

FY2017

OLGA Application Help Document

and

FTA Section 5317 Guidance Document



## **FTA SECTION 5317 APPLICATION**

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

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

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 MAP-21 repealed Section 5317 and made New Freedom projects eligible for funding under Section 5310.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

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

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

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



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



## **PROJECT INFORMATION**

### Project Information

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

### Project Needs, Goals, and Objectives

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

### Implementation Plan

Answer questions as noted.

### Coordination of Efforts

Answer questions as noted.

## **OPERATING BUDGET**

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

### Expense Items

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

### Budget Amount

Enter the total cost amount of the item.

### Local Share

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



## RMC BUDGET

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

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

### Expense Items

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

### Budget Amount

Enter the total cost amount of the item.

### Local Share

Enter the source of the local share required to match any FTA funds awarded.

Make sure to save data.

## ATTACHMENTS

Please attach the following documents, as appropriate:

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

### Uploading Files

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

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

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

## FTA Section 5317 New Freedom Description

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

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

Which Applications do I Need to Complete in OLGA?

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