

GRANT FUNDING APPLICATION

Job Access/Reverse Commute & New Freedom Programs

Introduction

The Safe, Accountable, Flexible, Efficient Transportation Equity Act (SAFETEA-LU) reauthorized federal transportation funding programs through Federal Fiscal Year (FFY) 2012. SAFETEA-LU promotes more efficient and effective Federal surface transportation programs by focusing on transportation issues of national significance, while giving State and local transportation decision makers more flexibility for solving transportation problems in their communities. 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, and the Environment.

With the passage of SAFETEA-LU, transportation projects receiving funding under the Job Access/Reverse Commute program or the New Freedom program must be “derived from a locally developed, coordinated public transit - human services transportation plan.” Further, the law requires that this plan be “developed through a process that includes representatives of public, private, and nonprofit transportation and human services providers and participation by the public.”

This funding application addresses two Federal Transit Administration (FTA) programs funded by SAFETEA-LU: Job Access/Reverse Commute (JARC, Section 5316) and New Freedom (NFP, Section 5317).

Background on JARC and New Freedom Funds

The Job Access Reverse Commute grant program is intended to fund “the development and maintenance of transportation services designed to transport welfare recipients and eligible low-income individuals to and from jobs and activities related to their employment.” The Durham urbanized area apportionments totaling approximately **\$226,983**.

According to FTA, the purpose of the New Freedom Program is to provide improved public transportation services, and alternatives to public transportation, for people with disabilities, beyond those required by the Americans with Disabilities Act of 1990 (ADA). The Durham urbanized area has apportionments of approximately **\$143,311**.

Eligibility Overview: JARC and New Freedom Funds

Eligible Applicants

JARC and New Freedom is a formula grant program for member jurisdictions in the Durham, Chapel Hill – Carrboro Metropolitan Planning Organization. Applicants may include state or local government authorities; private and non-profit organizations; and operators of public transportation services including private operators of public transportation services.

Eligible Use of Program Funds:

JARC and New Freedom program funds are intended to fund innovative and flexible programs that identify the transportation needs of individuals with disabilities, older adults, and individuals with limited incomes. Therefore, it is expected that JARC and New Freedom funds be directed to meet these needs by funding new programs or services, or to continue existing programs.

Eligible Projects:

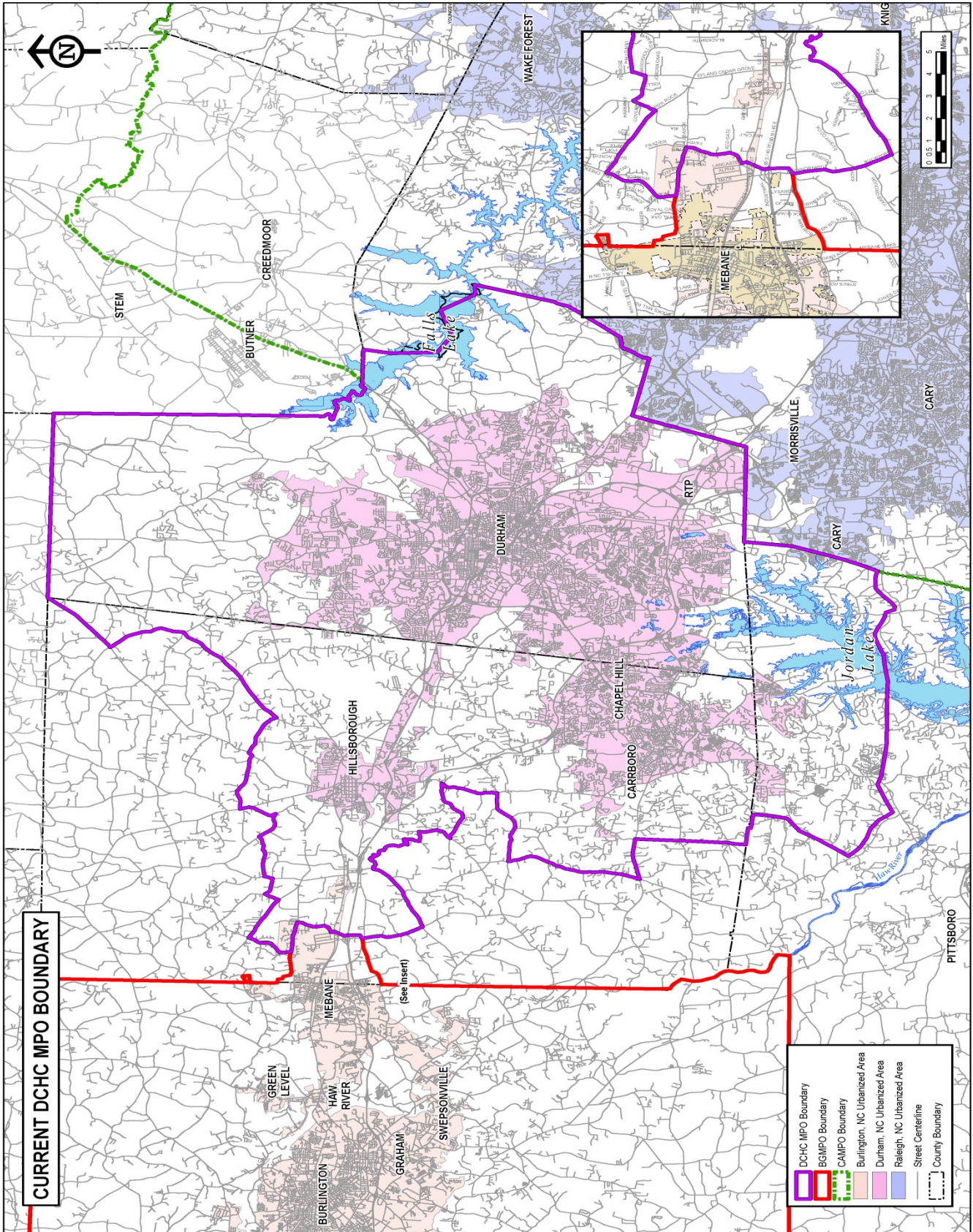
JARC and New Freedom funds may be used for planning, capital or operating costs of providing access to jobs; or services and facilities that improve mobility for persons with disabilities but not limited to persons who are ADA-certified. Specific project eligibility is detailed later in this document under each program's description. As well, FTA circulars providing guidance on applying for JARC and New Freedom funds can be found at:

- 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);
- 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)

The Durham, Chapel Hill, Carrboro Metropolitan Planning Organization (DCHC-MPO) is soliciting projects that have been derived from the DCHC-MPO's adopted Coordinated Public Transportation - Human Services Transportation Plan (CPT-HSTP). The plan outlines a vision for improving mobility options for the disabled, aging, and low-income population subgroups living in the region. SAFETEA-LU requires that beginning in FFY 2007, projects selected for funding under the JARC and New Freedom programs must be derived from the locally developed CPT-HSTP and address service needs and gaps/barriers. Federal funding of projects through these two programs will be utilized to meet plan goals. A selection criterion will be used to prioritize potential programs and develop a listing of projects. To view the entire CPT- HST Plan, please visit <http://www.dchcmpo.org/dmdocuments/CPT-HSTP%20-%20adopted%202007-03-14.pdf>.

DCHC MPO

DURHAM - CHAPEL HILL - CARRBORO - METROPOLITAN PLANNING ORGANIZATION



DEADLINES FOR APPLICATION SUBMISSION

If your organization has a project that it would like considered for funding under JARC and/or New Freedom please complete the following application and submit it to the address below no later than **Friday, May 10, 2013**. Applications received after that date and time will not be considered. DCHC MPO will accept printed, faxed or electronic applications. DCHC MPO will review and score the applications, and through a process established in its adopted Coordinated Public Transportation – Human Services Transportation Plan (CPT-HSTP), will select projects for funding. Applications should be submitted to:

Maricia Brown, Grants Administration
& Fiscal Policy Planner
DCHC MPO
101 City Hall Plaza
Durham, NC 27701

The information in this application is a public record. Applicants should not include information that may be regarded as confidential. The applicant must comply with all necessary Certifications and Assurances if funding is awarded.

Note: For both the JARC and New Freedom programs, the grants are for a one-year period. It will be necessary to reapply through a competitive process each year for funding.

APPLICATION DUE: May 10, 2013

Applicants should use this checklist to ensure that all applicable parts of the application and attachments are completed and submitted.

PART I. FUNDING REQUEST – GRANTS TITLE PAGE

PART II. PROJECT NARRATIVE

Please include the following documents:

- (1) Map of Applicant Service Area
- (2) Existing and Proposed Transportation Services
- (3) Project Needs/Goals and Objectives
- (4) Implementation Plan
- (5) Coordination and Program Outreach
- (6) Program Effectiveness

PART III. PROPOSED PROJECT BUDGET

Please include the following document:

- (1) Financial statement certified by an accountant, finance director or financial institution

PROJECT APPLICATION PROCEDURES

This JARC and New Freedom program application is for funds to be used within the DCHC MPO service area. The initial project application consists of the program-specific requirements detailed in this package of forms and instructions. After a project application has been selected for funding, the applicant will be required to submit appropriate background Certifications and Assurances, and other documentation necessary to meet the requirements of the FTA's Urbanized Area Formula Grant Program (Section 5307 program under Title 1, United States Code). Additional TTA Certifications and Assurances information can be found at:

http://www.fta.dot.gov/funding/apply/grants_financing_8830.html

Eligibility Overview: Job Access/Reverse Commuter (JARC)

Eligible agencies:

Private, non-profit organizations; state or local government authorities; and operators of public transportation services, including private operators of public transportation services

Program description:

Section 5316 (Job Access/Reverse Commute or JARC) is a formula program of funding to develop transportation services to transport welfare recipients and low-income persons to and from jobs (Job Access); and to transport residents of urban centers, rural and suburban areas to suburban employment opportunities (Reverse Commute). Job Access grants can be used for capital and operating costs of equipment, facilities, and capital maintenance related to providing access to jobs. Costs to promote transit for workers with nontraditional work schedules, the use of transit vouchers, and the use of employer-provided transportation are also covered. Reverse Commute grants can be used for operating, capital and other costs associated with providing reverse commute service by bus, carpool, vans or other transportation services.

Eligible activities:

Eligible activities for JARC funding include late-night and weekend service, guaranteed ride home service, shuttle service; expanded fixed-route public transit routes; demand-response service; ridesharing and carpooling activities; transit related aspects of bicycling; local car loan programs that assist individuals in purchasing and maintaining vehicles for shared rides; marketing promotions for JARC activities; supporting the administration and expenses related to voucher programs; using Geographic Information System (GIS) tools and/or implementing Intelligent Transportation Systems (ITS); integrating automated regional public transit and human service transportation information, scheduling and dispatch functions; deploying vehicle position-monitoring systems; and establishing regional mobility managers or transportation brokerage activities. Further information on eligible activities can be found at:

[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)

Reporting Requirements:

Each grant recipient will be required to provide the Designated Recipient (DCHC –MPO) all of the following required reports along with applicable supporting documentation:

1.1. Annual Reporting Requirements

- 1.1.1. Actual or estimated (specify) number of jobs that can be accessed as a result of geographic or temporal coverage of JARC project(s) implemented in the reporting year.
- 1.1.2. Actual or estimated number of riders (as measured by one-way trip) provided as a result of JARC project implementation in the current reporting year.
- 1.1.3. Efforts conducted to procure from Disadvantaged Business Enterprise (DBE) vendors.
- 1.1.4. Vehicle conditions report (If applicable)

1.2. Quarterly Reporting Requirements

- 1.2.1. Project progress report (in a summary narrative format)
- 1.2.2. Local matching sources used (fiscal year approved, budget account)
- 1.2.3. Financial status report
- 1.2.4. Passengers per day
- 1.2.5. Average passenger revenue
- 1.2.6. Net cost per passenger
- 1.2.7. Vehicle miles traveled
- 1.2.8. Number of passenger trips provided
- 1.2.9. Revenue service hours provided

1.3. Additional Reports

- 1.3.1. If additional reporting requirements are deemed necessary, these items will be identified specifically based on guidance by FTA C 9050.1 (JARC).

Cost Sharing/Match Requirement:

Funds can be used to support up to 80 percent (80/20 match) for capital projects, and not more than 50 percent (50/50 match) of projects for operating assistance. **Fare revenue generated on the service to be supported may not be used as matching funds for operating grants.** Non-DOT Federal funds and local and private funds can be used as a match. Matching share requirements are flexible to encourage coordination with other federal programs that may provide transportation, such as Health and Human Services or Medicaid.

Eligibility Overview: New Freedom Funds

Eligible agencies:

Private, non-profit organizations; state or local government authorities; and operators of public transportation services, including private operators of public transportation services

Program description:

Section 5317 is a new formula grant program for public or alternative transportation services and facility improvements to address the needs of persons with disabilities that go beyond those required by the Americans with Disabilities Act (ADA). Funds will cover capital and operating costs to these programs to provide that new service.

Eligible activities:

Eligible activities for New Freedom funding include: enhancing public transportation beyond the minimum requirements of the ADA; providing "feeder" services; making accessibility improvements to transit and intermodal stations; providing travel training; purchasing vehicles to support new accessible taxi, ridesharing, and/or vanpooling programs; covering the administration and expenses of new voucher programs for transportation services offered by human service agencies; supporting new volunteer driver and aide programs; and supporting new mobility management and coordination programs among public and/or human service transportation providers. Further information on eligible activities can be found at:

[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)

Reporting Requirements:

Each grant recipient will be required to provide the Designated Recipient (DCHC –MPO) all of the following required reports along with applicable supporting documentation:

- 1.1. Annual Reporting Requirements
 - 1.1.1. Actual or estimated (specify) number of jobs that can be accessed as a result of geographic or temporal coverage of JARC project(s) implemented in the reporting year.
 - 1.1.2. Actual or estimated number of riders (as measured by one-way trip) provided as a result of JARC project implementation in the current reporting year.
 - 1.1.3. Efforts conducted to procure from Disadvantaged Business Enterprise (DBE) vendors.
 - 1.1.4. Vehicle conditions report (If applicable)
- 1.2. Quarterly Reporting Requirements–
 - 1.2.1. Project progress report (in a summary narrative format)
 - 1.2.2. Local matching sources used (fiscal year approved, budget account)
 - 1.2.3. Financial status report
 - 1.2.4. Passengers per day

- 1.2.5. Average passenger revenue
- 1.2.6. Net cost per passenger
- 1.2.7. Vehicle miles traveled
- 1.2.8. Number of passenger trips provided
- 1.2.9. Revenue service hours provided

1.3. Additional Reports

- 1.3.1. If additional reporting requirements are deemed necessary, these items will be identified specifically based on guidance by FTA C 9045.1 (NF).

Cost Sharing/Match Requirement:

Funds can be used to support up to 80 percent (80/20 match) for capital projects, and not more than 50 percent (50/50 match) of projects for operating assistance. Fare revenue generated on the service to be supported may not be used as matching funds for operating grants. Non-DOT Federal funds and local and private funds can be used as a match. Matching share requirements are flexible to encourage coordination with other federal programs that may provide transportation, such as Health and Human Services or Medicaid.

Project Selection for JARC and New Freedom:

Projects will be awarded through a competitive selection process. Applications will be received by DCHC MPO staff and passed along to a review committee. The review committee will review and score the applications. Representatives of this committee will be familiar with local human service agencies, the target population documented in the CPT-HSTP, and the transportation issues affecting this target population. After scoring the proposals, the review committee will recommend projects for funding to the TCC. TCC will review the projects recommended for funding and make a recommendation to the DCHC Technical Advisory Committee (TAC). The TAC will vote on funding of the recommended projects. The list of approved projects will be published and submitted to the FTA for funding.

Note: All proposals should reflect public transportation and human service transportation priorities documented in the CPT-HST Plan. The recommended top tier priority needs are listed below:

- Mobility manager helping customers identify transportation options to meet their needs
- Intra-county and cross-county services connecting rural areas to urban areas
- A unified regional paratransit application and eligibility determination and certification process needs to be created so that it is streamlined, clarified, and consistent across agencies.
- Evening service (6pm – 10pm) and late night service (10pm – midnight)

- Universal fare card that works on all services
- Better on-time performance for fixed-route and paratransit
- Travel training

Application and Project Selection Schedule:

- ✓ 3/27/2013 TCC receives schedule/Notification of 2013 Call for Projects.
- ✓ 4/10/2013 TAC receives schedule/Notification of 2013 Call for Projects.
- ✓ 4/1/2013–
5/10/13 Begin Advertising & Solicitation for applications
- ✓ 4/26/2013 Application Workshop
 - Time: 10am – noon
 - Location: Transportation Conference Room, 4th Floor
Durham City Hall
101 City Hall Plaza
 - *Come to hear a brief presentation on the JARC/NF application process, discuss your application with staff, and get your questions answered.*
- ✓ **5/10/2013 Application deadline**
- ✓ 5/13/2013 –
 - 5/22/2013 LPA staff reviews and scores proposals; selects projects for recommendation.
- ✓ 5/29/2013 TCC action on FY2013 Program of Projects recommendations
- ✓ 6/12/2013 TAC action on FY2013 Program of Projects recommendations & TIP Amendment
- ✓ 6/30/2013 Funding recipients receive notification

SCORING CRITERIA

The following information and scoring criteria will be used to score and rate project applications for JARC and New Freedom (NF) funding.

- a. Project Needs/Goals and Objectives (30 points):* The project should directly address priority transportation needs identified through the Durham-Chapel Hill-Carrboro MPO's locally developed Coordinated Public Transportation - Human Services Transportation Plan available at www.dchcmpo.org or call 919 560-4366. Project application should clearly state the overall program goals and objectives, and demonstrate how the project is consistent with the objectives of the JARC and NF grant programs. 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.
- b. Implementation Plan and Evaluation (20 points):* For all projects, applicants must provide a well-defined service operations plan and/or capital procurement plan, and describe implementation steps and timelines for carrying out the plan. The implementation 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 as described.
- c. Project Budget (15 points):* Applicants must submit a clearly 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.
- d. Partnerships and Program Outreach (20 points):* Proposed projects will be evaluated based on their ability to coordinate with other public transportation, 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. Letters of support from key stakeholders and/or customers should be attached to the grant application.
- e. Program Effectiveness and Performance Indicators (10 points):* The project will be scored based on the project sponsor's ability to demonstrate that the proposed project is the most appropriate match of service delivery to the need, and is a cost-effective approach. Project sponsors must also identify clear, 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 their steps to measure the effectiveness and magnitude of the impact that the project will have on target markets (i.e., persons with low-income for the JARC funds, or persons with disabilities or the elderly for the New Freedom funds). Sponsors should also document the rider amenities, such as bus shelters, sidewalks, benches, etc., provided at specific areas served. While a lack of rider amenities will not disqualify a potential project, preference will be made for projects that provide comfortable, safe, effective service for riders.
- f. Innovation (5 points):* The project will be examined to see if it contains new or innovative 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.

Project Requirements

The Selection Committee must find that the answer to each of the five following questions is affirmative for a project to be considered eligible for grant funding.

Project Evaluation Score sheet

Is the proposed project a non-duplicative service or program?	
Are eligible matching funds identified and available?	
Is the proposed project a new or expanded service or program?	
Is the primary focus of the proposed service or program serving target populations (i.e., persons with low-income for the JARC funds, or persons with disabilities or elders for the New Freedom funds)?	
Does the project provide benefits to the Durham – Chapel Hill – Carrboro urbanized area (see enclosed map)?	

Each proposal will receive a score from the Project Selection Committee according to following criteria.

Project Evaluation Criteria	Possible Points	Project Score
Project Need/Goals & Objectives		
How well does this project address high-priority needs identified in the Coordinated Plan?	20	
How effectively will this project increase the numbers of target market customers served?	10	
Implementation Plan		
What is the quality of the implementation plan?	20	
Project Budget		
How efficiently will the projects provide benefits to the customers (e.g., cost per customer served)	10	
How financially sustainable is the program/service beyond the grant period?	5	
Partnerships and Outreach		
How effectively are partnerships used in provision of the program/service?	5	
How strong is the demonstration of stakeholder support (e.g., survey data, letters from end users)?	5	
What is the quality of marketing/outreach plan?	5	
How widely will the benefits of this project be felt? (more points for region-wide benefits)	5	
Program Effectiveness and Performance Indicators		
What is the quality of the evaluation plan (including customer satisfaction, cost per unit of service, and customers per unit of service)?	10	
Innovation		
Does the project contain innovative ideas that could be applied elsewhere in the region?	5	

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