

2009 FUNDING APPLICATION

Job Access and Reverse Commute (JARC) and New Freedom Programs

Introduction

The Safe, Accountable, Flexible, Efficient Transportation Equity Act (SAFETEA-LU) reauthorized federal transportation funding programs through Federal Fiscal Year (FFY) 2009. SAFETEA-LU addresses the many challenges facing our transportation system today as well as laying the groundwork for addressing future challenges. 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.

The Federal government, through the Federal Transit Administration (FTA), provides financial assistance to develop new transit systems and improve, maintain, and operate existing systems. FTA oversees grants to State and local transit providers; Erie and Niagara Counties are served by the Region II FTA office. Grant recipients are responsible for managing their programs in accordance with Federal requirements, and FTA is responsible for ensuring that grantees follow Federal statutory and administrative requirements.

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

JARC

The JARC program provides formula funding to support the development and maintenance of Job Access and Reverse Commute projects designed to transport welfare recipients and eligible low-income individuals to and from jobs and activities related to their employment. **The available FFY 2009 JARC apportionment for Erie and Niagara Counties is \$584,600.**

New Freedom

The New Freedom program purpose 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. 12101, et seq.) that assist individuals with disabilities with transportation. **The available FFY 2008 and FFY2009 New Freedom apportionment for Erie and Niagara Counties is \$632,150.**

JARC/New Freedom and GBNRTC's Public Transit-Human Services Transportation Plan (HSTP)

The Greater Buffalo Niagara Regional Transportation Council (GBNRTC), the Metropolitan Planning Organization (MPO) for Erie and Niagara Counties, in conjunction with the Niagara Frontier Transportation Authority (NFTA), has developed a Public Transit-Human Services Transportation Plan (HSTP) that outlines a vision for improving mobility options for the disabled, aging, and low-income population subgroups living in the region. *This document is available as a further guideline for project applicants at <http://www.gbnrtc.org>, in the Publications/Reports section of the website.* 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 HSTP and address service needs and gaps in transportation service. Federal funding of projects through these two programs will be utilized to meet plan goals. Selection criteria will be used to prioritize potential programs and develop a list of projects.

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.

Eligible applicants:

JARC and New Freedom are **reimbursable** formula grant programs for Erie and Niagara Counties applicants. Applicants may include state or local government authorities; private non-profit organizations; and operators of public transportation services including private operators of public transportation services. The NFTA is the region's **designated recipient** of these funds. Any successful local applicant will be a **sub-recipient** and as such be required to enter into a written agreement with NFTA, in which the sub-recipient **will assume responsibility to meet all requirements for receiving FTA funds**. A later section of this application form outlines the documents that sub-recipients are required to be familiar with in order to comply with federal requirements, and all applicants will be expected to certify that they have reviewed and understood those documents.

As the designated recipient, NFTA has the principal authority and responsibility for administering the JARC and New Freedom programs within Erie and Niagara Counties. Among other responsibilities, NFTA must forward an annual program of projects (POP) and grant application – including those of local sub-recipients - to FTA through the Transportation Electronic Award and Management (TEAM) system, in order for sub-recipients to be reimbursed with program funds.

Program Fund Goals:

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. 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 activities for each program are described in further sections of this application.

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 can be found at:

JARC:

http://www.fta.dot.gov/documents/FTA_C_9050.1_JARC.pdf

New Freedom:

http://www.fta.dot.gov/documents/FTA_C_9045.1_New_Freedom.pdf

Potential applicants are required to review these guideline documents, in particular Chapter VI (in both circulars) which describe Program Management and Administration Requirements, as well as Chapter VIII, Other Provisions.

Project selection for JARC and New Freedom:

Projects will be awarded through a competitive selection process. The list of projects will be submitted to an HSTP Review Team. The Review Team will select and recommend projects for funding to GBNRTC's Transportation Projects Subcommittee (TPS). TPS will make the final project selections to be approved by GBNRTC's Planning and Coordinating (PCC) and Policy Committees. The list of projects approved will be published and submitted to NFTA for application to the FTA (via the TEAM process) for funding.

NFTA - as the designated recipient - will review applications prior to the HSTP Review Team selection process, to ensure that applicant projects and project activities are in compliance, and that the applicant is able and willing to comply, with Federal requirements. NFTA will provide input to the selection process and how applicant proposals fit within the HSTP.

The HSTP Review Team consists of representatives from NYSDOL Division of Employment Services; Erie County Workforce Investment Board; Erie County Department of Senior Services; Erie County Department of Social Services; Niagara County Office for the Aging; Niagara County Workforce Investment Board; and Niagara County Department of Social Services. NYS Department of Transportation and NFTA are advisory members of the Review Team.

The TPS consists of representatives from GBNRTC member agencies, including Erie County, Niagara County, City of Buffalo, City of Niagara Falls, NFTA, NYS Department of Transportation, and the NYS Thruway Authority.

PROJECT APPLICATION PROCEDURES AND ADMINISTRATIVE REQUIREMENTS

This JARC and New Freedom program application is for funds to be used within Erie and Niagara Counties. 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 agency will be required to enter into a written agreement (memo of understanding and contract) with NFTA as the local designated recipient of FTA funds, agreeing to assume the necessary responsibilities as a sub-recipient of funds. The sub-recipient will be required to submit the FTA FFY2009 Master Agreement (<http://www.fta.dot.gov/documents/15-Master.pdf>) and FTA FFY2009 Certifications and Assurances (http://www.fta.dot.gov/documents/2009-Certs-Appendix_A.pdf).

The sub-recipient, prior to their project inception and in order to be reimbursed for funds spent on proposed projects, must be aware of and understand the requirements of the following documents:

- FTA C 4220.1F Third Party Contracting Guidance (http://www.fta.dot.gov/documents/FTA_Circular_4220.1F_-_Finalpub1.pdf)
- FTA C 5010.1D Grant Management Requirements (http://www.fta.dot.gov/documents/C_5010_1D_Finalpub.pdf)

Further, the designated recipient must ensure that sub-recipients that are public providers (State and local governments) of public transportation follow the requirements of USDOT Uniform Administrative Requirements for Formulas and Cooperative Agreements to State and Local Governments (49 CFR part 18), <http://www.fhwa.dot.gov/hep/49cfr18.htm>. Sub-recipients that are private organizations (whether non-profit or for-profit) must follow the requirements of USDOT Uniform Administrative Requirements for Formulas and Cooperative Agreements with Institutions of Higher Education, Hospitals, and other Non-Profit Organizations (49 CFR part 19), <http://www.fhwa.dot.gov/hep/49cfr19.htm>.

Part IV of this application requires that the applicant certify that they have read and understand the requirements of the above documents.

Potential applicants are required to review these guideline documents.

FUNDING PROGRAM DESCRIPTIONS

Section 5316 (Job Access Reverse Commute Program)

Local funding available: \$584,600

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 **reimbursable** 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). 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 non-urbanized areas to suburban employment opportunities. JARC provides financial assistance for transportation services planned, designed, and carried out to meet the transportation needs of eligible low-income individuals, and of reverse commuters regardless of income. 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, train, carpool, vans or other transportation services.

Eligible activities:

Funds from the JARC Program are available for capital, planning, and operating expenses that support the development and maintenance of transportation services designed to transport low-income individuals to and from jobs and activities related to their employment and to support reverse commute projects.

Eligible projects may include, but are not limited to capital, planning and operating assistance to support activities such as:

- a. Late-night and weekend service;
- b. Guaranteed ride home service;
- c. Shuttle service;
- d. Expanding fixed-route public transit routes;
- e. Demand-responsive van service;
- f. Ridesharing and carpool activities;
- g. Transit-related aspects of bicycling (such as adding bicycle racks to vehicles to support individuals that bicycle a portion of their commute or providing bicycle storage at transit stations)
- h. Local car loan programs that assist individuals in purchasing and maintaining vehicles for shared rides;
- i. Promotion, through marketing efforts, of the:
 1. use of transit by workers with non-traditional work schedules;

2. use of transit voucher programs by appropriate agencies for welfare recipients and other low-income individuals;
 3. development of employer-provided transportation such as shuttles, ridesharing, carpooling; or
 4. use of transit pass programs and benefits under Section 132 of the Internal Revenue Code of 1986;
- j. Supporting the administration and expenses related to voucher programs. This activity is intended to supplement existing transportation services by expanding the number of providers available or the number of passengers receiving transportation services. Vouchers can be used as an administrative mechanism for payment to providers of alternative transportation services. The JARC program can provide vouchers to low-income individuals to purchase rides, including (1) mileage reimbursement as part of a volunteer driver program, (2) a taxi trip, or (3) trips provided by a human service agency. Providers of transportation can then submit the voucher to the JARC project administering agency for payment based on pre-determined rates or contractual arrangements. Transit passes for use on fixed route or Americans with Disabilities Act of 1990 (ADA) complementary paratransit service are not eligible. Vouchers are an operational expense which requires a 50/50 (Federal/local) match;
- k. Acquiring Geographic Information System (GIS) tools;
- l. Implementing Intelligent Transportation Systems (ITS), including customer trip information technology;
- m. Integrating automated regional public transit and human service transportation information, scheduling and dispatch functions;
- n. Deploying vehicle position-monitoring systems;
- o. Subsidizing the costs associated with adding reverse commute bus, train, carpool van routes or service from urbanized areas and nonurbanized areas to suburban work places;
- p. Subsidizing the purchase or lease by a non-profit organization or public agency of a van or bus dedicated to shuttling employees from their residences to a suburban workplace;
- q. Otherwise facilitating the provision of public transportation services to suburban employment opportunities;
- r. Supporting new mobility management and coordination programs among public transportation providers and other human service agencies providing transportation. **Mobility management is an eligible capital cost.** Mobility management techniques may enhance transportation access for populations beyond those served by one agency or organization within a community. For example, a non-profit agency could receive JARC funding to support the administrative costs of sharing services it provides to its own clientele with other low-income individuals and coordinate usage of vehicles with other non-profits, but not the operating costs of the service. Mobility management is intended to build coordination among existing public transportation providers and other transportation service providers with the result of expanding the availability of service. Mobility management activities may include:
1. The promotion, enhancement, and facilitation of access to transportation services, including the integration and coordination of services for individuals with disabilities, older adults, and low-income individuals;
 2. Support for short term management activities to plan and implement coordinated services;
 3. The support of State and local coordination policy bodies and councils;
 4. The operation of transportation brokerages to coordinate providers, funding agencies and customers;
 5. The provision of coordination services, including employer-oriented Transportation Management Organizations' and Human Service Organizations' customer-oriented travel

- navigator systems and neighborhood travel coordination activities such as coordinating individualized travel training and trip planning activities for customers;
6. The development and operation of one-stop transportation traveler call centers to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs; and
 7. Operational planning for the acquisition of intelligent transportation technologies to help plan and operate coordinated systems inclusive of Geographic Information Systems (GIS) mapping, Global Positioning System (GPS) technology, coordinated vehicle scheduling, dispatching and monitoring technologies as well as technologies to track costs and billing in a coordinated system and single smart customer payment systems (acquisition of technology is also eligible as a stand-alone capital expense).

Cost Sharing/Match Requirement:

Funds can be used to support up to 80 percent (80 federal/20 local match) for capital/mobility management projects, and not more than 50 percent (50 federal/50 local 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.

Further information regarding the program can be found at:
http://www.fta.dot.gov/documents/FTA_C_9050.1_JARC.pdf

Updated Q & A regarding the JARC and New Freedom programs can be found at:
http://www.fta.dot.gov/funding/grants/grants_financing_3550.html

Section 5317 (New Freedom Program)

Local Funding available (note: two years combined): \$632,150

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 **reimbursable** formula grant program for public or alternative public 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)* of 1990. The New Freedom program aims to provide additional tools to overcome existing transportation barriers facing Americans with disabilities seeking integration into the work force and full participation in society. Funds will cover capital and operating costs to provide that new service.

Please note a change in policy for New Freedom, per the Federal Register (vol. 74, no. 81, 4/29/09, with effective date May 29, 2009), which states:

New or expanded fixed route service and new or expanded demand responsive service constitute new public transportation services beyond those required by the ADA of 1990 (42 U.S.C. Section 12101 *et seq.*) that assist individuals with disabilities with transportation, and are therefore eligible for funding under the New Freedom program, provided that these services:

- 1) Are identified in the grant applicant's coordinated public transit-human services transportation plan;
- 2) Are available to the public at large but were planned and designed to meet the mobility needs of individuals with disabilities in response to circumstances where existing fixed route and demand response transportation is unavailable or insufficient to meet the mobility needs of individuals with disabilities, i.e. FTA expects that new or expanded services will be open to the general public and that grant recipients refrain from creating new "silo" transportation that segregates individuals with disabilities from the public at large. At the same time, in order to ensure that new services provide benefits to people with disabilities, the final policy states that the service must be planned and designed to meet the mobility needs of individuals with disabilities in response to circumstances where existing fixed route and demand responsive service is unavailable or insufficient;
- 3) Were not operational on August 10, 2005 and did not have an identified funding source as of August 10, 2005, as evidenced by inclusion in the MPO's Transportation Improvement Program (TIP) or the State Transportation Improvement Program (STIP); and
- 4) Are not designed to allow an agency to meet its obligations under the ADA or the DOT ADA implementing regulations at 49 CFR parts 37 and 38.

*Among other objectives, the ADA seeks to ensure that people with disabilities have equal and inclusive access to existing public transportation services and their alternatives. It requires that all new buses must be accessible. Transit authorities must provide supplementary paratransit services or other special transportation services for individuals with disabilities who cannot use fixed-route bus services, unless this would present an undue burden.

Eligible activities :

FTA Circular 9045.1, New Freedom Guidance and Application Instructions, states:
Both new public transportation services and new public transportation alternatives are required to go beyond the

requirements of the ADA and must 1) be targeted toward individuals with disabilities; and
2) meet the intent of the program by removing barriers to transportation and assisting persons with disabilities with transportation, including but not limited to, transportation to and from jobs and employment services.

The list of eligible activities is intended to be illustrative, not exhaustive. Recipients are encouraged to develop innovative solutions to meet the needs of individuals with disabilities in their communities.

New Public Transportation Services Beyond the ADA

The following activities are examples of eligible projects meeting the definition of new public transportation.

- 1) Enhancing paratransit beyond minimum requirements of the ADA: ADA complementary paratransit services can be eligible under New Freedom in several ways as long as the services provided meet the definition of “new”:
 - a. Expansion of paratransit service parameters beyond the three-fourths mile required by the ADA;
 - b. Expansion of current hours of operation for ADA paratransit services that are beyond those provided on the fixed-route services;
 - c. The incremental cost of providing same day service;
 - d. The incremental cost of making door-to-door service available to all eligible ADA paratransit riders, but not as a reasonable modification for individual riders in an otherwise curb-to-curb system;
 - e. Enhancement of the level of service by providing escorts or assisting riders through the door of their destination;
 - f. Acquisition of vehicles and equipment designed to accommodate mobility aids that exceed the dimensions and weight ratings established for common wheelchairs under the ADA and labor costs of aides to help drivers assist passengers with over-sized wheelchairs. This would permit the acquisition of lifts with a larger capacity, as well as modifications to lifts with a 600 lb design load, and the acquisition of heavier-duty vehicles for paratransit and/or demand-response service; and
 - g. Installation of additional securement locations in public buses beyond what is required by the ADA.
- 2) Feeder services: New “feeder” service (transit service that provides access) to commuter rail, commuter bus, intercity rail, and intercity bus stations, for which complementary paratransit service is not required under the ADA.
- 3) Making accessibility improvements to transit and intermodal stations not designated as key stations. Improvements for accessibility at existing transportation facilities that are not designated as key stations established under 49 CFR 37.47, 37.51, or 37.53, and that are not required under 49 CFR 37.43 as part of an alteration or renovation to an existing station, so long as the projects are clearly intended to remove barriers that would otherwise have remained. New Freedom funds are eligible to be used for new accessibility enhancements that remove barriers to individuals with disabilities so they may access greater portions of public transportation systems, such as fixed-route bus service, commuter rail, light rail and rapid rail. This may include:
 - a. Building an accessible path to a bus stop that is currently inaccessible, including curbcuts, sidewalks, accessible pedestrian signals or other accessible features,
 - b. Adding an elevator or ramps, detectable warnings, or other accessibility improvements to a non-key station that are not otherwise required under the ADA,
 - c. Improving signage, or wayfinding technology, or
 - d. Implementation of other technology improvements that enhance accessibility for people with disabilities including Intelligent Transportation Systems (ITS).
- 4) Travel training. New training programs for individual users on awareness, knowledge, and skills of public and alternative transportation options available in their communities. This includes travel

instruction and travel training services.

New Public Transportation Alternatives Beyond the ADA. The following activities are examples of projects that are eligible as new public transportation alternatives beyond the ADA under the New Freedom Program:

- 1) **Purchasing vehicles to support new accessible taxi, ride sharing, and/or vanpooling programs.** New Freedom funds can be used to purchase and operate accessible vehicles for use in taxi, ridesharing and/or vanpool programs provided that the vehicle has the capacity to accommodate a passenger who uses a “common wheelchair” as defined under CFR 37.3, at a minimum, while remaining in his/her personal mobility device inside the vehicle, and meeting the same requirements for lifts, ramps and securement systems specified in 49 CFR part 38, subpart B.
- 2) **Supporting the administration and expenses related to new voucher programs for transportation services offered by human service providers.** This activity is intended to support and supplement existing transportation services by expanding the number of providers available or the number of passengers receiving transportation services. Only new voucher programs or expansion of existing programs are eligible under the New Freedom Program. Vouchers can be used as an administrative mechanism for payment of alternative transportation services to supplement available public transportation. The New Freedom Program can provide vouchers to individuals with disabilities to purchase rides, including: (a) mileage reimbursement as part of a volunteer driver program; (b) a taxi trip; or (c) trips provided by a human service agency. Providers of transportation can then submit the voucher for reimbursement to the recipient for payment based on pre-determined rates or contractual arrangements. Transit passes for use on existing fixed route or ADA complementary paratransit service are not eligible. Vouchers are an operational expense which require a 50/50 (Federal/local) match.
- 3) **Supporting new volunteer driver and aide programs.** New volunteer driver programs are eligible and include support for costs associated with the administration, management of driver recruitment, safety, background checks, scheduling, coordination with passengers, and other related support functions, mileage reimbursement, and insurance associated with volunteer driver programs. The costs of new enhancements to increase capacity of existing volunteer driver programs are also eligible. FTA notes that any volunteer program supported by New Freedom must meet the requirements of both “new” and “beyond the ADA”. FTA encourages communities to offer consideration for utilizing all available funding resources as an integrated part of the design and delivery of any volunteer driver/aide program.
- 4) **Supporting new mobility management and coordination programs among public transportation providers and other human service agencies providing transportation. Mobility management is an eligible capital cost.** Mobility management techniques may enhance transportation access for populations beyond those served by one agency or organization within a community. For example, a non-profit agency could receive New Freedom funding to support the administrative costs of sharing services it provides to its own clientele with other individuals with disabilities and coordinate usage of vehicles with other non-profits, but not the operating costs of the service. Mobility management is intended to build coordination among existing public transportation providers and other transportation service providers with the result of expanding the availability of service. Mobility management activities may include:
 - a. The promotion, enhancement, and facilitation of access to transportation services, including the integration and coordination of services for individuals with disabilities, older adults, and low-income individuals;
 - b. Support for short term management activities to plan and implement coordinated services;
 - c. The support of State and local coordination policy bodies and councils;
 - d. The operation of transportation brokerages to coordinate providers, funding agencies and customers;
 - e. The provision of coordination services, including employer-oriented Transportation Manager Organizations’ and Human Service Organizations’ customer-oriented travel navigator systems

- and neighborhood travel coordination activities such as coordinating individualized travel training and trip planning activities for customers;
- f. The development and operation of one-stop transportation traveler call centers to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs; and
 - g. Operational planning for the acquisition of intelligent transportation technologies to help plan and operate coordinated systems inclusive of Geographic Information Systems (GIS) mapping, Global Positioning System (GPS) technology, coordinated vehicle scheduling, dispatching and monitoring technologies as well as technologies to track costs and billing in a coordinated system and single smart customer payment systems (acquisition of technology is also eligible as a stand-alone capital expense).

Cost sharing/match requirement:

Funds can be used to support up to 80 percent (80 federal/20 local match) for capital/mobility management projects, and not more than 50 percent (50 federal/50 local 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.

Further information regarding this program can be found at:

http://www.fta.dot.gov/documents/FTA_C_9045.1_New_Freedom.pdf

Updated Q & A regarding the JARC and New Freedom programs can be found at:

http://www.fta.dot.gov/funding/grants/grants_financing_3550.html

SCORING CRITERIA

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

1. Project Needs/Goals and Objectives (25 points): The project should directly address transportation gaps and/or barriers identified through the locally developed Human Services Transportation Plan (HSTP) or are otherwise based on a documented assessment of needs within the designated communities of concern. 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 New Freedom grant programs.

2. Implementation Plan (25 points): For projects seeking funds to support program operations, applicants must provide a well-defined service operations plan, and describe implementation steps and timelines 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 as described. For projects seeking funds for capital purposes, the applicant must provide a solid rationale for use of JARC and New Freedom funds for this purpose, and demonstrate that no other sources of funds are available or are insufficient to meet this need. Also, provide an implementation plan and timelines for completing the capital project.

3. Project Budget (20 points): Projects 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. Proponent shall demonstrate how using this funding leverages resources to the maximum possible extent.

4. Coordination/Program Outreach (20 points): 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.

5. Program Effectiveness and Performance Indicators (5 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 should 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 steps to measure the effectiveness and magnitude of the impact that the project will have on residents.

6. 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.

Sample Scoring Matrix

Scoring Question	Possible Points
Project Needs/Goals/Objectives	
Does it cover an area targeted by the HSTP	15
Does the project establish, preserve, or improve mobility to a target population	10
Implementation Plan	
Is there a specific target population identified	5
Does applicant identify whether other transportation operators are available in the project area	5
Does applicant identify the gaps in transportation for this population	10
Extent of the service provided by the project (days and hours)	5
Project Budget	
Did applicant submit letter of commitment or other proof of matching funds	5
Is the match from a established, stable source	10
Does applicant provide methods to sustain service after the grant period	5
Project Coordination/Outreach	
Does the project involve collaboration by at least one other group not including entity providing matching funds	15
Is the collaboration in the form of a signed agreement or contract	5
Project Effectiveness/Performance Measures	
Is there a methodology identified to measure and evaluate the impact of the project in meeting its identified goals	5
Innovation	
Does the project contain innovative ideas that could be applied elsewhere	5

JARC/NEW FREEDOM APPLICATION

**APPLICATION FOR FUNDING: JARC (2009)
and NEW FREEDOM (2008-2009) PROGRAMS**

PART I - TRANSMITTAL

Applicant Data

Legal Name: _____

Contact Person: _____

Address: _____

City, State, Zip: _____

Telephone: _____

Fax: _____

E-mail: _____

Website: _____

Applicant Status:

Private Non-Profit Organization ____

Local Government ____

Private For-Profit Organization ____

Operator of Public Transportation Service ____

Private Operator of Public Transportation Service ____

Project Description

TITLE _____

BRIEF DESCRIPTION _____

FUNDING PROGRAM:

JARC Capital/Mobility Management (80/20) ____

JARC Operating (50/50) ____

New Freedom Capital/Mobility Management (80/20) ____

New Freedom Operating (50/50) ____

PART II - NARRATIVE

Project Need/Goals and Objectives

1. What are the project's overall goals and objectives?
2. Describe the unmet transportation need that the proposed project seeks to address and the relevant planning effort that documents the need. Does it cover a service gap identified in the HSTP? Describe how the project will mitigate the transportation need. Estimate the number of people served and/or the number of service units that will be provided, on either a daily or weekly basis. Describe the specific community this project will serve, and provide pertinent demographic data and/or maps. Describe the service days and hours, and the estimated cost per one-way trip or service unit.

Implementation Plan

1. Describe key personnel assigned to this project, and your agency's ability to manage the project.
2. Provide an operational plan for delivering service. Include route or service area map, if applicable, OR provide an implementation plan for completing a capital project, including key milestones and estimated completion date.
3. Explain how this project relates to other services or facilities provided by your agency or firm and demonstrate how it can be achieved within your technical capacity.

Project Budget

1. Project sponsor should provide a clearly defined project budget, indicating anticipated project revenues and expenditures, including documentation of matching funds, as an attachment to Part III; and describe efforts to ensure its cost-effectiveness.

Coordination and Program Outreach

1. Describe how the project will be coordinated with public and/or private transportation operators and/or social service agencies serving low-income populations and/or individuals with disabilities (e.g., sharing vehicles, dispatching, scheduling, maintenance, coordinating client trips, training, etc.)
2. Identify and provide contact information for project partners.
3. Describe efforts to market the project, and ways to promote public awareness of the program.

Program Effectiveness and Performance Indicators

1. Project application should demonstrate that the proposed project is the most appropriate match of service delivery to the need. Identify performance measures to track the effectiveness of the service in meeting the identified goals. For capital-related projects, project sponsor is responsible to establish milestones and report on the status of project delivery.
2. Describe a plan for monitoring and evaluation of the service, and steps to be taken if original goals are not achieved.

Innovation

1. Describe any proposed use of innovative approaches that will be employed for this project. Discuss what is innovative about the approach and how the innovations could be applied to other services in the region.

PART III - PROJECT BUDGET

Project Funding

Local matching funds will be required for all application submittals. For projects requiring operating funds, the required match is 50%+ from non-federal transportation funds. For capital projects the required match is 20%+ from non-federal transportation funds

Total Cost of Project \$ _____

Capital Federal Share (80%) \$ _____

Capital Local Match (20%) \$ _____

Operating Federal Share (50%) \$ _____

Operating Local Match (50%) \$ _____

Local Match Funding Source _____

Note: The applicant is required to demonstrate a commitment to providing local match funds. This can be in the form of a letter and/or a copy of an existing grant agreement or supporting documentation where funds will be drawn from.

Will there be a commitment of funds beyond the grant period? ___Yes ___No

Describe: _____

**PART IV – CERTIFICATE OF UNDERSTANDING: AUTHORIZED
SIGNATURE FOR JARC OR NEW FREEDOM APPLICATION**

By signing below the applicant affirms that he/she has read, understands and agrees to all of the FTA regulations and policies applicable to the project, specific to this application. To the best of his/her knowledge and belief, all information and data supplied in this application is true and correct.

The applicant agrees to all requirements set forth in the documents listed below:

- FTA FFY 2009 Master Agreement (Annual Document): <http://www.fta.dot.gov/documents/15-Master.pdf>
- FTA FFY 2009 Certifications and Assurances (Annual Document): http://www.fta.dot.gov/documents/2009-Certs-Appendix_A.pdf
- FTA C 4220.1F Third Party Contracting Guidance: http://www.fta.dot.gov/documents/FTA_Circular_4220.1F_-_Finalpub1.pdf
- FTA C 5010.1D Grant Management Requirements: http://www.fta.dot.gov/documents/C_5010_1D_Finalpub.pdf
- FTA C 9050.1 Job Access and Reverse Commute (JARC) Circular: http://www.fta.dot.gov/documents/FTA_C_9050.1_JARC.pdf
- FTA C 9045.1 New Freedom Circular: http://www.fta.dot.gov/documents/FTA_C_9045.1_New_Freedom.pdf
- USDOT Uniform Administrative Requirements for Formulas and Cooperative Agreements to State and Local Governments (49 CFR part 18): <http://www.fhwa.dot.gov/hep/49cfr18.htm>
- OR-
- USDOT Uniform Administrative Requirements for Formulas and Cooperative Agreements with Institutions of Higher Education, Hospitals, and other Non-Profit Organizations (49 CFR part 19): <http://www.fhwa.dot.gov/hep/49cfr19.htm>

Signature of Authorized Applicant/Representative

Date

Name (printed) of Authorized Applicant/Representative

Title of Authorized Applicant/Representative

Name of Organization

If the applicant needs to speak with an FTA attorney, call FTA Chief Counsel’s Office at 202-366-1936

APPLICATION CHECKLIST

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, if applicable
- (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

PART IV. CERTIFICATE OF UNDERSTANDING

Application and project selection schedule:

- 10/14/09 Application deadline
- 10/09 GBNRTC staff distributes applications to HSTP Review Team and NFTA
- 11/09 NFTA review of applications to ensure applicant ability to comply with Federal requirements
- 11/09 HSTP Review Team meets to recommend projects to the GBNRTC Transportation Projects Subcommittee (TPS)
- Early 2010 TPS selects JARC/New Freedom projects for recommendation to the GBNRTC Planning and Coordinating Committee (PCC)
- Spring 2010 GBNRTC Policy Committee action on PCC recommendations
- Spring 2010 Recommended applicants receive notification; sub-recipients begin m.o.u and contract process with NFTA as designated recipient
- Spring 2010 NFTA forwards a grant application and sub-recipient Program of Projects (POP) to FTA through the TEAM system
- Fall 2010 Grant award date; sub-recipients can submit for reimbursement of project funds after this date

DEADLINES FOR APPLICATION SUBMISSION

Applications should be submitted to the address below no later than **12:00 PM Eastern Standard Time on October 14th, 2009**. Applications received after that date and time will not be considered. GBNRTC will accept printed, faxed or electronic applications. GBNRTC will review and score the applications through the process established in its adopted Human Services Transportation Plan (HSTP) and as described previously in this application and will select projects for funding. Applications should be submitted to:

Mr. Hal Morse
Executive Director
GBNRTC
438 Main Street
Suite 503
Buffalo, NY 14202

The information in this application is a public record. Applicants should not include information that may be regarded as confidential.