

NHDOT Transit Grants Workshop:

5311 & 5311(f) Rural & Intercity Bus Programs

January 12, 2015



Introductions

Bureau of Rail & Transit Staff

- Shelley Winters — Bureau Administrator
- Fred Butler — Public Transportation Administrator
- Karen Jennison — Transit Grants Coordinator
- Mike Pouliot — Transportation Specialist
- Carol Spottiswood — Transportation Coordinator

Agenda

- Overview of Federal Transit Administration (FTA) 5311 & 5311(f) Grant Programs
 - 5311 Rural
 - 5311(f) Intercity Bus
- NHDOT Grant Application Process
- Compliance
- Q&A

Section 5311 Program Purpose

- To provide funding for public transit in nonurbanized areas with a population under 50,000 and to support intercity bus service.



Eligible Applicants (Sub-recipients)

- **5311 Rural:** nonprofit organizations or operators of public transportation
- **5311(f) Intercity:** operators of intercity bus service (including private for-profit)



Eligible Projects

- **5311 Rural**
 - planning, capital, operating, administration, job access and reverse commute projects, and the acquisition of public transportation services for rural areas
- **5311(f) Intercity**
 - capital projects/equipment, operating expenses and administrative costs for rural intercity bus service

Eligible Capital Examples: Rural

- Passenger shelters, bus stop signs, radios & communications equipment, computer hardware or software
- Accessible buses or paratransit vehicles (currently purchased out of other FTA grant program)
- Preventive Maintenance
- Bicycle-related facilities & equipment
- Mobility Management

Eligible Project Examples: Intercity

- Operating assistance for specific intercity routes, route segments or feeder service
- Planning and marketing for intercity transportation
- Capital grants for bus shelters or for improvements or modifications to terminal facilities
- Vehicles and vehicle-related equipment

Eligible Project Examples: Intercity

- Operating grants for purchase-of-service agreements, user-side subsidies and demonstration projects
- Coordination of rural connections between small public transportation operations and intercity bus carriers
- ITS technology for coordinated info and scheduling

Ineligible Projects: Intercity

- Service which provides extensive service within a region
- Service that only incidentally stops at an intercity bus facility without regard to scheduled intercity connections
- Commuter service

Intercity In-Kind Match

- In-kind local match for service operating costs may be derived from the unsubsidized costs of the connecting segments
- Must make meaningful connection
 - Maximum 2 hours at same facility
- Calculated as Capital or Direct costs
- Private operators only

Intercity Feeder Service

- Makes meaningful connections with scheduled intercity bus service to more distant points
- May be demand-responsive
- Can included marketing and extended hours of service in order to connect with scheduled intercity service

Available Funding

	SFY2016	SFY2017	TOTAL.
Rural	\$ 3,300,000	\$ 3,300,000	\$ 6,600,000
Intercity	\$ 600,000	\$ 600,000	\$ 1,200,000
Total	\$ 3,900,000	\$ 3,900,000	\$ 7,800,000

Note: Funding availability is approximate and is subject to change.

Match Required

<u>Grant type</u>	<u>FTA funds</u>	<u>Local funds</u>
Capital	80%	20%
Operating	50%	50%

- ***Exceptions:***

- ***ADA-accessible/CAA vehicles are 85%***
- ***ADA-required equip/CAA equip & facilities 90%***
- ***Bicycle facilities at 90%***

Project Evaluation

		Weight
-	Confirmed that proposed service/projects is eligible for 5311/5311f funding - cite Circular 9040.1G reference if new project.	Y/N
-	Seniors and persons with disabilities have full access to the applicant's services.	Y/N
1	The proposed service effectively addresses a demonstrated community need, and/or the proposed service is a continuation or expansion of existing services.	15%
2	The applicant has the fiscal and technical capacity and adequate budget to operate its service.	15%
3	The applicant has successful experience in providing transportation services.	15%
4	The application shows coordination with other transportation providers in the service area: public, nonprofit, and for-profit.	10%
5	The applicant demonstrates involvement in and support for the project, financial and otherwise, on the part of citizens and local government.	10%
6	The applicant demonstrates effort to involve the private sector in the delivery of transportation services.	10%
7	The applicant successfully demonstrates service efficiency and effectiveness, measured in ridership, service miles and hours, costs, and fare recovery. New applicants must demonstrate the ability to measure performance and achieve goals.	15%
8	The applicant complies with relevant Federal and state regulations, and has a history of compliance with regulations and reporting requirements.	10%

100%

Grant Application Process: Operating

New Hampshire Department of Transportation
PUBLIC TRANSPORTATION GRANT APPLICATION FOR STATE FY 2010-11

1. **SUMMARY INFORMATION**

Complete one summary section

- a. Legal Name of Applicant Agency
- b. Address
- c. Telephone/Fax/E mail
- d. Name and Title of Project Director
- e. Agency Type (private nonprofit, local government, etc.)

2. **MANAGEMENT AND EXPERIENCE**

- a. What experience does your agency have with passenger transportation services?
- b. Who are the project staff that will administer this grant? Describe their experience managing FTA grants, other Federal grants, and state funds.

3. **CIVIL RIGHTS INFORMATION**

- a. List minority population in the service area
- b. Describe any active lawsuits or complaints alleging discrimination on the basis of race, color, or national origin with respect to transportation service
- c. Describe civil rights compliance review activities of your agency that have been conducted in the past three years.

“Attachment A” Operating Budget

NHDOT -- Attachment A -- Operating Assistance Budget						
SFY 2016-2017 (July 1, 2015 - June 30, 2017)						
AGENCY:						
FTA PROGRAM/PROJECT DETAILS:						
A. <u>ADMINISTRATION</u>						
Obj. Code	Description	Total Funds				REMARKS
		Actual SFY 2014	Budgeted SFY 2015	Projected SFY 2016	Projected SFY 2017	
501	Labor					
501.02	Other Salaries & Wages					
501.04	Administrative Salaries & Wages					
501.99	Other Salaries & Wages					
502	Fringe Benefits					
502.01	FICA					
502.02	Pension Plans					
502.03	Hospital, Medical, and Surgical Plans					

Grant Application Process: Capital

NHDOT SFY2016-2017 FTA Capital Grants Application

Agency:						Total Fed Request:	\$	
Date:							-	

STEP 1: SUMMARY OF PROJECTS (prioritized list)

Note: Each vehicle must be listed on a separate line unless they're to be used for the identical purpose, e.g., two vehicles are used on the same route. Other less expensive equipment, such as bus shelters or computer equipment, may be in larger quantities if used on same project/route as well.

Prioritized	Item	Description (Seating capacity, model, etc)	Replacement or Expansion Replacement	Quantity	Total Cost	Fed Request	Local Match	Source of Match*
Requests						80%	20%	(assume no state \$ available)
ex.	Small Cutaway Bus	16X2 Gasoline		2	\$65,000	\$ 52,000	\$ 13,000	Agency & town funds
1						\$ -	\$ -	

Grant Application Milestones

APPLICATIONS RELEASED	12/29/2014
APPLICATIONS DUE	2/9/2015
APPLICATION DECISIONS	2/26/2015
CONTRACT TO AGENCY	3/19/2015
CONTRACT RETURNED TO DOT	4/2/2015
GOVERNOR & COUNCIL MEETING	6/3/2015
FUNDS AVAILABLE	7/1/2015

All estimates; actual dates may vary

Basic Procedures

NHDOT's Transit Grants are a Reimbursement Program

- Reimbursement procedures:
 - Submit monthly invoice on agency letterhead referencing the Grant, State project number and the time period covered
 - Invoice needs to be signed by an agency official
 - Break out allowable Administration, Capital and Operating expenses following the Federal Chart of Accounts
 - Document the specific sources of local revenue

Basic Procedures (cont'd)

- Reimbursement procedures (cont'd):
 - Retain adequate reimbursement documentation - payroll detail register, monthly invoices, receipts or invoices. (i.e., monthly telephone bill, invoice for office supplies, receipt for fuel, etc)
 - After invoice is processed, approximately three-week time frame before payment is received by transit operator

Compliance Items

- Reporting
 - National Transit Database
 - Charter Reports & FTA Charter Rule compliance
 - DOT Quarterly Vehicle Monitoring
 - Ridership, vehicle hours, vehicle miles, operating costs
 - Annual DOT inventory report
- FTA Master Agreement & Contract Clauses
- Third Party Procurement
- Civil Rights
 - Title VI EEO ADA
- Disadvantaged Business Enterprise (DBE) Program
- Drug & Alcohol Program
- Equipment Management & Disposition
- DOT site visits and/or vehicle inspections
- FTA Certification & Assurances
- School Bus Rule

Questions? Want more Info?

Contact:

- Bureau of Rail & Transit

603-271-2468

www.nh.gov/dot/org/aerorailtransit/railandtransit/index.htm

- Federal Transit Administration (FTA)
Circulars

www.fta.dot.gov/laws/leg_reg_circulars_guidance.html

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