2020 Paratransit Discretionary Grant Application Workshop
Questions and Answers (Q&A)

Tuesday, November 13, 2018, 9:30 a.m.

Question and Answer Session #1: Overview

1. **Are the matching requirements for capital projects the same as programs, with a 12% match for current DLD recipients?**
   a. Yes, that's correct.

2. **Are previously funded agencies eligible to apply?**
   a. Yes, all previous funding recipients are eligible to apply. One of the major changes from the last paratransit discretionary grant funding cycle is that funding awarded this cycle will cover a 5-year period rather than 2-year period.

3. **There used to be a separate capital matching grant application. If we have a capital project we anticipate a few years down the road, is that something we should include in this proposal or is there still a separate capital matching grant application?**
   a. Projects and programs that are ready for implementation within the 5-year programming period should apply at this time. This includes matching requests for other funding sources, including 5310. If selected for funding, Alameda CTC will confirm the funding allocation needs with the Project Sponsor in the future for the funds programmed in Fiscal Years 2020-21, 2021-22, 2022-23, and 2023-24. Once allocated, fund will be available for encumbrance and expenditure through a funding agreement.

4. **In prior years there were guidelines around performance measures. Can you speak to specific performance measures that will be required with the projects?**
   a. Information regarding the required performance measures for each of the program types can be found in the Paratransit Implementation Guidelines and Performance Measures document on the Alameda CTC Grants webpage. The current version is for FY 2018-19 and will be updated this winter for projects and programs implemented in FY 2019-20. The guidelines and performance measures can be found here:
   https://www.alamedactc.org/files/managed/Document/23878/FY18-19_Implementation_Guidelines_and_Performance_Measures_20171127_Final_wMPFA.pdf.

5. **So mobility management-type activities have specific performance measures? Have they changed? Will the tracking we are doing currently change?**
   a. Yes, all programs and projects that are funded with paratransit discretionary grant funding are subject to specific performance measures based on the type of program. These performance measures are listed explicitly in the document referenced above in question 4, and have not significantly changed from the prior call for projects.

6. **Can Direct Local Distribution (DLD) recipients use their Measure B/BB funds as matching funds?**
    a. Yes, DLD funds can be used as a matching fund source to the Alameda CTC discretionary funds requested.

Question and Answer Session #2: Application Live Demo

1. **Does the required detailed budget need to be submitted with one for each year, or with all five years in one budget?**
    a. One budget with as much information as possible will suffice. For programs, sponsors are requested to use the notes column in the spreadsheet to indicate the time period the budget covers (e.g., is it a one-, two-, or five-year budget) as well as the number of fiscal years the requested funding will cover.

2. **This is an estimate, so if staffing is not known at this time, can staff names be omitted from the detailed budget?**
    a. Yes, the budget can omit identify specific staff, and instead provide the number of personal and general services/task expected from the personal. Note this form is a new requirement and it is designed to help sponsors avoid submitting expenditures that are ineligible for reimbursement. It does not set the estimated staff and direct costs in stone. Rather, this document serves to outline what are eligible staff costs and direct costs (including insurance, maintenance, etc.) for every single item/ type of expense that sponsors expect to seek reimbursement). The detailed budget sheet should cover your total program or project cost. Tab D of the application should include _all_ funding sources.

3. **Is there a cutoff for overhead and direct costs?**
    a. Overhead costs are ineligible for reimbursement and there is no cap on funding for program administration. Alameda CTC recommends that Measure B and BB dollars go primarily to project/program implementation and not staff management.

4. **Past funding cycles included a capped benefits percentage of salary (fringe), will that stay the same or change?**
    a. The current fringe cap of 70% will stay the same for this discretionary call.

5. **Does Alameda CTC require a resolution from the local jurisdictions/Sponsors in order to accept or approve applications?**
    a. The Alameda CTC does not require funding applicants to provide resolutions to receive funding. Jurisdictions should refer to their own policies regarding the receipt of local funding to determine whether a resolution is needed and when.

6. **Can two people update the same application at the same time?**
    a. Yes, multiple users can update the same application by using the collaborator function. Simply invite a collaborator(s) to the application and have them create their own login information to access the application.

7. **Do we need to register as a new user if someone else submitted the last application – for example, if the staff member who previously applied is no longer with the organization?**
    a. Yes, if login information is not accessible from previous submittals then new login credentials will need to be created.

8. **Will applications from previous cycles be available so sponsors can build on previous information submitted?**
    a. Yes, sponsors can access all previously submitted applications when logging into their ZoomGrants account. Additional information will need to be provided if the applicant is applying for 5 years of funding as previous grant applications were limited to requesting 2 years of funding.

9. **Does this mean that previous years' applications are linked to the individual who submitted the application, and not to a general login for the agency or organization?**
    a. Sponsors will need the user login of whomever applied previously in order to copy and paste a prior year's application information. Invitations to collaborate are specific to an individual application, so one invite will not allow access to every application the person who invited you to collaborate has created.

10. **Can sponsors use a general email that multiple staff members can access?**
    a. Yes, but sponsors that choose to use the collaborator function will need to invite collaborators one-by-one.

11. **Who do we contact with additional questions?**
    a. Sponsors can contact Krystle Pasco or Kate Lefkowitz, whose contact information is on the workshop agenda and on the Grants webpage, which is the best resource for information regarding the application process: https://www.alamedactc.org/app_pages/view/4000. If questions are relevant to other sponsors, staff will update the Q&A posted to the Grants webpage in order to provide additional information.

12. **Is Alameda CTC tracking the difference between Measure B and Measure BB funds allocated?**
    a. Correct, Measure B and Measure BB funds are tracked separately. Alameda CTC staff will choose the fund source for each project that is awarded funding. The awarded fund source(s) will be identified in the funding agreement.