



Virginia Department of Rail and Public Transportation

# GRANTEE HANDBOOK

July 1, 2011

Department of Rail and Public Transportation  
Grantee Handbook

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## 1.0 Introduction

This document outlines procedures for grant recipients on managing state and federal grants received under programs administered by the Virginia Department of Rail and Public Transportation (DRPT). These procedures govern the administration of all transit and transportation demand management (TDM) programs that are administered by DRPT from the date applications are approved by the Commonwealth Transportation Board (CTB) until the projects are closed. These procedures do not cover DRPT's Rail Enhancement Fund Program, Rail Preservation Program or Rail Industrial Access Program.

**Key steps for each procedure are noted in the document. Steps that are highlighted represent steps in which grantees play an active role.**

## 2.0 Development and Approval of Six Year Improvement Program

### Description

Each spring, the CTB reviews a Draft Six Year Improvement Program (SYIP) (a detailed programming document listing the proposed allocation of funding for DRPT and Virginia Department of Transportation (VDOT) programs) and authorizes its release to the public for hearings. After considering comments received from the public, the CTB adopts a Final SYIP (by law, the CTB must adopt a SYIP by June 30). DRPT develops the transit and TDM portion of the SYIP based upon applications from potential grantees for inclusion in the overall SYIP. The DRPT Director is a non-voting member of the CTB and serves as DRPT's liaison between the Secretary of Transportation and the CTB.

### Schedule

December through June

### Key Steps

1. Submit Applications: Applicants submit applications using DRPT's On-Line Grant Administration (OLGA) System after they have reviewed DRPT's Program Application Guidance ([www.drpt.virginia.gov](http://www.drpt.virginia.gov)).
2. DRPT Evaluates Applications: Based upon the Program Application Guidance document, DRPT reviews applications submitted by the deadline (**the first business day in February**). The 5303 applications for MPO funding are the only exception to this, with their end date being May 1 of each year. Any changes to this schedule will be communicated to grantees in advance and will also be displayed in OLGA.
3. DRPT Prepares and Presents the Draft Six Year Improvement Program to CTB: The Draft SYIP is typically presented to the CTB in late spring. Following authorization by the CTB to release the Draft SYIP for public comment, DRPT notifies applicants in writing about the availability of the Draft SYIP (posted on DRPT's website), whether or not their funding requests are included in the draft

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document and when and where the public hearings are scheduled. During this notification process DRPT will request that grantees affirm that local matching funds are available to meet the Draft SYIP proposed recommendations.

4. Public Hearings on the Draft Six-Year Improvement Program: The CTB holds public hearings in the spring on the Draft SYIP.
5. Amendments to the Draft Six-Year Improvement Program as Directed by CTB: The CTB takes into consideration public comments and may direct DRPT to make amendments to the Draft SYIP.
6. Adoption of the Program: The Final SYIP is adopted by the CTB in June. DRPT notifies grantees about the CTB action and posts the Final SYIP on DRPT's website. If any requests for funding were included in the Draft SYIP but not included in the Final SYIP, DRPT will inform the grant applicant in writing.
7. Official Notice of Award: Following CTB approval, official notice of award is provided by DRPT to grantees, as described in the Development and Execution of Project Agreements, section 5.0, after the July 1 start of the state's fiscal year.

### **3.0 Grants with Federal Funding from Federal Highway Administration**

#### **Description**

Many of the approved transit projects and TDM programs are at least partially funded with federal assistance. These federal funds generally come from the Federal Highway Administration (FHWA) or the Federal Transit Administration (FTA).

The FHWA is the source for Regional Surface Transportation Program (RSTP) and Congestion Mitigation and Air Quality (CMAQ) funds. It is DRPT's expectation that most projects will be flexed (transferred) by DRPT to the FTA and drawn down by grantees. On an exception basis, these funds can be administered through DRPT. These funds are discussed further in section 3.1. The FHWA also provides Flexible STP and Equity Bonus funds. A portion of these funds are allocated by the CTB in the SYIP based on DRPT recommendations. Flexible STP and Equity Bonus funds are flexed every year based on the final approved SYIP. These funds are discussed further in section 3.2.

### **3.1 FHWA Funding - CMAQ or RSTP**

#### **Description**

The allocation of CMAQ and RSTP funding is determined by regional Metropolitan Planning Organizations (MPOs) through the Transportation Improvement Program (TIP) planning process and not by DRPT. VDOT, not DRPT, includes these funds in the SYIP and State Transportation Improvement Program (STIP). Projects are identified by

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a Uniform Project Code (UPC) in the VDOT portion of the STIP and SYIP. When this funding is used as part of a project cost, the grantee can proceed in one of two ways: the grantee can execute a contract with DRPT, who will administer the funds through VDOT and FHWA; or the grantee can request that DRPT flex the funds to the FTA. It is DRPT's expectation that most projects will be flexed (transferred) by DRPT to the FTA and drawn down by grantees. On an exception basis, these funds can be administered through DRPT.

### **Schedule**

Ongoing as projects are programmed in the STIP and approved by the CTB, FHWA, and FTA.

### **Key Steps**

1. **MPO Programming:** Regional MPOs approve the allocation of RSTP and CMAQ funds to transit projects and TDM programs within the region through adoption of the region's TIP. In the case of Northern Virginia, an additional entity, the Northern Virginia Transportation Authority, makes a preliminary recommendation to the National Capital Region Transportation Planning Board, the region's MPO.
2. **Grantee Notification to DRPT of RSTP or CMAQ Funds:** Grantees should ensure RSTP and/or CMAQ projects are included in their TIP, as well as in VDOT's STIP and SYIP to minimize delays in executing a contract. Grantees should send an email to the DRPT Manager of Financial Programming (see Appendix F) regarding federal funding award when the agency is ready to receive funds. This email should include all of the following information:
  - Project name
  - VDOT UPC, (listed in VDOT's SYIP or STIP)
  - Project funding (CMAQ, RSTP, etc.)
  - Fiscal year of the STIP in which it was approved
  - Whether funds are to be transferred or 'flexed' to the FTA, or whether DRPT is to administer the federal funds.

The process of flexing funds or executing agreements for FHWA funds can take up to six months when TIP/STIP amendments are required. DRPT must work through VDOT and the FHWA to flex funds or to obtain federal authorization for projects. This is why it is vital for a recipient to ensure their projects are in the STIP and SYIP appropriately once they have received an **allocation** of FHWA funding from the MPO on one of their projects. The Appropriations Act requires all CMAQ funds be obligated in a federal award within 24 months of being allocated by the CTB and expended within 48 months of being obligated; it also requires all RSTP funds be obligated in a federal award within 12 months of being allocated by the CTB, and expended within 36 months of being obligated.

3. **DRPT Notification to VDOT to Flex FHWA Funds:** When the grantee requests that CMAQ or RSTP funds be flexed, DRPT notifies the VDOT Programming Division to flex the funds to the FTA for the direct draw down of funds by the

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grantee through TEAM. In addition, DRPT copies the FTA on the flex request made to VDOT, to make them aware of the funds coming to the FTA. When the flex is complete, DRPT will notify the grantee, who can then apply in TEAM for the funds. If the TIP, STIP, and SYIP are in agreement, this process takes approximately one month.

4. DRPT Notification to VDOT to Authorize FHWA Funds: It is DRPT's expectation that most projects will be flexed (transferred) by DRPT to the FTA and drawn down by grantees. On an exception basis, these funds can be administered through DRPT. When the grantee requests that CMAQ or RSTP funds be administered by DRPT, DRPT will work with VDOT to obtain a federal authorization number and to have the federal funds obligated. If the TIP, STIP, and SYIP are in agreement, this process should take approximately one month, however, it may take longer. Grantees should allow for a minimum of three months for the federal authorization process and should send their request to receive funds to DRPT with that timeline in mind. When VDOT gives DRPT a federal authorization number to confirm the obligation of funds, DRPT proceeds with writing a federal project agreement, as discussed in section 5.0. Grantees cannot spend federal funding or state matching funds prior to the federal authorization date.

### **3.2 FHWA Funding - Flexible STP and Equity Bonus**

#### **Description**

Each year, the FHWA allocates Flexible STP and Equity Bonus funds to each State's DOT. DRPT is allocated a portion of those funds, to be used for projects chosen by DRPT. DRPT allocates Flexible STP and Equity Bonus funds to projects during the development of the SYIP (discussed in section 2.0).

#### **Schedule**

Funding applied for in OLGA. After funds are flexed to FTA, the project application is submitted in TEAM and approved by the FTA.

#### **Key Steps**

1. Once the SYIP is approved by the CTB, Flexible STP and Equity Bonus funds are flexed from FHWA to the FTA by VDOT. DRPT sends a detailed listing of all the projects that were allocated Flexible STP and Equity Bonus funds to the FTA.
2. DRPT works with the applicable MPOs to ensure that the approved Flexible STP and Equity Bonus funded projects are properly reflected in the TIP. DRPT also processes a STIP amendment/adjustment to add this funding to the DRPT STIP, if needed.
3. DRPT notifies the grantees when the flex is completed. For rural grantees, DRPT will apply in TEAM for the Flexible STP or Equity Bonus funds. Once the

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TEAM application is approved, DRPT will write state and federal project agreements, as discussed in section 5.0.

4. Other than rural grantees, all other grantees will apply in TEAM directly to access their Flexible STP or Equity Bonus funds. After the grantee's TEAM application is approved, the grantee must notify the Manager of Financial Programming of the approval via email. The email should include the federal award number, the funding amounts, approved line items, and the information included in the approved DRPT SYIP. DRPT will then write a state project agreement for the state matching funds, as discussed in section 5.0.

#### **4.0 Grants with Federal Funding from Federal Transit Administration**

FTA funding is identified in the Federal Register. These funds may be for a specifically identified grantee, such as a 5307 formula apportionment or 5309 allocated funds. They may also be awarded to DRPT in the Federal Register and allocated to grantees through the annual SYIP process. Discussion on the following FTA programs is provided in section 4.1 and 4.2: 5303, 5304, 5307, 5309, 5310, 5311, 5316 and 5317. FTA funding is applied for through their TEAM system.

#### **4.1 FTA Funding – Grantee is Recipient**

##### **Description**

Some transit projects and TDM programs receive funding from the FTA. Funding from FTA programs 5303, 5304, 5310, and 5311 are always applied for by DRPT, and are discussed in section 4.2. FTA program 5309, 5316 (also referred to as JARC), or 5317 (also referred to as New Freedom) can be applied for by DRPT or the grantee and will be discussed in both sections 4.1 and 4.2. FTA program 5307 funds are always applied for by the grantee.

##### **Schedule**

Ongoing as projects are applied for in TEAM and approved by the FTA.

##### **Key Steps**

1. Grantees must notify DRPT of FTA 5307 (except for 5307 formula apportionments to small urban) and 5309 funds allocated to them in the Federal Register and through the splitting of the funding within the UZA. This notification assists DRPT in planning for the matching funds needed. Grantees are also responsible for applying for state matching funds to the 5307 or 5309 funds during the grant application period discussed in section 2.0. Grantees must ensure the TIP accurately reflects the project and funding. DRPT will amend/adjust their STIP as necessary, based on TIP actions received from MPO's.

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2. After the CTB approves the SYIP in June, grantees should review the 5307 formula allocation, 5316, and 5317 allocations, and ensure their MPOs are notified, so that the TIPs can be amended or adjusted, if necessary. DRPT will make STIP amendments/adjustments based on the approved SYIP, if necessary.
3. Grantees apply in TEAM for their 5307, 5309, 5316, and/or 5317 funds.
4. After a grantee's TEAM application is approved, the grantee must notify the Manager of Financial Programming of the approval via email. The email should include the federal award number, the funding amounts, approved line items, and the information included in the approved DRPT SYIP.
5. Upon notification of the approved TEAM grant, DRPT's Financial Programming Division will prepare a state project agreement for matching funds and a budget sheet. See section 5.0 for further details.

## 4.2 FTA Funding – DRPT is Recipient

### Description

DRPT is the designated recipient for some FTA program funds, which are then distributed to grantees throughout Virginia. These FTA programs are as follows: 5303, 5304, 5310, 5311, 5316 and 5317. In addition, DRPT applies in TEAM for some FTA funds that have been awarded to rural grantees (i.e., 5309). In the case of 5316 and 5317 funds, small urban grantees apply for their own funds directly in TEAM, as discussed in section 4.1.

The FTA funding awarded to DRPT is distributed to DRPT grantees through DRPT's application process using OLGA. All applications are due on the first business day of February, except for the 5303 program. Applications for the 5303 program are due in May each year to coincide with the development of Unified Planning Work Programs (UPWP) by the MPOs. There is no separate application process for the 5304 program. DRPT recommends a distribution of 5304 funds to the CTB based upon statewide planning needs.

### Schedule

Ongoing throughout the year.

### Key Steps

1. Grantees must notify DRPT of 5309 funds allocated or apportioned to them in the Federal Register. This notification assists DRPT in planning for the matching funds needed as well as, in the case of rural grantees, applying for the funds in TEAM in a timely manner. Grantees are also responsible for applying for state matching funds to the 5309 funds during the grant application period discussed in section 2.0. Grantees must ensure the TIP accurately reflects the project and funding. DRPT will amend/adjust their STIP as necessary, based on TIP actions received from MPO's.

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2. After the CTB approves the SYIP in June, DRPT will process a TIP and/or STIP amendment/adjustment to ensure the approved funding for 5303, 5304, 5310, 5311, 5316 and 5317 is incorporated in the TIP and STIP, where required.
3. DRPT applies in TEAM for the 5303, 5304, 5310, and 5311, as well as 5309, 5316, and 5317.
4. After the TEAM application is approved, DRPT's Financial Programming Division will prepare a federal project agreement, state project agreement for matching funds, and a budget sheet. See section 5.0 for further details.
5. Any grantee receiving FTA funding through DRPT is required to provide semiannual data to DRPT for the required submission on Disadvantaged Business Enterprises. The periods are October 1 – March 31 and April 1 – September 30 of each year, with the reports due to DRPT on April 30 and October 31, respectively. These reports give us the total contracting opportunities each grantee had throughout the six month period as well as how many of those opportunities went to Disadvantaged Business Enterprises. Ken Pollock is DRPT's DBE Liaison Officer and he will contact you with further details.

## 5.0 Development and Execution of Grant Agreements

### Description

Following approval of the SYIP by the CTB, DRPT develops state project agreements for the approved projects funded **solely** with state and local funds because these funds are approved for expenditure as of July 1st. Project agreements for state matches to federal funding are written when the grantee provides an executed FTA award number to DRPT's Financial Programming staff and funds are approved for expenditure when the federal award is approved. If DRPT is administering the federal funds, project agreements for the federal funds and state match are written when DRPT receives an approved FHWA authorization number from VDOT or when DRPT receives an executed FTA award number from the FTA; again, these funds are approved for expenditure when the federal award is approved. In all cases, the project agreements for the state matches can only be developed if all appropriate amounts are included in an approved SYIP, either VDOT's or DRPT's. In addition, in years in which DRPT's master agreement with grantees requires updating, grantees must execute a state and/or federal master agreement, depending on the types of funding the grantee is receiving.

PLEASE NOTE: DRPT cannot "predate" contracts. Thus, only expenditures within the parameters noted above will be covered in each case.

Contact DRPT's Financial Programming staff for any questions about the agreements.

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**Schedule**

Ongoing beginning July 1 for state grant programs and October 1 for federal grant programs.

**Key Steps**

1. Development of Master Agreements: A master agreement is a contract between DRPT and grantees that governs all projects funded under a particular state or federal grant program. Master agreements remain in effect indefinitely until superseded by a revised master agreement. Master agreements set the conditions and requirements for funding, including the primary purpose of funds, allowable costs, methods for obtaining reimbursement, audit and inspection of records, etc. These agreements are reviewed annually as part of the grant program revisions process and are updated on an as needed basis. If updated, one copy of each applicable master agreement is sent to the grantee for review and signature. If a master agreement is not updated in a particular year, the most recently executed agreement remains in effect until superseded.
  
2. Development of Project Agreements: Project agreements are subordinate to master agreements, and contractually specify the details of funded projects. Separate project agreements must be executed for each series of projects undertaken by a DRPT grantee. DRPT project agreements include a project agreement summary, the maximum state or federal share of eligible expenses, the project schedule, and the project budget(s) which specifies the project description for which the budget may be spent. The start date of the project agreement for federal funding or state match to federal funding cannot precede the approval date of the federal authorization agreement from the FHWA, or the approval date of the FTA award (unless pre-award authority was granted). In the case of the FTA award, we cannot identify a start date prior to the date the project was approved by the CTB. One copy of the project agreement is emailed to the grantee for review and signature.
  
3. Review and Signature of Agreements by DRPT: The agreements are prepared by DRPT's Financial Programming staff and submitted to the appropriate DRPT Program Administrators and Division Chiefs for review. The agreements are then emailed to the grantees. Upon return of the signed copy, the agreements are signed by the DRPT Director, at which point they are considered executed. A copy of the executed contract is mailed back to the grantee for their records.
  
4. Grantee Contact Information: Grantees should notify DRPT's Financial Programming staff of any changes in contact information. Also, contact information should be updated in OLGA at your earliest convenience. The information in OLGA is considered the "official" contact list for DRPT.
  
5. Grantee Archiving: Grantees should file and maintain their copies of the agreements with DRPT.

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6. Receipt and Processing of Signed Agreements: Upon execution of the agreements, reimbursement forms and instructions are emailed to the grantee. See section 6.0 for further detail.

## 6.0 Grantee Reimbursements

### Description

Grantees receive funds on the basis of reimbursement forms they submit to DRPT for payment. The frequency of reimbursement requests should reflect the grantee's rate of expenditure on each project, but should not exceed one request a month. Reimbursement requests should be submitted at least quarterly, unless there have not been expenditures during the quarter. To review procedures for operating assistance payments, please see section 7.0.

The following is a very high level summary of what grantees must supply to DRPT when submitting a reimbursement request. Grantees must be sure to include all of the required information with their reimbursement request so that DRPT Program Administrators have everything they need to properly review the reimbursement request and consider approving for payment. Please note that expenditures must have been incurred but not necessarily paid before seeking reimbursement. Upon receiving funds from DRPT, the funding must be paid out within five days for state funds or one day for federal funds. This information is expanded upon in Article 3 of the State Master Agreement.

(1) - When submitting a DRPT reimbursement request, the grantee must ensure the amounts submitted are appropriately supported, see item (3) below and are for authorized activities in accordance with the Master and Project Agreements.

(2) – The grantee must submit a “Summary Sheet” if there are multiple invoices included in the reimbursement request. At a minimum, the “Summary Sheet” should list the expense category, vendor name and amount paid for each invoice included with reimbursement request. The total amount on the “Summary Sheet” must equal the total amount of the reimbursement request. Proper supporting documentation, as described in item (3) below, must be attached to the “Summary Sheet” and be arranged and appropriately numbered in the identical order as listed on the “Summary Sheet”. As stated in item (1) above, the grantee must ensure that the amounts submitted for reimbursement are for authorized activities in accordance with the Master and Project Agreements.

When only a portion of the invoice amount is being charged on the reimbursement request, the grantee must note the amount that is being charged and provide an explanation on the reimbursement request and the “Summary Sheet.”

(3) - The supporting documentation provided must be from an official source such as a receipt, a third party invoice, or from the grantee's general ledger (GL) or other financial system report.

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(4) – DRPT reimbursement requests must be submitted on an authorized DRPT Invoice and Authorization Form.

(5) - For Final Eligibility payments ensure that depreciation expense, other expenses already reimbursed to the grantee through another type of DRPT project, and expenses not funded through DRPT are not included on the Final Eligibility Form.

(6) - For Operating Assistance or any another other type of reimbursement request that is supported by an excel spreadsheet, the grantee must also provide GL or other financial system reports, that validate the amounts listed on the excel spreadsheet. If the amounts on the GL or other financial system reports do not match the amounts on the excel spreadsheet, the grantee must provide a “crosswalk” showing why there is a variance.

a) Please do not send in cancelled checks or receipts to support all of your state operating expenses. Program Administrators will contact you should they require support in addition to that specified above.

b) For any operating assistance funded through CMAQ, however, the FHWA has much more stringent requirements for supporting documentation. If you are receiving this funding, please be aware that the FHWA considers expenses not supported by a receipt to be ineligible for reimbursement. We are still in conversation with FHWA regarding this rule and also regarding where the support must be maintained (e.g., at DRPT, at the grantee, etc), but until DRPT receives further information, this is the expected documentation level.

(7) - Verify that the expenses submitted on the reimbursement request were incurred during the designated time frame of the project.

(8) – Grantees who run more than one type of service or who are passing through indirect costs to the transit or TDM projects must develop a cost allocation plan to support the costs charged to the transit or TDM projects. For example:

a) If you are sharing a facility with another town department and you are splitting the utilities, how are you calculating the amount of utilities being charged to the transit or TDM project?

b) If your entity runs both 5311 and 5310 service, how are you separating the costs so that 5311 is not subsidizing 5310 operations?

(9) - DRPT can only reimburse travel up to the state approved rates for lodging, mileage, and per diem amounts. The state travel regulations are promulgated by the Virginia Department of Accounts and are available at the following link:  
[http://www.doa.virginia.gov/Admin\\_Services/CAPP/CAPP\\_Topics/20335.pdf](http://www.doa.virginia.gov/Admin_Services/CAPP/CAPP_Topics/20335.pdf).

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(10) – To ensure equitable funding with limited resources, DRPT will fund only standard vehicles in the future. Should a locality choose to switch to hybrid or CNG vehicles, which tend to be more expensive, DRPT will participate in the funding of the bus up to the market price of a standard clean diesel bus. This is assuming that DRPT approves the application for a bus purchase. Additional costs must be borne by the locality.

### **Schedule**

Ongoing following project agreement execution until grant closes out.

### **Key Steps**

1. Reimbursement Form Delivery: Following project agreement execution, a reimbursement form with the appropriate funding amounts and percentages is emailed to the grantee by DRPT for each grant-funded project, along with instructions on its use (see Appendix A and Appendix B). Expenses must reflect actual reimbursable expenditures as defined in the Master Agreement – e.g., expenditures must have been incurred but not necessarily paid out of the grantee’s account. Further, grantees may only seek reimbursement for eligible expenses as defined in the project agreement.
2. Reimbursement Form Completion: Reimbursement requests submitted to DRPT should include an itemized list of expenses incurred for which grant reimbursement is sought from DRPT. The submitted reimbursement form must be accompanied by a “Summary Sheet” listing all of the expenses, copies of supporting invoices and receipts of the expenses incurred and/or paid by the grantee. Sufficient supporting documentation attached to reimbursement forms is required to provide evidence and justification for every expense. These copies provide DRPT staff and external auditors with assurance that expenses paid are in accordance with the terms of the master agreement and the project agreement. Reimbursement requests that are submitted without proper supporting documentation will be returned to the grantee.
3. Reimbursement Request Approval: Forms should be mailed to the attention of DRPT Accounts Payable, where they are received and logged, and prior to being distributed to the appropriate Program Administrator for approval. Subject to the approval of the reimbursement form by DRPT, a check or electronic payment will be generated by the Treasurer of Virginia within 30 days of receipt by DRPT.
4. Unacceptable Reimbursement Request - If a reimbursement request is not initially approved by the Program Administrator, the Program Administrator will contact the grantee and explain why the reimbursement request has not been approved and discuss actions the grantee must take to produce an acceptable reimbursement request.
5. Appendix B – Capital Project Summary – To assist DRPT in completing FTA TEAM Quarterly or Annual Milestone Reports, this form needs to be completed by FTA Section 5311 sub recipients and included as an attachment to all capital

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invoice reimbursement requests. A similar blank spreadsheet will also be included in the capital invoice instruction package sent to all grantees after they return an executed capital project agreement.

## 7.0 Operating Assistance and Final Eligibility Forms

### Description

Payments for both transit operating assistance and TDM operating assistance are made monthly or quarterly to approved grant recipients, without the submission of reimbursement requests, except in the case of the final payment and 5311 program funds. For the final payment, grantees must submit a Final Eligibility Form. The grantee should contact their Program Administrator or the Manager of Financial Programming if assistance is needed in completing the Final Eligibility Form. Questions regarding actual payments should be directed to the Controller. For transit providers in the FTA Section 5311 program, grantees must submit requests for reimbursement to receive the federal operating assistance. Please see section 6.0 for information.

### Schedule

Ongoing monthly or quarterly until project close-out. The Final Eligibility Form is due within 90 days from the fiscal year end date.

### Key Steps

1. Payment Processing - DRPT processes periodic operating assistance payments based on agreements written in accordance with the SYIP.
2. Final Eligibility Form Delivery - After the grantee's fiscal year end, DRPT emails a Final Eligibility Form with instructions on how to complete the form to the grantee. The form is pre-filled with the grantee's name, amount of total funds awarded, and DRPT's project number. All grantees need to submit supporting documentation such as general ledger or other financial supporting documents with their Final Eligibility Forms.
3. Final Eligibility Form Completion - The grantee must complete and return the form to the address on the instructions within 90 calendar days from their fiscal year end date. If money is owed to DRPT, a check payable to "Treasurer of Virginia, Virginia Department of Rail and Public Transportation" must accompany the form.
4. Final Eligibility Form Approval and Payment - Once the Final Eligibility form is received by DRPT, it is reviewed by the Public Transportation Division before final payment is processed. A check or electronic payment will be generated by the Treasurer of Virginia within 30 calendar days of receipt by DRPT. The normal turnaround time is 5 business days after the Program Administrator's approval.

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5. Unacceptable Final Eligibility Form - If a Final Eligibility Form is not initially approved by the Public Transportation Division, then the grantee is contacted and asked to take corrective actions to produce an acceptable form with correct data.
6. Failure to Submit Final Eligibility Form - If the 90 calendar day period has passed and a grantee has still not submitted their Final Eligibility Form, all payments to grantees will be held until the form is received. If the Final Eligibility Form is not received by DRPT within 180 calendar days of the end of the grantee's fiscal year then DRPT will deobligate any remaining formula operating funds owed the grantee. However, the Final Eligibility Form will still be required to be submitted to DRPT prior to any future DRPT payments being made to the grantee.
7. 5311 Operating Assistance Payments – Grantees must submit requests for reimbursement of operating expenses using DRPT's required reimbursement request form, as described in Section 6.0.

## 8.0 Project Time Extension Requests

### Description

Grantees may require a time extension in order to complete a project. DRPT will review the request, with a greater number of DRPT internal approvals required when the budget remaining is greater than \$250,000. Key determining factors in the approval of requests are the reasons provided by the grantee on why the project is not able to be completed on time and the grantee's plan for completing the project in a timely manner. Scope of work changes will not be considered as part of a request for a time extension.

### Schedule

Requests for Project Extension are to be initiated by the grantee no less than 60 calendar days prior to the original project end date, as documented in the project agreement.

### Key Steps

1. If a Grantee wishes to seek a time extension, the grantee must fill out a "Request for Time Extension" form (Appendix C) and submit it to their designated DRPT Program Administrator 60 calendar days prior to the original end date of the grant. This request includes the grantee's information, the project number, the original and requested expiration dates and a revised milestone schedule, as appropriate.
2. DRPT will either act to approve or deny the request or to contact the Grantee to request further information within 15 business days. For those time extension requests where the project balance is greater than \$250,000, DRPT will either approve or deny the request within 30 business days.

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3. DRPT will notify the grantee of its decision by email. If the extension is denied, the grantee will have 10 business days from the date of notification by DRPT to appeal the denial. This appeal will be in the form of a meeting with the Chief of Public Transportation.

## 9.0 Project Budget Requests

### Description

A grantee may sometimes wish to change the scope of a project after it has been awarded or need additional funding to complete a project. DRPT is legally required to seek CTB approval for all changes that are material in scope or are in excess of \$200,000. In order to maximize transparency and openness in DRPT's award process, however, it is vital that all projects be evaluated equally, that the SYIP be discussed in a public forum as is legally required and that the SYIP is approved as a whole whenever possible. In the majority of the cases, DRPT will require that grantees deobligate the fund balances from a completed line item and submit an application for the change requested (i.e. a new project) during the following grant cycle. If the grantee can justify why waiting until the next grant cycle is not practical (i.e. additional funds are needed to complete an on-going project or potential loss of federal funds), DRPT will consider approving the request off-cycle.

DRPT does not permit funds to be reprogrammed between different projects. Extra funding will be deobligated and, as noted above, either the Grantee will be asked to apply for the new project during the next grant cycle or an off-cycle grant will be considered. Please note that verbal authorization for moving funds is not considered valid. During any compliance review, written authorization (such as an email or a new appendix) for such changes will be required.

### Key Steps:

1. Grantees that request a budget increase must submit a Request for Project Budget Increase form (Appendix D) which is signed by an authorized agent of the transit system and includes a detailed justification with milestones and dates for the request. Such requests must be reviewed and approved by the appropriate DRPT Program Administrator, Manager, Chief of Public Transportation, and Chief Financial Officer.
2. DRPT will evaluate the request and will communicate the decision to the grantee. If the request is approved, the grantee will receive new grant documentation to reflect the approved funding situation.

If the request is denied, the grantee will be encouraged to apply for the requested funding during the next grant cycle and the current funding in question will be deobligated using the Request for Grant Deobligation form (Appendix E). Submit this form to the appropriate Program Administrator. If a grantee disagrees with the decision, the grantee has 10 business days from the date of notification by DRPT to appeal a denial of a budget increase request. This appeal will be in the

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form of a meeting with the Chief of Public Transportation and Chief Financial Officer.

## 10.0 Grant Close-Out

### Description

When a project is completed by a grantee or cancelled by a grantee because the project will not advance, the project is closed out by DRPT.

When a project is not able to be completed by the grantee, the grantee must notify DRPT. Grantees must send a letter to their respective DRPT Program Administrator to indicate that the project will not proceed and that funds may be deobligated by DRPT. Program Administrators will be in regular contact with grantees via Quarterly Project Reviews (see Section 11.0) so as to be aware of any potential cancelled projects well in advance of actual cancellation. Program Administrators may offer technical assistance to grantees in an effort to avoid project cancellation. Further, grantees may always contact either their Program Administrator or the Financial Programming staff to seek further information regarding funds available.

Please be aware that cancelling a project may result in the grantee owing a reimbursement for funds already received from DRPT, as stipulated in the Master Agreement.

### Schedule

Following final expenditure on a project or as required when a project is cancelled.

### Key Steps

1. Submission of Final Reimbursement form: The final reimbursement form must be submitted to DRPT's Accounts Payable section within 90 calendar days of the final expenditure or project expiration date, whichever occurs first. The reimbursement form includes a box to be checked to indicate that it is a final reimbursement form. Checking the box is all that is required to close out a grant when \$1,499 or less remains in a project account.

To close out a grant and deobligate funds that are equal to or greater than \$1,500, grantees must submit a Request for Grant Deobligation Form (Appendix E), to their respective Program Administrator. The form must be signed by the grantee's Chief Financial Officer or other appropriate legal signatory.

2. DRPT will routinely run reports to review projects nearing their end dates. Program Administrators will communicate with grantees on whether an extension is needed or whether the project should be closed. However, it is the grantee's responsibility to request an extension, if necessary, within the timeframe detailed in Section 8.0. Should the Program Administrators identify any projects that have been inactive for a period of time, that have remaining balances under \$500, or that are past their end dates, they will contact the grantees by email, informing

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the grantees that the projects will be closed within two weeks unless the grantee can provide adequate justification otherwise.

3. Notification of Project Cancellation by Grantee: The grantee shall submit a Grant Deobligation Form signed by the grantee's Chief Financial Officer or other appropriate legal signatory (see Appendix E).
4. Project Closeout with funds remaining: The grantee shall submit a Grant Deobligation Form signed by the grantee's Chief Financial Officer or other appropriate legal signatory for any completed projects with a remaining balance. (see Appendix E).
5. Project Close Out: DRPT closes out the project in its accounting system. No further reimbursement requests will be processed after this action.

## 11.0 Quarterly Project Reviews

### Description

DRPT Program Administrators will hold quarterly project review meetings to provide grantees technical assistance and ensure projects are proceeding accordingly. Meetings will be scheduled quarterly after the project execution date, with at least one on-site meeting annually. For FTA Section 5310 recipients, meetings will be once annually, with at least one on-site meeting every three years.

### Schedule

Ongoing quarterly throughout the year.

### Key Steps

1. Quarterly Project Review Meetings: Program Administrators schedule review appointments with grantees on a quarterly basis. These appointments may be on site or via telephone, but at least one meeting annually should be on-site. During these appointments, Program Administrators and grantees discuss the grantee's progress towards completion of projects; problems encountered and proposed resolutions; and anticipated progress during the next quarter. The Program Administrator may request a summary report, copies of invoices, proof of payment or other documents for the review.
2. Other Technical Assistance: The Program Administrator may provide technical assistance as required or requested by the grantee and respond to inquiries that the grantee may have regarding projects or other programs and services offered by DRPT.
3. Project Review Report: Program Administrators will produce standard reports which summarize for each project the progress to date, unanticipated problems and proposed resolutions, and anticipated progress during the next quarter.

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Program Administrators' reports will be informed by discussions with the grantees.

## 12.0 Grantee Submission of Audited Financial Statements

### Description

On an annual basis, grantees are required to submit audited financial statements to DRPT's Audit Manager.

### Schedule

Audited Financial Statement – 180 calendar days following Grantee's Fiscal Year End

### Key Steps

1. Grantee Submission of Audited Financial Statement: Grantees mail a copy of their audited financial statements to the DRPT Audit Manager, 600 E. Main Street, Suite 2102, Richmond, Virginia, 23219. Audited financial statements should be submitted within 180 days after grantee's fiscal year end
2. Review by DRPT: The Audit Manager and Program Administrators review the grantee's financial statements upon receipt. Any significant issues of concern that are revealed will be shared and discussed with the grantee.

## 13.0 Financial Compliance Review

### Description

On a periodic basis, DRPT conducts financial compliance reviews of grantees to provide financial technical assistance and ensure that DRPT program requirements are being met. Grantees that have had significant compliance issues in past compliance reviews will be subject to more frequent reviews. Grantees should contact the Manager of Financial Planning and Budget or the Audit Manager with any questions or concerns.

### Schedule

Grantees will normally be reviewed every 2 to 3 years.

### Key Steps

1. Notification of Selection: A number of agencies are selected for compliance reviews on a quarterly basis. Selected grantees are notified approximately six weeks ahead of time, informed of the documentation to have available for review, and provided the option to contact the Audit Manager with any questions.
2. Consultation with Program Administrator: The Audit Manager consults with each selected agency's Program Administrator to determine whether there are any issues that should be considered during the compliance review.

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3. On-Site Review: When on site, the Audit Manager checks to ensure that the grantee is conducting the grant-funded projects in compliance with the applicable master agreements.
4. Identification of Issues: If issues are identified, the Audit Manager will discuss them with the grantee and offer the opportunity to provide more documentation. If a corrective action plan is required, DRPT will include the corrective action plan in the compliance review report.
5. Documentation of Findings: Each finding is documented on a standard form that summarizes the project and the issues to be addressed. Grantees sign off on the finding, indicating that the finding was discussed with them. Signing this form does not indicate that the grantee agrees with the finding. The documented findings are summarized in a compliance review report.
6. Review of Report: The compliance review report is reviewed by DRPT management and amended by the Audit Manager as directed. The report is also reviewed by the Chief of Public Transportation.
7. Approval and Transmittal of Report: The Chief Financial Officer signs off on the final report and sends it to the grantee.

#### 14.0 Collection of Asset Inventory Data

##### Description

DRPT requires all grantees receiving capital assistance to enter their asset inventory information in OLGA. This information is used to verify grantees' capital assistance applications against the reported asset inventory needs and for determining asset replacement needs for the future. Please note, 5310 Grantees should enter all passenger vehicles that DRPT has provided as well as any passenger vehicles the Grantee may ask DRPT to replace.

##### Schedule

The updates to the Asset Inventory must be entered into OLGA by **July 15<sup>th</sup>** for the year ended June 30<sup>th</sup>. Quarterly updates are encouraged throughout the year to the asset inventory itself as well as to the mileage on existing vehicles. Vehicle disposals should be reported to DRPT as they occur.

##### Key Steps

1. Grantees log in to OLGA and follow the "Enter Your Asset Inventory" link. From the Asset Inventory Menu grantees choose the type of asset to report on.
2. Grantees report all items whose replacements they are planning to fund in part with DRPT grants, regardless of their monetary value.

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3. “Bulk Items” section should be used to report on any asset that is purchased and normally reported on in large quantities and the individual items are not differentiated among one another (e.g. ADP hardware and software, shop equipment, passenger shelters, etc.). “Other Items” category should be chosen for any large items other than vehicles or facilities (e.g. HVAC system).
4. For reporting bulk items, grantees add the cost of all individual items and divide it by the amount of items they are reporting to arrive at the average cost, even if they are reporting on different items or similar items with a different cost. This method is similar to that used when Grantees apply for shop equipment, for example should also be used when developing a DRPT grant application.
5. Grantees report body on chassis vehicles under the category 11.12.15 Vans.
6. Disposed vehicles must be reported to DRPT as they occur if the vehicles were purchased with State or Federal funds. Disposed vehicles should also be disposed of in the Asset Inventory system.

## 15.0 Capital Budgeting

### Description

DRPT requires all grantees receiving capital assistance to enter their six year capital budget in OLGA. This information is used to determine capital funding needs for the future Six-Year Improvement Programs. The capital budget is also an important tool in the preparation of the State Transportation Improvement Plan.

### Schedule

The capital budget is due by **February 1** of each year. It must be entered in order for your capital application for that year to receive consideration for funding. Further, if DRPT does not receive a correct capital budget, the Grantee’s projects may not be included in the STIP, thus increasing the time required before DRPT can go to contract on any given project.

### Key Steps

1. Grantees log in to OLGA and follow the “Enter Your Capital Budget” link.
2. The Grantees current year capital application is year one, and the remaining five years of projections will be entered under the capital budget. For example, during fiscal year 2011, grantees would enter a capital application for fiscal year 2012, and their capital budget information will cover 2013 – 2017.
3. The next year, the system will pre-populate the capital budget fields with the information the grantees have entered during the previous year. The grantees should update this information as needed, and enter the data for the new sixth year. In the example in 2 above, the grantee would put in an application for fiscal year 2013, update the data already entered during the previous year for 2014 – 2017, and enter data for 2018.

## 16.0 Ridership Data Reporting Requirements

### Description

DRPT collects monthly and annual ridership data from its grantees to use as a tool to measure the performance of transit in the Commonwealth, as well as to comply with state and federal reporting requirements. Therefore, it is important that the data reported to DRPT is accurate.

Currently, DRPT requires transit operators in the Commonwealth to report their total ridership in the form of unlinked passenger trips, on a monthly and annual basis, via the agency's On-Line Grant Application System (OLGA). Monthly ridership data is analyzed and used to develop the monthly Statewide Transit Ridership Report for the Commonwealth Transportation Board (CTB), which sets policies and oversees transportation funding decisions in Virginia, and to populate the online DRPT Dashboard, an online performance reporting tool.

Ridership is a key performance measure because it is an indication of the use of public transportation in a region or locality. In addition, DRPT reports performance data annually to the National Transit Database program (NTD) as the administrator of federal Section 5311 Rural Area Program funds. DRPT also reports ridership data to the Federal Transit Administration (FTA) as the administrator of federal grants for human services transportation (Section 5310, Section 5316, and Section 5317).

### Definition of Public Transportation

There is a wide array of transportation services in Virginia; therefore, it is important to define which of these services constitute public transportation. For consistency, DRPT has aligned the Virginia definition of public transportation ridership with the definition used by the NTD program so that operators can report the same data to NTD and OLGA.<sup>1</sup> The following is the Virginia definition of public transportation:

*A transportation service made available to the public on an expected and ongoing basis. Critical information for accessing service must be predetermined and publicly posted. Such information includes but is not limited to fare policy and service hours. For fixed-route and deviated fixed-route service, trip schedules must be available to the public. Demand response service must make information publicly available regarding the service area and contact information for scheduling trips.*

The above definition provides a general description of public transportation in Virginia. The paragraphs below define specific types of transportation and when they are considered "public transportation" for the purpose of Virginia ridership data reporting.

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<sup>1</sup> The NTD definition, based on the Federal Transit Act, similarly emphasizes that the service must be made available to all members of the public regularly with predictable service in order to be public transportation. "Public Transportation." National Transit Database Glossary. 2009. Accessed 8 February, 2010. <<http://www.ntdprogram.gov/ntdprogram/Glossary.htm>>

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**Key Definitions**

Specialized Transportation Services: If a transportation service can be reserved for the private or exclusive use of one individual or group, it is not considered public transportation. Such transportation includes charter services, meal delivery (such as Meals on Wheels services), exclusive school bus operations, sightseeing tours and other private usage. DRPT does not collect ridership data for these services.

Intercity Transportation Services: Intercity transportation services, such as Greyhound Bus or Amtrak, connect two or more urban areas, or connect rural communities with urban areas outside the immediate region. If the majority of passengers on intercity services do not make same-day return trips, then these services are not classified as public transportation. If the majority of passengers are making same-day return trips, these services are classified as public transportation.

Trippler Service: Trippler routes are considered public transportation as long as the service remains open to the general public. Operators run tripper routes for a brief time, usually during off peak hours, to accommodate short spikes in demand by a large group of people with a common point of origin. Examples include extra service to accommodate transportation to/from local events. Buses used for tripper service must be clearly marked as open to the public, and must travel a route clearly marked in published schedules to qualify as public transportation.

Purchased Transportation: Purchased transportation is transit service provided by a public or private operator on behalf of a public transit agency or governmental unit under a written contract. The contract obligates the operator to test the purchased transportation service prior to the start of revenue service and requires that the operator's employees operate the vehicles. DRPT does not make a distinction between directly operated and contracted transit service. DRPT classifies purchased transportation as public transportation as long as the service is accessible to the public.

Vanpools: Vanpools are organized as a formal ridesharing arrangement and provide transportation to a group of individuals traveling between their homes and a specific destination on a regular basis. Consistent with NTD, DRPT considers vanpools to be public transportation if they are operated by a public entity, or if the vehicles are owned, purchased, or leased by a public entity.

Ridership data for vanpools is reported to DRPT as part of the OLGA public transportation reporting system. Requests for information received and other factors reported by Transportation Demand Management (TDM) agencies for vanpools are reported through the OLGA TDM reporting system. This process avoids double counting of vanpool ridership data at the state level.

At the national level, Virginia operators who provide both public transportation and TDM services report their vanpool ridership as part of public transportation data through the NTD system. Therefore, it is important that vanpool ridership be reported as part of

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Virginia's public transportation reporting system so that Virginia can be equally compared to other states and the national average using NTD system data.

**Definition of Transit Modes**

The Virginia transit ridership reporting system enables operators to report ridership within several transit modes, as defined below. These definitions are adapted from the National Transit Database.

**Key Definitions**

Public Transportation Fixed Route, Route Deviation, and Demand Response Bus Service: Transit service provided by passenger vehicles over roadways with predetermined routes and schedules or service area and hours of service. Fixed route service operates along a fixed alignment with scheduled arrivals at each terminal point and key intermediate locations. Route deviation operates like fixed route service but the vehicle may deviate from the route's alignment to serve destinations within a prescribed distance (e.g., ¼ mile). After an off route deviation, the vehicle must return to the point on the route where it exited the alignment. Passengers may request a route deviation upon boarding by telling the bus operator or by calling the transit system and requesting a pickup in advance. Demand response service does not have a fixed alignment or scheduled arrivals; it instead operates in a defined service area during predetermined service hours and passengers must schedule service in advance. It is open to all members of the public, unlike the ADA complementary paratransit mode.

ADA Complementary Paratransit: Transit service that operates similarly to demand response service and is reserved for members of the public who are unable to navigate the fixed route system due to disability. This service is complementary to the fixed-route service in a region and operates in a defined service area. Typically, the service requires certification that a rider meets disability status as specified in the Americans with Disabilities Act (ADA).

Vanpool Service: A ridesharing arrangement to provide transportation to a group of individuals traveling directly between their homes (or a designated pick up spot) and a regular destination within the same geographical area. Vanpools must be open to the public and their availability must be advertised publicly. This transit mode applies to vanpool ridership only. Ridesharing coordination statistics other than vanpool ridership are reported through the OLGA TDM reporting system.

Commuter Rail Service: Passenger train service using locomotive hauled or self-propelled passenger cars with electric or diesel engines. Operators adhere to operations and safety practices similar to intercity passenger train service and generally have a station-to-station or zonal fare structure.

Ferryboat Service: Transit mode comprised of steam or diesel powered vessels carrying passengers over a body of water. Intercity ferryboat ridership service is excluded, unless a majority of passengers complete a round trip in the same day.

Heavy Rail Service: Transit mode designed to carry large volumes of passengers in rail cars operating on fixed rails in a right-of-way separated from other vehicular and

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pedestrian traffic. A third rail supplies electricity to propel the vehicles and operators adhere to signaling systems. Passengers must enter designated stations and board vehicles on raised platforms.

Human Service Transportation: Transportation services provided by an operator, or a contractor on behalf of the operator, to meet the basic mobility needs of individuals with disabilities, older adults, low-income riders or welfare-to-work program participants. Human service ridership is reported only for ridership achieved through vehicles funded through the federal 5310 program.

### **Definition of a Trip on Public Transportation**

DRPT has modeled its definition of a trip on public transportation after the NTD definition for an unlinked passenger trip.<sup>2</sup> In this section, the terms 'boarding' and 'passenger trip' are synonymous with an unlinked passenger trip. The term 'ridership' designates the collective total of all unlinked passenger trips for a route, mode, transit system, or in some cases, the entire state. The Virginia definition is as follows:

*(The numbers of passengers who board public transportation vehicles, passengers are counted each time they board a vehicle no matter how many vehicles they use to travel from their origin to their destination.)*

Every single instance of boarding a vehicle in service constitutes a separate trip, therefore, it does not matter if the passenger is making his or her initial boarding or transferring from one vehicle to another. For transit trips that cross state lines, such as the Washington Metropolitan Area Transit Authority's (WMATA) Metrobus and Metrorail service, DRPT only counts unlinked passenger trips when passengers board the vehicle in Virginia.

### **Schedule**

DRPT requires all transit operators in the Commonwealth to report monthly and annual ridership data through the Online Grant Administration (OLGA) system. Monthly ridership data must be entered into OLGA by the 20th or previous business day of each month for the previous month's activity and annual data must be reported for the previous fiscal year prior to submitting an annual operating grant application during the annual application period from December 1<sup>st</sup> to February 1<sup>st</sup>.

### **Key Steps**

#### **1. Standards for Reporting Ridership**

DRPT strongly recommends that ridership counts be obtained using the 100 percent count methodology, whereby each passenger is counted at the moment of boarding the transit vehicle. This method is preferred because it produces ridership data that more accurately represents use of transit systems. As NTD also prefers ridership data obtained using 100 percent counts, this policy helps ensure that the number of passenger trips reported to DRPT and NTD are consistent. If it is not feasible for an

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<sup>2</sup> "Unlinked Passenger Trip." National Transit Database Glossary. 2009. Accessed 8 February 2010. <<http://www.ntdprogram.gov/ntdprogram/Glossary.htm>.>

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operator to employ this methodology, then operators may estimate trips based on samples. Virginia operators using sampling to estimate trips must comply with FTA guidance as described in the FTA Approved Sampling Methods section of this document (FTA Circulars 2710.1A and 2710.2A).

Regardless of the methodology used by an operator, it is critical that the operator apply the same methodology over time to preserve the integrity of the data and to keep historical data trends meaningful. If an operator intends to change the method of counting ridership, DRPT requires written notification of the change at least one month prior to the start of the change. DRPT strongly recommends that any change in methodology be made at the beginning (first month) of the fiscal year rather than during the fiscal year. This process helps ensure the consistency of performance data over time.

Data Collection Instruments: A number of collection instruments may be used to obtain 100 percent ridership counts. Operators may employ electronic recording instruments, various forms of manual counts, or obtain counts from dispatch logs for demand response services. Electronic instruments may include an electronic registering farebox, an automatic passenger counter (APC), a hand-held unit, or a mobile data computer. Manual counting instruments may consist of paper and pencil, a driver trip sheet, a vehicle manifest, or a dispatch log (demand response service only).

## **2. FTA Approved Sampling Methods**

Virginia operators using sampling methods must comply with FTA Circulars 2710.1A (fixed route bus), 2710.2A (demand response), and 2710.4A (revenue-based sampling), which outline standards for using samples to estimate passenger trips. Summaries of these circulars are provided below. Operators using one of these methods should review the appropriate circular, available online, in its entirety.

Note that FTA requires operators to use the same sampling procedure for monthly and annual unlinked passenger trip estimates. The total unlinked passenger trips for a specific month must be estimated using the sample data collected during that month. This approach may not meet FTA's confidence and precision levels for annual data, but will meet the FTA's requirements for a 'good faith effort' for reporting monthly data to the NTD.<sup>3</sup>

Sampling Passenger Trips on Fixed-Route Motor Bus Service (FTA Circular 2710.1A): Circular 2710.1A outlines the criteria that must be met to set up a sampling plan that will achieve the appropriate level of statistical significance so that the ridership data on fixed-route bus service may be accepted by the NTD program.<sup>4</sup> The trips being counted

<sup>3</sup> "Unlinked Passenger Trips", 2010 Monthly Reporting Manual, NTD. Page 26. Accessed March 3 2010.

<[http://www.ntdprogram.gov/ntdprogram/pubs/MonthlyRidership/2010/pdf/2010\\_Monthly\\_Ridership\\_Manual\\_Complete.pdf](http://www.ntdprogram.gov/ntdprogram/pubs/MonthlyRidership/2010/pdf/2010_Monthly_Ridership_Manual_Complete.pdf)>

<sup>4</sup> "Sampling Procedure for Obtaining Fixed-Route Bus Operating Data Required Under the Section 15 Reporting Requirement." Urban Mass Transportation Administration. July 1988. Accessed 4 February, 2010.

<[www.ntdprogram.gov/ntdprogram/pubs/reference/circulars/FTA2710-1A.pdf](http://www.ntdprogram.gov/ntdprogram/pubs/reference/circulars/FTA2710-1A.pdf)>

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must meet the NTD definition of unlinked passenger trips. One data point in the sample is the sum of all unlinked passenger trips during one transit trip. A transit trip is a single one-way vehicle trip in revenue service that starts at one terminal point and ends at another terminal point. The circular states that all regularly scheduled one-way trips must have the same probability of being selected in the daily sample.

The FTA offers six possible sample designs – each design is a function of the frequency of sampling per week and the number of revenue trips sampled in a day. The more days sampled in a week, the fewer transit trips need to be included in a sampled day.

**Sampling Plans Meet FTA Statistical Significance**

Plan Number	Frequency of Sampling	Revenue Trips in Sample	Total Sample Size for Year
1	Every Day	2	730
2	Every Second Day	3	549
3	Every Third Day	5	610
4	Every Fourth Day	7	644
5	Every Fifth Day	10	730
6	Every Sixth Day	15	915

Sampling Passenger Trips on Demand Response Service (FTA Circular 2710.2A): Due to the unpredictability of revenue trips for demand response service, this circular requires the operator to sample every trip made by one vehicle on one selected day per week. After selecting the day for the first week, the operator must select every eighth day to ensure that no single day of the week is over represented. All vehicles ready for revenue service must have the same probability of being selected for the sampling day.<sup>5</sup>

Revenue Based Sampling (FTA Circular 2710.4A): Circular 2710.4A<sup>6</sup> allows operators to administer a smaller and less costly sampling procedure to estimate annual unlinked passenger trips, based on sampling to determine the probable Farebox Revenue per Unlinked Passenger Trip and the Farebox Revenue per Passenger-Mile.

This methodology is suited only for fixed-route bus service with on-board payment. Operator personnel must count passengers and their farebox revenue on four randomly selected bus trips each week for an entire fiscal year to generate an annual average that meets the FTA’s statistical threshold for confidence and precision. To calculate the annual total, the estimated Farebox Revenue per Unlinked Passenger Trip is divided into the total annual system-wide farebox revenue generated by the mode sampled.

<sup>5</sup> “Sampling Procedure for Obtaining Demand Response Bus System Operating Data Required Under the Section 15 Reporting Requirement.” Urban Mass Transportation Administration. July 1988. Accessed 4 February 2010. <<http://www.ntdprogram.gov/ntdprogram/pubs/reference/circulars/FTA2710-2A.pdf>.>

<sup>6</sup> “Revenue Based Sampling Procedures for Obtaining Fixed-Route Bus Operating Data Required Under Section 15 Reporting System.” Urban Mass Transportation Administration. July 1988. Accessed 8 February 2010. <[http://www.fta.dot.gov/documents/UMTA\\_C\\_2710.4A.pdf](http://www.fta.dot.gov/documents/UMTA_C_2710.4A.pdf).>

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The sampling methodology requires that the same fare structure be in place for the duration of the year in order for it to be considered a single sample. If an operator does introduce a new fare structure during the year, then it should increase the weekly sample size to five bus trips for 12 weeks following the change in fare policy to account for the greater variability and instability in ridership that follows a fare increase. Subsequently, the weekly sample size reverts to four trips per week. If the designated twelve-week period extends into a new fiscal year, then the transit operator should sample five trips per week in the new fiscal year until the twelve-week period is reached.

Confidence and Precision of Sampling: The FTA sets the same threshold for statistical significance for all three sampling methodologies to produce data that is close enough to the true ridership level that it can be submitted to the NTD program in lieu of counts obtained using the 100 percent count methodology. It requires that each sample be at a 10 percent level of precision and a 95 percent confidence interval. This means that there is a 95 percent or higher likelihood that the true value for the annual number of unlinked passenger trips is within  $\pm 10$  percent of the annual number of unlinked passenger trips estimated from the sample. Many spreadsheet software programs have formulas built in for calculating these two common measures of statistical significance.

### **3. Validation of Ridership Data**

To help ensure the accuracy of monthly statewide ridership data, DRPT prepares a draft monthly ridership report for grantee review, and requires grantees to provide an explanatory note for ridership data changes of 15 percent or more for transit operators and 20 percent or more for human service (Section 5310) operators in any given month. Monthly changes are calculated based on comparisons to the same month in the previous year.

To help ensure the accuracy of annual ridership data, DRPT compares the monthly data received during the year to the annual data submitted by DRPT grantees during the annual applications period from December 1 to February 1 each year. DRPT provides this analysis to grantees and requires grantees to provide explanatory notes to reconcile ridership data where necessary between the monthly and annual data. After reviewing changes with DRPT, grantees update their data in OLGA to reflect any necessary changes. DRPT then issues a reconciled statewide annual transit ridership report to reflect all necessary changes to monthly reports and updates the DRPT Dashboard accordingly.

Please contact DRPT with any questions regarding performance reporting at [drptpr@drpt.virginia.gov](mailto:drptpr@drpt.virginia.gov) or 804-786-4440.

### **4. Counting Ridership for Section 5310 (Human Service) Program Vehicles**

DRPT requires recipients of Section 5310 grants to report ridership on vehicles funded by the 5310 program. In order to estimate the number of unlinked passenger trips on only those vehicles funded using Section 5310 funds, FTA provides guidance in the Information Memorandum dated October 6, 2009:

Department of Rail and Public Transportation  
Grantee Handbook

*“Subrecipients should estimate the number of rides provided only by those vehicles that were funded under the Section 5310 program. If a subrecipient has a cost-allocation method in place, it should apply its existing method to estimating the number of rides provided on Section 5310-funded vehicles. Otherwise, the number of rides attributed to Section 5310-funded services can be estimated by taking the total number of one-way trips provided by the subrecipient . . . and dividing this number by the proportion of the subrecipient’s fleet that has been funded by the Section 5310 program.”<sup>7</sup>*

## 17.0 Important Due Dates

### Description

The following are important dates for all grantees.

### Schedule

Event	Deadline
Application Deadline	Due 1 <sup>st</sup> business day of February
Asset Annual Inventory Update	Due July 15 <sup>th</sup> for the year ending June 30 <sup>th</sup>
Six Year Capital Budget Update	Due February 1 <sup>st</sup> of each year
Monthly Ridership Data	Due by the 20 <sup>th</sup> or previous business day of each month for the previous month’s activity
Annual Performance Data	Due on the 1 <sup>st</sup> business day of February (normally February 1 <sup>st</sup> ) (Part of the annual OLGA Application Process)
Audited Financial Statements	Due 180 calendar days following grantee’s fiscal year end
Transit/TDM Final Eligibility Form	Due 90 calendar days following grantee’s fiscal year end
NTD Data for FTA Section 5311 Transit Systems	Due November 30 <sup>th</sup> of each year
FTA Section 5311 Drug & Alcohol Testing Reporting	Due March 1 <sup>st</sup> of each year
FTA Section 5311 DBE Semi-annual Reporting	Due June 1 <sup>st</sup> and December 1 <sup>st</sup> of each year

<sup>7</sup> “Information Memorandum re: Reminder to submit Section 5310 Performance Measures on October 31, 2009 and Instructions on Reporting.” Federal Transit Administration. October 6, 2009. Accessed 8 February 2010. [http://www.fta.dot.gov/documents/Section\\_5310\\_Performance\\_Reporting\\_Instructions.pdf](http://www.fta.dot.gov/documents/Section_5310_Performance_Reporting_Instructions.pdf).

DRPT Voucher: \_\_\_\_\_

## Department of Rail and Public Transportation Reimbursement Form

Organization Name: \_\_\_\_\_

EIN: \_\_\_\_\_

Invoice Date \_\_\_\_\_

**Invoice #** 1

New Address, If applicable \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Project Agreement Name: \_\_\_\_\_

Project Number: 99999-99

	Federal	State	Local	Total
				100%
<b>Total Contract Amount</b>	\$ -	\$ -	\$ -	\$ -
Total of Previous Payments	\$ -	\$ -	\$ -	\$ -
<b>Total Expended This Period</b>	\$ -	\$ -	\$ -	\$ -
Balance Remaining After This Invoice	\$ -	\$ -	\$ -	\$ -
Total Reimbursable Amt for this Invoice	\$ -			

*I certify that the grantee agency has incurred expenses in accordance with the project agreement and that these funds have not been previously requested.*

Grantee Authorized Signature \_\_\_\_\_

Title \_\_\_\_\_

Note: Percentage calculations are rounded to the nearest dollar.

**THIS AREA FOR DRPT USE ONLY:**

Grant Manager Signature \_\_\_\_\_

Date \_\_\_\_\_

Check here to close project after this request.

## Appendix B

**Federal Award Number: VA18X030**

**Project Number: 43009-02**

**Grant Recipient: Town of Blackstone**

Project Start Date: April 1, 2009

Project Expiration Date: June 30, 2010

**Maximum Federal Share of Eligible Expenses: \$116,000**

**EIN: 546001147-00**

### Capital Project Agreement Budget Detail

		<b>Invoice # 1</b>								
Expense Detail		Approved Budget	Expenses This Period	Cumulative Expenses	Balance	Fill in Critical Dates as they occur when submitting a rein				
						Date of RFP/IFB	Contract Award	First Vehicle Delivered	Last Vehicle Delivered	
11.13.09	Purchase Expansion Trolley	\$145,000	\$130,442	\$130,442	\$14,558	12/15/2008	1/15/2009	6/15/2009	6/15/2009	
Total Expenses		\$145,000	\$130,442	\$130,442	\$14,558					
Expense Summary										
<b>0401 Federal share of project cost (80%)</b>		<b>\$116,000</b>	<b>\$104,354</b>	<b>\$104,354</b>	<b>\$11,646</b>					
0472 State share of project cost (22% of Non-Fed)		\$29,000	\$26,088	\$26,088	\$2,912					

**Appendix C**  
**Department of Rail and Public Transportation**  
**Request for Project Time Extension**

<b>Date</b>	
<b>Grantee Name and Address</b>	
<b>Contact Name</b>	
<b>Contact Phone Number</b>	
<b>Contact Email Address</b>	
<b>Project Number</b>	
<b>Original Project Expiration Date</b>	
<b>Requested Project Extension Date</b> (note: date should be the end of a month)	
<b>Reason For Needing An Extension (<i>Please include revised <u>milestone schedule</u></i>)</b>	

**Note: DRPT Project Manager may require additional information.**

**For DRPT Use Only:**  
**Budget Remaining on Contract:** \_\_\_\_\_



**Appendix E**

***Department of Rail and Public Transportation  
Request for Grant Deobligation***

Grantee Name: \_\_\_\_\_

Project Number: \_\_\_\_\_

Balance: State: \_\_\_\_\_

Federal: \_\_\_\_\_

De-obligate to: \_\_\_\_\_ (to be completed by DRPT)

**NOTES:**

\_\_\_\_\_  
\_\_\_\_\_

**Grantee Approval (for balances above \$1,500.00):**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name and position: \_\_\_\_\_

Comments:

\_\_\_\_\_  
\_\_\_\_\_

**DRPT Approvals:**

Program Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Financial Programming: \_\_\_\_\_ Date: \_\_\_\_\_

Executed by: \_\_\_\_\_ Date: \_\_\_\_\_

**Appendix F  
DRPT Contact List**

<b>FINANCE DEPARTMENT</b>			
Chief Financial Officer	Steve Pittard	(804) 786-5756	steve.pittard@drpt.virginia.gov
Manager of Financial Planning and Budget	Jamie Motley	(804) 786-3440	jamie.motley@drpt.virginia.gov
Manager of Financial Programming	Terry Brown	(804) 786-1722	terry.brown@drpt.virginia.gov
Controller	Judith Gifford	(804) 371-6920	judith.gifford@drpt.virginia.gov
Audit Manager	Donnie Karabaich	(804) 225-4055	donald.karabaich@drpt.virginia.gov
<b>PUBLIC TRANSPORTATION DIVISION</b>			
Chief of Public Transportation	Bob Wilson	(804) 786-1063	robert.wilson@drpt.virginia.gov
Manager of Mobility Programs	Chris Arabia	(804) 786-1059	christopher.arabia@drpt.virginia.gov
Mobility Programs Administrator	Lisa DuMetz	(571) 483-2593	lisa.dumetz@drpt.virginia.gov
Urban Transit Program Administrator – NOVA	David Awbrey	(571) 483-2594	david.awbrey@drpt.virginia.gov
Urban Transit Program Administrator – Central/Southern VA	Steven Hennessee	(804) 225-4157	Steven.Hennessee@drpt.virginia.gov
Rural Transit Program Administrator – Northwest/Northeast VA	Ken Pollock	(804) 786-7858	kenneth.pollock@drpt.virginia.gov
Rural Transit Program Administrator – Southwest VA	Jeff Sizemore	(804) 382-3805	jeff.sizemore@drpt.virginia.gov
Human Service Transportation Program Administrator – Senior, 5310, JARC, New Freedom	Neil Sherman	(804) 786-1154	neil.sherman@drpt.virginia.gov
Planning and Project Manager – 5303 and 5304	Amy Inman	(804) 225-3207	amy.inman@drpt.virginia.gov