



Commuter Assistance Program Grant Workshop

FY26 CAP Grant Opportunities Overview

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Workshop Participation

- 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/our-grant-programs/cap/>



Agenda

1. FY2026 Overview
 - Key Dates
 - Guidance Documents
 - CAP Grant Program Changes for FY26
 - Indirect Cost Update
 - Opportunities for Training
2. Using WebGrants
3. Special Projects Grants
 - Funding
 - Workforce Development
 - Technical Assistance
 - Demonstration Project Assistance
4. Commuter Assistance Program Grant Program
 - Overview and Purpose
5. CAP Operating Assistance
 - Objectives
 - Eligible Expenses
 - Changes for FY26
 - Application Evaluation and Scoring
6. CAP Project Assistance
 - Overview
 - Eligible Applicants
 - Common Project Types
 - Application Evaluation and Scoring
7. Resources and Guidance



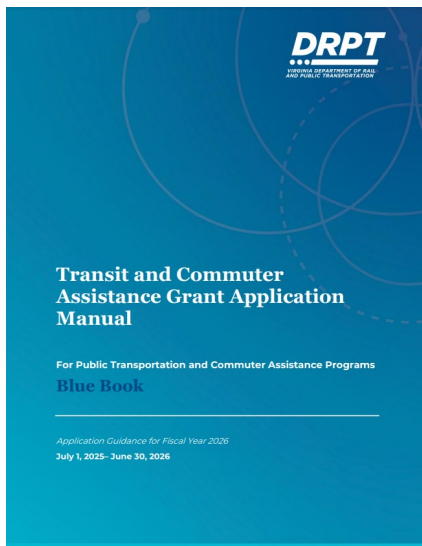
FY2026 Overview

FY2026 Grant Cycle - Key Dates

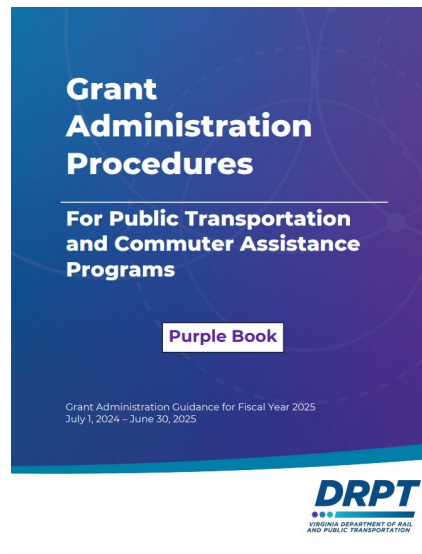
<u>Date</u>	<u>Event</u>
December 1	Applications open in WebGrants
February 1	Last day to submit applications for CAP, Special and Transit
February – April	Application review and SYIP development
April	Draft SYIP presented to CTB
April/May	SYIP Public hearings
June	Final SYIP approved by CTB
June/July	DRPT develops and executes grant agreements
July 1	FY26 begins, grant funding awarded becomes available



Guidance Documents



FY26 Update - Published Fall 2024
Blue Book



FY25 Update – Published Spring 2024
Purple Book

CAP Grant Program Changes for FY26

Commuter Assistance Program

- Simplified Project Description
- Added Project Scope
- Greater attention to project staff expenses
- Greater attention to grant administration expenses
- Need justification of memberships
- Changes in application scoring criteria

See Blue Book and your DRPT Program Manager for more details.

Indirect Cost Update

- 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)

See Purple Book and your DRPT Program Manager for more details.

Opportunities for Funding for Training

DRPT administers two training scholarships, the **FTA Section 5311 Rural Transit Assistance Program (RTAP)** and the State-funded Small Urban Training Program.

Scholarships are available through DRPT for RTAP funds to assist rural and specialized transit operations to further the development of management skills and to encourage the development of professional networks by attending transit training, seminars, workshops, and conferences.



- All RTAP requests must be submitted through WebGrants
- All approved RTAP grant scholarships will be reimbursed up to **100%** of eligible expenses
- All approved Small Urban Training grant scholarships will be reimbursed up to **80%** of eligible expenses

See Purple Book and your DRPT Program Manager for more details.

Using WebGrants

WebGrants Information

- Must have a user account
- Verify your Account information is up to date
- Ensure all agency users have accounts
- WebGrants does not have the concept of “Master User.” Must be a current employee
- Add all staff that will be involved in grants management and tracking to the application (includes project managers, persons submitting the application, claims, contract signer)
- Per VITA policy, WebGrants will log off after 10-minutes of inactivity



Grant Program & WebGrants Information

[About Us](#) [Our Grant Programs](#) [Our Work](#) [Open Data Portal](#) [Resources](#)

All Grant Programs

WebGrants Online Grants Management System

WebGrants is DRPT's online grants management system. Applications for funding for all DRPT grant programs must be submitted through WebGrants. WebGrants has replaced OLGA for all grants administration functions.

[→](#)

CAP (Commuter Assistance Program)

The Commuter Assistance Program supports programs and projects that provide information on commute options to the public, and encourage the use of transit, vanpooling, and carpooling.

[→](#)

The FREIGHT Program

The FREIGHT Program is designed to support rail infrastructure investments to expand the Virginia freight rail network, bringing lasting benefits to the economy and transportation network in Virginia.

[→](#)

Human Services Grant Program

DRPT awards Federal Transit Administration Section 5310 funding for the

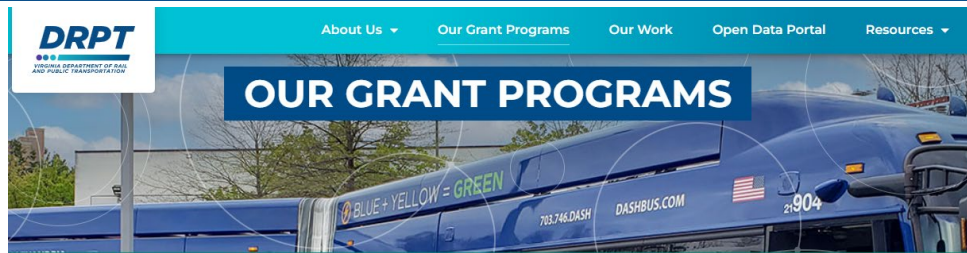
Making Efficient and Responsible Investments in Transit (MERIT)

Making Efficient and Responsible

Rail Industrial Access (RIA)

The Rail Industrial Access Program promotes truck diversion by providing

WebGrants Information and Grant Application Documents



WebGrants Online Grants Management System

Program Background

WebGrants is DRPT's online grants management system. Applications for funding for all DRPT grant programs must be submitted through WebGrants. WebGrants has replaced OLGA for all grants administration functions.

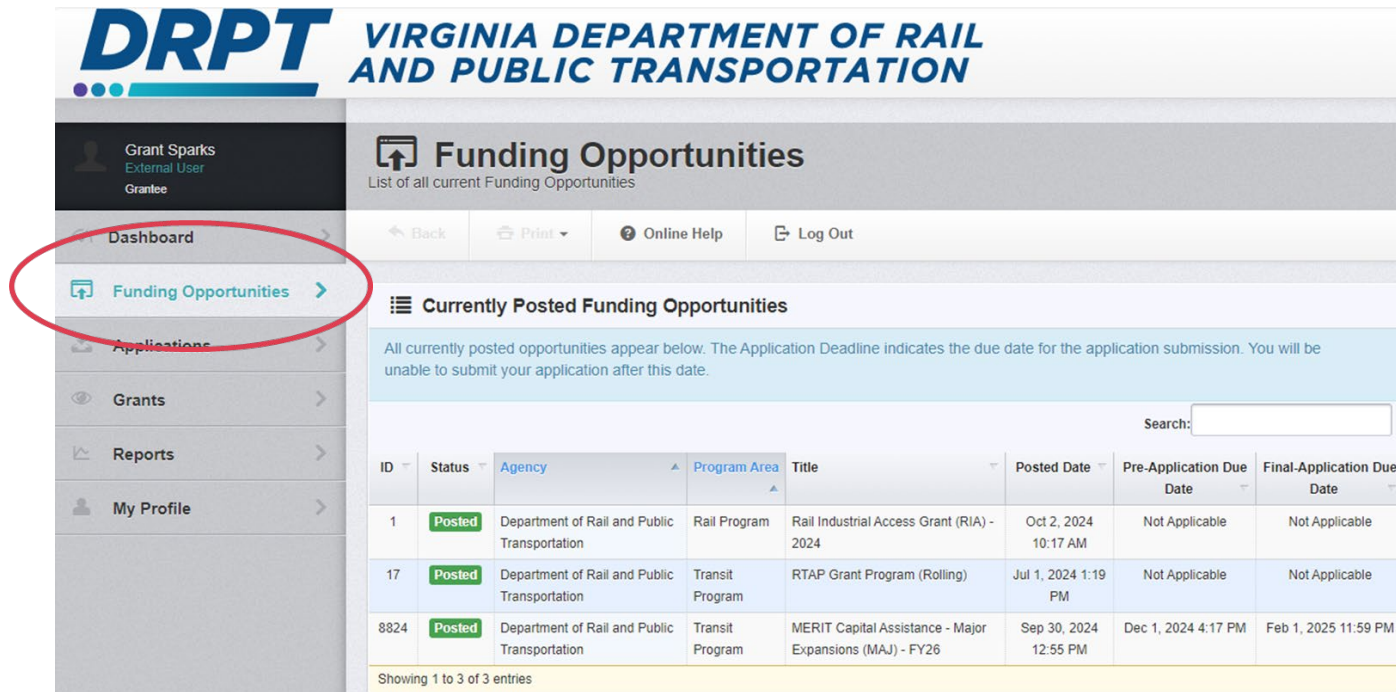
DRPT will not accept applications in any other manner than through WebGrants. Organizations eligible to receive funding must set up an account prior to submitting an application. If your organization is a current recipient of DRPT funding, then the organization's account was transferred from OLGA and is in the WebGrants system. If your organization is applying for the first time or did not have an open grant, one person from your organization will register as both a user and the organization before starting an application.

[WebGrants Login](#)

Before executing any actions in WebGrants, you must upload a completed W-9 Form and the new WebGrants Entity Agreement to your organization. Please do so by downloading and filling out the below attachments, then logging into WebGrants and navigating to "My Profile". From there you will select your "Associated Organization" and



WebGrants Information and Grant Application Documents



DRPT VIRGINIA DEPARTMENT OF RAIL AND PUBLIC TRANSPORTATION

Grant Sparks
External User
Grantee

Funding Opportunities
List of all current Funding Opportunities

Back Print Online Help Log Out

Currently Posted Funding Opportunities

All currently posted opportunities appear below. The Application Deadline indicates the due date for the application submission. You will be unable to submit your application after this date.

Search:

ID	Status	Agency	Program Area	Title	Posted Date	Pre-Application Due Date	Final-Application Due Date
1	Posted	Department of Rail and Public Transportation	Rail Program	Rail Industrial Access Grant (RIA) - 2024	Oct 2, 2024 10:17 AM	Not Applicable	Not Applicable
17	Posted	Department of Rail and Public Transportation	Transit Program	RTAP Grant Program (Rolling)	Jul 1, 2024 1:19 PM	Not Applicable	Not Applicable
8824	Posted	Department of Rail and Public Transportation	Transit Program	MERIT Capital Assistance - Major Expansions (MAJ) - FY26	Sep 30, 2024 12:55 PM	Dec 1, 2024 4:17 PM	Feb 1, 2025 11:59 PM

Showing 1 to 3 of 3 entries

Special Projects Grants

Special Projects Funding

- CAP funding is part of the Special Projects funding from 2.5% of the Mass Transit Fund.
- Special Projects include CAP Operating Assistance, CAP Project Assistance, Technical Assistance, Workforce Development and Demonstration Program.



MERIT Special Projects Grant Programs

1. Workforce Development
2. Technical Assistance
3. Demonstration Project Assistance

For more details: See the Blue Book and recording of the November 13 Transit Program Workshop

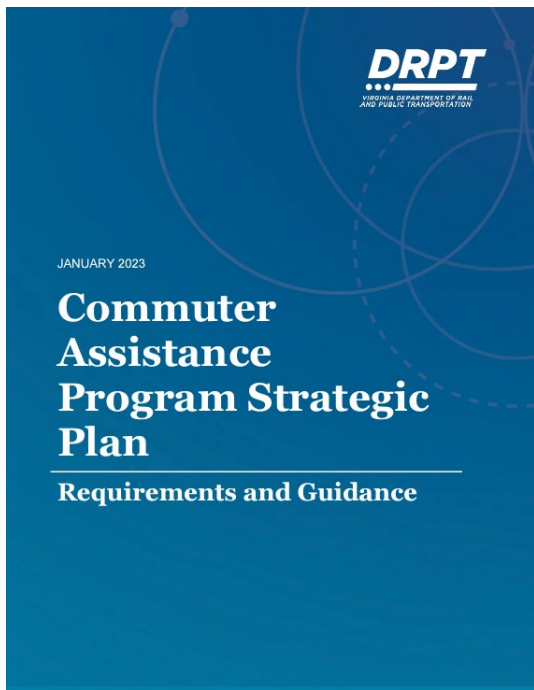


Workforce Development



- Supports the development of interns and apprentices centered on careers in public transportation and **TDM/commuter assistance**.
- Goal: Develop the next generation of the public transportation/TDM/commuter assistance workforce and establish long-term talent pipelines in the communities' agencies serve.
- Match Rates: 80% State and 20% Local match

Technical Assistance



- Supports a variety of planning related activities
 - Studies, plans, research, data collection, and evaluation projects
 - Feasibility studies
 - Support of federal requirements (i.e. TAM and PTASP)
 - CAPSP and TSP/TDP plans
- Goal: Improve the quality and performance of public transportation or commuter assistance services
- Match Rates: 50% State and 50% Local match

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
- Match Rates: 80% State and 20% Local match

Time for Q & A

Commuter Assistance Program Grant Program

CAP Grant Program – Overview

CAP consists of two funding opportunities

- *CAP Operating Assistance*
- *CAP Project Assistance*

Funding & Match Ratios: State 80%; Local Match: 20%

See Blue Book for more details.

CAP Grant Program – Purpose

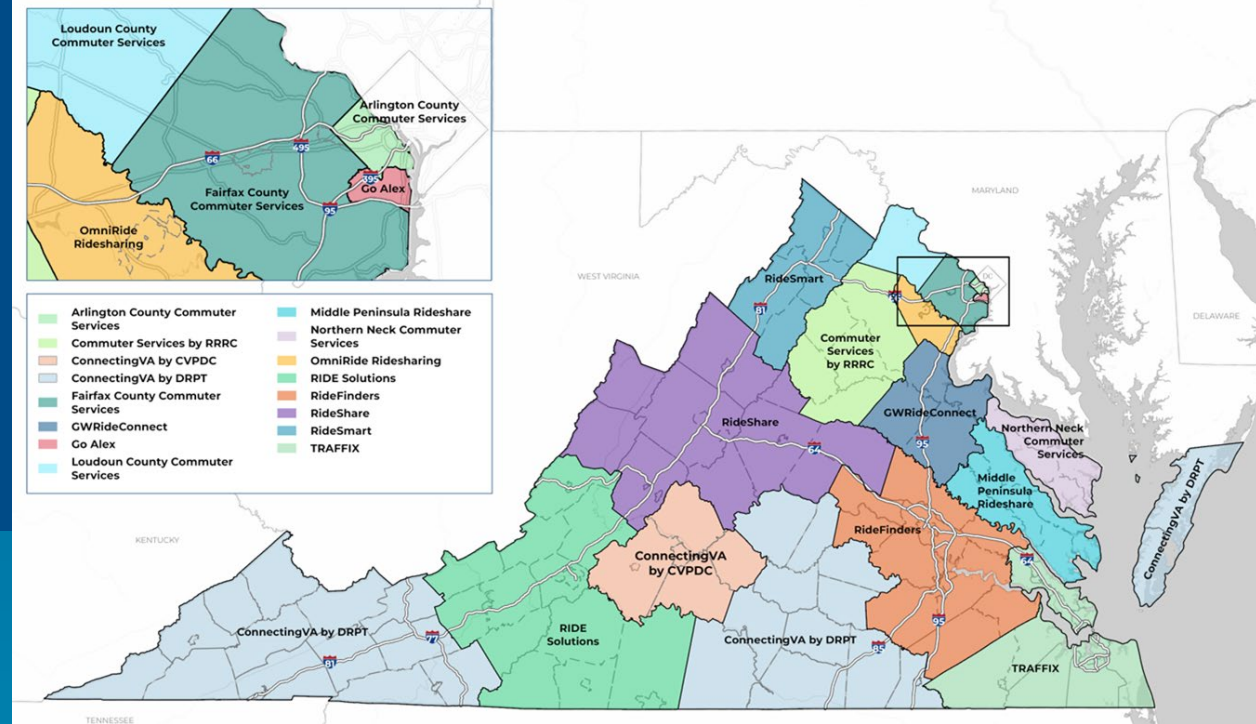
To make sound investments in programs and projects that are both efficient and effective at:

- Increasing the use of transit, vanpool, and carpool
- Increasing the number of ridematch requests
- Reducing vehicle miles traveled
- Mitigating traffic congestion
- Reducing air pollution
- Saving fuel



CAP Operating Assistance

Eligible Applicants



- Agencies that operate existing commuter assistance programs.
- Organizations seeking to establish a new commuter assistance program should contact a DRPT Program Manager to discuss the requirements of establishing a commuter assistance program before applying for grant funding.

CAP Operating Assistance – Objectives

Program Objectives

- Applicants must demonstrate their program will achieve a measurable year-to-year increase in the number of people using a DRPT approved ridematching system to obtain travel and commute mode options information.
- Applicants must demonstrate their program will achieve a measurable increase in the use of carpool, vanpool, and transit.



CAP Operating Assistance – Eligible Expenses

Eligible Expenses

- Commuter Assistance Program day-to day operations
- DRPT approved ridematching services
- Contacting the public to encourage the use of the ridematching service, transit, carpools, and vanpools
- Commuter assistance website and phone numbers
- DRPT approved guaranteed/emergency/ride home programs
- Marketing, outreach, and promotion of carpooling, vanpooling, transit, and commuting by bicycle

All expenses should be necessary and justified for the operation of the commuter assistance program, be both reasonable in nature and amount, and contribute to achieving an increase in the number of new ridematch requests.

See Blue Book and your DRPT Program Manager for more details.

Changes for FY26

- Simplified Project Description
- Added Project Scope
- Greater attention to project staff expenses
- Greater attention to grant administration and expenses
- Need justification of memberships
- Changes in application scoring criteria

See Blue Book and your DRPT Program Manager for more details.

Project Description and Project Scope

Program Description

A short (one or two sentences) explanation of what the program is and does.

Project Scope

A detailed outline of **All** tasks, resources, time, deliverables, and work performed with the grant funds. Include specifics on what services are provided, how the public receives the services, what ridematching system is used and how it is used, how the public learns about the program, and any other grant funded components of the program.

Grant Administration Expenses

Eligible grant administration tasks:

- Preparation and submission of project claims
- Processing and paying vendor or contractor invoices
- Review and signing of grant contract
- Project budget set up in financial system and tracking of line-item budget expenses versus grant contract budget
- Ordering of project supplies
- Reporting of DRPT required performance data, program activities and results to DRPT

Costs of administering the grant should be much less than the costs to implement activities that get people to request a ridematch and use transit, carpool and vanpool.

Staff Expenses Eligibility

Staff and consultant expenses are only for work necessary for the operations of the CAP program and the necessary costs of administering the grant.

Eligible staff tasks:

- Providing direct assistance to the public for the purpose of providing commute options information and convincing the public to use transit, carpool, vanpool, commute to work by bicycle, and use the DRPT approved ridematching system
- Follow up with those that requested ridematching and commute options information
- Developing and placing marketing advertisements
- Reporting of DRPT required performance data, program activities and results to DRPT

Staff Description in WebGrants Application

What to include in the application:

- Include all staff positions that will charge time to the grant.
- A detail description of all work performed that will be charged to the grant.
- Note if the position is full-time or part-time and how many hours charged to the project on an average week.
- Note the percentage of the position's time working on the grant project on an average week.

Justification of Memberships

- How will the membership result in more people requesting ridematching through a DRPT approved ridematching system?
- How have you used the membership in the past to increase the number of ridematch requests?
- Does your agency also use the membership? If so, how?

Tips for a Good Application

- Include a lot of detail in Project Scope
- Include a lot of detail in List of Expenses in the Operating Costs section
- Include a lot of milestones and events in the Milestones/Events section
- Do not assume DRPT staffs knows what you do
- Provide details for someone at DRPT that does not know anything about your commuter assistance program

General Application Review and Scoring

- All applications go through multiple reviews at DRPT.
- There is specific scoring for each funding opportunity.
- Is this a smart investment for the Commonwealth?
- Are the expected results and outcomes realistic and meets the goals of DRPT and the CAP grant program?
- Can the results be accurately measured?
- DRPT Program Manager will contact you if more information or clarification is needed regarding your application.

CAP Operating Application Evaluation

Applications are evaluated based on the realistic expected results and outcomes and meeting the objective of the CAP Operating grant.

DRPT reserves the right to:

- Remove ineligible and unnecessary expenses during application review and evaluation, and
- Recommend an award at a lower funding amount than requested by the applicant.
- Recommend the project is not funded based on the merits of the application

DRPT will look at the status of current executed and open grants for the applicant's agency and the timeliness of claim/reimbursement requests submissions and timeliness of reporting performance measure data.

CAP Operating Application Scoring

Application Scoring

- New total for points possible
- Project Description and Project Scope are scored separately
- Added Ridematch Request Trend score
- Low ranked applications may not be funded or funded at a lower amount than requested

Category	Points
Project Description	10
Project Scope	15
Marketing and Promotion	10
Milestone/Events	10
Staff Level and Work Tasks	10
Budget Detail	10
Cost Effectiveness	15
Ridematch Requests Trend	20
Total Points Possible	100

CAP Operating Performance Measures

All CAP Operating grant recipients are required to submit ridematch requests performance data each month.

See Grant Administration Procedures (Purple Book) for details.

CAP Project Assistance

CAP Project Assistance – Overview

Overview

- Supports transportation demand management projects, such as, employer trip reduction, vanpool assistance, and transit marketing projects. Other types of transportation demand management projects that meet the grant program objectives and requirements are eligible.
- Projects must achieve a **measurable** increase in the public's use of carpools, vanpools, transit, and/or bicycle commuting to work.

CAP Project Assistance – Eligible Applicants

Eligible Applicants

- Local governments
- Planning District Commissions
- Regional Commissions
- Metropolitan Planning Organizations
- Transportation Management Associations
- Public transit agencies
- **Vanpool providers**



Project Expenses – General Eligibility

All expenses should be necessary and justified for the implementation of the project, be both reasonable in nature and amount, and contribute to achieving an increase in the number of riders in carpools, vanpools, transit, or commuting by bicycle.

Specific eligible expenses depend on the type of project



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Project Scope

A detailed outline of **All** tasks, resources, time, deliverables and work performed with the grant funds. Include specifics on what project activities will be performed, marketing items developed, advertising, how the public learns about the project, and any other grant funded components of the program.

Grant Administration Expenses

Eligible grant administration tasks:

- Preparation and submission of project claims
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- Note if the position is full-time or part-time and how many hours charged to the project on an average week.
- Note the percentage of the position's time working on the grant project on an average week.

Justification of Memberships

- How will the membership result in more people requesting ridematching through a DRPT approved ridematching system?
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- Does your agency also use the membership? If so, how?

CAP Project Assistance Eligible Project Types

There are different WebGrants applications for each type of CAP Project. Be sure to select the correct application.

Eligible projects are not limited to the following.

- Employer Trip Reduction
- Vanpool
- Transit Marketing Projects
- Other Projects





Employer Trip Reduction Projects

Supports projects that actively work with private sector employers.

Employer Trip Reduction Project Objectives

- Increase the number of private sector employers providing commuter benefits for employees that use transit and vanpool to get to work
- Increase the number of private sector employers providing assistance to employees for carpool and vanpool
- A **measurable** increase the number of private sector employees using transit, carpool, and vanpool



Points of Emphasis

- **This is a sales focused project**
- Proactive outreach and direct discussions with employers
- Primary objective is to convince employers to implement a transit and/or vanpool benefit
- Must use a DRPT approved Customer Relations Management (CRM) system to track employer activities
- Reporting on activity metrics must be submitted monthly. Full listing of metrics can be found in the Purple Book



Vanpool Projects

Supports vanpool projects that increase vanpooling.

Vanpool Project Objectives

- Form new vanpools leading to the increase in the total number of vanpools in Virginia
- Increase vanpool ridership
- Provide assistance to start new vanpool
- Provide assistance to help existing vanpool that need riders
- Vanpool data collection and NTD reporting



Vanpool Project Eligible and Ineligible Expenses

Eligible

- Financial assistance to vanpools that suddenly lose multiple riders (VanSave)
- Monthly stipends in return for vanpool data that is entered in NTD
- Short-term incentives for new riders

Ineligible

- Vanpool operations costs (fuel, tires, maintenance, office supplies, computers, phones, vehicles, rent, etc.)

This is not an all-inclusive list. Check with a DRPT Program Manager for verification of other expenses.



Transit Marketing Project

Supports marketing of bus service for the purpose of increasing ridership.

Transit Marketing Project Application

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

The focus must be increasing ridership and ridership must be measured and reported.

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





Other Projects

Other TDM projects may qualify for CAP Project Assistance as long as they are designed to increase transit ridership, increase vanpool ridership, increase carpooling, or increase commuting to work by bicycle, and the results can be measured.

Tips for a Good Application

- Include a lot of detail in Project Description
- Low administration costs
- Include a lot of detail in List of Expenses in the Operating Costs section
- Include a lot of milestones and events in the Milestones/Events section
- Efficiency of costs to results
- Do not assume DRPT staffs knows what you do
- Provide details for someone at DRPT that does not know anything about your commuter assistance program

General Application Review and Scoring

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- Can the results be accurately measured?
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DRPT will look at the status of current executed and open grants for the applicant's agency and the timeliness of claim/reimbursement requests submissions and timeliness of reporting performance measure data.

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Application Scoring

- Is New total for points possible
- Project Description and Project Scope are scored separately
- Low ranked applications may not be funded

Category	Points
Project Description	10
Project Scope	15
Project Purpose	10
Staff and Contractor Level & Tasks	10
Expected Results	10
Measurement of Results	10
Milestone/Events	10
Cost Effectiveness to Achieve Results	10
Budget Detail	15
Total Points Possible	100

Performance Measures

All grant recipients are required to submit performance data each month for Employer Trip Reduction and Vanpool projects. Transit marketing projects will need to report ridership.

See Grant Administration Procedures (Purple Book) for details.

Resources and Guidance

Using DRPT's Bench Contractors

- DRPT has bench contractors your agency can use for:
 - Marketing and communications
 - Implementing TDM strategies
 - Planning

Contact your DRPT Program Manager if interested in using a DRPT bench contractor.

Contract Description	Vendor
(GEC) Architectural And Engineering Services	HDR Engineering Inc
(GEC) Architectural And Engineering Services	STV/Ralph Whitehead Associates, Inc
(GEC) Architectural And Engineering Services	WSP USA Inc
(GPC) Transit - General Planning	AECOM Technical Services, Inc
(GPC) Transit - General Planning	Rummel, Klepper & Kahl, LLP
(GPC) Transit - General Planning	Michael Baker International, Inc.
(GPC) Transit - General Planning	WSP USA Inc
(GPC) Transit - General Planning	Kimley-Horn and Associates, Inc.
(GPC) Rail - General Planning	AECOM Technical Services, Inc
(GPC) Rail - General Planning	HDR Engineering Inc
(GPC) Rail - General Planning	Mofatt & Nichol
(GPC) Rail - General Planning	STV/Ralph Whitehead Associates, Inc
Financial GPC Bench Contract	SC&H Group Inc
Financial GPC Bench Contract	WSP USA Inc
Communications and Marketing GPC	Siddall Communications, LLC
Communications and Marketing GPC	Pulsar Advertising Inc
Communications and Marketing GPC	Charles Ryan Associates
Communications and Marketing GPC	The Hatcher Group Inc.
Communications and Marketing GPC	PRR, Inc

Resources and Guidance

- Transit and Commuter Assistance Grant Application Manual (Blue Book) – read this!
- Grant Administration Procedures (Purple Book)
- Your DRPT Program Manager.
- DRPT Website – Our Grant Programs section.

Resources and Guidance

DRPT Website: <https://drpt.virginia.gov/>, Our Grant Programs section

Contact your DRPT program manager:

- **Gabe Ortiz:** Commuter Programs Manager – Northern Virginia, 703-253-3322, gabriel.ortiz@drpt.virginia.gov
- **Kathy Molin:** Commuter Programs Manager – Central, Hampton Roads, Middle Peninsula, Northern Neck, Southwest, 804-786-7780, katherine.molin@drpt.virginia.gov
- **Christopher Arabia:** Manager of Statewide Commuter Programs, 804-786-1059, christopher.arabia@drpt.virginia.gov

Time for Q & A

Thank you for joining us today for the DRPT Commuter Assistance Program (CAP) Grant Workshop