# Grant Modernization Task Force

**January 26, 2022** 





### Agenda

#### **01.** Introduction

Opening remarks from Caltrans leadership, review of task force progress.

### **02. Updated Survey Responses**

Review summary of updated responses since our last meeting



### 03. Status of Consolidated Application

Where we are in the process and what to expect in the coming weeks

**Grant Modernization Task Force** 

#### **04. Application Demo**

Black Cat Demo including how to register and update Organization Profiles. Preview of the Consolidated Application Project Budget and Upload Files

#### **O5. Charter and Closing**

Sign charter, review next steps and agenda for next meeting.





#### Introduction

- Opening Remarks from Kyle Gradinger, Division Chief of Rail and Mass Transportation
- Last Meeting: January 12, 2022
  - Grant Modernization Background and Summary of 2021 Action from DRMT
  - Task Force Objectives and Timeline
  - Survey Responses
  - Q&A
  - Charter
- Presentation and meeting notes from the last session have been circulated via email



# Updated Survey Responses

### **Updated Survey Responses**

General feedback on the existing grant application process has been solicited through a survey that was shared via email and on the Caltrans website.

- 9 additional responses received since our last meeting for a total of 29
- New responses were consistent with the feedback we have heard so far: overall support of an updated application process that would reduce the administrative burden on agencies with additional emphasis on the importance of a regular annual schedule
  - 87% of respondents listed the application to be the most challenging part of the current process
  - 84% would like to see a consistent annual schedule



# Updated Survey Responses (Continued)

- Several respondents requested application questions that match FTA requirements and a consistent annual application schedule that better aligns with federal competitive grant schedules, FTIP planning cycles, and SCO apportionment announcements
- Multiple requests for additional information around grant requirements and a better process for determining agency eligibility
- Several respondents suggested that it would be helpful to have programs alternate years on a 2year cycle (ie LCTOP/SGR one year, TIRCP on alternating years) to avoid a challenging workload for grant development staff when applications are due
- One respondent suggested that a consolidated application and regular application schedule would make the grants process more comprehensible to board leadership and executive staff and would help elected officials understand where their revenues come from and better plan annual budgets





# Status of the Consolidated Application

#### **Consolidated Application Status**

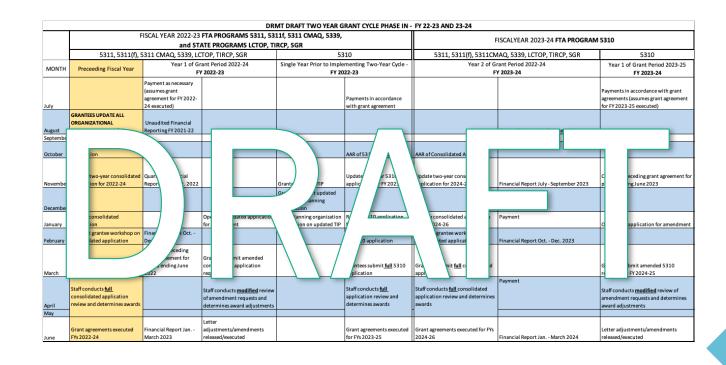
- Black Cat will be updating the Project Budget Section to accommodate multiple funding programs the first two weeks of February
- Most of the upload files are consolidated in draft form
- Project Description files are still being reviewed and updated by DRMT
- LCTOP Spreadsheet upload file is completed





#### **Draft 2-Year Schedule**

- Two-year cycle
- Federal funding goal of real-time quarterly payments instead of a year in arrears







### **Black Cat Demo**

#### Introduction

#### **Black Cat**

- Rachel Pallister, Multimodal Client Manager
- Juanita Risch, Multimodal Client Manager
- Scott Entin, SVP Panther International







### **Black Cat Application**

- Update Organizational Information at least annually:
  - Contact Information
  - Vehicle Inventory and Status
  - Service Area and Services Provided
  - Fare Structure and Hours of Service
- Allows elimination of duplicate information in upload files





# Black Cat Project Budget Operating

- High level NTD Operating Project Budget Categories
- Apply for all of the federal funding 5311/5311f/CMAQ
- Identify LCTOP/SOGR applied allocation if applicable
- Other state funds/local funds
- Toll Credits
- Preventive Maintenance budget is also provided in Blackcat



RP PROPOSED BUDGET		
Funding Request		
Project Budget		Project Amount
Total DIRECT Operating Expenses		
Salaries & Wages	\$	110,000.00
Fringe Benefits	\$	-
Communications	\$	-
Contractual Services	\$	-
Equipment	\$	-
Occupancy Costs	\$	-
Personnel Costs	\$	-
Supplies	\$	-
Training	\$	-
Travel	\$	-
Vehicle Costs	\$	-
Total Expenses	\$	110,000.00
Less Ineligible Expenses		
Charter and School Use	\$	2,000.00
Depreciation		
Total Ineligible	\$	2,000.00
Revenue Budget Category		
Passenger Fares	\$	2,000.00
Advertising	\$	2,000.00
Contracting Total Revenue	\$	4,000.00
	\$	8,000.00
Other Federal Funds Committed Section 5309	^	20.000.00
Section 5307	\$	20,000.00
Other	5	
Total Fed In-Hand	Ŝ	20,000.00
Federal Funding Requested (Federal Max is 55.33% of the eligible Deficit)	)	20,000.00
Section 5311 CMAQ	ŝ	20,000.00
Section 5311 CMAQ	ŝ	15,330.00
Section 5311(f)	\$	13,330.00
Total Fed Funds Requested	_	35,330.00
Project Funding Summary	J	33,330.00
Total Eligible Project Cost (Expenses - Ineligible)	Ś	108,000.00
Deficit (Total Eligible - Revenue)	-	100,000.00
Total Federal Funds (In-Hand + Fed Requested)		55,330.00
Calculated Federal Share (can not exceed 55.33%)	*	55%
Minimum Local Match 44.67%	Ś	44,670.00
State Match	-	-1,070.00
State Match		
Ex: LCTOP (state)	\$	-
Ex: SB1. State of Good Repair (state)	\$	-
Ex: Transit Development Act (state)	\$	-
Ex: Other	\$	-
Subtotal	\$	-
Local Match		
Ex: Local Donations	\$	-
Ex: City	\$	-
Ex: Local Sales Tax	\$	-
Ex: Other	\$	-
Subtotal	\$	-
Total Match	\$	144 570 551
Over/Under (Can not be negative)	\$	(44,670.00)
Toll Credits	ė	F 000 00
Toli Credis	\$	5,000.00

## Black Cat Project Budget Capital

- Project Cost Estimate
- Match Requirements Vary depending on federal program
- Apply for 5311/5311f/CMAQ portion
- Apply for 5339 portion (s)
- ID other federal funds committed if any
- ID LCTOP allocation
- ID Other transit funds committed
- Toll Credits



ine Item Name		
	ı	Project Amoun
roject Cost		
roject Estimate	\$	200,000.00
Total Expenses	\$	200,000.00
311 Project Cost: Maximum Requested Share (88.53%)		
ection 5311 CMAQ	\$	80,000.00
ection 5311	\$	-
Federal Share	\$	80,000.0
5311 Local Match Requirement (11.47%)	\$	10,364.8
Subtotal	\$	90,364.8
339 Project Cost: Maximum Requested Share (85.00%)		
339 ADA/Clean Air Vehicles	\$	80,000.00
Federal Share	_	80,000.00
5339 Local Match Requirement (15.00%)	\$	14,117.6
Subtotal		94,117.6
Other Federal Funds Committed		
TA Section 5309	\$	1,000.0
TA Section 5307	\$	-
Other	\$	-
Subtotal	\$	1,000.0
roject Funding Summary		
Federal Funds Requested from DRMT	\$	160,000.00
Subtotal Local Match for DRMT Federal Funds	\$	24,482.50
Other Federal Funds	\$	1,000.0
Total Federal on Application	\$	161,000.0
tate Match		
tate: LCTOP	\$	-
x: SB 1 State of Good Repair	\$	24,482.50
x: TIRCP		
Subtotal	\$	24,482.5
ocal Match		
x: Donations	\$	-
x: City	\$	14,517.5
	\$	-
Subtotal	_	14,517.5
Total Match		39,000.0
Over/Under (Can not be negative)		
Over / Order   Can not be negative/	7	
oll Credits	\$	5,000.0

#### **Black Cat Project Budget: Capital**

Project Cost Project Estimate  S 200,000.0  Total Expenses \$ 200,000.0  Satil Project Cost: Maximum Requested Share (88.53%)  Section 5311 CMAQ \$ 80,000.0  Section 5311 Federal Share \$ 80,000.0  Section 5311 Federal Share \$ 80,000.0  Subtotal \$ 90,364.8  Subtotal \$ 90,364.8  Satil Local Match Requirement (11.47%) \$ 10,364.1  Subtotal \$ 90,364.8  Satil Rederal Share \$ 80,000.0  Satil Rederal Share \$ 1,000.0  Satil Redera	Line Item Name		Project Amoun
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Total Expenses   \$ 200,000.6		Ś	200.000.0
Sali   Project Cost: Maximum Requested Share (88.53%)   Section 5311 CMAQ   \$ 80,000.6		_	
Section 5311 CMAQ   Section 5311		*	
Section 5311   Section 5311   Federal Share   Section 5311   Section 5311   Section 5311   Section 5311   Section 5311   Section 5339   Project Cost: Maximum Requested Share (80.00%)   Section 5339 Bus and Bus Related Facilities   Section 5339 Local Match Requirement (20.00%)   Section 5339   Section 5331   Section 53		Ś	80.000.0
Sample	Section 5311	_	-
Salate Match   Subtotal   Subto		Ś	80,000.0
Subtotal   \$ 90,364.8		_	10,364.8
Society   Soci			90,364.8
Say	5339 Project Cost: Maximum Requested Share (80.00%)		5,000.0
Sample   S	5339 Bus and Bus Related Facilities	\$	80,000.0
Sample   S	Federal Share	\$	80,000.0
Other Federal Funds Committed         \$ 1,000.0           FTA Section 5307         \$ 2           Other         \$ 1,000.0           Project Funding Summary         Federal Funds Requested from DRMT         \$ 160,000.0           Subtotal Local Match for DRMT Federal Funds         \$ 30,364.8           Other Federal Funds         \$ 1,000.0           Total Federal on Application         \$ 161,000.0           State Match           State: LCTOP         \$ 24,482.5           Ex: SB 1 State of Good Repair         \$ 24,482.5           Ex: TIRCP         Ex: Other           Local Match         Subtotal         \$ 24,482.5           Local Match         \$ -           Ex: City         \$ 14,517.5           Ex: Other         Subtotal         \$ 39,000.0           Over/Under (Can not be negative)         \$ -	5339 Local Match Requirement (20.00%)	\$	20,000.0
Cher Federal Funds Committed   FTA Section 5309   \$ 1,000.0	Subtotal	\$	100,000.0
Subtotal	Other Federal Funds Committed		
Subtotal   Local Match for DRMT   Subtotal   Local Match for DRMT Federal Funds   Subtotal   Subt	FTA Section 5309	\$	1,000.0
Subtotal   \$ 1,000.0	FTA Section 5307	\$	-
Project Funding Summary   Federal Funds Requested from DRMT   \$ 160,000.00	Other	\$	-
Federal Funds Requested from DRMT   \$ 160,000.0   \$ 30,364.8   \$ 0 ther Federal Funds   \$ 1,000.0   \$ 161,000.0	Subtotal	\$	1,000.0
Subtotal Local Match for DRMT Federal Funds   30,364.8     Other Federal Funds   1,000.0     Total Federal on Application   161,000.0     State Match   5	Project Funding Summary		
Other Federal Funds   1,000.0		\$	160,000.0
Total Federal on Application   \$ 161,000.05	Subtotal Local Match for DRMT Federal Funds	\$	30,364.8
State   Match   State   LCTOP   \$   \$   \$   \$   \$   \$   \$   \$   \$	Other Federal Funds	\$	1,000.0
State   Match   State   LCTOP   \$   \$   \$   \$   \$   \$   \$   \$   \$	Total Federal on Application	\$	161,000.0
Ex: SB 1 State of Good Repair \$ 24,482.5  Ex: TIRCP  Ex: Other  Subtotal \$ 24,482.5  Local Match  Ex: Donations \$ -  Ex: City \$ 14,517.5  Ex: Other  Subtotal \$ 14,517.5  Total Match \$ 39,000.0  Over/Under (Can not be negative) \$ -	State Match		
Ex: TIRCP  Ex: Other  Subtotal \$ 24,482.5  Local Match  Ex: Donations \$ -  Ex: City \$ 14,517.5  Ex: Other \$ Subtotal \$ 14,517.5  Total Match \$ 39,000.0  Over/Under (Can not be negative) \$ -	State: LCTOP	\$	-
Ex: Other    Subtotal   \$   24,482.5	Ex: SB 1 State of Good Repair	\$	24,482.5
Subtotal   \$ 24,482.5	Ex: TIRCP		
Local Match   Ex: Donations   \$ -	Ex: Other		
Ex: Donations \$ -  Ex: City \$ 14,517.5  Ex: Other \$ 14,517.5  Subtotal \$ 14,517.5  Total Match \$ 39,000.0  Over/Under (Can not be negative) \$ -	Subtotal	\$	24,482.5
Ex: City \$ 14,517.5  Ex: Other \$ -  Subtotal \$ 14,517.5  Total Match \$ 39,000.0  Over/Under (Can not be negative) \$ -	Local Match		
Subtotal	Ex: Donations	\$	-
Subtotal   \$   14,517.5     Total Match   \$   39,000.0     Over/Under (Can not be negative)   \$   -	Ex: City	\$	14,517.5
Total Match \$ 39,000.0  Over/Under (Can not be negative) \$ -	Ex: Other	\$	-
Over/Under (Can not be negative) \$ -	Subtotal	\$	14,517.5
	Total Match	\$	39,000.0
Toll Credits \$ 5.000.0	Over/Under (Can not be negative)	\$	-
Toll Credits \$ 5.000.0			
	Toll Credits	Ś	5,000.0

Funding Request	
Line Item Name	Project Amoun
Project Cost	
Project Estimate	\$ 200,000.00
Total Expenses	\$ 200,000.00
5311 Project Cost: Maximum Requested Share (88.53%)	
Section 5311 CMAQ	\$ 80,000.00
Section 5311	\$ -
Federal Share	\$ 80,000.00
5311 Local Match Requirement (11.47%)	\$ 10,364.85
Subtotal	\$ 90,364.85
5339 Project Cost: Maximum Requested Share (90.00%)	
5339 ADA/Clean Air Vehicle Relatd Equip/Facilties	\$ 80,000.00
Federal Share	\$ 80,000.00
5339 Local Match Requirement (10.00%)	\$ 8,888.89
Subtotal	\$ 88,888.89
Other Federal Funds Committed	
FTA Section 5309	\$ 1,000.00
FTA Section 5307	\$ -
Other	\$ -
Subtotal	\$ 1,000.00
Project Funding Summary	
Federal Funds Requested from DRMT	\$ 160,000.00
Subtotal Local Match for DRMT Federal Funds	\$ 19,253.74
Other Federal Funds	\$ 1,000.00
Total Federal on Application	\$ 161,000.00
State Match	
State: LCTOP	\$ 19,253.74
Ex: SB 1 State of Good Repair	\$ -
Ex: TIRCP	
Ex: Other	
Subtotal	\$ 19,253.74
Local Match	
Ex: Donations	\$ 19,746.26
Ex: City	\$ -
Ex: Other	\$ -
Subtotal	\$ 19,746.26
Total Match	\$ 39,000.00
Over/Under (Can not be negative)	\$

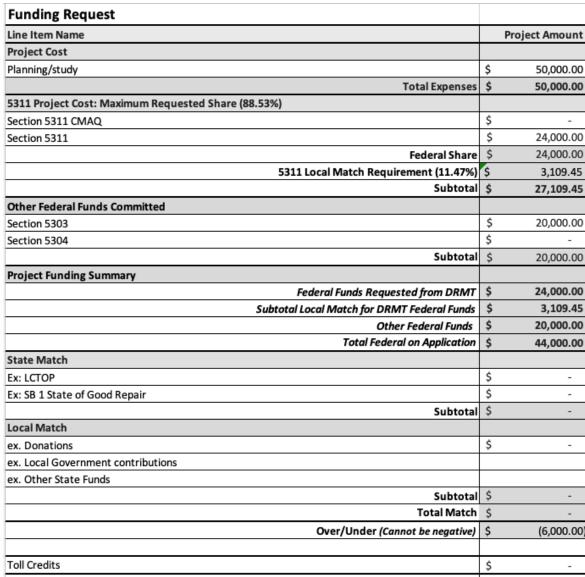
Toll Credits



5,000.00

# Black Cat Project Budget Planning

- Project Cost Estimate
- Apply for federal funds
- Local Funds
- Toll Credits





# Federal Application Uploads by Program (before)

<u>5311</u>	<u>5311(f)</u>	<u>5339</u>	
<b>Application Certification</b>	<b>Application Certification</b>	Application Certification	
<b>Authorizing Resolution</b>	<b>Authorizing Resolution</b>	<b>Authorizing Resolution</b>	
Civil Rights/DBE	Civil Rights/DBE	Civil Rights	
		DBE	
Social Service Coordination Efforts	Social Service Coordination Efforts	Social Service Coordination	
Charter Bus	Charter Bus	Charter Bus	
Federally Approved Trans.  Improvement Program (FTIP)	Federally Approved Trans. Improvement Program (FTIP)f		
Certifications and Assurances of the MPO/RTPA	Certifications and Assurances of the MPO/RTPA	Programming Request	
Regional Program of Projects		Programming Worksheet	
Public Hearing Documentation			
Rolling Stock and Fleet Status Report		Fleet Status Report	
Cost Allocation Plan	Cost Allocation Plan		
<b>Draft Vehicle Quote and Floor Plan</b>		<b>Draft Vehicle Quote and Floor Plan</b>	
Vehicle Maintenance Plan Checklist		Agency Scorecard	
ITS Compliance Form			
Project Description	Project Description	Project Description	
15 Documents	9 Documents	12 Documents	
	36 TOTAL DOCUMENTS		

Consolidated for three programs

Consolidated for two programs

**Eliminated** 





# Federal Application Uploads by Program (after)

Programs	Documents
5311, 5311(f), & 5339	Consolidated Application Certification
5311, 5311(f), & 5339	Consolidated Authorizing Resolution
5311, 5311(f), & 5339	Consolidated Application Civil Rights and DBE
5311, 5311(f), & 5339	Consolidated Application Social Services Coordination Efforts
5311, 5311(f), & 5339	Consolidated Application Charter Bus
5311, & 5311(f)	Federally Approved Transportation Improvement Program (FTIP)
5311, & 5311(f)	Certifications and Assurances of the MPO/RTPA
5311	Regional Program of Projects
5311	Public Hearing Requirements
5311	Rolling Stock and Fleet Status
5311	Project Description
5311(f)	Project Description
5339	Fleet Status
5339	Agency Scorecard
5339	Programming Request
5339	Programming Request Worksheet
5339	Project Description
TOTAL	17 Documents







# Next Steps and Charter

### **Next Steps**

- Next Task Force Meeting: February 9<sup>th</sup> at 10am PST
- Complete and test the Consolidated Application
- Consolidated Application goes live March 1, 2022
- Conduct post Consolidated Application workshop to identify lessons learned and requirements for next iteration
- Prepare lessons learned document
- Work with DRMT on grant application review/scoring and upload form data processing and reporting
- Work with DRMT on Consolidated Grant Agreement



#### **Task Force Charter**

- The purpose of the stakeholders group is to provide meaningful input into the DRMT overall process re-engineering effort. The group will be consulted throughout the process at key milestone points to gather input on products, processes and other proposed changes.
- The team will meet on an as needed basis. Members will participate with ideas and feedback, treat each other with respect, listen to each other and work effectively as a team.
- The Stakeholders Team will work with DRMT on each phase of work to achieve positive outcomes that provide benefits for transit grantees, DRMT staff, Caltrans and other executives, legislators as well as the public.





### Thank you

Questions? Comments?

grant.modernization@dot.ca.gov





### **Archive**

#### **Survey Responses**

General feedback on the existing grant application process has been solicited through a survey that was shared via email and on the Caltrans website.

- 28 Responses received from agencies representing all current programs
- 87% of respondents listed the application to be the most challenging part of the current process
- 83% would like to see a consistent annual schedule
- Overall, respondents are supportive and enthusiastic about the prospect of a consolidated application, believe it would streamline the process of accessing funds administered by Caltrans, and reduce staff hours spent completing the applications
- Most respondents believe that moving to a 2-year cycle on a regular schedule would be a positive change, but would require more time (at least 3 months) to prepare for the application



### **Survey Responses Continued...**

#### **Feedback on Current Process:**

- Too many upload documents, poor formatting, unclear instructions on what is required, requests for duplicative information, and confusing forms were all cited as specific areas for improvement
- The application timeline is also a problem area: Inconsistent schedules year over year, changes to the application from one application cycle to the next, and long waits to receive payment were problems for the majority of respondents





### **Survey Responses Continued...**

#### What respondents would like to see in an improved process:

- One set of questions and uploads to apply for multiple or all grants at once
- Clear instructions, example documents, ample training opportunities, less redundant, better formatted upload docs
- A consistent annual schedule with more time to prepare and complete their applications (at least 3 months)
- Shorter turnaround for payment
- A timeline that aligns with other key funding dates (such as SCO apportionment announcements, FTIP planning cycles)



#### Introduction

#### Caltrans

- Toby Fauver
- LaVerne Collins
- Maya Wallace
- Wendy King
- Courtney Williams
- Stefanie Acton
- Kathy Pongratz
- Michael Lange





#### **Task Force Membership**

#### Task Force (Organizations Invited)

- **Amador Transit**
- Amma Transit Planning
- **Angel View**
- CALACT
- California Transit Association
- City of Chowchilla
- **Culver City**
- Eastern Sierra Transit Authority
- El Dorado Transit
- Fresno County Rural Transit Agency
- Golden Empire Transit District
- Kings Area Rural Transit
- Lassen Transit Service Agency
- Mariposa County Transportation **Planning**
- Merced Transit Authority

- **Mobility Matters**
- Monterey-Salinas Transit
- Morongo Basin Transit Authority
- Move Stanislaus
- Napa Valley Transportation Authority
- **Orange County Transit Authority**
- Plumas County Transportation Commission Yuba-Sutter Transit
- Riverside County Transportation Commission
- Sacramento Regional Transit
- SamTrans
- San Joaquin Regional Transit District
- San Luis Obispo Regional Transit Authority
- Santa Barbara County Association of Governments
- Santa Barbara Metropolitan Transit District
- Santa Rosa

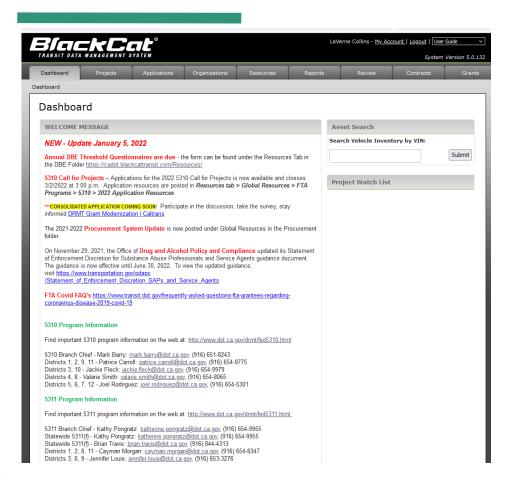
- **Tahoe Transportation District**
- Thousand Oaks
- Tri Delta Transit
- **Tuolumne County Transportation** Commission
- Victor Valley Transit Authority

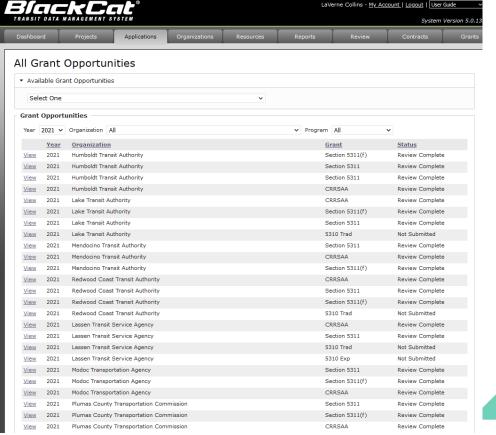






### Leverage Existing Technology









### **Timeline**

# **Grant Modernization Timeline**

#### **Date TBD**

TIRCP Aligned with Consolidated App

#### **Date TBD**

Additional Milestones TBD

#### **Date TBD**

Implement 2-Year Funding



#### **Slide with Visuals**

#### Percentage of Agencies Taking Web Based Applications

