

FY2017

OLGA Application Help Document

and

Capital Assistance Program Guidance

Document



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".

LINE ITEMS

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 Applications menu.



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.

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- 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.

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