

Application for the Job Access Reverse Commute (JARC) and New Freedom Program for the Tulsa Region Urbanized Area

OVERVIEW AND INSTRUCTIONS

Enclosed is the application packet for the Job Access & Reverse Commute (JARC) program - Federal Transit Administration Section 5316, and the New Freedom program - Federal Transit Administration Section 5317. Application materials will be made available to organizations participating on the Coordinated Public Transit-Human Service Plan development efforts and an electronic version will be posted at INCOG - Indian Nations Council of Governments website.

Under the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), to receive funding under the New Freedom program and the Job Access/Reverse Commute (JARC) program, beginning in FFY 2006, applicants must certify that approved projects are derived from the Coordinated Public Transit-Human Service Transportation Plan (CPT) for the Tulsa Transportation Management Area (TMA). As designated by the Governor of Oklahoma, the Indian Nations Council of Governments (INCOG) is the applicant and recipient for Job Access and Reverse Commute and New Freedom funds, and responsible for implementing the competitive selection process to select and determine the projects that will be awarded funds. (For the purposes of this application, INCOG is the recipient of the Federal Transit Administration funds, and all applicants are potential subrecipients of Federal Transit Administration funds).

Available funding is as follows:

	FY 2010	FY 2011
JARC 5316 (Tulsa Area)	\$332,694	\$332,193
New Freedom 5317 (Tulsa Area)	\$188,329	\$189,301
Statewide 5310 (Managed by DHS)	\$1,766,535	\$1,758,857

Job Access and Reverse Commute Program

The goal of the Job Access and Reverse Commute program is to develop new and improve existing transportation services to connect welfare and low income individuals¹¹ to work and needed employment support services such as childcare and job training activities, and to transport residents of urbanized areas and non-urbanized areas to suburban employment opportunities. With many new entry-level jobs located in suburban areas, low-income and/or welfare recipients have found it difficult to access these jobs from their inner city, urban and rural neighborhoods on a daily basis. Many entry-level jobs require working late at night or on weekends when conventional transit services in many communities are either reduced or non-existent and many employment-related trips are complex for low-income persons, often involving multiple destinations, including reaching childcare facilities and other services as part of the work trip.

ELIGIBLE ACTIVITIES FOR JOB ACCESS REVERSE COMMUTE GRANTS: Federal funds from Job Access Reverse Commute will be used to meet the Plan goals. Funds include capital, planning, and operating expenses to support activities, including, but not limited to late-night and weekend service, guaranteed ride home service, facilitating the provision of public transportation services to suburban employment opportunities, supporting new mobility management and coordination programs among public transportation providers and human service providers, etc.

For a complete and extensive list of eligible Job Access Reverse Commute activities see 5316 Federal Transit Administration Guidance Circular effective May 1, 2007 at:

<http://www.incog.org/Transportation/coordinatedplan/JARCGuidance.pdf>.

¹ Eligible Low-income Individual: Refers to an individual whose family income is at or below 150 percent of the poverty line for a family of the size involved.

The Indian Nations Council of Governments - INCOG is soliciting projects that have been derived from the adopted Public Transit-Human Services Coordinated Plan. This plan specifically focuses on the transportation needs of elderly, disabled, and low-income residents and addresses the service needs and gaps of the Tulsa Transportation Management Area. View the entire Coordinated Plan document at:

<http://www.incog.org/Transportation/coordinatedplan.htm>

New Freedom Program

The goal of the New Freedom Program is to support new public transportation services and public transportation alternatives to address the transportation needs of persons with disabilities²² including transportation to and from jobs and employment support services, beyond those required by the Americans with Disabilities Act (ADA) of 1990. For the purpose of the New Freedom Program, "new" service is any service or activity that was 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 Transportation Improvement Program (TIP) or the State Transportation Improvement Program (STIP).

ELIGIBLE ACTIVITIES FOR NEW FREEDOM GRANTS: Eligible projects funded with New Freedom funds may continue to be eligible for New Freedom funding indefinitely as long as the project(s) continue to be part of the coordinated plan.

Both new public transportation services and new public transportation alternatives are required to go beyond the requirements of the Americans with Disabilities Act 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 transportation to and from jobs and employment services.

Recipients or subrecipients may not terminate Americans with Disabilities Act paratransit enhancements or other services funded as of August 10, 2005, in an effort to reintroduce the services as "new" and then receive New Freedom funds for those services.

Activities that could be funded under the program include, but are not limited to enhancing paratransit beyond minimum requirements of the ADA, new feeder services (transit service that provides access) to commuter rail, commuter bus, intercity rail, and intercity bus stations, new Public Transportation Alternatives beyond the Americans with Disabilities Act, etc.

For a complete and extensive list of eligible New Freedom activities see 5317 Federal Transit Administration Guidance Circular effective May 1, 2007 at:

<http://www.incog.org/Transportation/coordinatedplan/NewFreedomGuidance.pdf>.

The Indian Nations Council of Governments - INCOG is soliciting projects that have been derived from the adopted Public Transit-Human Services Coordinated Plan. This plan specifically focuses on the transportation needs of elderly, disabled, and low-income residents and addresses the service needs and gaps of the Tulsa Transportation Management Area (View the entire Coordinated Plan document at:

<http://www.incog.org/Transportation/coordinatedplan.htm>).

Eligible Applicants for Jobs Access and Reverse Commute and New Freedom Funds

There are three categories of eligible applicants of Jobs Access Reverse Commute and New Freedom funds:

- a. Private non-profit organizations defined as a corporation or association determined by the Secretary of the 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 An individual who, because of illness, injury, age, congenital malfunction, or other incapacity or temporary or permanent disability (including an individual who is a wheelchair user or has semi-ambulatory capability), cannot use effectively, without special facilities, planning, or design, public transportation service or a public transportation facility.

b. State or local governmental authority; and

c. Operators of public transportation services, including private operators of public transportation services.

In addition to being classified as one of the listed types of agencies, in accordance with the Federal Transit Administration (FTA) Title 49 U.S.C. 5316(c) and 49 U.S.C. 5317(c), only organizations whose projects serve the Tulsa Transportation Management Area (TMA) are eligible to apply. This means that there is either an origin or destination located within the Tulsa Transportation Management Area (TMA) boundary. See http://www.incog.org/Transportation/maps/TMA_Map.pdf for a map of the TMA.

Federal/Local Matching Requirements

Jobs Access Reverse Commute funds may be used to finance capital, planning and operating expenses. New Freedom funds may be used to finance capital and operating expenses. The Federal share of eligible capital and planning costs may not exceed 80 percent of the net cost of the activity. Operating costs may not exceed 50 percent of the net operating costs of the activity.

The local share of eligible capital and planning costs shall be no less than 20 percent of the net cost of the activity, and the local share for eligible operating costs shall be no less than 50 percent of the net operating costs. All of the local share must be provided from sources other than Federal Department of Transportation funds.

Job Access/Reverse Commute Funds Matching Requirements	
Type of Funding	Federal Grant/Local Match
Capital	80/20
Operating	50/50
Planning	80/20

New Freedom Funds Matching Requirements	
Type of Funding	Federal Grant/Local Match
Capital	80/20
Operating	50/50

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-Department of Transportation 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, represents a cost which would otherwise be eligible under the program, and is included in the net project costs in the project budget.

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 Jobs Access Reverse Commute operating assistance. In either case, the cost of providing the contract service is included in the total project cost. No Federal Transit Administration program funds can be used as a source of local match for other Federal Transit Administration programs, even when used to contract for service.

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

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 of types of programs that are potential sources of local match include: employment training,

aging, community services, vocational rehabilitation services, and Temporary Assistance for Needy Families (TANF). To be eligible for local match for Federal Transit Administration funds, the other Federal funds must be used for activities included in the total net project costs of the Federal Transit Administration 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 Federal Transit Administration grant. Specific program information for other types of Federal funding is available at www.unitedweride.gov.

Application Timeline

Activity	Date
Application available on INCOG's website, notice of application availability disseminated, and distribution of application packet and support material to potential applicants or upon request	October 24, 2011
Mandatory Application Workshops (required to attend only one workshop)	November 1 & 2, 2011 10:30 am - 12:00 pm INCOG Conference Room 2 W. 2 nd Street, Suite 800, Tulsa OK
Application deadline	Monday, December 12, 2011 By 5:00 p.m
INCOG application review and ratings	December 19, 2011 - January 16, 2012
RCCT approval of INCOG's ratings	January 25, 2012
TTC and TPC approval of INCOG's ratings	February 15 - 23, 2012
INCOG Board of Directors final recommendation	March 8, 2012
INCOG notification of selected applicants	March 13, 2012
Grant contracts executed	May, 2012

Project Selection Process

Applications will be reviewed to ensure the compliance with the minimum requirements to be considered for funding, including the submission of all mandatory forms.

The minimum requirements that must be met are:

- The project or program must be an action identified in the Coordinated Transportation Plan for the Tulsa Transportation Management Area.
- The project must be eligible for New Freedom, Job Access Reverse Commute, or the Elderly Individuals and Individuals with Disabilities (5310 funds) program funding under Federal Transit Administration guidelines.
- The proposed project must not duplicate an existing service or program.
- Eligible matching funds must be identified and secured for the project. The match, including sources and amounts, should be listed in the application for funds and at a minimum must be 20% of the total cost of capital projects and 50% of operational projects. A resolution or certification from the governing board or authorized representative guaranteeing the timely availability of the local matching funds is required.
- The project must serve the targeted population groups (persons with low-income for the Job Access Reverse Commute funds, persons with disabilities for New Freedom, and elderly and persons with disabilities for the 5310 funds) in the Tulsa Transportation Management Area (TMA).

A paper copy of the application must be submitted. **Applications found to be incomplete or submitted after 5:00 p.m. on Monday, December 12, 2011 will not be considered for funding.** INCOG's staff will mark the application with a date marker, certifying the date/time it was received. Original signatures are required where appropriate. All applicants need to submit four (4) copies of their application along with the original application. Applications must be hand delivered or mailed to INCOG's office at 2 W. 2nd St. Suite 800, Tulsa, OK 74103 to be in office no later than 5:00 p.m. **December 12, 2011.** Please mark all materials to the attention of the Transportation Division.

As the designated recipient, INCOG will coordinate the competitive selection process. Projects will be ranked based on criteria described in *Evaluation Criteria*. If there are insufficient funds for all eligible projects, contracts will be awarded based on the ranking of the projects. Projects may not be fully funded up to the dollar amount requested on the application.

Grant Contract Award Requirements

All approved Job Access/Reverse Commute and New Freedom applicants will enter in a contract with INCOG and will abide by all applicable federal requirements including background certifications, assurances, and other documentation necessary to meet the requirements of Federal Transit Administration's Urbanized Area Formula Grant Program.

See http://www.fta.dot.gov/documents/2011-Certs-Appendix_A_MB.pdf.

Additional Requirements

INCOG, as the designated recipient, is required to submit status reports to the Federal Transit Administration. This data collection process will consist of regular reports required from grant subrecipients that include program narrative information describing services, coordination efforts, sustainability, accomplishments, and obstacles or barriers. This is in addition to service statistics such as maps of geographic boundaries, ridership counts, number of employment sites served, etc.

Evaluation Criteria

Eligible applications will be evaluated on the following criteria:

1. PROJECT NEED/GOALS AND OBJECTIVES (25 POINTS)

The project should directly address the strategies identified in the Coordinated Public Transit - Human Service Transportation Plan. Project application should clearly state the overall program goals and objectives and demonstrate how the project is consistent with the Coordinated Public Transit - Human Service Transportation Plan strategies and with the objectives of the New Freedom, Job Access Reverse Commute, and 5310 grant programs. Projects addressing more than one of the region's needs and/or gaps make better use of limited funding and will be assigned more points. Two questions are considered: How many needs and gaps does the project consider? How well does it address them?

Project application should indicate the number of persons expected to be served and the identified target population group, and the number of trips (or other units of services) expected to be provided. Projects that are focused regionally will be scored higher than those that are limited in geographic scope.

2. IMPLEMENTATION PLAN (20 POINTS)

Applicants must describe implementation steps, timelines for executing the plan, a well-defined operations plan for projects seeking funds to support program operations, and/or a capital procurement plan. The implementation plan should identify key personnel assigned to this project and their qualifications and demonstrate project sponsor's institutional capability to execute the service delivery aspect of the project as described.

3. COORDINATION AND PROGRAM OUTREACH (20 POINTS)

Applications will be evaluated based on the level of cooperation and coordination with other public transportation agencies, human-service organizations and/or the private sector. Project sponsors should include a description of the coordination that will be achieved as well as the expected benefits from the coordination efforts. 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 support and increase public participation in the project. Letters of support from key stakeholders and/or customers should be attached to the grant application. Highest scores will be given to applications that demonstrate greater coordination with partners in project planning, operations, communications, and funding.

4. PROGRAM BUDGET (15 POINTS)

Applicants must submit a comprehensive project budget, including capital costs and operational, costs demonstrating anticipated project expenditures and revenues. Documentation of matching funds should be included. Proposals should address long-term efforts and identify potential funding sources for maintaining the proposed service beyond the grant period. Projects that present a feasible proposal, identify reasonable strategies for sources of continued funding, and include greater local match than the minimum required will be scored the highest.

5. COST-EFFECTIVENESS AND PERFORMANCE INDICATORS (15 POINTS)

The project will be scored based on the demonstration that it is the most appropriate and cost-effective match of service delivery to the identified need. Project sponsors must also identify clear, measurable outcome-based performance measures to track the effectiveness of the service in meeting the identified goals. A plan should be provided for continued monitoring and evaluation of the service, and steps to be taken if original goals are not achieved. Applicants should describe steps to measure the effectiveness and magnitude of the impact the project will have on target populations.

6. INNOVATION (5 POINTS)

The project will be assessed for combined new and innovative ideas, new technologies, and creative sources of financing that have the potential for improving access and mobility for the target populations and may have reliability by other jurisdictions and agencies. Higher scores will be awarded to projects that employ new and innovative ideas and demonstrate excellent prospects for feasibility of replication.