Welcome

2023 Virtual Public Workshop for Local Transportation Providers

January 26, 2023

A Coordinated Approach to Meeting Transportation Needs for Low-Income, Disabled, and Elderly Populations in the Winston-Salem Urban Area
Agenda

Welcome / Introductions / Housekeeping
Title VI / DBE

Part 1: Funding Process
General Information
Funding Requirements and Expectations
Available Funding Allocation
Need-to-Know Information

Part 2: Allocation and Application
Guiding Documents
Federal Responsibilities
Application Process
Reimbursement and Reporting Requirements
Next Steps
Introductions

• Name

• Organization

• How were your holidays? What did you do? 😊
Title VI

“No person in the United States shall, on the basis of race, color or national origin, be excluded from participation in, or be denied benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”

Marlene Davis
DBE Liaison and Title VI Coordinator
marlenedg@cityofws.org

Civil Rights Act of 1964

https://www.cityofws.org/1558/Environmental-JusticeTitle-VI
Disadvantaged Business Enterprise (DBE)

- DBEs are for-profit small businesses where socially and economically disadvantaged individuals own at least 51% interest and control management and daily operations.

- African-American, Hispanic, Native American, Asian-Pacific, Subcontinent Asian Americans, and women are presumed to be socially and economically disadvantaged.
  - Other individuals can also qualify on a case-by-case basis.

- To become certified, businesses should go to connect.ncdot.gov/becertified to receive certification through the state Uniform Certification Program (UCP)

- The proposed overall goal is 6.9% for all FTA funded projects in FY 2021 – FY 2023.

Marlene Davis
DBE Liaison and Title VI Coordinator
marlenedg@cityofws.org

Part 1: Funding Process

General Information
Funding Requirements and Expectations
Available Funding Allocation
Need-to-Know Information
Part 1: Funding Process

MPO Boundary

The MPO Planning Area includes:

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

Davie County*
- Bermuda Run

Davidson County*
- Midway
- Wallburg*

Stokes County*
- King

* partial
Part 1: Funding Process

- One of ten (10) operating administrations within the U.S. Department of Transportation (DOT).
- Helps develop new transit systems and improve, maintain, and operate existing systems.

- Urbanized Areas with a population over 200,000 (Winston-Salem Urban Area)
- Designated in accordance with United States Code (Title 49)
- Receives funding directly from FTA through a reimbursement system

- A private non-profit organization, or an operator of public transportation that receives a grant through a direct recipient.
- For-profit organizations are eligible; however, these organizations must follow the cost principles in 48 CFR 31.2.

Refer to FTA Circulars

**JARC - Section 5307:** [https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/FINAL_FTA_circular9030.1E.pdf](https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/FINAL_FTA_circular9030.1E.pdf)

**Section 5310:** [https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/C9070_1G_FINAL_circular_4-20-15%281%29.pdf](https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/C9070_1G_FINAL_circular_4-20-15%281%29.pdf)
Part 1: Funding

Quick Definitions

Capital
(Only applicable with Section 5310 funding)
Acquisition of services, such as contracted or outsourced services, are defined as capital.

- Rolling stock and related activities for Section 5310-funded vehicles
- Passenger facilities related to Section 5310-funded vehicles
- Support facilities and equipment for Section 5310-funded vehicles
- Mobility management and coordination programs

Operating
The expenses associated with the operation of the transit agency, and classified by function or activity, and the goods and services purchased.

These are consumable items with a useful life of less than one year or an acquisition cost which equals the lesser of $5,000 (or otherwise noted).

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
Part 1: Funding Process

Funding

Job Access and Reverse Commute (JARC), Section 5307

...addresses the unique transportation challenges faced by welfare recipients and low-income persons seeking to obtain and maintain employment in suburban areas while living in urban areas.

Enhanced Mobility of Seniors and Individuals with Disabilities, Section 5310

...assists private nonprofit groups in meeting the transportation needs of older adults and people with disabilities when the transportation services provided are otherwise unavailable, insufficient, or inappropriate for meeting those needs.
Part 1: Funding Process
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

Eligible Activities (as applicable to the Winston-Salem Urban Area):
Operating expenses that include:
- Development support
- Maintenance of transportation services
- Services designed to transport low-income individuals to and from jobs and activities related to their employment and to support reverse commute

Source: Job Access and Reverse Commute (JARC), Section 5307 Funding
Part 1: Funding Process
Job Access and Reverse Commute (JARC), Section 5307 Funding

National Transit Database (NTD) Requirements

The NTD is FTA’s primary source for information and statistics collected from transit systems that receive FTA formula funding under the Urbanized Area Formula Program (Section 5307). Currently, only public transportation systems receiving funds from these programs are required by statute to report to the NTD.

JARC recipients are not required to provide this reporting. However, they may be required to report both financial and non-financial soon. This requirement will be included in quarterly reimbursement reporting.

Source: Job Access and Reverse Commute (JARC), Section 5307 Funding
Part 1: Funding Process
Section 5310 Funding

Measures:
• Gaps in Services Filled
• Ridership

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):
• 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 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 the sub-recipient’s operating expenses to require an 80/20 match.

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

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

National Transit Database (NTD) Requirements

The NTD is FTA’s primary source for information and statistics collected from transit systems that receive FTA formula funding under the Section 5310.

Recipients of Section 5310 funding are required to report an asset inventory or condition assessment, upon the completion of federal rulemaking.
Part 1: Funding Process

Available Funding Allocation

Section 5307 JARC FY22: $170,076
  FY2022 Allocation: $55,000
  5307 ARPA* Set-Aside: $115,076

Section 5310 FY22: $594,278
  FY2022 Allocation:
  $530,832
  CRRSAA** Allocation:
  $63,446

*American Relief Plan Act
**Coronavirus Response and Relief Supplemental Appropriations Act
Part 1: Funding Process

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
Part 2: Allocation & Application

Guiding Documents
Federal Responsibilities
Application Process
Reimbursement and Reporting Requirements
Next Steps
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) - Updated in 2022
- Public Transit - Human Service Coordination Plan (PT-HSC) – Updated in 2022

*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.*
Part 2: Allocation and Application
Federal Responsibilities of Sub-Recipients

• Accurate, current, and complete disclosure of the financial results of federally assisted activities

• Maintenance of records that adequately identify the source and application of funds provided for federally assisted activities (to include assets, liabilities, expenditures, etc.) for at least 3 years.

• Actual expenditures must be compared with budgeted amounts for each award

• All expenditures must match the list of allowable costs as per the federal government’s cost principles
  • 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)

• Accounting Records must be supported by documentation such as canceled checks, paid bills, payroll, time and attendance records, contracts, and sub-recipient documents.
Part 2: Allocation and Application
Federal Responsibilities of the Urban Area

- Must demonstrate that sub-recipients can carry out the proposed programs (co-sign)
- Conformity to Grant Agreements, as applicable to federal regulation and guidance and third-party contracts and agreements
- Audits (Circular A-133)
- Accountability

Reference: Award Management Requirements (FTA C. 5010.E)
EVERYONE DESERVES A BREAK
Part 2: Allocation and Application

Application Process

When developing the application, keep in mind of the guiding principles identified by the MPO, as noted in the PT-HSC.

- The Right to Mobility
- Provide Equitable Transportation
- Customer Service Focus
- Elimination of Service Gaps
- Maximize Efficiency of Service Delivery
- Pursue Continuous Performance Improvement
Part 2: Allocation and Application

Application Process

Applications include the following sections:

- **Part 1** - Applicant Information (General/Organizational Capacity/Brief Project Description)
- **Part 2** - Project Narrative (the Competitive Selection Framework of the PMP)
- **Part 3** - Performance Measures (the Performance Measures developed by FTA)
- **Part 4** - Proposed Project Budget
- **Part 5** - Current Year’s Budget
Part 2: Allocation and Application

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

🌟 Federal Circulars
🌟 Program Management Plan
🌟 Public Transit Human Service Coordination Plan
🌟 City Allocation Policy
Part 2: Allocation and Application

Application Process
Part 2: Allocation and Application

Application Process

Part 2 - Project Narrative

• **Project Needs/Goals and Objectives (15pts)**
  How unmet need will be addressed with the project
  Project’s Goals and Objectives

• **Project Implementation (10pts)**
  Assigned personnel for the project
  Operational plan, execution strategy, relation to other services

• **Program Effectiveness and Performance Indicators (35pts)**
  How this project is the best match for the unmet need being addressed
  Internal Performance Measures (in addition to the FTA measures)
Part 2: Allocation and Application

Application Process

Part 2 - Project Narrative (Continued)

- **Project Budget (25pts)**
  - Revenues/Expenditures
  - Explain the cost effectiveness
  - Potential funding to sustain beyond grant period

- Coordination and Program Outreach (10pts)
  - Who/how will your organization coordinate transportation with other agencies?
  - How is your organization marketing the project and promoting public awareness of the project?

- Innovation (5pts)
  - Innovative approaches with the project
## Part 2: Allocation and Application

### Application Process

<table>
<thead>
<tr>
<th>Project Evaluation Criteria</th>
<th>Possible Points [100 Max]</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Project Needs/Goals and Objectives</td>
<td>15</td>
</tr>
<tr>
<td>Is the project consistent with the Section 5310 grant program’s objectives?</td>
<td>0 or 3</td>
</tr>
<tr>
<td>To what degree will the project increase or enhance the availability of transportation for the Winston-Salem Urban Area’s elderly and disabled populations?</td>
<td>0 – 3</td>
</tr>
<tr>
<td>How closely does the proposed project align with the organization’s mission and objectives?</td>
<td>0 – 3</td>
</tr>
<tr>
<td>Does the project address a need identified in the Human Service Transportation Plan?</td>
<td>0 or 3</td>
</tr>
<tr>
<td>Does the project provide a service that otherwise would not be available?</td>
<td>0 or 3</td>
</tr>
<tr>
<td>2. Project Implementation</td>
<td>10</td>
</tr>
<tr>
<td>Is the project timeline realistic?</td>
<td>0 or 2</td>
</tr>
<tr>
<td>Is there evidence the applicant has done all the necessary planning and is ready to begin the project upon being funded?</td>
<td>0 or 2</td>
</tr>
<tr>
<td>How experienced is the applicant staff in managing transportation projects in operating passenger transportation?</td>
<td>0 – 2</td>
</tr>
<tr>
<td>How experienced is the agency with financial responsibilities such as, quarterly reporting, annual audits, and/or other forms of financial reporting?</td>
<td>0 – 2</td>
</tr>
<tr>
<td>Does the applicant propose training, vehicle maintenance, inspection or monitoring to manage risk and to provide safe services?</td>
<td>0 – 2</td>
</tr>
<tr>
<td>3. Program Effectiveness and Performance Indicators</td>
<td>25</td>
</tr>
<tr>
<td>Did the applicant mention collecting data and/or documenting the delivery and utilization of services including number of trips, length of trip in miles, and demographic data of individuals served?</td>
<td>0, 5, 10, 15, or 25</td>
</tr>
<tr>
<td>Does the applicant propose monitoring measurable indicators of success?</td>
<td>0, 5, 10, 15, or 20</td>
</tr>
<tr>
<td>4. Project Budget</td>
<td>25</td>
</tr>
<tr>
<td>Were all the necessary budgets completed and submitted?</td>
<td>0 or 10</td>
</tr>
<tr>
<td>Are the certified local match sources for the project also listed in the budget as matching funds?</td>
<td>0 or 10</td>
</tr>
<tr>
<td>How does the agency propose to continue commitment to the life of the project beyond the availability of the requested grant resources?</td>
<td>0 – 5</td>
</tr>
<tr>
<td>5. Coordination and Outreach</td>
<td>10</td>
</tr>
<tr>
<td>Does the project include coordination and/or partnerships with transportation providers or other relevant stakeholders?</td>
<td>0 – 5</td>
</tr>
<tr>
<td>To what extent does the applicant include plans to market to the target group and promote public awareness of their project?</td>
<td>0 – 5</td>
</tr>
<tr>
<td>6. Innovation</td>
<td>5</td>
</tr>
<tr>
<td>To what extent does the applicant promote new ideas or ways of improving service, access and mobility for the elderly and disabled population</td>
<td>0-5</td>
</tr>
<tr>
<td><strong>Total Score</strong></td>
<td>0-100</td>
</tr>
</tbody>
</table>
Part 2: Allocation and Application

Application Process

Part 3 - Performance Measures

Section 5307 JARC Program 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.
**Part 2: Allocation and Application**  
**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.

#### Section 5310 grant funding:
Capital Funding: **80% Federal / 20% Local**

<table>
<thead>
<tr>
<th>Expense Type</th>
<th>Total Funding ($)</th>
<th>Federal Share ($)</th>
<th>Local Share ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Expenses</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### For JARC, Section 5307 grant funding:
Operating Expenses: **50% Federal / 50% Local**

<table>
<thead>
<tr>
<th>Expense Type</th>
<th>Total Funding ($)</th>
<th>Federal Share ($)</th>
<th>Local Share ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Expenses</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Part 2: Allocation and Application

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.
# Budget for the Organization’s Operation

<table>
<thead>
<tr>
<th></th>
<th>Last Year’s Actual FY 2021</th>
<th>Current Year’s Estimated FY 2022</th>
<th>Future Year’s Projected FY 2023</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>
<td></td>
</tr>
<tr>
<td>Management and General</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total (Should match Total Expenditures by Category)</strong></td>
<td>$ 0.00</td>
<td>$ 0.00</td>
<td>$ 0.00</td>
</tr>
<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>
</tr>
<tr>
<td>Employee Benefits</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subtotal, Personnel</td>
<td>$ 0.00</td>
<td>$ 0.00</td>
<td>$ 0.00</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>
</tr>
<tr>
<td>Training and Conference Registration</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Membership and Dues</td>
<td></td>
<td></td>
<td></td>
</tr>
<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>$ 0.00</td>
<td>$ 0.00</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total (Should match Total Expenditures by Program)</strong></td>
<td>$ 0.00</td>
<td>$ 0.00</td>
<td>$ 0.00</td>
</tr>
</tbody>
</table>
Second Half of the Budget Sheet

**Note:** Some of these sections may not apply to your organization; you may also replace these categories with categories specific to your organization.

<table>
<thead>
<tr>
<th>REVENUE BY CATEGORY</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Winston-Salem</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Forsyth County</td>
<td></td>
<td></td>
</tr>
<tr>
<td>State of North Carolina</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal Government</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Admissions/Program Revenue/Sales</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Memberships</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Donations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Foundation Grants</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest and Investment Income</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parent Organization</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>
To Recap….

Applications include the following sections:

**Part 1** - Applicant Information (General/ Organizational Capacity/Brief Project Description)

**Part 2** - Project Narrative (as per the Competitive Selection Framework of the PMP)

**Part 3** - Performance Measures (as per the Performance Measures developed by FTA)

**Part 4** - Proposed Project Budget

**Part 5** - Current Year’s Budget
Part 2: Allocation and Application
Reimbursement and Reporting Requirements

Reimbursements and Reporting will be based on the Federal Fiscal Year and submitted quarterly:

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Timeframe</th>
<th>Due Date for Submission</th>
</tr>
</thead>
<tbody>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt; Quarter</td>
<td>October to December</td>
<td>End of January</td>
</tr>
<tr>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Quarter</td>
<td>January to March</td>
<td>End of April</td>
</tr>
<tr>
<td>3&lt;sup&gt;rd&lt;/sup&gt; Quarter</td>
<td>April to June</td>
<td>End of July</td>
</tr>
<tr>
<td>4&lt;sup&gt;th&lt;/sup&gt; Quarter</td>
<td>July to September</td>
<td>End of October</td>
</tr>
</tbody>
</table>
Part 2: Allocation and Application

Reimbursement and Reporting Requirements

Reimbursements should include:

*Preliminary Information*
- Sub-Recipient Information (as noted in Part I of the original application)
- Goals and/or Objectives (as noted in Part II, question #2 of the original application)
- Proposed Project Budget (as noted in Part IV of the original application)

*Results*
- Activities performed during the reporting quarter
- Status of Performance Measures (as noted in Part II of the original application)
- Coverage Area (Map should be provided with original application)
- Detailed Breakdown of Expenses (as it pertains to the Part II and Part IV of the original application)
Part 2: Allocation and Application
Reimbursement and Reporting Requirements

Re: Section 5310- Enhanced Mobility of Seniors and Individuals with Disabilities
FY 2019 Grant Agreement
Invoice PO0001234

<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>Total Eligible to be Reimbursed</td>
<td>$4,210.80</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>

- 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
Part 2: Allocation and Application
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.)
Part 2: Allocation and Application
Reimbursement and Reporting Requirements

Sample Breakdown of Reimbursement Calculation

**Sample Calculation for Section 5310 Expenditures**

<table>
<thead>
<tr>
<th>Item</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 Subrecipient 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>

**Sample Calculation for JARC, Section 5307 Expenditures**

<table>
<thead>
<tr>
<th>Item</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 Subrecipient 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>

**NOTE:** In the federal circular for both federal programs, up to 10 percent of the subrecipient’s total federal apportionment may be used to fund program administration cost.
Part 2: Allocation and Application
Reimbursement and Reporting Requirements

Please remember the eligible projects for each program as well as the different match requirements for each type of expenditure.

**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 Expense because many of the programs 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.
Part 2: Allocation and Application

Next Steps

We Are Here

- Call for Projects: Jan./Feb.
- Community Workshop: Feb./Mar. (if needed)
- Review of Applications by External Designated Agency: March to June
- MPO TAC/TCC Review & Approval
- STIP/TIP Amendment Process
- Finance Subcommittee / City Council Review and Approval
- Submission to Federal Transit Administration (FTA): May-June 2023

<table>
<thead>
<tr>
<th>Date</th>
<th>Step in the Request for Projects Process (2023)</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 9th - 13th</td>
<td>Legal Notice in Newspaper – Advertisement placed on Website</td>
</tr>
<tr>
<td>January 16th – February 15th</td>
<td>30 Day Call for Projects</td>
</tr>
<tr>
<td>January 26th</td>
<td>Community Workshop and Information Session Microsoft Teams Meeting 1:30 – 3:30 PM RSVPs or questions should be sent to Matt Duchan <a href="mailto:matthew66@cityofws.org">matthew66@cityofws.org</a></td>
</tr>
<tr>
<td>February 16th to February 28th</td>
<td>Review by External Sub-Committee</td>
</tr>
<tr>
<td>March 2023</td>
<td>Approval by the Winston-Salem Urban Area Transportation Advisory Committee (TAC)</td>
</tr>
<tr>
<td>April 2023 to May 2023</td>
<td>Application Submission to FTA</td>
</tr>
<tr>
<td>May-June 2023</td>
<td>Execution of Sub-Recipient Contracts</td>
</tr>
</tbody>
</table>
Part 2: Allocation and Application

Current and Upcoming Resources

One-on-One Sessions
Applicants will have an opportunity to schedule one-on-ones during the following weeks, to ask questions about their specific program(s) and organization.

Matt Duchan
matthewfd@cityofws.org
(336) 747-6983

Please let me know if there is anything else I may have missed. Feedback helps this process improve each year!
Thank You!