

OPERATING ASSISTANCE APPLICATION

This section will ask you to enter operating expense information. This section is divided into three different tabs: Operating Budget – Estimated, Operating Expenses – Actual, and Attachments.

**MAKE SURE TO SELECT ‘SAVE’ BEFORE EXITING ANY OF THE PAGES,
OR ALL INFORMATION ON THAT PAGE WILL BE LOST!!**

Check if this is a New Service

Check this box if this is a new service. Wait a few seconds after checking this box, and the “Operating Budget – Actual” tab changes to “New Service” tab.

Check if applying for FTA Section 5311 Operating Funds

Check this box if you are applying for rural operating funds.

Please note: if run both 5307 and 5311 service, you will have to complete two operating assistance applications, one for each type of service.

OPERATING BUDGET – ESTIMATED

Estimated Operating Budget For FY20XX

No entry necessary – the sum of the detailed expense items entered will populate here.

Deductions

This section is intended to deduct certain expenditures typically included in an operating budget. If these expenses are already excluded from the total entered above, there is no need to enter them here.

- Capitalized Expenses: **Enter** total expenses for specific capital items being applied for in the Capital Assistance application.
- Depreciation: **Enter** any depreciation of assets included in the operating expenses; this is not an allowable cost.
- JARC: **Enter** total expenses associated with JARC operations. These expenses will be reflected in a separate JARC application.
- New Freedom: **Enter** total expenses associated with New Freedom operations. These expenses will be reflected in a separate New Freedom application.
- TDM: **Enter** total expenses associated with TDM operations. These expenses will be reflected in a separate TDM Operating application.
- Senior Transportation: **Enter** total expenses associated with Senior Transportation operations. These expenses will be reflected in a separate Senior Transportation application.
- Demonstration Project: **Enter** total expenses associated with Demonstration projects. These expenses will be reflected in a separate Demonstration Project application.
- Internship: **Enter** total expenses associated with intern project. These expenses will be reflected in a separate Intern Program application.
- TMP (TEIF) Project: **Enter total** expenses associated with TMP projects. These expenses will be reflected in a separate Transportation Management Project application.

The 'Total Deductions' and 'Net Budgeted Operating Expenses' fields are calculated fields that will automatically fill with each entry.

Expenses

This section is intended to provide the detail to the operating budget. ***Before clicking on the “Add Expense Item”, PLEASE SAVE THE INFORMATION ENTERED THUS FAR.*** The “Add Expense Item” button takes you to a different page, so any entries not saved will be lost.

Click ‘Save’ then click ‘Add Expense Item’.

Using the drop down menu, **select** one of the expense items listed. **Enter** the expense amount included in the total operating budget reported earlier in the box that corresponds to the expense type: Fuels, Tire, Maintenance (FTM); Admin; or Other.

Select save and return to the previous page.

Continue to select ‘Add Expense Item’ until all items have been entered.

Note: A yellow exclamation point may appear requesting more information for each expense line item. Wait to correct the exclamation points until you have entered expenses in both the ‘Operating Budget – Estimated’ and ‘Actual Operating Revenues and Expenses’ sections. After both sections have been completed, the exclamation point requires you to enter an explanation for any expense items that differ by 20% from the estimate to the actual.

Operating Revenues

This section is intended to identify all revenue sources available to fund operating expenses reported above, prior to any State funding being awarded.

- Fares: **Enter** estimated fare revenue expected to be collected from operations.
- Contract Service: **Enter** estimated fees or revenue expected to be collected from entities you are providing service for under a contract. An example would be fees collected from a university for providing bus service on the university campus.
- Advertising: **Enter** estimated revenue to be collected from advertisements sold and provided to businesses.
- CMAQ – Federal: **Enter** any CMAQ funds allocated or expected to be allocated for operations from the MPO.
- CMAQ – State: **Enter** any matching State funds allocated or expected to be allocated to the CMAQ – Federal reported above.
- FTA 5303 Pass-through: **Enter** any funding the MPO is planning to give to you from their 5303 planning funds.

- FTA 5307: **Enter** estimated operating FTA 5307 to be received. Since the actual amount is typically not known at application time, we recommend using the amount received in the prior year.
- FTA 5311: This is a calculated field, based on Net Budgeted Operating Expenses reduced by operating revenues, if the 5311 box above is checked.
- Other State: **Enter** any estimated state funding other than state operating formula from this application.
- Other Non-State: **Enter** any other estimated revenues expected, not covered in any of the other categories above.
- Total Budgeted Operating Revenues: This is a calculated field, no entry required.

ACTUAL OPERATING REVENUES AND EXPENSES

Actual Operating Expenses For FY20XX

No entry necessary – the sum of the detailed expense items entered will populate here.

Deductions

This section is intended to deduct certain expenditures typically included in an operating budget. If these expenses are already excluded from the total entered above, there is no need to enter them here.

- Capitalized Expenses: **Enter** total expenses for specific capital items included in capital assets section of your balance sheet.
- Depreciation: **Enter** any depreciation of assets included in the operating expenses; this is not an allowable cost in this section.
- JARC: **Enter** total expenses associated with JARC operations. These expenses are accounted for in the JARC program.
- New Freedom: **Enter** total expenses associated with New Freedom operations. These expenses are accounted for in the New Freedom program.
- TDM: **Enter** total expenses associated with TDM operations. These expenses are accounted for in the TDM Operating program.
- Senior Transportation: **Enter** total expenses associated with Senior Transportation operations. These expenses are accounted for in the Senior Transportation program.
- Demonstration Project: **Enter** total expenses associated with Demonstration projects. These expenses are accounted for in the Demonstration program.
- Internship: **Enter** total expenses associated with interns. These expenses are accounted for in the Intern Program.
- TMP (TEIF) Project: **Enter** total expenses associated with TMP projects. These expenses are accounted for in the Transportation Management Project.

The ‘Actual Total Deductions’ and ‘Net Operating Expenses’ fields are calculated fields that will automatically fill with each entry.

Expenses

This section is intended to provide the detail in the operating budget. ***Before clicking on the “Add Expense Item”, PLEASE SAVE THE INFORMATION ENTERED THUS FAR.*** The “Add Expense Item” button takes you to a different page, so any entries not saved will be lost.

Click 'Save' then click 'Add Expense Item'.

Using the drop down menu, **select** one of the expense items listed. **Enter** the expense amount included in the total actual operating expenses reported earlier in the box that corresponds to the expense type: Fuels, Tire, Maintenance (FTM); Admin; or Other.

Select save and return to the previous page.

Continue to select 'Add Expense Item' until all items have been entered.

Note: A yellow exclamation point may appear requesting more information for each expense line item. Wait to correct the exclamation points until you have entered expenses in both the 'Operating Budget – Estimated' and 'Actual Operating Revenues and Expenses' sections. After both sections have been completed, the exclamation point requires you to enter an explanation for any expense items that differ by 20% from the estimate to the actual.

Operating Revenues

This section is intended to identify all revenue sources used to fund operating expenses reported above, other than State funding.

- Fares: **Enter** fare revenue collected from operations.
- Contract Service: **Enter** fees or revenue collected from entities you provided service for under a contract. An example would be fees collected from a university for providing bus service on the university campus.
- Advertising: **Enter** revenue collected from advertisements sold and provided to businesses.
- CMAQ – Federal: **Enter** any CMAQ funds collected for operations from the MPO.
- CMAQ – State: **Enter** any matching State funds collected for the CMAQ – Federal reported above.
- FTA 5303 Pass-through: **Enter** any funding the MPO gave you from their 5303 planning funds.
- FTA 5307: **Enter** operating FTA 5307 received.
- FTA 5311: This is a calculated field, based on Net Budgeted Operating Expenses reduced by operating revenues.
- Other State: **Enter** any state funding other than state operating formula.

- Other Non-State: **Enter** any other estimated revenues, not covered in any of the other categories above.
- Total Actual Operating Revenues: This is a calculated field, no entry required.

NEW SERVICE

Project Name

Enter the name for the new service.

Project Description

Enter a detailed description of the new service which includes where the new service will be provided and the expected ridership.

Total Revenue Miles

Complete for Fixed Route Service. This section is intended to capture miles in the year service began. If service has not yet begun, or if service started in the current year and thus no certified expenses are available, zero would be reported here.

Proposed Revenue Miles

Complete for Fixed Route Service. This section is intended to determine whether this service qualifies as New Service by comparing revenue mileage estimates in the prior section to estimated mileage in the upcoming fiscal year.

Total Revenue Hours

Complete for Demand Response Service. This section is intended to capture hours of service in the year service began. If service has not yet begun, or if service started in the current year and thus no certified expenses are available, zero would be reported here.

Proposed Revenue Hours

Complete for Demand Response Service. This section is intended to determine whether this service qualifies as New Service by comparing revenue hours estimated in the prior section to estimated hours in the upcoming fiscal year.

ATTACHMENTS

Uploading Files

This page is included to allow grantees to attach any documents that support their request for operating assistance. Multiple files may be saved under each section. Pages from audited financial statements showing relevant numbers should be attached here to support your actual operating revenues and expenses reported. If there is a discrepancy between financial statements and the operating revenues and expenses, please attach a crosswalk reconciling the differences.

Please follow the directions to upload files, and make sure you select “upload” before moving on to the next file to be uploaded, or before you check the box for ‘Submission Certification’.

Submission Certification

Read and understand the certification and click as appropriate.

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