

5311(f) Intercity Bus American Rescue Plan Act Application Checklist

- 1. Transmittal Letter**
- 2. Authorizing Resolution**
- 3. OMB-424 (Excel Form)**
- 4. Budget/Budget Narrative (Excel Form)**
- 5. Vehicle Listing ((Excel Form)**
- 6. MS Route Schedules**
- 7. List of Private Sector Providers (MS)**
- 8. Audit Documents/Financial Reports**
- 9. Interstate Commerce Commission Certification and Permit**
- 10. FTA Certification and Assurances (Attached)**

INTERCITY BUS

Application for Funding – American Rescue Plan Act

General Information

In response to the coronavirus (COVID-19) pandemic, funding has been appropriated by the Federal Transit Administration (FTA) through the American Rescue Plan (ARPA) Act. The Commonwealth of Virginia was apportioned \$2,307,909 for 5311(f) Intercity with funding available for Federal Motor Carrier certified Intercity Bus (ICB) operators within the State. The funds are to support intercity bus service in rural, and small urban areas to aid in the relief, recovery and response to public transportation related impact of the COVID 19 emergency. Funding is provided at a 100% federal share, with no local match required, and is available for reimbursement certain operating expenses incurred to maintain transit services as well as pay for administrative leave for transit personnel due to reduced operations during the emergency. The period of funding for eligible expenses incurred is considered to be on or after January, 20 2020 in accordance with the FTA. This **one-time** funding opportunity is limited to award of the available ARPA relief funds and does not indicate any change in state priorities for the allocation of regular Section 5311(f) funding. All eligibility determinations will be made by DRPT as the recipient of federal funding.

Intercity Bus service is defined as regularly scheduled bus service for the general public which operates with limited stops over fixed routes connecting to two or more urban areas that are not in close proximity. These services may have the capacity for transporting passengers' baggage and, service that makes specific planned connections with established intercity bus service where such service is available.

Criteria for awarding and disbursing funds:

- Requests for ARPA Section 5311 (f) funding must be accompanied by the appropriately executed FTA certifications and assurances and certain other standard application requirements. (See attached documentation checklist)
- DRPT reserves the right to provide funding assistance in accordance with the ICB policy included in our approved State Management Plan (SMP).
- Payment of reimbursable expenses will be made by DRPT only upon receipt of appropriately signed and dated itemized invoices and utilizing the agency's standard Reimbursement Request process with supporting documentation.
- Adequate justification of need for and use of funds is provided.

One (1) original mailed application and one (1) emailed copy of the application is to be submitted to our office on or before October 1, 2021. Email the completed document to Avery Daugherty at avery.daugherty@drpt.virginia.gov

Summary Request for Intercity Bus 5311 (f) ARPA Funds Transit Projects

GENERAL INFORMATION		
Applicant		Contact Person:
Phone Number:		Fax Number:
Address		Email Address:
City, State, Zip		
PROJECT DESCRIPTION		
<p>Include a narrative of what funding is requested for. Funding is available for Intercity services that include rural areas as defined in the FTA Circular 9040.1G-Formula Grants for Rural Areas and determined by DRPT. Lost revenue is only allowed if it would covered operating expenses. Lost profit is not considered reimbursable.</p>		

JUSTIFICATION (Responses must be provided as a requirement of this application)	
<ol style="list-style-type: none"> 1. Provide a detailed explanation of the need for funding, including (a) descriptions of route changes within the State, (b) a detailed breakdown of frequency, timetables, and stops along routes, and c) documentation of ridership and revenue projections. Specifically, please also provide a line item breakdown of expenses seeking reimbursement. 2. Provide (MS) ridership and revenue numbers for the time period you are seeking reimbursement as well as the previous year's figures. For an example, if you are seeking reimbursement for operating expenses between April 2020 through November 2020. Please provide ridership numbers for this time period as well as April 2019 through November 2019. 3. Provide a breakdown of frequency of routes with rural bus stops during the timeframe you are seeking reimbursement for operating expenses including the previous year comparable timeframe. 4. DRPT requires documentation on steps taken to protect employees and passengers including social distancing in Virginia's terminals and stations, including PPE distribution, and how they complied with CDC guidelines. 5. Provide documentation on steps that were followed to protect employees and passengers on-board buses and enroute, including on-board barriers ensuring 6 feet of interval between seated passengers, and PPE such as hand sanitizers and/or masks that complied with CDC guidelines during that period of time you are seeking reimbursement for eligible operating expenses. 6. Provide detailed description of the impact resulting from failure to fund this request. 	
Authorized Representative:	Name: Title: Signature Date:
Submit applications to: Avery Daugherty, Statewide Program Manager email: avery_daugherty@drpt.virginia.gov 600 East Main St. Richmond, VA 23219 phone: (804) 351-6278	