
Section 5304 Statewide Planning



**DEPARTMENT OF
TRANSPORTATION**

Overview

Planning grants are essential to the development of transportation plans and programs, to design and evaluate public transportation projects, and to conduct technical studies related to public transportation. Typical project funding is split with the federal share of 80% with a required 20% local match. To apply for a planning grant, please use this guide to submit via the BlackCat Transit system. If you do not currently have access to the BlackCat System but would like to apply, please reach out to Monte Meier with the SDDOT Office of Air, Rail and Transit Monte.Meier@state.sd.us or (605) 773-4169.

FTA Circular Language

Planning is an eligible expense under Section 5311, provided that an award under Section 5311 for planning activities shall be in addition to funding awarded to a State under Section 5305 (Statewide Transportation Planning Program) for planning activities that are directed specifically to the needs of rural areas in non-metropolitan areas in the State.

Planning projects must be included in the planning work program and can support efforts to:

- Develop transportation plans and programs;
- Plan, engineer, design, and evaluate a public transportation project; and
- Conduct technical studies relating to public transportation.

Eligible activities include the following:

- Studies related to management, planning, operations, capital requirements, and economic feasibility;
- Evaluating previously financed projects;
- Peer reviews and exchanges of technical data, information, assistance, and related activities in support of planning and environmental analyses among metropolitan planning organizations and other transportation planners; and
- Other similar and related activities preliminary to and in preparation for constructing, acquiring, or improving the operation of facilities and equipment.

Add Project

Organization Legal Name:	Aberdeen Ride Line (ARL)
Functional Area:*	Transit
Project Title:*	FY2026 Planning Application
Project Category/Type of Work:	Planning
Scope of Work:	We are requesting funding to hire a consultant for the preliminary engineering and planning study costs associated with constructing a facility. Deliverable will include a feasibility study, site selection report, NEPA documentation, land appraisal and review, and 30% completion design plans.
Justification:	<p>There are buses that sit outside and we would like them in a garage. Storing vehicles inside will protect them from the elements and extend useful life. Current garage is at max capacity. Project has been listed in the last 3 Capital Improvement Plans. Utilizing planning funding will allow us to reach our goal of building the facility in 3 more years. We currently have half of the projected local match saved and will use Medicaid income for the rest. Facility will be built on current property owned by City of Aberdeen.</p> <p>This would address a need in the Statewide Coordinated Plan by improving infrastructure.</p>
Comments:	
Project Status:	
Agency Project/Grant Number:	
Project Manager:	Select One...
Program Manager:	Select One...
Other Notification Contacts:	Select One...
Is Project Associated To Application:	<input checked="" type="checkbox"/>

Save

Cancel

Fields to fill out in BlackCat Add Project Screen:

Organization Legal Name: This field will auto-populate.

Functional Area: Transit – Select only the option available from the drop-down.

Project Title: FY2026 Planning Application

Project Category/Type of Work: Select Planning from the drop-down options.

Scope of work: Enter scope of work and include what your expected deliverables will be.

- Are you requesting funding to begin the A&E process on a potential future facility construction?
- Want to plan, engineer, design, and evaluate a public transportation project?
- Requesting funding to hire a consultant to review service area and times, current routes, and/or schedules?

The justification box is also where to include:

- Benefits that will come from the project, risks, and any steps that have been taken towards the project prior to apply for planning funds.
- Have the local funds for said project been secured?
- Is the project in your CIP?
- Are you looking to address a need identified in your area of the SDDOT Human Services Statewide Coordinated Transportation Plan?

Project Status: Field is grayed out and there is nothing to enter. Once the project is saved this box will update to “Project Created”

Agency Project/Grant Number: Leave this field blank. SDDOT will fill in if necessary.

Project Manager: Leave this field blank. SDDOT will fill in if necessary.

Program Manager: Leave this field blank. SDDOT will fill in if necessary.

Other Notification Contacts: Leave this field blank. SDDOT will fill in if necessary.

Is Project Associated to Application: Check this box.

Once you select save, this will become the “**Project Details**” tab. You can come back and add more details and information to the fields as needed.

If you have questions, please reach out to Monte.Meier@state.sd.us or 605-773-4169

Project Listing
Project Details
Project Funding- (📧 0)
Milestone Progress Reporting
Asset Listing
Project Documents
Archived Applications

Next select the **Project Funding Tab** – Fill out the budget name with the below information. Please include FY2026 planning app in the beginning of the budget name. If you have multiple projects to submit, you will start one for each project. If so, use the example “FY2026 Planning Application – Facility”

Budget/ALI

Budget Name:*

Facility Planning

Budget Profile:*

Planning

Budget Category/Type of Work:

Planning

Fiscal Year:*

2026

ALI:*

44.27.00 - Other Activities

Scope Code:*

441-00 - Planning

Quantity:

1

Note:

Project Phase:

Select One...

Program Code:

Select One...

Agency Project/Grant Number:

Save

Close

Screen shot of BlackCat budget page.





Fields are as follows:

Agency Project/Grant Number: Do not enter any information.

Example of an application with 2 separate projects.

Budgets

Add New

Actions	Year	Project Budget Template	Budget Name	Budget ID	Requested Amount	Allocated Amount	Budget Code/ALI	Scope Code	Quantity	Notes	Agency Project/Grant Number	Project Phase
<div><div>View</div><div></div></div>	2026	Planning	FY2026 Planning Application	BID0006071	\$0.00	\$0.00	44.27.00-Other Activities	441-00-Planning	1			
<div><div>View</div><div></div></div>	2026	Planning	FY2026 Planning App - Facility	BID0006072	\$0.00	\$0.00	44.27.00-Other Activities	441-00-Planning	1			

1

15

items per page

1 - 2 of 2 items



Requested

Allocated

Comments

Budget/ALI

Add New Budget//ALI

Actions	Year	Project Budget Template	Budget Name	Budget ID	Requested Amount	Allocated Amount	Budget Code/ALI	Scope Code	Quantity	Notes	Agency Project/Grant Number	Project Phase	Prog
<div>View</div> <div></div>	2026	Planning	Facility Planning	BID0006076	\$0.00	\$0.00	44.27.00-Other Activities	441-00-Planning	1				

1

15

Items per page

1 - 1 of 1 items

Project Budget Items - Facility Planning

Print

PLANNING EXPENSES

Code	Item	Value
	Consultant Fees	<div>\$50,000.00</div>
	Travel	<div></div>
	Per Diem	<div></div>
	Room Rental	<div></div>
	Document Development and related costs	<div></div>
	Staff costs (wage/fringe)	<div></div>
	Other Planning Expenses (describe)	<div></div>

Total Expenses:

\$50,000.00

Total Ineligible Expenses:

\$0.00

Total Eligible Expenses:

\$50,000.00

Net Project Cost:

\$50,000.00

Funding Breakdown

+ Add new record

Funding Type	Source	Amount	Percent	Actions
Federal	Planning	\$40,000.00	80.00 %	<div><div></div><div></div></div>
Local	Medicaid	\$10,000.00	20.00 %	<div><div></div><div></div></div>

If you are hiring a consultant, you will need to procure them.

- Have you created an ICE? If so, please upload it in the “Project Documents Tab” and any additional documentation here you might have, i.e. Letters of support, drafts of completed studies, etc.

Dashboard

Organizations

Grants

Projects

Applications

Review/Scoring

Contracts

Status Reporting

Reports

Contacts

Forecasting

Oversight

Project Listing

Project Details

Project Funding- (0)

Application

Milestone Progress Reporting

Project Documents

Archived Applications

Dashboard > Project > Project Documents

Aberdeen Ride Line (ARL)

Project Document

Project Overview

FY2026 Planning Application

Agency Project Number:

Locked: ☐

Project Manager:

Project Status: Project Created

Total Project Cost:

Net Project Cost:

Requested:

Allocated:

Encumbered:

Recovered Funds:

\$5,000.00

\$5,000.00

\$5,000.00

\$0.00

\$0.00

\$0.00

Created By:

Last Modified By:

Organization:

Monte Meier on 10/22/2025 at 2:16 PM

Monte Meier on 10/22/2025 at 2:16 PM

Aberdeen Ride Line (ARL)

Project Documents

Upload:

Select files...

Upload

Lock Document:

☐

Comments:

	Name	Created By	Type	Created Date Time	Comments	Download	Locked	Edit/Delete
	Procurement Checklist.xlsx	Monte Meier	File	10/22/2025 04:10:30 PM	Example Documentation	Download	No	
	RFP Provider Template General.docx	Monte Meier	File	10/22/2025 04:08:27 PM	RFP Template - loaded as example	Download	No	