



Frequently Asked Questions

MEASURE A 3-YEAR CALL OF PROJECTS

1. Who May Apply?

- Local government authorities, human and social services agencies, tribal governments, and private non-profit organizations-
- Agencies and organizations that operate within Western Riverside County.

2. What Types of Projects/Programs are Eligible for Funding? (see section 12. Eligible Project Types in the application guidelines) Examples:

- Operating assistance for New or expanded transportation services for seniors, people with disabilities and low-income individuals.
- Capital projects for equipment necessary to support service operations.
- Volunteer driver, mobility management, mileage reimbursement, vouchers/bus pass subsidy and travel training programs.

3. What is the Required Match?

- Operating – a local match of 34% of the total project budget.
- Capital/Mobility Management Projects – a local match of 50% of total cost.

Either in-kind or actual funds are required for this program to demonstrate commitment.

In-kind: Services that benefit the Measure A supported project and are contributed by third parties without charge to the grantee.

Applicants that are transportation-only focused may be granted a lower match minimum for operating and capital projects on a case-by-case basis.

4. Can Fares be Charged for Transportation Services?

Applicants may propose to charge fares for their transportation services; however, in the proposed budget, the fare revenue must be deducted from the total project cost before calculating the grant amount and the required local match.

5. How are Funds Distributed?

Projects approved for funding will require a contract funding agreement with the Commission. Funding is available on a reimbursement basis, after submission of invoices. Successful applicants may start incurring project expenses as of 7/1 after the Commission approves the allocation of funds, however, no reimbursements can be made prior to the execution of the contract agreement.

Failure to meet the project schedule and failure to submit required reports without compelling reason could result in loss or withholding of funding.

6. What is Included in the Funding Agreement?

- a. Project Description
- b. Project Cost/Budget
- c. Implementation Schedule
- d. Proof of insurance
- e. Performance Measures
- f. Audit requirements

7. How Many Applications may be Submitted?

There is no limit to the number of applications submitted per applicant. If an applicant submits more than one project for consideration, applicants should rank their projects.

8. How are Applications Evaluated?

Projects will be evaluated using a variety of criteria. You can review section 14. Project evaluation and section 15. Scoring Criteria in the application guidelines.

9. What are the Monitoring Requirements?

Monthly, quarterly and year-end reports will be required. Details on reporting can be located in section 23 Monthly Reporting, 24 Quarterly reporting and 25 Annual reporting in the application guidelines.

10. What are the Deadlines for Expending Funds?

Awarded Measure A funds are expected to be spent during the year of allocation. Excess funds **may** be carried over the following year, if approved in advance by the Commission and only after a completed audit.

The call for projects covers 3 years of funding. If there are unexpended funds at the end of three years (June 30), the remaining balance will be returned to the Western County Measure A fund and will be utilized for the next Call for Projects.

11. Is Measure A Subject to Annual Audits?

Recipients must maintain records that will be audited by RCTC at the end of each fiscal year. Details will be outlined in the funding agreement. Accounting information provided to auditors should be for the Measure A transportation program being funded.

12. If Awarded, When Will RCTC Forward the Agreements to Agencies for Signature?

Agreements will be emailed to successful applicants shortly after Commission approval of awards. Agencies will receive agreement instructions for completion. Funding cannot be disbursed until a fully executed agreement is in place.

13. What are the Insurance Requirements?

Agencies need to provide insurance in accordance with the agreement. Insurers need to have an A.M. Best Company rating of no less than A-: VII and licensed to do business in California – no exceptions.

14. Can Budgets be Modified When There are Variations from Original Budget Approved?

Expenditures need to be in accordance with the approved budget. Budget modification requests must be submitted to the Commission should budget changes occur during the year. Review section 26 Budget Modifications in the application guidelines for further information.

15. Can Farebox Revenue be Used as Local Match?

Farebox revenue cannot be used as local match; however, it can be used to reduce the net cost of a project.

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16. Can Volunteer Time be Used as Local Match?

Yes, as long as it is shown on the expense and revenue sections of the budget as equal amounts. Volunteer hours must be tracked through a sign-in sheet or other appropriate documentation. See section 6 Matching Funds in the application guidelines for more information.

17. Will there be Additional Information That May Be Requested from Applicants?

After review by the Evaluation Committee, additional information may be requested from those applicants whose proposed projects merit additional consideration.

18. Samples of Cost allocation plans

- a. [Sample Cost Allocation Plan for Not for Profits.pdf \(ri.gov\)](#)
- b. [Model Cost Allocation Plan \(ed.gov\)](#)