments

Summit Updates

2024 PUBLIC TRANSPORTATION SUMMIT

All Aboard!
Public Transportation Takes Us There:
Economy, Environment, Energy, Quality Of Life

SEPT 24–26

Best Western Plus
Coeur d'Alene, ID 83854
Registration opens July 1

2024 Public Transportation Summit

- Lead: Shauna Miller
- Registration Opens: July 1
- Registration Site: https://www.eventleaf.com/e/2024PTSummit
- Dedicated Website: https://itd.idaho.gov/pt/?target=Summit

Draft Agenda

- September 26:
  - Welcome & Kickoff
  - Data Showcase
  - Economic Impact of Public Transportation
  - Economic Panel
  - This is what we could be
  - Messages from DC
  - Vendor Reception
- September 27:
  - PTAC Roundtables
  - Driver Retention
  - Think Again: The Power of Knowing What You Don't Know
  - Human Trafficking Awareness
  - Electric Vehicle Plan
- September 28:
  - Bus Procurement
  - Microtransit
  - Hall of Fame Award Ceremony
  - PTAC Meeting

Public Transportation Hall of Fame

- Lead: Shauna Miller
- Nominations open through July 19
- Voting opens July 26
- Winners will be awarded and recognized at the summit

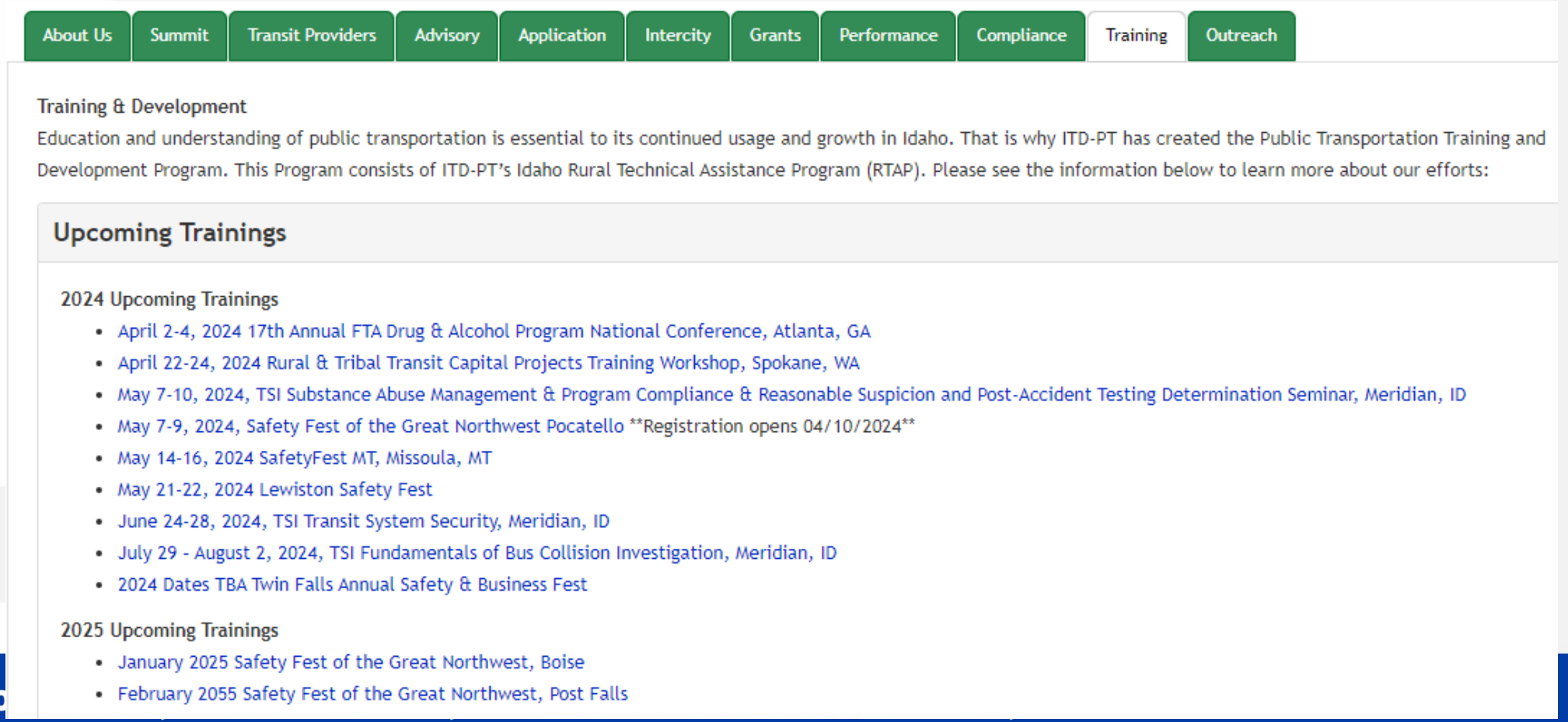
Public Transportation Calendar Contest

- Lead: Sam Carroll
- Submissions open through July 19
- Voting opens July 26
- Winners will be announced at the summit
- Calendar will be released at the summit
- Guidelines
  - Submission Link: https://forms.office.com/g/QkHA8FM8zn
  - Horizontally Oriented
  - Media Release Form: https://apps.itd.idaho.gov/apps/pt/summit/mediarls.pdf

Upcoming Trainings

Upcoming Trainings

- Lead: Shauna Miller
- Direct link: https://itd.idaho.gov/pt/?target=Training



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Training & Development

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Upcoming Trainings

2024 Upcoming Trainings

- April 2-4, 2024 17th Annual FTA Drug & Alcohol Program National Conference, Atlanta, GA
- April 22-24, 2024 Rural & Tribal Transit Capital Projects Training Workshop, Spokane, WA
- May 7-10, 2024, TSI Substance Abuse Management & Program Compliance & Reasonable Suspicion and Post-Accident Testing Determination Seminar, Meridian, ID
- May 7-9, 2024, Safety Fest of the Great Northwest Pocatello **Registration opens 04/10/2024**
- May 14-16, 2024 SafetyFest MT, Missoula, MT
- May 21-22, 2024 Lewiston Safety Fest
- June 24-28, 2024, TSI Transit System Security, Meridian, ID
- July 29 - August 2, 2024, TSI Fundamentals of Bus Collision Investigation, Meridian, ID
- 2024 Dates TBA Twin Falls Annual Safety & Business Fest

2025 Upcoming Trainings

- January 2025 Safety Fest of the Great Northwest, Boise
- February 2055 Safety Fest of the Great Northwest, Post Falls

Upcoming Trainings

- *May 7-10, 2024, TSI Substance Abuse Management & Program Compliance & Reasonable Suspicion and Post-Accident Testing Determination Seminar, Meridian, ID
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* Does not count against scholarship cap

Upcoming Trainings

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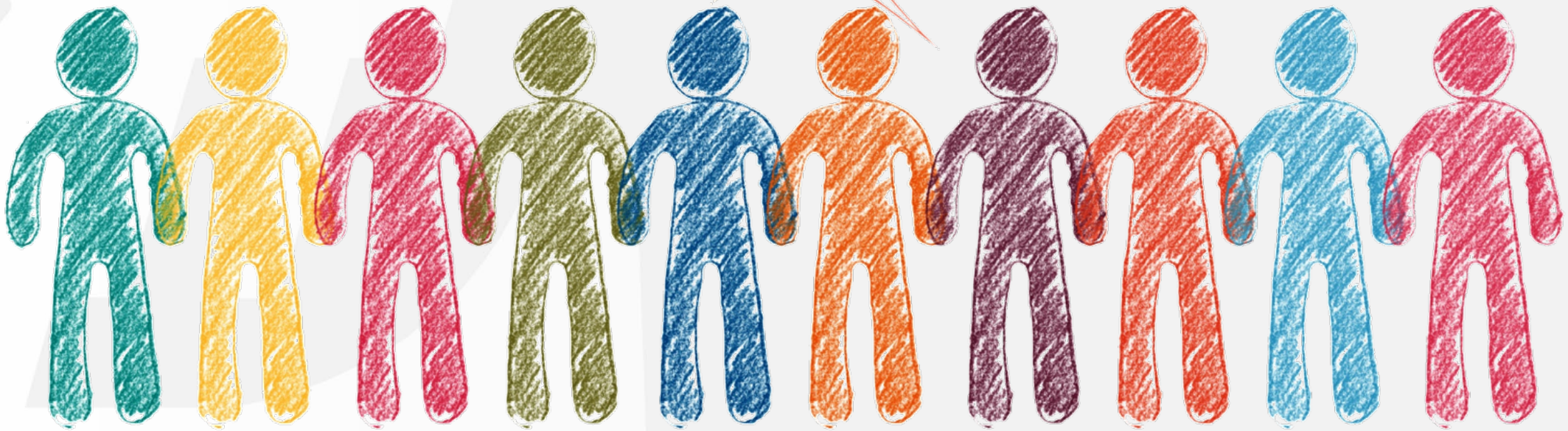
Provider Updates

Provider updates

Raise your hand to share your barriers, challenges, and successes



Next Meeting Agenda Review

Next Meeting: May 30 at 10:30 am MT

- Standing Agenda Items
  - Safety Share
  - ITD-PT Updates
  - FTA Updates
  - Summit Updates
  - Upcoming Trainings
  - Provider Barriers, Challenges, & Successes

- Additional Items:
  - State Fiscal Year End
  - TAM Plan
  - Reimbursement Request Common Errors
  - Application Update

Questions?
Feedback!
Suggestions…

Public Transportation (PT) Office

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Share the Ride Idaho

https://itd.idaho.gov/pt/?target=Outreach

Share the Ride Idaho

ShareetheRideIdaho.com is your resource to find the commuting option that makes the most sense for you. It will make it easy for you to find the best route, locate a park and ride lot, map your route, or even find a commuting buddy based on your work schedule or neighborhood. With it's easy to use ride match tool, you'll be put in touch with other smart carpoolers like you who are looking to save money and time.

For more information visit the Share the Ride Idaho website at https://www.sharetherideidaho.com and view the Frequently Asked Questions.

ITD-PT Outreach Webinars

Monthly Provider Outreach Webinars

Our office hosts a monthly webinar to provide an additional platform for our public transportation agencies so that we can all continue to collaborate and elevate transportation services in Idaho.

Please complete our survey at https://forms.office.com/g/6Vk1H6bAXM to provide your feedback for future webinars. Survey will be open until April 7, 2024.

Register now for upcoming webinars:

- April 30, 2024, 1:30 pm MT
- May 30, 2024, 10:30 am MT
- June 18, 2024, 1:30 pm MT
- July 18, 2024, 10:30 am MT
- August 27, 2024, 1:30 pm MT
- September 19, 2024, 10:30 am MT
- October 29, 2024, 1:30 pm MT
- November 21, 2024, 10:30 am MT
- December 17, 2024, 1:30 pm MT

evious webinars:

March 28, 2024 Presentation, Recording

Link to today's presentation & recording

Registration links for future webinars

Thank
you