Welcome

2020 Public Workshop for Local Transportation Providers

A Coordinated Approach to Meeting Transportation Needs for Low-Income, Disabled and Elderly Populations in the Winston Salem Urban Area
Due to the Safer At Home Order issued by Governor Cooper, this workshop is being held virtually. This workshop is being recorded and will be posted on the DOT website this afternoon.

Rules for today

• If you are not asking a question or speaking please keep your computer audio on mute.
• If you have a question please place your question in the chat box.
• Because this is being recorded, unless necessary or for questions we ask that you keep your video off.
• If you have technical questions you can send me a direct message and I'll try to assist you.
Agenda

• Housekeeping Rules for Virtual Meeting
• Welcome and Introductions
• Title VI Statement
• Winston-Salem Urban Area Metropolitan Planning Organization

• ------------------------Break-----------------------------------------------
• Funding Opportunities
• Application Process

• ------------------------ Break-----------------------------------------------
• What You Need to Know and Have in Place to Successfully Administer Your Program
• Questions
Introductions

Toneq’ McCullough, Director of Transportation

toneqm@cityofws.org
336-747-6867 or 336-399-5070

Submit Applications to
Chloe Beatty
chloeb@cityofws.org
336-747-6868
Introductions

Please share

• Your name

• The Company you represent

• One fun thing you have begin to do during this pandemic
Title VI

It is the policy of the Winston-Salem Department of Transportation to ensure that no person shall, on the grounds of race, color, national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and any other related nondiscrimination Civil Rights laws and authorities.

Marlene Davis
Title VI Coordinator
Marlenegd@cityofws.org
Phone: 336-747-6875

http://www.cityofws.org/Departments/Transportation/MPO/Environmental-Justice-Title-VI-Policy
Winston-Salem Urban Area Metropolitan Planning Organization

The MPO Urban Area includes:

**Forsyth County**
- Bethania
- Clemmons
- Kernersville
- Lewisville
- Rural Hall
- Tobaccoville
- Walkertown
- Winston-Salem

**Davie County***
- Bermuda Run

**Davidson County***
- Midway

**Stokes County***
- King

* *a portion*
Break
Funding Opportunities

Both are REIMBURSABLE GRANTS

Section 5307 (Job Access Reverse Commute – JARC) - $55,000

Section 5310 (Enhanced Mobility of Seniors and Individuals with Disabilities) - $365,651
Funding Opportunities

Federal Transit Administration

Designated Direct Recipient

Sub-Recipient

Department of Transportation

Refer to FTA Circulars


Section 5310: https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/C9070_1G_FINAL_circular_4-20-15%281%29.pdf
## Funding Opportunities

### Quick Definitions

<table>
<thead>
<tr>
<th>Capital</th>
<th>Operating</th>
</tr>
</thead>
</table>
| *(Only applicable with the Section 5310 funding)*  
Acquisition of services, such as contracted or outsources services, are defined as capital. | The expenses associated with the operation of the transit agency, and classified by function or activity, and the goods and services purchased. |
Funding Opportunities

Job Access and Reverse Commute (JARC), Section 5307

• To improve access to transportation service to employment and employment related activities for welfare recipients and eligible low income individuals and to transport residents of urbanized areas and non-urbanized areas to suburban employment opportunities.
Funding Opportunities

Job Access and Reverse Commute (JARC), Section 5307 Funding

Measures: Jobs

Ridership (rides)

Ridership (annual)

Eligible Sub-recipients:

Private Non-Profits

State or Local Governments

Operators of public transportation services, including private operators of public transportation services

Funding Availability: 3 Years

Match Requirements:

For Operating Expenses (net costs)

50% Federal Contribution

50% Local Sub-recipient Contribution

Federal Share Uses:

For Program Administrative Costs

• Administration Assistance

• Planning Assistance

• Technical Assistance

Source: Job Access and Reverse Commute (JARC), Section 5307 Funding

Funding Opportunities

Job Access and Reverse Commute (JARC), Section 5307 Funding

Examples of Eligible Activities
(please refer to the Section 5307, page IV-19 to IV-20 for Details)

a. Late-night and weekend service;
b. Guaranteed ride home service;
c. Shuttle service;
d. Expanding fixed-route public transit routes;
e. Demand-responsive van service;
f. Ridesharing and carpooling activities;
g. Transit-related aspects of bicycling
h. Promotion, through marketing transit or transit related efforts
i. Supporting the administration and expenses related to voucher programs.

*as applicable to the Winston-Salem Urban Area*
Funding Opportunities

Section 5310: Enhanced Mobility of Seniors and Individuals with Disabilities

• To improve mobility for seniors and individuals with disabilities throughout the country by removing barriers to transportation services and expanding the transportation mobility options available.

• Statute defines a “senior” as an individual who is 65 years of age or older.
Funding Opportunities
5310 - Enhanced Mobility of Seniors and Individuals with Disabilities Program

Measures:
- Jobs
- Gaps in Services Filled
- Ridership

Eligible Entities:
- Private Non-Profits
- State or Local Governments
- Operators of public transportation services, including private operators of public transportation services

Funding Availability:
- 3 Years

Match Requirements:
- For Operating Expenses (net costs)
  - 80% Federal Contribution
  - 20% Local Sub-recipient Contribution

Federal Share Uses:
- For Program Administrative Costs
- Administration Assistance
- Planning Assistance
- Technical Assistance

Note: Operating Expenses are considered Capital Expenses because each program approved under Section 5310 for the Winston-Salem Urban Area are classified as an acquisition of service. This is a capital expense for the urban area and results in the sub-recipient's operating expenses to require a 80/20 match.

Source: Job Access and Reverse Commute (JARC), Section 5307 Funding
Funding Opportunities

5310 - Enhanced Mobility of Seniors and Individuals with Disabilities

Eligible Activities:

Traditional and Non-Traditional Section 5310 project examples include:

- acquisition of transportation services under a contract, lease, or other arrangement
- travel training
- volunteer driver programs
- incremental cost of providing same day service or door-to-door service
- Improving signage and other way-finding technology
- Mobility management programs

*as applicable to the Winston-Salem Urban Area*

Source: Enhanced Mobility of Seniors and Individuals with Disabilities Program, Section 5310
Part 1: About Funding

Available Funding Allocation

Section 5307 FY20: $55,000.00

Section 5310 FY20: $365,651.00

Both are REIMBURSABLE GRANTS
BREAK
Application Process

Applications include the following sections:

- **Part 1** - Applicant Information
- **Part 2** - Project Narrative
  - **Part 3** - Performance Measures
  - **Part 4** - Proposed Project Budget
  - **Part 5** - Current Year’s Budget

http://www.cityofws.org/Departments/Transportation/Planning/Plans-and-Studies/JARC-and-Section-5310-Grants
Actual Application

Allocation Initial Form
Select the funding being applied for and note the amount being requested

Section 5310: $365,651
Section 5307 JARC: $55,000.00

Federal Funds Requested
Local Match
Total

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>10,000</td>
<td>2,000</td>
<td>12,000</td>
</tr>
</tbody>
</table>

Part I - Section 5310 or 5307 JARC Grant Applicant Information

APPLICANT DATA

Legal Name: Test Subject
Contact Person: Test Subject
Address: 2522a Test Subject Road
City, State, Zip Code: Winston-Salem, NC 27102
Telephone: 989-336-3363
Fax: 36-336-3366
E-Mail: test.subject@whateveremailoucanthinkof.com
Organization Website: whateveremailoucanthinkofcompany.org

PROJECT DESCRIPTION

Title: This applicant is too provide a blank application for the following text can be added as sample language to test table box.

Brief Description: Section 5310 funds are available for capital and operating expenses to support the provision of transportation services to meet the specific needs of elderly persons and persons with disabilities. Determination of need is made in the 5310 Program Recipient Financial Assistance Document.

Anticipated Project Operating Expenditures: This is a service day.

<table>
<thead>
<tr>
<th>Hours</th>
<th>Weekly</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$500</td>
<td>$100</td>
<td>$75</td>
</tr>
</tbody>
</table>

Total expected Weekly $15 per day
One-way $15 each way

Total expected Saturday $100 per day
One-way $15 each way

Total expected Sunday $75 per day
One-way $15 each way

Winston-Salem, NC 27102

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Application Process

Part 2 - Project Narrative

• Project Needs/Goals and Objectives (25pts)

• Implementation Plan (25pts)

• Program Effectiveness and Performances (20pts)

• Project Budget (15pts)

• Coordination and Program Outreach (10pts)

• Innovation (5pts)
Application Process

Part 3- Performance Measures

JARC, Section 5307 Programs Measures include (if applicable):
- Jobs: number of jobs that can be accessed as a result of the coverage of the JARC project
- Ridership: number of rides (one-way trips) provided as a result of the JARC project
- Ridership: percent change in public transportation

Section 5310 Programs Measures include (if applicable):

Traditional Section 5310 Projects
- Gaps in Services Filled: Provision of transportation options that would not otherwise be available for seniors and individuals with disabilities measured in numbers of seniors and people with disabilities afforded mobility as a result of the project.
- Ridership: number of rides (as measured by one way trips) provided annually for individuals as a result of the project.
Application Process

Part 4- Proposed Project Budget

Applicants will provide the total amount of the project, dividing up the operational and capital expenses and showing the appropriate match requirements.

- Applicants will also be asked to demonstrate the commitment to the local share.

<table>
<thead>
<tr>
<th>Budget for the Proposed Project</th>
<th>FY 2021</th>
<th>FY 2022</th>
<th>FY 2023</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXPENDITURES BY PROGRAM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Management and General</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total (should match total expenditures by category)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EXPENDITURES BY CATEGORY</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personnel</td>
<td>2500</td>
<td>100</td>
<td>200</td>
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<tr>
<td>Employee Salaries and Wages</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Employee Benefits</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

| Total (should match total expenditures by Program) | 7050.45 | 400 | 300 |

<table>
<thead>
<tr>
<th>REVENUE BY CATEGORY</th>
<th>700</th>
<th>200</th>
<th>500</th>
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<tr>
<td>City of Winston-Salem</td>
<td>500</td>
<td>200</td>
<td>500</td>
</tr>
<tr>
<td>Forsyth County</td>
<td>750</td>
<td>255</td>
<td>600</td>
</tr>
<tr>
<td>State of North Carolina</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Federal Government</td>
<td>10000</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Admissions/Program Revenue/Sales</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Memberships</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Donations</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Foundation Grants</td>
<td>2500</td>
<td>2500</td>
<td>2500</td>
</tr>
</tbody>
</table>
Application Process

Applications include the following sections:

**Part 5 - Current Year’s Budget**

Applicant will document the current budget and projected budget for the current fiscal year for all expenditures and revenues.

– This is to gauge the financial stability of the applicant.
<table>
<thead>
<tr>
<th>Budget for the Proposed Project</th>
<th>Last Year’s Actual FY 2018</th>
<th>Current Year’s Estimated FY 2019</th>
<th>Future Year’s Projected FY 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EXPENDITURES BY PROGRAM</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program Services</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Management and General</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total (Should match Total Expenditures by Category)</td>
<td></td>
<td></td>
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<tr>
<td><strong>EXPENDITURES BY CATEGORY</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personnel</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee Salaries and Wages</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Employee Benefits</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subtotal, Personnel</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating Expenditures</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Facility Rent and Utilities</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Training and Conference Registration</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Membership and Dues</td>
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<td></td>
<td></td>
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<tr>
<td>Travel and Transportation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Contracted Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Operating Expenditures</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subtotal, Operating Expenditures</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital Outlay</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total (Should match Total Expenditures by Program)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>REVENUE BY CATEGORY</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>City of Winston-Salem</td>
<td></td>
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<td>Forsyth County</td>
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<td>State of North Carolina</td>
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<td>Memberships</td>
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<tr>
<td>Donations</td>
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</tr>
<tr>
<td>Foundation Grants</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest and Investment Income</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parent Organization</td>
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<td></td>
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<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
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</tbody>
</table>
BREAK
When developing the application, keep in mind the transportation priorities identified by the MPO, as noted in the Public Transportation – Human Service Coordination Plan (PT-HSC).

<table>
<thead>
<tr>
<th>Needs</th>
<th>High Priority</th>
<th>Medium Priority</th>
<th>Low Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Established More Accessible Vehicles</td>
<td>×</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Extended Public Transportation Services</td>
<td>×</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Improve Access to Jobs</td>
<td>×</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provide Volunteer Assistance</td>
<td>×</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enhance Communication and Advocacy</td>
<td></td>
<td>×</td>
<td></td>
</tr>
<tr>
<td>Marketing</td>
<td></td>
<td></td>
<td>×</td>
</tr>
</tbody>
</table>
Need to Know
Allocation Process

• General Information
  – Guiding Documents
  – Process Schedule & Steps
  – Federal Responsibilities – Sub-Recipients
  – Federal Responsibilities - WSUAMPO
Guiding Documents

The following plans and documents guide the *Allocation* process for the Winston Salem urban area:

- Federal Circulars for each FTA Grant Program
- Program Management Plan (PMP)
- Public Transit - Human Service Coordination Plan (PT-HSC)

*NOTE: Although the RFP process no longer requires the review by the Community Agency Allocation Committee, the process will still be guided by the committee’s requirements for applicant organizations.*
**Applicant Workshop**

**Call for Projects (RFP)**

**Review of Applications by External Designated Agency**

**MPO TAC/TCC Review & Approval**

**City Council Review and Approval**

**STIP/MTIP Amendment Process**

**Application to Federal Transit Administration (FTA)**

### We Are Here (September 10)

- **Applicant Workshop**
- **Call for Projects (RFP)**
- **Review of Applications by External Designated Agency**
- **MPO TAC/TCC Review & Approval**
- **City Council Review and Approval**
- **STIP/MTIP Amendment Process**
- **Application to Federal Transit Administration (FTA)**

### Process Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Step in the Request for Projects Process (2020)</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 21st</td>
<td>Legal Notices in Newspaper – Advertisement placed on Website</td>
</tr>
<tr>
<td>August 24th - September 24th</td>
<td>30 Day Call for Projects</td>
</tr>
<tr>
<td>September 10th</td>
<td><strong>Community Workshop and Information Session</strong> 10:00 AM – 12:00 PM</td>
</tr>
<tr>
<td>October 5th - 9th</td>
<td>Review by External Sub-Committee</td>
</tr>
<tr>
<td>November 19th</td>
<td>Approval by the Winston-Salem Urban Area Transportation Advisory Committee (TAC)</td>
</tr>
<tr>
<td>November</td>
<td>Application Submission to FTA</td>
</tr>
<tr>
<td>Post Approval of FTA</td>
<td>Execution of Sub-Recipient Contracts</td>
</tr>
</tbody>
</table>

**Ends Sept 24**

**October**

**November – FTA Approval**

**Need to Know**

- **Process Schedule**
  - August 21st: Legal Notices in Newspaper – Advertisement placed on Website
  - August 24th - September 24th: 30 Day Call for Projects
  - September 10th: Community Workshop and Information Session 10:00 AM – 12:00 PM
  - October 5th - 9th: Review by External Sub-Committee
  - November 19th: Approval by the Winston-Salem Urban Area Transportation Advisory Committee (TAC)
  - November: Application Submission to FTA
  - Post Approval of FTA Application: Execution of Sub-Recipient Contracts

**We Are Here (September 10)**

- **Applicant Workshop**
- **Call for Projects (RFP)**
- **Review of Applications by External Designated Agency**
- **MPO TAC/TCC Review & Approval**
- **City Council Review and Approval**
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- **Application to Federal Transit Administration (FTA)**

**Ends Sept 24**

**October**

**November – FTA Approval**
Need to Know
Federal Responsibilities of Sub-Recipients

- Keep Your Books
- Keep Your Records
- Compare Records
- Follow Guidelines
  - Federal Information re: Cost Principles for Non-Profit Organizations (2 CFR 230)
  - Federal Information re: Cost Principles for ‘For-Profit’ Organizations (48 CFR 31.2)
- Documentation

Reference: Award Management Requirements (FTA C. 5010.1E)
Need to Know
Federal Responsibilities of the Urban Area

- Co-sign
- Conformity
- Audit (Circular A-133)
- Accountability

Reference: Award Management Requirements (FTA C. 5010.E)
Reimbursement and Reporting Requirements

- Always have the correct grant year and type
- Show the breakdown of the reimbursement request
- Show the current balance of the grant
- Always invoice for each grant separately
- ALWAYS have appropriate documentation to show the expenditure was paid

### Sample Invoice and Reimbursement Packet

**Re: Section 5310- Enhanced Mobility of Seniors and Individuals with Disabilities**

**FY 2019 Grant Agreement**

**Invoice PO00001234**

<table>
<thead>
<tr>
<th>Description</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 5310 Elderly &amp; Disabled Transportation Funding Reimbursement Period: April 2020 to June 2020</td>
<td>$4,785.00</td>
</tr>
<tr>
<td>Less 20% Capital Match</td>
<td>$957.00</td>
</tr>
<tr>
<td>Federal Portion Eligible</td>
<td>$3,828.00</td>
</tr>
<tr>
<td>Add 10% Administrative Expenditure</td>
<td>$382.80</td>
</tr>
<tr>
<td><strong>Total Eligible to be Reimbursed</strong></td>
<td><strong>$4,210.80</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenses</th>
<th>Current Approved Budget</th>
<th>Cost Incurred (prior to this reporting period)</th>
<th>Remaining Balance (prior to this reporting period)</th>
<th>Cost Incurred (as of this reporting period)</th>
<th>Anticipated Remaining Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 5310 Elderly &amp; Disabled Transportation Funding FY 2019 Grant Agreement</td>
<td>$50,000.00</td>
<td>$30,000.00</td>
<td>$20,000.00</td>
<td>$4,210.80</td>
<td>$15,789.20</td>
</tr>
</tbody>
</table>
**Need to Know**

Reimbursement and Reporting Requirements

- Provide a Summary of Expenses
- Show the Breakdown of the Reimbursement
- Provide exact information such as rate, number of service days, etc.
- Make sure expenditures match the period of the contract and the grant.
- ALWAYS have appropriate documentation to show the expenditure was paid (paid invoice, check numbers, etc.)

### SUMMARY OF EXPENSES

<table>
<thead>
<tr>
<th>Expense Category</th>
<th>Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transportation Service for Seniors (5 days a week)</td>
<td>$4,875.00</td>
</tr>
</tbody>
</table>

### BREAKDOWN OF EXPENSES

**Transportation Service (5 days a week)**

A van service provided by Piedmont Transportation

<table>
<thead>
<tr>
<th>Date of Service</th>
<th>Number of Days (M, W, F)</th>
<th>Rate (a day)</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week of April 1st</td>
<td>5.0</td>
<td>$75.00</td>
<td>$375.00</td>
</tr>
<tr>
<td>Week of April 8th</td>
<td>5.0</td>
<td>$75.00</td>
<td>$375.00</td>
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<tr>
<td>Week of April 15th</td>
<td>5.0</td>
<td>$75.00</td>
<td>$375.00</td>
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<tr>
<td>Week of April 22nd</td>
<td>5.0</td>
<td>$75.00</td>
<td>$375.00</td>
</tr>
<tr>
<td>Week of April 29th</td>
<td>5.0</td>
<td>$75.00</td>
<td>$375.00</td>
</tr>
<tr>
<td>Week of May 5th</td>
<td>5.0</td>
<td>$75.00</td>
<td>$375.00</td>
</tr>
<tr>
<td>Week of May 12th</td>
<td>5.0</td>
<td>$75.00</td>
<td>$375.00</td>
</tr>
<tr>
<td>Week of May 19th</td>
<td>5.0</td>
<td>$75.00</td>
<td>$375.00</td>
</tr>
<tr>
<td>Week of May 26th</td>
<td>5.0</td>
<td>$75.00</td>
<td>$375.00</td>
</tr>
<tr>
<td>Week of June 3rd</td>
<td>5.0</td>
<td>$75.00</td>
<td>$375.00</td>
</tr>
<tr>
<td>Week of June 10th</td>
<td>5.0</td>
<td>$75.00</td>
<td>$375.00</td>
</tr>
<tr>
<td>Week of June 17th</td>
<td>5.0</td>
<td>$75.00</td>
<td>$375.00</td>
</tr>
<tr>
<td>Week of June 24th</td>
<td>5.0</td>
<td>$75.00</td>
<td>$375.00</td>
</tr>
</tbody>
</table>

**Total** $4,875.00
Need to Know

Reimbursement and Reporting Requirements

Sample Invoice and Reimbursement Packet

- ALWAYS have appropriate documentation to show the expenditure was paid (paid invoice, check numbers, etc.)
Need to Know

Reimbursement and Reporting Requirements

• Sample Breakdown of Reimbursement Calculation

Sample Calculation for JARC, Section 5307 Expenditures

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Cost for Transportation Service</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>Federal Match (50%)</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>Local Sub-recipient Match (50%)</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>Administrative Fee (10%)*</td>
<td>$500.00</td>
</tr>
<tr>
<td>Reimbursement Amount</td>
<td>$5,500.00</td>
</tr>
</tbody>
</table>

Sample Calculation for Section 5310 Expenditures

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Cost for Transportation Service</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>Federal Match (80%)</td>
<td>$8,000.00</td>
</tr>
<tr>
<td>Local Sub-recipient Match (20%)</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>Administrative Fee (10%)*</td>
<td>$800.00</td>
</tr>
<tr>
<td>Reimbursement Amount</td>
<td>$8,800.00</td>
</tr>
</tbody>
</table>

NOTE: In the federal circular for both federal programs, up to 10 percent of the sub-recipient’s total federal apportionment may be used to fund program administration cost.

JARC, Section 5307
Match Requirements:
For Operating Expenses (net costs): 50/50

Section 5310
Match Requirements:
For Capital Expenses (net costs): 80/20

NOTE: Operating Expenses are considered a Capital Expenses because each program approved under Section 5310 for the Winston-Salem Urban Area are classified as an acquisition of service. This is a capital expense for the urban area and results in operating expenses incurred by each organization to have a match requirement of 80/20.
Reimbursement and Reporting

One on One Sessions

– Applicants can request one-on-ones phone sessions to ask questions about your specific program and organization. Email Chloe Beatty to request.

chloeb@cityofws.org
336-747-6868

Application Deadline: September 24, 2020
Need to Know Information

• Receiving Funds from Multiple Sources
  ▪ Supplemental Funding vs. Sole Funding (up to 100%)

• Non-DOT Local Match Options

• Cost Principle Guidelines for For-Profit organizations
Need to Know

*If the eligible expenditure is $100,000*
- $50,000 from ROAP Grant (EDTAP Funds)
- $25,000 from WSDOT/WSMPO 5310 Grant

**ALLOWED**

*If the eligible expenditure is $100,000*
- $100,000 from ROAP Grant (EDTAP Funds)
- $25,000 from WSDOT/WSMPO 5310 Grant

**NOT ALLOWED**
QUESTIONS and ANSWERS

1. If our fiscal year runs in line with the calendar year is it ok to put that down as such in the budget or do I need to go from July 1 to June 30 or something different since we do not know when the funds will be received? Please submit your budget in line with your fiscal year.

2. On Page 31 of the slides, the Administrative Cost: Is that recorded somewhere else in the budget information or is that just put on the quarterly reimbursement? You would include it in your reimbursement. This amount should be included in the total you request.

3. Last year we asked for a small amount ($x,xxx) however this year we may increase that and also include $\frac{1}{2}$ of the salary of the person who will be handling the functioning of the transportation service. What is a reasonable amount to request? I recommend you ask for what your agency can support and spend within the 3 years allowed.
QUESTIONs and ANSWERS

4. What is the threshold for needing to include the audit?

A grantee expending $500,000 or more in Federal Funds from all sources in any fiscal year must have a single audit conducted for that fiscal year, except when that grantee is eligible to, and elects to, have a program-specific audit instead. (The dollar amount is not project specific; the dollar amount includes funds from all Federal agencies as well as Federal funds passed through to your agency by the State.) As an exception to the general requirement provided, any state, local government, or Indian tribe that is required by constitution or statute, in effect on January 1, 1987, to undergo its audits less frequently than annually, may undergo its audits biennially.

All audits must comply with, and be performed in accordance with, OMB Circular A-133. This audit is required to be submitted to the FTA Regional Office within the earlier of 30 days after receipt of the Single Audit Report (SAR) or within nine (9) months of the end of your (the agency’s) fiscal year."

https://www.transit.dot.gov/about/regional-offices/region-8/single-audit-act-133-reporting-requirements
5. Is the 10% administrative cost included in that or in addition to?  
   The 10% administrative cost is included in the federal award total. The 10% admin cost can be reimbursed at 100% while your other costs are reimbursed at 80% for the 5310 grant. An example is shown on slides page 34.

6. How old is a senior? A senior by statutes is 65 years old.

7. Did you say the application will be corrected to expand the information needed? Yes Do I have to restart my application. No. If you are able to work around the boxes which are not expanding you can submit the application you have started.

8. If I email my application, do I electronically sign it? Yes. We request electronic submissions with electronic signatures.
Thank You!