



Making Efficient • Responsible Investments In Transit

Transit Capital Assistance Quick Guide

The DRPT capital assistance application process has changed significantly for Fiscal Year 2020 funding requests. This document is meant to serve as a quick guide for the new application process to ensure that all applicants understand what is needed to complete a capital assistance application. Please see the checklist on the last page of this guide to ensure that you have submitted all documentation and information.

Nearly all FY20 capital assistance projects will be scored and prioritized as a part of the new Transit Capital Prioritization Process. Projects will be evaluated based on the scoring criteria outlined in the “Transit Capital Program Prioritization Technical Documentation,” which can be found online at: <https://olga.drpt.virginia.gov/news.aspx>.

DRPT Programs and Planning staff will be available to answer questions and provide support throughout the grant application period (December 3, 2018 – February 1, 2019).

Project Types:

There are 3 project types that will be evaluated and prioritized separately. These include:

1. **State of Good Repair (Replacement)** - Projects that replace or rehabilitate existing assets, including:
 - New revenue vehicles, new support vehicles, and vehicle overhauls
 - Replacements of other non-vehicular assets (i.e. bus shelters, maintenance equipment, office equipment, etc.)
 - Replacement of existing facilities (i.e. operations, maintenance, bus parking, and administrative facilities)
2. **Minor Enhancement** - Projects that add capacity, new technology, or a customer facility that, either:
 - Cost up to \$2 Million, or
 - Expand a vehicle fleet by up to 5% or 5 vehicles
3. **Major Expansion** - Projects that add capacity, expand, or improve service that, either:
 - Costs more than \$2 Million, or
 - Expand a vehicle fleet by more than 5% or 5 vehicles

More information on each project type can be found in the Technical Documentation located at the link above. Note that debt service payments will be scored based on the underlying asset. Track lease payments and capital cost of contracting requests will be prioritized separately.

Application Instructions:

1. Sign into the OLGA interface and select the **“Capital Assistance”** application option.
2. **Note the application number** that is automatically generated for future reference.
3. Select **“Add Line Item.”**
4. **Select the project type for that specific line item.** You will have three options: 1) State of Good Repair (Replacement), 2) Minor Enhancement, or 3) Major Expansion.

NOTE: A new line item will be needed for each project that will be submitted. This includes:

- A separate line item for each Minor Enhancement and/or Major Expansion project, and
 - A separate line item for each type of State of Good Repair (Replacement) investment. This means a separate line item will be needed for each type of vehicle asset that will be replaced, non-vehicular assets, and/or facility assets that are included in the application. For example:
 - If an agency would like to replace 10 revenue vehicles and 3 support vehicles, this will need 2 separate State of Good Repair line items, one for each asset type.
 - If an agency would like to replace 10 buses, a bus lift, and an operations facility, this will need 3 separate State of Good Repair line items.
 - If an agency would like to purchase 5 bus shelters to replace older ones and 5 to install at new locations, this will need 2 separate line items. The 5 replacement shelters will fall under a State of Good Repair line item, and the new shelters will fall under a Minor Enhancement line item.
5. For each line item:
 - a. **Fill out all fields and answer all questions found in the OLGA interface**
 - b. **Designate milestones and projected completion dates**
 - c. **Upload supporting documentation** as needed throughout the application
 6. For each line item, **download the “Data Sheet” (fillable PDF)** located at the top of the application, and complete the following steps:
 - a. **Answer each applicable question** found in the PDF
 - b. **Save the completed document** with a new name (include application number, line item number, and agency in the name)
 - c. **Upload the data sheet in the OLGA interface along with all additional documentation requested.** Please make sure that each datasheet and all supporting documentation is attached to the correct line item.
 7. **Repeat steps 4, 5, and 6** for all line items included in the application.
 8. **Review and click “submit” to officially complete the application.**

Tips:

- **Plan Ahead:** The FY20 application process is more complex than past years, so please make sure to plan ahead and begin the application process well before the February 1, 2019 deadline.
- **File Organization:** The FY20 application process requires more documentation for certain project types than in past years. Please take time to carefully review all application questions and datasheet requirements, and organize all supporting documentation prior to uploading documents in the online application.
- **Document Naming:** Please clearly name all supporting documents and attachments so that reviewers can easily identify each document that will be included in each application. This should include the application number, agency name, the nature of the attachment, and project name (if applicable) at a minimum.

Examples: (Project numbers were created for demonstration purposes)

- HRT TransAM excel export with listing of vehicle assets to be replaced:
1119_HRT_TransAM_vehicles_export.xlsx
- Arlington County forecast ridership documentation for a Major Expansion project:
1120_Arlington_Ridership_Forecast_Crystal City Transitway.pdf
- Fredericksburg, VA - Long-Range Plan excerpt that includes the application project:
1121_Fredericksburg_Planning_Document_CLRP_Enhanced Bus Shelters.pdf

NOTE: The Data Sheet documents for each project type recommend specific words to be included in the file names.

- **Ask for Help:** DRPT Programs and Planning staff will be available to answer questions and provide support throughout the grant application period. If questions or issues come up, the earlier you reach out the better. Please contact DRPT planning or programming staff that is assigned to your agency.

Capital Assistance Application Checklist:

- Fill out all fields and questions in the OLGA interface for each line item in the “Capital Assistance” application.
- Collect all attachments requested in OLGA and upload with easily identifiable file names.
- Download the Data Sheet (fillable PDF) for each line item in the “Capital Assistance” application, fill out all questions, save the file with an easily identifiable name, and upload it in the OLGA interface.
- Collect all attachments requested in each Data Sheet (fillable PDF) and upload with easily identifiable file names.
- Review the application in the OLGA interface to make sure all fields have responses and that all needed attachments are uploaded.
- Click Submit to complete the application.