

**Youth Fare-Free Transit Grant  
Subgrantee Reimbursement  
Uniform Guidance for Consistent Documentation**

CASTA has developed this Uniform Guidance for subgrantees to ensure each subgrantee provides consistent information when they submit their Monthly Assurance Forms, Mid-year Assessments and Annual Reports. This Program Guidance outlines:

- Reporting and reimbursement requirements for Youth Fare-Free Transit Grants
- Templates for subgrantee forms:
  - Annual Report
  - Monthly Assurance Form
  - Mid-Year Grant Assessment
- Process for reviewing and managing subgrantee reimbursements
  - Quarterly payments
  - Disbursement Timeline

For additional support when completing reimbursement requests, subgrantees may contact CASTA staff with any questions or concerns. The primary program contact is:

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**Program Director**

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Additionally, subgrantees should refer to their Grant Agreement when completing the Subgrantee Forms. This document can be found on the CASTA website at: <https://coloradotransit.com/resources/zero-fare-program/youth-fare-free-transit-grant-application/yftg-subgrantee-portal/>

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**Reporting and Reimbursement Requirements for Youth Fare-Free Transit Grants**

The following policies are taken from [Operating Procedure 5.7 Zero Fare Transit Grants Program Section 3.B](#)

i) Within 15 days of each month of the youth fare-free program, Subgrantees will submit the [Subgrantee Monthly Assurance Form](#). This form, at a minimum, will require Subgrantees to:

(1) Provide assurance to CASTA that they provided free rides to youth in the previous month,

(2) An opportunity for agencies to share stories of rider experiences related to the new or expanded free transit provided by the agency.

ii) Quarterly Payments will be made to subgrantees in the amount of 1/4 of their granted amount so long as they have submitted the YFTG Subgrantee Monthly Assurance Form and continued to provide youth fare free services during the prior quarter.

iii) Subgrantees shall submit a report each year they receive a grant to provide year-round free transit to youth riders. The Annual Report will include, at a minimum:

(1) estimates of the change in youth ridership during the timeframe in which fare free services were offered to youth riders compared to previous years,

(2) any changes that the eligible transit agency would make in how it provides fare free transit services to youth riders or in its use of the grant money based on its Experiences,

(3) how the eligible transit agency marketed the fare free transit services for youth riders,

(4) a narrative analysis to provide context on the ridership data included in the Report.

iv) CASTA will conduct a webinar for subgrantees on program reporting requirements for the Youth Fare-Free Transit Grants Program.

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**Subgrantee Reimbursement Templates**

This section provides information and templates for providing the Subgrantee assurances, and reports. Subgrantees will be required to submit the following reports on the schedule provided below:

1. [Annual Report](#)

Schedule: Annually by November 1st. This will be incorporated into CASTA's Annual Report which is due to the Colorado Energy Office by November 15th.

Form Fields:

- a. Subgrantee - Choose your agency from the drop down menu
- b. Date Submitted - Enter the date of the submission
- c. Submitted By - Provide the First and Last name of the individual filling out the form.
- d. Submitter- Provide the email of the individual filling out the form. We will use this email as our point of contact for questions on this submission.
- e. Program Period - The period in which your agency's program to provide fare free transit for youth as it pertains to the grant begins.
- f. Year-to-year Estimates of Change in Youth Ridership - Provide an estimate of the change in youth ridership during the year in which fare free services were offered to youth riders compared to previous years
- g. Changes that the subgrantee would make in how it provides fare free transit services to youth riders - Provide any changes that you would make in how your agency provides fare free transit services to youth riders or in its use of the grant money based on its experiences.
- h. Additional Marketing - Provide an explanation of any additional marketing your agency conducted that was not related to the overall coordinated marketing effort made by CASTA

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- i. Youth Ridership for Program Period - Total number of youth supported by your agency's documentation during the period in which your agency's program provided fare free transit for youth.
  - j. Ridership Supporting Documentation (Annual Report) - Please submit your agency's ridership reports that highlight your youth ridership for the program period.
  - k. Narrative Analysis: Ridership Data - A narrative analysis to provide context on ridership data included in the report.
  - l. Ridership Stories - An opportunity for agencies to summarize the stories of rider experiences related to youth fare-free transit provided by the agency.
  - m. Lessons Learned - Provide any lessons that your agency learned throughout the program period
  - n. Unanticipated Benefits and challenges - This should be a summary of the Roadblocks/Unanticipated Outcomes from the Monthly Assurance Form with any other insights that may be helpful
2. [Monthly Assurance Form](#)

Schedule: Monthly within 15 days of the end of the month in which youth fare-free transit occurred.

Form Fields:

- a. Subgrantee - Choose your agency from the drop down menu.
- b. Date Submitted - Enter the date of the submission.
- c. Submitted By - Provide the First and Last name of the individual filling out the form.
- d. Email of Submitter- Provide the email of the individual filling out the form. We will use this email as our point of contact for questions on this submission.
- e. Reporting Month - The month in which the subgrantee is assuring youth were provided free transit services.

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- f. Reporting Year (Assurances) - The year in which the Reporting Month occurs, not the Program Period.
  - g. Ridership Stories - An opportunity for agencies to share stories of rider experiences related to the free transit provided to youth riders by the agency.
  - h. Roadblocks/Unanticipated Outcomes - Provide insights into roadblocks or unanticipated outcomes, good or bad, your agency experienced during the reporting period.
  - i. Assurance - Subgrantee has provided uninterrupted free transit services for the youth riders during the reporting month.
3. Mid-Year Grant Assessment

Schedule: May be completed anytime between 6-8 months after the beginning of the program period.

CASTA has created a process to reassess and increase subgrantee grant amounts mid-year, taking into account their actual ridership increase. Subgrantees may use the Mid-year Grant Assessment to increase their grant amount.

There is a chance that the new Grant Amount could be less than the initial Grant Amount. Any agency that completes this form does not have to accept the new grant amount and may continue with the initial, awarded Grant Amount. If the subgrantee would like to accept the new amount, the submission of this form will be added as an addendum to the Subgrantees Award Letter.

Form Fields:

- a. Subgrantee - Choose your agency from the drop down menu
- b. Date Submitted - Enter the date of the submission
- c. Assessment Submitted By - Provide the First and Last name of the individual filling out the form.
- d. Email of Submitter - Provide the email of the individual filling out the form. We will use this email as our point of contact for questions on this submission.

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- e. Youth Riders in the Last Six Months
  - i. Step 1. Multiply the last 6 months of youth ridership by 2 to get an estimate for the year.
  - ii. Step 2. Multiply the number derived in Step 1 by the established fare rate in your application.
  - iii. Step 3. Multiply the number derived in step 3 by 1.1 to get your new grant amount
- f. Mid-Year Grant Request Amount - Enter the amount from Step 3 of Youth Riders in the Last Six Months
- g. Youth Ridership Data - Download your ridership report(s) that support the amount entered into Youth Riders in the Last Six Months field.

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**Reimbursement Review Process:**

Quarterly Payments will be made to subgrantees in the amount of 1/4 of their granted amount so long as they have submitted the YFTG Subgrantee Monthly Assurance Form and continued to provide youth fare free services during the prior three months. The Review Process includes:

1. Initial Review: CASTA will review the contents of the Monthly Assurances for accuracy and to ensure descriptions are understandable. After the end of each quarter, CASTA will compile the Monthly Assurances to submit to the Colorado Energy Office for payment
2. Reconciliation: If there are any issues with submissions, CASTA will reach out to correct and request additional information.
3. Submission to Colorado Energy Office: Once CASTA has reviewed the submission and no more edits are required, the Monthly Assurance forms for the quarter will be submitted to the Colorado Energy Office.
4. Disbursement: CASTA will provide disbursement of funds once the Colorado Energy Office releases them to us for the quarter.

**Disbursement Timeline:**

- Quarters - Subgrantees may have different Program Years and thus the quarter for disbursement purposes may be different.
  - 1st Quarter - first 3 months of the Subgrantee's Program Year
  - 2nd Quarter - Second 3 months of the Subgrantee's Program Year
  - 3rd Quarter - Third 3 months of the Subgrantee's Program Year
  - 4th Quarter - Final 3 months of the Subgrantee's Program Year
- Disbursements
  - 15th of each month - CASTA receives Monthly Assurances from Subgrantee
  - 22nd of each quarter - CASTA compiles the last three Monthly Assurances and submits them to the Colorado Energy Office for payment to CASTA.
  - Within 45 Days after Submission to the Colorado Energy Office, CASTA receives the funds to Disburse
  - Within 7 Days of receiving the funds, CASTA makes the Quarterly Disbursement to the Subgrantee