



Virginia Department of Rail and Public Transportation

FY2021 Grant Program Application Guidance Appendix For Public Transportation and Transportation Demand Management

Fiscal Year 2021

July 1, 2020 – June 30, 2021



Making Efficient + Responsible Investments In Transit

INTRODUCTION

This document accompanies the [FY2021 Grant Program Application Guidance](#) and includes sample spreadsheets for the Enhanced Mobility of Seniors and Individuals with Disabilities Program (FTA Section 5310).

“Fuel, Maint, Ins” Tab Sample

Budget Item	Total Budget	Number of Vehicles Included in Budget	Number of Vehicles Used for Proposed Project	Number of Weekly Service Hours	Number of Weekly Service Hours for Project Vehicles
Fuel	150,000.00	15	1	60	40
Maintenance	200,000.00	15	1	60	40
Insurance	125,000.00	15	1	60	40

SAMPLE OPERATING WORK PLAN

Mobility Management and Operating programs must complete and provide the appropriate Work Plan for the grant application year. Each program must develop relevant goals, strategies, and objectives, and tracking and report progress throughout the year. A sample work plan is included below and more information is in Section 2.3 of the [FY2021 Grant Program Application Guidance](#).

Agency Profile										
Agency Name:		Agency XYZ		Describe this operating program/project:	Agency XYZ proposes to add a new demand-response service utilizing one vehicle to transport seniors and individuals with disabilities to non-emergency medical appointments. Rides are scheduled by calling Samantha Doe, Dispatcher, at least 24 hours in advance. The service will be operated Monday through Friday from 7 a.m. until 6 p.m.					
DRPT Project Number:		To be assigned if awarded								
Staff Names and Titles:		John Smith, Transit Director								
		Jenny Lewis, Transit Manager								
		Samantha Doe, Dispatcher								
Project Goals			Project Objectives			Project Objectives				
Connect seniors and individuals with disabilities to non-emergency medical care			Advertise the new service to the eligible population			Provide trips to the eligible population				
Goal 1:	Obj. 1 for Goal 1:		Obj. 1 for Goal 1:			Obj. 2 for Goal 1:				
Goal 2:	Obj. 1 for Goal 2:		Obj. 2 for Goal 2:			Obj. 2 for Goal 2:				
Goal 3:	Obj. 1 for Goal 3:		Obj. 2 for Goal 3:			Obj. 2 for Goal 3:				
Goal 4:	Obj. 1 for Goal 4:		Obj. 2 for Goal 4:			Obj. 2 for Goal 4:				
Goal 5:	Obj. 1 for Goal 5:		Obj. 2 for Goal 5:			Obj. 2 for Goal 5:				
Goal 6:	Obj. 1 for Goal 6:		Obj. 2 for Goal 6:			Obj. 2 for Goal 6:				
Operating Work Plan										
Created:		Last Updated:								
Activity Description	Indicator	Target / Actual	Q1 October - December (submit to DRPT in January's reimbursement request)	Q2 January - March (submit to DRPT in April's reimbursement request)	Q3 April - June (submit to DRPT in July's reimbursement request)	Q4 July - September (submit to DRPT in October's reimbursement request)	YTD Achievements	Goal and Objective Numbers	CHSM Plan Strategy	Staff (Lead / Support)
<i>Describe an activity to help reach your proposed goals and objectives.</i>	<i>List one indicator you plan to track for the activity. If you want to track more than one indicator per activity, use a new row.</i>	<i>Enter the target for the year in the highlighted cell below.</i>	<i>Enter your actual progress for the quarter in the highlighted cell below. Provide any comments in the appropriate cell.</i>	<i>Enter your actual progress for the quarter in the highlighted cell below. Provide any comments in the appropriate cell.</i>	<i>Enter your actual progress for the quarter in the highlighted cell below. Provide any comments in the appropriate cell.</i>	<i>Enter your actual progress for the quarter in the highlighted cell below. Provide any comments in the appropriate cell.</i>	<i>Highlight specific achievements from the year in the cells below.</i>	<i>With which goal and objective does this activity correspond?</i>	<i>Which CHSM plan strategy does this activity address?</i>	<i>Who is responsible for fulfilling or overseeing this activity?</i>
Advertise the new service	Design, print, and distribute 1,000 brochures about the new service	Target	1000	250	250	250		1.1	VA-1H; VA-1I; VA-1J	Jenny Lewis; John Smith to oversee
		Actual	0							
		Percent of Target	0.0%	0.0%	0.0%	0.0%				
		Comments								
Advertise the new service	Design, print, and hang posters about the new service in 15 local medical offices	Target	15	4	4	4		1.1	VA-1H; VA-1I; VA-1J	Jenny Lewis; John Smith to oversee
		Actual	0							
		Percent of Target	0.0%	0.0%	0.0%	0.0%				
		Comments								
Advertise the new service	Develop and print a newspaper ad to run two times during the grant year	Target	2	1	1	1		1.1	VA-1H; VA-1I; VA-1J	Jenny Lewis; John Smith to oversee
		Actual	0							
		Percent of Target	0.0%	0.0%	0.0%	0.0%				
		Comments								
Advertise the new service	Run an ad/commercial on the local public access or government channel six times during the grant year	Target	6	2	2	2		1.1	VA-1H; VA-1I; VA-1J	Jenny Lewis; John Smith to oversee
		Actual	0							
		Percent of Target	0.0%	0.0%	0.0%	0.0%				
		Comments								
Provide trips	Schedule 1,500 trips during the grant year	Target	1500	375	375	375		1.2	AL-4B; AL-4E	Samantha Doe; Jenny Lewis to oversee
		Actual	0							
		Percent of Target	0.0%	0.0%	0.0%	0.0%				
		Comments								
Provide trips	Provide 80% (1,200) of the scheduled trips	Target	1200	300	300	300		1.2	AL-4B; AL-4E	Samantha Doe; Jenny Lewis to oversee
		Actual	0							
		Percent of Target	0.0%	0.0%	0.0%	0.0%				
		Comments								



Virginia Department of Rail and Public Transportation

600 East Main Street, Suite 2102
Richmond, VA 23219
804-786-4440
