



## MEMORANDUM

**To: Members of the Rappahannock-Rapidan Regional Commission**  
**From: Patrick L. Mauney, Executive Director**  
**Date: February 15, 2021**  
**Subject: RRRC Application to DRPT for FY 2023 Commuter Assistance Program and Technical Assistance Program**

RRRC has managed and overseen the RRRC Commuter Services program for more than 25 years, with the Department of Rail and Public Transportation serving as the granting agency for the program. In 2021, the funding program was rebranded as the Commuter Assistance Program, rather than the Transportation Demand Management program, in order to better reflect the primary program goal of reducing single occupancy vehicle (SOV) trips. For this year, the change will have minimal impact of RRRC's program, but there are many opportunities moving forward to consider and implement changes related to commuter travel patterns spurred by COVID-19.

Funding from this grant supports 1.5 full-time equivalent staff at the Commission, along with outreach, advertising, and marketing initiatives related to rideshare and ride-matching services. The funding requested from DRPT for the CAP Operating grant program is \$123,160 and the 20% local match amount of \$30,790 will be met via funding received from RRRC's per capita dues requests to our member jurisdictions.

DRPT staff has also notified program staff that each Commuter Assistance Program will need to conduct a Strategic Planning process for the program, and suggested an application to the DRPT Technical Assistance grant program. This program requires a 50% match, which staff also proposes to source from our local per capita dues, as well as in-kind staff time via our rural transportation planning funds. The request to the Technical Assistance Program is \$20,000 with equivalent match.

Due to grant application deadlines, Commission staff submitted the grant applications by the February 1 deadline, and are now seeking ratification of those submissions.

**REQUESTED ACTION:** Ratification of the FY 2023 Commuter Assistance Program and Technical Assistance grant applications to the Department of Rail and Public Transportation and to authorize the Executive Director to execute the contract documents upon successful receipt of the grant.