**CORE Elements of an outline**:

Department of Transportation – NOFA for FY 2012 Tribal Transit Funds (Federal Register Notice Vol. 77, No 47, March 9, 2012)

Date the Application is due: May 10, 2012

Submission: Electronic, 72 hours before the 10th.

Total Allocation: Project can receive 100% Federal share of project costs – requests tribe’s financial commitment.

Submission – 2 files

* SF 424
* Tribal Transit supplemental form (<http://www.fta.dot.gov/tribaltransit>)

SF 424/additional information requirement

* Name of Federally Recognized tribe
* D and B number
* Contact information – name, title, address, congressional district, fax phone and email
* Description of existing transit service and area
* Person authorized to submit application

**Project information:**

*Summary description of projects* - Include # - type of vehicles, routes, service area, schedules, type of service, fixed route – demand response, destinations and originations, direct or subcontract, vehicle maintenance.

*Timelines and Milestones* – vehicle purchase, operation of service and operation of system

*Budget* – 15% allowed for planning, indirect cost rate 10% or less

*Technical, Legal and Financial Capacity*

*Scope of proposal to include:*

* Why/how project was developed (planning process)
* Project description, vehicle needs, facility needs
* Existing services – address coordination with other agencies
* Community and Tribal support
* Mobility – client access need
* Public participation
* How were human services agencies connected
* Proof there is no service duplication
* Implementation schedule
* Coordination for future

*Need for project (data)*

* Destinations, services, jobs – health care access, senior population – special need population, ridership, impact of reduced services, will project address the needs listed.

*Benefits*

* Ridership, improved services, improved operations, economic benefits for tribal and non-tribal members. Estimate number of trips and riders.
  + Factors:
    - Improved ridership/increase efficiency
    - Maintain mobility
    - Improve or access destination services
    - Qualitative benefits

*Funding*

* Grant request, tribe commitment, land/other donations, human resources
* Ensure funds do not replace existing funding.

NOTE this is the First Step and the actual grant application will come later