

The Pennsylvania Vanpool Incentive Program (PVIP) Guidelines

SECTION I – STATEMENT OF PURPOSE

The Pennsylvania Department of Transportation (PennDOT) Multimodal Deputate is initiating PVIP to expand the availability of public transportation across the Commonwealth and offer an affordable option for persons without access to fixed route service for work trips.

PVIP is a grant program that will provide an economic incentive to create **new** vanpools by subsidizing vanpool user fees for a three-year period. Maximum reimbursement for a standard vanpool is \$800 per month. Users would be responsible for the remaining cost of the vanpool.

ADA accessible vanpools with at least one wheelchair position may receive higher subsidies to offset the loss of seats and could remain eligible for subsidy beyond the initial three years. Maximum reimbursement for an ADA accessible vanpool is \$1,200 per month.

Following the three year period, users on standard vehicles would be responsible for all vanpool expenses. For ADA accessible vanpools, the PVIP would continue to offset costs associated with the loss of seating capacity due to a wheelchair position—not to exceed \$400 monthly—with users responsible for the remaining vanpool expenses.

Vanpool Incentive Funding Examples

Van Capacity/Seats	Minimum Riders 60% Capacity	Maximum Monthly Subsidy			
		Year 1	Year 2	Year 3	Year 4 and Beyond
7	5	\$400	\$320	\$160	\$ 0
10	6	\$500	\$400	\$200	\$ 0
12	8	\$700	\$560	\$280	\$ 0
ADA - 12	8	\$1,200	\$960	\$480	\$400
15	9	\$800	\$640	\$320	\$ 0

The incremental cost of an ADA accessible vehicle (over and above the cost of a standard van) may be eligible for a one-time capital grant to further incentivize ADA accessible vanpools.

The PVIP has an initial allocation of \$1,000,000 per year which could subsidize as many as 100 vanpools in the first year. In subsequent years, the reduced level of funding for continuing eligible vanpools, will make funds available to start additional new vanpools.

SECTION II – ELIGIBILITY REQUIREMENTS

1. Eligible Entities – Act 44 of 2007, as amended, §1516
 - a. Government entities
 - b. Non-profit entities
 - c. Transportation companies
2. An eligible entity must complete and submit to PennDOT an application for funding documenting:
 - a. That the vanpool for which subsidy is requested is new—has not operated previously to/from an origin/destination
 - b. The vanpool will operating at 60% capacity—60% of vanpool seats will be filled
 - c. Previous experience and performance with vanpools, grant management, etc.
 - i. Prior year data on existing vanpools—number, ridership, origin/destination, etc.
 - ii. Prior year vanpool expense and user fees
 - iii. Financial capacity
3. If approved for funding by PennDOT, the entity must enter into a grant agreement with PennDOT/the Commonwealth.
4. Regardless of PVIP incentives, users must pay a minimum amount per month (\$25) which will serve as proof of membership.
5. PVIP start date July 1, 2017.
6. PennDOT may suspend funding if ridership falls below 60% of capacity for more than 60 consecutive days during the period of the grant.

SECTION III – REPORTING REQUIREMENTS

1. Monthly Report
 - a. Vanpools established prior to PVIP—for each vanpool
 - i. Origin and destination
 - ii. Vehicle capacity, including number of wheelchair positions
 - iii. Riders/users
 - iv. Monthly fees collected
 - v. Monthly expense
 - b. Vanpools established with PVIP Incentives-for each vanpool
 - i. Origin and destination
 - ii. Vehicle capacity, including number of wheelchair positions
 - iii. Riders/users
 - iv. Monthly fees collected
 - v. Monthly expense

June 1, 2017

SECTION IV – PROGRAM APPLICATION AND TIMELINE

The program availability will be announced annually in the Pennsylvania Bulletin in April, and PennDOT will accept applications for a 30-day period. The applications will be used to plan the program funding and award grants.

SECTION V – PROGRAM INQUIRIES

All program inquiries should be directed to:

VanPool Resource Account: RA-PDBPTVANPOOL@pa.gov

Colton Brown: 717.787.1203 or coltbrown@pa.gov

Samuel Plocinski: 717.214.9757 or splocinski@pa.gov