

Job Access and Reverse Commute (JARC) Program

Introduction

The Job Access and Reverse Commute (JARC) program has had a dramatic impact on the lives of thousands of welfare recipients and low-income families, helping individuals successfully transition from welfare to work and reach needed employment support services such as childcare and job training activities. JARC was established as part of the Transportation Equity Act for the 21st Century (TEA-21) to address the unique transportation challenges faced by welfare recipients and low-income persons seeking to get and keep jobs. Section 3037 of TEA-21 required that JARC project selection be made through a national competition based on statutorily specified criteria. FTA conducted competitions and selected projects for funding.

The Safe, Accountable, Flexible, Efficient Transportation Equity Act (SAFETEA-LU) reauthorized federal transportation funding programs through Federal Fiscal Year (FFY) 2009. Under the SAFETEA-LU legislation the JARC program provided 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 Hiring Incentives to Restore Employment Act, (Pub. L. 111–147), signed into the law by President Obama on March 18, 2010, authorized funds for all of the surface transportation programs of the U.S. Department of Transportation (DOT) for the remainder of the Fiscal Year (FY) ending September 30, 2010, and the first quarter of FY 2011 and revised the Job Access and Reverse Commute (JARC) and Alternatives Analysis program carryover tables. The resulting available FFY 2010/2011 JARC apportionment for the Capital District is **\$295,779**. The total program size will be determined by the type of projects, because operating subsidy projects have a higher match ratio (50/50) than capital projects (80/20). The table below shows the range of possible program size – a mixture of capital and operating projects would provide a total program somewhere between \$369,700 and \$591,500.

SAFETEA-LU calls for the designated recipient of JARC funds (in this region, CDTA) in urbanized areas with a population over 200,000 to conduct, in cooperation with the appropriate metropolitan planning organization, an area wide solicitation for applications for grants. Grants under the JARC program are awarded on a competitive basis. Furthermore, projects funded from the Job Access and Reverse Commute (JARC) Program must be derived from a locally developed coordinated public transit human services transportation plan (“coordinated plan”). The coordinated plan is essential to maximize the programs’ collective coverage by minimizing duplication of services.

The Capital District Transportation Committee (CDTC), the Metropolitan Planning Organization (MPO) for Albany, Rensselaer, Saratoga and Schenectady Counties, adopted the region’s coordinated plan (<http://www.cdtempo.org/rtp2030/pubrev/hs-doc.pdf>) in June 2007. Selection criteria for this solicitation were developed from the coordinated plan and will be used to prioritize project submissions. This plan outlines a vision for improving mobility options for the disabled, aging,

CAPITAL DISTRICT SAFETEA-LU JARC ALLOCATIONS

<i>Federal funds only</i>	FFY10	Total
Albany-Schenectady-Troy	\$295,779	\$295,779
Saratoga	\$34,950	\$34,950
Total	\$330,729	\$330,729
Program Amount if all Capital projects (80/20)		
	FFY10	Total
Albany-Schenectady-Troy	\$369,724	\$369,724
Saratoga	\$43,688	\$43,688
Total	\$413,411	\$413,411
Program Amount if all Operating projects (50/50)		
	FFY10	Total
Albany-Schenectady-Troy	\$591,558	\$591,558
Saratoga	\$69,900	\$69,900
Total	\$661,458	\$661,458

and low-income population subgroups living in the region, based on identified needs, gaps and barriers.

Selection criteria for this JARC solicitation was developed from the Coordinated Plan and will be used to prioritize project submissions. Those projects that directly address the identified needs, gaps, and barriers in the plan will receive the highest priority for funding. The coordinated plan can be viewed or downloaded from CDTC's website at <http://www.cdtempo.org/rtp2030/pubrev/hs-doc.pdf>.

DEADLINES FOR APPLICATION SUBMISSION

Applications for JARC funding must be submitted to the address below no later than **5:00 PM Eastern Standard Time Friday, December 10, 2010**. Applications received after that date and time will not be considered.

Six applications (original and five copies) must be submitted to the CDTC by Friday December 10, 2010. CDTC will not accept electronic applications. CDTC will review, score and rank the applications, and then forward the information to the CDTC Policy Committee for approval. Following approval by the Policy Committee the selected projects will be sent to the CDTA to include in a grant application to the FTA for funding. Applications should be submitted to:

Ms. Deborah Stacey
CDTC
1 Park Place Main Floor
Albany, NY 12205

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

Disadvantaged, minority and women-owned business enterprises will be afforded full opportunity to submit proposals and there will be no discrimination on the basis of race, creed, color, sex, national origin, disability or marital status in the award of the contract or any subcontract.

PROJECT APPLICATION PROCEDURE

Projects selected for funding under this solicitation must benefit persons living and working in the Capital District (Albany, Rensselaer, Saratoga and Schenectady counties). If selected for funding, the applicant will be required to submit appropriate background Certifications and Assurances (<http://edocket.access.gpo.gov/2009/E9-24922.htm>), 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 FFY 2010 FTA Certifications and Assurances information can be found at:

http://www.fta.dot.gov/documents/2010-Certs-Appendix_A.pdf

Eligible Applicants:

JARC is a formula grant program. Applicants may include local government agencies, tribal governments, social services agencies, private and public transit operators, and non-profit organizations. The Capital District Transportation Authority (CDTA) is the designated recipient for JARC in the Capital District, and is an eligible applicant for these funds. Applicants other than the "designated recipient" for JARC must enter to an agreement with the designated recipient for funds and must follow all federal reporting and administrative guidelines (see FTA Circular C9050.1 which is attached to this solicitation or go to http://www.fta.dot.gov/documents/FTA_C_9050.1_JARC.pdf).

Designated Recipient: In large urbanized areas over 200,000 in population, an entity designated, in accordance with the planning process under 49 U.S.C. 5303, 5304, and 5306, by the chief executive officer of a State, responsible local officials, and publicly owned operators of public transportation, to receive and apportion amounts under the JARC program that is attributable to a transportation management area.

Subrecipient: Refers to a State or local governmental authority, non-profit organization, or operator of public transportation services that receives a grant under JARC indirectly through a recipient.

Eligible Use of Program Funds:

The Access to Jobs aspect of JARC refers to a project relating to 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 Reverse Commute aspect of JARC refers to a public transportation project designed to transport residents of urbanized areas and other than urbanized areas to suburban employment opportunities. JARC program funds are intended to fund innovative and flexible programs that are designed to meet the transportation needs of individuals with limited incomes. All JARC projects selected for funding **must address needs and/or gaps that were identified the Locally Developed Coordinated Public Transit-Human Services Transportation Plan** (<http://www.cdtcmpo.org/rtp2030/pubrev/hs-doc.pdf>). The Coordinated Public Transit-Human Services Transportation Plan for the Capital District recommends (in its Action Plan) that priority be given to JARC projects that specifically continue those JARC activities that are currently underway—four trip planners at one-stops, a full-time coordinator (coordinates trip planner activities and acts as a liaison with area employers and Social Service Districts) and the Safety Net Brokerage (provides brokered taxi rides to eligible recipients at the direction of County DSS

Caseworkers in instances where bus service is unavailable or unusable). Therefore, JARC funds will be directed first to the continuation of existing programs; and if additional monies are available, will fund new programs or services that address the needs and/or gaps identified in the Coordinated Plan or programs that are generally consistent with the gist of the coordinated plan.

Definitions:

Eligible Low-income Individual: Refers to an individual whose family income is at or below 150% of the poverty line (as that term is defined in section 673(2) of the Community Services Block Grant Act (42 U.S.C 9902(2)), including any revision required by that section) for a family of the size involved.

Welfare Recipient: Refers to an individual who has received assistance under a State or tribal program funded under part A of title IV of the Social Security Act at any time during the 3-year period before the date on which the applicant applies for a grant under JARC.

Eligible Projects:

Beyond funding four trip planners at one-stops, a full-time Jobs Access Coordinator and the Safety Net Brokerage, the coordinated plan identifies a need for additional late night and weekend service, demand responsive van service, travel and mobility training, and education programs. Projects addressing these needs will be given higher priority than other proposed projects. For other proposed projects, the applicant must make the case that the projects are consistent with the Coordinated Public Transit-Human Services Transportation Plan for the Capital District. JARC funds may be used for planning, capital or operating costs of providing access to jobs or services and facilities that improve mobility for low income persons. 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 carpooling activities;
- g. Transit related aspects of bicycling (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 ADA complementary paratransit service are not eligible. Vouchers are an operational expense which requires a 50/50 (Federal/local) match;

k. Applying 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. Establishing regional mobility managers or transportation brokerage activities. This includes supporting new mobility management and coordination programs among public transportation providers and other human service agencies providing transportation. 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 share services it provides to its own clientele with low-income individuals and coordinate usage of vehicles with other nonprofits. 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 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).

Federal/Local Matching Requirements.

JARC funds may be used to finance capital, planning and operating expenses. The Federal share of eligible capital and planning costs may not exceed 80% of the net cost of the activity. The Federal share of the eligible operating costs may not exceed 50% of the net operating costs of the activity.

Recipients may use up to 10% of their apportionment to support program administrative costs including administration, planning, and technical assistance, which may be funded at 100% federal share. The local share of eligible capital and planning costs shall be no less than 20% of the net cost of the activity, and the local share for eligible operating costs shall be no less than 50% of the net operating costs. All of the local share must be provided from sources other than Federal DOT funds. Some examples of sources of local match which may be used for any or all of the local share include: State or local appropriations; other non DOT Federal funds; dedicated tax revenues; private donations; revenue from human service contracts; toll revenue credits; and net income generated from advertising and concessions. Non-cash share such as donations, volunteered services, or in-kind contributions is eligible to be counted toward the local match as long as the value of each is documented and supported, and represents a cost that would otherwise be eligible under the program. Income from contracts to provide human service transportation may be used either to reduce the net project cost (treated as revenue) or to provide local match for JARC operating assistance. In either case, the cost of providing the contract service is included in the total project cost.

a. Exceptions. The Federal share is 90% for vehicle-related equipment and facilities required by the Clean Air Act Amendments of 1990 (CAAA) or the Americans with Disabilities Act of 1990 (ADA). It is only the incremental cost of the equipment or facility required by the CAAA or ADA that may be funded at 90%, not the entire cost of the vehicle or facility, even if the vehicle or facility is purchased for use in service required by the ADA or CAAA. States wishing to apply for assistance at the higher match ratio should consult the FTA regional office for further guidance regarding methods of computing the incremental cost before submitting an application.

b. Use of Other Federal Funds. Local match may be derived from other Federal funds derived from Federal programs that are eligible to be expended for transportation, other than from the Department of Transportation programs. Examples include Temporary Assistance for Needy Families, Medicaid, Employment training programs, Rehabilitation Services, and Administration on Aging. To be eligible for local match for FTA funds, the other Federal funds must be used for activities included in the total net project costs of the FTA grant. Expenditure of other Federal funds for transportation outside of the scope of the project cannot be applied as a credit for local match in the FTA grant.

Administrative Requirements:

The Designated Recipient (CDTA is the designated recipient in the Capital District) and sub-recipients of JARC monies allocated to the Capital District must follow the provisions under Department of Transportation (DOT) regulations, "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments," 49 CFR part 18 (sometimes referred to as the "common grant rule" or "common rule). For private non-profit agencies, grant management requirements are contained in 49 CFR part 19, "Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and other Non-Profit Organizations." Applicants other than the "designated recipient" for JARC must enter to an agreement with the designated recipient for funds and must follow all federal reporting and administrative guidelines (see FTA Circular C9050.1).

The designated recipient must enter into a written agreement with each subrecipient stating the terms and conditions of assistance by which the project will be undertaken and completed. If the designated recipient allows other direct recipients, in small urbanized areas, to apply directly to FTA for JARC funds that have been awarded through the competitive process, the designated recipient will enter into a supplemental agreement with each direct recipient. The supplemental agreement will be generated in the direct recipient's grant application to FTA and must be electronically signed off on by the designated recipient. Financial records, supporting documentation, and all other records pertinent to a

designated recipient must be retained by the designated recipient (and its subrecipients) and must be made readily available to authorized representatives of the DOT and the Comptroller General of the United States for a period of three years from the date the State electronically submits the final Financial Status Report (SF-269A).

All reporting and record keeping guidelines are addressed in the FTA Circular C9050.1 which is attached to this solicitation.

Project Selection:

Projects will be awarded through a competitive selection process. A review committee comprised of staff from CDTC and the Regional Transportation Coordination Committee will review, score and rank the project applications. The list of projects approved by the Regional Transportation Coordination Committee will be submitted to CDTC's Planning and Policy Boards for approval and submitted to the FTA for funding.

<h2>SCORING CRITERIA</h2>

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

1. Project Needs/Goals and Objectives (30 points): The project should directly address the projects outlined in the Action Plan of the locally developed Coordinated Public Transit-Human Services Transportation Plan (CPHSTP). Additional projects should be tailored to address the transportation needs and/or gaps identified through the locally developed Coordinated Public Transit-Human Services Transportation Plan. The project application should clearly state the overall program goals and objectives, and demonstrate how the project is consistent with the objectives of the JARC grant program and the recommendations set forth in the CPHSTP.

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. For projects seeking funds for capital purposes, the applicant must provide a solid rationale for use of JARC funds for this purpose, and demonstrate that no other sources of funds or insufficient funds are available to meet this need. Also, provide an implementation plan and timelines for completing the capital project.

3. Project Budget (15 points): Projects must submit a clearly defined project budget, indicating anticipated project expenditures and revenues, including documentation of matching funds.

4. Coordination/Program Outreach (15 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. **Letters of Support** should be included in this part of the application.

5. Experience (10 points): Project sponsors must demonstrate prior experience and success with the types of activities proposed in the application. Project sponsors should demonstrate their institutional capability to carry out the service delivery aspect of the project as described.

6. 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 the action plan set forth in the coordinated plan, 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.

Scoring Matrix

Scoring Question	Possible Points
Project Needs/Goals/Objectives	
Does it cover project identified in the Action Plan of the CPTHSTP?	15
Does it cover an area of need targeted by the CPTHSTP?	10
Does the project establish, preserve, or improve mobility to a target population?	5
Implementation Plan	
Is there a well defined service plan?	10
Is a timeline included?	5
Does applicant estimate the number of persons and trips served?	5
Are key personnel assigned to the project qualified to work on the project?	5
Project Budget	
Does the budget appropriately match the level of project activity?	5
Did applicant submit letter of commitment or other proof of the matching funds?	5
Are expected revenues and expenditures detailed in the application?	5
Project Coordination/Outreach	
Does the project involve collaboration with others?	10
Are letters of support included in the application?	5
Experience	
Does the applicant have prior experience with the type of project proposed?	10
Project Effectiveness/Performance Measures	
Is there a methodology identified to measure and evaluate the impact of the project in meeting its identified goals?	5

Grant Application

PART I – COVER INFORMATION

Applicant Data

Legal Name: _____

Contact Person: _____

Address: _____

City, State, Zip: _____

Telephone: _____

Fax: _____

E-mail: _____

Project Description

TITLE _____

BRIEF DESCRIPTION _____

FUNDING PROGRAM: JARC – Albany-Schenectady-Troy _____
JARC – Saratoga _____

PROJECT TYPE: Capital Only _____
Operating Only _____
Both Capital and Operating _____

ESTIMATED NUMBER OF PERSONS SERVED in the Albany- Schenectady-Troy Urbanized Area

ESTIMATED NUMBER OF PERSONS SERVED in the Saratoga Springs Urbanized Area

PART II - NARRATIVE

Project Need/Goals and Objectives

1. Describe how the project fits with the Action Plan and/or Needs/Gaps Assessment of the locally developed Coordinated Public Transit-Human Services Transportation Plan (CPTHSTP). Describe the project's goals and objectives. Estimate the number of people that will be served and/or the number of service units that will be provided. Describe the specific community this project will serve, and provide pertinent demographic data and/or maps.

Implementation Plan

1. Describe key personnel assigned to this project, and their qualifications. Describe your agency's ability to manage the project.

2. Describe implementation steps required to complete the project. Include a **timeline** for project implementation.

Project Budget

1. The Project sponsor should provide a complete budget indicating project revenues and expenditures in the format provided in Part III including documentation of matching funds.

Coordination and Program Outreach

1. Describe how the project will be coordinated with public and/or private transportation and social service agencies serving low-income populations.

2. Describe efforts to market the project, and ways to promote public awareness of the program. **Letters of support** should be obtained from key stakeholders and attached to the grant application.

Experience: Describe any prior experience and success with the types of activities proposed in the application.

Program Effectiveness and Performance Indicators

The project sponsor should clearly describe how the proposed project is the most appropriate match the action plan set forth in the coordinated plan, 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.

PART III - PROJECT BUDGET

Project Funding

Local matching funds will be required for all application submittals. . For tasks within projects requiring operating funds, the minimum required match is 50% from non-federal transportation funds. For tasks within projects that require capital expenditures, the minimum required match is 20% from non-federal transportation funds. For multi-task projects, please show the budget (total cost, federal share, local match) by task or project component, and for the entire project.

Project Description	Total Cost	Federal Capital Share	Federal Operating Share	Total Federal Share	Sponsor Capital Share	Sponsor Operating Share	Total Sponsor Share
		=80% of Total Cost	=50% of Total Cost	=Capital Share + Operating Share	=20% of Total Cost	=50% of Total Cost	=Total Cost - Total Federal Share

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: _____

APPLICATION CHECKLIST – DUE: DECEMBER 10, 2010 5:00 p.m.

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:

- ☐ Project Needs/Goals and Objectives
- ☐ Implementation Plan, including a timeline
- ☐ Coordination and Program Outreach, including letters of support
- ☐ Experience
- ☐ Program Effectiveness

PART III.

☐ PROPOSED PROJECT BUDGET