



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



Victoria F. Sheehan
Commissioner

William Cass, P.E.
Assistant Commissioner

Governor's Office for Emergency Relief and Recovery (GOFERR)
State House
Concord, New Hampshire 03301

May 13, 2020

Dear Governor Sununu,

In accordance with the [Coronavirus Aid, Relief, and Economic Security \(CARES\) Act](#) the Federal Transit Administration (FTA) is allocating \$25 billion to recipients of urbanized area and rural area formula funds, with \$22.7 billion to large and small urban areas and \$2.2 billion to rural areas. Funding will be provided at a 100% federal share, with no local (or State) match required, and will be available to support capital, operating, and other expenses generally eligible under those programs to prevent, prepare for, and respond to COVID-19. Eligible operating expenses incurred beginning on January 20, 2020, for all eligible rural and urban recipients including those in large urban areas, include operating expenses to maintain transit services as well as paying for administrative leave for transit personnel due to reduced operations during the emergency.

A summary of the funds apportioned to the State of New Hampshire for urbanized area and rural areas, with a list of the agencies that will be responsible for direct grant administration and thus will be reimbursed by FTA directly for expenses incurred, is as follows:

		CARES FFY 2020	Responsible for Grant Administration & seeking FTA reimbursement
Total Funding		\$38,749,173	
5307	Urbanized Area Formula Program - less than 200k	12,222,111	
	Dover--Rochester, NH--ME	3,034,973	COAST & UNH Wildcat
	Portsmouth, NH--ME	2,395,856	COAST & UNH Wildcat
	Manchester, NH	6,791,282	Manchester Transit
5307	Urbanized Area Formula Program - 200K and over	12,753,666	
	Nashua UZA (NH portion only)	4,675,099	City of Nashua & Manchester Transit
	Boston, MA--NH--RI (NH split)	8,078,567	
5311	Nonurbanized Area Formula Program	13,773,396	
	Statewide Rural (includes 10% for State Administration)	11,707,387	NHDOT
	Intercity Bus	2,066,009	NHDOT

Overall, NHDOT's priority will be to ensure that eligible services that existed pre-pandemic, including previously unsubsidized legacy providers and routes, that are part of the State and regional transportation network are considered for funding, whether for expenses incurred during a shutdown, as services start back up, or while operating. Given that social distancing has been enforced, and will likely be a desired trait for public transit for at least the foreseeable future, agencies will need to be prepared to revise their services and secure PPE as necessary to ensure the public's needs and health – especially those of vulnerable populations – are met.

As indicated in the table above, not all FTA CARES Act funding will be administered by NHDOT and thus only the funding categories that list NHDOT as the entity responsible for grant administration will be included in the State Operating Budget

and will have contracts that appear before the Governor and Executive Council. Additionally, those same funding categories under NHDOT’s purview will be the categories that NHDOT will regularly and readily be able to provide reports and information on relative to CARES Act expenditures. Information on CARES Act expenditures by entities other than NHDOT should be sought directly from the agencies and as such, appropriate contact information is provided below:

Agency	Contact Person	Phone Number	Email Address
City of Nashua (Nashua Transit)	Camille Pattison	603-821-2035	pattisonc@nashuanh.gov
COAST Bus	Rad Nichols	603-743-5777 x100	rnichols@coastbus.org
Manchester Transit / CART	Mike Whitten	603-623-8801 x5151	MWhitten@mtabus.org
UNH Wildcat Transit	Dirk Timmons	603-862-2630	dirk.timmons@unh.edu

In accordance with Governor Sununu’s Executive Orders, these grants will not be required to be approved by Governor & Council and have been submitted as an Informational Item to both Governor & Council (Item F, May 6, 2020) and the Legislative Fiscal Committee (FIS 20-095, May 8, 2020).

For the projects that NHDOT has already made initial funding decisions for (6 rural public transit systems + 1 intercity bus provider) the amounts included on the attached Excel spreadsheet of Transit CARES Act funding represents the additional FTA funds, from the CARES Act, that have been programmed to subsidize those services and routes for the period of 03/01/2020 – 06/30/2021 and should be construed as an “Award Amount” and not “Expenditures To-Date.” Information relative to expenditures for all NHDOT administered FTA CARES Act projects and contracts can be made available as needed to GOFERR. A summary of FTA CARES Act Funding for New Hampshire, that further details other NHDOT administered projects and contracts, is also attached for your review.

The attached spreadsheet details \$8,740,000 of FTA Section 5311 (Rural & Intercity Bus) CARES Act funding programmed by NHDOT and supplemental forms will be provided when the balance of FTA CARES Act funding is programmed. The current balances for NHDOT to program are \$8,078,567 of FTA Section 5307 Boston Urbanized Area Program funds and approximately \$5 million of FTA Section 5311 (Rural & Intercity Bus) Program funds.

Sincerely,



Victoria F. Sheehan
Commissioner

Attachments: (1) Excel Spreadsheet of Transit CARES Act funding
(2) Summary of FTA CARES Act Funding for New Hampshire

Summary of Federal Transit Administration (FTA) CARES Act Funding for NH

Nashua UZA Background

- The City of Nashua, Manchester Transit/CART, and Lowell Regional Transit Authority are the designated recipients (so designated by Governor John Lynch & Governor Duval Patrick in 2012) & 5307 Nashua UZA funds are apportioned to those three entities
 - Nashua, CART & Lowell are responsible for developing a “split” agreement to determine how much each agency will receive. Once an agreement is finalized, all three parties sign the “split” agreement and submit it to FTA Region I.
- Transit agencies are given direct access to their split of the Nashua UZA apportionment and responsible for grant administration and adherence to all Federal requirements.
 - FTA, not NHDOT, is the compliance entity.

Small Urbanized Areas Background

- NHDOT is the designated recipient (so designated by the Governor) & 5307 Small Urban funds are apportioned to NHDOT to allocate/award
- NHDOT typically sends FTA Region I a “transfer” letter to transfer 5307 Small Urban funds to eligible entities in the respective urbanized areas (typically Manchester Transit, COAST, and UNH Wildcat)
 - Once transferred, the transit agencies are then direct recipients of FTA funds and responsible for grant administration and adherence to all Federal requirements
 - FTA, not NHDOT, is the compliance entity.

Boston Urbanized Area Background

- Boston Express is the only agency that NHDOT currently subsidizes with FTA 5307 Boston UZA funding.
 - Note: Manchester Transit/CART has received approximately \$75,000 per year in the past, but indicated they did not need these CARES Act funds as they received a substantial amount from the Nashua UZA.
- Under contract to NHDOT, Boston Express provides bus service between southern NH and Boston via two separate contracts: I-93 corridor and the FE Everett corridor.
- Use FTA funding, as appropriate, for Boston Express-related expenditures in accordance with FTA guidance.
- There will be an unobligated balance of Boston UZA CARES Act funds after developing a funding plan for Boston Express bus service and thus consideration will be given to entering into contracts with and subsidizing the following with Boston UZA CARES Act funding:
 - Maintenance of state-owned bus terminals during shutdown (C&J Bus Line: Dover & Portsmouth and Concord Coach Lines: Concord)
 - A portion of eligible shutdown and start-up costs for C&J Bus Lines commuter service and/or Concord Coach and/or Dartmouth Coach commuter services, if deemed eligible and cannot be funded with 5311(f) Rural Intercity funding, as these services all serve the Boston UZA
 - Statewide marketing campaign for NH’s commuter & intercity bus program

Rural Area (and Intercity Bus) Background

- NHDOT is the direct recipient for FTA Section 5311 funding. There are six rural public transportation services that are subrecipients of rural “5311” funding in NH:
 - Advance Transit (Hanover-Lebanon area)
 - Carroll County Transit (greater Carroll County area) – operated by Tri-County CAP
 - Concord Area Transit (Concord area) – operated by Belknap-Merrimack CAP
 - Keene City Express (Keene) – operated by VNA @ HCS
 - North Country Transit (Coos & Northern Grafton Counties) – operated by Tri-County CAP
 - Sullivan County Transportation (Claremont-Newport-Charlestown) – operated by Southwestern Community Services
- 10% of the apportionment may be used by NHDOT for State Administration expenses
- 15% of the apportionment is set-aside for rural intercity (5311f) bus service, for which NHDOT generally solicits projects every two years. The following routes have traditionally been funded with FTA funds and should continue to benefit from CARES Act funding:
 - Berlin-Conway-Concord – operated by Concord Coach Lines
 - Littleton-Concord – operated by Concord Coach Lines

- There will be an unobligated balance of Intercity Bus funding after funding Concord Coach's north country routes through the current contract period covering SFY 20 -SFY 21 and thus consideration will be given to subsidizing the following with Intercity Bus CARES Act funding:
 - Concord Coach north country routes beyond SFY 21
 - Eligible services, previously unsubsidized, and provided by legacy providers such as Concord Coach, Dartmouth Coach, and Greyhound.

DEPARTMENT
BUREAU
AGENCY CONTACT NAME AND NUMBER

New Hampshire Department of Transportation
Rail and Transit
Fred Butler, Public Transportation Administrator, 271-2565 OR Shelley Winters, Rail & Transit Administrator, 271-3497

Grantee's Name	Grantee Street Address	City/Town	Sector/Industry	Type of Organization	* Date of Grant	**Amount	Source of Federal Funds	Allowable uses of funds	Is grantee a pass through entity?	Service Area
Advance Transit, Inc.	120 Billings Farm Road PO BOX 1027	Wildier, VT 05088-1027	TRANSPORTATION: Local rural public transit	Non-Profit	3/1/2020	\$4,427,600	FTA 5311 CARES Act	Expenses to prevent, prepare for & respond to COVID-19. All expenses normally eligible under FTA Section 5311 + 5307 Program circulars including operating, capital, planning, ADA paratransit, and preventative maintenance. Eligible operating expenses include administrative leave for employees, such as leave for employees due to reductions in service or leave required for a quarantined worker.	NO; subrecipient	NH Upper Valley: Hanover, Lebanon, Enfield, Canaan & VT: White River Junction, Wildier, Hartford, Norwich
Community Action Program Belknap-Merrimack Counties, Inc.	2 Industrial Park Drive PO BOX 1016	Concord, NH 03302-1016	TRANSPORTATION: Local rural public transit	Non-Profit	3/1/2020	\$1,340,400	FTA 5311 CARES Act	Expenses to prevent, prepare for & respond to COVID-19. All expenses normally eligible under FTA Section 5311 + 5307 Program circulars including operating, capital, planning, ADA paratransit, and preventative maintenance. Eligible operating expenses include administrative leave for employees, such as leave for employees due to reductions in service or leave required for a quarantined worker.	NO; subrecipient	Concord
Home Healthcare, Hospice & Community Services & VNA @ HCS, Inc.	312 Marlboro Street PO BOX 564	Keene, NH 03431	TRANSPORTATION: Local rural public transit	Non-Profit	3/1/2020	\$723,300	FTA 5311 CARES Act	Expenses to prevent, prepare for & respond to COVID-19. All expenses normally eligible under FTA Section 5311 + 5307 Program circulars including operating, capital, planning, ADA paratransit, and preventative maintenance. Eligible operating expenses include administrative leave for employees, such as leave for employees due to reductions in service or leave required for a quarantined worker.	NO; subrecipient	Keene
Southwestern Community Services, Inc.	6 Kinney Place	Claremont, NH 03743	TRANSPORTATION: Local rural public transit	Non-Profit	3/1/2020	\$627,300	FTA 5311 CARES Act	Expenses to prevent, prepare for & respond to COVID-19. All expenses normally eligible under FTA Section 5311 + 5307 Program circulars including operating, capital, planning, ADA paratransit, and preventative maintenance. Eligible operating expenses include administrative leave for employees, such as leave for employees due to reductions in service or leave required for a quarantined worker.	NO; subrecipient	Charlestown, Claremont, Newport
Tri- County Community Action Program, Inc. - North Country Transit	30 Exchange Street	Berlin, NH 03570	TRANSPORTATION: Local rural public transit	Non-Profit	3/1/2020	\$599,600	FTA 5311 CARES Act	Expenses to prevent, prepare for & respond to COVID-19. All expenses normally eligible under FTA Section 5311 + 5307 Program circulars including operating, capital, planning, ADA paratransit, and preventative maintenance. Eligible operating expenses include administrative leave for employees, such as leave for employees due to reductions in service or leave required for a quarantined worker.	NO; subrecipient	Grafton County: Bethlehem, Franconia, Lincoln, Lisbon, Littleton, Lyman, Sugar Hill, Twin Mountain, Woodstock. Coos County: Berlin, Clarksville, Colebrook, Columbia, Dalton, Dummer, Errol, Gorham, Groveton, Jefferson, Lancaster, Milan, Northumberland, Pittsburg, Randolph, Shelburne, Stark, Stewartstown, Stratford, Whitefield.
Tri-County Community Action Program, Inc.- Carroll County Transit	30 Exchange Street	Berlin, NH 03570	TRANSPORTATION: Local rural public transit	Non-Profit	3/1/2020	\$321,800	FTA 5311 CARES Act	Expenses to prevent, prepare for & respond to COVID-19. All expenses normally eligible under FTA Section 5311 + 5307 Program circulars including operating, capital, planning, ADA paratransit, and preventative maintenance. Eligible operating expenses include administrative leave for employees, such as leave for employees due to reductions in service or leave required for a quarantined worker.	NO; subrecipient	Carroll County: Albany, Conway, Center Conway, North Conway, Chocorua, Madison, Ossipee, Center Ossipee, West Ossipee, Moultonborough, Sandwich, Silverlake, Tamworth, Tuftonboro, Wolfeboro
Concord Coach Lines, Inc.	7 Langdon Street,	Concord, NH 03301	TRANSPORTATION: Intercity bus	For-Profit	3/1/2020	\$700,000	FTA 5311 CARES Act	Expenses to prevent, prepare for & respond to COVID-19. All expenses normally eligible under FTA Section 5311 + 5307 Program circulars including operating, capital, planning, ADA paratransit, and preventative maintenance. Eligible operating expenses include administrative leave for employees, such as leave for employees due to reductions in service or leave required for a quarantined worker.	NO; contractor	Berlin - North Conway - Concord, Littleton - Concord

\$8,740,000

* Date of Grant * FTA Grant Approval pending; this date reflect start date for eligible CARES Act expenses under contract to NHDOT

**Amount ** This amount reflects the funds that have been apportioned to each project; not actual expenses incurred to-date