

FY2025

Zero Transit Fare for Working Families TANF Grant Program

orientation and training

June 28, 2024



1

1

Welcome and Introductions



Virginia Transit Association (VTA)

Danny Plaughter, Executive Director

Laura K. Greenleaf, Grant Administrator

2

2

TANF Program Background



Temporary Assistance for Needy Families (TANF)

- Federal block grant program designed to provide cash assistance to families living in poverty to help them achieve self-sufficiency.
- Created by Personal Responsibility and Work Opportunity Act (PRWOA) of 1996 to replace Assistance to Families with Dependent Children (AFDC).

Statutory Purposes

1. Provide assistance so that children can be cared for at home;
2. End dependence of parents on government benefits by promoting job preparation, work, and marriage;
3. Prevent and reduce incidence of out-of-wedlock pregnancies; and
4. Encourage the formation and maintenance of two-parent families.

3

3

Zero Transit Fare Program



VTA TANF Grant Award

- Created Zero Transit Fare for Working Families Grant Program
- Enabled by Sole Source Agreement October 15, 2020
- Provided \$2 million for FY21 and FY22, allocated \$500,000 for FY23 and for FY24
- **Allocated \$500,000 for FY25 and for FY26**

Program Overview

- Annual competitive grants to organizations providing transportation to TANF eligible persons and individuals with a dependent child whose income is at or below 200% of federal poverty level.

Year Five

- Three returning grant subrecipients

4

4

Zero Transit Fare Program



Virginia General Assembly 2021 Budget Bill - Item 356

S. Out of this appropriation, \$1,000,000 the first year and \$1,000,000 the second year for the Temporary Assistance for Needy Families block grant shall be provided to the Virginia Transit Association to offer competitive grants for public transportation (as defined in Virginia Code §33.2-100) and public transportation demand management service fare passes. **The Virginia Transit Association shall report on annual program performance and outcome measures contained in the memorandum of understanding with the Department of Social Services.** The department shall report on any performance and outcome data collected through the memorandum of understanding by July 1 of each year. This report shall be provided to the Governor, Director of the Department of Planning and Budget, and the Chairmen of the House Appropriations and Senate Finance committees.

5

5

Zero Transit Fare Program



Virginia Code §33.2-100

"Public transportation" or "mass transit" means passenger transportation by rubber-tired, rail, or other surface conveyance that provides shared ride services open to the general public on a regular and continuing basis. "Public transportation" or "mass transit" does not include school buses, charter or sight-seeing services, vehicular ferry service that serves as a link in the highway network, or human service agency or other client-restricted transportation.

6

6

Zero Transit Fare Program



Program at a Glance

- Fixed route, on demand, and/or public vanpool public transit.
- No-match: grant covers 100% of eligible project costs.
- Reimbursement of paid upfront expenses.
- FY24 funds must be spent by June 30, 2024.

Eligible Subrecipients

- Local governments
- Nonprofit organizations
- Transit organizations

Partnerships between municipalities or nonprofits with one or more public transit organizations are encouraged. To facilitate the grant, only one organization enters into a subrecipient agreement with VTA and is **the sole responsible entity** for expending funds and receiving reimbursement.

7

7

Zero Transit Fare Program - Participant Eligibility -



Eligible Referrals for Program Participation

- TANF recipients in the Virginia Initiative for Education and Work (VIEW) Program, including those sanctioned;
- TANF recipients exempt from VIEW;
- Individuals receiving Diversionary Assistance under TANF; and
- VIEW participants whose cash assistance has ended and are in the transitional period, up to 12 months after assistance ends.

Other Eligible Participants

- Individuals with at least one dependent child whose income is at or below 200% of the federal poverty level, and
- Non-custodial parent providing financial support for child (verification of support payments necessary) who meets income eligibility.

8

8

Zero Transit Fare Program - Eligible Participant Uses -



Eligible destinations & purposes

Subrecipients may use grant funds **ONLY** for trips:

- To and from employment and job readiness or training made by riders who meet participant eligibility criteria, or
- To childcare or school for a dependent child of an eligible participant when the child's transportation enables *and is essential to the adult's employment or job readiness activities*.

9

9

Zero Transit Fare Program - Expense Categories -



Expense categories as they appear on monthly reimbursement request:

- Transit passes
- On-demand bus trips
- Publicly-administered vanpools
- Tracking of ridership data
- Administrative expenses

10

10

Expense Categories



Tracking of ridership data

- Time spent facilitating participants' use of transportation program and collecting data on and documenting program activity.
- *Reasonable expenditures for outreach to raise awareness of program availability, connect eligible participants with transit services, and recruit riders. **NO marketing!***

11

11

Expense Categories



Tracking of ridership data

- “Reasonable expenditures” on outreach means a minimal proportion of a subrecipient’s grant budget concentrated in the first quarter of the grant period with the objective of generating program use.
- VTA expects that upfront investment in public outreach will produce measurable outcomes.

12

12

Expense Categories



Administrative Expenses

- **ONLY** staff time required to prepare monthly requests for reimbursement and outcome reports.
- Also limited to “reasonable” expenses.

13

13

Monthly Reporting



Request for Reimbursement

DEADLINE: 7th day of each month

- Submit reimbursement form **by the 7th calendar day** of month following performance period.
- Submit form in both Excel *and* PDF formats.

VTA must review and approve requests and prepare its own reimbursement request to VDSS by the 15th of each month.

Subrecipients can *expect* reimbursement 60 days after submission, subject to payment from VDSS.



14

14

Monthly Reporting



Outcome Reports

DEADLINE: 7th day of each month

- Submit monthly outcome report by the 7th calendar day of the month following performance period.
- Submit in both Excel *and* PDF format.



15

15

Monthly Reporting



✓ Submit reimbursement request, outcome report, and all supporting documentation in a single email packet.

✓ If you have to make corrections, resubmit the entire final submission in a single packet.



16

16

Monthly Reporting



Best Practices for Success

- Provide services for eligible individuals in a way that allows you to easily count and report each rider's trips.
- Collect all documentation (invoice and proof of payment for expenses).
- Pay bills and invoices separately; do not pay multiple, unrelated receipts or invoices with one check.
- Do not split invoices across multiple category tabs in the Excel file form: Enter the *entire* invoice amount in the category that is most applicable.
- Review forms before submission: check for correct dates, report numbers, and signature lines. Check your math!

17

17

Reimbursement and Monthly Report Overview



Collect

- Receipts and invoices of eligible expenses
- Proof of payment for eligible expenses (copy of canceled check, other)

Prepare

- VTA Reimbursement Form, Outcome Report, & documentation
- Save & submit requests *and* reports in Excel and PDF formats

Submit

- TANFgrant@vatransit.com
- By 7th calendar day of the month following performance month

18

18

Monthly Reporting



Record Keeping for Three Years

- Retain documentation verifying that persons served meet eligibility criteria.
- Retain all financial records, supporting documentation, statistical records, and other pertinent records.

Required for potential audit by the Commonwealth of Virginia

19

19

Additional Reporting



Quarterly Progress Reports

- VDSS requires VTA to submit quarterly performance reports summarizing program activities and outcomes.
- Your monthly reports to VTA will inform VTA's quarterly reports to VDSS.
- *But* we will need additional information about your program activity during the reported quarter – by phone call or email with two weeks notice.

20

20

Zero Transit Fare Program



The Voice of Public Transportation in Virginia

OVERVIEW OF FORMS: REIMBURSEMENT REQUEST OUTCOME REPORT

21

21

VTA Reimbursement Form, Tab 1
Form revised 05/30/23

Zero Transit Fare for Working Families Grant Program Subrecipient Request for Reimbursement Form

Virginia Transit Association

1a. Subrecipient Name
Organization ABC

1b. Project Name
Project XYZ

1c. Grant Amount
XXXX

1d. Grant Performance Period Start Date
July 1, 2023

1e. Grant Performance Period End Date
June 30, 2024

1f. Subrecipient Mailing Address (REQUIRED)

Street, VA, Zip

Payment Request #
#01

Performance Period (Month/Year)
7/1/2023

Final Request for Reimbursement?
No

Section 1: Project Information
Please refer to your Grant Agreement to complete this section.

Section 2: Previous Reimbursements
Please complete tab 2, which will auto-fill the information in this section. If you do not have any costs for this tab, you may leave the tab blank.

Section 3: Request for Reimbursement
Please complete tabs 3-7 (as applicable), which will auto-fill the remaining tables in this section. If you do not have any costs for a certain tab, you may leave the tab blank.

Section 4: Project Financial Status

Costs Submitted for Reimbursement (Per Tabs 3-7)

Costs	Total Cost
Transit Passes	XXXX
On-Demand Bus Trips	XXXX
Van-Pool Expenses	XXXX
Tracking of Ridership Data	XXXX
Reasonable Administrative Expenses	XXXX
Total Amount of Funds Expended	\$ -

Project Costs to Date (including current request): #VALUE!

Remaining Grant Amount to Complete: #VALUE!

BY SIGNING BELOW, THE SUBRECIPIENT CERTIFIES THE FOLLOWING:

*All invoices included in this request have been paid and proof of payment is enclosed.

*All costs included in this request are accurate.

*All costs included in this request are only for work performed on the project that is defined in the Grant Agreement and is within the approved scope of work.

*By submitting the Form, the sub-recipient also certifies that services provided under the grant were solely provided to TANF eligible persons and individuals with at least one dependent child whose income is at or below 200% of the federal poverty level.

Type Name of Authorized Subrecipient Representative

Date

For VTA Use Only

Approved By: _____

Amount to be Paid: _____

Final Invoice YES NO

22

11

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
2	Zero Transit Fare for Working Families Grant Program															
3	Subrecipient Request for Reimbursement Form															
4	Virginia Transit Association															
5	Subrecipient Name:		Organization ABC													
6	Project Name:		Street													
7	Project Name:		City, VA, Zip													
8																
9	Please enter your previously submitted Request for Reimbursement information. If an RFR was revised for any reason, please use the revised, final amount as approved by VTA.															
10																
11	RFR #	Date Submitted	Request Amount													
12		July 2023														
13		August 2023														
14		September 2023														
15		October 2023														
16		November 2023														
17		December 2023														
18		January 2024														
19		February 2024														
20		March 2024														
21		April 2024														
22		May 2024														
23		June 2024														
24																
25	Total		\$ -													
26																
27																
28																
1. Reimbursement Request 2. Previous Reimbursements 3. Transit Passes 4. On-Demand Bus Trips 5. Van-Pool Expenses 6. Tracking ...																

23

Subrecipient Name:		Organization ABC													
Project Name:		Street													
Summary of Receipts and Proof of Payment															
Please enter each individual receipt included from the purchase of transit passes for TANF eligible persons in this request for reimbursement, and include check/payment information.															
Please be advised that you must submit proof of payment.															
Transit Passes															
	PAYEE	INVOICE #	INVOICE DATE	INVOICE AMOUNT	CHECK #	CHECK DATE	CHECK AMOUNT								
1							\$ -								
2															
3															
4															
5															
6															
7															
8															
9															
10															
11															
12															
13															
14															
15															
16															
17															
18															
19															
20															
Expenditures for this Request for Reimbursement				\$ -											
1. Reimbursement Request 2. Previous Reimbursements 3. Transit Passes 4. On-Demand Bus Trips 5. Van-Pool Expenses															

24

VTA Reimbursement Form: Tab 4

Free Transit Fare for Working Families Grant Program Subrecipient Request for Reimbursement Form

Virginia Transit Association

Request for Reimbursement
 Payment Request # _____
 Payment Request Date _____

Subrecipient Name: Organization ABC
Project Name: Street

Summary of Receipts and Proof of Payment
 Please enter each individual receipt used for on-demand bus trips for TANF eligible persons in this request for reimbursement, and include check/payment information. Please be advised that you must submit proof of payment.

On-Demand Bus Trips

	PAYEE	INVOICE #	INVOICE DATE	INVOICE AMOUNT	CHECK #	CHECK DATE	CHECK AMOUNT
1							\$ -
2							\$ -
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

▶ ...
2. Previous Reimbursements
3. Transit Passes
4. On-Demand Bus Trips
5. Van-Pool Expenses
6. Tracking of Ridership Data
7

25

25

VTA Reimbursement Form: Tab 5

Free Transit Fare for Working Families Grant Program Subrecipient Request for Reimbursement Form

Virginia Transit Association

Request for Reimbursement
 Payment Request # _____
 Payment Request Date _____

Subrecipient Name: Organization ABC
Project Name: Street

Summary of Receipts and Proof of Payment
 Please enter each individual receipt from expenditures related to publicly-administered van-pools in this request for reimbursement, and include check/payment information. Please be advised that you must submit proof of payment.

Van-Pool Expenses

	PAYEE	INVOICE #	INVOICE DATE	INVOICE AMOUNT	CHECK #	CHECK DATE	CHECK AMOUNT
1							\$ -
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

▶ ...
2. Previous Reimbursements
3. Transit Passes
4. On-Demand Bus Trips
5. Van-Pool Expenses
6. Tracking of Ridership Data
7

26

26

VTA Reimbursement Form: Tab 6

Zero Transit Fare for Working Families Grant Program Subrecipient Request for Reimbursement Form

Virginia Transit Association

Request for Reimbursement
 Payment Request # _____
 Payment Request Date _____

Subrecipient Name: Organization ABC
Project Name: Street

Summary of Receipts and Proof of Payment
 Please enter each individual invoice related to the tracking of ridership data in this request for reimbursement and include check/payment information. Please be advised that you must submit proof of payment.

Tracking of Ridership Data

	<u>PAYEE</u>	<u>INVOICE #</u>	<u>INVOICE DATE</u>	<u>INVOICE AMOUNT</u>	<u>CHECK #</u>	<u>CHECK DATE</u>	<u>CHECK AMOUNT</u>
1							xxxx
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

▶ ...
2. Previous Reimbursements
3. Transit Passes
4. On-Demand Bus Trips
5. Van-Pool Expenses
6. Tracking of Ridership Data
7. Ad

27

27

VTA Reimbursement Form: Tab 7

Free Transit Fare for Working Families Grant Program Subrecipient Request for Reimbursement Form

Virginia Transit Association

Request for Reimbursement
 Payment Request # _____
 Payment Request Date _____

Subrecipient Name: Organization ABC
Project Name: Street

Summary of In-Kind Labor
 Please enter any in-kind labor costs included in this request for reimbursement. Hourly pay may only include salary costs, please do not include fringe benefits.

Administrative Expenses - Personnel Labor for Grant Related Reporting Only

	<u>EMPLOYEE NAME</u>	<u>POSITION</u>	<u>HOURLY PAY RATE</u>	<u>HOURS OF SERVICE</u>	<u>TOTAL AMOUNT</u>
1					\$ -
2					\$ -
3					\$ -
4					\$ -
5					\$ -
6					\$ -
7					\$ - xx
8					\$ -
9					\$ -
10					\$ -
11					\$ -
12					\$ -
13					\$ -
14					\$ -

▶ ...
3. Transit Passes
4. On-Demand Bus Trips
5. Van-Pool Expenses
6. Tracking of Ridership Data
7. Administrative Expenses

28

28

Outcome Reporting Overview



Collect

- Number of trips provided,
- Value of fare provided,
- Number of persons served,
- Primary boarding locations and destinations, and
- Information on employment and job training.

Prepare

- Outcome Report Form (single tab) in Excel and final PDF

Submit

- TANFgrant@vatransit.com

Zero Transit Fare Grant Program
Sub-Recipient Cost Estimate Form
Virginia Transit Association

Form revised 06/30/22

Subrecipient Name:
 Project Name:
 Performance Period:

Required Outcome Reporting
The required outcome reporting must include the following: the number and amount of transit fare provided (e.g., number and monetary value); and the number of persons served.

	Number of Fares Provided	Value of Fares Provided	Number of Persons Served
Transit Passes	x	x	x
On-Demand Bus Trips	x	x	x
Van-Pool Trips	x	x	x
Total Fares Provided		Total Value of Fares Provided	Total Number of Persons Served
Monthly Outcomes	-	-	-

Desired Outcome Reporting
Please provide qualitative performance outcome data related to boardings, destinations.

Top 5 Primary Boardings	Top 5 Primary Destinations

Information on Employment Locations and/or Job Training Programs
 Please describe whether persons served used transit for employment or job training.

Estimated Project Costs | Sheet1 | (+)

Zero Transit Fare Program



Discussion Question and Answer

31

31

Thank You!



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32

32