



*Victoria F. Sheehan*  
*Commissioner*

*THE STATE OF NEW HAMPSHIRE*  
*DEPARTMENT OF TRANSPORTATION*



*William Cass, P.E.*  
*Assistant Commissioner*

**STATE PLANNING & RESEARCH PROGRAM**  
**Federal Transit Administration Section 5305(e)**

**TWO-YEAR PROJECT SOLICITATION**  
**(SFY 2024 – 2025: July 1, 2023 – June 30, 2025)**

Release Date: November 22, 2022

**Estimated funding available: \$350,000**

The New Hampshire Department of Transportation, Bureau of Rail & Transit seeks proposals for the Federal Transit Administration's (FTA's) Section 5305(e) State Planning and Research Program from Regional Planning Commissions for planning and technical studies of public transportation systems. These may include feasibility studies for projected system expansions or new transit systems. However, priority will be given to required plans (e.g., Coordinated Plans), projects that address joint FTA-Federal Highway Administration (FHWA) planning emphasis areas, and projects that either assess existing service or how to improve connectivity to such.

Projects submitted for funding must include the following:

1. Detailed scope of work, project tasks (including breakdown of required staff & hours per task), and description of deliverables per the table below;
2. Project budget and source of 20% local cash matching funds (Note that 10% toll credit match may be available at the State's discretion, but applicant must be prepared to provide entire match);
3. Project schedule; and
4. Justification for the project.

**Submission Deadline: 3:00p.m. on January 18, 2023**

**Submit to:** Fred Butler via email at [Frederick.J.Butler@dot.nh.gov](mailto:Frederick.J.Butler@dot.nh.gov)

**Notes:**

- Regional Planning Commissions must apply on behalf of public transportation agencies.
- Successful projects will be part of Unified Planning Work Program (UPWP) contracts.
- FTA Section 5305(e) funds will be transferred to the FHWA and NHDOT's Bureau of Planning & Community Assistance (PCA) will administer contracts.
- Contracts and funds will be subject to Federal Highway (FHWA) rules and regulations as implemented by PCA.
- Contracts will be for the period of July 1, 2023 – June 30, 2025 and will therefore allow for two-year projects to be considered. There will be **no** project solicitation next year as this solicitation covers two years of projects and two years of anticipated funding.

- Local cash match of 20% is encouraged and will be taken into account in project evaluations. Even if 10% toll credits are requested, keep in mind they are not guaranteed.
  - NO in-kind match is allowed.
- Projects that are in MPO areas must provide justification as to why the project cannot be funded out of a region's MPO contract value and should access these funds instead.

Projects will be evaluated according to the following criteria. **Please ensure the application materials are formatted to ensure all criteria are clearly addressed for evaluation purposes.**

		Weight*
-	The applicant & proposed service/projects are eligible for FTA Section 5305(e) funding per Circular <a href="#">C8100.1D</a> ? (Disqualified if no)	Y/N
-	Has the region's <a href="#">Coordinated Public Transportation-Human Services Plan</a> been updated since <b>7/1/20</b> ? Outdated plans may jeopardize NHDOT's ability to request FTA/FHWA grant funding. As such, NHDOT may reject additional project requests until the plan's updating has been addressed.	Y/N
1	The applicant provides clear details regarding the project, including schedule and breakdown of tasks based on approximate staff hours & budget per task as well as deliverables	25%
2	The applicant provides sufficient justification for the proposed project (e.g., includes objective data, cites prior studies that identify a gap, etc.); If applicant is MPO, MPO has provided sufficient justification for not using MPO's contract funding for the project.	25%
3	The proposed project addresses existing transit service or how to improve connectivity to such	20%
4	The applicant demonstrates involvement in and support for the project, financial and otherwise, on the part of citizens and local government (e.g., letters of support)	10%
5	The applicant will provide entire cash match (20%) in lieu of utilizing 10% toll credits (20% cash match will earn max points, 10% toll credits will be zero)	10%
6	The proposed project addresses an FTA planning emphasis area or required plan (such as a Coordinated Public Transportation-Human Services Plan)	10%

*\*Note: Weights are subject to change.*

Additional questions regarding the program or project eligibility should be directed to Fred Butler, Public Transportation Administrator, via email at [Frederick.J.Butler@dot.nh.gov](mailto:Frederick.J.Butler@dot.nh.gov).

This project will be administered according to the requirements of Title VI of the Civil Rights Act of 1964 and related statutes to ensure nondiscrimination.

For information on FTA Section 5305(e) program goals and requirements, please visit [www.fta.dot.gov](http://www.fta.dot.gov) or review [Circular C8100.1D](#)

Updated information, if available, will be posted on the Rail & Transit website:

<http://www.nh.gov/dot/org/aerorailtransit/railandtransit/grants.htm>