

FY17 OLGA  
Application  
Information

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## FY 17 Overview of Grant Programs Administered by DRPT

Grant funds administered by the Department of Rail and Public Transportation (DRPT) generally provide support for capital, operating or planning expenses. Capital expenditures are long-term assets such as vehicles, transit facilities and infrastructure, machinery or heavy equipment. Operating expenditures are annual costs to support transit operations, maintenance, repairs and administrative costs. Planning expenditures are for studies of public transportation and/or Transportation Demand Management (TDM) improvements, such as service expansions or ridesharing programs.

### Grant Program Calendar

The grant schedule common to most grant programs administered by DRPT is summarized in Exhibit 2-1. Note that deadlines referring to the first day of the month (e.g. December 1, February 1 and April 1) are to be interpreted as the **first business day of the month**.

#### Exhibit 3-1. Grant Program Calendar

Process	Schedule
Grantee Application Assistance	September through January
Grantee Outreach Workshops	Fall and Spring
Capital Budgeting Information Submitted by potential grantees	February
Grant Program Announcement	Late November
Grant Application Period for all grant programs except the FTA 5303 program (MPO Assistance)	December 1 through February 1 (FY17 deadline = 2/1/16)
Review, Analysis and Evaluation of Grant Applications	February through early March
Development of Draft Six Year Improvement Program	Late February through March
Commonwealth Transportation Board (CTB) Authorization to Release Draft Six Year Improvement Program to the Public for Review and Comment	April - May
Draft Six Year Improvement Program Public Hearings	April - May
Applications for FTA Section 5303 are due	May 1
CTB Approval of Final Six Year Improvement	June

Program	
Development and Execution of Grant Agreements	Beginning July 1 for state programs and October 1 for federal programs

DRPT administers eight State Aid Grant Programs and seven Federal Aid Grant Programs:

**State Aid Grant Programs**

- Operating Assistance
- Capital Assistance
- Demonstration Project Assistance
- Technical Assistance
- Public Transportation Intern Program
- TDM Operating Assistance
- Transportation Management Project Assistance
- Senior Transportation Program

**Federal Aid Grant Programs**

- FTA Section 5303 - Metropolitan Planning
- FTA Section 5304 - Statewide Planning
- FTA Section 5310 - Enhanced Mobility of Seniors and Individuals with Disabilities
- FTA Section 5311 - Rural Areas
- FTA Section 5316 - Jobs Access and Reverse Commute Program (JARC)(Rural Areas Only)
- FTA Section 5317 - New Freedom Program

Exhibits 1-1 and 1-2 summarize the state and federal programs administered by DRPT. Most programs target services provided by public organizations and local governments. However, some funds are available to support services provided by private non-profit organizations.

Federal and state aid programs often have an upper limit on the matching ratio, or amount of grant funding available as a percentage of the total project cost. These limits are a statutory limit on the maximum amount of available funding. For many programs, however, resource limitations force a matching ratio much lower than the statutory limit. For instance, DRPT’s Operating Assistance program has a statutory limit of up to 95 percent of eligible expenses, but historically, the actual matching ratio has been much lower, averaging between 35 percent and 50 percent of eligible expenses. The recent history of matching ratios is described in each program’s individual profile, which follows this section.

Note that programs are limited to reimbursement of eligible expenditures. Eligible state Operating Assistance program expenses, for example, only include the cost of administration, fuel, tires, and maintenance parts and supplies; the payroll costs of mechanics and drivers are not eligible for reimbursement. Eligible expenses for each program are specified in each program’s individual profile.

**Exhibit 1-1. DRPT Administered State Aid Grant Programs**

<b>State Aid Grant Program</b>	<b>Program Description</b>	<b>Eligible Recipients</b>	<b>Matching Ratios</b>
<b>Operating Assistance</b>	Supports costs borne by eligible recipients for operating related public transportation expenses	Local and State Government Transportation District Commissions Public Service Corporations	Up to 95% of eligible expenses
<b>Capital Assistance</b>	Supports costs borne by eligible recipients for public transportation capital projects	Local and State Government Transportation District Commissions Public Service Corporations	Up to 95% of eligible expenses
<b>Demonstration Project Assistance</b>	Supports innovative investments in all functional areas of public transportation	Local and State Government Transportation District Commissions Public Service Corporations	Up to 95% of eligible expenses
<b>Public Transportation Intern Program</b>	Supports increased awareness of public transportation as a career choice	Local and State Government Transportation District Commissions Public Service Corporations Planning District Commissions Human Service Agencies Involved in Rural Public Transportation	Up to 95% of eligible expenses
<b>Technical Assistance</b>	Supports planning or technical assistance to help improve or initiate public transportation related services	Local and State Government Transportation District Commissions Public Service Corporations Planning District Commissions Human Service Agencies Involved in Rural Public Transportation	Up to 50% of eligible expenses  Federal Funds may be provided to support 80% of project costs
<b>TDM Operating Assistance</b>	Supports administration of existing or new local and regional Transportation Demand Management/ Commuter Assistance programs	Local and State Government Transportation District Commissions Public Service Corporations Planning District Commissions Transportation Management Associations	Up to 80% of eligible expenses

<b>Transportation Management Project Assistance</b>	Supports Transportation Demand Management projects and programs that encourage the reduction of single occupant vehicle travel	Local and State Government Transportation District Commissions Public Service Corporations Planning District Commissions Transportation Management Associations	Up to 80% of eligible expenses
<b>Senior Transportation Program</b>	Supports projects and programs that improve mobility for senior citizens	Local and State Government Transportation District Commissions Public Service Corporations Private Non-Profit Organizations	Up to 80% of eligible expenses

**Exhibit 1-2. DRPT Administered Federal Aid Grant Programs**

<b>Federal Aid Grant Program</b>	<b>Program Description</b>	<b>Eligible Recipients</b>	<b>Matching Ratios</b>
<b>FTA Section 5303 – Metropolitan Planning</b>	Supports transit planning expenses	Metropolitan Planning Organizations	Up to 80% of eligible expenses
<b>FTA Section 5304 – Statewide Planning</b>	Supports local and statewide transit planning projects	Local and State Government Transportation District Commissions Public Service Corporations Planning District Commissions	Up to 80% of eligible expenses
<b>FTA Section 5307 – Small Urban Areas Program</b>	Supports operating and capital costs of transit operators in small urban areas	Local and State Government Transportation District Commissions Public Service Corporations Planning district commissions	Up to 50% of net operating expenses  Up to 80% of eligible capital expenses
<b>FTA Section 5310 – Enhanced Mobility of Seniors and Individuals with Disabilities</b>	Supports the purchase of vehicles, equipment, and operating expenses (See MAP-21 Grant Program Consolidation Note below).	Private non-profit operators of transit services for seniors and persons with disabilities.	Up to 80% of eligible expenses
<b>FTA Section 5311 – Rural Areas</b>	Supports operating and capital costs of transit operators in non-urbanized areas	Local and State Government Transportation District Commissions Public Service Corporations Private Non-Profit Organizations	Up to 50% of net operating expenses  Up to 80% of eligible capital expenses
<b>FTA Section 5316 - Jobs Access and Reverse Commute Program</b>	Supports the operating and capital costs of special programs designed to connect unemployed people to jobs (See MAP-21 Grant Program Consolidation Note below).	Recipients eligible for Section 5311: Local and State Government Transportation District Commissions Public Service Corporations Private Non-Profit Organizations	Up to 50% of eligible operating expenses  Up to 80% of eligible capital expenditures

<b>FTA Section 5317- New Freedom Program</b>	Supports capital and operating costs of public transportation services and new public transportation alternatives beyond those required by the Americans with Disabilities Act of 1990. (See MAP-21 Grant Program Consolidation Note below).	Local and State Government Public Service Corporations Private non-profit organizations	Up to 50% of eligible operating expenses  Up to 80% of eligible capital expenses
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**Note: Potential grant recipients are required to submit a separate application for each program they apply for using DRPT’s On-Line Grant Application (OLGA) system. OLGA is a web based system (<https://olga.drpt.virginia.gov>) that requires a user ID and password that must be obtained from DRPT. Applicants that do not have an existing account can set one up on-line by going to <https://olga.drpt.virginia.gov> and clicking on “new account”.**

Note: MAP-21 Grant Program Consolidation

On July 6, 2012 President Obama signed into law a two-year transportation authorization, entitled Moving Ahead for Progress in the 21st Century (MAP-21). MAP-21 changes include consolidation of several grant programs. For example, the New Freedom grant program (5317) was repealed and New Freedom projects become eligible under Section 5310, without a specific set aside funding level. Similarly, the Job Access and Reverse Commute (JARC) program (5316) is consolidated within Sections 5307 and 5311. In order to efficiently utilize any reverted and unallocated funds under these programs, and in order to maximize flexibility to utilize all available funds most efficiently, separate grant applications for each grant program will continue to be required.

Applicants are also required to submit performance data as part of the application process. Performance data is collected by DRPT for its monitoring, evaluation and reporting system. Performance data includes: organizational data, transit mode data and financial data.

**State Aid Operating Assistance**

**Description**

This program provides support for eligible public transportation operating costs borne by eligible recipients.

**Eligible Recipients**

Eligible grant recipients include public transportation services operated by:

- Local and State Governments
- Transportation District Commissions
- Public Service Corporations

## **Eligible Expenses**

State operating assistance is awarded to existing providers of public transportation service in Virginia. Financial assistance is distributed among the providers of service on the basis of total operating expenses incurred during the most recently completed fiscal year. Each prospective applicant may request operating assistance for the following eligible expenses:

- **Public transportation administrative expenses borne by the locality**

Eligible expenses include, but are not limited to, general administrative expenses such as:

- Accounting and payroll
- Advertising and promotion media
- Business related education and training for transit employees
- Business related travel expenses of transit employees
- Clerical
- Communication services – cost of communications including phones, fax, postage, etc.
- Contract management fees
- Facilities and equipment lease, rental and maintenance contracts (note: not eligible if funded through a capital grant)
- Data processing supplies
- Indirect costs – these costs can only be included if the indirect cost plans have been pre-approved by DRPT. If applicants do not have a pre-approved plan and wish to submit one to DRPT, it should be done as soon as possible. DRPT may not be able to pre-approve a plan that is submitted during the application period (December 1 – February 1). Indirect costs funded through a capital grant are not eligible.
- Insurance and bonding – cost of insurance, or payments to a self-insurance reserve, on property or against specific or general liabilities of the transit entity
- Office supplies, materials and equipment
- Other fixed charges – dues and subscriptions, taxes, licenses, etc.
- Printing and reproduction
- Professional services – retainer fees and expenses paid to professionals, not employees of the specific transit entity for their special expertise. Includes accounting, legal, architectural, engineering, management, and marketing services.
- Public Transportation Association dues (excluding any portion of the dues that are for state lobbying activities)
- Salaries, wages and fringe benefits of transit entity employees such as the general manager and staff (Note: vehicle operators, mechanics, vehicle and on-vehicle maintenance workers, cleaners, etc. are not an eligible expense nor is insurance costs allocated to these employees.) Labor costs associated with contracted repairs of vehicles and related equipment are also ineligible.
- Uniforms
- Utilities – heat, lights, power, water and sewer expenses

- **Public transportation expenses borne by the locality for fuels, lubricants, tires, maintenance parts and supplies**

Eligible expenses include, but are not limited to:

- Preventative maintenance
- Cleaning supplies

- Maintenance parts, supplies, tools and equipment
- \*Vehicle supplies and materials (tangible maintenance and operating resources for use and preservation of motor vehicles, not included in capital costs)
- \*Motor fuels and materials
- \*Oil
- \*Tires and Tubes
- \*Parts

\* Note: These items are only eligible if consumed. Items purchased and included in inventory are not eligible.

- **Public Transportation expenses that are not eligible:**
  - Expenses not directly attributed to the operation of public transportation services.
  - Expenses that are already funded through a state capital grant.
  - Salaries, wages and fringe benefits of vehicle operators, mechanics, vehicle and on-vehicle maintenance workers, cleaners, etc. are not an eligible expense nor are insurance costs allocated to these employees. Labor costs associated with contracted repairs of vehicles and related equipment are also not eligible.
  - Expenses related to state lobbying activities.

### **Match Ratio and Limits of Funding**

Historically, the Operating Assistance Program has matched between 35 percent and 50 percent of eligible operating expenses. The maximum state participation ratio allowed by the Code of Virginia is 95 percent of eligible operating expenses, including administrative expenses, fuel, tires, and maintenance expenses. However, the amount of funding available for this program has never been sufficient for DRPT to provide the maximum state participation ratio.

### **Application Evaluation Process**

Applicants need to ensure that expenses (described above) and revenues are properly reported on their application. Federal revenues are financial assistance from any federal government program. State revenues are financial assistance from any state government program other than DRPT's Operating Assistance program. Local revenues are defined as financial assistance from local entities that support the operation of the transit system. Local revenues include, but are not limited to:

- Tax levies — A specified amount from local levies that is dedicated to supporting public transit system operating costs.
- General funds — Transfers from the general fund of local governments to cover the Local Share portion of the transit system budget.
- Specified contributions — Contributions from city, county or other municipal government towards the Local Share portion of the transit system budget.
- Donations — Donations from individuals or organizations to help cover the costs of providing transit service but which are not related to specific passengers or trips.
- Other — Other revenues such as advertising.

DRPT evaluates Operating Assistance applications by validating the expenses and revenue sources submitted on the application, determining the eligibility of listed expenses based upon the criteria

noted above in 1.1.3, requesting additional data or clarification from applicants if necessary, reviewing data submitted by the applicant for the previous year and any audited financial statements.

#### Transit New Starts – New Systems, New Modes and New Service

Operating Assistance is available for new systems, new modes of public transportation being added by existing systems and new service on current modes of public transportation provided by existing systems. New service on current modes must increase existing transit service revenue miles/hours by at least 5 percent to be eligible for additional operating assistance funding.

Any proposal to develop a new transit system, new mode or new service must begin with proper planning. To assist local entities and the public, DRPT has developed Transit Service Design Guidelines (available at: <https://olga.drpt.virginia.gov>) as a tool to assist with the planning process. This tool provides useful information to local entities on implementing new transit service. Local entities must conduct a plan prior to requesting any Operating Assistance for new transit service (this does not include expanding existing routes). Planning funds may be applied for through DRPT's Technical Assistance Program. DRPT encourages local entities to involve DRPT in any transit system planning efforts. DRPT also has resources available to help manage transit system planning studies on behalf of local entities.

Transit feasibility studies are acceptable planning documents for new transit systems. Existing systems must have a completed and adopted Transit Development Plan in order to request Operating Assistance for new service. DRPT's Transit Development Plan requirements are available at <https://olga.drpt.virginia.gov>. Transit Development Plans must be submitted with an existing system's Operating Assistance application.

DRPT staff will evaluate all requests for new service using the Transit Service Design Guidelines. Specifically, proposals should demonstrate how they have addressed the topics defined in Sections 1.2-1.7 of the guidelines:

- Examining all of the options
- Planning for success
- Framing the purpose and need
- Land use considerations
- Service area and transit network design
- Other important considerations

Proposals will also be evaluated against the typical characteristics provided in Section 2.0 of the guidelines.

#### Operating Assistance Formula Calculation

The amount of Operating Assistance for each recommended application is calculated using a formula. The formula works as follows:

DRPT takes the total amount of Operating Assistance funding available and allocates it among applicants based upon operating expenses from the previous fiscal year (for example, in calculating Operating Assistance for FY17, DRPT will look at the FY15 expenses). Next, DRPT goes through a two test process to determine the final amount of Operating Assistance. The first test is the

Maximum Eligibility Test. The second test is the Maintenance of Effort Test. The Maintenance of Effort Test is only applied in years when state funding for operating assistance has increased over the previous year.

#### Maximum Eligibility Test

To determine an applicant's maximum eligibility, DRPT follows the steps described below:

1. DRPT takes the total operating expenses as submitted by the applicant, places them into three categories: 1) Administration (eligible expenses), 2) Fuel, Tires and Maintenance (eligible expenses) and Other (ineligible expenses) and analyzes whether the sum of the applicant's anticipated federal operating assistance, state aid from other sources and operating revenue is more or less than the Other expenses.
  - a. If the sum of federal operating assistance (if any), state aid from other sources, and operating revenue is **less than** the applicant's Other expenses, then DRPT adds the Administration and Fuel, Tires and Maintenance expenses together and multiplies the number by 95 percent in order to determine an applicant's maximum eligibility.
  - b. If the sum of federal operating assistance (if any), state aid from other sources and operating revenue is more than the Other expenses, DRPT adds the Administration and Fuel, Tires and Maintenance expenses together, and then subtracts the amount of federal, other state aid and operating revenue that is left after paying for Other expenses, and multiplies the new total by 95 percent.
2. DRPT then takes the operating assistance amount for each applicant and compares it to their maximum eligibility amount.
  - a. If the applicant's operating assistance amount is less than their maximum eligibility, their operating assistance amount does not change.
  - b. If their operating assistance amount is more than their maximum eligibility (this rarely occurs), then their operating assistance amount is reduced to the maximum eligibility amount.

#### Maintenance of Effort Test

To determine if the applicant has met the maintenance of effort requirement, DRPT uses a two-tiered process.

1. The first tier examines if local funding as set out in the proposed budget will be at a level equal to or greater than the amount provided in the previous year. This calculation will include farebox revenue generated plus the total local operating funding provided to the transit system in the previous year compared to the sum of these figures for the upcoming budgeted year.
2. The second tier will evaluate whether revenue miles operated will be maintained from the previous year.

3. If one or both of these requirements is met, then the operator will receive the full amount of any increase in available funding for the next year. If both of these requirements are not met, then the amount of state operating assistance will be capped at the previous year's level.

For Transit New Starts, local entities may apply for Operating Assistance for a new transit system, a new mode or new service by submitting a proposed budget. If approved, entities will receive a grant and will use a proposed budget for their application the following year as well. By the third year, entities must submit their certified operating expenses, similar to all other systems. For new service for an existing system, the Operating Assistance application requires existing systems to provide the number of revenue miles operated from the most recent year for which certified operating expenses are available (for example, FY153 would be the most recent available year of data for the FY176 application) and the revenue miles that are proposed to be operated with the new service for the upcoming fiscal year (FY16). DRPT will adjust the certified expenses for the existing system by the percentage increase in revenue miles. However, if the percentage increase in revenue miles from the new service is less than 5 percent, DRPT will not make an adjustment to the existing system's certified expenses.

Upon completion of the evaluation process, DRPT includes the recommended applications and allocation in the Draft Six Year Improvement Program. The CTB approves the release of the draft program to the public for comment and following receipt of public comments, the CTB approves the final Six Year Improvement Program.

### **Application Procedure**

Applications for all State Aid Grant Programs are submitted online using DRPT's On-Line Grant Application system (OLGA) at: <https://olga.drpt.virginia.gov>.

Required data include:

- Previous year's audited operating expenses
- A detailed crosswalk of the audited operating expenses.
- Operating expense budget for upcoming fiscal year, including administrative expenses; total amount of fuel, lubricants, tires and maintenance parts, supplies tools and equipment; and preventative maintenance
- Total amount of state aid from all other programs anticipated for the upcoming fiscal year. Anticipated state aid for the upcoming fiscal year **DOES NOT** include the amount of operating assistance anticipated from the Operating Assistance program. This program is a formula driven program in which DRPT calculates the amount of aid a grantee will receive using information submitted by all applicants (described above)
- Total amount of federal aid from the FTA Section 5307 program anticipated for the upcoming fiscal year that will be used to support expenses in the proposed operating budget
- Calculated total amount of federal aid from the FTA Section 5311 – Rural Areas application submitted during the upcoming fiscal year that will be used to support expenses in the proposed operating budget
- Total amount of federal aid from the CMAQ program anticipated for the upcoming fiscal year that will be used to support your proposed operating budget

- Total amount and source(s) of state and federal aid from any other programs anticipated for the upcoming fiscal year that will be used to support expenses in your proposed operating budget. These sources will be recorded on the application as deductions.
- Certifications and resolution.

### **Capital Assistance Application**

This section will ask you to enter individual capital items for which you are requesting funding. If you are requesting funding for multiple items, you must enter each item separately. Start by selecting "Add Line Item".

#### **LINEITEMS**

##### **5310**

Check this box if the Capital Item is a vehicle eligible for FTA 5310 funding. If your vehicle is

5310 eligible, you must also complete the FTA 5310 application.

Note: Please consult the Program Application Guidance document for FTA 5310 program eligibility requirements. All other items eligible for Section 5310 funding should be requested under 5311 (if an eligible applicant) or as part of Section 5317 applications.

##### **5311**

Check this box if the Capital Item is eligible for FTA 5311 funding. FTA 5311 is available for capital used in rural locations.

Note: Please consult the Program Application Guidance document for FTA 5311 program eligibility requirements.

#### **Capital Budget Line Item**

Using the drop down menu, select one Capital Budget Line Item which matches the item you are requesting.

#### **Quantity**

Enter the number of items requested.

#### **Unit Cost**

Enter the cost per item. The number entered should be a total unit cost of the item, NOT the portion of the cost for which funding is requested. Note: If the 5310 box was checked above, this section will be pre-filled.

Note: An explanation of how the cost estimate was derived should be included in the Project Description below and/or documentation must be attached (e.g. Vendor Price Quote, Market Research, etc., if available) to support the cost entered.

**Total Cost (calculated field)**

Total cost is a calculated field multiplying Quantity by Unit Cost, showing the total cost of requested items.

**PROJECT INFORMATION**

Note: **For 5310** applicants, if information has already been (or will be) entered in the 5310 application, you can note 'see 5310 application' in the text boxes below, where applicable.

**Project Description**

Please provide a clear and accurate description of the capital item to ensure proper evaluation of this application.

Enter a brief, but detailed summary of the capital item and what it will be used for. At a minimum, the following should be included in this text box:

- Project Scope and Deliverables.
  - Scope: The specific work that needs to be accomplished to deliver a product, service, or result with the specified features and functions.
  - Project deliverables: The deliverables are a set of specified outputs and should correspond to Project Milestones.
    - Example: Deliverable 1 - RFP, Deliverable 2 - Contract award, etc.
- Detailed description of the Capital Item that is the end result of the project (for example, buses or a maintenance facility as an end result of bus procurement or facility construction above).
  - Example: Five 40' low-floor, AVL/GPS equipped, diesel transit buses with factory installed electronic fareboxes compatible with currently employed technology (Specs should be attached -see "Attachments" section below).
  - Example: A 20,000 sq. ft. Transit Maintenance Facility with three offices, four transit bays, tire storage, and a secure parts storeroom (Engineering/Design Documents should be attached -see "Attachments" section below).

### **Project Justification**

Enter a project justification. At a minimum the following should be included in this text box:

- What need or problem does the project address and how would the completion of this project advance the Commonwealth's transportation goals and objectives.
- Describe how the completion of the project mitigates the need or problem.
- Describe the planning that has been carried out that demonstrates project feasibility and readiness.

### **Technical Capacity**

**Enter** the name, position title, phone number, email address, and describe the qualifications of the person responsible for the completion of this project, who can serve as DRPT's point of contact if technical questions arise.

### **Existing Fund Sources**

Enter the amount, source, and description of any non-federal funds already obligated to this project. This information will allow DRPT to correctly identify the funding gap the applicant is facing. Do not include Federal Funding (identified in 'Federal Funds' line below) that you are applying for a State match as part of this application.

Example: Total cost of this project is \$1,000,000; but we have received funding in the amount of \$100,000 from our locality. Therefore, the total funding need for this project is \$900,000.

### **Federal Funds**

If you are anticipating funding this project with FTA federal funds, using the drop down menu select the Federal source of funds you are expecting to apply to this project. For approved applications, state match to the federal funds will also be provided, depending on the federal funding program and state regulations. Also enter the fiscal year of the federal funds you are expecting to use. If the item is not eligible for federal funds, check the box; otherwise, federal funds may get applied.

Note: For information on particular Federal funding programs, their requirements and eligibility, please refer to Program Application Guidance that can be found under Grant Applica

## **Project Schedule**

**Note: This section will not appear if 5310 box was checked.**

Using the calendar icon, enter the proposed Start Date of the project or manually enter the start date in the field in the format MM/DD/YYYY.

Using the calendar icon, enter the proposed End Date of the project or manually enter the end date in the field in the format MM/DD/YYYY.

Note: The Start Date is the first Milestone of the project for which you will be held accountable. The Start Date should be within the Fiscal Year for which funds will be allocated.

FTA 5310 grantees should enter any reasonable timeframe as project beginning and end, for example the beginning of the federal fiscal year for which the grantee is applying as the beginning date (e.g. 10/1/2015), and the end of the following federal fiscal year as the end date (e.g. 9/30/2017).

## **Milestones/Events**

**Note: This section will not appear if 5310 box was checked.**

Project Milestones are scheduled events used to monitor and evaluate the progress of the project. At least one Milestone must be entered. In most cases, however, multiple Milestones should be necessary to correspond to project deliverables. The estimated dates of milestones must fall between the project's beginning and end dates.

To enter the first milestone, using the drop down menu select a project milestone or manually enter the milestone date in the field in the format MM/DD/YYYY. If "other" is selected, a description MUST be entered into the text field provided.

In order to be able to enter additional milestones, you must click the "Save" button on the bottom of the page. The system will take you to the capital assistance application screen, showing the line item that has just been saved. Then click the notepad icon under "Modify", you will be taken to the line item detail screen again. At this point you can enter additional milestones on the bottom of the page, clicking "Save" after entering each one of them.

Note: FTA 5310 grantees are not required to enter any milestones, since their vehicles are being purchased through DRPT.

### **Exiting Line Item Detail Screen**

If you have completed all information required for the line item, please click the "Save" button. The system will take you to the capital assistance line item screen, at which point you will be able to add attachments to the existing line items, add another line item, or delete any existing line items.

If you have added more than one milestone, please click the "Save" button and exit using the "Return" button instead.

## **MODIFYING/COMPLETING THE APPLICATION**

### **Adding Further Line Items**

To add more line items to an existing application, click "Add Line Item" button on the capital assistance application screen and follow the instructions above to complete all required fields.

### **Modifying Existing Line Items**

To modify an existing line item, click the notepad icon named "Modify" next to the line item you want to modify. The system will take you to the line item detail screen. Please click the "Save" button when you are finished.

### **Deleting Line Items**

To delete a line item, click the notepad icon named "Delete" by the line item you want to delete.

### **Attachments**

In order to attach documents to the application, create and save a line item, as described above. The system will take you to the capital assistance application screen. Click the icon named "Attach" by the line item you want to add documents to. Please follow the on-screen instructions to attach documents to your application.

Once all documents have been uploaded, click "Close" to return to the main capital application screen.

### **Line Item Status Field**

The "Status" icon on the main capital assistance application screen is designed to show you whether the line items you entered are ready to be submitted.

The yellow warning sign icon means that there is information missing in the particular line item. Please use the "Modify" button to enter the necessary data.

The green check mark confirms that the line item contains all necessary data for the application to be submitted to DRPT.

## **OLGA Application Capital Assistance**

### **Description**

This program supports public transportation capital projects necessary to maintain, improve or expand public transportation services.

### **Eligible Recipients**

Eligible grant recipients include public transportation capital improvements sponsored by:

- Local and State Government
- Transportation District Commissions
- Public Service Corporations

Funds from the State Aid Capital Assistance Program may be awarded to existing and prospective new providers of public transportation service in Virginia.

### **Eligible Expenses**

Eligible capital expenses include, but are not limited to, items such as the purchase or lease of new vehicles and equipment, the rehabilitation of vehicles and equipment, the improvement or construction of transit maintenance and operations facilities, the purchase and installation of bus stop signs and shelters, the cost of debt service for major capital projects, real estate/right-of-way acquisition and safety and security equipment.

Most projects eligible for capital assistance under FTA guidelines will be eligible for state aid capital assistance.

This program specifically excludes operating expenditures such as depreciation costs and preventive maintenance expenses.

### **Limits of Funding**

DRPT will group capital projects into one of the following tiers:

**Tier 1: Replacement/Rehabilitation of rolling stock**– This is the top priority for the Commonwealth, as it rewards providers that effectively transition out vehicles once their useful life has been reached. This encompasses fully equipped vehicles (including fareboxes, radios, etc.). This does not include service vehicles that are used for purposes other than transporting passengers. The replacement of rolling stock request must include the vehicle that is being replaced. This includes model year, make and vehicle identification Number (vin #).

**Tier 2: New/replacement facilities, new service or service expansions** – The second tier allows for the replacement or modification of facilities and the addition or expansion of services.

**Tier 3: Discretionary programs** – The third tier comprises all other activities based on the Commonwealth’s transportation goals and objectives.

State funding will be applied as a percentage of total cost, based on the Tier to which the capital project is assigned. The percentage is determined by the amount of available funding and the approved capital projects to which this funding must be applied. Grantees are required to provide at least 4% of the total cost of the capital project.

The State Paratransit Capital Program is a subset of the Capital Assistance Program. There is no separate application for this program. Paratransit Capital allocations are made based upon data provided by applicants in their Capital Assistance applications. The state matching ratio for the State Paratransit Capital Program has not fluctuated like the Capital Assistance Program does. The maximum state match ratio for the State Paratransit Capital Program is 80 percent. All projects in this program are typically matched at the maximum ratio.

### **Application Evaluation Process**

Applications for Capital Assistance will be evaluated by DRPT using the following criteria:

- Project Justification – explanation of the need/problem that the project will address For all capital replacement requests must include the age of the capital equipment to be replaced
- Planning – documentation that sufficient planning has been conducted to execute the project
- Project Scope – approach to addressing the need/problem
- Project Readiness – ability to initiate and advance the project within the fiscal year the funds are applied for. Detail milestones dates must be included in the request and the useful life of the capital that is being requested. (See the “Minimal Asset Useful Life Standards for FTA Grants” attached In OLGA as a guide)
- Technical Capacity – identification of project management team and ability to execute the project
- Project Budget – ability to execute the project scope within the project budget. Provide documentation on the cost of the capital(draft quote from a vendor,copy of a state contract)
- Project Schedule - ability to execute the project scope within the project schedule
- Monitoring and Evaluation Plan - applicant’s approach to measuring performance and evaluating the results of the requested capital project(s)

In addition to the criteria above, various tools will be used by DRPT staff to evaluate certain types of projects:

**Replacement/Rehabilitation of Existing Equipment** - will be evaluated against consistency with the DRPT Asset Management System and consistency with the capital budgeting information submitted every year by applicants to develop the Six Year Improvement Program.

**Transit New Starts – New Systems, New Modes and New Service** - prior to submitting an application for transit new starts with capital expenses above \$2 million, applicants should meet with DRPT to ensure that

sufficient information is available to warrant an application for Capital Assistance. Submitted applications will be evaluated by DRPT using Transit Service Design Guidelines and the Public Benefit Model. Any proposal to develop a new transit system, new mode for an existing system or new service for an existing system must begin with proper planning. To assist local entities and the public, DRPT has developed Transit Service Design Guidelines (<https://olga.drpt.virginia.gov>) as a tool to assist with the planning process. This tool provides useful information to local entities on developing new transit service. Local entities must conduct a plan prior to requesting any Capital Assistance from DRPT for new service (does not include expanding existing routes). Planning funds may be applied for through DRPT's Technical Assistance Program. DRPT encourages local entities to involve DRPT in any transit system planning efforts. DRPT also has staff and consultant resources available to help manage transit system planning studies on behalf of local entities.

Transit feasibility studies are acceptable planning documents for new transit systems. Existing systems must have a completed and adopted Transit Development Plan in order to request Capital Assistance for new service. DRPT's Transit Development Plan requirements are available at: <https://olga.drpt.virginia.gov>. Transit Development Plans must be submitted with an existing system's Capital Assistance application (unless already submitted with an Operating Assistance application).

All requests for new service, either through the development of a new system or adding new service to an existing system, will be evaluated by DRPT staff using the Transit Service Design Guidelines. Specifically, proposals should demonstrate how they have addressed the topics defined in Sections of the guidelines:

- Examining all of the options
- Planning for success
- Framing the purpose and need
- Land use considerations
- Service area and transit network design
- Other important considerations (including capital and operating costs)

Proposals will also be evaluated against the typical characteristics provided in Section 2.0 of the guidelines.

For the Public Benefit Model, applicants requesting funding for a transit new start will be prompted by the on-line application to submit data necessary for DRPT to run the model. Based on the data submitted by the grantee, the model will calculate the following:

- Total dollar amount of public benefits
- Cost/benefit ratio
- Estimated number of cars taken off the road
- Gallons of gasoline saved
- Total CO2 emissions avoided
- Daily affected ridership per vehicle

DRPT will analyze and evaluate the data produced by the model and take it into consideration as part of its overall evaluation.

Upon completion of the evaluation process, DRPT includes the recommended applications and allocation in the Draft Six Year Improvement Program. The CTB approves the release of the draft program to the

public for comment and following receipt of public comments, the CTB approves the final Six Year Improvement Program.

### **Application Procedure**

Applications for all State Aid Grant Programs are submitted online using DRPT's On-Line Grant Application system (OLGA) at: <https://olga.drpt.virginia.gov>.

Required data include:

- Contact information (including Project Manager)
- Project description
- Project justification
- Planning documentation
- Project scope
- Public benefit data (if applicable)
- Capital budget items
- Project schedule
- Monitoring and evaluation plan

The application process for the Capital Assistance Program is summarized in the State Aid Grant Program Calendar in Section 3.

In order to ensure that local matching funds will be available for all applications recommended by DRPT for funding, a certification from the Chief Executive Officer of the entity applying for funding must be submitted to DRPT in May prior to the development of the Final Six Year Improvement Program. DRPT will provide future guidance on the form of the certification.

## **Capital Application Descriptions**

### **Description**

This program supports public transportation capital projects necessary to maintain, improve or expand public transportation services.

### **Eligible Recipients**

Eligible grant recipients include public transportation capital improvements sponsored by:

- Local and State Government
- Transportation District Commissions
- Public Service Corporations

Funds from the State Aid Capital Assistance Program may be awarded to existing and prospective new providers of public transportation service in Virginia.

### **Eligible Expenses**

Eligible capital expenses include, but are not limited to, items such as the purchase or lease of new vehicles and equipment, the rehabilitation of vehicles and equipment, the improvement or construction of transit maintenance and operations facilities, the purchase and installation of bus stop signs and shelters, the cost of debt service for major capital projects, real estate/right-of-way acquisition and safety and security equipment.

Most projects eligible for capital assistance under FTA guidelines will be eligible for state aid capital assistance.

This program specifically excludes operating expenditures such as depreciation costs and preventive maintenance expenses.

### **Limits of Funding**

DRPT will group capital projects into one of the following tiers:

**Tier 1:** Replacement versus Rehabilitation of rolling stock- This is the top priority for the Commonwealth, as it rewards providers that effectively transition out vehicles once their useful life has been reached. This encompasses fully equipped vehicles (including fareboxes, radios, etc.). This does not include service vehicles that are used for purposes other than transporting passengers.

**Tier 2:** New/replacement facilities, new service or service expansions - The second tier allows for the replacement or modification of facilities and the addition or expansion of services.

**Tier 3:** Discretionary programs - The third tier comprises all other activities based on the Commonwealth's transportation goals and objectives.

State funding will be applied as a percentage of total cost, based on the Tier to which the capital project is assigned. The percentage is determined by the amount of available funding and the approved capital projects to which this funding must be applied. Grantees are required to provide at least 4% of the total cost of the capital project.

The State Paratransit Capital Program is a subset of the Capital Assistance Program. There is no separate application for this program. Paratransit Capital allocations are made based upon data provided by applicants in their Capital Assistance applications. The state matching ratio for the State Paratransit Capital Program has not fluctuated like the Capital Assistance Program does. The maximum state match ratio for the State Paratransit Capital Program is 80 percent. All projects in this program are typically matched at the maximum ratio.

### **Application Evaluation Process**

Applications for Capital Assistance will be evaluated by DRPT using the following criteria:

- Project Justification - explanation of the need/problem that the project will address
- Planning - documentation that sufficient planning has been conducted to execute the project
- Project Scope - approach to addressing the need/problem
- Project Readiness - ability to initiate and advance the project within the fiscal year the funds are applied for
- Technical Capacity - identification of project management team and ability to execute the project
- Project Budget - ability to execute the project scope within the project budget
- Project Schedule - ability to execute the project scope within the project schedule
- Monitoring and Evaluation Plan - applicant's approach to measuring performance and evaluating the results of the requested capital project(s)

In addition to the criteria above, various tools will be used by DRPT staff to evaluate certain types of projects:

**Replacement versus Rehabilitation of Existing Equipment** - will be evaluated against consistency with the DRPT Asset Management System and consistency with the capital budgeting information submitted every year by applicants to develop the Six Year Improvement Program.

**Transit New Starts - New Systems, New Modes and New Service** - prior to submitting an application for transit new starts with capital expenses above \$2 million, applicants should meet with DRPT to ensure that sufficient information is available to warrant an application for Capital Assistance. Submitted applications will be evaluated by DRPT using Transit Service Design Guidelines and the Public Benefit Model. Any proposal to develop a new transit system, new mode for an existing system or new service for an existing system must begin with proper planning. To assist local entities and the public, DRPT has developed Transit Service Design Guidelines (<https://olga.drpt.virginia.gov>) as a tool to assist with the planning process. This tool provides useful information to local entities on developing new transit service. Local entities must conduct a plan prior to requesting any Capital Assistance from DRPT for new service (does not include expanding existing routes). Planning funds may be applied for through DRPT's Technical Assistance Program. DRPT encourages local entities to involve DRPT in any transit system planning efforts. DRPT also has staff and consultant resources available to help manage transit system planning studies on behalf of local entities.

Transit feasibility studies are acceptable planning documents for new transit systems. Existing systems must have a completed and adopted Transit Development Plan in order to request Capital Assistance for new service. DRPT's Transit Development Plan requirements are available at:

<https://olga.drpt.virginia.gov>. Transit Development Plans must be submitted with an existing system's Capital Assistance application (unless already submitted with an Operating Assistance application).

All requests for new service, either through the development of a new system or adding new service to an existing system, will be evaluated by DRPT staff using the Transit Service Design Guidelines. Specifically, proposals should demonstrate how they have addressed the topics defined in Sections 1.2-1.7 of the guidelines:

- Examining all of the options
- Planning for success
- Framing the purpose and need
- Land use considerations
- Service area and transit network design
- Other important considerations (including capital and operating costs)

Proposals will also be evaluated against the typical characteristics provided in Section 2.0 of the guidelines.

For the Public Benefit Model, applicants requesting funding for a transit new start will be prompted by the on-line application to submit data necessary for DRPT to run the model. Based on the data submitted by the grantee, the model will calculate the following:

- Total dollar amount of public benefits
- Cost versus benefit ratio
- Estimated number of cars taken off the road
- Gallons of gasoline saved
- Total CO2 emissions avoided
- Daily affected ridership per vehicle

DRPT will analyze and evaluate the data produced by the model and take it into consideration as part of its overall evaluation.

Upon completion of the evaluation process, DRPT includes the recommended applications and allocation in the Draft Six Year Improvement Program. The CTB approves the release of the draft program to the public for comment and following receipt of public comments, the CTB approves the final Six Year Improvement Program.

### **Application Procedure**

Applications for all State Aid Grant Programs are submitted online using DRPT's On-Line Grant Application system (OLGA) at: <https://olga.drpt.virginia.gov>.

Required data include:

- Contact information (including Project Manager)

- Project description
- Project justification
- Planning documentation
- Project scope
- Public benefit data (if applicable)
- Capital budget items
- Project schedule
- Monitoring and evaluation plan

The application process for the Capital Assistance Program is summarized in the State Aid Grant Program Calendar in Section 3.

In order to ensure that local matching funds will be available for all applications recommended by DRPT for funding, a certification from the Chief Executive Officer of the entity applying for funding must be submitted to DRPT in May prior to the development of the Final Six Year Improvement Program. DRPT will provide future guidance on the form of certification.

## **Demonstration Project Assistance**

### **Description**

The Demonstration program is a flexible and broadly defined program that invests in projects designed to: improve the efficiency of public transportation providers in all functional areas; offer creative approaches to identify and access public transportation markets; increase private sector involvement in all areas of public transportation; and raise the utilization and productivity of existing public transportation services. DRPT recognizes that two specific areas of increasing need within this program are technology, and safety and security. Technology can be applied to public transportation in many ways including but not limited to:

1. Passenger amenities such as Wi-Fi on vehicles, real-time passenger information systems, computerized trip planning systems, and automated stop announcement systems.
2. Fundamental technology infrastructure such as data communications systems and automated vehicle location systems.
3. Tools and systems to enhance public transportation operations such as mobile data terminals, computer aided dispatch systems, vehicle warning systems and asset maintenance/ management systems.

Safety and security items include but are not limited to: safety and security plans, vulnerability assessments, vehicle based surveillance systems, facilities based surveillance systems, fencing, building access, silent alarms and lighting.

## **Eligible Recipients**

Eligible grant recipients include technology projects sponsored by:

- Local and State Government
- Transportation District Commissions
- Public Service Corporations
- TDM/Commuter Assistance Agencies

## **Eligible Expenses**

Eligible expenses include the following:

- Administrative net costs (personnel, office supplies, travel, marketing and advertising)
- Capital costs for equipment and materials
- Operating costs (wages, supplies, maintenance, purchased services)
- Costs to conduct planning studies that are system wide or issue specific and/or develop concept of operations documents or systems engineering requirements

## **Match Ratio and Limits of Funding**

Demonstration Project Assistance is typically funded at the maximum state ratio of 95 percent. The funding for this program comes from the Special Projects fund, which includes funding for DRPT's Demonstration Assistance, Technical Assistance and Intern Programs.

varies each year depending upon needs; however the total amount of funding for Special Projects is consistently in the range of \$2 million.

## **Application Evaluation Process**

Demonstration Project Assistance applications will be evaluated by DRPT using the following criteria:

- Project Justification – explanation of the need/problem that the project will address
- Planning – documentation that sufficient planning has been conducted to execute the project (not necessary if the application is for preparing a plan or concept of operations) and demonstration that the Systems Engineering Process is being utilized (for technology projects)
- Project Scope – approach to addressing the need/problem (for technology projects; apply systems engineering process)
- Project Readiness – ability to initiate and substantially complete the capital elements of the project within the fiscal year the funds are being applied for
- Technical Capacity – identification of project management team and ability to execute the project
- Project Budget – ability to execute the project scope within the proposed project budget and demonstration that sufficient consideration has been given to ongoing operating and maintenance costs
- Project Schedule – ability to execute the project scope within the project schedule
- Monitoring and Evaluation Plan – approach to measuring performance and evaluating the results of the project

Upon completion of the evaluation process, DRPT includes the recommended applications and allocation in the Draft Six Year Improvement Program. The CTB approves the release of the draft program to the public for comment and following receipt of public comments, the CTB approves the final Six Year Improvement Program.

### **Application Procedure**

Applications for all State Aid Grant Programs are submitted online using DRPT's On-Line Grant Application system (OLGA) at: <https://olga.drpt.virginia.gov>.

Required data include:

- Contact information (including Project Manager)
- Project justification
- Planning documentation (including cost estimation methodology)
- Project scope
- Project budget
- Project schedule/FTA required milestones
- Project readiness
- Monitoring and evaluation plan

The application process for the Demonstration Assistance Program is summarized in the State Aid Grant Program Calendar in Section. In order to ensure that local matching funds will be available for all applications recommended by DRPT for funding, a certification from the Chief Executive Officer of the entity applying for funding must be submitted to DRPT in May prior to the development of the Final Six Year Improvement Program. DRPT will provide future guidance on the form of the certification.

## **FY 17 Technical Assistance**

### **Description**

This program supports technical assistance to help improve public transportation or commuter assistance related services. It can be used to conduct a wide range of planning and technical analysis that is needed as input into a decision making or evaluation process.

### **Eligible Recipients**

Eligible grant recipients include:

- Local and State Government
- Transportation District Commissions
- Public Service Corporations
- Planning District Commissions
- Human Service Agencies Involved in Rural Public Transportation
- TDM/Commuter Assistance Agencies

### **Eligible Expenses**

Eligible expenses include the cost of preparing technical studies including the following:

- Capital and/or Operating Financial Plans
- Comprehensive Operations Analysis
- Equipment Purchases
- Industry Peer Reviews
- Management and Performance Evaluations
- Marketing Plans and Programs
- Procurement Assistance
- Project Development
- Public Transportation or Commuter Assistance Related Services
- Strategic Plans
- Transit Development Plans
- Transportation Demand Management Plans
- Transit Feasibility Study

### **Match Ratio and Limits of Funding**

Technical Assistance projects are typically funded at the maximum state match ratio of 50 percent. The funding for this program comes from the Special Projects fund, which includes funding for DRPT's Demonstration Assistance, Technical Assistance, TDM Operating Assistance, Transportation Management Project Assistance and Intern Programs. The amount of funding spent from the Special Projects fund for each one of these programs varies each year depending upon needs; however the total amount of funding for Special Projects is consistently in the range of \$2 million.

In addition, all technical assistance project applications are automatically considered by DRPT for federal funding under the FTA Section 5304 Metropolitan and Statewide Planning Program. Subject to the availability of federal funds and project eligibility, federal funds may be provided to support 80 percent of project costs. In the event that federal funds are awarded the state share will be 10 percent with a 10 percent match required from local sources.

### **Application Evaluation Process**

Technical Assistance applications will be evaluated by DRPT using the following criteria:

- Project Justification – explanation of the need/problem that the project will address
- Planning – documentation that sufficient planning has been conducted to execute the project (not necessary if the application is for conducting a plan)
- Project Scope – approach to addressing the need/problem
- Project Readiness – ability to initiate and substantially complete the project within the fiscal year the funds are being applied for
- Technical Capacity – identification of project management team and ability to execute the project
- Project Budget – ability to execute the project scope within the proposed project budget
- Project Schedule – ability to execute the project scope within the project schedule
- Monitoring and Evaluation Plan – approach to measuring performance and evaluating the results of the project

To assist local entities with planning for new transit systems or new service for existing systems, DRPT has developed Transit Service Design Guidelines (<https://olga.drpt.virginia.gov>). These guidelines provide

useful information that can be used as a first step in the planning process. DRPT encourages local entities to involve DRPT in any transit system planning efforts. DRPT also has staff and consultant resources available to help manage transit system planning studies on behalf of local entities.

Upon completion of the evaluation process, DRPT includes the recommended applications and allocation in the Draft Six Year Improvement Program. The CTB approves the release of the draft program to the public for comment and following receipt of public comments, the CTB approves the final Six Year Improvement Program.

### **Application Procedure**

Applications for all State Aid Grant Programs are submitted online using DRPT's On-Line Grant Application system (OLGA) at: <https://olga.drpt.virginia.gov>.

Required data include:

- Contact information (including Project Manager)
- Project justification
- Planning documentation
- Project scope
- Project budget
- Project schedule/milestones
- Monitoring and evaluation plan

In order to ensure that local matching funds will be available for all applications recommended by DRPT for funding, a certification from the Chief Executive Officer of the entity applying for funding must be submitted to DRPT in May prior to the development of the Final Six Year Improvement Program. DRPT will provide future guidance on the form of the certification.

## **Public Transportation Intern Program**

### **Description**

The Public Transportation Intern Program is designed to promote and develop careers in public transportation and commuter assistance. Its goal is to provide interns with hands on experience in as many aspects of public transportation or commuter assistance management and operations as possible through direct exposure to activities and methods of public transportation and commuter assistance agencies.

Agencies benefit from promoting careers in public transportation and commuter assistance and gain flexibility by involving interns on special projects and tasks. The agency must ensure that a manager orients and guides the intern through as many aspects of the agency as possible.

At the conclusion of the internship, the intern must provide a written report to DRPT documenting their internship experience. The report should document the following:

- Description of the agency and the services it provides

- Description of experience gained in regards to the agency functions (planning, operations, maintenance, etc.)
- Description of the work performed by the intern for each function or agency department
- Results achieved by the intern for each function
- Lessons learned/observations for each function
- Recommendations on how to improve the internship experience

This program usually funds post-collegiate internships but may also be used for pre-graduate training. It supports increased awareness of public transportation as a career choice for aspiring managers, maintenance and operations staff, marketing employees and other specialization with public transportation and rideshare agencies. This program is not to be used for supplanting staff. Applicants are responsible for conducting an open recruitment process and selecting a qualified individual.

### **Eligible Recipients**

Eligible grant recipients include the following public transportation agencies, including transit properties and TDM/Ridesharing organizations:

- Local and State Government
- Transportation District Commissions
- Public Service Corporations
- Planning District Commissions
- TDM/Commuter Assistance Agencies
- Human Service Agencies Involved in Rural Public Transportation

### **Eligible Expenses**

Eligible expenses include the wages, fringe benefits, training, and travel for the intern. It is anticipated that grant funds will not support more than half of these costs.

### **Match Ratio and Limits of Funding**

Intern applications are typically funded at the maximum state ratio of 95 percent. Intern salaries are based upon a set hourly rate (using state wage rates) times the number of hours the grantee expects the intern to work within one year. The funding for this program comes from the Special Projects fund, which includes funding for DRPT's Demonstration Assistance, Technical Assistance, TDM Operating Assistance, Transportation Management Project Assistance and Intern Programs. The amount of funding spent from the Special Projects fund for each one of these programs varies each year depending upon needs; however the total amount of funding for Special Projects is consistently in the range of \$2 million.

### **Application Evaluation Process**

Applicants are not permitted to submit an intern application if they already have an existing Intern grant. Public Transportation Intern applications will be evaluated by DRPT using the following criteria:

- Project Scope – describe the intern program
- Project Readiness – describe project readiness and how the intern program will be completed within the program year
- Technical Capacity – identification of an intern coordinator that will be responsible for supervising the intern
- Project Budget – ability to execute the project scope within the proposed project budget
- Project Schedule – ability to execute the project scope within the project schedule, and a schedule on the areas of your program that the intern will work.

- Monitor and Evaluation Plan – approach to measuring performance and evaluating the results of the project

Upon completion of the evaluation process, DRPT includes the recommended applications and allocation in the Draft Six Year Improvement Program. The CTB approves the release of the draft program to the public for comment and following receipt of public comments, the CTB approves the final Six Year Improvement Program.

### **Application Procedure**

Applications for all State Aid Grant Programs are made online on DRPT's On-Line Grant Application system (OLGA) at: <https://olga.drpt.virginia.gov>.

Required data includes:

- Contact information (including Intern Coordinator)
- Intern Work Program
- Project budget
- Project schedule
- Monitoring and evaluation plan

The application process for the Public Transportation Intern Program is summarized in the State Aid Grant Program Calendar in Section 3.

In order to ensure that local matching funds will be available for all applications recommended by DRPT for funding, a certification from the Chief Executive Officer of the entity applying for funding must be submitted to DRPT in May prior to the development of the Final Six Year Improvement Program. DRPT will provide future guidance on the form of the certification.

## **Transportation Demand Management (TDM) Operating Assistance**

### **Description**

This program supports the operating costs of existing or new local and regional Transportation Demand Management (TDM) Programs. The primary goal of these programs is to help decrease highway congestion and improve air quality by facilitating commuter mobility in high occupancy transportation modes.

### **Eligible Recipients**

Eligible grant recipients include TDM or Commuter Assistance Programs sponsored by:

- Local and State Government
- Transportation District Commissions
- Public Service Corporations
- Planning District Commissions
- Transportation Management Associations

Private corporations may participate in projects through contractual arrangements with eligible recipients.

## **Eligible Expenses**

It is not possible to list every eligible or ineligible expense. It is incumbent upon the grantee to check with their DRPT Project Manager to determine if an expense is eligible prior to incurring that expense.

Eligible expenses include the following:

- Operating of TDM programs and services
- Ride matching services
- Marketing and promotion of TDM and travel options to residents, commuters, employers and employees (marketing should be balanced between transit, carpooling and vanpooling)
- Marketing materials, advertisement placement, social media advertising and promotion, web advertising and printing
- Guaranteed/Emergency Ride Home program operations and promotion
- Vanpool assistance programs
- Employer Outreach and incentive programs
- Telework assistance programs
- Incentive programs for trying high occupancy commute options
- Developing and operating of new TDM programs where needed
- Fostering regional cooperation in the provision of ride matching or vanpool services and public transportation promotional and educational campaigns
- Developing and implementing public/private partnerships for TDM
- Salaries, wages and fringe of TDM program staff
- Evaluating the effectiveness and efficiency of the TDM services program
- Training relevant to TDM or the operation of TDM programs
- Indirect costs – these costs can only be included if the indirect cost plans have been pre-approved by DRPT. If applicants do not have a pre-approved plan and wish to submit one to DRPT, it should be done as soon as possible. DRPT may not be able to pre-approve a plan that is submitted during the application period (December 1 – February 1).
- Office supplies
- TDM website maintenance and updates
- TDM association dues

Small capital expenses may be eligible on a case-by-case basis. Applicants must include any capital expense on a separate budget/expense category in their application and must include a detailed explanation of the expense and need for the expense in their Annual Work Plan.

## **Expenses that are not eligible:**

- Development, printing and distribution of transit schedules (these expenses should be covered by transit operations)
- Expenses not directly attributed to the operation of the TDM program
- Purchase or operation of vehicles
- Transit or transportation facilities
- Transit fare discounts or buy downs

### **Match Ratio and Limits of Funding**

TDM applications are typically funded at the maximum state ratio of 80 percent of eligible expenses. Funding for TDM Operating Assistance comes from the Special Projects fund, which includes funding for DRPT's Transportation Management Project Assistance, Demonstration Assistance, Technical Assistance and Intern programs.

### **Application Evaluation Process**

DRPT evaluates the TDM applications by validating the expenses and revenue sources submitted on the application, determining the eligibility of listed expenses based upon the criteria noted above in 4.6.3, requesting additional data or clarification from applicants if necessary, and reviewing data submitted by the application for the previous year and any audited financial statements.

Once the data is reviewed and validated, DRPT reviews applications using the following criteria:

- Program Scope – approach to implementing the annual work program
- Program Readiness – ability to initiate and substantially complete the work program within the fiscal year the funds are being applied for
- Technical Capacity – identification of program management team and ability to execute the program
- Program Budget – ability to execute the scope within the proposed program budget
- Program Schedule – ability to execute the scope within the program schedule
- Monitoring and Evaluation Plan – approach to measuring performance and evaluating the results of the program
- Detailed description of TDM program, expenses and need from the Annual Work Plan that must be submitted with the application
- Relationship of application scope and Annual Work Plan to TDM Plan
- Cost effectiveness – achieving the maximum benefits

Upon completion of the evaluation process, DRPT includes the recommended applications and allocation in the Draft Six Year Improvement Program. The CTB approves the release of the draft program to the public for comment and following receipt of public comments, the CTB approves the final Six Year Improvement Program.

### **Application Procedure**

Applications for all State Aid Grant Programs are made online on DRPT's On-Line Grant Application system (OLGA) at: <https://olga.drpt.virginia.gov>. Applicants should use all applicable budget/expense categories in the OLGA application and avoid using the "Other" category. An Annual Work Plan must be submitted with the grant application. The TDM program elements of the Annual Work Plan must tie directly to the applicant's TDM Plan and provide a detail of how the funding will be spent.

Required data include:

- Contact information (including Program Manager)
- Program scope
- Program budget
- Program schedule
- Monitoring and evaluation plan

- Annual Work Plan

The application process for the TDM Operating Assistance Program is summarized in the State Aid Grant Program Calendar in Section 3.

In order to ensure that local matching funds will be available for all applications recommended by DRPT for funding, a resolution from the governing board or certification from the Chief Executive Officer of the entity applying for funding must be submitted to DRPT in May prior to the development of the Final Six Year Improvement Program. DRPT will provide future guidance on the form of the certification.

## **Transportation Management Project Assistance**

### **Description**

This program supports new and/or expanded TDM services that reduce demand for single occupancy vehicles and initiatives at the state, regional and community level, using innovative approaches to reducing traffic congestion. TMP Assistance projects are generally not part of the regular operation of the TDM program, may be used to test new TDM programs or services and have a defined start and end date. TMP Assistance projects must be part of a TDM Plan.

### **Eligible Recipients**

Eligible grant recipients include the following public transportation agencies, including transit properties and TDM/Ridesharing organizations:

- Local and State Government
- Transportation District Commissions
- Public Service Corporations
- Planning District Commissions
- Transportation Management Associations
- Private Corporations may participate in projects through contractual arrangements with eligible recipients

### **Eligible Expenses**

Projects in all areas of TDM are eligible. It is incumbent upon the grantee to check with their DRPT Project Manager to determine if an expense is eligible prior to incurring that expense. Eligible expenses include but are not limited to:

- Projects which increase vehicle occupancy, such as parking management, incentives, employee commute benefits, increased use of public transportation, carpooling, vanpooling and commuting by bicycle
- Vanpool assistance programs
- Employer TDM program incentives
- Significant and specialized marketing programs to increased use of public transportation, carpooling and vanpooling and telework
- Projects that reorient travel to off-peak periods such as flexible work hours
- Projects that reduce demand for travel such as teleworking
- Associated administrative costs such as personnel, office expenses, and advertising

The emphasis areas of the TMP Assistance program generally are:

- Projects that reduce vehicle miles traveled by single occupant vehicles
- Projects that reduce single occupant vehicle travel
- Projects that increase carpooling, vanpooling, transit use, telework and commuting by bicycle
- Projects that involve the private sector and enhance economic development
- Projects that involve improved inter-connectivity among modes
- Projects that increase vehicle occupancy and are responsive to market needs
- Projects that utilize state-of-the-art technology to improve productivity and quality of public transportation and TDM services.

### **Match Ratio and Limits of Funding**

Transportation Management Project Assistance applications are typically funded at the maximum state ratio of 80 percent of eligible expenses. The local match must be cash. Funding for the program comes from the Special Projects fund, which includes funding for DRPT’s Transportation Management Project Assistance, Demonstration Assistance, Technical Assistance and Intern programs.

### **Application Evaluation Process**

Applications will be evaluated by DRPT using the following criteria:

- Project Justification – explanation of the need/problem that the project will address
- Planning – documentation that sufficient planning has been conducted to execute the project (not necessary if the application is for conducting a plan)
- Project Scope – approach to addressing the need/problem
- Project Readiness – ability to initiate and substantially complete the project within the fiscal year the funds are being applied for
- Technical Capacity – identification of project management team and ability to execute the project
- Project Budget – ability to execute the project scope within the proposed project budget
- Project Schedule – ability to execute the project scope within the project schedule
- Monitoring and Evaluation Plan – approach to measuring performance and evaluating the results of the project

Upon completion of the evaluation process, DRPT includes the recommended applications and allocation in the Draft Six Year Improvement Program. The CTB approves the release of the draft program to the public for comment and following receipt of public comments, the CTB approves the final Six Year Improvement Program.

### **Application Procedure**

Applications for all State Aid Grant Programs are made online on DRPT’s On-Line Grant Application system (OLGA) at: <https://olga.drpt.virginia.gov>. Applicants should use all applicable budget/expense categories in the OLGA application and avoid using the “Other” category.

Required data include:

- Contact information (including Project Manager)
- Project justification
- Planning documentation (including cost estimation methodology)
- Project scope
- Project schedule

- Project budget
- Monitoring and evaluation plan

The application process for the Transportation Management Project Assistance is summarized in the State Aid Grant Program Calendar in Section 3.

In order to ensure that local matching funds will be available for all applications recommended by DRPT for funding, a certification from the Chief Executive Officer of the entity applying for funding must be submitted to DRPT in May prior to the development of the Final Six Year Improvement Program. DRPT will provide future guidance on the form of the certification.

## Senior Transportation Program

### Description

This program supports operating expenses for new transportation services for adults 60 years of age and older. The overall objective is to increase the quality and quantity of coordinated transportation services available for older adults.

### Eligible Recipients

There are two categories of eligible recipients:

- **Private non-profit organizations.** A non-profit organization is a corporation or association determined by the Secretary of the Treasury to be an organization described by 26 U.S.C. 501(c), which is exempt from taxation under 26 U.S.C. 501(a), or one which has been determined under state law to be non-profit and for which the designated state agency has received documentation certifying the status of the non-profit organization; and
- **Operators of public transportation services.** Private operators of public transportation services can also partner with an eligible recipient.

### Eligible Expenses

To expand transportation options for older adults, DRPT encourages projects that will utilize and build upon existing transportation providers and current staffing structures, with emphasis on the following priorities:

- Supporting new voucher programs for transportation services for older adults – The Senior Transportation Program can provide vouchers to older adults to purchase rides, including: (a) mileage reimbursement as part of a volunteer driver program; (b) a taxi trip; or (c) trips provided by a human service agency. Transit passes for use on existing fixed route or ADA complementary paratransit service are not eligible.
- Supporting volunteer driver and aide programs – The Senior Transportation Program can support new volunteer driver programs, including the costs associated with the administration, management of driver recruitment, safety, background checks, scheduling, coordination with passengers, and other related support functions, mileage reimbursement, and insurance associated with volunteer

driver programs. The costs of new enhancements to increase capacity of existing volunteer driver programs are also eligible. In addition, the Senior Transportation Program can support projects that provide a higher level of assistance to enable older adults to access transportation options, including aide programs that provided door-to-door or door-through-door services.

- Supporting travel training programs – The Senior Transportation Program can support projects that provide older adults with instruction in the use of existing public transportation services, such as training in planning trips and reading bus schedules.
- Supporting new and/or expanded coordinated transportation services for older adults – The Senior Transportation Program can support new coordinated transportation services or help expand existing coordinated services that expand mobility options for older adults. This could include mobility management strategies that promote access to a variety of transportation services, coordinated travel training and trip planning activities, coordination transportation information on various travel modes, or manage eligibility requirements and arrangements.

All projects selected for funding must also be consistent with the strategies identified as the priorities in the applicant’s regional Coordinated Human Service Mobility (CHSM) Plan.

### **Match Ratio and Limits of Funding**

It is anticipated that Senior Transportation Program applications will receive a state match ratio of 80 percent. Application budgets must be at least \$5,000 and no more than \$20,000. DRPT has funded this program with approximately \$150,000 of state funds annually.

### **Application Evaluation Process**

Senior Transportation Program applications will be evaluated by DRPT using the following criteria:

- Project Justification – explanation of the need/problem that the project will address
- Planning – documentation that sufficient planning has been conducted to execute the project
- Project Scope – approach to addressing the need/problem
- Project Readiness – ability to initiate and substantially complete the project within the fiscal year the funds are being applied for
- Technical Capacity – identification of project management team and ability to execute the project
- Project Budget – ability to execute the project scope within the proposed project budget
- Project Schedule – ability to execute the project scope within the project schedule
- Monitoring and Evaluation Plan – approach to measuring performance and evaluating the results of the project

Upon completion of the evaluation process, DRPT includes the recommended applications and allocation in the Draft Six Year Improvement Program. The CTB approves the release of the draft program to the public for comment. Following receipt of public comments, the CTB approves the final Six Year Improvement Program.

### **Application Procedure**

Applications for all State Aid Grant Programs are made online on DRPT’s On-Line Grant Application system (OLGA) at: <https://olga.drpt.virginia.gov>.

Required data include:

- Contact information (including Project Manager)
- Project justification
- Planning documentation (including cost estimation methodology)
- Project scope
- Project schedule
- Project budget
- Monitoring and evaluation plan

In order to ensure that local matching funds will be available for all applications recommended by DRPT for funding, a certification from the Chief Executive Officer of the entity applying for funding must be submitted to DRPT in May prior to the development of the Final Six Year Improvement Program. DRPT will provide future guidance on the form of the certification.

## **Federal Aid Grant Programs**

The following sections present Federal Aid Grant Programs in the following order:

- FTA Section 5303 Metropolitan Planning
- FTA Section 5304 Statewide Planning
- FTA Section 5307 Small Urban Areas Program
- FTA Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities
- FTA Section 5311 Rural Areas
- FTA Section 5316 Jobs Access and Reverse Commute Program Rural (JARC)
- FTA Section 5317 New Freedom Program (Consolidated into Section 5310)

### **MAP-21 – Consolidation of Programs; Separate Applications Required**

On July 6, 2012 the President signed into law a two-year transportation authorization, entitled Moving Ahead for Progress in the 21st Century (MAP-21). MAP-21 changes include consolidation of several grant programs listed above. For example, the FTA Section 5317 New Freedom grant program was repealed and New Freedom projects become eligible under FTA Section 5310, without a specific set aside funding level. Similarly, the FTA Section 5316 Job Access and Reverse Commute (JARC) program is consolidated within Sections 5307 and 5311. In order to efficiently utilize any reverted and unallocated funds under these programs, and in order to maximize flexibility to utilize all available funds most efficiently, separate grant applications for each grant program will continue to be required. In this way DRPT retains the flexibility to award available JARC and New Freedom Funds awarded to Virginia in previous federal fiscal years and to allocate, for example, a portion of FFY16 Section 5310 funds to support projects similar to those previously supported with New Freedom funds.

### **MAP-21 – Designated Recipients; Northern VA Urbanized Area Applications to COG**

Under MAP-21, funds are apportioned based on each state's share of the targeted populations. MPO's and other entities are allowed, under MAP-21, to be designated recipients for large urbanized areas (over 200,000).

In accordance with Federal Transit Administration (FTA) guidance related to implementation of MAP-21, and by mutual agreement, DRPT will serve as the designated recipient for the Richmond/Petersburg, Roanoke, and Hampton Roads Urbanized Areas. The Metropolitan Washington Council of Governments (COG) will serve as the recipient of Section 5310 funds for the Washington D.C., MD, and VA Urbanized Area and applicants serving this area should apply to COG.

To be clear, **all eligible applicants, including those in rural areas, small urban areas, and those in large urbanized areas of Richmond, Roanoke, and Hampton Roads, should apply to DRPT for funding to support projects under Section 5310, and for projects formerly eligible under the New Freedom grant programs, in accordance with this guidance document.**

**Additionally, Virginia based entities, primarily serving Northern Virginia** communities in the Washington D.C., MD, and VA Urbanized Area should apply to GOG.

### **Federal Aid Grant Program Common Application Procedures**

Application procedures vary across the Federal Aid Grant Programs administered by DRPT. Specifics are detailed in each grant program's individual section. However, all Federal Aid Grant Program applications must include certain certifications required by the federal government. Certifications requirements are summarized in Section 5.1.1.

### **Certifications and Assurances**

The certifications are a subset of the application information to be provided by applicants.

Applicants for Federal Aid Grant Programs must provide certifications and assurances relevant to the grantee's application for assistance. Twenty-four categories of certifications and assurances are included in the FTA's Grant Management System, TEAM-Web, under the "Recipients" option and include:

1. Assurances Required for Each Applicant
2. Lobbying
3. Procurement Compliance
4. Protections for Private Providers of Public Transportation
5. Public Hearing
6. Acquisition of Rolling Stock for Use in Revenue Service
7. Acquisition of Capital Assets by Lease
8. Bus Testing
9. Charter Service Agreement
10. School Transportation Agreement
11. Demand-Responsive Service
12. Alcohol Misuse and Prohibited Drug Use
13. Interest and Other Financing Costs
14. Intelligent Transportation Systems
15. Urbanized Area Formula Program
16. Clean Fuels Grant Program
17. Elderly Individuals and Individuals with Disabilities Formula Program and Pilot Program
18. Nonurbanized Area Formula Program for States
19. Job Access and Reverse Commute Program

- 20. New Freedom Program
- 21. Paul S. Sarbanes Transit in Parks Program
- 22. Tribal Transit Program
- 23. TIFIA Projects
- 24. Deposits of Federal Financial Assistance to State Infrastructure Banks

Note: Categories 3 through 23 are required for some, but not all, applicants and projects.

FTA's annual certifications and assurances permit the applicant to submit a single certification to cover all of the programs for which it anticipates submitting an application. If available, the certification and assurances form will be included as part of the application for each program. Compliance with applicable certifications and assurances and circular provisions is required, as a condition of funding. Electronic signature of the certifications and assurances will be enabled in OLGA, when the effective edition of the document becomes available.

## **FTA Section 5303 - Metropolitan Planning**

### **Description**

This program supports multi-modal and transit planning expenses to support cooperative, continuous, and comprehensive planning for making transportation investment decisions in urbanized areas.

### **Eligible Recipients**

Eligible grant recipients include the fourteen Metropolitan Planning Organizations (MPOs) that cover designated urbanized areas in Virginia, the Washington Metropolitan Area and parts of Tennessee (Bristol and Kingsport).

### **Eligible Expenses**

Section 5303 funds should be used on multi-modal, transit or transportation demand management (TDM) planning studies or projects, such as Transit Development Plans, Comprehensive Operations Analysis, multi-modal transportation planning, land-use planning, bicycle and pedestrian planning, Long Term Vision Plans for public transportation operators, and Long Term Plans for commuter assistance agencies.

DRPT recommends that MPOs whose urbanized area population exceeds 200,000 use no more than 20 percent of Section 5303 funds for items in the Unified Planning Work Program (UPWP) identified as Administration. For MPOs whose urbanized area population is 200,000 or less, DRPT recommends that no more than 30 percent of Section 5303 funds be used for items in the UPWP identified as Administration.

Eligible expenses are identified in FTA Circular 8100.1C, Program Guidance for Metropolitan Planning and State Planning and Research Program Grants, and include the following planning activities:

- Studies related to management, planning, operations, capital requirements, and economic feasibility;
- Evaluation of previously funded projects;
- Peer reviews and exchanges of technical data, information, assistance, and related activities in support of planning and environmental analysis among MPOs and other transportation planners;
- Work elements and related activities preliminary to and in preparation for constructing, acquiring, or improving the operation of facilities and equipment;
- Systems planning and corridor-level alternative analysis;
- Development of 20-year transportation plans, short-range transportation improvement programs (TIPS), and UPWPs; Safety, security, and emergency transportation and evacuation planning;
- Transportation and air quality planning and conformity analysis;
- Public participation in transportation planning;
- Multimodal facilities planning;
- Plan, engineer, design, and evaluate a public transportation project;
- Computer hardware and software needed to support planning work; and
- Participation in educational programs for technical staff, as well as executive and board leadership.

### **Funding Allocation and Match Ratio**

Applications are typically funded at the maximum federal match ratio of 80 percent and the maximum state match ratio of 10 percent. In Federal Fiscal Year 2013, the FTA Section 5303 apportionment for Virginia was approximately \$2.5 million. Funds are allocated among the state's MPOs in designated urbanized areas based on a formula.

A portion of the Federal 5303 funds shall be set aside annually for allocation to the air quality non-attainment/maintenance areas. The amount provided to an area shall be based on the severity of the air quality problem in that area (extreme/maintenance - \$30,000, severe/maintenance - \$25,000, serious - \$20,000, moderate/maintenance - \$15,000, or marginal/maintenance - \$10,000). When a non-attainment/maintenance area contains jurisdictions from more than one metropolitan study area, the allocation for air quality planning shall be proportioned to these study areas based on urbanized area population percentages for the non-attainment/maintenance jurisdictions only. Adjustments shall be made so that the minimum allocation of Federal 5303 funds available for air quality consideration shall not be less than \$5,000.

The amount to be allocated annually from the remaining Federal 5303 funds to each of the MPOs in urbanized areas of the state shall be a base amount equal to \$50,000 times the percent that the area's urbanized population within Virginia is to its total urbanized area population, plus a proportionate share of the balance based on the ratio that each area's urbanized population within Virginia is to the total urbanized area population of the state.

## **Application Evaluation Process**

DRPT will evaluate FTA Section 5303 applications by using the following criteria:

- Eligibility – whether the project is eligible for FTA Section 5303 funds
- Consistency of Planning Effort – ability of tasks in UPWP to meet minimum metropolitan planning requirements
- Planning Study or Project Justification – explanation of the need/problem that the planning study or project will address
- Planning Study or Project Scope – the scope should include a detail of the overall objective of planning study or project, including specific planning tasks that will be achieved throughout the planning process, list of deliverables, project schedule with deliverable dates, public and stakeholder involvement
- Project Readiness – ability to initiate and substantially complete the planning study or project within the fiscal year the funds are being applied for
- Project Budget – ability to execute the planning study or project scope within the proposed budget
- Project Schedule – ability to execute the planning study or project scope within the project schedule, as identified in the planning study or project scope
- Monitoring and Evaluation Plan – approach to measuring performance and evaluating the results of the project

All third-party (consultant) services procurement made within the Section 5303 program will be in accordance with the Common Rule (state procurement procedures) or FTA Circular 4220.1F, Third Party Contracting Guidelines.

Additionally, every contract will include all clauses required by Federal statutes and executive orders and their implementing regulations as identified in grant contract documents and FTA Circular 4220.1F. The clauses required by Federal statutes and executive orders and their implementing instructions are included in the Federally Required and Other Model Clauses Appendix A - Governing Documents, but the recipient must also check the latest edition of FTA's Master Agreement to determine which provisions have been added, changed, or rescinded. All procurement is also made in accordance with FTA Circular 5010.1D Grant Management Requirements where appropriate.

## **Application Procedure**

DRPT has established May 1 as the date by which MPOs must submit an application for FTA Section 5303 funds. Upon completion of the application and evaluation process, DRPT includes the recommended allocation in the Six-Year Improvement Program for CTB approval.

Applications for all State Aid Grant Programs (the state matching funds for Section 5303 funds) are made online on DRPT's On-Line Grant Application system (OLGA) at: <https://olga.drpt.virginia.gov>.

MPOs are required to submit the following application items:

- Project budget (with reference between UPWP line items and FTA budget line items).

- Authorizing resolution
- Commitment of local share
- Previous federal fiscal year certifications and assurances for FTA assistance programs
- Civil rights updates certification
- UPWP Submittal
  - Large urban areas with a population greater than 200,000 - Submit UPWP directly to FTA for approval and an electronic copy
  - MPO's UPWP must be submitted in OLGA with the completed 5303 application.
  - Small urban areas with a population less than 200,000 - an electronic copy of the MPO's UPWP must be submitted in OLGA with the completed 5303 application.

The Federal Aid Grant Program calendar is summarized in Exhibit 3-1. Applicants for Federal Aid grants must provide certifications and assurances relevant to the grantee's application for assistance, as described in Section 5.1.1.

DRPT will review each MPO's FTA Section 5303 application and submit a Statewide FTA Section 5303 application to the FTA.

Per FTA guidance, DRPT will not apply for additional Section 5303 funds for an MPO during the typical grant application cycle if an MPO still has two full years of funds remaining on existing executed grant agreements. The funds will still be available for the MPO. DRPT will apply for the 5303 funds once the MPO demonstrates substantial progress in accomplishing tasks included in the UPWP and spending down the older grant funds.

Upon approval of the application, DRPT will initiate agreements with each MPO. If FTA's approval is not received prior to July 1, upon request DRPT may issue a "letter of no prejudice" that allows the MPO to begin work on the UPWP elements on July 1.

#### Work Element Implementation

DRPT has a Disadvantaged Business Enterprise Program with a goal that three percent of contractible federal funds will be awarded to certified DBEs. MPOs are encouraged to reach that goal as well.

**Title VI Requirements:** In order to integrate, into MPO planning activities, considerations expressed in the USDOT Order on Environmental Justice, MPOs should have an analytic basis in place for certifying their compliance with Title VI, in accordance with FTA Circular C 4702.1A Title VI and Title VI-Dependent Guidelines for Federal Transit Administration Recipients. Those MPOs that are direct recipients of Federal Transit Administration (FTA) shall report to FTA consistent with the reporting procedures in Chapter II part 4 of Circular C 4702.1A. Other MPOs should report on their Title VI procedures (consistent with Chapter II part 4 of Circular C 4702.1A) annually during the FTA 5303 grant application process)

## **FTA Section 5304 - Statewide Planning**

### **Description**

This program supports statewide transit planning expenses to support cooperative, continuous, and comprehensive planning for making transportation investment decisions statewide.

### **Eligible Recipients**

DRPT is the designated federal recipient for FTA Section 5304 Statewide Planning funds and utilizes these funds for statewide transit and TDM planning activities. However, DRPT is authorized to provide discretionary funding to sub recipients for the purpose of conducting transit or TDM planning studies that will contribute to or compliment statewide planning activities. Sub recipients include agencies that are eligible to receive federal funding, such as: Local Governments, Transportation District Commissions and Public Service Corporations.

### **Eligible Expenses**

DRPT's emphasis for this program is funding **Transit Development Plans, Comprehensive Operations Analysis, Land Use Planning, and Long Term Vision Plans** for public transportation operators in rural and small urban areas.

Other eligible expenses include planning activities that:

- Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency
- Increase the safety of the transportation system for motorized and non-motorized users
- Increase the security of the transportation system for motorized and non-motorized users
- Increase the accessibility and mobility of people and for freight
- Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and state and local planned growth and economic development patterns
- Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight
- Promote efficient system management and operation
- Emphasize the preservation of the existing transportation system

### **Match Ratio and Limits of Funding**

DRPT may choose to fund applications for eligible projects from other programs that accept applications for planning in order to achieve a higher federal and state match ratio. Applications are typically funded at the maximum federal match ratio of 80 percent and the maximum state match ratio of 10 percent. In Federal Fiscal Year 2011, the FTA Section 5304 apportionment for Virginia was approximately \$457,000.

### **Application Evaluation Process**

DRPT's recommendation for the Draft Six Year Improvement Program will be developed by evaluating applications for eligible projects from other programs. The CTB approves the release of the draft program to the public for comment and following receipt of public comments, the CTB approves the final Six Year Improvement Program.

**Application Procedure** There is no separate application required for this program.

### **FTA SECTION 5310 APPLICATION**

This section will ask you to enter information about your human service program to support your application for a paratransit vehicle(s). This section is divided into two different tabs: General Information and Attachments.

Applicants requesting vehicles must **also** complete a Capital Assistance application.

## **GENERAL INFORMATION**

### **Local Details**

- Areas Served: Enter all cities and counties served by your paratransit operations.
- Congressional District: Using the drop down box, enter the congressional district of the applicant's mailing address.

### **Vehicle Summary**

Answer questions as noted. See additional notes below

### **Title VI Demonstration**

Answer questions as noted.

### **Project Needs, Goals, and Objectives**

Answer questions as noted. See additional notes below.

### **Implementation Plan**

Answer questions as noted.

### **Coordination of Efforts**

Answer questions as noted.

### **Required data includes:**

- Contact information
- Summary of vehicles
- Vehicle description (Include complete description of any vehicles being replaced , e.g. VIN, mileage, year, make, model)
- Requested expenses including operating, mobility management, and other eligible capital expenses by expense object class (In the Project Needs, Goals and Objectives section of the application, please include adequate budget line item discussion and justification)
- Capital budget
- Demonstration of compliance
  - o Ethnic composition by percentage
  - o Management and arrangements
    - Management of operations, maintenance, and service

- Coordinated transportation arrangements
- Certifications and assurances

**Which Applications do I Need to Complete in OLGA?**

The table below provides guidance about which types of applications to complete in OLGA, based on requested expenses. DRPT is seeking to keep the application process as simple as possible, while enabling continuation grantees to utilize previously submitted applications etc.

<b>Application Type</b>	<b>Complete</b>	<b>Notes for Continuation Grantees</b>
<p><b><u>5310 Vehicle Only Capital Application</u></b></p> <p><u>Example:</u></p> <p>Typical Traditional Section 5310 application seeking funds for one 14 passenger BOC.</p> <p>(Inc. eligible Northern VA applicants)</p>	<p><b><u>Complete Capital Application</u></b></p> <p>Check box FTA 5310 Eligible; select vehicle and quantity; indicate "see 5310 application."</p> <p><b><u>Complete 5310 Narrative Application</u></b></p> <p>Be sure to answer all narrative questions completely.</p> <p>(Include complete description of any vehicles being replaced , e.g. VIN, mileage, year, make, model)</p>	<p>Copy forward and update previous 5310 application in OLGA</p>

**Other Section 5310/5317 Application**

**Example:**

Applicant seeks Continuation funding for:

Mobility manager.

Operating expenses for former New Freedom project transporting people with disabilities.

Other (non-vehicle) Sec. 5310 eligible capital or operating expenses

**Complete OLGA 5317 Application.**

In Project Needs, Goals and Objectives section of the application, please include adequate budget line item discussion and justification.

(Includes operating expenses, mobility management expenses, and other eligible capital expenses).

Be sure to answer all narrative questions completely.

Except in large urban areas of Richmond and Hampton Roads, funding is extremely limited, and competition is expected to be intense.

Copy forward and update previous 5317 application in OLGA.

**ATTACHMENTS**

Upon completing the application, attach the following information in OLGA:

- Articles of Incorporation/Private nonprofit status
- Copy of Letter of Exemption IRS Section 501 C3
- Copies of Public notices printed in area newspapers
- List of local, public, and private human service agencies contacted
- One copy of letter of notice to human service agencies
- Letters of response from human service agencies (one copy only)
- Copy of letter of notice to PDC
- Copy of letter of notice to MPO/urban area applicants
- Copy of Vehicle Insurance Package
- Preventive Maintenance Plan and schedules (New FY1 6)

**Uploading Files**

This page is included to allow grantees to attach any documents that support their request for FTA 5310 funds.

Please follow the directions to upload files, and make sure you select "upload" before moving on to the next file to be uploaded, or before you select "Save" or "Submit".

Applicants must also reasonably meet technical capacity and other requirement for grant administration and program management. Please refer to the Application Guidance document and appendices for additional information.

Submit the application only after you have determined there are no other changes needed and that it is final. Remember to also enter an application for Capital Assistance.

## **FTA Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program (Includes Traditional 5310 and Other 5310 (New Freedom) Projects)**

### **Section 5310 and MAP-21**

The FTA Section 5310 Program is authorized under the provisions set forth in the Moving Ahead for Progress in the 21 Century Act (MAP-21) enacted on July 6, 2012, as codified at 49 U.S.C. 5310. Under MAP-21, the grant program formerly called Transportation for Elderly Persons and Persons with Disabilities is renamed Enhanced Mobility of Seniors and Individuals with Disabilities. This change in name reflects substantive statutory changes eliminating the former Section 5317 New Freedom grant program and making New Freedom projects eligible for funding under Section 5310.

### **MAP-21 – Designated Recipients; Applications to DRPT**

Under MAP-21, funds are apportioned based on each state's share of the targeted populations. MPO's and other entities are allowed, under MAP-21, to be designated recipients for large urbanized areas (over 200,000).

In accordance with Federal Transit Administration (FTA) guidance related to implementation of MAP-21, and by mutual agreement, DRPT will serve as the designated recipient for the Richmond/Petersburg, Roanoke, and Hampton Roads Urbanized Areas. The Metropolitan Washington Council of Governments (COG) will serve as the recipient of Section 5310 funds for the Washington D.C., MD, and VA Urbanized Area and applicants serving this area should apply to COG.

To be clear, **all eligible applicants, including those in rural areas, small urban areas, and those in large urbanized areas of Richmond, Roanoke, and Hampton Roads, should apply to DRPT for funding to support projects under Section 5310, and for projects formerly eligible under the New Freedom grant programs, in accordance with this guidance document.**

**Additionally, Virginia based entities, primarily serving Northern Virginia** communities in the Washington D.C., MD, and VA Urbanized Area should apply to COG.

### **Apportionment of Section 5310 Funds**

Of the total Section 5310 funds available, FTA apportions 60 percent among designated recipients in large urbanized areas; 20 percent to the States for small urbanized areas; and 20 percent to the States for rural areas under 50,000 in population. Section 5310 funds are apportioned among the recipients by formula. The formula is based on the ratio that the number of seniors and individuals with disabilities in each such area bears to the number of seniors and individuals with disabilities in all such areas. The number of seniors and individuals with disabilities in an area is determined according to the latest available U.S. Census data for adults over the age of 65 and individuals with disabilities over the age of five. The annual apportionment for Section 5310 is published in the Federal Register following the enactment of the annual

DOT appropriations act. Note: As of the publication date of this Application Guidance document, Virginia’s Section 5310 apportionment is unknown.

**Additionally:**

Section 5310(b) provides that of the amounts apportioned to states and designated recipients, not less than 55 percent shall be available for traditional Section 5310 projects—those public transportation capital projects planned, designed, and carried out to meet the specific needs of seniors and individuals with disabilities when public transportation is insufficient, unavailable, or inappropriate. Notably, this 55 percent is a floor, not a ceiling—recipients may use more than 55 percent of their apportionment for this type of project.

Up to 45 percent of a rural, small urbanized area, or large urbanized area’s annual apportionment may be utilized for:

- (1) Public transportation projects (capital and operating) that exceed the requirements of ADA;
- (2) Public transportation projects (capital and operating) that improve access to fixed-route service and decrease reliance by individuals with disabilities on ADA-complementary paratransit service; or
- (3) Alternatives to public transportation (capital and operating) that assist seniors and individuals with disabilities with transportation.

**Funding Priorities**

Competition for scarce funding available to support Section 5310 capital projects and projects eligible under the former New Freedom grant program in **small urban and rural areas** is expected to exceed the amount available.

- **First Priority.** The first funding priority is to continue capital (including mobility management) and operating assistance to current Section 5310/5317 recipients where there exists a continuing demand for public transportation service and/or mobility management initiatives, a need for government subsidy, and a commitment of local financial and administrative support.
- **Second Priority.** The second priority is the funding of new capital and operating projects.

**Match Ratio**

Capital assistance is provided on an 80 percent Federal share, 20 percent local share. If awarded, operating assistance requires a 50 percent match. Capital applications are consistently funded at the maximum federal participation ratio of 80 percent of the eligible expenses. Non-U.S. Department of Transportation (DOT) federal funds and local and private funds can be used for the remaining 20 percent. Sources for Non-U.S.

DOT federal funds include: Temporary Assistance for Needy Families, Medicaid, Employment Training Programs, Rehabilitation Services, and Administration on Aging. Examples of sources of local match which may be used for any or all of the local share include: State or local appropriations; other non-U.S. DOT federal funds; dedicated tax revenues; private donations; revenue from human service contracts; toll revenue credits; and net income generated from advertising and concessions.

## **Eligible Subrecipients**

**Traditional Section 5310 – Eligible Subrecipients.** Section 5310(b) provides that of the amounts apportioned to States and designated recipients, not less than 55 percent shall be available for traditional Section 5310 projects – those public transportation capital projects planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, unavailable or inappropriate. In order to meet the 55 percent requirement for traditional Section 5310 projects, eligible subrecipients in this category, are limited to:

A private non-profit organization;

A state or local governmental authority that:

is approved by a State to coordinate services for seniors and individuals with disabilities; or certifies that there are no non-profit organizations readily available in the area to provide the service.

These provisions, found at 49 U.S.C. 5310(b)(1) and (b)(2), essentially maintain the status quo for traditional Section 5310 projects and the eligible subrecipients for traditional Section 5310 projects.

Governmental authorities eligible to apply for Section 5310 funds as “coordinators of services for seniors and individuals with disabilities” are those designated by the state to coordinate human service activities in a particular area. Examples of such eligible governmental authorities are an Area Agency on Aging or a public transit provider which the state has identified as the lead agency to coordinate transportation services funded by multiple federal or state human service programs.

**Other Section 5310 Eligible Subrecipients.** Eligible subrecipients for other eligible Section 5310 activities include a State or local governmental authority, a private non-profit organization, or an operator of public transportation that receives a Section 5310 grant indirectly through a recipient.

**Private Taxi Operators as Subrecipients.** Private operators of public transportation are eligible subrecipients. The definition of “public transportation” includes “... shared-ride surface transportation services ...” Private taxi companies that provide shared-ride taxi service to the public or to special categories of users (such as seniors or individuals with disabilities) on a regular basis are operators of public transportation, and therefore eligible subrecipients.

“Shared-ride” means two or more passengers in the same vehicle who are otherwise not traveling together. Similar to general public and ADA demand response service, every trip does not have to be shared-ride in order for a taxi company to be considered a shared-ride operator, but the general nature of the service must include shared rides.

Local (municipal/State) statutes or regulations, or company policy, will generally determine whether a taxi company provides shared-ride or exclusive-ride service. For example, if the local regulation permits the driver to determine whether or not a trip may be shared, the service is not shared-ride. Similarly, if the regulation requires consent of the first passenger to hire a taxi be obtained before the taxi may take on additional riders, the service is not shared-ride. In essence, services which can be reserved for the exclusive use of individuals or private groups, either by the operator or the first passenger’s refusal to permit additional passengers, is not shared-ride but it is exclusive-ride taxi service.

Taxi companies that provide only exclusive-ride service are not eligible subrecipients; however, they may participate in the Section 5310 program as contractors. Exclusive-ride taxi companies may receive Section 5310 funded vehicles under contract with a State, designated recipient or eligible subrecipient such as a local government or non-profit organization. The taxi company may hold title to the accessible vehicle(s) as long as the agreement between the State, designated recipient or subrecipient and the taxi company is sufficient to establish satisfactory continuing control.

All taxi company applicants must provide in their applications documentation to assure and demonstrate that their companies are providing shared-ride or exclusive-ride service.

In all cases DRPT will be designated as first lien holder. Additionally taxi companies must certify and assure that the accessible taxi will be used to provide transportation for seniors and people with disabilities, and that the vehicle may not be removed from service or disposed of prior to the end of its useful life without the express written consent of DRPT.

#### **Discussion of Traditional Section 5310 Eligible Activities.**

Section 5310 funds are available for capital and operating expenses to support the provision of transportation services to meet the specific needs of seniors and individuals with disabilities.

Section 5310(b) provides that of the amounts apportioned to states and designated recipients, not less than 55 percent shall be available for traditional Section 5310 projects—those public transportation capital projects planned, designed, and carried out to meet the specific needs of seniors and individuals with disabilities when public transportation is insufficient, unavailable, or inappropriate. Notably, this 55 percent is a floor, not a ceiling—recipients may use more than 55 percent of their apportionment for this type of project.

This means that at least 55 percent of any rural, small urbanized area, or large urbanized area’s annual apportionment must be utilized for public transportation capital projects that are planned, designed, and carried out to meet the specific needs of seniors and individuals with disabilities. It is not sufficient that seniors and individuals with disabilities are merely included (or assumed to be included) among the people who will benefit from the project.

Eligible projects for the required 55 percent of capital projects include the capital cost of contracting for the provision of transit services for seniors and individuals with disabilities and other specialized shared-ride transportation services. The purchase of rolling stock for or the acquisition of ADA-complementary paratransit service are eligible capital expenses that may also qualify as public transportation capital projects planned, designed, and carried out to meet the specific needs of seniors and individuals with disabilities when public transportation is insufficient, unavailable, or inappropriate, provided the projects are carried out by eligible subrecipients and these projects are included in the area's coordinated plan.

### **Eligible Capital Expenses that Meet the 55% Requirement**

Funds for the Section 5310 program are available for capital expenses as defined in Section 5302(3) to support public transportation capital projects planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, unavailable, or inappropriate. Examples of capital expenses that meet the 55 percent requirement, which must be carried out by an eligible recipient or subrecipient include, but are not limited to:

a. Rolling stock and related activities for Section 5310-funded vehicles

- (1) Acquisition of replacement or expansion buses or vans, and related procurement, testing, inspection, and acceptance costs and radios and communication equipment;

#### Vehicles Available

Note: Transportation equipment to be requested under this program includes lift-equipped small buses and vans. Due to the demand for funds, grants currently funded through the FTA Section 5310 program are primarily awarded to purchase vehicles that are: (1) required to replace unsafe equipment currently in operation; and (2) augment fleets that do not have sufficient carrying capacity to transport clients to existing services. Unsafe vehicles are defined as vehicles that have surpassed their useful life, (i.e. minimum of 100,000 miles or four years old) and have frequent breakdowns, increasing the potential for hazardous operations. **The applicant must include in the application the vehicle that is being replaced this includes: VIN#, Make, Year and Total Miles**

DRPT has developed specifications for standard vans, small buses, and lift equipment that it uses for competitive bidding purposes. Further, fleet discount prices can be obtained when ordering several vehicles from one vendor. Therefore, applicants should select the equipment that they wish to apply for from the categories listed below. DRPT is responsible for the invitations to bid, bid awards, etc., necessary for vehicle purchase.

- Modified minivan - a minivan with wheelchair ramp
- 9-passenger raised roof van with lift
- 14-passenger body on chassis vehicle with wheelchair lift
- 15-passenger body on chassis vehicle with wheelchair lift
- 19-passenger body on chassis vehicle with wheelchair lift

Please also note that the number and location of wheelchair placements will influence seating capacity for wheelchair accessible vehicles.

### **Vehicle Use**

Vehicles provided to organizations through this program are granted for the purpose of providing necessary transportation services to the specific client group of seniors and/or persons with disabilities, which are identified in your application, including transportation services for individuals with disabilities above and beyond the requirements of the Americans with Disabilities Act (ADA). The Section 5310 Program must provide for maximum feasible coordination with transportation services assisted by other Federal sources. Recipients are encouraged to also provide service to seniors and persons with disabilities not affiliated with their agency, as well as to the general public on an incidental basis if such service does not interfere with transportation services for seniors and persons with disabilities. In some situations it may be appropriate for a recipient to provide transportation exclusively to its own clients. But even in situations in which it is not feasible for the recipient to provide services to those in the community beyond its own clients, that recipient must, when feasible, make the vehicle available to provide transportation service to other seniors and persons with disabilities at times the agency is not using the vehicle for grant-related purposes. The recipient shall use the vehicle in the project or program for which it was acquired as long as needed.

Vehicles acquired under the Section 5310 Program may be used only in the following ways:

- By the eligible applicant in a coordinated human service transportation program as described in its application.
- Section 5310 funded vehicles or other equipment that are operated by an agent other than the agency in the grant application, must be approved by DRPT.
- Vehicles acquired under the Section 5310 may be leased to a private for-profit operator only for the services identified in the grant application, when such companies could not otherwise provide required services and where such arrangements result in more efficient and effective service for seniors with disabilities.

During those periods when a vehicle is not needed for specific grant related purposes, equipment may be used for services to seniors and people with disabilities. After the needs of these groups have been addressed, the vehicle may be used for transportation of other members of the general public, on a space available basis, if such use is incidental to the primary purpose of transporting seniors and people with disabilities. Vehicles may also be used for non-mass transportation human service activities such as "meals on wheels" delivery if such use is incidental to the primary purpose of the vehicle and does not interfere with the intended use of the vehicle. The number of vehicles applied for must be determined by the number of passengers, not meal delivery capacity.

### **Discussion of Other Section 5310 Eligible Capital and Operating Expenses.**

Up to 45 percent of a rural, small urbanized area, or large urbanized area's annual apportionment may be utilized for:

- Public transportation projects (capital and operating) that exceed the requirements of ADA;

- Public transportation projects (capital and operating) that improve access to fixed-route service and decrease reliance by individuals with disabilities on ADA-complementary paratransit service; or
- Alternatives to public transportation (capital and operating) that assist seniors and individuals with disabilities with transportation.

Such projects must be targeted toward meeting the transportation needs of seniors and individuals with disabilities, although they may be used by the general public. It is not sufficient that seniors and individuals with disabilities are included (or assumed to be included) among the people who will benefit from the project. FTA encourages projects that are open to the public as a means of avoiding unnecessary segregation of services.

Eligible activities in this category include the following:

Public Transportation Projects that Exceed the Requirements of the ADA The following activities are examples of eligible projects meeting the definition of public transportation service that is beyond the ADA.

Enhancing paratransit beyond minimum requirements of the ADA. ADA-complementary paratransit services can be eligible under the Section 5310 program in several ways:

- Expansion of paratransit service parameters beyond the three-fourths mile required by the ADA;
- Expansion of current hours of operation for ADA paratransit services that are beyond those provided on the fixed-route services;
- The incremental cost of providing same day service;
- The incremental cost (if any) of making door-to-door service available to all eligible ADA paratransit riders, but not on a case-by-case basis for individual riders in an otherwise curb-to-curb system;
- Enhancement of the level of service by providing escorts or assisting riders through the door of their destination;
- Acquisition of vehicles and equipment designed to accommodate mobility aids that exceed the dimensions and weight ratings established for wheelchairs under the ADA regulations, 49 CFR part 38 (i.e., larger than 30" × 48" and/or weighing more than 600 pounds), and labor costs of aides to help drivers assist passengers with oversized wheelchairs. This would permit the acquisition of lifts with a larger capacity, as well as modifications to lifts with a 600-pound design load, and the acquisition of heavier duty vehicles for paratransit and/or demand-response service in order to accommodate lifts with a heavier design load; and
- Installation of additional securement locations in public buses beyond what is required by the ADA.

- Feeder services. Accessible “feeder” service (transit service that provides access) to commuter rail, commuter bus, intercity rail, and intercity bus stations, for which complementary paratransit service is not required under the ADA

Public Transportation Projects that Improve Accessibility. The following activities are examples of eligible projects that improve accessibility to the fixed-route system.

Making accessibility improvements to transit and intermodal stations not designated as key stations. Improvements for accessibility at existing transportation facilities that are not designated as key stations established under 49 CFR 37.47, 37.51, or 37.53, and that are not required under 49 CFR 37.43 as part of an alteration or renovation to an existing station, so long as the projects are clearly intended to remove barriers that would otherwise have remained. Section 5310 funds are eligible to be used for accessibility enhancements that remove barriers to individuals with disabilities so they may access greater portions of public transportation systems, such as fixed-route bus service, commuter rail, light rail, and rapid rail. This may include:

Building an accessible path to a bus stop that is currently inaccessible, including curb cuts, sidewalks, accessible pedestrian signals, or other accessible features;

Adding an elevator or ramps, detectable warnings, or other accessibility improvements to a non-key station that are not otherwise required under the ADA

Improving signage or wayfinding technology; or

Implementation of other technology improvements that enhance accessibility for people with disabilities including ITS.

Travel training. Training programs for individual users on awareness, knowledge, and skills of public and alternative transportation options available in their communities. This includes travel instruction and travel training services.

Public Transportation Alternatives that Assist Seniors and Individuals with Disabilities with Transportation. The following activities are examples of projects that are eligible public transportation alternatives.

- Purchasing vehicles to support accessible taxi, ride-sharing, and/or vanpooling programs. Section 5310 funds can be used to purchase and operate accessible vehicles for use in taxi, ride-sharing, and/or vanpool programs provided that the vehicle meets the same requirements for lifts, ramps, and securement systems specified in 49 CFR part 38, subpart B, at a minimum, and permits a passenger whose wheelchair can be accommodated pursuant to part 38 to remain in his/her personal mobility device inside the vehicle.
- Supporting the administration and expenses related to voucher programs for transportation services offered by human service providers. This activity is intended to support and supplement existing transportation services by expanding the number of providers available or the number of passengers receiving transportation services. Vouchers can be used as an administrative mechanism for payment of alternative transportation services to supplement available public transportation. The

Section 5310 program can provide vouchers to seniors and individuals with disabilities to purchase rides, including: (a) mileage reimbursement as part of a volunteer driver program; (b) a taxi trip; or (c) trips provided by a human service agency. Providers of transportation can then submit the voucher for reimbursement to the recipient for payment based on predetermined rates or contractual arrangements. Transit passes or vouchers for use on existing fixed-route or ADA complementary paratransit service are not eligible. Vouchers are an operational expense which requires a 50/50 (federal/local) match.

- Supporting volunteer driver and aide programs. Volunteer driver programs are eligible and include support for costs associated with the administration, management of driver recruitment, safety, background checks, scheduling, coordination with passengers, other related support functions, mileage reimbursement, and insurance associated with volunteer driver programs. The costs of enhancements to increase capacity of volunteer driver programs are also eligible. FTA encourages communities to offer consideration for utilizing all available funding resources as an integrated part of the design and delivery of any volunteer driver/aide program.
- Limits on operating assistance. Given the 55 percent requirement for traditional Section 5310 capital projects, a recipient may allocate up to 45 percent of its apportionment for operating assistance. However, this funding is limited to eligible projects as described in 49 U.S.C. 5310(b)(1)(B-D) and described in this section (b, c, and d), above. Operating assistance for required ADA complementary paratransit service is not an eligible expense.

## **Application Evaluation Process**

DRPT is responsible for evaluating and selecting projects on a competitive basis.

Once it has been established by DRPT that an applicant meets eligibility requirements, the application is evaluated for conformance with program criteria. DRPT's evaluation criteria are concentrated within 1) Project Needs/Goals and Objectives, 2) Technical Capacity, and 3) Coordination Efforts which are further described below:

- a. A request for a replacement vehicle will be evaluated based on the vehicle's age, condition and mileage. DRPT bases this evaluation on the information contained in the completed application and any attachments. DRPT is reluctant to replace vehicles before the end of their useful life (minimum of 100,000 miles or four years old).
- b. The service area has a documented need for transportation for seniors and persons with disabilities.
- c. The proposed service plan includes a maximum utilization of vehicles for transporting transit dependent seniors and/or passengers with disabilities in the area, ridership projections, and trip purposes.

- d. Creation of service coordination partnerships among transportation providers and/or organizations. Coordination agreements should be documented and signed by all participating agencies. Examples of written coordination agreements include memoranda of understanding (MOU) and lease agreements.
- e. Implementation of a sound comprehensive service management plan.
- f. Financial and management capabilities, particularly in assuring capital match and operating funds.

DRPT also reviews and evaluates applications based on the following information that is requested in the application: vehicle purpose (replacement, expansion, and new service), service plan, management plan, relationship with other private/public transportation providers, and local support. DRPT will also evaluate applications, as appropriate, by validating the expenses and revenue sources submitted on the application, determining the eligibility of listed expenses, requesting additional data or clarification from applicants if necessary, and reviewing data submitted by the applicant for the previous year and any audited financial statements.

Upon completion of the evaluation process, DRPT includes the recommended applications and allocation in the Draft Six Year Improvement Program. The CTB approves the release of the draft program to the public for comment and following receipt of public comments, the CTB approves the final Six Year Improvement Program.

**Application Procedure**

Applications for all programs are made online on DRPT’s On-Line Grant Application system (OLGA) at: <https://olga.drpt.virginia.gov>.

Help with OLGA is available from the OLGA Main Menu. Expand the Grant Management menu; then click instructions. See help documents under the topic: Grant Applications - Public Transportation/TDM.

**Which Applications do I Need to Complete in OLGA?**

The table below provides guidance about which types of applications to complete in OLGA, based on requested expenses. DRPT is seeking to keep the application process as simple as possible, while enabling continuation grantees to utilize previously submitted applications etc.

Application Type	Complete	Notes for Continuation Grantees
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<p><b><u>5310 Vehicle Only Capital Application</u></b></p> <p><u>Example:</u></p> <p>Typical Traditional Section 5310 application seeking funds for one 14 passenger BOC.</p>	<p><b><u>Complete Capital Application</u></b></p> <p>Check box FTA 5310 Eligible; select vehicle and quantity; indicate “see 5310 application.”</p> <p><b><u>Complete 5310 Narrative Application</u></b></p> <p>Be sure to answer all narrative questions completely.</p> <p>(Include complete description of any vehicles being replaced , e.g. VIN, mileage, year, make, model)</p>	<p>Copy forward and update previous 5310 application in OLGA</p>
<p><b><u>Other Section 5310/5317 Application</u></b></p> <p><u>Example:</u></p> <p>Applicant seeks Continuation funding for:</p> <p>Mobility manager.</p> <p>Operating expenses for former New Freedom project transporting people with disabilities.</p> <p>Other (non-vehicle) Sec. 5310 eligible capital or operating expenses</p>	<p><b><u>Complete OLGA 5317 Application.</u></b></p> <p>In Project Needs, Goals and Objectives section of the application, please <u>include adequate budget line item discussion and justification.</u></p> <p>(Includes <u>operating</u> expenses, <u>mobility management</u> expenses, and <u>other eligible capital</u> expenses).</p> <p>Be sure to answer all narrative questions completely.</p> <p>Except in large urban areas of Richmond and Hampton Roads, funding is extremely limited, and competition is expected to be intense.</p>	<p>Copy forward and update previous 5317 application in OLGA.</p>

**Required data includes:**

- Contact information
- Summary of vehicles
- Vehicle description (Include complete description of any vehicles being replaced, e.g. VIN, mileage, year, make, model)
- Requested expenses including operating, mobility management, and other eligible capital expenses by expense object class (In the Project Needs, Goals and Objectives section of the application, please include adequate budget line item discussion and justification)
- Capital budget
- Demonstration of compliance
  - Ethnic composition by percentage
  - Management and arrangements

- Management of operations, maintenance, and service
- Coordinated transportation arrangements
- Certifications and assurances

Upon completing the application, attach the following information in OLGA:

- Articles of Incorporation/Private nonprofit status
- Copy of Letter of Exemption IRS Section 501 C3
- Copies of Public notices printed in area newspapers
- List of local, public, and private human service agencies contacted
- One copy of letter of notice to human service agencies
- Letters of response from human service agencies (one copy only)
- Copy of letter of notice to PDC
- Copy of letter of notice to MPO/urban area applicants
- Copy of Vehicle Insurance Package
- Preventive Maintenance Plan and schedules (New FY16)

Applicants must also reasonably meet technical capacity requirements for grant administration and program management. Please refer to **Appendix A** for this guidance.

Applications must meet a number of other requirements which are detailed below:

### **Coordinated Plan Requirements**

MAP-21 continues to require that projects selected for funding under the FTA Section 5310 Program be derived from a locally developed, coordinated public transit-human services transportation plan, and that the plan be developed through a process that includes representatives of public, private, non-profit and human services transportation providers and participation by the public.

DRPT led the development of regional Coordinated Human Service Mobility (CHSM) Plans for rural and small urban areas of Virginia to meet these requirements, with plans first finalized in mid-2008. Revised and updated plans, in all regions, were completed in the Fall of 2013 and Spring of 2014. All projects selected for funding through the FTA Section 5310 Program must be consistent with the most recent strategies identified as the priorities in the plan for the applicant's region. All applications should be reviewed by the CHSM regional committees.

CHSM Plans are available here:

<http://www.drpt.virginia.gov/planning-and-commuter-programs/transit-reference-material/>

Guidance related to coordinated planning from the proposed FTA circular is also presented in **Appendix B**.

More information on the types of coordination and coordinated services is available in **Appendix C**.

### **Public Notice**

In order to allow public comment on your grant application, applicants are required to notify all parties in your service area that might have an interest in your grant application.

First, applicants are to develop and publish a public notice of intent to apply for a FTA Section 5310 grant. This notice must be advertised in the local newspaper and should appear **AT LEAST 14 DAYS** before the application submittal deadline. In other words, the public notice should be advertised by January 11, 2016. A copy of your public notice printed in your local paper must be attached to the application. A sample public notice is provided in **Appendix D**.

### **Notification to Local Human Service Transportation Providers**

All applicants are required to contact private nonprofit human service, private and public transit providers in your service area to advise them of your intent to apply for a grant. Applicants are expected to look for opportunities to work with these other agencies to share resources and offer mutual support. It is a highest priority of the FTA Section 5310 program to ensure that the greatest amount of productivity possible will be realized for seniors and people with disabilities through these awards. It is often possible for agencies to share equipment and resources or to coordinate transportation services to eliminate duplication.

Applicants should submit (1) sample letter of notification forwarded to human service agencies in their service area. Applicants should also include a list of all human service agencies informed of your intent to apply for FTA Section 5310 funds.

### **Intergovernmental Review Planning Requirements**

#### **Non-Urbanized Areas**

A regional intergovernmental clearinghouse must review Section 5310 projects in non-urbanized areas. This review is obtained by submitting the project to the regional Planning District Commission (PDC). Projects must be submitted to the PDC by January 31, 2016.

The applicant is required to send a letter to its regional Planning District Commission (PDC) describing its proposal for FTA Section 5310 funding.

The letter must explain the type and amount of funding requested and the transportation service the applicant intends to provide. Any comments by the PDC regarding the proposal must be sent to DRPT's Human Service transportation Program Manager.

#### **Urbanized Areas**

Applicants in the urbanized areas must notify their Metropolitan Planning Organization (MPO) of their intent to apply for Section 5310 funds.

FTA Section 5310 applicants must request that the proposed project be included in the annual element of the region's Transportation Improvement Program (TIP). A TIP is a transportation plan, which must be developed for each urbanized area as a condition of funding. The comprehensive planning process results in plans and programs that are consistent with the development of the urbanized areas. The Annual Element is a list of transportation improvement projects proposed for implementation during each transportation program year. Each urbanized area has its own annual elements.

## **FTA Section 5311 Rural Areas**

### **Description**

This program supports operating and capital costs of transit operators in non-urbanized areas, or areas with a population of less than 50,000.

Its goals are:

- To enhance the access of people in non-urbanized areas to health care, shopping, education, employment, public services, and recreation
- To assist in the maintenance, development, improvement, and use of public transportation systems in rural and small urban areas
- To encourage and facilitate the most efficient use of federal funds through the coordination of programs and services
- To assist in the development and support of intercity bus transportation
- To provide for the participation of private transportation providers in non-urbanized transportation to the maximum extent feasible

### **Eligible Recipients**

DRPT is the designated recipient for Virginia's FTA Section 5311 program. Eligible applicants may submit applications to DRPT for evaluation and selection.

Eligible subrecipients include:

- Local and State Government
- Transportation District Commissions
- Public Service Corporations
- Private Non-Profit Organizations

Funds may be used for capital, operating, and administrative assistance to state agencies, local public bodies, and nonprofit organizations (including Indian tribes and groups), and operators of public transportation services.

### **Eligible Expenses**

Eligible operating expenses include items such as fuel, oil, replacement tires, replacement parts, maintenance and repairs, driver and mechanic salaries and fringe benefits, dispatcher salaries and fringe benefits, and licenses. Eligible administrative expenses include items such as transit manager's salary, secretary and bookkeeper salaries, marketing expenses, office supplies, vehicle insurance, and facility and equipment rental.

Net operating expenses are those expenses that remain after operating revenues are subtracted from eligible operating expenses. At a minimum, operating revenues must include farebox revenues. Operating revenues are all revenues accrued to the benefit of the project including farebox revenue (passenger fares), charter service, and contract revenues. Fare box revenues include fares paid by passengers who are later reimbursed by a human service agency, or other user-side subsidy arrangements, but do not include payments made directly to the transit provider by human service agencies.

Eligible capital expenses include items such as buses, vans, associated capital maintenance items, communications equipment, construction or rehabilitation of transit facilities. Commuter Bus service is not an eligible expense under Virginia's FTA Section 5311 program.

### **Match Ratio and Limits of Funding**

DRPT typically funds applications at the maximum federal participation ratio of 50 percent of net operating expenses and up to 80 percent of eligible capital expenses after operating costs are funded.

Funding is apportioned by a statutory formula that is based on the latest U.S. Census figures of areas with a population less than 50,000. The amount that Virginia may use for state administration, planning, and technical assistance is limited to 15 percent of the annual apportionment. Virginia must spend 15 percent of the apportionment to support rural intercity bus service unless the Governor certifies that the intercity bus needs of the state are adequately met. The Governor of Virginia has certified to the FTA each year since 1992 after consultation with the intercity bus industry that all intercity bus needs have been met and any remaining intercity bus funds have been reprogrammed to support rural public transportation projects in Virginia.

### **Application Evaluation Process**

Applicants may apply for operating assistance, capital assistance or both. Below is a description of the evaluation process for operating assistance and capital assistance.

#### Operating Assistance

For operating expenses, DRPT validates the expenses and revenue sources submitted on the application, determines the eligibility of listed expenses based upon the criteria noted above, requests additional data or clarification from applicants if necessary, and reviews data submitted by the applicant for the previous year and any audited financial statements.

Under FTA Section 5311 operating assistance, funds are available for operating expenses for new systems and new service for existing systems. However, any proposal to develop a new transit system or start a new service for an existing system must begin with proper planning. To assist local entities and the public, DRPT has developed Transit Service Design Guidelines (<https://olga.drpt.virginia.gov>) as a tool to assist with the planning process. This tool provides useful information to local entities on implementing new transit service. Local entities must conduct a plan prior to requesting any FTA Section 5311 funds from DRPT. Planning funds may be applied for through DRPT's Technical Assistance Program. DRPT encourages local entities to involve DRPT in any transit system planning efforts. DRPT also has staff and consultant resources available to help manage transit system planning studies on behalf of local entities.

Transit feasibility studies are acceptable planning documents for new transit systems. Existing systems must have a completed and adopted Transit Development Plan in order to request FTA Section 5311 for new service. DRPT's Transit Development Plan requirements are available at: <https://olga.drpt.virginia.gov>. Transit Development Plans must be submitted with an existing system's FTA Section 5311 application.

DRPT will evaluate all requests for new service using the Transit Service Design Guidelines. Specifically, proposals should demonstrate how they have addressed the topics defined in guidelines:

- Examining all of the options

- Planning for success
- Framing the purpose and need
- Land use considerations
- Service area and transit network design
- Other important considerations (including capital and operating costs)

Proposals will also be evaluated against the typical modal characteristics provided in the guidelines.

### Capital Assistance

FTA Section 5311 applications requesting capital assistance will be evaluated by DRPT using the following criteria:

- Project Justification – explanation of the need/problem that the project will address
- Planning – documentation that sufficient planning has been conducted to execute the project
- Project Scope – approach to addressing the need/problem
- Project Readiness – ability to initiate and substantially complete the project within the fiscal year the funds are being applied for
- Technical Capacity – identification of project management team and ability to execute the project
- Project Budget – ability to execute the project scope within the proposed project budget
- Project Schedule - ability to execute the project scope within the project
- Monitoring and Evaluation Plan - applicant’s approach to measuring performance and evaluating the results of the requested capital project(s)

In addition to the criteria above, various tools will be used by DRPT to evaluate certain types of projects:

Replacement/Rehabilitation of Existing Equipment - will be evaluated against consistency with the DRPT Asset Management System and consistency with the capital budgeting information submitted every year by applicants to develop the Six Year Improvement Program.

Transit New Starts (new transit system or new service for an existing system) - prior to submitting an application for transit new starts with capital expenses above \$2 million, applicants should meet with DRPT to ensure that sufficient information is available to warrant an application for Capital Assistance. Submitted applications will be evaluated by DRPT using Transit Service Design Guidelines (using the process described above for operating assistance).

Upon completion of the evaluation process, DRPT includes the recommended applications and allocation in the Draft Six Year Improvement Program. The CTB approves the release of the draft program to the public for comment and following receipt of public comments, the CTB approves the final Six Year Improvement Program.

### **Application Procedure**

Applications for all programs are made online on DRPT’s On-Line Grant Application system (OLGA) at: <https://olga.drpt.virginia.gov>.

Required data include:

- Contact information

- Total operating expenses for previous fiscal year
- Operating budget detailed by expense item, amount and classification
- Operating revenues:
  - Revenue estimates detailed by passenger revenues and non-passenger revenues
  - Capital budget detailed by budget item, quantity, unit cost, source of federal and state funds
- Certifications and resolutions (in OLGA)
- Special Section 13 (c) Warranty
- Title VI Information Update
- Insurance Information (vehicle, facility & equipment)
- FTA Annual Certifications and Assurances
- Resolution Authorizing the Application for State Aid for Public Transportation

Applicants for Federal Aid grants must provide certifications and assurances relevant to the grantee's application for assistance, as described above.

## **FTA SECTION 5316 APPLICATION**

This section will ask you to enter project information for which you are requesting FTA 5316 Job Access and Reverse Commute funding. Current DRPT JARC subrecipient agencies will be given funding preference. The operating expenses for JARC operations will be entered in this section. This section is divided into four different tabs: Project Information, Operating Budget, RMC Budget, and Attachments.

Applicants requiring capital items under JARC must also complete a Capital Assistance application.

### **PROJECT INFORMATION**

#### **Project Information**

- **Project Name:** Enter the name of the JARC project you are requesting funds for.
- **Project Description:** Provide a detailed description of the JARC project, including routes being serviced, expected ridership, etc.
- **Areas Served:** List all the counties and cities affected by the JARC service.
- **Congressional District:** Enter the congressional district number based on the applicants mailing address.
- **Agency Location:** Check applicable population size based on the applicant's location.
- **Coordinated Human Service Mobility Plan Name:** Enter name of plan for your region.
- **Project Type:** Check the type of expenditures for which you are requesting funds. More than one box may be selected.
- **Estimated revenues to be generated by this project:** Enter best estimate in dollars.
- **Anticipated days per week of service provided:** Enter number of days per week service

will be operating.

Project Needs, Goals, and Objectives

Answer questions as noted.

Implementation Plan

Answer questions as noted.

Coordination of Efforts

Answer questions as noted.

**OPERATING BUDGET**

Enter detailed list of expense items for which you are requesting FTA 5316 federal funding for operations. Start by selecting "Add Expense Item".

Expense Items

From the drop down list, select the applicable expense category.

Budget Amount

Enter the total cost amount of the item.

Local Share

Enter the source of the local share that is required to match the JARC that is awarded.

Make sure to save data.

**RMC BUDGET**

The Regional Mobility Coordinator (RMC) is a position with the overall responsibility for the arrangement and delivery of transportation services for older adults, people with disabilities, and people with lower incomes in their region. In this role, the RMC may facilitate transportation through local transportation operators, or provide all or part of services in the region directly.

Enter detailed list of expense items for which you are requesting FTA 5316 federal funding for RMC expenses. Start by selecting "Add Expense Item".

Expense Items

From the drop down list, select the applicable expense category.

Budget Amount

Enter the total cost amount of the item.

### Local Share

Enter the source of the local share that is required to match the JARC that is awarded.

Make sure to save data.

## **ATTACHMENTS**

### Uploading Files

This page is included to allow grantees to attach any documents that support their request for FTA 5316 JARC funds. Only one file can be attached.

Please follow the directions to upload files, and make sure you select "upload" to ensure the upload completed.

Submit the application only after you have determined there are no other changes needed and that it is final.

## **FTA Section 5316 Jobs Access and Reverse Commute Program (JARC) for Rural Areas**

### **Description**

The JARC program was authorized under the provisions set forth in the Safe, Accountable, Flexible, Efficient Transportation Equity Act, a Legacy for Users (SAFETEA-LU), enacted in 2005. Under the former 49 U.S.C. 5316, the Secretary of transportation was authorized to make grants to a recipient for access to jobs and reverse commute projects designed to transport welfare recipients and eligible low-income individuals to and from jobs and activities related to their employment. MAP-21 repealed Section 5316 and made JARC projects eligible for funding under Sections 5307 and 5311. Additionally, FTA guidance indicates that unobligated funds appropriated or authorized in FY12 and prior years remain available for obligation, following program specific requirements established under SAFETEA-LU and prior authorizations. Consequently, DRPT is maintaining the JARC grant program and will assign any funded projects to the appropriate funding source. DRPT will continue to accept JARC applications.

The goal of the JARC program is to improve access to transportation services to employment and employment related activities for welfare recipients and eligible low-income individuals throughout the country. Toward this goal, FTA provides financial assistance for transportation services planned, designed, and carried out to meet the transportation needs of eligible low-income individuals. The program requires coordination of federally assisted programs and services in order to make the most efficient use of Federal resources.

### **Eligible Recipients**

DRPT is the designated recipient for Virginia's FTA Section 5316 program. Eligible applicants (private non-profit organizations; state or local governmental authorities; and operators of public transportation services, including private operators of public transportation services) may submit applications to DRPT for evaluation and selection. Current DRPT JARC subrecipient agencies will be given funding preference.

Eligible applicants must also reasonably meet technical capacity requirements for grant administration and program management.

## **Eligible Expenses**

Funds from the JARC program are available for operating expenses that support transportation services designed to transport low-income individuals to and from jobs and activities related to their employment.

## **Match Ratio and Limits of Funding**

**JARC typically funds applications at the maximum ratio of 50 percent for operating assistance projects. No funds are available to support small urban areas and approximately \$255,000 is available for current projects in rural areas. It is likely that all remaining JARC funds will be obligated in FY2017, resulting in no further awards after FY2017.**

Non-U.S. DOT federal funds and local and private funds can be used as a match. Sources for Non-U.S. DOT federal funds include Temporary Assistance for Needy Families, Medicaid, employment training programs, Rehabilitation Services, and Administration on Aging. Examples of sources of local match which may be used for any or all of the local share include: State or local appropriations; dedicated tax revenues; private donations; revenue from human service contracts; toll revenue credits; and net income generated from advertising and concessions.

## **Application Evaluation Process**

DRPT evaluates applications by validating the expenses and revenue sources submitted on the application, determining the eligibility of listed expenses, requesting additional data or clarification from applicants if necessary, and reviewing data submitted by the applicant for the previous year and any audited financial statements.

Upon completion of the evaluation process, DRPT includes the recommended applications and allocation in the Draft Six Year Improvement Program. The CTB approves the release of the draft program to the public for comment and following receipt of public comments, the CTB approves the final Six Year Improvement Program.

## **Application Procedure**

Applications for all programs are made online on DRPT's On-Line Grant Application system (OLGA) at: <https://olga.drpt.virginia.gov>.

Help with OLGA is available from the OLGA Main Menu. Expand the Grant Management menu; then click instructions. See help documents under the topic: Grant Applications - Public Transportation/TDM.

Applications for the Section 5316 program must meet a number of technical requirements which are summarized in **Appendix A**. Eligible projects are summarized in **Appendix B**. Additional requirements are summarized below and in the attached Appendices:

## **Coordination Plan Requirements**

FTA guidance issued to implement SAFETEA-LU requires that projects selected for funding under the JARC Program be derived from a **locally developed, coordinated public transit-human services transportation plan**, and that the plan be developed through a process that includes representatives of public, private, and non-profit and human services transportation providers and participation by the public.

DRPT assisted in the development of Coordinated Human Service Mobility Plans initially issued in June 2008 and updated in September 2013. Further guidance regarding coordinated human service mobility planning is presented in **Appendix C**

### **STIP/TIP Requirement**

The project proposed must be a product of the metropolitan planning process and/or the statewide planning process specified in 49 CFR Part 613 and 23 CFR Part 450. That is, all transit projects for which Federal funds are expected to be used and that are within metropolitan planning boundaries must be included in a metropolitan Transportation Improvement Program (TIP) approved by the Metropolitan Planning Organization (MPO) and the chief executive officer of a State and in a Statewide Transportation Improvement Program (STIP) that has been approved by FTA and FHWA. Projects not within metropolitan planning boundaries are required only to be in the STIP. The application should identify the latest approved STIP (or amendments) containing the project(s), the appropriate page numbers, and a statement identifying the date that FTA and FHWA approved the STIP (or STIP amendment) that contains the proposed project(s). Projects listed in the TIP and STIP must be derived from and consistent with the State's long range plan. If your project is selected and you are part of an MPO, you must submit your entire project to the local TIP. However, if you are outside of an MPO, DRPT will ensure that the project is included in the STIP.

### **Certifications and Assurances**

Applicants are strongly encouraged to review the latest FTA Certifications and Assurances document before beginning work on their applications. The Certifications and Assurances contain various federal requirements that must be met in order for an organization's application to be approved. Therefore, by submitting an application, organizations are agreeing to abide by these requirements and are assuring that they are able to sign the Certifications and Assurances if their application is awarded funding.

## **FTA SECTION 5317 APPLICATION**

This section will ask you to enter project information for which you are requesting FTA 5317 New Freedom funding. The operating expenses for New Freedom operations will be entered in this section. This section is divided into four different tabs: Project Information, Operating Budget, RMC Budget, and Attachments.

## **FTA SECTION 5317 AND MAP-21 DISCUSSION**

The New Freedom Program was authorized under the provisions set forth in the Safe, Accountable, Flexible, Efficient Transportation Equity Act, a Legacy for Users (SAFETEA-LU), enacted in 2005, as codified at 49 U.S.C. 5317. The Governor of Virginia has designated the Virginia Department of Rail and Public Transportation (DRPT) as the recipient of the New Freedom Program funds that are provided by the Federal Transit Administration (FTA) for areas of the Commonwealth with populations under 200,000 persons. MAP-21 repealed Section 5317 and made New Freedom projects eligible for funding

under Section 5310. Additionally, FTA guidance indicates that unobligated funds appropriated or authorized in FY12 and prior years remain available for obligation, following program specific requirements established under SAFETEA-LU and prior authorizations. Consequently, DRPT is maintaining the New Freedom grant program and will assign any funded projects to the appropriate funding source.

Please see Application Guidance document - Section 5.5 - FTA Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program Includes Traditional 5310 and Other 5310 (New Freedom) Projects ) for additional application guidance.

### **Which Applications do I Need to Complete in OLGA?**

The table on the following page provides guidance about which types of applications to complete in OLGA, based on requested expenses. DRPT is seeking to keep the application process as simple as possible, while enabling continuation grantees to utilize previously submitted applications etc.

<b>Application Type</b>	<b>Complete</b>	<b>Notes for Continuation Grantees</b>
<p><u>Other Section 5310/5317 Application</u></p> <p><u>Example:</u> Applicant seeks Continuation funding for: <u>Mobility manager</u> <u>Operating expenses</u> for former New Freedom project transporting people with Disabilities.</p> <p><u>Other (non-vehicle) Sec. 5310 eligible capital or operating expenses</u></p>	<p><u>Complete OLGA 5317 Application.</u></p> <p>In Project Needs, Goals and Objectives Please include adequate budget line item discussion and justification. (Includes <u>operating</u> expenses, <u>mobility management</u> expenses, and <u>other eligible capital</u> expenses)</p> <p>Be sure to answer all narrative questions completely.</p> <p>Except in large urban areas of Richmond and Hampton Roads funding is extremely limited and competition is expected to be intense.</p>	<p>Copy Forward and update previous 5317 application in OLGA.</p>

<p><u>5310 Vehicle Only Capital Application</u></p> <p><u>Example:</u></p> <p>Typical Traditional Section 5310 application seeking funds for one 14 passenger BOC.</p> <p>(Inc. eligible Northern VA applications)</p>	<p><u>Complete Capital Application</u></p> <p>Check box FTA 5310 Eligible; select vehicle and quantity; indicate "see 5310 application."</p> <p><u>Complete OLGA 5310 Narrative Application</u></p> <p>Be sure to answer all narrative questions completely.</p> <p>(Include complete description of any vehicles being replaced , e.g. VIN, mileage, year, make, model)</p>	<p>Copy forward and update previous 5310 application in OLGA.</p>
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## **PROJECT INFORMATION**

### Project Information

- Project Name: Enter the name of the eligible project you are requesting funds for.
- Project Description: Provide a detailed description of the requested project, including routes being serviced, expected ridership, etc.
- Areas Served: List all the counties and cities affected by the proposed project/service.
- Congressional District: Enter the congressional district number based on the applicants mailing address.
- Agency Location: Check applicable population size based on the applicant's location.
- Coordinated Human Service Mobility Plan Name: Enter name of plan for your region.
- Project Type: Check the type of expenditures for which you are requesting funds. More than one box may be selected.
- Estimated revenues to be generated by this project: Enter best estimate in dollars.
- Anticipated days per week of service provided: Enter number of days per week service will be operating.

### Project Needs, Goals, and Objectives

Answer questions as noted. (See notes above for additional guidance).

### Implementation Plan

Answer questions as noted.

### Coordination of Efforts

Answer questions as noted.

## **OPERATING BUDGET**

Enter detailed list of operating expense items for which you are requesting FTA 5317 federal funding. Start by selecting "Add Expense Item".

### Expense Items

From the drop down list, select the applicable expense category.

### Budget Amount

Enter the total cost amount of the item.

### Local Share

Enter the source of the local share required to match any FTA funds awarded. Make sure to save data.

### RMC BUDGET

The Regional Mobility Coordinator (RMC) is a position with the overall responsibility for the arrangement and delivery of transportation services for older adults, people with disabilities, and people with lower incomes in their region. In this role, the RMC may facilitate transportation through local transportation operators, or provide all or part of services in the region directly.

Enter detailed list of RMC expense items for which you are requesting FTA 5317 federal funding. Start by selecting "Add Expense Item".

### Expense Items

From the drop down list, select the applicable expense category.

### Budget Amount

Enter the total cost amount of the item.

### Local Share

Enter the source of the local share required to match any FTA funds awarded. Make sure to save data.

### ATTACHMENTS

Please attach the following documents, as appropriate:

- Articles of Incorporation/Private nonprofit status
- Copy of Letter of Exemption IRS Section 501C3
- Copies of Public notices printed in area newspapers
- List of local, public, and private human service agencies contacted
- One copy of letter of notice to human service agencies
- Letters of response from human service agencies (one copy only)

- Copy of letter of notice to PDC
- Copy of letter of notice to MPO - urban area applicants
- Copy of Vehicle Insurance Package
- Preventive Maintenance Plan and schedules

**Uploading Files**

This page is included to allow grantees to attach any documents that support their request for FTA 5310/5317 funds.

Please follow the directions to upload files, and make sure you select "upload" to complete the upload function.

**Submit the application only after you have determined there are no other changes needed and that it is final.**

FTA Section 5317 New Freedom  
Description

The New Freedom Program was authorized under the provisions set forth in the Safe, Accountable, Flexible, Efficient Transportation Equity Act, a Legacy for Users (SAFETEA-LU), enacted in 2005, as codified at 49 U.S.C. 5317. The Governor of Virginia has designated the Virginia Department of Rail and Public Transportation (DRPT) as the recipient of the New Freedom Program funds that are provided by the Federal Transit Administration (FTA) for areas of the Commonwealth with populations under 200,000 persons. MAP-21 repealed Section 5317 and made New Freedom projects eligible for funding under Section 5310. Additionally, FTA guidance indicates that unobligated funds appropriated or authorized in FY12 and prior years remain available for obligation, following program specific requirements established under SAFETEA-LU and prior authorizations. Consequently, DRPT is maintaining the New Freedom grant program, and a separate OLGA application form, and will assign any funded projects to the appropriate funding source.

Please see Section 5.5 - FTA Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program (Includes Traditional 5310 and Other 5310 (New Freedom) Projects) for additional application guidance.

**Which Applications do I Need to Complete in OLGA?**

The table below provides guidance about which types of applications to complete in OLGA, based on requested expenses. DRPT is seeking to keep the application process as simple as possible, while enabling continuation grantees to utilize previously submitted applications etc.

Application Type	Complete	Notes for Continuation Grantees
<p><u>Other Section 5310/5317 Application</u></p> <p><u>Example:</u></p> <p>Applicant seeks Continuation funding for:</p> <p><u>Mobility manager</u></p> <p>Operating expenses for former New Freedom project transporting people with disabilities.</p> <p>Other (non-vehicle) Sec. 5310 eligible capital or operating expenses</p>	<p>Complete OLGA 5317 Application</p> <p>In the Project Needs, Goals and Objectives section of the application please include adequate budget line item discussion and justification. (Includes <u>operating expenses</u>, <u>mobility management expenses</u> and other <u>eligible capital expenses</u>. Be sure to answer all narrative questions completely.</p> <p>Except in large urban areas of Richmond and Hampton Roads, funding is extremely limited, and competition is expected to be intense.</p>	<p>Copy, forward and update previous 5317 application in OLGA.</p>
<p><u>5310 Vehicle Only Capital Application</u></p> <p><u>Example:</u></p> <p>Typical Traditional Section 5319 application seeking funds for one 14 passenger BOC.</p> <p>(Inc. eligible Northern VA applications)</p>	<p>Complete Capital Application</p> <p>Check box FTA 5310 Eligible; select vehicle and quantity; indicate “see 5310 application”</p> <p>Complete OLGA 5310 Narrative</p> <p>Be sure to answer all narrative questions</p>	<p>Copy, forward, and update previous 5310 application in OLGA.</p>

	completely.  (Include complete description of any vehicles being replaced, e.g. VIN, mileage, year, make and model)	
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OLGA login  
<https://olga.drpt.virginia.gov>