

FTA Section 5316 Job Access & Reverse Commute (JARC)
&
FTA Section 5317 New Freedom (NF) Grants Programs
FFY 2011 and 2012 Grant Application

Agency (Applicant) Name:		
Address		
City	County	Zip
Contact Person		
Phone	Fax	
Grant Program Type:	<input type="checkbox"/> JARC <input type="checkbox"/> NF	

PROGRAM OVERVIEW

Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users

On August 10, 2005, the President signed into law the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU). SAFETEA-LU continues a strong fundamental core formula program emphasis coupled with targeted investment, featuring Safety, Equity, Innovative Finance, Congestion Relief, Mobility and Productivity, Efficiency, Environmental Stewardship, and Environmental Streamlining.

The Job Access & Reverse Commute (JARC) and New Freedom (NF) Programs are authorized under the provisions set forth in SAFETEA-LU. These provisions authorize the U.S. Secretary of Transportation to apportion funds to each state for grants to these programs. SAFETEA-LU also includes new planning requirements for the JARC and NF Programs, requiring that projects funded through these programs “must be derived from a locally developed, coordinated public transit-human services transportation plan”.

The Governor of California has designated the Council of Fresno County Governments (Fresno COG) as the recipient of Federal Transit Administration (FTA) Section 5316 JARC and 5317 NF grants for the purpose of administering those funds in accordance to state and federal laws, statutes, and regulations. (Fact Sheets for the JARC/NF grant programs.)

JARC Section 5316 Fact Sheet



2012 Section 5316
JARC Program FACT :

New Freedom Section 5317 Fact Sheet



2012 Section 5317
New Freedom Program

FTA SECTION 5316 JARC PROGRAM GOALS

The JARC program goal is to improve access to transportation services to employment and employment related activities for welfare recipients and eligible low-income individuals and to transport residents of urbanized areas and non-urbanized areas to suburban employment opportunities. Toward this goal, FTA provides financial assistance for transportation services planned, designed, and carried out to meet the transportation needs of eligible low-income individuals in all areas. Another goal is to implement coordination of Federally assisted programs and services in order to make the most efficient use of federal resources.

FTA SECTION 5317 NF PROGRAM GOALS

The NF program goal is to provide new public transportation services to overcome existing barriers facing Americans with disabilities seeking integration into the workforce and full participation into society. Lack of adequate transportation is a primary barrier to work for individuals with disabilities. NF also seeks to expand the transportation mobility options available to persons with disabilities beyond requirements of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101, et seq.). The definition of “new service” is any service or activity that was not implemented or operational before August 10, 2005.

GRANT APPLICATION PROCEDURES

A. Eligible Applicants:

Applicants may include state or local governmental bodies, Metropolitan Planning Organizations (MPOs), Regional Transportation Planning Agencies (RTPAs), social services agencies, tribal governments, private and public transportation operators, and non-profit organizations.

B. Eligible Use of Program Funds:

SAFETEA-LU requires that all JARC and NF projects selected for funding must be derived from a locally developed Coordinated Public Transit-Human Services Transportation Plan (Coordinated Plan). The Coordinated Plan identifies existing services, needs, strategies and priorities for low-income individuals, individuals with disabilities and older adults. (Please see Page 7 of this Application.)

C. Eligible Activities for JARC and NF Projects:

Eligible JARC/NF projects may request up to three years of funding per project. Projects approved for multi-year funding will require yearly application updates to ensure compliance with the original approved project scope. Funding commitments in the second and third year are not guaranteed, but will be granted pending the level of federal appropriations to Fresno COG. Eligible JARC projects include, but are not limited to:

JARC Operating Activities

- Late night and weekend service
- Guaranteed ride home service
- Shuttle service
- Expanded fixed-route public transit routes
- Demand-responsive service
- Ridesharing and carpooling activities
- Voucher programs

JARC Capital Activities

- Intelligent Transportation Systems (ITS)
- Promotion of operating activities
- Vehicles
- Mobility management activities

NF funds are available for capital and operating expenses that support new public transportation services beyond those required by the Americans with Disabilities Act of 1990 (ADA) and new public transportation alternatives beyond those required by the ADA designed to assist individuals with disabilities with accessing transportation services, including transportation to and from jobs and employment support services. The definition of “new service” is any service or activity that was not implemented or operational before August 10, 2005. Eligible activities include, but are not limited to:

NF Operating Activities

- Expansion of paratransit service beyond the minimum requirements of ADA
- Expansion of hours for paratransit service
- Enhancement of services
- Voucher programs
- Volunteer driver programs

NF Capital Activities

- Acquisition of accessibility equipment beyond ADA requirements
- Purchasing accessible vehicles to support taxi, vanpooling, and/or ridesharing programs*
- Mobility management activities

**Due to limited NF funding, vehicle purchases should refer to the Elderly & Disabled Specialized Transit Program (FTA Section 5310) and/or Large Urban NF Programs.*

GRANT APPLICATION PROCEDURES

SAFETEA-LU allows projects considered as “mobility management” eligible as a capital expense under the JARC and New Freedom Programs. “Supporting new mobility management and coordination programs among public transportation providers and other human service agencies providing transportation” is specifically referenced as an eligible project in the FTA guidance. Additional eligible JARC and NF information can be found at: http://www.fta.dot.gov/funding/grants_financing_263.html

D. JARC/NF Performance Measures

The following indicators will be used to measure project effectiveness.

1. JARC Program

- Actual or estimated number of jobs that can be accessed as a result of geographic temporal coverage of JARC projects implemented on the current reported year
- Actual or estimated number of rides (as measured by one-way trips) provided as a result of the JARC projects implemented in the current reporting year.

2. NF Program

- Increase or enhancements related to geographic coverage, service quality and or service times that impact availability of transportation services for individuals with disabilities as a result of the New Freedom projects implemented in the current reporting year.
- Additions or changes to environmental infrastructure (e.g. transportation facilities, side walks, etc), technology, and vehicles that impact availabilities of transportation services as a result of the New Freedom projects implemented in the current reporting year.
- Actual or estimated number of rides (measured by one-way trips) provided for individuals with disabilities as a result of the New Freedom projects implemented in the current reporting year.

E. FFY 2007 Grant Award Amount (Federal Funds Only) Per Project/Per Year:

JARC: \$200,000
NF: \$125,000

F. Cost Sharing/Match Requirement:

Funds can be used to support up to 80 percent (80/20 match) capital projects, and not more than 50 percent (50/50 match) of projects for operating assistance. The U.S. Department of Transportation (USDOT) program funds cannot be used as a source of local match for other FTA programs, even when used to contract for service. However, some examples of allowable sources for local match monies for JARC and/or NF Programs operating assistance are dedicated tax revenues, private donations, revenue from human service contracts, and net income generated from advertising and concessions. Matching share requirements are flexible to encourage coordination with other federal programs that may provide transportation, such as Health and Human Services or Agriculture. Volunteer services or other in-kind contributions are examples of non-cash share. These contributions are eligible to be counted toward the local match as long as the value of each is documented and supported, represents a cost that would otherwise be eligible under the program, and is included in the net project cost in the project budget. In either case, the cost of providing the contract service is included in the total project cost.

GRANT APPLICATION PROCEDURES

G. Project Selection Process:

All JARC and NF project applications will be evaluated in accordance with the scoring criteria to determine the extent to which the proposed project meets the overall program goals and objectives of the programs. Fresno COG will use the Fresno COG Social Services Transportation Advisory Council (SSTAC) to select projects for funding through a competitive process and recommend funding levels from the JARC and New Freedom Programs.

H. Application Timeline:

<i>Date</i>	<i>Activity</i>
January 2012	<ul style="list-style-type: none">• Call for Projects
March 2012	<ul style="list-style-type: none">• All Applications Due to Council of Fresno County Governments
May 2012	<ul style="list-style-type: none">• Evaluation and Program of Projects Selection
June 2012	<ul style="list-style-type: none">• Submission to FTA for Approval

APPLICATION CHECKLIST

ALL APPLICATIONS DUE to Fresno COG: MARCH 16, 2012

Applicants should use this checklist to ensure that **all applicable** parts of the application and attachments are completed and submitted. Incomplete applications will automatically be disqualified from participating in the competitive selection process.

APPLICANT ELIGIBILITY

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APPLICANT ELIGIBILITY

I. Coordinated Plan Certification

Reference: FTA C 9070.1F Section V

The projects selected for funding under the Section 5316 and 5317 program must be “derived from a locally developed, coordinated public transit-human services transportation plan” (Coordinated Plan) that was “developed through a process that includes representatives of public, private, and non-profit transportation and human services providers and participation by members of the public.” (Circular, V-5)

For additional information see the California Coordinated Plan Resource Center website at:

http://www.dot.ca.gov/hq/MassTrans/coor_plan_res.htm.

Required Elements: Projects shall be derived from a coordinated plan that minimally includes four elements and a level consistent with available resources and the complexity of the local institutional environment. (Circular, V-2)

Adoption of a Plan: As part of the local coordinated planning process, the lead agency in consultation with participants should identify the process for adoption of the plan. This grant application must document the local plan from which each project is derived, including the lead agency, the date of adoption of the plan, or other appropriate identifying information. (Circular, V-7 & V-8)

Coordinated Plan Lead Agency

Agency Council of Fresno County Governments	
Title of Coordinated Plan <i>Fresno County Coordinated Human Services Transportation Plan</i>	Date Plan Adopted (attach documentation) <i>January 24, 2008</i>
	Date of Draft Plan
Agency Representative Name (Print) Todd Sobrado	Title Planning Coordinator II
Signature	Date

Grant Applicant

Agency	
Agency Representative (Print)	Title
Signature	Date

APPLICANT ELIGIBILITY

II. Private Nonprofit Agency Status Inquiry and Certification

If you are claiming eligibility as a FTA Sections 5316 or 5317 applicant based on your status as a private nonprofit organization, you must obtain verification of your incorporation number and current legal standing from the California Secretary of State Information Retrieval /Certification & Records Unit (IRC Unit). The “Status Inquiry” document must be attached as an appendix to the application. To assist you in obtaining this information, use one of these two methods:

1. To obtain Corporate Records Information over the Internet, go to: <http://kepler.ss.ca.gov/list.html> and enter your agency name. If you are active, print the page and use that as proof. If you are not active, go to page 2 and follow the directions. If the verification of your status is not available at the time you submit your application, you must indicate the date on which you requested the verification and the estimated date it will be forwarded to the Sections 5316 JARC and 5317 New Freedom Programs.
2. If you are unable to locate the information on line, you can obtain the “Status Inquiry” document by making a written request to:

**Secretary of State
Information Retrieval/Certification Unit (IRC)
1500 11th Street, 3rd Floor, Sacramento, CA 95814.**

Do not submit articles of incorporation, by laws or tax status documentation.

Private Non-profits
Name of Non-profit Applicant:
State of California Articles of Incorporation No.:
Date of Incorporation:

APPLICANT ELIGIBILITY

III. General Certifications and Assurances

The original of the “General Certifications and Assurances” should be signed and dated in blue ink. Use the legal name of your agency. If you are a public entity, attach an authorizing resolution, designating a person authorized to sign on behalf of the agency, as an Appendix to the application.

Name of Applicant:		
Address:		
Contact Person:	Work Phone	Work Fax

- a. The applicant assures that no person, on the grounds of race, color, creed, national origin, sex, age, or disability shall be excluded from participating in, or denied the benefits of, or be subject to discrimination under any project, program, or activity (particularly in the level and quality of transportation services and transportation-related benefits) for which the applicant receives Federal assistance funded by the Federal Transit Administration (FTA).
- b. The applicant assures that it shall not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, age or disability and that it shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, national origin, sex, or age.
- c. The applicant certifies that it will conduct any program or operate any facility that receives or benefits from Federal financial assistance administered by FTA in compliance with all applicable requirements imposed by or pursuant to 49 CFR Part 27, “Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving or Benefiting from Federal Financial Assistance” and the Americans with Disabilities Act of 1990, as amended, at 49 CFR Parts 27,37, & 38.
- d. The applicant assures that it will comply with the Federal statutes, regulations, executive orders, and administrative requirements, which relate to applications made to and grants received from FTA. The applicant acknowledges receipt and awareness of the list of such statutes, regulations, executive orders, and administrative requirements that is provided as references in FTA Circular 9045.1 - “New Freedom Program Guidance and Application Instructions, dated May 1, 2007.”
- e. The applicant certifies that the contracting and procurement procedures that are in effect and will be used by the applicant for Section 5316 and 5317 equipment are in accordance and comply with the significant aspects of FTA Circular 4220.1, "Third Party Contracting Guidelines."
- f. The applicant certifies that any proposed project for the acquisition of or investment in rolling stock is in conformance with FTA rolling stock guidelines.
- g. The applicant certifies that it will comply with applicable provisions of 49 CFR Part 605 pertaining to school transportation operations which prohibits federally-funded equipment or facilities from being used to provide exclusive school bus service.
- h. The applicant certifies that it will comply with Government Code 41 U.S.C.701 et seq, and 49CFR, Part 32 in matters relating to providing a drug-free workplace.
- i. To the best of my knowledge and belief, the data in this application are true and correct, and I am authorized to sign these assurances and to file this application on behalf of the applicant.

Certifying Representative

Name (print):	
Title (print)	
Signature:	Date

APPLICANT ELIGIBILITY

IV. CIVIL RIGHTS/DBE

Describe any lawsuits or complaints that have been received or acted on in the last year based on Title VI of the Civil Rights Act or other relevant civil rights requirements; and subrecipient must provide a status of lawsuits or an explanation of how complaints were resolved including corrective actions taken.

If **NO** lawsuits or complaints were received or acted on – sub recipient must provide the following statement:

THERE WERE NO LAWSUITS OR COMPLAINTS RECEIVED OR ACTED ON IN THE LAST YEAR RELATING TO TITLE VI OR OTHER RELEVANT CIVIL RIGHTS REQUIREMENTS.

DISADVANTAGED BUSINESS ENTERPRISE

Disadvantaged Business Enterprise (DBE) Requirements

All successful applicants of the JARC/NF funds for Other Equipment (non-vehicle) projects must adhere to the *California State Disadvantaged Business Enterprise Program Plan* as it applies to local agencies (see http://www.dot.ca.gov/hq/bep/documents/dbe/dbe_program_plan_final.pdf).

Additionally, successful applicants must submit a completed *Disadvantaged Business Enterprise Race-Neutral Implementation Agreement For Federal Transit Administration Subrecipients* with their signed Standard Agreement contract (see <http://www.dot.ca.gov/hq/MassTrans/Docs-Pdfs/FTA-Db-Implement-Agr.doc>).

APPLICANT ELIGIBILITY

VI. PROJECT DESCRIPTION

Detailed Project Description

Briefly describe your agency's proposed project, including nature of service or improvement and service days/hours. Include begin and end dates.

Project Eligibility

Provide rationale why project qualifies for JARC/NF funding.

Detailed Project Budget

Describe how total costs for project have been estimated, including various cost components. Show amount of JARC/NF funding requested. *If project includes both operating and capital components, please show cost calculations and funding requests for both.*

Source(s) of Matching Funds

Describe where/who match will come from and what type of funding it might be (federal/state/local/private, etc.) including program names, if applicable.

Inclusion of Project in Transportation Improvement Program (TIP)

Provide specific page references to where proposed project is programmed in the current year of the locally approved TIP. *If project is not currently in the current year of the approved TIP, describe the status of the effort to get this accomplished and the anticipated time-frame for completion.*

Additional Justification

If there are benefits to the transit program anticipated as a result of implementing the proposed project, beyond those addressed in the Human Services Coordinated Transportation Plan, please describe.

TRANSMITTAL LETTER

I. PROJECT SUMMARY

A. Applicant Information:	
Legal Name:	
Address:	
City/State/Zip:	
Contact Person:	
E-mail:	
Phone:	Fax:
B. Project Type (check one):	
<input type="checkbox"/> Capital Only (80%) <input type="checkbox"/> Capital (80%) and Operating (50%)	
<input type="checkbox"/> Operating Only (50%)	
C. Program (check one): * Due to limited New Freedom funding, vehicle purchases with these funds are discouraged. Refer to the Elderly & Disabled Specialized Transit Program (FTA Section 5310) and/or Large Urban NF Programs.	
<input type="checkbox"/> JARC Project - FTA Section 5316	
<input type="checkbox"/> New Freedom Project – FTA Section 5317	
D. JARC/New Freedom Project Information:	
Project Title/Summary:	
E. Funding Request:	FFY 20XX
JARC Urban Request:	\$
NF Urban Request:	\$
Total Match Funds: <i>(Non-DOT federal, state, local or private)</i>	\$
Total Cost of Project:	\$
F. Authorized Signature:	
Name (print):	
Title (print)	
Signature:	Date

TRANSMITTAL LETTER

II. APPLICATION DEADLINE

**ALL APPLICATIONS DUE to Council of Fresno County Governments by:
FRIDAY, MARCH 16, 2012, 5:00 PM PST.**

Four applications (original and three copies) must be submitted to Fresno COG no later than March 16, 2012. Faxed or electronic applications will not be accepted.

Applications must be submitted to the following address:

**Council of Fresno County Governments
2035 Tulare Street, Suite 201
Fresno, CA 93721
(559) 233-4148**

The information in this application is public record. Therefore, applicants should not include information regarded as confidential.

To the best of my knowledge and belief, all data in this application is true and correct. The applicant will comply with the necessary Certifications and Assurances if assistance is awarded.

TRANSMITTAL LETTER

PART III. SCORING CRITERIA

Scores will be calculated in 5-point increments on a 10-point range. (i.e., 0-5-10), [excluding the Operational/Implementation Plan and the Project Budget sections, which is 0 or 20 points.] To receive the maximum points per question, each response must be complete and contain the required supporting documentation. Incomplete responses and/or a lack of supporting documentation will result in less or 0 points.

A. Does the project meet the JARC or New Freedom Program Goals and Objectives? (20 total points)

1. An applicant must be consistent with the overall JARC or New Freedom program goals and objectives, as listed in the program goals on Page 2 of this application. (10 points maximum)
2. Applicant demonstrates how project activities directly address transportation gaps and/or barriers identified through the locally developed human services transportation planning process within their communities. (Applicant indicates the section/page number in the Coordinated Plan). (10 points maximum)

B. Operational/Implementation Plan? (20 points)

3. Applicant provides a well-defined operations plan with defined routes, schedules, current/projected ridership, key personnel, and marketing strategies with supporting documentation for carrying out the project. For Capital and Mobility Management projects, applicant provides an implementation plan that includes project tasks, timeframes, benchmarks, key milestones, key personnel, deliverables and estimated completion date with supporting documentation. Both the operations and implementation plans must identify key personnel assigned to this project and their qualifications, including resumes and certifications as supporting documentation. Applicants must demonstrate their institutional capability to carry out the service delivery aspect of the project.

C. Describe the Program Effectiveness and Performance Indicators (20 total points):

4. Applicant identifies clear measurable outcome-based performance measures and indicators to track the effectiveness of the project as described in page 4 of the application. Applicant states the number of persons to be served, trip purpose(s), and the number of trips. Additional measurable units of service can also be used. Applicant must describe the outcome (impact) that the project will have on low-income (JARC) or individuals with disabilities (New Freedom). (10 points maximum)
5. Applicant describes a process that details the ongoing monitoring and evaluation of the project or service, including methodologies and desired outcomes based upon the performance objectives identified above in Question 4. (10 points maximum)

D. Communication and Outreach (20 total points):

6. Stakeholder list should include, but not be limited to, Health and Human Services Agencies, public/private sector, non-profit agencies, transportation providers, and members of the public representing low-income (JARC) and individuals with disabilities (New Freedom). Applicants will be evaluated based on their ability to coordinate with other community transportation and/or social service resources. (10 points maximum)
7. Applicants must keep stakeholders involved and informed of project activities throughout the project timeline. Applicant must also describe how they would promote public awareness of the project. Three (3) letters of support from stakeholders must be attached to the grant application. (One of the three support letters may come from a client of the proposed project.) (10 points maximum)

E. Provide the Applicant's Project Budget (0 or 20 points):

8. Please provide your budget information on the form(s) supplied on the next page. A complete listing of budgetary information will be necessary to receive the full 20-point value. *Failure to provide all of the required information*

will result in 0 points for this question. Applicants must submit a clearly defined project budget, indicating anticipated project expenditures and revenues, including documentation of matching funds.