DRPT
Virginia Department of Rail and Public Transportation

Transit/TDM Program Application Guidance

Corey Hill,
Chief of Public Transportation

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Purpose of Program Application Guidance

- Support Item 449.E of the 2008 Appropriations Act – incorporate principles of local maintenance of effort, transit sustainability, public benefit, and asset management into all public transportation programs
- Implement the CTB's Transit Investment and Sustainability Policy
- Improve application process by providing information on program eligibility requirements, funding, evaluation process and application procedure
- Inform stakeholders of changes to programs
- Document the grant application process to improve transparency, efficiency and effectiveness

Overview of Grant Programs

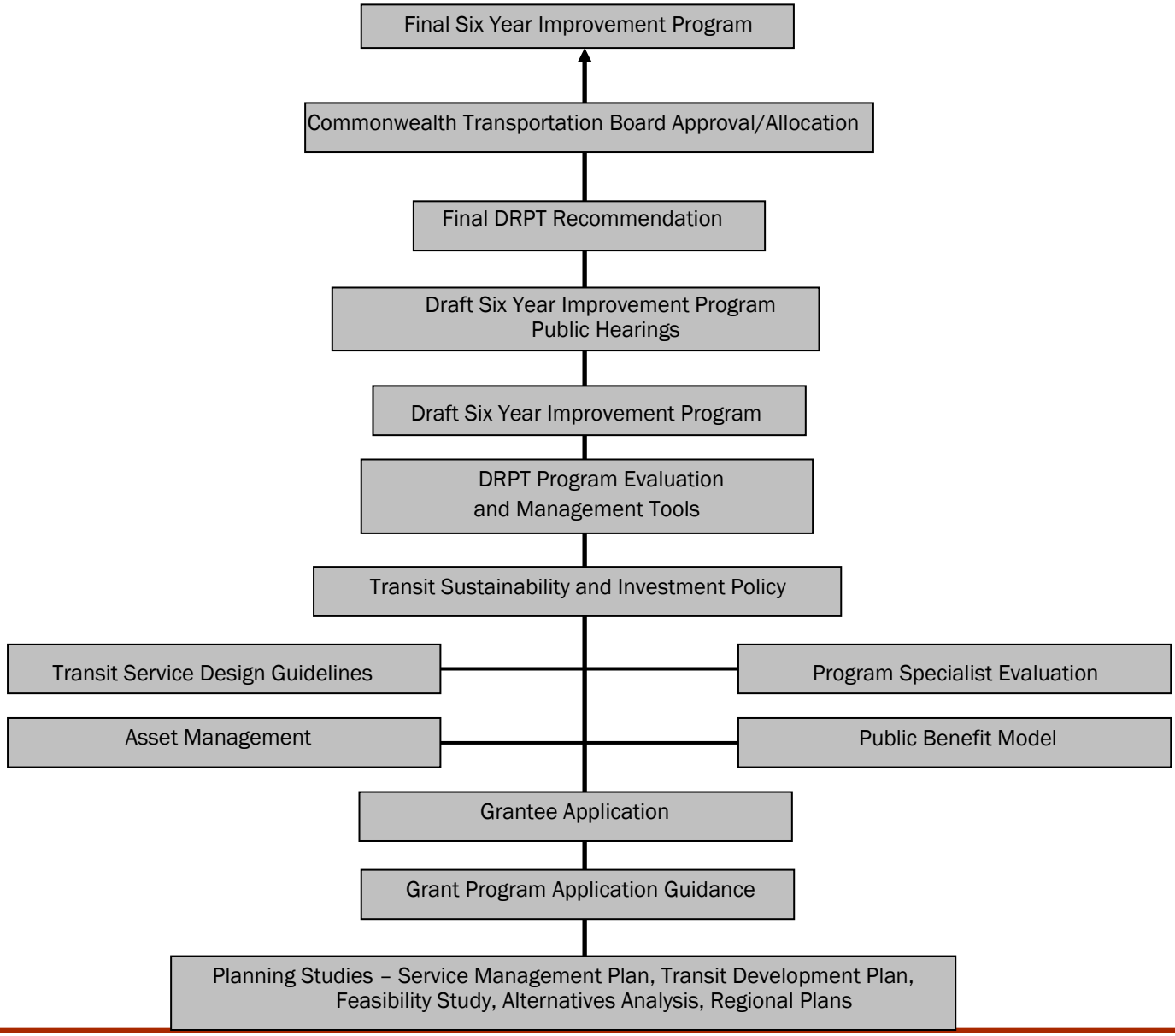
Federal Programs

- FTA Section 5303 Metropolitan Planning
- FTA Section 5304 Statewide Planning
- FTA Section 5307 Small Urban Areas Program
- FTA Section 5310 Transportation for Elderly Persons and Persons with Disabilities
- FTA Section 5311 Rural and Small Urban Areas
- FTA Section 5316 Jobs Access and Reverse Commute Program (JARC)
- FTA Section 5317 New Freedom Program

State Programs

- Operating Assistance
- Capital Assistance
- Demonstration Project Assistance
- Technical Assistance
- Public Transportation Intern Program
- TDM /Commuter Assistance
- Transportation Efficiency Improvement Funds (TEIF)
- Senior Transportation Program

Six Year Improvement Program



Transit Sustainability and Investment Policy

- Transit Sustainability and Investment Policy
  - provides a framework for the efficient and effective expenditure of transit funds and for realizing the highest return on investment
  - intended to assist the Board, local policy-makers, and stakeholders in their reviews and decision making processes for funding requests submitted to DRPT through the use of evaluation tools
- CTB approved on October 16, 2008

Investment Policy Tools

- Asset Management
  - Strategic and systematic process of operating, maintaining, and expanding physical assets effectively through their life cycle
- Transit Service Design Guidelines
  - Provide guidance on the actions and conditions necessary to effectively implement and operate new transit service
- Project Programming
  - The process that DRPT utilizes to determine the funding allocation recommendations to the Board
- Operating Maintenance of Effort
  - Requires that local spending on transit operations is maintained from year to year; not reduced by increased state aid
- Public Benefit
  - Use of DRPT's economic model to calculate gallons of gasoline saved, return on investment and emissions reductions for major new projects
- Program Application Guidance
  - Shall develop, maintain, and distribute program application guidance for all transit programs administered by DRPT

Program Application Guidance Structure

- The guidance provides the following for each federal and state grant program administered by DRPT:
  - Program Description
  - Eligible Recipients
  - Eligible Expenses
  - Match Ratio and Limits of Funding
  - Application Evaluation Process
  - Application Procedure

Evaluation Criteria

- Evaluation Criteria applied consistently across all programs.
- Programs have all (or a subset of) the following criteria:
  - **Project Justification** – explanation of need/problem
  - **Planning** – documentation that sufficient planning conducted (not necessary if application is for conducting a plan)
  - **Project Scope** – approach to addressing the need/problem
  - **Project Readiness** – ability to initiate and advance project in FY funds requested
  - **Technical Capacity** – identification of project management team, ability to execute
  - **Project Budget** – ability to execute project scope within project budget
  - **Project Schedule** - ability to execute project scope within project schedule
  - **Monitoring and Evaluation Plan** - applicant's approach to measuring performance and evaluating the results of the project/plan

Implementation for FY10

- Final Program Application Guidance document will be published and distributed by end of November 25th
- Grant Application Period begins December 1st
- Grant Application Period ends February 2nd
- Draft Six Year Improvement Program recommendation to CTB in March


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