

DRPT Transit/TDM Grantee Workshops November 2011

**Kevin Page
DRPT Chief Operating Officer**

Welcome and Introduction

Today's Agenda

- ❑ 9:00 – 9:15 Welcome/Introduction
- ❑ 9:15 – 9:45 Grantee Handbook and Program Application Guidance
- ❑ 9:45 – 10:15 OLGA 4 Update
- ❑ 10:15 – 10:45 Transportation Demand Management Update
- ❑ 10:45 – 11:00 Break
- ❑ 11:00 – 11:30 Planning Update
- ❑ 11:30 – 11:45 Legislative Update
- ❑ 11:45 – 12:00 SJ297 Update
- ❑ 12:00 – 12:30 Developing a Six-Year Program

Organizational Changes

- In September 2011, DRPT transitioned to a new business model
 - CFO and COO
 - Shifts of organizational functions between areas
 - Creates new programs administrators for better program coordination
 - Combines rail and transit planning and transportation mobility programs into one section
 - Initiates the transit facility construction review program
 - New areas of oversight created to strengthen DRPT's program accountability and compliance
 - New financial review of grant/project billings
 - Project performance compliance

Grantee Handbook and Program Application Guidance

Steven Hennessee
Urban Transit Program Administrator

Terry Brown
Manager of Financial Programming

Grantee Handbook and Program Application Guidance

- ❑ Grant Program Calendar
- ❑ Grantee Handbook Reminders
 - Accessing Handbook and Guidance
 - Important Reminders
 - Final Eligibility
- ❑ Purpose of Program Application Guidance
- ❑ Overview of Grant Programs Administered by DRPT
- ❑ State Grant Programs
- ❑ Federal Grant Programs

Grant Program Calendar

Grantee Application Assistance	September - January
Grant Application Period (Except FTA 5303)	December 1 - February 1
Review, Analysis & Evaluation of Applications	February – March
Development of Draft SYIP	March
5303 Grant Applications Due	May 1
Draft SYIP Hearings	April – May
Certification of Local Matching Funds	May
CTB Approval of Final SYIP	June
Execution of Grant Agreements	State Programs - July 1 Federal Programs – Oct. 1

Accessing the Grantee Handbook and Guidance

- ❑ The Grantee Handbook and Program Application Guidance documents can be found at:
<https://olga.drpt.virginia.gov/news.aspx>
- ❑ The application for new users can be found at:
<https://olga.drpt.virginia.gov/gettingstarted.aspx>

Commonwealth of Virginia Travel Guidelines will be posted on the DRPT website and on the OLGA website – check for updates

Important Reminders

- ❑ Review notification requirement to DRPT on FTA Funding
- ❑ Development and Execution of Grant Agreements
- ❑ Grantee Reimbursements and Supporting Documentation
- ❑ Grant Close-out and Deobligation

Grantee Handbook Reminders

- ❑ Asset Inventory - Annual June 30th cutoff for needs analysis
 - If no changes, update mileage as of June 30th
- ❑ Capital Budgeting – Due by February 1st of each year
- ❑ Implied Letter of No Prejudice – July 1st of current year allocation until project agreement is executed
- ❑ No Longer Allowed to Move Funds to New Line Item during the year
- ❑ Grantees must submit invoices quarterly for operating expenses, at a minimum
- ❑ Capital projects may be invoiced only once per calendar month

Travel Guidelines

In State	Lodging		M&IE
Standard	\$77.00		\$41.00
Charlottesville, (Albemarle and Green Counties)	\$113.00		\$56.00
Chesapeake / Suffolk (10/1 – 5/31)	\$78.00		\$56.00
Chesapeake / Suffolk (6/1 – 8/31)	\$88.00		\$56.00
Chesapeake (9/1 – 9/30)	\$78.00		\$56.00
Chesterfield / Henrico Counties	\$87.00		\$51.00
Fredericksburg (Spotsylvania and Stafford Counties)	\$89.00		\$56.00
Williamsburg, James City and York Counties (10/1 – 3/31)	\$77.00		\$51.00
Williamsburg, James City and York Counties (4/1 – 8/31)	\$91.00		\$51.00
Williamsburg, James City and York Counties (9/1 – 9/30)	\$77.00		\$51.00
Norfolk / Portsmouth	\$92.00		\$61.00
Prince William County	\$89.00		\$56.00
Richmond (city limits)	\$114.00		\$66.00
Roanoke (city limits)	\$99.00		\$51.00
Virginia Beach (10/1 – 5/31)	\$89.00		\$56.00
Virginia Beach (6/1 – 8/31)	\$144.00		\$56.00
Virginia Beach (9/1 – 9/30)	\$89.00		\$56.00
Wallops Island (Accomack County) (10/1 – 6/30)	\$84.00		\$56.00
Wallops Island (Accomack County) (7/1 – 8/31)	\$125.00		\$56.00
Wallops Island (Accomack County) (9/1 – 9/30)	\$84.00		\$56.00
Warrenton (Fauquier County)	\$93.00		\$46.00

Grantee Handbook Reminders

- ❑ Final Eligibility Operating Expenses
 - Submit financial system report or other supporting documentation with Final Eligibility Form
 - Provide reconciliation from financial system report to total operating expenses on final eligibility form
- ❑ Remaining operating funds deobligated if the Final Eligibility Form is not received by DRPT within 180 calendar days of the end of the grantee's fiscal year. There are no exceptions
- ❑ Final Eligibility Form will still be required to be submitted to DRPT prior to any future DRPT payments being made to the grantee

Final Eligibility Forms

- ❑ Form has been restructured to show gross operating expenses less deductions such as depreciation, expenses funded by other DRPT programs, etc.
- ❑ Ensure the net amount above is spread to the remaining expense lines (FTM, Administration, and Ineligible). For example, if an amount is deducted from total operating expenses that is an administrative expense, this amount should not be included on the Total Expenses Incurred for Administration line
- ❑ Comments on the new format and instructions

Total Operating Expenses

- ❑ Report total operating expenses. Provide financial statements or financial system reports and “crosswalk” if necessary to support total operating expenses before deductions
- ❑ Deduct items for depreciation, CMAQ and related state match, expenses reimbursed through other DRPT programs, funds received from MPOs, and items not attributable to the operation of public transportation services
- ❑ Maintain the supporting documentation. We have many compliance review findings related to grantees not being able to support amounts reported on the final eligibility forms

FTM Expenses

- ❑ Report Fuels, Lubricants, Tires and Maintenance Parts and Supplies (FTM) expenses. Provide financial statements or financial system reports and “crosswalk” if necessary to support total FTM expenses
- ❑ Remember that FTM expenses are only eligible if consumed. Items purchased and included in inventory are not eligible
- ❑ The Final Eligibility Form instructions include a list of allowable FTM expenses. Is there anything that needs to be added/deleted/changed on this list?

Administration Expenses

- ❑ Report total expenses incurred for administration. Provide financial statements or financial system reports and “crosswalk” if necessary to support total administration expenses
- ❑ The Final Eligibility Form instructions include a list of allowable Administration expenses. Is there anything that needs to be added/deleted/changed on this list?

Ineligible Expenses

- ❑ Total expenses incurred in all other categories (ineligible expenses) is a calculated cell
- ❑ The majority of this amount should be made up of drivers and mechanics salaries and fringe benefits. If it is not, you may want to analyze further and make any necessary corrections

Revenues Received from Operations

- ❑ Report total revenues received from operations. Provide financial statements or financial system reports and “crosswalk” if necessary to support the total reported
- ❑ Advertising revenues should not be included
- ❑ Insurance proceeds can be reported several ways so contact your program administrator for guidance

Total Other State Funds

- Report total other state funds that supported operating expenses. Provide financial statements or financial system reports and “crosswalk” if necessary to support the total reported
- Do not include state operating assistance
- Do not include state revenue from other DRPT programs or related to the state match for CMAQ as these expenses have been deducted

Total Federal Funds

- ❑ Report total federal funds that supported operating expenses. Provide financial statements or financial system reports and “crosswalk” if necessary to support the total reported
- ❑ Do not include federal revenue from other DRPT programs (FTA JARC, New Freedom, 5304 planning funds), CMAQ funds, or federal funds received from MPOs to support operations as these expenses have been deducted

Purpose of Program Application Guidance

- ❑ Support Item 449.E of the 2008 Appropriations Act – incorporate principles of local maintenance of effort, transit sustainability, public benefit, and asset management into all public transportation programs
- ❑ Improve application process by providing information on program eligibility requirements, funding, evaluation process and application procedure
- ❑ Inform stakeholders of changes to programs
- ❑ Document the grant application process to improve transparency, efficiency and effectiveness

Overview of Grant Programs

- ❑ Grant funds administered by DRPT support capital, operating or planning expenses
- ❑ **Capital expenses** - long-term assets such as vehicles, transit facilities and infrastructure, machinery or heavy equipment
- ❑ **Operating expenses** - transit operations, maintenance, repairs, and administrative costs, TDM program operations
- ❑ **Planning expenses** - studies of public transportation and TDM program improvements such as service expansions

Overview of Grant Programs

Federal Programs

- ❑ FTA Section 5303 Metropolitan Planning
- ❑ FTA Section 5304 Statewide Planning
- ❑ FTA Section 5307 Small Urban Areas Program
- ❑ FTA Section 5310 Transportation for Elderly Persons and Persons with Disabilities
- ❑ FTA Section 5311 Rural Transit
- ❑ FTA Section 5316 Jobs Access and Reverse Commute Program (JARC)
- ❑ FTA Section 5317 New Freedom Program

State Programs

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

Program Application Guidance State Programs

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

Operating Assistance

- ❑ State match ratio – typically 35-50% of eligible expenses. Trend is continuing towards lower end of the range. Goal for FY13 is 35% match for eligible expenses
- ❑ No major changes for FY13
- ❑ Funding available for new transit service – application must address Transit Service Design Guidelines and planning requirements. Percentage adjustment made to certified expenses based upon increase in revenue miles/hours (no adjustment if less than 5%)

Capital Assistance

- ❑ State match ratio – varies, FY13 goal:
 - ❑ 80% for replacement rolling stock of non-federal share (buses and locomotives)
 - ❑ 80% for major mid-life overhauls of non-federal share
 - ❑ 50% for everything else

- ❑ Challenged by Administration to better align priorities and investments. Surface Transportation Plan calls for investment in state of good repair, expanding capacity in urban/small urban areas and new capacity in rural areas that are underserved or not served at all

- ❑ No major changes to evaluation criteria or eligible expenses

Demonstration Project Assistance

- ❑ Maximum state match ratio – 95%
- ❑ Eligible expenses – administrative, capital costs for equipment and materials, operating costs, planning
- ❑ Broad program, however, DRPT is continuing to focus on technology and safety and security investments. Expect significant competition. If oversubscribed, may contact grantees about willingness to be funded out of Capital Assistance program
- ❑ Program is for ‘cutting edge’ innovative projects

Technical Assistance

- ❑ Maximum state match ratio – 50%

- ❑ Eligible expenses:
 - Capital and/or Operating Financial Plans
 - Comprehensive Operations Analysis
 - Management and Performance Evaluations
 - Procurement Reviews Assessments
 - Strategic Plans
 - Transportation Demand Management Plans
 - Public Transportation or Commuter Assistance Related Services
 - Equipment Purchases
 - Industry Peer Reviews
 - Marketing Plans/Programs
 - Project
 - Feasibility Studies

- ❑ No major changes to evaluation criteria

Public Transportation Intern

- ❑ Maximum state match ratio – 95%. Grant amount calculated using hourly state rate times number of hours
- ❑ Area of emphasis: Bring in new professionals to the industry. Not to be used for filling vacant positions
- ❑ **Requirement** - intern must provide written report to DRPT documenting internship experience
- ❑ No major changes to evaluation criteria

TDM Operating Assistance

- ❑ Maximum state match ratio – 80%
- ❑ Annual work plans to support operating programs are to be submitted with the application
- ❑ Application should also be supported by Long Range TDM Plan
- ❑ DRPT also validates expenses and revenues, determines eligibility of expenses, reviews data submitted for the previous year and any audited financial statements

Transportation Management Project Assistance

- ❑ Maximum state match ratio – 80%
- ❑ Funds projects outside of normal TDM program operations
- ❑ Supports TDM projects that encourage the reduction of single occupant vehicle (SOV) travel
- ❑ Application should be supported by Long Range TDM Plan

Senior Transportation Program

- ❑ Supports operating expenses for new transportation services for adults 60 years of age and older. Objective is to increase quality and quantity of coordinated transportation services for older adults
- ❑ Maximum state match ratio – 95% (projects between \$5K - \$20K)
- ❑ Eligible expenses – voucher programs, volunteer driver, travel training, new and/or expanded coordinated transportation services for older adults
- ❑ Small program - \$100,000+
- ❑ No major changes to evaluation criteria

Program Application Guidance Federal Programs

- ❑ FTA Section 5303 - Metropolitan Planning
- ❑ FTA Section 5307 - Small Urban Areas Program
- ❑ FTA Section 5310 - Transportation for Elderly Persons and Persons with Disabilities
- ❑ FTA Section 5311 - Rural Areas
- ❑ FTA Section 5316 - Jobs Access and Reverse Commute Program (JARC)
- ❑ FTA Section 5317 - New Freedom Program

FTA Section 5303 Metropolitan Planning

- ❑ Maximum federal match ratio – 80%
- ❑ Maximum state match ratio – 10%
- ❑ Areas of emphasis - **Transit Development Plans, Comprehensive Operations Analysis and Long Term Vision Plans** for public transportation operators and **Long Term Plans** for commuter assistance agencies
- ❑ No major changes to evaluation criteria
- ❑ Have implemented new program guidance

FTA Section 5310

Transportation for Elderly Persons and Persons with Disabilities

- ❑ Maximum federal match ratio – 80%
- ❑ Focus is on vehicle purchases
- ❑ No major changes to evaluation criteria

FTA 5311 Rural Areas

- ❑ Maximum federal match ratio – 50% of net operating expenses. 80% of eligible capital expenses after operating costs are funded
- ❑ Evaluation criteria – operating expenses evaluated against same criteria as state Operating Assistance program. Capital expenses evaluated against same criteria as state Capital Assistance program

FTA 5316 JARC

- ❑ Maximum federal match ratio – 50% for operating assistance projects. 80% for capital equipment projects and capital planning/mobility projects
- ❑ Historically, all funds have gone towards operating
- ❑ Evaluation criteria - operating expenses evaluated against same criteria as state Operating Assistance program

FTA 5317 New Freedom

- ❑ Maximum federal match ratio - 50% for operating assistance projects. 80% for capital equipment projects and capital planning/mobility projects
- ❑ Maximum state match ratio – 95% for non-federal share for operating and capital
- ❑ Emphasis areas:
 - **First Priority** - Operating assistance to current Section 5310/5311 recipients.
 - **Second Priority** - Capital projects for existing systems. Prioritized as follows:
 - Replacement of worn-out or unsafe revenue vehicles
 - Purchase of additional vehicles to meet demonstrated capacity problems on current routes
 - Purchase of vehicles for the expansion of existing services
 - Purchase of miscellaneous capital equipment
 - **Third Priority** - Operating and capital for new rural systems
- ❑ Evaluation criteria: operating expenses evaluated against same criteria as state Operating Assistance program. Capital expenses evaluated against same criteria as state Capital Assistance program

Questions?

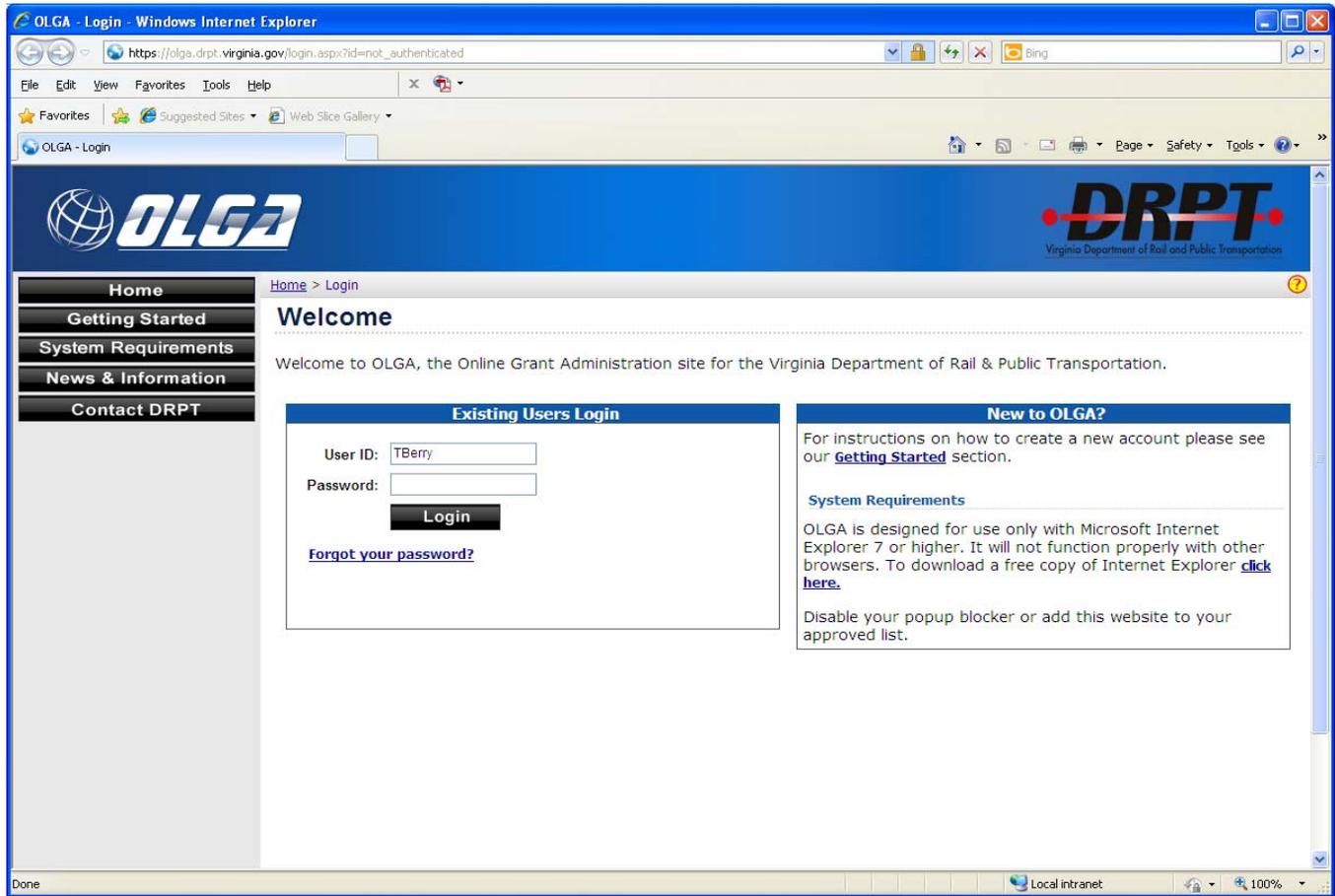
OLGA 4 Update

Terry Brown
Manager of Financial Programming

Highlights

- Log In
- What's new
- What's coming

Log In



- ❑ Remember new user id
- ❑ Master users can reset password for other users
- ❑ Check system requirements

What's New

- ❑ Miscellaneous screen changes
- ❑ Ability to print out details of capital application
- ❑ Operating Expenses
- ❑ 5310
- ❑ Adding more attachment capabilities
- ❑ Capital Budgets

Certs and Assurances

More visible

OLGA - Grant Applications - Public Transportation/TDM - Windows Internet Explorer

https://olga4test.drpt.virginia.gov/GrantApps/TransitApps.aspx

OLGA Sandbox DRPT Virginia Department of Rail and Public Transportation

Home > Grants > Transit/TDM Welcome Master User! Last Login: 10/31/2011 9:15 AM Logout

Public Transportation/TDM

DRPT Test Account 9

5311 Information Package
***Certifications & Assurances**
(*Required for grant applicants requesting Federal aid from DRPT.)

Application	Opening Date	Closing Date	Program Guidance
Capital Assistance - Submitted as of 10/21/2011	12/08/2010	11/30/2011	
Demonstration Project - Create New	12/08/2010	11/30/2011	
FTA Section 5303 - Metropolitan Planning Program - Submitted as of 10/21/2011	12/08/2010	11/30/2011	
FTA Section 5310 - Elderly Persons & Persons with Disabilities - Submitted as of 10/21/2011	12/08/2010	11/30/2011	
FTA Section 5316 - Job Access Reverse Commute (JARC) - Submitted as of 10/21/2011	12/08/2010	11/30/2011	
FTA Section 5317 - New Freedom Program - Create New	12/08/2010	11/30/2011	
Public Transportation Internship Program - Submitted as of 10/24/2011	12/08/2010	11/30/2011	

November 2011

Capital – Federal Funding

- ❑ Added checkbox – prevents DRPT from applying federal funds in review process.

OLGA - Grant Applications - Transit/TDM - Capital Assistance - Windows Internet Explorer

https://olga4test.drpt.virginia.gov/GrantApps/transit/CapitalAssistance.aspx?appid=5098

File Edit View Favorites Tools Help

OLGA - Grant Applications - Transit/TDM - Capital Assi...

Technical Capacity.
Identify project manager, title, phone number and email address. (500 Chars.)

Existing Fund Sources:
List any funds already applied to this capital item. Do not include federal funding that you are applying for a state match as part of this application (500 Chars.)

Federal Funds

Check if capital item is not eligible for Federal Funding.

Funding Source: None

Fiscal Year: 0

Project Schedule

Start Date: []

End Date: []

Milestones / Events

Milestone: []

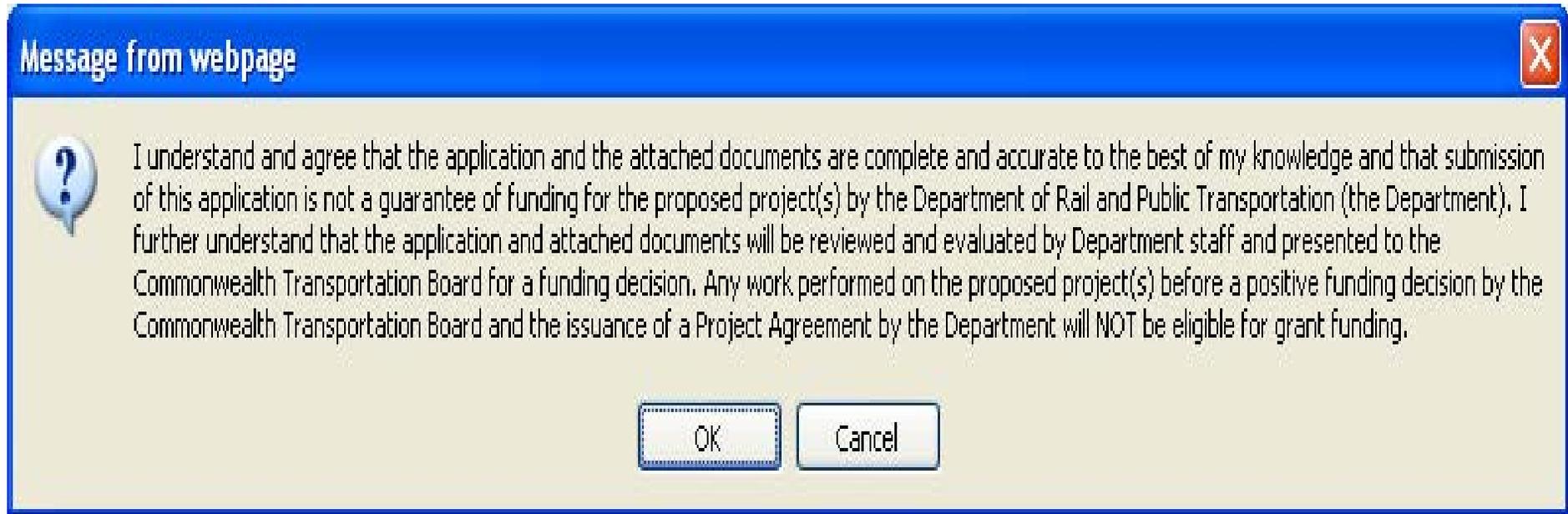
Milestone Date: []

Save Cancel Line Items

Additional information may be required and requested by DRPT in the process of evaluating this application

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Submit Button



- ❑ This message pops up when submit button selected. Replaces previous certification checkbox.

Capital Detail

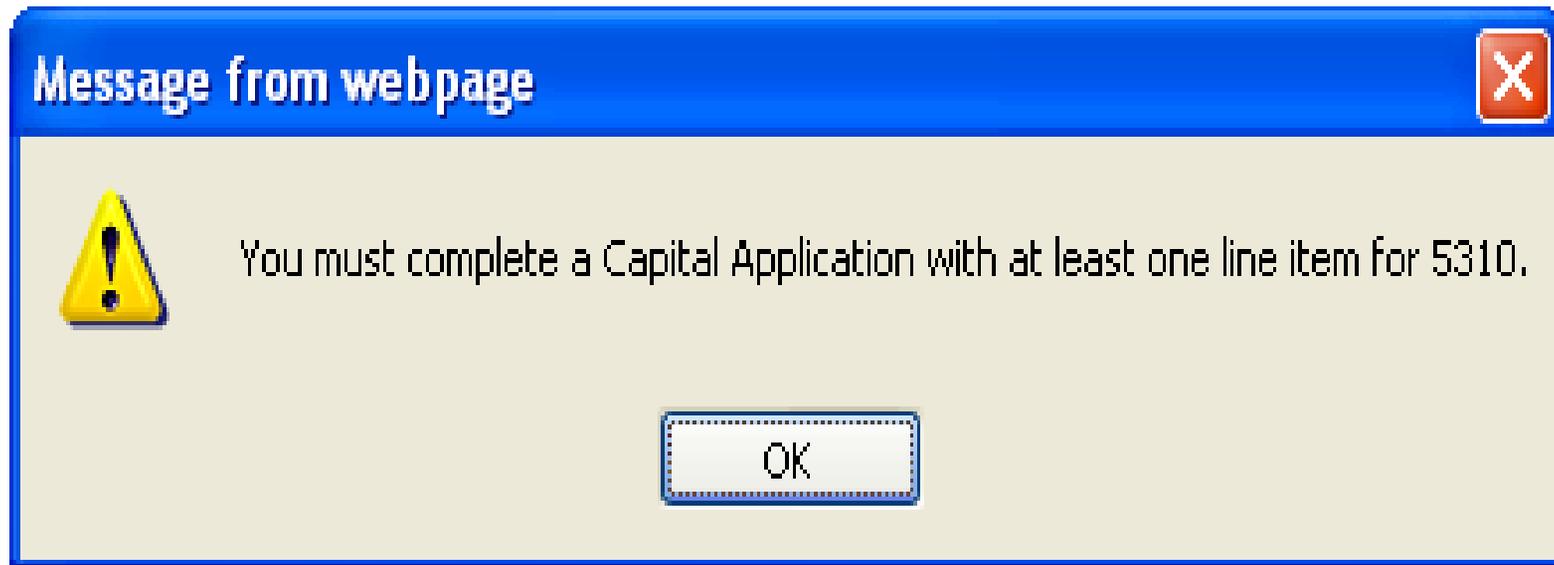
- Printer friendly view shows everything
- List of capital items reduced

Operating Assistance

- ❑ Revised lists for deductions and revenues
- ❑ Confusion over state aid vs. other revenue - grantees were entering estimated state formula in other revenue section
- ❑ Intent is to calculate net eligible operating expenses

5310 Changes

- ❑ Tried to combine into one application – maybe next time
- ❑ Must complete capital application first



5310 Changes

- ❑ Will not be required to enter same info twice

OLGA - Grant Applications - Transit/TDM - Capital Assistance - Windows Internet Explorer

https://olga4test.drpt.virginia.gov/GrantApps/Transit/CapitalAssistance.aspx?appid=5098

File Edit View Favorites Tools Help

OLGA - Grant Applications - Transit/TDM - Capital Assi...

Transit/TDM Menu

Line Items

Line Items

FTA 5310 Eligible
 FTA 5311 Eligible

Capital Budget Item: [Dropdown]

Quantity: [0]

Unit Cost: [\$0]

Total Cost: \$0

Project Information

Project Description:
Give a detailed description of the project, project deliverables and end product. (1500 Chars.)

See 5310 Application

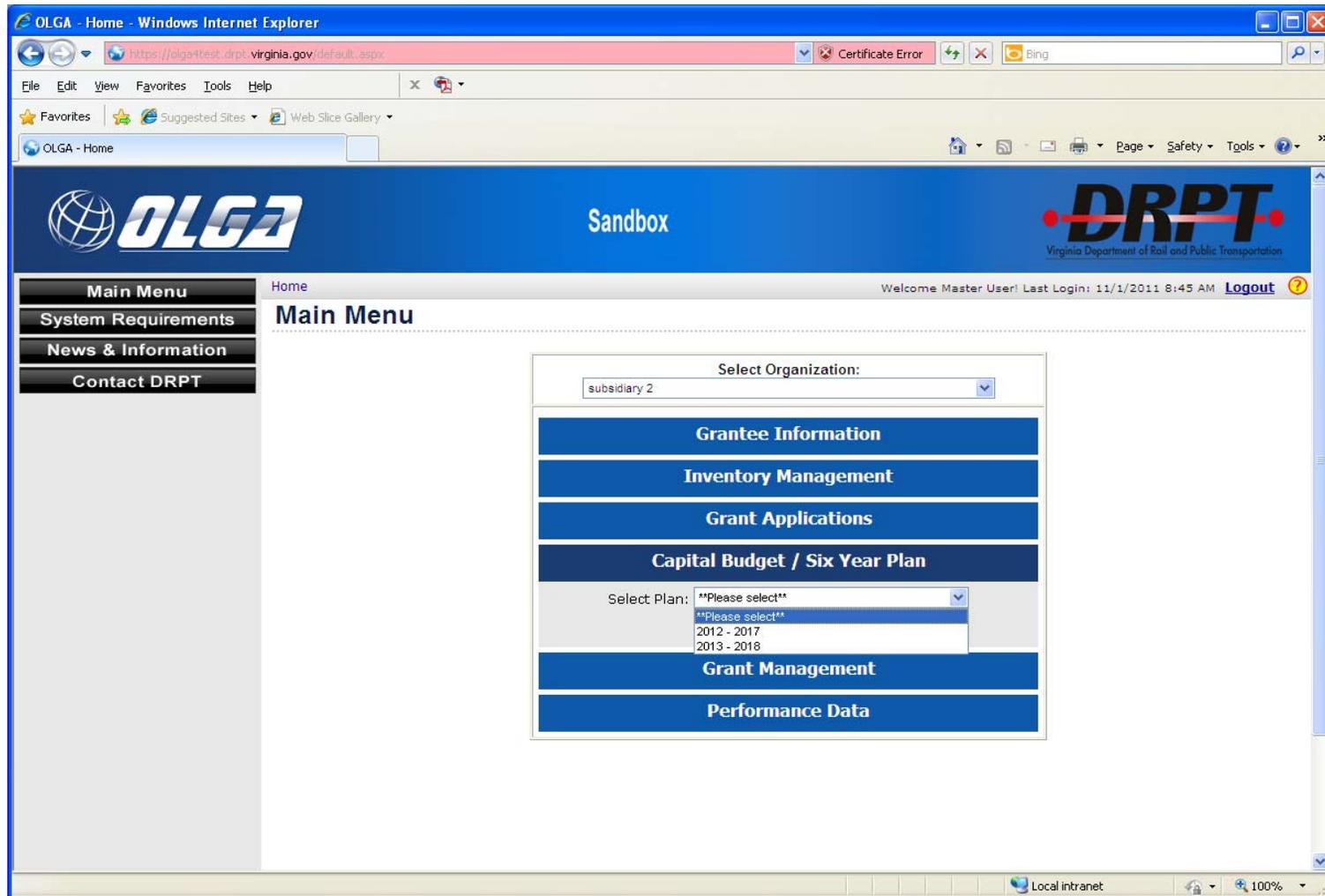
Project Justification:
Include the project objective, benefits provided by the project product, and impact if not funded. (1500 Chars.)

See 5310 Application [Project Justification]

Done Local intranet 100%

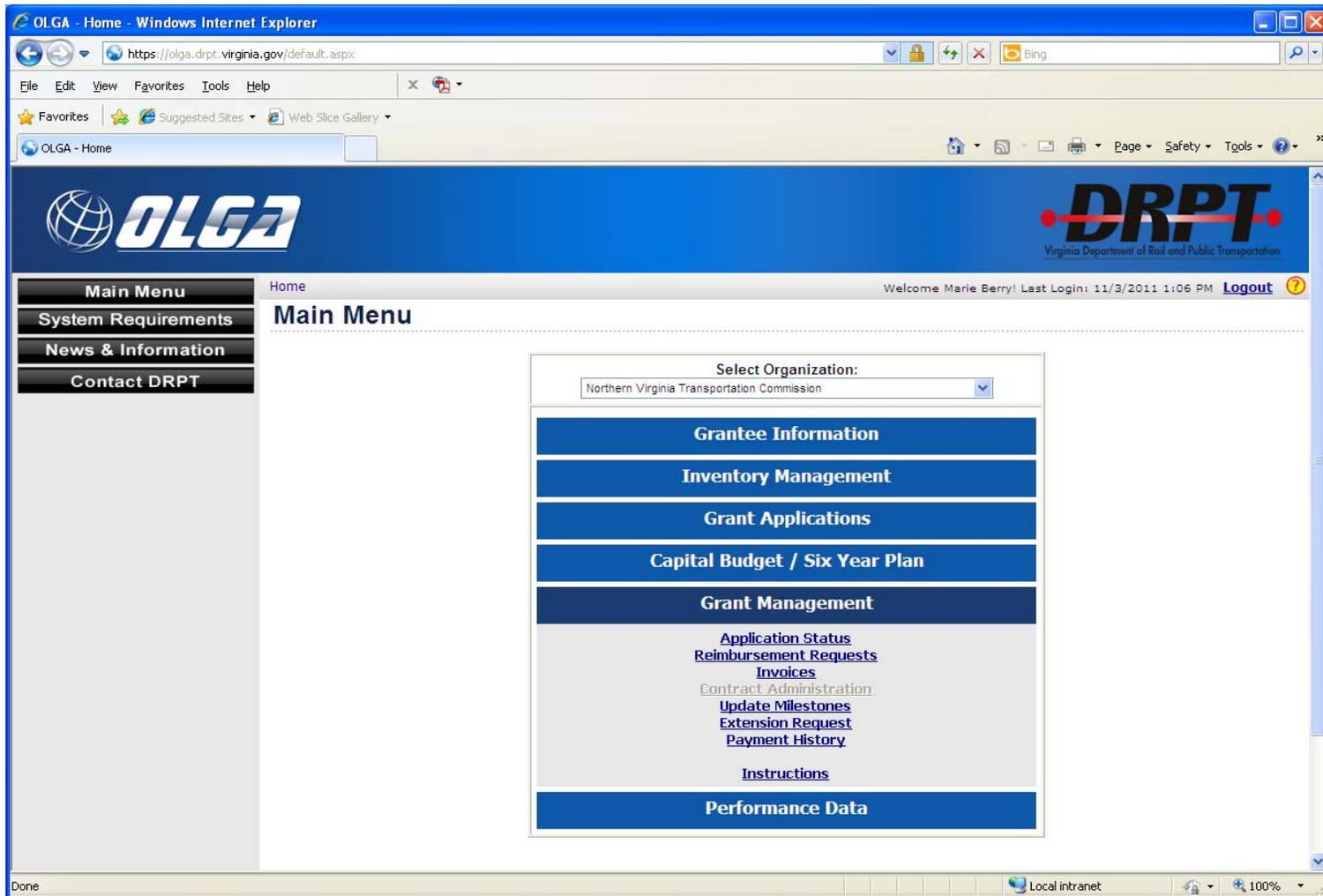
Capital Budgets

- ❑ Two years now available



What's Coming - Grants Management

- ❑ Still working out some problems



Grants Management

OLGA - Manage Grants - Reimbursement Request - Windows Internet Explorer

https://olga.drpt.virginia.gov/ManageGrant/ReimbursementRequests.aspx

OLGA - Manage Grants - Reimbursement Request

OLGA **DRPT**
Virginia Department of Rail and Public Transportation

Home > Grant Management > Reimbursement Requests

Welcome Marie Berry! Last Login: 11/3/2011 1:06 PM [Logout](#)

Main Menu

- System Requirements
- News & Information
- Contact DRPT

Grant Management

- Invoices

Reimbursement Request

Project: 47010-21 FY2010 - NVTA Transaction 2040 Plan Update

Amount Expended: \$0

Federal Project: STP 5A01 (029)

	Federal	State	Local	Total
	80%	20%	0%	100%
Total Contract Amount	\$400,000	\$100,000	\$0	\$500,000
Total Previous Payments	\$106,808	\$26,702	\$0	\$133,510
Total Outstanding Requests	\$0	\$0	\$0	\$0
Total Expended This Period	\$0	\$0	\$0	\$0
Balance Remaining	\$293,192	\$73,298	\$0	\$366,490

Total Reimbursable Amount: \$0

[Save](#) [Cancel](#)

Done

Local intranet 100%

Transportation Demand Management (TDM) Projects/Programs Update

Christopher Arabia
Manager of Mobility Programs

TDM Grant Applications

- ❑ TDM Operating Assistance
- ❑ Transportation Management Project assistance
- ❑ Both programs are funded by Transportation Efficiency Improvement Fund (TEIF)
- ❑ Competitive application process
- ❑ Biggest bang for the buck
- ❑ Submit Annual Work Plan with application for TDM Operating Assistance
- ❑ Submit scope with Transportation Management Projects



TDM Grant Applications

- ❑ Applications must be supported by Long-Range TDM Plan
- ❑ Balanced marketing
 - Will compare with marketing in transit operating assistance
- ❑ Staff must work on TDM program
- ❑ Check Program Application Guidance before submitting application – see which program it fits



Reimbursement Request

- ❑ Include a summary sheet showing all expenses
- ❑ Include “crosswalk” of expenses – particularly on the final eligibility submission
- ❑ Double check travel expenses
- ❑ Provide quarterly status report
- ❑ Provide project status summary with invoice



Dulles Metrorail Extension & Beltway HOT Lanes TMPs

- ❑ Employer Solutions Team now directly under contract with DRPT
- ❑ NuRide Rewards for:
 - Teleworking
 - Carpooling
 - Vanpooling & Transit
 - GoTysons.org/NuRide
- ❑ VanStart program - \$50 Vanpool Fares
- ❑ Telework financial assistance - \$50,000
- ❑ TDM/transit marketing

I-95 TMP

- ❑ TDM/Transit Working Group
- ❑ List of potential projects from local agencies
- ❑ Prioritizing list



TDM Training

- ❑ Completed survey of Virginia TDM professionals to obtain training needs
- ❑ Survey results are being compiled
- ❑ DRPT will review results and develop training program



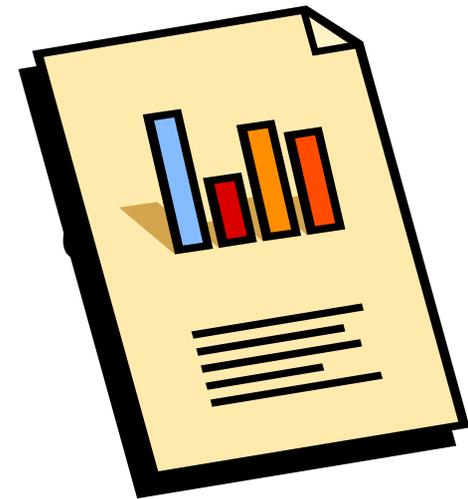
Vanpool Incentive Study

- ❑ Northern Virginia and Fredericksburg Regions
- ❑ How to get vanpool data into NTD
- ❑ How to use the 5307 funds from NTD



Placement Rate Survey and Performance Measures

- ❑ Statewide Placement Rate survey study after MWCOCG's survey
- ❑ Same survey as MWCOCG
- ❑ Provide each TDM program with placement rate and commute characteristics
- ❑ Review of performance measures
- ❑ Develop standards for data and measurement



New Online Ridematching System

- ❑ New online ridematching system for Central, Southwest and Southeast TDM programs
- ❑ Specifications document prepared by DRPT
- ❑ Review of specification document by TDM agencies
- ❑ DRPT to set up online meeting to discuss specifications



telework!va Changes

- ❑ DRPT Staffing
- ❑ Funding has run out for financial assistance
- ❑ Use Tax Credit as financial assistance
- ❑ Megaprojects telework financial assistance (\$50,000) still available for very limited time
- ❑ Businesses can hire consultants for technical assistance
- ❑ DRPT staff to manage the existing 88 businesses in program

telework!va What Hasn't Changed

- ❑ Online resource – www.teleworkva.org
 - Set up checklist
 - Sample policy and teleworker agreement
 - Assessment tools
 - eLearning tools
 - How to set up a telework program
 - How to sell telework to management
 - How to train teleworkers
 - How to manage teleworkers
- ❑ Guidance and resources
- ❑ Northern Virginia Telework TERM funded by VDOT

Telework Tax Credit

- ❑ Up to \$50,000 per business for taxable years 2012 and 2013
 - Up to \$20,000 for a telework assessment
 - Up to \$1,200 per employee for eligible expenses
- ❑ Total statewide credits not to exceed \$1 million annually
- ❑ Businesses must pre-apply by completing the TEL-1 form and submit to Dept. of Taxation between Sept 1 and Oct 31
- ❑ If credit applications exceed \$1 million, then all credits will be allocated pro rata based on the requested amount.
- ❑ Taxation will notify taxpayers of tentative credit allocations by December 31, 2011



Telework Tax Credit

- ❑ Businesses subject to income tax in Virginia
- ❑ Must create new teleworkers
- ❑ Must remove auto trips
- ❑ New teleworkers must telework at least one day a week
- ❑ New teleworkers must sign a telework agreement on or after July 1, 2012, but before January 1, 2014
- ❑ Eligible expenses must be for the purpose of enabling telework, not a regular expense



Questions?

DRPT Transit and TDM Planning Activities

**2011 Fall Grantee Workshop
Amy Inman, DRPT**

❑ Major Statewide Transit Planning Initiatives

- Statewide Public Transportation Plan ~ Transit Resource Allocation Plan
- VTrans2035 Interim Update (www.vtrans.org)
 - Confirm Goals and Objectives
 - Transition to performance based planning document
 - Interim update due by December 31, 2012
 - Full update by December 31, 2015
 - Regional Forum
 - December 14, 2011, 1:00 – 4:00
 - Five locations

Transit and TDM Planning Status

- ❑ DRPT Transit and TDM Planning Initiatives
 - Transit Development Plan ~ Due December 1, 2011
 - I95 Transit and TDM Plan ~ Final
 - Super NOVA Transit and TDM Vision Plan
 - Route 1 Transit Study
 - Broad Street Corridor AA/EA
 - Multi-Modal and Public Space Design Guidelines
 - Feasibility Studies
 - Southampton County
 - Craig County
 - Town of Strasburg
 - Pulaski Area Transit ~ Facility Feasibility Study

MPO and Section 5303 Funding

□ FTA Section 5303 Guidance

– Required invoice format

- Financial summary table
 - Billing date
 - Invoice period
 - FTA project number
 - UPWP task description
 - Current expenditure by task
 - Year-to-date expenditure by task
 - Percentage complete year-to-date by task
 - Total current expenditure (sum of task expenditures)
 - Total year-to-date expenditure (sum of task year-to-date expenditure)
- Progress Report
 - Describe the advancement of the task items identified in the current UPWP.
 - Provide percentage complete for each task item that corresponds with the invoiced amount
 - MPO is responsible for pass through funds
 - Pass through funding is required to have the same level of documentation as MPO in the invoice

MPO and Section 5303 Funding

□ FTA Section 5303 Guidance

- Direct Costs Requirements

- Direct costs included in invoices will require detailed documentation to validate the expense
- A summary table of the direct costs are required and should itemize each direct cost included in the invoice
- Include receipts that corroborate each direct cost expense
- Allowable direct costs are governed by the FTA Circular 5010.D Grant Management Requirements and the Code of Federal Regulations Part 225
- DRPT **WILL NOT** approve a direct cost that is not allowable based upon these resources

MPO and Section 5303 Funding

□ FTA Section 5303 Guidance, Continued

– Travel Regulations

- Commonwealth of Virginia travel regulations govern all travel-related expense reimbursements. A travel expense table that itemizes travel expenses by traveler is required with the invoice
- Please refer to the Commonwealth's travel regulation document

– Third-Party Contract Regulations

- All third-party (consultant) services procurement made within the Section 5303 program will be in accordance with the Common Rule (state procurement procedures) or FTA Circular 4220.1F, Third Party Contracting Guidelines
- Additional guidance can be obtained in the FTA Best Practices Procurement Manual on conducting third-party procurements
- **DRPT will be involved with third-party procurement and contracts utilizing Section 5303 funds**
- **MPOS are required to notify DRPT before each third-party procurement process. DRPT will determine the appropriate level of review**

MPO and Section 5303 Funding

- ❑ FTA Section 5303 Guidance, Continued
 - **Disadvantaged Business Enterprise Regulations**
 - DRPT will assist and encourage all Section 5303 recipients to utilize DBE throughout their third-party procurement process
 - A semi-annual DBE Report is required, indicating the sub-recipients progress in meeting DBE Goals
 - This report is available in OLGA in the Performance Data Section

MPO and Section 5303 Funding

□ FTA Section 5303 Guidance, Continued

– Title VI Requirements

- MPOs should have an analytic basis in place for certifying their compliance with Title VI, in accordance with FTA Circular C 4702.1A Title VI and Title VI-Dependent Guidelines for Federal Transit Administration Recipients
 - A demographic profile of the metropolitan area that includes identification of the locations and socioeconomic groups, including low-income and minority populations
 - A metropolitan transportation planning process that identifies the needs of low-income and minority populations
 - An analytical process that identifies the benefits and burdens of metropolitan transportation system investments for different socioeconomic groups, identifying imbalances and responding to the analysis produced.
- MPO should report on their Title VI procedures (consistent with Chapter II part 4 of Circular C 4702.1A) annually during DRPT's 5303 application review process

MPO and Section 5303 Funding

□ FTA Section 5303 Guidance, Continued

– Section 5303 Open Grant Policy

- Per FTA guidance, DRPT will not request obligation of Section 5303 funds from the FTA for an MPO during the typical grant application cycle if an MPO has two years of funds remaining on existing executed grant agreements
- These funds will continue to be available to the MPO and DRPT will apply for the funds once the MPO demonstrates substantial progress in accomplishing tasks included in the UPWP and spending down the older grant funding

Thank You!

Questions?

DRPT Funding Study SJ297

Steve Pittard
Chief Financial Officer

Senate Joint Resolution No. 297

- ❑ DRPT has been directed to study transit-related issues as follows:
 - Performance – reward operator performance based on specific criteria
 - Prioritization - capital requests by categories
 - Stability – provide stable funding sources and shares
 - Allocation - evaluate the allocation of the 14.7% of TTF Revenues for Transit and the code language that allows transit funding up to 95% for capital and operating

Senate Joint Resolution No. 297

Pros and Cons of Current Structure

❑ PROS

- The current process is viewed by many stakeholders as fair.
- Data can be validated based on audited information.

❑ CONS

- Does not motivate cost efficiency nor provide incentives
- Does not distribute funds based on area of revenue collection
- No direct link to policy goals
- The expenditure data used is 1 ½ to 2 years old.
- Ineligible vs eligible costs add unnecessary complexities
- Statutory cap of 95% of costs matched by state is unreasonable expectation
- State matching percentages unpredictable

Senate Joint Resolution No. 297

Where We Are

- ❑ The current funding structure document has been completed.
- ❑ The Stakeholder group which included grantees from across the state have met 3 times to date.
- ❑ Various performance based scenarios were discussed and tested.

Senate Joint Resolution No. 297

Where We Are

- ❑ Scenario 1 – Service area population as defined in the NTD.
- ❑ Scenario 2 – 50% distributed on service area population and 50% on population density
- ❑ Scenario 3 – 25% each to population, population density, passenger miles, and passenger miles per capita.
- ❑ Scenario 4 – within a tiered structure, fiscal stress, passenger miles, and cost per passenger mile

Senate Joint Resolution No. 297

Where We Are

- ❑ Based on lessons learned from the first round of scenario testing, another series of formula options were selected for testing.
 - Tier structure (rural, small urban, urban)
 - Ridership per revenue hour (passenger trips)
 - Ridership per revenue mile (passenger trips)
 - Operating cost per revenue hour (inverse)
 - Operating cost per revenue mile (inverse)
 - Assumed Locally Derived Income (Farebox) based on National Average

Senate Joint Resolution No. 297

Where We Are Going

- ❑ Draft interim report to Secretary by mid to late November that extends the study to June 30, 2012.
- ❑ Need to more fully test scenarios before making a recommendation.
- ❑ Have further meetings with stakeholder committee to discuss findings and other possible scenarios.



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