

Boston Region Metropolitan Planning Organization

Application Form

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

and

Section 5317 – New Freedom

July 8, 2010

*Completed Applications Due to Boston Region Metropolitan Planning Organization
by August 20, 2010, at 4:00 PM*

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GENERAL INFORMATION

I. Introduction

The Massachusetts Department of Transportation (MassDOT) 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 provides funding for 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 Boston Region Metropolitan Planning Organization (Boston Region MPO) has developed a Coordinated Human-Services Transportation Plan and is conducting this solicitation as a component of the competitive selection process. Please direct any questions to Alicia Wilson at (617) 973-8008 or Mike Callahan at (617) 973-8853.

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 into 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 available for new service – 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. Effective May 29, 2009, new and expanded fixed route and demand responsive transit service planned for and designed to meet the needs of individuals with disabilities are eligible projects.

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 – August 2010 Applications		
<i>Area</i>	<i>JARC</i>	<i>New Freedom</i>
Boston Urbanized Area	\$3,047,098	\$2,264,720

Applicants are strongly encouraged to review the Certifications and Assurances located in Part IV of the FTA JARC and New Freedom program circulars 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 MassDOT. 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, MassDOT is named as the Designated Recipient. There are three categories of eligible sub-recipients 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 (see section IV for amounts); these funds are intended for new and innovative projects to meet the unmet transportation needs of people with disabilities (New Freedom) and/or job access services for low-income individuals and reverse commuters (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 Human-Services Transportation Plan (see Section IV).

For fixed route transit services, complementary paratransit service must be provided to eligible persons who are traveling between origins and destinations within three-quarters of a mile of the route, and who are unable to access the vehicle used on the route. In some cases, flexible route services may eliminate the need for providing such complementary paratransit service. New transit services proposed to operate fully within the MBTA's The RIDE service area will comply with ADA guidelines by virtue of their location.

JARC Projects – Activities vary from region to region. 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 – Activities may vary from region to region. 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” 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. An example provided in the guidance is that “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.” Examples of other projects considered “mobility management” are included in the program circulars.

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 Department of Transportation (DOT) funds. Federal 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.” The Boston Region MPO has developed a Coordinated Human-Services Transportation Plan that: 1) identifies the transportation needs of individuals with disabilities, older adults, and people with low incomes, 2) provides strategies for meeting those local needs, and 3) identifies priorities for meeting local needs.

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 Human-Services Transportation Plan.

IX. Certifications and Assurances

Applicants whose projects are selected for JARC and/or New Freedom Program funds will be required to comply with all FTA requirements. Specifically, the applicant will need to submit FTA’s Certifications and Assurances for the specific funding programs for which the organization is applying. The Certifications and Assurances appear at http://www.fta.dot.gov/documents/2010-Certs-Appendix_A.pdf, and in FTA’s electronic award and management system, TEAM-Web, <http://ftateamweb.fta.dot.gov>, at the “Cert’s & Assurances” tab of the “View/Modify Recipients” page in the “Recipients” option. An applicant already registered in TEAM-Web must submit its FTA Certifications and Assurances in TEAM-Web. FTA prefers that other applicants submit their FTA Certifications and Assurances through TEAM-Web. The applicant agency’s legal counsel and authorized official must provide personal identification numbers (PIN), which constitute electronic signatures for the selected Certifications and Assurances. An applicant may only make a paper submission if it cannot make an electronic submission. Organizations unable to complete these Certifications and Assurances will not receive funding and should not apply for funding.

X. Award Requirements

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

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. If requesting funding for multiple projects, complete separate forms for each project for which you are seeking funds.

The application contains information that will be reviewed by the Boston Region MPO. Those applications that are reviewed by the Boston Region MPO will be sent to MassDOT. Then MassDOT and the MPOs of the Boston Urbanized Area will conduct a competitive selection process.

The deadline for submitting applications is August 20, 2010, 4:00 PM.

APPLICATION CHECKLIST

The following checklist represents all of the information and attachments required in order to be considered for funding. Please note that your project budget must be submitted electronically using the MPO's Microsoft Excel budget template which is available for download from the MPO's website and can be transmitted via e-mail at your request. 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 Project Narrative (Part II) and Budget (Part III) – one double-sided, unbound 8 ½" x 11" original and five (5) copies of completed application, including:
 - Completed forms
 - Appropriate attachments
 - Electronic budget submission (A budget template has been created in Microsoft Excel for your use. It is available for download from the MPO's website and can be transmitted via e-mail at your request. A printed sample is attached to this application.)
- Letter of commitment (if applicable). A 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:	
E-mail:	Website:	
List the name(s) and titles of persons authorized to enter into contract(s) and amendments with the MassDOT Director of Transit:		
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 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. (e.g., 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 timetable, 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. Provide a budget justification.
- 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 not be 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**

EXPENSES	Amount	Expected Month of Expenditure¹
Operator's Wages:		
Annual Wages		
Operator's Fringe Benefits		
<i>Subtotal</i>		
Fuel:		
Annual Fuel Costs		
<i>Subtotal</i>		
Administration:		
Administrator's Wages		
Administrator's Fringe Benefits		
Printed Marketing Materials		
Web Site Maintenance		
Data Collection/Monitoring		
Administrative Office Overhead		
Other		
<i>Subtotal</i>		
Other Costs:		
Maintenance Wages		
Maintenance Fringe Benefits		
Maintenance Supplies		
Vehicle Insurance		
Other Insurance		
Other Facility Costs (utilities, etc.)		
Other (describe)		
ADA Compliance Costs (enter annual cost)		
<i>Subtotal</i>		
Capital Costs:		
Vehicles		
Garage Mortgage/lease		
Other (please describe)		
<i>Subtotal</i>		
Total Expenses		

¹ Enter "ongoing" where appropriate.

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

REVENUE	Amount	Expected Month of Revenue²
Grant Portion		
Projected Fare Revenue		
Match		
Other		
Total Revenue		

SERVICE PARAMETERS			
Hours, Miles and Days of Service	Weekday	Saturday	Sunday
Hours of Service per Day of Week (include “deadhead”)			
Number of Service Days per Year (usually 250 weekdays, 57 Saturday and 58 Sundays)			
Annual Miles of Service			
Annual hours of Service			
Projected Ridership			
Estimated Average Daily Passengers			
Estimated % Senior/Disabled Riders			
Unit Costs/Efficiencies			
Operator Wage per Hour			
Estimated Miles per Gallon of Vehicle			
Estimated Fuel Costs per Gallon			
Annual Gallons of Fuel Required			

² Enter “ongoing” where appropriate.

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

Project Needs, Goals, and Objectives: The project should directly address transportation gaps and/or barriers identified in the Coordinated 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 Freedom grant programs.

Implementation Plan: Project sponsors should identify a target population of the proposed project and indicate the percentage of the region’s target population that will be served 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: 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: Applicants must submit a defined project budget, indicating anticipated project expenditures and revenues and 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: 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: 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. Sponsors should describe steps to measure the effectiveness and magnitude of the impact that the project will have on residents.

Innovation: 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.