

Northern Middlesex Council of Governments

Funding Application Form

**Section 5316 – Job Access and Reverse Commute
(JARC)**

and

Section 5317 – New Freedom

July 2010

***Completed applications are due by
August 18, 2010 at 4:00 PM***

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GENERAL INFORMATION

I. Introduction

The Massachusetts Executive Office of Transportation and Public Works is responsible for administering a variety of state and federal grants for public transportation programs. The federal programs covered under this application process include:

- Section 5316 Program – Job Access and Reverse Commute (JARC)
[http://www.fta.dot.gov/documents/FTA_C_9050.1_JARC\(1\).pdf](http://www.fta.dot.gov/documents/FTA_C_9050.1_JARC(1).pdf)
- Section 5317 Program – New Freedom
[http://www.fta.dot.gov/documents/FTA_C_9045.1_New_Freedom\(1\).pdf](http://www.fta.dot.gov/documents/FTA_C_9045.1_New_Freedom(1).pdf)

II. Authority for the Programs

The JARC and New Freedom programs are authorized under the provisions set forth in the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), which was enacted on August 10, 2005. These provisions authorize the US 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 New Freedom Programs, requiring that projects funded through these programs “must be derived from a locally developed, coordinated public transit-human services transportation plan”.

The JARC program provides formula funding to support the development and maintenance of projects designed to transport welfare recipients and eligible low-income individuals to and from jobs and activities related to their employment.

The New Freedom program is to provide new public transportation services and public transportation alternatives, beyond those currently required by the Americans with Disabilities Act of 1990 (42 U.S.C. 121001, et seq.), that assist individuals with disabilities with transportation, including transportation to and from job and employment support services.

The Northern Middlesex Council of Governments has developed a Coordinated Public Transit-Human Services Transportation Plan for the Northern Middlesex Metropolitan Planning Organization (NMMPO) and is conducting this solicitation as a component of the competitive selection process. Please direct any questions to Sarah Bradbury, Transportation Program Manager at 978-454-8021.

III. Program Goals

JARC Program

The goal of the JARC program 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 nonurbanized 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 – urbanized, small urban, and rural. The program requires coordination of federally assisted programs and services, in order to make the most efficient use of Federal resources.

New Freedom Program

The New Freedom formula program aims to provide additional tools to overcome existing barriers facing Americans with disabilities seeking integration into the work force and full participation in society. Lack of adequate transportation is a primary barrier to work for individuals with disabilities. The New Freedom formula grant program seeks to expand the transportation mobility options available to persons with disabilities beyond the requirements of the Americans with Disabilities Act of 1990. Funds are only available for new service, which is legislatively defined as any service or activity that was not operational on August 10, 2005 or after, and did not have an identified funding source as of August 10, 2005.

IV. Program Information

Projects in the Boston Urbanized Area will be selected for funding through a competitive process and will be considered demonstration projects. Recipients of these funds should consider long-term efforts and identify potential funding sources for sustaining the project beyond the grant period.

Indicated below are the JARC and New Freedom funds available to the Boston Urbanized Area:

JARC and New Freedom Federal Funds Available		
<i>Area</i>	<i>JARC</i>	<i>New Freedom</i>
Boston Urbanized Area	\$3,218,695	\$2,263,843

Applicants are strongly encouraged to review the Certifications and Assurances located in Part IV before beginning any work on their application. The Certifications and Assurances contain various requirements that must be met in order for an organization’s contract to be approved by EOTPW. Therefore, by submitting an application, organizations are agreeing to abide by these requirements, and are assuring that they are able to sign the Certifications and Assurances if their application is awarded funding.

V. Eligible Applicants

For the Boston Urbanized Area, the EOTPW is named as the Designated Recipient. There are three categories of eligible subrecipients of JARC and New Freedom funds:

- 1) Private non-profit organizations. A non-profit organization is a corporation or association determined by the Secretary of Treasury to be an organization described by 26 U.S.C. 501(c) which is exempt from taxation under 26 U.S.C. 501(a), or one which has been determined under State law to be non-profit and for which the designated State agency has received documentation certifying the status of the non-profit organization;
- 2) State or local governmental bodies; and
- 3) Operators of public transportation services, including private operators of public transportation services.

VI. Eligible Projects

Funding under the two programs is limited, therefore, the intent is to fund new and innovative projects that meet the transportation needs of people with disabilities and low income individuals (New Freedom), and/or to encourage job access and reverse commute services for low income individuals (JARC). Funding may be used for capital or operating projects that meet the JARC and New Freedom Program goals and respond to one or more of the strategies identified in the regional Coordinated Public Transit-Human Services Transportation Plan (see Section IV).

JARC Projects – Examples of eligible activities include, but are not limited to:

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

Capital Activities

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

New Freedom Projects – Examples of eligible activities include, but are not limited to:

Operating Activities

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

Capital Activities

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

Note – SAFETEA-LU allows projects considered “mobility management” to be eligible as a capital expense under JARC and New Freedom. “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.

VII. Federal/Local Match Requirements

The Federal share of eligible capital expenses may not exceed 80% of the net project costs. The Federal share of eligible operating expenses may not exceed 50% of the net operating costs.

Match Requirements		
<i>Type of Funding</i>	<i>Federal Share</i>	<i>Local Share</i>
Capital	80%	20%
Operating	50%	50%

All of the local share must come from sources other than Federal DOT funds. Federal Department of Transportation (DOT) program funds cannot be used as a source of local match for other FTA programs, even when used to contract for service. Some examples of sources for local match monies that may be used for any or all of the local share include local appropriations, other non-DOT Federal funds (see sources listed in Appendix A), dedicated tax revenues, private donations, revenue from human service contracts, and net income generated from advertising and concessions. Non-cash share (e.g. volunteer services or other in-kind contributions) is 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. Income from contracts to provide human service transportation may be used to either reduce the net project cost (treated as revenue) or provide local match for JARC and/or New Freedom operating assistance. In either case, the cost of providing the contract service is included in the total project cost.

VIII. Planning and Coordination Requirements

To be eligible for funding, SAFETEA-LU requires that projects funded through the JARC and New Freedom Programs “must be derived from a locally developed, coordinated public transit-human services transportation plan”. Northern Middlesex Council of Governments has developed a Coordinated Public Transit-Human Services Transportation Plan that 1) identified the transportation needs of individuals with disabilities, older adults, and people with low incomes, 2) provided strategies for meeting those local needs, and 3) identified potential projects that correspond to each strategy.

Applicants are encouraged to familiarize themselves with this plan to ensure their project is consistent with the Plan. Additionally, applicants are expected to coordinate with other private, public, and non-profit and human services transportation providers. All awarded projects are required to be derived from the region’s Coordinated Public Transit-Human Services Transportation Plan.

IX. Certifications and Assurances

Applicants whose projects are selected for JARC and/or New Freedom Programs funds will be required to comply with all FTA requirements. Specifically, the applicant will need to sign FTA’s Certifications and Assurances for the specific funding programs. The Certifications and Assurances are provided to applicants in paper form only, and given that they are based on Federal and State requirements, may not be altered in any way. They must be signed and dated by the local attorney and the applicant’s authorized official. Organizations unable to complete these certifications and assurances will not receive funding. These aforementioned certifications and assurances are provided at http://www.fta.dot.gov/documents/2008-Certs-Appendix_A.pdf and are included as a supplement to this applicant package.

X. Award Requirements

Applicants selected for funding under the JARC and New Freedom Programs will enter into a grant agreement with the EOTPW.

APPLICATION INSTRUCTIONS

Applications will be reviewed to ensure that all required information has been provided and that the application is complete. Incomplete applications or those submitted after the application deadline will not be considered for funding. Applicants requesting funding for multiple projects, must complete separate forms for each project for which they are seeking funds.

The application contains information that will be reviewed by Northern Middlesex Council of Governments. Those applications that are reviewed and ranked by the Northern Middlesex Council of Governments will be forward to EOTPW. EOTPW and the Regional Planning Agencies within the Boston Urbanized Area will then conduct a competitive selection process.

The deadline for submitting applications is August 18, 2010, 4:00 p.m. An original application plus three (3) copies should be submitted to: Northern Middlesex Council of Governments, 40 Church Street, Suite 200, Lowell, MA 01852.

APPLICATION CHECKLIST

The following checklist represents all of the information and attachments required to be considered for funding. Incomplete applications and those submitted after the deadline will not be considered for funding.

- Cover Letter – include name, address and phone number of applicant as well as contact person. The letter should be signed by the individual(s) with authority to execute contracts on your organization's behalf.
- Applicant Overview (Part I)
- Application (Parts II & III) – one double-sided, unbound 8 ½" x 11" original and three (3) copies of completed application, including:
 - Completed forms
 - Appropriate attachments
- Letter of commitment (if applicable). Letter of commitment is required if matching funds are coming from a source other than the applicant's own budget. This letter of commitment must be signed by the agency's official who is authorized to grant matching funds to the applicant, and must state the amount of matching funds available.

Section 5316 (JARC) and Section 5317 (New Freedom) Project Application

Part I – Applicant Overview

Applicant Information		
Legal Name:		
Contact Person:		
Address:		
City/State/Zip Code:		
Federal Tax ID Number:		
Telephone:	Fax:	
Email:	Website:	
List the name(s) and titles of persons authorized to enter into contract(s) and amendments with the EOTPW Transit Administration:		
Name: _____	Title: _____	
Name: _____	Title: _____	
Applicant Status:		
<input type="checkbox"/> Private Non-Profit Organization <input type="checkbox"/> Local Government <input type="checkbox"/> Private		
List of Project Partners:		
<u>Organization</u>	<u>Contact</u>	<u>Address</u>
<u>Phone/Email</u>		
1.		
2.		
3.		
Program		
<input type="checkbox"/> Section 5316 – JARC Capital (80/20) <input type="checkbox"/> Section 5316 – JARC Operating (50/50)		
<input type="checkbox"/> Section 5317 – New Freedom Capital (80/20) <input type="checkbox"/> Section 5317 – New Freedom Operating (50/50)		
Project Information		
Project Name:		
Specific Service Area:		
Estimated Number of People to be Served (monthly):		
<input type="checkbox"/> Low-Income _____ <input type="checkbox"/> Elderly _____ <input type="checkbox"/> Disabled _____		
Budget:	JARC	New Freedom
Total Cost of Project	\$	\$
Federal Funds	\$	\$
Local Funds	\$	\$

Section 5316 (JARC) and Section 5317 (New Freedom) Project Application

Part II – Project Narrative

Project Description:

Goals & Objectives:

- A) Describe the targeted population to be served.
- B) Describe the unmet transportation need that the proposed project seeks to address.
- C) Identify which Strategy(ies) within the Coordinated Public Transit-Human Services Transportation Plan this project responds to.
- D) Indicate how the project addresses the need.
- E) Estimate the number of people within the target population the project will serve and briefly describe the rationale for the projection – total number of individuals to be served and average number of one-way trips provided (if applicable) per month.
- F) Explain how the project increases or enhances availability of transportation of the targeted population and detail if the project will also help meet transportation needs outside this population.

Coordination:

- A) Describe how the project will be coordinated with other social service agencies and/or public transportation providers. (Ex. sharing vehicles, dispatching, scheduling, maintenance, coordinating client trips, training, etc.)
- B) Identify partners/stakeholders and indicate any private sector involvement. (Attach letters of support for each stakeholder)
- C) Indicate how stakeholders will be involved throughout the project.

Implementation:

- A) Provide an operational plan for providing service. (Include time table, route map, and/or service map if applicable)
- B) Describe how the agency intends to implement the project.
- C) Explain how the project relates to other services or programs provided by your agency and demonstrate how it can be achieved within the agency's technical ability.
- D) Describe how the agency will market the project to the target population and promote public awareness of the program.
- E) Provide a timeline for project implementation.

Managerial Capability:

- A) Describe the agency's ability to manage the project and the number of years the agency has worked with this targeted population.
- B) Describe key personnel assigned to the project. Will the agency need to hire additional personnel to support the project?
- C) Describe how the agency will manage risk and provide for safe delivery of services – driver training and safety, vehicles used, vehicle safety and maintenance and insurance.

Fiscal Capability:

- A) Provide a complete budget indicating project revenues and expenditures in the format provided in Part III.
- B) Provide evidence of financial capability and the stability of the local share.
- C) Describe how the project relates to any federal or other programs that the agency operates, and if applicable how these resources can be leveraged for the project.
- D) Describe any potential long-term efforts or funding sources that will sustain the project should the JARC and/or New Freedom funding is no longer available in future years.

Program Effectiveness:

- A) Identify performance measures to track the effectiveness of the service in meeting the identified goals.

- B) Describe the agency's plan for monitoring and evaluating the project.

- C) Indicate what steps will be taken if original goals are not achieved.

- D) Briefly describe any new or innovative solutions demonstrated by the project and whether it could be replicated elsewhere in the region or state.

**Section 5316 (JARC) and Section 5317 (New Freedom) Project Application
Part III – Project Budget**

Operations Budget

	Project Budget
Vehicle Operations	_____
Personnel	_____
Administration	_____
Maintenance	_____
Vehicle Insurance	_____
Other Expenses _____	_____
Total Operating Expenses	_____
Fares	_____
Other _____	_____
Total Operating Revenue	_____
Net Project Cost	_____
Local Funding _____	_____
Local Funding _____	_____
Local Funding _____	_____
Total Local Funds (50%)	_____
Federal Funds (50%)	_____

Capital Budget

Capital Equipment	Type of Service	Cost	Local Share (20%)	Federal Share (80%)	Source of Local Share
Total Cost					

Appendix A – Non-DOT Federal Program Guide
(Source – United We Ride website: www.unitedweride.gov)

U.S. Department of Agriculture

- [Food and Nutrition Service](#)

U.S. Department of Education

- [Office of Elementary and Secondary Education](#)
- [Office of Innovation and Improvement](#)
- [Office of Special Education and Rehabilitative Services](#)

U.S. Department of the Interior

- [Bureau of Indian Affairs](#)

U.S. Department of Health and Human Services

- [Health Resources and Services Administration](#)
- [Centers for Medicare and Medicaid Services](#)
- [Administration on Aging](#)
- [Substance Abuse and Mental Health Services](#)
- [Administration for Children and Families](#)

U.S. Department of Housing and Urban Development

U.S. Department of Labor

- [Employment Standards Administration](#)
- [Veterans' Employment and Training Service](#)
- [Employment and Training Administration](#)

U.S. Department of Transportation

- [Federal Transit Administration](#)

U.S. Department of Veterans Affairs

- [Veterans Benefits Administration](#)
- [Veterans Health Administration](#)

Appendix B – Selection Criteria

Scoring Criteria

Project Needs, Goals, and Objectives (40 points each): The project should directly address transportation gaps and/or barriers identified in the Coordinated Public Transit-Human Services Transportation Plan. Applications should state the overall goals and objectives of the proposed project and demonstrate how the project is consistent with the objectives of the JARC and New Freedoms grant programs

Implementation Plan (20 points total): Project sponsors should identify a target population of the proposed project and indicate the percentage of the region's target population that will be serviced by the proposed project. Project sponsors should also identify existing transportation operations in the project area. For projects seeking funds to support program operations, applicants must provide a well-defined service operations plan, describe the proposed implementation steps, and identify a timeline for carrying out the plan. The project application should indicate the number of persons expected to be served and the number of trips (or other units of service) expected to be provided. The service operations plan should identify key personnel assigned to this project and their qualifications. Project sponsors should demonstrate their institutional capability to carry out the service delivery aspect of the project. For projects seeking funds for capital purposes, the applicant must provide a solid rationale for use of JARC and/or New Freedom funds for this purpose and demonstrate that no other sources of funds are available or are sufficient to meet this need. Also, the applicant must provide an implementation plan and timeline for completing the capital project.

Management Capability (25 points total): Projects managed by experienced transportation providers will be scored higher than organizations new to transportation services. Project proposals will need to comply with the Certifications and Assurances as described by the Federal Transit Administration.

Project Budget (15 points total): Projects must submit a defined project budget, indicating anticipated project expenditures and revenues, including documentation of matching funds. Proposals should address long-term efforts and identify potential funding sources for sustaining the service beyond the grant period. The project sponsor shall demonstrate how using this funding leverages resources to the maximum possible extent.

Coordination/ Programs Outreach (15 point total): Proposed projects will be evaluated based on their ability to coordinate with other community transportation and/or social service resources. Project sponsors should clearly identify project stakeholders, and how they will keep stakeholders involved and informed throughout the project. Project sponsors should also describe how they would promote public awareness of the project.

Program Effectiveness and Performance Indicators (5 points total): The project will be scored based on the project sponsor's ability to demonstrate that the proposed project is an appropriate match of service delivery to need and is a cost-effective approach. Project sponsors should identify measurable outcome-based performance measures to track the effectiveness of the service in meeting the identified goals. A plan should be provided for ongoing monitoring and evaluation of the service and steps to be taken if original goals are not achieved. Sponsor should describe steps to measure the effectiveness and magnitude of the impact that the project will have on residents.

Innovation (5 points total): The project will be examined to see if it contains new or innovated service concepts or facilities that have the potential for improving access and mobility for the target populations and may have future application elsewhere in the region.

Scoring Matrix

Questions	Points
Project Needs, Goals, and Objectives	40
Does the project address a transportation gap and/or barrier identified in the Human Services Coordination Transportation Plan	20
Does the project establish, preserve or improve mobility for a target population?	10
What percentage of the region's target population is served by the project?	5
Does the applicant provide income and unemployment figures for the target population?	5
Implementation Plan	20
Does the applicant provide an implementation plan for the project, including key personnel and demonstrating the agency's ability to complete the project?	5
Does the applicant provide a timeline for completing the project?	5
Does the applicant identify available transportation operators in the project area?	5
What is the extent of the service provided by the project (Days and Hours)?	5
Management Capability	25
How long has the applicant been providing transportation service?	10
Does the applicant demonstrate the ability to comply with all FTA Certifications and Assurances	10
Has the applicant previously served the target populations?	5
Project Budget	15
Did the applicant submit letter of commitment or other proof of the matching funds?	5
Does the project leverage resources to the maximum possible extent?	5
Does the applicant provide methods to sustain service after the grant period?	5
Coordination/ Program Outreach	15
Does the project involve collaboration by at least one other group not including the entity providing the matching funds?	10
Does the application include a letter of support from the involved entities?	5
Program Effectiveness and Performance Indicators	5
Is there a methodology identified to measure and evaluate the impact of the project in meeting its identified goals?	5
Innovations	5
Does the project contain innovative ideas that could be applied elsewhere?	5
Total	125