

Partner Agency Application for Funding

FY2016

FACE SHEET

Agency Name:	FREDericksburg Regional Transit				
<i>Has the City/ County Funded This Agency in Previous Years?</i>					X Yes <input type="checkbox"/> No
Physical Address:	1400 Jefferson Davis Highway				
Mailing Address/PO Box:					
City:	Fredericksburg	State:	VA	Zip:	22401
Telephone Number:	(540) 372-1222	Fax Number:	(540) 370-1637		
Federal Tax ID #:	54-6001293				
Web Address:	www.rideFRED.com				
General Email Address:					
Agency Main Contact:	Wendy L. Kimball	Title:	Director of Public Transit		
Telephone Number:	(540) 372-1222				
E-Mail Address:	wlkimball@fredericksburgva.gov				

Agency General Information

Agency Mission:	To provide safe, secure, accessible, affordable, dependable efficient and environmentally sound public transportation for people who reside in, work or visit within the Fredericksburg Region.				
Number of years agency has been in operation:	18				
Localities Served:	The City of Fredericksburg and the counties of Spotsylvania, Stafford and Caroline				

Agency Financial Information

List Programs		Personnel Expenses	Benefits	Operating Expenses	Total Program Budget
1.	Regional Transit Service	\$1,783,280	\$ 432,783	1,555,012	3,771,075
2.					
3.					
4.					
5.					
Agency Administration:		\$ 460,425	\$ 209,428		\$669,754
Capital Outlay:				\$ 424,915	\$424,915
Total Agency Budget:		\$2,243,705	\$642,112	\$1,979,927	\$4,865,744

X *If your application includes funding increases for personnel (to include new positions or merit / COLA increases), please check here and explain in detail the need for this type of increase under each program budget.*

Submission Checklist: <i>(include 1 copies of each)</i>	<input type="checkbox"/> IRS 501(c)(3) Letter	<input type="checkbox"/> Audit Report <i>(with Audit Management Letter)</i>	<input type="checkbox"/> Current Financial statement	<input type="checkbox"/> IRS 990
<input type="checkbox"/> Accountant Contact Information	<input type="checkbox"/> Organizational Chart	<input type="checkbox"/> Current Board Roster <i>(with contact information)</i>	<input type="checkbox"/> Agency's Current Strategic Plan	

Agency Administrative Expenses:

In the box below, provide an overview of the administrative costs detailed on the face sheet for the agency as a whole. Please provide justification for and specific amounts of administrative costs that are defrayed by locality funds. If your agency is requesting an increase or decrease in administrative funding, please describe, in detail, the reasons for these changes. (The description should not exceed 15 lines of text.)

Administrative expenses include the salaries and benefits of the Director, Assistant Director, Administrative Assistant, Operations Manager, Fleet Manager, Driver Trainer, Policy and Planning Manager, Route & Service Planner, and Account Clerk.

Locality funds are applied to all operational and administrative expenses. The amount requested from the locality is based upon projected expenses and revenues. Revenues include fares attributed to county operations, and all Federal and State grants which FRED applies for in January of each year. Expenses are apportioned to each locality based upon the services provided to the locality.

If Federal and State grants fall short of the amount projected to be available to FRED during FY2016, then FRED and the County will have two options: 1) for the County to make up any shortfall in the apportionment of grant funding; or 2) for FRED to reduce service by an amount necessary to offset the shortfall in Federal and State grant funding. Because of the timing of the grant cycle FRED will not know the amount of grant funding that will be available for FY2016 until May 2015.

Capital Outlay:

In the box below, provide an overview of the capital expenses detailed on the face sheet for the agency as a whole. Please provide justification for and specific amounts of capital costs that are defrayed by locality funds. (The description should not exceed 10 lines of text.)

The main capital outlay is for vehicle replacements. FRED will be procuring two replacement buses and two service vehicles. The County is allocated a portion of the cost of the vehicles based on the amount of service provided in the County compared to the total amount of service FRED provides to all partners. FRED estimates the cost of one transit bus at \$150,000 and a service vehicle at \$30,000. A depreciation charge of \$850,000 is also included in capital outlays; however, this is charged solely to the City of Fredericksburg and does not involve any actual outlays. Other capital outlays are for computer and communications equipment, improvements to facilities, other non-operating equipment and furniture and fixtures. The majority (80% or more) of these outlays are typically offset by Federal and State grants, but it is not possible to break out an exact net amount being requested for the County at this time. An estimate of the net amount, however, has been included in the total amount being requested from the County.

Personnel Expenses (General):

In the box below, provide an overview of any increases or decreases in general personnel expenses for the agency. This would include any planned or projected merit or COLA increases, or new positions being requested. Also include a description of any changes to agency benefits structure or cost. (The description should not exceed 10 lines of text.)

Our request includes funding for a purchasing agent, a new position. The salary and benefit costs of this position will be shared between the City and FRED, each covering 50% of the costs. FRED's share of the cost will be apportioned to the localities. The position is justified based on tighter Federal oversight of procurements made with Federal funding and additional reporting requirements.

There are no merit or COLA increases planned for FY2016.

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BUDGET EXPLANATIONS

Budget Information

Please complete the following chart with the financial information for the agency as a whole. In each area include the budget specifically allocated to your agency from each locality/entity listed below.

	FY2014 Actual	FY2015 Budgeted	FY2016 Projected
Caroline	\$ 278,419	\$ 347,751	\$ 417,603
Fredericksburg	\$2,158,595	\$ 2,620,294	\$ 2,125,890
King George	0	0	0
Spotsylvania	\$ 912,399	\$ 1,214,871	\$ 1,458,899
Stafford	\$ 954,912	\$ 1,276,712	\$ 1,533,163
United Way	0	0	0
Grants			
Client Fees			
Fundraising			
Other <i>(explain below)</i>	\$119,185	\$ 150,049	\$ 180,189
Total Agency Budget for PD16	\$ 4,423,510	\$5,609,677	\$ 5,715,744

Detail below what is included in the category 'Other': See also "NOTES" below.

"Other" includes expenses for Eagle Express service supported by the University of Mary Washington.

NOTES

The values for the jurisdictions and "Other" are for EXPENSES not revenue. The entry for "Total Agency Budget" is for TOTAL EXPENSES which must be offset by revenues from various sources. For FY 2016, FRED projects that it will receive a total of \$ 2,482,779 in grants from the Federal and State government; \$ 465,459 in client fees (passenger fares); \$63,500 in other revenues (Greyhound fees and vending proceeds); and \$122,250 in local business contributions. Other revenues come from the jurisdictions in which FRED operates.

Expenses and revenues can vary significantly year to year mainly as a result of various capital outlays for buses. There are also lag times between when expenses are incurred and grant reimbursements are made.

The City is accepting the risk for certain contingency expenses, which have been netted out of this funding request.

For FY 2016 projected NET REQUESTS for funding from FRED partners are:

	Fredericksburg	Stafford	Spotsylvania	Caroline	University of Mary Washington
Net Request	\$457,304	\$473,961	\$400,041	\$108,905	\$62,062

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BUDGET EXPLANATIONS

Please detail below any legislative initiatives or issues that may impact the agency for the upcoming year and how you are planning for them. This could include new legislation that may increase or decrease projected funding at any level (Federal/State/Local), or could affect grants or designated funds as they are currently received. If you are aware of "outside" funding sources that will expire or be reduced on a set cycle or date, please note those below and how you are planning for them.

FRED receives significant funding from the Federal and State governments and from local businesses and organizations; the level of that funding is not known at the time FRED must submit its budgets to its partners. Budget shortfalls in Richmond and transportation funding uncertainty in Washington make predicting these revenue streams extremely difficult for FY2016. To guarantee against surprises, FRED makes conservative but realistic estimates of this funding when preparing budgets for its partners. If Federal and/or State funding are cut significantly, FRED may have to return to its partners to reassess their funding contributions, levels of service or both.

Please detail below any identified agency needs or areas of concern that are currently not being addressed in your funding request. This could include training or technical assistance for specific areas, administrative support for a program or service, evaluation of current programs, or consultation for strategic planning, board support, or fundraising.

Please use the area below to provide any locality specific notes or statements that may be relevant to your application.

City of Fredericksburg:

Caroline County:

The proposed budget anticipates no expansion of service. FRED urges the County to consider potential new services in a timely manner as the addition of new service involves considerable lead time.

King George County:

Spotsylvania County:

The proposed budget anticipates no expansion of service for Spotsylvania County, not-with-standing the anticipated start-up of VRE services and the recent approval of several large residential and mixed developments. FRED urges the County to consider potential new services in connection with these developments in a timely manner as the addition of new service involves considerable lead time.

Stafford County:

The proposed budget anticipates no expansion of service. FRED urges the County to consider potential new services in a timely manner as the addition of new service involves considerable lead time.

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PROGRAM INFORMATION

Public Transit

Each agency submitting a funding request must fill out the following pages for each program serving citizens within the region and for which funding is requested. Any incomplete applications or programs that do not have a full application will not be considered for funding. PLEASE do not include any unrequested information. Each locality reserves the right to request additional information once the application has been submitted.

Program Name:	Public Transit	<i>Is this a new program?</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Program Contact:	Wendy L. Kimball	Title:	Director of Public Transit
Telephone Number:	(540) 372-1222		
E-Mail Address:	wlkimball@fredericksburgva.gov		

1. Program Purpose/Description: *(the following description should not exceed 10 lines of text)*

To provide safe, secure, accessible, affordable, dependable efficient and environmentally sound public transportation for people who reside in, work or visit within the Fredericksburg Region. FRED provides service to the City of Fredericksburg and the Counties of Spotsylvania, Stafford and Caroline.

2. Justification of Need: *(Please state clearly why this service should be provided to the citizens of the region and why the localities should consider this funding request. If this is a new program, be sure to include the benefit to the region for funding a new request. The following should not exceed 10 lines of text, and should include the most recent data available.)*

According to our most recent survey of FRED riders (April, 2013), 38% of respondents did not own an automobile and relied upon public transportation for access to work, medical appointments, shopping and recreation. Of 122 households that owned one automobile, 74 had none available when needing to travel. FRED provides the only generally available public transit service throughout the region.

3. Program Collaboration: *(The following should describe, in detail, examples of collaborative efforts and key partnerships between your program and other programs or agencies in the area, and should not exceed 10 lines of text.)*

Information in this area not needed

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PROGRAM INFORMATION

Program Name:	Page 7
Public Transit	

4. Program Audience and Service Delivery: *(The following should describe the program's intended audience or client base and how those clients are served. This should include the location of the service and what geographic areas are served or targeted for service. If your program has specific entry or application criteria, please describe it below. Please do not exceed 10 lines of text.)*

Information in this area not needed

5. Client Fees: *(Please describe the fees clients must pay for the services provided in this program, and how those fees are determined.)*

6. Budget Information: *(Please complete the following chart with the financial information for this program. In each area include the dollars specifically allocated/requested for this program.)*

	FY2014 Actual	FY2015 Budgeted	FY2016 Projected
Caroline	\$ 278,419	\$ 347,751	\$ 417,603
Fredericksburg	\$2,158,595	\$ 2,620,294	\$ 2,125,890
King George	0	0	0
Spotsylvania	\$ 912,399	\$ 1,214,871	\$ 1,458,899
Stafford	\$ 954,912	\$ 1,276,712	\$ 1,533,163
United Way	0	0	0
Grants			
Client Fees			
Fundraising			
Other	\$119,185	\$ 150,049	\$ 180,189
Total Program Budget for PD16	\$ 4,423,510	\$5,609,677	\$ 5,715,744

Please indicate, in detail, reasons for increases or decreases in the amounts requested for FY2016. Include whether these changes come from increases in personnel, benefits, or operating expenses. If an increase is being requested, please describe the impact not receiving an increase would have on the program. In particular, please describe in detail if any increase is sought for new positions or personnel.

- **NEW POSITION:** In FY 2016 the City and FRED propose to establish a position for a full-time Procurement Officer. The city and FRED will each fund one-half of the salary and benefits. FRED's staff is made up of primarily part-time employees in order to minimize personnel costs. The few full-time employees are fully tasked with their regular duties. When procurement projects arise FRED staff pick-up the extra duty without the full-familiarity of the many laws and regulations associated with government purchasing. Since procurement is not their full-time responsibility on a day-to-day basis, it takes considerable time and effort to learn what is necessary to assure that all rules and requirements are met. This staff addition will improve efficiency by assigning one person the responsibility for procurements, for keeping current on all Federal, State and Local procurement laws and regulations and for meeting procurement reporting requirements.

OTHER BUDGET INCREASES

- Employee benefits will increase slightly due to a 10% increase in health insurance coverage for full-time employees.
- The budget line item for “Professional Services” will increase for the 1st year license fees for Real Time Information System software licenses and support.
- The Real-time Information System includes devices on every bus to transmit operational data. Telecommunications Services will increase to cover the data transmission costs associated with Real Time Information System
- An increase of 5% is anticipated in our motor vehicle insurance coverage.

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7. Goals, Objectives, & Evaluation: *(Please provide the following information regarding the goals and objectives for your program. Space has been provided for two goals, with two objectives per goal. If your agency is funded by the United Way, please include a copy of your Logic Model for this program as a supplemental attachment. Individual descriptions should not exceed 5 lines of text.)*

Program Goal 1:

Objectives:

1a.	
1b.	<div style="border: 1px solid black; padding: 10px; width: fit-content; margin: auto;"> Information in this area not needed </div>

Program Goal 2:

Objectives:

2a.

2b.

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PROGRAM INFORMATION

Program Name:

Page

Evaluation Method: *(Please describe the method used to measure the above goals/objectives. Please do not exceed 10 lines of text.)*

8. Outcome Data: *(Please give the most recent outcome data for the objectives above. Indicate below what time period the data covers.)*

Data Collection Period:

Objective 1a.

Information in this area not needed

Objective 1b.

Objective 2a.

Objective 2b.

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PROGRAM INFORMATION

Program Name:

Page

9. Program Goal Updates: *(Please provide a brief description of the current status of your program goal(s), given your outcome data. For example, if reported data was well below the stated outcome measure, please indicate why you feel that is the case. Also, include how your outcome data will influence or modify the program for the upcoming fiscal year. These descriptions should not exceed 20 lines of text.)*

Program Goal 1:

Information in this area not needed

Program Goal 2:



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PROGRAM INFORMATION

Program Name:

Page

10. Community Impact: *(Please provide at least two examples of how your services have impacted members of our community. This description should not exceed 20 lines of text.)*

Information in this area not needed

11. Collaborative Impact: *(Please describe how the community would be impacted if your agency were dissolved or merged with another partner agency. This description should not exceed 20 lines of text.)*

Partner Agency Funding Application FY 2016
SERVICE DATA

Program Service Data:			Service Period:							
			July 2015				to June, 2016			
Locality Served	Total Served		Gender		Race					
	FY2014	FY2016*	Male	Female	Caucasian	African American	Asian	Hispanic	American Indian	Other
Fredericksburg	259,782	251,953								
Caroline	11,094	10,377								
King George	0	0			Information in this area not needed					
Spotsylvania	114,162	140,830								
Stafford	98,184	85,135								
Other	11,679	10,000								
Total	494,901	505,000								

**Please include the projected number to be served in each locality for the upcoming fiscal year.*

Locality Served	Age Groups								Income Levels				
	0-4	5-10	11-13	14-18	19-25	26-40	41-60	60 +	Under \$10,000	\$10,000 - \$19,000	\$20,000 - \$39,000	\$40,000 - \$59,000	Over \$60,000
Fredericksburg													
Caroline													
King George	Information in this area not needed												
Spotsylvania													
Stafford													
Other													
Total													

Please describe below your data collection methodology and tracking measures. Indicate systems or processes that are used and responsible parties. Please also describe how your projections are determined for the upcoming year. If any of the above information is not available, please indicate why: