Section 5304 Statewide Planning



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

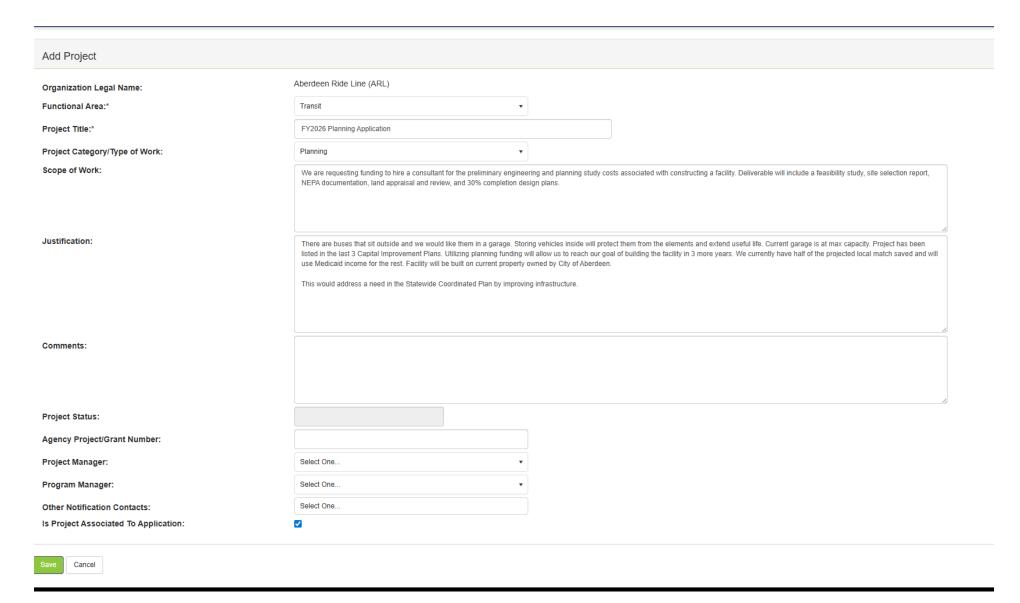
Planning is an eligible expense under Section 5311, provided that an award under Section 5311 for planning activities shall be in addition to funding awarded to a State under Section 5305 (Statewide Transportation Planning Program) for planning activities that are directed specifically to the needs of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



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.

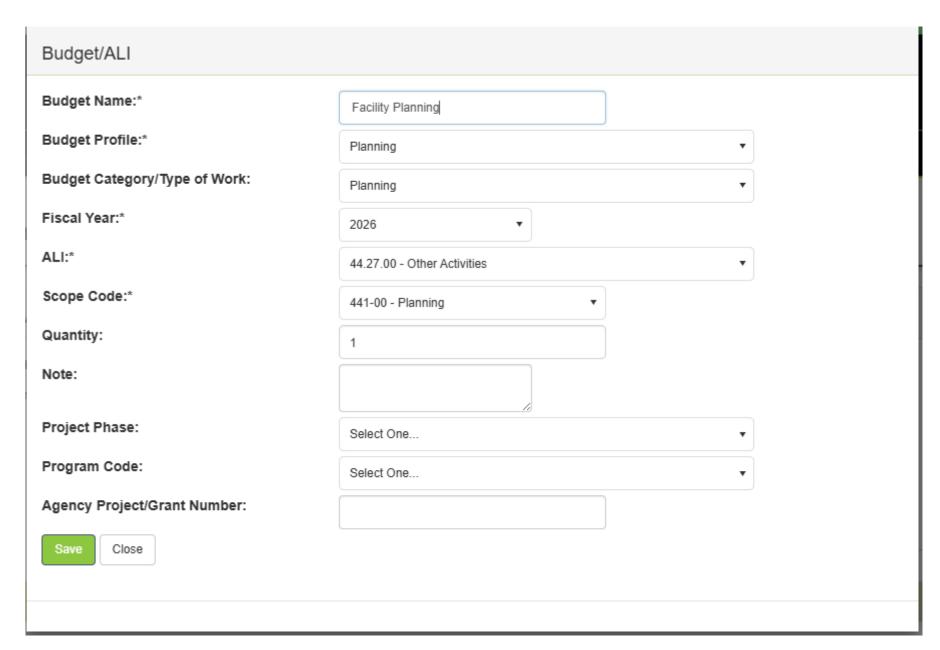
Is Project Associated to Application: Check this box.

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"



Screen shot of BlackCat budget page.

Fields are as follows:

Budget Name: Facility Planning

Budget Category/Type of Work: Select planning from drop down menu.

Budget Profile: Select Profile from drop down menu.

Fiscal Year: Select 2026 from drop down menu.

ALI: Select 44.27.00 - Other Activities from drop down menu.

Scope Code: Select 441-00 - Planning from drop down menu.

Quantity: Enter 1.

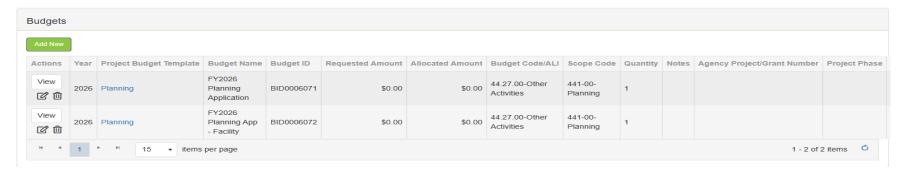
Note: Space for additional notes. Nothing needed at this time.

Project Phase: Do not make a selection from the drop-down.

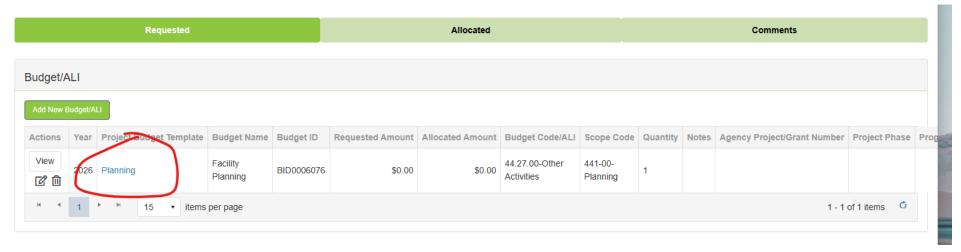
Program Code: Do not make a selection from the drop-down.

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

Example of an application with 2 separate projects.



Then select the link in the "Project Budget Template" column to add the project costs and funding breakdown.



Project Budget Items - Facility Planning PLANNING EXPENSES Code Item Value Consultant Fees \$50,000.00 Travel Per Diem Room Rental Document Development and related costs Staff costs (wage\fringe) Other Planning Expenses (describe) Total Expenses: \$50,000.00 Total Ineligible Expenses: \$0.00 Total Eligible Expenses: \$50,000.00 Net Project Cost: \$50,000.00

+ Add new record						
Funding Type	Source	Amount	Percent		Actions	
Federal	Planning		\$40,000.00	80.00 %	2 û	
Local	Medicaid		\$10,000.00	20.00 %	19	

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.

