



Frequently Asked Questions

SRTS Local Match Requirement

Q: Who is required to provide a 20% local match for the 2017-2018 school year?

A: The project sponsor is required to provide a match if the school division their grant supports has already received funding for **at least three multi-school grants through the VDOT SRTS Non-Infrastructure Program.**

For the upcoming school year, sponsors of grants supporting the following school divisions need to provide a match:

- Alexandria City Public Schools
- Arlington Public Schools
- Chesapeake Public Schools
- Chesterfield County Public Schools
- Fairfax County Public Schools
- Galax City Public Schools
- Harrisonburg City Schools
- Henrico County Public Schools
- Loudoun County Public Schools
- Lynchburg City Schools
- Norfolk Public Schools
- Portsmouth Public Schools
- Prince William County Public Schools
- Williamsburg James City County Public Schools

Q: What if the project sponsor is different, or different schools are included, do I still need to provide a match?

A: Yes, regardless of the sponsor or individual schools involved, if the school division is the beneficiary of three or more multi-school grants, a match is required for all subsequent SRTS non-infrastructure grants.



Q: How much is the Required Minimum Local Match?

A: The Required Minimum Local Match is 20% of the Project Cost. The Project Cost cannot exceed \$125,000 and may be less than the Requested Total Project Cost. For example:

- If Project Cost = \$125,000, then local match = \$25,000.
- If Project Cost = \$50,000, then local match = \$10,000

See the Safe Routes to School Grant Program Guidelines for more information about Local Match requirements.

Q: Is there a difference in the requirements for documenting cash versus in-kind services or materials for the 20% match?

A: There is not much of a difference. You still need to provide a receipt or statement that shows what the expense is, how much it costs and that you actually paid for it. For example, you can submit an invoice as documentation but would also need to show that you paid the invoice. In the case of an in-kind match, the documentation would need to indicate that the in-kind items were donated rather than showing proof of payment.

Once it's established that all of the expenses and donations provided in your receipt or statement are eligible, VDOT will reimburse you for 80% of the total amount shown in the receipt or statement, not to exceed 100% of your actual expenditures. Any match that exceeds 20% of the expenditures will be "banked" and applied to the match on your next reimbursement request.

Important: You are required to show and document all of your project expenses, including any expenses you plan to use as cash or in-kind match, not just the 80% you expect to be reimbursed for.

Q: What types of things can be used as a match?

A: Anything that is an eligible expense can be used to meet the match requirement, including:

- Equipment and supplies used for SRTS activities
- Educational materials



- Promotional and incentive items (less than \$10 each)
- Printing, copying and postage
- Consultant services including planning, evaluation and associated education and training
- Administrative expenses related to the coordinator position

Note that overhead expenses are ineligible for reimbursement or as a match.

Q: What if I have administrative expenses that exceed the amount to be reimbursed by the grant? Could I use that additional amount as a local match?

A: That will be allowed in cases where the applicant is otherwise unable to meet the required match. However, a portion of the application score is based on the applicant's ability to meet the match requirement. Those applications that include funds that would not otherwise be reimbursable will lose points on the application.

Q: Can I use a discount provided by a business on an eligible expense as a match?

A: No, discounts cannot be applied as a match. In those cases, the price paid will represent the eligible expense, even if it is below the market value of the good. To use the full market value of the good as a match, it must be a full and clear donation or purchase.

Instead, you could try working with the vendor to receive a portion of your order for free, equal to value of the discount. That way, you get credit for the portion that you paid as well as the portion that was donated.

Q: What kinds of funds can I use or not use for my match?

A: Ineligible funds include all state and federal transportation funds, even those that typically allow non-infrastructure activities. This includes TAP (Transportation Alternative Program) grants, Revenue Sharing funds, CMAQ (Congestion Mitigation and Air Quality) funds, etc.

Most other funding types are eligible. Depending on the rules attached to the funding source, non-transportation federal and state funds, such as community development block grants, are generally eligible. Of course, local funds are eligible, from both the school and the local government, as well as donated funds.



Q: Where can I find funds to use as a match?

A: The simplest form of the local match is using your own money, assuming it is available. Any money raised through fundraisers or other donations can also be used towards your match.

If you are interested in securing a grant, the best place to start would be with your organization or partnering school division's grant writer, if you have one. He or she would be the best source of information about available grants that would meet your needs and how to apply.

You can also find plenty of information online about grant opportunities, such as this clearinghouse for funding family and youth services: <http://ncfy.acf.hhs.gov/funding>