

# NHDOT Transit Grants Workshop:

## 5311 & 5311(f) Rural & Intercity Bus Programs

January 10, 2017



# 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)

- Local governmental authorities, nonprofit organization, or operators of public transportation or intercity bus service



# Eligible Projects

- **5311 Rural**

- Operating expenses, administration, job access and reverse commute projects, and the acquisition of public transportation services for rural areas
- ADA paratransit and capital preventative maintenance
  - *No capital funds will be made available for 5311 projects. Instead, FTA Section 5339 funds will be made available.*

- **5311(f) Intercity**

- Operating expenses, administrative costs, and capital projects/equipment for rural intercity bus service

# Eligible Projects (cont'd)

- Rural operating expenses
  - Only net expenses eligible – all fares must be deducted
    - Donations are not considered fares
- Three main types of operations
  - Fixed route with ADA paratransit
  - Route deviation
  - Demand Responsive



# Eligible Projects (cont'd)

- **“Intercity Bus Service” defined**
  - Regularly scheduled bus service for the general public that operates with limited stops over fixed routes connecting two or more urban areas not in close proximity, that has the capacity for transporting baggage carried by passengers, and that makes meaningful connections with scheduled intercity bus service to more distant points, if such service is available



# Eligible Project Examples: Intercity

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

# Call if you're unsure!

- **Please feel free to call NHDOT for an initial vetting to determine eligibility of any new service/project!**

# 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 a meaningful connection
  - Maximum 2 hours at same facility
- Calculated as Capital or Direct costs
- Private operators only

# Intercity In-Kind Match (cont'd)

Required template

- (NHDOT's Mike Pouliot can review if there are any questions!)

INVOICE		Route(s)		NHDOT 5311(f) In-Kind Match Reimbursement Form					
Operator:				Send to: Carol Spottiswood		Invoice Date: SFY 2018			
Address:				Bureau of Rail & Transit					
Tel #:				PO Box 483		Grant #:			
				Concord, NH 03302		Project #:			
				<a href="mailto:cspottiswood@dot.state.nh.us">cspottiswood@dot.state.nh.us</a>					
				Tel #: 603-271-2439					
Operating cost/mile:		\$2.00		Depreciation cost/mile:		\$0.00			
				(operator fills in highlighted fields monthly)					
Subsidized Route A-B	Month	Subsidized Trips/day	One-way miles/trip	# of days in service	Gross Operating Costs A-B	Gross Depreciation Costs A-B	Annual Revenue	Net Costs/Deficit A-B	
1 Route 1	Annual Summary	2	35	180	\$25,200.00	\$0.00	\$10,000.00	\$15,200.00	
2 Route 2		2	90	200	\$72,000.00	\$0.00	\$15,000.00	\$57,000.00	
3 Route 3		2	90	180	\$64,800.00	\$0.00	\$20,000.00	\$44,800.00	
Subsidized Route A-B	Non-Subsidized, Connecting Service B-C	Connecting Trips/day	One-way miles/trip	# of days in service	Total Operating Connecting Costs B-C	Total Depreciation Connecting Costs B-C	Total Connecting Costs B-C	Non-Subsidized Capital Costs B-C	
1 Route 1	B 1 - C 1	2	90	180	\$64,800.00	\$0.00	\$64,800.00	\$32,400.00	
2 Route 2	B 2 - C 2	2	78	200	\$78,800.00	\$0.00	\$78,800.00	\$39,400.00	
	B 2 - C 2	1	41	200					
3 Route 3	B 3 - C 3	2	78	180	\$56,160.00	\$0.00	\$56,160.00	\$28,080.00	

# 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

	SFY2018	SFY2019	Total
Rural - 5311	\$3,092,878	\$2,971,334*	\$6,064,212
Intercity – 5311f	\$600,000	N/A	\$600,000

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

\*Reduction in SFY19 assumes level apportionment and no carryover. NHDOT will seek to identify additional funding, which would likely need to be addressed through contract amendments.

Rural Funding Comparison

SFY18 vs SFY17 = -5.6%

SFY19 vs SFY17 = -9.3% (SFY19 vs SFY18 = -3.9%)

# Match Required

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

- *Federal Exceptions (permitted at discretion of State DOT):*
  - *ADA-accessible/CAA vehicles: 85% Federal*
  - *ADA-required equip/CAA equip & facilities: 90% Federal*
  - *Bicycle facilities: 90% Federal*

*\*5311f projects only*

# Grant Application Process: Operating

## Step 1: Agency Summary

## Step 2: Project Information



**FTA SECTION 5311 (RURAL) & 5311(f) (INTERCITY BUS) PROGRAM**

Section 5311: SFY 2018 - 2019 (July 1, 2017 - June 30, 2019)  
 Section 5311f: SFY2018 only (July 1, 2017 - June 30, 2018)

**AGENCY SUMMARY INFORMATION**

(Complete one summary regardless of how many project applications submitted)

Federal Funds Requested: \_\_\_\_\_

Federal Funds Awarded: \_\_\_\_\_ (completed by NHDOT)

**1. AGENCY INFORMATION**

- a. Legal Name of Applicant Agency
- b. Address
- c. Telephone/Fax/E mail
- d. Name, Title, and e-mail address of Project Director



**FTA SECTION 5311 (RURAL) & 5311(f) (INTERCITY BUS) PROGRAM  
 SFY 2018-2019 (July 1, 2017 - June 30, 2019)**

**OPERATING FUNDS APPLICATION**

TOTAL GRANT FUNDS REQUESTED FOR THIS PROJECT: \$ \_\_\_\_\_

**\*Complete one application for each PROJECT you are requesting assistance for.\***

**OPERATING FUNDING SOURCE**

- \_\_\_ Section 5311: Rural
- \_\_\_ Section 5311(f): Intercity Bus Program.

<b>Operating Request</b> ✓ appropriate space below	
<b>Continue Existing Service</b>	
Fixed-route service	
Route deviation service	

Note: One Application for Each Project is Needed

# “Attachment A” Operating Budget

Step 3: Itemized budget on NHDOT’s “Attachment A” template

NHDOT -- Attachment A -- Operating Assistance Budget						
SFY 2018-2019 (July 1, 2017 - June 30, 2019)						
AGENCY:						
FTA PROGRAM/PROJECT DETAILS:						
A. <u>ADMINISTRATION</u>						
Obj. Code	Description	Total Funds				REMARKS
		Actual SFY 2016	Budgeted SFY 2017	Projected SFY 2018	Projected SFY 2019	
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					

# 5311f “Per Mile” Reimbursement

Available for intercity projects only

INVOICE		Route(s)	NHDOT 5311(f) In-Kind Match Reimbursement Form						
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Tel #:				PO Box 483	Project #:				
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3 Route 3	B 3 - C 3	2	78	180	\$56,160.00	\$0.00	\$56,160.00	\$28,080.00	

# Grant Application Process: Capital

Available for intercity projects only

A	B	C	D	E	F	G	H	I	
1	<b>NHDOT SFY2018-2019 FTA Capital Grants Application: 5311(f) Intercity Bus</b>								
2	Agency:								
3	Date:						Total Fed Request:	\$ -	
4									
5	<b>STEP 1: SUMMARY OF PROJECTS (prioritized list)</b>								
6	Note:	Each <u>vehicle</u> 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 items such as bus shelters or computer equipment, may be in larger quantities if used on same project/route as well.							
7	<b>ADA Accessible vehicles = 85% FTA funds; all other equipment is 80% FTA funds</b>								
8	Prioritized Requests	Item	Description (Seating capacity, model, etc)	Replacement or Expansion	Quantity	Cost Per Unit**	80% or 85%?	Fed Request (80% or 85%)	Local Match (15% or 20%)
9	ex.	Small Cutaway Bus (8, 12, or 16 pax)	16X2 Gasoline	Replacement	2	\$65,000	85%	\$ 110,500	\$ 19,500
10	1							\$ -	\$ -
11	2							\$ -	\$ -
12	3							\$ -	\$ -
13	4							\$ -	\$ -
14	5							\$ -	\$ -
15								\$ -	\$ -
16	<b>TOTALS</b>	0				\$ -		\$ -	\$ -
17	When completed, proceed to "Agency Info" tab, then fill in individual tabs for each project (Proj 1, Proj 2, etc.).								

# Grant Application Milestones

<b>APPLICATIONS RELEASED</b>	<b>1/10/17</b>
<b>APPLICATIONS DUE</b>	<b>2/20/17</b>
<b>APPLICATION DECISIONS</b>	<b>3/6/17</b>
<b>CONTRACT TO AGENCY</b>	<b>3/27/17</b>
<b>CONTRACT RETURNED TO DOT</b>	<b>4/10/17</b>
<b>GOVERNOR &amp; COUNCIL MEETING</b>	<b>6/7/17</b>
<b>FUNDS AVAILABLE</b>	<b>7/1/2017</b>

*All estimates; actual dates may vary*



# 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%

# Basic Procedures

NHDOT's Transit Grants are a Reimbursement Program

- Reimbursement procedures:
  - Submit monthly using NHDOT Attachment A template (Excel) and accompanying invoice template.
  - Invoice needs to be signed by an agency official
  - Document the specific sources of local revenue
  - Note: NHDOT will not reimburse for indirect cost unless an approved Cost Allocation Plan (CAP) is on file.

# 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
  - Feedback is always welcome regarding the Attachment A and how to improve it as well as the process.

# 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](http://www.nh.gov/dot/org/aerorailtransit/railandtransit/index.htm)

- Federal Transit Administration (FTA)  
Circulars

[www.fta.dot.gov/laws/leg\\_reg\\_circulars\\_guidance.html](http://www.fta.dot.gov/laws/leg_reg_circulars_guidance.html)

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