Virginia Department of Rail and Public Transportation

FY2021 Grant Program Application Guidance

For Public Transportation and Transportation Demand Management

Fiscal Year 2021

July 1, 2020 – June 30, 2021

Making Efficient + Responsible Investments In Transit

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INTRODUCTION AND OVERVIEW

The Virginia Department of Rail and Public Transportation (DRPT) has prepared this document to provide grant applicants with information on the application requirements and process for the state and federal grant programs administered by DRPT. This document covers grant funding for public transportation, transportation demand management (TDM), and planning programs, projects, and services for fiscal year 2021 (July 1, 2020 – June 30, 2021).

This document is one of several resources available to grant applicants to assist with DRPT's grant application and post-award project management process. Other resources include DRPT's Grant Administration Procedures (policies and procedures for grant recipients following the award of a grant), technical guidance, and DRPT's grant workshops held in the spring and fall. These workshops provide potential applicants with information on grant application and management processes and requirements. In addition, DRPT's staff is available anytime during the year to provide technical assistance and answer questions regarding specific grant programs.

OVERVIEW OF GRANT PROGRAMS ADMINISTERED BY DRPT

State and Federal grant funds administered by DRPT provide financial assistance to support Public Transportation and Transportation Demand Management (TDM) services throughout the state and support DRPT's core mission:

> *"To facilitate and improve the mobility of the citizens of Virginia and to promote the efficient transport of goods and people in a safe, reliable, and cost-effective manner."*

DRPT's transit funding program is referred to as "MERIT" – Making Efficient and Responsible Investments in Transit. The overall MERIT program includes eight individually administered grant programs that provide funding for capital purchases and operations, TDM projects and operations, and planning processes and studies.

In addition, DRPT administers and distributes funding through four federal grant programs to public transportation and TDM operators throughout the state.

DRPT provides funding for transit capital purchases and operations, TDM program projects and operations, and planning processes and studies. Specifically, the capital assistance program provides funding for transit assets such as vehicles, transit facilities, maintenance equipment, machinery, and heavy equipment. The operating assistance program provides funding for transit operations, maintenance services, repairs and administrative costs, and TDM/commuter assistance program and project operations. Planning funding supports Metropolitan Planning Organization (MPO) planning processes, public transportation research and studies, and TDM services, programs, projects, and improvements.

This document covers the following grant programs:

MERIT State Aid Grant Programs

- Operating Assistance
- Capital Assistance
- Demonstration Project Assistance
- Technical Assistance
- Public Transportation Intern Program
- Transportation Demand Management (TDM) Operating Assistance
- Mobility Programs (formerly Transportation Management Project Assistance)
- Senior Transportation Program

FTA Grant Programs

- Metropolitan Planning – FTA Section 5303
- Small Urban Areas Program – FTA Section 5307
- Enhanced Mobility of Seniors and Individuals with Disabilities – FTA Section 5310
- Rural Areas – FTA Section 5311

Tables 1 and 2 summarize the state and federal programs administered by DRPT and include a brief description of the grant program, eligible recipients and state, federal and local match requirements. More details regarding each grant program are provided in the subsequent sections of this document.

Unless noted otherwise, eligible expenditures for all grant programs are paid on a reimbursement basis. A general synopsis of eligible expenses for each grant program is provided in each grant program section. Instructions and requirements for submitting reimbursement requests to DRPT are provided in DRPT's Grant Administration Procedures.

Applications for funding are not officially approved until the Commonwealth Transportation Board (CTB) approves DRPT's Six Year Improvement Program (SYIP), usually at the CTB's June meeting. The funding for approved programs and projects will be available on July 1. However, some federal funding will not be available until October 1.

Table 1 MERIT – DRPT Administered State Aid Grant Programs

MERIT – State Aid Grant Program	Program Description	Eligible Recipients	Grant Funding & Matching Ratios
Operating Assistance	Supports costs borne by eligible recipients for operating related public transportation expenses	• Local and State Government • Transportation District Commissions • Public Service Corporations	State Funding: Up to 30% of operating budget * Federal Funding: 5311 recipients only, up to 50% of net operating expenses * NOTE: DRPT follows a sizing and performance-based methodology for allocating operating assistance funds
Capital Assistance	Supports costs borne by eligible recipients for public transportation capital projects Program consists of 3 project types: • State of Good Repair (SGR) • Minor Enhancements (MIN) • Major Expansions (MAJ)	• Local and State Government • Transportation District Commissions • Public Service Corporations • Federally Recognized Indian Tribes	State: Varies by project type • SGR: up to 68% of eligible expenses • MIN: up to 68% • MAJ: up to 50% Federal: Recipients can augment state funds with eligible federal funds to reduce the local funding burden Local Match: Minimum of 4%
Demonstration Project Assistance	Supports innovative investments in all functional areas of public transportation Program consists of 2 project types: • New Service (traditional transit services) • Technology and Innovation	• Local Government • Planning District Commissions • Metropolitan or Transportation Planning Organizations • Transit Agencies that Receive State Operating Assistance from the Mass Transit Fund	State Funding: Up to 80% of eligible expenses Local Match: 20%
Technical Assistance	Supports planning or technical assistance to help improve or initiate public transportation or TDM-related services	• Local and State Government • Transportation District Commissions • Public Service Corporations • Planning District Commissions and Regional Planning Commissions • Human Service Agencies Involved in Rural Public Transportation • Transportation Management Associations	State Funding: Up to 50% of eligible expenses Local Match: 50%
Public Transportation Intern Program	Supports internships for careers in public transportation	• Local and State Government • Transportation District Commissions • Public Service Corporations • Planning District Commissions	State Funding: Up to 80% of eligible expenses Local Match: 20%

Public Transportation Intern Program (Continued)		• Human Service Agencies Involved in Rural Public Transportation • Public Transportation System Operators • Commuter Assistance Program Operators	
TDM Operating Assistance	Supports the operation of existing Transportation Demand Management/ Commuter Assistance programs	• Local and State Government • Transportation District Commissions • Planning District Commissions • Transportation Management Associations • Transit Service Operators	State Funding: Up to 80% of eligible expenses Local Match: 20%
Mobility Programs (formerly Transportation Management Project Assistance)	Supports vanpool programs, Employer Outreach/Services programs, Telework!VA, other TDM programs and projects beyond the basic commuter assistance program operations	• Local and State Government • Regional Commissions • Transit Service Operators • Transportation District Commissions • Public Service Corporations • Planning District Commissions • Transportation Management Associations • Vanpool Operators/Providers on a case-by-case basis	State Funding: Up to 80% of eligible expenses Local Match: 20%
Senior Transportation Program	Supports projects and programs that improve mobility for senior citizens	• Local and State Government • Transportation District Commissions • Public Service Corporations • Private Non-Profit Organizations	State Funding: Up to 80% of eligible expenses Local Match: 20%

Table 2 DRPT Administered FTA Grant Programs

FTA Grant Program	Program Description	Eligible Recipients	Grant Funding & Matching Ratios
FTA Section 5303 – Metropolitan Planning	Supports public transportation related planning expenses	• Metropolitan Planning Organizations (MPOs)	Federal Funding: Up to 80% of eligible expenses State Funding: 10% Local Match: 10%
FTA Section 5307 – Small Urban Areas Program	Supports operating and capital costs of transit operators in small urban areas	The following entities located in urban areas with populations between 50,000 and 200,000: • Local and State Government • Transportation District Commissions • Public Service Corporations, Planning District Commissions in urban areas with populations between 50,000 and 200,000	Allocated based on annual FTA Federal Register and net operating expenses. Can be used for the following: Up to 50% of net operating expenses Up to 80% of eligible capital expenses
FTA Section 5310 – Enhanced Mobility of Seniors and Individuals with Disabilities	Supports capital (including vehicles and equipment) and operating costs of transportation services and transportation alternatives beyond those required by the Americans with Disabilities Act of 1990 (includes activities previously eligible under the FTA 5317 New Freedom Program)	• Local and State Government (e.g. AAAs and CSBs) • Private non-profit operators of transportation services for seniors and persons with disabilities	Federal Funding: • Operating: Up to 50% of net operating expenses • Capital and Mobility Management Projects: Up to 80% of eligible capital and Mobility Management expenses State Funding: 80% of non-federal portion for operating and capital Local Match: • Operating: 10% • Capital: 4%
FTA Section 5311 – Rural Areas	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 • Federally Recognized Indian Tribes	Federal Funding: • Operating: Up to 50% of net operating expenses • Capital: Up to 80% of eligible capital expenses State Funding: 80% of non-federal portion for capital Local Match: • Operating: 50% • Capital: 4%

STATE AND FEDERAL GRANT PROGRAM SCHEDULE

Each year, the application and award process for DRPT administered grant programs takes place between December 1st, when the application period opens, and early June, when the Commonwealth Transportation Board (CTB) releases the final Six-Year Improvement Program (SYIP) that contains all approved grants. In order to qualify for these funding programs, potential applicants must complete a series of requirements during and outside of the open application period.

Table 3 highlights the major process steps, grantee requirements, and informational opportunities in DRPT's annual grant application and award process. 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**.

Table 3 State and Federal Grant Program Application and Award Schedule

Responsible Party	Step	Type	FY 21 Schedule
Grant Applicant	**Application Assistance Available:** DRPT offers assistance developing applications to potential state and federal grant applicants	Informational	• September 2019 – January 2020 • FTA 5303: October 2019 – April 2020
Grant Applicant	**Human Service and Mobility Providers Coordination Meetings:** All potential FTA 5310 and Senior Mobility program applicants must attend a coordination meeting to be eligible for funding	Requirement	• September – October 2019
Grant Applicant	**Grantee Outreach Workshop (Applications):** Provides applicants with information on the upcoming grant application process	Informational	• November 2019
Grant Applicant	**FY21 State and Federal Grant Application Period:** The grant application is open for all grant programs except the FTA 5303 program (MPO Assistance) in the OLGA portal	Process	• December 1, 2019 – February 1, 2020
Grant Applicant	**TransAM Data Update #1:** All assets in the statewide asset management system – TransAM – must be updated in order to quality for capital assistance	Requirement	• January 15, 2020
Grant Applicant	**Transit Development Plan (TDP)/Transit Strategic Plan (TSP) Update Letters:** All transit agencies must submit TDP/TSP Update letters	Requirement	• January 15, 2020
Grant Applicant	**5-year Capital Budgets Due:** Grantees that administer transit service are required to submit 5-year capital budgets at the time of grant application submittal through the OLGA portal	Requirement	• February 15, 2020
DRPT	**DRPT Evaluates Grant Applications:** Staff review grant applications, evaluate and score projects, and make funding recommendations	Process	• February – March, 2020

DRPT	**DRPT Provides FTA 5303 Funding Estimates:** Staff provide FTA 5303 estimate to Metropolitan Planning Organizations so they may develop their Unified Planning Work Programs (UPWP)	**Process**	• February 15, 2020
DRPT	**DRPT Develops the Draft Six-Year Improvement Program (SYIP):** DRPT develops the draft SYIP which contains all state and federal grants that have been awarded	**Process**	• February – April, 2020
Commonwealth Transportation Board (CTB)	**Six-Year Improvement Program (SYIP) Public Review:** Commonwealth Transportation Board (CTB) releases draft SYIP to the public for review and comment	**Process**	• April, 2020
Commonwealth Transportation Board (CTB)	**Draft Six-Year Improvement Program (SYIP) Public Hearings:** CTB holds public hearings to gather input on the draft SYIP	**Process**	• April – May, 2020
Grant Applicant	**Applications for FTA Section 5303 are Due:** Metropolitan Planning Organizations (MPOs) must submit FTA 5303 grant applications to DRPT	**Requirement**	• May 1, 2020
Commonwealth Transportation Board (CTB)	**Six Year Improvement Program (SYIP) Adopted:** CTB Approves final SYIP	**Process**	• June, 2020
DRPT	**DRPT Develops and Executes Grant Agreements:** DRPT staff develop contracts and work with grantees to execute them	**Process**	• June – October, 2020
Grant Applicant	**Grantee Outreach Workshop (Grants Management):** Provides grantees with information on how to manage the grant funds that they have been awarded	**Informational**	• June, 2020
DRPT	**FY21 Grant Funds Available:** Grantees may start spending awarded grant funds	**Process**	• July 1, 2020
Grant Applicant	**TransAM Data Update #2:** All assets in the statewide asset management system – TransAM – must be updated	**Requirement**	• July 15, 2020

APPLICATION SUBMISSION PROCEDURES

Applications for funding for all of DRPT's grant programs must be submitted through DRPT's Online Grant Administration (OLGA) website **(**https://olga.drpt.virginia.gov**)**. DRPT will not accept applications in any other manner than through OLGA.

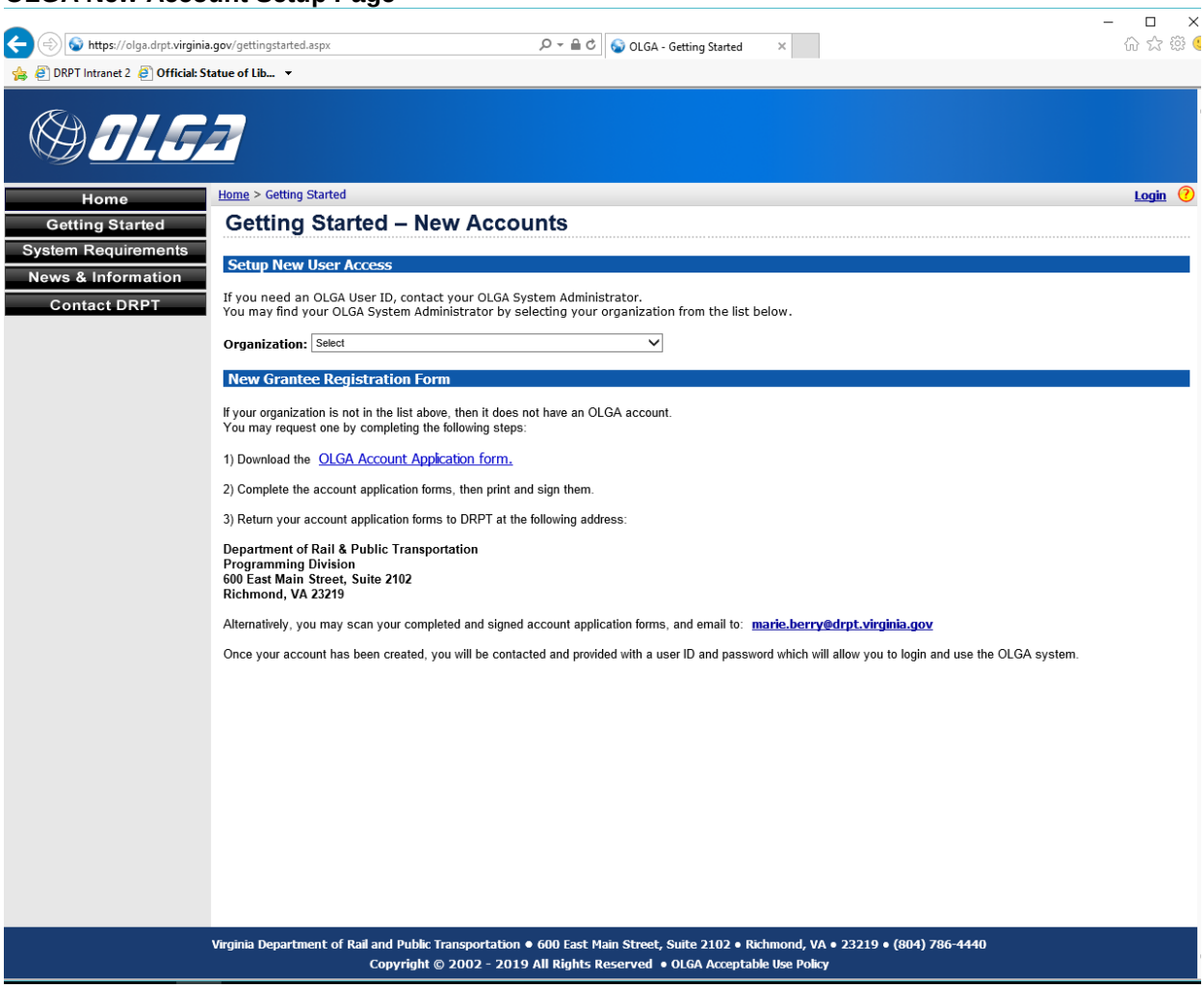
Organizations eligible to receive funding must set up an account and designate a Master User before they can submit an application. An OLGA account can be set up at any time of the year, and it is recommended that new applicants set up an OLGA account prior to the start of the grant application period.

How to Set Up an OLGA Account

To set up an OLGA account, go to the OLGA website **(**https://olga.drpt.virginia.gov**)** and select **Getting Started** from the menu. Follow the instructions to submit a request for an OLGA account. DRPT will notify the Master User designee when the OLGA account has been established. The Master User can then log in to OLGA and complete the account set-up, enter agency contact information, add additional users, and set user access and roles. The Master User can make

changes to the account, add/delete/edit users, and edit contact information at any time. Instructions on managing the account can be found in the Help section on the OLGA website.

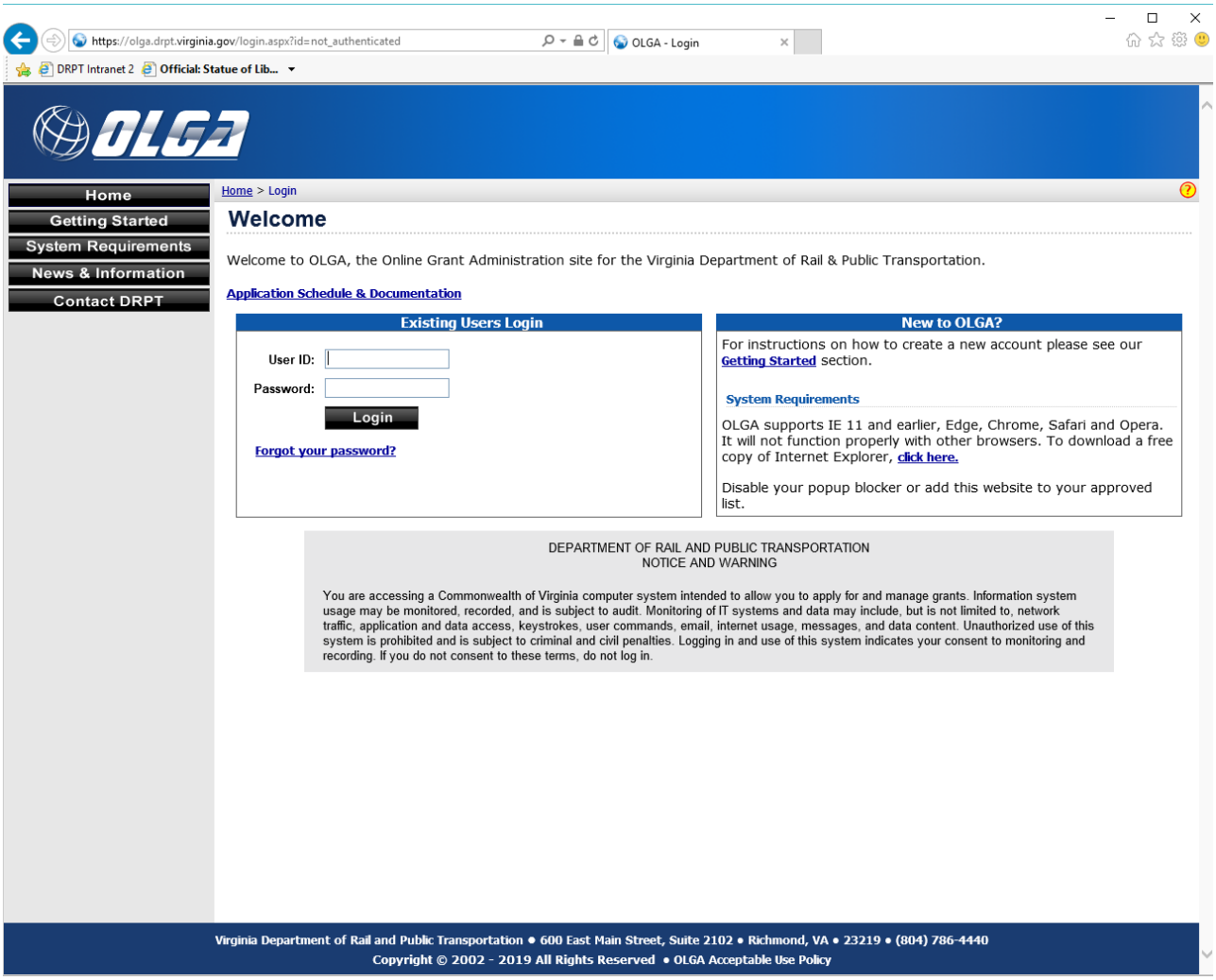
OLGA New Account Setup Page



The Basics of Grant Applications in OLGA

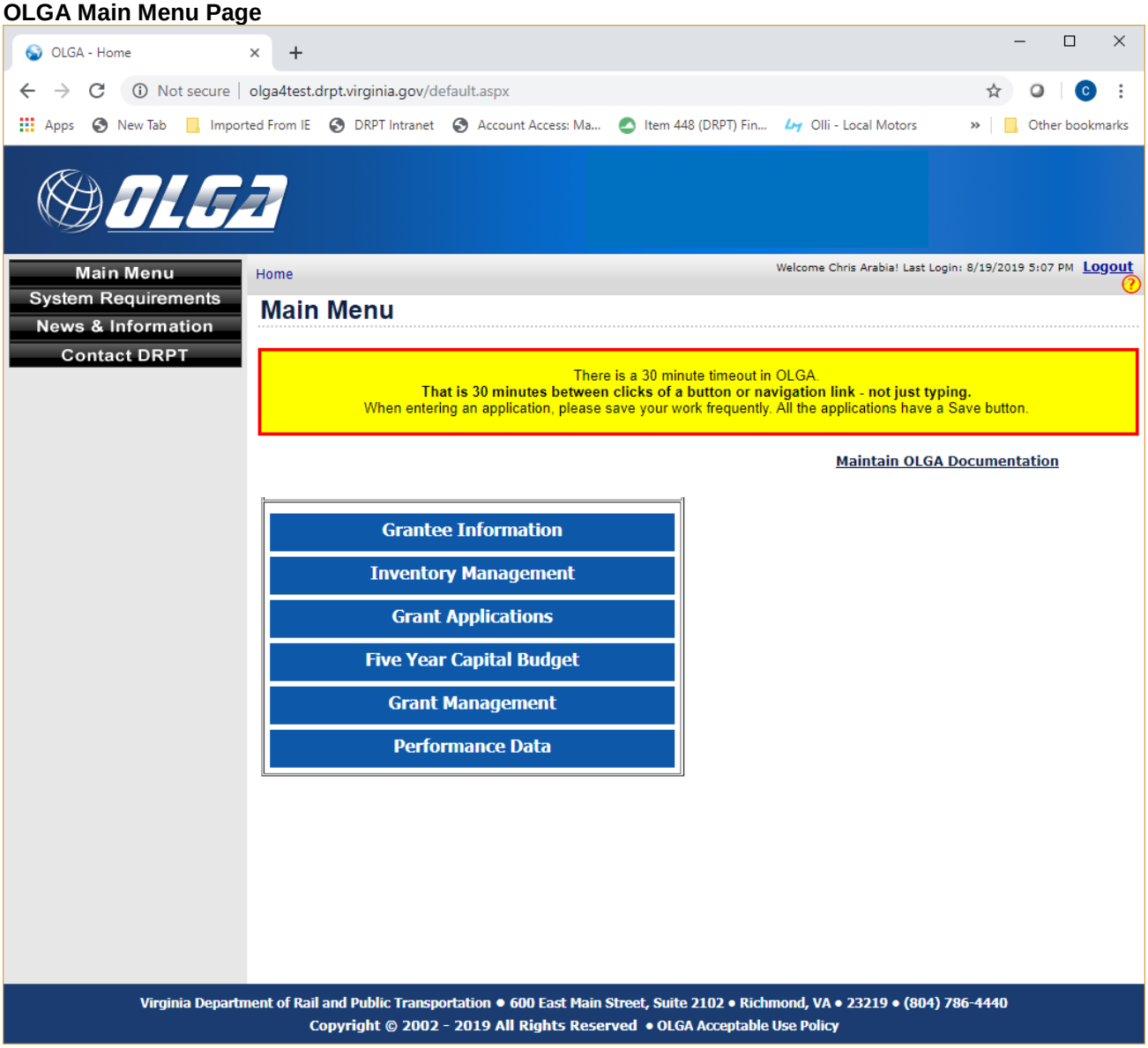
Start an application by first logging in to your OLGA account. Log in by entering your **User ID** and **Password** in the **Existing Users Login** section. Then click on **Login**.

OLGA Login Page

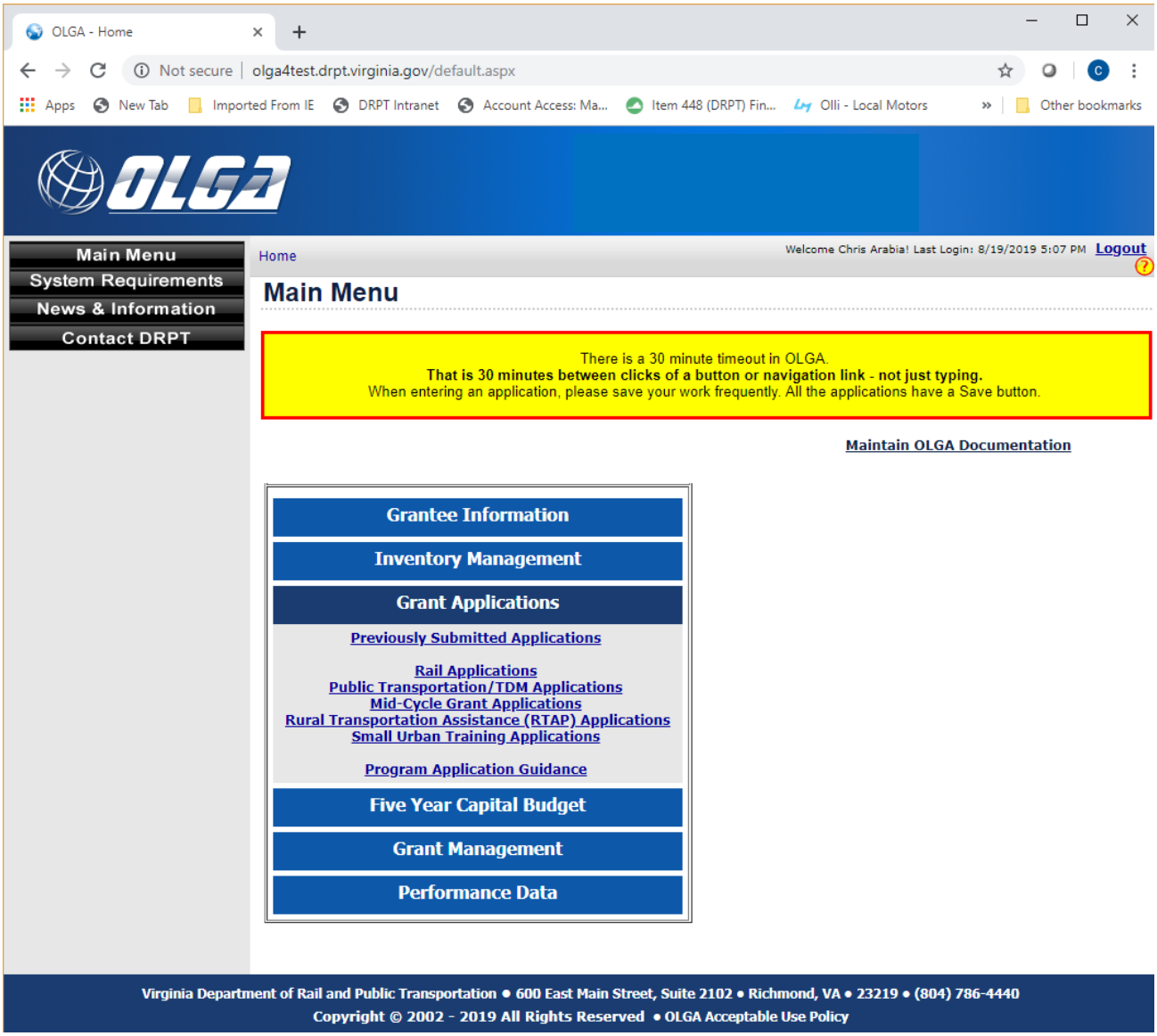


After a successful login, the **Main Menu** of OLGA will appear. There are several options on the Main Menu page for managing an OLGA account, entering performance data, and other options. Select the **Grant Applications** option to continue with the application process.

OLGA Main Menu Page



OLGA Main Menu Page with Grant Applications Selected



Select **Public Transportation/TDM Applications** to continue with the application process. The next page to appear will be a table of all of the grant program applications. Select the appropriate application to start a new application. You may need to scroll down to find the grant program application you need. Be sure to save your work frequently. Saved applications can be edited at any time prior to the end of the grant submission period. **Applications cannot be edited once submitted.**

Contact your DRPT Program Manager if you have questions regarding the application process or if you need to edit a submitted application.

CHAPTER 1 – MERIT: STATE AID GRANT PROGRAMS

Sections 1.1 through 1.9 present the MERIT state aid grant programs in the following order:

1.1 Operating Assistance
1.2 Capital Assistance
1.3 Demonstration Project Assistance
1.4 Technical Assistance
1.5 Public Transportation Intern Program
1.6 Transportation Demand Management (TDM) Operating Assistance
1.7 Mobility Programs (formerly Transportation Management Project Assistance)
1.8 Senior Transportation Program
1.9 Environmental Mitigation Trust for State Beneficiaries

SECTION 1.1 OPERATING ASSISTANCE PROGRAM

The Operating Assistance Program section provides a general overview of the State Aid Operating Assistance grant program for transit service, identifies who can apply, describes what types of projects could qualify for funding, and specifies terms and requirements.

ELIGIBLE APPLICANTS

State operating assistance is awarded to existing providers of public transportation service in Virginia. Eligible grant recipients include public transportation services operated by:

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

PROGRAM DESCRIPTION

The Operating Assistance program provides funding for operating expenses for many types of transit services, including fixed route and commuter bus service, bus rapid transit, ferry, commuter and light rail service. Operating Assistance supports transit operations, maintenance, repairs and administrative costs.

PROGRAM GOAL

The goal of the Operating Assistance program is to improve the quality and efficiency of public transportation services.

OPERATING ASSISTANCE FUNDING MODEL

State operating assistance is distributed among all eligible public transportation service providers utilizing a performance-based funding methodology. This methodology is based on several different service delivery factors, including sizing and performance metrics. The sizing factors represent an agency's relative size to other agencies across the Commonwealth, whereas the performance factors represent an agency's performance trend for a given metric relative to statewide trends for all agencies. Additional information on the funding model is available in the Operating Assistance – Technical Documentation.

ELIGIBLE OPERATING EXPENSES

Prospective applicants are required to submit audited financial statements to support all operating expenses. The following eligible expenses may be submitted:

Public transportation general administrative expenses borne by the locality.

Eligible expenses include, but are not limited to:

ELIGIBLE EXPENSES

GENERAL ADMINISTRATIVE EXPENSES

VEHICLE FUELS, LUBRICANTS, TIRES

MAINTENANCE PARTS AND SUPPLIES

- Accounting and payroll
- Advertising and promotional 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)
- 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: Items eligible only if consumed. Items purchased for inventory are not eligible.

INELIGIBLE OPERATION EXPENSES

The following expenses are ineligible for consideration:

- Expenses not directly attributed to the operation of public transportation services
- Expenses already funded through another state grant
- Expenses related to state lobbying activities
- Wages or expenses reimbursed through another program (Employer Outreach, Commuter Services, etc.)
- Capital Reserves
- Charter Service expenses

OPERATING REVENUES

In order to determine eligibility for funding, DRPT requires the provider to submit all operating revenues and revenue sources along with their application, which includes farebox revenue and Federal, State and Local revenues. Federal revenues are defined as financial assistance from any federal government program that supports the operation of public transportation. State revenues are financial assistance from any state government program other than DRPT's Operating Assistance program. Local revenues are defined as financial assistance that support the operation of the transit system that are not from state or federal funds. Local revenues include, but are not limited to:

- Tax levies – 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.
- 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.
- Advertising revenues from non-taxpayer entities
- Contract revenue from non-taxpayer entities.

PERFORMANCE DATA

The data required from each agency to compute the operating allocation formula includes:

- Operating Cost for System Sizing – Most recent audited operating cost available, net of depreciation, projects funded in other DRPT programs, and non-transit related expenses. New transit service will be based on budgeted operating costs for the year of implementation until audited operating costs are available.

- Operating Cost for Performance Metric – Total operating costs less depreciation, ineligible costs, and costs not related to transit.
- Unlinked Passenger Trips (Ridership) – Number of passengers who board public transportation vehicles, regardless of whether a passenger is transferring from another transit vehicle.
- Revenue Vehicle Hours (RVH) – Hours traveled by revenue vehicles (buses, vans, railcars, etc.) while in revenue service. For uni-directional commuter routes greater than 20 miles in length, non-revenue hours associated with deadhead trips will be considered as revenue vehicle hours for the purpose of allocating operating assistance.
- Revenue Vehicle Miles (RVM) – Miles traveled by revenue vehicles while in revenue service. For uni-directional commuter routes greater than 20 miles in length, non-revenue miles associated with deadhead trips will be considered as revenue vehicle miles for the purpose of allocating operating assistance.
- Passenger Miles Traveled (PMT) – Cumulative sum of the distances traveled by each passenger as reported to the National Transit Database. This metric is used for calculation of the Commuter Rail Pool, and is estimated for small transit agencies based on reported ridership relative to statewide average distance traveled by commuter rail and commuter bus agency passengers.

Grantees must report Ridership, RVH, and RVM on a monthly basis in OLGA. DRPT's Transit Program Managers will perform an annual review and validation of each agency's performance data submitted in OLGA prior to the allocation of any operating assistance.

PERFORMANCE-BASED FUNDING ALLOCATION

The 2018 General Assembly passed House Bill 1539, which requires the Commonwealth Transportation Board (CTB) to allocate operating assistance solely on the basis of performance metrics beginning in FY2020. For the purposes of system sizing, the following metrics will be applied:

Bus Systems:

- Operating Cost (50%)
- Ridership (30%)
- Revenue Vehicle Hours (10%)
- Revenue Vehicle Miles (10%)

Due to the unique cost structure of Commuter Rail compared to other transit services, Commuter Rail receives a unique treatment in the sizing process. Currently, the only Commuter Rail agency in the Commonwealth of Virginia is Virginia Railway Express (VRE). The size-weight for the Commuter Rail pool is calculated by taking the percentage of VRE's Passenger Miles Traveled, Revenue Vehicle Hours, and Revenue Vehicle Miles compared to statewide totals. Each factor is weighted at 1/3 (33.33%) and multiplied by the total amount of operating assistance available

statewide. For the purpose of performance adjustment, the following metrics will be applied to all systems:

- Passengers per Revenue Vehicle Hour (20%)
- Passengers per Revenue Vehicle Mile (20%)
- Operating Cost per Revenue Vehicle Hour (20%)
- Operating Cost per Revenue Vehicle Mile (20%)
- Operating Cost per Passenger (20%)

In order to ensure an even distribution of funding, the share of state operating assistance will be capped at 30% of an agency's operating cost. Unallocated balances remaining after applying the cap will be run through the performance based formula to ensure full allocation of the available operating funding.

Agencies that receive an increase in state assistance as a result of the performance based formula are encouraged to invest the increased allocation into sustaining and expanding service options.

APPLICATION EVALUATION PROCESS

Applicants must ensure that expenses and revenues (as described above) are properly reported on their application. DRPT evaluates Operating Assistance applications by validating the expenses and revenue sources submitted on the application and determining the eligibility of listed expenses based upon the criteria noted above. Additional data or clarification from applicants will be requested if necessary. The finance staff at DRPT is responsible for validation and will begin the process in the fall prior to the application opening date. The validation process will include reviewing data submitted by the applicant for the previous year and verifying against the applicant's audited financial statements.

> AUDITED FINANCIALS
>
> AUDITED FINANCIAL STATEMENTS MUST BE SUBMITTED BY ALL ELIGIBLE RECIPIENTS TO DRPT EACH YEAR AND ARE REQUIRED FOR VERIFICATION OF OPERATING EXPENSES AND REVENUES.

The transit staff at DRPT is responsible for reviewing budget and expenditure data, as well as validation of performance data submitted as part of the application. The validation process will include reviewing data submitted by the applicant for the previous year and verifying against the applicant's records, as appropriate.

Upon completion of the evaluation process, DRPT includes the recommended applications and allocation in the Draft Six-Year Improvement Program (SYIP). 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 SYIP. You can view the FY20 SYIP here. The Draft FY21 SYIP will be posted on the DRPT website in April 2020.

APPLICATION REQUIREMENTS

Applications for all State Aid Grant Programs are submitted online using DRPT's Online Grant Administration website (OLGA) at: https://olga.drpt.virginia.gov.

Required data include:

- Previous year's audited operating expenses and revenues.
- A detailed crosswalk of the audited operating expenses.
- Operating expense budget for upcoming fiscal year.
- 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.
- Total amount of local funds anticipated for the upcoming fiscal year. Local funds used as match should **not** be reported in the Operating Application.
- 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 Congestion Mitigation and Air Quality Improvement (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.

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. Local entities must develop 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 or Transit Strategic Plan in order to request Operating Assistance for new service. DRPT's Transit Development Plan

requirements are available on the DRPT website. Transit Development Plans must be submitted with an existing system's Operating Assistance application.

DRPT staff will evaluate all requests based upon how they address the following areas:

- Long-term funding strategy
- Alternatives analysis
- Framing the purpose and need
- Land use considerations
- Service area and transit network design
- Availability of non-state resources to support on-going operations

SECTION 1.2 CAPITAL ASSISTANCE

This section provides a general overview of the Capital Assistance grant program for transit, identifies who can apply, describes what types of projects could qualify for funding, and specifies terms and requirements.

ELIGIBLE APPLICANTS

Eligible grant recipients include public transportation capital improvements sponsored by:

- Local and State Government
- Transportation District Commissions
- Public Service Corporations
- Federally Recognized Indian Tribes

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

PROGRAM DESCRIPTION

The Capital Assistance grant program supports public transportation capital projects necessary to maintain, improve or expand public transportation services. The capital assistance program provides funding for transit assets such as vehicles, transit facilities, maintenance equipment, machinery, and heavy equipment.

PROGRAM GOALS

The goals of the Capital Assistance program are to maintain a state of good repair for public transportation capital assets and to improve or expand public transportation services in a fiscally responsible way that improves transit service for Virginians.

ELIGIBLE PROJECTS

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. There are several FTA grants available to support capital projects, and all the grant programs are explained at the FTA website here.

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

PRIORITIZATION PROCESS

The Capital Assistance program is guided by a prioritization process for capital needs that allows DRPT to allocate and assign limited resources into projects and investments identified as most critical. The prioritization process determines which projects achieve policy objectives of maintaining a state-of-good-repair of existing assets, and determines which projects receive funding for new investment.

Under the Capital Assistance program, projects are classified, scored, and prioritized separately in the following categories:

- **State of Good Repair (SGR)**: Projects or programs to replace or rehabilitate an existing asset. (State Match: Up to 68%)
- **Minor Enhancements (MIN)**: Projects or programs to add capacity, new technology, or a customer facility with a cost of less than $2 Million, or include a vehicle expansion of no more than 5 vehicles or 5% of the existing fleet size. (State Match: Up to 68%)
- **Major Expansions (MAJ)**: Projects or programs to add, expand, or improve service with a cost exceeding $2 million or, for expansion vehicles, an increase of greater than five vehicles or 5 percent of fleet size, whichever is greater. (State Match: Up to 50%)

The FY21 Transit Capital Assistance Prioritization - Technical Documentation contains detailed information about scoring and prioritization for state of good repair, minor enhancement, and major expansion projects. Table 1 provides examples of projects that fall into each of the three prioritization categories.

Table 1: Project Types for SGR, Minor Enhancement, and Major Expansion Categories

State of Good Repair (SGR)	**Replacement/Rehabilitation of:** • Vehicles/rolling stock (buses, vans, rail cars, support vehicles, etc.) • Administrative/maintenance facilities • Customer amenities (parking facilities, bus shelters, benches, signage) • Any other specific existing pieces of equipment and/or technology that do not fall into ***Special Asset Categories*****
Minor Enhancements (MIN)	**New Investments in:** • Fleet expansion (less than 5 vehicles or 5% of fleet) • Customer amenities (parking facilities, bus shelters, benches, accessibility improvements, signage) • New equipment and technology • Small real estate acquisition • Capital project development less than $2 Million (engineering and design, construction management) • All assets, new and replacements, that fall into ***Special Asset Categories*****

Major Expansion (MAJ)	**New Investments in:** • Construction of fixed guideway corridor (heavy rail, light rail, bus rapid transit) • Construction of new administrative/maintenance facility • Construction of new transit center, transfer center, or parking facility (more than $2 Million) • Major fleet expansion (more than 5 vehicles or 5% of fleet)

** **Special Asset Categories:**

- **Tools:** all tools needed to provide maintenance services (i.e. new/replacement tools, tool cabinets, etc.)
- **Maintenance Equipment:** all equipment needed to maintain vehicles, infrastructure, and/or other assets (i.e. bus lift, tire mounting device, forklifts)
- **Spare Vehicle/Rail Parts:** alternators, transmissions, engines, rail track, seats, windows, gas tanks, etc.
- **Building/Facility Items and Fixtures:** all individual, small facility parts and fixtures that are being replaced outside of a larger rehabilitation project (i.e. concrete floors, stairs, escalators, hand dryers, fans, lighting systems, etc.)
- **Grouped Assets/Programs of Projects** (less than $2 million): includes large groups of assets that cannot be broken down into subcomponents (i.e. general "SGR" purchase of parts or track)
    - DOES NOT INLUDE: Grouped or Program of Project for vehicle rehab or replacement
- **Other Financial Tools**: includes funds for needed capital investments that cannot be scored as a replacement/rehabilitation (i.e. capital cost of contracting, track lease payments, debt service on previously approved projects)

SCORING METHODOLOGY FOR STATE OF GOOD REPAIR (SGR), MINOR ENHANCEMENT (MIN), AND MAJOR EXPANSION (MAJ) PROJECTS

State of Good Repair (SGR) and Minor Enhancements (MIN)

SGR projects are evaluated considering asset condition (60 points) and service impact (40 points). Minor enhancement projects will be prioritized solely on service impact considerations, with projects receiving up to 40 points.

Major Expansion Projects

Major Expansion projects will be evaluated based upon the following factor areas identified in 33.2-214.4 of the *Code of Virginia*: congestion mitigation, economic development, accessibility, safety, environmental quality, and land use. The factors specified in 33.2-214.4 of the *Code of Virginia* will be measured and weighted according to the following metrics:

Criteria	Objective
Congestion Mitigation	Reduce delay, improve transportation system reliability, and encourage transit use
Economic Development	Support existing economies and enhance opportunity for economic development
Accessibility	Enhance worker and overall household access to jobs and other opportunities, and provide multiple and connected modal choices
Safety	Address multimodal safety concerns and improve transit safety and security
Environmental Quality	Reduce emissions and energy consumption by providing modal choices, and minimize natural resources impacts
Land Use	Improve consistency of the connection between local comprehensive plans and land use policies with transit investments

Candidate Major Expansion projects will be scored based on the factors and weights identified above, the cost of the project, and information included in the project application. The final score for Major Expansion projects will be determined by calculating the anticipated benefits relative to the amount of funding requested pursuant to 33.2-1526.1 of the *Code of Virginia*.

FUNDING PARAMETERS

To ensure equitable funding with limited resources, DRPT will fund as follows:

Trolley Packages: If a locality chooses to procure trolleys, DRPT will participate in the funding of the vehicle up to the market price of the vehicle without the trolley package. This is assuming that DRPT approves the application for a vehicle purchase. Additional costs must be borne by the locality.

LEED Silver: DRPT will not fund infrastructure above the LEED Silver certification. If DRPT approves the facility and the recipient wishes to seek above the LEED certification, DRPT will only participate in the items that will achieve LEED Silver. Additional costs must be borne by the locality.

A project that has been selected for transit capital funding (state of good repair, minor enhancement, or major expansion) must be rescored and the funding decision reevaluated if there are significant changes to either the scope or cost of the project.

ALTERNATIVE PROPULSION VEHICLES

DRPT will consider requests for alternative propulsion vehicles (i.e. electric, hybrid, natural gas) based on several factors, including: local or federal funding being leveraged; inclusion of alternative fuel vehicles in the Transit Development Plan (TDP), Transit Strategic Plan (TSP), or other plans; approved funding for necessary infrastructure alterations; or the clear intention of migrating a significant portion of the fleet to alternative fuels.

NOTE: Since Fiscal Year (FY) 2020, The Virginia Department of Environmental Quality (DEQ) is overseeing the implementation of $93.6 million of funding to offset emissions of nitrogen oxides (NOx) in the state. Through the Virginia Department of Rail and Public Transportation's (DRPT) Fiscal Year (FY) 2021 public transportation grant application cycle, a total of $5 million is available to supplement state transit capital funds to support the additional capital cost associated with diesel transit bus conversion to all-electric. For more details on application process and eligibility, please see Section 1.9 of this document.

APPLICATION EVALUATION PROCESS

In addition to the Capital Prioritization process spelled out above, applications for Capital Assistance will also 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 that the funds are applied for. Detailed milestones dates must be included in the request.
- 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)

Capital Infrastructure Projects – DRPT provides funding for capital infrastructure projects including: new facilities, renovation of existing facilities, fixed guideway transit systems or extensions, etc. Many of these projects receive funding from a variety of sources in order to progress to completion.

For new large capital infrastructure projects, funding may be requested for preliminary design studies (up to 30% engineering and design plans) to determine project feasibility and develop engineering level cost estimates. Once a project has progressed to 30% design plans, the applicant must provide a comprehensive financial plan for the project. The financial plan will include the total estimated cost of the project, the total amount of state capital funds needed (by fiscal year), and other planned/committed sources of funding. **It is DRPT's intent to put capital infrastructure projects under multi-year agreements at the time that the project is approved for funding.** This approach is intended to provide a level of certainty for both the applicant and DRPT about the financial viability and commitment associated with the project.

IMPORTANT DATA TO INCLUDE IN APPLICATION

The data that is required to evaluate and prioritize capital assistance requests varies depending on the project type and specific characteristics of the project. There are certain categories of information that are needed for all capital assistance project types, and others that are specific to State of Good Repair (SGR), Minor Enhancement (MIN), and Major Expansion (MAJ) projects.

Information Needed for State of Good Repair (SGR) Projects

Within the SGR project category, there are two project types with different data requirements:

SGR Type 1: Replacement of specific itemized assets, each with an in-service date. For projects in this category, each item must be listed individually in the OLGA portal application.

This includes the replacement of specific vehicles, shelters, facilities, technology, etc. with a documented in-service date. Note: This excludes all Special Asset Categories listed below in the SGR Type 2 section.

SGR Type 1 Data Needed:

- Specific Item Description – A brief description of the SGR asset being requested
  - *Examples: 40-foot bus, Support Vehicle – SUV, Laptop, Accounting Software*
- TransAM ID (if applicable) – If this asset is currently listed in the TransAM asset management database, the asset ID must be included here.
- Vehicle Identification Number (VIN) (if applicable) – If the asset that is being requested for replacement is a vehicle, the VIN must be provided.
- In-Service Date – a documented in-service date must be provided for each individual asset
- Replacement Cost – a replacement cost for each individual asset must be provided
- Service Impact Information:
  - Documentation on whether the project will provide real-time arrival information
  - Documentation on whether the project will include onboard technology to improve passenger safety
  - Documentation on whether the project will include improved lighting or other crime prevention features
  - Documentation on whether the project will include pedestrian safety improvements

SGR Type 2: Includes all SGR purchases to replace unspecified assets as needed in the future, grouped programs of projects that cannot be disaggregated, and all projects that fall into Special Asset Categories listed below (even if they have a document in-service date).

**Special Asset Categories include ALL requests for: 1. Tools, 2. Maintenance Equipment, 3. Spare Parts, 4. Building/Facility Items and Fixtures, and 5. Other Financing Tools, such as Capital Cost of Contracting, Debt Service on Previously Approved Items, and Track Lease Payments.*

SGR Type 2 Data Needed:

- Project Name – A brief descriptive name must be provided
- Quantity of items to be purchased
- Cost per item
- Service Impact Information:
    - Documentation on whether the project will provide real-time arrival information
    - Documentation on whether the project will include onboard technology to improve passenger safety
    - Documentation on whether the project will include improved lighting or other crime prevention features
    - Documentation on whether the project will include pedestrian safety improvements

Information Needed for Minor Enhancement (MIN) Projects

All requests for Minor Enhancement (MIN) project funding must include the following:

- Project Name – A brief descriptive name must be provided
- Quantity of items to be purchased
- Cost per item
- Service Impact Information:
    - Documentation on whether the project will provide real-time arrival information
    - Documentation on whether the project will include onboard technology to improve passenger safety
    - Documentation on whether the project will include improved lighting or other crime prevention features
    - Documentation on whether the project will include pedestrian safety improvements

Information Needed for Major Expansion (MAJ) Projects

Each Major Expansion project request must be submitted with a fillable PDF datasheet that asks for the following information:

- Project Name, Agency, and Primary Contact information
- Location Description with attached project map (preferably in a file compatible with ArcGIS or google earth)
- Designation of “Project Type” (i.e. fixed guideway, major fleet expansion, customer facility – station improvement, new operations facility, etc.)
- Ridership estimates attributable to the implementation of the project
    - Existing Ridership (daily and peak period)
    - Forecast Ridership (daily and peak period)
    - For fleet expansions: number of expansion vehicles, average number of daily passengers per available vehicle, average number of peak period passengers per vehicle

    - For Park-and-Ride Facilities: number of new or additional parking spaces to be installed, estimated utilization rate of the parking facility during peak period
- Economic Development documents:
    - Planning documents that include the project
    - Adopted transit-supportive policies expressed in planning or policy documents
    - Documentation of supportive zoning near public transportation
- Accessibility Estimates:
    - Estimate of the time-savings or reliability benefits that are attributable to the project, and description of how the estimate was made
    - A description of key workforce development sites or non-work destinations that are directly served by the project
- Safety Information:
    - Documentation of asset-condition related safety impacts of the project
    - Documentation of technology-related safety impacts of the project
    - Documentation of customer facility related safety impacts of the project
    - Documentation of impacts of the project on safety or emergency response
- Trip Length Data:
    - Average projected trip length
    - Average system-wide trip length
- Environmental Quality Estimations:
    - Estimated change in vehicle miles traveled due to the implementation of the project, or
    - The percentage of ridership that is expected to shift from auto to transit due to the project AND average auto occupancy of the region where the project is located

Information Needed for ALL Capital Assistance Project Types

Agency-Wide Performance Data: All applicants for capital assistance projects must provide the following performance data:

- On-time Performance over the 2019 calendar year (expressed as a percentage of arrivals considered “on-time”)
- Mean Distance Between Vehicle Failures over the 2019 calendar year
- Average Spare Ratio over the 2019 calendar year

Project Description: Enter a brief, but detailed summary of the capital item and what it will be used for. At a minimum, the following should be provided:

- 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.

- 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).

Federal Funds: If you are anticipating funding this project with FTA federal funds or flexible STP funds, select the Federal source of funds you are expecting to apply to this project using the drop-down menu. 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, indicate this by checking the appropriate box; otherwise, federal funds may be 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: Using the calendar icon, enter the proposed Start Date and End Date of the project or manually enter the start 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, but is not the same as the beginning of the fiscal year

Milestones/Events: Project Milestones are scheduled events used to monitor and evaluate the progress of the project. At least one Milestone must be entered. You are encouraged to enter multiple Milestones to correspond to project deliverables. The milestones will be accessible and updatable once the project is executed and open to charges. Recipients can review and update milestones using the Project Oversight report on OLGA. Milestones will be reviewed and edited with the Program Manager through the life of the grant.

The estimated dates of milestones must fall between the project's beginning and end dates.

To enter the first milestone, select a project milestone using the drop-down menu 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.

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. Click the notepad icon under "Modify", and 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. Click "Save" after entering each one.

> *Example:* For a bus purchase: milestone #1 – issue PO from state contract; #2 – receive first vehicle; #3 – receive last vehicle; #4 install security equipment; #5 complete acceptance testing; #6 last billing.

SECTION 1.3 DEMONSTRATION PROJECT ASSISTANCE

This section provides a general overview of the Demonstration Project Assistance grant program, identifies who can apply, describes what types of projects qualify for funding, and specifies terms and requirements. Funding for this program comes from the Special Projects program, which also funds DRPT's Technical Assistance, TDM Operating Assistance, Mobility Programs, and Intern Program grant programs.

PROGRAM DESCRIPTION

The Demonstration Project Assistance program is a competitive grant program that intends to support local efforts to improve transit reliability, access and connections to housing and employment centers, and transit mobility options. Demonstration projects also serve as models and opportunities for learning and replication for other transportation agencies throughout the Commonwealth.

The types of projects eligible for this program fall under two categories: Type 1 – New Service and Type 2 – Technology and Innovation.

PROGRAM GOALS

The Demonstration Project Assistance grant program aims to incentivize the implementation of new transit services and test innovative and non-traditional public transportation solutions by reducing the financial risks assumed at the local level. This program is designed to fill funding gaps for projects and activities that may not be directly suited for other State and Federal formula-based capital and operating grant programs.

This program seeks to fund innovative technologies and non-traditional projects, as well as new, traditional transit services. Projects that fall into each category should aim to accomplish the following goals, respectively:

Type 1 – New Service Goals:

- Improve the efficiency of public transportation providers in all functional areas.
- Offer creative approaches to identify and penetrate travel markets for public transportation systems.
- Increase private sector involvement in all areas of public transportation.
- Raise the utilization and productivity of existing public transportation services.
- Improve public transportation services for people with disabilities.

Type 2 – Technology and Innovation Goals:

- Develop resources to help public transportation providers understand the benefits of emerging transit technology and innovation.

- Produce research on emerging transit technologies and innovations and potential applications in Virginia.
- Provides technical assistance to find customized approaches for areas in need.

All candidate Demonstration projects must identify performance measures that will assess progress and effectiveness of the project once implemented. These measures should be unique to each project and be clearly articulated in the application for funding. For Type 2 – Technology and Innovation projects, applicants must provide an additional deliverable of a white paper or report on the outcome of the project to provide information for other public transportation providers in the Commonwealth on similar efforts. Assistance developing performance measures is available through DRPT and the Virginia Transportation Research Council (VTRC) upon request.

ELIGIBLE APPLICANTS

Eligible Demonstration Project Assistance grant applicants include:

- Local Governments
- Planning District Commissions
- Metropolitan or Transportation Planning Organizations
- Transit agencies that receive state operating assistance from the Mass Transit Trust Fund, as established in § 58.1-638(A)(4)(b)(2) of the Code of Virginia

Private corporations and Transportation Management Associations (TMA's) may participate in projects through contractual arrangements with eligible recipients. Funds may be passed through to the regional and community level in the form of grants or used by DRPT directly.

ELIGIBLE PROJECTS

Due to the nature of demonstration projects that are meant to test a proof of concept or emerging technology, the eligibility requirements of the program are flexible in order to support projects that achieve the stated program goals.

Eligible projects for both demonstration Type 1 and Type 2 project categories must provide:

1. Evidence of the need for the service to be provided
2. Support for long-term funding solutions
3. A high level of readiness to move forward if funding is awarded

Demonstration Assistance Type 1 – New Service projects should follow the following eligibility criteria:

- The new service should provide public transportation services to an area or market not currently served by public transportation, or provide additional connections to areas that are currently served.

- The new service should be supported by a feasibility study or other suitable planning document with a proposed operations schedule, forecast patronage (ridership), and a long-term funding plan at a minimum.
- The new service requested cannot simply be to replace routes that were discontinued due to local funding or operations decisions.
- Traditional public transit services eligible for funding through other state and federal programs are not suitable for this program.
- Example projects include, but are not limited to:
    - Implementing a new public transportation service in an area not currently served
    - Implementing a new route in an existing system that provides service to an area not currently served
    - Implementing a new route or service that provides connections that are not currently provided in an area that is currently served (i.e. a new intercity commuter route)

Demonstration Assistance Type 2 – Technology and Innovation projects should follow the following eligibility criteria:

- The proposed project should be designed to test "proof of concept" for new technologies used in the provision of public transportation services.
- The proposed project may be deployed in both areas that are currently served by public transportation and not served.
- Technological solutions that have been deployed for many years and have proven their usefulness in the provision of transit service (i.e. automatic vehicle locator systems, automatic passenger count systems, and devices providing real-time arrival information) are not eligible for funding through the Demonstration grant program.
- Example projects include, but are not limited to:
    - The deployment and/or testing of autonomous vehicle technology
    - The deployment of micro-transit demand response systems
    - The creation of mobile applications that could improve the delivery of public transportation services

For traditional transit services and proven technologies stated above that are ineligible for funding through the Demonstration grant program, DRPT staff encourage applicants to apply for funding through the Capital and Operating Assistance grant programs.

To ensure that Demonstration Assistance projects have "a high level of readiness" for implementation, DRPT staff may direct potential applicants to the Technical Assistance grant program to complete a feasibility study, research, or conceptual design plans to evaluate the projected efficacy of a project.

Example projects funded in past grant cycles include, but are not limited to:

- Specialized transportation services for targeted populations such as low-income, elderly, minority, or those with disabilities

- Test of a new type of operating service in a suburban/rural jurisdiction with no existing transit service
- New transportation options in areas with no transit service through partnerships with transportation network companies (TNCs)
- Partnerships with private sector transportation service providers
- Testing autonomous transit vehicles for safety and operations in existing transit service and traffic patterns

ELIGIBLE EXPENSES

Revenues generated by any approved Demonstration Project will be offset against expenses to derive the net project cost. Only the net project cost is eligible for reimbursement by grant funds. The following non-exhaustive list illustrates types of eligible expenses:

- Administrative costs (research, before-and-after analysis, personnel, office supplies, travel, advertising, etc.)
- Operating costs (wages, supplies, maintenance, purchased services, etc.)
- Capital costs (facilities and equipment)

Capital rolling stock costs are only funded in extraordinary circumstances. Leasing of rolling stock is recommended for Demonstration Projects due to the rapid nature of evolving technology and accommodating fluctuating schedules for implementation of new technologies. The total project costs net of any federal aid received are eligible for reimbursement by grant funds.

DURATION OF PROJECTS

Approved projects may begin on the first day of the fiscal year (July 1). Demonstration projects should be designed to conclude within approximately one to two years of the initiation of service. Under justifiable circumstances, funding for demonstration projects can be provided for up to three years.

GRANT MATCH REQUIREMENTS

The Demonstration Project Assistance Program provides state funding up to eighty percent (80%) of eligible expenses. The grant applicant must provide up to twenty percent (20%) match from non-state or federal funds.

The governing board of an applicant agency, or agencies, must commit to providing the local matching funds. This is usually done by providing a signed commitment letter or through the adoption of a resolution that commits the agency to the local match. A signed letter or adopted resolution that demonstrates commitment to funding the local match to the application should be attached to the application in the OLGA portal.

APPLICATION EVALUATION CRITERIA & PROCESS

Demonstration Assistance applications will be reviewed against the goals of the program based on level of planning and project readiness, local and regional support, financial commitment, and the project's applicability for similar entities. A scoring rubric will be used to evaluate and compare grant applications and the number of applications dependent on available funds for the grant program (see table below).

Category	Points
Project Scope	15
Performance Measures	10
Project Readiness and Eligibility	5
Technical Capacity	15
Local and Regional Support	5
Total Points Possible	50

Upon completion of the evaluation process, DRPT includes the recommended applications and allocation in the Draft Six-Year Improvement Program (SYIP). The Commonwealth Transportation Board (CTB) approves the release of the draft SYIP to the public for comment in April and following receipt of public comments, the CTB approves the final SYIP in June.

To view the SYIP, please visit the SYIP page on DRPT's website (www.drpt.virginia.gov).

APPLICANT/RECIPIENT RESPONSIBILITIES

The approved applicant is responsible for the following:

- Conduct sufficient level of planning to identify project need, project purpose, and establish performance measures and thresholds.
- Develop goals, objectives, criteria, and performance measures to define success and failure.
- Demonstrate intent and financial commitment to continue the project beyond the demonstration phase if it is found to be successful
- Provide continuous administrative direction and project management.
- Provide directly, or by contract, adequate technical inspection and supervision of qualified personnel of all work in progress.
- Ensure compliance with plans, specifications, contract requirements, applicable codes, ordinances, and safety standards.
- Meet requirements outlined in the project contract and master agreement, if applicable.

- Close out projects on a timely basis.
- Conduct before-and-after analysis for wider dissemination.

APPLICATION REQUIREMENTS

Applications for all State Aid Grant Programs are submitted online using DRPT's Online Grant Administration website (OLGA)

Project description: Please include a brief, but informative summary of the project. All projects must be in the local transit system's Transit Development Plan (TDP), Transit Strategic Plan (TSP), or Transportation Demand Management (TDM) agency's TDM plan.

Project description must include:

- Reasonable and verifiable project scope that reflects activities needed to meet the identified need
- Project schedule
- Estimated project cost and funding request
- Expected product or service, or result with the specified features and functions

Project justification: Most applicants will need to complete a planning study to develop project justification and prepare a plan for project implementation. Please use the planning work and ensure that, at a minimum, the following is included in the application:

- Clear and demonstrable unmet need that will be met by the project
- Description of how the completion of the project mitigates the need or problem
  For Type 1 – New Service projects: An operations schedule, forecast patronage (ridership), and a long-term funding plan.

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 will serve as DRPT's point of contact as technical questions arise.

Financial capacity: Applicant must demonstrate intent and financial commitment to continue the project beyond the demonstration phase if it is found to be successful.

Performance measures and thresholds: Applicant must clearly establish criteria for success. Applicant must outline performance measures, associated performance thresholds, and collect the required data to evaluate results of the project or activities.

Local and regional support: Applicant must demonstrate local and regional support and/or financial commitment of the project or activities will directly or indirectly impact other entities or jurisdictions.

SECTION 1.4 TECHNICAL ASSISTANCE

This section provides a general overview of the Technical Assistance grant program, identifies who can apply, describes what types of projects could qualify for funding, and specifies terms and requirements. Funding for this program comes from the Special Projects program, which includes funding for DRPT's Demonstration Assistance, TDM Operating Assistance, Mobility Programs, and Intern grant programs.

ELIGIBLE APPLICANTS

Eligible Technical Assistance grant applicants are:

- Local and State Governments
- Transportation District Commissions
- Public Service Corporations
- Planning District Commissions and Regional Planning Commissions
- Human Service Agencies Involved in Rural Public Transportation
- Transportation Management Associations

PROGRAM DESCRIPTION

The Technical Assistance grant program supports studies, plans, research, data collection, and evaluation projects to help improve, justify, and evaluate public transportation or commuter assistance services. This program 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.

The goal of the program is to help grantees answer questions related to the provision of public transportation services and commuter assistance programs. This includes, but is not limited to, providing technical analysis and guidance on operations, service delivery, customer service, expansions of service, and program delivery.

PROGRAM GOAL

The goal of the Technical Assistance program is to help improve public transportation and TDM/commuter assistance services. This grant program supports projects that obtain data and analysis that are used to improve the quality, performance and efficiency of public transportation and TDM/commuter assistance services.

Applicants need to demonstrate a clear need for the technical assistance being requested and how it would lead to improved transportation outcomes. Applicants should provide a clear picture of the steps that would follow after the technical assistance project ends (i.e. implementation through the demonstration grant program, or an application for funding under the capital assistance program).

ELIGIBLE PROJECTS

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

- Bike Share program feasibility and implementation studies
- Bike Share program start-up (see Bike Share Program Start-Up section for details)
- Capital and/or Operating Financial Plans
- Commuter Assistance Program Feasibility Studies
- Commuter Assistance Program Operations Analysis
- Commuter Assistance Program Strategic Plans
- Comprehensive Operations Analysis
- Cost Allocation Plans
- Feasibility studies for proposed major expansion projects
- First Mile/Last Mile Feasibility Studies (including bike share)
- Industry Peer Reviews
- Integrated Mobility efforts (Mobility as a Service, Mobility on Demand, etc.)
- ITS/APTS Feasibility Studies
- Management and Performance Evaluations
- Marketing and Promotional Plans
- Procurement Assistance
- Project Development such as technical assistance for MERIT or SMART SCALE projects
- State Bus Rodeo
- Technology Research and Plans
- Transit Development Plans
- Transit Strategic Plans
- Transportation Demand Management Research and Evaluation
- Transit Service Feasibility Studies
- Vanpool Program Feasibility Studies
- Site Selection Studies
- Capital Assistance and SMART SCALE project development assistance

Bike Share Program Start-Up

In certain situations, and only after planning and preparation have occurred, a Technical Assistance grant may be used to start a bike share program. DRPT's program managers are available to assist with the process of a bike share program development and funding application requirements to ensure the applicant has met the conditions needed to apply for funding.

- Technical Assistance funding for bike share programs are not available in areas where CMAQ funding is available, as CMAQ may be used to start a bike share program.
- Potential applicants must attempt to obtain all other applicable state and federal funding before applying for Technical Assistance and provide documentation of the exploration of other funding with the application.

- Before applying for funding, the applicant must have conducted research or a feasibility study to determine if a bike share program is viable, the optimal type of bike share program that should be implemented, optimal locations of bikes, optimal number of bikes, and identified and received local funding support.
- All research and feasibility studies must accompany an application for funding to start a new bike share program.

GRANT MATCH REQUIREMENTS

The Technical Assistance program provides state funding up to fifty percent (50%) of eligible project expenses. The grant applicant must provide a fifty percent (50%) match from non-state or federal funds.

APPLICATION EVALUATION CRITERIA & 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 (reference to plan, other study, or mandate calling for the project)
- 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 (provide a clear understanding for the project and desired outcomes)
- 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 and Readiness – ability to start and execute the project scope within the project schedule and fiscal year
- Implementation Timeline – Identify a timeline for implementing the program identified in the Technical Assistance Study, if applicable.

Application scoring criteria:

Category	Points
Project Justification and Planning	5
Scope	10
Technical Capacity	3
Budget	5
Schedule and Timeline	3
Total Points Possible	**26**

DRPT encourages local entities to involve DRPT in any transit system planning efforts. DRPT also has staff and bench consultant resources available to help manage transit system planning studies on behalf of local entities.

During the application review and evaluation period, DRPT Staff will follow up with applicants to obtain additional data and explanation for the application, as needed. Applicants are advised to provide as much detail, support information, and data as possible in the application. The application review process includes multiple stages of review. After the Program Managers make their recommendations, they are reviewed by their section Managers and Division Chiefs, and ultimately by DRPT's Executive team. This multi-layer recommendation review process ensures a thorough and objective process.

Upon completion of the evaluation process, DRPT includes the recommended applications and allocation in the Draft Six-Year Improvement Program (SYIP). The Commonwealth Transportation Board (CTB) approves the release of the draft SYIP to the public for comment in April and following receipt of public comments, the CTB approves the final SYIP in June.

You can view the FY20 SYIP here. The Draft FY21 SYIP will be posted on the DRPT website in April 2020.

APPLICATION REQUIREMENTS

Applications for all State Aid Grant Programs are submitted online using DRPT's Online Grant Administration website (OLGA).

To submit an application for Technical Assistance, OLGA account users must log into OLGA and select Grant Applications from the menu, then select Public Transportation/TDM Applications, and finally select the Technical Assistance application.

Technical Assistance grants are for one year (12 month) grant programs beginning July 1 and ending June 30. Expenses and program components provided in the application shall be for a duration of a maximum of one year.

Guidance and Requirements for Completing the Online Portion of the Application

Project Name
Enter the name of the project or program, as it will be referred to in the grant agreement and reporting.

Project Description
Enter a description that details the components of the program or project, how it will be implemented, how the funds will be spent, and the expected outcomes and results. Be as detailed as possible.

Project Justification
Enter the purpose of the program or project, why it is needed, what need or problem it will solve. Be sure to demonstrate how it is connected with other planning documents or studies (Long Range Transportation Plans, Transit Development Plans, locality Comprehensive Plans, etc.)

Project Manager
Enter the name, title and contact information for the main project contact. The contact should be someone at the applicant agency and not a contractor.

Funding Sources
Enter funding sources other than the Technical Assistance Grant that will be used to fund the program or project. This includes, but is not limited to, other state funds from any state or other agency, federal funds, and donations. **DO NOT enter funds that will be used for the local match.**

Operating Budget
Enter all expense line items to detail what the funding will be used. Avoid using the "Other" category. There is only one expense line item for consultant services. It is for consultant staff wages. All tasks performed by consultants must be put in individual expense line items. Consult with your DRPT Programs Manager for appropriate expense line items.

Project Schedule/Milestones
Enter a detailed schedule, including a start and end date (cannot be longer than two years), and detailed milestones. Include dates for issuing RFPs, hiring staff or contractors, training, workshops and conferences, completion of reports, surveys, etc.

In order to ensure that local matching funds have been identified and committed, attach a resolution from the governing board or certification from the Chief Executive Officer stating local funds are committed for the program or project. If the local match certification is not available at the time the application is due, send the certification or signed resolution to the DRPT Program Manager when it is available.

Additional Requirements
Attach a detailed scope of work and budget to the application prior to submitting. Failure to do so may result in the application being screened out.

SECTION 1.5 PUBLIC TRANSPORTATION INTERN PROGRAM

This section provides a general overview of the Public Transportation Intern grant program, identifies who can apply, describes what types of projects could qualify for funding, and specifies terms and requirements. Funding for this program comes from the Special Projects program, which also funds DRPT's Demonstration Assistance, Technical Assistance, TDM Operating Assistance, and Mobility Programs grant programs.

ELIGIBLE APPLICANTS

The following entities are eligible for the Public Transportation Intern Program:

- Local and State Governments
- Transportation District Commissions
- Public Service Corporations
- Public Transportation System Operators
- Commuter Assistance Program Operators
- Planning District Commissions and Regional Planning Commissions
- Human Service Agencies Involved in Rural Public Transportation

PROGRAM DESCRIPTION

The Public Transportation Intern Program supports the hiring of interns who are interested in pursuing careers in public transportation. It intends to increase awareness of public transportation as a career choice for aspiring managers, maintenance and operations staff, marketing employees, and other specializations within public transportation and commuter assistance agencies. The grant program enables qualified individuals to gain experience in all facets of public transportation operations through hands-on work.

Post-collegiate internships and pre-graduate training are both eligible for program funding. Applicants are responsible for conducting an open recruitment process and selecting a qualified individual that fulfills the purpose and intent of the program. ***This program is not intended for staff augmentation, and such applications will not be considered for funding.***

PROGRAM GOAL

The goal of the Public Transportation Intern program is to promote and develop careers in public transportation and TDM/commuter assistance by providing interns with hands-on experience in as many aspects of public transportation or commuter assistance program operations as possible. The ultimate intent is to develop the next generation of the public transportation workforce.

ELIGIBLE EXPENSES

Wages, fringe benefits, training, and travel for the intern are eligible expenses. Intern salaries are based upon a set hourly rate multiplied by the number of hours the intern is expected to work within one year. While applicants may propose a hiring rate based on their employment markets, DRPT funds Internship Programs using a rate of $20 per hour. Applicants who wish to use a different rate must contact their assigned DRPT Program Manager prior to submitting an application.

GRANT MATCH REQUIREMENTS

The Intern program provides state funding up to eighty percent (80%) of eligible expenses. The applicant is required to provide a twenty percent (20%) match using local funding sources that are not state or federal funds.

APPLICATION EVALUATION CRITERIA & PROCESS

Applicants are not permitted to submit an intern application if they already have an outstanding intern grant that will continue for more than 3 months into the next fiscal year. Public Transportation Intern applications will be evaluated by DRPT using the following criteria:

- **Project Scope** – Describe the internship program, project budget, and project schedule. Identify the desired intern qualifications and a proposed hiring schedule. Include a draft of the internship hiring announcement.
- **Intern Work Plan** – Describe how the intern program will be completed within the program year. A detailed explanation of work to be performed and learned, a timeline of tasks, and section rotation schedule should each be included within this category.
- **Technical Capacity** – Identify an Intern Coordinator who will be responsible for supervising the intern and executing the Intern Work Plan. Provide their contact information and job description.
- **Monitor and Evaluation Plan** – Describe the approach to measuring performance and evaluating results of the internship.

Category	Points
Project Scope	5
Intern Work Plan	10
Technical Capacity	5
Monitoring and Evaluation Plan	5
Total Points Possible	**25**

This is a competitive grant program. Requests will be prioritized based upon the application submitted by the applicant and anticipated program outcomes. *Prior experience with managing interns and intern placement within the agency or other transportation-related agencies will be considered.*

REPORTING REQUIREMENTS

At least quarterly, a report must be provided to the agency's assigned DRPT Program Manager along with reimbursement requests. The report should contain the following:

- A summary of work, written by the intern, describing the work performed to date, skills acquired, and observations.
- A summary of activities, written by the Intern Coordinator, describing the intern's work, opportunities for program improvement, and preliminary intern evaluation. The Intern Coordinator should also describe what work will take place during the next period.

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

- Description of the agency and the services it provides
- Description of each function performed during the internship, lessons learned, and results achieved
- Recommendations for improvement
- Likelihood of entering the field of Transportation as a result of the internship experience

Agencies should submit the Intern Report to DRPT following the conclusion of the internship. ***The report will be used in consideration of future Intern Program funding.***

Upon completion of the evaluation process, DRPT includes the recommended applications and allocations in the Draft Six-Year Improvement Program (SYIP). The Commonwealth Transportation Board (CTB) approves the release of the draft SYIP to the public for comment in April and following receipt of public comments, the CTB approves the final SYIP in June.

You can view the FY20 SYIP here. The Draft FY21 SYIP will be posted on the DRPT website in April 2020.

APPLICATION REQUIREMENTS AND RESPONSIBILITIES

Applications for all State Aid Grant Programs are submitted online using DRPT's Online Grant Administration website (OLGA).

All data within the evaluation rubric above must be included for application consideration.

SECTION 1.6 TRANSPORTATION DEMAND MANAGEMENT (TDM) OPERATING ASSISTANCE

This section provides a general overview of the TDM Operating Assistance grant program, identifies who can apply, describes what types of programs qualify for funding, states the goal of the grant program, specifies application requirements, and details application evaluation criteria. Funding for this program comes from the Special Projects program, which also funds DRPT's Demonstration, Technical Assistance, Intern Program, and Mobility Programs grant programs.

PROGRAM DESCRIPTION

The TDM Operating Assistance grant program provides funding to support the operation of commuter assistance programs that serve the public, reduce single occupant vehicle trips, and increase carpool, vanpool, and transit use.

ELIGIBLE APPLICANTS

Existing operators of commuter assistance programs in Virginia are eligible to apply for state TDM Operating Assistance. Prior award of funding under this grant program does not guarantee the continuous or future award of funds.

Organizations seeking to establish a new commuter assistance program should contact a DRPT Program Manager to discuss the requirements of establishing a commuter assistance program ***before*** applying for grant funding.

Operators of commuter assistance programs are eligible to apply. Program operators include:

- Local and State Governments
- Planning District Commissions
- Regional Commissions
- Transit Service Operators
- Transportation District Commissions
- Transportation Management Associations

PROGRAM GOAL

The goal of the TDM Operating Assistance grant program is to mitigate traffic congestion, which is the elimination of single occupant vehicle (SOV) auto trips by shifting SOV trips to carpool, vanpool and transit.

The benefits of congestion mitigation are moving more people though the heavily traveled corridors without increasing the number of vehicles in those corridors, reducing pollution, conserving fuel, and saving money on commuting.

Applicants must demonstrate that their program achieves measurable congestion mitigation.

ELIGIBLE OPERATING EXPENSES

TDM Operating Assistance funds the general day-to-day operations of a commuter assistance program, including ridematching services and marketing and promotion of ridematching and non-SOV travel modes. All expenses should focus on obtaining results that meet the goal of the TDM Operating Assistance grant program to mitigate traffic congestion by reducing SOVs and increasing carpool, vanpool, and transit use. Operating expenses should reflect an efficient program that achieves maximum results with minimum costs.

As a rule, all expenses should be necessary for the overall operation and implementation of the commuter assistance program, be both reasonable in their nature and amount, and contribute to the goal of measurable congestion mitigation.

It is not possible to list every eligible expense. Therefore, it is incumbent upon the grant applicant to check with their DRPT Program Manager to determine if an expense is eligible prior to including it in a grant application and prior to incurring that expense. The following eligible expenses are provided as guidance:

- Advertising, marketing, and promotional media including design and ad placement (marketing should **not** be primarily transit; it must include other congestion mitigation modes such as carpool, Guaranteed Ride Home/Emergency Ride Home benefits, and behavioral change messaging)
- Communication services – phones, fax, postage, etc.
- Guaranteed/Emergency Ride Home program operations
- Office supplies
- Printing and reproduction of promotional and marketing materials (printing and reproduction of bus and transit schedules are NOT eligible)
- Promotional items with a value of $5 or less (total promotional item expenses must not exceed 5% of the total program expenses, minus salaries and wages, fringe benefits, and indirect costs)
- Ridematching system service fees and operations
- Salaries, wages, and fringe benefits of program employees
- Training and education directly related to the operation of a commuter assistance program (only for primary program employees)
- Travel expenses of primary program operations staff, in accordance with all federal, state, and DRPT regulations

INELIGIBLE EXPENSES

It is not possible to list every ineligible expense. Therefore, it is incumbent upon the grant applicant to check with their DRPT Program Manager to determine if an expense is eligible prior to including it in a grant application and prior to incurring that expense. DRPT reserves the right to remove ineligible expenses from the application during the review and evaluation of the application.

The TDM Operating Assistance program **cannot** be used for Employer Outreach, Telework, or Vanpool programs. Applicants requesting funding for Employer Outreach, Telework, or Vanpool programs must use the Mobility Programs grant application program.

The following expenses are ineligible for the TDM Operating Assistance program. This is not an all-inclusive list.

- **Employer Outreach programs (use Mobility Programs grant application)**
- **Telework programs (use Mobility Programs grant application)**
- **Vanpool programs for the formation, assistance, and promotion of vanpools, including program staff expenses, incentives, financial assistance and marketing (use Mobility Programs grant application)**
- Transit schedule design, production, printing, and distribution
- Public notices and announcements for transit service and fare changes
- Capital expenses (computers, printers, mobile phones, copiers, plotters, other day-to-day electronic equipment, furniture, bicycles, bike racks, bike lockers, bike repair stations, vehicles, construction or leasing of park-and-ride lots, etc.)
- Construction or maintenance of facilities or buildings
- Commuter stores
- Capital and operating expenses for transit, vanpool, or other transportation services
- Meals, food, and beverages
- Transit or other transportation service fare discounts or buy-downs
- Expenses related to state or federal lobbying activities
- Capital and operating expenses of a bike share program or service
- Gift cards and gas/fuel cards with a value of more than $5

REVENUES AND OTHER FUNDING

In order to determine the proper funding amount, DRPT requires the applicant to report all revenues and other sources of funding with their application. Revenues and funding include, but are not limited to:

- Revenue generated by the sale of promotional items
- Advertising or sponsorship revenue
- Fees received
- Revenue from the sale of transit passes or other items
- Donations from individuals or organizations
- Funding from other state agencies
- Funding from federal sources or other entities
- Funding from counties or cities received by TMAs
- Membership dues received

IMPORTANT NOTE: DO NOT include local match as revenue in the Other Funding Sources section of the application.

GRANT MATCH REQUIREMENTS

The TDM Operating Assistance program provides state funding up to eighty percent (80%) of eligible expenses. Grant applicants must provide a twenty percent (20%) local cash match. State and federal funds may not be used for local match. The use of in-kind match is not allowable.

The governing board of an applicant agency must commit to providing the local matching funds. This is usually done through adoption or signing of a resolution that commits the agency to the local match. Attach signed or adopted resolutions that commit to funding the local match to the application in OLGA.

APPLICATION REQUIREMENTS

Applications for all State Aid Grant Programs are made online through DRPT's Online Grant Administration website (OLGA). To submit an application for TDM Operating Assistance, OLGA account users must log into OLGA and select Grant Applications from the menu, then select Public Transportation/TDM Applications, and finally select the TDM Operating Assistance application. Applicants must have a TDM Plan and have submitted that plan to DRPT, prior to submitting the application.

TDM Operating Assistance is a one-year (12 month) grant program beginning July 1 and ending June 30. Expenses and program components provided in the application shall be for a duration of a maximum of one year.

There are two parts to the TDM Operating Assistance application. The first part is to complete the online application and the second part is to download the TDM Operating Assistance Supplemental Application, complete it in its entirety and attach it to the online application.

The online application provides a general description of the program. However, the budget should be very detailed, and so should the justification and schedule.

Guidance and Requirements for Completing the Online Portion of the Application

The following are the application sections in OLGA and descriptions of what information to enter in each section.

Program Information

Program Name
Enter the name of the commuter assistance program, as it is promoted to the public.

Program Description
Enter a description that details the operations of the commuter assistance program, specific components of the program, how it will be implemented, and how the funds will be spent. Be as detailed as possible.

Program Justification
Enter details on how the commuter assistance program will meet the TDM Operating Assistance grant program goal of reducing SOVs in the program's service area.

Program Manager
Enter the name, title and contact information for the main program contact. The contact should be someone at the applicant agency and not a contractor.

Program Budget

Other Funding Sources
Enter funding sources, other than the TDM Operating Assistance grant, that will be used to fund the commuter assistance program. This includes, but not limited to, state funds from any state or other agency, federal funds, and donations. **DO NOT enter the local match amount.**

Revenues
Enter any revenue generated from the operation of the program. All revenue generated must be put back into the program. Revenue includes money or fees generated from the sale of merchandise, transit passes and E-Z Passes, advertising revenue, fees collected for events, etc.

Operating Expenses
Enter all Expense Items from the dropdown list to show all operating expenses for the commuter assistance program. Avoid using the "Other" category. Download the TDM Operating and Mobility Programs Expense Items and Explanations document from OLGA and review the document before entering Expense Items. If you do not see the expense item you need in the dropdown list in the OLGA application, contact your DRPT Programs Manager.

Program Schedules

Program Schedule
Enter July 1 as the start date and June 30 of the following year as the end date.

Milestones/Events
Enter dates of significant operational milestones and events. Include dates for issuing RFPs, hiring staff or contractors, and major promotions (e.g. Try Transit Week, Bike to Work Day/Week, contests, surveys, etc.).

Attachments

Attach all documents that will provide for a better and complete application. The Supplemental Application is a required attachment. In addition, attach a signed or adopted resolution from the governing board or certification from the Chief Executive Officer stating local cash funds are committed for the program. If the local match resolution or certification is not available at the time the application is due, send it to the DRPT Program Manager when it is available.

Guidance and Requirements for Completing the Supplemental Application Form

Supplemental Application

Download the TDM Operating Assistance Supplemental Application form from OLGA and complete all sections of the form. Attach the completed form to the online application in OLGA before submitting the application. The attached form must be in Microsoft Word format to allow DRPT to review and add notes and comments.

The supplemental application asks for more details about the program, including expenditure details, staffing, program components, expected results/outcomes, how the results/outcomes will be measured, and how the program will achieve the results/outcomes.

The Expense Items and budget amounts used in the OLGA application must match with those used in the Supplemental Application.

APPLICATION EVALUATION CRITERIA & PROCESS

DRPT evaluates TDM Operating Assistance applications based on if the program is a smart investment for the Commonwealth. Applications for funding are evaluated based on the realistic expected results and outcomes of a program. DRPT uses the following criteria to evaluate a TDM Operating Assistance application.

Grant Award Criteria

- Cost per SOV trip reduced in prior year
- Cost per vehicle mile traveled reduced in prior year
- Number of new ridematching requests entered in the ridematching database in prior year
- Does the program and its components satisfy the goal of the grant program?
- Are all components of the program included in an adopted TDM Plan?
- Are the program and all components well defined and contain adequate detail of operation and expenses?
- Has the applicant adequately identified a local cash match?
- Number of, progress, and results of current open and executed grants for the applicant agency

Application Review Process

During the application review and evaluation period, DRPT's Program Managers will follow up with applicants to obtain additional data and explanation for the application as needed. Applicants are advised to provide as much detail, support information, and data in the application as possible. The application recommendation process includes multiple reviews. After the Program Managers make their recommendations, their recommendations are reviewed by their section Managers and Division Chiefs, and ultimately by DRPT's Executive team. This multi-layer recommendation review process ensures a thorough and objective process.

Upon completion of the evaluation process, DRPT includes the recommended applications and funding allocations in the draft Six-Year Improvement Program (SYIP). DRPT submits the draft SYIP to the Commonwealth Transportation Board (CTB) which reviews and releases the draft program to the public for comment. This usually occurs at the CTB April or May meeting. It is at this time that DRPT posts the draft SYIP on its agency website where grant applicants can view it. Following receipt of public comments, the CTB reviews and approves the final SYIP in June.

You can view the FY20 SYIP here. The Draft FY21 SYIP will be posted on the DRPT website in April 2020.

SECTION 1.7 MOBILITY PROGRAMS

This section provides a general overview of the Mobility Programs grant program (formerly the Transportation Management Projects (TMP) Assistance program), identifies who can apply, describes what types of programs and projects qualify for funding, specifies application requirements, and details application evaluation criteria. Funding for this program comes from the Special Projects program, which also funds DRPT's Demonstration, Technical Assistance, Intern Program and TDM Operating Assistance grant programs.

PROGRAM DESCRIPTION

The Mobility Programs grant program is a competitive program that supports employer outreach, telework, and vanpool transportation demand management (TDM) programs.

ELIGIBLE APPLICANTS

Eligible Mobility Programs grant applicants are:

- Local and State Governments
- Planning District Commissions
- Regional Commissions
- Transit Service Operators
- Transportation District Commissions
- Transportation Management Associations
- Vanpool Operators/Providers may be eligible on a case by case basis.

PROGRAM GOAL

Mobility Programs is a result/outcome focused grant program. Applicants must demonstrate that their program/project will achieve measurable congestion mitigation by reducing single occupant vehicle (SOV) trips through the elimination of SOV trips, and shifting SOV trips to carpool, vanpool, transit, and telework.

ELIGIBLE PROGRAMS AND PROJECTS

Prior award of funding under this grant program does not guarantee the continuous or future award of funds. Programs/projects that are eligible for the Mobility Programs grant program are those that reduce single occupant vehicle travel and particularly the following:

Employer Outreach/Services programs that:

- Increase the number of private sector employers providing commuter benefits for employees that use transit and vanpool to get to work
- Increase the number of private sector employers providing assistance to employees for carpool and vanpool

- Increase the number of private sector employees using transit, carpool, and vanpool

Telework programs/projects that:

- Increase the number of private sector employers providing telework programs for their employees
- Increase the number of private sector teleworkers

To be eligible for consideration, telework program/project applications must demonstrate that the statewide Telework!VA brand and website will be used as either the primary brand or co-brand of the program/project.

Vanpool programs/projects that do one or more of the following:

- Form new vanpools leading to the increase in the total number of vanpools
- Increase vanpool ridership
- Provide VanStart and VanSave assistance
- Collect vanpool data and enter the data into the National Transit Database (NTD) for the receipt of federal funds that will be used to operate the vanpool program/project

To be considered, vanpool program/project applications must demonstrate that the statewide Vanpool!VA brand and website will be used as either the primary brand or co-brand of the program/project.

IMPORTANT NOTE: Employer Outreach, Telework, and Vanpool programs/projects must be submitted as separate applications. Separate applications are needed to ensure proper measurement of results and tracking of funding.

INELIGIBLE EXPENSES

It is not possible to list every ineligible expense. Therefore, it is incumbent upon the grant applicant to check with their DRPT Program Manager to determine if an expense is eligible prior to including it in a grant application and prior to incurring that expense. DRPT reserves the right to remove ineligible expenses from the application during the review and evaluation of the application.

The following expenses are ineligible for the Mobility Programs grant program. This is not an all-inclusive list.

- Expenses already funded through a state or federal grant or other funding sources
- Transit schedule design, production, printing, and distribution
- Construction or maintenance of facilities or buildings
- Meals, food, and beverages
- Transit or other transportation service capital or operations
- Transit or other transportation service fare discounts or buy-downs
- Lobbying activities

- Capital expenses (computers, printers, mobile phones, copiers, plotters, other day-to-day electronic equipment, furniture, bicycles, bike racks, bike lockers, bike repair stations, vehicles, construction or leasing of park-and-ride lots, etc.)
- Gift cards and gas/fuel cards with a value of more than $5

REVENUES AND OTHER FUNDING

In order to determine the proper funding amount, DRPT requires the applicant to submit all operating revenues along with their application. Revenues include, but are not limited to:

- Revenue generated by the sale of promotional items
- Advertising or sponsorship revenue
- Fees received
- Revenue from the sale of transit passes or other items
- Donations from individuals or organizations
- Funding from other state agencies
- Funding from federal or other sources
- Funding from counties or cities received by TMAs
- Membership dues received

IMPORTANT NOTE: DO NOT include local match as revenue in the Other Funding Sources section of the application.

GRANT MATCH REQUIREMENTS

The Mobility Programs grant program provides state funding up to eighty percent (80%) of eligible expenses. Grant applicants must provide a twenty percent (20%) local cash match. State and federal funds may not be used for local match. The use of in-kind match is not allowable.

The governing board of an applicant agency must commit to providing the local matching funds. This is usually done through adoption or signing of a resolution that commits the agency to the local match. Attach signed or adopted resolutions that commit to funding the local match to the application in OLGA.

APPLICATION REQUIREMENTS

Applications for all State Aid Grant Programs are submitted online on DRPT's Online Grant Administration website (OLGA). To submit an application for Mobility Programs, OLGA account users must log into OLGA and select Grant Applications from the menu, then select Public Transportation/TDM Applications, and finally select the Mobility Programs application.

There are two parts to the Mobility Programs application. The first part is to complete the online application and the second part is to download the Mobility Programs Supplemental Application, complete it in its entirety and attach it to the online application.

The online application provides a general description of the program or project. However, the budget should be very detailed, and so should the justification and schedule.

Guidance and Requirements for Completing the Online Portion of the Application

Submit separate applications for Employer Outreach, Telework and Vanpool programs. The following are the application sections in OLGA and descriptions of what information to enter in each section.

Program Information

Program Name
Enter the name of the program/project, as it is promoted to the public.

Program Description
Enter a description that details the operations of the program/project, specific components of the program/project, how it will be implemented, and how the funds will be spent. Be as detailed as possible.

Program Justification
Enter details on how the program/project will meet the Mobility Programs grant program goal of reducing SOVs in the program/project's service area.

Program Manager
Enter the name, title and contact information for the main program contact. The contact should be someone at the applicant agency and not a contractor.

Program Budget

Other Funding Sources
Enter funding sources, other than the Mobility Programs grant, that will be used to fund the program/project. This includes, but is not limited to, state funds from any state or other agency, federal funds, and donations. **DO NOT enter the local match amount.**

Revenues
Enter any revenue generated from the operation of the program/project. All revenue generated must be put back into the program/project. Revenue includes money or fees generated from the sale of merchandise, transit passes and E-Z Passes, advertising revenue, fees collected for events, etc.

Operating Expenses
Enter all Expense Items to detail all operating expenses for the program. Avoid using the "Other" category. Download the TDM Operating and Mobility Programs Expense Items

and Explanations document from OLGA and review the document before entering Expense Items. If you do not see the expense item you need in the dropdown list on the OLGA application, contact your DRPT Programs Manager.

Program Schedules

Program Schedule
Enter the start and end date that the grant will be used. The start date must be July 1 or later. The end date may be twelve to no more than 24 months from the start date. The end date may be less than twelve months.

Milestones/Events
Enter dates of significant operational milestones and events. Include dates for issuing RFPs, hiring staff or contractors, major promotions, commuter fairs, contests, surveys, etc.

Attachments

Attach all documents that will provide for a better and complete application. The Supplemental Application is a required attachment. In addition, attach a signed or adopted resolution from the governing board or certification from the Chief Executive Officer stating local cash funds are committed for the program. If the local match resolution or certification is not available at the time the application is due, send it to the DRPT Program Manager when it is available.

Guidance and Requirements for Completing the Supplemental Application Form

Download the Mobility Programs Supplemental Application form from OLGA and complete all sections of the form. Attach the completed form to the online application in OLGA before submitting the application. The attached form must be in Microsoft Word format to allow DRPT to review and add notes and comments.

The supplemental application asks for more details about the program or project, including expenditure details, staffing, program components, expected results/outcomes, how the results/outcomes will be measured, and how the program will achieve the results/outcomes.

The Expense Items and budget amounts used in the OLGA application must match with those used in the Supplemental Application.

APPLICATION EVALUATION CRITERIA & PROCESS

Applications for funding are evaluated based on the realistic results and the anticipated outcomes of a program. DRPT uses the following criteria to evaluate a Mobility Programs application.

Grant Award Criteria

- Cost per SOV trip reduced in prior year
- Cost per vehicle mile traveled reduced in prior year
- Is the program/project well-defined and contain adequate detail of implementation and expenses?
- Does the application adequately and reasonably show how the results, outcomes and goals will be measured?
- Program/project readiness
- Does the applicant have adequate resources and technical expertise for the program/project?
- Has the applicant adequately identified a local match?
- Number of, progress, and results of current open and executed grants

Depending on the application, the following criteria will also be used.

- Number of private sector employers that started a new commuter benefits program in the prior year
- Number of private sector employers that started a new telework program in the prior year
- Number of new teleworkers
- Number of new vanpools started in the prior year
- Number of new vanpoolers

Application Review Process

Applicants are advised to provide as much detail, support information, and data in the application as possible. During the application review and evaluation period, DRPT's Program Managers will follow up with applicants to obtain additional data and explanation for the application, as needed. The application recommendation process includes multiple reviews. After the Program Managers make their recommendations, their recommendations are reviewed by their section Managers and Division Chiefs, and ultimately by DRPT's Executive team. This multi-layer recommendation review process ensures a thorough and objective process.

Upon completion of the evaluation process, DRPT includes the recommended applications and funding allocations in the draft Six-Year Improvement Program (SYIP). DRPT submits the draft SYIP to the Commonwealth Transportation Board (CTB) which reviews and releases the draft program to the public for comment. This usually occurs at the CTB April or May meeting. It is at this time that DRPT posts the draft SYIP on its website where grant applicants can view it. Following receipt of public comments, the CTB reviews and approves the final SYIP in June. To view the SYIP, visit the SYIP page on DRPT's website.

SECTION 1.8 SENIOR TRANSPORTATION PROGRAM

This section provides a general overview of the Senior Transportation Program grant program, identifies who can apply, describes what types of projects could qualify for funding, and specifies terms and requirements.

PROGRAM DESCRIPTION

The Senior Transportation Program supports operating expenses for new and innovative transportation services for adults 60 years of age and older. **Projects are eligible for up to three years of funding.** An award in the first year of a project is not a guarantee of award in the second or third years.

PROGRAM GOAL

The overall program goal is to improve the quality and increase the quantity of coordinated transportation services available for seniors.

ELIGIBLE APPLICANTS

There are two categories of eligible recipients:

Private Nonprofit Organizations: A nonprofit 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, or one which has been determined under state law to be nonprofit and for which the designated state agency has received documentation certifying the status of the nonprofit organization.

Operators of Public Transportation: Private operators of public transportation services can also partner with an eligible recipient.

COORDINATED HUMAN SERVICE MOBILITY PLAN

The Coordinated Human Service Mobility (CHSM) Plan identifies the transportation needs of individuals with disabilities, seniors, and people with low incomes; provides strategies for meeting those local needs; and prioritizes transportation services and projects for funding and implementation. The CHSM Plan is a single state plan that contains regional elements as chapters, with the regions following those utilized by other Commonwealth agencies providing support for transportation and transportation services. The CHSM Plan was developed and approved through a process that included participation by seniors, individuals with disabilities, representatives of public, private entities, nonprofit transportation and human services providers, and other members of the public.

Elements of the plan include:

(1) An assessment of available services that identifies current transportation providers (public, private, and nonprofit)
(2) An assessment of transportation needs for individuals with disabilities and seniors. This assessment can be based on the experiences and perceptions of the planning partners or on more sophisticated data collection efforts, and gaps in service
(3) Strategies, activities, and/or projects to address the identified gaps between current services and needs, as well as opportunities to achieve efficiencies in service delivery
(4) Priorities for implementation based on resources (from multiple program sources), time, and feasibility for implementing specific strategies and/or activities identified

Senior Transportation program projects that are selected for funding must be consistent with the approved CHSM Plan of any region within whose boundaries the project is located in whole or in part. The application should demonstrate this consistency by stating which gaps and opportunities from the CHSM Plan would be fulfilled by the grant program.

To view the regional coordinated plans, please visit the CHSM Plan page on DRPT's website.

ELIGIBLE PROJECTS

DRPT encourages projects that will utilize and build upon existing transportation providers and current staffing structures, with an emphasis on the following priorities:

Supporting new and/or expanded coordinated transportation services for seniors. The Senior Transportation Program can support new coordinated transportation services or help expand existing coordinated services that expand mobility options for seniors. 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.

Supporting travel training programs. The Senior Transportation Program can support projects that provide seniors with instruction in the use of existing public transportation services, such as training in planning trips and reading bus schedules.

Supporting new voucher programs for transportation services for seniors. The Senior Transportation Program can provide vouchers to seniors to purchase rides, including: (a) mileage reimbursement as part of a volunteer driver program; (b) a taxi or Transportation Network Company (TNC) 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 administration, management of driver recruitment, safety, background checks, scheduling, coordination with passengers, mileage reimbursement, insurance associated with volunteer driver programs, and

other related support 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 seniors to access transportation options, including aide programs that provided door-to-door or door-through-door services.

GRANT MATCH REQUIREMENTS

The Senior Transportation Program provides state funding up to eighty percent (80%) of eligible expenses. The applicant is required to provide a twenty percent (20%) match using local funding sources that are not state or federal funds.

APPLICATION EVALUATION CRITERIA & PROCESS

Before beginning the application process, please make sure your organization is eligible to apply for the Senior Transportation grant. Completed applications submitted on time will be included in DRPT's competitive, discretionary selection process.

Projects will be evaluated based on the following criteria:

- **Project Justification** – explanation of the need/problem that the project will address and how the project addresses gaps or opportunities identified in the CHSM Plan
- **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 that the funds are being applied for
- **Technical Capacity** – identification of a 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 (SYIP). The Commonwealth Transportation Board (CTB) approves the release of the draft SYIP to the public for comment in April and following receipt of public comments, the CTB approves the final SYIP in June.

You can view the FY20 SYIP here. The Draft FY21 SYIP will be posted on the DRPT website in April 2020.

APPLICATION REQUIREMENTS

Applications for all State Aid Grant Programs are made online on DRPT's Online Grant Administration website (OLGA).

Required data include:

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

Application budgets must be at least $5,000 and no more than $25,000.

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.

SECTION 1.9 ENVIRONMENTAL MITIGATION TRUST FOR STATE BENEFICIARIES

The Virginia Department of Environmental Quality (DEQ) is overseeing the implementation of $93.6 million of funding to offset emissions of nitrogen oxides (NOx) in the state. These funds originate from the settlement of *In re: Volkswagen "Clean Diesel" Marketing, Sales Practices, and Products Liability Litigation*, MDL No. 2672 CRB (JSC) (Dkt. No. 2103-1) and are being held by Wilmington Trust, a third party trustee selected by the Court to administer the VW Environmental Mitigation Trust (Trust) as specified in Appendix D-2 to the Environmental Mitigation Trust Agreement for State Beneficiaries (Mitigation Trust Agreement).[1] Through Virginia Department of Rail and Public Transportation's (DRPT) Fiscal Year (FY) 2021 public transportation grant application cycle, a total of $5 million is available to supplement state transit capital funds to support the additional capital costs associated with diesel transit bus conversion to all-electric.

ELIGIBLE APPLICANTS

Those entities eligible to apply for public state operating assistance grants (see page 7) and that apply for State of Good Repair (SGR) diesel transit bus replacement grant projects are eligible to apply for VW Trust electric transit bus project funding.

ELIGIBLE PROJECTS AND FUNDING PARAMETERS

Eligible Projects: SGR capital projects to replace eligible older diesel public transit buses with new all-electric buses. VW Trust funding does not replace the 4% local match requirement for SGR projects.

Eligible Buses to be Replaced: 2009 model year or older Class 7 and Class 8 diesel transit buses. These buses must be scrapped (i.e., to render inoperable and available for recycle) by cutting a 3-inch hole in the engine block for all engines and disabling the chassis by cutting the bus frame rails completely in half.

Eligible Project Expenditures: Funding from the VW Trust may be used to reimburse awardees for up to 100% of the incremental cost between a new all-electric transit bus, including the cost of charging infrastructure and a new diesel-powered equivalent transit bus. Trust funds are capped at $500,000 per electric bus including charging infrastructure.

Ineligible Project Expenditures: Administrative costs, spare batteries, more than one depot charger per bus, and utility cost of service upgrades (e.g., upgrading the utility distribution line and/or transformer or installing a new transformer).

HOW TO APPLY

Applications for VW Trust funding must be submitted through DRPT's Online Grant Administration (OLGA) website (https://olga.drpt.virginia.gov).

Eligible applicants must submit a SGR bus replacement grant application *and* a VW Trust application, to be considered for VW Trust funding. Only complete applications with eligible project proposals will be evaluated. If the project will include additional costs to upgrade facilities and electrical systems, a separate application for capital assistance will be needed to support the application for this program.

APPLICATION EVALUATION PROCESS

DRPT will prioritize buses for replacement using transit capital funds in accordance with their new capital prioritization process, including those seeking VW Trust funding (see pages 12-17). DEQ will then prioritize/rank projects to receive VW Trust funding for electric transit buses using a set of criteria reflecting funding priorities for the program. The criteria include but are not limited to:

- Local, state, or federal funding being leveraged;
- Total lifetime NOx reduction and cost-effectiveness of the project based on the Trust funding dollars requested ($VW/ton of NOx reduced);
- Proposed project can be completed in two years or less from award date (July 1, 2020);
- Proposed project is located in an ozone non-attainment area, ozone maintenance area, or areas with historical issues complying with federal air quality standards;
- Applicant supplied a plan detailing the necessary steps for executing the project;
- Applicant completed a full charging and facility assessment including an electrical utility cost-of-service upgrade assessment (e.g., upgrading the utility distribution line and/or transformer or installing a new transformer); and
- Applicant demonstrated additional, future emission reductions (e.g., inclusion of battery electric buses in the Transit Development Plan (TDP), Transit Strategic Plan (TSP) or other plans, and clear intent to transition from diesel to battery electric fleet).

CHAPTER 2 – FTA GRANT PROGRAMS

Sections 2.1 through 2.4 present FTA Grant Programs in the following order:

2.1. Metropolitan Planning (FTA Section 5303)
2.2. Small Urban Areas Program (FTA Section 5307) – **No application for this program**
2.3. Enhanced Mobility of Seniors and Individuals with Disabilities (FTA Section 5310)
2.4. Rural Areas (FTA Section 5311)

FAST Act

The United States Congress establishes funding for the FTA Programs through authorizing legislation that amends Chapter 53 of Title 49 of the U.S. Code. On December 4, 2015, President Obama signed the Fixing America's Surface Transportation (FAST) Act, reauthorizing surface transportation programs through Fiscal Year 2020.

FAST Act – Designated Recipients; Applications to DRPT

Under the FAST Act, funds are apportioned based on each state's share of the targeted populations. Metropolitan Planning Organizations (MPOs) and other entities are allowed, under the FAST Act, to be designated recipients in large urbanized areas (over 200,000).

In accordance with Federal Transit Administration (FTA) guidance related to implementation of the FAST Act in large urbanized areas, 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 (MWCOG) 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 for that program through MWCOG.

To be clear, all eligible applicants, including those in rural areas, small urban areas, and those in large urbanized areas of Richmond/Petersburg, 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 program, in accordance with this guidance document.

There is no application for funding under the Small Urban Areas Program FTA Section 5307 program. FTA allocates Section 5307 funding using a population-based formula to be dispensed by the Governor. This Governor's Apportionment of Section 5307 funds is dispensed by DRPT. DRPT allocates the Section 5307 funds based on the FTA Federal Register that issues the apportionment each year. FTA Section 5307 funding listed for Kingsport is allocated to the remaining small urban recipients based on the latest audited operating costs because Kingsport does not operate transit in Virginia. If the FTA Federal Register is not published before the final Six-Year Improvement Program (SYIP) is made available for approval, DRPT will use the latest best estimate to estimate funding for the next fiscal year.

FTA GRANT PROGRAM COMMON APPLICATION REQUIREMENTS

Application requirements vary across the Federal Aid Grant Programs administered by DRPT. Specifics are detailed in each grant program's individual section. However, all FTA Grant Program applications must include execution of the FTA's certifications and assurances.

Certifications and Assurances

There are currently twenty-four categories of certifications and assurances:

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

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. When available, the certification and assurances form will be included on the application screen in OLGA. 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.

SECTION 2.1 METROPOLITAN PLANNING (FTA SECTION 5303)

This section provides a general overview of the FTA Section 5303 program, identifies who can apply, describes what types of projects qualify for funding, and specifies terms and requirements.

Statutory References: 49 USC §5303 – Metropolitan Planning

ELIGIBLE APPLICANTS

Eligible applicants for FTA Section 5303 funds include State Departments of Transportation (DOTs) and Metropolitan Planning Organizations (MPOs), where federal planning funds are first apportioned to State DOTs by a formula. In Virginia, DRPT serves as a state DOT for the purposes of apportioning FTA Section 5303 funds. Funding is further allocated to the MPOs based on a formula approved by the FTA and FHWA.

PROGRAM DESCRIPTION

FTA Section 5303 – Metropolitan Transportation Planning is a formula based funding program that provides funding and procedural requirements for multimodal transportation planning in metropolitan areas and states. Planning needs to follow the 3C approach: cooperative, continuous, and comprehensive, resulting in long-range plans and short-range programs reflecting transportation investment priorities.

PROGRAM GOALS

The goals of the Section 5303 program are to foster regional cooperation in the planning process to develop multimodal short-range and long-range plans that: (1) encourage and promote the safe and efficient management, operation, and development of public transportation systems that will serve the mobility needs of people and freight and foster economic growth and development within and between States and urbanized areas, while minimizing transportation related fuel consumption and air pollution through metropolitan and statewide transportation planning processes; and (2) encourage the continued improvement and evolution of the metropolitan and statewide transportation planning processes by metropolitan planning organizations, state departments of transportation, and public transit operators.

It is anticipated that MPOs will utilize 5303 funding to support the development of Urban Transit Agency Strategic Plans, required by § 33.2-286 of the *Code of Virginia*.

ELIGIBLE PROJECTS

Eligible activities for Section 5303 funding including planning activities that:

A. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency

B. Increase the safety of the transportation system for motorized and non-motorized users
C. Increase the security of the transportation system for motorized and non-motorized users
D. Increase accessibility and mobility of people and for freight
E. Protect and enhance the environment, promote energy conservation, improve quality of life, and promote consistency between transportation improvements and state and local planned growth and economic development patterns
F. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight
G. Promote efficient system management and operation
H. Emphasize preservation of existing transportation system

GRANT MATCH REQUIREMENTS

The federal share is not to exceed eighty percent (80%) of the eligible expenses of the projects funded under the program. The Commonwealth, through DRPT, provides state funding match of ten percent (10%) and the applicant must provide the remaining ten percent (10%) local match share from local funding sources. Other state or federal funds cannot be used as local match.

APPLICATION SELECTION PROCESS

DRPT will review applications to ensure they include the required information and documents, and that the total expense amount in the application and the Unified Planning Work Program (UPWP) match the amount provided by DRPT. The projects and expense items in the application must match those in the UPWP.

APPLICATION REQUIREMENTS

Applications for FTA 5303 planning and state match are made online on DRPT's Online Grant Administration website (OLGA).

At the time of application submittal, applicants must sign their certifications and assurances as required by the FTA annually. See the **Federal Aid Grant Program Common Application Requirements** section under Federal Aid Grant Programs at the beginning of this chapter for more information.

The application must include a copy of the Unified Planning Work Program (UPWP). The UPWP defines staff responsibilities, partner agencies, and consultant work activities in support of the MPO's planning process. It identifies other federally-funded transportation planning studies and passes funding to local governments, transit agencies, and others for transportation studies and activities. UPWPs follow a fiscal year format (July 1 – June 30) and require a strict schedule for development in order to receive funding from partner agencies.

The FTA authorizes 5303 funding on an annual basis. However, some projects may carry over to the next year and continue with funds from the prior year. In such instances, **carryover funds**

are not to be included or calculated in the current fiscal year's grant application request and must be clearly documented as separate expenditures in the UPWP.

DRPT, as a partner agency to MPOs, will review draft and final UPWPs before acceptance of the document as evidence of fulfillment of the objectives of the MPO's work program. Approval of the UPWP does not constitute endorsement or state approval of any recommended improvements or projects, nor does it constitute approval of location and design or a commitment to fund any such improvements.

The sequence of events for UPWP development should include:

1. Identification and documentation of planning priorities and a review of partner agency requirements. This includes review of new planning and programming regulations and requirements of the FAST Act or current federal legislation.
2. A review by the MPO of initial staff time allocations, work assignments, work tasks, and cost information for the UPWP.
3. A request for input for proposed work tasks from various committees including the Technical Advisory Committee (TAC), Citizens Transportation Advisory Committee (CTAC), and other special committees such as Elderly and Disability Advisory Committees if active.
4. A review of proposed staff work tasks and budgets with the TAC.
5. Submission of the draft UPWP to partner agencies for review on proposed work tasks and budgets.
6. Presentation of and action by the MPO Policy Board to adopt the UPWP.
7. Amendment of an adopted UPWP per MPO action to reflect updates to time allocations, work activities, PL transfer and FTA Section 5303 carryover funds and schedules
8. MPO action to authorize filing of grant applications and execution of contracts.

Typical Application Cycle Milestones

Different MPOs have different processes and timelines for approvals of their UPWPs. Milestones noted below are for reference only.

February: DRPT will provide Section 5303 funding estimates by February 15. If the Federal Register containing federal 5303 funding apportionments has been released by February 15, then the funding amount provided by DRPT will be the actual FTA funding amount. Otherwise, DRPT will provide an estimate based on the prior year funding. The UPWP should be developed based on the amount provided by DRPT.

January – April: The draft UPWP is submitted by the MPO to DRPT. It shall include details on the initial staff time allocations, work assignments, work tasks, and cost information for the MPO's work program and activities. DRPT will also review details on projects involving the agency due to 5303 funding, an anticipated partnership, or stakeholder relationship. Depending on the development schedule for the MPO, DRPT will provide feedback on the UPWP.

March – April: MPO adopts UPWP that should incorporate comments received by partner agencies. The approval action must be completed prior to June 30 of the year.

May 1: MPO applications are due in OLGA. MPOs should also have an analytic basis in place for certifying their compliance with Title VI, in accordance with FTA Circular C 4702.1B Title VI and Title VI – Dependent Guidelines for Federal Transit Administration Recipients. MPOs should report on their Title VI procedures (consistent with Chapter II part 4 of Circular C 4702.1B) annually during DRPT's 5303 application review process. In the case where an MPO has not finalized its UPWP, a draft UPWP is sufficient for application submission and review for FTA 5303 funds. A final, approved copy must be provided before the application can be approved.

June – July: After the Draft Six-Year Improvement Program (SYIP) is presented to the Commonwealth Transportation Board (CTB), DRPT will publish the SYIP and will work with MPOs to ensure that the approved funding for 5303 is incorporated where required.

June – September: DRPT applies for Section 5303 funding from the FTA and will prepare a federal project agreement and state project agreement for matching funds once approved.

October 1: The funds become available and agreements are available for approval.

SECTION 2.2 SMALL URBAN AREAS PROGRAM (FTA SECTION 5307)

This section provides a general overview of the FTA Section 5307 Small Urban Areas Program, explains how funding is allocated, what agencies receive the funding, describes what types of projects qualify for funding, and specifies terms and requirements.

The FTA Section 5307 program is authorized under the Fixing America's Surface Transportation (FAST) Act passed on December 3, 2015 (Statutory Reference: 49 U.S.C. Section 5307 / FAST Act Section 3004).

Please refer to FTA's website and Circular for specific compliance information and a more comprehensive FTA Section 5307 program guidance.

DESIGNATED RECIPIENTS & SUBRECIPIENTS

DRPT allocates the FTA Section 5307 program as the designated recipient, to Direct Recipients in the following areas in Virginia:

- Small Urbanized Areas / UZAs (population between 50,000 and 200,000 people)

Federal guidelines allow DRPT to award FTA 5307 funds to qualifying Direct Recpients.

Eligible Direct Recpients include:

- Public transportation operators, including Transit Authorities and Transit Companies
- Cities and Planning District Commissions that operate public transportation

Direct Recipient eligibility is maintained by complying with grant requirements. Failure to comply with grant requirements, including mismanagement of grant funding, can result in the termination of the grant, refund of full or partial grant proceeds, and ineligibility for future grant opportunities with DRPT.

PROGRAM DESCRIPTION

FTA Section 5307 is not an application-based funding program. It is a federal formula based funding program where DRPT distributes funds to Direct Recipients.

This program makes federal resources available to urbanized areas and to Governors for transit capital, operating assistance, job access, reverse commute projects, and transportation-related planning. (Note: This can include expenses formerly supported through the Section 5316 JARC grant program). An urbanized area is an incorporated area with a population of 50,000 or more that is designated as such by the U.S. Department of Commerce, Bureau of the Census. The 5307 program is a federal formula-based funding program.

PROGRAM GOALS

The goals of the FTA Section 5307 program are to improve and maintain transit service in the urbanized areas.

ELIGIBLE PROJECTS

Each of the small urban recipients apply for 5307 funding directly from the FTA. The 5307 funding may be used to cover up to 50% of a recipient's operating deficit, as well as any eligible other expenses. Note that while DRPT does not match expenses for preventive maintenance, the FTA recognizes preventive maintenance as a capital expense.

Projects and funding must be in the applicable Transportation Improvement Program (TIP) and State Transportation Improvement Program (STIP) before small urban recipients can apply for funding with the FTA.

GRANT MATCH REQUIREMENTS

The federal share is not to exceed eighty percent (80%) of the net project cost for capital expenditures. The federal share may be ninety percent (90%) for the cost of vehicle-related equipment attributable to compliance with the Americans with Disabilities Act and the Clean Air Act. The federal share may not exceed fifty percent (50%) of the net project cost of operating assistance. The subrecipient is required to provide the necessary match amount.

ALLOCATION OF FUNDS

Recipients do not submit an application for the FTA 5307 program. DRPT allocates funding by applying the federal apportionments in the Federal Register. The recipient will then apply to the FTA for the amount of funding allocated in the Six-Year Improvement Program (SYIP).

The FTA allocates 5307 funding using a population-based formula to be dispensed by the Governor. This Governor's Apportionment of 5307 funds is dispensed by DRPT. DRPT allocates the 5307 funds based on the FTA Federal Register that issues the apportionment each year. FTA 5307 funding listed for Kingsport is allocated to the remaining small urban recipients based on the latest audited operating costs because Kingsport does not operate transit in Virginia. If the FTA Federal Register is not published before the final SYIP is made available for approval, DRPT will use the latest best estimate. DRPT makes adjustments as needed for apportionments to urbanized areas that do not provide transit or for multiple providers within an urbanized area (based upon MPO approved split letters).

SECTION 2.3 ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES PROGRAM (FTA SECTION 5310)

This section provides a general overview of the FTA Section 5310 program, identifies who can apply, describes what types of projects could qualify for funding, and provides subrecipient terms and requirements.

The FTA Section 5310 program is authorized under the Fixing America's Surface Transportation (FAST) Act passed on December 3, 2015 (Statutory Reference: 49 U.S.C. Section 5310 / FAST Act Section 3006). There have been no rule changes since the FAST Act passed that affect the FTA Section 5310 program. On July 7, 2014, the Federal Transit Administration (FTA) published the Final FTA Circular FTA C 9070.1G, incorporating project types from the repealed New Freedom (FTA Section 5317) program.

Please refer to FTA's website and Circular (https://www.transit.dot.gov/regulations-and-guidance/fta-circulars/enhanced-mobility-seniors-and-individuals-disabilities) for specific compliance information and a more comprehensive FTA Section 5310 program guidance.

DESIGNATED RECIPIENTS & ELIGIBLE APPLICANTS

DRPT administers the FTA Section 5310 program as the designated recipient, with direct oversight from FTA, for the following areas in Virginia:

- Rural Areas (less than 50,000 people)
- Small Urbanized Areas / UZAs (at least 50,000 people but less than 200,000 people)
- By mutual agreement, the Large Urbanized Areas / UZAs (200,000 or more people) of Hampton Roads, Richmond, and Roanoke

The Metropolitan Washington Council of Governments (COG) administers the FTA Section 5310 program for the Northern Virginia jurisdictions, including the City of Alexandria, Arlington County, City of Fairfax, Fairfax County, City of Falls Church, Loudoun County, City of Manassas, City of Manassas Park, and Prince William County. Eligible applicants serving the Northern Virginia area apply to the COG.

Federal guidelines allow DRPT to award FTA 5310 funds to subrecipients, as designated by DRPT. Eligible subrecipients include:

- Private nonprofit organizations
- State or local governments that (1) are approved by the state to coordinate services for seniors and individuals with disabilities, or (2) certifies that there are no nonprofit

organizations readily available in the area to provide the service; or operators of public transportation that receive FTA 5310 grant funding indirectly through a recipient.

- Public transportation operators

Subrecipient eligibility is maintained by complying with grant requirements. Failure to comply with grant requirements, including mismanagement of grant funding, can result in the termination of the grant, refund of full or partial grant proceeds, and ineligibility for future grant opportunities with DRPT.

PROGRAM DESCRIPTION

The FTA Section 5310 grant program supports transportation services for seniors and individuals with disabilities. Activities formerly funded under the New Freedom program are eligible to apply for funding under FTA's Enhanced Mobility of Seniors & Individuals with Disabilities Program (Section 5310). This is a discretionary grant program, and applications are considered on an individual basis each year. An award of funding in any year does not guarantee future funding awards. It is expected that programs will identify and secure additional funding from other sources to support the cost of transportation services.

All demonstration periods under the FTA Section 5310 program are 12 months. These grants follow the federal fiscal year: all program periods begin on October 1 and end on September 30 of the following year.

PROGRAM GOALS

The purpose of the FTA Section 5310 program is to improve mobility for seniors and individuals with disabilities by removing barriers to transportation services and expanding the transportation mobility options available. The program requires coordination with other transportation programs and services in order to make the most efficient use of federal resources. This program is available to agencies that are proposing services outside of their current mission or operations. Funding is not available to subsidize general operations or replace (supplant) funding from another current or previous source.

There are four goal areas of the FTA Section 5310 program:

1. Transportation projects are planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, inappropriate, or unavailable (traditional FTA Section 5310 Projects)

2. Increase public transit projects that exceed ADA requirements (42 U.S.C. 12101 et seq.)

3. Improve access to fixed-route services and decrease reliance on paratransit

4. Alternatives to public transit that assist seniors and individual with disabilities with transportation

ALLOCATION OF FUNDS

Under the FTA Section 5310 formula, funds are allocated using Census data on seniors and people with disabilities. However, beginning in 2010, the Census Bureau stopped collecting this demographic information as part of its decennial census. Data on seniors and people with disabilities is now only available from the American Community Survey (ACS), which is conducted and published on a rolling basis. FTA's FY 2017 Section 5310 apportionments is based on funding authorized under the FAST Act and the Consolidated Apportions Act of 2017 (Public Law 115-31).

Projects are determined to be rural, small urban, or urban based on who the project is serving and the place of performance. For an example, if the project begins in a rural area and takes those rural residents to locations in an urban area, yet does not pick up or transport residents in that urban area, that would be a rural program.

Of the total FTA Section 5310 funds available, FTA apportions:

60% to Large Urbanized Areas

- Richmond, VA
- Roanoke, VA
- Hampton Roads (Williamsburg, VA and Virginia Beach, VA urbanized areas)

20% to Small Urbanized Areas

- Blacksburg, VA
- Bristol-Bristol, TN-VA
- Charlottesville, VA
- Fredericksburg, VA
- Harrisonburg, VA
- Kingsport, TN-VA
- Lynchburg, VA
- Staunton-Waynesboro, VA
- Winchester, VA

20% to Rural Areas

FTA Section 5310 funding is highly competitive in the small urban and rural areas. Capital and operating requests in small urban and rural areas are expected to exceed funding availability.

COORDINATED HUMAN SERVICE MOBILITY PLAN

The Coordinated Human Service Mobility (CHSM) Plan (http://www.drpt.virginia.gov/transit/major-initiatives/coordinated-human-service-mobility/) identifies the transportation needs of individuals with disabilities, seniors, and people with low incomes; provides strategies for meeting those local needs; and prioritizes transportation services and projects for funding and implementation. The CHSM Plan is a single state plan that contains regional elements as chapters, with the regions following those utilized by other Commonwealth agencies providing support for transportation and transportation services. The CHSM Plan was developed and approved through a process that included participation by seniors, individuals with disabilities, representatives of public, private, nonprofit transportation and human services providers, and other members of the public.

Elements of a CHSM plan include:

- An assessment of available services that identifies current transportation providers (public, private, and nonprofit)
- An assessment of transportation needs for individuals with disabilities and seniors. This assessment can be based on the experiences and perceptions of the planning partners or more sophisticated data collection efforts, and gaps in service
- Strategies, activities, and/or projects to address the identified gaps between current services and needs, as well as opportunities to achieve efficiencies in service delivery
- Priorities for implementation based on resources (from multiple program sources), time, and feasibility for implementing specific strategies and/or activities identified

The FTA Section 5310 program requires projects selected for funding to be consistent with the approved CHSM Plan of any region within whose boundaries the project is located in whole or in part. FTA 5310 applicants are required to participate in the CHSM Team meetings each fall prior to the opening of the grant cycle.

The CHSM plan was updated in September 2019 and will be updated on an ongoing basis with participation from the public and stakeholder groups, which provide input on unmet needs and help identify strategies for action.

To view the state plan and its regional coordinated elements, please visit the CHSM Plan's page on DRPT's website (http://www.drpt.virginia.gov/transit/major-initiatives/coordinated-human-service-mobility/).

TRADITIONAL FTA SECTION 5310 PROJECTS

The FTA requires that at least 55% of any rural, small urbanized area, or large urbanized area's annual apportionment 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 when public transportation is insufficient, unavailable, or inappropriate. Further, the law provides that these funds may be allocated to:

1. A private nonprofit organization; or
2. A state or local governmental authority that:
    a. is approved by a state to coordinate services for seniors and individuals with disabilities; or
    b. certifies that there are no nonprofit organizations readily available in the area to provide the service.

TRADITIONAL PROJECTS (55% MINIMUM)

BUSES AND VANS, WHEELCHAIR LIFTS, RAMPS, AND SECUREMENT DEVICES

MOBILITY MANAGEMENT

TRANSIT-RELATED TECHNOLOGY FOR SCHEDULING, ROUTING, ONE-CALL SYSTEMS

Eligible capital expenses that meet the 55% requirement include:

1. Rolling stock and related activities for FTA Section 5310 funded vehicles:
    a. Acquisition of expansion or replacement ADA accessible buses or vans, and related procurement, testing, inspection, and acceptance costs;
    b. Radios and communication equipment for the vehicle;
    c. Vehicle wheelchair lifts, ramps, and securement devices.
2. Support equipment for FTA Section 5310 funded vehicles:
    a. Computer hardware and software;
    b. Transit-related intelligent transportation systems (ITS);
    c. Dispatch systems;
    d. Fare collection systems.
3. Mobility management and coordination programs among public transportation providers and other human service agencies providing transportation is an eligible capital cost. Mobility management techniques enhance transportation access for populations beyond those served by one agency or organization within a community. For example, a nonprofit agency could receive FTA Section 5310 funding to support the costs of sharing services it provides to its own clientele with other seniors and/or individuals with disabilities and coordinate usage of vehicles with other nonprofits, but not the operating costs of service. Mobility management is intended to build coordination among existing public transportation providers and other transportation service providers with the result of expanding the availability of service. Mobility management activities may include:
    a. The promotion, enhancement, and facilitation of access to transportation services, including the integration and coordination of services for individuals with disabilities, seniors, and low-income individuals;
    b. The operation of transportation brokerages to coordinate providers, funding agencies, and passengers;
    c. The provision of coordination services, including employer-oriented transportation management organizations' and human service organizations' customer-oriented

travel navigator systems and neighborhood travel coordination activities such as coordinating individualized travel training and trip planning activities for customers;

d. The development and operation of one-stop transportation traveler call centers to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs;

e. Operational planning for the acquisition and implementation of intelligent transportation technologies to help plan and operate coordinated systems inclusive of geographic information systems (GIS) mapping, global positioning system technology, coordinated vehicle scheduling, dispatching and monitoring technologies, technologies to track costs and billing in a coordinated system, and single smart customer payment systems. (Acquisition of technology is also eligible as a standalone capital expense).

NON-TRADITIONAL FTA SECTION 5310 PROJECTS

The FTA allows up to 45% of rural, small urbanized area, or large urbanized area's annual apportionment be utilized for "non-traditional" or "other" eligible expenses. This category incorporates the project types from the repealed New Freedom (FTA Section 5317) program.

NON-TRADITIONAL PROJECTS

(UP TO 45%)

TRAVEL TRAINING, VOLUNTEER DRIVER PROGRAMS

EXPANSION OF PARATRANSIT SERVICE BEYOND REQUIRED ¾-MILE

OPERATING ASSISTANCE

Eligible operating expenses may include:

1. Public transportation projects planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, inappropriate, or unavailable;

2. Public transportation projects that exceed the requirements of ADA:
   a. Enhancing paratransit beyond minimum requirements of the ADA. ADA-complementary paratransit services can be eligible under the FTA Section 5310 program in several ways:
      i. Expansion of paratransit service parameters beyond the three-fourths mile required by the ADA;
      ii. Expansion of current hours of operation for ADA paratransit services that are beyond those provided on the fixed-route services;
      iii. The incremental cost of providing same-day service;
      iv. 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;
      v. Enhancement of the level of service by providing escorts or assisting riders through the door of their destination;

   b. 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.

3. Public transportation projects that improve access to fixed route service and decrease reliance by individuals with disabilities on ADA complementary paratransit service;
   a. 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.

4. Alternatives to public transportation that assist seniors and individuals with disabilities with transportation. The following activities are examples of projects that are eligible public transportation alternatives.
   a. The FTA Section 5310 program can provide vouchers to seniors and individuals with disabilities to purchase rides, including: (a) mileage reimbursement (for use of personal vehicles at GSA rate) 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. Vouchers are an operational expense that require a 50/50 (federal/local) match. Transit passes for existing fixed route or ADA complementary paratransit service are not eligible.

5. Operating expenses limited to publicly available transportation that directly benefits seniors and individuals with disabilities. Programs that provide programmatic transportation to a set client base are not eligible for operating support. Eligible expenses include driver salaries, fuel expenses, and preventive maintenance (e.g. oil change), trip planning software service expenses, and limited administrative costs for administering the grant that is directly related to the transportation program for seniors and/or individuals with disabilities. Operating projects must be described and promoted as transportation services for seniors and individuals with disabilities on the agency’s websites and in other public-facing publications.

FEDERAL & LOCAL MATCHING REQUIREMENTS

Mobility management projects require a four percent (4%) local match. The state provides a sixteen percent (16%) match from the state’s paratransit funds. The federal share for these projects is eighty percent (80%).

For FTA 5310 capital vehicle projects, subrecipients will be responsible to provide a twenty percent (20%) local match toward the total vehicle cost (usually in the fall following grant award). The federal share for these projects is eighty percent (80%). If actual costs are greater than the estimated total cost in the adopted Six-Year Improvement Program (SYIP), it will be the responsibility of the subrecipient to provide the difference. If actual costs are less than the estimated total cost, the difference will remain in DRPT’s program fund and will be used to

advance any remaining grant requests. It is the subrecipient's responsibility to verify DMV Sales Tax Exemption status.

If awarded, FTA 5310 operating assistance requires a ten percent (10%) local match. The state provides a forty percent (40%) match from the state's paratransit funds. The federal share may not exceed fifty percent (50%) of the operating costs.

All of the local match must be provided from sources other than U.S. Department of Transportation (DOT) funds. However, local match may be derived from other Federal funds that are eligible to be expended for transportation.

GRANT PRIORITIES

DRPT established the following four funding priorities in rank order:

Priority One: To provide capital assistance to current FTA Section 5310 subrecipients for replacement vehicles where exists a continuing demand for transportation service for seniors and individuals with disabilities, a need for government subsidy, and a commitment of local financial and administrative support.

PRIORITES
#1 Replacement Vehicles
#2 Mobility Management
#3 Operating
#4 New Projects

Priority Two: To provide capital assistance to current FTA Section 5310 subrecipients for Mobility Management where exists a continuing demand for transportation service for seniors and individuals with disabilities, a need for government subsidy, and a commitment of local financial and administrative support.

Priority Three: To provide operating assistance to current FTA Section 5310 subrecipients where exists a continuing demand for transportation service for seniors and individuals with disabilities, a need for government subsidy, and a commitment of local financial and administrative support.

Priority Four: To provide funding of new capital (including expansion vehicles), mobility management, and operating projects.

SELECTION PROCESS

Before beginning the application process, please make sure your organization is eligible to apply for the FTA Section 5310 grant. Completed applications including all required attachments that are submitted on time will be included in DRPT's competitive selection process.

Projects will be evaluated based on (1) Grant Priority; (2) Project Needs/Goals and Objectives; (3) Technical Capacity; and (4) Coordination Efforts. Ineligible applications will not be considered.

Additionally, DRPT will consider the following as part of its review:

- Applications for a replacement vehicle will be valuated based on the vehicle's age, condition, and mileage. Applicants must identify in the grant application the vehicle identification number (VIN) of each vehicle that will be replaced. Applicants will be required to provide information on the usage of the vehicle, including ridership data, to evaluate vehicles for replacement or expansion. For grant requests for expansion vehicles, subrecipients must provide in its grant application sufficient data and analysis to demonstrate need for expansion of its rolling stock (Priority #4). The existing vehicle must also be included in DRPT's Transit Asset Management (TransAM) system and have updated asset data, as required, by February 1. All monthly ridership data for the life of the vehicle should be updated in OLGA, as required, by February 1.

- The applicant's service area must have a documented need for transportation for seniors and individuals with disabilities, and the project must align with the CHSM plan.

- The proposed service plan includes a maximum utilization of vehicles for transporting transit dependent seniors and / or passengers with disabilities in the area.

- The application includes supporting data such as ridership projections and trip purposes.

- DRPT encourages the 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.

- Implementation of a sound comprehensive service management plan.

- Financial and management capabilities, particularly in assuring capital match and operating funds.

Upon completion of the evaluation process, DRPT includes the recommended applications and allocation in the Draft Six-Year Improvement Program (SYIP). The Commonwealth Transportation Board (CTB) approves the release of the draft SYIP to the public for comment in spring and following receipt of public comments, the CTB approves the final SYIP in June.

To view the SYIP, please visit the SYIP page on DRPT's website.

REQUIREMENTS AND RESPONSIBILITIES

Vehicles

The FTA 5310 program for vehicle projects is not for direct grant funding to subrecipients. DRPT will purchase all awarded vehicles using DRPT's vehicle contract. It is the responsibility of the subrecipient to complete the vehicle options sheet with the state's contractor after the grant has

been awarded. Subrecipients must maintain a combined single limit of insurance coverage of at least $1 million on FTA-funded vehicles and must submit proof of insurance annually. Subrecipients must carry enough insurance to replace any FTA-funded equipment, such as van lifts and other apparatus.

Mobility Management Projects

Mobility management grant budget requests shall not exceed two (2) employees' salaries. Employees funded under DRPT's mobility management program must primarily be responsible for understanding the community's mobility needs, planning and implementing coordinated transportation, travel training, trip planning (all travel modes), and transportation arrangements to fill gaps in service for seniors and individuals with disabilities.

Marketing and advertisement of transportation and/or mobility management services may not exceed 5% of the total project cost less equipment or $5,000, whichever is less. Marketing and advertisements must be directed toward the subrecipient's clients or client groups (specifically, seniors and individuals with disabilities) and must describe or promote the transportation services being offered. Eligible expenses include advertising, marketing, and promotional media; communication services (telephone service and postage); and printing and reproduction of marketing materials. Copies of any advertising, marketing, or promotional materials will be due to DRPT with reimbursement requests including the cost for these items.

Other capital projects such as scheduling and trip planning software and Intelligent Transportation Systems (ITS) must be identified under the Mobility Management section of the grant application.

Note: Operating and Mobility Management grants are issued on a reimbursement basis. Costs must be incurred before payment is made. All costs charged to DRPT-assisted projects must be supported by properly executed payrolls, time records, invoices, contracts, or vouchers (operating grants only; vouchers are ineligible under mobility management) evidencing in detail the nature and propriety of the charges. Operating expenses are reimbursed based on net operating expenses (operating expenses less fare revenues).

BUDGETING

Ineligible Expenses

The following is a non-exhaustive list of ineligible expenses. Direct any questions regarding specific expenses to the Human Services transit program manager at DRPT or refer to 2 CFR 200: Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (https://www.ecfr.gov) . Examples of ineligible expenses include but are not limited to:

- Transit passes or vouchers for use on existing fixed-route or ADA complementary paratransit service
- Operating assistance for required ADA complementary paratransit service
- Rent, mortgage, or other office-space related fees or expenses (see indirect cost section)
- Furniture, artwork, and other non-functional items

- Food, including business or outreach lunches and alcoholic beverages
- Clothing, including staff uniforms and cleaning fees
- Membership dues
- Training, certification, or credentialing fees, including notary registration and renewal
- Promotional giveaways, including gift cards and recognition gifts
- Gas cards
- Gas taxes or fees
- Employee mileage in personal vehicles, rented vehicles, or costs associated with the operation of an agency vehicle available for personnel use
- DMV registration
- State inspection
- Late fees for any purpose
- Non-routine maintenance, including transmission replacement/rebuild and engine replacement/rebuild
- Expenses related to any DRPT application or grant management process, including but not limited to costs to place public notices
- Event fees or expenses, whether hosted or attended by a DRPT subrecipient
- Fundraising expenses
- Certain marketing/promotional expenses, including the cost of promotional items or gifts

Indirect Costs

Indirect costs are eligible for FTA 5310 funding, but must meet specific requirements and be approved by DRPT for funding.

Applicants that intend to request support for indirect costs must provide a Negotiated Indirect Cost Rate Agreement (NICRA) from a federal agency or use the de minimis rate of ten percent (10%) of modified total direct costs (MTDC) (2 CFR 200.68). MTDC for the purposes of these grants includes all direct salaries and wages, applicable fringe benefits, materials and supplies, and up to the first $25,000 of each subaward. Other expenses, such as travel and services, which are typically included in MTDC, are not eligible for reimbursement under this grant program because those direct expenses are not eligible under this grant program. Equipment and capital expenses are not included in MTDC.

Applicants with a NICRA with the FTA or other agencies may submit the approval documents with their application for consideration. Applicants electing to seek the de minimis rate may request up to ten percent (10%) of the application budget in indirect costs without providing an NICRA. Applicants requesting indirect support must explain in a budget narrative attachment what the costs will cover. If awarded support for indirect costs, the applicant cannot request reimbursement for any direct costs listed in the indirect cost plan.

For example, if an applicant elects to request ten percent (10%) of modified total direct costs to cover financial and administrative support, it may not request reimbursement for direct financial or administrative staff time.

Expenses that are solely eligible for indirect support include:

- Rent, mortgage, and expenses associated with office space, including depreciation, debt interest/service, and operations and maintenance expenses
- Utilities
- Administrative, clerical, and office maintenance and cleaning staff salaries and benefits
- Executive staff salaries

Operating and Mobility Management Project Budgets

Applicants requesting operating or mobility management funding must complete and attach a 12-month line-item budget using the provided template (see the Grant Program Application Guidance Appendix for a sample budget). The budget period is October 1 through September 30.

The Budget Excel file includes two tabs: "Budget" and "Fuel, Maint, Ins":

- Budget Tab:
    - Using one row per item, list each item for which you are requesting funding and list the total amount requested in the appropriate column (Columns B through H).
        - Add more rows as needed to complete the spreadsheet.
    - For agencies requesting assistance with fuel, maintenance, or insurance, refer to the information regarding the "Fuel, Maint, Ins" tab, below.
    - For agencies requesting indirect/administrative assistance that have a Negotiated Indirect Cost Rate Agreement (NICRA), enter the NICRA percentage in G27. Agencies that do not have a NICRA may use up to the de minimis rate of ten percent (10%) and should enter this amount in G27.
- Fuel, Maint, Ins Tab

If requesting assistance with fuel, maintenance, or insurance, utilize this tab. Enter the total annual budget for each of these three expenses in column B. Enter your agency's total fleet in column C. In column D, enter the number of vehicles to be used for the proposed project. Enter the total number of weekly service hours in column E. Enter the proposed number of project service hours in column F. This sheet will automatically calculate the project fuel, maintenance, and insurance and input the totals in the correct lines on the Budget tab.

Procurement

All items purchased using grant funds must comply with all federal procurement requirements. Before any advertisement or solicitation to purchase an item, the subrecipient must submit procurement documents to DRPT for review and approval. All Federal Contract Clauses are required to be included on proposals, contracts, and purchase orders. DRPT has developed checklists for Micro, Small and Large purchases that must be completed by the subrecipient prior to solicitation.

Independent Cost Estimate

Applicants must attach, along with their grant application in OLGA, an Independent Cost Estimate (ICE) for all items, except vehicles, to be purchased using grant funds. The ICE will be used to determine the project cost. Acceptable methods to obtain an ICE include:

- Publicly published price lists
- Recently invoiced prices
- Comparable purchases by other agencies
- Outreach/market surveys
- Third Party Estimates

All ICEs must document the date of the estimate and name of person who developed it. A vendor that provides an estimate cannot be awarded the contract.

Application Attachments

The following documents will be required for the application:

- Articles of Incorporation/Charter
- IRS Letter of Exemption (501c3, etc.)
- Title VI plan dated within three years of February 1, 2020
- Copy of public notice printed in area newspaper, dated no later than two weeks before the application deadline
- List of local, public, and private human service and transportation agencies contacted
- One copy of the letter of notice to human service and transportation agencies
- Response letters from human service or transportation agencies
- Copy of letter of notice to MPO for your proposed service area, dated no later than December 31, 2019 (urbanized areas only)
- Copy of vehicle insurance package
- Preventive Maintenance Plan and schedules
- Budget (Excel file; template provided)
- Independent cost estimates (capital items)
- Job descriptions for any grant-supported position
- Appropriate Work Plan spreadsheet for this application year (Excel file; template provided)
- Completed Work Plan spreadsheet for last grant year (existing mobility management only; Excel file).

PLANS AND RECORDS

Title VI Plan

Subrecipients are required to develop and implement a Title VI program. Applicants with existing Title VI plans are required to submit a copy of the plan dated within the three years prior to the

application deadline. This plan is required prior to grant execution. For assistance with developing a Title VI plan, please contact DRPT's Civil Rights Officer.

Preventive Maintenance Plan

Subrecipients must have a written maintenance plan for vehicles and related equipment. Elements of the plan must include the following:

- Standards for proper care and longevity for the vehicles, including defined intervals for preventative maintenance (such as oil changes at every 5,000-mile interval);
- Procedures to maintain project equipment at a high level of cleanliness, safety, and mechanical soundness;
- Procedures to maintain all accessibility features and equipment in good operating condition;
- Procedures to track when preventive maintenance inspections are due and to schedule preventive maintenance inspections in a timely manner (plans must specify mileage intervals for preventative maintenance);
- Procedures to maintain files that contains daily logs, inspection checklists, and repair records; and
- Procedures to maintain pre-trip inspection program that addresses vehicle condition, appearance and cleanliness, safety and ADA accessibility.

Preventive maintenance records will be inspected by DRPT to ensure proper maintenance and inspections are conducted when due.

Performance Data

Subrecipients of capital and operating grants are required to submit monthly ridership data on or before the 20th business day of each month for the previous month's activity. In OLGA, select "Human Service" for closed service ridership data (service not open to the general public).

Ridership is counted as Unlinked Passenger Trips (UPT). Passengers are counted each time they board vehicles no matter how many vehicles they use to travel from their origin to their destination.

Taxicab operators must also provide passenger manifests and response times for each individual transported as part of its reimbursement backup in OLGA.

Mobility Management and Operating programs must complete and provide the appropriate Work Plan for the grant application year. Each program must develop relevant goals, strategies, and objectives, and track and report progress throughout the year. A sample Work Plan is included in the Grant Program Application Guidance Appendix. Quarterly data is due with reimbursement requests as follows:

- October through December data: due with January reimbursement request
- January through March data: due with April reimbursement request
- April through June data: due with July reimbursement request
- July through September data: due with October reimbursement request

Asset Data/TransAM

Subrecipients are required to record and maintain accurate asset inventory and data in DRPT's Transit Asset Management System (TransAM). Mileage and service status (in service, out of service, or spare) shall be updated at least twice a year, by July 15 and February 1. When vehicles listed in TransAM are replaced, the old vehicle should be marked disposed.

PUBLIC NOTICE

Applicants are required to develop and publish a public notice of intent to apply for a FTA Section 5310 grant. This notice must be placed in the public notice/legal section of a newspaper of general circulation in the applicant's service area and should appear for one day, at least 14 days before the application submittal deadline. For the FY 2021 grant cycle, the public notice should be advertised by or on January 18, 2020. The notice must include relevant application information, as detailed in the example below and may not be placed as an advertisement or as a notice of public meeting without providing the details of the application and method of providing comment. A scanned or downloaded copy of your notice as printed in your local paper must be attached to the application.

Sample Public Notice

> Colonial Behavioral Health (CBH) in York provides transportation to/from CBH programs and community locations to seniors and individuals with developmental and other disabilities who live in James City, Poquoson, Williamsburg and York. CBH is requesting funds from the Commonwealth of Virginia to purchase two minivans with wheelchair ramps through the FTA Section 5310 program to continue this transportation service. The vehicles will be used regularly between 6:30 a.m. and 5:30 p.m. Monday-Friday and other times as needed. CBH invites interested public and private transit and paratransit operators in Hampton Roads to comment on the proposed vehicle replacements by sending written notice by Feb. 1, 2020 to: Virginia Department of Rail and Public Transportation – Public Transportation Division, 600 E. Main Street, Suite 2102, Richmond VA 23219 and to Colonial Behavioral Health, 473 McLaws Circle, Williamsburg, VA 23185.

NOTIFICATION TO LOCAL HUMAN SERVICE TRANSPORTATION PROVIDERS

Applicants are required to contact private nonprofit human service, private, and public transit providers in their service area to advise them of their 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 coordinate transportation services to eliminate duplication, or to share equipment and resources.

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

Sample Letter of Notification to Local Human Service Transportation Providers

Dear Sir or Madam:

Pleasant View Home and Regional Center in Broadway, Virginia, intends to provide a fixed mini-bus route for people with developmental disabilities in the County of Rockingham, which includes the City of Harrisonburg, Towns of Broadway, Bridgewater, Dayton, Elkton, Grottoes, Mt. Crawford, and Timberville. The purpose is to transport these individuals to and from Developmental Day Programs, and other community integration and socialization projects that are deemed necessary to increase the independence of people with the developmental disabilities.

Funds are being requested from the Commonwealth of Virginia to purchase a 9-passenger van with lift through the FTA Section 5310 Program. The Commonwealth of Virginia's policy states that where possible, recipients should coordinate with other local providers who provide transportation services to enhance resource-sharing opportunities.

We invite you, as a local provider within the Harrisonburg-Rockingham area, to comment on the proposed services. We are particularly interested in exploring opportunities to work with your agency to coordinate services, share resources, or pursue other activities that will mutually benefit our transportation programs. If you are interested in exploring this further, please notify us at the Pleasant View Home and Regional Center, P.O. Box 426, Broadway, Virginia 22815. (Letters of support from human service agencies should not be sent to DRPT.)

If you have any questions, please feel free to call me.

Sincerely,

John Doe
Executive Director

INTERGOVERNMENTAL REVIEW

Non-Urbanized Areas

Regional intergovernmental review of FTA Section 5310 projects in non-urbanized areas is not required.

Urbanized Areas

Applicants in the urbanized areas must notify their Metropolitan Planning Organization (MPO) of their intent to apply for FTA Section 5310 funds. Letters must be dated no later than December 31, 2019.

FTA Section 5310 applicants must request that the proposed project be included in the annual element of the region's Transportation Improvement Program (TIP) **after** DRPT has recommended the project for approval. 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.

Sample Letter to Metropolitan Planning Organizations

Gary Christie
Executive Director
Central Virginia MPO
828 Main Street, 12th Floor
Lynchburg, VA 24504

Dear Mr. Christie:
The Central Virginia Area Agency on Aging (AAA) is seeking capital assistance from the Commonwealth of Virginia through the FTA Section 5310 Program to purchase transportation equipment. As part of the application process, we are required to notify our Metropolitan Transportation Planning Organization of our proposed grant request. If the project is approved by DRPT and included in its draft Six Year Improvement Program released in April, we request that the project by included in the annual element of the Transportation Improvement Program (TIP), if approved by DRPT. CVAAA is requesting funding, to purchase three 9-passenger vans with lifts. The total cost of the project is approximately $90,000.00. The federal grant is for 80 percent of the total cost with agency being responsible for the 20 percent balance.

Our plan is to provide demand-responsive transportation for our senior clients, in the Lynchburg metropolitan area, to get to agency-related activities, medical appointments, grocery stores, and other destinations.

DRPT will notify the MPO of the applications that will be considered for approval in April. At that time, we are requesting that the MPO incorporate the project in its TIP.

If you have any questions about our proposal, please feel free to call me.

Sincerely,

John Doe
Executive Director

VEHICLE MENU

Applicants requesting vehicles under the 5310 program will select and customize vehicles available on the current state contract. The vendor will work with each grantee to customize the order, which will then be signed by the grantee and returned to DRPT. Once all vehicle orders are received, DRPT will contact all grantees to provide the required 20% local match. Upon receipt of all local matches, DRPT will order the vehicles on behalf of the grantees. This section describes the vehicles that are currently available to 5310 grantees. Funds are not awarded for any other vehicle purchases, and grantees may not purchase vehicles themselves and request reimbursement through DRPT.

Modified Minivan with wheelchair ramp (5 passengers)

High Roof Van with wheelchair lift (9 passengers)

Body on chassis vehicle with wheelchair lifts (14, 15, or 19 passengers)

*The number and location of wheelchair placements will influence seating capacity for wheelchair accessible vehicles.

SECTION 2.4 RURAL AREAS PROGRAM (FTA SECTION 5311)

This section provides a general overview of the FTA Section 5311 program, identifies who can apply, describes what types of projects could qualify for funding, and specifies terms and requirements.

The FTA Section 5311 program is authorized under the Fixing America's Surface Transportation (FAST) Act passed on December 3, 2015 (Statutory Reference: 49 U.S.C. Section 5311 / FAST Act Section 3007). The rural formula program generally maintains the structure of the "non-urbanized" formula grant program under the previous authorizing law, Moving Ahead for Progress in the 21st Century (MAP-21) Act. On November 24, 2014, the Federal Transit Administration (FTA) published final FTA Circular FTA C 9040.1G.

Please refer to FTA's website and Circular for specific compliance information and a more comprehensive FTA Section 5311 program guidance.

DESIGNATED RECIPIENT & ELIGIBLE APPLICANTS

DRPT is the designated recipient for Virginia's FTA Section 5311 program. Federal guidelines allow DRPT to offer FTA 5311 funds to eligible subrecipients. Eligible subrecipients may submit applications to DRPT for evaluation and selection.

Eligible subrecipients include:

- Local and State Governments
- Transportation District Commissions
- Public Service Corporations
- Private Nonprofit Organizations
- Federally Recognized Indian Tribes

PROGRAM DESCRIPTION

Section 5311 is a FTA Formula Grants for Rural Areas program that provides capital and operating assistance to states to support public transportation in rural areas with populations of less than 50,000, where many residents often rely on public transit to reach their destinations. DRPT is the designated recipient for Virginia's FTA Section 5311 program. Eligible applicants may submit applications to DRPT for evaluation and selection.

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.

Funding is apportioned by a statutory formula that is based on the latest U.S. Census figures of areas with a population under 50,000. The amount that Virginia may use for state administration,

planning, and technical assistance is limited to ten percent (10%) of the annual apportionment. Virginia must spend at least 15 percent (15%) of the apportionment to support rural intercity bus service unless the Governor certifies that the intercity bus needs of the state are adequately met. In 2017, DRPT started a daily intercity bus program called the Virginia Breeze. The route connects Blacksburg with Union Station in Washington D.C. with stops on the I-81 corridor. Expansion of the Virginia Breeze service will be the primary use of 5311(f) funding in the future. An Operational Analysis and Expansion Study was completed in 2019 with service expansion planned for 2020.

PROGRAM GOALS

The purpose of the FTA Section 5311 program is to support the maintenance of existing public transportation services and the expansion of those services through the following program goals:

a. Enhancing access in rural areas to health care, shopping, education, employment, public services, and recreation

b. Assisting in the maintenance, development, improvement, and use of public transportation systems in rural areas

c. Encouraging and facilitating the most efficient use of all transportation funds used to provide passenger transportation in rural areas through the coordination of programs and services

d. Providing financial assistance to help carry out national goals related to mobility for all, including seniors, individuals with disabilities, and low-income individuals

e. Increasing availability of transportation options through investments in intercity bus services

f. Assisting in the development and support of intercity bus transportation

g. Encouraging mobility management, employment-related transportation alternatives, joint development practices, and transit-oriented development

h. Providing for the participation of private transportation providers in rural public transportation

ELIGIBLE PROJECTS

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. Farebox 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.

GRANT MATCH REQUIREMENTS

DRPT typically funds applications at the maximum federal participation ratio of fifty percent (50%) of net operating expenses and up to eighty percent (80%) of eligible capital expenses.

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 State Operating assistance, the 2018 General Assembly passed House Bill 1539, which requires the Commonwealth Transportation Board (CTB) to allocate operating assistance solely on the basis of performance metrics beginning in FY2020. Refer to Section 1.1, Operating Assistance, for more information.

For FTA Section 5311 Operating grants, DRPT validates operating expenses and revenue sources submitted on the application. DRPT 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. The FTA 5311 operating grant is based on total budgeted expenses less budgeted fares divided by 2 on the application.

A FTA Section 5311 recipient cannot request more 5311 operating funds during that fiscal year. At the end of the recipient's fiscal year, DRPT will request that all recipients that ended the year with a deficit, submit financial documentation such as the agency general ledger (GL), Annual Audited Financial Report (CAFR), or other financial system report. The DRPT program manager will review the documentation and, if funding is available and the request is approved, DRPT will use FTA 5311 balances to cover up to 50% of the operating deficit. Any additional needed information will be requested by the Program Manager. This review will only take place after all FTA 5311 operating grants have closed for that fiscal year.

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. Local entities must develop 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. Transit Development Plan requirements are available on the DRPT website. Transit Development Plans must be submitted with an existing system's FTA Section 5311 application.

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)

Capital Assistance

FTA Section 5311 applications requesting capital assistance will be evaluated by DRPT using the capital prioritization process required by the General Assembly in House Bill 1539. Refer to Section 1.2 Capital Assistance, for details.

APPLICATION REQUIREMENTS

Applications for all programs are made online on DRPT's Online Grant Administration website (OLGA).

At the time of application submittal, applicants must sign their certifications and assurances as required by the FTA annually. See the **FTA Grant Program Common Application Requirements** section under FTA Grant Programs at the beginning of this chapter for more information.

Required application data includes:

- 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 (attach a copy of agency's signed and approved (or draft) Title VI plan to the OLGA application)
- Insurance Information (vehicle, facility, and equipment)
- FTA Annual Certifications and Assurances
- Resolution Authorizing the Application for State Aid for Public Transportation
- **12-month training schedule**

Virginia Department of Rail and Public Transportation

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