



**Your Safety • Your Mobility
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ADMINISTRATIVE POLICY 5038

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IDAHO TRANSPORTATION DEPARTMENT

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Public Transportation Program

Purpose

This policy implements Board Policy 4038 regarding the Department's Public Transportation Program activities.

Legal Authority

Idaho Code 40-312(6) — The Board shall establish a statewide comprehensive plan for public transportation.

Idaho Code 40-514 –Defines Department support for public transportation services and the Public Transportation Advisory Council and Interagency Working Group.

Idaho Code 40-528: – ITD and the Director are the designated recipients of FTA funds for distribution within the State of Idaho.

Administration:

The Public Transportation Manager, shall administer the Idaho Transportation Department's Public Transportation Program to implement the provisions of Idaho Code 40-312, 40-514, and 40-528 as well as the Federal Transit Administration Master Agreement and all subsequent Federal Transit Administration requirements.

The Public Transportation Manager is responsible for the management and guidance of all rural and assigned small urban programs and all State of Idaho funding dedicated to public transportation. Program duties include:

- Document the state's procedures in a state management plan (SMP);
- Notify eligible local entities of the availability of the program;
- Plan for future transportation needs, and ensure integration and coordination among diverse transportation modes and providers;
- Solicit applications;
- Develop project selection criteria;

- Provide project technical review and recommendations for ITD Board approval;
- Forward an annual program of projects and grant application to FTA;
- Certify eligibility of applicants and project activities;
- Ensure compliance with federal requirements by all subrecipients;
- Monitor local project activity;
- Oversee project audit and closeout;
- File a National Transit Database (NTD) report each year for itself and each subrecipient;
 - Support the Public Transportation Advisory Council (PTAC) and the Interagency

Working Group (IWG);

- Maintain a comprehensive statewide plan for public transportation.

The Public Transportation Manager shall report to the Idaho Transportation Board annually on the Public Transportation Program.



Brian W. Ness
Director

Date 9/19/2018