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# Human Service Grant Application Workshop

## Fall 2019

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# Agenda

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1. Welcome and Introductions
2. FTA Section 5310 Program Overview
3. FTA 5310 Capital Program
4. FTA 5310 Mobility Management Program
5. FTA 5310 Operating Program
6. State Senior Grant Program
7. RTAP
8. Invoicing and Reporting Procedures

**Ask questions as you have them**

# FTA Section 5310 Program

## Overview

# FTA Section 5310 Program: Overview

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- Program intent:
  - To improve mobility for seniors and individuals with disabilities by removing barriers to transportation and expanding the available transportation options
- Coordination is required
  - The FTA expects coordination among federally funded programs to maximize federal dollars
  - DRPT expects community-level collaboration and coordination to reduce duplication and provide the best transportation service to the public
- Coordinated Human Service Mobility (CHSM) Plan
  - Identifies the transportation needs of individuals with disabilities, seniors, and people with low income; provides strategies to meet the needs; and prioritizes projects
  - The CHSM Plan draft is available; final to be released by Dec. 1
  - Applicants for FY21 FTA 5310 grants must have participated in a public CHSM meeting to be eligible for an award
  - Applications and performance measures must address recommendations listed in the CHSM plan

# FTA Section 5310 Program: Overview: Eligible Areas and Applicants

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- Funding for the 5310 program is apportioned annually based on census data
  - Funding is distributed to DRPT as the recipient, and DRPT grants funds to subrecipients
- Funding is available for:
  - Rural Areas (less than 50,000 people): 20% of annual apportionment
  - Small Urbanized Areas (50,000-200,000 people): 20% of annual apportionment
  - Large Urbanized Areas (200,000+ people): 60% of annual apportionment
    - Northern Virginia applies to Metro. Washington Council of Governments
- 55% of each area apportionment must be spent on traditional capital (i.e. accessible vehicles)
- Eligible subrecipients (applicants) include:
  - Private nonprofit organizations
  - State or local governments that:
    - Are approved by the state to coordinate services for seniors and individuals with disabilities (55%), or
    - Certify that there are no nonprofit organizations readily available in the area to provide the service (55%)
  - Public transportation operators

# FTA Section 5310 Program: Overview: Eligible Projects

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- **Capital**

- Replacement or expansion vehicles for transportation to the eligible population
- Capital grants require a 20% local match

- **Operating**

- Direct transportation expenses for the approved project
- Operating grants require a 50% local match
  - Virginia provides 40%
  - A 10% local match is required

- **Mobility Management**

- Trip planning/coordination; volunteer driver program support; travel training
- Mobility management is treated as capital and requires a 20% local match
  - Virginia provides 16%
  - A 4% local match is required

- **Local Match**

- In all cases, the source of the local match must be identified in the application
- In-kind expenses are not eligible as the local match



# FTA Section 5310 Program: Overview: Eligible Project Priorities

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1. **Capital assistance to current subrecipients for replacement vehicles** where there exists a continuing demand for service, a need for government subsidy, and a commitment of local admin. and financial support
2. **Capital assistance to current mobility management subrecipients** where there exists a continuing demand for service, a need for government subsidy, and a commitment of local admin. and financial support
3. **Operating assistance to current subrecipients** where there exists a continuing demand for service, a need for government subsidy, and a commitment of local admin. and financial support
4. **New capital, mobility management and operating projects** where there exists a demand for service, a need for government subsidy, and a commitment of local admin. and financial support

# FTA Section 5310 Program: Requirements: Title VI and Preventative Maintenance

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- **Title VI**
  - Every applicant must have an approved Title VI plan in place
  - The current plan is due with the application as an attachment
- **Preventive Maintenance**
  - Every applicant for capital and operating funding must have a preventive maintenance plan
    - Policies and procedures for maintenance
    - Maintenance schedule (oil change intervals)
    - Pre-trip inspection log
  - Plan must identify a single mileage interval for oil changes, such as every 5,000 miles; ranges are not acceptable
    - Must be at least 80% compliant
  - The plan is due with the application as an attachment

# Sample Preventative Maintenance Compliance Check

## Preventive Maintenance Review

Grantee: Virginia AAA & CSB (FTA 5310)

Vehicle: 2012 Braun Minivan / VIN 123ABC456DEF789

PM Plan: Oil Change Every 3,000 Miles

Instructions: For the past 24 months (begin with most recent), please enter description of service (oil change, new tires, brakes, etc.) in column "B", the date of service in column "C" and the mileage at the time the vehicle was serviced in column "D"

	Description (column B) (e.g. oil change, tires, a/c, etc.)	Date of Service (column C)	Mileage on Date of Service (column D)	Interval (DRPT Use)	Compliance (DRPT Use)	
1	Engine Oil & Filter, Lift Maintenance	11/16/2016	46,706			10% = 2,700 - 3,300 <= 3,300 is Compliant 80% on time
2	Engine Oil & Filter, Lift Maintenance, 4 Tires, Backup Alarm	9/13/2016	44,211	2,495	Yes	
3	State Inspection	8/23/2016	43,459			
4	Engine Oil & Filter, Lift Maintenance	7/15/2016	41,898	2,313	Yes	
5	Pinion Bearing, Transmission (Both Under Warranty)	4/18/2016	38,902			
6	Rear Brake Pads, Rear End Gear Oil	2/23/2016	38,898			
7	Engine Oil & Filter, Lift Maintenance, Tire Rotation & Balance	2/23/2016	38,898	3,000	Yes	
8	Engine Oil & Filter, Lift Maintenance, State Inspection	8/14/2015	32,689	6,209	No	
9	Air Filter, Engine Oil & Filter, Lift Maintenance, Tire Rotation & Balance	3/19/2015	29,843	2,846	Yes	
10	Transmission (Under Warranty)	3/9/2015	29,843			
11	Engine Oil & Filter, Lift Maintenance	11/6/2014	26,742	3,101	Yes	
12	Lift Control Pendant	8/29/2014	24,256			
13	Engine Oil & Filter, Lift Maintenance, Tire Rotation & Balance, State Inspection	8/27/214	24,256	2,486	Yes	
14	Engine Oil & Filter, Lift Maintenance	6/4/2014	20,997	3,259	Yes	
					88%	>80% - Compliant
					Compliant	



# FTA Section 5310 Program

Capital

# FTA Section 5310 Program: Capital: Overview

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- 55% of each area's apportionment must be spent on traditional capital
- Rolling stock (replacement or expansion)
  - New vehicles purchased by DRPT only
- Large-scale capital purchases to support human service transportation
  - Fare collection systems
  - Computer hardware and software
  - Transit-related intelligent transportation systems (ITS)
  - ADA improvements to bus stops
- Local match must be documented in the application and certified

# FTA Section 5310 Program: Capital: Eligible Equipment

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- Vehicles:
  - Modified 5-passenger minivan with ramp (Sonny Merryman)
  - Raised roof 9-passenger van with lift (Sonny Merryman)
  - 11-passenger bus with lift (Rohrer)
  - 14-, 15-, and 19-passenger bus with lift (Sonny Merryman)
- Vehicles must be used for the sole purpose of transporting seniors and individuals with disabilities
- Other Capital:
  - As approved by DRPT
  - Consult program manager before submitting an application

# FTA Section 5310 Program: Capital: Changes for FY2021

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- Vehicle replacements at 4 years AND 100,000 miles
- Requested vehicle replacements must match TransAM
- Chevrolet vehicles are no longer available
  - Body on chassis: Ford
  - Minivan: To be determined
- Award amount is fixed
  - The vendor will bill any amount over the award separately to the subrecipient
    - Minivan award: \$45,000
    - Vehicle cost with customizations and tax: \$46,500
      - DRPT: \$36,000 (80% of \$45,000)
      - Local Match: \$9,000 (20% of \$45,000)
      - Agency responsibility to vendor: \$1,500
- Notification to MPO due by Dec. 31
- Public notice specifications



# FTA Section 5310 Program

Mobility Management

# FTA Section 5310 Program: Mobility Management: Overview

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- Mobility management is intended to improve coordination between existing public and human service transportation providers
  - Mobility management = People and associated costs
  - Operating = Trips and associated costs
- Eligible activities:
  - Trip planning and coordinating
    - For multiple agencies/service providers; cannot be coordinating trips with a single transportation provider
  - Travel training
  - One-call and one-click centers

# FTA Section 5310 Program: Mobility Management: Changes for FY2021

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- 12-month demonstration period
  - Extensions limited to exceptional cases
- All new application questions
  - Source of local match must be identified and certified
  - Updated CHSM Plan
- Performance metric spreadsheet has been updated (template provided)
- Line-item budget attachment required (template provided)
- Job descriptions required as attachments
- Eligible/ineligible expenses
- Notification to MPO due by Dec. 31, 2019
- Public notice specifications

# FTA Section 5310 Program: Mobility Management: Eligible Expenses

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- Mobility management = People and associated costs
- Eligible expenses include:
  - Up to two (2) staff salaries and benefits (job descriptions required as an application attachment)
  - Marketing up to \$5,000 or 5% of budget, whichever is less
  - Limited supportive supplies and equipment
  - Indirect costs up to 10% of modified total direct cost
    - 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, benefits, and associated costs
    - Executive staff salaries

# FTA Section 5310 Program: Mobility Management: Ineligible Expenses

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- Passes or vouchers for existing public transit or paratransit
- Operating assistance for required ADA complementary paratransit service
- 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
- DMV registration
- State inspection
- Late fees for any purpose
- Non-routine vehicle maintenance
- Expenses related to any DRPT application or grant management process
- Event fees or expenses, whether hosted or attended by a DRPT subrecipient
- Fundraising expenses



# FTA Section 5310 Program: Mobility Management: Application and Attachments

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- Refer to handouts:
  - Application
  - Performance metric spreadsheet
  - Budget template (2 pages)

# FTA Section 5310 Program: Mobility Management: Performance Data

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- Complete Mobility Management Performance Metric Spreadsheet
  - Develop goals and objectives based on YOUR program
    - Goals and objectives must be measurable, such as:
      - Coordinate rides for 100 passengers
      - Distribute 500 brochures
      - Recruit 10 transportation providers to enhance network
  - Attach the spreadsheet (Excel format) to the application
- Reporting is required quarterly using the approved spreadsheet (Excel format)
  - January: Oct. - Dec. due
  - April: Jan. - March due
  - July: April - June due
  - October: July - Sept. due

# FTA Section 5310 Program

Operating

# FTA Section 5310 Program: Operating: Overview

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- Operating is the delivery of service (trips) beyond existing public and human service transportation options
- Eligible activities:
  - Expanded paratransit (beyond  $\frac{3}{4}$  mile)
  - Expanded hours
  - Same-day service
  - Door-to-door service
  - Travel training
  - Vouchers (volunteer, taxi, human service)
  - Publicly available transportation to seniors and individuals with disabilities

# FTA Section 5310 Program: Operating: Changes for FY2021

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- 12-month demonstration period
  - Extensions limited to exceptional cases
- All new application questions
  - Source of local match must be identified and certified
  - Updated CHSM Plan
- New performance metric spreadsheet in addition to OLGAs reporting (template provided)
- Line-item budget attachment required (template provided)
- Job descriptions required as attachments
- Eligible/ineligible expenses
- Notification to MPO due by Dec. 31, 2019
- Public notice specifications

# FTA Section 5310 Program: Operating: Eligible Expenses

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- Net operating expenses (operating expenses less fare revenue)
- Eligible expenses include:
  - Driver salaries and benefits (job descriptions required as an application attachment)
  - Vehicle operation expenses
  - Limited supportive supplies and equipment
  - Indirect costs up to 10% of modified total direct cost
    - 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, benefits, and associated costs
    - Executive staff salaries

# FTA Section 5310 Program: Operating: Ineligible Expenses

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- Passes or vouchers for existing public transit or paratransit
- Operating assistance for required ADA complementary paratransit service
- 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
- DMV registration
- State inspection
- Late fees for any purpose
- Non-routine vehicle maintenance
- Expenses related to any DRPT application or grant management process
- Event fees or expenses, whether hosted or attended by a DRPT subrecipient
- Fundraising expenses



# FTA Section 5310 Program: Operating: Application and Attachments

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- Refer to handouts:
  - Application
  - Performance metric spreadsheet
  - Budget template (2 pages)

# FTA Section 5310 Program: Operating: Performance Data

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- Complete Operating Performance Metric Spreadsheet
  - Develop goals and objectives based on YOUR program
    - Goals and objectives must be measurable, such as:
      - Provide 1,000 trips
      - Reduce ADA Paratransit ridership by 300 trips by moving riders to public transit
  - Attach the spreadsheet (Excel format) to the application
- Reporting is required quarterly using the approved spreadsheet (Excel format)
  - January: Oct. - Dec. due
  - April: Jan. - March due
  - July: April - June due
  - October: July - Sept. due

# State Senior Grant Program

# Senior Transportation

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- Supports operating expenses for new transportation services for adults 60 years of age and older
- Goal is to improve the quality and increase the quantity of coordinated transportation services available for seniors
  - Travel training
  - Senior veteran transportation
  - Shopping trips
  - Expanding mobility for isolated seniors
  - Extended service hours or days
- Limited to three years per project
  - Current grantees may be eligible for up to two more years
- Up to 80% state funding, 20% local match



# Calendar

Date	Activity
December 2	Applications open in OLGA
February 1	Applications due (incomplete applications will be rejected)
February 1	TransAM updates due
April/May	Draft SYIP presented to CTB
April/May	Public hearings
June	Final SYIP presented to CTB

## Post-award Capital:

- November 2020 – February 2021: Local match due
- May – December 2021: Vehicle delivery
- Within two (2) days of vehicle delivery, send vehicle inspection sheets to DRPT and record vehicle(s) in TransAM



# Rural Transportation Assistance Program

# Rural Transportation Assistance Program

- Assists rural and specialized transit operators in developing relevant skills by attending training, seminars, workshops, and conferences
  - Eligibility is limited to registered state and national organizations that focus on transportation or provide broad training that can be relevant to transportation, including but not limited to:
    - National Transit Institute
    - Community Transportation Association of Virginia
    - Community Transportation Association of America
- Schedule of training must be included as an attachment with the FTA 5310 application (capital, operating, and/or mobility management)
- Individual RTAP applications must be submitted through OLGA at least 30 days before the activity
  - Who is attending? Not “I” or “me”
  - Limited to one out-of-state activity per staff member per year
  - GSA per diem and government hotel rate and taxes
  - Cost for training, seminar, workshop, or conference
  - Travel at coach rate

# Invoicing and Reporting Procedures

# Ridership Reporting

- Reporting in OLGA required for all 5310 and Senior Grants
  - Unlinked passenger trips = each time a passenger boards a vehicle
    - Two people board a vehicle and ride to the grocery store. After shopping, they board the vehicle again and are taken home. This is four (4) unlinked passenger trips.
  - Passenger = senior or individual with disabilities
    - Incidental use for other passengers (ineligible populations) will only be allowed with prior approval from DRPT
    - If approved, do NOT report rides to ineligible populations
  - Trip sheets must match the data reported in OLGA
    - Review and maintain backup files
    - Compare data year-over-year
    - Document service changes
  - Monthly data is due on the 20<sup>th</sup> of each month for the preceding month
    - I.e. Data for the month of November is due in OLGA by Dec. 20

# Sample Ridership Summary

## Monthly Summary Report

Transit System Name:  
 EIN: 111111111  
 Fiscal Year Ending: June 30, 2018  
 Service Area Population:  
 Service Area Type:  
 Service Category: Other

**Total - All Transit Modes**

	Jul 17	Aug 17	Sep 17	Oct 17	Nov 17	Dec 17	Jan 18	Feb 18	Mar 18	Apr 18	May 18	Jun 18
Unlinked Passenger Trips	0	0	0	0	0	0	0	0	0	0	0	0
Vehicle Revenue Miles	0	0	0	0	0	0	0	0	0	0	0	0
Vehicle Revenue Hours	0	0	0	0	0	0	0	0	0	0	0	0

# Reimbursement Requests

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- 5310 Operating, 5310 Mobility Management, State Senior, and RTAP are all reimbursement grants
- Submit request for reimbursement through OLGa using the reimbursement request summary template (monthly)
- Expenses must be eligible (approved in grant, eligible under state and federal guidelines)
  - If you aren't sure, ask before spending!
- Back-up documentation attached to reimbursement request
  - General ledger
  - Timesheets for any position supported by a grant
  - Receipts or paid invoices for any incurred expenses
  - Copies of any marketing materials or advertisements
  - Operating: trip sheets with passenger, origin, destination, and date
  - RTAP: hotel, registration, and travel receipts
- All summaries, back-up, and requested amounts must match

Questions?

# Thank you!

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