



Responses to Questions Asked During the Cost Allocation Webinar
Hosted by National RTAP and the National Center for Mobility Management
 March 25, 2020, 2:00 PM ET

Question	Response
Can I re-view the presentation? Can I get a copy of the PowerPoint handout by email?	A video of the webinar can be found here: Recording . The PowerPoint can be found here: Slides . Both can also be downloaded from the National RTAP website.
Can you repeat the link for the class? Where do we obtain access to the 5 modules mentioned?	The 5 modules for the NCMM e-Learning course can be found at: nationalcenterformobilitymanagement.org/cost- allocation . You may email info@nc4mm.org for more information.
Can you please address how agencies with numerous other non-FTA-funded programs might be able to utilize this? Would they need to have a cost allocation plan in place already, or could this tool help determine what the cost allocation rate would be?	The Calculator can be used for routes/services that are supported by federal, state, and/or local funding sources. Users can assign the name of a non-FTA funding program to the route for the Service Data in Step 1 – type in the name of the funding program/source that supports the route. Agencies do not need to have a cost allocation plan in place already to use the Calculator. The tool can help determine what the cost allocation rate for each route/service would be according to vehicle hours and vehicle miles data using the two- variable methodology.
Would public transit systems that do not directly report to NTD, but rather report through their State DOT's, complete the financial data in the calculator?	Agencies that do not directly report to NTD can still use the Calculator to help determine allocated cost information in their reporting to state DOT's. The Calculator uses standard terms from NTD and USOA that should be applicable/similar to most state DOT reporting terminology.
Could the cost allocation tool be modified to allocate costs between non vehicle programs like transit call centers and travel training programs?	The Calculator uses cost function categories to allocate financial data into common transit expense types. The cost function categories in the calculator are operations, dispatch, vehicle maintenance, fuel, non-vehicle maintenance, and administration. Expenses for transit call centers and travel training programs could be classified into functions of dispatch and administration when entering financial data in Step 2.
How might Remix software calculations of cost per route hour for fixed routes compare with this awesome cost allocation calculator. Have you had a chance to test and view?	We have not compared the cost efficiency and effectiveness measures from Remix to the methodology and results used by the Calculator. This tool uses a two-variable methodology with vehicle hours and vehicle miles to allocate expenses, and also allows direct assignment of expenses to an individual route or group of routes/services.
If you have vehicles that are providing all different modes of service during each day, would the specific data (miles etc..) be necessary in order to input into the calculator correctly?	Miles, hours, and trips data should be entered into the Calculator during Step 3 according to the route/service, not according to the specific vehicle. This way the Service Data is consistent whether the vehicle provides service on the same route or changes routes during the day.

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Is there an import option for expenses, hours, and data?	There is not currently an import option for the data needed for input to use the Calculator. Data must be entered manually using the functions within the Calculator applications.
Where does it show you the price per individual trip?	The cost efficiency and effectiveness measures for each route or group of routes/services is calculated during Step 4 and shown in the reports within the Calculator. These measures can be used to help price the cost of service, such as the cost per passenger trip.
Is there a place to account for depreciation?	The Calculator is designed to allocate costs for operational expenses, meaning it does not include categories for capital expenses or cost of depreciation. If desired, you can enter expenses not available in the other listed USOA object class codes in Step 2 as Miscellaneous Expenses.
If we are temporarily fare free, how will that impact our cost allocation calculations? Can we update our model for a few weeks? When we are fare free in a fixed route, must all services be fare free?	<p>The Calculator uses operational expenses data in the Financial Data section to allocate costs. At no point are revenues such as fares entered into the Calculator, as only expenses data is needed.</p> <p>The Calculator is set up to allocate costs for a single period of time, such as a year, a month, or a set of months. To allocate costs for a specific time period, such as a fare free period of service, use a copy of the Calculator to enter data for that time period in Steps 2 and 3.</p>
We are a university town. Could we set up 3 instances for in session, summer and breaks? We run different levels of service for each.	<p>If your service changes depending on university schedules, you can use the Calculator to enter routes according to each seasonal schedule (using the Route Name description in Step 1). You can also assign any expenses specific to an individual route or group of seasonal routes during Step 2.</p> <p>While the Calculator is set up to allocate costs for a single period of time, entering route data by season in Step 1 and operational data for each seasonal route in Step 3 will allocate financial data in a consistent manner based on miles and hours.</p>
What if you have a seasonal service, like a National Park Service that is only run from May to September? Do you have to take it out and put it in depending on what month you are allocating?	<p>If you have a seasonal service, you can use the Calculator to enter routes according to the seasonal schedule (using the Route Name description in Step 1). You can also assign any expenses specific to an individual route or group of routes during Step 2.</p> <p>While the Calculator is set up to allocate costs for a single period of time, entering route data by season in Step 1 and operational data for each seasonal route in Step 3 will allocate financial data in a consistent manner based on miles and hours.</p>
Where do I send any additional questions or feedback about the Calculator?	Please provide any questions about how to use the Calculator or feedback on the Calculator tools and functions to info@nationalrtap.org . Any thoughts or ideas on improving the Calculator will be collected to help us with future updates of the application.