Virginia Department of Rail and Public Transportation

Transit Ridership Incentive Program (TRIP) Application Guidelines

Fiscal Year 2023

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Transit Ridership Incentive Program, Application Requirements **Error! Bookmark not defined.**

Transit Ridership Incentive Program, Introduction

The Virginia Department of Rail and Public Transportation's (DRPT) Transit Ridership Incentive Program (TRIP) provides funding to transit agencies for the purpose of improving the regional connectivity of urbanized areas and increasing statewide ridership by supporting the deployment of zero and subsidized fare pilot programs. Please review this document and visit the TRIP webpage for more information on this program.

This set of application guidelines provides a general overview of TRIP, identifies potential applicants, describes projects that qualify for funding, and specifies terms and requirements. To provide heightened clarity and detail, this set of guidelines is divided into two (2) sections to accompany the two (2) distinct goals of TRIP:

Program Goals:

I. Heightening regional connectivity in urban areas with population excess of 100,000
II. Supporting the creation and improvement of zero fare and low income pilot programs

Transit Ridership Incentive Program, Regional Connectivity

Program Description

These guidelines are designed to support applicants interested in regional connectivity funds. TRIP supports the regional connectivity of urbanized areas by designating state funding to a variety of strategies aimed at mitigating congestion, reducing emissions, and decreasing single vehicle trips.

The following terms and metrics should guide applicants and will be utilized in project prioritization and selection:

Useful service: Regional transit provides opportunities for commuting, accessing regional employment centers, and connecting riders with other modes of transportation. For regional connectivity projects, useful service will connect riders to regional needs in a quick and efficient manner that deters community members from relying on single vehicle trips.

Regional Significance: For the purpose of this program, to be considered regionally significant, transit routes must facilitate intra-regional travel within urbanized areas with populations over 100,000. Regionally significant routes fill a gap between corridors of statewide significance that serve statewide objectives and urban development areas (UDAs) which serve local objectives. To be considered regional, a route should serve at least two political jurisdictions. Projects developed through regional collaboration, or through partnership with the urbanized area's metropolitan planning organization (MPO), will receive additional consideration in project evaluation.

Eligible Applicants

TRIP assistance is awarded to existing providers of public transportation service in Virginia. Eligible recipients includes but is not limited to public transportation services operated by:

- Large Urban or Small Urban public service corporations that serve localities with populations in excess of 100,000 – see below figure 1 of eligible regions.
- Transportation District Commissions

- Public Service Corporations
- Local governments
- Private nonprofit transit providers

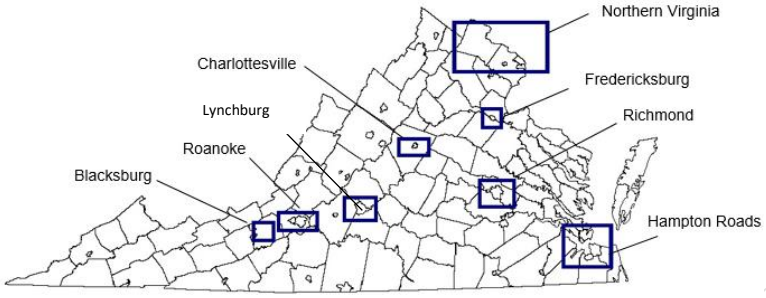

Figure 1: Eligible Regions for Regional Connectivity Funds

Eligible Projects

Prospective applicants are required to submit project summaries for funding. Priority will be given to quickly implementable projects included in locally administered or statewide corridor studies that have fully considered financial capacity for project continuation after grant expiration. The following project types can be considered for funding:

- The improvement and expansion of routes with regional significance
- The development and implementation of regional subsidy financing models
- The creation of bus-only lanes on routes of regional significance
- The implementation of integrated fare collection

Ineligible Projects

- Regional routes that are not included in either statewide corridor plans or overarching statewide initiatives, regional transportation plans, and/or a specific agency's transit development or transit strategic plan
- Projects that are already in service, where the application seeks to supplement existing funding commitments with TRIP funds
- Projects that are currently receiving state funding and/or have expired state funding that was allocated to the same project

Application Requirements

The TRIP regional connectivity application will touch on the following components:

- **Project Description:** a brief yet informative summary of the project that includes:
    - Reasonable and explanatory project scope that reflects the project details needed to meet the identified project objective. If applicable, scope must provide evidence of the transit route's 'appropriate coverage' and 'regional significance'.
    - Brief project schedule, implementation timeline, etc.
    - Project objective which may include: Increase in ridership/ridership projections, emissions reduction, and decrease in single occupancy vehicle (SOV) trips/congestion mitigation.

    - Confirmation of ability to provide data and evidence of project's success on a quarterly basis

- **Project Justification:** Prior to applying for TRIP funds, applicants will have conducted a study or performed research to develop project justification and prepare an implementation plan. The project justification must provide a clear and demonstrable unmet need that will be met by the project and a thorough description on the mitigation of the implementation plan. This identified need should outline the project's purpose and the proposal's vision. The applicant should also provide justification to the regional significance of the transit route being considered. Conducting a TBEST Title VI analysis or identifying potential benefits to equity emphasis areas will be beneficial in application scoring.
- **Project Objective:** The following objectives are applicable to regional connectivity projects: ridership projection, emissions reduction, decrease in SOV trips and congestion mitigation. These objectives should be paired with a measurable target which yields available data that speaks to the project's success in meeting the defined objective on a quarterly basis.
- **Required Data:** TRIP applications will be evaluated using a technical scoring process. The following data points will be required for scoring: Current route ridership (if applicable), projected route ridership after project implementation (2025), current route peak period ridership (if applicable), and projected route peak period ridership after project implementation (2025).
- **Project Schedule and Readiness:** What, if anything, needs to be done prior to project deployment (e.g. vehicle purchase, bus stop improvement, road or signal enhancement, software/hardware installation, etc.) This section should further outline a tentative project schedule.
- **Financial Detail and Maintenance of Effort**: Provide details on project cost, financial duration, and plans to continue service funding after TRIP funding phases out.
- **Local and Regional Support:** For bus lanes and traffic signal projects, applicants must get a letter of support/approval from the Virginia Department of Transportation (VDOT) or the local government that is responsible for maintenance (Cities, Towns). For routes of regional significance, transit agencies or sponsoring jurisdiction must get board approval from all jurisdictions in which route operates prior to application submission.
- **Congestion Mitigation:** Applicants must provide explanation on how this project will reduce traffic congestion through heightening the investment in transit.[1]
- **Technical Capacity/Oversight**: Enter the name, title, phone number, email address and qualifications of the person responsible for the completion of this project, who will also serve as DRPT's point of contact for the project.

Recipient Responsibilities

The approved applicant is responsible for the following:

[1] Per state regulations, at least $3,600,000 of TRIP funds must be annually allocated to operating cost assistance to reduce congestion in urban areas

- Conducting sufficient level of planning and research to identify project need, project purpose, performance measures, and thresholds of success.
- Developing clear and measurable goals and objectives.
- Demonstrating financial commitment to continue successful projects beyond the expiration of state funds.
- Providing continuous administrative direction and project management, as well as communicating with DRPT program manager on important updates.
- Efficiently implementing projects on a timely basis.
- Providing quarterly updates and data on project's performance, these updates should include rider and community feedback.
- Conducting before-and-after analysis on regional ridership.

Grant Match Requirements and Funding Model

The Commonwealth recognizes the need for both state and local funding commitments to establish transit services. Therefore, TRIP regional connectivity funding can be applied to a project for a maximum of five years. TRIP funding can be attributed at a maximum of an 80% share of eligible project costs. For multi-year projects, it is anticipated that the state's contribution would decrease and the local share would increase as the project progresses

If an applicant is interested in applying for a longer term funding model, they must confirm that the project will be in operation for the full duration of funding. For multi-year projects, it is anticipated that the state's contribution would decrease and the local share would increase as the project progresses. See Table 1 for example state funding awards for each year of the funding duration. In specific circumstances, previously allocated federal relief dollars can subsidize local match requirements for FY 23 projects, as long as a minimum 4% local match is provided. Projects may be eligible for funding beyond the initial grant period based upon availability of funds and project performance.

Table 1: Maximum State funding for each year of funding duration

First Year	Second Year	Third Year	Fourth Year	Fifth Year
Up to 80% of eligible project costs	*Up to 60% of eligible project costs*	*Up to 30% of eligible project costs*	*Up to 20% of eligible project costs*	*Up to 10% of eligible project costs*

Per subdivision C of Section 33.2-1526.3 of the *Code of Virginia*, the regional connectivity funds will be distributed based on a five-year rolling average, ensuring that each region receives their proportional share over the five-year period. Proportional shares will be evaluated based on census data.

Application Evaluation

Proposed projects will be evaluated and prioritized through a technical scoring analysis. After each project is scored based on the below score breakdowns, the scores will be compared and ranked, signifying priority projects that are most appropriate for funding. Regional connectivity funds will be distributed based on a five-year rolling average, ensuring that each region receives their proportionate share over the five-year period. Projects will be evaluated in consideration of the regional allocation of funds. The scoring for regional connectivity projects and zero fare and low income projects are unique to the project's assigned goals and objectives. Because of the diversity

of projects that are eligible for TRIP regional connectivity funding, scoring will be unique to project type. The following sections outline the detailed scoring mechanisms by project type..

The improvement and expansion of routes with regional significance

Regional connectivity projects are scored in the following categories: congestion mitigation, regional connectivity and regional collaboration, and cost per passenger. Table 2 depicts the point association with each of these scoring categories.

The implementation of integrated fare collection

TRIP funds can be allocated towards increasing the efficiency of fare collection for public transportation and implementing new strategies to most appropriately meet the demands of existing riders and attract new riders. Table 2 depicts the point association with each of these scoring categories.

The creation of bus-only lanes on routes of regional significance

These projects will be scored using the categories and point associations listed in Table 2.

Table 2: Project Evaluation Categories and Points for Regional Routes, Integrated Fare Collection, and Bus Only Lane Projects

Category	Points
Congestion Mitigation and Ridership	60
Projected Impact on Ridership	*30*
Projected Peak Period Ridership	*30*
Regional Connectivity and Regional Collaboration	30
Cost per passenger	10
Total Possible Points	**100**

To expand on project scoring criteria, Table 3 provides further explanation on the purpose of the scoring categories. Additionally, Table 3 provides a detailed breakdown of scoring, further organizing proposed projects in priority classes. Projects will be ranked based on overall project score (Table 2); however, if two or more projects receive the same score, priority classes of each individual category will be considered to determine the most ripe project out of the tied applications. The projects will be ranked within each class on a relative scale based on FY 23 application pool. Applications that most appropriately meet the project's evaluation criteria will receive more points than other projects within their designated class. Furthermore, project readiness and proposed implementation timeline will be considered when ranking similarly scored projects.

Table 3: Detailed Breakdown of Evaluation Criteria and Priority Classes

Evaluation Criteria		Purpose of Criteria	Detailed Breakdown of Scoring
Congestion Mitigation	*Projected Impact on Ridership*	All applicants applying for TRIP funding must consider the project's impact on transit ridership by 2025. The predicted increase in ridership will be vital in project evaluation. Applicants should provide detail on how they arrived at their projected ridership increase, either through modeling, surveying, or other means. When necessary, impact on ridership will be evaluated proportionally in a manner that considers current ridership and community population.	• Explanation on how applicant arrived at projected ridership (4 points) *High Priority (20-26 points)* 20% or more predicted increase in ridership *Mid Priority (10-19 points)* 10%-19% predicted increase in ridership *Low Priority (0-9 points)* Less than 10% predicted increase in ridership

	Projected Proportion of Peak Period Ridership	This criteria will measure the concentration of projected ridership during peak period travel times. Peak periods of ridership represents the time of greatest congestion and commuter needs. A project will be scored based on its ability to mitigate congestion during these peak times. Applicants should provide an hourly breakdown of their ridership to further show the potential for mitigation during times of congestion.	• DRPT will be calculating the percent of ridership that falls within the established peak period of congestion (6:00 AM-9:00 AM) *High Priority (21-30 points)* 50% or more of daily ridership attributed to peak periods of congestion *Mid Priority (10-20 points)* 40%-49% of daily ridership attributed to peak periods of congestion *Low Priority (0-9 points)* 39% or less of daily ridership attributed to peak periods of congestion
Regional Connectivity and Regional Collaboration		The component of regional connectivity and regional collaboration will speak to the regional access of the project and the regional development of the application. Because regional projects are aimed at increasing regional connectivity, projects should be developed through collaboration of involved localities and their MPO when appropriate. This component will not only speak to regional involvement but will also speak to appropriate coverage for all localities included. Regional routes should provide access to vital services, commuter needs, and other transit essentials.	• Applicant shows that route will connect to existing transit and other mode options (12 points) • Applicant shows that route will access major activity centers and large employers (8 points) • Applicant submits letters of support from ***all*** involved localities *(5 points)* • Applicant submits letter of support from appropriate MPO *(5 points)* *High Priority (21-30 points)* All or great majority of components are satisfied *Mid Priority (10-20 points)* *Majority of components are satisfied* *Low Priority (0-9 points)* *None or few of the components are satisfied*
Cost Per Passenger		To ensure the most efficient use of TRIP funds, cost per passenger will be used to gauge the benefit of the project's use of funds. Research should be performed prior to the submission of an application that speaks to the affordability of the project in regards to the anticipated ridership. This component will allow DRPT to further evaluate applications ability to benefit the community with consideration of limited funding. $\frac{Total\ Project\ Cost}{Anticipated\ 2025\ Project\ Ridership} = Cost\ per\ Passenger$	• The cost per passenger factor is scored relative to other applications. After all projects are scored they will be divided into the following categories: *High Priority (8-10 points)* *Lowest cost per passengers relative to all applications* *Mid Priority (4-7 points)* *Median cost per passengers relative to all applications* *Low Priority (0-3 points)* *High cost per passengers relative to all applications* **DRPT recognizes that costs of operations differ throughout the Commonwealth. DRPT will consider these differences during the project scoring.*

The development of implementation of regional subsidy financing models

These projects, and other non-service projects, will be considered for funding as needed and will be evaluated on a situational basis. All applicants should provide detail on local support and commitment, implementation timelines, and previous planning efforts that identified the need for regional subsidy models.

Monitoring and Reporting

DRPT is strongly committed to supporting and monitoring the progress of selected TRIP projects. Selected grantees will be required to submit data on a quarterly basis that speak to the project's progress in meeting its established objectives. For regional connectivity projects, the following can be chosen as project objectives: increase in ridership, emissions reduction, decrease in SOV trips, and congestion mitigation. For the application, applicants will be required to define an objective and a data provision. Before the final project agreement, DRPT will work with the selected grantees to help refine these components which will be documented in the project agreement. DRPT will also have a 6 month interim meeting with grantees to discuss project progress.

Table 4 below outlines possible project objectives and their associated relevant data:

Table 4: Project Objectives and their Associated Reporting Requirements

Project Objective	Quarterly Data Provisions
Impact on Ridership	• Ridership counts • Percent of ridership change • Rider and community feedback
Emissions Reduction	• Ridership counts X emissions reduction formula (DRPT will work with selected grantees on meeting this provision)
Decrease in SOV trips/ Congestion Mitigation	• Ridership counts • Hourly Ridership breakdown • Average Auto Occupancy of Vehicles

It is important to note that the quarterly provision of this data will be included in the required reporting to the General Assembly. Additionally, the ability to reach established targets will be used to make determinants of future funding.

Transit Ridership Incentive Program, Zero Fare and Low Income Projects

Program Description

The Virginia Department of Rail and Public Transportation's (DRPT) Transit Ridership Incentive Program (TRIP) provides funding to transit agencies for the purpose of supporting the deployment of zero fare and/or subsidized fare pilot programs designed to support low income communities. These programs will aim at increasing a system's ridership, accessibility, and equity and will primarily consist of providing subsidized or fully free passes to low-income populations, eliminating fares on high-capacity corridors, or deploying an entirely zero fare system.

The following terms and metrics should guide applicants and will be utilized in project ranking and selection:

Quality Service: Quality transit service reflects the unique needs of the system's riders. To be considered "quality service" a transit route must have appropriate coverage that provides residents access to social services, educational and employment opportunities, and healthcare. These routes should have representative hours of service that effectively meet the needs of commuting residents, and sidewalks and appropriate multimodal infrastructure to ensure safe and comfortable last mile connections.

Low-income: The Department of Rail and Public Transportation recognizes that "low-income" can take many shapes in different communities. To ensure the creation of a locally developed threshold

that accurately represents the needs of the community, this application will permit multiple metrics of low-income. Applicants will select the most suitable metric for their system and provide their rationale. To provide flexibility and to allow the applicant to measure what low income means in their specific community, DRPT has provided examples of nationally utilized low income metrics but will also consider other metrics when accompanied by a supportive rationale.

- 125%- 200% of the federal poverty level
- 80% or less of the regional median household income
- Enrollment in a state sponsored welfare/social service program

Eligible Applicants

TRIP assistance is awarded to existing providers of public transportation service in Virginia. Projects that are framed through partnerships with community based or human resource organizations are encouraged. Eligible recipients includes but is not limited to public transportation services operated by:

- Transportation District Commissions
- Public Service Corporations
- Local governments
- Private nonprofit transit providers

Applications focused on the establishment of zero-fare corridors or zero-fare systems should be submitted by the organization responsible for implementing the service.

Eligible Projects

Prospective applicants are required to submit proposals for funding. Priority will be given to projects that establish a commitment for continued implementation after grant expiration and/or projects with pre-existing local financial support. Selected projects can receive up to three years of funding. The following eligible projects will be considered:

- The provision of subsidized or fully free passes to low-income populations (*these types of projects should also consider the Virginia Transit Association's TANF grant*)
- The elimination of fares on high-capacity corridors, establishing 'zero fare zones' *(net fares, after reducing the cost of fare collection)*
- The deployment of an entirely zero fare system *(net fares, after reducing the cost of fare collection)*

Application Requirements

The TRIP zero fare and low income application will touch on the following components:

- **Project Description:** a brief yet informative summary of the project that includes:
    - Reasonable and explanatory project scope that reflects the costs needed to meet the identified need
    - Predicted impact on ridership (system wide ridership, low income ridership, etc) and identified target
    - Brief project schedule
    - Estimated project cost, funding request, and duration of funding
    - Provide confirmation of local support

    - Expected results may include: ridership projection, impact on low income neighborhoods, emissions reduction, and decrease in SOV trips
    - For zero fare zones, a visual component (Google map, GIS map) of the proposed route should be attached to the application.

- **Project Justification:** Prior to submitting an application, applicants will have conducted a study or performed research to develop project justification and prepare an implementation plan. The project justification must provide a clear and demonstrable unmet need that will be met by the project and a thorough description on the mitigation of the implementation plan. This identified need should outline the project's purpose and the proposal's vision. If applicable, the applicant should also provide justification to their selected low income threshold.

- **Project Objective:** Each applicant should provide a measurable target to increasing ridership. That objective can focus on system-wide ridership or a specific community/population (with an equity approach).

- **Project Schedule and Readiness:** What, if anything, needs to be done for pilot deployment (e.g. vehicle purchase, bus stop improvement, road or signal improvement, software/hardware installation, etc.) This section should further outline a tentative implementation timeline and work schedule.

- **Financial Detail and Maintenance of Effort**: Provide details on project cost, financial duration and plans to continue implementation after TRIP funding phases out.

- **Technical Capacity/Oversight**: Provide the name, title, phone number, email address and qualifications of the person responsible for the completion of this project, who will serve as DRPT's point of contact for the project.

- **Partnerships with Community Organizations**: Zero fare /low income pilot programs strongly rely on community support to target the most appropriate audience and perform expansive community outreach. Applicants are strongly encouraged to build relationships with social services or non-profit organizations for the deployment of this pilot. Applicants should identify partner organizations, if applicable.

Recipient Responsibilities

The applicant is responsible for the following:

- Conduct sufficient level of planning and research to identify project need, project purpose, and establish performance measures and thresholds of success
- Develop clear goals, objectives, and performance metrics to gauge project success
- Demonstrate financial commitment to continue project beyond the expiration of state funds
- Provide continuous administrative direction and project management, as well as communicate with DRPT program manager on important updates
- Implement project on a timely basis
- Providing quarterly updates and data on project's performance
- Conduct before-and-after analysis on ridership

Grant Match Requirements and Funding Model

The Commonwealth recognizes the need for both state and local funding commitments to establish transit services. Therefore, TRIP zero fare and low income funding can be applied to a project for a

maximum of three years. TRIP funding can be attributed at a maximum of an 80% share of eligible project costs. For multi-year projects, it is anticipated that the state's contribution would decrease and the local share would increase as the project progresses.

If an applicant is interested in applying for a longer term funding model (up to 3 years), they must confirm that the project will be in operation for the full duration of funding. DRPT will work with selected grantees to establish the most appropriate step down that promotes both local and state commitment. Table 5 depicts an example of state funding that can be attributed to a given project throughout the years of funding duration. For agencies already committed to zero fare operations in FY23, allocations may be adjusted by their Board to reflect the early commitment to implementation. In specific circumstances, previously allocated federal relief dollars can subsidize local match requirements for FY 23 projects as long as a minimum of 4% local match is fulfilled. Projects may be eligible for funding beyond the initial grant period based upon availability of funds and project performance.

Successfully enacting system-wide zero fare operations relies on a strong financial commitment from the service provider and its community. **To ensure the success of these projects, all system-wide zero fare applicants must commit to an additional year of operation where the grantee provides one hundred percent (100%) of project expenses with DRPT's support and monitoring.** This financial model will further ensure commitment to sustaining a project's success.

Table 5: Examples of State funding for each year of funding duration

First Year	Second Year	Third Year
80% of eligible project costs	*60% of eligible project costs*	*30% of eligible project costs*

Application Prioritization and Evaluation

Projects will be considered based on projected impact on ridership, level of applicant commitment, implications for equity and accessibility, and proposed project schedule and project readiness.

Table 6: Project Evaluation Categories and Associated Points

Category	Points
Impact on Ridership	30
Applicant Commitment	30
Implications for Equity and Accessibility	30
Project Schedule and Readiness	10
Total Possible Points	**100**

To expand on project scoring criteria, Table 7 provides further explanation on the purpose of the scoring category. Additionally, Table 7 provides a detailed breakdown of scoring, further organizing proposed projects in priority classes. Projects will be ranked based on overall project score (Table 6); however, if two or more projects receive the same score, priority classes of each individual category will be considered to determine the most ripe project out of the tied applications. The projects will be ranked within each class on a relative scale based on FY 23 application pool. Applications that most appropriately meet the project's evaluation criteria will receive more points than other projects within their designated class.

Table 7: Detailed Breakdown of Evaluation Criteria and Priority Classes

Evaluation Criteria	Purpose of Criteria	Detailed Breakdown of Scoring
Impact on Ridership	All applicants applying for TRIP funding must consider the project's impact on transit ridership. The predicted increase in ridership will be vital in project evaluation. Applicants should provide detail on how they arrived at their projected 2025 ridership increase, either through modeling, surveying, or other means. Impact on ridership will be evaluated proportionally in a manner that considers current ridership and community population. For zero fare zone projects, ridership can be analyzed system-wide or through the targeted populations.	Qualitative discussion on impact on Community Ridership (10 points) *High Priority (15-20 points)* 20% or more predicted increase in ridership *Mid Priority (8-14 points)* 10%-19% predicted increase in ridership *Low Priority (0-7 points)* Less than 10% predicted increase in ridership
Applicant Commitment	TRIP was designed to contribute to meaningful and sustainable investment in transit ridership. It is imperative that selected grantees will not only commit to the project during the grant cycle, but will continue forward with successful projects upon the expiration of TRIP funds	• Identified community partnerships (5 points) • Letters of support from involved localities (10 points) • Options for continued funding (10 points) • Duration of funding, willingness to participate in a funding structure with a step down (5 points) *High Priority (21-30 points)* All or great majority of components are satisfied *Mid Priority (10-20points)* Majority of components are satisfied *Low Priority (0-9 points)* Few or no components are satisfied
Implications for Equity and Accessibility	TRIP was developed to increase equitable access to transit. All projects applying for zero fare or low income funding should consider the proposed project's impact on low income or marginalized community members. To depict a project's impact on equity, applicants should conduct a thorough analysis that relies on quantifiable data. Some examples of documentation include: • Transit Development Plan- sections that expand on low income ridership • Equity and Accessibility plans • City planning documents that discuss community demographics	• Existing research or planning documentation that identified areas of high need (20 points) • If applicable, rationale behind determination of metric of low income (6 points) • If applicable, description on how this project will benefit marginalized communities (4 points) *High Priority (21-30 points)* All or great majority of components are satisfied *Mid Priority (10-20 points)* Majority of components are satisfied *Low Priority (0-9 points)* Few or no components are satisfied **DRPT will consider the applicability of scoring measures when evaluating project scores*

Project Schedule and Readiness	To ensure the most efficient use of TRIP funds, DRPT will be prioritizing projects that are near ready for implementation. Applicants should include details on their implementation schedule in their provided project timeline. DRPT is specifically interested in projects that can be implemented within three months with low startup costs.	● Low startup costs relative to applicant pool *High Priority (8-10 points)* Quick implementation and low startup costs *Mid Priority (4-7 points)* Quick implementation and median startup costs *Low Priority (1-3 points)* Longer implementation and/or higher startup costs **DRPT will review each project's proposed startup costs and then will rank them and divide them between the priority categories, the projects with the lowest startup costs will receive the most points.*

Monitoring and Reporting

DRPT is strongly committed to supporting and monitoring the progress of selected TRIP projects. Selected grantees will be required to submit data on a quarterly basis that speak to the project's progress in meeting its established objectives. For zero fare and low income projects, increasing ridership is the primary objective. However, ridership can take several meanings. Each applicant will provide a measurable target. Whether that target is gaining system-wide ridership or gaining ridership from specific populations/communities, it is imperative that the objective yields measurable data that can be provided on a quarterly basis. This data will be provided via a technical memo.

Additionally, DRPT will require an interim meeting with the grantees 6 months after funding begins. The purpose of this meeting will be to discuss project progress and work together to ensure the continued success of the project.

Table 8: Project Objectives and their Associated Reporting Requirements

Project Objective	Quarterly Data Provisions
Increasing system wide ridership	● System-wide ridership counts(identify riders that are taking advantage of project)
Increasing access to marginalized or disconnected communities	● Targeted ridership counts based on increasing equity, either through tracking ridership on specific routes or attracting new riders from low income neighborhoods (possible ways to monitor ridership: ticketing from areas of low income, surveying new riders, and monitoring route ridership that accesses areas of low income)

It is important to note that the quarterly provision of this data will be included in the required reporting to the General Assembly. Additionally, the ability to reach established targets will be used to make determinants of future funding.

Applications and accompanying documentation should be sent to TRIP@drpt.virginia.gov by February 1, 2022. If any questions arise please contact the TRIP program manager at the below contact information:

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TRIP@drpt.virginia.gov
(804)-351-6791