Making Efficient • Responsible Investments In Transit

MERIT Capital Assistance Application Quick Guide

The DRPT capital assistance application process has been updated for Fiscal Year 2021. This document is meant to serve as a quick guide for the application process to ensure that all applicants understand what is needed to complete a capital assistance funding request. Please see the checklist on the last page of this guide to ensure that you have submitted all documentation and information.

All FY 2021 capital assistance projects will be scored and prioritized as a part of the Transit Capital Prioritization Process. Projects will be evaluated based on the scoring criteria outlined in the "Capital Assistance Program Prioritization – FY21 Technical Documentation."

DRPT Transit Programs and Planning staff will be available to answer questions and provide support throughout the grant application period (December 2, 2019 – February 3, 2020).

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Capital Assistance Project Types

There are 4 capital assistance project types that will be evaluated separately. These include:

1. ***State of Good Repair (SGR) Type 1***- Projects that replace or rehabilitate existing assets, including:
    - All revenue and support vehicles
    - Other specific existing assets with an in-service date *(i.e. bus shelters, maintenance equipment, office equipment, etc.)*
    - Facilities *(i.e. fixed guideway infrastructure; operations, maintenance, bus parking, and administrative facilities)*

2. ***State of Good Repair (SGR) Type 2*** - Projects that replace or rehabilitate:
    - Unspecified assets "as-needed" *(i.e. tools, spare vehicle/rail parts)*
    - Grouped programs of projects worth less than $2 Million *(i.e. grouped bulk SGR items)*, and
    - "Special Asset Categories" *(See page 4)*

    NOTE: SGR Type 2 Projects will be scored on the same scale as Minor Enhancements (MIN)

3. ***Minor Enhancement (MIN)*** - Projects that add capacity, new technology, or a customer facility that:
    - Costs up to $2 Million, or
    - Expands a vehicle fleet by up to 5% or 5 vehicles

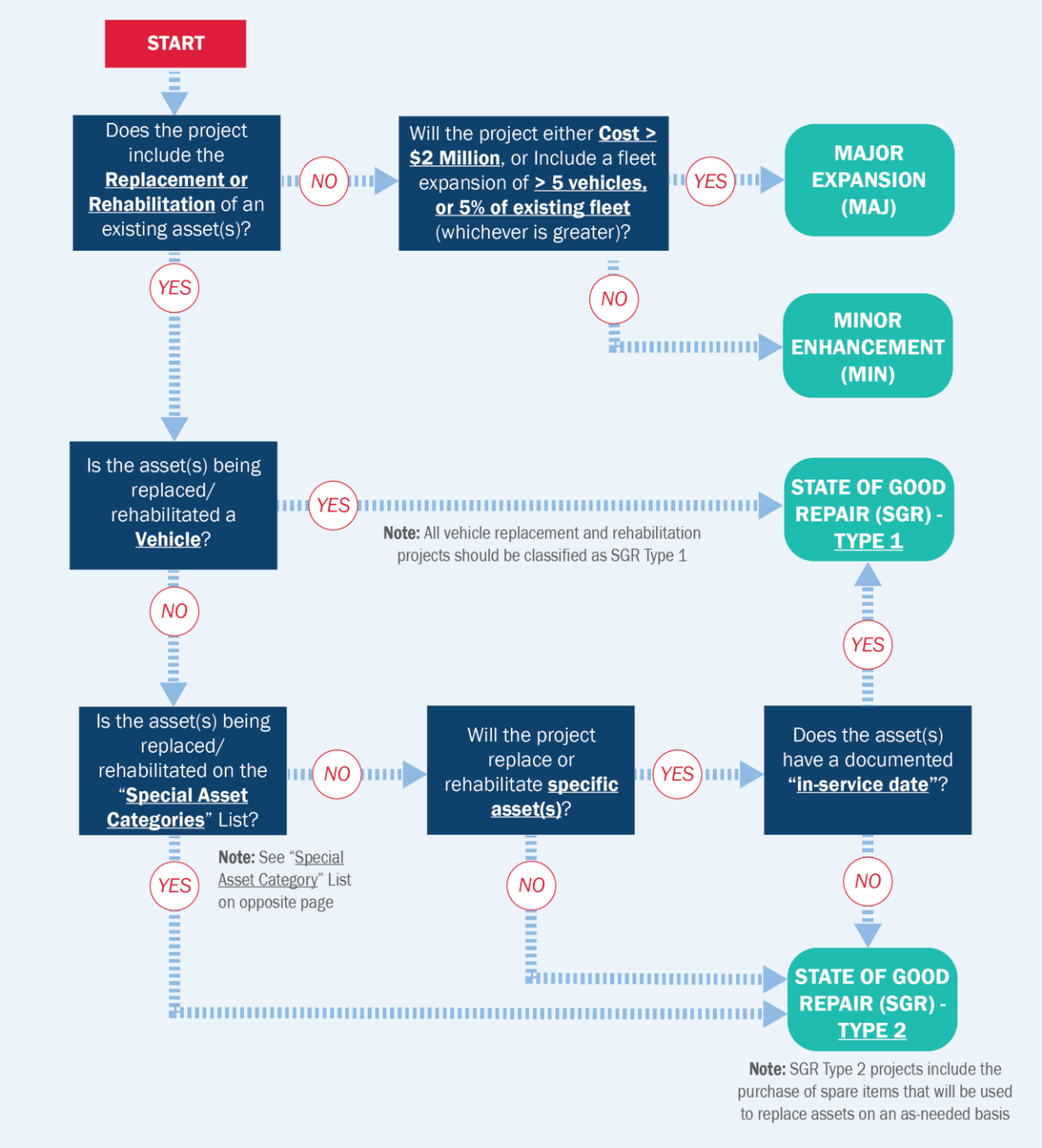
4. ***Major Expansion (MAJ)*** - Projects that add capacity, expand, or improve service that, either:
    - Costs more than $2 Million, or
    - Expand a vehicle fleet by more than 5% or 5 vehicles

More information on each project type can be found in the Technical Documentation located at the link above.

How to Choose a Project Type

Please use the following decision tree to determine the "project type" of each of your capital assistance requests.

Project Type Guide



Special Asset Categories:

The following "Special Asset Categories" should all be submitted as State of Good Repair Type 2 Projects.

- **Tools:** all tools needed to provide maintenance services (i.e. new/replacement tools, cabinets, etc.)
- **Maintenance Equipment:** all equipment needed to maintain vehicles, infrastructure, and/ or other assets (i.e. bus lift, tire mounting device, forklifts, etc.)
- **Spare Vehicle/ Rail Parts:** all spare vehicle and rail parts that will be used to maintain assets in working order that are not part of a larger rehabilitation project (i.e. alternators, transmissions, engines, rail track, seats, windows, gas tanks, etc.)
- **Building/ Facility Items and Fixtures:** all individual, small facility parts and fixture that are being replaced outside of a larger rehabilitation project (i.e. concrete floors, stairs, escalators, hand dryers, fans, lighting systems, etc.)
- **Grouped Assets/ Programs of Projects (less than $2 million):** includes large groups of assets that cannot be broken down into subcomponents (i.e. general "SGR" purchase of parts or rail track)
- **Financial Tools**: includes funds for needed capital investments that cannot be scored as a replacement/ rehabilitation (i.e. capital cost of contracting, track lease payments, debt service on previously approved projects)

Separating Line Items

In order to apply for multiple capital items, grantees will need to separate their requests into distinct "capital budget line items" and categorize each into one of the project types outlined on Page 2. Please refer to the following guidelines that describe when a new line item is needed:

1. **A separate line item is needed for each distinct "capital budget item category"**: This means a separate line item will be needed for each type of vehicle asset and each type of non-vehicle asset that is included in the application.

   Example: Replacement of 3 articulated buses, 2 vans, 4 laptops, and 50 radios.
   4 line items: 1 SGR for buses, 1 SGR for vans, 1 SGR for laptops, and 1 SGR for radios.

2. **Multiple assets in the same "capital budget item category" can be submitted in one line item**. If the request is for an SGR Type 1 project, the OLGA application will allow the grantee to enter specific asset information in a table called **"Specific Items to be Replaced"** (See page 7, step 4 for more information).

   Example: Replacement of 10 pieces of ADP software with different costs and characteristics
   1 line Item: 1 SGR for ADP software with 10 entries in "Specific Items to be Replaced" table

3. **A separate line item is needed if an agency would like to request a mix of replacement and expansion items in one capital budget line item.**

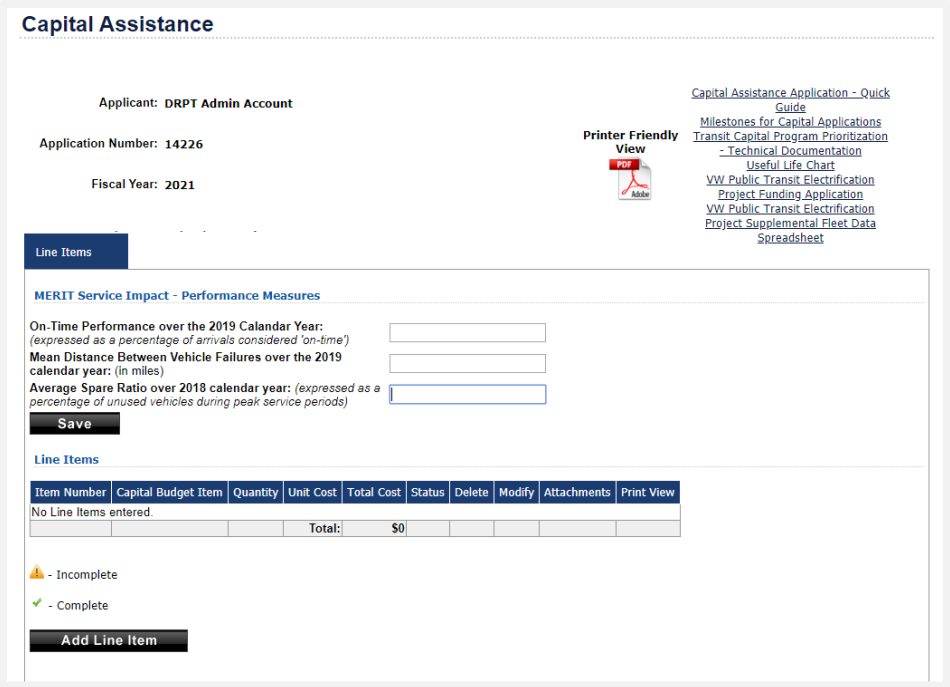
   Example: Replacement of 10 bus shelters – 5 to replace existing, and 5 for new locations.
   2 line items: 1 SGR for the replacement shelters, and 1 MIN for the expansion shelters.

4. **A separate line item is needed for each Minor Enhancement and Major Expansion project.**

Capital Assistance: OLGA Application Instructions

Beginning a Capital Assistance Application:

1. Sign into the OLGA interface.
2. Select the **Grant Applications** tab.
3. Click the "**Public Transportation/TDM Applications**" link.
4. Click the "**Capital Assistance – Create New**" option.
5. Select the "**Standard Capital Assistance – create new**" option. This will take you to the "Capital Assistance Application Page." pictured below:



6. Under the "**MERIT Service Impact – Performance Measures**" section, please provided the performance measures listed (if data is not available enter 0):
   - **On-Time Performance over the 2019 Calendar year** (% of arrivals considered 'on-time')
   - **Mean Distance Between Vehicle Failures over the 2019 Calendar Year** (in miles)
   - **Average Spare Ratio over the 2019 Calendar Year** (% of unused vehicles peak periods)
7. Click the **Save** button.

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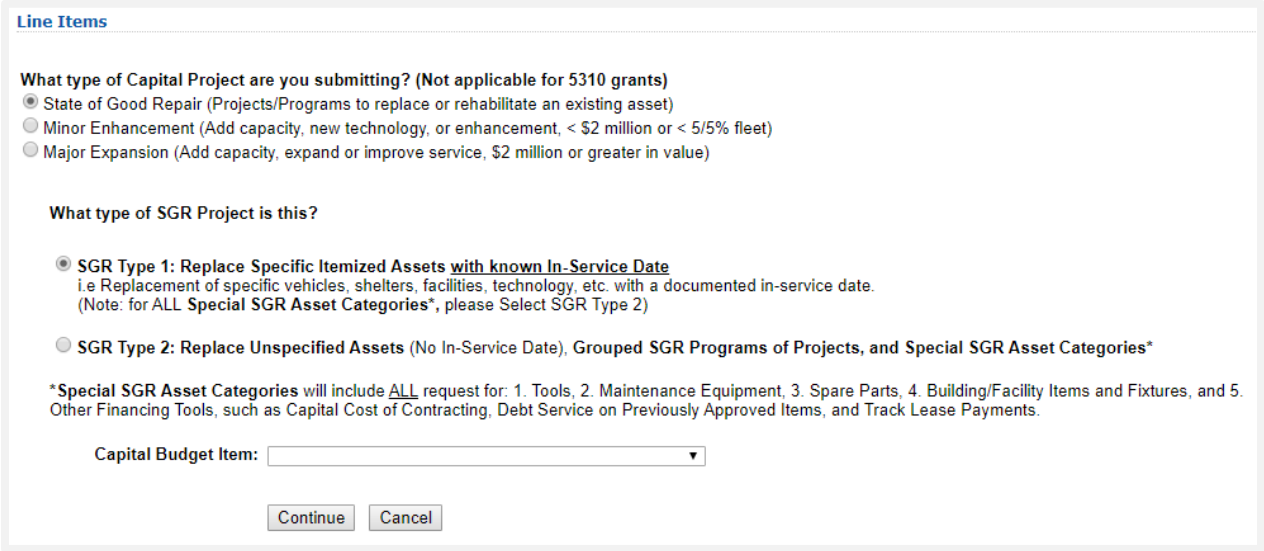
For help choosing your project type, please see the "Project Type Guide" on page 2 of this document

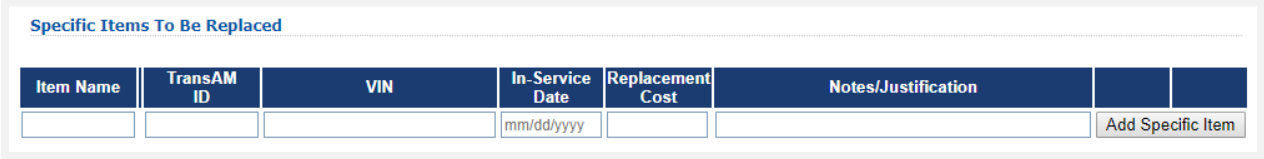
SGR Type 1 Application Instructions:

For help choosing your project type, please see the "Project Type Guide" on page 2 of this document

1. Under the "**Line Items**" section, click on the **Add Line Item** button
2. After the question "*What type of Capital Project are you submitting?*" select: "***State of Good Repair***"
3. After the question "*What type of SGR Project Is this?*" select: "***SGR Type 1: Replace Specific Itemized Assets with known in-service date***"



4. Select the ***Capital Budget Item*** from the categories in the drop down menu, and click the **Continue** button. This will bring up a section called "**Specific Items Being Replaced**," and a table with editable fields, pictured below.



5. Fill in each of the editable fields with information about the item(s) being replaced.
   - For **vehicles**, please follow these guidelines:
     a. ***Item name*** – Include information on the vehicle being replaced (i.e. 40 ft Bus, Bus < 30 ft, SUV Support Vehicle, etc.)
     b. ***TransAM ID*** – Include the TransAM ID number assigned to the vehicle being replaced
     c. ***VIN*** – Include the 16 digit VIN number of the vehicle being replaced. Please note, OLGA will automatically run a check to make sure the VIN format is correct.

        In-service date – Indicate the date that the vehicle was put into service in *mm/dd/yyyy* format. This should match what is included in TransAM.
     d. ***Replacement Cost*** – Enter the total cost of a replacement vehicle

e. ***Notes/Justification*** – Please include any specific information about each vehicle listed. If a vehicle needs to be replaced before it has reached its Estimated Service Life (ESL) for mileage or age, please indicate why here.

- For **non-vehicle assets**, please follow these guidelines:

  a. ***Item name*** – Include a brief description of the item (i.e. Dell laptop, Bus Shelter(s), Bus Radio, etc.)

  b. ***Qty (Quantity)*** – Enter the quantity of items being replaced. **PLEASE NOTE:** This should only be greater than one if the items being replaced have the same in-service date. If the request is for 3 of the same items, with different in-service dates, these will need to be entered separately in this table.

  c. ***TransAM ID*** – If applicable, please include the TransAM asset ID here. If not, please enter "N/A".

  d. ***Replacement Cost*** – Please indicate the total replacement cost the specific item(s). If there are multiple items in one row, please include the total cost of all of those items (i.e. a request for 4 shelters at $2,000 each, total cost should be $8,000)

  e. ***Notes/Justification*** – Please include any specific information about each item listed. If an asset needs to be replaced before it has reached its Estimated Service Life for age, please indicate why here.

6. Once the fields are populated, click the Add Specific Item button.
7. Continue to add specific items until all items under this Capital Budget Item are included in the table.
8. Under the **Project Information** section, please provide a ***Project Description and Justification*** and note any additional documents that must be attached (See Step 14).
9. Under the **MERIT Service Impact Additional Questions** Section, please answer all questions and provide relevant documentation as an attachment after the line item has been saved (See Step 14)
10. Under the **Federal Funds** section, please identify the federal funding source, the percentage of the project that will be paid for with federal funds, and the fiscal year from which these funds come.
11. Under the **Project Schedule**, please indicate a Start Date and End Date for this project.
12. Under the **Milestones/ Events Section**, please designate a milestone from the drop-down menu, provide a description, and a milestone date.
    - After entering a milestone, click Save & Continue, and you may add additional milestones. If the milestone is not available in the drop down, choose "**Other**" and add description.
13. Once all Milestones have been entered, click Save to save the line item and return to the Capital Assistance Application Page.
14. If any attachments need to be included, in **Line Items** table locate the "Attachments" column, and click the following icon: . This will prompt you to upload any relevant documents for this line item.

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SGR Type 2 Application Instructions:

For help choosing your project type, please see the "Project Type Guide" on page 2 of this document

1. Under the "**Line Items**" section, click on the Add Line Item button
2. After the question "*What type of Capital Project are you submitting?*" select "***State of Good Repair***"
3. After the question "*What type of SGR Project Is this?*" select "***SGR Type 2: Replace Unspecified Assets*** *(No In-Service Date)*, ***Grouped SGR Programs of Projects,*** *and* ***Special SGR Asset Categories***"
4. Select the ***Capital Budget Item*** from the drop down menu, and click the Continue button. This will bring up 2 additional fields:
   - ***Quantity:*** Enter the Quantity of items requested under this capital budget item
   - ***Unit Cost:*** Enter the Cost of one unit in this line item (note: if you are asking for multiple items with different unit costs, enter the average cost. Please make sure the Total Cost is correct.)
5. The ***Total Cost*** will calculate automatically based on the values entered in the Quantity and Unit Cost fields. Please make sure the Total Cost is correct.
6. Under the Project Information section, please provide a ***Project Description and Justification*** and note any additional documents that must be attached (See Step 12).
7. Under the **MERIT Service Impact Additional Questions** Section, please answer all questions and provide relevant documentation as an attachment after the line item has been saved (See Step 12)
8. Under the **Federal Funds** section, please identify the federal funding source, the percentage of the project that will be paid for with federal funds, and the fiscal year from which these funds come.
9. Under the **Project Schedule** section, please indicate a Start Date and End Date for this project
10. Under the **Milestones/ Events** Section, please designate a milestone from the drop-down menu, provide a description, and a milestone date.
    - After entering a milestone, click Save & Continue, and you may add additional milestones. If the milestone is not available in the drop down, choose "**Other**" and add description.
11. Once all Milestones have been entered, click Save to save the line item and return to the Capital Assistance Application Page.
12. If any attachments need to be included, in **Line Items** table locate the "Attachments" column, and click the following icon: . This will prompt you to upload any relevant documents for this line item.

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Minor Enhancement (MIN) Application Instructions:

For help choosing your project type, please see the "Project Type Guide" on page 2 of this document

1. Under the "**Line Items**" section, click on the Add Line Item button
2. After the question "*What type of Capital Project are you submitting?*" select "***Minor Enhancement***"
3. Select the ***Capital Budget Item*** from the drop down menu, and click the Continue button. This will bring up 2 additional fields:
   - ***Quantity:*** Enter the Quantity of items requested under this capital budget item
   - ***Unit Cost:*** Enter the Cost of one unit in this line item (Note: if you are asking for multiple items with different unit costs, enter the average cost)
4. The *Total Cost* will calculate automatically based on the values entered in the Quantity and Unit Cost fields. Please make sure that the Total Cost is correct.
5. Under the Project Information section, please provide a ***Project Description and Justification*** and note any additional documents that must be attached (See Step 11).
6. Under the **MERIT Service Impact Additional Questions** Section, please answer all questions and provide relevant documentation as an attachment after the line item has been saved (See step 11).
7. Under the **Federal Funds** section, please identify the federal funding source, the percentage of the project that will be paid for with federal funds, and the fiscal year from which these funds come.
8. Under the **Project Schedule** section, please indicate a Start Date and End Date for this project.
9. Under the **Milestones/ Events** Section, please designate a milestone from the drop-down menu, provide a description, and a milestone date.
   - After entering a milestone, click Save & Continue, and you may add additional milestones. If the milestone is not available in the drop down, choose "**Other**" and add description.
10. Once all Milestones have been entered, click Save to save the line item and return to the Capital Assistance Application Page.
11. If any attachments need to be included, in **Line Items** table locate the "Attachments" column, and click the following icon: . This will prompt you to upload any relevant documents for this line item.

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Major Expansion (MAJ) Application Instructions:

For help choosing your project type, please see the "Project Type Guide" on page 2 of this document

1. Under the "**Line Items**" section, click on the Add Line Item button
2. After the question "*What type of Capital Project are you submitting?*" select "***Major Expansion***"
3. Select the ***Capital Budget Item*** from the drop down menu, and click the Continue button. This will bring up 2 additional fields:
   - ***Quantity:*** Enter the Quantity of items requested under this capital budget item
   - ***Unit Cost:*** Enter the Cost of one unit in this line item (Note: if you are asking for multiple items with different unit costs, enter the average cost)
4. The *Total Cost* will calculate automatically based on the values entered in the Quantity and Unit Cost fields. Please make sure that the Total Cost is correct.
5. Under the Project Information section, please provide a ***Project Description and Justification,*** and note any additional documents that must be attached (See Step 11).
6. Under the **MERIT Additional Information** section, please download the Data Sheet (fillable PDF), answer all questions to the best of your ability, and include as an attachment along with any relevant documentation after the line item has been saved (See step 11).
7. Under the **Federal Funds** section, please identify the federal funding source, the percentage of the project that will be paid for with federal funds, and the fiscal year from which these funds come.
8. Under the **Project Schedule** section, please indicate a Start Date and End Date for this project.
9. Under the **Milestones/ Events** Section, please designate a milestone from the drop-down menu, provide a description, and a milestone date.
   - After entering a milestone, click Save & Continue, and you may add additional milestones. If the milestone is not available in the drop down, choose "**Other**" and add description.
10. Once all Milestones have been entered, click Save to save the line item and return to the Capital Assistance Application Page.
11. If any attachments need to be included, in **Line Items** table locate the "Attachments" column, and click the following icon: . This will prompt you to upload any relevant documents for this line item.
    - Please note: Major Expansion projects have a lot of documentation requirements that can be found in the Datasheet (fillable PDF). Please make sure that your application includes the following:

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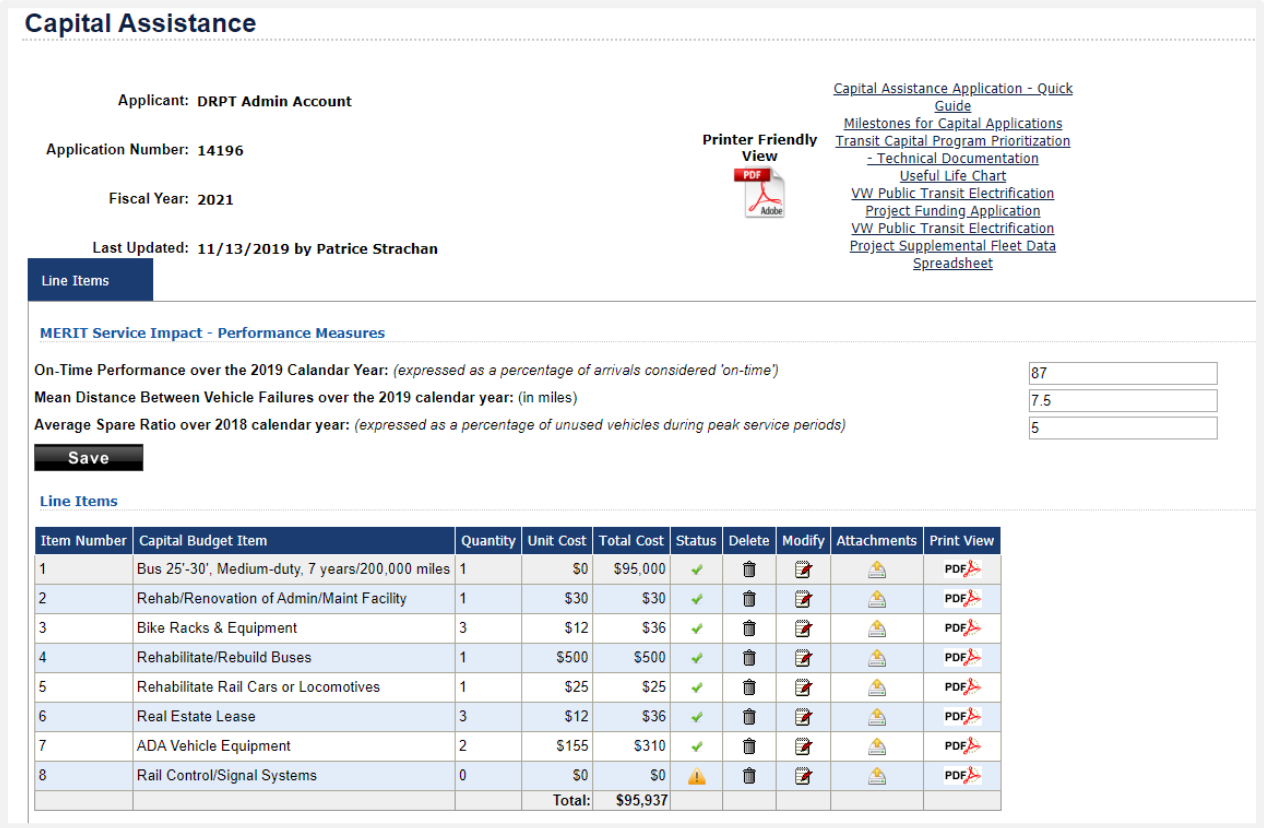
Finishing a Capital Assistance Application:

1. Once all capital budget line items have been entered, navigate to the "**Capital Assistance Application Page**," pictured below.



Capital Assistance

Applicant: DRPT Admin Account

Application Number: 14196

Fiscal Year: 2021

Last Updated: 11/13/2019 by Patrice Strachan

Printer Friendly View

Capital Assistance Application - Quick Guide
Milestones for Capital Applications
Transit Capital Program Prioritization - Technical Documentation
Useful Life Chart
VW Public Transit Electrification Project Funding Application
VW Public Transit Electrification Project Supplemental Fleet Data Spreadsheet

Line Items

MERIT Service Impact - Performance Measures

On-Time Performance over the 2019 Calandar Year: *(expressed as a percentage of arrivals considered 'on-time')* 87
Mean Distance Between Vehicle Failures over the 2019 calendar year: (in miles) 7.5
Average Spare Ratio over 2018 calendar year: *(expressed as a percentage of unused vehicles during peak service periods)* 5

Save

Line Items

Item Number	Capital Budget Item	Quantity	Unit Cost	Total Cost	Status	Delete	Modify	Attachments	Print View
1	Bus 25'-30', Medium-duty, 7 years/200,000 miles	1	$0	$95,000					PDF
2	Rehab/Renovation of Admin/Maint Facility	1	$30	$30					PDF
3	Bike Racks & Equipment	3	$12	$36					PDF
4	Rehabilitate/Rebuild Buses	1	$500	$500					PDF
5	Rehabilitate Rail Cars or Locomotives	1	$25	$25					PDF
6	Real Estate Lease	3	$12	$36					PDF
7	ADA Vehicle Equipment	2	$155	$310					PDF
8	Rail Control/Signal Systems	0	$0	$0					PDF
			Total:	$95,937					

2. If any attachments need to be included, locate the "***Attachments***" column in the Line Items table for the capital budget item, and click the following icon: . This will prompt you to upload any relevant documents for this line item.

3. If any modifications need to be made to a capital budget line item, locate the "***Modify***" column for the capital budget item, and click the following "*Modify*" icon: . Make any needed changes and click the Save button to save and return to the "Capital Assistance Application Page"

4. Please check the "***Status***" column for each of the capital budget line items.
   - If the "*Complete*" icon ( ) appears, all data entered is valid and complete.
   - If the "*Incomplete*" icon( ) appears, please click the to "*Modify*" Icon ( ), and make any needed changes.

5. When all line items have been added and all data has been finalized, click the Submit button.
   - Note: The Submit button will be greyed out until all line items have a "*Complete*" status ( )

Application Tips:

- ***Plan Ahead:*** The application process is more complex than past years, so please make sure to plan ahead and begin as soon in the application process as possible.

- ***File Organization:*** The 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: 1) application number, 2) agency name, 3) the nature of the attachment, and 4) 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_Ehnanced 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.**

☐ **Collect all attachments requested in each for each line item and upload with easily identifiable file names.**

☐ **For Major Expansion Projects: 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**

☐ **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.**