Transit and Special Programs Workshop

FY2026 – Statewide Transit Programs Overview

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November 13, 2024

DRPT
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AND PUBLIC TRANSPORTATION

Welcome, Introductions, and Agenda

1. FY26 Overview / Look Ahead
2. WebGrants – Registration and Requirements
3. MERIT - Capital Assistance Program
4. MERIT - Operating Assistance Program
5. Performance Data Reporting
6. MERIT - Special Programs
7. TRIP
8. Section 5303
9. TDP/TSP – Update and Requirements
10. Other On-Going Initiatives
11. Calendar and Important Dates

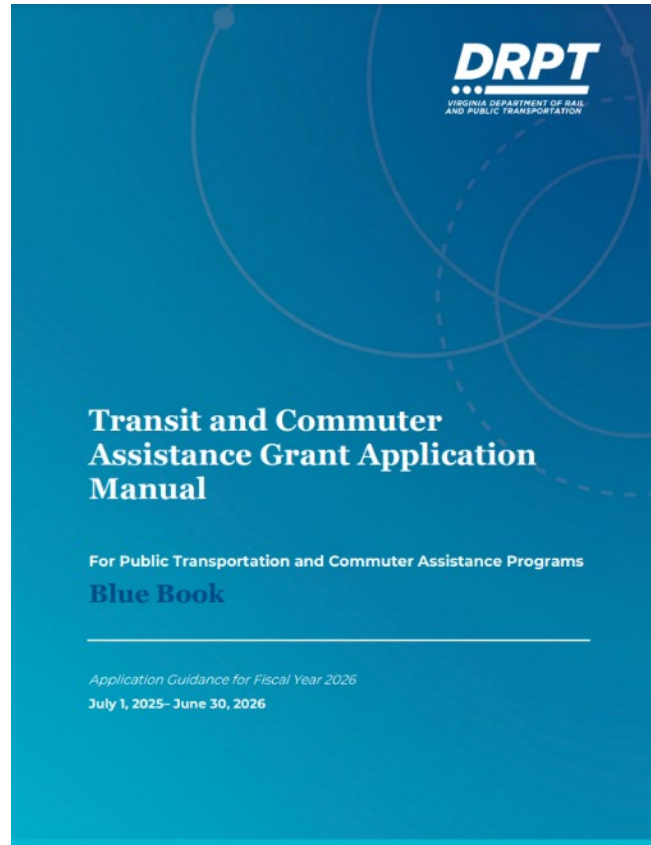**VIRGINIA DEPARTMENT OF RAIL AND PUBLIC TRANSPORTATION**

Questions?

- All participants are in listen only mode.

- Question/ Answer breaks will be offered at key points in the webinar.

- There will also be a Q/A session at the end of the presentation.

- To ask questions:
  - Submit questions via the question or chat function
  - Request to unmute from DRPT Moderator

- DRPT will post webinar recording under "Application Resources" on our MERIT webpage at: https://drpt.virginia.gov/ongoing-grant-programs/merit/

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Guidance Documents

FY26 Update - Published Fall 2024

FY25 Update – Published Spring 2024

Grant Application & Management Update

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
WebGrants – Grants Management Platform

- Verify your Account information is up to date
- Ensure users have been registered in the system
- WebGrants does not have the concept of "Master User."
- Remember: you can add all staff that will be involved in grants management and tracking as"Additional Grantee Contacts" to the application when it is being developed
  - You can also add additional staff once awarded
  - Contacts added to applications will automatically be added to the grant, if awarded
- Per VITA policy, WebGrants will log off after 10-minutes of inactivity

WebGrants - How to Find Funding Opportunities

WebGrants – How to See Program Details

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Capital Assistance

Capital Assistance Prioritization Process

1. **Projects are screened for eligibility:**
   - Inclusion in agency TSP/TDP (or annual update letter)
   - Review of open grants for the same assets that have not been spent
   - Check for "Readiness" to implement (i.e. completion of study, E&D)

2. **Eligible Projects are filtered into 3 categories, by project type:**
   - State of Good Repair, Minor Enhancements, and Major Expansions

3. **Projects are scored according to the methodology outlined in the [FY26 Transit Capital Assistance Technical Documentation](#) posted on the DRPT website**

4. **Projects are ranked according to scoring**

5. **Funding is allocated to those that meet or exceed the scoring threshold for each category**
   - NOTE: The scoring threshold is dynamic and will be based on the pool of applications received and funds available

Capital Assistance Project Types:

State of Good Repair (SGR)
[up to 68% match]

Capital projects or programs to replace or rehabilitate an existing asset, excluding major capital construction projects with a total cost over $3 million

- Replacement/ Rehabilitation of a specific existing asset

Minor Enhancements (MIN)
[up to 68% match]

Capital projects or programs that add capacity or include the purchase of new assets meeting the following criteria:

- Total project cost is $3 million or less; or
- For expansion vehicles, ≤ 5 vehicles or ≤ 5% of the fleet size, whichever is greater
- All Projects for engineering and design of infrastructure or facilities
- Purchase of assets to replace unspecified assets "as-needed", grouped programs of projects, or "special asset categories"

Major Expansions (MAJ)
[up to 50% match]

Capital projects or programs to add, expand, or improve transit services or facilities, with:

- Total project cost exceeding $3 million; or
- For expansion vehicles, > 5 vehicles or > 5% of the fleet size
- All projects that include the replacement of an entire existing facility

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Capital Assistance Project Types (cont'd):

- **Special Asset Categories (Minor Enhancement Applications):**
  - **Tools:** all tools needed to provide maintenance services
  - **Maintenance Equipment:** all equipment needed to maintain vehicles, infrastructure, and/ or other assets
  - **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
  - **Building/ Facility Items and Fixtures:** all individual, small facility parts and fixture that are being replaced outside of a larger rehabilitation project
  - **Grouped Assets/ Programs of Projects** (less than $3 million): includes large groups of assets that cannot be broken down into subcomponents
    - DOES NOT INCLUDE: Grouped or Program of Project for vehicle rehab or replacement
  - **Other Capital Finance Strategies:** includes funds for needed capital investments that cannot be scored as a replacement/ rehabilitation (i.e. capital cost of contracting, debt service on previously approved projects)

Scoring for SGR Projects: "Asset Condition Score"

- SGR: for replacement assets, an "Asset Condition Score" is awarded based on an assets age (and mileage for vehicles) compared is Estimated Service Life (ESL)
  - **FY24 and Beyond:** Assets will begin to receive points at 80% of ESL for age and/or mileage

Assets Begin to Earn Points →

Age of Asset Relative to Service Life	Points	Mileage of Vehicle Relative to Service Life	Points
< 80% of ESL Age	0	< 80% of ESL Mileage	0
80-89.9% of ESL Age	25	80-89.9% of ESL Mileage	25
90-99.9% of ESL Age	30	90-99.9% of ESL Mileage	30
0-9.9% > ESL Age	35	0-9.9% > ESL Age	35
10-19.9% > ESL Age	40	10-19.9% > ESL Mileage	40
20-29.9% > ESL Age	45	20-29.9% > ESL Mileage	45
30-39.9% > ESL Age	50	30-39.9% > ESL Mileage	50
40-49.9% > ESL Age	55	40-49.9% > ESL Mileage	55
50% or more > ESL Age	60	50% or more > ESL Mileage	60

Scoring for SGR + MIN Projects: "Service Impact Score"

- SGR and MIN: projects receive a "Service Impact Score" based on a qualitative assessment of project type

Primary Project Types	Secondary Project Types	Total Default Score
Admin/Maintenance Facilities	Supports Operations	25
Admin/Maintenance Facilities	Non-Operational	15
Customer Facilities	Transit Centers/Stations	28
Customer Facilities	Bus Stop/ Shelter Improvements	23
Capital Finance Strategies	All	36
Maintenance Equipment & Parts	Vehicle and Vehicle Support Equipment	32
Maintenance Equipment & Parts	Property and Facilities	22
System Infrastructure	All	28
Technology/Equipment	Onboard Systems—ITS/Communications	28
Technology/Equipment	Operations Support	24
Technology/Equipment	Onboard Systems—Safety	16
Technology/Equipment	Administrative	12
Vehicles	Revenue Vehicles	40
Vehicles	Overhaul/ Rebuild	36
Vehicles	Support Vehicles	18

Scoring for SGR + MIN Projects: "Incentive Score"

- SGR and MIN: projects can receive "Incentive Points" if projects include characteristics that satisfy statewide goals and for satisfying program requirements

Criteria	Points	DRPT Incentive Points: SGR and MIN Projects Incentives for projects that satisfy DRPT Goals (Not to exceed 10 points total per project)
Zero-Emissions Technology	5 Points, if project includes <u>one of the following</u>:	• Procurement of Zero-Emissions Vehicles, or • Installation of Zero-Emissions Infrastructure
Innovation	5 Points, if project includes <u>one of the following</u>:	• Installation of Real-Time Departure/Arrival Information, or • Automated Data Collection, Scheduling and Dispatch technology acquisition, or • Utilization of Transit Signal Priority, or • Installation of safety technology, or • Mobile Ticketing
Safety and Comfort Around Customer Facilities	5 Points, if project includes <u>one of the following</u>:	• Enhanced Lighting at Transit Stations or Stops, or • Enhancements for Pedestrians/Accessibility connecting passengers to Transit, or • Projects that include benches or shelters
Agency Accountability	5 point, if <u>all requirements are met</u>:	• Compliance with State Asset Management Requirements (TransAM Updates on time) • Compliance with State Strategic Planning Requirements (TSP/TDP Up to Date) • Compliance with State Capital Planning Requirements (5-year Capital Budgets) • Compliance with State Performance Reporting (On-time reporting in OLGA)

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MAJ Projects – Pre-Application Requirement

"Silver Line Construction" – by VDOT

- Major Expansion – Pre-Application Requirement:
  - For FY26 DRPT has updated requirements for all MAJ projects
  - Applicants for all MAJ projects must submit a pre-application by **December 1** each year
  - If you are planning on applying for MAJ project and you have not started the pre-application, please do so in the next two weeks

Update: Shelter Projects

- Grantees applying for shelter projects are no longer be required to submit the "**Shelter Project Supplemental Form**"

- In FY26, DRPT will not assign state-controlled federal funds to shelter projects (i.e. 5339/5311/ADTAP)

- Passenger shelter and amenity projects are eligible for both MERIT – Capital and TRIP now
  - All applications for bus stop shelters should come through the **MERIT – Capital Assistance** program and DRPT will determine how to fund them

"Arlington Heights bus stop on Glebe Rd at Columbia Pike", by Beyond DC. CC BY-NC 2.0.

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Alternative Fuel Vehicles

- DRPT will consider requests for alternative propulsion vehicles (i.e. electric, hydrogen, natural gas, hybrid), based on several factors, including:
  - Leveraging of local or federal funding
  - Inclusion of alternative fuel vehicles in the Transit Development Plan (TDP), Transit Strategic Plan (TSP) or other plans
  - Approved funding for necessary infrastructure alterations
  - The clear intention of migrating a significant portion of the fleet to alternative fuels
- Availability of other resources – i.e. Dominion rebates
- Projects for charging infrastructure – eligible for capital assistance funding

Federal Discretionary Funding Incentives

- Lower Local Match Requirement:
  - For capital projects that will be supported with federal discretionary funds, DRPT will now allow for a lower local match
    - DRPT requires a minimum of 4% in local match for all capital projects supported with state capital funds
    - Now, the minimum match may be lowered on a case-by-case basis if approved for a federal discretionary grant

- DRPT Discretionary Grant Reserve:
  - DRPT also now has the flexibility to allocate funds to a reserve account that can be used throughout the fiscal year to support projects that receive federal discretionary funding

Vehicle Rehabilitations

"Bus Maintenance", by Kecko. CC BY-ND 2.0.

- Vehicle Rebuilds, Overhauls, and Repowers are all eligible for MERIT - Capital funding

- **Vehicle Rebuilds:**
  - Timing: toward the end of a vehicle's useful life
  - Require extension of ESL with DRPT and FTA (4yr/ 100k mi)
  - Repowers that are part of a rebuild require extension of ESL
  - Documentation of Planned modifications must be provided
  - Once modifications are complete, TransAM must be updated to reflect new ESL

- **Vehicle Overhauls:**
  - Timing: earlier in a vehicle's useful life
  - Do not require extension of ESL with DRPT and FTA
  - Repowers that are part of an overhaul do not require ESL extension

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MERIT – Capital Assistance in WebGrants

- In WebGrants, the MERIT – Capital Assistance program has 4 "Funding Opportunities":

MERIT Capital Assistance - Major Expansions (MAJ) - FY26	TP-Transit Program	Feb 1, 2025 11:59 PM
MERIT Capital Assistance - Minor Enhancement (MIN) - FY26	TP-Transit Program	Feb 1, 2025 11:59 PM
MERIT Capital Assistance - State of Good Repair (SGR) - Vehicles - FY26	TP-Transit Program	Feb 1, 2025 11:59 PM
MERIT Capital Assistance - State of Good Repair (SGR) - Other - FY26	TP-Transit Program	Feb 1, 2025 11:59 PM

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MERIT – Capital Assistance in WebGrants

- Once you click start a new application, there will be instructions at the top of the screen with a blue background that indicate what should be included:

Operating Assistance

Operating Assistance Program

- Provides funding for eligible operating expenses for all modes of public transportation services throughout the state

- Program funds up to 30% of operating expenses

- DRPT Performance Based Formula:
  - Methodology used to determine the specific allocation of operating assistance funds to each operating agency throughout the state
  - Based on several different service delivery factors, including sizing and performance metrics

For FY26: FY24 Audited Figures

Sizing Metrics
• Operating Costs
• Ridership
• Vehicle Revenue Hours
• Vehicle Revenue Miles

Performance Metrics
• Passengers per Revenue Hour
• Passengers per Revenue Mile
• Operating Cost per Revenue Hour
• Operating Cost per Revenue Mile
• Operating Cost per Passenger

For FY26: FY21, 22, 23, 24 Audited Figures

MERIT –Operating Assistance in WebGrants

- In WebGrants, the MERIT – Operating Assistance program has 2 "Funding Opportunities":
- Most agencies will select just one option: "Urban" or "Rural"
- For agencies that operate both Urban and Rural service, both applications should be submitted

MERIT Operating Assistance - Urban - FY26	TP-Transit Program	Feb 1, 2025 11:59 PM
MERIT Operating Assistance - Rural - FY26	TP-Transit Program	Feb 1, 2025 11:59 PM

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MERIT – Operating Assistance in WebGrants

- The applications have been streamlined in WebGrants, and should be easier to complete
  - All financial data will be entered into one form
  - ALI level information for the previous year operating expense data is no longer required
  - All applicants will need to provide:
    - "Total Actual Reimbursable Expenses"

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MERIT –Operating Assistance in WebGrants

- The **"Operating Assistance Summary"** at the bottom of the **Financial Data** will provide a summary of all data entered

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- In the final application tab called **Budget** please feel free to leave:
  - Total Project Cost: $0
  - DRPT staff will overwrite this with the operating formula allocations

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Performance Data Reporting

Performance Data Reporting

- The 2018 General Assembly passed HB 1539, which requires the Commonwealth Transportation Board (CTB) to allocate Operating Assistance solely on the basis of performance metrics.

  - Transit grantees that wish to receive state Operating Assistance must submit performance data and audited operating costs
  - Data should be carefully reviewed by each agency prior to submission to DRPT
  - All transit agencies across the Commonwealth are impacted by data-quality issues

- **Monthly Performance Metrics are displayed on DRPT's Open Data Portal**

Performance Data Reporting

Monthly:

- Data submissions are due on or before the last business day each month for the previous month's activity

- New Service should be incorporated into monthly reporting

- Transit grantees must submit the following performance data values in SharePoint by mode:
  - Ridership
  - Vehicle Revenue Miles
  - Vehicle Revenue Hours

- Grantees must attach copies of backup documentation that support each metric being reported

Annual:

- Agencies that report Passenger Miles Travelled (PMT) to NTD must submit fiscal year PMT by mode directly to DRPT by _December 15th_ each year

Performance Data Reporting

- **Amending Previously Submitted Data:**
  - Grantees may amend previously submitted performance data in SharePoint if errors are discovered
  - DRPT asks transit agencies to complete performance data amendments in SharePoint no later than December 31st for the previous fiscal year
    - ex: FY24 amendments are due by December 31, 2024

- **Annual Data Review:**
  - In December 2024, DRPT Transit Planners and Program Managers will conduct a review of all performance data submitted for FY24 to flag variances of 10% or greater
  - If a variance is identified, the grantee must describe the reason for the variance
  - Grantees will hear from their DRPT Program Managers in January to verify FY24 data and describe any variances (if needed)

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Special Programs

Workforce Development Grant Program

- Supports the development of intern and apprentice programs centered on careers in public transportation
- Agencies should focus on apprenticeships that support long-term talent pipelines.
- Match Rates: 80% State and 20% Local match
- Eligible applicants:
  - Transit agencies, local governments, public service corporations, PDCs, MPOs, human service agencies involved in rural transit, & commuter assistance program operators
- Eligible expenses: Wages, fringe benefits, training (may include CDL or other appropriate certifications), and associated travel
- Can be used to match other eligible non-DRPT grants.

Technical Assistance

CHAPTER 2
System Performance and Operations Analysis

- Supports a variety of planning-related activities
  - Studies, plans, technical evaluations
  - Feasibility studies for major capital projects and innovation
  - Support of federal requirements (i.e. TAM and PTASP)
  - CAPSP and TDM plans, and TSP/TDP plans
- Match Rates: 50% State and 50% Local match
- Eligible applicants:
  - Transit agencies, local governments, public service corporations, PDCs, MPOs, human service agencies involved in rural transit, & commuter assistance program operators
- Applications must clearly demonstrate how resources will benefit transit
- If submitting more than 2 applications, please email a list of the applications ranked by priority to Amy Garbarini at amy.garbarini@drpt.virginia.gov

Demonstration Project Assistance

- Support and incentivize implementation of new transit services and test innovative and non-traditional public transportation solutions
- Reduce financial risk and fill funding gaps for projects and activities not directly suited for other State and Federal funding programs
- 12-18 month timeframe for projects
- Match Rates: 80% State and 20% Local Match
- Eligible applicants:
  - Transit agencies, local governments, PDCs, MPOs
- If applying for multiple Demonstration grants, please email a list of applications ranked by priority to Tiffany Dubinsky at tiffany.dubinsky@drpt.virginia.gov

Demonstration Project Assistance

- **Type 1: New Service**
  - Areas or markets not currently served by public transportation or additional connections to areas currently served
  - Feasibility or other suitable document
  - Not for replacing discontinued routes
  - Not for traditional public transit services eligible for funding through other state and federal programs

- **Type 2: Innovation and Technology**
  - Test "proof of concept" for new technologies used in public transportation services
  - Not for technological solutions that have been deployed for years and have proven effectiveness
  - Projects in both areas currently served and not served by public transportation

Marketing Transit Service

Public transit providers can apply for funding under the Commuter Assistance Program (CAP) Grant Program to market, advertise, and promote transit service.

Use the CAP Project Assistance Application

Purpose: Increase ridership   **Performance Measurement:** Track ridership

Match Rates: 80% State and 20% Local match

Eligible Projects and Expenses:
- Marketing of new service or specific routes
- Develop marketing materials and advertisements
- Paid advertising
- Promotional events to get new riders
- Try Transit Week (or similar promotion)
- Free rides for new riders

Ineligible Expenses:
- Bus schedules and schedule changes
- Public notices
- Fare changes
- Policy announcements

TRIP – Transit Ridership Incentive Program

TRIP
TRANSIT RIDERSHIP INCENTIVE PROGRAM

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TRIP- Regional Connectivity

Eligible Project Types:
- Development or improvement of regionally significant transit routes
- Creation of finance subsidy models
- Deployment of integrated fare collection
- The addition of bus-only lanes (transit prioritization) on regionally significant corridors

Eligible Recipients:
- Public service corporations that serve urbanized areas with populations in excess of 100,000 (see figure)
- Transportation District Commissions
- Local Governments
- Private nonprofit transit providers

Funding Duration:
Up to 5 years

TRIP Regional Connectivity: Eligible Regions

1 - Blacksburg, Christiansburg MSA
2 - Charlottesville MSA
3 - Harrisonburg MSA
4 - Kingsport-Bristol, TN-VA MSA*
5 - Lynchburg MSA
6 - Richmond MSA
7 - Roanoke MSA
8 - Staunton MSA
9 - Virginia Beach-Norfolk-Newport News, VA-NC MSA*
10 - Washington-Arlington-Alexandria, DC-VA-MD-WV MSA*
11 - Winchester MSA

*only Virginia entities are eligible

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TRIP- Zero Fare and Low Income

Eligible Project Types:
- The provision of subsidized or fully free passes to low-income populations
- The elimination of fares on high-capacity corridors, establishing 'zero fare zones'
- The deployment of an entirely zero fare system
- Fare policy planning

Projects will be reimbursed based on net fare collection

Eligible Recipients:
- Public service corporations (no population threshold)
- Transportation District Commissions
- Local Governments
- Private nonprofit transit providers

Funding Duration:
Up to 3 years
*Note: All **systemwide** zero fare applicants must commit to an additional 4th year of operations with 100% local dollars and continued state oversight*

TRIP Public Safety
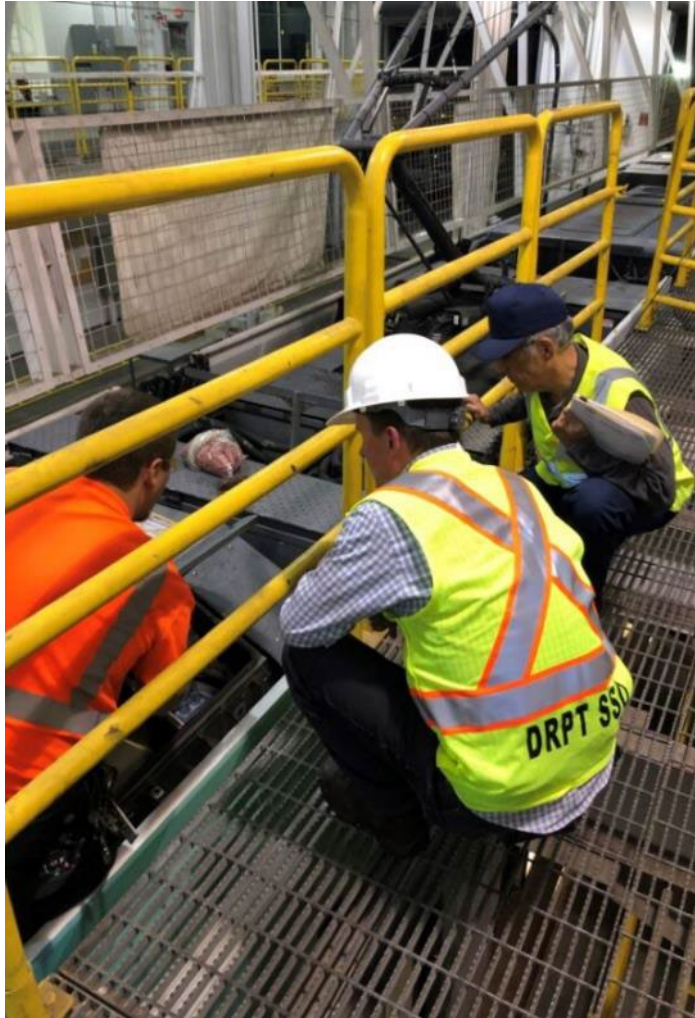
Eligible Project Types:
- Public Safety Programming and Training
- Public Safety Planning
- Public Safety Equipment
    - Purchase and installation of lighting
    - Purchase and installation of cameras
    - Purchase and installation of emergency help buttons and call boxes
    - Implementation of Intelligent Transportation Systems (ITS) designed to improve the safety of the transit system
    - Purchase of other equipment that directly improves the actual and perceived safety of riders, operators, and other transit employees

Eligible Recipients:
- Public transit providers who receive state operating assistance
- Metropolitan Planning Organizations (MPO)
- Planning District Commissions (PDC)
- Other statewide or regional bodies

Funding Duration: Up to 1 year

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TRIP – Passenger Amenities

Eligible Project Types:
- Improvements to existing bus stops
- Addition of new bus stops
- Improvements to other passenger facilities
- Bus stop or facility planning

Eligible Recipients:
- Public transit providers who receive state operating assistance
- Metropolitan Planning Organizations (MPO)
- Planning District Commissions (PDC)
- Local Governments
- Other statewide or regional bodies

Funding Duration: Up to 1 year

Section 5303 - Metropolitan Transportation Planning Program

FTA Section 5303

- FY2026 grant applications due May 1, 2025

- 5303 funds can be carried over for one year and must be outlined in UPWP by fiscal year

- Application must include ALIs that align with activities described in the UPWP
  - Usage of "other" is only accepted on a case-by-case basis

- UPWP budgets and narratives must clearly identify carryover funds and activities separately from new funds on the task level

- Please refer to Blue Book and Purple Book for further information
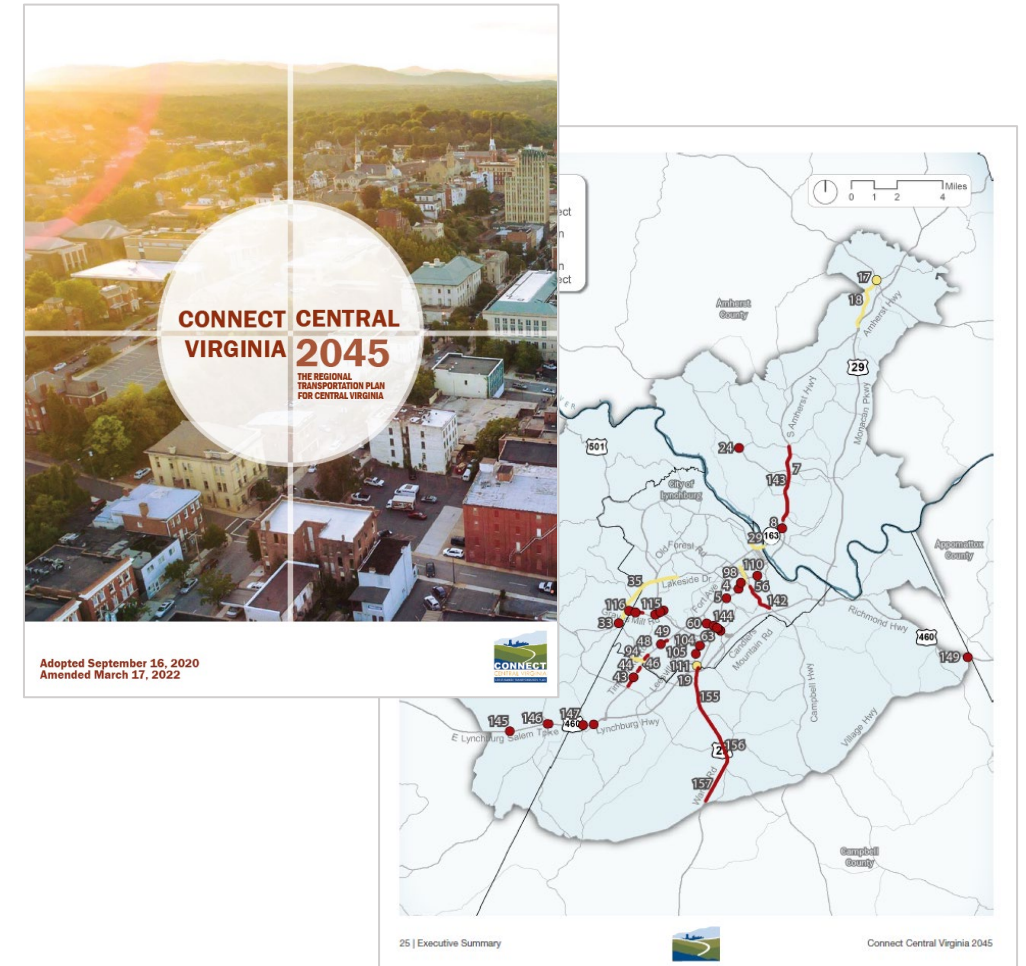
Transit Development Plans (TDPs) and Transit Strategic Plans (TSPs)

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TDP and TSP Updates

- Annual Update Worksheet is no longer being collected
  - Enhanced Quarterly meetings have replaced the annual update requirement
- DRPT PMs and Planning staff will meet with each agency before January 14, 2025 and discuss planning needs
  - Detailed agenda and discussion questions replace the previous year's Excel worksheet
- **Reminder:** If a transit agency is seeking funding assistance for their TDP or TSP update, please apply through the Technical Assistance grant program
- **TDP/TSP** [Survey](), deadline for submissions/comments: November 15, 2024

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Other Ongoing Initiatives

Transit Asset Management (TAM)

- Transit Asset Management (TAM) Plans are required under (49 C.F.R. Part 625)

- Applies to all recipients of Chapter 53 funds that either own, operate, or manage capital assets used in providing public transit

- A TAM Plan is a tool that aids transit providers in:
  - *Assessing the current condition of its capital assets*
  - *Determining what the condition and performance of its assets should be (if they are not already in a state of good repair)*
  - *Identifying the unacceptable risks, including safety risks, in continuing to use an asset that is not in a state of good repair*
  - *Deciding how to best balance and prioritize reasonably anticipated funds (revenues from all sources) towards improving asset condition and achieving a sufficient level of performance within those means*

Transit Asset Management (TAM)

> The current Tier II TAM Plan will be in effect until September 30, 2026

- **Fall 2025:** DRPT to begin the FFY26-FFY29 TAM Plan with outreach to transit agencies and MPOs beginning in Winter 2025

- Action Items:
  - Maintain accurate asset inventory in TransAM (January 15 and July 15)
  - Notify DRPT of any changes with your agency's TAM Accountable Executive

Public Transportation Agency Safety Plans

- Deadline for compliance with BIL Law changes to PTASP is December 31
- Requirements are based on UZA population
  - Infectious disease language
  - Involvement of frontline employees in PTASP process
  - Additional front line employee training
- Agencies should review their PTASPs
  - DRPT has made a checklist and webinar recordings available on the DRPT PTASP website

Virginia Department of Rail and Public Transportation (DRPT)
Public Transportation Agency Safety Plan (PTASP) and Bipartisan Infrastructure Law (BIL) Review Checklist

Introduction

This checklist should be used to review agency PTASP compliance with Federal Transit Administration (FTA) requirements from Title 49 Code of Federal Regulation (CFR) Part 673, the BIL, and other applicable requirements. Each of the checklist items should be described in the PTASP for all agencies, unless specified otherwise for some specific BIL requirements (underlined and bolded in the checklist).

General Requirements			
☒	**Checklist Item**	**Page Number**	**Comments**
☐	Name and address of the transit agency that the PTASP applies to		
☐	Mode(s) of transit covered by the PTASP, indicating demand response or fixed route		
☐	Mode(s) of transit service provided by the agency		
☐	The Accountable Executive's signature on the PTASP and date of approval		
☐	Timeline and process for the annual review and revision of the PTASP, including the version number		
☐	Inclusion of reference to an emergency preparedness and response plan or procedures; this could be an agency's plan or a plan promulgated by one or more local jurisdictions, such as city or county		
☐	The Board of Directors' or Equivalent Authority's approval of the PTASP and date of approval		
☐	Certification of compliance with Part 673, including the name of the individual or entity that certifies the Agency Safety Plan and date of certification.		

Training and Technical Assistance

- **Rural Transit Assistance Program (RTAP)**
  - RTAP provides funding from the Federal Transit Administration 5311(b)(3) program to assist with the design and implementation of training and technical-assistance projects and other support services for transportation operators in non-urbanized areas.
  - DRPT's Public Transit Division provides resources for training and technical assistance to rural transportation providers through RTAP.
  - These are 100% funds that do not require a local match.
- **Small Urban Training (SUT)**
  - Training scholarships are available to assist small urban transit operations to further the development of management skills to encourage the development of professional networks by attending transit training, seminars, workshops, and conferences.
  - All approved SUT grant scholarships will be reimbursed up to 80% of eligible expenses.
- See "Our Grant Programs" section of the DRPT website for detailed program guidelines.
- Note: These programs are rolling and thus funding can be applied for throughout the year

Use of Bench Contracts

GPC Transit Bench & Prompt Pay

- DRPT GPC Transit Bench Consultants:
  - Michael Baker International
  - RK&K
  - WSP
  - AECOM
  - Kimley Horn & Associates
- The GPC bench is available to all DRPT grantees to help fulfill transit planning needs
  - Ask your PM or Planner for guidance on how to issue task orders to the bench
- Independent Cost Estimates
  - Required for projects over $250k
  - Encouraged for all projects
  - Contact DRPT for resources & guidance

- Subcontractor Prompt Pay Requirement
  - Agencies that (1) issue task orders to the GPC bench; (2) use federal funds to offset contractor costs; and (3) include subcontractors on the project are required by FTA to receive Subcontractor Prompt Payment Forms after from the prime
  - The form is intended to certify that the prime has paid the subcontractor within 30 days of receiving payment from the administering agency
  - Urban agencies may use their own Subcontractor Prompt Payment Form but rural agencies must use DRPT's form

Cost Allocation and Indirect Costs

- Costs must be allocated in accordance with an "approved" Cost Allocation Plan
  - Plan must be included with submitted application
  - DRPT will review your Plan

- Indirect costs may be charged to certain DRPT programs via:
  - A 15% de minimis rate, or
  - A rate approved by a cognizant federal or state agency
  - DRPT will review your Indirect Cost Rate Proposal (ICPR)

FY26 DRPT Grant Cycle Calendar

Date	Event
Oct. 1, 2024	Major Expansion Pre-applications Open in WebGrants
Dec. 1, 2024	Applications Open in WebGrants
Dec. 1, 2024	Major Expansion Pre-applications Due
Dec. 15, 2024	FY23 PMT Data Due to DRPT
Jan. 14, 2025	TransAM Asset Data Updates Due (odometer readings)
Jan. 14, 2025	Enhanced quarterly meetings completed
Feb. 1, 2025	All Transit Grant Applications Due in WebGrants
April 2025	Draft SYIP Presented to CTB
April 2025	5-Year Capital Budgets Due to Program Managers
April/May 2025	Public Hearings
May 1, 2025	FTA Section 5303 Applications Due to DRPT
May 2025	Review of 5-Year Capital Budgets with DRPT Staff
June 2025	CTB Approves Final SYIP
July 1, 2025	FY26 Begins, Grant Awards Becomes Available
July 15, 2025	TransAM Asset Data Updates Due (odometer readings)

VIRGINIA DEPARTMENT OF RAIL AND PUBLIC TRANSPORTATION

Application Guidance

- DRPT guidance and assistance are always available
- DRPT's Blue Book - Transit and Commuter Assistance Grant Application Manual document
- DRPT's Purple Book – Grant Administration Procedures Manual
- Talk to your DRPT Program Manager – they are your <u>best</u> resource for assistance with your application
- Transit Leadership:
  - Tiffany Robinson, Director
  - Zach Trogdon, Chief of Public Transportation - [zach.trogdon@drpt.virginia.gov]
  - Chris Arabia, Manager of Statewide Commuter Programs - [christopher.arabia@drpt.virginia.gov]
  - Todd Horsley, Director of Northern Virginia Transit Programs - [todd.horsley@drpt.virginia.gov]
  - Grant Sparks, Director of Statewide Transit Programs - [grant.sparks@drpt.virginia.gov]
  - Tiffany Dubinsky, Director of Transit Planning - [tiffany.dubinsky@drpt.virginia.gov]

Questions?

- All participants are in listen only mode.

- Question/ Answer breaks will be offered at key points in the webinar.

- There will also be a Q/A session at the end of the presentation.

- To ask questions:
  - Submit questions via the question or chat function
  - Request to unmute from DRPT Moderator

- DRPT will post webinar recording under "Application Resources" on our MERIT webpage at: https://drpt.virginia.gov/ongoing-grant-programs/merit/

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