

A G E N D A

CITY OF POCATELLO CITY COUNCIL WORK SESSION

SEPTEMBER 11, 2025 • 9:00 AM

COUNCIL CHAMBERS | 911 NORTH 7TH AVENUE

The meeting will be live-streamed at <https://streaming.pocatello.gov/> and available on Sparklight Cable channel 56

In accordance with the Americans with Disabilities Act, it is the policy of the City of Pocatello to offer its public programs, services, and meetings in a manner that is readily accessible to everyone, including those with disabilities. If you are disabled and require an accommodation, please contact Skyler Beebe with two (2) business days' advance notice at sbeebe@pocatello.gov; [208-234-6248](tel:208-234-6248); or 5815 South 5th Avenue, Pocatello, Idaho. Advance notification within this guideline will enable the City to make reasonable arrangements to ensure accessibility.

1. ROLL CALL

2. MOMENT OF SILENCE RECOGNIZING PATRIOT DAY

3. HISTORIC PRESERVATION COMMISSION UPDATE

Representatives from the Historic Preservation Commission (HPC) will discuss the Commission's goals and projects, as well as Council's

policies and expectations. **(ACTION ITEM)**

4. PLANNING AND ZONING COMMISSION UPDATE

Representatives from the Planning and Zoning Commission will discuss the Commission's goals and projects, as well as Council's policies and expectations. **(ACTION ITEM)**

5. PROPOSED SEPTEMBER FISCAL YEAR 2025 BUDGET AMENDMENTS

Finance Department staff members will be in attendance to present to Council detailed information on proposed Fiscal Year 2025 September Budget amendments for the public hearing to be held September 18, 2025. **(ACTION ITEM)**

Documents:

AGENDA-ITEM-5.PDF

6. AREA OF CITY IMPACT DRAFT AGREEMENT - PLANNING AND DEVELOPMENT SERVICES

Planning and Development Services staff members will be in attendance to discuss the proposed Area of City Impact agreement between the City of Pocatello and Bannock County. **(ACTION ITEM)**

Documents:

AGENDA-ITEM-6.PDF

7. CAPITAL IMPROVEMENT PLAN REQUEST FOR PROPOSALS - PLANNING AND DEVELOPMENT SERVICES DEPARTMENT

Planning and Development Services Department staff members will be present to discuss a revised Request For Proposals (RFP) for potential procurement of a City-wide Capital Improvement Plan. **(ACTION ITEM)**

Documents:

AGENDA-ITEM-7.PDF

8. US DEPARTMENT OF TRANSPORTATION (US DOT) - INNOVATIVE FINANCE AND ASSET CONCESSION GRANT APPLICATION

Christine Howe, Grants Manager, will be present to discuss and receive Council feedback regarding submission of the US DOT Innovative Finance and Asset Concession Grant application to complete a comprehensive feasibility analysis for the development of a transload facility at the Pocatello Regional Airport. The grant application would be for up to \$1,000,000 and there is no required match. The application and acceptance of the grant, if awarded, would be considered at the September 18, 2025 Regular City Council meeting. **(ACTION ITEM)**

Documents:

AGENDA-ITEM-8.PDF

9. COUNCIL ADVISORY BOARD UPDATES

This time has been set aside for the Mayor and Council members to give an update regarding recent advisory board activities.

10. ADJOURN

FY2025 Proposed September Budget Amendments



This document provides detailed information on the proposed FY2025 February budget amendments for the City of Pocatello.

A public hearing on the proposed budget amendments will be held at 6:00 pm on Thursday, September 18, 2025, in the Council Chambers at City Hall, 911 North 7th Avenue, Pocatello, Idaho 83201.

The City Council is scheduled to subsequently consider an amendment to the FY2025 Budget Ordinance at the September 18, 2025 Council Meeting.

MEMORANDUM FOR: Mayor Blad, Council Members & Citizen Stakeholders

FROM: Chantelle Macy, Budget Manager

SUBJECT: **Proposed FY25 September Budget Amendments**

DATE: September 18, 2025

Purpose: The purpose of this amendment is to authorize the use of newly awarded grant funds and to address other necessary adjustments that have arisen since the adoption of the Fiscal Year 2025 budget.

General: Each fiscal year, it is often necessary for the City to amend the adopted budget to account for unanticipated grants, new funding sources, or operational changes that occur after the budget is approved. Even when the City is awarded grant funding, the City Council must formally authorize the associated expenditures through the budget amendment process. This process mirrors that of the original budget: publication of public notices, a public hearing to allow for citizen input, and final adoption of an amended budget ordinance by Council. The second amendment to the Fiscal Year 2025 budget includes adjustments that may result in increases to certain departmental appropriations.

Summary: (see below)

FY25 Proposed September Budget Amendments			
Fund Description		Fund	Authority Ask
	General Fund Budget Amended Expense Balance	001	\$ 47,512,922
Net Authority Ask			\$ 620,432
General Fund Amended Balance			\$ 48,133,354
	Liability Insurance	002	\$ 1,697,158
20	Liability Insurance	002	\$ 12,453
Net Authority Ask			\$ 12,453
Street Fund Amended Balance			\$ 1,709,611
	Street Fund	003	\$ 10,499,724
21	Street	003	\$ 1,036,900
Net Authority Ask			\$ 1,036,900
Street Fund Amended Balance			\$ 11,536,624
	Emergency Fund Repair	016	\$ 40,000
Net Authority Ask			\$ 42,900
Sanitation Fund Amended Balance			\$ 82,900
	Sanitation Fund	030	\$ 12,343,664
Net Authority Ask			\$ 1,488,338
Sanitation Fund Amended Balance			\$ 13,832,002
	Ambulance Fund	035	\$ 4,514,943
Net Authority Ask			\$ 13,056
Ambulance Fund Amended Balance			\$ 4,527,999
	Fleet	051	\$ 2,347,004
Net Authority Ask			\$ 282,477
Fleet Fund Amended Balance			\$ 2,629,481
	Public Works	054	\$ 330,628
Net Authority Ask			\$ 30,140
Public Works Fund Amended Balance			\$ 360,768
	Alternative Transportation	071	\$ 703,000
Net Authority Ask			\$ 1,200,000
Alternative Transportation			\$ 1,903,000
	ICDBG Grant	081	\$ 6,676,289
Net Authority Ask			\$ 360,000
ICDBG Grant			\$ 7,036,289
	Police Grant Funds	088	\$ 56,694
Net Authority Ask			\$ 10,000
Police Grant Funds			\$ 66,694
	Government Payout Fund	952	\$ 800,000
Net Authority Ask			\$ 282,819
Government Payout Fund			\$ 642,819
	Enterprise Payout Fund	972	\$ 20,201
Net Authority Ask			\$ 20,201
Enterprise Payout Fund			\$ 40,402
Requesting Department's Original or Amended Budget			\$ 87,542,227
Addition			\$ 5,399,717
TOTAL Proposed Department's FY25 Amended Budget			\$ 92,941,944

Timeline: The proposed timeline for this September budget amendments is:

September 3, 2025	Notice sent to Idaho State Journal (ISJ)
September 10, 2025	Public notice #1 published
September 11, 2025	Presentation to Council at Work Session
September 17, 2025	Public notice #2 published
September 18, 2025	City Council Public Hearing/ Ordinance for Council consideration

Why we amend:

The City of Pocatello occasionally makes changes, called budget amendments, to keep our financial plan accurate and up to date. These amendments are required when new opportunities or unexpected changes occur after the budget is first adopted.

For example, if the City receives a new federal grant to improve a neighborhood park, the grant was not part of the original budget. A budget amendment allows us to add the grant funding and authorize the spending needed for the park improvements.

Budget amendments are always approved by the City Council in a public meeting. This ensures that the City remains in compliance with state law, keeps the budget balanced, and provides transparency so residents can see how resources are being used.

f. Itemized details: (see below)

FY25 Proposed February Budget Amendments					
AMND #	Department Description	Fund	Revenue Source	Authority Ask	Notes/Description
	General Fund Budget Expense Balance			\$ 47,512,922	Amended Budget Expense
1	Mayor's Office	001	Fund 78	\$ 21,548	The Mayor's Office would like to use the funds from Fund 078 to purchase a 2021 Chevy Tahoe from Street Operations.
2	Mayor's Office	001	Grant	\$ 5,000	The Mayor's Office would like to use the funds from Idaho Health & Welfare Behavioral Health Board reimbursement for \$5,000 for postage for spring Disconnect to Reconnect campaign.
3	Mayor's Office	001	Donation	\$ 500	The Mayor's Office would like to use the donation for Montana Shakespear in the Park expenses.
4	Mayor's Office	001	Fund 78	\$ 350,000	The Mayor's Office would like to use the funds from Fund 078 that were set aside for the City's rebranding for final rebranding effort
5	Human Resources	001	Reimbursement	\$ 92	The Human Resources Department would like to use the reimbursement from Lookout Credit Union for the Human and Civil Rights Award plaque.
6	Police	001	Fund 78	\$ 18,601	The Police Department would like to use reserve funds for the construction cost of the front interview room by Council Chambers
7	Police	001	Reimbursement	\$ 19,515	The Police Department would like to use the Byrne Grant reimbursement for purchasing shields.
8	Police	001	Claims	\$ 5,439	The Police Department would like to use the claims reimbursement from ICRMP towards purchase of a new vehicle.
9	Fire	001	Reimbursement	\$ 16,665	The Fire Department would like to use reimbursement from Department of Lands Grant for West Bench Fuel Reduction for operating expenses.
11	Fire	001	Reimbursement	\$ 3,544	The Fire Department would like to use the reimbursement from IOEM, HMEP Training for operating expenses.
12	Fire	001	Additional Revenue	\$ 32,060	The Fire Department received additional revenues and would like to use the funds for operating expenses
13	Fire	001	Reimbursement	\$ 25,000	The Fire Department would like to use the reimbursement from Highland High School Fire for insurance payment.
14	Fire	001	Reimbursement	\$ 1,598	The Fire Department would like to use the reimbursement from HAZMAT calls for operating expenses.
15	Fire	001	Reimbursement	\$ 102	The Fire Department would like to use the credit from Advanced Auto Parts for operational supplies.
16	Fire	001	Additional Revenue	\$ 85,000	The Fire Department would like to use the funds from the sale of Tower 1 first truck for operating expenses
17	Animal Services	001	Additional Revenue	\$ 6,000	The Animal Services Department received a donation from ASPCA for 2025 Subaru Loves Pets Grant and would like to use the funds for operating expenses.
18	Parks Department	001	Donation	\$ 25,000	The Parks & Recreation Department would like to use the SE Idaho Skate Park Association donation for Optimist Skate Park build received on March 20, 2025 for increased authority in
19	Parks Department	Reimbursement	Reimbursement	\$ 4,766	The Parks & Recreation Department would like to use the Portneuf Health Trust reimbursement for Edson Fitcher Trail seal coating expense.
Net Authority Ask				\$ 620,432	
General Fund Amended Balance				\$ 48,133,354	

FY25 Proposed February Budget Amendments					
AMND #	Department Description	Fund	Revenue Source	Authority Ask	Notes/Description
	Liability Insurance Fund Budget Expense Balance			\$ 1,697,158	Amended Budgeted Expense
20	Liability Insurance	002	Fund Balance	\$ 12,453	The Liability Insurance Department would like to use the subrogation from insurance claims and restitution to off set the expense.
Net Authority Ask				\$ 12,453	
Liability Insurance Fund Amended Balance				\$ 1,709,611	
	Street Fund Budget Expense Balance			\$ 10,499,724	Amended Budget Expense
21	Street	003	Fund Balance	\$ 1,036,900	The Street Department would like to use the unexecuted funds from FY24 for equipment. Due to supplies delays equipment was not delivered in 2024.
Net Authority Ask				\$ 1,036,900	
Street Fund Amended Balance				\$ 11,536,624	
	Emergency Fund			\$ 40,000	Original Budget Expense
22	Emergency Fund	016	General Fund Balance	\$ 42,900	Emergency Fund needs additional coverage for unexpected repairs: emergency boiler repair at CRC and new roof/fascia at FAA building from windstorm.
Net Authority Ask				\$ 42,900	
Street Fund Amended Balance				\$ 82,900	
	Sanitation Fund			\$ 12,343,664	Amended Budget Expense
23	Sanitation	030	Fund Balance	\$ 1,488,338	The Sanitation Department would like to use the unexecuted funds from FY24 as well as additional fund allocations for capital equipment.
Net Authority Ask				\$ 1,488,338	
Sanitation Fund Amended Balance				\$ 13,832,002	
	Ambulance Fund			\$ 4,514,943	Amended Budget Expense
24	Ambulance Fund	035	Reimbursement	\$ 8,277	The Ambulance Fund would like to use reimbursement from Bannock County Ambulance District for AFG Paramedic Training expenses.
25	Ambulance Fund	035	Reimbursement	\$ 4,779	The Ambulance Fund would like to use reimbursement from Bannock County Ambulance District for EMD Training expenses.
Net Authority Ask				\$ 13,056	
Ambulance Fund Amended Balance				\$ 4,527,999	
	Fleet			\$ 2,347,004	Original Budget Expense
26	Fleet	051	Fund Balance	\$ 282,477	The Fleet Department would like to move overexecuted revenues for operating expenditures.
Net Authority Ask				\$ 282,477	
Fleet Fund Amended Balance				\$ 2,629,481	

FY25 Proposed February Budget Amendments					
AMND #	Department Description	Fund	Revenue Source	Authority Ask	Notes/Description
	Public Works			\$ 330,628	Original Budget Expense
27	Public Works	054	Fund Balance	\$ 30,140	The Public Works Department would like to use their excess fund to cover remaining cost for lobbyist that was not fully budgeted for in FY25.
Net Authority Ask				\$ 30,140	
Public Works Fund Amended Balance				\$ 360,768	
	Alternative Transportation			\$ 703,000	Original Budget Expense
28	Alternative Transportation	071	Grants	\$ 1,200,000	Monte Vista to Pocatello Creek Pathway Project: The City is responsible for covering the construction invoices and will be reimbursed by ITD. ITD will reimburse final expenses 90 days of completion. Expected completion is October of 2025.
Net Authority Ask				\$ 1,200,000	
Alternative Transportation				\$ 1,903,000	
	Stimulus Grant			\$ 6,676,289	Original Budget Expense
29	ICDBG Grant	081	Grants	\$ 360,000	The State of Idaho Community Development Grant that was approved on May 22, 2025 and project costs came in over budget. The ICDBG program awarded additional funding towards the project. The City has procured services for the project and anticipates construction occurring in FY25.
Net Authority Ask				\$ 360,000	
ICDBG Grant				\$ 7,036,289	
	Police Grant Funds			\$ 56,694	Original Budget Expense
30	Police Grant Funds	088	Additional Revenue	\$ 10,000	The Police Department received additional revenue in Seized Properties, part of the funds went towards the purchase of a new vehicle.
Net Authority Ask				\$ 10,000	
Police Grant Funds				\$ 66,694	

FY25 Proposed February Budget Amendments					
AMND #	Department Description	Fund	Revenue Source	Authority Ask	Notes/Description
Employee Payout Fund				\$ 800,000	Original Budget Expense
31	Finance Department	001	Fund 952	\$ 23,396	Each department would like to use their available funds from Fund 952 Government Payout fund to reimburse their perspective departments for unplanned employee payouts during FY25.
31	City Hall	001	Fund 952	\$ 1,215	
31	Community Development	001	Fund 952	\$ 4,231	
31	Human Resources	001	Fund 952	\$ 10,367	
31	Legal Department	001	Fund 952	\$ 14,567	
31	Fire	001	Fund 952	\$ 16,249	
31	Police	001	Fund 952	\$ 26,462	
31	Animal Services	001	Fund 952	\$ 19,984	
31	Parks Department	001	Fund 952	\$ 26,838	
31	Street	003	Fund 952	\$ 32,252	
31	Parks &	004	Fund 952	\$ 1,038	
31	Cemetery	005	Fund 952	\$ 11,021	
31	Transit (Urban)	009	Fund 952	\$ 2,625	
31	Ambulance	035	Fund 952	\$ 60,446	
31	IT	050	Fund 952	\$ 1,130	
31	Fleet	051	Fund 952	\$ 889	
31	Public Works Director	054	Fund 952	\$ 30,109	
Net Authority Ask				\$ 282,819	
Employee Payout Fund				\$ 1,082,819	
Enterprise Payout Fund				\$ 20,201	Original Budget Expense
32	Sanitation	30	Fund 972	\$ 8,426	Each department would like to use their available funds from Fund 952 Government Payout fund to reimburse their perspective departments for unplanned employee payouts during FY25.
32	Water	31	Fund 972	\$ 3,465	
32	Water Polution Co	32	Fund 972	\$ 8,310	
Net Authority Ask				\$ 20,201	
				\$ 40,402	
Requesting Department's Original or Amended Budget				\$ 87,542,227	
	Addition			\$ 5,399,717	
TOTAL Proposed Department's FY25 Amended Budget				\$ 92,941,944	

Additional Notes:

NOTES					
General Fund Budget Expense Balance					No Budget Change. Moving funds only. Authority goes to receiving fund.
		001	Fund Reserves	\$ 21,548	Funds transferred to Mayor's Office for purchase of vehicle
Capital Savings (Unrestricted)					No Budget Change. Moving funds only. Authority goes to receiving fund.
		078	Fund Reserves	\$ 350,000	Finalize Rebranding from unrestricted funds
Public Works					No Budget Change. Moving funds only. Authority goes to receiving fund.
		054	Fund Reserves	\$ 30,140	Reserve Funds transferred from Public Works reserve fund.
Street					No Budget Change. Moving funds only. Authority goes to receiving fund.
		003	Fund Reserves	\$ 1,036,900	Reserve Funds transferred from Streets reserve fund.
Emergency Fund					No Budget Change. Moving funds only. Authority goes to receiving fund.
		016	Fund Reserves	\$ 42,900	Reserve Funds transferred from emergency reserve fund.
Sanitation					No Budget Change. Moving funds only. Authority goes to receiving fund.
		022	Fund Reserves	\$ 1,488,338	Reserve Funds transferred from Sanitation reserve fund.
Government Payout Budget Expense Balance					No Budget Change. Moving funds only. Authority goes to receiving fund.
		952	Fund 952 Transfer	\$ 282,819	Funds from Retirement Savings 952 are needed to cover planned and unplanned retirements and other payoffs. Total needed for all departments.
Government Payout Budget Expense Balance					No Budget Change. Moving funds only. Authority goes to receiving fund.
		972	Fund 972 Transfer	\$ 20,201	Funds from Retirement Savings 972 are needed to cover planned and unplanned retirements and other payoffs. Total needed for all departments.

Summary. The total amount of all amendments is \$5,399,717. Breakout by fund is:

**CITY OF POCA TELLO
BUDGET AMENDMENT
FISCAL YEAR 2025**

Fund	Original Budget For Requesting Departments	Amended Feb 2025	Proposed Amendments Sept 2025	Total Proposed Amended Budget
General Fund	\$ 45,591,919	\$ 1,921,003	\$ 763,741	\$ 48,276,663
Liability Insurance Fund	1,692,581	4,577	12,453	1,709,611
Street Fund	9,915,495	584,229	1,069,152	11,568,876
Parks & Recreation	3,816,098	-	1,038	3,817,136
Cemetery	602,138	-	11,021	613,159
Transit Rural Fund	1,616,803	108,851	-	1,725,654
Emergency Repair	40,000	-	42,900	82,900
Transit Urban Fund	4,014,833	105,772	2,625	4,123,230
Sanitation Fund	11,643,664	700,000	1,496,535	13,840,199
Water Fund	19,653,034	288,500	4,193	19,945,727
Ambulance Fund	4,472,677	42,266	73,503	4,588,446
Employee Wellness Fund	57,240	35,721	-	92,961
WPC	16,144,758	-	7,811	16,152,569
WPC Debt Service Fund	1,739,349	1,683,538	-	3,422,887
WPC Construction Fund	3,000,000	1,683,538	-	4,683,538
IT Fund	1,821,481	-	1,130	1,822,611
Fleet Fund	2,347,004	-	283,366	2,630,370
Public Works Fund	330,628	-	60,249	390,877
Alternate Transportation	703,000	-	1,200,000	1,903,000
Stimulus Grant	6,676,289	-	360,000	7,036,289
Police Grant Funds	56,694	-	10,000	66,694
Total Amended Request	135,935,685	7,157,995	5,399,717	148,493,397
Total Other Funds	25,850,718	-	-	25,850,718
TOTAL CITY WIDE BUDGET	\$ 161,786,403	\$ 7,157,995	\$ 5,399,717	\$ 174,344,115

August 5, 2025

Bannock County Planning
Bannock County Commissioners

RE: Pocatello Area of Impact Agreement

The City of Pocatello requests the following language be amended/added into the Area of Impact Agreement:

Section 5: Administration and Enforcement

1. Within the area of impact, Bannock County shall be responsible for the administration and enforcement of the County's ordinances.
2. Maintenance of public streets located in the area of impact shall remain the responsibility of Bannock County and the State of Idaho, unless otherwise stipulated by written agreement between Bannock County, State of Idaho and City of Pocatello.
3. Law enforcement and fire services in the area of impact shall remain the responsibility of Bannock County, unless otherwise stipulated by written agreement between the County, fire district and City of Pocatello.
4. [Any development of public improvements \(i.e. water, sewer, stormwater, roadways, infrastructure, etc.\) shall be reviewed and inspected by City of Pocatello staff during County development review to ensure compliance with City development standards as required in Section 6 of this agreement.](#)
5. [Any development of property within the area of impact shall be reviewed \(and inspected, if requested by the County\) by City of Pocatello staff during County development review and prior to the issuance of a certificate of occupancy to ensure compliance with City development standards as required in Section 6 of this agreement.](#)

Section 6: Development Standards and Agreements

[The County shall require any development of property located in the area of impact to meet all applicable standards as outlined within the following sections of the Code of the City of Pocatello:](#)

1. [Title 12 Public Improvement Standard, Street Abutments and Public Places](#)
2. [Title 13 Public Services](#)
3. [Title 15 Buildings and Construction](#)

4. Title 17 Zoning Regulations – limited to: residential, commercial, and/or industrial land use development standards as outlined within Chapter 17.05 of the aforementioned Title.

The County shall also require development agreements for any development of property located in the area of impact when the development is connecting to City of Pocatello services.

All development agreements within the area of impact of the City shall contain the following statement:

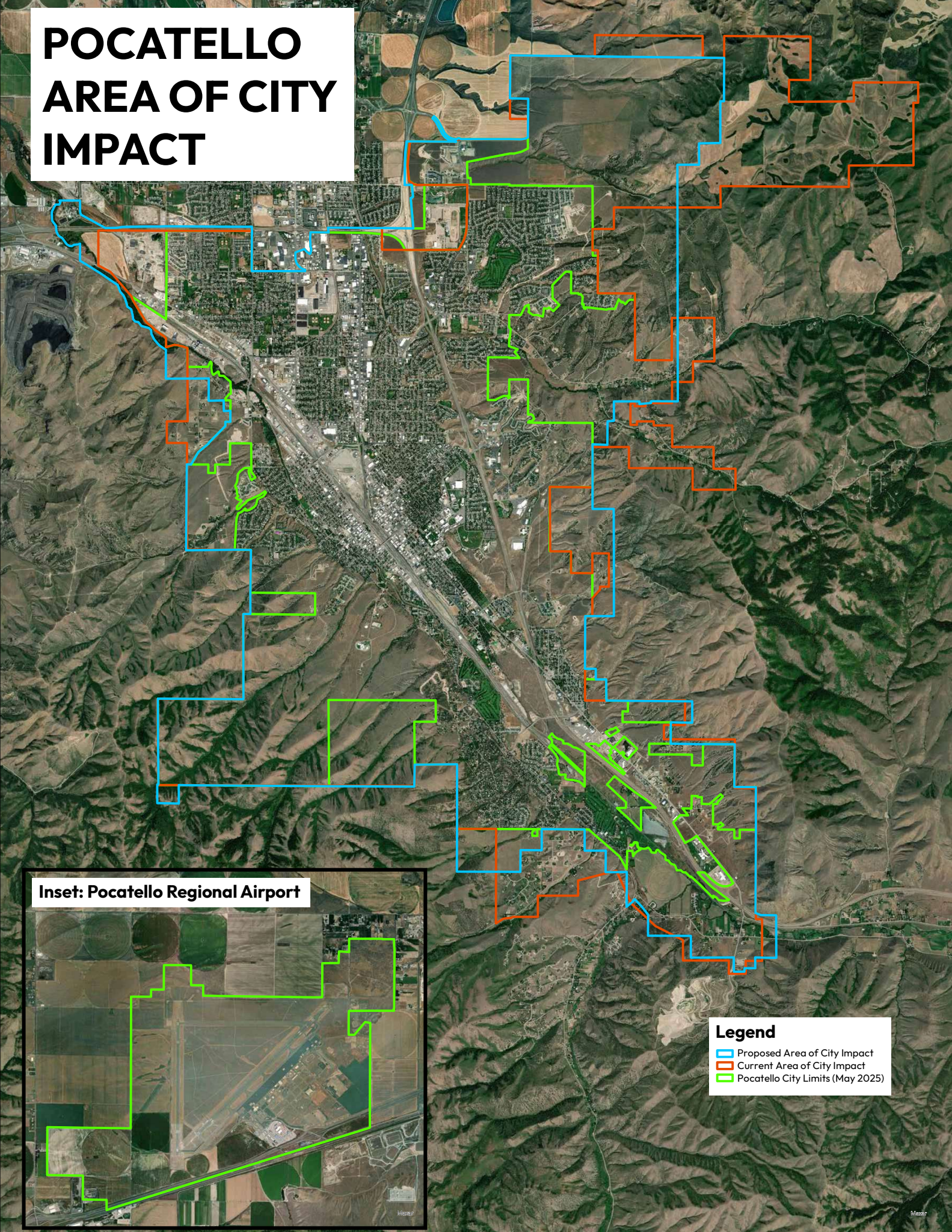
“This development may be annexed into the City of Pocatello, at the sole discretion of the City, when any portion of said land becomes contiguous to the City of Pocatello corporate limits, in accordance with Idaho Code Section 50-222.”

POCATELLO AREA OF CITY IMPACT

Inset: Pocatello Regional Airport

Legend

- Proposed Area of City Impact
- Current Area of City Impact
- Pocatello City Limits (May 2025)



Capital Improvement Plan

City Council Work Session
September 11, 2025

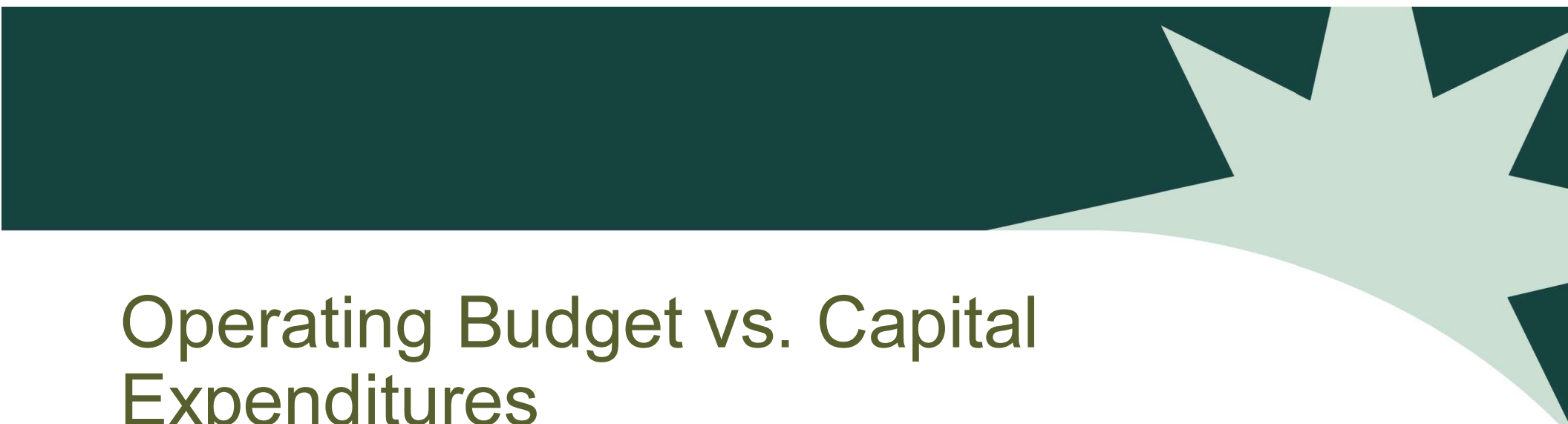


CITY OF
POCATELLO



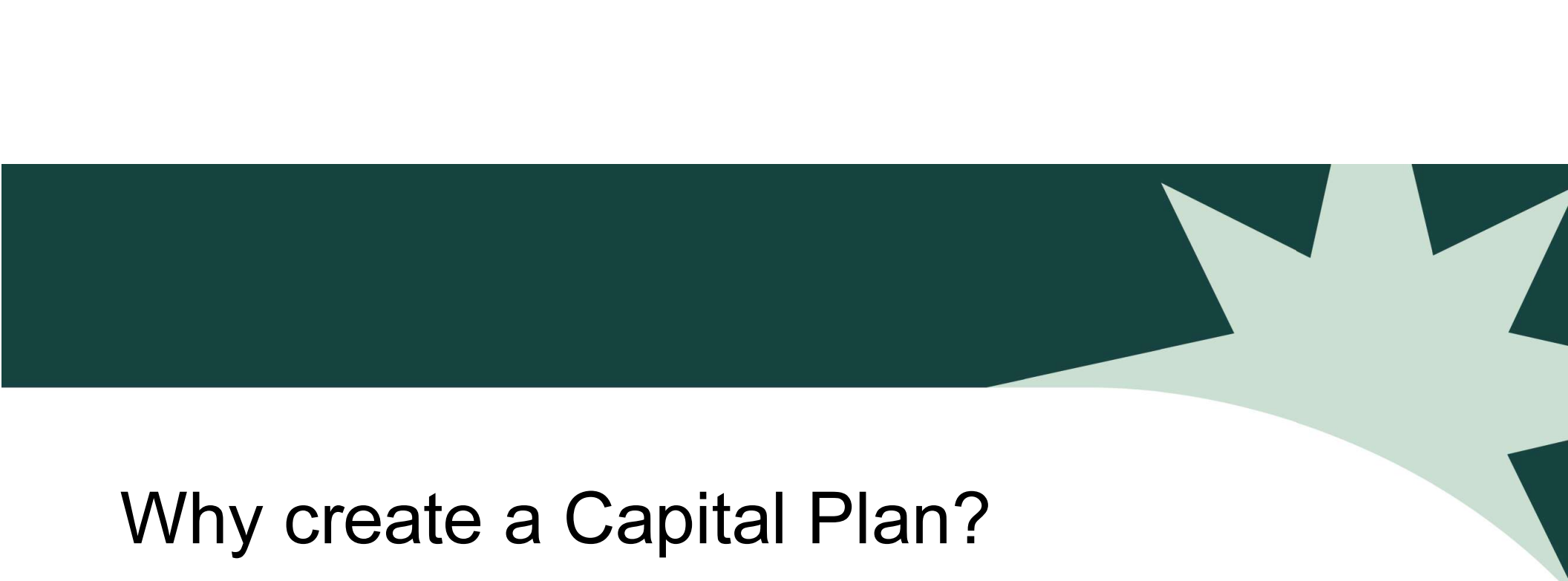
CAPITAL IMPROVEMENT PLAN

- A CIP is composed of two parts—a **capital program** and a **capital budget**.
 - Ease of budgeting for next 5 to 10 years
- Enterprise Funds have a rate study, which will be incorporated into Capital Improvement Plan
- Businesses succeed by making long-term plans to grow, manage risks and use resources wisely
- Governments should do the same to improve services, grow the economy and make communities stronger



Operating Budget vs. Capital Expenditures

- Operating budgets cover the annual costs to run the City, like salaries, services, maintenance, etc.
- Capital Expenditures are significant investments in long-term assets like property, equipment, or machinery. These are typically one-time expenditures.

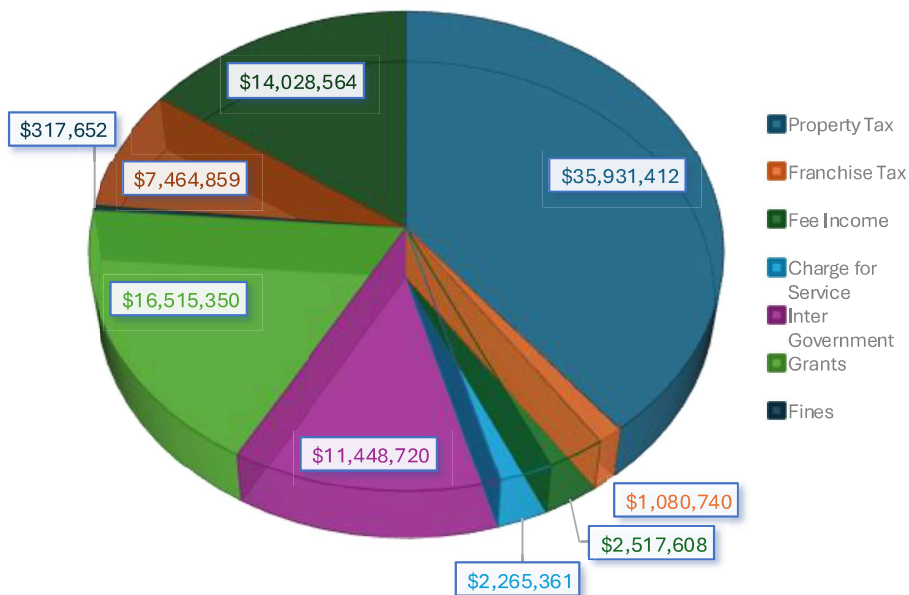


Why create a Capital Plan?

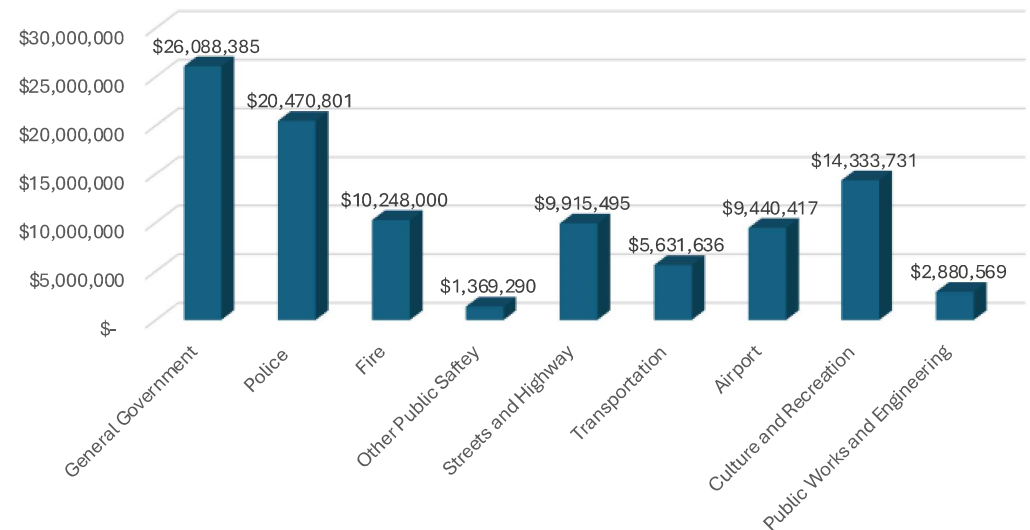
- Prioritize funding needs
- Anticipate future expenses
- Improve long-term debt management
- Project investment income and revenue needs

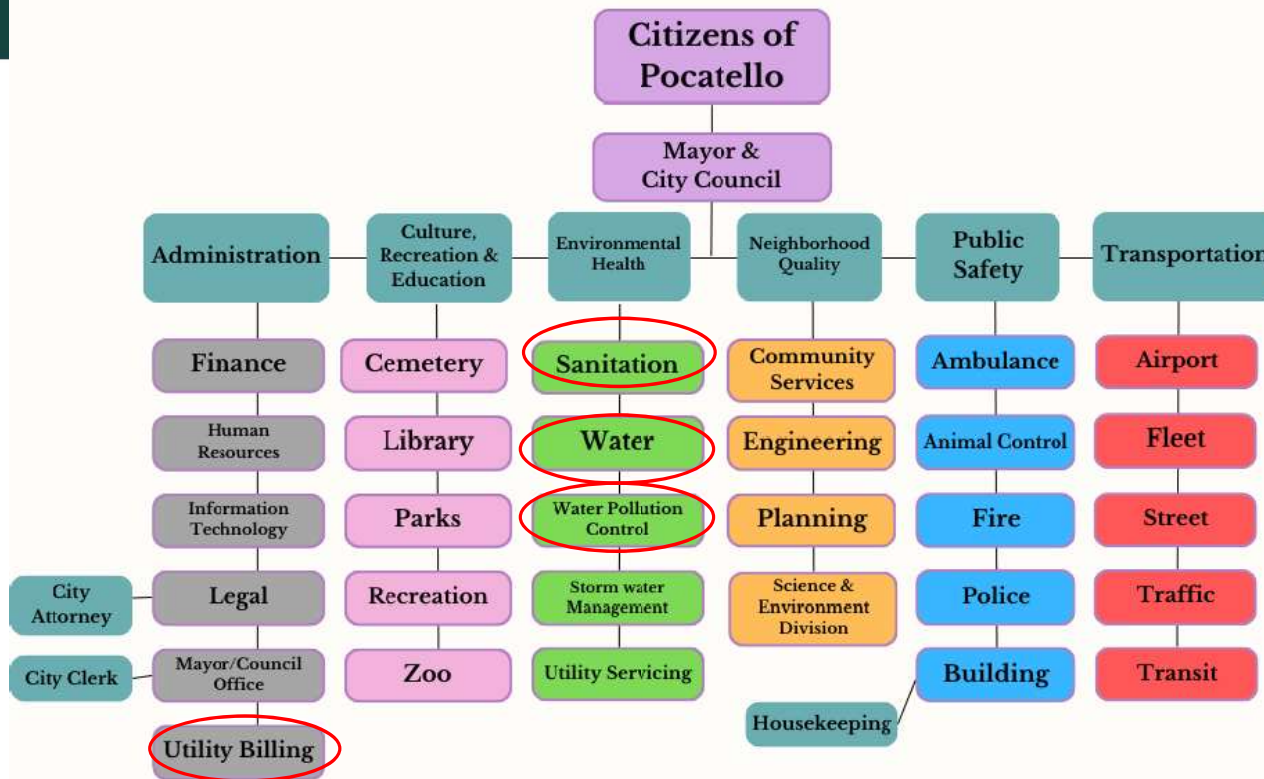
City of Pocatello FY25 Revenue/Spending

FY 25 BUDGETED REVENUES



Spending by Government Activity





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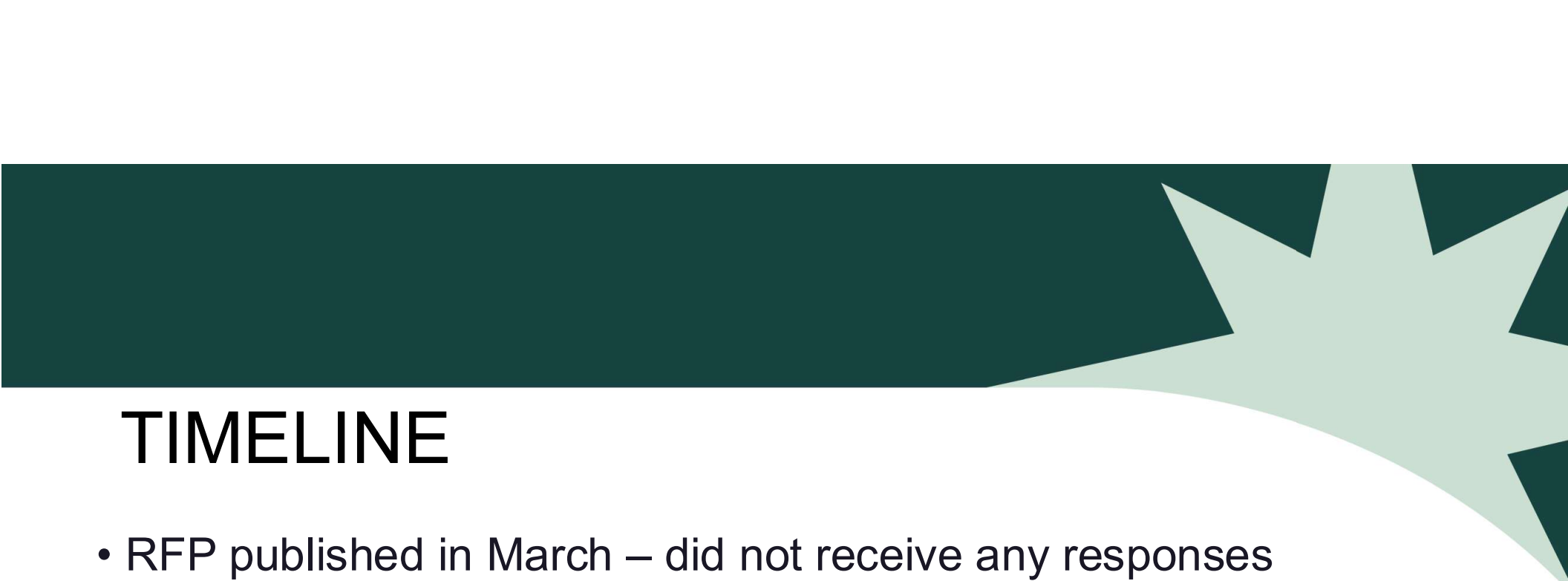
Enterprise
account
funded by fee
revenue

CIP Alignment with other City Plans

COMPREHENSIVE PLAN

Comprehensive Plan 2040: Our Valley | Our Vision, identifies the City's priority goals as well as strategies to achieve those goals.

Council has identified and prioritized specific **projects** that align with the Comprehensive Plan.



TIMELINE

- RFP published in March – did not receive any responses
- Feedback:
 - Timeframe too short to complete CIP ahead of FY26 budget calendar
 - Did not have experience to complete CIP and Investment Strategy
 - Needed additional time to develop proposal
- Revised RFP to:
 - Extend timeframe and contract term
 - Include investment strategy portion as an Option
 - Will solicit for longer period (45 days)



NEXT STEPS

- Re-Issue RFP for consultant for Capital Improvement Plan to be used for FY27/FY28 budget cycle
 - Solicit in mid September
 - Due late November/early October
 - Present to Council late November/first meeting of December



Questions?

Christine Howe

chowe@Pocatello.gov

208-234-6186

Becky Babb

Becky.babb@Pocatello.gov

208-234-6278



REQUEST FOR PROPOSALS

For City of Pocatello Capital Improvement Plan

Project Title: City of Pocatello Capital Improvement Plan

Due: [Month, Day], 2025 at 3:00 PM MT

Awarding Authority: The City of Pocatello with a majority vote of the Pocatello City Council.

Contact:
Christine Howe
Grants Manager
911 N. 7th Avenue
Pocatello, ID 83201
chowe@pocatello.gov
208-234-6186

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C. Certificate of Tax Compliance	15

City of Pocatello Capital Improvement Plan
Date Issued: [Month, Day], 2025 after 8:00AM MT

CITY OF POCATELLO
REQUEST FOR PROPOSALS (RFP)
FOR CAPITAL IMPROVEMENT PLAN

Section I. Introduction

The City of Pocatello invites interested parties to submit Proposals for the City of Pocatello's Capital Improvement Plan (CIP). In 2021 the City of Pocatello adopted its long-range plan, Comprehensive Plan 2040: Our Valley | Our Vision, to identify the City's priority goals as well as strategies to achieve those goals. The purpose of the CIP is to identify: Capital projects and their alignment with priority needs and goals including the Comprehensive Plan; estimated cost of projects; estimated cost of maintenance of projects; timeframe for completion of projects; the financial plan to adequately fund and resource those projects; and investment strategy to guide the funding needs.

The City of Pocatello is a municipal corporation located in Southeast, Idaho. The City is issuing this RFP and anticipates selecting a firm that has extensive experience working in a local government setting establishing a CIP. Only the firms responding to the RFP will be considered.

This solicitation is being conducted in accordance with the provisions of Idaho Code Title 67, Chapter 28 (Purchasing by Political Subdivisions) and the City of Pocatello Purchasing Policies. Those provisions are hereby incorporated by reference into this RFP. All contracts must be strictly awarded in accordance with the requirements of the RFP. Section 3, disadvantaged business enterprises, minority owned businesses, and women owned businesses are especially encouraged to apply. If it becomes necessary to revise any part of this RFP or otherwise provide additional information, an addendum will be issued to all prospective Respondents who received copies of the original request.

Proposal Due Date: August 15, 2025 at 3:00 PM MT
RFP Availability: <https://pocatello.gov/Bids.aspx> or by emailing: chowe@pocatello.gov

Return RFPs to: City of Pocatello
Attn: Planning and Development Services
911 N. 7th Avenue
Pocatello, ID 83201

Any questions pertaining to the scope of services in this solicitation should be submitted in writing. All answers will be in the form of an addendum and sent to registered Respondents. All questions must be submitted in writing no later than 5:00 PM MT on July 21, 2025 to Christine Howe, Grants Manager, at 208-234-6186, or via email at chowe@pocatello.gov. For help with this process contact Christine Howe at 208-234-6186 or chowe@pocatello.gov.

Please read this entire document before responding or submitting questions. Thank you for your interest.

RFP Issuance	, 2025	After 8:00AM MT
Questions Deadline	, 2025	5:00PM MT
Proposals Due	, 2025	3:00PM MT
Interviews, if necessary	Week of , 2025	
Anticipated Selection	Week of , 2025	
Anticipated Contract Start	, 2025	
Preliminary Deliverable	, 2026	
Final Report	, 2026	

Section II. Instructions & Submission Requirements

A. Instructions

1. Time and Place for Submission

Proposals are to be submitted by mail or in person to Pocatello City Hall, Attn: Planning and Development Services, 911 N. 7th Avenue, Pocatello, ID 83201 by 3:00PM MT on [Month, Day], 2025. Proposals will be considered on time if received by the Submission Deadline using the time on the clock located in the City of Pocatello's Planning and Development Services Department at City Hall. Postmarks will not be considered. E-mail submissions will not be accepted. The City shall not be responsible for proposals arriving late due to couriers, deliveries to wrong locations, express mailing service errors, etc. If, at the time that proposals are due, City Hall is closed due to uncontrolled events, proposals will be accepted until 3:00PM MT on the next day that City Hall is open. No individual extensions of this deadline will be granted. Late proposals will be deemed "non-responsive" and will not be opened. They may be picked up by the Respondent if so desired.

2. Idaho Code

Attention of all Respondents is directed to Title 67, Chapter 28 of the Idaho Statutes governing transactions involving requests for qualifications, and to all other applicable sections of the Idaho Code as most recently amended which govern the award of this contract.

3. Disclosure of Information

Submission of a proposal shall be deemed acknowledgement that the Respondent is familiar with the Idaho Public Records Law, Idaho Code §74, and is bound thereby. Disclosure of any information provided by a Respondent in connection with this RFP shall be in strict accordance with the laws and regulations regarding such disclosure pursuant to Idaho Code §74. To review copies of proposals after contracts have been awarded, submit a written request in compliance with the Idaho Public Record Law using the City of Pocatello Public Records Request Portal, available at: <https://pocatello.gov/251/Records-Requests> or by contacting the RFP contact person identified in this RFP.

4. Reservation of Right

The City of Pocatello may cancel this RFP or may reject in whole or in part any and all responses or proposals when it is determined that said cancellation or rejection serves the best interests of the City. The City reserves the right to reject any or all proposals after determining if each response is responsive and responsible.

5. Non-Collusion

It is understood that the Respondent has submitted the proposal in good faith and has not colluded with any other individuals, firms, or corporations in creating the proposal to subvert the market process. See Certificate of Non-Collusion (Appendix B). Respondents are required to complete this form. Failure to do so will result in a rejection of the proposal.

6. Cost of Proposal

All costs involved in preparing the proposal will be borne by the Respondent. The City or any Department, Division, employee or section of the City will not be liable for any costs associated with the creation of the proposal.

City of Pocatello Capital Improvement Plan
Date Issued: [Month, Day], 2025 after 8:00AM MT

7. Incomplete or Conditional Proposals

Proposals, which are incomplete, conditional or obscure, may be rejected. No award will be made to any Respondent who cannot satisfy the awarding authority that they have sufficient ability and sufficient capital to enable them to meet the requirements of these specifications. The awarding authority's decision or judgment on these matters shall be final, conclusive, and binding.

B. Submission Requirements

1. One bound, single-sided original hard copy proposal is to be submitted, in a sealed envelope clearly marked with the words: "City of Pocatello Capital Improvement Plan" as well as the Respondent's name. Submission by email is not acceptable.
2. One electronic copy of the proposal should be submitted with the hard copy. Electronic copies should be submitted on properly labeled portable media and MUST mirror paper versions exactly. Electronic copies must be a single PDF file. Submission by email is not acceptable.
3. Failure to submit proposals in the format described herein may result in the rejection of the proposal.
4. The contract is scheduled to be awarded within sixty (60) days of this proposal opening. This RFP as well as the successful Respondent's proposal will become part of the contract.
5. By submitting a signed proposal, the Respondent acknowledges and agrees to the City of Pocatello's "Terms and Conditions" contained in Section III: Terms and Conditions.
6. If any changes are made to this RFP, an addendum will be distributed to all Respondents who have received the RFP.
7. A Respondent may correct, modify, or withdraw a proposal by written notice if received by the City prior to the time and date set for the proposal opening. Proposal modifications must be submitted in a sealed envelope clearly labeled "Modification No. _." Each modification must be numbered in sequence and must reference the original RFP. After the proposal opening, a Respondent may not change any provision of the proposal in a manner prejudicial to the interests of the City or fair competition. Minor informalities will be waived or the Respondent will be allowed to correct them. If a mistake and the intended correct wording are clearly evident on the face of the proposal document, the mistake will be corrected to reflect the intended correct meaning. A Respondent may withdraw a proposal if a mistake is clearly evident on the face of the proposal document, but the intended correct wording is not similarly evident.
8. Individuals are encouraged to submit proposals; individuals who submit proposals will not be subject to requirements that are only applicable to businesses such as authorized signatory and financial stability certifications. However, individuals will still be required to fill out those applicable portions of the required forms.
9. Proposals must also include the: Price Proposal Form, Certificate of Non-Collusion, and Certificate of Tax Compliance as provided in this RFP. See Appendices for additional details.
10. All proposals must be signed by appropriate, authorized individual or individuals, e.g. if the Respondent is a partnership, by the name of the partnership, with the signature of each general partner. If the Respondent is a corporation, it must be signed by the authorized officer whose

City of Pocatello Capital Improvement Plan

Date Issued: [Month, Day], 2025 after 8:00AM MT

signature must be attested to by the Clerk/Secretary of the corporation and the corporate seal affixed, or appropriate certificate of authorization.

11. All questions and requests for clarification must be received in writing by 5:00PM MT on July 21, 2025.
12. Written addenda issued by the City will be e-mailed as necessary to all parties that the City is aware have requested documents using the contact information provided to the City. A copy of any addendum as may be issued will be on file with the City. Absence of "failure" messages electronically transmitted from addressee's site will serve as confirmation of delivery of addenda. Respondent should contact Christine Howe via e-mail or phone, if they believe an addendum has not been received. A copy of all addenda that are issued should be included in the proposal package and each addendum should be initialed in the bottom left corner of the first page of the document by the Respondent.
13. The City of Pocatello is the awarding entity that will sign the contract and to whom invoices will be submitted/received and by whom the Respondent will be paid/submit payment.
14. All proposals will be reviewed by the Evaluation Committee. A recommendation will be made by the Evaluation Committee to accept the proposal which is in the best interest of the City. The Evaluation Committee will, in turn, recommend to the full City Council for a vote to appropriate funding and award. The consideration of all proposals and subsequent selection of a successful Respondent shall be made without regard to race, color, sex, age, handicap, religion, political affiliation, or national origin. The recommendation will be based on the evaluation criteria (Section V).
15. Failure to complete the enclosed forms, answer any questions, or provide the required documentation will result in the proposal being deemed non-responsive and the rejection of the proposal, unless the City determines that such failure constitutes a minor informality.

Section III. Terms & Conditions

A. General Terms and Conditions

1. The process of selecting organizations to provide consultation services for the City's benefit requires the accumulation of comprehensive and accurate information to ensure that a knowledgeable, objective decision can be made as well as compliance with state and local procurement standards for the implementation portion of this proposal.
2. The City reserves the right to accept or reject all proposals or portions thereof without stated cause. The City reserves the right to re-issue any RFP or cancel the RFP if none of the proposals are deemed satisfactory to the City. Upon selection of a finalist, the City by its proper officials shall attempt to negotiate and reach a final agreement with the finalist. If the City, for any reason, is unable to reach a final agreement with this finalist the City then reserves the right to reject such finalist and negotiate a final agreement with another finalist who has the next most viable proposal. The City may also elect to reject all proposals and re-issue a new RFP.
3. Clarification of proposals: The City reserves the right to obtain clarification of any point in a Respondent's proposal or obtain additional information. Any request for clarification or other correspondence related to the RFP shall be in writing or email, and a response shall be provided within two business days. The City is not bound to accept the proposal with the lowest cost, but may accept the proposal that demonstrates the best ability to meet the needs of the City. The City reserves the right to waive any formalities, defects, or irregularities, in any proposal, response, and/or submittal where the acceptance, rejection, or waiving of such is in the best interests of the City. The City reserves the right to disqualify any proposal, before or after opening, upon evidence of collusion, intent to defraud, or any other illegal practice on the part of the Respondent.
4. Conflict of Interest: By the submission of a proposal, the Respondent agrees to ensure that, at the time of contracting, the Respondent will have no interest, direct or indirect, that would conflict in any manner or degree with the performance of the Respondent's obligations under the Agreement. The Respondent shall further covenant that, in the performance of the Agreement, the Respondent shall not employ any person, or subcontract with any entity, having any such known interest.
5. Public Information: Information supplied by the Respondent to the City may be subject to the Idaho Public Records Law. Such information shall become public unless it falls within one of the exceptions in the statute, such as security information, trade secret information, or labor relations information. If the Respondent believes any information which is not public will be supplied in response to this RFP, the Respondent shall take reasonable steps to identify for the City what data, if any, it believes falls within the exceptions. If the proposal data is not marked in such a way as to identify non-public data, the City will treat the information as public and release it upon request. In addition, the City reserves the right to make the final determination of whether data identified by the Respondent as not public falls within the exceptions within the statute.
6. Equal Employment Opportunity: The Respondent agrees to comply with all federal, state, and local laws, resolutions, ordinances, rules, regulations, and executive orders pertaining to unlawful discrimination on account of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, sexual preference, disability, or age. When required by law or requested by the City, the Respondent shall furnish a written affirmative action plan.

Section IV. Project Overview and Scope of Work

A. Project Overview

1. The purpose of the CIP is to identify: capital projects and their alignment with priority needs and goals including the Comprehensive Plan; estimated cost of projects; estimated cost of maintenance of projects; timeframe for completion of projects; the financial plan to adequately fund and resource those projects; and an investment strategy to guide the funding needs.

B. Scope of Work

1. The awarded firm will work with the City to create a single capital improvement plan (CIP) document that will include a capital program/policy as well as capital budget. The CIP will include a capital policy, project descriptions, cost estimates, project schedules and priorities, and funding sources. Annually (after adoption of plan and moving forward) the City should be able to use the CIP to:
 - Present the Capital Program and Capital Budget to city officials for adoption
 - Monitor approved projects
 - Update the Capital Program and Capital Budget annually as needed
2. The CIP shall be composed of a Capital Program and a Capital Budget as detailed below.

a. Capital Program

The Capital Program serves as the community planning and fiscal management tool that spans five to ten years. The capital program identifies and defines capital items, which are typically tangible assets or projects that cost more than a certain threshold (e.g., \$50,000) and that have a minimal useful life span (such as five years), provides a planning schedule, and offers financing options. This serves as the policy portion of the CIP to inform what is contained in the capital budget.

The awarded firm will complete the following sections of the capital program:

1. Overview of purpose of CIP and what it strives to achieve (i.e. – alignment with Comprehensive Plan and long-term financial outlook)
2. Draft ordinance or resolution for adoption by City Council
3. CIP budget calendar
4. CIP Financial Policies including: CIP budget policy (to guide annual budgeting); CIP debt policy to guide investment, bonding, etc.; and CIP investment strategy

b. Capital Budget

The awarded firm will meet with City staff and appropriate committees to identify infrastructure and building improvement needs and priorities; incorporate existing plans, rate studies and other planning documents into a priority plan; and compile a detailed 5-year CIP with descriptions, cost estimates, maintenance costs, and funding sources.

To complete the capital budget the awarded firm will:

1. Prepare an inventory of existing capital assets
2. Determine the status of previously approved projects

City of Pocatello Capital Improvement Plan

Date Issued: [Month, Day], 2025 after 8:00AM MT

3. Assess the City's financial capacity
4. Solicit, Compile, and Evaluate Capital Project Requests from Citywide Departments
5. Identify future projects per the City's existing plans and adopted goals (ie – Comprehensive Plan Strategies). This should include cost tier, timeframe for completion, and resource needs
6. Establish Project Priority. This should include the project prioritization using the metrics identified in the Capital Program and items 2 and 3

The Capital budget should provide a Matrix of Projects that details (at a minimum): priority level, timeframe for completion, cost estimates including maintenance costs, and funding sources.

The capital budget shall also include funding projections and an identification of revenue sources. To complete this portion of the budget the firm will:

1. Develop a CIP Financing Plan that includes (at a minimum) fiscal year outlooks, municipal debt and funding sources, local funding strategies, state and federal funding sources.

2. Develop a Citywide investment strategy

c. Deferred Maintenance Cost Projection

In order to inform capital priorities and available funding, the awarded consultant will evaluate the City's deferred maintenance for its existing facilities and assets. This includes, but is not limited to, parks and recreation, public works, municipal properties, and public safety facilities. The deferred maintenance cost projection should inform the 5-year annual budget projections and available funding for the CIP projects.

3. Deliverables:

Preliminary Deliverables:

1. Initial draft CIP Policies
2. Project List with at least top 5 projects for FY26 identified
3. Preliminary Cost projections for priority FY26 projects
4. General cost estimates for Capital Needs
5. Presentation of initial findings to City Council for FY26 budget discussions

Final Report Deliverables:

The following are anticipated deliverables that will be provided by the awarded firm:

1. Stakeholder interviews including relevant City Staff, Officials, Committees, etc.
2. Facilities inventory with cost estimates and schedule
3. Equipment Inventory and cost estimates and schedule
4. Roadway inventory and cost estimates and schedule
5. Incorporation of existing rate studies into the CIP
6. Prioritization meeting with relevant stakeholders
7. Capital Improvement Plan Document
8. Presentation of CIP at Public meeting
9. Final Capital Improvement Plan in both hardcopy and digital format

4. Timeframe for Completion

City of Pocatello Capital Improvement Plan
Date Issued: [Month, Day], 2025 after 8:00AM MT

The proposed project should start by approximately September 1, 2025 and a preliminary report should be completed by March 31, 2026 to assist in the FY27 budget development. The final report will be completed by December 1, 2026.

DRAFT

Section V. Selection Process and Evaluation Criteria

A. Selection Process

1. Only those Respondents who submit all forms and materials as required and meet the Minimum Criteria will be considered responsive.
2. Interviews will be optional and the City reserves the right to conduct interviews or not based on the proposals received.
3. The City has determined that the selection of the most advantageous offer for these services requires comparative judgement of factors (evaluation criteria). The proposals will be evaluated on a points basis with the highest score being deemed the most advantageous.
4. The contract award shall be made to the responsible firm whose proposal is determined most advantageous, considering all factors specified in the RFP.

B. Minimum Criteria

1. Proposal shall be a maximum of 15 pages, counting cover letter but NOT COUNTING personnel resumes, dividers, or binding cover(s). No font may be smaller than 11 point for body text or smaller than 9 point for other text. Page numbers are given for 8.5"x11" sheets. Pages in excess of the 15 page limit will not be reviewed. The proposal shall address the following components (number of pages listed here are suggested):
 1. Cover Letter (1 page)
 2. Scope of Work (4 pages) - Describe how the firm proposes to execute the tasks within the scope of work (and any recommended adjustments to the scope or individual tasks). Describe particular challenges and the approach for addressing these challenges.
 3. Proposed Schedule (2 pages) - The proposed schedule should include completion of work tasks and deliverables as well as any key meetings.
 4. Project Budget (2 pages) - The proposed budget should include a price breakdown by scope of work deliverable and cost and rates for the personnel such that cost reasonableness can be determined.
 5. Previous Experience (3 pages) – Describe similarly completed work and completion of CIPs for other communities and entities.
 6. Qualifications of Team (3 pages + resumes) - Describe Team's experience in areas needed to fulfill the project scope and any related project experience that illustrates the firm's ability to carry out this project. Describe the makeup of the project team, and the project team's experience working on and completing similar work in the last 5 years.
 7. References - Please provide a minimum of three, including the name, email, and telephone number of the contact person.

C. Proposal Evaluation Criteria

1. Each responsive proposal will be evaluated using the following criteria:

Criteria	Points
Scope of Work including methodology and execution of CIP and within the timeline	20
Previous Experience completing comparable projects	25
Team Qualifications including capacity, expertise, ability to work with municipalities, and knowledge of the topic	25
Price Proposal	15
Interview (Optional)	15

Section VI. Contract Award

1. The City of Pocatello intends to evaluate proposals and award a firm without discussions with Respondents (except for clarification purposes). The City reserves the right to reject any and all offers for any reason whatsoever in the City's sole discretion; to waive immaterial project requirements; and to pursue purchasing in a manner that is in the best interests of the City.
2. The Respondent deemed to be the most advantageous to provide the services required for the proposed project will be notified in writing through a notice of award. Once an agreement is reached with a preferred Respondent, the City will provide a service agreement for signature and full execution. A Notice to Proceed will be issued to formally begin work.
3. If after negotiation and consideration, the City is unable to reach an acceptable agreement with the Respondent, the City will terminate negotiations with the Respondent and, at its sole discretion, may enter into negotiations with the second most highly advantageous Respondent and/or withhold the award for any reason and/or elect not to proceed with any of the proponents and/or re-solicit via a new RFP.

Appendix A. Price Proposal

Price Proposal Form - City of Pocatello Capital Improvement Plan RFP

The undersigned proposes to provide services to the City of Pocatello in accordance with the response to its Request for Proposals (RFP). This price includes all services and out of pocket expenses as per the terms and specifications stated in the non-price proposal. Price includes but is not limited to all deliverables listed in the RFP.

\$ _____
All-inclusive fees

Dollars

Written sum

On a separate page or pages, please provide details of proposed deliverables and schedule of associated payments. Please also provide a detailed breakdown of the labor rates and estimated labor hours for each staff member in the proposal.

Signature (blue ink please)

Printed Name

Title

Date

Company Name

Email

Street

Phone

City, State, Zip

Fax

Appendix B. Non-Collusion Affidavit

NON-COLLUSION AFFIDAVIT

THIS FORM IS TO BE EXECUTED BY RESPONDENT AND SUBMITTED WITH PROPOSAL.

STATE OF _____)

:SS

COUNTY OF _____)

_____, being first duly sworn, deposes and says that he or she is _____ of _____, the (sole owner, partner, president, secretary, etc.) party making the foregoing proposal, that the proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company association, organization, or corporation; that the bid is genuine and not collusive or sham; that the Respondent has not directly or indirectly induced or solicited any other respondent to put in a false or sham proposal, and has not directly or indirectly colluded, conspired, connived, or agreed with any respondent or anyone else to put in a sham proposal, or that anyone shall refrain from responding; that the Respondent has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price of the Respondent or any other respondent, or to fix any overhead, profit, or cost element of the proposal price, or of that of any other respondent, or to secure any advantage against the public body awarding the contract or anyone interested in the proposed contract; that all statements contained in the Proposal are true; and further, that the Respondent has not, directly or indirectly, submitted his or her proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, proposal depository, or to any member or agent thereof, to effectuate a collusive or sham proposal.

Signed: _____

Title: _____

Subscribed and sworn to before me

This _____ day of _____, 20____ (SEAL)

Notary Public in and for the

County of _____

State of _____

Residing at _____

My Commission expires _____

Appendix C: Affidavit of Payment or Securement of All Taxes

**AFFIDAVIT OF PAYMENT OR SECUREMENT OF ALL TAXES
THIS FORM IS TO BE EXECUTED BY RESPONDENT AND SUBMITTED WITH PROPOSAL.**

STATE OF _____)
COUNTY OF _____) :SS

_____, being first duly sworn, deposes and
says that _____ (Bidder)

he or she _____ in conformance with Idaho Code 63-15-2;
affiant _____ (is/is not)

states that _____ has paid or secured to the satisfaction
of the _____ (Bidder)

respective taxing units all taxes for which he or his property is liable now due or delinquent
including assessments, excises, and license fees levied by the State of Idaho or any taxing
unit within the State of Idaho or the taxing unit of the applicable state within which the Respondent's
business is located.

Dated this _____ day of _____, 20_____.

Signed: _____

Title: _____

Subscribed and sworn to before me

This _____ day of _____, 20_____ (SEAL)

Notary Public in and for the

County of _____

State of _____

Residing at _____

My Commission expires _____

TO: Mayor Blad
City Council

FROM: Christine Howe, Grants Manager – Planning & Development Services Department
Becky Babb, Planning Manager – Planning & Development Services Department

DATE: Meeting of September 11, 2025

RE: US DOT Innovative Finance and Asset Concession Grant Application

The Planning & Development Services Department is requesting approval of the submission of a grant application for the US Department of Transportation's Innovative Finance and Asset Concession (IFAC) Grant Program. This grant application would provide necessary funding for completion of a comprehensive feasibility analysis for the development of a transload facility at the Pocatello Regional Airport (PIH). The vision for this facility is to improve freight, rail, and air transport of goods, materials, etc. through a public-private partnership that would install a transload facility at the location, resulting in the more efficient movement of goods throughout the Pacific Northwest and bring a viable commercial/industrial entity to the airport location.

The IFAC grant provides funding to facilitate and evaluate public-private partnerships in which the private sector partner could assume a greater role in project planning, development, financing, construction, maintenance, and operation including by assisting with an Asset Concession agreement and providing the basis for future DOT program financing. The IFAC grant would provide funding to determine if the Asset Concession and public-private partnership (PPP) would be feasible and viable at the airport location. This aligns with City Council goals to review this transload facility possibility and enhance economic development opportunities at the airport.

The City would apply for up to \$1,000,000 to complete the feasibility analysis which is composed of a value proposition, freight market analysis, market assessment, identification of risk factors, cost and revenue financial model, implementation plan, and implementation assistance. There is no match required.

The IFAC application is due October 1, 2025 at 10PM MT; therefore, Council may wish to approve submission of the application for future ratification at the October 2, 2025 City Council meeting.

If you have questions or would like more information about the IFAC grant application, please do not hesitate to contact Christine Howe at chowe@pocatello.gov or Becky Babb at becky.babb@pocatello.gov.

U.S. Department of Transportation

Innovative Finance and Asset Concession Grant Program

FY24-26 Notice of Funding Opportunity

Issue Date: AUGUST 13, 2025

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DEPARTMENT OF TRANSPORTATION

Office of the Secretary of Transportation

Before You Begin

Navigating the Notice of Funding Opportunity

The [OMB Memorandum M-24-11](#) directs Federal agencies to reduce the burden on applicants in the Notice of Funding Opportunity (NOFO) process and limit the length of NOFO information requests. The organization of this notice is based on an outline set forth in [Appendix I to Title 2 of the Code of Federal Regulations \(CFR\), Part 200](#), to ensure consistency across Federal financial assistance programs. Each section of this notice contains information and instructions relevant to the application process for the Innovative Finance and Asset Concession (IFAC) Grant Program. All applicants should read this notice in its entirety so that they have the information they need to submit eligible applications.

I. Basic Information

A. Key Facts

Issuing Agency	Build America Bureau, Office of the Secretary of Transportation, U.S. Department of Transportation
Funding Opportunity Title	Innovative Finance and Asset Concession (IFAC) Grant Program
Announcement Type	Initial
Funding Opportunity Number	DOT-OST-2025-0033
Assistance Listing Number	20.945
Objective	The objective of the Program is to facilitate and evaluate public-private partnerships in which the private sector partner could assume a greater role in project planning, development, financing, construction, maintenance, and operation, including by assisting eligible entities in entering into Asset Concessions. A significant focus of the IFAC is to identify Existing Assets that have the potential to provide additional public benefits through asset concessions. Under the Program, Eligible Entities can procure Advisors, hire employees into a public agency, or both to administer Proposed Activities.
Program Overview	The Program has two types of grants—(1) Technical Assistance and (2) Expert Services—each with specific uses and conditions that support the overall IFAC objective. Technical Assistance Grants (23 U.S.C. § 611(d)(1)) will provide funding for Eligible Entities to build organizational capacity and perform programmatic grant activities either by procuring Advisors, hiring employees into a public agency, or both. Expert Services Grants (23 U.S.C. § 611(d)(2)) will provide funding for Eligible Entities to procure Advisors to explore leveraging public and private funding in connection with the development of a specific Existing Asset.
Eligible Applicants	Eligible applicants for the Program are States; Tribal governments; units of local government; agencies or instrumentalities of a State, Tribal government, or unit of local government, or special purpose districts or public authorities.
Eligible Project Types	The Proposed Activities must explore developing an Existing Asset into an Enhanced Asset with a TIFIA-eligible Project. Applicants are encouraged to refer to 23 U.S.C. § 601(a)(12) for a list of TIFIA-eligible Projects and websites discussing TIFIA eligibility located on the Build America Bureau website at https://www.transportation.gov/buildamerica/financing/tifia/tifia-credit-program-overview . Award recipients are not required to use TIFIA financing for construction or operation of infrastructure.

Eligible Activities	Financial services, technical services, staffing and legal services, including asset scans. https://www.transportation.gov/buildamerica/innovativefinancegrants
Funding	A total of \$45.98 million is available for FY25/FY26 awards, \$18.86 million from FY26 funding, \$18.86 million from FY25 funding, and \$8.26 million carried over from FY24.
Cost share	The maximum value of cooperative agreements is \$2 million. Cooperative agreements of up to \$1 million are offered at 100 percent Federal share (no required non-Federal match). Amounts in excess of \$1 million are offered at 50 percent Federal share (50 percent required non-Federal match). For example, a cooperative agreement of \$2 million in Federal aid would be matched by \$1 million of non-Federal funds, supporting a \$3 million effort.
How to apply	All application materials can be accessed at www.grants.gov . Applicants must submit their application via Grants.gov under the NOFO cited herein. General information for submitting applications through Grants.gov is available on that website, along with specific instructions for the forms required for submission. Potential applicants may also request paper copies of materials at: Telephone: (202) 839-0199 Mail: Build America Bureau 1200 New Jersey Avenue SE W12-422 Washington, DC 20590
Application Due Date	11:59 p.m. ET on October 1, 2025

B. Funding Details

This NOFO makes available a total of \$45.98 million of funding for the FY 2025-2026 round of the Innovative Finance and Asset Concession (IFAC) Grant Program.

This is a competitive grant program, and applications will be reviewed against the criteria listed in this NOFO. Application for the Program is voluntary. Participation does not obligate the recipient to apply for DOT grants or loans in the future, nor does participation offer preferential treatment in any future applications. Projects that are part of the Program do not become Federal-aid projects for the purposes of future funding, permitting, and administration requirements. Award of a grant does not obligate the Bureau or DOT to provide additional financial assistance, nor does it constitute a commitment to provide Federal credit assistance for the Existing Assets that are subject of this grant assistance.

This NOFO will award funding for the following two types of grants:

a. Technical Assistance Cooperative Agreements

Technical Assistance awards can be used to build the organizational capacity of the Eligible Entity to develop, review, or enter into Asset Concessions to advance TIFIA-eligible Projects, including for—

- i. Asset Scan: Technical Assistance Cooperative Agreements can be used to conduct assessments of multiple Existing Assets that are wholly owned by or under the jurisdiction of the applicant. (See definition for Asset Scan in the definition table.)
- ii. Program of Existing Assets: Technical Assistance Cooperative Agreements can be used to fund tasks related to advancing a Program of Existing Assets by conducting pre-construction tasks that consider innovative financing and delivery to achieve project goals, including:
 - soliciting and negotiating Asset Concessions, including hiring staff in public agencies;
 - conducting a value-for-money analysis, or a comparable analysis, to evaluate the comparative benefits of Asset Concessions and public debt or other procurement methods;
 - evaluating options for the structure and use of Asset Concession Payments;
 - evaluating and publicly presenting the risks and benefits of all contract provisions for the purpose of transparency and accountability;
 - identifying best practices to protect the public interest and priorities;
 - identifying best practices for managing transportation demand and mobility along a corridor, including through provisions of the Asset Concession, to facilitate transportation demand management strategies along the corridor that is subject to the Asset Concession; and
 - integrating and coordinating pricing, data, and fare collection with other regional operators that exist or may be developed.

To execute these activities, Technical Assistance Cooperative Agreements may be used to hire full- or part-time employees or procure the services of Advisors. Proposed Activities must

expand the capacity of the recipient to advance a program of projects through innovative financing or innovative project delivery methods, including Asset Concessions.

Two or more Existing Assets must be bundled together for joint analysis using a Technical Assistance Cooperative Agreement. All such Existing Assets included in the bundle will be considered for a single cooperative agreement for the purposes of the Program.

The bullets below are illustrative examples of how recipients can use Technical Assistance Cooperative agreements:

- Procure a consulting firm to conduct an Asset Scan of roadway and transit infrastructure owned by the applicant. The Asset Scan would assess which—if any—Assets are suited for an Asset Concession. In the event the Asset Scan reveals an Existing Asset is not suitable for delivery utilizing an Asset Concession, the Asset Scan would evaluate other delivery methods.
- Hire a public employee to manage real estate Assets controlled by an applicant on or near airport, seaport, and public transit infrastructure. The employee would conduct or oversee Advisors conducting pre-construction activities to redevelop the Existing Assets. The tasks would include determining the suitability and approach for utilizing Asset Concessions for Existing Asset redevelopment. In the event the analysis reveals Asset Concessions are not a suitable delivery method, the employee would conduct analyses to identify innovative financing and delivery methods that achieve public goals. Further, the public employee would protect the public interest in the real estate properties and adjacent communities.

b. Expert Services Cooperative Agreements

Expert Services Cooperative Agreements provide funding to Eligible Entities seeking to leverage public and private funding in connection with the development of a specific Existing Asset. Expert Services Cooperative Agreements can include the development of alternative approaches to project delivery or procurement. Expert Services Cooperative Agreements may only be used to procure Advisors for project-level assistance. Expert Service Grants may be used to advance the development of more than one Existing Asset as long as the Proposed Activities pertain to specific projects and are not programmatic in scope. Services conducted under an Expert Services Cooperative Agreements may include:

- i. Project planning, feasibility studies, revenue forecasting, economic assessments and cost-benefit analyses, public benefit studies, value-for-money analyses, business case development, lifecycle cost analyses, risk assessment, financing and funding options analyses, procurement alternatives analyses, statutory and regulatory framework analyses, meaningful public involvement and other pre-procurement and pre-construction activities;
- ii. financial and legal planning (including the identification of statutory authorization, funding, and financing options);
- iii. early assessment of permitting, environmental review, and regulatory processes and costs; and
- iv. assistance with entering into an Asset Concession.

The below items are examples of how recipients can use Expert Service Cooperative Agreements:

- Procure the services of an outside finance expert to advise the recipient on value-for-money, financing options, contract negotiation, and underwriting of loans to construct highway express lanes.
- Procure a consultant to prepare analysis and reports required to secure permits for a transit-oriented joint development project located on public land adjacent to an existing light rail line.

C. Availability of Funds

The IFAC funds are available until expended. However, DOT expects and will consider during the application evaluation process the timeliness of grant award obligation and expenditure. Cooperative agreement funding obligation occurs when a selected applicant and the DOT enter into a written agreement, after the applicant has satisfied applicable administrative requirements during the pre-award phase.

All awards will be administered pursuant to the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards found in 2 CFR Part 200, as adopted by DOT at 2 CFR Part 1201. The IFAC funds are available to the recipient for reimbursement as per 2 CFR 200.305. DOT will not reimburse cooperative agreement recipients for costs incurred prior to the period of performance start date.

D. Executive Summary

The purpose of this notice is to solicit applications for the Innovative Finance and Asset Concession Grant Program (IFAC or the Program). Up to \$45.98 million will be awarded on a competitive basis to Eligible Entities for technical assistance or expert services. The objective of the Program is to facilitate and evaluate public-private partnerships in which the private sector partner could assume a greater role in project planning, development, financing, construction, maintenance, and operation, including by assisting eligible entities in entering into Asset Concessions.

Eligible applicants for the Program are public entities that own, control, or maintain Existing Assets, and have the legal authority to enter a contract to transfer ownership, maintenance, operations, revenues, or other benefits and responsibilities for those Assets. Existing Assets are physical infrastructure, real property, or mineral/air rights to real property that could be improved utilizing Transportation Infrastructure Finance and Innovation Act (TIFIA) credit assistance. TIFIA-eligible Projects include highway, transit, passenger rail, certain freight facilities, certain port projects, airports, and transit-oriented development projects. (See Section II Eligibility below for additional information regarding applicant and project eligibility.)

E. Agency Contact Information

Build America Bureau
U.S. Department of Transportation
1200 New Jersey Avenue SE
W12-422
Washington, DC 20590

For further information concerning this specific NOFO, please contact IFAC Program staff via email at InnovativeFinanceTA@dot.gov, or call Jennifer Hara at 202-839-0199. A TDD is available for individuals who are deaf or hard of hearing at 202-366-3993.

Ongoing updates, webinar notices, and FAQs can be found on the [IFAC webpage](#). To ensure applicants receive accurate information about eligibility or the IFAC Program in general, applicants with questions are encouraged to contact IFAC Program staff directly, rather than through intermediaries or third parties.

II. Eligibility

To be considered for an IFAC Program award, an applicant must be considered an eligible entity with an eligible project. [Section II. A](#) defines the IFAC Program's eligible applicant types, and [Section II. C](#) describes the requirements for eligible projects.

A. Eligible Applicants

Eligible applicants for the Program are States; Tribal governments; units of local government; agencies or instrumentalities of a State, Tribal government, or unit of local government; or special purpose districts or public authorities. In order to be eligible, the applicant must:

- own, control, or maintain an Existing Asset;
- have the legal authority to enter into a contract to transfer ownership, maintenance, operations, revenues, or other benefits and responsibilities for an Existing Asset; and
- have authority to enter into contracts to procure any professional services that would be funded under the Program, or to employ full or part-time staff to perform the activities described.

Eligible costs must comply with the cost principles set forth in 2 CFR Part 200, Subpart E, as well as the requirements set forth in 2 CFR § 200.317-327 and 2 CFR § 200.459 with respect to procurements and contracts for recipient-contracted advisors procured for Expert Services cooperative agreements. The Bureau reserves the right to make cost eligibility determinations on a case-by-case basis.

Direct costs such as travel, materials, other direct costs, and indirect rates are eligible for reimbursement under the Program. Applicants should discuss the anticipated direct costs in the budget proposal. Direct costs should be included in the total budget.

B. Cost Share or Non-Federal Match

The maximum value of cooperative agreements is \$2 million. Cooperative agreements of up to \$1 million are offered at 100 percent Federal share (no required non-Federal match). Amounts in excess of \$1 million are offered at 50 percent Federal share (50 percent required non-Federal match). For example, a cooperative agreement of \$2 million in Federal aid would be matched by \$1 million of non-Federal funds, supporting a \$3 million effort.

C. Eligible Projects

The Proposed Activities must explore developing an Existing Asset into an Enhanced Asset with a TIFIA-eligible Project. Applicants are encouraged to refer to 23 U.S.C. § 601(a)(12) for a list of TIFIA-eligible

Projects and websites discussing TIFIA eligibility located on the Build America Bureau website at <https://www.transportation.gov/buildamerica/financing/tifia/tifia-credit-program-overview>. Award recipients are not required to use TIFIA financing for construction or operation of infrastructure.

Examples of TIFIA-eligible Projects that could improve an Existing Asset and convert it to an Enhanced Asset include:

- Highway construction projects, such as high-occupancy toll lanes, or highway improvement projects
- Roadway improvement projects
- Bridges and tunnels
- Intercity passenger bus or rail facilities and vehicles, including those owned by Amtrak
- Public freight rail projects
- Private freight rail projects that provide public benefit for highway users by way of direct highway-rail freight interchange
- Intermodal freight transfer facilities
- Projects providing access to, or improving the service of, the freight rail projects, and transfer facilities described above
- Surface transportation infrastructure modifications necessary to facilitate direct intermodal interchange, transfer, and access into and out of a port
- Acquiring, improving, and rehabilitating track, bridges, rail yards, buildings, and shops
- Preconstruction activities
- Positive train control
- Transit-oriented development projects that include public infrastructure
- Joint Development commercial and residential projects
- New rail or intermodal facilities
- Wildlife crossing projects
- Surface transportation projects at airports
- Airport terminal facilities and preconstruction activities
- Airport noise compatibility planning
- Conversion of ground equipment to low or no emission technology
- Inland ports
- A surface transportation project within the boundaries or functionally connected to an international border crossing that improves a facility owned by Federal/state/local government and increases throughput efficiency
- A project for a marine highway corridor that is functionally connected to the National Highway Freight Network and is likely to reduce road mobile source emissions
- A public transportation project that is eligible for assistance under chapter 53 of title 49 or is a part of any of the project types described above

In addition to an eligible project, the applicant must have an eligible Existing Asset. Applicants must identify at least two Existing Assets to evaluate for potential Asset Concession opportunities under a Technical Assistance cooperative agreement, or at least one Existing Asset to develop by leveraging public or private funds under an Expert Services cooperative agreement. Existing Assets are physical

infrastructure, real property, or mineral/air rights to real property that could be improved using TIFIA credit assistance. Examples of Existing Assets include:

- Bridges and tunnels
- Intercity passenger bus or rail facilities and vehicles, including those owned by Amtrak
- Public freight rail
- Private freight rail
- Intermodal freight transfer facilities
- An existing highway
- A street
- Vacant or underutilized parcels or right-of-way
- Airport terminal facilities and transportation infrastructure
- Inland ports
- Ports
- Public transportation facilities and public infrastructure

D. Example Activities

Each cooperative agreement type has specific eligible activities.

a. Technical Assistance Cooperative Agreements

Technical Assistance awards can be used to build the organizational capacity of the Eligible Entity to develop, review, or enter into Asset Concessions to advance TIFIA-eligible Projects, including for—

- i. Asset Scan: Technical Assistance Cooperative Agreements can be used to conduct assessments of multiple Existing Assets that are wholly owned by or under the jurisdiction of the applicant. (See definition for Asset Scan in the definition table.)
- ii. Program of Existing Assets: Technical Assistance Cooperative Agreements can be used to fund tasks related to advancing a Program of Existing Assets by conducting pre-construction tasks that consider innovative financing and delivery to achieve project goals, including:
 - soliciting and negotiating Asset Concessions, including hiring staff in public agencies;
 - conducting a value-for-money analysis, or a comparable analysis, to evaluate the comparative benefits of Asset Concessions and public debt or other procurement methods;
 - evaluating options for the structure and use of Asset Concession Payments;
 - evaluating and publicly presenting the risks and benefits of all contract provisions for the purpose of transparency and accountability;
 - identifying best practices to protect the public interest and priorities;
 - identifying best practices for managing transportation demand and mobility along a corridor, including through provisions of the Asset Concession, to facilitate transportation demand management strategies along the corridor that is subject to the Asset Concession; and

- integrating and coordinating pricing, data, and fare collection with other regional operators that exist or may be developed.

To execute these activities, Technical Assistance Cooperative Agreements may be used to hire full- or part-time employees or procure the services of Advisors. Proposed Activities must expand the capacity of the recipient to advance a program of projects through innovative financing or innovative project delivery methods, including Asset Concessions.

Two or more Existing Assets must be bundled together for joint analysis using a Technical Assistance Cooperative Agreement. All such Existing Assets included in the bundle will be considered for a single cooperative agreement for the purposes of the Program.

The bullets below are illustrative examples of how recipients can use Technical Assistance Cooperative agreements:

- Procure a consulting firm to conduct an Asset Scan of roadway and transit infrastructure owned by the applicant. The Asset Scan would assess which—if any—Assets are suited for an Asset Concession. In the event the Asset Scan reveals an Existing Asset is not suitable for delivery utilizing an Asset Concession, the Asset Scan would evaluate other delivery methods.
- Hire a public employee to manage real estate Assets controlled by an applicant on or near airport, seaport, and public transit infrastructure. The employee would conduct or oversee Advisors conducting pre-construction activities to redevelop the Existing Assets. The tasks would include determining the suitability and approach for utilizing Asset Concessions for Existing Asset redevelopment. In the event the analysis reveals Asset Concessions are not a suitable delivery method, the employee would conduct analyses to identify innovative financing and delivery methods that achieve public goals. Further, the public employee would protect the public interest in the real estate properties and adjacent communities.

b. Expert Services Cooperative Agreements

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- i. Project planning, feasibility studies, revenue forecasting, economic assessments and cost-benefit analyses, public benefit studies, value-for-money analyses, business case development, lifecycle cost analyses, risk assessment, financing and funding options analyses, procurement alternatives analyses, statutory and regulatory framework analyses, meaningful public involvement and other pre-procurement and pre-construction activities;
- ii. financial and legal planning (including the identification of statutory authorization, funding, and financing options);

- iii. early assessment of permitting, environmental review, and regulatory processes and costs; and
- iv. assistance with entering into an Asset Concession.

The below items are examples of how recipients can use Expert Service Cooperative Agreements:

- Procure the services of an outside finance expert to advise the recipient on value-for-money, financing options, contract negotiation, and underwriting of loans to construct highway express lanes.
- Procure a consultant to prepare analysis and reports required to secure permits for a transit-oriented joint development project located on public land adjacent to an existing light rail line.

III. Program Description

A. Background

Section 71001 of the Infrastructure Investment and Jobs Act (Pub. L. 117-58) (also referred to as IIJA) established the IFAC program to provide grants to enhance the technical capacity of eligible public entities to facilitate and evaluate public-private partnerships. The IIJA authorizes \$100 million over five fiscal years (FY 2022-2026) for the IFAC program. This NOFO announces the availability of \$45,977,143 under the Program. The Build America Bureau, a functional unit of the DOT Office of the Undersecretary of Transportation for Policy, will administer the IFAC program.

The objective of the Program is to facilitate and evaluate public-private partnerships in which the private sector partner could assume a greater role in project planning, development, financing, construction, maintenance, and operation, including by assisting eligible entities in entering into Asset Concessions. A significant focus of the IFAC is to identify Existing Assets that have the potential to provide additional public benefits through asset concessions. Under the Program, Eligible Entities can procure Advisors, hire employees into a public agency, or both, to administer Proposed Activities.

B. Definitions

Definitions: The table below contains terms and definitions applicable to this NOFO. For the purposes of this Definition table, terms that are *italicized* are defined in statute and the below definitions supplement the statutory definitions.

Term	Definition
<i>Advisors</i>	Firms or individuals with expertise in technical, financial, or legal issues related to Asset Concessions, innovative finance, or project development and delivery. Costs incurred for hiring or employing Advisors are eligible for reimbursement using IFAC grant funds.
<i>Asset Concession</i>	A contract between an Eligible Entity and a Concessionaire under which the Eligible Entity agrees to enter into a concession agreement or long-term lease with the Concessionaire to deliver a TIFIA-eligible Project using an Existing Asset. As consideration for the agreement or lease, the

	Concessionaire agrees to provide the Eligible Entity one or more Asset Concession payments and to maintain or exceed the condition, performance, and service level of the Enhanced Asset (23 U.S.C. § 611(a)(2)).
<i>Asset Concession Payment</i>	A payment that is made by a Concessionaire to an Eligible Entity for fair market value that is determined as part of the Asset Concession and may be a payment made at the financial close of an Asset Concession, or a series of payments scheduled to be made for a fixed period or the term of an Asset Concession (23 U.S.C. § 611(a)(3)).
<i>Asset Scan</i>	For the purposes of the Program, an Asset Scan is an evaluation or inventory of Existing Assets. The purpose of the Asset Scan is to identify those Assets that possess potential for alternative utilization through Asset Concessions. This Asset Scan will generally include market studies, cost estimates, revenue projections, development authorities, zoning restrictions, and options for project delivery. In the event the Asset Scan reveals an Asset is not suitable for delivery utilizing Asset Concessions, the Asset Scan may evaluate other delivery methods for TIFIA-eligible Projects.
<i>Concessionaire</i>	A private individual or private or publicly chartered corporation, or other entity that enters into an Asset Concession with an Eligible Entity (23 U.S.C. § 611(a)(4)).
<i>Eligible Entity</i>	A State; Tribal government; unit of local government; agency or instrumentality of a State, Tribal government, or unit of local government; or a special purpose district or public authority that owns, controls, or maintains an Existing Asset and has the legal authority to enter a contract or transfer ownership, maintenance, operations, revenues, or other benefits and responsibilities for an Existing Asset (23 U.S.C. § 611(a)(5)).
<i>Enhanced Asset</i>	An Existing Asset as it would exist after an improvement is made.
<i>Existing Asset</i>	Physical infrastructure, real property, or mineral/air rights to real property that could be improved using TIFIA credit assistance. See Section II Part C above for a list of sample Existing Assets. The Existing Asset or group of Existing Assets must be owned, controlled, or maintained by an eligible public entity (23 U.S.C. § 611(a)(5)(A)(i)).
<i>Proposed Activities</i>	Effort and expenses proposed for funding under the Program.
<i>TIFIA</i>	The Transportation Infrastructure Finance and Innovation Act (TIFIA) program (codified at 23 U.S.C. §§ 601-609). See the Build America Bureau's website describing the program here: https://www.transportation.gov/buildamerica/financing/tifia
<i>TIFIA-eligible Project</i>	A project, as defined in 23 U.S.C. § 601(a)(12), to improve an Existing Asset. See Section C.3 below for a list of sample TIFIA-eligible Projects.

C. Program Goals and Objectives

Statute and DOT policy place conditions on receiving awards under the Program. If the Proposed Activities include direct assistance for an Asset Concession, such as negotiating a concession agreement, the cooperative agreement will include the following conditions:

- i. the Asset Concession shall not prohibit, discourage, or make it more difficult for an Eligible Entity to construct new infrastructure, to provide or expand transportation services, or to manage associated infrastructure in publicly beneficial ways, along a transportation corridor or in the proximity of a transportation facility that was a part of the Asset Concession;
- ii. the Eligible Entity shall have adopted binding rules to publish all major business terms of the proposed Asset Concession not later than the date that is 30 days before entering into the Asset Concession, to enable public review, including a certification of public interest based on the results of an assessment under subparagraph (iv);
- iii. the Asset Concession shall not result in displacement, job loss, or wage reduction for the existing workforce of the Eligible Entity or other public entities;
- iv. the Eligible Entity or the concessionaire shall carry out a value-for-money analysis, or similar assessment, to compare the aggregate costs and benefits to the Eligible Entity of the Asset Concession against alternative options to determine whether the Asset Concession generates additional public benefits and serves the public interest;
- v. the full amount of any Asset Concession payment received by the Eligible Entity under the Asset Concession, less any amount paid for transaction costs relating to the Asset Concession, shall be used to pay infrastructure costs of the Eligible Entity;
- vi. the terms of the Asset Concession shall not result in any increase in costs under the asset concession being shifted to taxpayers the annual household income of whom is less than \$400,000 per year, including through taxes, user fees, tolls, or any other measure, for use of an approved infrastructure asset; and
- vii. Not later than three years after the date on which an Eligible Entity enters into an Asset Concession as a result of a grant under this section—
 - the Eligible Entity shall hire an independent auditor to evaluate the performance of the concessionaire based on the requirements described in subparagraphs (i) through (vii); and
 - the independent auditor shall submit to the Eligible Entity, and make publicly available, a report describing the results of the audit under the previous subparagraph.

D. Changes from the FY 2022-2024 NOFO

This FY 2025/2026 IFAC NOFO makes changes from the FY 2022-2024 NOFO to:

- Simplify the NOFO with the use of plain language, a more detailed table of contents, and the use of tables to organize information.
- Provides the remaining funding in one NOFO.

E. Previous IFAC Awards

IFAC grant recipients awarded funding from the previous FY 2022-2024 NOFO may apply for funding for a different project under this FY 2025/2026 NOFO but may not apply for funding for the same project. The cap on maximum funding does apply to all applicants (i.e., California, Florida, Louisiana are ineligible for FY 2025 funds under IFAC).

F. Restrictions on Funding

DOT will make one cooperative agreement award per recipient. DOT estimates it will award between 30 and 40 cooperative agreements under this NOFO, up to \$2 million for each award. The Department reserves the right to make more or fewer awards but will not make awards over \$2 million. No more than \$4 million in funding under the Program will be awarded to Eligible Entities located within a single state during any 3-year period. The Department reserves the discretion to alter award sizes upon receiving the full pool of applications and assessing the needs of the Program in relation to the Departmental priorities discussed in Section III A Background.

The IFAC funds are available until expended. However, DOT expects and will consider during the application evaluation process the timeliness of grant award obligation and expenditure. Cooperative agreement funding obligation occurs when a selected applicant and the DOT enter into a written agreement, after the applicant has satisfied applicable administrative requirements during the pre-award phase.

All awards will be administered pursuant to the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards found in 2 CFR Part 200, as adopted by DOT at 2 CFR Part 1201. The IFAC funds are available to the recipient for reimbursement as per 2 CFR 200.305. DOT will not reimburse cooperative agreement recipients for costs incurred prior to the period of performance start date.

The expected period of performance for a grant is up to 36 months. Each cooperative agreement will specify the period of performance.

G. Start Dates and Period of Performance

After the period of performance begins, the recipient may begin incurring allocable costs. DOT will reimburse allocable incurred costs not exceeding the cap specified in the cooperative agreement. The recipient must maintain a system for recording all costs. Invoices should be transmitted to DOT for monthly reimbursement.

If indirect costs are included in the budget, the applicant must include documentation to support the indirect cost rate they are using (unless claiming the 10 percent de minimis indirect cost rate, discussed below). The applicant must submit a copy of its current, approved, and negotiated indirect cost rate agreement (NICRA). If the applicant does not have a current or pending NICRA, it may propose indirect costs in its budget; however, the applicant must prepare and submit an allocation plan and rate proposal for approval within ninety days from the award start date (unless claiming the 10 percent de minimis indirect cost rate, discussed below). See 2 C.F.R. part 200 Apps. III, IV, V, VI, and VII for guidance. The allocation plan and the rate proposal shall be submitted to DOT. The applicant should include a statement in its Budget Narrative that it does not have a current or pending NICRA and will submit an allocation plan and rate proposal to DOT or the applicant's cognizant Federal agency for approval.

In accordance with 2 CFR § 200.414(f), an applicant that does not have a current negotiated (including provisional) rate, may elect to charge a de minimis rate of 10 percent of modified total direct costs (subject to the exceptions of § 200.414(f)). No documentation is required to justify the 10 percent de minimis indirect cost rate; however, an applicant electing to charge a de minimis rate of 10 percent must include a statement in its Budget Narrative that it does not have a current negotiated (including provisional) rate and is electing to charge the de minimis rate.

If the applicant is a state or local unit of government (or an Indian Tribe) that receives less than \$35 million in direct Federal funding per year it may submit any of the following:

- a Certificate of Indirect Costs from the Department of the Interior (DOI) or DOT;
- an acknowledgment received from the Department of Interior (on behalf of DOT) and a Certificate of Indirect Costs in the form prescribed at 2 C.F.R. part 200, app. VII; or
- a Negotiated Indirect Cost Rate Agreement (NICRA).

Other terms and conditions as well as performance requirements will be addressed in further communications with the recipient. The full terms and conditions may vary and are subject to discussions and negotiations.

In connection with any program or activity conducted with or benefiting from funds awarded under this notice, recipients of funds must comply with all applicable requirements of Federal law, including, without limitation, the Constitution of the United States, statutory, regulatory, and public policy requirements, including without limitation, those protecting free speech, religious liberty, public welfare, the environment, and prohibiting discrimination; the conditions of performance, non-discrimination requirements, and other assurances made applicable to the award of funds in accordance with regulations of the Department of Transportation; and applicable Federal financial assistance and contracting principles promulgated by the Office of Management and Budget. In complying with these requirements, recipients must ensure that no Concession Agreements are denied, or other contracting decisions made on the basis of speech or other activities protected by the First Amendment. If the Bureau determines that a recipient has failed to comply with applicable Federal requirements, the Bureau may terminate the award of funds and disallow previously incurred costs, requiring the recipient to reimburse any expended award funds.

Additionally, Executive Order 13858 directs the Executive Branch Departments and agencies to maximize the use of goods, products, and materials produced in the United States through the terms and conditions of Federal financial assistance awards. If selected for an award, recipients must be prepared to demonstrate how they will maximize the use of domestic goods, products, and materials, as applicable.

Pursuant to 2 CFR 200.340, a Federal award may be terminated in whole or in part if the recipient fails to comply with the terms and conditions of the award or if DOT determines the award no longer effectuates the program goals or agency priorities.

IV. Application Content and Format

A. Application Overview

All application materials can be accessed at www.grants.gov. Applicants must submit their application via Grants.gov under the NOFO cited herein. General information for submitting applications through

Grants.gov is available on that website, along with specific instructions for the forms required for submission. Potential applicants may also request paper copies of materials at:

Telephone: (202) 839-0199
Mail: Build America Bureau
1200 New Jersey Avenue SE
W12-422
Washington, DC 20590

B. Application Content

The sections below describe the content needed for application, including standard forms and narrative and budget submissions.

Standard Forms

All applicants must submit the following Standard Forms:

1. Application for Federal Assistance (SF-424)
2. Budget Information for Non-Construction Programs (SF-424A)
3. Assurances for Non-Construction Programs (SF-424B)
4. Disclosure of Lobbying Activities (SF-LLL)

Additional Information

Application Narrative

In addition to the Standard Forms, all applicants must provide an application narrative that adheres to the following instructions:

Sections	Page Limit
Proposal Narrative (Cooperative Agreement Plan) - Proposal Overview - Type and Need - Workplan - Budget - Oversight and Staffing	10

The Bureau recommends that the Cooperative Agreement Plan follow the outline below to address the Program requirements and assist evaluators in locating relevant information. The Cooperative agreement Plan should not exceed 10 pages; excluding cover page, Key Information Table, appendices/supporting materials, and Existing Asset Information. Evaluators will disregard information in excess pages. If supporting materials are submitted, applicants should clearly identify within the Narrative the location and relevance of each supporting document.

All documents must be submitted in PDF format.

The Department may share application information within the Department or with other Federal agencies if the Department determines that sharing is relevant to the respective Program's objectives, or for evaluation purposes.

Proposal Overview

This section should provide an introduction of the Eligible Entity and its proposed use of funding under the Program. It should describe whether the applicant is applying for a Technical Assistance Cooperative Agreement (including if an entity is applying for either an Asset Scan or for a Program of Existing Assets) or Expert Services Cooperative Agreement and provide any background information that would be useful to understand the rest of the application.

- For Technical Assistance Cooperative Agreements, the overview should explain in depth how the cooperative agreement funds will be used to build organizational capacity, the expanded capacity being sought, and the goals the applicant expects to achieve by participating in the Program. These goals should align with the activities set forth in Section I.B(a) of this Notice.
- For Expert Services Cooperative Agreements, the overview should explain in depth how cooperative agreement funds will be used to explore leveraging public and private funding in connection with the development of at least one specific Existing Asset and the goals the applicant expects to achieve by participating in the Program. These goals should align with the activities set forth in Section I.B(b) of this Notice.

Proposed Activities, Need, and Goals

This section should introduce the Proposed Activities for which the applicant is seeking funding. Applicants should describe the need for the Proposed Activities (Technical Criterion #1) and the goals for the Proposed Activities (Technical Criterion #2). Additionally, the applicant should describe its approach to build organizational capacity to advance early-stage TIFIA-eligible Projects by leveraging public and private funding (Technical Criterion #3). This includes a discussion of how the private sector can assume a greater role in project development, construction, maintenance, and/or operations. The applicant should also describe how the Proposed Activities align with the DOT's strategic goals and priorities as described in Section III.A Background.

Work Plan

The application should discuss the work plan of the Proposed Activities. The applicant should discuss the required labor hours to complete the Proposed Activities. This portion of the application narrative should include a discussion of plans to hire staff (Technical Assistance Cooperative Agreements only) or procure Advisors to complete the Proposed Activities. The applicant should include a timeline with key milestones to execute the Proposed Activities (Readiness Criterion #1). The timeline should also identify opportunities for the private sector to assume a role in project development, financing, construction, maintenance, and/or operations (Readiness Criterion #2).

The applicant should describe its public engagement and partnership activities in the work plan. The applicant's planning and evaluation activities should provide channels for potentially impacted communities to express their concerns and meaningfully influence infrastructure decision making (Readiness Criterion #1).

Budget

This section should provide a budget plan that corresponds to and describes the information contained in the applicant's SF-424A. The budget plan should describe all planned activity costs and how they relate to the workplan (Readiness Criterion #4).

If the budget plan for a Technical Assistance Cooperative Agreement includes personnel costs eligible under Section I.B(b)(ii) of this NOFO, the applicant must include a complete breakdown of those costs, including personnel title/position, hourly rate, and the number of hours expected to be spent by each person on the proposed activity (Readiness Criterion #4).

The budget should show how different funding sources will share in each activity and present those data in dollars and percentages. The budget should identify other Federal funds the applicant is applying for or has been awarded, if any, that the applicant intends to use. Funding sources should be grouped into three categories: non-Federal, IFAC requested funds, and other Federal with specific amounts from each funding source. Additional Federal funds are not required to participate in the IFAC program. Budget spreadsheets may be included as an appendix and do not count against the page limitation.

If applicable, the non-Federal share must be reflected in the budget section of the cooperative agreement application and must be utilized as indicated therein. If applicable, the non-Federal share should be remitted directly to the organizations that provide technical assistance or expert services to the cooperative agreement recipient, with the Federal cooperative agreement manager copied on all invoices and payment notices.

If indirect costs are included in the budget, the applicant must include documentation to support the indirect cost rate they are using (unless claiming the 10 percent de minimis indirect cost rate, discussed below). The applicant must submit a copy of its current, approved, and negotiated indirect cost rate agreement (NICRA). If the applicant does not have a current or pending NICRA, it may propose indirect costs in its budget; however, the applicant must prepare and submit an allocation plan and rate proposal for approval within ninety days from the award start date (unless claiming the 10 percent de minimis indirect cost rate, discussed below). See 2 CFR Part 200 Apps. III, IV, V, VI, VII for guidance. The allocation plan and the rate proposal shall be submitted to DOT. The applicant should include a statement in its Budget Narrative that it does not have a current or pending NICRA and will submit an allocation plan and rate proposal to DOT or the applicant's cognizant Federal agency for approval. Documentation does not count against page limitation.

In accordance with 2 CFR § 200.414(f), an applicant that does not have a current negotiated (including provisional) rate, may elect to charge a de minimis rate of 10 percent of modified total direct costs (subject to the exceptions of § 200.414(f)). No documentation is required to justify the 10 percent de minimis indirect cost rate; however, an applicant electing to charge a de minimis rate of 10 percent must include a statement in its Budget Narrative that it does not have a current negotiated (including provisional) rate and is electing to charge the de minimis rate.

If the applicant is a state or local unit of government (or an Indian Tribe) that receives less than \$35 million in direct Federal funding per year it may submit any of the following (does not count against page limitation):

- a Certificate of Indirect Costs from the Department of the Interior (DOI) or DOT;
- an acknowledgment received from the Department of Interior (on behalf of DOT) and a Certificate of Indirect Costs in the form prescribed at 2 C.F.R. pt. 200, app. VII; or
- a Negotiated Indirect Cost Rate Agreement (NICRA).

Other terms and conditions as well as performance requirements will be addressed in further communications with the recipient. The full terms and conditions may vary and are subject to discussions and negotiations.

In connection with any program or activity conducted with or benefiting from funds awarded under this notice, recipients of funds must comply with the conditions of performance, non-discrimination requirements, and other assurances made applicable to the award of funds in accordance with regulations of the Department of Transportation; and applicable Federal financial assistance and contracting principles promulgated by the Office of Management and Budget. In complying with these requirements, recipients must ensure that no concession agreements are denied, or other contracting decisions made on the basis of speech or other activities protected by the First Amendment of the Constitution of the United States. If the Bureau determines that a recipient has failed to comply with applicable Federal requirements, the Bureau may terminate the award of funds and disallow previously incurred costs, requiring the recipient to reimburse any expended award funds.

Oversight and Staffing

The applicant should detail the staffing and oversight of the Proposed Activities. This includes a discussion of proposed leadership, staff expertise required, expected levels of effort, institutional controls, and policies. The applicant should discuss its ability to carry out the proposed scope of work based on relevant and necessary expertise, and its capability to oversee and manage the procurement of expert services under the Program. Any previous experience with procuring expert services, public private partnerships, or use of credit markets should be included in the narrative and may be expanded upon in an appendix (Readiness Criterion #3).

Appendices

One or more appendices may be included in the proposal. Applicants should reference and summarize appendices in the main application narrative.

Appendix I – Resumes

Applicants should submit the abbreviated resumes of the key individuals and information on known expert service contractors who will be involved in the Proposed Activities. Applicants are encouraged to discuss backups to key personnel or discuss the method for replacement of key personnel (Readiness Criterion #3).

Project and Asset Information Submission

In addition to the standard forms and the project narrative, applicants must provide the information requested for the overall project and for each asset included in the project. Applicants will provide the information for the Key Information Table through an [online form](#). The Asset Information Table will be filled in as directed below.

Key Information Table

Title	Instructions
IFAC Cooperative Agreement Name	Enter the same title used in the Grants.gov SF-424 submission and the application narrative.
Applicant Name	Enter the same name used in the Grants.gov SF-424 submission Question 8.a.
State	Indicate State or territory or District of Columbia in which applicant is located.

Applicant Unique Entity Identifier (UEI)	See Section V.D below for information about obtaining a UEI from SAM.gov.
Eligible Entity Type	Enter the letter corresponding to the Eligible Entity type for your application: A. State; B. Tribal government; C. unit of local government; D. agency or instrumentality of a State, Tribal government, or unit of local government; or E. special purpose district or public authority. Applicants should provide evidence of their qualification as an Eligible Entity.
Certification of Applicant's Authority to Transfer Benefits and Responsibilities for Relevant Assets	Yes, Yes with limitations, or No Specify any limitations on authority
Certification of Applicant's Asset Ownership/Control	Yes or No
Name or Description of Existing Asset(s)	Narrative discussion that includes place names, extant facility names, mile markers, addresses, geo-location, or other identifying characteristics. The applicant should identify at least 2 Existing Assets for a Technical Assistance Cooperative Agreement and at least 1 Existing Asset for an Expert Services Cooperative Agreement.
Type of Grant Requested	Enter the letter corresponding to the grant type you are applying for: A. Technical Assistance Cooperative Agreement or B. Expert Services Cooperative Agreement
If Applying for a Technical Assistance Cooperative Agreement, Which Category of Funding Requested?	Asset Scan or Program of Existing Assets (Select One)
Was Federal funding previously received for any Existing Asset in this cooperative agreement application?	Yes or No If yes, indicate the amount of Federal funding received and the relevant grant number and program.
Brief Application Description	Use no more than 250 words in this section. Please do not include detailed lists or describe background or alignment with the selection criteria in this field. Do not include classified, proprietary, or confidential information, as DOT might publish this Brief Application Description. You may provide a longer, narrative description in the Proposal Narrative (see ii. below for Proposal Narrative instructions).

	For Technical Assistance Cooperative Agreements, explain how grant funds will be used to build organizational capacity and the expanded capacity being sought. For Expert Services Cooperative Agreements, explain how grant funds will be used to leverage public and private funding in connection with the development of a specific Existing Asset.
Funding Requested	Total dollar amount requested. If requesting more than \$1 million, indicate amount and source of the 50 percent non-Federal matching funds for the Proposed Activities.
Proposed Duration (in months)	Indicate requested cooperative agreement period of performance up to 36 months.

Asset Information

Applicants should provide information on the Existing Asset(s), the TIFIA-eligible Project(s) being considered, and the innovative project financing or delivery method being evaluated, and the Proposed Activity.

Entities applying for a Technical Assistance Cooperative Agreement should submit one completed form using the template below for a) each Asset being nominated for an Asset Scan, or b) each Asset and TIFIA-eligible Project being considered for a Program of Existing Assets (four pages maximum for each submitted form)

For Technical Assistance Cooperative Agreement applications with a large list of Existing Assets for evaluation, this information can be provided as an Appendix to the Cooperative Agreement Plan.

Entities applying for an Expert Services Cooperative Agreement should submit the completed form using the template below for the Existing Asset for which the Expert Services funding is being requested.

Existing Asset Information Template (2-page max per Existing Asset)	
Asset Name: _____ Submission # ____ of ____	
Asset Location	Address, geo-location, or other identifying information for the Asset. Include the name of the jurisdiction where the Asset is located.
Asset Location Primary Census Tract Information	Identify the primary and any other census tracts that contain or adjoin the Asset.

Asset Description	Describe the current condition, use, and operation of the Asset. Include any utilization or other descriptive and operational information available.
TIFIA-eligible Project Description	Provide project description, scope, cost, and other information, if known, sufficient to determine that the TIFIA-eligible project is a project as defined in 23 U.S.C. § 601(a)(12) [Note: this is optional for entities applying for an Asset Scan.]
Innovative Finance or Delivery Methods being Considered	Describe the innovative financing or delivery method being evaluated to design, build, finance, operate, and/or maintain the Enhanced Asset, its governance structure, partnerships, and a brief explanation of why the applicant seeks to evaluate this approach.

C. Expected Performance Goals

The performance goals each awarded project is expected to achieve are listed below. Applicants will identify in the application a minimum of two metrics for each of the following goals:

- Goal 1: Provide benefits to the community through transportation projects.
- Goal 2: Increase grant recipient's capacity, knowledge, and skills to execute transportation projects.
- Goal 3: Engage, educate, and listen to the community throughout the project planning process.
- Goal 4: Advance the transformational project(s) closer to delivery.

V. Submission Requirements

A. Submission Dates and Logistics

The application window will open August 13, 2025, and applications must be submitted by 11:59 PM ET on October 1, 2025.

Applicants must use the [Grants.gov](https://www.grants.gov) "Apply" function to apply. To submit an application through [Grants.gov](https://www.grants.gov), applicants must:

- Register in SAM at www.sam.gov and create a UEI;
- Create a [Grants.gov](https://www.grants.gov) username and password; and
- The E-business Point of Contact (POC) at the applicant's organization must also respond to the registration email from Grants.gov and login at Grants.gov to authorize the POC as an Authorized Organization Representative (AOR). Please note that there can only be one AOR per organization.

Please note that the Grants.gov registration process usually takes 2-4 weeks to complete. For information and instructions on each of these processes, please see instructions at <https://www.grants.gov/applicants/applicant-faqs.html>. If interested parties experience difficulties at any point during the registration or application process, please call the Grants.gov Customer Service Support Hotline at 1(800) 518-4726, Monday Friday from 7:00 a.m. to 9:00 p.m. EST.

Only applicants who comply with all submission instructions described in this notice and submit applications through Grants.gov will be eligible for award. Applicants are strongly encouraged to make submissions in advance of the deadline.

B. Application Limit

The maximum number of applications that can be submitted for one applicant is one.

C. Address to Request Application Package

Applicants may request paper copies of materials at:

Telephone: (202) 839-0199
Mail: Build America Bureau
1200 New Jersey Avenue SE
W12-422
Washington, DC 20590

D. Unique Entity Identifier (UEI) and System for Award Management (SAM)

Each applicant must have completed the registration process on SAM.gov and obtained a valid UEI prior to submitting its application. To register, go to [SAM.gov Entity Registration](#) and click Get Started. From the same page, click on the Entity Registration Checklist for the information that will be needed to register.

Each applicant must:

- (1) Be registered in SAM.gov before submitting an application;
- (2) Provide a valid and current (unexpired) Unique Entity Identifier in the application; and
- (3) Continue to maintain an active registration in SAM.gov with current information at all times during which it has an active Federal award or an application or plan under consideration by a Federal agency.

The Department may not make a grant to an applicant until the applicant has complied with all applicable UEI and SAM requirements. If an applicant has not fully complied with the requirements by the time the Department is ready to make a grant, the Department may determine that the applicant is not qualified to receive a grant and use that determination as a basis for making a grant to another applicant.

To prepare for proposal submission, applicants should begin the process of registering with [SAM.gov](#) to obtain a valid UEI if they do not have one already. All registrations are free of charge. Note that SAM.gov's registration process can take multiple weeks to complete. All applicants previously registered should make sure their registration is active and up to date.

E. Intergovernmental Review

This funding opportunity is not subject to [Executive Order 12372](#), "Intergovernmental Review of Federal Programs".

VI. Application Review Information

The application review and selection process are outlined below.

A. Responsiveness Review

Applications will be reviewed for completeness and IFAC Program eligibility – an eligible applicant with an eligible project – before being reviewed against the merit criteria described in [Section VI. B](#). The Bureau reserves the right to reach out to applicants for minor clarifications if there are clear submissions errors.

B. Criteria

Applications deemed complete and eligible will be evaluated based on the criteria listed below. Applications that are rated “Meets” in all applicable criteria will be recommended to leadership for funding in the order they are received.

Technical Merit Criteria

Through the Technical Merit Criteria, DOT will evaluate the extent to which the application describes a viable set of Proposed Activities that are in alignment with the goals and priorities of the Program and the Department. The Proposed Activities will be used to determine a rating for each criterion.

Technical Merit Criterion #1: Identification of Need. The application describes a clear and compelling need for expert services or technical assistance to enhance its capacity to facilitate and evaluate public-private partnership opportunities in which the private sector could assume a greater role in planning, development, financing, construction, maintenance, or operation through innovative financing and/or delivery methods, including through Asset Concessions.

Technical Merit Criterion #2: Desired Goals and Outcomes. The application clearly describes the desired goals and outcomes the applicant expects to achieve if awarded grant funding under the Program for technical assistance or expert services.

Technical Merit Criterion #3: Development Strategy. The application provides a well-defined strategy on how Program funds will be used to build organizational capacity to leverage public and private funding in connection with the development of at least one Existing Asset, including reasonable descriptions of implementation steps. Applicants should discuss how the public sector will be involved in the public-private partnership, including public sector oversight roles and protections in the public interest.

Readiness Criteria

Through the Readiness Criteria, DOT will evaluate the extent to which the applicant will be able to substantially execute and complete the full scope of Proposed Activities in the Cooperative Agreement Plan within the period of performance (maximum 36 months). The Department retains the right to prioritize Grant Applications for selection that are most likely to proceed efficiently and be completed within the expected period of performance.

Readiness Criterion #1: Feasibility of Workplan. The application clearly describes a thorough and realistic workplan and procurement/hiring timeline (if applicable), demonstrates that the applicant has the ability to complete the Proposed Activities within the period of performance described. The workplan describes meaningful stakeholder engagement that provides channels for potentially impacted communities to express their concerns and meaningfully influence infrastructure decision making.

Readiness Criterion #2: Private Sector Investment Viability. The development of the proposed Enhanced Asset and Proposed Activities demonstrate opportunities for the private sector to assume a greater role in project development, financing construction, maintenance, or operations. Private sector involvement could occur within a time horizon no longer than five years. This criterion includes joint development viability.

Readiness Criterion #3: Capacity to Deliver Proposed Activities. The application demonstrates the applicant's ability to carry out the proposed scope of work based on relevant and necessary expertise and its capability to oversee and manage the procurement and management of expert services under the Program.

Readiness Criterion #4: Feasibility of Budget Plan. The application provides a reasonable and credible budget plan that corresponds to the proposed scope of the Cooperative Agreement Plan. If any eligible personnel costs are included in the budget, a full breakdown of the costs are provided.

C. Review and Selection Process

The IFAC program review and selection process will consist of an Eligibility Review, Merit Review, and Senior Review Team (SRT) review, and final selection by departmental leaders.

The Department intends to apply principles from DOT Order 2100.7, [Ensuring Reliance Upon Sound Economic Analysis in DOT's Policies, Programs and Activities](#) when evaluating applications and making award selections. To the maximum extent permitted by law, the Department will prioritize projects that are in alignment with the principles outlined in DOT Order 2100.7.

Eligibility Review

For each application, an initial review will assess whether: (1) the applicant and Proposed Activities are eligible (based on eligibility information in Section II and Program Structure requirements in Section I.B(a) for Technical Assistance Grants and Section I.B(b) for Expert Services Grants); and (2) if the application contains all of the information requested in Section V for a complete application. Eligible and complete applications received by the deadline will be reviewed for their merit based on the criteria and consideration in Section VI.

Merit and Selection Consideration Review

Teams comprised of Bureau staff, other DOT staff, Federal inter-agency partner staff, or contractor staff will review the Merit Criteria (Technical Merit Criteria and Readiness Criteria) of all eligible and complete applications received by the deadline and assign ratings as described in the table below. For each criterion or consideration, the Bureau will consider whether the application narrative is

responsive to the selection criterion focus areas which will result in a rating of ‘High,’ ‘Medium,’ ‘Low,’ or ‘Non-Responsive.’ In select circumstances, a criterion may be evaluated as ‘Not Applicable,’ which will not affect the overall rating in a positive or negative fashion.

Rating Scale	High	Medium	Low	Non-Responsive
Description	The application is substantively and comprehensively responsive to the criterion. It makes a strong case about advancing the Program goals as described in the criterion descriptions.	The application is moderately responsive to the criterion. It makes a moderate case about advancing the Program goals as described in the criterion descriptions.	The application is minimally responsive to the criterion. It makes a weak case about advancing the Program goals as described in the criterion descriptions.	The application is counter to the criterion or does not contain sufficient information. It does not advance or may negatively impact criterion goals.

Based on the seven criteria and consideration ratings, an overall application merit rating of ‘Highly Recommended,’ ‘Recommended,’ or ‘Not Recommended,’ will be assigned as a result of evaluation team consensus discussion. Applications must achieve the following criteria ratings to achieve the respective overall merit rating:

Highly Recommended

- At least three ‘High’ ratings,
- Zero ‘Low’ ratings, and
- Zero ‘Non-Responsive’ ratings

Recommended

- At least three ‘High’ or ‘Medium’ ratings,
- No more than two ‘Low’ ratings, and
- Zero ‘Non-Responsive’ ratings

Not Recommended

- Applications that do not meet the criteria for ‘Recommended’ or ‘Highly Recommended’ shown above.

Senior Review Team

After every eligible and complete application has been assigned an overall rating based on the methodology above, all “Highly Recommended” applications will be included in a list of Applications for Consideration. The SRT will review whether the list of Applications for Consideration is sufficient to ensure that all legislative requirements such as state maximums can be met, and Program funding would be fully awarded. “Recommended” applications may be added to the proposed list of Applications for Consideration until a sufficient number of applications are on the list to ensure that all the legislative requirements can be met, and funding would be fully awarded. The SRT will consider the merit review of all applications when formulating the final list of recommended grant awards.

Recommended Award List DOT Leadership Review

The SRT will present the list of Applications for Consideration to the DOT leadership, either collectively or through a representative of the SRT. The SRT may advise leadership on any application on the list of Applications for Consideration, including options for reduced or increased awards, and leadership will make final selections. Leadership selections identify the applications that best address Program requirements and merit criteria as described in this NOFO.

D. Risk Review

Prior to award, each selected applicant will be subject to a risk assessment as required by 2 CFR § 200.206. This risk assessment may consider:

- Financial stability;
- Quality of management systems and ability to meet the management standards prescribed in 2 CFR Part 200 as adopted and supplemented by 2 CFR Part 1201;
- History of performance;
- Audit reports and findings; and
- The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on recipients or subrecipients.

DOT may make use of other publicly available information and the history of an applicant's performance under DOT or other Federal agency awards. Depending on the severity of the findings and whether the findings were resolved, DOT may elect not to fund the applicant.

In addition to this review, DOT must comply with the guidelines on government-wide suspension and debarment in 2 CFR Part 180 and must require recipients or subrecipients to comply with these provisions. These provisions restrict Federal awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal programs or activities.

VII. Award Notices

Following the evaluation outlined in Section VI, the Secretary will announce selected applications by posting a list of recipients at <https://www.transportation.gov/buildamerica/innovativefinancegrants>. The posting of the list of selected award recipients will not constitute an authorization to begin performance. Following the announcement, the Department will contact the point of contact listed in the SF-424 to initiate negotiation of a grant agreement. The Department will also provide additional assistance and support resources to first-time DOT funding recipients and those who request additional support, as appropriate.

The Bureau will notify applicants who are not selected for an award within 30 calendar days of the Department's final decisions on selections and offer a written or telephone debrief to provide an explanation of, and guidance regarding, the reasons why the application was not approved.

VIII. Post Award Requirements and Administration

A. Administration and National Policy Requirements

Performance under the cooperative agreement will be governed by and in compliance with the following requirements as applicable to the type of organization of the recipient and any applicable sub-recipients:

It is the policy of the United States to strengthen the security and resilience of its critical infrastructure against all hazards, including physical and cyber risks, consistent with National Security Memorandum (NSM-22) on Critical Infrastructure Security and Resilience, and the National Security Memorandum on Improving Cybersecurity for Critical Infrastructure Control Systems. Each applicant selected for Federal funding must demonstrate, prior to the signing of the grant agreement, effort to consider and address physical and cyber security risks relevant to the transportation mode and type and scale of the project. Projects that have not appropriately considered and addressed physical and cyber security and resilience in their planning, design, and project oversight, as determined by the Department and the Department of Homeland Security, will be required to do so before receiving funds.

All awards will be administered pursuant to the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards found in 2 CFR Part 200, as adopted by DOT at 2 CFR Part 1201. Other terms and condition as well as performance requirements will be addressed in the cooperative agreement with the recipient. The full terms and conditions of the resulting cooperative agreements may vary and are subject to discussions and negotiations.

In connection with any program or activity conducted with or benefiting from funds awarded under this notice, recipients of funds must comply with all applicable requirements of Federal law. If the Bureau determines that a recipient has failed to comply with applicable Federal requirements, the Bureau may terminate the award of funds and disallow previously incurred costs, requiring the recipient to reimburse any expended award funds.

Recipients and subrecipients are also encouraged to incorporate program evaluation including associated data collection activities from the outset of their program design and implementation to meaningfully document and measure their progress towards meeting an agency priority goal(s). Title I of the Foundations for Evidence-Based Policymaking Act of 2018 (Evidence Act), Pub. L. No. 115-435 (2019) urges Federal awarding agencies and Federal assistance recipients and subrecipients to use program evaluation as a critical tool to learn, to improve equitable delivery, and to elevate program service and delivery across the program lifecycle. Evaluation means “an assessment using systematic data collection and analysis of one or more programs, policies, and organizations intended to assess their effectiveness and efficiency.” 5 U.S.C. § 311(3). Credible program evaluation activities are implemented with relevance and utility, rigor, independence and objectivity, transparency, and ethics (OMB Circular A-11, Part 6 Section 290).

The applicant assures and certifies, with respect to any application and awarded Project under this NOFO, that it will ensure Federal funding is expended in full accordance with the United States Constitution, Federal law, regulations, executive orders, policies, guidelines, and requirements, including without limitation, those protecting free speech, religious liberty, public welfare, the environment, and prohibiting discrimination, and recipients will cooperate with Federal officials in the enforcement of Federal law, including cooperating with and not impeding U.S. Immigration and

Customs Enforcement (ICE) and other Federal offices and components of the Department of Homeland Security in the enforcement of Federal immigration law.

For recipients receiving an award, evaluation costs are allowable costs (either as direct or indirect), unless prohibited by statute or regulation, and such costs may include the personnel and equipment needed for data infrastructure and expertise in data analysis, performance, and evaluation. (2 CFR Part 200).

As expressed in Executive Order 14005, 'Ensuring the Future Is Made in All of America by All of America's Workers' (86 FR 7475), the executive branch should maximize, consistent with law, the use of goods, products, and materials produced in, and services offered in, the United States. The Department expects all applicants to comply with that requirement.

Additionally, Executive Order 13858 directs the Executive Branch Departments and agencies to maximize the use of goods, products, and materials produced in the United States through the terms and conditions of Federal financial assistance awards. If selected for an award, cooperative agreement recipients must be prepared to demonstrate how they will maximize the use of domestic goods, products, and materials, as applicable.

As a condition of award, the recipients should demonstrate that it has a plan for compliance with civil rights obligations and nondiscrimination laws, including Title VI of the Civil Rights Act of 1964 and implementing regulations (49 CFR part 21), including any amendments thereto, the Americans with Disabilities Act of 1990 (ADA), and Section 504 of the Rehabilitation Act, all other civil rights requirements, and accompanying regulations. This should include a current Title VI plan, completed Community Participation Plan, and a plan to address any legacy infrastructure or facilities that are not compliant with ADA standards. DOT's Office of Civil Rights may work with awarded recipients to ensure full compliance with Federal civil rights requirements.

As a condition of award, pursuant to Section (3)(b)(iv)(A), Executive Order 14173, Ending Illegal Discrimination and Restoring Merit-Based Opportunity, the recipient must agree that its compliance in all respects with all applicable Federal anti-discrimination laws is material to the government's payment decisions for purposes of section 3729(b)(4) of title 31, United States Code.

As a condition of award, pursuant to Section (3)(b)(iv)(B), Executive Order 14173, Ending Illegal Discrimination and Restoring Merit-Based Opportunity, by entering into a cooperative agreement, the recipient must certify that it does not operate any programs promoting diversity, equity, and inclusion (DEI) initiatives that violate any applicable Federal anti-discrimination laws.

To the extent a court order bars the implementation or enforcement of one or more of these conditions or requirements with respect to a particular applicant or recipient, the Department will not implement or enforce the relevant condition(s) or requirement(s) against that applicant or recipient for as long as the order remains in place.

B. Reporting

Accepting an award commits the recipient to fulfilling reporting and oversight responsibilities for the project. This section discusses reporting requirements of the IFAC Program.

Reporting of Contractor Performance and Progress on Grant Activity

Each applicant selected for grant funding must submit semi-annual Program performance reports using the Performance Progress Report (SF-PPR) and quarterly financial status using the Federal

Financial Report (SF-425) to monitor progress and ensure accountability and financial transparency in the Program.

Each applicant selected for funding must collect and report to the Department performance information on the advisory services received (if applicable). The specific performance information and reporting period will be determined on an individual basis and communicated at the kickoff meeting of the grant. It is anticipated that the Department and the grant recipient will hold quarterly progress meetings or calls during which the Department will review cooperative agreement activities, schedule, and progress toward mutually agreed upon performance targets.

Reporting of Matters Related to Recipient Integrity and Performance

If the total value of a selected applicant's currently active grants, cooperative agreements, and procurement contracts from all Federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this Federal award, then the applicant during that period of time must maintain the currency of information reported to the SAM that is made available in the designated integrity and performance system (currently FAPIIS) about civil, criminal, or administrative proceedings described in paragraph 2 of this award term and condition. This is a statutory requirement under section 872 of Public Law 110-417, as amended (41 U.S.C. §2313). As required by section 3010 of Public Law 111-212, all information posted in the designated integrity and performance system on or after April 15, 2011, except past performance review required for Federal procurement contracts, will be publicly available.

Program Evaluation

As a condition of grant award, grant recipients may be required to participate in an evaluation undertaken by DOT or another agency or partner. The evaluation may take different forms such as an implementation assessment across grant recipients, an impact or outcomes analysis of all or selected sites within or across grant recipients, or a benefit/cost analysis or assessment of return on investment. DOT may require applicants to collect data elements to aid the evaluation. As a part of the evaluation, as a condition of award, grant recipients must agree to: (1) make records available to the evaluation contractor or DOT staff; (2) provide access to Program records, and any other relevant documents to calculate costs and benefits; (3) in the case of an impact analysis, facilitate the access to relevant information as requested; and (4) follow evaluation procedures as specified by the evaluation contractor or DOT staff.

IX. Other Information

A. Protection of Confidential Business Information

All information submitted as part of or in support of any application shall use publicly available data or data that can be made public and methodologies that are accepted by industry practice and standards, to the extent possible. If the applicant submits information that the applicant considers to be a trade secret or confidential commercial or financial information, the applicant must provide that information in a separate document, which the applicant may cross-reference from the application narrative or other portions of the application. For the separate document containing confidential information, the applicant must do the following: (1) state on the cover of that document that it "Contains Confidential Business Information (CBI)"; (2) mark each page that contains confidential information with "CBI"; (3) highlight or otherwise denote the confidential content on each page; and

(4) at the end of the document, indicate whether the CBI is information the applicant keeps private and is of the type of information the applicant regularly keeps private. DOT will protect confidential information complying with these requirements to the extent required under applicable law. If the Bureau receives a Freedom of Information Act (FOIA) request for the information that the applicant has marked in accordance with this section, the Department will follow the procedures described in its FOIA regulations at 49 CFR § 7.29.

B. Publication/Sharing of Application Information

Following the completion of the selection process and announcement of awards, the Bureau intends to publish a list of all applications received along with the names of the applicant organizations and funding amounts requested. Except for the information properly marked as described in Section IX.A, the Bureau may make application narratives publicly available or share application information within DOT or with other Federal agencies if DOT determines that sharing is relevant to the respective program's objectives.

C. Department Feedback on Application

The Bureau strives to provide as much information as possible to assist applicants with the application process. The Bureau will not review applications in advance, but Bureau staff are available for technical questions and assistance with application submission.