



Federal Transit Administration Programs

Application Forms

Section 5316 – Job Access and Reverse Commute (JARC)

and

Section 5317 – New Freedom

Fiscal Years 2010 & 2011

Maryland Department of Transportation
Maryland Transit Administration
Office of Planning
Statewide Planning Division



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GENERAL INFORMATION

I. Introduction

The Maryland Transit Administration (MTA) of the Maryland Department of Transportation (MDOT) 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)
- Section 5317 Program – New Freedom

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” (discussed further in Section VIII). To respond to the new federal requirements, the MTA’s Office of Planning/Statewide Planning Division has led the development of a statewide and five regional Coordinated Public Transit-Human Services Transportation Plans. MTA also participated in the development of the Metropolitan Washington Council of Governments’ (MWCOC) Transportation Planning Board's (TPB) Coordinated Human Services Transportation Plan for the National Capital Region, where MWCOC is designated recipient of funds for the urbanized area in Maryland (Montgomery and Prince George’s Counties). Appendix A is a map of the six statewide regions.

The Governor of Maryland has designated the MTA as the recipient of all Federal Transit Administration (FTA) funds for the purpose of administering those funds in accordance to State and Federal laws, statutes, and regulations. The MTA administers Section 5316 and Section 5317 funds allocated to Maryland, except for the Washington, DC-VA-MD Urbanized Area (these funds are administered by the Metropolitan Washington Council of Government).

The JARC program provides formula funding to states to support the development and maintenance of projects designed to transport welfare

recipients and eligible low-income individuals to and from jobs and activities related to their employment.

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

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 grant 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 2000 Census showed that only 60% of people between the ages of 16 and 64 with disabilities are employed. The New Freedom formula grant program seeks to expand the transportation mobility options available to persons with disabilities beyond the requirements of the Americans with Disabilities Act of 1990. Funds are only available for new services that were not operational or did not have an identified source of funding on August 10, 2005.

IV. Program Information

JARC and New Freedom funds are available and accessible for Federal Fiscal Years 2007 through 2008. For this solicitation the application covers the State's period SFY 2010 & SFY 2011, from July 1, 2009 to June 30, 2011 – 24 months. Projects 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 for Maryland:

JARC and New Freedom Federal Funds Available – FY10 & 11 Applications		
<i>Area</i>	<i>JARC</i>	<i>New Freedom</i>
Baltimore Region	\$1,800,000	\$ 1,300,000
Small Urban and Rural Areas	\$ 868,000	\$ 862,000

Also, applicants are strongly encouraged to review the Certifications and Assurances located in Part IV before beginning any work on their application. The Certifications and Assurances contain various requirements that must be met in order for an organization's application to be approved. 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

There are three categories of eligible subrecipients of JARC and New Freedom funds:

- 1) Private non-profit organizations. A non-profit organization is a corporation or association determined by the Secretary of Treasury to be an organization described by 26 U.S.C. 501(c) which is exempt from taxation under 26 U.S.C. 501(a) or one which has been determined under State law to be non-profit and for which the designated State agency has received documentation certifying the status of the non-profit organization;

- 2) State or local governmental bodies; and
- 3) Operators of public transportation services.

Private operators of public transportation services can partner with an eligible subrecipient and receive Federal funds, however they cannot be a direct subrecipient.

VI. Eligible Projects

Funding under the two programs is limited, therefore the intent of these funds is for new and innovative projects to meet the unmet transportation needs of people with disabilities and individuals with low incomes. Funding may be used for capital or operating projects that meet the JARC and New Freedom Program goals and respond to one or more of the strategies identified in the regional Coordinated Public Transit-Human Services Transportation Plan (see Section VIII, page 6). Each of the regional Coordinated Public Transit-Human Services Transportation Plans is available via the project website - <http://www.kfhgroup.com/mdcoordinationplans.htm>.

JARC Projects – Activities that are eligible for funding may vary from region to region. Examples of 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 that are eligible for funding may vary from region to region. Examples of 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.

VII. Federal/Local Match Requirements

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

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

All of the local share must come from sources other than Federal DOT funds. Federal Department of Transportation (DOT) program funds cannot be used as a source of local match for other FTA programs, even when used to contract for service. Some examples of sources for local match monies that may be used for any or all of the local share include local appropriations, other non-DOT Federal funds (see sources listed in Appendix B), 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.

Additionally, the JARC and New Freedom Guidance list the following examples of types of programs that are potential sources of local match:

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”. Each of the five statewide regions developed coordinated public transit-human service transportation plans that 1) identified the transportation needs of individuals with disabilities, older adults, and people with low incomes, 2) provided strategies for meeting those local needs, and 3) identified potential projects that correspond to each strategy. Regional strategies are identified in Appendix C.

Applicants are encouraged to familiarize themselves with the respective plan in their region 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 their region’s Coordinated Public Transit-Human Services Transportation Plan.

Applicants from the non-urbanized areas of Montgomery or Prince George’s County, whose projects are solely contained in these non-urbanized areas, should review the MWCOC’s TPB Coordinated Human Services Transportation Plan for the National Capital Region. -

http://www.mwcog.org/tpbcoordination/documents/Final_Coordinated_Plan_4-18.pdf.

Applicants from the non-urbanized areas of Montgomery or Prince George’s County, whose project serves an adjacent region (Baltimore, Southern Maryland, and/or Western Maryland Regions) should review the plan of the

bordering region to ensure the project is consistent with that plan, and should submit an application to that regional contact who is identified within the Application Instructions on pages 10-12.

IX. Project Selection

Projects applied for through JARC and New Freedom will be selected through a statewide competitive review and selection process. A Regional Coordinating Committee has been established in each of the five regions and they are responsible for reviewing the local application submissions. Any application coming from the non-urbanized areas of Montgomery or Prince George's County (see Appendix D for a map of the non-urbanized areas) will go to MWCOG (if the service is exclusively provided in non-urbanized areas of Montgomery and/or Prince George's County) or to the neighboring region where service is provided (i.e. Baltimore Region, Southern Maryland Region or Western Maryland Region). All of the proposed projects will be scored based on the selection criteria defined in this application (Appendix E).

Eligible applications within each geographic region will be evaluated and scored for the following criteria:

- 1. Local Needs – Project Goals/Objectives (up to 20 points)**
- 2. Coordination and Cooperation (up to 25 points)**
- 3. Implementation Plan (up to 15 points)**
- 4. Management Capability (up to 15 points)**
- 5. Fiscal Capability (up to 15 points)**
- 6. Program Effectiveness (up to 10 points)**

Each JARC and New Freedom application will be scored up to a maximum of 100 points, based upon the score for each of the six criteria.

The Regional Coordinating Committees will then forward the projects that they endorse and meet the standards set forth within the region's Coordinated Public Transit-Human Services Transportation Plan to the State Planning Subcommittee of the Maryland Coordinating Committee for Human Services Transportation. The State Planning Subcommittee will assist MTA with recommendations for which projects should be awarded grants, based on the same scoring criteria employed by the regional committees.

Although each applicant may apply for funding for more than one project, it is possible awards could be made for one proposed activity and not another.

Furthermore, projects may not be fully funded up to the dollar amount requested on the application.

X. Certifications and Assurances

Applicants whose projects are selected for JARC and New Freedom Programs funds will be required to comply with all FTA requirements. Specifically, the applicant will need to sign FTA's Certifications and Assurances for the specific funding programs for which your organization is applying **within 15 days of receiving notification of award**. An Authorizing Resolution between the governing body and MTA is also required.

The Certifications and Assurances are provided to applicants in .pdf format. Because they are based on Federal and State requirements, they may not be altered in any way. They must be signed and dated by the local attorney and the applicant's agency's authorized official. Organizations unable to complete these certifications and assurances will not receive funding and should not apply for funding.

XI. Award Requirements

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

Applicants will be required to provide detailed information quarterly to MTA on usage and performance of the project. These quarterly reports will include financial and program measures updates.